



## MINUTES OF THE MEETING OF THE CABINET

TUESDAY 8 SEPTEMBER 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

**Other Councillors Present:**

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

**Council Officials Present:**

Ms M Patterson, Depute Chief Executive – Partnerships and Community Services  
Mr A McCrorie, Depute Chief Executive – Resources and People Services  
Mr R Montgomery, Head of Infrastructure  
Mr D Proudfoot, Head of Development  
Mrs M Ferguson, Service Manager – Legal and Procurement  
Ms S Fortune, Service Manager – Business Finance  
Mr D Northcott, Team Manager – Structures, Flooding and Street Lighting  
Mr M Murphy, Senior Operational Manager (Adult Wellbeing)  
Ms S Morris, Procurement Team Leader  
Ms S Kennedy, Work Experience Co-Ordinator

**Clerk:**

Ms A Smith

**Apologies:**

Councillor M Veitch

**Declarations of Interest:**

None

*Prior to commencement of business the Convener made a statement regarding the refugee crisis. He highlighted the significant public concern regarding the plight of the refugees. He stated that this Administration should play its part in line with the arrangements outlined by the Home Office and the Scottish Government. He was seeking agreement today to state, through CoSLA, that East Lothian would accept responsibility and take its share of refugees.*

*Councillor Currie, on behalf of the SNP Group, expressed support. He also paid tribute to the aid provided to date from East Lothian residents.*

*Members agreed to the approach put forward by the Convener.*

## **1. MINUTES FOR APPROVAL**

The minutes of the meeting of the Cabinet of 9 June 2015 were approved.

## **2. SUMMARY OF CONTRACTS AWARDED BY EAST LOTHIAN COUNCIL, 26 FEBRUARY TO 31 AUGUST 2015**

A report was submitted by the Depute Chief Executive (Resources and People Services) advising Members of all contracts awarded by the Council from 26 February to 31 August 2015, with a value of over £150,000.

In response to a question from Councillor Currie regarding progress on the issue of local sub contractors, Councillor McMillan indicated there had been no substantive progress to date but confirmed that this would be looked at during the renewal of the Construction Framework contracts. Regarding possible timescales, Douglas Proudfoot, Head of Development, advised that the Framework Agreement was due for refresh in February 2016. Work was ongoing within the Procurement and Economic Development teams reviewing arrangements, raising awareness with local firms and providing assistance to enable connections with contractors.

Morag Ferguson, Service Manager for Legal and Procurement, responding to a question from Councillor Akhtar regarding contracts below £50,000, gave details of the total amount of contracts awarded to local companies for 2014/15.

Mr Proudfoot, in response to questions from Councillor Currie, advised that price was always a significant component but there were other factors that needed to be built into the Framework Agreements.

Responding to Councillor Goodfellow, Ms Ferguson clarified that once a contractor had been appointed to the current Framework Contracts then price only was considered as all other factors had been assessed previously at an earlier stage of the procurement process.

### **Decision**

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

## **3. FINANCIAL REVIEW 2015/16, QUARTER 1**

A report was submitted by the Depute Chief Executive (Resources and People Services) recording the financial position at the end of the 1st quarter of the financial year 2015/16.

The Service Manager for Business Finance, Sarah Fortune, presented the report, referring Members to the report to Council, on 25 August, which had set out the 2014/15 year end position on the unaudited results. The final audited accounts would be presented to the Audit and Governance Committee on 22 September. She provided an overview of the Quarter 1 position. She drew attention to the overall General Services Revenue position, which reported an underspend, referring to the summary across service areas detailed in Appendix A. Two service areas, Children's Wellbeing and Adult Wellbeing, had been categorised as Medium risk. Ms Fortune also highlighted the position in relation to the Housing Revenue Account and General Services Capital budgets. She drew attention to the refreshed Capital Plan, Appendix D; the programme included a re-profiling of budgets based on recent review work which had been undertaken by the Capital Investment and Asset Management Group.

Councillor Currie queried slippage of certain projects as shown in the revised Capital Plan, remarking that this seemed to be a continual theme. Ms Fortune stated there was continued pressure on the capital programme. Regarding Whitecraig Community Centre and Port Seton Sports Hall specifically, she advised that the Finance Team could only profile based on information received from officers in the service areas; regarding delivery of projects she advised there was no significant suggestions to amend or delay any projects.

Councillor McMillan welcomed progress on the Mid Road Industrial Estate, which would provide good support to small to medium businesses.

Councillor Currie expressed concern. Surplus and underspends seemed to be based on unfilled vacancies, a decision had to be taken whether or not to fill these vacancies and if not, then what effect would this have on services. He referred to the Capital Budgets underspend of 14%; remarking that this slippage could not continue and raised concerns about the Capital Plan and projects being delayed or cancelled.

Councillor Akhtar praised the performance from staff across the Council. There were pressures in the Children's Wellbeing and Adult Wellbeing service areas; East Lothian was a growing county. The Council was managing its finances responsibly, meeting challenges and issues, and where resources were required they were being provided.

Councillor Grant, referring to the Adult Wellbeing position, recalled that last year there had been an overspend up to Quarter 3, but at the year-end the position had improved.

The Convener assured all Members that staffing levels were being constantly reviewed; there were pressure points and these would be addressed. He made reference to East Lothian's increasing population, the increasing demands on the Council and the decrease in financial provision. He also gave an assurance that it was the Administration's stated intention that all projects in the Capital Programme would be delivered.

## **Decision**

The Cabinet agreed:

- i. to note the financial performance of services at the end of June 2015; and
- ii. to approve the refreshed General Services Capital Plan set out in Appendix D.

## **4. UPDATE ON COMMUNITY BENEFITS IN PROCUREMENT (CBIP)**

A report was submitted by the Depute Chief Executive (Resources and People Services) updating Cabinet on the outcomes achieved by including Community Benefits clauses in contracts and advising on changes in how this was being implemented in practice.

Ms Ferguson presented the report, referring to the CBIP initiative launch and stakeholder event in 2012. She drew attention to the revised, more bespoke, approach now in place and the reasons for this change. She gave details of the number of CBIP opportunities realised within 2014/15, highlighting a number of examples. She reported on several future developments, referring to the ongoing work of the Procurement Team and East Lothian Works and the recruitment of a dedicated CBIP co-ordinator. She informed Members that the spend for each contractor through the Quick Quotes procurement route was now being aggregated and CBIP required when the £50,000 threshold had been reached.

In response to questions from Councillor MacKenzie, Ms Ferguson advised that in relation to the forthcoming changes to the procurement regulations more focus on community benefits would be of assistance in encouraging involvement from companies. In relation to schools, she advised that there was a need for schools to come forward and identify what type of benefits they felt would be advantageous to pupils; there was further work to be carried out in this regard.

Councillor Currie asked whether work experience was tracked to find out if it had led to employment or an apprenticeship. Mr Proudfoot agreed this linked to the development of young people into the workforce; he referred to a new case link management system within East Lothian Works. He confirmed that the Council did track any young person at risk of not reaching a positive destination. He advised that the new CBIP co-ordinator would liaise with and follow up requirements with contractors.

In response to questions from Councillor Akhtar, Ms Ferguson advised that East Lothian Council had been one of the early adopters of CBIP, adding that the Council's approach had been followed by other local authorities.

Councillor McMillan praised this well balanced report; particularly welcoming the Call in Care placement and the work carried out with Knox Academy. This report was a reminder that although companies should have corporate social responsibility, this had a cost element. He congratulated small to medium companies that had provided CBIP. He praised the strong CBIP framework around learners. He also welcomed the proposed cumulative approach as regards smaller companies.

Councillor Currie stated that CBIP had the potential to make a real difference, especially in areas of deprivation. He highlighted the importance of cross party agreement. Referring to the construction industry and the skills shortage in particular jobs, he stressed that this should be an area of huge opportunities for young people; the difficulty was in persuading employers. He welcomed the report and the steps proposed for going forward.

The Convener noted that the system would continue to be monitored and improved to ensure that the Council received the best possible benefits from companies through CBIP.

## **Decision**

The Cabinet agreed:

- i. to note the outcomes achieved and current activities in progress as a result of incorporating community benefits into Council contracts,
- ii. to note the changes to the practical implementation of these clauses; and
- iii. to endorse the continuation of the Community Benefits in Procurement initiative.

## **5. ADULT WELLBEING – PAYMENTS TO THIRD SECTOR AGENCIES**

A report was submitted by the Director of Health and Social Care Partnership seeking approval for the proposed amendments to the 2015-16 payments to third sector agencies agreed by Cabinet on 10 March 2015.

The Senior Operational Manager in Adult Wellbeing, Michael Murphy, presented the report, informing Members of the two amendments to the previous awards and the three new recommended awards, as detailed in the appendix to the report.

### **Decision**

The Cabinet agreed:

- i. to note and approve the proposed reduction in payments to two third sector agencies for 2015-16; and
- ii. to note and approve three awards not reported in March 2015.

## **6. FLOOD RISK MANAGEMENT UPDATE**

A report was submitted by the Depute Chief Executive, Partnerships and Community Services) updating Cabinet on the Flood Risk Management Strategy process and seeking 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 Team Manager for Structures, Flooding and Street Lighting, Dave Northcott, presented the report, informing Members that Flood Protection Schemes (FPS) for Musselburgh and Haddington had been included in SEPA's List of Prioritised Actions. The Scottish Government would contribute 80% of the cost of FPS. The List also included future Flood Studies for several other areas of East Lothian. He drew attention to the ongoing studies for Musselburgh and Haddington Flood Mitigation Measures and options identified for direct flood defences. It was envisaged that FPS for these two towns could be undertaken in the 2016/22 planning cycle subject to confirmation of the Scottish Government and Council funding allocation and the necessary approvals.

In response to questions Mr Northcott advised that the proposed Musselburgh FPS was ranked 11 out of 41 schemes and the Haddington FPS was ranked 36. He clarified the position, referred to in the appendix, regarding Cockenzie, Port Seton and Prestonpans.

Councillor Hampshire welcomed the report and that assistance would be provided to Musselburgh and Haddington. He stressed that the Council would be relying on the financial contribution from the Scottish Government as detailed in the report; the Council would not be able to fund the works required without this contribution.

Councillor Currie stated this was a good outcome for East Lothian and was welcomed. He drew attention to the comprehensive spending review, noting that the Scottish Government would be informed of their grant allocation from the UK Government in November.

Councillor McMillan welcomed the report. He commended improvements carried out to the river Tyne by Council officers and Friends of the River Tyne.

The Convener reiterated that the Council had to ensure that the financial contribution from the Scottish Government was provided as outlined in the report.

**Decision**

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

**7. MINUTES FOR NOTING**

The minutes of the Safe and Vibrant Communities Partnership held on 16 February 2015, the Resilient People Partnership held on 18 February 2015 and the Sustainable Economy Partnership held on 25 February 2015 were noted.

Signed .....

Councillor Willie Innes  
Council Leader and Convener of the Cabinet

**REPORT TO:** Cabinet  
**MEETING DATE:** 20 October 2015  
**BY:** Depute Chief Executive (Resources and People Services)  
**SUBJECT:** Annual Pensions Report - 2014/15

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## 1 PURPOSE

- 1.1 To summarise the early retirement activity within the financial year 2014/15, in accordance with External Audit requirements and Council Policy.

## 2 RECOMMENDATIONS

- 2.1 That Cabinet note the content of the report with regard to the pension activity in the financial year 2014/15.

## 3 BACKGROUND

### 3.1 Council's Retirement Activity in Financial Year 2014/15

There are currently four types of pensionable retirements available to the Council for all employees excluding Teaching employees (see paragraph 3.2), they are:

**Due to Efficiency or Redundancy at the discretion of the Council**

- This allows the individual, aged over 55 years (50 if in the Scheme before 5 April 2006), at the discretion of the Council to retire early drawing their pension without any actuarial reduction being applied. In this case the strain costs relating to the early release of the pension are borne by the Council.

- **Ill-Health retirement** - This occurs where an employee is confirmed by Occupational Health as being permanently incapable of discharging efficiently their duties because of ill-health or infirmity of mind or body. The employee is permitted early access to enhanced pension in accordance with the Superannuation regulations and requires no exercise of Council discretion. The costs are fully borne by the pension fund.

- **Rule of 85** - This is where an individual aged between 50 and 60 can ask to be considered for voluntary retiral if their service and age combined comes to 85 or over. In this instance there is no enhancement to the pension the individual receives, however there are costs to the Council for the early release of the pension if the employee is below age 60, and the employee in this circumstance requires Council approval. The Council bears the strain costs to the pension fund for the early payment of the benefits.
- **Flexible Retirement** – This is a discretionary element of the pension regulations which allows employees who meet certain criteria to draw their pension and continue working on a reduced hours basis. To qualify the employee must be over 55 years old and have a minimum of 2 years pensionable service and they must reduce their working hours by a minimum of 40%. They must however have the Councils agreement as there can be cost to the Council for the early release of the individual’s pension. If agreed the employee then continues working on the reduced hours and may opt to rejoin the pension fund while drawing the pension benefits they have already accrued.

3.2 A summary of the pension retirements in the financial year 2014/15 is as follows:

- **Compulsory/Voluntary Early Retirement/Severance** – There were 7 Compulsory/Voluntary Early Retirement/Severances in the financial year 2014/15.

Department	Total	Compulsory	Voluntary
Health & Social Care	1	1	
Resources & People	1	-	1
Partnership & Communities	5	3	2

- **Medical Retirement** – There were 18 superannuated medical retirements in the financial year 2014/15 including 2 teaching posts, across the Council departments.

Department	Total
Health & Social Care	6
Resources & People	7
Partnership & Communities	5



- **Rule of 85** – There were no Rule of 85 retirements in the financial year 2014/15.
- **Flexible Retirement** – There were 3 flexible retirements approved in the financial year 2014/15.
- **Teaching Retirement Policy** – in the financial year 2014/2015 there were no voluntary early retirements under the teacher's retirement policy.

3.3 Details of the Council's financial commitments relating to pensions are included in the 2014/15 Financial Statements. As a result of ongoing pension costs arising from decisions taken in earlier years, in addition to the "up-front" strain costs now due in the year they accrue, during 2014/15 the Council spent £0.75 million on early retirements for Local Government Workers.

3.4 The Council has a liability to pay pension costs in the future. At 31 March 2015 this liability has increased and was actuarially assessed at £172.028 million (and in 2013/14 at £128.785 million). This liability is reviewed through an actuarial valuation which takes place every 3 years. A stability mechanism is currently in place with the Lothian Pension Fund based on the current valuation results, which takes into consideration the Lothian Pension Fund performance and assessed liabilities, and means in practice the employer pension contributions the Council makes will be fixed until 2017/18, however future years will be subject to the outcome of actuarial valuations.

3.5 In addition to the above figures, the Council also makes 'ex gratia' pension payments to 124 former employees who worked less than 16 hours per week and were aged under 50 at 31 December 1993 and were unable to join the LGSS pension scheme under the statutory rules at the time. The value of these payments during 2014/2015 was £69,442 (and in 2013/14 it was £69,174). The Council took the decision to remove this discretion at Cabinet on 9 June 2009. No new ex gratia pension payments will arise and the existing estimated value of future liabilities based on the actuarial mortality estimate is £0.799m and will therefore reduce over time.

## **4 POLICY IMPLICATIONS**

4.1 The Council is required to report its pension activity annually to elected members in accordance with the Audit Scotland requirements in the "Bye now Pay Later" report published in December 1997.

## **5 EQUALITY IMPACT ASSESSMENT**

5.1 It would not be applicable to undertake an Equality Impact Assessment. However, any relevant associated policies would be subject to an Equality Impact Assessment.

## **6 RESOURCE IMPLICATIONS**

- 6.1 Financial - Early retirement decisions taken in earlier years have created a significant liability for current and future Council Tax payers. There are no immediate budgetary implications associated with this report but in the future it may be necessary to make provisions against the liability.
- 6.2 Human Resources - Finance and Human Resources continue to ensure that any retirals are in accordance with Council Policy and within the Standing Orders and the supporting Scheme of Delegation and also that managers are aware that any pensionable retiral meets the strict efficiency or redundancy requirements and generates the necessary savings.
- 6.3 Other - none

## **7 BACKGROUND PAPERS**

- 7.1 Future Application of Discretionary Policies relating to Early Retirement and/or Severance – East Lothian Council 7 December 2010.
- 7.2 Policy on Enhanced Compensation for early Retirement on Grounds of Redundancy and Efficiency– December 2010
- 7.3 Lothian Pension Fund Website: [www/lpf.org.uk](http://www/lpf.org.uk)

<b>AUTHOR'S NAME</b>	Paul Ritchie
<b>DESIGNATION</b>	HR Business Partner
<b>CONTACT INFO</b>	01620 827767 pritchie@eastlothian .gov.uk
<b>DATE</b>	09/10/2015

**REPORT TO:** Cabinet

**MEETING DATE:** 20 October 2015

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

**SUBJECT:** Council House Allocations Targets for 2015/16

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## **1 PURPOSE**

- 1.1 To seek approval to change council house allocation targets for the period 1 November 2015 to 31 March 2016.
- 1.2 To explain the context, legal position and rationale for the proposed change to targets.

## **2 RECOMMENDATIONS**

- 2.1 That Cabinet approves the recommended targets detailed in section 3.23 of this report.
- 2.2 That Cabinet note that performance against these targets is reviewed on a weekly basis and that such review forms part of the analysis in setting future targets in 2016/17 and beyond.
- 2.3 That Cabinet note that ongoing regular monitoring of performance has been embedded within the Community Housing Performance Management Framework.
- 2.4 That Cabinet note that other complementary action is needed to address the housing pressures being faced by the Council and in the county generally. This includes increasing the supply of temporary and permanent accommodation, increasing the supply of other alternative affordable housing tenures, the further development of the housing options and advice service etc. all of which will be the subject of further reports to Council.

### **3 BACKGROUND**

- 3.1 The Council operates a Groups and Points Allocations Policy, which has been operational since its introduction in July 2007 following a major review of the previous policy. Some small changes have been made to this policy over the last few years. The most recent ones are referred to in the report to East Lothian Council dated 25 February 2014.
- 3.2 The main objective of the Allocations Policy is to meet the Council's legal obligations specified in the Allocations and Homelessness Legislation. The policy, along with other associated actions will also help the Council make best use of its housing stock. In addition, the policy also assists the Council to achieve, along with other complimentary actions, balanced and sustainable communities through Local Lettings Plans.

#### **Legal Obligations and Responsibilities**

- 3.3 In setting any targets against each group the Council must give reasonable preference to certain statutory groups when allocating council houses. These include applicants living in overcrowded or unsatisfactory housing conditions and those applicants who are homeless or threatened with homelessness.
- 3.4 Most of the statutory groups are found in the General Needs Group, although some applicants may fall into the Transfer Group, such as those who need re-housing because of overcrowding or whose health is being negatively impacted upon in their current accommodation.
- 3.5 The Homelessness etc (Scotland) Act, which took effect from 1 January 2013 has abolished the "priority need" test and now places a duty on local authorities to provide settled accommodation to anyone found to be unintentionally homeless. This in turn places further demands on the council's housing list.
- 3.6 The Children and Young People (Scotland) Act 2014 specifically impacts on the provision of accommodation to young people leaving the care system. The Council "Starter Flat" approach, which allocates these tenancies within the General Needs Group has already helped the Council deliver its corporate parenting objectives.

#### **Target Principles**

- 3.7 Scottish Government Allocations Guidance (2011) states that all targets should contain sufficient flexibilities to allow the landlord to continue to meet significant housing need when a target has been reached. The functionality to review targets against changing housing demand forms part of a responsive allocations policy.
- 3.8 With this in mind, the allocations targets will be reviewed at the end of March 2016 to ensure that they continue to reflect the greatest housing demand. If, after analysis, a change to the targets is deemed necessary, a paper outlining the change will be submitted to Cabinet for approval.

### **Making Best Use of Council Stock**

- 3.9 Significant effort has been made in the last few years to encourage transfer activity in order to make best use of stock i.e. by creating vacancy chains, which free up additional houses to those initially let to transfer applicants.
- 3.10 To help facilitate this, the Council has also 'incentivised' transfers for existing tenants in larger family-sized properties to move to smaller and more appropriately sized accommodation.
- 3.11 New housing benefit changes with effect from April 2013 affected those who have a "spare" bedroom. This has led to some tenants wanting to downsize, in turn creating greater demand for smaller sized accommodation.
- 3.12 Full mitigation of the Housing Benefit under-occupancy reduction through Discretionary Housing Payments has helped ease this pressure but this may not be a long-term solution and is the subject of various committee reports.
- 3.13 More recently there have been a number of zero point transfer allocations which has led to those with no housing need being re-housed before those with housing need. This in turn is placing greater strain on supply for those in real housing need as well as causing delays to the throughput of temporary accommodation, which has associated negative financial impacts for the Council. As such senior management are proposing a small reduction in the transfer target and a corresponding increase in the General Needs target where most of the reasonable preference groups' applicants can be found not least those who are homeless.
- 3.14 As at the end of March 2015, 33% of allocations against these reported groups have gone to transfer applicants as against the target of 30% that was agreed by Cabinet in October 2014.
- 3.15 Performance is similar at the end of August 2015, with 33% of allocations to the Transfers Group and 66% to the General Needs Group (with two allocations to the Sustainable Communities Group).

### **Sustainable Communities**

- 3.16 Good practice states that landlords should not exclude any prospective tenants from accessing housing.
- 3.17 Good practice also dictates that Local Lettings Plans can only be used when there is demonstrably good reason to do so e.g. high turnover, anti-social behaviour etc., and to promote and enable balanced and sustainable communities.
- 3.18 The Council must set appropriate targets for those with low housing need at such a level that make sufficient material and positive impact to Local Lettings Plans, but at the same time continue to allow the Council to meet its overriding legal obligations to the reasonable preference groups as

defined in housing legislation. As such, this flexibility within the lettings targets to positively and materially impact on housing allocations should be retained.

3.19 Each local housing team has been asked to consider potential local lettings plans to help achieve balanced and sustainable communities. These plans will then be taken to their respective Local Housing Partnerships (LHP) for further consideration and support.

3.20 On support from their respective LHPs, Local Lettings Plans will be submitted to the Members Library. It is anticipated that the total target for Sustainable Communities will not exceed 5% but again will be subject to strict monitoring.

**2014/15 and 2015/16 Allocations against reported groups**

3.21 The following table shows the numbers and percentages of allocations for the following groups from the start of the financial year 1 April 2014 to 31 March 2015

Type	Number	Percentage	Targets 2014/15
General Needs	359	66%	65%
Transfers	181	33%	30%
Sustainable Communities	4	1%	5%
Total	421	100%	100%

3.22 The below table shows the numbers and percentages of allocations for the same groups from the start of the financial year 1 April 2015 to the end of August 2015.

Type	Number	Percentage	Targets 2015/16
General Needs	116	66%	65%
Transfers	59	33%	30%
Sustainable Communities	2	1%	5%
Total	177	100%	100%

## **2015/16 Allocations Targets**

- 3.23 Taking account of the 2014/15 and 2015/16 data, legal obligations such as the increased homelessness duties in 2013, increasing pressure on the provision of temporary accommodation, optimum stock utilisation and sustainability objectives, senior management within Housing propose the following percentage targets for the remainder of 2015/16 as set out in the table below.

<b>Group</b>	<b>Proposed Targets</b>
General Needs	<b>75%</b>
Transfers	<b>20%</b>
Sustainable Communities	<b>5%</b>

- 3.24 The introduction of these targets should be seen in the context of a range of measures required by the Council and its partners to increase the supply of affordable housing, temporary accommodation and to help provide those in housing need explore a fuller range of housing options, the detail of which will be the subject of further Council reports.

## **4 POLICY IMPLICATIONS**

- 4.1 The proposed targets should enable the Council to meet its legal obligations under the Housing (Scotland) Act 2001 and Homelessness etc (Scotland) Act 2003.

## **5 EQUALITIES IMPACT ASSESSMENT**

- 5.1 A Combined Impact Assessment was undertaken as part of the implementation of the new Allocations Policy and was separately lodged in the Members' Library.
- 5.2 The Combined Impact Assessment has found no negative impacts.

## **6 RESOURCE IMPLICATIONS**

- 6.1 Financial – This change to targets will help reduce the overall financial strains on the provision of temporary accommodation by assisting throughput from all forms of temporary accommodation to settled accommodation.
- 6.2 Personnel – None.

6.3 Other – None.

## 7 BACKGROUND PAPERS

7.1 Council Report –Housing Allocations Policy Review 2013/14 – February 2014

<b>AUTHOR'S NAME</b>	Tom Shearer
<b>DESIGNATION</b>	Head of Communities and Partnerships
<b>CONTACT INFO</b>	James Coutts x7483
<b>DATE</b>	September 2015



**REPORT TO:** Cabinet

**MEETING DATE:** 20 October 2015

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

**SUBJECT:** Establishment of the East Lothian Poverty Commission

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**4**

## **1 PURPOSE**

- 1.1 To seek Cabinet approval for the establishment of the East Lothian Poverty Commission.

## **2 RECOMMENDATIONS**

- 2.1 Cabinet is asked to approve the establishment of the East Lothian Poverty Commission.

## **3 BACKGROUND**

- 3.1 The review of the Council Plan carried out in October 2014 included an assessment of the levels of inequality in East Lothian (see Appendix 1). Given the evidence of growing levels of deprivation and relative inequality across East Lothian the Council agreed that the existing Council Plan commitment to tackling inequalities should be given a higher priority by adopting the East Lothian partnership's overarching priority: *To reduce inequalities across and within our communities.*
- 3.2 The Council Plan review concluded that in order to make significant progress in meeting this priority the following areas of activity should be prioritised:
- Reducing unemployment, particularly youth unemployment and improving positive outcomes for school leavers
  - Raising attainment in schools, particularly for pupils from more economically 'deprived' areas, and providing a broader work based education experience

- Reducing inequalities and ensuring the most disadvantaged groups and communities, have access to services that maximise opportunities to break the cycle of poverty or mitigate the impact of deprivation
  - Supporting the capacity of communities and voluntary organisations to show community resilience and maximise social capital from community and social networks.
- 3.3 Progress is being made across all four of these priorities. For example, levels of unemployment have reduced and the latest statistics show an improvement in Positive Destinations for school leavers. The East Lothian Partnership has adopted a Statement of its approach to reducing inequalities through prevention and early intervention. There are good examples of initiatives that take a preventative and early intervention approach to reducing inequalities such as the Musselburgh Total Place: Families Focus project, the Welfare Reform Action Plan and the Musselburgh Area Partnership's 'Attendance Matters' initiative to increase school attendance.
- 3.4 However, it is evident that neither the Council nor East Lothian partnership have all the answers to tackle endemic poverty and make the real changes that will break the cycle of poverty and deprivation for our most vulnerable communities and citizens. The intractable problem of the cycle of deprivation has given rise to it being defined as one of the 'wicked problems' for government. (See Appendix 2)
- 3.5 The Council has received a suggestion from Iain Gray MSP that the Council establish a Poverty Commission to *"call for and examine evidence from local organisations and individuals on the reality of poverty in the County, and more importantly, what local action could be taken to improve the situation of our most vulnerable citizens."*
- 3.6 It is proposed that the Council agrees to this request and establishes a Poverty Commission. The terms of reference of the Commission would be to: 'take a strategic overview of the scale, scope and nature of poverty in East Lothian and to make recommendations to the East Lothian Partnership and the Council for a strategic and coordinated approach to tackling poverty and breaking the cycle of deprivation.'
- 3.7 The Community Planning Partnership prepared a Tackling Poverty Strategy and Action Plan in 2012/13, which although not formally adopted by the Council or the East Lothian Partnership, has provided the basis for actions which attempt to address the Single Outcome Agreement outcome: "The cycle of poverty is broken for individuals and families in East Lothian.'
- 3.8 It is hoped that the Commission will bring a new perspective and a greater understanding of the problem of poverty and the cycle of deprivation in East Lothian. The Commission will be tasked with reviewing the Tackling Poverty Strategy and other relevant strategies and policies and identifying possible actions that can be taken by the

Council, its partners and by communities and individuals themselves to break the cycle of poverty and disadvantage in East Lothian. Whilst national government policies and the state of the economy will continue to have a major impact on levels of poverty and disadvantage are there actions which we can take locally to not only mitigate the impact of these 'external' forces but to equip people to break out of the cycle of deprivation?

3.9 It is envisaged that the Commission will:

- Draw on evidence from published data and reports on poverty, inequality and deprivation in East Lothian
- Take evidence from interested parties across East Lothian, particularly from people who have experienced or are experiencing poverty
- Review what is working elsewhere to tackle the causes and impact of poverty
- Prepare a report that details the causes, impact and nature of poverty in East Lothian.
- Recommend actions that the Council and the East Lothian Partnership could take to mitigate the impact of poverty and break the cycle of poverty.

3.10 It is proposed that the Commission would have an independent Chair and would consist of no more than six members who have relevant skills, experience and knowledge.

3.11 The Council will provide secretariat, administrative, research and policy support to the Commission.

3.12 It is envisaged that the Commission will meet no more than six times over a 6 – 9 month period (November 2015 – May 2016) and that it will report to the Council and the East Lothian Partnership in June 2016.

#### **4 POLICY IMPLICATIONS**

4.1 The establishment of the Poverty Commission will support the Council and East Lothian Partnership to meet the objective of reducing inequalities across and within our communities. It is hoped that the Commission will identify actions that will contribute to the achievement of the East Lothian Partnership's Single Outcome Agreement outcome: 'The cycle of poverty is broken for individuals and families in East Lothian.'

4.2 The Cabinet meeting takes place during the Poverty Alliance's Challenge Poverty Week (17<sup>th</sup> – 23<sup>rd</sup> October). Local authorities have been asked by the Alliance to undertake activities to promote the week of action. The establishment of the Poverty Commission would show a significant

commitment from East Lothian Council to support the aims of the Poverty Alliance – Working Together to Combat Poverty.

## **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. However, the work and report of the Poverty Commission will be the subject of Equality Impact Assessment.

## **6 RESOURCE IMPLICATIONS**

- 6.1 Financial – any expenses and costs associated with the Poverty Commission will be met from within existing budgets.
- 6.2 Personnel – the administrative and policy support for the Commission will be provided by Council staff.
- 6.3 Other – none.

## **7 BACKGROUND PAPERS**

- 7.1 Appendix 1: Extract from Council Plan Review; East Lothian Council, October 2015
- 7.2 Appendix 2: Extract from ‘Inside the Nudge Unit: How Small Changes Can Make a Big Difference’ (David Halpern, WH Allen, 2015; p.342)
- 7.3 Letter from Iain Gray MSP to Councillor Willie Innes, 11<sup>th</sup> September 2015
- 7.4 Reducing Inequalities Through Prevention and Early Intervention: East Lothian Partnership, 7<sup>th</sup> October 2015

<b>AUTHOR'S NAME</b>	Paolo Vestri
<b>DESIGNATION</b>	Service Manager, Corporate Policy and Improvement
<b>CONTACT INFO</b>	pvestri@eastlothian.gov.uk
<b>DATE</b>	08/10/2015

## Appendix 1: Extract from Council Plan Update (October 2014)

### Inequalities

Whilst the Council Plan acknowledged the significance of tackling inequalities and doing so through increased focus on prevention and early intervention it lacked a robust statistical analysis to take this commitment forward.

The East Lothian Plan: Single Outcome Agreement 2013-2023 approved by the East Lothian Partnership in September 2013 was based on analysis of evidence from the East Lothian Profile. Drawing on the Scottish Index of Multiple Deprivation (SIMD) and other national and local data sources the Profile provides substantial evidence of the levels of inequality in East Lothian.

A comparison of the overall deprivation rankings between 2012 and 2009 provided by the SIMD gives an indication of whether socio-economic conditions in East Lothian are improving or worsening relative to the rest of Scotland (see Table 1).

Overall, 73 of East Lothian's 120 datazones had a lower ranking and only 47 had a higher ranking in 2012 compared with 2009, which suggests that the indicators of deprivation in East Lothian worsened in comparison to the position across Scotland.

The data shows significant variations across the seven Council wards. For example, 13 of Musselburgh East and Carberry's 17 datazones have a lower overall ranking in 2012 (i.e. are relatively more deprived) compared to 2009 compared to only four that have a higher overall ranking. On the other hand, 10 of Haddington's 16 datazones have a higher overall ranking (i.e. are relatively less deprived) and only six have a lower ranking.

**Table 1: Change in overall SIMD ranking 2009 to 2012 by Ward**

Ward (number of datazones)	Datazones with lower 2012 ranking	Datazones with higher 2012 ranking
Musselburgh East (17)	13	4
Musselburgh West (15)	10	5
Fa'side (21)	14	7
Preston/ Seton / Gosford (21)	12	9
Haddington (16)	6	10
Dunbar & East Linton (14)	10	4
North Berwick Coastal (16)	8	8
Totals	73	47

Table 2 provides a comparison between the most and least deprived areas of East Lothian in relation to a number of key deprivation indicators:

- Income – the proportion of the population that has low income

- Employment – the proportion of the population that is not in employment
- Job Seekers Claimants – the proportion of the working age population claiming Job Seekers Allowance
- Children in poverty – the proportion of children in poverty
- Crimes per 10,000 population – number of crimes per 10,000 population
- Average Tariff Scores for pupils in S4.

The table highlights the significant differences between the ‘most deprived’ and ‘least deprived’ areas of East Lothian for these key indicators of deprivation.

**Table 2: Comparative levels of inequality in East Lothian’s 120 datazones**

<b>SIMD 2012</b>	<b>Range of lowest 20% 1 - 24</b>	<b>Range of highest 20% 97 - 120</b>
Income deprivation	35% - 18%	4% - 1%
Employment deprivation	27% - 17%	5% - 1%
Job Seekers Claimants	13.8% - 5.7%	1.5% - 0
Children in Poverty	44.9% - 22.7%	4.9% - 0
Crimes per 10,000 pop.	1,560 - 563	128 - 0
Av. S4 Tariff Scores	77-153	235 - 297

The significant variation in attainment levels across East Lothian is notable. For example in its report on [School Education](#), (June 2014) Audit Scotland commented: *‘The spread of school performance in individual councils varies across the country. For example, the middle-performing group of schools in Glasgow City were within ten percentage points of each other. In contrast, in the middle-performing group of schools in East Lothian, the percentage of S4 pupils achieving five awards at level five in 2013 differed by 21 percentage points.’*

**Appendix 2: Extract from ‘Inside the Nudge Unit: How Small Changes Can Make a Big Difference’ (David Halpern, WH Allen, 2015; p.342)**

“Disadvantage and poverty .. is often passed from one generation to another.

“Successive generations of policymakers have tried many approaches to break such cycles of disadvantage. There have been successes but, in general, it is an area where great efforts have led to only modest results. In many countries, massive investments in state education have dragged up overall results, but the gap between social groups has often remained stubbornly unchanged. Massive programmes to enable the poor to escape low-income neighbourhoods have when systematically tested, led to only small effects on subsequent social mobility. And well-intentioned welfare and income support programmes have alleviated poverty in the short-term but have often failed to be the springboard out of long-term poverty that its designers hoped.

“This history of disappointment has led many to characterise entrenched poverty and disadvantage as a ‘wicked problem’. It has complex and self-reinforcing causes that make it extremely hard to unravel, reinforced still further by deep-seated drivers towards greater inequality within modern economies.”





**REPORT TO:** Cabinet

**MEETING DATE:** 20 October 2015

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

**SUBJECT:** Refugee Crisis – Request for Financial Assistance

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**5**

## **1 PURPOSE**

- 1.1 To seek Cabinet approval to provide ‘one-off’ financial support to East Lothian Calaid.

## **2 RECOMMENDATIONS**

- 2.1 Cabinet is asked to:-
- (i) Note the East Lothian community response in providing everyday essential items for individuals and families currently living in Calais refugee camps; and
  - (ii) Approve the provision of financial support to assist with the everyday operational costs associated with the voluntary effort that has been established, and in particular to contribute towards transport costs in moving goods to Calais.

## **3 BACKGROUND**

- 3.1 East Lothian Council has received a request from Calaid seeking financial support to assist in their efforts in collecting, packaging and preparing for transport everyday essential items that will provide shelter and warmth for families fleeing the Syrian crisis and encamped in sites in Calais.
- 3.2 Calaid is a national network that has been established to provide humanitarian support to people displaced from war-torn countries, such as Syria. The organisation has set up an East Lothian branch, which is a Social Enterprise, and is also in the process setting up as a community interest company in Scotland.

3.3 A group of volunteers have come together and are working together with Calaid in gathering large quantities of everyday essential items, including clothing and other goods, that have been donated by East Lothian residents and other organisations existing in East Lothian who wish to contribute and assist with the initiative. A small team of Calaid representatives from East Lothian have travelled to Calais to deliver emergency supplies and, just as importantly, to gather further intelligence about the precise needs and requirements on the ground, which will inform their future activities.

3.4 Calaid East Lothian has advised that the response from the people of East Lothian has been overwhelming and they have been inundated with donations. Currently, 30+ (a growing number) volunteers have signed up to assist Calaid. The organisation and co-ordination of such support does attract costs, most particularly the rental costs associated with the premises, (currently located at West Barns), and transport costs in relation to the movement of goods.

3.5 Calaid has attracted some modest funding to assist with their efforts and they are confident that they will be able to fundraise locally and nationally to meet their everyday ongoing costs. In the early weeks of their effort, however, they are challenged in securing sufficient funding to support their daily, weekly and monthly costs. The monthly costs to support the project amount to some £14,500. Calaid is confident that their operational cost will reduce over time but there is an immediate need for financial assistance. The monthly operational costs are made up as follows:-

• Management	£ 2,500
• Volunteer Support (Refreshments, Food, Etc.)	£ 3,000
• Transport	£ 8,000
• Current Warehouse Rental	<u>£ 1,000</u>
<b>Total</b>	<b>£14,500</b>

3.6 Having examined the powers and authority that the Council may use to support matters of this nature, it is considered appropriate to use the power to advance wellbeing, in that a significant number of East Lothian residents are involved with the initiative which as a consequence adds to their personal development in the voluntary effort and contributing to Growing our Communities.

3.7 The recommendations contained within this report seek Cabinet approval to award the sum of £14,500 to assist Calaid East Lothian's efforts. Cabinet is also asked to note that in response to an urgent and immediate requirement for assistance to help with transport and warehousing costs, the Head of Communities & Partnerships, under delegated authority, arranged for an award of £1,000 from Community

Partnerships grant funding to enable the organisation to address pressing financial demands. This payment was processed in the second week of October 2015.

#### **4 POLICY IMPLICATIONS**

- 4.1 The recommendations as set out in this report will assist the Council in meeting its objective in the Council Plan, in terms of Growing our Communities.

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

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

#### **6 RESOURCE IMPLICATIONS**

- 6.1 **Financial** - The costs associated with the requested financial and in kind support will be accommodated through the Council's Communities & Partnerships Service.
- 6.2 **Personnel** - There are no personnel implications arising from this report.
- 6.3 **Other** - None.

#### **7 BACKGROUND PAPERS**

- 7.1 Correspondence between Calaid East Lothian and East Lothian Council officials.

<b>AUTHOR'S NAME</b>	Tom Shearer
<b>DESIGNATION</b>	Head of Communities & Partnerships
<b>CONTACT INFO</b>	Tel: 01620 827560 Email: <a href="mailto:tshearer@eastlothian.gov.uk">tshearer@eastlothian.gov.uk</a>
<b>DATE</b>	7 October 2015



## 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

### **ACTION NOTE OF THE MEETING OF THE RESILIENT PEOPLE PARTNERSHIP**

**Wednesday 17 June 2015, 2-4pm, STRiVE Organisational Development, 56 High St, Tranent**

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#### **Partnership Members Present:**

Mike Ash, Chair, Health & Social Care Partnership (RPP Chair) (MA)  
Alex McCrorie, Depute Chief Executive-Resources & People Services, ELC (AMcC)  
Brian Currie, substitute for Jackie Philip, Scottish Care (JP)  
Councillor Donald Grant, Health & Social Care Spokesperson, ELC (DG)  
Danny Harvie, Director ELCAP, Coalition of Community Care & Support Providers (DH)  
David Small, Director of Health and Social Care for East Lothian Council and East Lothian Community Health Partnership, Health & Social Care Partnership (DS)  
Eliot Stark, Chief Executive, STRiVE (ES)  
Julie McCran, Vice Principal Customer and Student Services, Edinburgh College (JMCC)  
Sally Egan, Associate Director & Child Health Commissioner, NHS Lothian (SE)

#### **Others Present:**

Darrin Nightingale, Head of Education, East Lothian Council (DN)  
Fiona Herriot, Service Manager. Children 1<sup>st</sup> (FH)  
Jon Turvill, Clinical Director, East Lothian Health and Social Care Partnership (JT)  
Kay Morrison. Active Schools Manager, East Lothian Council (KM)  
Paolo Vestri, Service Manager Corporate Policy and Improvement, East Lothian Council (PV)  
Veronica Campanile, Policy Officer, ELC (action note) (VC)

#### **Partnership Members Apologies:**

Alison Meiklejohn, Non Executive Board Member, NHS Lothian (AM)  
Anna O'Reilly, Assistant Director Children 1<sup>st</sup> (AO)  
Councillor Shamin Akhtar, Education & Children's Services Spokesperson, ELC (SA)  
Councillor Stuart Currie, SNP Group Leader, ELC (SC)  
David Milne, Team Leader, Community Planning and Empowerment Unit, the Scottish Government (DM)  
Jackie Philip, Regional Manager, Good Companions, Scottish Care (JP)

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**WELCOME/APOLOGIES** – as above

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

The minutes of the RPP of 18 February 2015 were approved.

## 2. MATTERS ARISING

### Action Log

Item 2: Edinburgh College and STRiVE future involvement (action from 19 Nov meeting); agreed that working together will be acted on now **-JMcC/ES or L McNeill**

Item 3.2: RPP to consider how to influence the Local Development Plan during the consultation period **-MA/SA/AMcC**

Item 4: Annual performance report should include data comparisons where benchmarks are available / also identify gaps in data **-VC**

Item 5a: Identify dates for twice yearly progress reports on the Autism Strategy **-VC/Jane Heslop- NHS**

Item 5c: MELDAP plan was submitted directly to the Scottish Government – agreed to improve sequencing of reporting through the RPP next year **–DS**

***NB: The MELDAP plan was emailed to the Partnership for information after the meeting.***

## 8. MUSSELBURGH TOTAL PLACE PILOT

Paolo Vestri spoke to the report.

### Decision on the Recommendations/Action

#### The Partnership noted

- The establishment of the Project Board and Project Team and their roles in taking forward Phase 2 of the MTP project
- The continued focus on vulnerable families within the MTP project and the incorporation of this into the project name i.e. MTP Family Focus.

#### Action

- Members to check that their own organisations are aware of the MTP project and contact Rebecca Spillane to speak at meetings if required **–ALL MEMBERS**

## 3 PARTNERS STRATEGIC ISSUES

### a. Joint Inspection of Health and Social Work Services for Older People

David Small spoke to the report.

### Decision on the Recommendations/Action

#### The Partnership agreed to

- Note the notification of the joint inspection of health and social work services for older people in East Lothian commencing 24<sup>th</sup> August 2015
- Note progress to date in preparation for the inspection
- Contribute to the inspection process as and when requested in the months ahead.

**Action**

- The Partnership wishes to pass on our appreciation to the team involved in the inspection –**DS/SS**.

b. Revised Performance Framework for Outcomes 4, 5 and 6

Veronica Campanile spoke to the report.

**Decision on the Recommendations/Action****The Partnership**

- Agreed to commend the good progress on the performance framework for Outcomes 4, 5 and 6 and noted that this is almost complete
- Adopted the performance framework in principle and agreed the following mechanism for completion and adoption by this Partnership's member organisations

**Action**

- **VC** to follow up on the pending information with the accountable officers and report back by 25 June to MA and AMcC -**VC**
- SE to contact DS re any issues regarding the health data –**SE/DS**
- VC to circulate the updated performance framework to partners asking them to be aware of the framework and targets and to take these into account in their work and invite their response - **VC/ALL MEMBERS**

## 6. OUTCOME 5: CHILDREN'S STRATEGIC PARTNESRHIP AND SERVICES FOR CHILDREN IMPROVEMENT PLAN – PROGRESS REPORT

Darrin Nightingale gave a verbal update on behalf of Sharon Saunders. Of note: Progress on the Improvement Plans had been slower than anticipated. However, the Lead Inspector is comfortable with the proposal from the Children's Strategic Partnership's to submit the new plan by Christmas.

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

- The Chair asked for thanks to be passed on to Sharon Saunders for the good progress to date - **DN/VC**
- Sally Egan to speak to staff re their responsibilities in the Children's Strategic Partnership particularly as Michelle Rogers is about to return to her post in Edinburgh Council - **SE**

## 5. OUTCOME 4: SENIOR PHASE ATTAINMENT

Darrin Nightingale spoke to the report.

### Decision on the Recommendations/Action

#### The Partnership noted

- That the summary contained within the report is based on the Scottish Government “National Benchmarking Measures” focusing on the performance of Leavers cohorts over the last five years to 2013/14
- That the National Benchmarking Measures reported by the Scottish Government Insight tool in February 2015 show that that attainment in East Lothian has improved over the five-year period to 2014, however, further improvements still need to be made in Post-School Participation and in Literacy and Numeracy at SCQF Levels 5 and 6 or better and overall in the Middle 60% attaining grouping to bring East Lothian’s performance more in line with its Virtual Comparator.

#### Action

- Report back on any particular areas of interest to give assurance of progress incorporating a dashboard on key indicators - **DN**
- Potential for further work using the Insight Tool between Edinburgh College and Education – **JMcC/DN**
- Explore further support for pregnant teenagers to enable them to remain in education/positive destinations – **SE/DN/JMcC**
- Explore STRiVE’s work with young people to support positive destinations –**ES/DN**

## 4. PRIORITY ACTIONS FOR PARTNERS

### a. Priority actions update and reporting schedule

Veronica Campanile spoke to the report.

### Decision on the Recommendations/Action

#### The Partnership

- Noted the four updated priority actions for partners
- Agreed the reporting schedule.  
***NB Post meeting Sharon Saunders asked to postpone the first report on the Parenting priority to the 18 November meeting, which was agreed by the Chair.***
- Considered how members can actively contribute to the development and delivery of the Priority Actions for Partners and if there were any further information requirements (see action below).



**Action**

- Complete the reporting dates – **VC/SS/DS/Ray Montgomery**
- All partners to contact the Accountable Officers directly in order to get more involved / **ALL MEMBERS**

b. Physical activity with a focus on health and wellbeing

Jon Turvill spoke to the report with input from Kay Morrison.

**Decision on the Recommendations/Action**

**The Partnership considered and approved**

- The East Lothian Physical Activity Framework as the guiding document in the delivery of this Priority Action and the contributory outcome
- The structure as the main delivery mechanism
- A follow up report to consider the delivery plan and resourcing in Autumn 2015

**7. OUTCOME 6: Health and Social Care Integration Joint Board –update**

David Small gave a verbal update. Of Note: The Scheme of Integration comes into effect on 27<sup>th</sup> June. The first meeting of the Integration Joint Board is on 1<sup>st</sup> July and covers membership, governance and appointments. The second meeting on the 27<sup>th</sup> August will focus the strategic plan in order to take it to the next stage with the implementation date expected to be 1 April 2016. NB IJB meeting dates and papers are available on: [www.eastlothian.gov.uk/meetings/committee/117/east\\_lothian\\_integration\\_joint\\_board](http://www.eastlothian.gov.uk/meetings/committee/117/east_lothian_integration_joint_board)

**ITEMS 9, 10 AND 11 – No action required**

**NEXT MEETING: Wednesday 16 September 2015, 2-4pm, East Lothian Council, Saltire Rooms, John Muir House, Haddington.**



# East Lothian Partnership

## MINUTES OF THE MEETING OF THE SUSTAINABLE ECONOMY PARTNERSHIP

**Wednesday 24 June, 14:00**  
**Fort Kinnaird Recruitment and Skills Centre, Fort Kinnaird**

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### **Partnership Members Present:**

David Leven, Head of Energy and Infrastructure, Scottish Enterprise (SEP chair) (DL)  
Andrew White, Federation of Small Businesses (Vice Chair) (AW)  
Dorothy Webster, Mid and East Lothian Chamber of Commerce (DW)  
Ray McCowan, Edinburgh College (RM)  
Marion Joass, Job Centre Plus, (MJ)  
Manuela Calchini, Visit Scotland (MC)  
Councillor Norman Hampshire, East Lothian Council (NH)  
Angela Leitch, East Lothian Council (AL)  
Councillor John McMillan, East Lothian Council (JMCM)  
Gordon Henderson, Federation of Small Businesses (GH)  
Mike Pretious, Social Enterprise East Lothian

### **Others Present:**

Douglas Proudfoot, East Lothian Council (DP)  
Esther Wilson, East Lothian Council (EW)  
Alison Hood, East Lothian Council (AH)

### **Partnership Members Apologies:**

Niall Corbett, Scottish Natural Heritage  
Margot Crosbie, Skills Development Scotland  
Councillor Stuart Currie, East Lothian Council  
Kenneth Bramham, Job Centre Plus

### **WELCOME/APOLOGIES**

DL welcomed everyone to the meeting of the Sustainable Economy Partnership. Apologies were received and introductions made around the table.

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

The minutes of the SEP of 25 February 2015 were approved.

### **2. MATTERS ARISING**

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

- RM in attendance from Edinburgh College
- Report from Developing East Lothian's Young Workforce on agenda.
- Total Place update and membership of strategic task group circulated to Partnership
- Update on Universal Credit to be received from MJ
- Company Growth group set up and update report on agenda
- Outcome indicators – reviewed and recognised not ideal but retain what we have currently and review at year end, recognising don't want to alter indicators too much over time and impacts on data collection
- KB to visit EL Works in due course
- Additional members for Partnership – procedure to co-opt members to be agreed at meeting of ELP Strategic Partnership Chairs following this meeting. Previous meeting endorsed invitation for membership to be extended to Robert Carr – to be formalised when process in place. Further potential members identified by Company Growth Group

### **3. CHAIR OF SUSTAINABLE ECONOMY PARTNERSHIP**

DL advised that he had agreed to Chair the Partnership for two years and that this time period had now been completed. A succession plan for greater involvement of private sector is in place and recruitment of a new Chair for the Partnership with business experience will take place over the summer months. Effectively, an independent public appointment will be made.

It was highlighted that if a number of candidates come forward, they may be opportunity to co-op as members to broaden membership of the group. GH indicated that the FSB would be happy to circulate the advert as did the Chamber of Commerce. GH also highlighted an additional membership opportunity in the Chair of the Food and Drink BID, when they are in place.

### **THE EAST LOTHIAN PLAN (SOA 2013) – THIS PARTNERSHIP'S OUTCOMES**

#### **4. PRESENTATION, FORT KINNAIRD RECRUITMENT AND SKILLS CENTRE**

John Gibson, Business Development Manager gave an overview of FK R&S Centre activities (presentation to be circulated to Partnership for information)

AL highlighted decrease in positive destination figures in East Lothian and asked about links to SDS. SDS are members of the steering group overseeing Centre activities and work closely with the employer development staff who provide skills audits, training and financial packages to support SMEs. Limelite Careers offer apprenticeship on-site in retail and work closely with SDS. Many of the major retailers run their own apprenticeship programmes. AH highlighted 2 new pilot projects which were being put in place to address the positive destination figures.

GH asked how easy it was to find work experience placements for candidates. This has become easier within the last 12 months through intensive work by the Centre to overcome negative publicity. JG highlighted the positive impact of work experience as a pathway into employment when linked to other services, such as coaching.

NH highlighted the opportunity the Viridor construction project presented in East Lothian for local contractors. Partners were keen to ensure this opportunity was realised. MJ highlighted work to upskill people through sector based work academies. Skilled tradespeople are in high demand and DWP can help with CSCS card renewal for those who are unemployed. The 'Edinburgh 20' are/will be a significant pull on construction skills. FK S&R Centre have an accord in place to offer work experience placements in construction in Craigmiller and work closely with the supply chain.

Fort Kinnaird redevelopment offers the opportunity of 1000 new jobs. The challenge will be supplying labour for this from the construction phase onwards. Key interventions will be at Stages 2 and 3 of skills pipeline. To unlock the value of this opportunity will require building on the established relationship with EL Works and working with schools to promote positive career choices in sectors like retail. DW highlighted the mentoring programme they run in schools in Midlothian and that this could be offered in East Lothian. MP highlighted a pilot programme SEEL were running at Knox Academy focusing on business ready skills. There was discussion around whether mentors should be skills based, however, JB felt that mentoring had to be person centred but that ultimately careers guidance in schools had to improve and information about, for example, pathways into apprenticeships. AH highlighted that through Community Benefits in Procurement, schools were offered talks etc from those working in construction. MJ highlighted the need to broaden the appeal of construction to women.

EW highlighted plans for an event in Autumn aimed at employers around construction given significant future opportunities in this area and stressed the opportunity for this to be a partnership event. RM linked this to the establishment of the Construction Academy and suggested a meeting pre-arranged to discuss this further in July could be broadened to consider how to progress this broader agenda. Capital funding to establish the Academy is the current issue and GH suggested identifying the private sector companies who might benefit and approaching them for funding.

DL asked whether transport for those working at FK from East Lothian was an issue. JG felt that for those from Musselburgh, Tranent and say, Macmerry, public transport options were easy but from elsewhere it was more difficult. British Land are considering provision of a bus service for staff as the nature of FK broadens to encompass leisure and opening times extend.

There was discussion around support for SMEs and the 'Skills for Growth' programme offered by SDS. A new recruitment incentive has been launched today as part of the Developing the Young Workforce agenda.

**Decision on the Recommendation/Action**

Further analysis of positive destination figures and action to address – DELYW Group  
 Construction Academy/Construction Skills Event meet July to progress – RM/DP/EW  
 Viridor Project – maximising opportunities in collaboration with partners – Colin Forbes (CF)  
 FK R&S Centre– maximising opportunities for East Lothian – DELYW Group  
 Mid and East Lothian Chamber of Commerce mentoring proposal to ELC - DW

**5. CITY DEAL**

DP provided the group with an overview of work to date on an Edinburgh City Deal and talked through current workstreams – Stakeholder Management, Governance, Skills, Finance, Innovation, Project Development and Programme Management

The potential to explore other models to facilitate economic growth was also highlighted.

GH felt it was positive to have an update through this group and felt that at the point where the business case could be made public it would be good to do this regionally rather than update through every local authority partnership for the sake of efficiency.

MP asked how firm the commitment within the potential Deal to tackle inequality and deprivation was. DP explained that this was at part of the Programme Minima so would be a fundamental part of assessment of projects through the economic model.

DL asked how much capacity there was in ELC to borrow to unlock finance. Each Head of Finance will need to consider their own financial strategy and assess risk and balance what they consider to be an appropriate level of borrowing.

Key workstreams for input from the Partnership are potentially around Skills and Innovation and the timetable should work well to link in with the September meeting of the Partnership.

GH highlighted the opportunity for the FSB to lobby politicians through the engagement strategy they have. A clear and consistent message that the private sector back a potential city deal is important.

#### **Decision on the Recommendation/Action**

Update to be provided at September meeting – DP  
FSB to be linked to stakeholder workstream to align opportunities for influence and lobbying - DP

## **6. UPDATE ON PRIORITY ACTION AREAS OUTCOME 1: EAST LOTHIAN HAS A GROWING SUSTAINABLE ECONOMY**

### ***Priority Area 1: Employability***

EW provided an update from MC on behalf of the DELYW Group. A draft Action Plan and Monitoring Framework had been circulated to the Partnership. It was stressed that this is a 7 year programme of change. Key highlights from the action plan currently underway include:

- Regional Invest in Youth Group being developed
- Introduction of Foundation apprenticeships in EL being progressed
- Implementation of Disability Youth Transitions in EL

The Group met yesterday afternoon and wish to add the following to the Action Plan:

- Potential of teaching staff placements into industry, focusing on key sectors eg STEM
- Potential to invite parents who are employers to input to schools
- 16+ Data Hub reports should be highlighted/reviewed at strategic hub meetings

The Group will meet again on 25<sup>th</sup> August. In the interim a meeting will be held with the Head of Education and Head of Development to provide overview and agree priorities.

In addition, the Group wished to highlight the potential negative impact of the loss of the bus service provided by Edinburgh College. RM explained that the use of the service didn't merit the cost of providing the service at £200-£300k per year, at a time when finances were extremely challenging.

<p><b>Decision on the Recommendation/Action</b></p>
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<p>Update to be provided at September meeting – MC</p>
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**Priority Area 2: Company Growth**

EW provided an update on behalf of the group, which has met twice with the remit as agreed by SEP in February.

**SEP Company Growth Champion/Increased private sector representation/participation on SEP**

Potential members for SEP identified, to be actioned, when process in place to co-opt. Thereafter Growth Champion to be identified.

**Engagement Strategy with major employers and address any key issues identified**

- ELC Cabinet Spokesperson scheduling meetings with major employers
- SEP event to make companies aware of Partnership offer – agreed to brand Business Month under SEP banner and in particular to seek to attract big name speaker to EL as part of this
- Need to maximise promotion and take up of employer offer in EL

**Identify and align best practice on company growth activity across the wider Edinburgh City Region and beyond**

- North Ayrshire Model – 100 companies targeted and a team of Business Development Managers employed to work with all service and partners to co-ordinate a single offer – direct duplication not suitable – this is effectively being done
- EL Works targeted focus on employer offer to be progressed
- SDS are pulling together EL skills paper from Regional Skills Assessment and Skills Investment Plans
- Group started a mapping exercise of services – to be circulated to Partnership

**Deliver a targeted approach to companies in the priority tourism and Food and Drink Sectors**

- F+D BID – future update to be provided
- Group feel no actions required

**Identify how land, property, infrastructure requirements can be met in full**

- Most significant obstacle which needs addressed currently

<p>- <b>Decision on the Recommendation/Action</b></p>
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| <ul style="list-style-type: none"> <li>- SEP Business Month to be progressed</li> <li>- Progress employer offer workstream</li> </ul> |
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- Service map to be circulated to partnership
- Update to be provided at September meeting

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

JMM thanked DL on behalf of the Partnership.

**NEXT MEETING: 23 SEPTEMBER, 14.00-16.00, SALTIRE ROOMS 1 AND 2, JOHN MUIR HOUSE, HADDINGTON**