

**MINUTES OF THE MEETING OF
THE CABINET**

**TUESDAY 11 NOVEMBER 2014
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

1

Committee Members Present:

Councillor S Akhtar
Councillor D Grant
Councillor N Hampshire
Councillor W Innes (Convener)
Councillor J McMillan

Other Councillors Present:

Councillor S Brown
Councillor J Caldwell
Councillor S Currie
Councillor J Gillies
Councillor J Goodfellow
Councillor P MacKenzie
Councillor F McAllister
Councillor K McLeod
Councillor J Williamson

Council Officials Present:

Mrs A Leitch, Chief Executive
Ms M Patterson, Depute Chief Executive – Partnerships and Community Services
Mr A McCrorie, Depute Chief Executive – Resources and People Services
Mr D Small, Director of Health and Social Care Partnership
Mr J Lamond, Head of Council Resources
Mr R Montgomery, Head of Infrastructure
Mr T Shearer, Head of Communities and Partnerships
Mr D Nightingale, Head of Education
Ms S Saunders, Head of Children's Services
Mr D Proudfoot, Acting Head of Development
Ms S Fortune, Service Manager – Business Finance
Mrs K MacNeill, Service Manager – Licensing, Administration and Democratic Services
Mrs M Ferguson, Service Manager – Legal and Procurement
Mr A Cruickshank, Service Manager – IT Infrastructure
Ms E Wilson, Service Manager – Economic Development & Strategic Investment
Mr J Cunningham, Service Manager – Benefits
Ms J Mackay, Media Manager
Mr Z Thomson, HR Business Partner
Mr S Kennedy, Emergency Planning and Risk Officer
Ms J Ogden-Smith, Communications Officer

Clerk:

Ms A Smith

Apologies:

Councillor T Day

Councillor M Veitch

Declarations of Interest:

None

Prior to commencement of business the Convener announced that a two minute silence would be observed at 11am to commemorate Armistice Day.

1. MINUTES OF THE MEETING OF THE CABINET OF 21 OCTOBER 2014

The minutes of the meeting of the Cabinet of 21 October 2014 were approved.

2. FINANCIAL REVIEW 2014/15: QUARTER 2

A report was submitted by the Depute Chief Executive (Resources and People Services) recording the financial position at the end of the second quarter of the financial year 2014/15.

The Head of Council Resources, Jim Lamond, presented the report. In relation to General Services revenue he informed Members that the Council's position including schools devolved school management (DSM) showed an underspend of £1.575M; further details listed in Appendix A. Two service areas, Children's Wellbeing and Adult Wellbeing, had been rated with a high risk of overspending. The Housing Revenue Account recorded a marginal underspend with most areas of expenditure remaining broadly in line with budgets. He referred to the spend on General Services capital projects, advising that as previously indicated a refresh of the original capital plan had now been undertaken, details within Appendix D, and included changes in respect of the now audited year-end position for 2013-14 and adjustments approved in April by Council. The overall position remained extremely challenging, finely balanced overall but with a significant risk of overspending in two particular service areas and it was therefore critical to continue close monitoring of all services and application of effective control actions.

In response to questions from Councillor MacKenzie regarding the secondary schools underspend, Mr Lamond advised that the DSM scheme was a statutory scheme which gave schools both flexibility and certain rights; it was a complicating factor in budgetary terms. In response to further questions, the Head of Education, Darrin Nightingale, outlined the challenges facing secondary schools regarding delivery of the DSM review planned efficiencies.

Councillor MacKenzie referred to the Children's Wellbeing overspend and asked for details of the control measures referred to in the report. Sharon Saunders, the Head of Children's Wellbeing, advised that the service operated on a response basis to referrals. She outlined the main control measures adding that the key control was making sure that the right multi agency approach and response was in place.

In response to questions from Councillor Currie regarding coastal car parking charges, Mr Lamond reported that to date no income had been received. The Head of Infrastructure, Ray Montgomery, advised that how this was taken forward was currently being reviewed; a report would be brought forward shortly. He added that it was unlikely that any significant income would be generated this financial year.

In relation to Health and Adult Care, Councillor Currie asked whether the previously agreed charges would be implemented and also raised other queries regarding this directorate's budget. Mr Lamond replied that in relation to fees and charges the budget decision had only been partially implemented in respect of annual uplift; any new elements of charge were still subject to a protracted consultation and had not yet been implemented. Mr Lamond also provided further details regarding the general overspend. David Small, the Director of Health and Social Care Partnership, added that he hoped to bring forward a revised proposal in respect of fees and charges in January 2015.

Councillor Currie, in relation to the Housing Revenue Account, queried the risk referred to in the report regarding the new housing subsidy. Mr Lamond stated that the aim of the proposed Open Market Acquisitions (OMA) programme was to try and protect against the potential loss of subsidy, he was hopeful that the Council would realise the full level of grant subsidy that was available.

In response to a question from Councillor Williamson about publicising OMAs Mr Lamond advised that it was not the intention to publicise this but rather to look at the market and assess suitable availability. Douglas Proudfoot, the Acting Head of Development, confirmed that this process would be led through the Council's Estates Team; housing type, condition and suitability for specific areas within East Lothian would all be considered.

Councillor MacKenzie referred to the overspend in relation to the Children's Wellbeing service area; he remarked that this unit delivered an excellent service however the financial situation would present significant difficulties which would undoubtedly impact on the most vulnerable children and young people in the county.

Councillor Currie stressed that he believed there was a budget crisis in both Children's Wellbeing and Adult Wellbeing services. He raised other areas of concern including coastal car parking charges, health and social care, housing and capital expenditure. He urged the Administration to bring forward a revised budget to address issues in relation to Children's Wellbeing and Adult Wellbeing service areas.

Councillor Hampshire praised Council staff for their efforts in budget management; budget pressures were being managed. In relation to Children's and Adult Wellbeing service areas the demand continued to rise but services required were being delivered. He added that all councils were being affected due to the continued reduction in finance from the Scottish Government. He responded to points raised in relation to housing and capital expenditure.

Councillor Akhtar stated that Children's Wellbeing delivered a very good service as had been shown in the recent Inspection Report. She also made reference to the Scottish Government's allocation of resources to local authorities.

Councillor Grant referred to last Council meeting where the challenges facing the Adult Wellbeing and Adult Social Care sectors had been set out, remarking that given those challenges the current budget position was not entirely unexpected. He echoed comments that staff in those service areas were working well in dealing with the challenges.

Councillor Innes pointed out that overall the budget was in surplus. There were challenges in the Children's Wellbeing and Adult Wellbeing service areas but this Administration was meeting demands and delivering quality services to the people of East Lothian.

Decision

The Cabinet agreed:

- i. to note the financial performance of services at the end of September 2014 and also the continued actions being taken by management to ensure that services are delivered within approved budgets;
- ii. to apply appropriate control measures within the identified 'High Risk' areas as set out in section 3.13;
- iii. to approve the proposed Open Market Acquisitions proposal as detailed in Section 3.18; and
- iv. to approve the revised Capital Plan as set out in Appendix D.

3. STRATEGY FOR NEXT GENERATION INTERNET CONNECTIVITY

A report was submitted by the Depute Chief Executive (Resources and People Services) seeking approval for adoption of the Strategy for Next Generation Internet Connectivity across East Lothian. A full copy of the proposed Strategy had been lodged in the Members' Library.

Mr Lamond presented the report, outlining developments to date, the Digital Scotland rollout programme and predictions for delivery. He made reference to some misunderstanding of what would be delivered, both in terms of technologies and timescales. He indicated that the Council had a role, not as a direct provider, but in relation to co-ordination, advocacy and leadership, to ensure a coherent approach that secured maximum connectivity across the county. Technical experts Farrpoint had been commissioned to assist with the development of the Strategy; he highlighted four key areas of focus for the Council that had been identified. An Action Plan had been prepared to assist in the delivery of the Strategy and significant work had already been undertaken on a number of items. He acknowledged the collaborative approach adopted by staff in the IT and Economic Development services in their work on the Strategy.

Councillor McMillan welcomed the report. Access to high speed broadband was a key priority for the Council, for communities and for businesses. He echoed Mr Lamond's comments regarding the work undertaken by staff. He referred to the recent Business Week event and to useful presentations from providers. He also referred to attempts being made to aggregate demand through the community planning process which would enable Community Broadband Scotland to work with communities to deliver suitable connectivity solutions.

Councillor Currie also welcomed the report, adding that businesses needed these opportunities and would welcome these developments.

Decision

The Cabinet agreed to approve the adoption of the Strategy for Next Generation Internet Connectivity across East Lothian.

4. FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 AND DATA PROTECTION ACT 1998: COMPLIANCE STATISTICS

A report was submitted by the Depute Chief Executive (Resources and People Services) regarding the Council's compliance for the period 1 April 2014 to 30 September 2014 with a) the 20 working day timescale laid down by the Freedom of Information (Scotland) Act 2002 and b) the 40 calendar day timescale laid down by the Data Protection Act 1998.

The Service Manager for Licensing, Administration and Democratic Services, Kirstie MacNeill, presented the report, referring to the requirement on local authorities to provide performance reports on these compliance statistics on a 6 monthly basis. She outlined the Freedom of Information and Data Protection statistics for the period in question. She also drew attention to the charging policy, fees received and service area staff time/costs. She informed Members that the Council had been recognised by the Scottish Information Commissioner as an example of good practice.

Mrs MacNeill responded to questions from Members. She confirmed that the number of FOI requests continued to rise. She provided further information regarding the charging policy. The Council aimed to be as open and transparent as possible and published a considerable amount of information on the website; she added that in relation to 96 FOI requests the information was already published on the website or available publically elsewhere.

Councillor McAllister commended the work of officers; it was a tribute to staff that their working practices were regarded as an exemplar.

Councillor Innes echoed those comments.

Decision

The Cabinet agreed to note the report.

5. SAFE DRIVING AT WORK POLICY

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) seeking endorsement of the Safe Driving at Work Policy and Guidance.

The Head of Communities and Partnerships, Tom Shearer, presented the report, informing Members of the responsibilities employers had under Health and Safety legislation in relation to work related driving activities. A Safe Driving at Work working group had been set-up in 2010 to deal with all aspects of the relevant Health and Safety Executive guidelines. Draft policy and guidance had now been produced which covered any driving operation undertaken, in connection with Council business, by employees or Elected Members using personal, Council or hired vehicles, as well as any volunteers, agency workers or other authorised parties driving Council fleet vehicles. The working group would continue to meet on a bi-annual basis to monitor and review the policy.

Decision

The Cabinet agreed to approve the Safe Driving at Work Policy and Guidance, as listed in Appendices 1 and 2 to the report, and for these to be issued as Council Policy.

6. MANAGING EMPLOYEE PERFORMANCE POLICY

A report was submitted by the Depute Chief Executive (Resources and People Services) seeking approval for the revisions to the Managing Employee Performance Policy.

Mr Lamond presented the report, outlining the key changes. The Policy emphasised the importance of recruiting employees who were able to demonstrate that they had the appropriate competencies to do the job, and also linked to the PRD and Learning at Work Policy to ensure appropriate learning opportunities after recruitment. It was hoped that if approved, the new policy would help improve individual employee performance and in turn, increase standards of service being provided. Through the new managerial guidance and

associated template letters, it was anticipated that the new policy would be more effective in ensuring consistency and fairness in the management of performance.

In response to a question from Councillor Grant, Zoe Thomson, HR Business Partner, clarified the position in relation to the LNCT. Mr Lamond, responding to a question from Councillor McMillan about review, advised that there was no fixed timescale, but it would be at least 6 months to 1 year before a review was carried out.

Councillor Currie welcomed the report. He hoped that the Trade Unions would, in due course, support the Policy.

Councillor McMillan made reference to the forthcoming Star Awards which recognised the excellent work carried out by Council staff.

Decision

The Cabinet agreed to approve the revisions to the Managing Employee Performance Policy, as set out in Appendix A to the report.

7. POLICY ON ACCEPTANCE BY EMPLOYEES OF GIFTS AND HOSPITALITY

A report was submitted by the Depute Chief Executive (Resources and People Services) seeking approval for the revisions to the Council's Policy on Acceptance by Employees of Gifts and Hospitality.

Mr Lamond presented the report, informing Members that the policy revisions had been prepared in accordance with the agreed actions contained within an Internal Audit report brought to the Audit and Governance Committee on 19 November 2013. The key changes had been made to help clarify the legal position for both employees and managers and included the provision of more detailed guidance.

Decision

The Cabinet agreed to approve the revisions to the Council's Policy on Acceptance by Employees of Gifts and Hospitality, as set out in the appendix to the report.

8. REVISION TO DISCRETIONARY HOUSING PAYMENT POLICY

A report was submitted by the Depute Chief Executive (Resources and People Services) seeking approval for the revised Discretionary Housing Payment (DHP) Policy.

The Service Manager for Benefits, John Cunningham, presented the report, providing Members with background information and outlining the need for revision of the DHP Policy. He advised that in order to achieve full mitigation of Under Occupancy benefit reductions the revised Policy allowed for the streamlining of the DHP application process. In relation to the Council's DHP funding he indicated that whilst current estimates showed that DHP expenditure would exceed the funding level committed to-date the Council's DHP funding in 2014/15 would be further supplemented by additional Scottish Government funds held in reserve to deal retrospectively with unforeseen 'actual' expenditure which may exceed funds currently committed.

Councillor Currie made reference to monies spent on mitigating the effects of the welfare reforms implemented by the UK Government. He drew attention to a recent CoSLA session regarding the Smith Commission and the potential to devolve welfare matters.

Councillor Hampshire cautioned that Members needed to wait for the outcome of the Smith Commission as regards possible future devolution of welfare matters.

Decision

The Cabinet agreed:

- i. to approve the revised Discretionary Housing Payment Policy as listed in Appendix 1 to the report; and
- ii. to delegate authority to the Head of Council Resources to approve any further DHP Policy amendments which may be required to respond to a rapidly changing DHP environment.

9. PUBLIC MINUTES OF THE MEETINGS OF THE LICENSING SUB-COMMITTEE HELD ON 11 SEPTEMBER 2014 AND 9 OCTOBER 2014

The public minutes of the meetings of the Licensing Sub-Committee held on 11 September 2014 and 9 October 2014 were approved.

10. MINUTES FOR NOTING

The minutes of the Sustainable Economy Partnership held on 25 June 2014 were noted.

SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION

The Cabinet unanimously agreed to exclude the public from the following business containing exempt information by virtue of Paragraphs 1, 3 and 6 (information relating to particular employees, information relating to any particular applicant for, recipient or former recipient of a service provided by the Authority; information concerning the financial or business affairs of any particular person other than the Authority) of Schedule 7A to the Local Government (Scotland) Act 1973.

Sub-Committee Minutes

The private minutes of the meetings of the Licensing Sub-Committee held on 11 September 2014 and 9 October 2014 were approved.

The private minute of the meeting of the Employee Appeals Sub-Committee held on 2 October 2014 was approved.

The private minute of the meeting of the Homelessness Appeals Sub-Committee held on 23 October 2014 was approved.

REPORT TO: Cabinet

MEETING DATE: 13 January 2015

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Summary of Contracts Awarded by East Lothian Council,
9 October – 17 December 2014

2

1 PURPOSE

- 1.1 To advise Members of all contracts awarded by the Council from 9 October to 17 December 2014 with a value of over £150,000.

2 RECOMMENDATIONS

- 2.1 To note the award of contracts with a value of over £150,000 from 9 October to 17 December 2014, as listed in Appendix 1 to this report.

3 BACKGROUND

- 3.1 Details of all contracts awarded by the Council are lodged in the Members' Library Service. Appendix 1 to this report contains details of all contracts with a value of £150,000 and above which have been awarded since the last meeting of the Cabinet.

- 3.2 Members are asked to note that reports relating to contracts can be accessed via the following link to the Members' Library Service on the Council's eGov system:

http://www.eastlothian.gov.uk/site/scripts/meetings_committees.php?headerID=102

4 POLICY IMPLICATIONS

- 4.1 None

5 EQUALITIES IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

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

7 BACKGROUND PAPERS

- 7.1 None

AUTHOR'S NAME	Lel Gillingwater
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DATE	17 December 2014

**SUMMARY OF CONTRACTS AWARDED WITH A VALUE OF £150,000 AND ABOVE
FOR THE PERIOD 9 OCTOBER – 17 DECEMBER 2014**

Originator	Report Title/Project Summary	Contract Awarded To	Contract Value	Members' Library Reference
Depute Chief Executive (Partnerships and Community Services)	Proposed New Rural Business Units, Mid Road Industrial Estate, Prestonpans	Messrs Maxi Construction Ltd, Livingston	c. £1,163,026.48	Ref: 237/14 (Nov 14 Bulletin)

17 December 2014

REPORT TO: Cabinet

MEETING DATE: 13 January 2015

BY: Depute Chief Executive (Partnerships and Community Services)

SUBJECT: Scottish Local Authority Business Loan Fund

3

1 PURPOSE

- 1.1 To advise Cabinet of the proposal to establish a Scottish Local Authority Business Loan Fund and seek in principle approval to participate in the Loan Fund.

2 RECOMMENDATIONS

- 2.1 Cabinet is asked to approve the Council's membership of the new loan fund, in principle.
- 2.2 Cabinet is asked to delegate authority to the Head of Council Resources and Interim Head of Development to consider and assess the operational aspects of the Loan Fund as these become available and to agree the Council's ultimate participation or otherwise.
- 2.3 Cabinet is asked to note the commitment of between £30,000 and £60,000, in principle, to the Fund, annually for 3 years.

3 BACKGROUND

- 3.1 An opportunity exists for all of Scotland's local authorities to be part of a national Scottish Local Authority Business Loan Fund, through proposals drawn up by the Scottish Local Authority Economic Development group (SLAED). The target 'go live' date for the new Fund is 1 April 2015.
- 3.2 The Scottish Government has committed £40m to Financial Instruments for the first 3 years of the 2014-2020 European Structural Funds Programme. The proposals form part of the new European Regional Development Fund (ERDF) business competitiveness intervention being developed in partnership with Scottish Enterprise and are also in line with

the Scottish Government's Economic Strategy. These funds are to be used to create an SME Fund specifically for:

- Recapitalisation of the Scottish Investment Bank
- Recapitalisation of Local Authority Loan Funds

A further £40m ERDF is potentially available for 4 years thereafter.

3.3 Nationally, a collective ERDF bid from Scottish Local Government through this programme is being actively encouraged by the Scottish Government and the fund is targeting an initial award of £7.2m. This may generate further contributions through a £5.4m private sector contribution from the Banking sector and up to a further £5.4m through member local authority contributions, creating an overall Fund of £18m to be available for investment during the period 2015-2018.

3.4 The proposed fund would be able to increase the supply of loan capital to new and growing, small and medium sized businesses (SMEs) across Scotland. This will contribute directly to improving the business birth rate and creating the growth potential of those supported. The new fund would offer gap-funding to SMEs within its geographic area of operation up to a maximum of £100,000 and where its contribution or the aggregate of all sources of public sector funding would not exceed 75% of the total funding package.

3.5 Whilst there is an apparent adequacy of 'supply side' in the market, evidence from a range of sources suggests that this is not necessarily the case. A lack of available match funding from the Banks remains a major challenge. Banks continue to appear reticent to lend where there is any perceived risk and lending is based on the banks requiring full security including personal guarantees as a matter of course. There is evidence that deals are taking longer to finalise with increased due diligence by banks and the requirement to take security slowing the process further, aligned with increased legal costs. The SME Finance Monitor for Q1, compiled from a survey of 5000 businesses, shows that:

- Only 33% of SMEs used any form of external finance in the last 12 months;
- Use of core 'traditional bank lending' is 27%, a drop of 5% on the same period in 2013;
- While most applications for renewed facilities are successful, the gap between these and successful new applications is widening. 96% of renewals were successful but only 37% were new applications;
- Smaller, newer businesses remained less likely to be successful and those declined reported limited support options being offered as an alternative;

- SMES are still discouraged to apply for bank lending as there remains an assumption amongst new business in particular, that if they approached the bank for funding they would automatically be turned down due to their credit history and size and therefore did not ask;
 - Generally the SME population is still showing signs of pressure in a difficult economic climate in terms of profitability, external risk rating, credit balances and use of overdraft facilities; and
 - In the last 12 months, 36% had seen an injection of personal funds from the owner/director into the business with half of these (18%) saying this was something they felt they 'had' to do
- 3.6 The success of the Fund will ultimately be determined by its measurable economic impact. A range of indicators and targets will need to be agreed with the Scottish Government as part of the ERDF application and approval process. Before the end of its third year, the Fund will be required to undertake an independent economic impact assessment and evaluation to measure the Fund's performance.
- 3.7 Proposed key targets for the Fund for 2015/16 are as follows:
- o Lend £6m;
 - o Support c. 150 businesses;
 - o Create 4 new/safeguarded jobs per business supported; and
 - o Achieve a leverage of 1:3 from private sector match funding
- 3.8 The Fund will be able to support any legally formed, trading business, including the following:
- Sole traders;
 - Partnerships;
 - Limited companies;
 - Limited Liability Partnerships;
 - Co-operatives; and
 - Social Enterprises
- 3.9 The primary focus will be businesses engaged in the Business to Business (B2B) and Business to Consumer (B2C) categories. Generally the eligible sectors can be classified as:
- Manufacturing;

- Service to manufacturing;
- Construction;
- Wholesale;
- Transport and Distribution;
- Software;
- Agriculture linked to farm diversification;
- Tourism and Tourism Infrastructure; and
- Service based

3.10 Each member authority will be responsible for the delivery of the fund within its own area. This includes local promotion of the fund to eligible business and stakeholders, identification of potential applicants, supporting businesses through the application process, appraising and determining applications and maintaining contact with/providing after care to loan recipients.

3.11 It is proposed the new company will:

- Comprise 32 members;
- Be a company Limited by Guarantee (NEWCO);
- Operate across Scotland utilising the model developed by the West of Scotland Loan Fund (WSLF) and East of Scotland Investment Fund (ESIF); and
- From an operational perspective, be organised regionally (East Lothian being in the East Region)

3.12 It is proposed that the founding principles currently operated for the WSLF and ESLF are adopted:

- Each member authority's contribution is exclusively ring fenced to be invested by that authority in their area only;
- Each member authority retains the right to determine the outcome of applications up to £50,000 at the local level following their own delegated authority procedures; and
- Applications above £50,000 will be referred to a regional investment panel

3.13 It is proposed the Fund's governance structure consists of five elements:

- Board of Directors;
- Corporate Governance Working Group;

- Regional Management Group;
 - Regional Investment Panel; and
 - Regional Officer Group
- 3.14 East Lothian Council is not a member of the East of Scotland Investment Fund so will have to join the new Fund, as opposed to transferring membership which is the case in other local authority areas.
- 3.15 Although local authorities will be able to join the fund at any time, only those authorities who are Members of the Fund at the time of the ERDF allocation will be able to benefit from the initial 3 year ERDF allocation. Any authorities joining subsequently would have to wait for the second ERDF allocation which the Fund would expect to receive, subject to satisfactory performance, following the mid-point review of the EU funding programme in 2017/18.
- 3.16 The European Commission has proposed an off the shelf model which can be used for financial instruments which offer loan, equity and guarantee funds. Advice and information has been sought from Scottish Enterprise/Scottish Government and further work is required to understand the EU model and identify the differences between that and this proposal. If such a model is not appropriate for the Scottish loan fund, work will have to be done to demonstrate how the Fund is State Aid compliant and State Aid Unit approval sought.
- 3.17 To deliver an operational Fund by the 1st April 2015, the following milestones will need to be met:
- 13 February 2015 – all Scottish local authorities intending to participate in the fund have secured necessary committee approval and indicated their annual lending targets for inclusion in the ERDF application
- 20 February 2015 – Articles of Association and Members Agreement signed by participating LAs
- 6 March 2015 - New members match funding transferred to NEWCO bank account
- 3.18 The Council's Treasury Management and Investment Strategy was approved by Council on the 25th February 2014. Any decision to invest in the Local Authority Loans Fund will need to be considered within the broader context of the Council's wider Investment Strategy, and this position will continue to be explored. As such, it is not therefore necessary to indicate/identify a budget for the Council's contribution; rather, this contribution will be handled as part of the Council's wider Investment Strategy. In principle, a contribution of between £30,000 and £60,000 will need to be committed to the Fund annually for the period 2015/16-2017/18.

4 POLICY IMPLICATIONS

- 4.1 Membership of the Fund supports the East Lothian Community Planning Partnership's Single Outcome Agreement and the East Lothian Economic Development Strategy 2012-2022.

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 An investment of between £30,000 and £60,000 is required annually for a 3 year period which will be managed within the Council's approved Treasury Management and Investment Strategy.
- 6.2 Staff resources will be required to support the Governance structure and responsibilities set out in 3.10. Further work is required to establish that staff resources required can be met from existing capacity.

7 BACKGROUND PAPERS

AUTHOR'S NAME	Esther Wilson
DESIGNATION	Service Manager - Economic Development and Strategic Investment
CONTACT INFO	ewilson@eastlothian.gov.uk
DATE	24/12/14

REPORT TO: Cabinet

MEETING DATE: 13 January 2015

BY: Depute Chief Executive (Partnerships and Community Services)

SUBJECT: Interim Discounted Housing for Sale Model

4

1 PURPOSE

- 1.1 To seek approval for an interim Discounted Housing for Sale model which will meet the requirements of the Council's Affordable Housing Policy.

2 RECOMMENDATIONS

- 2.1 Cabinet is asked to approve the proposed interim Discounted Housing For Sale model which will meet the Council's Affordable Housing Policy.
- 2.2 Cabinet is asked to delegate authority to the Interim Head of Development to put in place detailed operational criteria in relation to eligibility and priority in consultation with the Cabinet Member for Environment, as outlined in the report.
- 2.3 Cabinet is asked to note the interim nature of the model, which will be reviewed following conclusion of research which has been commissioned to improve understanding of the need and demand for intermediate tenures in East Lothian.

3 BACKGROUND

- 3.1 A significant level of housing need has been established across East Lothian through the SESplan Housing Need and Demand Assessment (HoNDA). SESplan's supplementary guidance currently shows a land requirement for East Lothian for 10,050 homes from 2009-24 of which land should be made available for 6,250 homes up to 2019 with a further 3,800 homes between 2019-24.
- 3.2 The Council's land use planning policy for Affordable Housing aims to deliver serviced land for affordable housing and the Council is committed

to working with private developers to assist the delivery of both market and affordable housing. The policy requires 25% of sites of 5 or more units to be delivered as affordable housing.

East Lothian Council accept the following categories of tenures as falling within its definition of affordable housing:

Social Rented Housing, Private below Market Cost Rent, Shared Ownership, Shared Equity, Subsidised Low Cost Home Ownership and Unsubsidised Low Cost Home Ownership.

The delivery of affordable housing tenures is realised through a range of mechanisms - from taking serviced land and procuring directly, to buying units 'off the shelf' from developers.

- 3.3 To deliver the numbers of affordable homes which are required in East Lothian, the Council needs to promote a flexible approach to the tenures delivered through its Affordable Housing Policy.
- 3.4 Research has recently been commissioned by the Council to better understand need and demand for intermediate tenures in East Lothian. The key objective of the research is to identify the market which exists for intermediate tenures - Mid Market Rent (MMR) and Low Cost Home Ownership (LCHO) models - in East Lothian as a whole and within the 7 wards. The research will enable the Council to identify and prioritise the delivery of appropriate tenures of affordable housing across different localities in East Lothian and to understand the merit in different mechanisms for delivery. The research will be concluded in early 2015.
- 3.5 Following on from this research, the intention is to develop a Local Investment Framework (LIF) focusing on a 5 year development programme period across the 7 wards.

The intention is that the LIF will become a live document which will be reviewed annually to ensure it reflects ongoing changes over the 5 year development programme period, and fits with other local strategies as well as regional and national strategies.

The Local Investment Framework will inform the Strategic Housing Investment Plan (SHIP) and public sector investment required to deliver affordable housing and infrastructure which will in turn help provide a foundation for discussion with other agencies and stakeholders about how all parties can best support local development aspirations.

4 Proposed Interim Model

- 4.1 The proposed interim Discounted Housing For Sale model would deliver the Affordable Housing Policy's 'Unsubsidised Low Cost Home Ownership' tenure. The model would be administered by the Council and the Section 75 agreements that secure the provision of affordable

housing would secure properties at a discounted price below the open market value which would be offered predominantly to first time buyers on modest incomes. The percentage difference between the discounted price and the open market value price would be secured by a standard security in favour of the Council. The purpose of the standard security is to ensure that the property can remain affordable to future first time buyers with conditions attached to the property. The standard security would be ranked after any granted by the mortgage provider.

- 4.2 Applicants would be eligible and prioritised by criteria, to be determined by the Council, in line with the following principles:

Eligibility: First Time Buyers, Second Time Buyers – both within defined income level, applicant’s main and only home, local connection

Priority: Existing tenants of social landlords, Applicants on the Council’s Housing Register

- 4.3 The successful applicant would own the property and have full responsibility for repair and maintenance of the property and for any charges associated with the property eg. factoring.

- 4.4 If the successful applicant wishes to sell the property at a later date, the property would then be marketed at the same level of discount which was initially applied and an eligible purchaser found. If an eligible purchaser is not identified then the Council would have first refusal to buy the property.

- 4.6 If the Council did not wish to purchase the property, it would be sold on the open market for the full market value. The Council would then receive the equivalent value of the discount from the open market value which would be reinvested into delivering affordable housing in East Lothian.

Example

Initial value	£100,000.00
Discount applied ¹	20%
Value	£80,000.00
Sold at market value 2yrs later	£120,000.00
Initial purchaser receives	£96,000.00
East Lothian Council receives to reinvest	£24,000.00

¹ The percentage discount will vary on each site

4.7 The interim model will be reviewed in light of the findings of the research referred to in paragraphs 3.4 and 3.5.

5 EQUALITIES IMPACT ASSESSMENT

5.1 An Equalities Impact Assessment was carried out on the Council's Local Housing Strategy and no negative impacts have been found.

6 POLICY IMPLICATIONS

6.1 These houses will assist in delivering one of the Council's core priorities "Provision of Affordable Housing".

7 RESOURCE IMPLICATIONS

7.1 Whilst there are no specific budgetary implications arising from this report, there are a number of financial considerations which we are continuing to explore in more detail, including the year-end 'accounting' treatment of any discounted housing.

7.2 Personnel – Resource will be required from within existing resources to administer the scheme.

7.3 Other – None.

8 BACKGROUND PAPERS

8.1 East Lothian Council Affordable Housing Policy [Affordable Housing - Other Planning Guidance and Information - East Lothian Council](#)

AUTHOR'S NAME	Wendy McGuire
DESIGNATION	Team Manager – Investment and Regeneration
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REPORT TO: Cabinet

MEETING DATE: 13 January 2015

BY: Depute Chief Executive (Partnerships and Community Services)

SUBJECT: Charging Policy

5

1 PURPOSE

- 1.1 To present the Charging Policy to Cabinet for approval.

2 RECOMMENDATIONS

- 2.1 Cabinet approves the Charging Policy and notes that services will review charges taking into account the principles of the Charging Policy and the results of the benchmarking exercise.

3 BACKGROUND

- 3.1 Audit Scotland published a report in October 2013 entitled 'Charging for Services: are you getting it right?' The report found that few councils employed a consistent approach to charging for services. Audit Scotland also reviewed the overall contribution that charges make to the budget of each council. East Lothian Council was found to raise a relatively low proportion of its income from charging.
- 3.2 The Council Management Team considered the report, its findings and recommendations in January 2014. It noted the findings in relation to the differential levels of income raised from fees, charges and rents, and that the Council does not have a charging policy and a consistent approach to concessions.
- 3.3 The Council Management Team agreed to undertake a benchmarking exercise to compare the services for which charges are levied and the level of fees and charges. Also it agreed to develop a charging policy using the examples of good practice and the framework provided in the Audit Scotland report.

- 3.4 A report on the Audit Scotland report was presented to Audit and Governance Committee in January 2014 and the Committee noted the actions of Council Management Team and that a draft charging policy would be prepared for approval and would be used as the basis for a rolling programme of reviewing all Council charges.
- 3.5 This report presents a draft Charging Policy for approval and the results of the benchmarking exercise.

Charging Policy

- 3.6 East Lothian Council has not previously had a Council-wide charging policy. Individual services have set their own charges based on factors including: national guidance, legislation, consultation, benchmarking and the cost of providing the service. Although the Council's charges have been regularly reviewed, the absence of an overarching charging policy means that the principles for setting charges are not set out clearly and consistently.
- 3.7 The Charging Policy aims to address several potential problems. In the absence of a charging policy:
- Individual charges may contradict council priorities
 - Charges might impact disproportionately on a particular section of the community
 - The cost and practicality of collecting a charge may not be considered when deciding to charge (or in setting a charge)
 - Council taxpayers might end up subsidising service users or commercial organisations without good reason
 - The Council might contravene its legal obligations (e.g. regarding equality).
- 3.8 The Charging Policy is attached as the Appendix to this report. The Policy covers all fees and charges, excluding Council Tax, Non-domestic rates, fees determined by statute, Council House rents and rents from industrial and commercial land and property. The draft Charging Policy is complemented by the Adult Wellbeing Charging Policy which has been developed by a working group of council staff and voluntary sector representatives. This is aligned to and is an appendix to the Council Charging Policy.
- 3.9 The Charging Policy aims to improve the Council's financial position by maximising the income it receives from charging. However, the need to maximise income will also be balanced against the impact upon, or contribution of charges to, the Council's priorities and in particular to the need to take account of the needs of vulnerable groups through providing discounts, subsidies or concessions. The Policy also aims to ensure that any charges can realistically be collected and administered.

Benchmarking exercise

- 3.10 The Council has undertaken a benchmarking exercise to identify where individual charges differ in comparison to other councils. The benchmarking exercise covers all Council services. East Lothian has been benchmarked against six other councils – Midlothian, Scottish Borders, Clackmannanshire, Inverclyde, East Ayrshire and Argyll and Bute. More than 1,300 charges have been identified through the benchmarking exercise.
- 3.11 Benchmarking is complicated by the varying descriptions used by councils for specific charges. Councils also have discretion to levy charges over differing timescales and to offer discounts and concession schemes. Nonetheless, it is apparent that the charges levied in some areas differ quite considerably between councils.
- 3.12 The Table below provides some examples of services for which the level of charges differ significantly between East Lothian Council and the comparator authorities.

Service	East Lothian charge	Range among benchmarks
Taxi Driver Licence	£58	£58 - £95
Late Hours Catering Licence	£1116.50	£1116.50 - £465
Trade waste 1100 litre bin weekly collection	£945	£763.60 - £1,085.45
Burial interment fees	£588	£431 - £588
Provision of Temporary Traffic Regulation Orders	£120	£120 - £640

- 3.13 Some councils also charge for services that East Lothian Council has chosen not to levy a charge. Examples of services for which the Council does not levy a charge include instrumental music tuition, public conveniences, and on-street parking.
- 3.14 The full results of the benchmarking exercise have been reported to councillors via a Members Library Report.
- 3.15 Although charges differ between councils, it is not necessarily the case that East Lothian Council's charges are inappropriate. However, the apparent variation in fees and charges raises the question of why the charges differ. Further work should be undertaken by services to review their charges in line with the Council Charging Policy and taking account of the results of the benchmarking exercise.

4 POLICY IMPLICATIONS

- 4.1 Charges have the potential to positively or negatively impact upon the council's priorities. The establishment of the Charging Policy should help

to ensure that the impact upon priorities is considered as part of any decision regarding charging for services.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 An equality impact assessment has been carried out and has found no negative impacts.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – none.
6.2 Personnel – none.
6.3 Other – none.

7 BACKGROUND PAPERS

- 7.1 Appendix: Charging Policy
7.2 Results of Charges Benchmarking Exercise; Members Library Report, December 2014
7.3 Charging for Services; report to Audit and Governance Committee, 21st January 2014

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DATE	22 nd December 2014

East Lothian Council

Charging Policy

2015

FINAL DRAFT

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APPENDIX 1: Adult Wellbeing Charging Policy

APPENDIX 2: Roles and Responsibilities

APPENDIX 3: Administration of Charges

APPENDIX 4: Charging Policy Objectives and Considerations Check List

1 INTRODUCTION

1.1 Income from charges is one of the three major financing sources for local authority services. These three sources are:

- Grants from central government
- Local taxation
- Charges (including fees).

1.2 The Chief Financial Officer (CFO) has responsibility, under Section 95 of The Local Government (Scotland) Act 1973, for the proper administration of the financial affairs of the Council. One such area of administration is that relating to external charging for goods and services provided by the Council.

1.3 The Council raises charges to the general public or businesses for a range of goods or services such as:

- Trade and special waste collection
- Residential Care charges
- Burial charges
- Building inspection fees
- Hall and room hire
- School meals
- Administration charges
- Licensing fees

1.4 When charges are being considered services fall into one of three categories:

- Services for which there is a statutory prohibition on charges; i.e. the Council is not legally allowed to charge for that service (e.g. Personal Care)
- Services for which charges are set nationally; i.e. the Council has to set a charge and that charge is determined by the Scottish Government (e.g. planning fees)
- Services for which the Council has discretion as to whether a charge is set and the level at which the charge is set (e.g. care at home service).

1.5 The purpose of this policy is to set out the broad principles that govern charging for the third of these categories - **services for which the Council has discretion to set a charge and to set the level of the charge**. Due to the distinct nature of care services and the particular needs of the users of care services an Adult Wellbeing Charging Policy has also been developed and is aligned to and forms part of this Charging policy (see Appendix 1). The application of this policy will bring greater clarity to the process of setting charges and will therefore assist the Council in achieving its corporate objectives.

1.6 Many factors affect the level of charges, including:

- Historical, political, legal and financial considerations
- The cost and quality of the service
- Charges made by other councils and the private sector
- Users' ability to pay and their views on the service.

1.7 The basis of charging in the Council varies widely both by service area and within service areas. Methods include:

- Agreed rates
- Charges set following a consultation exercise
- Recommendations by a Director / Head of Service
- Nominal charge to cover part of the cost
- Historic cost plus inflation
- Percentage mark-up on cost
- Calculation of inflationary pressures combined with need to balance budget / meet income budgets.

2 POLICY AIMS

2.1 This policy applies to all areas of the Council that can apply charges to external service users, including residents, businesses and partner agencies. It excludes:

- Council Tax
- Non Domestic Rates
- Any charges determined by statute or otherwise outside the Council's control
- Council House Rents (the Council has a separate policy relating to the setting of Council House rents)
- Rent of industrial and commercial land and property

2.2 This policy has been prepared to:

- Establish broad principles to govern charging for those services where the Council has the discretion to set a charge
- Ensure officers are aware of their responsibilities when setting charges for their service areas
- Provide a framework within which to establish if a charge is generating full recovery
- Ensure that all opportunities for charging are identified and reviewed on a regular basis in all service areas

- Treat service users consistently and fairly across all Council services
 - Determine the most efficient channel for charging for goods and services e.g. on-line charging / self billing / invoice etc
 - Strike a fair balance between the financial needs of the council and the social needs of its customers.
- 2.3 It is the Council's policy that if a charge is levied for a service then service users should make a direct contribution to the cost of providing services at their point of use. When charges for services are reviewed it will be against this background and exceptions will only be considered on a case by case basis.
- 2.4 The Council's general approach to charging for services offered on a discretionary basis is to:
1. Make a charge but only where the assessed income (or other benefit) from charging is greater than the cost of charging.
 2. Use a full cost recovery approach as the basis of charging where practical (see Section 6 below) unless the Council has endorsed a policy of partial cost recovery i.e. has agreed to subsidise a chargeable service.
- 2.5 The aim of the policy is to maximise the Council's income from charges, whilst recognising the need to ensure that some groups or individuals may require assistance to overcome disadvantage and a chargeable service will be subsidised (see Section 7 below). Even where charges are set nationally, there is much that the Council can do to improve income performance, including:
- Ensuring all service users are assessed and pay charges promptly.
 - Having high quality transparent accounting and administration to recover a high proportion of income due on time.
 - Maximising sundry debt income for the Council so that late and non payment are kept to an absolute minimum.
- 2.6 In addition to offering scope for the Council to manage its financial position, the charging policy can also help the Council deliver its policy objectives in many service areas and can play a significant role in other ways such as:
- Demonstrating the value of a service
 - Contributing to the achievement of service and corporate objectives, by managing demand or promoting certain behaviours
 - Discouraging abuse of a service
 - Promoting and encouraging access to services.
- 2.7 The Council needs to be realistic in its charging policies and so needs to consider:
- The impact of charges on residents and service users
 - The market within which it is operating when setting charges. Factors to be

considered include the extent to which there is private sector or third sector competition for the service and the level of charges made by neighbouring and other Councils

- The current economic environment locally and nationally
- Demand for the service
- Affordability to the customer.

3 LINKS TO CORPORATE PRIORITIES AND OUTCOMES

3.1 This Charging Policy is aligned to the Council's Vision and the Council Plan and to national and local outcomes.

National Outcome

Our public services are high quality, continually improving, efficient and responsive to local people's needs.

Local Outcome

Grow the Capacity of our Council – We will deliver excellent services as effectively and efficiently as possible within our limited resources.

4 ROLES AND RESPONSIBILITIES

4.1 Under the Council's Standing Orders and Scheme of Administration responsibility for determining Council policies such as the Charging Policy and the application of these policies has been delegated to the Cabinet.

4.2 Under the Scheme of Delegation Heads of Service have responsibility for setting charges. Charges should be set within the framework established by the Charging Policy and taking into account the budget agreed by the Council.

4.3 The Chief Financial Officer shall be responsible for maintaining a Council directory of charges listing all relevant charges and discounts or concessions and the arrangements to review charges.

4.4 Appropriate income budgets shall be set for each element of service activity for which a charge is levied. Where appropriate income from charges should be identified in the Council's Financial Plan.

4.5 The Council will produce and publish on its web-site an annual register of charges following the financial planning approval.

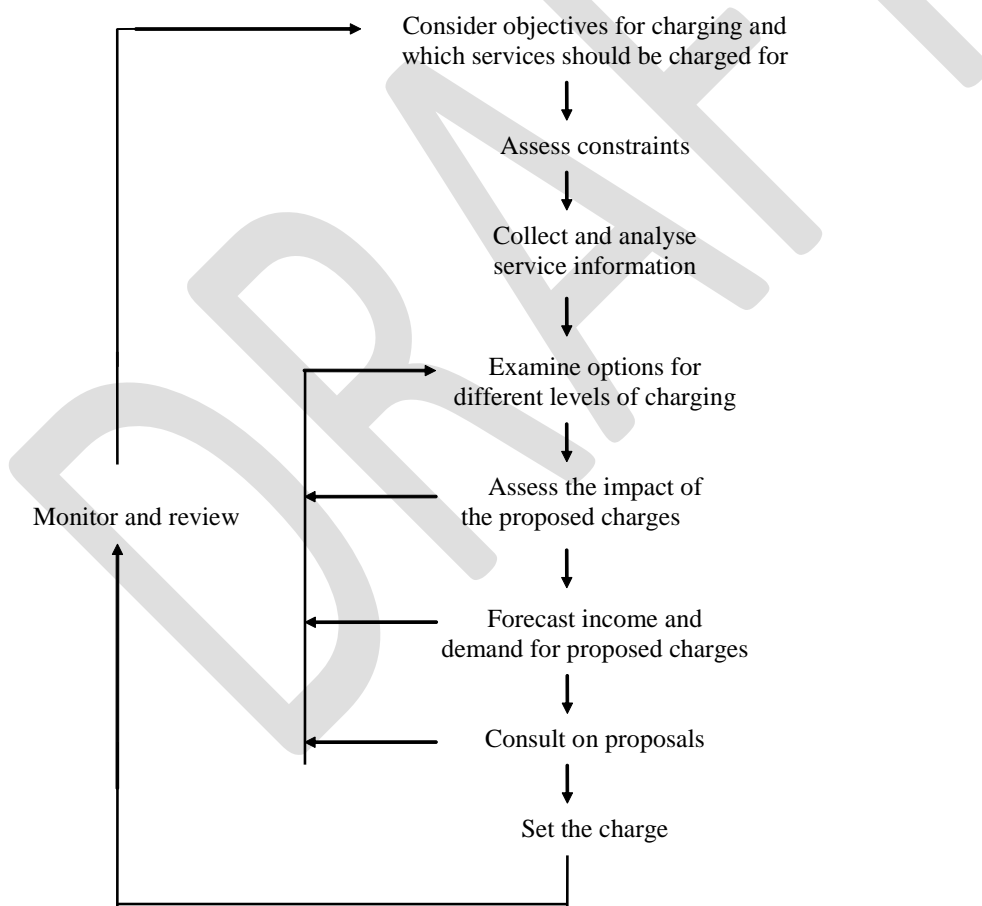
4.6 A detailed breakdown of roles and responsibilities can be found in Appendix 2.

5 CHARGING POLICY

- 5.1 Charges should be considered wherever it is legally and practically possible. The Local Government (Scotland) Act 2003 provides powers for local authorities to charge for discretionary services and enables full cost recovery. However the aim of the act was **not** to provide a new source of income for local authorities, but to encourage new and enhanced discretionary services that promote economic, social or environmental well-being.
- 5.2 Where a Council service is delivered to all residents or householders equally this is considered to be funded from Council Tax. In general, charges should be considered where only some members of the public benefit from the service provided. This policy is based on the assumption that “the user pays” and that in general non-users do not subsidise users through Council Tax. Service users should make a direct contribution to the cost of providing services at their point of use. When charges for services are reviewed it should be against this background.
- 5.3 The decision on whether to make a charge is not always within the control of the Council. Where it is, it is important that the implications of the charging decisions being taken are fully understood and the elected members have the appropriate information they need to make informed decisions.
- 5.4 It is the Council's policy that unless there is good reason why an exception should be made, a charge should be made for all discretionary services and statutory services where the Council has control, in accordance with this policy. Where charges for services are not made, or a full cost recovery approach is not used, then this should be justified and documented.
- 5.5 Charges implemented should be both lawful and in line with the Council's corporate strategy and priorities.
- 5.6 A review of market conditions should be undertaken and considered when setting and reviewing charges. The council will provide information and consult as appropriate on proposals to introduce charges or amend existing charges prior to the Council taking its final decision as part of the budget process.
- 5.7 The Council will not raise an invoice for a charge unless:
1. The charge has been set by the Council
 2. The charge could not have been obtained in advance
 3. The charge is collectable. Customers must be clearly aware they have a liability for the charge and where they fail to pay for charges they will then be liable for the additional costs of enforcement
 4. The charging department has evidence to support the raising of a charge (i.e. order, written contract, statutory obligation etc.).
- 5.8 The Council's charging policy also applies to one-off charges.
- 5.9 Appendix 3 provides details of the administration of charges

6 SETTING CHARGES

- 6.1 The Council will aim to maximise income from charges by ensuring, where practical, that charges to users reflect the full cost of the service provision, unless there is a case of a discount or concessions or where there are legal or contractual reasons.
- 6.2 A business case must be made to support the creation of any new charge for a Council service. The business case must include a calculation of the full cost of providing the service, including where practical and appropriate overheads and capital costs. Where appropriate the business case should be accompanied by an Equality Impact Assessment
- 6.3 A “staged approach” to external charging as recommended by the Accounts Commission is shown below:



- 6.4 Each Head of Service shall be responsible for setting the level of existing charges in their respective service area in line with this Charging Policy and taking into account the budget set by the Council.

- 6.5 The Accounts Commission has provided a useful check-list (see Appendix 4) for use by service managers in applying a systematic approach to setting and reviewing charges. The Finance service will support this process through the provision of advice and analysis relating to costs incurred in the discharging of services and income received.
- 6.6 Charges should be based on full cost recovery where practical. Full cost recovery means recovering the total costs of an activity, including the relevant proportion of all overheads (indirect costs). Each service has costs directly associated with it, such as the cost of staff or equipment (direct costs). It will also draw on the rest of an organisation's resources. For example, it may occupy corporate property, and draw resource from central functions such as Finance or, Legal services. Full cost recovery works on the premise that both direct costs and a relevant portion of overheads are integral to the delivery of a service. By calculating the full costs of a service, the Council can make more informed decisions about both managing the costs and allocating funding to recover them.
- 6.7 Proposals for introducing charges or for amending existing charges should be considered as part of the budget setting process. Reports containing proposals to levy new charges shall include the following information:
- The aim or objective of the charge and how it links to the Council's priorities
 - The basis of the charge, i.e. statutory or discretionary
 - The current year charge, the proposed charge and the percentage increase
 - Details of any proposed subsidies, concessions or exemptions, with details of justifications and how they link to the Council's priorities
 - The full cost of providing the service (in line with full cost recovery principles) and the estimated income from the charge
 - Whether the charge is being set net or gross of VAT
 - The date from which the new charge will be levied
 - Forecast surplus / subsidy (if applicable).
- 6.8 In setting charges, any relevant government guidance relating to the service making the charge shall be followed.
- 6.9 When setting or reviewing charges it is important to consider:
- The legal basis on which the charge is made
 - The reason for charging and the rationale for providing the service
 - The impact of charging on service users
 - Equalities impacts
 - Environmental impacts
 - Effects of charges on demand and on total income
 - Administration cost of raising and collection of the charge

- The relationship of the service to Council objectives
 - The wider market and what competitors or neighbouring authorities are charging.
- 6.10 The cost of changing charges can be considerable and should be factored into any evaluation when reviewing charges or considering new charges. These costs may include:
- Consulting users (sometimes a statutory requirement)
 - Publicising the changes
 - New stationery
 - Administration and finance time.
- 6.11 If the income from a service does not meet its costs or where a reduced rate is being charged the service is effectively being subsidised by Council taxpayers. Where this occurs it will be a conscious choice and should be consistent with Council objectives and this should be recorded in the relevant report or Council decision.
- 6.12 Charges must be balanced against participation targets to ensure price increases do not impact on overall income.
- 6.13 Commercial operators should pay the full cost of any service they receive from the Council. Services received by commercial organisations should not be subsidised by other users or Council taxpayers.
- 6.14 Legal and financial advice should be obtained when new charges or revisions to existing charges are being considered.

7 DISCOUNTS

- 7.1 There are those in our community who are disadvantaged and should be provided with assistance to overcome such disadvantage. The Council has a major role to play in this regard and there are areas where the Council can offer assistance, either because central government has dictated such a policy or because the Council believes it has a responsibility to meet such needs in the community.
- 7.2 Discounts (also known as subsidies or concessions) cover a wide range of differing situations. A discount can be a reduction in the cost or charge, the provision of a subsidy or grant to offset the full cost, or a discretionary rate offered to a selected organisation or group. For example, the Council may wish to apply a concession to a particular age group such as children or older people, or people in receipt of a welfare benefit.
- 7.3 Discounts are a cost to the Council, and as such need to be managed in a consistent manner and need to be applied to ensure the delivery of Council

services in an anti-discriminatory manner.

- 7.4 In offering discounts in relation to particular activities or customer groups a basis should be applied which is consistent with achieving the Council's overall objectives. The use of discounts to service users can be used to help to increase access to services by:
- Encouraging the use of services among particular groups of people
 - Allowing continued access to services by people who are financially disadvantaged
 - Reflecting different levels of need for the service amongst users.
- 7.5 The need for a clear policy on discounts will increase when the full cost recovery of a service provision is passed on to the customer. Blanket discounts should only be considered where the Council considers that the benefits to the community outweigh expenditure or loss of income. Specific points to consider when establishing or reviewing the level of any discount offered for a particular service include:
- Are we benefiting local residents?
 - Can a discount policy contribute to wider policy objectives aimed at maximising access to services from disadvantaged groups?
 - Is the policy to target specific groups with discounts still valid?
 - To what extent is there evidence that the discount policy is successful in benefiting the target groups?
 - Are there other groups that should be considered for discounts?
- 7.6 An assessment of the desirability of offering discounts (and the financial implications) needs to form part of the evaluation of an appropriate charge for a given service and should be considered as part of the business case or Equality Impact Assessment.

8 REVIEWING CHARGES

- 8.1 In order to ensure that charging levels are maintained and to assist in the service and financial planning process, charges should always be subject to an annual review in line with the categories set out in Appendix 4. Charges may be reviewed to reflect general inflation. Where inflation is not an appropriate indicator of price rises, the level of charges can be varied in line with other specific factors.
- 8.2 Reviews of all charges including consideration of current charges and the potential for new charges shall be undertaken as an integral part of the service planning and budget setting process each year.
- 8.3 Charges set outside the charging framework, such as one-off charges relating to

an event should also be reviewed in line with this Charging Policy.

- 8.4 A review of charges may be carried out for other than financial reasons; e.g. as part of a Best Value review of a service; as part of a review of how a service is meeting its objectives; as part of a process to manage demand or promoting certain behaviours, or to promote and encourage access to services.
- 8.5 When reviewing charges it is often useful to undertake a benchmarking exercise, which should take into account the history of charging in the local authorities, variations in service delivery expectations and political considerations.

9 REVIEWING THIS POLICY

- 9.1 We are committed to continuous improvement so it is inevitable that there will be changes to the way in which the Charging Policy is delivered. This policy will be reviewed every three years Service Manager Corporate Finance and agreed by the Chief Financial Officer in consultation with Heads of Service. It will be updated to take account of changes in legislation, service improvements or changes to the Council's Financial Regulations.

East Lothian Council

**Adult Wellbeing
Charging Policy**

2014

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9	REVIEW OF THIS POLICY

1	INTRODUCTION
1.1	<p>Income from fees and charges is one of the three major financing sources for local authority services. Those three sources are: -</p> <ul style="list-style-type: none"> • Grants from central government • Local taxation • Fees and charges
1.2	<p>The Chief Financial Officer (CFO) has responsibility, under Section 95 of The Local Government (Scotland) Act 1973, for the proper administration of the financial affairs of the Council. One such area of administration is that relating to external charging for goods and services provided by the Council.</p>
1.3	<p>The Local Government (Scotland) Act 2003 provides powers for local authorities to charge for discretionary services and enables full cost recovery.</p>
1.4	<p>Consultation with the Chief Social Work Officer must take place to ensure statutory responsibilities are adhered to when formalising the Adult Wellbeing Charging Policy and when setting any specific charges.</p>
1.5	<p>The Adult Wellbeing Charging Policy takes account of the legislative framework for adult social care including</p> <ul style="list-style-type: none"> • Social Work (Scotland) Act 1968 • Community Care and Health (Scotland) Act 2002 • Mental Health (Care and Treatment) (Scotland) Act 2003 • Chronically Sick and Disabled Persons (Scotland) Act 1972 • Disability Discrimination Act 1996 • Human Rights Act 2000 • Equality Act 2010 • Adults with Incapacity (Scotland) Act 2000 • Adults Support and Protection (Scotland) Act 2007 • Welfare Reform Act (2012) • Social Care Self Directed Support (Scotland) Act (2014) • National Assistance Act (1948)

1.6	In exercising its discretion to charge for some Adult Wellbeing Services, the Council must comply with all relevant legislation and follow any statutory guidance governing the extent of its powers.
1.7	The development of this policy has taken account of best practice for the setting and implementation of Adult Wellbeing charges in a national context including CoSLA National Strategy & Guidance on charges applying to non-residential social care services, 2014/15 and the corporate Charging Policy for East Lothian Council.
1.8	Fees and charges fall into three categories:- <ul style="list-style-type: none"> • Where there is a statutory prohibition on charges • Charges that are set nationally • Charges that are set locally by authorities
1.9	East Lothian Council will charge for social work services only where it has a statutory power to do so.
1.10	The purpose of this policy is to set out the broad principles that govern charging for Adult Wellbeing services where the Council has discretion to set the charge. The application of this policy will bring greater clarity to the process of setting charges and will therefore assist the Council in meeting its statutory obligations and achieving its corporate objectives.
2	POLICY AIMS
2.1	Good practice for Councils suggests a default position of using a full cost recovery approach as the basis for discretionary charging where practical unless the Council has endorsed a policy of partial cost recovery, i.e. has agreed to subsidise a chargeable service.
2.2	The Adult Wellbeing Charges policy therefore aims to provide the basis upon which the Council will use discretion to decide against employing a full cost recovery approach for certain services.

2.3	In addition to considering the use of the Council's discretion in relation to setting charges in terms of policy based outcomes, the Council's general approach will be to make a charge only where the income from charging is greater than the cost of administering that particular charge.
2.4	The aim of the policy is to maximise the Council income, whilst recognising the need to ensure that some groups or individuals may require assistance to overcome disadvantage based on a scheme of defined and fairly applied discounts and levels of client contributions.
2.5	How decisions to charge or not charge are communicated is an important consideration. The policy will require the costs associated with providing Adult Wellbeing services to be calculated before a charge is levied in order to inform the decision making process. Where the conclusion is that no charge will be made for a particular service the Council may wish to consider how this is presented (e.g. 'free', 'priority service', 'free at the point of use', etc.) In doing so, the Council may wish to consider any description of the decision not to charge in relation to other Council services for which no charge is made to ensure that a consistent approach is taken (e.g., free entry to museums, refuse collection, health services, etc.).
3	LINKS TO CORPORATE PRIORITIES AND OUTCOMES
3.1	The East Lothian Single Outcome Agreement provides the framework for identifying the outcomes which the Adult Wellbeing Charging Policy contributes towards achieving.
3.2	The Adult Wellbeing Charging Policy is also aligned with the Corporate Charging Policy and the Council's Vision.
3.3	The Adult Wellbeing Charging Policy has the potential to impact in relation to a number of the outcomes defined by the East Lothian Partnership in the East Lothian Plan (2013).
3.4	The East Lothian Plan Single Outcome Agreement 2013-2023 has a single overarching priority which is to reduce inequalities both within and between our communities. There are three strategic objectives: sustainable economy - resilient people - safe and vibrant communities and ten high-level outcomes, each with contributory outcomes, which provide a clear vision for East Lothian.

3.5	<p>The ten East Lothian Outcomes 2013-2023 are aligned with the 16 National Outcomes (http://www.scotland.gov.uk/About/Performance/purposestratobjjs). The East Lothian Outcome Framework has identified contributory outcomes and outcome indicators to enable the East Lothian Partnership to monitor performance across the 10 high-level outcomes (http://www.eastlothian.gov.uk/downloads/file/7403/the_east_lothian_plan_single_outcome_agreement_2013-23).</p>
3.6	<p>Outcome 1: East Lothian has a growing sustainable economy.</p> <p>The Adult Wellbeing Charging Policy takes account of this outcome by recognising the need to avoid negatively impacting on the ability of an adult with a disability to become employed or to volunteer. The policy seeks to actively support achieving this outcome noting that achieving success may be due in part to the impact of the charging policy. How the charging policy relates to other factors contributing to the achievement of this outcome should be taken into account to ensure that service users are able to contribute positively to the local economy wherever possible.</p> <p>The Policy also recognises the economic impact associated with demand for services used by adults with a disability (eg. taxi services).</p>
3.7	<p>Outcome 2: The cycle of poverty is broken for individuals and families in East Lothian.</p> <p>The Adult Wellbeing Charging Policy will ensure that the ability to pay for services is assessed in relation to income to ensure charges are affordable for all and will contribute positively to the outcomes defined by the single outcome agreement. The policy will allow for the application of discounts and/or client contributions with a view to achieving the contributory outcome 'People are more financially capable and less financially excluded'. The provision of appropriate advice and support from licensed agencies such as Citizen's Advice Bureau and Lothian Centre for Inclusive Living will be signposted when the ability to pay Adult Wellbeing charges is financially assessed by the Council.</p>
3.8	<p>Outcome 3: Communities in East Lothian are able to adapt to climate change and reduced finite natural resources.</p> <p>Outcome 8: East Lothian has high quality natural environments</p>

	<p>Carbon emissions associated with journeys using motorised transport will be minimised wherever possible. Charging for Adult Wellbeing transport will seek to reduce carbon emissions overall with a view to achieving the contributory outcome 'Our use of finite resources is lighter as we change our patterns of consumption.'</p>
3.9	<p>Outcome 4: All of East Lothian's young people are successful learners, confident individuals, effective contributors and responsible citizens.</p> <p>Outcome 5: East Lothian's children have the best start in life and are ready to succeed'</p> <p>The Adult Wellbeing Charging Policy recognises the importance of transition from children's services and will seek to support the contributory outcome 'All children, including those at risk, looked after, or with a disability, make appropriate progress, taking into account their age, aptitude and abilities.' It also recognises that service users may be parents of dependent children and will seek to consider the impact on service users' children from charges. Children and young people can be carers of adults and the policy will aim to avoid any undue or unintended negative consequences for young carers.</p>
3.10	<p>Outcome 6: In East Lothian we live healthier, more active and independent lives'</p> <p>This outcome is central to the work of Adult Wellbeing and the Charging Policy seeks to ensure that it is achieved in the immediate, medium and long term. Key contributory outcomes include 'People are more physically active', 'Health is improving and the gaps in health inequalities are closing' and 'People are enabled to live at home and access opportunities in their communities for as long as possible'.</p>
3.11	<p>Outcome 7: East Lothian is an even safer place</p> <p>The consequences of applying the Adult Wellbeing Charging Policy must ensure that service users remain safe.</p>
3.12	<p>Outcome 9: Everyone in East Lothian has access to quality sustainable housing.</p>

	<p>Charging for Adult Wellbeing services associated with supporting people to live at home longer make a key contribution to achieving this outcome. The policy is particularly relevant for achieving the contributory outcome 'People with particular needs are able to access and sustain their choice of housing, including independent living, where appropriate.'</p>
3.13	<p>Outcome 10: East Lothian has stronger, more resilient, supportive, influential and inclusive communities.</p> <p>The Adult Wellbeing Charging Policy will provide service users with the opportunity to contribute positively to their community wherever possible and will seek to achieve the contributory outcome, 'People have the skills, confidence and capacity to make positive changes in their lives and their communities.'</p>
4	CHARGING POLICY PRINCIPLES
4.1	<p>The basic principles on which the Adult Wellbeing Charging Policy is based are as follows:</p> <ul style="list-style-type: none"> • Charges will be affordable and account will be taken of the ability of an individual to pay; • Charges will be easy to understand and administer; • Charges will be transparent and well communicated to service users; • The level of charging will not exceed the cost to the Council of providing the service; • The income or assessed benefit from charging will be greater than the cost of collection • The Council will aim to comply with all relevant national guidance including the CoSLA National Strategy & Guidance on charges applying to non-residential social care services; • The Council will aim to minimise the cost of collection;
	<p>Charges will be designed in the context of integrated health and social care with a view to ensuring that income achieved through charging for a service does not result in undue stress and/or a negative financial</p>

	consequence for services provided elsewhere.
5	TYPES OF SERVICES COVERED BY THIS POLICY
5.1	The scope of the policy extends to all types of care and associated ancillary services (eg. meals) provided by the Council.
5.2	The people who may be affected by this charging policy are adults over 25 and young people aged between 18 and 25. Where a charge is proposed for a specific group, eg. over 65s, this should be indicated when presenting charges for approval.
5.1	Charging for non-residential care services can be considered where the law allows the Council to do so. For illustrative purposes, examples of non-residential care services would include meals services, equipment charges and transport.
5.2	The legal basis for charging for residential services is the <i>National Assistance Act 1948</i> and the <i>National Assistance (Assessment of Resources) Regulations 1992</i> . Charging for residential care is based on the Scottish Government guidance on the legislation and the Department of Health's <i>Charging for Residential Accommodation Guide (CRAG)</i> .
5.4	Financial assessments for residential care will comply with the relevant legislation and regulations and will take account of national guidance.
5.4	It should be noted that some non-residential services in East Lothian are provided by third parties including, for example, the Day Centres. The charging policies of independent organisations are not covered by the Council policy.
6	PROCESS FOR REVIEWING OR INTRODUCING SPECIFIC CHARGES
6.1	The aims and objectives associated with the delivery of social care services are the primary concern when designing these services. When devising charges for social care services, the Council will aim to ensure that social care aims are not compromised.

6.2	The first step in creating a charge for any service should be to calculate the full cost of providing the service, inclusive of overheads and capital costs.
6.3	<p>Proposals on specific fees and charges will include the following information: -</p> <ul style="list-style-type: none"> • The aim or objective of the charge and how it links to the Council's priorities. • The basis of the charge, i.e. statutory or discretionary • The current year charge, the proposed charge and the percentage increase • Details of any proposed subsidies, client contributions or exemptions, with details of justifications and how they link to the Council's priorities • The full cost of providing the service (in line with full cost recovery principles) and the estimated net income from the charge • Forecast surplus / subsidy (if applicable) • Anticipated financial impact for the Council • Anticipated impact on individuals and communities with reference to the outcomes of the Single Outcome Agreement.
6.4	Where charges for a service do not cover the full cost of providing the service, the decision to forego income should be a conscious decision by the Council. When making proposals on fees and charges officers will need to ensure that the decision makers are be made aware of the reasons for foregoing income.
6.5	In addition to considering anticipated impact on individuals and communities when reviewing or introducing specific charges, proposals will require to be informed by an evaluation of the impact of charges to date. Further detail about the monitoring and evaluation process is outlined in section 9.
6.6	All changes to existing charges, the method of assessing the actual charge to be paid and any proposed new charges will be subject to a consultation process prior to approval. The outcome of the consultation process will be presented to inform the decision making process.

6.7	Consultation will take place with people using the services affected by the implementation of the specific charges and their carers.
6.8	The views of other stakeholders will also be taken into account.
6.9	All changes to existing charges and any proposed new charges will require the completion of an equalities impact assessment.
7	AFFORDABILITY AND ALLOWANCES
7.1	Assessment for affordability and allowances can result in a cost to the Council, and as such need to be managed in a consistent manner. The Council's Equality Officer should be consulted on the level of client contributions to ensure the delivery of Council services in an anti-discriminatory manner.
7.2	The basis on which affordability and allowances will be assessed will be defined when proposals are presented for approval. This will include reference to a range of issues including the sources of income and thresholds for capital that will be disregarded when calculating how much people should pay towards the cost of services they receive, any tapers and buffers, etc. and any other qualifying criteria informing the decision to waive or reduce a charge.
7.3	No charges will be made to service users with a DS1500 form who are receiving palliative care.
8	MONITORING THE IMPACT OF THE CHARGING POLICY
8.1	Evaluation of the impact of the Adult Wellbeing Charging Policy will inform the annual setting of charges. Evaluation criteria will include: <ul style="list-style-type: none"> • Impact on outcomes • Impact in relation to other policies • The income generated from charges • The best estimate of the full costs of collecting the charges • Any impact on expenditure due to charging (increase or decrease)

8.2	Views on the impact of the policy will be sought from users of the chargeable services and their carers and from local agencies supporting and advising service users on an ongoing basis. These views will be reported whenever a formal decision about specific charges is sought as outlined in section 6.
8.3	The reporting of views as noted above at 8.2 will be in addition to the statutorily required Equalities Impact Assessment noted at 6.9.
9	REVIEWING THIS POLICY
9.1	The Adult Wellbeing Charges Policy will be reviewed on a regular basis as required and all revisions to the policy will be subject to formal approval.
9.2	In addition to the process for reviewing or introducing specific charges outlined in section 6 of this policy, there will be a process for reviewing the policy.
9.3	Consultation will take place with service users and carers including feedback on the impact of the policy to date and consideration of any changes to the policy.
9.4	Performance data will be taken into account including the cost of providing services, income achieved and evaluation of the administrative procedures used.

Appendix 2: Key Roles and Responsibilities

Stakeholder	Key Role & Responsibilities
Council	Under the Council's Standing Orders and Scheme of Administration responsibility for determining the Council's Charging Policy and the application of the policy has been delegated to the Cabinet.
Cabinet	<ul style="list-style-type: none"> • Responsible for approving the Charging Policy and accountable for the effective management of charging by officers of the Council. • Responsible for approving any proposal to introduce a new source of income or new charges. • Responsibility for approving Licensing fees has been delegated to the Licensing Sub-Committee
Heads of Service including (s95 Officer)	<ul style="list-style-type: none"> • Responsible for setting specific charges within the framework established by the Charging Policy and taking into account the budget agreed by the Council • To be accountable for the effective management of external charging by Officers of the council. Ensure that Financial Regulations and the Scheme of Delegation in relation to the charging for goods and services are adhered to. • Ensure the parts of Policy that apply to their Service are correctly followed. • Proactively support the achievement of corporate targets for Charging. • Ensure that Service Managers are fully aware of their external charging responsibilities. • Ensure that relevant information on the cost of providing the service, the users of the service, and the income to be collected from the service are held by the service. • Ensure that employees involved in the charging process are appropriately trained and the quality of training is kept under continuous review. • Ensure appropriate benchmarking is undertaken to support charges being levied by the Council.
Chief Financial Officer	<ul style="list-style-type: none"> • Advising and providing guidance on setting the policy and ensuring that the policy is implemented. • Responsible for the proper administration of the financial affairs of the Council, one such area being external charging

	of goods and services provided by the Council.
Anyone that processes external charges	<ul style="list-style-type: none"> • Raise the charge on a timely fashion either prior to or immediately following the provision of the goods or service. • Ensure that charges raised are accurate and timely and that evidence to support the charge is retained for audit purposes.
Finance Service	<ul style="list-style-type: none"> • Invoice production and debt recovery, the provision of reports, reconciliations. • Liaison with service users in departments with regards to business processes, disputed invoices and recovering arrears. • Provide joint training along with Business Finance for users.
Customer/ Service User	<ul style="list-style-type: none"> • To make payment for goods and services received within the terms and conditions of the service provision.

Appendix 3: Administration of Charges

The basic principles of administering charges shall be:

- The most economic, efficient and effective method of external charging shall be used and shall comply with the Council's Financial Regulations.
- Wherever it is reasonable to do so, charges shall be collected either in advance or at the point of service delivery to minimise the risk of non-payment and to assist customers manage their liabilities to the Council.
- Providing goods and services before securing payment provides the potential to increase the value of debt outstanding and consequently places the Council at risk in terms of bad debt and potential write-off of bad debt.
- Only where it is considered unreasonable to demand payment in advance, or at the point of delivery, should income be collected by raising a formal debtor's account.
- Where credit is extended to customers, payment by direct debit should be promoted as the preferred method of payment.
- Charges shall be easy to understand and administer.
- Charges shall be transparent and well promoted to service users.
- Where customers fail to pay charges, they shall be made liable for the additional costs of enforcement. Customers must be clearly aware of this additional liability.

All external charges must be despatched within 5 days of the charge being incurred where practical. Charges raised erroneously, or raised not in accordance with this policy and found to be not collectable shall be cancelled immediately or a credit note raised (ensuring an audit trail) by the Sundry Accounts team. Charges raised erroneously shall NOT be written off to the Council's bad debt provision.

Where an incorrect charge to a customer has been made, the Department that originated the charge must inform the Sundry Accounts Team within 3 days of discovering the error and provide instructions as to how the error is to be resolved.

It is not acceptable for any department to raise an invoice and ask for collection not to be pursued.

The Council's standard terms require payments to be made within 30 days upon receipt of invoice and these terms apply to all external charges raised by all departments of the Council. Payment by monthly direct debit should be promoted as a preferred method of payment where appropriate and by agreement with the Sundry Accounts Team as part of an agreed instalment plan.

Where practical and legally allowable advance payment or payment at the point of delivery should be requested for goods and services to minimise the financial risk to the Council. Unless obliged to do so contractually, for example peppercorn rents, officers must not raise an invoice for a debt less than £10 as it is uneconomical to collect.

All departments have a responsibility to ensure income due from external charges is collected in a timely and efficient manner.

Charges should not be levied where:

- The administration costs associated with making a charge would outweigh any potential income.
- Income from external charges exceed the costs of provision of the service, taking one financial year with another.
- Making the charge for the service would be directly contrary to achieving one of the Council's corporate objectives.
- Where it would be counter productive, e.g. where it would result in a substantial reduction in usage of the service (unless that is the objective of the charge). However the use of price mechanisms to influence behaviour provides scope for development in the future.

Within the service and financial planning process, each charge should be identified to one of the following charging policy categories and the appropriate charging policy adopted.

DRAFT

Appendix 4: Charging Policy Objectives and Considerations Checklist

Charging Policy	Policy Objective	Points for Consideration
Full commercial	The Council seeks to maximise revenue within an overall objective of generating as large a surplus (or a minimum loss) from this service.	<ul style="list-style-type: none"> • Are the charges high enough for the business to be profitable? If not, consider whether we should be providing this service. • Are competitors charging similar prices? • Do we offer any premium in terms of service levels that customers would be prepared to pay more for? • How would changes in pricing structure affect demand for the service and potentially its profitability? • How does the proposed fee structure fit in with the long-term business plan for this service?
Full commercial with discounts	As above, but with discounted concessions being given to enable disadvantaged groups to access the service.	
Fair charging	The Council seeks to maximise income but subject to a defined policy constraint. This could include a commitment made to potential customers on an appropriate fee structure. Alternatively, a full commercial rate may not be determinable or the Council may be a monopoly supplier of services.	<ul style="list-style-type: none"> • How do our charges compare to other providers of similar services? • Has the loss of income from not charging on a full commercial basis been evaluated? • Is the policy constraint justifying this charging policy still valid?
Cost recovery	The Council wishes to make the service generally available, but does not wish to allocate its own resources to the service.	<ul style="list-style-type: none"> • Do charges recover the full costs, including overheads, capital charges, recharges and cost of collection? • Is it possible to charge on a full commercial basis and if so has the loss of income from not charging on a full

		<p>commercial basis been evaluated?</p> <ul style="list-style-type: none"> • Are members aware of the effect on demand for this service from this charging policy? • What would be the effect of changing the policy to a different one e.g. subsidised?
Cost recovery with discounts	As above, but the Council is prepared to subsidise the service to ensure disadvantaged groups have access to the service.	<ul style="list-style-type: none"> • Has the cost of the subsidy been evaluated? • What has been the impact on demand and on service levels from adopting this approach? • Does this approach fit in with the requirements of other funding streams i.e., grants? • Is this approach legally required? • Is there a problem of frivolous use of the service?
Subsidised	Council policy is to make the service widely accessible, but believe users of the service should make some contribution from their own resources. Could also be due to the adverse impact a cost recovery or commercial charging policy would have on other council services.	
Nominal	The Council wishes the service to be fully available, but sets a charge to discourage frivolous usage.	
Free	Council policy is to make the service fully available.	
Statutory	Charges are set in line with legal obligations	



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

**THURSDAY 4 NOVEMBER 2014
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

6

Committee Members Present:

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

Other Councillors Present

Councillor N Hampshire

Council Officials Present:

Mr I Forrest, Legal Adviser
Mr W Laird, Senior Roads Officer

Others Present

PC Bowsher, Police Scotland

Clerk:

Mrs F Stewart, Committees Assistant

Apologies:

Councillor J Caldwell

Declarations of Interest:

None

Councillor Donald Grant, Vice Chair of the Licensing Sub-Committee, chaired today's meeting.

Councillor Grant announced that Councillor Hampshire was in attendance at the meeting and that he would make a brief statement. Councillor Grant stated that Councillor Hampshire would not be speaking on behalf of any individual or group and advised that Members could not allow Councillor Hampshire's statement to influence how they voted on this application. Councillor Hampshire, who was not a Member of the Sub-Committee, was not entitled to vote on the application.

Councillor Grant advised that today's Hearing was private.

SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION

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

1. APPLICATION FOR GRANT OF A MARKET OPERATOR'S LICENCE

The Sub-Committee had received one application for a licence and it was refused.



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

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

Committee Members Present:

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

Council Officials Present:

Ms Catherine Molloy, Legal Adviser
Mr W Laird, Senior Roads Officer (Item 3)
Ms M Winter, Licensing Administration Assistant

Others Present

Insp A Harborow, Police Scotland
PC Bowsher, Police Scotland

Clerk:

Mrs F Stewart, Committees Assistant

Apologies:

Councillor J Williamson

Declarations of Interest:

None

SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION

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

1. APPLICATIONS FOR GRANT OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE

The Sub-Committee had received four applications for a licence; two were granted, one was refused and one was continued.

2. APPLICATIONS FOR GRANT OF WINDOW CLEANER'S LICENCE

The Sub-Committee had received two applications for a licence; one was granted and one was continued.

3. APPLICATION FOR MARKET OPERATOR'S LICENCE

The Sub-Committee had received one application for a licence and it was granted subject to Conditions.

**MINUTES OF THE MEETING OF THE
SAFE AND VIBRANT COMMUNITIES PARTNERSHIP
HELD ON 18th AUGUST 2014**

7

Partnership Members Present:

Monica Patterson, Depute Chief Executive – Partnerships and Community Services (Chair)
Councillor Tim Day (Depute Chair)
Councillor Jim Gillies
Councillor Peter MacKenzie
John Dickie, Scottish Fire and Rescue Service (SF&RS)
David Rose, Association of East Lothian Community Councils (ELCC)

Others Present:

Claire Goodwin, Policy Officer, ELC
Maureen Heron, PA, ELC (Minute Taker)
Kaela Scot, Local Community Planning Officer, ELC
William McQueen, Board Member Scottish Fire and Rescue Service (SF&RS)
Paolo Vestri, Service Manager, Corporate Policy and Improvement, ELC
David Mackie Scottish Fire and Rescue Service (SF&RS)
David Hume, Scottish Police Authority

Partnership Member Apologies:

Dean Mack, Scottish Fire and Rescue Service (SF&RS)
Steve Cairns Lothian and Borders Community Justice Authority (L&B CJA)
Cameron McKenzie, Scottish Fire and Rescue Service (SF&RS)

1. WELCOME/APOLOGIES

Monica Patterson welcomed John Dickie and David Mackie to the meeting. Apologies were noted as above.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the S&VCP meeting of 26th May 2014 were discussed and Councillor Day asked that the minute be amended to reflect the discussion which took place on the undernoted.

Bill McQueen, Scottish Fire and Rescue Service (SF&RS) advised some fire services were considering charging for unwanted fire alarms. The London F&RS have recently adopted a policy of charging for the cost of call outs after 10 repeat unwanted fire alarms. It was noted that nationally, 56% of calls to the service are unwanted fire alarms. London had also experienced great success in dealing with individual hospitals and it was felt that there might be an opportunity to look at how this might work locally.

Councillor Day stated that it had been mentioned that the Scottish Fire and Rescue Service had a draft policy in place which encourages contact with repeat offenders and which would be considered by the Board later this year. It was noted that contact had been made with a small number of local repeat offenders.

The minutes will be amended and recirculated with the papers for the next meeting. The minutes were otherwise accepted as an accurate record.

3. MATTERS ARISING

i) Presentation by STRiVE

It was agreed to contact Elliot Stark from STRiVE separately regarding quantifying the figure he had quoted in his presentation to the Partnership on the contribution volunteering made to the local economy.

ii) Report - *East Lothian Fire and Rescue Quarter 4 2013-14, Performance Report*

J Dickie, Scottish Fire and Rescue Service (SF & RS) referred to the concerns expressed by Councillor Day at the previous meeting on the layout of the performance report and advised that work is ongoing on the layout and it is anticipated that the new format will be available for the next meeting which will make the information presented easier to assimilate.

The East Lothian Plan (SOA) 2013 – This Partnership’s Outcomes

4. Outcome 10: East Lothian has stronger, more resilient, supportive, influential and inclusive communities

a) Update on the Development of Area Partnerships

Kaela Scott provided an update on the progress made with establishing Area Partnerships and spoke about the levels of engagement with the Partnerships, some of the recurring themes which have been identified across the areas and the plans in place for moving forward with the development of Area Plans

Key Points

- Between March and June 2014 all six Area Partnerships in East Lothian were established
- In addition to the foundation membership of Elected Members, Community Councils, Tenants and Residents Groups and Parent Councils pupils from the 6 High Schools and over 20 voluntary and community sector groups representing key interests in their local communities are now involved in Area Partnerships
- The Partnerships are now in the process of identifying key themes for their areas and there are a number of common issues prioritised across the Partnerships including town centre regeneration, transport, housing needs and local services.
- The Partnerships are working towards the development of Area Plans which will cover the thematic scope of the East Lothian Plan (SOA) and Council Plan with a focus on the needs/outcomes prioritised in their local area)

Points Raised

- Scottish Fire and Rescue Service – J Dickie spoke about the development of Local Operating Plans and advised that D Mack will take this forward on his return from leave for each of the Area Partnerships
- It was noted that there are also Ward level Police Plans and in some areas these are already being looked at by the Area Partnerships
- Councillor McKenzie raised concerns about the testing data and felt there could be a problem if people see the plan as a “wish list”
- KS explained that the Area Plans would be developed with short term actions that had been negotiated and agreed with Service Providers and long term actions that identified a consistent vision for the area and that were intended to be implemented.
- Councillor McKenzie expressed the view that the area plans reflect important issues for each of the areas, such as the Arts for his own particular area
- P Vestri replied that the model plan being developed is a framework only to give people an idea of the format and scope of Area Plans and is not designed to make them consistent in content
- KS added that while there were some cross-cutting issues emerging across Area partnerships (as noted in the report) in each area the Partnerships were also exploring themes and issues that were specific to their ward
- D Rose mentioned the Coastal Regeneration Group that had been active in the area
- D Rose asked about the membership of the Preston/Seton/Gosford Area Partnership
- KS responded that wider community representation was still evolving in some areas but the intent was to be open to the involvement of those groups who were recognised locally as having an active and influential role in their area.

Decision on the Recommendations/Action

The Partnership noted the report

**** K Scott left the meeting**

5. Outcome 7: East Lothian is an even safer place

- a) Police Scotland, Local Authority Scrutiny Report, East Lothian, 1st April 2014 to 30th June 2014 – Report by the Local Area Commander, Police Scotland

As there was no Police Scotland representative at the meeting, it was agreed to defer this item.

- b) East Lothian Fire and Rescue Quarterly Performance Report, Quarter 1 2014/15 (1st April to 30th June) – Report by the Local Senior Officer, East Lothian Scottish Fire and Rescue Service

J Dickie, Scottish Fire and Rescue Service (SFRS), updated the meeting on the development of the local plans for East Lothian which will link to the Local Plan.

Key Points

- 17 Accidental fires during this period. There were four incidents at the one address and a meeting has been arranged with Adult Wellbeing to discuss this situation
- No fire fatalities and 2 fire casualties from accidental fires this quarter

- 6 road traffic collisions recorded during the reporting period, although it was stressed that these are only incidents where the SFRS have been involved. There is likely to be additional incidents recorded in the Police Scotland report
- Unwanted fire signals – increase of 35. It was noted that the pilot project which has been in operation for 12 months has identified 12 premises which have demonstrated unacceptable levels of unwanted fire signals and Stage 1 letters have been sent. Fire officers will visit the worst offending locations to offer advice and guidance. A draft SFRS national policy has been developed to address this issue which will go live in December 2014
- Reduction of 34 secondary fires
- 23 Audits carried out in non domestic premises

Points Raised

- Councillor Day spoke about the number of fires in single occupancy homes. J Dickie (SFRS) advised that it is hoped that the local initiative that D Mack is developing with the Council will provide positive results
- Councillor Day also indicated he thought that early engagement with the planning process for new builds would be extremely helpful

Decision on the Recommendations/Action

The Partnership noted the report

6. Outcome 8 – East Lothian has quality natural environments

Ms Patterson advised that she would ask for a report to be brought forward for the next meeting.

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

It was noted that this item had been discussed at the meeting on 26th May 2014.

Decision on the Recommendations/Action

The Partnership agreed to request a report on Outcome 8 to be brought forward to the next meeting

9. Any Other Business

a) Scottish Police Authority

D Hume, Scottish Police Authority, spoke briefly on recent publicity surrounding arming police officers. He spoke in the context of the scrutiny role of the Scottish Police Authority and said that the issue of the carrying of side arms has given some concern. He said that the SPA Board had only become aware of the issue on 25th April and since then have been monitoring the

matter. Mr Hume provided detailed background on this issue saying the SPA will look to consult with the Chief Constable to bring reviews to the Board and a small sub group of Board Members has been set up. It is anticipated that a report will be brought forward to the Board meeting in October. The sub group will be contacting stakeholder groups and there will be an opportunity for the S & VCP to feed in their comments. The scrutiny review should be completed over the next 18 months and Mr Hume was keen to hear about scrutiny undertaken by the S&VCP. Meetings are taking place with COSLA and an invitation will be extended to the S&VCP to attend a future meeting to discuss scrutiny and oversight of engagement.

b) Legal Highs

Ms Patterson spoke about the concerns which have been raised nationally and locally about the use of “legal highs”. Following a brief discussion on the preparation of a report on this matter, it was agreed that C Goodwin would take this forward.

c) Criminal Justice Manager

Ms Patterson said that following discussions with Fiona Duncan, Criminal Justice Manager, both felt that it would be helpful if Ms Duncan joined the S&VCP. This proposal was agreed and Ms Duncan will be invited to join the Partnership.

d) Community Centres

D Rose spoke about the operation of community centres and stated that these were operating at 60% because of a lack of staff. He spoke about Longniddry Community Centre in particular who are having to find an alternative venue for their meetings because they are unable to access the Community Centre. It was agreed to ask for a report to be brought forward to the next meeting.

10. Police Scotland

It was noted that some members of the Partnership had intended to raise issues with representatives from Police Scotland. Following a brief discussion, it was agreed to set up a separate meeting with Police Scotland and the S&VCP to discuss their quarterly report and also topics such as bogus workmen and internet crime.

Decision on the Recommendations/Action

The Partnership agreed to bring forward a report on “Legal Highs” – CG to action

The Partnership agreed to invite the Criminal Justice Manager to attend the meetings- CG to action

The Partnership agreed to ask for a report on Community Centres to be brought to the next meeting

The Partnership agreed to set up a separate meeting with Police Scotland – CG to action

11. Date of Next Meeting

The next meeting will be held on **Monday, 17th November 2014 at 2pm in The Adam Room, John Muir House.**

East Lothian Partnership

MINUTES OF THE MEETING OF THE RESILIENT PEOPLE PARTNERSHIPS

Wednesday 10 September 2014 2-4pm

Musselburgh Primary Care Centre, Inveresk Road, Musselburgh, EH21 7BP

Partnership Members Present:

Mike Ash, Chair, Health and Social Care Partnership (CHAIR) (MA)
Alex McCrorie, Depute Chief Executive- Resources and People Services (AMcC)
Brian Currie, substitute for Jackie Philip, Scottish Care (BC)
Cllr Donald Grant, Spokesperson for Health and Social Care, East Lothian Council (DG)
Danny Harvie, Director ELCAP, Coalition of Community Care and Support Providers in Scotland (DH)
Linda McNeill, substitute for Eliot Stark, Chief Executive, STRIVE (LM)
Sally Egan Associate Director and Child Health Commissioner, NHS Lothian (SE)

Others Present:

Darrin Nightingale, Head of Education, East Lothian Council (DN)
David Milne, Team Leader, Community Planning and Empowerment Unit, the Scottish Government (DM)
Sharon Saunders, Head of Children's Wellbeing, East Lothian Council (SS)
David Heaney, Acting Head of Adult Wellbeing, East Lothian Council (DHe)
Veronica Campanile Policy Officer, Corporate Policy & Improvement, East Lothian Council (VC)
Carol Grandison, Executive PA, East Lothian Council (Minutes) (CG)

Partnership Members Apologies:

Cllr Shamin Akhtar, Spokesperson for Education and Children's Wellbeing, East Lothian Council (SA)
Cllr Stuart Currie, Leader of SNP Group, East Lothian Council (SC)
David Small, Director of Health & Social Care East Lothian Council and East Lothian CHP/ Health and Social Care Partnership (DS)
Julie McCran, Vice Principal, Customer and Student Experience, Edinburgh College (JM)
Eliot Stark, Chief Executive, STRIVE, VAEL (ES)
Linda Jardine, Assistant Director, Children 1st (LJ).

Mike Ash welcomed everyone to the meeting and the apologies above were noted. He advised that Edinburgh College had joined the partnership as a new member with an important role in delivering the outcomes. They had been due to present their work today under item 3, however, as they were unable to attend their presentation had been postponed.

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the RPP of 10 September 2014 were approved.

2. MATTERS ARISING

2.1 Update on East Lothian Community Hospital provided by MA

- Stage 1 proposal approved by Scottish Government.
- 5 levels of funding were discussed where the 5th included provision for community groups. Level 4 was accepted.
- MA added that it would be possible to achieve the 5th level at a later stage as the aim was to build a hospital for the future and not just for the present.
- Now moving to develop an outline business case by a Project Team funded by the Scottish Government.
- In addition, a Public Services Workshop facilitated by the Scottish Futures Trust and co-sponsored by East Lothian Council and NHS Lothian took place on 28 August. This was an important piece of work to shape the public sector landscape in and around Haddington. The opportunity of the new Community Hospital to consider the shape of public services was an important aspect of the discussion.

2.2 Update on the Physical Activity Contributory Outcome

VC read the note below, provided by Eamon John and Jon Turvill:

JT and EJ have met informally on several occasions to discuss joint working towards outcome 6 “In East Lothian we live healthier **more active** and independent lives.” We are building upon the wide range of physical activity work already taking place across the county. All **East Lothian schools** will be meeting the Scottish Government target of 2hrs of Physical Education during academic session 2014/15. This is the first session that this will have been the case.

The Community Sports Hubs across the County, as part of 2014 legacy are contributing positively to physical activity levels across East Lothian communities.

Enjoyleisure report the number of visits per annum is on the rise. JT has now joined the Enjoy Board and attended his first board meeting on 25 August. Enjoy now has a Health and

Leisure partnership group which is working on enhancing the availability and promotion of low impact classes suitable for users with long term health conditions.

On 7 July 2014 JT attended a meeting with the Active Choices East Lothian (ACE) Steering Group to discuss the various groups playing a role in this. We have:

1. East Lothian Joint Health Improvement Alliance
2. The Physical Activity and Health Partnership
3. The ACE Steering Group

We thought it would be helpful to understand how the existing groups could best cooperate/amalgamate so as best to work towards the outcome required.

At a further meeting of the Steering Group with EJ in attendance, on 1 September, we discussed the wider remit of the **Health Improvement Alliance**, which includes food and health, tobacco, and sexual health. This group also reports to RPP. There is a need to clarify the interrelationships therefore, and a joint meeting of the above three groups is planned on 17 September.

JT has spoken to our public health consultant, Dr Philip Conaglen. He has said that one of his colleagues with a special interest in physical activity, Dr Dermot Gorman, will be able to advise us on the evidence base.

Eamon John and Jon Turvill, 4 September 2014

3. **PARTNERS STRATEGIC ISSUES** - postponed
4. **Outcome 5: East Lothian's Children have the best start in life and are ready to succeed**
 - a) **Children's Strategic Partnership**

Sharon Saunders spoke to the report.

Key points

- We have delivered on our commitments on schedule as agreed at the East Lothian Partnership meeting on 21 May 2014 by concluding the plans and establishing the Children's Strategic Partnership.
- Subsequent to consideration of the then Draft Services for Children Improvement Plan, further work was undertaken to finalise the Improvement Plan by the multi agency inspection Task Group, with input from the Care Inspectorate Lead Inspector for East Lothian, Joan Lafferty.

- The final Inspection Response was approved by Cllr Willie Innes, chair of East Lothian Partnership, and submitted to the Care Inspectorate as required on 30 June 2014 (see para 3.3 and Appendix 1 of the report).
- The Services for Children Improvement Plan is comprised of 3 “levels” of planning: a Level 1 Strategic Plan, a level 2 Multi- agency Plan and Level 3 Operational Plan.
- A new East Lothian Child Protection Improvement Plan was developed. The new plan was presented to the Critical Services Oversight Group on 13 June 2014.
- Children’s Strategic Partnership Group and Planning and Delivery Groups now established and 1st and 2nd meetings of the groups have already taken place.
- Edinburgh College have accepted an invitation to Chair the Positive Destinations Planning and Delivery Group.
- NHS Lothian is chairing the Early Years Planning and Delivery Group.
- CSP intends to host a Strategic Leadership Workshop on multi agency Self Evaluation of Services for Children on the afternoon of 20 October 2014.
- MA said that invitations to members to key events could be through VC.

Points raised

- Where do other services, for example, CAMHS fit into the Plan?
- SE has spoken to the CAHMS executive which is a small pan-Lothian team with strategic services provided from Edinburgh and West Lothian as the strategic lead. Work is underway on the future governance of CAHMS. Longer waiting times in East Lothian for CAHMS and other health related services have been noted and the Director of Strategic Planning and Primary Care has requested reports on each area.
- The CSP needs to have strategic members covering Health and Wellbeing including Mental Health. The CSP and the Planning and Delivery Groups chairs are currently negotiating to ensure that all necessary people across partners are at the table, especially the 3rd sector .
- MA asked SS to ensure the RPP is aware of any difficulties in achieving involvement.
- SS noted that the Early Years PaD is off to a flying start.
- Reporting – the CSP checks on progress on the delivery of the plans (these have been set up on AspireView with a RAG system) and this will be standing item on the RPP agenda with a follow up report at the February meeting.
- MA noted the need to consider self-assessment and the links with self-assessment for East Lothian Partnership,. This would be picked up later under item 7.
- No plan for further follow up inspection at the moment.

MA was sure that all acknowledged the considerable amount of work completed by Sharon and her team and thanked her for a very impressive Report and notable presentation.

Decision on the Recommendations / Actions

- Note the final submissions to Care Inspectorate concluding the East Lothian Partnership's response to the Services for Children Inspection – **Noted**
- Note the progress made in implementing the Strategic and Multi- agency Services for Children Improvement Plans:- **Noted**
- Note the progress made in establishing the Children's Strategic Partnership and its supporting Planning & Delivery Groups: **Noted**
- Attend the forthcoming Strategic Leadership Workshop: Self Evaluation taking place on the afternoon of 20 October 2015- **Noted**

Action

- Reports on the Improvement Plan to be a standing item at future meetings of the Resilient People Partnership. **SS**
- 14 points from the Improvement for RPP to focus on as a group. **All**

5. Outcome 4: East Lothian's young people are successful learners, confident individuals, Effective contributors and responsible citizens.

a) The implications for partners in achieving this outcome.

Darrin Nightingale led the discussion.

Key Points:

- Education sits within the Improvement Plan and the Education Attainment Plan is one of the 14 points.
- DN and SS work closely; they have adjacent offices and co-chair the Musselburgh Area Partnership
- A conversation has begun among senior managers on achieving focus on outcomes and value added from partnership working. The benefits from working in partnership are already visible:
- The Musselburgh Total Place pilot focusing on vulnerable families with the report is due for discussion shortly and will highlight key concerns.
- Musselburgh Area Partnership now well established. One of the top concerns has been attainment levels. A sub-group has taken this up and is focusing on attendance at schools. They have concluded that their role is to get the kids to school so that the schools can then teach them. They are working on 9 areas of actions and will report in to the Area Partnership on 6 October.
- Partners will co-produce the new Integrated Children's Services Plan.

- So what more can we do around Education and is there a single positive outcome we should focus on – looking across our activities? For example, Glasgow has focused the whole partnership on alcohol with implications for education in schools.
- DN to provide a written report on this for the RPP.
- Should we champion a particular item across Resilient People Partnership?

Points raised

- SE noted the wider citizenship matter and do we/should we as partners challenge kids who are not at school.
- Is this happening across all ward areas?
- VC said that it isn't but that there are some common issues for several Area Partnerships eg for rural areas, the only one fairly consistent issue across all is activities/facilities for young people and then town centres.
- SS said priorities need to be based on evidence and include information from the Area Partnerships. The Total Place report will be useful and will come to this group.
- AM agreed the importance of using intelligence.
- AMcC stressed the importance of knowing we make a real difference and of building on the work of Area Partnerships.
- VC noted a progress report on Area Partnerships had been made to the August Safe and Vibrant Communities Partnership – here is the link:
http://www.eastlothian.gov.uk/download/meetings/id/15676/3a_area_partnerships
- LM said Education was very important and it happens in and out of school. Partners can work together in many ways to deliver life-kills and wider development with children and young people. This should be an important focus of our work.
- MA noted that the partnership will have a report from DN at the next meeting on strategic issues around schools and that we should have a report on key themes emerging from the Area Partnerships. He mooted 'Ambition' as a possible theme.
- DH thought it would be useful to look at attendance from across partners, eg attendance at work. ELC as a major provider could give information. He noted that (care?) providers struggle to cope especially when major events are on.
- SE said we would need to look at the reasons why attendance was poor.
- MA recalled that the contributory outcomes should be the focus of discussion of the wider context.
- BC reminded us that as a group we need to focus on where we can add value. MA reiterated this as a guideline.

Action

- DN to provide a background paper on the above – DN
- Report on Education issues to the next meeting – DN
- Report on key themes emerging from the Area Partnerships – VC to arrange

7. Mid-year review of this partnership – open discussion

MA introduced this item and said that this would be an opportunity to review how we are doing a year into this new group. He hoped everyone would be share views round the table. He noted that all partners would be asked to take part in a formal self-assessment of the East Lothian Partnership with a survey in October and a discussion of the findings in a workshop session in January 2015.

Key points

- Genuine positive atmosphere at the table from all involved so good to take stock and focus on what we are delivering on.
- As a group there is a need to focus on all three SOA outcomes. To date the focus has been on the two for children and delivery is now clearly set out, and less on the health strand.
- Some discussion on what stage is the Older People’s Strategy at and where does the East Lothian Autism Strategy fit?
- Older People’s services will be covered by the Strategic Plan which has to be in place by 1st April 2015. Draft will be going to the Shadow Health & Social Care Partnership Board in October / November.
- Clarity needed on the relationship/connectivity between the CHP and the Health and Social Care Partnership, the role of the RPP and delivery of the Health outcome and the governance below these groups e.g. the role of the five joint planning groups. Noted that a discussion is pending on their future role
- Health & Social Care Integration updates need to be fed back regularly to RPP. Strategic Planning exercise around Integration, currently taking place.
- All members of the Group show commitment and enthusiasm however some questioning if they are in the right place to be able to contribute. Feeling that this group could make better use of the commitment and also that a review would be helpful of what is planned and what needs adjusting.
- Some questioning about where Health and Social Care sits in East Lothian Partnership, should it be here or is it directly to East Lothian Partnership?
- In relation to the way forward - there is likely to be useful input from the National Community Planning Group before our next meeting re clarity of vision, prevention, how do we know where we want to get to/performance, resourcing, engaging with communities. Consider the possibilities of the Area Partnerships catalysing and building local capacity. What is the role of this group in bringing this all together?

Action

- Clarify the governance of Health and Social Care and delivery of outcome 6 and provide a general update on current and future Health and Social Care matters to the next meeting – David Small

8. ANY OTHER BUSINESS - none

9. ITEMS FOR INFORMATION – no comments

DATE OF NEXT MEETING:

Wed 19 November, 2.00-4pm, Edinburgh College, the Board Room (4th Floor), Milton Road Campus, 24 Milton Road East, Edinburgh, EH15 2PP.

Future meeting dates agreed by East Lothian Partnership on 8 October are below. Please advise when you would like to host a meeting:

- Wednesday 18 February 2015, 2-4pm, partner venue tbc
- Wednesday 17 June 2015, 2-4pm, partner venue tbc
- Wednesday 16 September 2015, 2-4, Saltire Rooms 1&2, John Muir House, Haddington
- Wednesday 18 November 2015, 2-4, partner venue tbc
- Wednesday 9 March 2016, 2-4, partner venue tbc
- Wednesday 22 June 2016, 2-4pm, partner venue tbc

DRAFT