



## MINUTES OF THE MEETING OF THE CABINET

TUESDAY 9 JUNE 2015  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON

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**Committee Members Present:**

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

**Other Councillors Present:**

Councillor S Brown  
Councillor S Currie  
Councillor J Gillies  
Councillor J Goodfellow  
Councillor P MacKenzie  
Councillor J Williamson

**Council Officials Present:**

Mrs A Leitch, Chief Executive  
Ms M Patterson, Depute Chief Executive – Partnerships and Community Services  
Mr D Small, Director of Health and Social Care Partnership  
Mr J Lamond, Head of Council Resources  
Mr D Nightingale, Head of Education  
Mr D Proudfoot, Acting Head of Development  
Mrs M Ferguson, Service Manager – Legal and Procurement  
Ms C McCorry, Service Manager – Community Housing  
Mr P Iannetta, Service Manager – Engineering Services and Building Standards  
Mr E John, Service Manager – Sport, Leisure and Countryside  
Mr A Stubbs, Service Manager – Roads  
Ms J Mackay, Media Manager  
Mr P Zochowski, Principal Planner

**Clerk:**

Ms A Smith

**Apologies:**

None

**Declarations of Interest:**

None

## **1. MINUTES OF THE MEETING OF THE CABINET OF 12 MAY 2015**

The minutes of the meeting of the Cabinet of 12 May 2015 were approved.

## **3. STAFF BENEFIT SCHEME – SALARY SACRIFICE FOR CARS**

A report was submitted by the Depute Chief Executive (Resources and People Services) seeking approval to implement an employee salary sacrifice scheme for cars.

The Head of Council Resources, Jim Lamond, presented the report, informing Members of the Council's undertaking to the Joint Trades Unions to investigate the viability of implementing a salary sacrifice scheme as part of the implementation of new employee business travel arrangements. He outlined the details of the scheme and drew attention to the potential benefits. He made reference to the administrative implications and also some of the financial risks associated with the scheme. Subject to approval, the intention was to develop the scheme over the summer, with formal implementation in September.

Councillor Innes welcomed the report and hoped staff would feel the benefit of this scheme.

### **Decision**

The Cabinet agreed to:

- i. implement an employee salary sacrifice scheme for cars as outlined in the report; and
- ii. delegate authorisation to the Head of Council Resources to finalise the details of the scheme.

## **3. PROPOSED HOUSING CAPITAL INVESTMENT MODERNISATION PLAN 2015/16**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) providing Cabinet with an update on the proposed expenditure plan for the modernisation element of the Housing Capital Investment Plan for 2015/16.

The Service Manager – Community Housing, Caitlin McCorry, presented the report, informing Members that a new Housing Asset Management team had been established to manage the HRA capital programme. A new stock condition management IT system, Keystone, had been acquired which would improve the management of the stock condition information held regarding Council properties. In relation to modernising existing stock, Ms McCorry highlighted the continued investment in disabled adaptations and specific modernisation projects; central heating, kitchen replacement programme, re-roofing and roughcasting, roads and footpaths, local initiatives, bathroom replacement and open market acquisition remedial works. The proposed plan for 2015/16 was attached as an appendix.

In response to a question from Councillor Akhtar, Ms McCorry advised that the new software would help to provide information to tenants regarding planned improvements.

Ms McCorry responded to several questions from Councillor Currie. She advised that the Keystone system would enable officers to have a full picture of the condition of council houses. Regarding budget, the outturn spend was very close to the budget; there had been some slippage due to a procurement delay for roofing work. In relation to repairs, expenditure on day to day repairs had reduced; she added that there were a number of pieces of work currently with Property Maintenance colleagues.

Councillor Hampshire stated that excellent progress had been made. Work on Keystone, the IT system, was progressing and this system would provide an accurate picture of every property in the Council's housing stock and inform future investment programmes. He referred to the consultation exercise with tenants; advising that bathroom improvements and energy efficiency works had been the top priorities. He stressed that this Administration was committed to providing the best possible housing stock for families in East Lothian.

Councillor Currie remarked that the housing stock was a credit to both current and previous Administrations; many local authorities were not in as good a position as East Lothian. He did have some concerns specifically in relation to budgets for IT systems, central heating, structural surveys and energy efficiency works.

Councillors Goodfellow and Akhtar welcomed the report, particularly the disabled adaptations which would enable people to stay in their own homes and local communities

Councillor Innes also welcomed progress; these improvements would make a big difference to tenants.

### **Decision**

The Cabinet agreed to approve the Housing Capital Investment Plan for housing stock modernisation for 2015/2016 and noted that appraisals of plan progress as covered in the Head of Council Resources Quarterly Financial report would be provided.

#### **4. THE EAST LOTHIAN COUNCIL (SCOTTISH OPEN, GULLANE GOLF COURSE) (EXEMPTION) ORDER 2015**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) seeking approval for the making of an Order under Section 11 of the Land Reform (Scotland) Act 2003 to facilitate the holding of the Aberdeen Asset Management 2015 Scottish Open Golf Championship at Gullane Golf Course, Gullane Links, East Lothian.

The Service Manager – Sport, Leisure and Countryside, Eamon John, presented the report, outlining the purpose and period of the Order. He reported that consultation on the proposed Order had taken place with East Lothian Local Access Forum, Gullane Area Community Council, Scottish Natural Heritage, Hill Road Landowners (Gullane) and Aberlady Local Nature Reserve Advisory Group; no concerns had been raised by these organisations.

A number of Members welcomed the Scottish Open being held in Gullane.

Councillor Innes stated that golf was an integral part of East Lothian's economy and national events like the Scottish Open were beneficial in attracting tourists to the county.

### **Decision**

The Cabinet agreed to approve the making of The East Lothian Council (Scottish Open, Gullane Golf Course) (Exemption) Order 2015.

#### **5. PROPOSED TRAFFIC REGULATION ORDER – PROHIBITION OF VEHICULAR TRAFFIC (DURING SCHOOL TRAVEL TIMES): NEILSON PARK ROAD AND VICTORIA ROAD, HADDINGTON**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) a) advising Cabinet of the performance of the Experimental Traffic Regulation Order (TRO) to prohibit vehicular traffic in Neilson Park Road and Victoria Road in

Haddington, during specified school traffic time periods; b) seeking approval to commence the statutory procedures necessary to make the TRO permanent and c) advising that other suitable streets around schools in East Lothian would be considered for similar treatment in the future, which would follow the development of an appropriate assessment policy.

The Service Manager – Roads, Alan Stubbs, presented the report, referring Members to the earlier report to Cabinet in 2012. He outlined the aim of the experimental TRO, which had commenced on 27 January 2014 for an 18 month period. He gave an assessment of the TRO, drawing attention to the detailed traffic survey results and referred to the Head Teacher and Parent Council feedback, attached as appendices.

Councillor Veitch queried timescales for introducing this scheme to other schools. He also asked if the temporary order for Dunbar Primary School partial scheme was on target. Mr Stubbs advised that other suitable streets around schools in East Lothian would be considered for similar treatment in the future. This would follow the development of an appropriate assessment policy which should be in place later this year. The Dunbar scheme was on target, a report would be brought forward to Cabinet in due course.

Councillor Hampshire queried work done by the Police. Referring to proposed Dunbar signage, he suggested enhanced signage at restricted zones. Mr Stubbs reported that 14 tickets had been issued in Haddington, 9 in Dunbar, the restrictions were being enforced; the Police were supportive. He would take on board the signage comments.

Responding to Councillor McMillan's question about monitoring traffic on Meadowpark, Mr Stubbs replied that feedback about possible dispersion of traffic would be taken on board and monitored. He added that a new initiative, 'Park and Strides' was being promoted; parking further away and walking the remaining distance.

In response to a question from Councillor Williamson about potential consultation/roll-out to other primary schools, Mr Stubbs reiterated that an appropriate assessment policy would be developed, but added there had to be a desire and support for this scheme from local communities.

Councillor Veitch stated that the scheme appeared to be working well; the feedback from the Parent Council was positive and they were supportive of making the Order permanent. There was significant interest in other parts of the county; Parent Councils were the obvious forum for initial discussions and taking this forward. He endorsed Councillor Hampshire's comments regarding the signage in Dunbar.

Several Members praised the scheme, one of the first such schemes in Scotland.

Councillor Currie supported the recommendation and would welcome requests for further TROs; he encouraged Parent Councils to bring these forward.

Councillor Innes stated that this scheme would not necessarily meet the needs of all schools but, where appropriate, it would be introduced.

## **Decision**

The Cabinet noted the findings as outlined in the report and agreed to approve the initiation of the statutory procedure necessary to make the Order in accordance with 'The Local Authorities' Traffic Orders (Procedures) Scotland Regulations 1999 and such amendments that were in force.

## **6. PROPOSED ALTERATIONS FORMING SECONDARY CP AT FORMER HADDINGTON INFANT'S SCHOOL**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) seeking approval to award the contract for the Proposed Alterations Forming Secondary Communication Provision at Former Haddington Infant's School to Messrs Clark Contracts Ltd. noting that estimated project costs were now in excess of the original approved budget.

The Acting Head of Development, Douglas Proudfoot, presented the report, informing Members of the significant factors that had contributed to an increased project cost. He drew attention to the resource implications as detailed in the report.

Councillor Currie queried why local firms, despite submitting tenders for many contracts, were not successful; he also queried the lack of appointment of local sub-contractors. Mr Proudfoot advised that this contract was let under an existing Framework Agreement and that the local firm on that Framework had submitted a more expensive bid. He advised that work was ongoing with colleagues in the Procurement Team to review the Framework Arrangements which were due to end soon and to raise awareness of the tendering process among local companies. Officers were also looking at how to translate increased growth in the construction industry and track this into a wider partnership approach. In relation to sub-contractors, work was ongoing to signpost contractors to local suppliers.

In response to a further question regarding community benefits, specifically the work placement duration, Mr Lamond advised that community benefits in procurement should not be confused with wider community benefits. In relation to our own procurement procedures, these were mostly targeted at training/skills for young people. He reported that for this type and value of contract 2 weeks work placement was typical, on a larger contract there could be a year's placement. He would take these concerns away for consideration. If Members wished, he could bring forward an update report on community benefits achieved through procurement after the summer recess.

Responding to a question from Councillor Hampshire regarding whether unsuccessful bidders were advised of the reasons for this, Morag Ferguson, Service Manager – Legal and Procurement, advised that following any procurement contract, tenders were evaluated and a debrief was offered to contractors advising of the reasons they were not successful.

In response to questions from Councillor Akhtar, Darrin Nightingale, the Head of Education, advised that if approved today the contractor should conclude works around Easter 2016; he confirmed that delivery to timescales would be closely monitored.

Councillor McMillan welcomed progress on this project. Responding to Councillor Currie's points he reiterated that working better and more collaboratively was actively being looked at. There were issues regarding sub-contractors and he welcomed the comments from Mr Lamond and Mr Proudfoot. This Communication Provision would provide a much needed resource to Haddington, East Lothian and beyond.

Councillor Currie remarked that Cabinet was being asked to approve, not note, this tender. He made reference to comments made by the Council Leader at a previous Cabinet meeting regarding the procurement process and local companies. He also recalled similar comments from other Administration Members before the last local government elections. He suggested that this contract should be awarded to the local firm on the Framework or the tender process should be abandoned and started again.

Councillor Hampshire requested a legal opinion. Ms Ferguson advised that it would not be competent to award a tender to anyone other than the lowest tender; the only criteria for evaluation was price, based on the Framework, which had been put in place 4 years ago.

Councillor Veitch stated that Councillor Currie's suggestion would delay this important work and would breach legal and procurement advice. All Members wanted local firms to do well but there was a Procurement Policy in place that had to be adhered to.

Councillor Akhtar stressed there could be no delay on the Communication Provision for young people. She asked for a further legal opinion. Ms Ferguson advised that if the tender was re-issued or if any other bidder, other than Clark Contracts Ltd. was awarded the contract, a challenge would be extremely likely. She added that when awarding a contract there was a 'standstill' period; if challenged during this period legal action could be taken, if it went through the court process it could take a year to conclude and the Council may not be able to award the contract during this time.

Councillor Akhtar reassured the parents present that the Council would deliver this project. This Administration was committed to this project; it was very important, it would deliver Communication Provision in East Lothian. The Council would ensure allocation of the necessary resources.

Councillor MacKenzie made reference to a Scottish Government paper on Autism Strategy. He remarked that behind this essentially financial report was provision of a much needed facility; it was very unfortunate that it would not be ready this autumn. It was important that parents were kept informed of developments.

Councillor Innes expressed concern about some of the debate in the Chamber today. This Administration had inherited this Framework; work was underway to review and modify it. With regard to this project the increased cost was unfortunate but the Communication Provision was extremely important and would be delivered.

### **Decision**

The Cabinet agreed to approve acceptance of Messrs Clark Contracts Ltd's tender amounting to £1,161,677.42 for the Proposed Alterations Forming Secondary CP at Former Haddington Infant's School.

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

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

### **Property Matters**

A private report submitted by the Depute Chief Executive (Partnerships and Community Services) concerning a dangerous building was approved.

**REPORT TO:** Cabinet

**MEETING DATE:** 8 September 2015

**BY:** Depute Chief Executive (Resources and People Services)

**SUBJECT:** Summary of Contracts Awarded by East Lothian Council,  
26 February – 31 August 2015

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**1 PURPOSE**

- 1.1 To advise Members of all contracts awarded by the Council from 26 February to 31 August 2015 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 18 26 February to 31 August 2015, 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](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

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<b>DATE</b>	31 August 2015





**SUMMARY OF CONTRACTS AWARDED WITH A VALUE OF £150,000 AND ABOVE  
FOR THE PERIOD 26 FEBRUARY – 31 AUGUST 2015**

<b>Originator</b>	<b>Report Title/Project Summary</b>	<b>Contract Awarded To</b>	<b>Contract Value</b>	<b>Members' Library Reference</b>
Depute Chief Executive (Resources and People Services)	Property Insurance Tender	AIG Europe via RMP	£172,791.99	June 15 Bulletin: Ref. 100/15
Depute Chief Executive (Partnerships and Community Services)	Proposed Extension at Dunbar Primary School, Lochend Campus, Dunbar	Messrs Clark Contracts Ltd, Paisley	£1,319,264.32	June 15 Bulletin: Ref. 109/15
Depute Chief Executive (Partnerships and Community Services)	Proposed Temporary Modular Accommodation at Wallyford Primary School, Wallyford	Messrs Paton Plant Ltd (Portakabin Scottish Division), Edinburgh	£367,547.81	July 15 Bulletin: Ref. 119/15
Depute Chief Executive (Partnerships and Community Services)	Proposed New and Replacement Gas Heating Installations in Domestic Council Properties in East Lothian 2015	Messrs British Gas New Heating Ltd, Rutherglen	£4,538,930.78	July 15 Bulletin: Ref. 126/15
Depute Chief Executive (Partnerships and Community Services)	Proposed Resurfacing of Synthetic Pitches at Various Locations	Messrs Ecosse Sports Ltd, Newbridge	£487,261.00	July 15 Bulletin: Ref. 129/15

31 August 2015



**REPORT TO:** Cabinet  
**MEETING DATE:** 8 September 2015  
**BY:** Depute Chief Executive (Resources and People Services)  
**SUBJECT:** Financial Review 2015/16 Quarter 1

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## 1 PURPOSE

1.1 To record the financial position at the end of the 1st quarter of the financial year 2015/16.

## 2 RECOMMENDATIONS

2.1 Members are recommended to;

- Note the financial performance of services at the end of June 2015.
- Approve the refreshed General Services Capital Plan which is set out in **Appendix D** of this report.

## 3 BACKGROUND

### Budget Summary

3.1 At its meeting of 10 February 2015, the Council approved a budget for the 2015/16 year and an outline budget for two subsequent years.

3.2 The 2015/16 General Services budget can be summarised as follows;

- Assumed levels of Scottish Government general revenue grant of £173.030 million.
- Planned general services revenue expenditure of £200.062 million.
- The utilisation of £0.350 million from General Reserves to support Area Partnerships, and a transfer from the Housing Revenue Account of just under £1.0 million.
- The requirement to deliver £1.8 million of recurring efficiencies across Business Groups.

## 2014/15 Financial Year

- 3.3 At its meeting on 25 August 2015, Council received a report summarising the 2014/15 year end position based on the unaudited results for the year. The final audited results have seen a slight movement from the previously reported position, but overall have generated a positive contribution to the Council's General Fund reserves of £7.341 million taking the balance as at 31 March 2015 to be £18.048 million. It was also agreed that after making an allocation to support work around the site of the former Cockenzie Power Station, the balance of surplus reserves be transferred to the Council's Capital Fund which can be used to defray the overall cost of borrowing.
- 3.4 In addition, there was a further increase in the Housing Revenue Account reserves of £1.985 million. A breakdown of the General Fund reserves balance as at 31 March 2015 is detailed in Table 1 below.

Table 1	General Services Reserves at 31 March 2015 (£m)
Required to support current and future budgets	1.950
Civil Emergency	2.000
Cost Reduction Fund	3.082
DSM Earmarked Reserves	0.261
MELDAP Earmarked Reserves	0.363
Other Earmarked Reserves	0.331
Insurance Fund	1.395
General Services Capital Fund	8.666
<b>Total</b>	<b>18.048</b>

## General Services Summary for Quarter One – 2015/16

- 3.5 A summary of the financial position across each of the Business Groups at the end of June 2015 is detailed at **Appendix A**. Within this, an overall financial risk assessment has been assigned to each of the service areas based on a review of current expenditure and known financial pressures, as set out in **Appendix B**. Two of the service areas; Adult Wellbeing and Children's Wellbeing; have been categorised as Medium risk, and they will continue to be closely monitored during the year. In addition, we have continued to provide an assessment of the progress in implementing the efficiency measures/savings/increased income required for the 2015/16 financial year. Based upon our judgement and knowledge, each Business Group has been assigned a category reflecting our assessment of progress

being made against the planned 2015/16 efficiency savings. The categories are set out below. In summary all of the Business Groups are currently on target to achieve their required level of efficiencies in year.

- Red – Less than 50% of budgeted efficiency savings are likely to be achieved by end of the year;
- Amber – Between 50%-100% of budgeted efficiency savings are likely to be achieved by the end of the year;
- Green – 100% of budgeted efficiency savings are likely to be achieved by the end of the year.

3.6 As at the end of June, the financial ledgers record an underspend against planned budget of £1.882 million (4.5%). An initial assessment of all service budgets has been made in order to assess the likely net expenditure levels at the financial year end. However, it is important to note that such assessments are based primarily upon activity to the end of June and are therefore made with a high degree of uncertainty. From a financial management perspective, it is our intention to provide early warning of potential overspending thus allowing appropriate, remedial management intervention to take place.

3.7 A summary of the main movements across each of the main service directorates are set out in more detail within the paragraphs below. More than £1 million of the current underspend position relates to the continuation of the staff savings which had been identified in 2014/15. This can often have an adverse impact upon service delivery and therefore reliance cannot be placed on such savings as many vacancies will require to be filled during the year. In addition, the budgets for 2015/16 have included the provision of a 1% pay award. The outcome of national pay negotiations is still ongoing and when settled, will be effective from 1 April. As such, there will be an accrued liability for additional pay with spending on staff effectively understated.

3.8 At the end of June 2015 the **Resources and People Services** were reporting an overall underspend of £384,000 (1.5%) with most service areas performing in line with expectations.

- As at June 2015, Children's Wellbeing is reflecting an overspend position against budget of £0.090 million (2.9%). There remains pressure within the service relating to residential schools and external foster payments, as well as care packages for children with disabilities. Similar to 2014/15, despite significant additional investment within the budget, this service continues to be exposed to significant demand pressures and will therefore be closely monitored during 2015/16. More detail will be reflected within subsequent quarterly reports.
- Within the Education Group, both Primary and Secondary budgets are currently under-spent against the approved budget by £0.097 million (2.3%) and £0.277 million (3.8%) respectively. These budgets include both internal management or 'client' budgets as well as individual

Devolved School Management budgets. Some pressures have been identified within the Primary 'client' budget and as reported within the 2014/15 year end outturn report, two of the six Secondary schools have started 2015/16 in deficit. We will continue to work with the Service area and respective schools to identify ways to bring these school budgets back into balance. Members should be aware the individual Primary and Secondary school budgets are finalised in September following the school pupil census the outcome of which will continue to be closely monitored and reflected within the next quarterly report.

- 3.9 The first quarter of 2015/16 is reporting an under-spend on the **Health & Adult Care Partnership** budgets of £0.409 million (4.8%). Despite this, there remains a wide range of pressures within the Adult Wellbeing budget including; purchase of care packages for the Elderly and individuals with Learning Disability, and costs associated with those transitioning from Children's to Adult Services. We are working closely with the service management to verify the full extent of the pressures and implement any necessary control action.
- 3.10 All of the **Partnerships & Services for Communities** budgets are performing in line with 2014/15 performance, with a reported underspend relative to budget of £1.092 million to the end of June 2015. The majority of savings are continuing to accrue on staffing budgets, but also include increased levels of fee income relating to Building Standards and Planning. Whilst it is anticipated that most areas are likely to deliver within approved annual budgets, the degree of under spend will substantially reduce from the current position, particularly as vacancies start to be filled. In addition, any volatility in terms of weather can substantially impact on the expenditure projections within the Roads service area.
- 3.11 All of the Corporate Income budget lines are performing in line with expectations, with higher than budgeted income relating to Council Tax based on the gross charge levied at the beginning of the year.

### **Housing Revenue Account**

- 3.12 As at 31 March 2015, the Housing Revenue Account sits with reserve balances totalling £6.630 million. At the end of June 2015 the Housing Revenue Account was reporting an actual underspend against budget of £0.148 million, with both income levels and operational service expenditure performing well within budget.
- 3.13 Details of the Housing Revenue Account capital budgets are included at **Appendix C**. The total capital budget approved for the HRA was £24.450 million. To the end of June 2015 the actual spend was £3.666 million (14%) with most HRA capital budgets progressing as expected.

## General Services Capital Budgets

3.14 The original General Services capital budget which was approved by Council on 10 February 2015, planned for gross capital spending of £27.38 million. However following the availability of the audited 2014/15 year end position and recent review work undertaken by members of the Capital Investment and Asset Management Group, a refreshed capital plan for 2015/16 to 2017/18 is now proposed and is included at **Appendix D**. The main changes in relation to 2015/16 are as follows:

- The inclusion of carry forwards from 2014/15 of £2.485 million. £1.427 million of this carry forward is attributable to the delay in the delivery of specialised vehicles;
- The inclusion of those projects that have been previously approved, including;
  - The reprofiled costs relating to the alteration of the Secondary Communications Provision at the former Haddington infant school.
  - Increased provision has been allocated to the reprovision of the pathways home project following the purchase of the former St, Joseph's school site.
- New externally funded projects have also been included within the revised programme;
  - Torness Strategic Coordination Centre
  - Construction Academy
  - Pencaitland Primary – Developer Contribution
  - West Barns Primary – Developer Contribution
  - Letham Primary – Developer Contribution
- The support for Business – Mid Road industrial estate project has been increased to reflect the gross cost of the project which includes £0.348 million of European funding. In addition, £0.127 million has also been transferred from the Support for Business – Land acquisition budget to support the anticipated additional costs of this project.

3.15 This has resulted in a revised capital programme for the 2015/16 financial year of £31.159 million. All of these changes can be accommodated within the capital spending limits previously approved by Council at its meeting in February 2015.

3.16 **Appendix E** sets out the 2015/16 expenditure to the end of June against the revised annual Capital budget, with actual expenditure totalling £5.06 million. We will continue to monitor the programme closely.

#### **4 POLICY IMPLICATIONS**

4.1 There is no direct policy implications associated with this report although ongoing monitoring and reporting of the Council's financial performance is a key part of the approved Financial Strategy.

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

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

#### **6 RESOURCE IMPLICATIONS**

6.1 Financial – as described above

6.2 Personnel - none

6.3 Other – none

#### **7 BACKGROUND PAPERS**

7.1 Council 10 February 2015 – Item 1 – Council Financial Strategy 2015-18

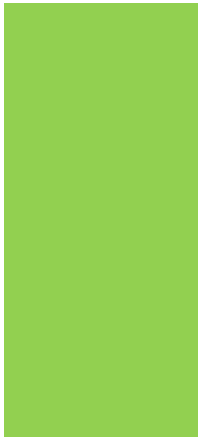

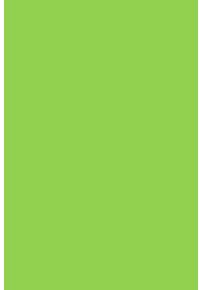
7.2 Council 10 February 2015 – Item 5a - Administration Budget Proposals  
Council 25 August 2015 – Item 6 – 2014/15 Financial Review

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<b>DATE</b>	<b>1 September 2015</b>



## Appendix A

### REVENUE BUDGET PERFORMANCE at 30 JUNE 2015

	<u>Budget</u> <u>for the</u> <u>year</u> <u>£000</u>	<u>Actual to</u> <u>30/06/15</u> <u>£000</u>	<u>Budget</u> <u>for the</u> <u>period</u> <u>£000</u>	<u>(Surplus)</u> <u>/ Deficit</u> <u>for period</u> <u>£000</u>	<u>(Surplus) /</u> <u>Deficit</u> <u>%</u>	<u>Financial Risk</u> <u>Assessment</u>	<u>Progress with</u> <u>efficiency savings</u>
<b>Resources &amp; People Services</b>							
Children's Wellbeing	12,576	3,318	3,228	90	2.8%	Medium	
Pre-school Education & Childcare	6,494	4,608	4,616	-8	-0.2%	Low	
Additional Support for Learning	7,842	4,122	4,077	45	1.1%	Low	
Schools - Primary	32,294	4,094	4,190	-97	-2.3%	Low	
Schools - Secondary	36,525	7,115	7,393	-277	-3.8%	Low	
Schools Support Services	2,704	932	963	-31	-3.2%	Low	
Financial Services	1,424	502	533	-31	-5.9%	Low	
Revenues & Benefits	1,577	-19	11	-31	-268.1%	Low	
IT Services	1,731	464	466	-3	-0.6%	Low	
Legal & Procurement	602	171	174	-3	-2.0%	Low	
Human Resources & Payroll	1,270	297	325	-28	-8.8%	Low	
Licensing, Admin and Democratic Services	1,924	463	472	-10	-2.0%	Low	
	<b>106,963</b>	<b>26,066</b>	<b>26,450</b>	<b>-384</b>	<b>-1.5%</b>		
<b>Health &amp; Adult Care Partnership</b>							
Adult Wellbeing	45,838	8,194	8,603	-409	-4.8%	Medium	
	<b>45,838</b>	<b>8,194</b>	<b>8,603</b>	<b>-409</b>	<b>-4.8%</b>		
<b>Partnerships &amp; Services for Communities</b>							
Planning & Environmental Services	2,399	566	754	-188	-24.9%	Low	
Economic Development & Strategic Services	2,490	951	982	-31	-3.1%	Low	
Asset Planning & Engineering	2,450	823	906	-83	-9.2%	Low	
Property Maintenance	-565	-212	-264	52	-19.8%	Low	
Facility Support Services	3,413	-1,861	-1,714	-146	8.5%	Low	
Landscape & Countryside Management	5,076	1,165	1,279	-114	-8.9%	Low	
Roads, Transportation & Waste Services	13,189	1,585	1,866	-281	-15.1%	Low	
Healthy Living	3,895	671	682	-11	-1.7%	Low	

Community Housing	2,695	1,084	1,188	-104	-8.7% Low
Housing Revenue Account (HRA)	0	-3,663	-3,515	-148	4.2% Low
Communications & Marketing	347	81	88	-7	-7.7% Low
Policy & Improvement	927	222	245	-22	-9.2% Low
Community Partnerships	3,239	604	549	55	10.1% Low
Arts, Museums & Music	1,183	116	148	-32	-21.7% Low
Community Development	2,728	537	583	-46	-7.9% Low
Customer Services, Libraries & Safer Communities	3,795	1,219	1,204	15	1.2% Low
	<b>47,261</b>	<b>3,889</b>	<b>4,980</b>	<b>-1,091</b>	<b>-21.9%</b>

**Total All Departments**

	<b>200,062</b>	<b>38,149</b>	<b>40,033</b>	<b>-1,884</b>	<b>-4.7%</b>
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**Corporate Management**

Revenue Support Grant (inc. NNDR)	-173,030	-39,983	-39,983	0	0.0%
Council Tax	-48,045	-48,798	-48,611	-187	0.4%
Debt Charges/Asset Management / Other	21,689	6,445	6,256	189	0.0%
Joint Board Requisitions	669	167	167	0	0.0%
HRA Transfer	-995	0	0	0	0.0%
Transfer to Reserves	-350	0	0	0	0.0%
	<b>-200,062</b>	<b>-82,169</b>	<b>-82,171</b>	<b>2</b>	<b>0</b>

**Total All Council**

	<b>0</b>	<b>-44,020</b>	<b>-42,138</b>	<b>-1,882</b>	<b>4.5%</b>
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Appendix B

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

Appendix C

HOUSING CAPITAL SPEND & FINANCING AS AT 30 JUNE 2015

	Budgeted (£000s)	Actual (£000s)	Over/(Under) (£000s)
Mortgage to Rent	678	0	(678)
Modernisation Spend	10,678	1,745	(8,233)
Fees	528		(528)
Disabled Adaptations	600	83	(517)
Central Heating	900	317	(583)
Electrical Re-wiring	1,680	223	(1,457)
Structural surveys	60	6	(54)
Projects / Works	600		
Fencing Programme	200	34	(166)
Energy Efficiency	300	128	(172)
Kitchen Replacement Prog.	1,790	240	(1,550)
Roofing / Roughcasting / external fabric	600	141	(459)
Stair Improvement Programme	30	12	(18)
Groundcare Projects	100		
Roads / Walkway pre-adoption works	100	7	(93)
Dispersed Alarms	110	1	(109)
Local Initiatives:Projects	200	2	(198)
Window & Door Replacement Prog.	120	15	(105)
Bathroom Replacement	1,800	225	(1,575)
Extensions	200	43	(157)
Lead Water Pipes	300	104	(196)
Asbestos Works	200	158	(42)
IT Projects	10	3	(7)
Open Market Acquisition Remedial Works	250	3	(247)
Gross Affordable Homes spend	14,094	1,921	(12,173)
<b>Gross Total Housing Capital Spend</b>	<b>25,450</b>	<b>3,666</b>	<b>(21,084)</b>
<b>Financed By:</b>			
Grants	3,917	450	(3,467)
Borrowing	21,533	3,216	(18,317)
	<b>25,450</b>	<b>3,666</b>	<b>(21,784)</b>

**Appendix D**

**Revised Capital Plan - 2015-18**

	2015/16	2016/17	2017/18	Total Planned Spending (2015- 2018) Notes
	£000	£000	£000	£000
Fa'side Tranent - New residential home and day centre	110	0	0	<b>110</b> Budget adjusted for 14/15 cfwd
Haddington Day Centre - Temp and Perm Accom	0	444	450	<b>894</b> still to be reprofiled
Haddington Town House - Steeple Work (Common Good)	13	0	0	<b>13</b> Budget adjusted for 14/15 cfwd
Torness Strategic Coordination Centre	400	100	0	Externally Funded
Property Renewals	1,154	900	900	<b>2,954</b> Budget adjusted for 14/15 cfwd
Capital Plan Fees/Internal Recharges	1,370	1,370	1,370	<b>4,110</b>
Environment Fees	111	111	111	<b>333</b>
John Gray Centre Haddington	79	0	0	<b>79</b> Budget adjusted for 14/15 cfwd
Prestongrange Museum	0	140	500	<b>640</b>
Port Seton Sports Hall	0	650	500	<b>1,150</b> 15/16 budget carried forward to 16/17
Whitecraig Community Centre	0	1,112	0	<b>1,112</b> 15/16 budget carried forward to 16/17
North Berwick Museum - refurbishment	40	0	0	<b>40</b> Budget adjusted for 14/15 cfwd
North Berwick Community Centre - Lift	9	0	0	<b>9</b> Budget adjusted for 14/15 cfwd
Community Intervention	200	200	200	<b>600</b>
Pencaitland footways	177	0	0	<b>177</b> Budget adjusted for 14/15 cfwd
Red School Prestonpans	290	10	0	<b>300</b>
Support for Business - Land Acquisition/Infrastructure/Broadband	173	300	300	<b>773</b>
Support for Business - Mid Road Industrial Estate	1,269	19	0	<b>1,288</b> Gross Budget realigned - ERDF Funding
Support for Business - Town Centre Regeneration	350	481	500	<b>1,331</b> Virement additional budget Mid Road
Reprovision of Pathways Home	2,075	0	0	<b>2,075</b> Approval Council 23rd June 2015
Dunbar - Lochend Campus/Additional Classrooms	1,200	390	0	<b>1,590</b>
Sandersons Wynd PS - additional Classrooms	365	6	0	<b>371</b>
Dunbar Grammar School Extension	0	100	2,000	<b>2,100</b>
North Berwick High School Extension	0	0	200	<b>200</b>
Secondary School Communication Provision	1,023	18	0	<b>1,041</b> Agreed Cabinet 9th June 2015
Dirleton Classroom Extension	4	0	0	<b>4</b> Budget adjusted for 14/15 cfwd
Macmerry PS Extension	3	0	0	<b>3</b> Budget adjusted for 14/15 cfwd
Pinkie St Peter's PS Extension/Levenhall Nursery reprovision	3,069	367	0	<b>3,436</b>

Law Pre and Primary School	105	3,000	3,000	<b>6,105</b> Budget adjusted for 14/15 cfwd
West Barns Primary School				S75 funded
Pencaitland Primary School - Extension				S75 funded
Letham Primary School				S75 funded
Windygoul PS - Permanent Additional Classrooms	1,991	1,200	100	<b>3,291</b> Budget adjusted for 14/15 cfwd
Wallyford PS - Temp Units	265	0	0	<b>265</b>
Wallyford PS - New Primary School	50	50	1,500	<b>1,600</b>
Replacement Vehicles	2,277	1,850	1,350	<b>5,477</b> Budget adjusted for 14/15 and 15/16 c/fwd
2g pitch replacement	500	0	100	<b>600</b> Library Report £100K b/f to 15/16 from 16/17
Pavilions	282	100	0	<b>382</b> Adjusted for 14/15 and 15/16 c/f
East Lothian Legacy Project - Meadowmill Alterations	59	0	0	<b>59</b> Budget adjusted for 14/15 cfwd
Sports Centres - refurbishment & equipment	371	200	200	<b>771</b> Budget adjusted for 14/15 cfwd
Musselburgh Tennis Court Upgrade	0	0	0	<b>0</b> Will be grant funding
Expansion of 3G pitch provision	76	0	0	<b>76</b> Budget adjusted for 14/15 cfwd
Schools IT	923	875	750	<b>2,548</b>
Corporate IT Program	500	500	500	<b>1,500</b>
Core Path Plan Implementation	100	50	50	<b>200</b> Budget adjusted for 14/15 cfwd
Polson Park restoration	0	250	0	<b>250</b> 15/16 budget carried forward to 16/17
Amenity Services Machinery & Equipment - replacement	149	100	100	<b>349</b> Budget adjusted for 14/15 cfwd
Cemeteries - Extensions/Allotments	867	20	10	<b>897</b>
Coastal Car Parks/Toilets	510	150	150	<b>810</b> Budget adjusted for 14/15 cfwd
Peppercraig Depot Haddington	31	0	0	<b>31</b> Budget adjusted for 14/15 cfwd
Coastal Protection/Flood	100	100	1,550	<b>1,750</b> Council contribution only
Promenade Improvements - Fisherrow	44	0	0	<b>44</b> Budget adjusted for 14/15 cfwd
Cycling Walking Safer Streets (Ring-fenced grant funded)	151	151	151	<b>453</b> Grant funded
East Linton Rail Stop/Infrastructure	400	0	0	<b>400</b>
Roads	5,389	5,400	5,250	<b>16,039</b> Budget adjusted for 14/15 cfwd
QMU Triangle	0	0	2,000	<b>2,000</b>
Parking Improvements	571	200	250	<b>1,021</b> Includes carry forward
Purchase of New Bins/Food Waste Collection	314	63	63	<b>440</b> Budget adjusted for 14/15 cfwd
Free School meals	200	0	0	<b>200</b>
Children and Young Persons Act Nursery provision	1,000	0	0	<b>1,000</b>
Construction Academy	300	0	0	<b>300</b> Grant Funded
	<b>31,009</b>	<b>20,977</b>	<b>24,105</b>	<b>75,591</b>

Appendix E

GENERAL SERVICES CAPITAL SPEND - AS AT JUNE 2015

Name of Project	Budgeted Spend	Actual Spend	Over/(Under)
	2015/16 £000	2015/16 £000	(£000s) £000
Fa'side Tranent - New residential home and day centre	110	-	(110)
Eskgreen OPH	-	2	2
Haddington Day Centre	-	-	-
Haddington Town House - Steeple Work	13	-	(13)
Torness Strategic Coordination Centre	400	-	(400)
Property Renewals	1,154	43	(1,111)
Property Fees/Internal Architect etc fees	1,370	-	(1,370)
Environment Fees	111	-	(111)
John Gray Centre Haddington	79	-	(79)
Port Seton Sports Hall	-	-	-
Whitecraig Community Centre	-	-	-
North Berwick Museum - refurbishment	40	-	(40)
North Berwick Community Centre - Lift	9	4	(5)
Community Intervention	200	-	(200)
Pencaitland Footways	177	-	(177)
Red School Prestonpans	290	-	(290)
Support for Business - Mid Road Industrial Estate	1,269	549	(720)
Support for Business - Land Acquisition/Infrastructure/Broadband	173	-	(173)
Support for Business - Town Centre Regeneration	350	-	(350)
Reprovision of Pathways Home	2,075	-	(2,075)
Dunbar Upper Primary - Lochend Campus	1,200	-	(1,200)
Sandersons Wynd PS - additional Classrooms	365	95	(270)
Secondary School Communication Provision	1,023	7	(1,016)
Dirleton Classroom Extension	4	-	(4)
Tennis Court Upgrade	-	199	199
Macmerry PS Extension	3	-	(3)
Pinkie St Peter's PS Extension/Levenhall Nursery reprovision	3,069	913	(2,156)
Law Primary School	105	4	(101)
Windygoul PS additional Classrooms	1,991	1,013	(978)
Wallyford PS - temp units	265	58	(207)
Wallyford Primary School	50	-	(50)
Replacement Vehicles	2,277	4	(2,273)
2G pitch replacement	500	-	(500)
Pavilions	282	12	(270)
East Lothian Legacy Project - Meadowmill Alterations	59	-	(59)
Sports Centres - refurbishment & Equipment	371	286	(85)
Expansion of 3G pitch provision	76	-	(76)
Schools IT	923	569	(354)
Corporate IT Program	500	-	(500)
Core Path Plan Implementation	100	-	(100)
Polson Park restoration	-	70	70
Amenity Services Machinery & Equipment - replacement	149	-	(149)
Cemeteries - Extensions/Allotments	867	-	(867)
Coastal Car Parks/Toilets	510	-	(510)
Peppercraig Depot Haddington	31	-	(31)
Coastal Protection/Flood	100	2	(98)
Promenade Improvements - Fisherrow	44	-	(44)
Cycling Walking Safer Streets (Ring-fenced grant funded)	151	-	(151)
East Linton Rail Stop/Infrastructure	400	-	(400)
Roads/CWSS/Hotspot Safety Improvements	5,389	1,423	(3,966)
Parking Improvements	571	-	(571)
Purchase of New Bins/Food Waste Collection	314	(199)	(513)
Free School meals	200	-	(200)
Children and Young Persons Act	1,000	-	(1,000)
Primary Schools	-	6	6
Construction Academy	300	-	(300)
	<b>31,009</b>	<b>5,060</b>	<b>(25,949)</b>





**REPORT TO:** Cabinet

**MEETING DATE:** 8 September 2015

**BY:** Depute Chief Executive (Resources and People Services)

**SUBJECT:** Update on Community Benefits in Procurement (CBIP)

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**4**

## **1 PURPOSE**

- 1.1 To update Cabinet on the outcomes achieved by including Community Benefits clauses in contracts and to advise on changes in how this is being implemented in practice.

## **2 RECOMMENDATIONS**

The Cabinet is recommended to:

- 2.1 Note the outcomes achieved and current activities in progress as a result of incorporating community benefits into Council contracts.
- 2.2 Note the changes to the practical implementation of these clauses; and
- 2.3 Endorse the continuation of the Community Benefits in Procurement initiative

## **3 BACKGROUND**

- 3.1 In March 2012 the Council approved the inclusion of Community Benefits clauses in all contracts over £50,000 in value. The initiative was launched by the Chief Executive at a supplier and stakeholder event on the 27<sup>th</sup> April 2012.
- 3.2 Community Benefits clauses offer the potential for public procurement to make a wider contribution towards the achievement of public policy objectives. Although public procurement arrangements are prescribed by European and national legislation and regulation, there is scope within that regulatory framework to define the benefits to be received from a contract more widely than just the goods, works or services that are usually specified.

- 3.3 East Lothian Council was at the forefront of policy development in this area and its transparent and co-ordinated approach to Community Benefits in Procurement (CBIP) was recognised, and continues to be considered, as a model of good practice. In September 2014, the Procurement Team Leader presented to the Community Benefits Champions Network, a Pan Scotland Public Authority meeting, on the East Lothian Approach.

However, at the time of the launch it was recognised that the approach may have to be revised as we learned from the experience of implementation. As the initiative was put into practice it became evident that the initial 'currency' based approach was too prescriptive and that more benefits could be achieved by using another, more flexible, approach. Therefore it was decided to change to a bespoke approach where the nature, duration and value of the contract are all considered on a case by case basis by the Corporate Procurement Team, in conjunction with internal departments, to arrive at a decision on what is the appropriate minimum CB requirement in each case.

- 3.4 During the year 2014/15, 59 CBIP opportunities were realised within East Lothian, provided by over 40 companies. These are set out in Appendix 1. Whilst 'traditional' CBIP such as Work Experience and Site Visits are a major element of provision from companies, the scope of negotiated requirements has been comprehensive, and includes the appointment of Modern Apprentices, CV mentoring in certain professions and Work Experience for 3<sup>rd</sup> and 4<sup>th</sup> year apprentices to enable them to complete their programme. Hundreds of East Lothian school pupils have attended career talks, site visits, mock interviews and work placements. The range of opportunities offered reflects the size and type of the companies involved and the value of the contracts that have been awarded.

- 3.5 Examples of the difference that these Community Benefits are having are as follows:-

- Mock interviews were provided for 3 young people on YES Fund Programme. They received feedback on how they had done and what improvements they could make, if any.
- Graham Construction provided 4 week-long placements for S4 pupils from North Berwick High School.
- Call In Care provided a week-long placement for an adult who needed experience to supplement her Administration College Course. They also provided mock interviews for S5 pupils from Dunbar Grammar as part of the Employability Programme.
- Blueprint took pupils from one of our High Schools through a full application process, from applying for a vacancy in the

construction industry through to interview for 5 pupils. Feedback was given to the pupils.

- SPG provided work experience for 3 pupils from various High Schools and this ultimately led to one of the young people being given an apprenticeship.
- Morrison Construction provided work experience for a LAC young person, extending the placement as it was so successful. This has since led to the young person being given an apprenticeship with another company.

Additionally, East Lothian Works are having a large success in their Employability Programmes which are centred on the six secondary school clusters. This is enabling 'smaller' companies, such as Prentice Coaches and a number of care providers to partner with larger companies such as Canon and Barclaycard, to provide interview skills, careers events and other similar sessions relating to employability skills.

## **4 FUTURE DEVELOPMENT**

- 4.1 Although there have been a significant number of positive outcomes from the current CBIP approach, officers are continuing to monitor and improve the system to ensure that we are maximising the CBIP yield from companies. Rigid regulatory procurement requirements, new obligations on contractors to comply with fair work practices, including payment of the Living Wage, and a challenging economic climate mean that there is a balancing act to be struck to ensure that CBIP are meaningful without being of such magnitude that contractors reflect the cost of these in increased charges to the Council or decline to tender for Council contracts.

As part of the ongoing monitoring of the CBIP system, the Procurement team meet monthly with East Lothian Works to share their expertise and knowledge of opportunities which can be met via CBIP. Forthcoming tender information is now being shared at the earliest stage as opposed to at contract award stage. Critical information in this regard is type of requirement, duration, spend and timing of project. Tenderers will be advised in the tender document of the likely CB obligations based on the contract value, but that final decisions will be made after dialogue with ELW. . The delivery and effectiveness of the agreed provision will also be monitored through Contract Management reviews in order that lessons can be learned for future CBIP opportunities.

From an East Lothian Works perspective, a key development has been the recruitment of a dedicated CBIP co-ordinator, who can spend

the necessary time liaising and following up requirements with contractors. However, success is also dependent on schools engaging with ELW, highlighting their needs and ensuring available opportunities are successfully utilised. To this end, ELW is proposing that a dedicated lead in schools should be developed in the same vein as the current position for Work Experience.

Additionally, whereas the initial 'trigger' for CBIP was a £50,000 contract value, it is recognised that a number of companies are successful in securing numerous Quick Quotes, each under that threshold. As of July 2015, we are now aggregating the spend for each contractor through this procurement route, and requiring CBIP when the £50,000 threshold is reached.

Another contribution to change is from Scotland Excel, which is the collaborative procurement body for Scottish Local Authorities. The Council uses 40 of the 42 national framework contracts administered by Scotland Excel and, whilst they do ask for CBIP these have not previously benefitted participating local authorities. This approach is being revised and the forthcoming Groceries tender will ask for specific CBIP provisions in the areas of those Councils that are participating in the contract.

## **5 POLICY IMPLICATIONS**

- 5.1 There are no direct policy implications associated with this report although given that the range of potential Community Benefits is very wide, there are wider potential linkages to other Council policies.

## **6 EQUALITIES IMPACT ASSESSMENT**

- 6.1 This report is not directly applicable to the wellbeing of equalities groups and an Equalities Impact Assessment is not required. However, the design and implementation of community benefits may have equalities implications that will be assessed as part of that design process.

## **7 RESOURCE IMPLICATIONS**

- 7.1 Financial – There are costs to businesses associated with delivery of community benefits. In some cases, as noted above, these costs will be absorbed by the organisation as part of their delivery of “Corporate Social Responsibility” but for others this cost may be being passed on to the Council in their price tendered.
- 7.2 Personnel – there is a requirement to follow up community benefits with successful contractors, providers, suppliers and recipients to

ensure that the benefits are realised. In addition there is a reporting requirement. Currently this is being undertaken by Procurement staff and East Lothian Works.

7.3 Other – None.

## **8 BACKGROUND PAPERS**

8.1 Council report of 27<sup>th</sup> March 2012 – Implementing Community Benefits in Procurement

Appendix 1 – Community Benefits in Procurement 2014-15

<b>AUTHOR'S NAME</b>	Siân Morris
<b>DESIGNATION</b>	Procurement Team Leader
<b>DATE</b>	05 August 2015
<b>CONTACT INFO</b>	Siân Morris - 01620 827166

## Appendix 1

### Community Benefit Opportunities 2014/15

<b>Community Benefit Opportunity</b>	<b>Number of Opportunities</b>	<b>Number of Companies</b>
Modern Apprentice	5	3
Apprentice Mentoring Programme	1	1
Work Experience for ELC 3/4 year Apprentices	1	1
Partnership Working with schools offering employability programmes	4	4
Partnerships Working with schools offering Business Management Course	1	1
Work Experience for school pupils - from one week to 12 weeks duration	22	21
Design Project	2	2
Mentoring Programme	1	1
Work Experience for Job Seekers Claimants	1	1
Interview Workshop	1	1
CV Writing & Interview Techniques	1	1
Employability Courses	1	1
School Talk re career options	5	3
Mock Interview Sessions & Feedback	5	5
Training sessions	1	1
Careers Fairs	2	2
Site Visits	3	2
Visit to sales offices	1	1
Food Prep Sessions in Schools	1	1

**REPORT TO:** Cabinet

**MEETING DATE:** 8 September 2015

**BY:** Director of Health and Social Care Partnership

**SUBJECT:** Adult Wellbeing – Payments to Third Sector Agencies  
(Voluntary Sector Grants)

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**5**

## **1 PURPOSE**

- 1.1 To inform and seek approval from Members of the proposed amendments to the 2015-16 payments to third sector agencies agreed on the 10<sup>th</sup> March 2015.

## **2 RECOMMENDATIONS**

- 2.1 Members are asked to:
- i. Note and approve the proposed reduction in payments to two third sector agencies for 2015-16
  - ii. To note and approve three awards not reported in March 2015.

## **3 BACKGROUND**

- 3.1 Under Section 10 of the Social Work (Scotland) Act 1968, East Lothian Council awards grants to voluntary sector organisations to support the achievement of positive outcomes for adults who need social care support in East Lothian.
- 3.2 As noted in the Cabinet report presented on the 10<sup>th</sup> of March 2015, Adult Wellbeing works closely with third sector agencies to ensure the effective deployment of resources. It is through this ongoing work that efficiencies to the 2015-16 payments have been identified as outlined below:
- 3.2.1 **Capability Scotland** provides day services in Edinburgh for individuals with complex physical disabilities. Capability Scotland have indicated that they will be re-provisioning their services and exploration of the

current use of their grant award has identified a saving of £40,564.24. The funding change has been agreed by the provider. It is proposed that the reduction to the award to Capability Scotland be agreed and any overpayment made so far will be recovered in future quarterly payments.

3.3 There are also some further adjustments which are required for payments for 2015-16 as outlined in the appendix. It is recommended that these proposed amendments are agreed.

3.3.1 **East Lothian Community Care Forum** received an award of £59,230 for 2015-16. It appears that there was an error made in the reporting of this award and the correct amount noted should have been £53,154 as previously agreed with the provider. The difference noted relates to the provider moving premises.

3.4 There are three organisations which were not noted in the Cabinet report presented on the 10<sup>th</sup> of March 2015 for which an award is recommended for approval. It is asked that the Members' agree to the awards. These are outlined in the appendix.

#### **4 POLICY IMPLICATIONS**

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

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

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

#### **6 RESOURCE IMPLICATIONS**

6.1 Financial – This report pertains to funding for third sector organisations for 2015-16. It outlines a number of efficiencies achieved in this budget stream which totals £15,947.24.

6.2 Personnel - None.

6.3 Other – None.

#### **7 BACKGROUND PAPERS**

7.1 Cabinet Report on Adult Wellbeing – Payments to Third Sector Agencies Dated 10 March 2015



<b>AUTHOR'S NAME</b>	Liza Noble
<b>DESIGNATION</b>	Strategy Officer
<b>CONTACT INFO</b>	X7857
<b>DATE</b>	31/8/15

**APPENDIX 1****SECTION 10 PAYMENTS**

<b>Organisation</b>	<b>Recommended Award</b>	<b>Previous Award</b>	<b>Saving</b>
Capability Scotland	£85,637.76	£126,202	£40,564
East Lothian Community Care Forum	£53,154	£59,230	£6,076
East Lothian Young Carers	£10,693		
Pink Ladies First	£5,000		
Mid and East Lothian Women's Aid	£15,000		
<b>TOTAL</b>	<b>£169,484.76</b>	<b>£185,432</b>	<b>£15,947.24</b>

**REPORT TO:** Cabinet

**MEETING DATE:** 8 September 2015

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

**SUBJECT:** Flood Risk Management

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**6**

## **1 PURPOSE**

- 1.1 To update Cabinet on the Flood Risk Management Strategy process and seek approval of the inclusion of proposed Flood Protection Schemes (FPS) for Musselburgh and Haddington and further Flood Studies in various locations in East Lothian, in SEPA's List of Prioritised Actions. The List will be considered by the Scottish Government in determining the distribution of future funds as part of the ongoing Flood Risk Management Strategy process.

## **2 RECOMMENDATIONS**

- 2.1 That Cabinet approve the inclusion of proposed Flood Protection Schemes (FPS) for Musselburgh and Haddington and further Flood Studies, in SEPA's List of Prioritised Actions.

## **3 BACKGROUND**

- 3.1 A report to the May 2014 Cabinet meeting outlined the requirements of the Flood Risk Management (Scotland) Act 2009 and recommended approval of the Coastal Characterisation Report as part of the ongoing Flood Risk Management Strategy process.
- 3.2 A report to the October 2014 Cabinet meeting recommended approval of the Objectives and Short List of Actions as part of the ongoing Flood Risk Management Strategy process.
- 3.3 A report submitted to the Member's Library Service in February 2015 informed Members of the Public Consultation and provided details of SEPA's Short List of Potential Actions and the Delivery Plan for those Actions.

- 3.4 SEPA have now produced a List of Prioritised Actions for 41 proposed flood protection schemes / works and 168 further studies across Scotland. The List will be the basis for future Scottish Government flood funding allocation and it is envisaged the majority of the List will be funded in the 2016 – 2022 planning cycle. The Actions in East Lothian are listed in Appendix 1.
- 3.5 SEPA are seeking Local Authority approval of the List prior to including the List in their Flood Risk Management Strategy to be published in December 2015.
- 3.6 Flood Protection Schemes (FPS) for Musselburgh and Haddington have been included in the List of Prioritised Actions which have been ranked according to Benefit / Cost Ratio (BCR). The proposed Musselburgh FPS is ranked 11 out of 41 schemes and the Haddington FPS is ranked 36. The Scottish Government will contribute 80% of the cost of Flood Protection Schemes.
- 3.7 Studies to identify a range of options for flood mitigation measures in Musselburgh and Haddington are ongoing and the List of Prioritised Actions includes future Flood Studies for Cockenzie, Port Seton, Prestonpans, Tranent, Dunbar, West Barns and North Berwick. The Scottish Government will allocate 20% of the annual flood budget to undertake these studies.
- 3.8 The ongoing study for Musselburgh Flood Mitigation Measures has identified an option for direct flood defences comprising relatively low (typically 1 to 1.5m) earth embankments and flood walls that would provide a 1:200 year Standard of Protection against extensive flooding of Musselburgh as a result of the interaction of high river flows in the River Esk and high sea levels (due to tides, storm surges and waves). Further work to formalise this option is ongoing but the current estimated cost of these direct defence Flood Protection Works is £5.6 million of which the Council's contribution would be £1.12 million.
- 3.9 The study for Haddington Flood Mitigation Measures is considering a range of options including direct flood defences. Further work to formalise the options is also currently ongoing but the current estimated cost of the direct defence Flood Protection Works is £7.4 million of which the Council's contribution would be £1.48 million.
- 3.10 It is envisaged that the Flood Protection Schemes for Musselburgh and Haddington could be undertaken in the 2016 – 2022 planning cycle subject to confirmation of the Scottish Government and Council funding allocation and the necessary approvals being in place.

#### **4 POLICY IMPLICATIONS**

- 4.1 The Flood Risk Management (Scotland) Act 2009 places a statutory responsibility on the Local Authority to exercise their flood risk related functions with a view to reducing overall flood risk and complying with the EC Floods Directive. A key responsibility is the preparation of a Flood Risk Management Strategy & Local Flood Risk Management Plan in accordance with the Directive.

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

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

#### **6 RESOURCE IMPLICATIONS**

- 6.1 Financial - The financial provision for the preparation of the Flood Risk Management Strategy and Plan (to be published in June 2016) and implementation of Flood Protection Schemes and Studies will be allocated from the 2015/16 and future year Flooding and Coastal Protection budgets.

Provision for the Council's contribution towards the Musselburgh FPS (current estimate £1.12 m) has been identified in the re-profiled capital budget for Coastal Protection / Flooding.

Provision for the Haddington FPS and other Flood Protection Schemes identified in the Flood Risk Management Plan, will be required in future years and will be influenced by future settlements from the Scottish Government.

- 6.2 Personnel - None

- 6.3 Other – None

#### **7 BACKGROUND PAPERS**

- 7.1 Appendix 1 – List of East Lothian Prioritised Actions

<b>AUTHOR'S NAME</b>	David Northcott
<b>DESIGNATION</b>	Team Manager - Structures, Flooding & Street Lighting
<b>CONTACT INFO</b>	David Northcott
<b>DATE</b>	31/08/15

Rows highlighted in green have undergone a notable change since v3. These changes have resulted in some small changes to overall rankings

Location	Objective	Scheme Description	PV Scheme costs – (*indicate capital / undefined)	Economic Benefits	BCR	Non-Monetised Score	Ranking (evidence based)			Ranking (local preference) Reason	Proposed delivery Cycle	Scheme Status	LA Funding identified (if Yes, which years)	Supporting Text
							National	LPD	LA					
<b>East Lothian Council</b> <b>Musselburgh</b>	Reduce economic damages to residential and non-residential properties in Musselburgh caused by flooding from the River Esk and coastal flooding. Reduce risk to people in Musselburgh from flooding from the River Esk. Reduce economic damages to residential and non-residential properties in Musselburgh caused by flooding from the River Esk.	Scheme comprises elements of direct flood defences comprising relatively low (typically 1 to 1.5m) earth embankments and flood walls that would provide a 1:200 year standard of protection against extensive flooding of Musselburgh as a result of the interaction of high river flows in River Esk and high sea levels (due to tides, storm surges and waves).  Standard of Protection: 1 in 200yr	£5.6m	PV Damages Avoided £29.6m  1489 residential properties and 417 non-residential properties at risk	5.29	4	11 Of 41	2 Of 7	1 Of 2	-	C1 (2017/2018)	Preliminary Stages Ongoing  Flood Study Report to be completed July 2015  Forecast: Notification May 2016 Completion of Scheme March 2018	Yes  2017/2018  Funding available in current approved Capital Budget	A Flood Protection Study for Musselburgh is currently underway and due to report in summer 2015. Draft study outputs have been used to inform the prioritisation.  The scheme would be implemented prior to 2021 (proposed for 2017/18 - subject to available funding)  Economic appraisal is based only on direct damages to properties. No indirect or social damages calculated, therefore BCR may be under-represented.
<b>East Lothian Council</b> <b>Haddington</b>	Reduce economic damages to residential and non-residential properties in Haddington caused by flooding from the River Tyne.	A Flood Protection Study for Haddington is currently underway and due to report in summer 2015. The study has identified the need for flood protection actions including direct flood defences and possibly NFM works which will, subject to funding, be implemented prior to 2021 (proposed for 2018/19)	*£7.4m	PV Damages Avoided £8.8m  231 properties at risk	1.19	4	36 Of 41	7 Of 7	2 Of 2	-	C1	Preliminary Stages Ongoing  Option Appraisal Report published in July 2015  Forecast: Notification May 2016 April 2018 - Start on site Completion of Scheme March 2019	No  Scheme proposed for 2018/19. Capital Budget only approved for 3 years i.e. until 2017/18	A Flood Protection Study for Haddington is currently underway and due to report in summer 2015. Draft findings have been supplied to SEPA for use in the prioritisation. The study has identified the need for flood protection actions including direct flood defences and possibly NFM works which will, subject to funding, be implemented prior to 2021 (proposed for 2018/19)."

Draft - NPWG

The following table lists (in descending national rank order) all 169 identified Flood Protection Studies. Some of these have NFM elements. Standalone NFM studies are listed in the second table within this document.

Where a study has been identified for C2 delivery, the right hand table column is highlighted in orange.

Where a Local Authority does not agree with the technical ranking prepared by SEPA, the entire entry is in italic and highlighted in bold for ease of interpretation.

Location	Objective	Next Step	Estimated Study Cost	Economic Benefits	PVD Damages	Mon-Monetised Score	Ranking (evidence based)			Ranking (local preference)	Reason	Proposed delivery cycle
							National	LPD	LA			
<i>East Lothian Cockenzie, Port Seton, Prestonpans PVA (10/23)</i>	<i>Reduce economic damages to residential and non-residential properties caused by river and coastal flooding. Objective ID: 10080.</i>	<i>A Flood Protection Study should assess Modification of Conveyance, Installation / modification of fluvial control structures, Direct flood Defences and Sediment Management. Natural Flood Management should assess Wave Attenuation. The assessment should also consider these actions in combination and the impacts on flood risk upstream and downstream of each action.</i>	<i>£30k to £120k</i>	<i>63 residential properties and 14 non-residential properties at risk in a 200 year event with a PVD (damages avoided) of £6.2M</i>	<i>£6,236,581</i>	<i>6</i>	<i>61 of 168</i>	<i>9 of 27</i>	<i>1 of 3</i>	<i>3</i>	<i>No known fluvial issues to the LA. Known coastal issues.</i>	<i>C1</i>
East Lothian Tranent PVA (10/23)	Reduce risk to people in Tranent from river flooding. Objective ID: 10081.	A Flood Protection Study should assess Modification of Conveyance, Installation / modification of fluvial control structures, Direct flood Defences and Sediment Management. The assessment should also consider these actions in combination and the impacts on flood risk upstream and downstream of each action.	£30k to £100k	29 residential properties and 46 non-residential properties at risk in a 200 year event with a PVD (damages avoided) of £4.6M	£4,600,000	4	79 of 168	14 of 27	2 of 3	2	-	C1
<i>East Lothian Dunbar, West Barnes, North Berwick PVA (10/25)</i>	<i>Reduce economic damages to residential and non-residential properties caused by river and coastal flooding. Objective ID: 10083.</i>	<i>A Flood Protection Study in Dunbar/ West Barnes should assess Modification of Conveyance, Direct flood Defences and Sediment Management. Natural Flood Management should assess Wave Attenuation. The assessment should also consider these actions in combination and the impacts on flood risk upstream and downstream of each action. The study should also assess the risk and mitigation of wave overtopping at North Berwick.</i>	<i>£30k to £120k</i>	<i>49 residential properties and 15 non-residential properties at risk in a 200 year event with a PVD (damages avoided) of £3.4M</i>	<i>£3,384,500</i>	<i>4</i>	<i>110 of 168</i>	<i>20 of 27</i>	<i>3 of 3</i>	<i>1</i>	<i>Wave overtopping risk at North Berwick has not been studied. The risk may qualify North Berwick for PVA designation.</i>	<i>C1</i>

Draft NPWG Reference

The following table lists all of the standalone NFM Studies. NFM Studies are assumed C1 delivery unless otherwise identified.

Local Authority	Location	Objective	Indicators	Next-Step	Estimated Cost of Next Step
East Lothian	Musselburgh (10/21)	Reduce economic damages to residential and non-residential properties in Musselburgh caused by flooding from the River Esk and coastal flooding. (10075)	£1,574,382 Annual Average Damages (Residential Properties)	A Natural Flood Management Study should assess Wave Attenuation. The assessment should also consider the potential benefits and disbenefits to locations both upstream and downstream. The study should be linked to the flood protection works.	£20k to £50k

Draft NPWG Reference Only



## East Lothian Partnership

### DRAFT MINUTES OF THE MEETING OF THE SAFE AND VIBRANT COMMUNITIES PARTNERSHIP

Monday 15<sup>th</sup> June 2015

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#### Partnership Members Present:

Monica Patterson, Depute Chief Executive - Partnerships and Community Services, East Lothian Council (S&VCP chair)  
Councillor Tim Day, ELC (Depute Chair)  
Councillor Jim Goodfellow, ELC  
Councillor Peter MacKenzie, ELC  
Linda McNeill, Chief Executive, STRIVE  
Julie Hayward, East Lothian Tenants and Residents Partnership (ELTRP)  
Chief Inspector Gill Imery, Police Scotland  
Dean Mack, East and Midlothian Manager, Scottish Fire & Rescue Service (SF&RS)

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#### Others Present:

Alistair Perry, Local Senior Officer, Scottish Fire & Rescue Service (SF&RS)  
John Beresford, Scottish Fire and Rescue Service (SF&RS)  
Patsy King, East Lothian Tenants and Residents Partnership (ELTRP )  
Temp Chief Inspector Matt Paden, Police Scotland  
Claire Goodwin, Policy Officer, ELC  
Paolo Vestri, Service Manager, Corporate Policy & Improvement, ELC  
Alan Stubbs, Roads Service Manager, ELC  
Simon Davie, Area Manager, Fa'side Area Partnership, ELC  
Kaela Scott, Local Community Planning Officer, ELC  
Wendy MacAdie, Adult Education Tutor, ELC  
Barry Turner, Musselburgh Area Partnership  
Robert McNeill, Fa'side Area Partnership  
Maureen Heron, Minute Taker

#### Apologies:

Councillor Jim Gillies

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### 1. Minutes of the Previous Meeting

Monica Patterson welcomed everyone to the meeting and introductions were made. The minutes of the S&VCP of 17<sup>th</sup> November 2014 were approved.

## 2. Matters Arising

- **Information Sharing Fire/NHS on vulnerable discharged patients**

D Mack reported that there had been no contact with NHS Lothian. M Patterson undertook to speak to the Joint Director of the Health and Social Care Partnership.

- **New Police Performance Report Format**

CI Imery advised that Supt Angus MacInnes was updating processes with Police Scotland to refresh the format and planned to meet with elected Members. Councillor Day advised that a meeting had already taken place with Supt MacInnes who had indicated that an updated report would be available for this meeting and he was disappointed this was not the case. CI Imery apologised and undertook to raise this with colleagues.

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

### 3. Priority Actions for Partners 2015/16 – Update and Reporting Schedule

C Goodwin spoke to the report. It was noted the priority actions had been agreed at the February meeting. Appendix 1 – priorities by East Lothian Partnership along with timetable for reporting on actions.

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

### a. Area Partnerships – Update on Progress

K Scott spoke to the report and provided an update on how the Area Partnerships are progressing. Representatives from Fa'side and Musselburgh Area Partnership are in attendance at the meeting.

#### Key Points:

Area Managers now in place in all partnerships.

Area Partnerships going through process of appointing Community Chairpersons and expect these to be in place shortly.

Key themes across the partnerships highlighted in the report including active and sustainable travel and opportunities for young people.

Draft plans almost complete in Musselburgh and Fa'side Area Partnerships.

#### Points Raised:

M Patterson mentioned positive feedback on partnerships and welcomed the work done in Musselburgh and Fa'side on their draft plans.

L McNeil, Strive, asked about the response to the Chairs recruitment and was advised there had been a good response. L McNeil advised that Strive had appointed a worker through NHS Health and Inequalities to work with each of the Partnerships.

P Mackenzie asked about the number of volunteers and L McNeil admitted that there had been a drop in numbers and this was being addressed as part of the Volunteering Strategy currently in progress. It was noted that partner organisations were involved with the short-life working group taking this forward. M Patterson felt it would be good to have more young people involved and undertook to raise with Education colleagues. L McNeil was asked to provide update report on Volunteering Strategy at the next meeting.

K Scott asked for feedback to the draft Area Plans which were distributed with the papers to be sent to her by e mail.

#### **b. Area Partnerships – Rules of Governance**

K Scott spoke to the report and asked the S & VCP to approve the Standing Orders. It had been agreed that there was a need to formalise the process for decisions taken by the Area Partnerships and that the Rules of Governance be approved by the S & VCP.

##### **Points Raised:**

P Mackenzie asked whether a Vice-Chair was being appointed and K Scott replied that each Partnership would appoint one.

In response to a query from P King, K Scott advised that each Partnership will debate the Standing Orders and make any alterations that may be required to meet the needs of that particular area.

R McNeill stated he felt there should be a limit placed on the numbers involved in the Area Partnerships and that issues brought forward by groups wishing to join could be dealt with by setting up sub-groups.

#### **c) Community Learning and Development – Strategic Guidance**

Wendy MacAdie spoke to the report advising this was the first time the Guidance had come to the Partnership.

##### **Key Points:**

The Community Learning & Development (CLD) Plan will outline activity for the next 3 years and must be submitted by 1<sup>st</sup> September 2015.

Implementation must be led by the community planning process and needs to reflect the plans of the Area Partnerships.

Work has begun on developing East Lothian CLD Plan including reviewing existing plan, workshops and engagement activities planned for Elected Members, community partners and the wider community. Consideration of the framework for planning and delivery is underway.

##### **Points Raised:**

M Patterson asked when the draft Plan would be available for discussion. W MacAdie advised that the draft Plan needed to be submitted by 1<sup>st</sup> September, before the next meeting of the S&VCP takes place.

M Patterson felt it was important that all partners have the opportunity to contribute to the draft Plan and undertook to speak to W MacAdie off line.

### **Decision on the Recommendations/Action**

- M Patterson to speak to Education colleagues
- L McNeill to report back to meeting on 28<sup>th</sup> September
- Responses to draft Area Plans to be send to K Scott
- S &VCP approved the Standing Orders for us by the Area Partnerships
- S &VCP noted the report and the timescales involved for the production of the Draft CLD Strategy for East Lothian
- M Patterson to speak to W MacAdie offline on timeline for partner contributions to the draft Strategy

**\*\* R McNeill, K Scott and W MacAdie left the meeting.**

## **5. Outcome 7 – East Lothian is an Even Safer Place**

### **a. Fire & Rescue Local Plan Performance Report 1<sup>st</sup> Apr 2014 to 31<sup>st</sup> March 2015**

D Mack spoke to the end of year report for the last financial year as well as the Q4 report.

#### **Key Points:**

Performance Indicators – Noted that SFRS responded to 1,246 incidents over the last year. Noted reduction in incidence of accidental dwelling fires but also that most of these occurred in single occupancy households and the main causes were cooking or smoking. No fire fatalities and only one fire casualty - this is below the Scottish average.

44 Fire deaths in Scotland last year of which 10 were suicide fires.

It was noted that in 2015 to date there had been 30 fire deaths which was a significant increase.

National fire safety awareness campaign being launched on 19<sup>th</sup> June.

Increase in deliberate fires excluding dwellings noted - D Mack reported this was being monitored.

Special Service Casualties - Road Traffic Collisions – yearly figure second highest in 5 years and above the Scottish trend. Noted that the SFRS are running a pilot in the Scottish Borders with crews carrying defibrillators on board as first responders to emergency calls. Increase in Unwanted Fire Alarm Signals and noted this was a national problem.

Partnership working:

4 Cooldown Crew Courses held.

Database of 15,00 lone occupants has been created of most vulnerable members of communities.

6 School visits carried out to raise awareness of dangers associated with derelict buildings.

SFRS now part of the MARAC group.

**Points raised:**

T Day asked about the process for dealing with unwanted fire signals and D Mack outlined the 3 strike system in operation.

T Day asked about potential budget cuts the SFRS may be facing and a brief discussion followed.

Noted a report would be brought to S&VCP on the first responders pilot involving defibrillators.

**Decision on the Recommendations/Action**

- S &VCP noted the content of both reports
- Report to be brought back to S&VCP on outcome of pilot project involving defibrillators

**5b East Lothian Police Performance Report 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2014**

CI Imery spoke to the report. It was noted that an updated report had been distributed after the papers for the meeting were issued and that hard copies were available for those who had not received the updated version.

**Key Points:**

Noted national commitments including Commonwealth Games and Independence Referendum placed additional demands on police resources.

Entering Year 3 as national service, the focus is on localism with flexibility to meet local targets and challenges.

Trying to identify young people who may progress from breaking into shop premises to break-ins to properties.

Challenge still with drug dealing in Musselburgh and Haddington.

CI Imery highlighted budget pressure on Police Scotland budgets indicating that police buildings may come into consideration but stated there would be consultation with partner organisations before any decisions were taken.

Consultation underway on operating model with a shift towards community based policing.

CI Imery introduced CI Paden who is temporary Divisional Commander for East Lothian to provide briefing on the local performance report.

CI Paden spoke to the local police performance report:

House break-ins – Noted that detection rate is currently around 35% but with Operation Rack underway expect an increase in the detection rate.

Significant reduction in the number of domestic abuse rates reported but that the detection rate had risen. It was noted there was significant challenge in reducing the detection rate. An increase in the detection rate for sexual offences was noted and CI Paden stated that some of these are historical and may reflect the growing confidence that these claims can be investigated.

Noted the reduction in the number of ASB incidents - CI Paden recognised this was due to the ongoing work of the ASB Team to resolve issues.

Noted increase in the number of hate incidents

Reduction in number of violent incidents and increase in the number of positive searches for offensive weapons.

38 injuries in road traffic accidents (2 fatal).

Increase in number of people detected for drink/drug driving offences.

Increase in cash seizures.

Reduction in number of people detected for supplying drugs.

**Points raised:**

T Day asked about the detection rates for house break-ins.

CI Paden both spoke about recent captures. CI Imery said that there appeared to be recognition in Police Scotland that it was a particularly difficult issue to reduce and capture in the east of Scotland due to travelling criminals.

T Day asked about the new shift pattern system introduced locally.

T Day stated that feedback from CAP system was that the public are have difficulty contacting Police Scotland. CI Imery offered to arrange a visit to the ACR for members of the S&VCP.

**Decision on the Recommendations/Action**

- S & VCP agreed to note East Lothian Policing Plan 2014 Annual Review

**c. Road Safety Working Group**

A Stubbs provided an update on the Road Safety Working Group advising that the group had not yet met as there was some difficulty in ensuring that the appropriate partner organisations were represented.

**Points Raised:**

D Mack indicated he would be happy to attend the meetings.

L McNeill undertook to check whether any voluntary organisations might be interested.

M Patterson asked A Stubbs to speak to her offline about representation.

**Decision on the Recommendations/Action**

- A Stubbs to speak to M Patterson offline

**7. Next Meeting**

The next meeting of the S&VCP will be held on Monday 28<sup>th</sup> September 2015  
2–4 pm in the Adam Room, John Muir House, Haddington.

DRAFT





## East Lothian Partnership

**MINUTES OF THE MEETING OF THE  
RESILIENT PEOPLE PARTNERSHIP  
Wednesday 18 February 2015  
Doughty Centre, Herdmanflat Hospital, Haddington.**

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**Partnership Members Present:**

Mike Ash, Chair, Health and Social Care Partnership – CHAIR (MA)  
Alex McCrorie, Depute Chief Executive – Resources and People Services, East Lothian Council (AMcC)  
Alison Meiklejohn, Non Executive Board Member, NHS Lothian (AM)  
Anna O'Reilly, Assistant Director, Children 1<sup>st</sup>.  
Cllr. Donald Grant, Spokesperson for Health and Social Care, East Lothian Council (DG)  
David Small, Director of Health and Social Care, East Lothian Health and Social Care Partnership (DS)  
Eliot Stark, Chief Executive, STRIVE, VAEL (ES)  
Michelle Rodgers, Interim Strategic Programme Manager- substitute for Sally Egan NHS Lothian (MR)

**Others Present:**

Carol Grandison, PA, East Lothian Council (Minutes)  
Carol Lumsden, Transformation and Integration Manager East, Health and Social Care Partnership (CL)  
Darrin Nightingale, Head of Education, East Lothian Council (Item 5a) (DN)  
David Milne, Team Leader, Community Planning and Empowerment Team, Scottish Government (DM)  
Eamon John, Service Manager Sport, Countryside and Leisure, East Lothian Council (EJ)  
John Thayers, MELDAP (JT)  
Julia White, Adult Wellbeing, East Lothian Council (Item 5b) JW  
Kirsty MacLean, Analyst, Scottish Government (KMaL)  
Paolo Vestri, Service Manager, Corporate Policy & Improvement (observing) (PV)  
Sharon Saunders, Head of Children's Wellbeing, East Lothian Council (Item 5b) (SS)  
Veronica Campanile, Policy Officer, Corporate Policy & Improvement, East Lothian Council (VC)

**Partnership Members Apologies:**

Cllr Shamin Akhtar, Spokesperson for Education and Children's Wellbeing, East Lothian Council  
Cllr. Stuart Currie, Leader of the Opposition, East Lothian Council  
Danny Harvie, Director ELCAP, Coalition of Community Care and Support Providers in Scotland  
Jackie Philip, Regional Manager, Good Companions, Scottish Care  
Julie McCran, Vice Principal Customer and Student Services, Edinburgh College  
Sally Egan, Associate Director and Child Health Commissioner, NHS Lothian (SE)

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**WELCOME/APOLOGIES** – as above

**1. MINUTES OF THE PREVIOUS MEETING**

The minutes of the RPP of Wednesday 19 November 2014 were approved.

**2. MATTERS ARISING**

- Future involvement between Edinburgh College and STRIVE: Linda / Elliot still to liaise with Julie McCran
- Area Partnership Meetings: Mike attended a recent meeting and was very impressed. Alex is scheduled to attend
- The People's Voice Community Engagement Framework is lodged on the community engagement webpage:  
[www.eastlothian.gov.uk/info/200135/east\\_lothian\\_partnership\\_priorities/1586/community\\_planning\\_in\\_east\\_lothian/5](http://www.eastlothian.gov.uk/info/200135/east_lothian_partnership_priorities/1586/community_planning_in_east_lothian/5). The People's Voice Delivery Group will promote and provide support on the framework. Partners are asked to promote this within their organisations and networks. STRiVE are running a workshop on the framework at their forum on 10 March 2015.

**3. PARTNERS STRATEGIC ISSUES**

**3.1 Update on the establishment of the East Lothian Health and Social Care Partnership**

David Small spoke to this item.

Key points:

- The Consultation on the Draft Scheme of Integration in East Lothian closed on 17<sup>th</sup> February 2015
- We are currently awaiting feedback on this from The Scottish Government
- The redrafted scheme will go to Council and Health Board in March 2015
- The aim is for the Integration Joint Board to become effective by July 2015
- The Integrated Joint Board (IJB) will adopt the Joint Strategic Plan
- The IJB will receive funds for services and direct the Council and the NHS to deliver
- A Strategic Planning Group will sit below the IJB
- For further information on the above, please contact David Small.

There were no actions for this item.

**3.2 Consultation on the Joint Strategic Plan for East Lothian**

Carol Lumsden gave a presentation on the Joint Strategic Plan (now lodged with the reports).

Key points on the Joint Strategic Plan:

- This Plan is required by legislation.

- It is the “blueprint” for how the Health and Social Care Partnership (HSCP) will shape and deliver services to meet national health and wellbeing outcomes for which it is accountable and shift the balance of care
- It is the overarching strategic document for all services in scope
- The Plan is divided into a minimum of two localities, with the arrangements for each locality set out separately
- Delivery will take place within a finite and challenging financial context.
- There are three Consultation Questions:
  1. Does this draft plan address the most important health and social care issues for adults in East Lothian?
  2. Have we missed anything that is really significant? If so, what?
  3. We are planning to look at services in 2 localities within East Lothian. Do you agree with this approach?
- The Plan is based on the 8 National Health and Wellbeing Outcomes and 18 National Outcome Indicators
- The remaining question presented: How will we ensure congruence with national health and wellbeing outcomes, indicators, the ELP, SOA (and vice versa) as the IJB and Strategic Plan develop?

Points raised during the discussion for consideration within the consultation and by the RPP:

- Adult Services and Children’s Services need to be well coordinated, in particular around Transitions where dates vary depending on the circumstance and the role of the Named Person, which cannot be delegated.
- The Outcomes are weighted more to older people - consider children who come out of education and the involvement of Head Teachers (in the Named Person function) and the transition to positive destinations.
- The Musselburgh Total Place Pilot highlighted the services received by adults and children and the risks if these are developed separately
- Challenge to move towards real pre-illness prevention. The measurement framework needs to clearly demonstrate progress
- The Plan needs more on community resilience and covering all delegated functions and client groups – this is currently not clear
- Planning needs to take account of the future demographic boom in the two locality approach; the burden on the health gradient and population growth will be in the West. This is also relevant for attainment with implications for schools and children’s services; the key is prevention and early intervention and not solely additional school buildings
- The RPP needs to consider how it can add value, for example ensuring a wellbeing focus to physical activity and keeping people and communities resilient

- The RPP needs to ensure a limited number of focused indicators with synergy between those in this plan and those in The East Lothian Plan (SOA)
- The RPP should be the guardian of the Outcomes and has responsibility to feed into the Local Development Plan re the above discussion.

Net steps in the process

- Collate all consultation responses, examine the key themes emerging and publish the findings.
- Produce the next iteration of the detailed plan which will include budgets and will include a two month consultation period.

**Action**

- Integrate the above discussion points into the consultation responses. **CL**
- Follow up on the process at the next few RPP meetings, with discussion on key issues emerging and how the RPP can add value. **CL / VC**
- Feedback to East Lothian Partnership. **MA / VC**
- RPP to consider how to influence the Local Development Plan during the consultation period. **MA/S Akhtar / AMcC**

**4. PERFORMANCE REPORT 2013/14 ON OUTCOMES 4, 5 AND 6 AND PRIORITY ACTIONS FOR PARTNERS FOR 2015/16**

Alex McCrorie, spoke to the report.

Key points

- The Performance Report includes the data available for the year 2013/14 and the previous year.
- It is anticipated that the Annual Performance Report 2014/15 for Outcome 4, 5 and 6 will be presented to the RPP at the meeting on 18 November 2015
- The priority actions approved by this Partnership in September 2014 focused on reviewing key strategies for children and young people and older people, which are now well advanced. The Accountable Officers for the Outcomes have identified four priority actions for partners for 2015/16, which will have the greatest impact in delivering the three outcomes These are:
  - Outcome 4:** Attendance and Positive Destinations  
Attendance- Darrin Nightingale, ELC  
Positive Destinations - Darrin Nightingale, ELC with Jane Handley, Edinburgh College
  - Outcome 5:** Parenting - Sharon Saunders with Sally Egan, NHS Lothian
  - Outcome 6:** Physical Activity – Ray Montgomery, ELC
- A working document with performance targets for 2015 /16/17 was tabled. This document had been prepared with the Accountable Officers for the contributory outcomes and some data was still pending.

## Points raised

- It would be useful to set out the causal link between the indicators/ performance targets over two years, the priority actions and the evidence base (KMaCL)
- The causal relationship will be set out in logic models (or similar) for the priority actions (VC)
- The key issues were identified in the strategic assessment, which was drawn from the East Lothian Profile (PV)
- Useful to include a comparison between East Lothian and Scotland in the data, except where indicators are local only (AM).
- Post meeting note: Once the indicators are finalised they will be included in the performance database and this will include Scottish benchmark data where this is available (VC)
- Difficulty in getting current data eg SIMD publication periods, so this will be monitored (AMcC)
- A reporting schedule for the four Priority Actions for partners is needed.

**Decision on the Recommendations/Action**

- Scrutinise the Annual Performance Report 2013/14 on Outcomes 4, 5 and 6 and approve it for presentation to East Lothian Partnership on 3<sup>rd</sup> March 2015. **Approved and a summary of the discussion to be included in the report.**
- Note that Performance Targets for 2014/15, 2015/16 and 2016/17 will be tabled for discussion at this meeting. **Noted and tabled.**
- Comment on the four Priority Actions: Positive Destinations, Attendance, Parenting and Physical Activity, proposed as the focus of the work for partners in 2015/16 and approve them for presentation to ELP on 3 March 2015. **Approved**

**Action**

- It would be useful for performance reporting to include data comparisons with other areas where benchmarks are available. KMaCL agreed to help/advise with collating this information. **VC / KMaCL**
- Clarify the reason for the difference in the 'Improving Attainment for All' measure which has a 20%/60%/20% split and the 'Tackling Disadvantage' (deprivation) measure which has a 30%/40%/30% split. **VC**

**Post meeting note:**

Explanation by Pauline Smith, ELC: The splits refer to 2 completely different things-

- The 20% / 60% / 20% refers to groups of attainers, i.e. lowest 20% attaining, middle 60% attaining and highest 20% attaining pupils.
- The 30% / 40% / 30% refers to areas of deprivation according to SIMD i.e. pupils living within the 30% most deprived areas according to SIMD, middle 40% SIMD and least 30% deprived areas according to SIMD.

The proportions are set nationally by the Scottish Government.

- The reporting schedule for 2015/16 will be reported to the next meeting. **VC**
- The information in the Performance Framework Report 2015-17 to be completed by the Lead Officers and Accountable Officers and the final document to be brought to the next meeting. **MA/AMcC/DS/VC and AOs (Sharon Saunders, Darrin**

**Nightingale, Tom Shearer, David Small, Ray Montgomery, Sally Egan).**

**Post meeting note:** it was agreed at East Lothian Partnership on 3<sup>rd</sup> March 2015 that this document needs to be completed by 31<sup>st</sup> March 2015.

## 5. UPDATE ON THE THREE OUTCOMES

### 5. a) Outcome 4: East Lothian's Children are successful learners, confident individuals, effective contributors and responsible citizens

#### - Attainment

Darrin Nightingale spoke to the report.

Key Points:

- Attainment has always been a key focus in East Lothian and at Council on 28 October it was agreed that attainment was one of three areas we need to prioritise particularly for pupils from more economically deprived areas.
- The Senior Management Education Board (SMEB) supports this focus as it endorses the focus and content of the Education Local Improvement Plan & Strategy (ELIPS).
- This plan was developed with six Head Teachers, Educational Psychology, Additional Support, Business Lead and SEBN (social, emotional and behavioural needs) Officers.
- The plan is based on analysis of around 55 sheets of local attainment data for the all schools in the cluster (examples were shown at the meeting).
- Each plan is organised through the set of wellbeing indicators (SHANARRI) and it contains a list of high level areas for improvement and the actions we will take over the next three years to achieve the expected impact and outcomes.
- The purpose of the Plan is to help and guide individual centres, schools and services in planning for improvement, not to prescribe what those improvements should be or how they should be taken forward.

Points raised

- This was a useful report and it is reassuring that this improvement process is taking place. (MA)
- The next meeting with head teachers will include input from work in the Musselburgh and Dunbar and East Linton Area Partnerships to improve attendance.
- Partners in their day-to-day work have a role to play in ensuring that children attend school, which has been a topic of discussion at the Children's Strategic Partnership.

#### Decision on the Recommendations/Action

- To note the activity that is either underway or planned with the objective of raising attainment in our schools. **Noted.**

#### Action

- Agreed to monitor the progress of the Key Actions that feature in the three year ELIPS relating to Attainment and to provide an update to the RPP twice a year. **DN**

## 5. b) Outcome 5: East Lothian’s Children have the best start in life and are ready to succeed

### 5. b.1) East Lothian Autism Strategy and Implementation Plan 2015-2024

Sharon Saunders spoke to the Report.

Key Points:

- The RPP called for the production of an East Lothian Autism Strategy to meet the local obligation placed upon the Partnership by the National Autism Strategy.
- The development of the Strategy is outlined in the Strategy document itself.
- The final Draft Strategy has been through full public consultation during December 2014 concluding on 12 January 2015. Feedback received has been considered and incorporated as appropriate into the Final Draft Strategy.
- Key to the implementation of the Strategy is the establishment of an effective multi-agency Autism Strategy Implementation Group. This Group will be tasked with the establishment of the Group to oversee the implementation of the Strategy and supporting Implementation Plan over the lifetime of the Strategy.

#### Decision on the Recommendations/Action

- Resilient People Partnership is asked to approve the East Lothian Autism Strategy 2015-24 (Final Draft- January 2015). **Approved**
- The Partnership is also asked to identify an appropriate Chair for the Autism Strategy Implementation Group. **DS /SS to identify a Chair, liaising with MA/AMcC**
- The Partnership is asked to determine the frequency with which the Chair of the Autism Strategy Implementation Group should provide progress reports. **Agreed that progress reports be presented twice a year. SS**

### 5.b.2) Young People in Transition: Developing a 0-25 transitions improvement programme

An additional table for appendix 2 was tabled (the report has been updated on line).

Sharon Saunders spoke to the Report.

Key points

- Since 2011, ELC Heads of Service for Adult Wellbeing, Children’s Wellbeing and Education have held a series of multi-agency events and meetings to look at how to improve the experience of young people making the transition to adult life.
- There were concerns that some young people were not benefitting from earlier work on transitions, in particular young people with unidentified mental health issues, young carers, young people with autism, young people whose parents are mentally ill or have drug and alcohol problems, or domestic violence at home.
- In order to provide a multi- agency strategic lead for this work, the Strategic Group on Transitions was developed.
- Three key Strategic Transitions were identified and agreed and a report was presented to RPP in September 2013 and subsequent progress is set out in 3.6
- In October and November 2014, 0-25 mapping workshops identified key transition points on the universal pathway and in the pathway for children and young people with ASN (Appendix 2 of the report).
- The key areas for improvement are set out in Appendix 1 of the report.

- For young people with severe and complex needs and their families and carers, the transition to Adult Wellbeing will be managed through the Children’s Strategic Partnership Planning and Delivery Groups which include Adult Wellbeing staff.

#### Decision on the Recommendations/Action

- Note the concluding report of the My Future Improvement Initiative for young people requiring additional support to enter adult life. **Noted**
- Support the development of a Partnership 0-25 transitions improvement programme for children and young people and their families and carers. **Agreed**
- Endorse that the responsibility for addressing key transition issues largely lies within the remit of the Children’s Strategic Partnership Planning and Delivery Groups as follows. **Endorsed.**
  - Transitions for children and young people with a disability or additional support needs: ASN/Disability PaD
  - Developing the 0-8 universal pathway: Early Years PaD
  - 8-14 and 15+ transitions to adulthood: Positive Destinations PaD
  - Transitions for looked after children and young people: LAAC PaD
  - Recommend that the PADS be set target of developing a composite Transitions Action Plan to be reviewed by the meeting of the Children’s Strategic Partnership in October 2015. **Agreed**

#### 5. c) Outcome 6: In East Lothian we have healthy active and independent lives - People use less alcohol and drugs and they use them more responsibly

##### 5.c.1) MELDAP Annual Report for 2013/14 to the Scottish Government and key issues

John Thayers, spoke to the Report.

Key points

- This is the end of the 3 year Delivery Plan which set out the strategic vision of the MELDAP and the key actions needed to deliver the Scottish Government’s seven National Outcomes for alcohol and drug partnerships as well as for local priorities including those in the Council Plan.
- The Delivery Plan contained four broad strands, clearly linked to National Outcomes.
- Linked to each of the four strands were the priorities to be delivered by 2015.
- The 2013/14 Annual Report highlighted a number of MELDAP achievements

Points raised

- Is the drop in relevant hospital admissions due to MELDAP’s work? The two main reasons are the Scottish Government has increased the profile of information on the impact of alcohol and drugs and also control of the offer which has resulted in some behaviour change. In addition, there is greatly improved access to services such as ABIs and alcohol services (more funding).



- The Chair noted that in relation to local governance, in future MELDAP will relate to the IJB once it is established and also to the RPP. Future annual reporting should be to the RPP (community planning) and then to the Scottish Government.
- The final MELDAP report should be submitted to the Scottish Government on 15<sup>th</sup> June, however, the next meeting of this partnership is 17<sup>th</sup> June.

#### Decision on the Recommendations/Action

- The Resilient People Partnership supports the key actions set out on the Delivery Plan. **Agreed**
- The RPP notes the achievements of the MELDAP, its service partners and providers as described in the Annual Report for 2013/14 submitted to the Scottish Government (Appendix 1 of the report). **Noted**

#### Action

- Future MELDAP Report's should be presented to the RPP prior to submission to Scottish Government. **DS / MB / JT**

## 6. ITEMS FROM THE EAST LOTHIAN PARTNERSHIP MEETING ON 21 JANUARY 2015

### 6. a) ELP approach to reducing inequalities through prevention and early intervention

Due to lack of time the report could not be discussed. Approval and amendments are expected at the meeting of East Lothian Partnership on 13<sup>th</sup> May 2015, which is before this partnership's next meeting, therefore an alternative approach is needed.

#### Decision on the Recommendations/Action

- Email comments on the statement to VC by 31<sup>st</sup> March 2015. **All partners**

### 6. b) Partnership self-assessment and Improvement Plan 2015

Partners were asked to note the development of the Improvement Plan which will be relevant to all partnership groups. The Improvement Plan is shown in the report to East Lothian Partnership. Due to lack of time this could not be discussed at the meeting.

#### Decision on the Recommendations/Action

- Email comments on the Improvement Plan to VC by 31<sup>st</sup> March 2015. **All partners**

## 7. ANY OTHER BUSINESS

- There will be a combined inspection of adult services over the summer.

**8. DATE OF NEXT MEETING:** Wednesday 17 June 2015 @ 2.00pm, STRIVE, Tranent.



# East Lothian Partnership

## MINUTES OF THE MEETING OF THE SUSTAINABLE ECONOMY PARTNERSHIP

**Wednesday 25 February, 14:00**

**East Lothian Council, CMT Meeting Room, John Muir House, Haddington**

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### **Partnership Members Present:**

David Leven, Head of Energy and Infrastructure, Scottish Enterprise (SEP chair) (DL)  
George Archibald, Mid and East Lothian Chamber of Commerce (GA)  
Ken Bramham, Job Centre Plus, (JM)  
Manuela Calchini, Visit Scotland (MC)  
Margot Crosbie, Skills Development Scotland (MC)  
Councillor Stuart Currie, East Lothian Council (SC)  
Councillor Norman Hampshire, East Lothian Council (NH)  
Angela Leitch, East Lothian Council (AL)  
Councillor John McMillan, East Lothian Council (JMCM)

### **Others Present:**

Frank Beattie, Scottish Enterprise (FB)  
Esther Wilson, East Lothian Council (EW)

### **Partnership Members Apologies:**

Andrew White, Federation of Small Businesses (Vice Chair)  
Niall Corbett, Scottish Natural Heritage

### **WELCOME/APOLOGIES**

DL welcomed everyone to the seventh meeting of the Sustainable Economy Partnership

### **1. MINUTES OF THE PREVIOUS MEETING**

The minutes of the SEP of 29 October 2014 were approved

### **2. MATTERS ARISING**

#### **Actions from Previous Minute**

A report on the impact of Total Place is tabled under agenda item 4a.  
A report on strategic outcome indicators is tabled under agenda item 3.  
A paper on revised priorities is tabled under this agenda item.  
The Climate Change Planning and Monitoring Group has been established.

#### **Terms of Reference, Action to Date, Workplan**

DL led a discussion on the priorities identified at the last meeting of the group – Employability and Company Growth – and how the SEP can add collaborative value to the delivery of these priorities. The paper tabled sets these priorities in the context of SEP action to date and a forward work plan.

### **Employability**

MC updated that the East Lothian Employability Project Group was set up following approval of the East Lothian Economic Development Strategy with the key objectives of developing employability pathways/transitions eg. Developing academies, developing Employer Recruitment Initiative. Membership includes SDS, DWP, ELC, SEEL and Edinburgh College (EC).

The Group has been reviewing how the remit set for itself fits with the outcomes from the Commission for Developing Scotland's Young Workforce (DSYW) and has undertaken a mapping exercise against this and identified a Red/Amber/Green (RAG) flag for each action. The Group is renaming itself Developing East Lothian's Young Workforce and focusing its role on oversight of activities to deliver the Scottish Governments 'Developing the Young Workforce: Scotland's Youth Employment Strategy' (Dec 2014)

MC circulated an Executive Summary of 'Developing Scotland's Young Workforce' and a paper setting out the Youth Employment Strategy's workstreams and milestones in years 1 (2014/15) and 2 (2015/16). The group now needs to review these milestones and identify any gaps in conjunction with the work undertaken to date on the Wood Commission. MC identified that education representation on the group had been a gap but that Robert Flood (Knox Academy) was now on the group representing the Education service.

Related activities already underway include setting up industry led 'Invest in Youth Groups, piloting developments in the Modern Apprenticeship programme (a key local consideration will be how these developments fit with the academies model). It was noted that EC have not been present at the SEP for some time and this needs to be addressed. Also of note are discussions with EC regarding a Construction Academy linked to Musselburgh Grammar.

(George Archibald entered the meeting)

The focus on Youth Employment, evidenced through statistics was noted but it was agreed that the Partnership should not lose sight of those over the age of 25. DL stressed the link between employment/employability and company growth and links to the other Partnerships. The importance of schools in economic development was noted and the need to focus on internationalisation at a young age to deliver national objectives. The challenges of delivering the balance of ensuring vocational opportunities are accessible to all with the focus on attainment were discussed.

SC highlighted the challenges of how we measure outcomes which indicate whether we are making a difference in a recovering economy and in particular to those who are hardest to reach. It is important that nationally we make ourselves as resilient as possible to future 'economic shocks'.

DL summed up the role of the SEP as providing support to the Developing East Lothian's Young Workforce Group to help them transform employability outcomes. MC identified that the Group need to undertake some further mapping work and report back to the group in June identifying any potential blockages to transformation.

**Decision on the Recommendations/Action**

Write to Edinburgh College -AL

Report identifying key areas of assistance required by the DEAYWG in June - MC

**East Lothian Works/Musselburgh Vulnerable Families Total Place Pilot**

It was identified that we need to build on the success of ELW and understand its potential development.

AL/KB provided an update on the Total Place Pilot. KB reported back on the event held in January reviewing cases and identifying the collaborative interventions which may have changed the outcomes experienced. AL updated on a presentation to the ELP on the 21 January (paper circulated) and highlighted the challenges in tackling deep rooted, complex generational issues, which could only be done in partnership. A strategic task group has been set up, chaired by AL which will look at how partners will work together in the future to collaborate effectively incorporating early years/parenting/employability/health/social care – the Childrens Services ‘Signs Of Safety’ model was discussed. It will consider the need for a key partnership worker for families. A key issue will be shifting resources from intervention to prevention. The Scottish Government have offered support to facilitate the work and there will be assistance from the HE sector. It was identified it would be useful to circulate the membership of the strategic task group (Sharon Saunders).

KB highlighted work he was undertaking in Job Centres with front of house staff to improve identification of vulnerability.

The Partnership agreed the importance of reviewing ELW in due course and of supporting the Total Place pilot

**Decision on the Recommendations/Action**

Suggested action in relation to ELW was noted

Membership of Total Place strategic task group to be circulated - EW

**Update on Universal Credit**

KB highlighted that UC will be rolled out to new claims from single non-householders in Tranche 1A on 27 April. The DWP are in discussion with local authorities to identify Delivery Partnership Agreements which will provide support to assist people make claims and support for money management. Job Centres are being digitalised and it may be that support and the application process can be provided more closely to where a claimant lives. Pilot in Inverness has seen job search behaviour increase when on UC as compared to JSA (27 hours/week compared to 14/15 hours). Customer and employer feedback has been positive. Alternative arrangements which can be put in place for vulnerable households who may not be able to manage direct payments was discussed. There was discussion around the role of libraries in delivering support to online job searches and the extent to which individuals have access to the hardware required,

particularly in areas of deprivation. It was noted that the number of claimants in EL in the Tranche 1A role out was anticipated to be very low.

### **Decision on the Recommendations/Action**

Update on UC rollout to next meeting of SEP - KB

### **Company Growth**

DL introduced the Company Growth priority.

GA highlighted that East Lothian's assets are not well known, even within the context of the Lothian's.

KB highlighted CEC 'Joined up for Business' initiative to improve engagement with SMEs and Micro-SMEs, given future growth potential.

FB presented the SE report on local activity, SE account management and partner business support. A discussion followed regarding growth opportunities and how and who identifies growth potential.

AL highlighted ELL and ELI as effective vehicles and the need to use intelligence effectively from all partners across the partnership.

The EL Employer Offer was identified as something in particular which needed increased emphasis.

DL identified the potential to develop a local account management system for EL for a broader range of companies.

SC focused on the small business aspects and the constraints which they face. Why Not? In North Berwick was identified as good practice and suggested this could be replicated in other high streets in East Lothian, providing the opportunity for small businesses to retail on the high street.

MC ran through the key points of her agenda item (presentation with detail to be circulated with minute)

JM highlighted the success of the F+D event in the Corn Exchange, Haddington as part of the Saltire Festival.

AL highlighted the need to ensure initiatives and interventions are sufficiently analysed to ensure they are correct and that the focus of effort should be on the things that make the biggest impact.

There was discussion around the use of mobile apps and these can be used to help visitors identify places selling local produce.

The Group agreed the need to align and exploit the opportunity around Tourism and F+D.

It was agreed that a Company Growth Working Group be set up, led by the private sector involving those identified in the paper and SDS and DWP in addition.

**Decision on the Recommendations/Action**

Set up Company Growth Working Group and report back to next meeting - EW

**3. OUTCOMES 1,2,3 PERFORMANCE REPORT 2013/14 AND TARGETS TO 2017**

There was discussion around Outcome 1, contributory outcome 1.3. The indicators were felt not to reflect the outcome and a review requested. It was also requested that the strategic long term outcome indicators for Outcome 2, be reviewed.

**Decision on the Recommendations/Action**

Contributory outcome 3 indicators to be reviewed - EW  
Indicators for Outcome 2 to be reviewed -PV

**4. UPDATE ON PRIORITY ACTION AREAS OUTCOME 1: EAST LoTHIAN HAS A GROWING AND SUSTAINABLE ECONOMY**

This was dealt with under agenda item 2.

**5. FEEDBACK FROM THE EAST LoTHIAN PARTNERSHIP MEETING ON 21 JANUARY 2015**

a. ELP approach to reducing inequalities through prevention and early intervention

AL explained that the production of a Prevention Plan was a national requirement of community planning. Key issues for the Partnership are employability, attainment in schools and children/early years. A cultural shift is required across the public sector. The main preventative focus of this Partnership is around employability.

There was a discussion around prevention, resilience and sustainability and how the partnership adds value and sustains that value. It was felt that if people have trust in organisations individually and collectively, that a working energy will develop around the agenda, particularly in relation to vulnerable families.

b. Partnership Self Assessment and Improvement Plan

The Improvement Plan was developed following analysis of self assessment by the Improvement Service

There is an emerging view that the Partnership needs to more actively manage member recruitment with succession planning for the roles of Chair and Vice Chair

- c. SOA Development Plan Update – paper for information
- d. Special meeting 3 March 2015 – for information
- e. Draft Minute Resilient People Partnership – for information
- f. Draft Minute Safe and Vibrant Communities Partnership – for information

## **6. AGENDA ITEMS FOR FUTURE MEETINGS**

Agreed as part of discussion under agenda item 2:

### **Employability**

Report from Developing East Lothian's Young Workforce Group – MC  
Presentation on Fort Kinnaird Recruitment and Skills Centre – there was some discussion around this and it was requested that the next meeting of the group be held at the Skills Centre. EW to arrange for KB to visit ELW before next meeting - EW

### **Company Growth**

Report from Company Growth Working Group - GA  
Report on 2014/15 Business Gateway Activity - EW  
Outputs from East Lothian Business Base Survey - EW

## **7. A.O.C.B**

DL referred to a potential new member of the Partnership – Robert Carr, Chair of Anderson Strathearn. Members round the table were agreeable to his membership but also felt it important to ensure appointment was in line with ELP approach for consistency.

**NEXT MEETING: 24 JUNE, 14.00-16.00, FORT KINNARID RECRUITMENT AND SKILLS CENTRE (TBC)**