



**MINUTES OF THE MEETING OF  
THE CABINET**

**TUESDAY 14 JUNE 2016  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

**1**

---

**Committee Members Present:**

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

**Other Councillors Present:**

Councillor D Berry  
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:**

Mrs A Leitch, Chief Executive  
Ms M Patterson, Depute Chief Executive – Partnerships and Community Services  
Mr D Small, Director of Health and Social Care  
Mr R Montgomery, Head of Infrastructure  
Mr D Proudfoot, Head of Development  
Mr C Clark, Principal Environmental Protection Officer  
Mr J Cunningham, Service Manager – Benefits  
Mrs M Ferguson, Service Manager – Legal and Procurement  
Mr S Kennedy, Risk Officer  
Ms S McCorry, Service Manager – Community Housing  
Mr D Oliver – Service Manager – Environmental Health  
Mr I Patterson, Homelessness Manager

**Clerk:**

Mrs L Gillingwater

**Apologies:**

Councillor M Veitch

## **1. MINUTES FOR APPROVAL – CABINET 10 MAY 2016**

The minutes of the meeting of the Cabinet of 10 May 2016 were approved.

*Matter arising* – Item 4: Local Flood Risk Management Plan – Councillor Berry expressed concern at the lack of progress in relation to beach defences in North Berwick, but agreed to discuss this matter with the Head of Infrastructure outwith the meeting.

## **2. CORPORATE RISK REGISTER**

A report was submitted by the Chief Executive presenting the Corporate Risk Register 2016 to Cabinet for discussion, comment and approval.

The Risk Officer, Scott Kennedy, presented the report, advising that the Council Management Team had carried out a full review of the Corporate Risk Register. He provided an explanation of the method used to evaluate risk, and also highlighted a number of typographical errors in the Register in relation to Risk Ref: CR1.

Councillor Currie asked questions in relation to the effectiveness of control measures and how risks which are outside the control of the Council, with particular reference to welfare reform, are mitigated. He was advised that information on the review of risks was provided within the Register (final column), and that where the context of a risk was changeable, the risk and control measures would be kept under review and action taken accordingly. It was noted that any risk removed from the Register would be reported to the Audit & Governance Committee. As regards welfare reform, the Service Manager – Benefits, John Cunningham, advised that the risk score was 16 (amber) due to the rollout of Universal Credit, and that planned control measures would be put in place as appropriate.

Referring to Audit Scotland's report on how councils could increase their income, Councillor MacKenzie asked if there were any areas where the Council was considering introducing charges. The Chief Executive advised that this was a matter under review and that any proposals for new charges would be considered in accordance with the Council's Charging Policy and presented to Members for approval.

In response to questions from Councillor Berry, Alex McCrorie, Depute Chief Executive (Resources & People Services) provided an explanation about the Workforce Development Plan, noting that this would be in place for at least the next three years. He also advised that a Transformation Board had been established to take forward the programme of strategic change projects.

Mr Cunningham informed Members that representatives from the Department for Work and Pensions and the Scottish Government were due to visit staff in the Revenues and Benefits sections to discuss the welfare reform changes and Council Tax system. He advised that early findings and the views of Council officers on these matters would be discussed with those representatives. Mr McCrorie added that the Council was supportive of housing benefit being paid directly to landlords. On public sector reform, he undertook to feed back the views of the Council to the Scottish Government on any proposed changes. The Chief Executive referred to a summit on education taking place on 15 June that she would be attending in her SOLACE role, and would take back views on the integrated nature of education within the public sector framework.

Councillor Currie commented on the importance of identifying risks, effective control measures and the need for constant risk monitoring. He expressed concern about the impact of welfare reform, particularly the introduction of Universal Credit.

Councillor Hampshire welcomed the report, commenting on the challenges facing the Council with reduced staffing levels and increasing demands on services. He paid tribute to Council staff in facing these challenges and was confident that the Council would find ways of dealing with risks.

Councillor Berry warned that the Council was not doing enough to meet the financial challenges ahead, and that a more radical restructuring of services with different ways of working was required. He referred to shared services and ways of increasing income as examples of dealing with the financial challenges.

Councillor Akhtar disputed the comments made by Councillor Berry, arguing that staff were working hard to provide vital services under difficult financial conditions. She commented that the Council was taking the correct course of action as regards welfare reform, and voiced her concern at the centralisation of services, particularly the proposed changes to education.

Councillor McAllister remarked that the Scottish Government had not been given all the powers promised to it following the Scottish Independence Referendum. He believed that the proposed changes to the education system would help bridge the attainment gap and was the best way forward for that sector.

Councillor Innes stated that the report demonstrated that the Council was taking risk management seriously, and this approach had been endorsed by the Council's external auditor. He concurred with comments made by Councillor Akhtar regarding risks resulting from Scottish Government decisions, and declared that the Council would manage risk in the interest of the people of East Lothian.

### **Decision**

The Cabinet agreed to approve the Corporate Risk Register for 2016, and in doing so agreed:

- i. that the relevant risks had been identified;
- ii. that the significance of each risk was appropriate to the current nature of the risk;
- iii. that the total profile of corporate risk could be borne by the Council at this time in relation to the Council's appetite for risk;
- iv. to recognise that, although the risks presented were those requiring close monitoring and scrutiny throughout 2016, many were in fact longer term corporate risks for the Council that were likely to be a feature of the risk register over a number of years; and
- v. to note that the Council Management Team would review all risks in the Corporate Risk Register on a regular basis.

### **3. COUNCIL HOUSE ALLOCATION TARGETS FOR 2016/17**

A report was submitted by the Depute Chief Executive (Resources and People Services) seeking Cabinet approval for Council House Allocation Targets for the period 1 July 2016 to 31 March 2017.

The Service Manager – Community Housing, Caitlin McCorry, presented the report, advising of the high level of demand in the General Needs housing group. She informed Members that there were currently 3900 applications for re-housing, 83% of which were on the General Needs list (which included homelessness applications), and 17% of which were Transfer applications. She advised that the proposed targets, as set out in Section 3.25 of the report, reflected demand pressures, would increase the allocations for the General Needs group and would also improve the situation as regards the use of, and costs associated with, the provision of temporary accommodation. She added that staff would be trained on providing wider housing options advice.

As regards 'zero point transfer allocations', Councillor McLeod asked why people with no housing need had been re-housed ahead of those with greater housing need, and Councillor Williamson asked why this resulted in a strain on the system. Ms McCorry explained that this applied to people in a Council tenancy who were adequately housed and didn't accrue any points under the Allocations Policy; where there was no demand for a particular property, it may be allocated to someone with zero points. She pointed out that by allocating properties in this way, there could be a delay for people in greater need living in bed and breakfast accommodation moving into the property that had been vacated, depending on the condition of that property. She confirmed that any work requiring to be carried out on a property would be completed prior to the house being re-let.

Councillor MacKenzie asked if there was scope to establish more Local Lettings Plans (LLP). Ms McCorry advised that, in accordance with legislation, a LLP could only be introduced where there was an evident need. She noted there is currently one LLP in Prestonpans and one is being introduced for Fisherrow, Musselburgh. She further advised that, through housing options advice, the Housing Service was making people aware of all their housing options, and that the majority of people were allocated a property in the area of their choice.

Councillor Berry questioned why more LLPs were not put in place. He also suggested that existing tenants should be given the opportunity to transfer to new build properties, and asked why the targets were weighted towards General Needs. Ms McCorry advised that the proposed targets were based on demand information from the waiting list. She explained that a higher proportion of Transfers would result in delayed allocations of vacated properties and a blockage in the temporary accommodation system.

Councillor Innes pointed out that the targets had been set to meet the Council's legal obligations as regards temporary accommodation. He reminded Members that the Council would be in breach of the legislation should it house a family in bed and breakfast accommodation for more than fourteen days. He did share the concerns expressed by some Members, and noted that the targets would be reviewed after six months.

In response to a concern raised by Councillor Goodfellow in relation to the Local Housing Partnership in the east of the county, which covered three distinct areas, Ms McCorry advised that she would reconsider how this LHP operated.

A number of Members accepted that setting housing targets was a complex process, and questioned the use of 'zero points transfer allocations'. Councillor Currie spoke in support of Councillor Berry's comments as regards rewarding existing tenants by offering them the opportunity of transferring to new build properties. He also spoke of the need to increase the supply of affordable housing.

Councillor Berry spoke of the importance of housing people appropriately, citing Law View in North Berwick as a positive example of a cohesive community.

Councillor Innes concluded the debate by stressing that the proposed target changes were in response to pressure on the temporary accommodation system and that the Council had to act in a responsible way to ensure compliance with the legislation.

### Decision

The Cabinet agreed:

- i. to approve the recommended targets set out below and detailed in Section 3.25 of the report:

<b>Group</b>	<b>Target</b>
General Needs	70%
Transfers	25%
Sustainable Communities	5%

- ii. to note that performance against these targets would be reviewed on a weekly basis and that such review would form part of the analysis in setting future targets in 2017/18 and beyond; and
- iii. to note that ongoing regular monitoring of performance had been embedded within the Community Housing Performance Management Framework.

#### 4. PROPOSED HOUSING CAPITAL INVESTMENT MODERNISATION PLAN 2016/17

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) providing an update on the proposed expenditure plan for the modernisation element of the Housing Capital Investment Plan for 2016/17.

The Service Manager – Community Housing, Caitlin McCorry, presented the report, drawing attention to the approved budget for Housing Capital Investment in 2016/17 (£10,933,000), and the breakdown of proposed expenditure, as set out in Appendix A. She advised Members that as of March 2016, the Council had achieved 91.36% compliance with the Scottish Housing Quality Standard (SHQS). She provided a summary of the proposed programme of work in 2016/17.

Councillor Berry asked why the Local Initiatives funding could not be allocated through the Area Partnerships. Councillor Innes pointed out that this funding came from the HRA and expenditure should be determined by tenants. Ms McCorry added that, in some cases, the Local Initiatives funding had been used to jointly fund Area Partnership projects.

As regards the stock condition work, Ms McCorry informed Members that she anticipated 20% of surveys to be undertaken in the next year, and that all stock condition surveys would be completed over a five-year period.

Councillor Berry suggested that consideration should be given to allocating a proportion of the modernisation funding to building new properties.

Councillor Currie claimed the 2015/16 modernisation budget was underspent at a time when tenants were waiting for new bathrooms or kitchens. He expressed his concern and disappointment that the Council was not taking the opportunity to build more new properties, and he questioned the standard of some of the affordable properties built by private developers.

Referring to the recent rent consultation exercise, Councillor Hampshire pointed out that tenants had supported a 5% rent increase in order to invest in delivering new Council houses and the modernisation of existing properties, and the proposed programme would deliver what those tenants had asked for. He suggested that Councillor Berry should put forward his views on this during the budget-setting process.

The modernisation programme was welcomed by a number of Members, as was the investment of over £10 million in new build properties. In response to comments from Councillor Currie, Councillor Innes requested a report to Cabinet on the number of Council house completions/projected completions since 2012.

### **Decision**

The Cabinet agreed:

- i. to approve the Housing Capital Investment Plan for housing stock modernisation for 2016/17 and to note that Cabinet would be kept apprised of Plan progress as covered in the Head of Council Resources' quarterly financial reports;
- ii. to receive a further report on Council house completions/projected completions since 2012.

## **5. TENANT PARTICIPATION STRATEGY 2016–19**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) seeking approval of the Council's Tenant Participation Strategy (TPS) as the basis for effective tenant participation between 2016 and June 2019.

The Service Manager – Community Housing, Caitlin McCorry, presented the report, advising Members of the Council's legal obligations as regards tenant participation and of the consultation process for the TPS 2016–19. She noted that all forms of engagement were welcomed and that there was a positive working relationship between Council officers and tenants.

In response to questions from Councillor Berry as to who had been consulted, Ms McCorry explained that, under the Housing (Scotland) Act 2001, the Council was obliged to consult with its own tenants, and noted that the East Lothian Tenants and Residents Panel (ELTRP) was the umbrella organisation which covered both tenants and residents, albeit most of those involved were Council tenants. She confirmed that the Council had complied with the legislation when developing the new TPS.

Councillor Berry remarked that the Council should go beyond the legislative obligations and do more to support tenants and residents.

Councillor Hampshire pointed out that the Council had an excellent working relationship with tenants and that tenants were kept informed of their powers and of how their rent monies were spent.

Councillor Currie noted that Mark Ormiston, the Chair of ELTRP, had recently been appointed as a tenant inspector by the Scottish Housing Regulator.

Councillor Akhtar welcomed the new TPS and thanked those volunteers who were committed to improving their communities.

### **Decision**

The Cabinet agreed:

- i. to endorse the Tenant Participation Strategy publication in line with its legal requirements under the Housing (Scotland) Act 2001 (available in the Members' Library, ref: 72/16, June 2016 Bulletin);
- ii. to recognise that the Strategy was a living document and that as such the action plan, in particular, would evolve as consultation with tenants and tenant organisations helped inform the Council's future plans in this area; and
- iii. to note that the success of the Strategy was dependent on good relationships being developed between tenants' movements and Elected Members. To this end, Elected Members would be invited to and encouraged to attend specific tenant participation training events in 2016/17.

## **6. AIR QUALITY MANAGEMENT AREA: ACTION PLAN UPDATE**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) informing Cabinet of the updated position of the development of an action plan, as required by the Environment Act 1995, with regard to the designated Air Quality Management Area (AQMA) of Musselburgh High Street.

The Service Manager – Environmental Health, Derek Oliver, presented the report, advising of the Council's duties in relation to assessing air qualities. He drew attention to the key aspects of the report, in particular the development of the action plan, monitoring of air quality and ongoing work as regards vehicle emissions.

Councillor Williamson asked if the ECO Stars Fleet Recognition Scheme would apply to taxi companies and if the introduction of traffic wardens would have an impact on vehicle emissions. Mr Oliver advised that some local authorities had included taxis, and that East Lothian would consider this as part of the traffic modelling work. He also indicated that traffic wardens would have the authority to issue penalty notices to drivers of idling vehicles.

In response to questions from Councillor Berry as regards the effects of and measuring of pollutants, Mr Oliver explained that nitrogen dioxide combined with other pollutants could have an effect on public health, but pointed out that people were also exposed to nitrogen dioxide within their own homes. Colin Clark, Principal Environmental Protection Officer, added that levels of nitrogen dioxide were monitored, with the main contributors being buses and heavy goods vehicles. Mr Oliver advised that the Council could consider vehicle emissions when awarding contracts and could request that those vehicles comply with certain standards.

Councillor Currie welcomed the report but was disappointed at the slow rate of improvement. He called for vehicle emission checks to be carried out on vehicles and the issuing of fines, where appropriate. He highlighted a number of areas of Musselburgh High Street that were particularly affected by poor air quality.

Councillor MacKenzie suggested that the Council should prioritise reducing emissions from car and bus engines.

Councillor Akhtar drew attention to the improvements made to air quality since 2010 in both Musselburgh and Tranent, noting that the Council was being proactive in this area. She expected that decriminalised parking enforcement would make a positive difference. Her

comments were supported by Councillor Innes, who welcomed the progress made, but accepted that more could be done to improve air quality in Musselburgh High Street.

**Decision**

The Cabinet agreed to note the ongoing work being undertaken to develop the AQMA action plan in conjunction with road traffic modelling work that was being undertaken in relation to the Local Development Plan (LDP).

**7. CONSOLIDATION OF TRAFFIC REGULATION ORDERS, VARIOUS LOCATIONS, EAST LOTHIAN**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) seeking Cabinet approval to start the statutory procedure necessary to consolidate all existing Traffic Regulation Orders (TROs), amendments and Variations into fourteen area- and purpose-based Orders to facilitate the enactment of decriminalised parking enforcement (DPE) throughout East Lothian. The exercise would exclude all moving violation-based Traffic Regulation Orders.

The Head of Infrastructure, Ray Montgomery, presented the report, advising of the proposal to consolidate all TROs onto a map-based system and make the necessary consolidated Orders in accordance with Section 19 of the Local Authorities' Traffic Orders (Procedures) (Scotland) Regulations 1999.

Mr Montgomery anticipated that the new Orders could be published during August 2016. As regards the decriminalised parking enforcement aspect, he expected the final proposals to be submitted to the Scottish Parliament in September 2016 and that it would come into force during December 2016/January 2017.

Peter Forsyth, Team Manager – Assets and Regulatory (Transportation) was thanked for his work on the consolidation of TROs and DPE.

**Decision**

The Cabinet agreed to approve the initiation of the statutory procedure necessary to consolidate all parking, waiting, loading and unloading Traffic Regulation Orders in accordance with 'The Local Authorities' Traffic Orders (Procedures) (Scotland) Regulations 1999.

**8. MINUTES FOR NOTING – MEETING OF THE SUSTAINABLE ECONOMY PARTNERSHIP, 14 JANUARY 2016**

The Cabinet agreed to note the minutes of the meeting of the Sustainable Economy Partnership held on 14 January 2016.

Signed .....

Councillor Willie Innes  
Council Leader and Convener of the Cabinet



**REPORT TO:** Cabinet

**MEETING DATE:** 13 September 2016

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

**SUBJECT:** Summary of Contracts Awarded by East Lothian Council,  
25 February – 31 August 2016

---

**2**

**1 PURPOSE**

- 1.1 To advise Members of all contracts awarded by the Council from 25 February to 31 August 2016 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 25 February to 31 August 2016, 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 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

## **6 RESOURCE IMPLICATIONS**

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

## **7 BACKGROUND PAPERS**

- 7.1 None

<b>AUTHOR'S NAME</b>	Lel Gillingwater
<b>DESIGNATION</b>	Team Manager – Democratic Services
<b>CONTACT INFO</b>	lgillingwater@eastlothian.gov.uk x7225
<b>DATE</b>	31 August 2016



**SUMMARY OF CONTRACTS AWARDED WITH A VALUE OF £150,000 AND ABOVE  
FOR THE PERIOD 25 FEBRUARY to 31 AUGUST 2016**

<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 (Partnerships and Community Services)	Prestonpans Infant School Extension Works	Hub SE	£365,733.00	67/16 (June 16 Bulletin)

31 August 2016



**REPORT TO:** Cabinet  
**MEETING DATE:** 13 September 2016  
**BY:** Depute Chief Executive (Resources and People Services)  
**SUBJECT:** Financial Review 2016/17 Quarter 1

---

**3**

## **1 PURPOSE**

- 1.1 To record the financial position at the end of the 1st quarter of the financial year 2016/17.

## **2 RECOMMENDATIONS**

- 2.1 Members are recommended to;
- Note the financial performance of services at the end of June 2016.

## **3 BACKGROUND**

### **Budget Summary**

- 3.1 At its meeting of 9 February 2016, the Council approved a budget for the 2016/17 year and an outline budget for two subsequent years.
- 3.2 The 2016/17 General Services budget can be summarised as follows;
- Assumed levels of Scottish Government general revenue grant of £169.058 million.
  - Planned general services revenue expenditure of £205.038 million.
  - The utilisation of £3.000 million of General Reserves.
  - The requirement to deliver £5.6 million of recurring efficiencies across Business Groups.

## 2015/16 Financial Year

- 3.3 The Council will receive a report to Council on 23 August 2016 summarising the 2015/16 year end position based on the unaudited results for the year, with an additional contribution to the Council's General Fund reserves of £5.126 million taking the balance as at 31 March 2016 to be £23.174 million. In line with the Council's approved Financial Strategy it will be proposed to Council that the balance of surplus reserves be transferred to the Council's Capital Fund which can be used to defray the overall cost of borrowing. In addition, there was an increase in the Housing Revenue Account reserves of £0.622 million.
- 3.4 A breakdown of the General Fund reserves balance as at 31 March 2016 is detailed in Table 1 below.

Table 1	General Services Reserves at 31 March 2016 (£m)
Required to support current and future budgets	3.885
Civil Emergency	2.000
Cost Reduction Fund	2.997
DSM Earmarked Reserves	0.220
MELDAP Earmarked Reserves	0.455
Other Earmarked Reserves	0.275
Insurance Fund	1.723
General Services Capital Fund	11.619
<b>Total</b>	<b>23.174</b>

## General Services Summary for Quarter One – 2016/17

- 3.5 A summary of the financial position across each of the Business Groups at the end of June 2016 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 service areas; Adult Wellbeing and Children's Wellbeing have been categorised as High Risk suggesting there is a high degree of certainty that the services will not operate within approved budgets. Two service areas: Property Maintenance and Landscape and Countryside service have been categorised as Medium Risk, largely due to the increased level of surplus which the Property Maintenance service has been tasked to deliver in 2016/17 as well as income targets in relation to Coastal Car Parking

income. These service areas will continue to be closely monitoring during the financial year.

3.6 We continue to provide an assessment of the progress in implementing the planned efficiency measures/savings/increased income for the 2016/17 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 2016/17 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. One service areas has currently been categorised as 'Amber' indicating that we are continuing to work with the service to assess options for delivering their planned efficiency during the 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.

3.7 As at the end of June, the financial ledgers record an underspend against planned budget of £0.884 million (2.1%). 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 focus on early warning of potential overspending thus allowing appropriate, remedial management intervention to take place.

3.8 A summary of the main movements across each of the main service directorates are set out in more detail within the paragraphs below. Around £0.805 million of the current underspend position relates to staff savings. Some of these posts have now been filled therefore it is unlikely that staff savings similar to 2015/16 year end position will recur. Nevertheless, effective efficient workforce management continues to be part of the wider Financial Strategy and we will continue to work with managers to manage their resources as efficiently as possible.

3.9 At the end of June 2016 the **Resources and People Services** were reporting an overall underspend of £359,000 (1.5%) with most service areas performing in line with expectations.

Within the Education Group, the Primary schools budgets is currently underspent by £160,000 with a reported overspend on the Secondary budget of £42,000. These budgets include both internal management or 'client' budgets as well as individual Devolved School Management budgets. Some pressures exist within the Primary 'client' budget relating to the on-going review of Janitorial Services as well as wider

Transportation costs. Despite a reported overspend on the Secondary schools group, much of this is due to budget phasing and this position is likely to be rectified from Period 4 onwards. There remains pressure across a number of secondary schools, and we will continue to work closely with Education Management and respective schools to ensure school budgets can be delivered within available resources. 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 review.

- 3.10 The first quarter of 2016/17 is reporting an under-spend on the **Health & Adult Care Partnership** budgets of £0.045 million (0.3%). Despite this, and reflecting upon both the 2015/16 provisional outturn and challenging efficiency targets, both Children's and Adult's Services are currently being categorised as 'High Risk'. With respect to **Children's Services**, there are pressures on children placed in secure accommodation as well as an increase in the number of children placed in External Fostering placements. Given this, the service is currently projecting an overspend against budget and we are working closely with Children's Wellbeing Management to identify options to ensure the service can be delivered within available resources.
- 3.11 With respect to **Adult Wellbeing Service**, although reporting an overspend of £29,000 at end of June 2016, there are a wide range of pressures and the service has been categorised as 'High Risk' and remains subject to enhanced financial controls. Pressures are evident in the purchasing of care packages particularly for the elderly and individuals with learning disability, in addition to managing on-going demographic and demand pressures. In addition, we are working closely with Health & Social Care Management around the increasing Social Care Fund commitments relating to the cost of delivering the Living Wage, and National Care Home Contract commitments, as well as the delivering a substantial programme of efficiencies across the service. We continue to closely monitoring the financial commitments across the Adult Wellbeing budget and will continue to work actively with Management to identify options for the service commitments to be delivered within available resources.
- 3.12 All of the **Partnerships & Services for Communities** budgets are performing in line with 2015/16 performance, with a reported underspend relative to budget of £0.393 million to the end of June 2016. Landscape and Countryside Management area has been categorised as 'Medium Risk' largely due to the level of income targets in relation to Coastal Car Parking, and the delay in approval and implementing parking decriminalisation. Any income generated is being used to fund and support the Coastal Car Parking programme included within the wider General Services Capital Programme, and we will continue to closely monitor the income levels which are being generated during the year.



- 3.13 All of the **Corporate Income** budget lines are performing in line with expectations. Gross Council Tax levied is slightly lower than anticipated, however the budget profiling is based on the assumption that all properties will be billed as at 1 April 2016, where a number of properties will be completed in year, and therefore will be subject to Council Tax charge during the year.

### **Housing Revenue Account Summary for Quarter One – 2016/17**

- 3.14 As at 31 March 2016, the **Housing Revenue Account** sits with unaudited reserve balances totalling £7.252 million. At the end of June 2016 the Housing Revenue Account was reporting an overspend against budget of £0.208 million. Most of the current overspend relates to higher than anticipated repair costs relating to a backlog of completed work. It is anticipated that Housing repair costs will be delivered on budget. Income levels and operational service expenditure are performing well within budget.
- 3.15 Details of the Housing Revenue Account capital budgets and expenditure as at 30 June 2016 are included at **Appendix C**. The total capital budget approved for the HRA was £22.509 million. To the end of June 2016 the actual spend was £4.187 million (19%) with most HRA capital budgets progressing as expected.

### **General Services Capital Budgets**

- 3.16 The General Services Gross expenditure capital budget including the estimated carry forwards from 2015/16 is £25.7 million. The carry forwards are estimates subject to finalisation of the audit of the 2015/16 financial annual accounts.
- 3.17 **Appendix D** sets out the 2016/17 expenditure to the end of June against the revised annual Capital budget, with actual expenditure totalling £2.56 million. We will continue to monitor the programme closely but expect the rate of spend to increase during the rest of the financial year.

## **4 POLICY IMPLICATIONS**

- 4.1 There are 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 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report has been considered and given there is no change in policy direction, there is no requirement to undertake any further impact assessment.

## **6 RESOURCE IMPLICATIONS**




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

## **7 BACKGROUND PAPERS**

- 7.1 Council 9 February 2016 – Item 1 – Council Financial Strategy 2015-18
- 7.2 Council 9 February 2016 – Item 5a – Budget Proposals – Administration

<b>Author's Name</b>	<b>Jim Lamond</b>
<b>DESIGNATION</b>	<b>Head of Council Resources</b>
<b>CONTACT INFO</b>	<b>jlamond@eastlothian.gov.uk</b>
<b>DATE</b>	<b>9 August 2016</b>

REVENUE BUDGET PERFORMANCE at 30 JUNE 2016

	<u>Budget for the year</u>	<u>42,551</u>	<u>Budget for the period</u>	<u>(Surplus) / Deficit per period</u>	<u>(Surplus) / Deficit</u>	<u>Financial Risk Assessment</u>	<u>Progress with efficiency savings</u>
<b>Resources &amp; People Services</b>							
Pre-school Education & Childcare	6,418	4,965	4,980	-15	-0.3%	Low	
Additional Support for Learning	7,926	4,361	4,370	-9	-0.2%	Low	
Schools - Primary	34,068	4,138	4,298	-160	-3.7%	Low	
Schools - Secondary	37,468	7,394	7,352	42	0.6%	Low	
Schools Support Services	2,769	773	867	-94	-10.8%	Low	
Financial Services	1,438	539	566	-27	0.0%	Low	
Revenues & Benefits	1,584	38	79	-41	-51.9%	Low	
Human Resources & Payroll	1,282	337	356	-19	0.0%	Low	
IT Services	1,755	448	447	1	0.0%	Low	
Legal & Procurement	625	139	154	-15	0.0%	Low	
Licensing, Admin and Democratic Services	1,933	305	327	-22	-6.7%	Low	
	<b>97,266</b>	<b>23,437</b>	<b>23,796</b>	<b>-359</b>	<b>-1.5%</b>		
<b>Health &amp; Social Care Partnership</b>							
Children's Wellbeing	12,946	3,263	3,247	16	0.5%	High	
Adult Wellbeing	47,868	10,327	10,298	29	0.3%	High	
	<b>60,814</b>	<b>13,590</b>	<b>13,545</b>	<b>45</b>	<b>0.3%</b>		
<b>Partnerships &amp; Services for Communities</b>							
Community Housing	1,826	281	427	-146	-34.2%	Low	
Housing Revenue Account (HRA)	0	-3,365	-3,573	208	0.0%	Low	
Customer Services, Libraries & Safer Communities	3,386	1,053	1,070	-17	-1.6%	Low	
Community Partnerships	4,002	626	623	3	0.5%	Low	
Arts, Museums & Music	1,129	118	108	10	9.3%	Low	
Community Development	2,700	546	570	-24	-4.2%	Low	
Corporate Policy & Improvement	1,320	351	409	-58	-14.2%	Low	
Planning & Environmental Services	2,454	1,676	1,790	-114	-6.4%	Low	
Asset Planning & Engineering	2,291	870	919	-49	-5.3%	Low	
Economic Development & Strategic Services	3,189	508	554	-46	-8.3%	Low	
Facility Support Services	3,421	-1,584	-1,576	-8	0.5%	Low	
Landscape & Countryside Management	4,773	1,308	1,239	69	5.6%	Medium	
Healthy Living	3,872	638	634	4	0.6%	Low	
Property Maintenance	-663	-130	-156	26	-16.7%	Low	
Roads, Transportation & Waste Services	13,258	1,890	1,933	-43	-2.2%	Low	
	<b>46,958</b>	<b>4,786</b>	<b>4,971</b>	<b>-185</b>	<b>-3.7%</b>		
<b>Total of all departments</b>	<b>205,038</b>	<b>41,813</b>	<b>42,312</b>	<b>-499</b>	<b>-1.2%</b>		

**Corporate Management**

Revenue Support Grant (inc. NNDR)	-169,058	-39,078	-39,078	0	0.0% Low
Council Tax	-49,039	-49,281	-49,620	339	-0.7% Low
Social Care Fund	-4,370	-1,093	-1,100	7	-0.6% Low
Debt Charges/Asset Management / Other	21,255	4,605	5,336	-731	-13.7% Low
Joint Board Requisitions	669	167	167	0	0.0% Low
HRA Transfer	-1,495	0	0	0	0.0% Low
Transfer to Reserves	-3,000	0	0	0	0.0% Low
	<b>-205,038</b>	<b>-84,680</b>	<b>-84,295</b>	<b>-385</b>	<b>-0.5%</b>
<b>Total All Council</b>	<b>0</b>	<b>-42,867</b>	<b>-41,983</b>	<b>-884</b>	<b>-2.1%</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</li> </ul>	<ul style="list-style-type: none"> <li>-Members library reports are approved promptly under delegated powers</li> </ul>

## HOUSING CAPITAL SPEND & FINANCING AS AT 30 JUNE 2016

	Budgeted (£000s)	Actual (£000s)	Over/(Under) (£000s)	
Mortgage to Rent	695		-695	
Modernisation Spend (also see below)	10,933	1,585	-9,348	
Gross Affordable Homes spend	10,881	2,602	-8,279	
<b>Gross Total Housing Capital Spend</b>	<b>22,509</b>	<b>4,187</b>	<b>-18,322</b>	
<b>Modernisation Programme - Detailed</b>				
Disabled Adaptations	600	68	-532	
Central Heating	2,100	385	-1,715	
Electrical Re-wiring	1,180	123	-1,057	
Structural surveys	60	15	-45	
Fencing Programme	100	22	-78	
Energy Efficiency	350	1	-349	
Kitchen Replacement Prog.	1,600	225	-1,375	
Project Works	350	100	-250	
Roofing / Roughcasting / external fabric	400	65	-335	
Stair Improvement Programme	50	0	-50	
Sheltered Housing	100	0	-100	
Roads / Walkway pre-adoption works	100	12	-88	
Dispersed Alarms		1	1	
Local Initiatives:Projects	200	10	-190	
Window & Door Replacement Prog.	100	9	-91	
Bathroom Replacement	2,020	418	-1,602	
Extensions	250	20	-230	
Lead Water Pipes		3	3	
Asbestos Works	500	40	-460	
IT Projects		19	19	
Open Market Acquisition Remedial Works	200	49	-151	
Internal Fees	673			Allocated across the Projects
<b>Sub-total before year end allocations</b>	<b>10,933</b>	<b>1,585</b>	<b>-9,348</b>	

## GENERAL SERVICES CAPITAL SPEND - Quarter 1

Name of Project	Budget 2016/17	(subject to year	Spend (incl	2016/17	(£000s)
	£000	£000	£000	£000	£000
Crookston Care Home	-	80	80		(80)
Haddington Town House - Steeple Work	-	13	13	34	21
Torness Strategic Coordination Centre	100	(85)	15	46	31
Property Renewals	900	-	900	26	(874)
Port Seton Sports Hall	300	-	300		
Whitecraig Community Centre	440	-	440		
Community Intervention	200	-	200		(200)
Red School Prestonpans	-	290	290		(290)
Support for Business - Land Acquisition/Infrastructure/Broadband	200	-	200		(200)
Support for Business - Mid Road Industrial Estate	20	2	22		(22)
Town Centre Re-Generation/Growing our Economy	481	-	481		(481)
Acquisition of St. Josephs	-	-	-		-
Dunbar - Lochend Campus/Additional Classrooms	156	414	570	425	(145)
Sandersons Wynd PS - additional Classrooms	-	6	6		(6)
Dunbar Grammar	1,126	-	1,126		(1,126)
Secondary School Communication Provision	18	60	78	154	76
Letham Primary (temp prov'n Knox Academy)	131	-	131		(131)
Letham Primary	100	-	100		(100)
Pinkie St Peter's PS Extension	18	196	214	76	(138)
Law Primary School	3,988	(143)	3,845	8	(3,837)
Windygoul PS - Permanent Additional Classrooms	847	(495)	352		(352)
Wallyford PS - Temp Units		30	30		(30)
Wallyford PS	450	50	500		(500)
Replacement Vehicles	1,850	-	1,850		(1,850)
Synthetic pitches	75	23	98	1	(97)
Pavilions	210	282	492		(492)

Sports Centres - refurbishment & equipment	200	-	200		(200)
IT Program (corporate and schools)	1,375	-	1,375	227	(1,148)
Core Path Plan Implementation	50	-	50	188	138
Polson Park restoration	-	-	-		-
Machinery & Equipment - replacement	40	-	40		(40)
Cemeteries - Extensions/Allotments	20	867	887		(887)
Coastal Car Parks/Toilets	150	-	150		(150)
Peppercraig Depot Haddington	-	-	-		-
Coastal Protection/Flood	100	97	197		(197)
Promenade Improvements - Fisherrow	-	23	23		(23)
Pencaitland Footpaths	-	60	60		(60)
Cycling Walking Safer Streets	112	-	112		(112)
East Linton Rail Stop/Infrastructure	-	25	25		(25)
Roads	5,400	-	5,400	1,261	(4,139)
Parking Improvements / North Berwick phase 1	300	542	842		(842)
Purchase of New Bins/Food Waste Collection	90	51	141	50	(91)
Early years provision	-	1,000	1,000	62	(938)
Construction Academy	-	295	295		(295)
New ways of working	414	-	414	3	(411)
Prestonpans Shared Facility	93	-	93		(93)
Carberry Landfill Gas management	250	-	250		(250)
Town Centre Toilets re-furbishment/New Provision	100	-	100		(100)
East Saltoun School/Community Hall	400	-	400		(400)
<b>sub-total before year end allocations</b>	<b>20,704</b>	<b>3,683</b>	<b>24,387</b>	<b>2,560</b>	<b>(21,087)</b>
Capital Plan Fees/Internal Recharges	1,370	-	1,370		(1,370)
<b>TOTAL</b>	<b>22,074</b>	<b>3,683</b>	<b>25,757</b>	<b>2,560</b>	<b>(22,457)</b>



**REPORT TO:** Cabinet

**MEETING DATE:** 13 September 2016

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

**SUBJECT:** Annual Pensions Report - 2015/16 and Policy Statement on Application of Regulatory Pension Discretions

**4**

---

## **1 PURPOSE**

- 1.1 To summarise the early retirement activity within the financial year 2015/16, in accordance with External Audit requirements and Council Policy.
- 1.2 The Local Government Pension Scheme contains various regulations where discretion has to be exercised by the Council. As an employer, the Council is required to formulate, publish and keep under review a policy statement on certain discretions. This report sets out proposal in relation to the adoption of discretionary powers under the Local Government Pensions Scheme (Scotland) Regulations 2014 and seeks Cabinet approval for the Councils Policy Statement on the exercise of these discretions

## **2 RECOMMENDATIONS**

- 2.1 That Cabinet note the content of the report with regard to the pension activity in the financial year 2015/16.
- 2.2 That Cabinet approve the revised Pension Discretion Policy Statement attached to this report replacing the existing version originally approved at Cabinet on 9 June 2009.

## **3 BACKGROUND ANNUAL PENSION REPORT**

### **3.1 Council's Retirement Activity in Financial Year 2015/16**

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 an 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. Under the 2014 Regulations the Council can now choose in certain circumstances to either turn these provisions on or off, therefore not bearing strain costs for those below age 60 who meet the criteria.
- **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 hour's 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 Council's 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 2015/16 is as follows:

- **Compulsory/Voluntary Early Retirement/Severance** – There were 8 Compulsory/Voluntary Early Retirement/Severances in the financial year 2015/16.

Department	Total	Compulsory	Voluntary
Health & Social Care	4	-	4
Resources & People	-	-	-
Partnership & Communities	4	4	-

- **Medical Retirement** – There were 18 superannuated medical retirements in the financial year 2015/16 including 3 teaching posts, across the Council departments.

Department	Total
Health & Social Care	3
Resources & People	4
Partnership & Communities	11

- **Rule of 85** – There were no Rule of 85 retirements in the financial year 2015/16.
- **Flexible Retirement** – There were 12 flexible retirements approved in the financial year 2015/16.
- **Teaching Retirement Policy** – in the financial year 2015/2016 there were no voluntary early retirals under the teacher’s retirement policy.

- 3.3 Details of the Council’s financial commitments relating to pensions are included in the 2015/16 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 2015/16 the Council spent £1.065 million (£1.097 m in 2014/15) on early retirements for Local Government Workers and £298,000 (£295,000 in 2014/15) for teachers.
- 3.4 The Council has a liability to pay pension costs in the future. At 31 March 2016 this liability has decreased and was actuarially assessed at £114.995 million (and in 2014/15 at £172.028 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 118 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 2015/2016 was £66,664 (and in 2014/15 it was £69,442). 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 £0.727m and will therefore reduce over time.

## **BACKGROUND PENSION DISCRETIONS POLICY**

- 3.6 The Council is required under Regulation 58 of the Local Government Pensions Scheme (Scotland) Regulations 2014 to formulate, publish and keep under review its policy in relation to certain discretions contained within the regulations.
- 3.7 In exercising its discretionary powers the Council is mindful of the need to maintain public confidence therefore the areas where discretion is to be applied has been limited with a view to minimising the potential impact upon the public purse.
- 3.8 A copy of the policy statement is attached and applies to current and former employees of the Council who are either active or deferred members of Lothian Pension Fund.
- 3.9 Any application to the Council to exercise discretionary powers will be considered in line with the approved policy, taking account of the financial impact on both the Council and the pension scheme.

## **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.
- 4.2 The Pension Discretion Policy statement replaces the previous version agreed at Cabinet on 9 June 2009 reflecting the changes to the available Council Discretions in the Local Government Pension Scheme (Scotland) Regulation 2014. The revised Policy will be lodged with Lothian Pension Fund and made available to all employees on Elnet, the staff intranet

## **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

## **6 RESOURCE IMPLICATIONS**

### **6.1 Financial**

- 6.1.1 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.
- 6.1.2 The exercise of the Discretions in the manner proposed within the policy means there would be little or no financial impact from their application. Any proposals made under the policy that give rise to a financial cost

e.g., Flexible Retirement would be subject to appropriate Council Policy and agreement processes

## 6.2 **Human Resources**

6.2.1 Finance and Human Resources continue to ensure that any retirements 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 retirement meets the strict efficiency or redundancy requirements and generates the necessary savings.

6.2.2 The Pension Discretion Policy has been shared with the Trades Unions and no concerns were identified and if approved by Cabinet will be published on Elnet and a copy lodged with Lothian Pension Fund

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)

7.4 Local Government Pensions Scheme (Scotland) Regulations 2014

7.5 Policy Statement on Application of Regulatory Discretions approved at Cabinet on 9 June 2009.

7.6 Flexible Retirement Policy – December 2013

<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>	26/08/2016



**This policy applies to all employees except Teachers**

**Section**

- 1 Introduction
- 2 Key Principles
- 3 Discretions
- 4 Policy Review

Policy Statement on Application of Regulatory  
Pensions Discretions Local Government Pension  
Scheme (Scotland) Regulations 2014

**August  
2016**

*This policy details the discretions the Council apply with regard to the pension's regulation and replaces the previous Policy agreed at Cabinet on 9 June 2009.*

---

## **1 Introduction**

- 1.1 Regulation 58 of the Local Government Pension Scheme (Scotland) Regulations 2014 states that each employer participating in the Scheme is required to formulate a policy, concerning the exercise of certain discretions contained within the regulations.
- 1.2 East Lothian Council after careful consideration and having due regard to the potential impact upon the public purse, has decided to exercise the discretions as set out in this policy statement.
- 1.3 The policy is applicable to all East Lothian Council employees who are eligible members of the Local Government Pension Scheme. The Policy excludes teachers who are covered by the Scottish Public Pensions Agency (Teachers Superannuation Scheme).
- 1.4 This Policy replaces the previous Policy Statement on Application of Regulatory Pensions Discretions agreed at Cabinet on 9 June 2009.

## **2 Key Principles**

- 2.1 East Lothian Council does not have a general early release policy, but will consider individual applications on their merits and in relation to the efficient operation of the services of the Council.
- 2.2 This Policy describes the range of discretions available to the Council. All decisions in relation to the use of these discretions will take account of the short, medium and long-term financial implications to the Council.
- 2.3 In applying its discretions, the Council will always seek to ensure consistent and equitable application.
- 2.4 The Council will ensure this Policy is reviewed and updated to comply with any future amendments to the statutory redundancy provisions and Pension Regulations.

## **3 Discretions**

### **3.1 Regulation 16 (2)(e) & 16(4)(d) of the Local Government Pension Scheme (Scotland) Regulations 2014: (Additional Pension Contributions)**

- 3.1.1 This regulation allows the Council to voluntarily enter into an Additional Pension Contributions (APC) contract with a scheme member who is contributing to the main scheme in order to purchase additional pension to a level not exceeding the additional pension limit. The Council may choose to fund in whole, or in part, any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with Regulation 16(2)(e), or by way of a lump sum in accordance with regulation 16(4)(d).
- 3.1.2 The Council will not exercise this discretion.



**3.2 Regulation 29(5) of the Local Government Pension Scheme (Scotland) Regulations 2014: (Retirement Benefits: Early payment of benefits on or after age 55 and before age 60)**

3.2.2 Members age 55 or over may elect to receive immediate payment of retirement benefits (provided they have left Local Government employment). Such benefits may be reduced for early payment. In order to avoid the member suffering the full reduction to their benefits the Council can elect to “switch on” the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the scheme employer paying a strain cost to the pension Fund.

3.2.3 The Council will not have a general policy of granting early payment of benefits on or after age 55 and before age 60 but will consider request on a case by case basis. The Council may exercise this discretion where a sound business case can be made for doing so or where exceptional circumstances arise that make payment of those benefits justifiable.

**3.3 Regulation 29(6) - of the Local Government Pension Scheme (Scotland) Regulations 2014 – (Flexible Retirement)**

3.3.1 This regulation, subject to certain conditions allows members to draw some or all of their scheme benefits while still in employment.

3.3.2 The Council will not have a general policy of agreeing to requests for flexible retirement (i.e. early payment of retirement benefits to a member who has attained age 55 and who, with the Council’s consent, reduces his/her hours or grade). However, such requests will be considered where it can be demonstrated to be to the Council’s advantage or in its operational interests.

3.3.3 Should the Council agree to early payment of benefits under this regulation, it will not exercise the discretion of waiving any reduction, which would normally be applied to the benefits.

3.3.4 Further detail of the Councils application can be found in the Application of the Council’s Policy on Flexible Retirement available on Elnet.

**3.4 Regulation 29(8) of the Local Government Pension Scheme (Scotland) Regulations 2014: (Waiving Actuarial Reduction on Early retirement between 55 and 60)**

3.4.2 Any Scheme member aged 55 or over, providing they have left employment can ask for the early payment of pension benefits, but these benefits may be reduced for early payment.

3.4.3 The Council will not have a general policy of agreeing to request for early payment of retirement benefits from a member who has attained age 55 or over and is under age 60. However, where the Council considers it can be demonstrated as being to the Council advantage or operational interest, it will consider such requests.

### **3.5 Schedule 2 – paragraphs 2&3 of The Local Government Pension Scheme (Transitional Provisions and Savings) (Scotland) Regulations 2014**

3.5.2 This section deals with the transitional provisions of the Rule of 85 and the discretionary element for the Council to turn on the Rule of 85 protections.

3.5.3 The Council will not have a general policy of agreeing requests for early payment of retirement benefits from a member who has attained age 55 and is under age 60. However, where the Council considers it can be demonstrated as being to their advantage or in their operational interests, it will consider such requests.

3.5.4 Should the Council agree to the early payment of benefits under this regulation in any case, the Council will not have a general policy of applying Rule of 85, nor will the Council waive any reduction which would normally be applied to the benefits.

### **3.6 Regulation 30 of The Local Government Pension Scheme(Scotland) Regulations 2014 – (Award of Additional Pension)**

3.6.1 The Council may award a member additional pension which would become payable from the same date as the member's normal pension. The maximum extra pension which can be awarded is £5,000. Such awards can be made to active members, or within 6 months of leaving to members whose employment was terminated on the grounds of redundancy or the interest of efficiency. The Council would be required to make an appropriate payment into the fund within one month of making a resolution.

3.6.2 The Council will not exercise this discretion.

### **3.7 Regulation 30 of the Local Government Pension Scheme (Benefits, Membership and Contributions) (Scotland) Regulations 2008 – (Voluntary Early Retirement between the ages of 50 and 60)**

3.7.2 Any scheme member aged 50 or over, providing he has left his employment, can ask for the early payment of pension benefits. Where the member is under age 60, it is at the employer's discretion to agree to early payment. This discretion may also apply to former members with deferred pension rights when they attain age 50.

3.7.3 The Council will not have a general early release policy, but will consider applications on their merits. The Council may consent to voluntary early release under regulation 30 of the benefits regulations where it can be demonstrated as being in the Council financial or operational interests.

### **3.8 Regulation 17(1) of the Local Government Pension Scheme (Scotland) Regulations 2014: (Shared Cost AVC's)**

3.8.1 This regulation allows the Council to set up an additional voluntary contributions (AVC) scheme requiring a contribution from the Council. Scheme members already have access to AVC arrangements which accept member-only contributions.

3.8.2 The policy of the Council is not to establish a shared cost AVC scheme.

**3.9 Regulation 89 of the Local Government Pension Scheme (Scotland) Regulations 2014: (Forfeiture of pension rights after conviction for employment-related offences)**

3.9.1 Under this regulation, the Council may apply to the Scottish Ministers to forfeit all or part of a scheme member's pension benefits. This would apply in a case of conviction for a serious offence which were either 'gravely injurious to the State or 'liable to lead to a serious loss of confidence in the public service'.

3.9.2 In the interests of maintaining confidence in the public service, the Council reserves the right to exercise this discretion should the need arise.

**3.10 Regulation 90 of the Local Government Pension Scheme ((Scotland) Regulations 2014: (Recovery or retention where former member has misconduct obligation)**

3.10.1 Under this regulation, the Council may recover from his pension benefits any loss arising from a criminal, negligent or fraudulent act by a former employee. Providing that all other efforts to recover monetary obligations have been exhausted.

3.10.2 In the interest of maintaining confidence in the public service, the Council reserves the right to exercise this discretion should the need arise.

**3.11 Regulation 98 of the Local Government Pension Scheme (Scotland) Regulations 2014: (Inward Transfer of Pension Rights)**

3.11.1 The Scheme Regulations allow members to transfer previous pension rights into the Local Government Pension Scheme. The Regulations state that transfers must be requested within 12 months of the member joining the Scheme. However the Council and administering authority have discretion to allow transfer to proceed after this time limit has expired.

3.11.2 The Council will not have a general policy of allowing a late transfer to proceed. Instead it will consider individual requests on their merits and may, in agreement with Lothian pension Fund exercise the discretion to allow a late transfer to proceed where there is no financial impact on the Council and Lothian Pension Fund.

**3.12 Regulation 9(4) of the Local Government Pension Scheme (Scotland) Regulations 2014: (Member Contributions)**

3.12.1 Under this regulation, the Council may adjust a member's pension contribution rate should a change in pay move them into a different band during the financial year.

3.12.2 The Council reserves the right to exercise this discretion should the need arise.

### **3.13 Regulation 16(16) of the Local Government Pension Scheme (Scotland) Regulations 2014: (Additional Pension Contributions)**

3.13.1 Under this regulation, where a member enters into an additional pension contract to which employer contributions may be made (Shared Cost Additional Pension Contract), an application to enter into the contract must be made within 30 days of returning to work.

3.13.2 The Council will not exercise this discretion

### **3.14 The Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998 and the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Amendment Regulations 2008**

3.14.1 The Councils policy in terms of the discretion it applies in relation to the above regulations is detailed in its Policy on Enhanced Compensation for Early retirement on the Grounds of Redundancy and Efficiency approved at Cabinet on 7 December 2010.

## **4 Policy Review**

4.3.2 In developing this policy, East Lothian Council has referred to both the relevant statutory provisions and also advice from the City of Edinburgh Council as the Pension Scheme Administering Authority.

4.3.3 This policy will be kept under review and will be revised as and when necessary to reflect any changes in relevant regulations or policy. Any changes to this policy will be advised to both the administering pension authority and scheme members.

A McCrorie  
**Depute Chief Executive Resources & People**

**REPORT TO:** Cabinet

**MEETING DATE:** 13 September 2016

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

**SUBJECT:** Council House Completions

---

**5**

## **1 PURPOSE**

- 1.1 The purpose of this report is to provide Cabinet with an overview of Council house completions and projected completions over the ten year period 2007 – 2017.

## **2 RECOMMENDATIONS**

- 2.1 It is recommended that Cabinet note the contents of this report.

## **3 BACKGROUND**

- 3.1 At its meeting on 14<sup>th</sup> June 2016, Cabinet requested that a report be brought forward to its next meeting setting out council house completions and projected completions.
- 3.2 Two sets of figures are set out in Appendix 1 in relation to new build council house completions. The figures come from two separate sources – statistical reporting to the Scottish Government by the Council (NB1) and statistics compiled to report Local Housing Strategy progress in increasing the supply of affordable housing. The two sets of figures are compiled in different ways, hence the difference between the two.
- 3.3 In 2016/17, it is anticipated that there will be 83 new build council house completions.
- 3.4 Appendix 2 sets out total affordable housing new build completions over the ten year period from 2007/08 to 2016/17 which totals 1330. This includes provision by the council, housing associations and private housing developers.

3.5 Appendix 3 sets out the detail of projects delivered during this 10 year period.

3.6 There are many variables which contribute significantly to the delivery timeline of affordable housing units including new build council housing. These include, but are not limited to:

- Land ownership
- Planning process
- Level and timing of subsidy
- Infrastructure constraints
- Land values
- Economic stability

#### **4 POLICY IMPLICATIONS**

4.1 There are no policy implications arising from this report

#### **5 INTEGRATED IMPACT ASSESSMENT**

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy

The Local Housing Strategy has been through the Integrated Impact Assessment process and no negative impacts have been identified.

#### **6 RESOURCE IMPLICATIONS**

6.1 Financial - none

6.2 Personnel - none

6.3 Other – none

#### **7 BACKGROUND PAPERS**

7.1 East Lothian Local Housing Strategy 2003-13

7.2 East Lothian Local Housing Strategy 2012-17

7.3 Local Plan 2008

7.4 Local Plan 2000

<b>AUTHOR'S NAME</b>	Esther Wilson
<b>DESIGNATION</b>	Service Manager
<b>CONTACT INFO</b>	ewilson@eastlothian.gov.uk
<b>DATE</b>	1 September 2016





**Appendix 1****New build council house completions 2007/08 – 2016/17**

<b>Year</b>	<b>NB1</b>	<b>Local Housing Strategy</b>
<b>2007/08</b>	0	0
<b>2008/09</b>	74	15
<b>2009/10</b>	0	13
<b>2010/11</b>	170	170
<b>2011/12</b>	187	123
<b>2012/13</b>	24	46
<b>2013/14</b>	96	125
<b>2014/15</b>	61	61
<b>2015/16</b>	48	48
<b>TOTAL</b>	<b>660</b>	<b>601</b>
<b>2016/2017 Projected</b>	<b>83</b>	<b>83</b>
<b>TOTAL</b>	<b>743</b>	<b>684</b>

## Appendix 2

### All Affordable Housing Completions

<b>Year</b>	<b>Local Housing Strategy</b>
<b>2007/08</b>	54
<b>2008/09</b>	63
<b>2009/10</b>	144
<b>2010/11</b>	256
<b>2011/12</b>	156
<b>2012/13</b>	121
<b>2013/14</b>	156
<b>2014/15</b>	61
<b>2015/16</b>	84
<b>TOTAL</b>	<b>1095</b>
<b>2016/2017 Projected</b>	235
<b>TOTAL</b>	<b>1330</b>

**East Lothian New Affordable Housing Supply Programme  
Projects 2007/08 – 2016/17**

**Provider Key**

ELC – East Lothian Council

ELHA – East Lothian Housing Association

DCHA – Dunedin Canmore Housing Association

CRE – Castle Rock Edinvar Housing Association

CHA – Cairn Housing Association

LAR – Local Affordable Housing Rent Trust

RSL – Registered Social Landlord (Housing Association)

**Tenure Key**

SR – Social Rent

SO – Shared Ownership

SE – Shared Equity

MMR – Mid Market Rent

DS – Discounted Housing for Sale

Project	Location	Units	Provider	Tenure	Year Completed
Windygoul A	Tranent	54	ELHA	SR	2007/08
<b>2007/08 TOTAL = 54</b>		<b>ELC TOTAL = 0</b>		<b>RSL TOTAL = 54</b>	
Balcarres Road	Musselburgh	24	ELHA	SR	2008/09
Co-op	Ormiston	4	ELHA	SR	2008/09
Parkside	Wallyford	9	DCHA	SR	2008/09
Parkside	Wallyford	8	DCHA	SO	2008/09
North High Street	Musselburgh	3	ELHA	SR	2008/09
Macbeth Moir Road	Musselburgh	5	ELC	SR	2008/09
Delta Drive	Musselburgh	10	ELC	SR	2008/09
<b>2008/09 TOTAL = 63</b>		<b>ELC TOTAL = 15</b>		<b>RSL TOTAL = 48</b>	
Project	Area	Units	Provider	Tenure	Year Completed
Cockburn Drive/Moffat Road	Ormiston	28	CRE	SR	2009/10
Edinburgh Road	Prestonpans	30	ELHA	SR	2009/10
Under Bolton Steading	Haddington	5	ELHA	SR	2009/10
Windygoul D phase 1	Tranent	42	CRE	SR	2009/10
Windygoul D phase 1	Tranent	10	CRE	SE	2009/10
Edinburgh Road	Prestonpans	10	ELHA	SR	2009/10
High Street	Prestonpans	6	CHA	SR	2009/10
Fa'side Ave Court	Wallyford	4	ELC	SR	2009/10
Drummohr Gardens	Wallyford	2	ELC	SR	2009/10
Monkrigg	Haddington	7	ELC	SR	2009/10
<b>2009/10 TOTAL = 144</b>		<b>ELC TOTAL = 13</b>		<b>RSL TOTAL = 131</b>	
Potters path	Tranent	12	ELHA	SR	2010/11
Moffat road	Ormiston	12	CRE	SR	2010/11
Mclaughlin Gardens	Prestonpans	28	ELHA	SR	2010/11
Edinburgh Road	Prestonpans	11	ELHA	SR	2010/11
Rollos Yard	Prestonpans	8	DCHA	SR	2010/11

Elphinstone Road	Tranent	13	ELHA	SR	2010/11
Brierbush Road	Macmerry	35	ELC	SR	2010/11
Brunt Court	Dunbar	88	ELC	SR	2010/11
Middleshot Square	Prestonpans	8	ELC	SR	2010/11
Balfour Square	Tranent	14	ELC	SR	2010/11
Links Avenue	Musselburgh	12	ELC	SR	2010/11
Windygoul D, ph 2	Tranent	13	ELC	SR	2010/11
Edinburgh Road	Prestonpans	2	CRE	SE	2010/11
<b>2010/11 – TOTAL = 256    ELC Total = 170    RSL Total = 86</b>					
		33	RSL	SR	2011/12
Muirpark Wynd	Tranent	100	ELC	SR	2011/12
North High Street	Musselburgh	9	ELC	SR	2011/12
Whitecraig Avenue	Whitecraig	14	ELC	SR	2011/12
<b>2011/12 – TOTAL = 156    ELC Total = 123    RSL Total = 33</b>					
<b>Project</b>	<b>Area</b>	<b>Units</b>	<b>Provider</b>	<b>Tenure</b>	<b>Year Completed</b>
Whitecraig Avenue	Whitecraig	14	ELC	SR	2012/13
Labour Club	Tranent	10	ELC	SR	2012/13
Station Road	Macmerry	14	ELC	SR	2012/13
West Windygoul	Tranent	44	CRE	SR	2012/13
West Windygoul	Tranent	9	Lothian Homes	SE	2012/13
Rollos	Prestonpans	8	DCHA	3 SO 5 MMR	2012/13
Rollos	Prestonpans	8	ELC	SR	2012/13
Courier	Haddington	14	ELHA	SR	2012/13
<b>2012/13 TOTAL - 121    ELC Total = 46    RSL Total = 75</b>					
Goosegreen	Musselburgh	19	ELC	SR	2013/14
Lochbridge Road	North Berwick	42	ELC	SR	2013/14
Lidl Site	Prestonpans	24	ELC	SR	2013/14
Kilwinning Street	Musselburgh	20	ELC	SR	2013/14

		6			
Nethershot Road	Prestonpans	9	ELC	SR	2013/14
North High Street	Musselburgh	5	ELC	SR	2013/14
Eskmills	Musselburgh	31	DCHA	SR	2013/14
<b>2013/14 TOTAL = 156</b>		<b>ELC Total = 125</b>		<b>RSL Total = 31</b>	
Victoria Park	Haddington	20	ELC	SR	2014/15
Pinkie Mains Ph. 1	Musselburgh	41	ELC	SR	2014/15
<b>2014/15 TOTAL = 61</b>		<b>ELC Total = 61</b>		<b>RSL Total = 0</b>	
Kellie Road	Dunbar	16	ELC	SR	2015/16
Joogie Brig	Musselburgh	14	ELC	SR	2015/16
Orchardfield	East Linton	13	ELHA	SR	2015/16
East Saltoun workshops	East Saltoun	4	ELHA	SR	2015/16
Dirleton Court	North Berwick	7	CRE	SR	2015/16
Pinkie Mains ph 2	Musselburgh	18	ELC	SR	2015/16
Pinkie Mains ph 2	Musselburgh	12	LAR	MMR	2015/16
<b>2015/16 TOTAL = 84</b>		<b>ELC Total = 48</b>		<b>RSL Total = 24 Other = 12</b>	
Pinkie Mains ph 2	Musselburgh	12	ELC	SR	2016/17
Hallhill Strategic Site	Dunbar	60	CRE	24 SR 18 MMR 18 SE	2016/17
Hallhill ph2	Dunbar	41	ELC	SR	2016/17
Hallhill ph3	Dunbar	30	ELC	SR	2016/17
Gilsland	North Berwick	12	CALA	DS/MMR	2016/17
Gateside East	Haddington	20	Persimmon	DS	2016-17
Mingulay Court	Haddington	7	CRE	SR	2016-17
Bayswell Road	Dunbar	18	ELHA	SR	2016-17
Inglis Farm	Cockenzie	35	ELHA	SR	2016-17
<b>2016/17 TOTAL = 235</b>		<b>ELC Total = 83</b>		<b>RSL Total = 120 Others Total = 32</b>	
<b>2007/08 – 2016/17 TOTAL = 1330</b>					
<b>ELC = 684</b>		<b>RSL = 614</b>		<b>Others = 32</b>	

# East Lothian Partnership

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

Wednesday 9 March 2016, 2-4pm, The Boardroom, Edinburgh College, Milton Road East, Edinburgh

### Partnership Members Present:

Mike Ash, Vice-Chair, East Lothian Integration Joint Board (MA)  
 Alex McCrorie, Depute Chief Executive Resources and People Services, East Lothian Council (AMcC6)  
 David Small, Chief Officer, East Lothian Integration Joint Board (DS)  
 Sarah-Jane Linton, Head of Performance and Planning, Edinburgh College (SJL)  
 Danny Harvie, Director ELCAP, Coalition of Community Care and Support Providers in Scotland (DH)  
 Cllr. Donald Grant, Spokesperson for Health and Social Care, ELC (DG)  
 Cllr. Stuart Currie, Leader of the SNP Group, ELC (SC)  
 Eliot Stark, Chief Executive STRiVE (ES)  
 Cllr. Shamin Akhtar, Spokesperson for Education and Children’s Wellbeing, ELC (SA)

### Partnership Members Apologies:

Sally Egan, Associate Director and Child Health Commissioner, NHS Lothian (SE)  
 Alison Meiklejohn, Non Executive Board Member, NHS Lothian (AM)  
 Anna O’Reilly, Assistant Director, Children 1<sup>st</sup>

### Others Present:

Veronica Campanile, Policy Officer, Corporate Policy & Improvement, ELC (VC)  
 Karen Grieve, Strategic Planning, NHS Lothian. (KG)  
 Kay Morrison-Reid, Active Schools Manager, ELC  
 Jon Turvill, Clinical Director, East Lothian Health and Social Care Partnership (JT)  
 Eamon John, Service Manager Sport, Countryside and Leisure, ELC (EJ)  
 Paolo Vestri, Service Manager Corporate Policy & Improvement, ELC (PV)  
 Raymy Boyle, Service Manager GIRFEC, ELC (RB)  
 Jane Ogden-Smith, Communications Officer, ELC (JOS)  
 Fiona Dawson, ASSISTANT Communications and Community Engagement Officer, ELC

Item	Action
<b>Apologies</b> – above Follow up with David Milne, Scottish Government	<b>VC</b>
1. The Action Note of the RPP meeting of 18 November 2015 was approved.	<b>VC</b>
2. Matters arising a. Action log - outstanding actions	

Item	Action
<p><u>Musselburgh Total Place</u></p> <p>Members to check that their own organisations are aware of the MTP project and contact Rebecca Spillane to speak at meetings if required. Noted that the MTP report is ready and work is underway on the action plan. Some members have now made links. Members who have not yet been involved may have a role in the next phase.</p> <p><b>Action</b> – Liaise with the MTP project lead, Children 1<sup>st</sup> and Scottish Care –<b>VC/AOR/JP</b></p>	<b>VC / AOR / JP</b>
<p><u>Community Empowerment (Scotland) Act</u></p> <p><b>Action</b> / Arrange a series of briefings/discussion on the Act:</p> <ul style="list-style-type: none"> <li>• For Elected members – AMcC: Arranged/expected by March 2016</li> <li>• For the IJB – DG / DS- under consideration by March 2016</li> <li>• For NHS Lothian - MA / SE: A briefing has been agreed with Alex McMahon as part of a development session. Mike Ash to report back</li> </ul>	<b>AMcC DS MA</b>
<p><u>Autism Strategy 2015</u></p> <ul style="list-style-type: none"> <li>• The Health and Social Care Partnership could assign a lead person. This will be set out through the new structure in June - DS / Pending</li> <li>• JH due to report to Head of Children’s Wellbeing with leads identified / Pending</li> <li>• Follow up report to this Partnership agreed mid 2016</li> <li>• Noted – A. Strategy public event on 25 April – RPP to be invited / JOS</li> </ul>	<b>DS   JOS</b>
<p><u>MELDAP Annual Report</u></p> <ul style="list-style-type: none"> <li>• EC student support now linking with M. Bonnar</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• Update report on the agenda of June meeting – DS/MB</li> <li>• STRiVE are mapping into their database 3rd sector agencies providing services. LMcn or ES &amp; DH to provide an update covering the wider picture at next meeting</li> </ul>	<b>DS/MB  ES/DH</b>
<p><u>Priority Action – Parenting</u></p> <ul style="list-style-type: none"> <li>• Parenting support – advise if development of the parenting pathway (and related items such as the named person responsibility) is not moving forward - update report to be presented mid 2016 - Sally Egan / Angela Dougall</li> </ul>	<b>SE/AD</b>
<p><u>RPP Governance</u></p> <ul style="list-style-type: none"> <li>• There hadn’t been feedback from partners re the Risks and Opportunities in relation to Outcomes / delivery. However, Paolo Vestri is drafting an analysis of the Risks and Opportunities for ELP based on the Annual Performance Report, Improvement Plan and Priority Actions.</li> </ul> <p><b>Action:</b> Check if this could include relationships and involvement of partners across the ELP organisational structure - VC</p>	<b>VC/PV</b>
<p><b>Volunteering Action Plan</b></p> <ul style="list-style-type: none"> <li>• Following the workshop the Draft Action Plan is on the Safe and Vibrant Communities Partnership agenda, 17 March. The final engagement stage is about to begin. Noted that the Council is also considering a new volunteering policy which will feed in to the Action Plan. <b>Action:</b> Draft Action Plan to be emailed to the RPP (and all partners) for input/feedback - <b>LMcN/VC</b></li> </ul>	<b>LMcN/VC</b>



Item	Action
<p><b>3. Partners Strategic Issues / Joint Inspection of Older People’s Services /</b> David Small gave a verbal update. The report was for noting.</p> <ul style="list-style-type: none"> <li>The final inspection report is imminent and will be published and circulated across ELP. Noted that an Improvement Plan based on initial feedback is under development overseen by Alison McDonald.</li> </ul> <p><b>Action:</b> Thanks expressed to Alison and all who had been involved – <b>DS/VC</b></p>	<b>DS/VC</b>
<p><b>4. Priority Actions for partners – Physical activity with a focus on health &amp; wellbeing</b> Jon Turvill, Eamon John and Kay Morrison spoke to the report</p> <p><b>Recommendations</b> RPP considers and approved the following, subject to amendments arising from the final consultation and the Integrated Impact Assessment</p> <p>2.1 Amendment to the PA framework to reflect the short term outcomes in the action plan – <b>Approved</b></p> <p>2.2. The Draft PA Action Plan 2016-18 as the key document in delivering this priority action and contributory outcome – <b>Approved</b></p> <p>2.3 Consultation on the Action Plan April-June 2016 through the Community Engagement Planning Framework – <b>Approved</b></p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>A key point is tackling barriers to participation and providing the right support to get people to make the first shift to start some form of physical activity along with the need for funding for prevention. Funds discussed: IJB, other funding partners (SEStran, Sustrans, etc), active travel percentage within the forthcoming Transport Strategy, local resources such as Common Good funds. Action on Prevention funding - <b>MA/ DG/AMcC /SC/officers</b></li> <li>Edinburgh College is interested in contributing to the AP which may link to volunteering eg Community Achievement Award - <b>SJL/Kay Morrison-R to pick up</b></li> <li>Partners to contribute to send suggestions on key groups of people / stakeholders to involve in the engagement process - <b>All</b></li> <li>Carry out the Integrated Impact Assessment and Community Engagement Plan/Do/Review process and report back to next meeting - <b>EJ/JT/KMR</b></li> </ul>	<p><b>MA/ DG/AMcC /SC/officers</b></p> <p><b>SJL / KMR</b></p> <p><b>All members</b></p> <p><b>EJ/JT/KMR</b></p>
<p><b>5. East Lothian Strategic Plan for Health and Social Care –</b> David Small spoke to the report which had been written for the Integration Joint Board.</p> <ul style="list-style-type: none"> <li>The Strategic Plan had been adopted and work was underway on the directions. The final publication will be in full, easy read and summary versions.</li> </ul> <p><b>Action:</b> circulate the Executive Summary of the Strategic Plan - <b>VC</b></p>	<b>VC</b>
<p><b>6.a. Children and Young People’s Service Plan 2016-19</b> Raymy Boyle spoke to the report</p> <p><b>Recommendations</b></p> <ol style="list-style-type: none"> <li>The RPP is asked to approve the Children and Young People’s Services Plan 2016-19 – <b>Approved</b></li> <li>The Partnerships is asked to note the significant contribution of the Chairs of the</li> </ol>	

Item	Action
<p>Children’s Strategic Partnership Plan and Delivery Groups and the Supporting Planning Officers who have driven the partnership work, overseeing the development and production of the new plan. Vital support to this partnership work came from the Children’s Wellbeing Performance and Service Improvement Team and this should be acknowledged – <b>Acknowledged</b> (see action below)</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• MA to write to Sean Gardner, NBHS, thanking him for his design work - <b>MA</b></li> <li>• The chair asks to pass on sincere thanks to all who have been involved in developing this plan and supporting documents, noting that it is impressive the way the inspection recommendations have been addressed and the quality of the documentation - <b>VC/RB/SS</b></li> <li>• The RPP has direct responsibility for this plan therefore present a comprehensive report one year on, with interim reporting to <b>AMcC and DS - Sharon Saunders / RB</b></li> </ul>	<p><b>MA</b></p> <p><b>VC/RB/SS</b></p> <p><b>SS/RB/DS/AMcC</b></p>
<p><b>6.b. Children’s Strategic Partnership Membership Review</b></p> <p><b>Recommendations</b></p> <p>1. RPP are requested to review and agree the proposed amended role, remit and membership fo the CSP and Planning and Delivery Groups – <b>Approved</b></p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• Discussion of any groups left out and noted that possibly the Food Bank - <b>SS</b></li> <li>• Query on how Councillors are involved in deciding funding beyond that already decided. PV to consider with the CSP and report back - <b>PV</b></li> </ul> <p>2. PP are asked to note and endorse the personnel implications arising from the review of the Partnership and the PaDs, ensuring service and agency representatives are duly approved an authorised to priorities the work of the Partnership and attendance at relevant meetings within their substantive roles and remits – <b>Noted and Endorsed</b></p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• Some organisations were missing against names so an updated list is requested.</li> <li>• It is crucial for staff to be able to include this within their day job – <b>All partners</b> Keep the Chair informed of any difficulties with partner attendance / <b>SS/VC</b></li> </ul> <p>3. RPP are asked to remit the Chair of the Children’s Strategic Partnership to write to all past and future members and advisors of the Partnership and PaDs, thanking them for their commitment and contributions to date and confirming future membership of all groups going forward – <b>Remitted</b></p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• Report to ELP following completion of this - <b>SS</b></li> <li>• Keep track of participation and provide further support if needed - <b>DS</b></li> </ul>	<p><b>SS</b></p> <p><b>PV</b></p> <p><b>All partners</b> <b>SS/VC</b></p> <p><b>SS</b></p> <p><b>DS</b></p>
<p>7.a. <b>Summary of attainment in SQA Examination Results in East Lothian Schools.</b> Shamin Akhtar spoke to the two documents. No action required.</p>	<p>-</p>

Item	Action
<p>7.b. <b>Priority Action School attendance</b> – Alex McCrorie spoke to this item</p> <ul style="list-style-type: none"> <li>• Some work underway with partners to improve their involvement in this matter, eg Developing East Lothian Young Workforce action plan will contribute to improving retention at school and onwards at college / university</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• STRiVE to present a paper to the June RPP on work underway with schools and partners re extending volunteering award programmes among school children - <b>ES</b></li> <li>• An update with an overview of initiatives across this topic will be reported to the June RPP by the new Head of Education Fiona Robertson - <b>FR</b></li> </ul>	<p><b>ES</b></p> <p><b>FR</b></p>
<p>8.a. <b>Draft Action note of East Lothian Partnership meeting 20 Jan. 2016.</b></p> <p>Noted that there would be a partnership wide event on 20 April pm, however, this date as later cancelled and further information to follow</p>	-
<p>8.b. <b>Draft action note of the SVCP23 Nov 2016</b> – No action required</p>	-
<p>9. Meeting calendar dates as per the agenda - <b>All to note</b></p> <ul style="list-style-type: none"> <li>• 21 September 2016</li> <li>• 16 November 2016</li> <li>• 8 February 2017</li> <li>• 7 June 2017</li> <li>• 6 September 2017</li> <li>• 22 November 2017</li> </ul>	<b>All</b>
<p>10. <b>Next meeting- Wednesday 22 June 2016, 2-4pm, STRiVE Organisational Development, 56 High St, Tranent EH33 1HH</b></p>	



## East Lothian Partnership

### **ACTION NOTE OF THE MEETING OF THE SUSTAINABLE ECONOMY PARTNERSHIP**

**Wednesday 16<sup>th</sup> March 2016, 14.00-16.00, Saltire Rooms 1 and 2, East Lothian Council,  
John Muir House, Haddington EH41 3HA.**

---

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

Nigel Paul, Chair (NP)  
George Archibald, Mid and East Lothian Chamber of Commerce  
Robert Carr, co-opted member  
Manuela Calchini, Visit Scotland (MC)  
Margot Crosbie, Skills Development Scotland  
Councillor Stuart Currie, East Lothian Council  
Graham King, Job Centre Plus  
Angela Leitch, East Lothian Council (AL)  
Ray McCowan, Edinburgh College (RM)  
Councillor John McMillan, East Lothian Council (JMCM)  
Mike Pretious, Social Enterprise East Lothian  
Jonathan Wilson, Scottish Enterprise

#### **Others Present:**

Pauline Bristow (PB), ELC  
Fiona Dawson (FD), ELC  
Amber Moss (AM), ELC  
Douglas Proudfoot, East Lothian Council (DP), ELC  
Esther Wilson, East Lothian Council (EW), ELC

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

Frank Beattie, Scottish Enterprise  
Kenneth Bramham, Job Centre Plus  
Niall Corbett, Scottish Natural Heritage  
Phil Ford, Skills Development Scotland  
Councillor Norman Hampshire, East Lothian Council (NH)  
Gordon Henderson, Federation of Small Businesses (GH)  
Andrew White, Federation of Small Businesses (Vice Chair) (AW)

#### **1. WELCOME/APOLOGIES**

NP welcomed Partnership members to the meeting and apologies were noted.

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

The minutes of the SEP of 14 January 2016 were agreed as an accurate record.

**3. MATTERS ARISING – Action Log**

Long term action around development of performance framework	No progress – may be picked up through broader review of Partnership
Discussion took place around connection between quality of public service provision, the economy and productivity. Connection between early years development/support and skills development. Report/discussion to be facilitated around this issue later this year.	Added to forward plan for Partnership. Chair to determine timing.
Views from larger business to be sought. JMM happy to undertake joint visits with other members of the Partnership	Pool of SEP members identified to participate. First tranche of organisations to visit identified and programme of meeting being set up over next 6 months. Thanks to RC for input in shaping approach to this.
Rural Economy Collaborative to be invited to nominate a non public sector representative for the SEP	No response – DP to follow up.
Major Projects Update - Steve Scott to be invited to present the QMU proposal to SEP – NP to determine best meeting Request follow up data from Viridor - EW	Added to forward plan for Partnership. Chair to identify timing. Data has been requested but not yet received.
Company Growth – Employment Land Establish a group to report back mid-year (June) which considers specific examples of economic land which has not been developed and the key issues and potential solutions	Some of this work is incorporated into visits referenced above.
Meeting Schedule December meeting to be brought forward by 1 week to Wednesday 7 December 2016	Meeting schedule changed.

**THE EAST LOTHIAN PLAN (SOA 2013) – THIS PARTNERSHIP'S OUTCOMES****4. Update on Priority Action Areas Outcome 1: East Lothian has a growing and sustainable economy****a. Priority Areas 1 (Employability) and 2 (Company Growth)**

**City Deal Update** – it was agreed to defer this item until DP was present.

**Major Projects Update**

EW updated where relevant.

Cockenzie – tender for masterplan being returned next week. Contract likely to be let May.

QMU Innovation Hub – consultants in place to work project up to full business case.

## b. Priority Area 1: Employability

### Report from Developing East Lothian's Young Workforce Group

MC spoke to the report and supplemented the report with an update on foundation apprenticeships to be made available in 2016 in partnership with Edinburgh College, across Mid/East Lothian and Edinburgh:

20 construction/civil engineering places

20 financial services places

20 software development places

HIE are piloting first graduate level apprenticeships in civil engineering next year.

There was discussion around the following issues:

- My World of Work (MWoW) – how do we use/can we use this earlier, starting in primary school. SDS are starting earlier implementation of their engagement, at subject choice stage - 1-1 conversations between careers advisor and YP/Parent/Carer. Longer term DELYW plan is to intervene earlier than this, but not clear how or what yet. Can DELYW group consider promoting MWoW to primaries?
- How do we ensure activities are delivering outcomes? At high level, participation measure will replace SLDR (positive destination figures). Instead of snapshot being taken twice a year, information will be available at any point in time. This will allow comparison of cohorts of school leavers or broader comparisons to be drawn. Employer feedback as to whether skills and behaviours of apprentices/school leavers are fit for purpose. DELYW should consider 'how do we know its working' question.
- Careers Fairs – is there a consistent approach to this across EL schools? Musselburgh Grammar have successful Parent Council led Careers Fair –can this success be replicated and lessons learned. Approach of community led activity endorsed. How does this link to Area Partnerships where agenda is driven by community?
- Are all partners engaged that should be? Broadly, yes, but employer engagement identified as most challenging.
- Work placements – ELC have big push this year on providing in-house work placements. What can other organisations contribute? – NHS/CoC/EC/QMU/SEEL
- New interventions funded through specific targeted funding – can this be evaluated yet – no, too early.
- Key challenges – private sector participation and capacity. Businesses are keen to assist with work placements but one barrier to this is insurance. ELC to consider along with PVG/Disclosure requirements.

- Plan sets out activity in 14/15 and 15/16, what about future years? Awaiting further detail from Scottish Government in this regard. Need to ensure no duplication with City Deal and Regional Invest in Youth Group workstreams.

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

The SEP members agreed to:

- acknowledge the work ongoing in relation to evaluating progress of DELYW noting that workplans and actions to date are in line with or ahead of timescales/milestones set and this is bring about the much needed cultural change across the range of organisations and agencies involved at both local and national levels

#### **Action**

- DELYW Group to consider how to promote My World of Work resource to primary schools
- DELYW Group to consider 'How do we know its working' question.
- All to consider how their organisations could increase number of work placements available this year and action
- ELC to consider how they can remove insurance/PVG/Disclosure barriers to private sector participating in providing work placements

#### **a. City Deal Update**

DP provided a verbal update:

- Chancellor announced in today's budget that opening discussion for Edinburgh and SE Scotland City Region Deal;
- This is positive step forward as formal engagement has been sought and would anticipate positive response from council leaders. However, it is a commitment to engagement and nothing more at this stage;
- Next step will be to refine proposition on table with both Governments and look forward to dialogue around detail of a Deal;
- Timelines for future stages of process are not clear at this stage; and
- Scottish Government has asked for discussion with business representatives. RC nominated from SEP along with housing developer who is key to unlocking significant housing site.

There was discussion around the following issues:

- The uniqueness of this Deal and the focus on skills gaps, in particular, getting to learning establishments and accessing learning in a different way. Consideration is being given to transport and remote access solutions. RM highlighted that in terms of EC and transport issues there are no quick fixes but what could EC do more within region through School partnerships, through first destination provision? How can meaningful and substantive demand be captured in order for specific programmes to be delivered in communities? Blend of teaching is critical. RM/AL to take forward.
- Cllr SC highlighted that the Chancellor will appear at the Treasure Select Committee next week and there is an opportunity to ask questions through local representatives if desired. There was a sense that where negotiations have worked well is where



there has been political anonymity and there may be a danger in introducing party politics. AL/DP to discuss further.

- Clarification around other parties involved in ESESCDR – SE, SDS, SFC, DWP. There is regular dialogue with the University and College sector and other public and private utility agencies as future investment programmes would need to be aligned for outcomes sought to be achieved.

**Decision on the Recommendation/Action**

SEP members supportive of principle of Edinburgh and South East Scotland City Region Deal

**Action:**

AL/RM to take forward college access discussion and future options for change

AL/DP to discuss opportunity RE Treasury Select Committee

**5. Update on Outcome 3: We are able to adapt to climate change and reduced finite natural resources**

AM spoke to the report.

There was discussion around the following:

- How do we incentivise construction companies to produce energy efficient housing through creative use of S75. We want to move away from the bureaucracy associated with delivery of planning consents and that there are huge issues in unlocking housing sites. Time would be better spent focused on design and technology and how we use potential funding streams to support delivery of carbon neutral aspirations. There are huge technological opportunities and potential for district heating schemes – actual and virtual. We have local businesses who are producing innovative products in this field and we are trialling products in some ELC properties.
- How could business rates be used to support carbon reduction?
- Building standards have improved the situation and that they will change again in due course. The SG have been far sighted in terms of current building regulations. What more can we do? There is potential around number of new settlements to be delivered within the city region.
- The Climate Change Strategy which is to be developed likely to include themes areas around incentivisation, transport, waste, energy generation/renewables. Outputs from a potential city deal would be important. A suite of high level documents will be developed with community planning partners.
- Are we linking this agenda, fuel poverty and health? Broadly, yes, through Health and Social Care Strategic Plan but can always be improved.
- Should we introduce an element to ELC staff PRDs in terms of identifying the contribution they make to this agenda. Staff are currently encouraged to put

forward ideas and there are good existing examples in terms of transport and asset strategy development.

- The Climate Change Strategy will come back to the SEP in due course. There was a sense that there was an opportunity in relation to employment/skills/digital.
- There was a focus on relevancy to local communities – people do this day in/day out. RC cited Terry Ahearne, CEX of SEPA who is keen to enter into formal partnerships with organisations which identify the benefits of Environmental Policy and climate change.

**Decision on the Recommendation/Action**

SEP members noted the contents of the report, and to support the Climate Change Planning and Monitoring Group in the development of a Climate Change Strategy for East Lothian to meet its climate change obligations

**Action:**

AM to report back with draft Climate Change Strategy

**6. SEP Forward Plan**

It was noted that a review is to be undertaken which will take place over the next few months. A session has been arranged for April, to which all have been invited. The past 2 years will be reviewed but now need to identify how to take the Partnership and collaboration to the ‘next level’ and identify a reduced number of key priorities on which to target effort. Area Partnerships have now been established which is a major change within that time period. The plan is for a revised EL Plan for implementation post 2017 local government elections

NP initiated a discussion on priorities for 2016/17 and his sense that these included:

- City Region Deal
- Cockenzie
- QMU Innovation Park
- Employment land
- Employability

and welcomed views on this.

There is a sense that we are focusing on to right things and should not increase priorities identified. It is critical to resource priority work areas properly. The SEP is working well and moving forward in right areas and don’t want to widen. We should also celebrate success – what outcomes we have achieved.

It would be useful to have a discussion about the sustainability of local services as given financial pressures, there is a danger that councils retreat to undertaking statutory work. Third sector – number of people engaged in is huge and growing and is very localised. What do we need to do to be resilient to future economic shocks? The Community Empowerment Act would be important going forward – often the best ideas come from

communities themselves and tend to be efficient, effective and good value for money. How can we use these opportunities to lever in other funding?

SE approach driven nationally by SG Economic Strategy and the 4 Is. In East Lothian, entrepreneurship and inclusivity are key themes that relate to the national agenda. Need to enhance the recognition and contribution of social enterprises in supporting the entrepreneurship agenda.

**Decision on the Recommendation/Action**

SEP members agreed the priorities highlighted

**Action:**

Review of EL Plan to be added to future agenda items

**7. Feedback from East Lothian Partnership meetings of 7 October 2015 and 13 May 2015**

These were noted.

**8. A.O.C.B.**

MC highlighted Scottish Tourism Week. The National Strategy 2020, launched in 2012 aimed to achieve a growth in tourism of £1bn. A review has established that currently not on track to deliver this, however ambition remains the same and all parties need to 'raise their game'. VS has launched a new community campaign entitled Spirit of Scotland (#scotspirit) which can be seen through the following links:

[www.visitscotland.org](http://www.visitscotland.org) - a wide range of information is available, specifically:

- Collateral:  
[http://www.visitscotland.org/business\\_support/advice\\_materials/toolkits/sharing\\_the\\_spirit\\_of\\_scotland/scotspirit\\_collateral.aspx](http://www.visitscotland.org/business_support/advice_materials/toolkits/sharing_the_spirit_of_scotland/scotspirit_collateral.aspx)
- Social Media:  
[http://www.visitscotland.org/business\\_support/advice\\_materials/toolkits/sharing\\_the\\_spirit\\_of\\_scotland/scotspirit\\_social\\_tips.aspx](http://www.visitscotland.org/business_support/advice_materials/toolkits/sharing_the_spirit_of_scotland/scotspirit_social_tips.aspx)

There is also a Playbook, which is a call to action, suggesting how businesses and regions can connect with the work undertaken by VisitScotland and amplify what can be done by adapting some of the messages etc for own marketing and Social Media:

[http://www.visitscotland.org/business\\_support/advice\\_materials/toolkits/sharing\\_the\\_spirit\\_of\\_scotland.aspx](http://www.visitscotland.org/business_support/advice_materials/toolkits/sharing_the_spirit_of_scotland.aspx)

EL Visitor survey was recently reported on and this is key to identifying where future opportunities lie. SE have just launched a new fund for destination development (Tourism Destination Development Fund) for local industry led groups.

<http://www.scottish-enterprise.com/services/develop-new-products-and-services/tourism-destination-development-fund/overview>

It was agreed that the EL Visitors Survey be circulated to the group and Cllr JM highlighted that a Retail Capacity Study had also recently been completed. He also highlighted the Toursim Conference being held next week (22<sup>nd</sup>) at the Bruton Hall. EW suggested that a recent council report on Tourism be circulated to the group for information.

RC highlighted Procurement Reform Scotland Act implementation and opportunities which would arise through corporate social responsibility obligations.

GA raised TTIP and whether the group had a view or needed to explore this further.

**Decision on the recommendation/action**

EL Visitors Survey to be circulated – ELC

Link to council report on Tourism to be circulated - ELC

**NEXT MEETING: 15 JUNE 2016, 14.00-16.00, ESK ROOMS 1 AND 2, BRUNTON HALL,  
MUSSELBURGH**

# East Lothian Partnership

## ACTION NOTE OF THE MEETING OF THE SAFE & VIBRANT COMMUNITIES PARTNERSHIP

Thursday 17<sup>th</sup> March 2016, 2-4pm, Saltire Rooms, East Lothian Council, John Muir House,  
Haddington EH41 3HA

### Partnership Members Present:

Vice-Chair: Councillor Tim Day, East Lothian Council (TD)
Monica Patterson, Chair, Depute Chief Executive – Partnerships and Community Services, East Lothian Council (MP)
Councillor Jim Gillies, East Lothian Council (JG)
Councillor Peter MacKenzie, East Lothian Council (PM)
Fiona Young, Chief Officer, Lothian & Borders Community Justice Authority (FY)
David Farries, Local Senior Officer, Scottish Fire & Rescue Service (DF)
Michael Jaffray, Acting East and Midlothian Manager, Scottish Fire & Rescue Service
Philippa Barbour, Association of East Lothian Community Councils (PB)
Linda McNeill, Depute Chief Executive, STRiVE (LM)
Temp Chief Inspector Matt Paden, Police Scotland (MPa)

### Others Present:

Ian Rogan, Community Justice Officer, East Lothian Council (IR)
Fiona Dawson, Graduate Intern (East Lothian Council)
Paolo Vestri, Service Manager Corporate Policy & Improvement, East Lothian Council (PV)
Sandra King, Area Manager, East Lothian Council
Stephanie Kerr; Local Community Planning Officer, East Lothian Council
Sue Northrop, Co-Chair, North Berwick Coastal Area Partnership
Lesley Kay, Co-Chair, North Berwick Coastal Area Partnership
Alan Stubbs, Service Manager for Roads, East Lothian Council
Brian Auld, Police Scotland

### Partnership Members Apologies:

Dean Mack, East and Midlothian Manager, Scottish Fire & Rescue Service
Chief Superintendent Gill Imery, Police Scotland
Philip Conaglen, Consultant in Public Health, NHS Lothian
Patsy King, Development Officer, East Lothian Council (PK)
Julie Hayward, East Lothian Tenants and Residents Partnership (JH)

### WELCOME/ APOLOGIES – as above

The Chair noted that Alistair Perry (AP) who had been appointed as Chair of the Partnership has been promoted within the Scottish Fire & Rescue Service and has had to stand down as Chair. TD thanked AP for his positive contribution to the Partnership and wished him well in his new post.

TD invited members to consider whether they wished to Chair the Partnership and to intimate their interest or to nominate someone else prior to the next meeting.

There were no declarations of interest.

It was agreed to move item 6b of the agenda (Area Partnerships – Update on Progress – up to item 3 as the representatives from North Berwick Coastal Area Partnership would have to leave the meeting early to attend another meeting.

1. **ACTION NOTE OF THE PREVIOUS MEETING:** The Action Note of the S&VCP of 23<sup>rd</sup> November 2015 was approved
2. **MATTERS ARISING** – None
3. **AREA PARTNERSHIPS – UPDATE ON PROGRESS:**  
Sandra King, Sue Northrop, Lesley Kay and Stephanie Kerr spoke to the report.

#### **Decisions**

The S&VCP members agreed to the following recommendations:

1. That the S&VCP notes the range of projects that devolved funding has been used to deliver and the community engagement processes used to allocate funding - **Agreed**
2. That the S&VCP notes the good progress in developing the Area Plans by the Preston, Seton Gosford and North Berwick Coastal Area Partnerships - **Agreed**
3. That the S&VCP notes the verbal report focusing on the work underway in the Preston, Seton Gosford and North Berwick Coastal Area Partnerships - **Agreed**

#### **Actions**

- A 'de-brief' session to be held involving the Chairs of the Area Partnerships, senior council officials and Area Managers to review Area Partnership activity to date and consider further development of the role of Area Partnerships and their relationship to East Lothian Partnership.

#### **Notes**

- The Partnership thanked Sue Northrop and Lesley Kay for presenting the report and congratulated all the Area Partnerships on making good progress in developing Area Plans and distributing the funds that have been devolved to them by the Council.

#### **4. Outcome 7 – East Lothian is an even safer place**

##### **4a Minutes of the Police, Fire and Community Safety Committee held on 25<sup>th</sup> November 2016**

The minutes were noted

#### **4b Lothian and Borders J Division – Proposed Development of Current Model – East Lothian**

Temp Chief Inspector Paden introduced the paper on the proposed development of the current policing model in East Lothian.

##### **Decisions**

The S&VCP members welcomed the development of the model, in particular the Community officers and the youth link officers.

##### **Action:**

Temp CI Paden is to circulate a list of police contacts to elected members and Area Partnerships.

##### **Notes:**

Members noted that the more visible police presence has made a real difference in re-assuring communities and the public and in helping to prevent crime.

#### **4c East Lothian Prevention Initiative**

Michael Jaffray presented the Scottish Fire and Rescue Service (SFRS) report on the service's prevention initiative.

##### **Decisions**

The S&VCP members welcomed the development of the prevention initiative by the SFRS and encouraged all partners to engage with and support the prevention and early intervention work and the development of the role of fire officers in the community.

##### **Action:**

SFRS to engage with Area Partnerships and explore with them the potential to develop links with groups working with older people (e.g. dementia friendly initiatives) and vulnerable families (e.g. Support from the Start groups).

#### **4d Road Safety Action Plan**

Alan Stubbs presented the draft Road Safety Action Plan that has been prepared by the Road Safety Working Group.

##### **Decisions**

The S&VCP agreed to the following recommendations:

1. That the S&VCP notes the contents of the minutes of the meeting of the January 2016 Road Safety Working Group meeting
2. That the S&VCP considers the contents of the Draft East Lothian Partnership Road Safety Plan with particular reference to the priorities identified and associated actions

3. That the S&VCP feedback any comments regarding the Draft Plan and that these inform the further development of the Plan

**Action:**

Members to feedback any comments on the Draft Plan priorities and action to Alan Stubbs by the end of April 2016.

The Road Safety Working Group to engage with Area Partnerships in the development of the Road Safety Plan

The final draft of the Road Safety Plan will be brought to the June meeting of the S&VCP for approval.

**5. OUTCOME 10 – We have stronger, more resilient, supportive, influential and inclusive communities**

**5a COMMUNITY JUSTICE TRANSITION PLAN**

Ian Rogan Community Justice Policy Officer presented an update on the Community Justice Transition Plan and initial analysis of offending and re-offending data.

**Decisions**

S&VCP agreed to note the following:

1. The East Lothian Partnership Community Justice Transition Plan has been submitted to the Scottish Government
2. The associated project documents
3. The proposed schedule of works as outlined in the Project Plan and progress thereof
4. The appointment of a Partnership Data Analyst.

**Actions:**

- Representatives from relevant organisations not already represented on the S&VCP will be invited to become members as the S&VCP becomes the Shadow Reducing Reoffending Board from the June 2016 meeting– CG

**5b Draft Volunteering Strategy Action Plan**

Linda McNeil introduced the tabled report on the Volunteering Strategy and Draft Action Plan.

**Decisions**

S&VCP agreed the following recommendations:

1. Approve the approach outlined in para 3.3 of the report
2. Approve a formal launch of the Strategy to be held during Volunteers Week (1-12 June



2016).

**Actions:**

- Members of S&VCP to feedback any comments on the draft Action Plan to Linda McNeil
- Final draft of the Action Plan will be presented for approval to the 11<sup>th</sup> May meeting of the East Lothian Partnership.

**6. Any Other Business**

None

**NEXT MEETING: Monday 27<sup>th</sup> June 2016, 2-4pm, Council Chambers, Townhouse, Haddington**