



MINUTES OF THE MEETING OF THE CABINET

TUESDAY 13 SEPTEMBER 2016
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON

1

Committee Members Present:

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

Other Councillors Present:

Councillor S Brown
Councillor S Currie
Councillor J Gillies
Councillor J Goodfellow
Councillor F McAllister
Councillor K McLeod

Council Officials Present:

Ms M Patterson, Depute Chief Executive – Partnerships and Community Services
Mr D Small, Director of Health and Social Care Partnership
Mr J Lamond, Head of Council Resources
Mr R Montgomery, Head of Infrastructure
Mr D Proudfoot, Head of Development
Mr T Shearer, Head of Communities and Partnerships
Mrs M Ferguson, Service Manager – Legal and Procurement
Ms E Wilson, Service Manager – Economic Development and Strategic Investment
Ms S Fortune, Service Manager – Business Finance
Ms C McCorry, Service Manager – Community Housing
Mr I McFarlane, Service Manager – Planning
Ms W McGuire, Team Leader, Strategy and Development
Ms A Stewart, Housing Enabler
Mr P Ritchie, HR Business Partner
Ms J Mackay, Media Manager

Clerk:

Ms A Smith

Apologies:

None

1. MINUTES FOR APPROVAL – CABINET, 14 JUNE 2016

Councillor Currie, in relation to item 4, page 6, asked that the word *comments* in the last sentence be altered to *point of order*. Subject to this alteration the minutes of the meeting of the Cabinet of 14 June 2016 were approved.

2. SUMMARY OF CONTRACTS AWARDED BY EAST LoTHIAN COUNCIL, 25 FEBRUARY – 31 AUGUST 2016

A report was submitted by the Depute Chief Executive (Resources and People Services) advising Members of all contracts awarded by the Council from 25 February 2016 to 31 August 2016 with a value of over £150,000.

Councillor McMillan, in response to a question from Councillor Currie about progress on the issue of sub contractors, offered to meet outwith Cabinet for further discussion.

Decision

The Cabinet agreed note the award of contracts with a value of over £150,000 from 25 February 2016 to 31 August 2016, as listed in Appendix 1 to the report.

3. FINANCIAL REVIEW 2016/17 QUARTER 1

A report was submitted by the Depute Chief Executive (Resources and People Services) regarding the Financial Review for 2016/17, Quarter 1.

The Head of Council Resources, Jim Lamond, presented the report, stating that as Members were aware this report had been submitted under summer recess arrangements, lodged in the Members' Library and subsequently discussed at the August Council where it had been specifically requested to be brought to Cabinet. He advised that the statutory audit process had been largely completed and it was expected that the Council's external auditors would sign off the accounts with a clean audit opinion; they were reporting separately to the Audit and Governance Committee later today and would report to all Members at the October Council as part of the annual audit process. He gave an overview of the Quarter 1 position. He drew attention to the overall General Services Revenue position, which reflected an underspend, referring to three examples of high level service area performance. Two service areas, Children's Wellbeing and Adult Wellbeing, had been categorised as High Risk. Two service areas, Property Maintenance and Landscape and Countryside, had been categorised as Medium Risk. He also highlighted the position in relation to the Housing Revenue Account (HRA) and General Services Capital budgets.

Councillor Currie raised a number of questions. In relation to Landscape and Countryside's categorisation as Medium Risk, presumably due to lack of income, he queried the position regarding income from coastal car parking. Councillor Hampshire suggested that a report providing further details of this could be brought to a future Cabinet meeting. Mr Lamond advised that the issue and risk was non-achievement of a targeted income level noting that the way it impacted on the Revenue Budget was complex. He added that decriminalisation of parking charges and related enforcement was key; close monitoring would continue for Quarter 2.

Regarding school budgets, Mr Lamond reported that budgets had been set and profiled in accordance with normal practice and would be finalised following the pupil census in September and considered again as part of the Quarter 2 review.

In respect of the Adult Wellbeing Service, Councillor Currie, referring to the budget overspend for the first quarter, asked if this was adequate provision. Mr Lamond indicated it was, at the Quarter 1 position, but that traditionally this service had particularly volatile activity levels and that the period Q4 position had already suggested some adverse movement. He advised that financial commitments would continue to be closely monitored and indicated that the position would be further assessed as part of Quarter 2.

Responding to questions about Capital Projects, Mr Lamond advised that the Quarter 2 review report would be brought to the November Cabinet; there would be further assessment of progress made on Capital Projects and the HRA and the report would also cover points raised today.

Councillor Currie voiced the SNP's concerns, stating that even at this early stage the Council was heading towards an underspend; if the budget set was not being met then this was a concern and had significant implications. He expressed concern specifically in relation to Adult Wellbeing; efficiency savings were not sustainable, this service would overspend because the budget was not correct and services to the most vulnerable would be affected. He also commented on coastal car parking and lack of income generated and, in relation to Capital Projects, referred to slippage of projects and financial implications for future projects.

Councillor Veitch stated that, on the contrary, this report provided good news. All local authorities were under considerable financial pressure. He made reference to progress with efficiency savings and underspends. The Council was working hard to deliver services within/under budget despite the reduced level of funding from the Scottish Government.

Councillor McMillan commented that the report showed that plans set out by this Administration were being delivered. He made reference to innovative ways of delivering services, praising particular projects such as the Construction Academy.

Councillors Hampshire and Akhtar made reference to the hard work carried out by staff across all service areas in these difficult circumstances. Councillor Akhtar welcomed the additional provision at specific schools.

The Convener welcomed the report, which demonstrated a good start to this financial year. These were difficult times; this was the first time local authorities have had to deal with an actual cut in funding from the Scottish Government. He concurred with colleagues; all staff deserved thanks for their excellent response in these circumstances.

Decision

The Cabinet agreed to note the financial performance of services at the end of June 2016.

4. ANNUAL PENSIONS REPORT 2015/16 AND POLICY STATEMENT ON APPLICATION OF REGULATORY PENSIONS DISCRETIONS

A report was submitted by the Depute Chief Executive (Resources and People Services) summarising the early retirement activity within the financial year 2015/16, in accordance with External Audit requirements and Council Policy. The report also set out the proposal in relation to the adoption of discretionary powers under the Local Government Pensions Scheme (Scotland) Regulations 2014, seeking Cabinet approval for the Council's Policy Statement on the exercise of these discretions.

Mr Lamond presented the report, referring to the types of pensionable retirements and the actual activity experienced during the 2015/16 financial year. He drew attention to additional detail on pension related financial commitments made during the year and expected in future

years. He outlined the background to the revised Pension Discretions Policy, which would replace the previous policy approved in 2009, and reflect the changes made to reflect wider powers following introduction of the Local Government Pensions Scheme (Scotland) Regulations 2014. In summary, where additional discretion was now being recommended there was no additional financial burden upon the Council and therefore there were no financial implications associated with approving this new policy statement.

Councillor Currie raised the issue of detriment, in relation to female staff members. He appreciated that it was probably not an issue for this meeting but suggested it may be useful to bring forward a report on this matter, perhaps to a future Joint Consultative Committee. Paul Ritchie, HR Business Partner, acknowledged that in relation to the national changes some detriment did apply. With regard to the revised Discretion Policy there was no disadvantage to any member of staff. Mr Lamond gave an undertaking to consider bringing forward such a report, to the Joint Consultative Committee, or Cabinet, or both, in the future.

In response to Councillor McMillan's questions about law and governance as regards pensions, Mr Lamond indicated he would extend the scope of the report to cover this aspect. He assured Members that officers gave this active consideration.

The Convener thanked Councillor Currie for raising this issue; if there were national changes that disadvantaged some members of staff then support for any possible flexibility would be considered.

Decision

The Cabinet agreed:

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

5. COUNCIL HOUSING COMPLETIONS

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) providing Cabinet with an overview of council house completions and projected completions over the ten year period 2007–2017.

The Service Manager – Economic Development and Strategic Investment, Esther Wilson, presented the report. She drew attention to the appendices. Appendix 1 detailed new build council house completions, the table showed two sets of figures from two separate sources; she gave an explanation of these, advising that these were compiled in different ways, hence the difference between the two. Appendix 2 detailed the total affordable housing new build completions over the 10 year period from 2007/08 to 2016/17 and Appendix 3 detailed projects delivered during this 10 year period. She stressed there were many variables that contributed significantly to the delivery timeline of affordable housing units, including new build council housing and some of these were detailed in section 3.6 of the report.

Councillor Akhtar queried the status of the Local Housing Strategy (LHS). Ms Wilson stated this was the strategic housing document of the Council, peer reviewed by the Scottish Government and other local authorities; there was no requirement to report in relation to how the Council was delivering to it in its entirety, it was referenced through the Single Outcome Agreement and Community Planning structures.

Ms Wilson responded to questions from Councillor Veitch about the information provided in Appendix 1, 2008/09 specifically, advising that this was in part explained by the Balcarres Road, Musselburgh figures, stock sold to East Lothian Housing Association on completion, but the Council had also sold other housing sites over a period of time.

In response to Councillor Hampshire, Ms Wilson confirmed that in 2014/15 Registered Social Landlords had not delivered any units; she added that housing associations had their own programmes, their subsidy had been reduced which had impacted on their ability to deliver social rented housing, at that time.

Councillor McAllister queried when the Scottish Government support for council housing came in and what difference that had made. Ms Wilson confirmed this was initially the Challenge Fund, in approximately 2009/10. Regarding contributions, the Council had been able to secure a significant amount of subsidy to deliver its programme; in the region of 10% of the national total available, over the first few rounds.

Councillor McAllister made reference to the huge decline nationally in council house building and welcomed the change of stance taken by the current Scottish Government; he also praised their decision to end the Right to Buy Scheme.

Councillor Hampshire thanked all staff in Housing, Planning and Finance service areas, highlighting the numbers of new council house and affordable housing completions that would be delivered for the people of East Lothian by the end of this financial year. This Administration had delivered considerably more improvements to the housing stock than the previous Administration and would also deliver more council houses.

Councillor Currie drew attention to the subsidy the Council received in relation to council housing. He stated that people now had to wait over 400 days for a house, twice as long as it had taken in 2012 during the SNP-led Administration. It was instructive, looking at the Strategic Housing Investment Plan from 2012 onwards, that this Administration had not brought forward a single new housing project.

Councillor Veitch stated that council housing was a very important part of the housing mix, but was not the only means of providing affordable housing. Council houses in East Lothian were highly sought after, partly due to staff maintaining the stock to a good standard. In relation to the two sets of figures contained in Appendix 1, he was content to take the LHS figures as the more accurate. At the end of this Administration's term of office more council houses would have been built than during the period of the previous Administration.

The Convener echoed Councillor Veitch's comments.

Decision

The Cabinet agreed to note the contents of the report.

6. MINUTES FOR NOTING

The minutes of the Resilient People Partnership of 9 March, the Sustainable Economy Partnership of 16 March, and the Safe and Vibrant Communities Partnership of 17 March were noted.

Signed

Councillor Willie Innes
Council Leader and Convener of the Cabinet

REPORT TO: Cabinet

MEETING DATE: 11 October 2016

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Summary of Contracts Awarded by East Lothian Council,
1–30 September 2016

2

1 PURPOSE

- 1.1 To advise Members of all contracts awarded by the Council from 1 to 30 September 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 1 to 30 September 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

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

AUTHOR'S NAME	Lel Gillingwater
DESIGNATION	Team Manager – Democratic Services
CONTACT INFO	lgillingwater@eastlothian.gov.uk x7225
DATE	3 October 2016



**SUMMARY OF CONTRACTS AWARDED WITH A VALUE OF £150,000 AND ABOVE
FOR THE PERIOD 1 TO 30 SEPTEMBER 2016**

Originator	Report Title/Project Summary	Contract Awarded To	Contract Value	Members' Library Reference
Depute Chief Executive (Partnerships and Community Services)	Proposed New Housing at Russell Walk, North Berwick	Messrs Hart Builders (Edinburgh) Ltd, Macmerry	£2,174,404.00	173/16 (Sept 16 Bulletin)
Depute Chief Executive (Resources and People Services)	Cross Class Insurance, 1 October 2016	QBE (via Risk Management Partners (RMP))	£201,690 (total for Lots 1 and 2)	180/16 (Sept 16 Bulletin)

3 October 2016

REPORT TO: Cabinet

MEETING DATE: 11 October 2016

BY: Depute Chief Executive (Partnerships and Community Services)

SUBJECT: Smarter Working for Better Outcomes: Opportunities for Collaborative Working with Police Scotland through Co-location at John Muir House

3

1 PURPOSE

- 1.1 The purpose of this report is to seek approval in principle for collaborative working with Police Scotland through the co-location of police at the Council headquarters, John Muir House.

2 RECOMMENDATIONS

That the Cabinet:

- 2.1 Agrees in principle to the co-location of all operational and community Police currently based in Haddington Police Station to the former Sheriff Courts and John Muir House.
- 2.2 Agrees that this opportunity be used to enable 'smarter' and more integrated ways of working between the Council, the Police and other partners to support the prevention agenda, to make a positive impact on as broad a range of outcomes as possible and further enhance public service delivery.
- 2.3 Agrees that a joint business case between Police Scotland and the Council is developed which delivers fair and equitable benefits to all partners and confirms a mechanism whereby costs (revenue such as rental and/or capital contributions) are apportioned/recharged/recovered in a fair and equitable way, and agrees to work with Scottish Futures Trust (SFT) on these matters.
- 2.4 Agrees to support immediate consultation around this to inform the joint business case to be presented to the Scottish Police Authority (SPA) Finance Committee on 8 November 2016, for SPA approval on or around 15 December 2016.

3 BACKGROUND

3.1 The 'Report on the Future Delivery of Public Services' by the Christie Commission identified four key objectives for the programme of Public Sector reform:

- Public services are built around people and communities, their needs, aspirations, capacities and skills, and work to build up their autonomy and resilience.
- Public service organisations work together effectively to achieve outcomes.
- Public service organisations prioritise prevention, reducing inequalities and promoting equality.
- Public service organisations aim to increase performance whilst reducing costs.

3.2 In response to these recommendations the Council has been facilitating a joint approach to asset planning with our community partners. The East Lothian Partnership Joint Asset Plan was agreed in May 2015 which supports the development of well-designed, sustainable places through effective partnerships. A Joint Property Asset Management Group was convened in September 2015, supported by a Joint Asset Operational Group to help identify and support projects and initiatives.

3.3 A strategic brief was subsequently developed to support delivery of the Joint Asset Plan. This sets out our common principles for developing and delivering a programme of projects which will make a positive difference to East Lothian, identifying key emerging opportunities which will drive this programme. Projects are underpinned by the following principles:

- Joined-up collaborative services which deliver better outcomes
- More efficient use of public resources which deliver greater savings
- Demand-led provision of services which deliver more impact on the ground
- Leverage of all public sector investment to deliver wider economic benefit
- Joint business cases which deliver fair benefits to all partners
- A pace of implementation which can deliver early wins.

3.4 As part of the Scottish Court Service reforms, a decision was taken to close Haddington Sheriff Court with business transferring to Edinburgh in January 2015. The Council took operational ownership of the building in December 2015. The former Court building is an important civic building which is key to enabling the Haddington town centre to thrive. Ownership of the building presents the Council with significant

opportunities in terms of extending accommodation for staff and/or community partner use.

- 3.5 Parts of the building date back to 1833 and are of historical interest. Therefore the building is Grade B listed. However, possibly as a result of 'Crown Immunity' status, the building has not been maintained in a way that satisfies current standards. Recent condition reports have also highlighted a range of issues which need attention. Significant expenditure estimated at £650,000 is required to bring the building up to a minimum standard, with further investment required to make it suitable for occupation to support modern and flexible ways of working.

In view of this, the historical context and various aspects of this potential move the Council has asked (SFT) to help define the best way forward as regards revenue and capital funding and the sharing of costs. They have some experience in these matters and have agreed to help and work with both parties.

- 3.6 Police Scotland is developing plans across 'J' Division to modernise and rationalise their estate. The multi-agency approach undertaken across all four local authority areas in the Division presents significant opportunities to support an integrated service delivery model with partners. Co-location is not an end result and it is recognised that partners sitting in the same building does not necessarily lead to improved working outcomes or breaking down barriers in working practices. However, co-location does present the opportunity for, and can support, greater and more effective partnership working at the point of service delivery so that services are less bureaucratic, more efficient and deliver better outcomes against challenging budgets.

- 3.7 A joint statement which sets out the joint ambition of the Council and Police Scotland has been agreed by the Chief Executive and Divisional Commander (see Appendix 1). The statement expresses a clear commitment to developing partnership working across the public sector to improve outcomes for our communities.

- 3.8 It is within this context that proposals have been developed to co-locate the 37 Operational Police, 15 Community Police and management team based in Haddington Police Station into accommodation on the 1st floor of the former Sheriff Courts and space within John Muir House (JMH). The project aims to deliver service improvements and better outcomes through improved communications and the sharing of information and smarter, more integrated ways of working. The current proposals will have no impact on accommodation for Elected Members in their current configuration.

- 3.9 The Project is being delivered as part of the Council's Transformation Programme under the 'New Ways of Working' stream of accommodation projects. New Ways of Working (NWoW) aims to maximise space utilisation, reduce environmental impact, provide a range of settings which improve the way teams and individuals work together and enhance staff welfare and engagement. This approach has been promoted by the Scottish Futures Trust and has been widely adopted across the Public

and Private sectors (including the Scottish Government and many other Scottish Local Authorities); and, is now considered 'best practice'.

3.10 The project team developed an options appraisal, which identified and appraised seven options.

3.10.1 (Option 0) Do nothing – no occupancy

This option leaves the former Courts as is, undertaking no essential repairs and also leaves the 1st floor of the former Courts unoccupied. Whilst this option initially incurs no costs, the condition of the building is likely to deteriorate. The project team would not consider this option to be viable.

3.10.2 (Option 1): Undertake only necessary works – no occupancy

This option prepares the area for design works to accommodate staff, community partners or both, at an estimated cost of £385,000. This will address issues such as those pertaining to fire regulations and issues identified in the conditions reports. This work is essential if any of the further options below are to be implemented; so the proposal is to undertake Option 1 in parallel with any of the further options.

The £385,000 does not include around £260,000 essential mechanical and electrical (M&E) works specific to each of the options below.

The costs quoted for each of the options below include the £385,000 of Option 1 plus M&E works.

3.10.3 (Option 2): Council staff use of former Courts

This option enables up to 71 council staff to occupy the 1st floor area, making no provision for the Police.

A key benefit of this option would be to increase the number of staff based in Haddington and potentially help to reduce accommodation costs at other locations through the consolidation of staff at JMH. A consequence is that whilst the area becomes useable, the Council would be making a significant estimated investment of £1.1M with no potential for rental income/ payback to help mitigate the capital investment.

The following options make provision for shared use of the Court Street reception area to accommodate the Police counter. They also make provision for car parking for 12 Operational Police vehicles.

3.10.4 (Option 3a): Council Staff and Operational Police use of former Courts, and Community Police in a room within JMH

This option provides use of one third of the space on the 1st floor of the former Courts for up to 40 council staff and the remaining two-thirds for 37 Operational (Response) Police (16 at peak shift cross-over). In addition, 15 Community Police will be located in a room within JMH. This option requires an estimated investment of £1.29M.

Key advantages of this option are that we fully utilise the space in the Courts and that there is potential for income generation through rent, and possibly capital contribution to help off-set costs. This could enhance Court Street; providing a more 'visible' presence for the Police and improved accessibility.

Accommodating the Community Police in a single room within JMH could create a 'silo' rather than achieving our ambition of integrated working. It may be perceived as more of a co-location and offer less in terms of integrated partnership working.

3.10.5 (Option 3b): Council Staff and Operational Police use of former Courts, and Community Police integrated within existing Council teams/ locations

This is as per Option 3a in terms of the Courts space and income generation, but rather than occupying a single office the Community Police are integrated within existing Council teams. The estimated cost of this option is £1.28M.

The key advantage of this option is that it provides an opportunity for greater collaboration between the Council and the Police and to improve integrated working and joint service delivery.

This is a more complex solution and could be more costly for the Police to install the necessary IT infrastructure in different office locations. Dispersing Community Police may make it more difficult to locate individuals and could impact on their own collaborative practices.

3.10.6 (Option 3c): Council Staff and Operational Police use of former Courts, and Community Police integrated within teams and individuals in a 'Collaborative Hub'

This is as per options 3a and 3b in terms of the Courts space, costs and rental income, but rather than occupying a single office or being dispersed, we would create a 'Collaborative Hub' within JMH. This would enable Community Police to co-locate with the two Scottish Fire & Rescue Local Area Liaison Officers, the Safer Communities Team (including Community Wardens) and other teams and individuals to provide a fully integrated approach to delivering the prevention agenda and broader outcomes. This option has greater potential to create flexible space through New Ways of Working; enabling more staff and partners to occupy JMH.

This option is estimated to cost £1.37M. It will require council staff to be moved around JMH in order to create the space. Further work will be required to identify individual staff and teams that would be fully engaged in this new model of integrated working.

3.10.7 (Option 4): Operational and Community Police in the former Courts

This option would entail allocating all of the 1st floor space in the Court building to both Operational and Community Police; with no provision for Council staff. The Council would keep the building wind and watertight

but the Police would pay for all the running costs, minimising ongoing liabilities for the Council.

A key advantage of this option is that this is estimated as the cheapest of the options which enable the Police to relocate, at an estimated £1.1M. It also offers a simpler implementation; with less implication in terms of IT infrastructure for the Police and no impact on existing Council staff in terms of relocations. The Police would be responsible for any ongoing maintenance and servicing of the building.

However, accommodating all of the Police within the former Courts would perpetuate 'silo' working and be perceived as merely co-location with none of the benefits associated with closer, more integrated partnership working and collaboration with council staff and other partners offered by other options. Understandably the Police do not want to pursue this option.

- 3.11 The option appraisal exercise resulted in Options 3a, 3b and 3c being the preferred options – co-location of all operational and Community Police currently based in Haddington Police Station to the Former Sheriff Courts and John Muir House. Work will continue to further explore these options from an operational and financial perspective, firming up on the capital and revenue costs and rental agreement between the Council and Police Scotland.
- 3.12 As part of the development of a joint Business Case, Police Scotland require to undertake an immediate consultation around this that will be presented to the Scottish Police Authority (SPA) Finance Committee on the 8th November 2016, for SPA approval on or around the 15th December 2016.
- 3.13 The Council will finalise the proposals for the Business Case by mid-October 2016. This will include the space proposals, capital and revenue costs and rental agreement between the Council and Police Scotland for the SPA's consideration.
- 3.14 We aim to start the project as soon as the SPA reaches a decision and agreements are signed, and it is anticipated that it will take 16 months to complete.

4 POLICY IMPLICATIONS

- 4.1 These proposals demonstrate the Council's commitment to public sector reform and working in partnership around joint asset planning, as well as our ambition to improve service delivery and outcomes for our communities whilst reducing inequality.

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.

However, Police Scotland is required to undertake an Integrated Impact Assessment to inform the Business Case as part of the process. As and when the Council starts to implement the proposals an Integrated Impact assessment will be completed.

6 RESOURCE IMPLICATIONS

6.1.1 Financial – There are a range of costs presented for the options within this report which vary from zero up to £1.37M. The Council’s approved Capital Plan contains an allocation of £1.08M for ‘New Ways of Working’ projects. Two projects have already been committed in respect of the Planning Service and a Corporate Booking System, leaving around £800,000 uncommitted. Assuming all of this could be earmarked for the ‘Upgrade and utilisation of Courts accommodation’ project, this would require a balance of up to £470,000 to be identified either from within or additional to existing capital spending limits.

6.1.2 A joint business case will be developed that will confirm a mechanism whereby costs are apportioned / recharged / recovered in a fair way. The business case should be both realistic for the Police and viable for the Council. This will include an annual occupancy rental for Police Scotland to help off-set the Council’s costs and potentially a capital contribution for SPA’s consideration.

6.2 Personnel – A project team has been established to develop the project as part of the Council’s Transformation Programme, with support from the Strategic Assets and Capital Plan Management Team and Engineering Services. Consultation will take place with Council staff who may be impacted by any moves and changes in work location as a result of the further development of any of the options detailed in this report.

6.3 Other – None

7 BACKGROUND PAPERS

7.1 Appendix 1: Smarter Working for Better Outcomes: A Joint Statement from East Lothian Council and Police Scotland

AUTHOR’S NAME	Stuart Hiles
DESIGNATION	Project Manager
CONTACT INFO	shiles@eastlothian.gov.uk 01620 828752 (Ext 6752)
DATE	28 th September 2016

APPENDIX 1: Smarter Working for Better Outcomes: A Joint Statement from East Lothian Council and Police Scotland

We are committed to work together to tackle inequalities and improve the lives of those who live and work in East Lothian. Through more integrated working and co-operation we can improve local services. By working even more closely and effectively together in shared premises, with a focus on the people we serve we believe:

- our own people will have the opportunity to build more effective relationships and better understand what other people and departments can provide
- This approach provides a more effective way to share information, in order to deliver better advice and service to communities making sure there are no gaps in the services we provide.

Haddington is an important civic centre of East Lothian with the Police station currently sited a few hundred metres from the council's HQ. Incorporating the Police service together with council services in John Muir House would provide an integrated model which has been successfully adopted elsewhere in Scotland.

It is not enough however to simply share premises. We are also committed to simplifying processes and integrating service delivery to:

- Reduce the number of different locations local residents need to visit to get information,
- Reduce the number of visits or meetings required to resolve issues and
- Increase the opportunities for communities to engage with all services in East Lothian in order to influence the way in which those services are delivered.

We will strive to deliver better services through integrated working and simplifying access to services wherever possible.

Angela Leitch
Chief Executive
Lothian Council

Ivor Marshall
Local Police Commander East
The Lothians & Scottish Borders
Division

REPORT TO: Cabinet

MEETING DATE: 11 October 2016

BY: Head of Older People and Access, East Lothian Health and Social Care Partnership

SUBJECT: Joint Inspection of Older People's Services Report and Draft Action Plan

4

1 PURPOSE

- 1.1 To present the joint inspection report from the Care Inspectorate and Healthcare Improvement Scotland on services for older people in East Lothian and the aligned draft local action plan.

2 RECOMMENDATIONS

- 2.1 The Cabinet is asked to note the joint inspection report and its key recommendations.
- 2.2 The Cabinet is asked to note the significant contribution of staff in contributing to the positive evaluations against key quality indicators.
- 2.3 The Cabinet is asked to note the detail draft action plan which addresses the key recommendations for improvement and to agree that this should be referred to the Policy and Performance Review Committee

3 BACKGROUND

- 3.1 Between June and November 2015, the Care Inspectorate and Healthcare Improvement Scotland carried out a [joint inspection](#) which scrutinised how East Lothian Health and Social Care Partnership deliver services for older people and their carers. The process considered whether health and social work services worked together effectively in order to deliver quality services for older people which enable them to be independent, safe, as healthy as possible and to maintain a sense of wellbeing. The inspection equally considered the progress of the Health and Social Care Partnership (HSCP) in delivering against the national integration agenda driven by the Public Bodies (Joint Working)(Scotland) Act.

3.2 The inspection methodology included a set of nine quality indicators outlined further in Table 1. Across the nine indicators, within East Lothian three were found to be good and six were found to be adequate.

Table 1

Quality indicator		Evaluation	Evaluation criteria
1.	Key performance outcomes	Adequate	Excellent – outstanding, sector leading Very good – major strengths Good – important strengths with some areas for improvement Adequate - strengths just outweigh weaknesses Weak – important weaknesses Unsatisfactory – major weaknesses
2.	Getting help at the right time	Adequate	
3.	Impact on staff	Good	
4.	Impact on the community	Adequate	
5.	Delivery of key processes	Adequate	
6.	Policy development and plans to support improvement in service	Good	
7.	Management and support of staff	Adequate	
8.	Partnership working	Adequate	
9.	Leadership and direction	Good	

3.3 The report notes that outcomes for older people and their carers are predominantly good and that East Lothian Health and Social Care Partnership has a “clear and compelling vision” and strategic plan for the future integrated delivery of health and social care services for older people and their carers. The HSCP equally demonstrated promising signs of good, well informed governance and leadership from the integration joint board at an acknowledged early stage of integration, and the partnership benefits from strong, purposeful leadership and management.

3.4 Specific areas of good practice highlighted within the inspection report included East Lothian Service for Integrated Care of the Elderly (ELSIE), our committed and resilient workforce and the commitment to community engagement and consultation. Equally the continuing challenges of effective care at home provision, delayed discharge performance and accelerating self directed support were specifically noted as areas necessitating focused improvement.

3.5 A number of key areas needed to effect continuous improvement were highlighted by the inspection team (Table 2). These form the basis of the aligned (draft) action plan which presents key transformative mitigating actions with associated timelines for delivery and identified lines of accountability; the action plan will be presented to the HSCP management team and the Integration Joint Board for approval on completion.

Table 2

Inspectorate recommendations for Improvement	
1.	The partnership should ensure fewer older people experience delayed discharge from hospital, and that it meets the Scottish Government's target of no delays over two weeks' duration.
2.	The partnership should implement integrated service redesign for the ELSIE service, so that it is staffed by both health and social work services professionals.
3.	The partnership should take steps to improve anticipatory care plans. These plans should be prepared in line with Scottish Government guidance.
4.	The partnership should ensure all unpaid carers are offered a carer's assessment and this offer should be clearly recorded. Carer's assessments should be completed for carers who request them.
5.	The partnership should ensure that people diagnosed with dementia and their carers receive post-diagnostic support, in line with the National Dementia Strategy.
6.	The partnership should make sure that older people get timely needs assessments and service provision.
7.	The partnership should ensure that suitably detailed chronologies are prepared for appropriate individuals.
8.	The partnership should make sure that older people receive timely reviews of their care and support.
9.	The partnership should reduce staff absence, and set challenging targets for reducing the number of working days lost to staff absence.
10.	The partnership should plan to mitigate the impact that potential shortfalls in the delivery of savings and cost reduction plans will have on the long-term sustainability of services to be transferred to the integration joint board.

3.6 The improvement action plan is currently still in development with leads for specific recommendations and areas for improvement identified and met.

4 POLICY IMPLICATIONS

4.1 The action plan, when approved, will support achievement of the Single Outcome Agreement as it relates to Outcome 6; People are enabled to live at home and access opportunities in their communities for as long as possible.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The (currently draft) action plan will be subject to an Integrated Impact Assessment on completion.

6 RESOURCE IMPLICATIONS

- 6.1 Financial - there are no immediate financial implications arising from this report. Partners and services will aim to deliver aligned activity within existing budgetary resources, recognising that as new imperatives and initiatives develop there may be a requirement to bring forward individual reports
- 6.2 Personnel - there are no immediate personnel implications arising from this report.
- 6.3 Other – none.

7 BACKGROUND PAPERS

- 7.1 [Services for older people in East Lothian, May 2016: Report of a joint inspection of adult health and social care services: Care Inspectorate and Healthcare Improvement Scotland](#)
- 7.2 Update position recommendation

AUTHOR'S NAME	Alison Macdonald
DESIGNATION	Head of Older People & Access, East Lothian Health and Social Care Partnership
CONTACT INFO	e-mail: Alison.x.macdonald@nhslothian.scot.nhs.uk Tel: 01620 827 265
DATE	3 rd October 2016

East Lothian Health & Social Care Partnership



East Lothian Health & Social Care Partnership 2016 – Joint Inspection Older Peoples Services

Partnership Progress Report

IMPROVEMENT PLAN ACTIONS (KEY ACTIONS & UPDATES)

Quality Indicator 1 Key Performance Outcomes - Evaluation Adequate

Recommendation 1	<i>The Partnership should ensure fewer older people experience delayed discharge from hospital and meets the Scottish Government's target of no delays of over two weeks' duration.</i>			
Action	Progress	Responsibility	Due date	RAG
Fortnightly Taskforce meeting	In place – minutes and action plan available	A Macdonald	Ongoing	G
Weekly communication with acute hubs	In place – with both Health and Social Care participation .	L Cowan	Ongoing	G
Daily teleconferencing	Daily Safety Huddle at Roodlands	L Cowan	Ongoing	G
Hospital to Home Team expansion	Ongoing – with Winter Funding requested	A Macdonald/L Cowan	Ongoing	G
Redesign of homecare to reablement model	Integrated Management Structure to support in place 1 st October 2016	A Macdonald	01/10/16	A
Joint assessment and review process	As above	A Macdonald	01/10/16	A
Inreach service to secondary care	As above	L Berry	01/10/16	A
Local discharge planning from admission	Review all admissions to hospital on daily basis at Roodlands Huddle	L Cowan	Ongoing	G

Quality Indicator 1 Key Performance Outcomes - Evaluation Adequate

Recommendation 2	<i>The partnership should implement integrated service redesign for the ELSIE service, so that it is staffed by both health and social work services professionals.</i>			
Action	Progress	Responsibility	Due date	RAG
Implement Appreciative Enquiry Approach to service re-design of ELSIE	Established oversight group of senior managers and clinicians	A Macdonald	1st June 2016	G
	Facilitated appreciative Inquiry Events for both Health & Social Care teams	A Macdonald		G
ELSIE (East Lothian Services for Integrated Care of Elderly) and DRRT(Duty , Response and Rehab teams) services needed to be integrated, to avoid older people having to undergo multiple assessments and prevent duplication of work.	<p>Feedback from appreciative inquiry events considered and responded to</p> <p>New structure reflects desire to keep DRRT under one management team and supports increased integrated functions (not yet known -)</p> <p>New structure reflects feedback from staff groups, NHS Lothian and East Lothian Council. Appointment process through September 2016 and full implementation of new structure by 1st October 2016</p> <p>Joint education scoping for integrated teams commenced 1st September 2016</p>	Senior Management Team	1st April 2017	G
Service review and increased team involvement in service development	Next stage of work on integrated structure with leadership from Group Service Mangers and Service Managers who will be in post 1 st October 2016	Senior management team	1st April 2017	A

Quality Indicator 1 Key Performance Outcomes - Evaluation Adequate

Recommendation 3	<i>The partnership should take steps to improve anticipatory care plans. These plans should be prepared in line with Scottish Government guidance.</i>			
Action	Progress	Responsibility	Due date	RAG
Anticipatory care plans will comply with SG guidance. (At the time of the inspection, all ACPs were simply Key Information Summaries.)	Proposal agreed by ELSIE Oversight Group recommending utilisation of Care Home Team skills to populate ACPs at Eskbridge in first instance	Jon Turvill	31/01/17	A
	ACPs supported by cluster quality work	Jon Turvill	31/01/17	A
	Healthy palliative care workstream to support ACPs	Jon Turvill	31/01/17	A

	QUALITY INDICATOR 2 – GETTING HELP AT THE RIGHT TIME – Evaluation Adequate			
Recommendation 4	<i>The partnership should ensure all unpaid carers are offered a carer’s assessment and this offer should be clearly recorded. Carers’ assessments should be completed for carers who request them.</i>			
Action	Progress	Responsibility	Due date	RAG
Update Frameworki	Social Work worked with with Frameworki Team to have new field introduced which shows assessment offered	Rod Mackenzie	01/08/16	G
Joint Carers’ Planning Group to implement Carers’ Assessment Tool	Joint Carers’ Planning Group overseeing sub-group to review carer’s assessment tool to bring in line with Carer’s Support Plan. Requires reviewed as part of new Carers’ Strategy workstreams.	Rod Mackenzie	31/12/16	A

QUALITY INDICATOR 2 – GETTING HELP AT THE RIGHT TIME – Evaluation Adequate

Recommendation 5	<i>The partnership should ensure that people diagnosed with dementia, and their carers, receive post-diagnostic support, in line with the National Dementia Strategy.</i>			
Action	Progress	Responsibility	Due date	RAG
Establish a comprehensive collection of NHS Data to demonstrate that PDS is being delivered in line with National Dementia Strategy	The data currently being provided monthly to the Post-Diagnostic Support Worker is being reviewed to demonstrate that all patients/carers newly diagnosed with dementia are receiving post-diagnostic dementia support.	Kaye Skey NHS Lothian/ISD	28/02/17	A
Alzheimer's Scotland to compile data	There will be documented evidence to demonstrate that all patients newly diagnosed with dementia will have received post-diagnostic dementia support. PDS to issue Alzheimer's Scotland customer satisfaction survey at year end.	Alzheimer's Scotland Kaye Skey	31/12/16	A

QUALITY INDICATOR 5 – DELIVERY OF KEY PROCESSES – EVALUATION ADEQUATE

Recommendation 6	<i>The partnership should make sure that older people get timely needs assessments and service provision</i>			
Action	Progress	Responsibility	Due date	RAG
Review full assessment process	Review OT & PT provision to rehabilitation areas – both in-patient wards and community settings – within East Lothian.	Lesley Berry Gillian Neil	31/10/16	A
Establish multi-agency assessment process	Proccess under discussion.	Lesley Berry Gillian Neil Caroline Johnston	05/05/16	R

QUALITY INDICATOR 5 – DELIVERY OF KEY PROCESSES – EVALUATION ADEQUATE

Recommendation 7	<i>The partnership should ensure that suitably detailed chronologies are prepared for appropriate individuals.</i>			
Action	Progress	Responsibility	Due date	RAG
Develop an approach to ensure that chronologies are written for appropriate individuals (older people)	Single-agency chronology included in the Public Protection Strategic Business Plan. Mosaic system going live in August / September 2016	Carolyn Wyllie	31/10/16	A
Review existing Care Package Review Process in order to reduce or negate the waiting list	Management Team are supporting the inclusion of a mandatory chronology per episode in Frameworki that will be opened on allocation	Carolyn Wyllie Trish Leddy	31/10/16	A

QUALITY INDICATOR 5 – DELIVERY OF KEY PROCESSES – EVALUATION ADEQUATE				
Recommendation 8		<i>The partnership should make sure that older people receive timely reviews of their care and support.</i>		
Action	Progress	Responsibility	Due date	RAG
Realigned Brokers'/Review Team financial functions to assist with timely reviews of care and support	Realigning resources in relation to the development of integrated services	Carolyn Wyllie Rod Mackenzie Management Team	31/01/17	A
	Work required in relation to the SDS Team/Brokers'/Review Team & Financial functions	Carolyn Wyllie Rod Mackenzie Management Team	31/01/17	A
	Develop audit tool to go to providers and something similar for AWI/Guardianship etc.	Carolyn Wyllie Rod Mackenzie Management Team	31/01/17	A

QUALITY INDICATOR 7 – MANAGEMENT AND SUPPORT OF STAFF – EVALUATION ADEQUATE				
Recommendation 9	<i>Partnership should reduce staff absence and set challenging targets for reducing the number of working days lost to staff absence</i>			
Action	Progress	Responsibility	Due date	RA G
Ensure adherence to ELC Policy – target is 100% compliance with Policy	All managers will be compliant with the ELC policy for the management of absence Staff absence reduced by 3% to achieve the target of 3.5% Policy Compliance Report to ensure procedures are followed and issues relating to staff absence are resolved Introduce targets for compliance	Janette Horsburgh Trish Leddy	Ongoing	A
Ensure adherence to NHS Lothian promoting attendance at work Policy	All managers will be compliant with the NHSL policy for the management of absence	Caroline Johnston Thomas Miller Lorraine Cowan Senior charge nurses Team mangers	Ongoing	A
	Senior Charge Nurse education	Caroline Johnston Thomas Miller Lorraine Cowan Senior charge nurses Team mangers	Completed August 2016	G
	Joint Staff and Partnership (Unions) Group set up to review all guidelines	Caroline Johnston Thomas Miller Lorraine Cowan Senior charge nurses Team mangers	31/10/16	A

QUALITY INDICATOR 7 – MANAGEMENT AND SUPPORT OF STAFF – EVALUATION ADEQUATE				
Recommendation 9 Cont'd	<i>Partnership should reduce staff absence, and set challenging targets for reducing the number of working days lost to staff absence.</i>			
Action	Progress	Responsibility	Due date	RA G
	Review of phoning-in guidelines	Caroline Johnston Thomas Miller Lorraine Cowan Senior charge nurses. Team mangers	16/08/16	G
	Professional Forum development afternoon to focus on sickness absence	Caroline Johnston Thomas Miller Lorraine Cowan Senior charge nurses. Team mangers	16/08/16	G

QUALITY INDICATOR 8 – MANAGEMENT OF RESOURCES– EVALUATION ADEQUATE				
Recommendation 10	<i>The partnership should plan to mitigate the impact that potential shortfalls in the delivery of savings and cost reduction plans will have on the long-term sustainability of services to be transferred to the Integration Joint Board.</i>			
Action	Progress	Responsibility	Due date	RAG
Ensure service delivery and quality in a challenging financial climate	Financial position under constant review for both Health and Social Care. Regular reporting to both Health and Social Care and Integrated Joint Board. Financial recovery plans in progress in both Health and Social Care.	David Small Alison Macdonald Sharon Saunders	Ongoing	R

East Lothian Partnership

ACTION NOTE OF THE MEETING OF THE SUSTAINABLE ECONOMY PARTNERSHIP

Wednesday 15th June 2016, 14.00-16.00, Esk Rooms 1 and 2, Brunton Hall, Musselburgh

Partnership Members Present:

Nigel Paul, Chair (NP)
Elaine Brown, Mid and East Lothian Chamber of Commerce (EB)
Robert Carr, co-opted member (RC)
Gordon Henderson, Federation of Small Businesses (GH)
Angela Leitch, East Lothian Council (AL)
Councillor John McMillan, East Lothian Council (JMCM) (late)
Mike Pretious, Social Enterprise East Lothian (MP)

5

Others Present:

Fiona Dawson (FD), ELC
Stuart Gibb (SG), Area Manager, ELC
Duncan Nisbet (DN), SG
Esther Wilson, East Lothian Council (EW), ELC

Partnership Members Apologies:

Frank Beattie, Scottish Enterprise
Kenneth Bramham, Job Centre Plus
Manuela Calchini, Visit Scotland
Margot Crosbie, Skills Development Scotland
Councillor Stuart Currie, East Lothian Council
Niall Corbett, Scottish Natural Heritage
Phil Ford, Skills Development Scotland
Councillor Norman Hampshire, East Lothian Council
Douglas Proudfoot, East Lothian Council, ELC
John Reid, DWP
Andrew White, Federation of Small Businesses (Vice Chair)
Jonathan Wilson, Scottish Enterprise

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 16 March 2016 were agreed as an accurate record.

3. MATTERS ARISING – Action Log

Long term action around development of performance framework (carried forward)	No progress – may be picked up through broader review of Partnership
DELYW Group to consider how to promote 'My World of Work' Resource in primary schools	Update via e mail from Margot Crosbie - SDS are developing materials for use by primary school teachers – P5-7, and these will be rolled out next academic term.
DELYW Group to consider 'How do we know it's working' question.	Update via e mail from Margot Crosbie – the group have drafted a set of performance indicators for further development
All to consider how their organisations could increase the number of work placements available this year and action	Noted
ELC to consider how they can remove insurance/PVG/Disclosure barriers to private sector participating in providing work placements	EW has discussed with ELC insurance team and would appreciate examples from elsewhere , where this has been put in place. EB offered some examples from Midlothian Council and GB suggested contacting West Lothian Council.
AL/RM to take forward college access discussion and future options for change	AL has had further discussion with Annette Bruton. ELC to bring forward report on transport and college access to next meeting. May be link to output from East Lothian Poverty Commission
AL/DP to discuss opportunity RE Treasury Select Committee	Noted
AM to report back with draft Climate Change Strategy	This action will be carried forward – move to forward agenda
Review of EL Plan to be added to future agenda items	Added to agenda
EL Visitors Survey to be circulated	It was highlighted that this had not been completed as noted on the agenda – to be circulated with minute.
Link to Council report on Tourism to be circulated	Complete
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	Report back following round of visits to companies currently being undertaken

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)
Edinburgh and South East Scotland City Deal Update**
AL provided an update. Currently in formal negotiation period with both governments which will pick up pace over summer with key output being a refined bid which is

ambitious, compelling, deliverable and levers significant investment. A formal report will be presented to East Lothian Council at the end of June which will provide further background for the Partnership (link to be circulated). All recognised the delicate nature of the process .

There was discussion around how the authorities collectively demonstrate collaboration, showcasing themselves as a coherent whole . Chief Executives of authorities are meeting fortnightly but there is recognition of need to review landscape of regional groupings to bring together within context of strategic, formalised regional partnership group. This will be critical from a governance perspective.

Members of the Partnership were keen to contribute where possible, to assist in the process. There is a piece of work on business engagement but those round the table had not yet been approached regarding this. AL to feedback to lead to facilitate a discussion with NP/RC/GH/GA .

Decision on the Recommendation/Action

Action

- AL to facilitate discussion between consultant leading on business engagement and business focused SEP members

Major Projects Update

Digital Update

‘Digital Scotland Superfast Broadband Programme - Duncan Nisbet, Senior Stakeholder Manager, Digital Scotland

DN gave a presentation on the Digital Scotland Superfast Broadband Programme around which there was broad discussion.

Most SMEs will be relying on domestic broadband connections and will therefore have no Service Level Agreements regarding coverage. There is a big jump in cost between domestic and business grade.

There was discussion around the fibre put in for the Open in Gullane and how this might be utilised further to support connectivity on the coast from a Tourism perspective, in particular. The merit of Town Centre Wi-fi was also highlighted.

DN highlighted that new build properties are not in the scope of the programme and that this is a planning authority issue. EW to discuss with planning service and report back, given significant housing growth in area.

Stuart Gibb, Area Manager, Haddington and Lammermuir Area Partnership, East Lothian Council then gave a presentation around the work being undertaken locally with Community Broadband Scotland.

There was discussion around whether between the 2 programmes, 100% coverage would be achieved. It was reflected that this will probably not be achievable and that a

technology shift will be required. There is currently significant investment by the private sector around this.

There was discussion around how the issues we experience in East Lothian will be consistent with many other areas eg. Scottish Borders and Dumfries and Galloway and EW confirmed that there is learning exchange with other areas.

The Partnership again reflected on the importance of connectivity in general, to economic growth. It is a complex area given the number of players involved.

The Partnership agreed that, through AL, it would be worth a small group meeting with BT.

Decision on the Recommendation/Action

Action

- AL to contact BT to set up a meeting between BT and SEP delegation.

Other projects

Construction Sector Activities – 2 roadshows for businesses have been held – currently evaluating feedback to inform future events

Cockenzie – tender evaluation for consultants to undertake masterplan should be complete the last week in June.

QMU Innovation Hub – consultant developing proposals further.

SEP Company Visits

2 visits held – when this round of visits is concluded, report drawing together key messages to be pulled together.

b. Priority Area 1: Employability

Developing East Lothian's Young Workforce

Update on specific actions provided by e mail. Report to be brought forward in September.

Decision on the Recommendation/Action

Action

- MC to bring forward update report from DELYW for September meeting

c. Priority Area 2 – Company Growth

Employment Land – no strategic update.

5. Review of East Lothian Plan and East Lothian Partnership

AL updated the Partnership. Intent is to review over a longer time frame, taking into account the Community Empowerment Act and new Local Outcome Improvement Plan which will be required by October 2017. Trends over the past 5-7 years will be analysed to

identify the priorities this indicates we should have. There is a sense that there probably should be fewer priorities with resource and effort harnessed and focused more effectively on delivering against these, across partners.

6. SEP Forward Plan

- **Agenda Items for Future Meetings**
- ***Employability and Company Growth***
- Edinburgh and South East Scotland City Region Deal
- Major Projects
- Regional Skills Assessment
- Connection between quality of public service provision, the economy and productivity.
- Connection between early years development/support and skills development
- Tourism and Food and Drink
- Scottish Rural Parliament Action Plan and Scottish Government Response
- QMU to be invited to do presentation on Innovation Park proposals

- ***Employability***
- Report from Developing East Lothian's Young Workforce Group

- ***Company Growth***
- SE Activity Report
- Food and Drink Business Improvement District
- Tourism: Digital Marketing Strategy
- Report for East Lothian Investments and East Lothian Land.

7. A.O.C.B

EW mentioned that the Council would be looking to commission a review of the East Lothian Economic Strategy and would be interested in hearing from Partnership members who would like to assist oversee the process, possibly in a 'sounding board' type capacity. Time commitment would be minimised as far as possible. This will need to be reconsidered within context of regional approach.

Decision on the Recommendation/Action
--

Any organisation interested in oversight role in relation to ED Strategy Review, to advise EW

8. Items for Information

These were noted.

NEXT MEETING: 21 SEPTEMBER 2016, 14.00-16.00, SALTIRE ROOMS 1 AND 2, JOHN MUIR HOUSE, HADDINGTON

East Lothian Partnership

ACTION NOTE OF THE MEETING OF THE RESILIENT PEOPLE PARTNERSHIP

Wednesday 22 June 2016, 2-4pm, STRiVE Organisational Development, 56 High St, Tranent EH33 1HH

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 (AMcC)
 Anna O'Reilly, Assistant Director, Children 1st (AOR)
 Cllr. Donald Grant, Spokesperson for Health and Social Care, East Lothian Council (DG)
 Cllr. Shamin Akhtar, Spokesperson for Education and Children's Wellbeing, East Lothian Council (SA)
 David Small, Chief Officer, East Lothian Integration Joint Board (DS)
 Eliot Stark, Chief Executive STRiVE (ES)
 Karen Grieve (KG), Strategic Programme Manager Child & Maternal Health, substitute for Sally Egan, NHS Lothian
 Sinead Brehon (SB), Practice Development Manager, substitute for Danny Harvie, Coalition of Community Care and Support Providers in Scotland.

Partnership Members Apologies:

Alison Meiklejohn, Non Executive Board Member, NHS Lothian
 Danny Harvie, Director ELCAP, Coalition of Community Care and Support Providers in Scotland
 Sally Egan, Associate Director and Child Health Commissioner, NHS Lothian
 Sarah Jane Linton, Head of Performance and Planning, Edinburgh College
 Cllr. Stuart Currie, Leader of the SNP Group, East Lothian Council

Others Present:

Cath Purdie, parent.
 Kevin McGlynn, Head of Quality, Edinburgh College
 Sharon Saunders, Head of Children and Adult Wellbeing, East Lothian Health and Social Care Partnership
 David Milne, The Scottish Government (DM)
 Fiona Robertson, Head of Education, East Lothian Council (FR)
 Jane Heslop, Chief Nurse, Royal Edinburgh and Associated Services, NHS Lothian (JH)
 Julia White, Strategy Officer, East Lothian Health and Social Care Partnership/Vice-Chair ELHIA (JW)
 Sue Muir, Team Leader Health Promotion, NHS Lothian/ Chair ELHIA (SM)
 Veronica Campanile, Policy Officer, Corporate Policy & Improvement, East Lothian Council (VC)

Item	Action
There were no declarations of interest	
Apologies – as above	
<ul style="list-style-type: none"> MA advised that Alison Meiklejohn was finishing her term as a board member and that he would write to her thanking her for her contribution to this group. 	MA
1. Action Note of the RPP meeting of 9 June - this was approved .	

Item	Action
2. Matters arising / actions not on the agenda	
a. Outstanding actions	
<u>Musselburgh Total Place</u>	
This MTP project and the action plan were approved at ELP on 11 May; link to the report . MTP will now report to the RPP during the delivery stage.	
Action – Partners interested in contributing to delivery to contact the MTP project lead rspillane@eastlothian.gov.uk	All
<u>Community Empowerment (Scotland) Act</u>	
Action / Arrange a series of briefings/discussion on the Act:	
<ul style="list-style-type: none"> • Elected Members – AMcC: Briefing was held on 2 April 2016 	
<ul style="list-style-type: none"> • The IJB – DG / DS- under consideration for July/August 2016 	DG/DS MA
<ul style="list-style-type: none"> • NHS Lothian - MA / SE: A briefing has been agreed with Alex McMahon as part of a development session on Revisiting Christie. MA to report back. 	LMcN/ES/DH
<u>MELDAP Annual Report</u>	
Action: STRiVE are mapping into their database 3rd sector agencies providing services, which will become part of the national MILO database. LMcN/ES/DH to report back to the RPP when this goes live.	SE/KG
<u>Priority Action – Parenting</u>	
<ul style="list-style-type: none"> • Parenting support – update report going to the 27 June Children’s Strategic Partnership; this will be reported to the RPP Sept. 2016 mtg. SE/ KG 	
<u>RPP Governance</u>	
<ul style="list-style-type: none"> • 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. 	MA
Action: Check if this could include relationships and involvement of partners across the ELP organisational structure. VC reported this will be part of the overall review of TELP.	
MA to follow up.	
<u>Volunteering Action Plan</u>	
<ul style="list-style-type: none"> • Action: Draft Action Plan was emailed to the RPP (and all partners) for input/feedback and requesting contributions on 27 May. 	
Priority Actions for partners – Physical activity with a focus on health & wellbeing	
Action	
<ul style="list-style-type: none"> • 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 - MA/ DG/AMcC /SC/officers. Suggested this could be considered within the IJB Integrated Care Fund 	DG/AMcC /SC/officers SJL / KMR
<ul style="list-style-type: none"> • Edinburgh College is interested in contributing to the AP which may link to volunteering eg Community Achievement Award - SJL/Kay Morrison-R to pick up 	

Item	Action
<ul style="list-style-type: none"> • Carry out the Integrated Impact Assessment and Community Engagement Plan/Do/Review process and report back to next meeting - EJ/JT/KMR – Pending 	EJ/JT/KMR
5. East Lothian Strategic Plan for Health and Social Care.	
<ul style="list-style-type: none"> • Action: Circulate the Executive Summary of the Strategic Plan. Circulated and links are on the agenda of this meeting 	
6.b. Children’s Strategic Partnership Membership Review - Action	
<ul style="list-style-type: none"> • Discussion of any groups left out and noted that possibly the Food Bank – SS. SS clarified that the Foodbank is represented through the third sector member and that local level delivery involves a wide range of local groups. • Query on how Councillors are involved in deciding funding beyond that already decided. PV to consider with the CSP and report back – PV. VC reported on behalf of PV that Councillors set the budget and delegate spending of the budget to officers. Officers report back to Cabinet if they need approval for spending that is not in the budget. The CSP does not make funding decisions that are not allowable under the delegated authority to officers. • Some organisations were missing against names so an updated list was requested. VC advised that the list is still being updating and will be circulated shortly. 	VC/SS
7.b. Priority Action School attendance	
Action:	
<ul style="list-style-type: none"> • STRiVE to present a paper to the June RPP on work underway with schools and partners re extending volunteering award programmes among school children - ES • 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 – FR. 	
Fiona Robertson gave an update on both points.	
<ul style="list-style-type: none"> • LMcN and FR are visiting secondary schools together re volunteering awards. • The Education Steering Group has an away day on attendance on 23 August. • Attendance is improving but some concerns about LAAC children, which will be taken forward through the Corporate Parenting Group and CSP. • Head Teachers’ Conference on 14 June with Area Partnerships considered this in the context of attainment/achievement. • Full report to the September RPP – FR 	FR

Item	Action
<p>3.c Children and Young People’s Act – Readiness. Karen Grieve and Fiona Robertson spoke to the report. Recommendation</p> <ol style="list-style-type: none"> 1. The RPP is asked to note the report - Noted 	
<p>Action</p> <ul style="list-style-type: none"> • Overall message is that preparations are moving along well ready for implementation. Provide an update on progress to the RPP. FR/SE/KG 	FR/SE/KG
<p>3. a Joint Inspection of Older People’s Services. No further action for the RPP. Noted that the IJB now takes the lead on this work and will receive the final action plan. The RPP can support cross-sectional work. The Action Plan will be circulated to members of the Council and the Health Board.</p>	
<p>Action</p> <ul style="list-style-type: none"> • Circulate the action plan to RPP members requesting comments. Members are asked to be proactive with comments and on anything that has been missed. AMcD 	AMcD
<p>3.b East Lothian Health and Social Care Partnership Management Structure. David Small gave a verbal update.</p> <ul style="list-style-type: none"> • DS noted that the structure is under internal consultation until 18 July and he tabled the consultation documents. Decision making takes place by NHS Lothian and Council by end July. The structure will be in place in August. 	
<p>4.a East Lothian Autism Strategy 2015-24</p>	
<p>Recommendations</p> <ol style="list-style-type: none"> 1. That the Partnership notes the report and the strategy documents and amended implementation plan. Noted 2. That the Partnership approves and supports the amended implementation plan. Approved and supported 3. That the Partnership agrees a date for a further update from the Autism Strategy Implementation Group. Agreed <ul style="list-style-type: none"> • MA thanked Cath Purdie as a volunteer member of the strategic group. He noted that this was excellent work and that the re-launch event was well thought out. 	
<p>Action</p> <ul style="list-style-type: none"> • Section 3.7: There is a need to strengthen corporate equalities within this plan. Partners to consider which officers could work with the implementation group on this. All members • All members to do the LearnPro Autism Awareness module when it is ready. • Follow up report to the RPP in one year. 	All members
<p>4.b MELDAP Annual Report 2014/15 and Financial Pressures</p>	
<p>Sharon Saunders spoke to the report.</p>	
<p>Recommendations</p> <ol style="list-style-type: none"> 1. The RPP notes the achievements of MELDAP, its partners and services in delivery 2015/16 Ministerial Priorities and its own five key commitments. Noted 2. The RPP acknowledges the impact of the 20% reduction in funding on drug and alcohol service provision and delivery in East Lothian. Acknowledged 	

Item	Action
3. The RPP notes progress made by MELDAP and its services in implementing the approaches set out in the Quality Principles. Noted	
<u>Key points</u>	
<ul style="list-style-type: none"> • Some service changes have been identified to help face the funding reduction. • Concerns were raised about the financial pressures and that this could undermine efforts to maintain and strengthening preventative work. • This translates into a risk for ELP in being able to deliver some outcome areas (for noting in the Outcome 6 Annual Performance Report) • DM noted that he would feed back these concerns to the Scottish Government including the situation the IJB finds itself in 	
Action	
<ul style="list-style-type: none"> • Martin Bonnar to talk to DG and DS on the way forward to deal with service change and the funding shortfall 	MB/DG/DS
4.c East Lothian Health Improvement Alliance (ELHIA) and Action Plan update	
Sue Muir and Julia White spoke to the report.	
Recommendations	
1. Note and support the current approach of ELHIA – Noted and supported	
2. Support the continuation of present arrangements for ELHIA to report to the RPP – Supported	
<ul style="list-style-type: none"> • Noted that ELHIA will report to the IJB as well as the RPP. ELHIA wants to support services in moving towards a preventative model as a resource for other groups eg the MELDAP discussion. 	
Action	
<ul style="list-style-type: none"> • ELHIA could do more for the IJB - DS to arrange a report to the IJB in July 	DS/SM
5. Report back from the ELP 11 May meeting.	
<ul style="list-style-type: none"> • MA highlighted the Gamechanger Public Social Partnership presentation; Volunteering Strategy and Action Plan and the Musselburgh Total Place report. 	
Action	
<ul style="list-style-type: none"> • MTP to report to the September meeting 	
6. Items for noting	
Action	
<ul style="list-style-type: none"> • Reinstate links to IJB meetings and add a link to the Education Committee 	VC
7. Any other business	
<ul style="list-style-type: none"> • MA advised that Veronica Campanile was moving to another post and thanked her for her work. 	
8. Next meeting- Wednesday 21 September 2016, 10-12 noon, East Lothian Council, Saltire Rooms, John Muir House, Haddington.	

East Lothian Partnership

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

**Monday 27th June 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)
 Margot Crosbie, Area Manager, Skills Development Scotland (MC)
 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:

Dean Mack, East and Midlothian Group Manager, Scottish Fire & Rescue Service (DM)
 Ian Rogan, Community Justice Officer, East Lothian Council (IR)
 Claire Goodwin, Policy Officer, East Lothian Council (CG)
 Paolo Vestri, Service Manager Corporate Policy & Improvement, East Lothian Council (PV)
 Stuart Gibb, Area Manager, East Lothian Council
 Nicky Sandford, Strategy Officer (Housing), East Lothian Council
 Jacqui Bell, Vice Chair, Dunbar and East Linton Area Partnership
 Steve Gourlay, Mid / East Lothian & Scottish Borders Prevention & Protection Manager, Scottish Fire & Rescue Service (SG)
 Alan Stubbs, Service Manager for Roads, East Lothian Council
 Chief Inspector Andy Clark, Local Area Commander, Police Scotland
 Fiona Duncan, Service Manager Criminal Justice, East Lothian Council
 Patsy King, Development Officer, East Lothian Tenants and Residents Panel
 Roger Powell, Senior Countryside Ranger, East Lothian Council

Apologies:

David Farries, Local Senior Officer, Scottish Fire & Rescue Service
Superintendent Bryan Rodgers, Police Scotland
Julie Hayward, East Lothian Tenants and Residents Partnership
Sharon Saunders, Head of Children and Adult Services, East Lothian Council
Caroline Johnston, Governor Edinburgh Prison, Scottish Prison Service
Councillor Donald Grant, East Lothian Council

1. **Draft Action Note of the meeting on the 17th March:** The Action Note of the S&VCP of 17th March 2016 was approved
2. **Matters arising:** None
3. **Outcome 7: East Lothian is an even safer place**

3a. Reducing Reoffending Board Update

Ian Rogan spoke to the report.

Decisions

The S&VCP members agreed to the following recommendations:

1. Agree the Draft Terms of Reference - **Agreed**
2. Note the Progress Report - **Agreed**

Actions

- FY / IR to feedback on discussions re Scottish Courts Service and Crown Office & Procurator Fiscal Service attendance at future Reducing Reoffending Board meetings.

Notes

- IR noted that this was the first meeting of the S&VCP acting as the Reducing Reoffending Board. A number of new members have been invited to join the S&VCP to ensure that organisations / services relevant to the reducing reoffending agenda are represented (and to fulfil statutory requirements). Apologies had been received from two of the new members unable to attend this meeting (see above). IR noted there had been no response from the Scottish Courts Service or Crown Office & Procurator Fiscal Service in terms of sending a representative – FY identified that a meeting is organised to discuss this with the organisations concerned.
- The National Strategy and the Outcomes, Performance and Improvement Framework are expected to be available late June / early July.
- IR suggested that the Reducing Reoffending Group has met a number of times and that transition work in East Lothian is on track to meet the 1st April 2017 date for full transfer of responsibility for local community justice to East Lothian Partnership.
- IR presented the Risk Register for this work and highlighted two ‘significant risks’ – uncertainty re section 27 funding that won’t be resolved until late December; barriers to accessing data needed by ELC employed analyst.
- In response to a question from PM re those at future risk of being involved in or effected by offending, IR identified this would be considered as part of the mapping / profiling work that will be carried out.
- DM asked about Fire Service representation on the Reducing Reoffending Group – IR suggested that the Fire Service had not as yet been invited as most of the work carried

out to date by the RRG had focussed upon gaining an understanding of the wider picture of community justice and how it related to East Lothian. He noted that as we became clearer on the role and function of the RRG moving forward, the original membership was being amended and the Fire Service will be invited to attend in future.

- In response to a question from TD discussion took place re the definition of ‘prolific’ and ‘problem’ offenders – FD suggested that work on profiling / analysis will be invaluable to help understand the local picture re offending – in turn this will inform targeting of services. The likely emphasis on early and effective intervention was noted.

3b. Minutes of the Police, Fire & Community Safety Committee held on 24 February 2016

The minutes were noted

Notes

- MPa noted that the new local policing was being implemented and had been well received, particularly the two Youth Officers. A new Police Youth Volunteer Scheme will be introduced in East Lothian later this year.
- DM noted positive progress with Home Safety Visits Pilot, Out of Hospital Cardiac Arrest Pilot

3c. Minutes of the Road Safety Working Group held on 1st June 2016

The minutes were noted

Actions

- AS to send draft Road Safety Action Plan to partners for final opportunity to provide any feedback
- Present final draft of Road Safety Action Plan to September meeting of the S&VCP

Notes

- It had been agreed to bring a final draft of the Road Safety Action Plan to this meeting of the S&VCP, but this has been delayed because of the lack of feedback. It was agreed that further contact would be made with partners inviting them to feedback.

4. Outcome 8 – East Lothian has high quality natural environments

4a. Development of Indicator for Outcome 8 – Progress Report

Roger Powell spoke to the report

Decision

The S&VCP agreed to the following recommendation:

- To approve the new indicator and revised suite of indicators – **Agreed**

Notes

- RP noted that baseline scores for each of the sites covered will be developed spring 2017. The potential to role use of the new indicator out to other partners was also noted (e.g. Woodland Trust, Scottish Wildlife Trust and private landowners).

5. Outcome 9: Everyone in East Lothian has access to quality sustainable housing

5a. Development of a Revised East Lothian Housing Strategy for the period 2017-2022

Nicky Sandford spoke to the report

Decisions

S&VCP members agreed to the following recommendations:

- The Partnership notes the statutory requirement to prepare the LHS as per the Housing (Scotland) Act 2001 – **Agreed**
- The Partnership supports clear alignment between LHS outcomes and priorities of the forthcoming East Lothian Local Outcome Improvement Plan (SOA) 2017 – **Agreed**

Notes

- In response to a question from PM, NS noted that East Lothian did not have a significant number of empty homes, so it was a relatively small issue compared to other parts of the UK
- NS explained the Housing Need and Demand Assessment and how it informed targets for both market and affordable housing

6. Outcome 10 – We have stronger, more resilient, supportive, influential and inclusive communities

6a. Draft Area Plans - Haddington & Lammermuir / Dunbar & East Linton Area Partnerships

Stuart Gibb and Jacqui Bell spoke to the report

Decisions

S&VCP members agreed to the following recommendations:

- That members note the range of work underway in these Area Partnerships and where the devolved budgets are being used - **Agreed**

- That members note the range of methods being used to gather information for the development of Area Plans – **Agreed**
- Members receive a verbal report focusing on the work underway in the Dunbar & East Linton and Haddington & Lammermuir Area Partnerships – **Agreed**

Notes

- It was noted that the work across Area Partnerships has been very positive. Area Managers are in close contact with each other and regular meetings between all the Area Partnership Chairs and Area Managers have begun to take place.
- The diversity of what individual partnerships are involved in was also noted and the ability to respond to local circumstances.

NEXT MEETING: Thursday 8th September 2016, 2-4pm, Saltire Rooms 1 & 2, John Muir House, Haddington