



MINUTES OF THE MEETING OF EAST LoTHIAN COUNCIL

TUESDAY 20 DECEMBER 2016
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON

1

Committee Members Present:

Provost L Broun-Lindsay (Convener)	Councillor N Hampshire
Councillor S Akhtar	Councillor W Innes
Councillor D Berry	Councillor M Libberton
Councillor S Brown	Councillor P MacKenzie
Councillor J Caldwell	Councillor P McLennan
Councillor S Currie	Councillor K McLeod
Councillor T Day	Councillor J McMillan
Councillor A Forrest	Councillor J McNeil
Councillor J Gillies	Councillor M Veitch
Councillor J Goodfellow	Councillor J Williamson
Councillor D Grant	

Council Officials Present:

Mrs A Leitch, Chief Executive
Mr A McCrorie, Depute Chief Executive (Resources and People Services)
Mrs M Paterson, Depute Chief Executive (Partnerships and Community Services)
Mr D Small, Director of East Lothian Health & Social Care Partnership
Mr J Lamond, Head of Council Resources
Mr R Montgomery, Head of Infrastructure
Mr D Proudfoot, Head of Development
Mrs F Robertson, Head of Education
Mr T Shearer, Head of Communities and Partnerships
Mr J Cunningham, Service Manager – Benefits
Ms C Grandison, Acting Executive Officer
Ms M Ferguson, Service Manager – Legal and Procurement
Mr R Lewis, Senior Information Officer (Education)
Ms J Mackay, Media Manager
Mr I McFarlane, Service Manager – Planning
Ms L McLean, Service Manager – Strategic Asset and Capital Plan Management
Mr R Parker, Service Manager – Education (Strategy and Operations)
Mr D Scott, Quality Improvement Officer, Education
Ms P Smith, Principal Officer (Information and Research) (Education)
Mr G Wilson, Acting Team Leader – Legal and Procurement

Visitors Present:

None

Clerk:

Mrs L Gillingwater

Apologies:

Councillor McAllister
Councillor T Trotter

Declarations of Interest:

Item 4: Angela Leitch, Chief Executive

Order of Business

Prior to the commencement of business, the Provost announced that an urgent item of private business, by way of a verbal update on a matter arising from the Council meeting of 25 October 2016, would be heard following Item 10.

1. MINUTES FOR APPROVAL

The minutes of the Council meetings specified below were approved:

East Lothian Council – 25 October 2016

Matter arising: Item 5 (Financial Prospects 2017–20) – Councillor Currie confirmed that all monies raised through the Council Tax Multiplier would be returned to East Lothian, to be spent as determined by the Council. He also noted that through the Scottish Government's funding settlement, c. £1.5 m would be given directly to schools in East Lothian.

Matter arising: Item 1 (Matters Arising) – Councillor McLennan asked for an update on the position as regards the Edinburgh and South East Scotland City Region Deal. The Chief Executive confirmed that a commitment in principle had been given for the City Region Deal, but that she was not able to provide further details at this time. She undertook to provide Members with detailed information in due course.

2. MINUTES FOR NOTING

The minutes of the meetings specified below were noted:

East Lothian Partnership, 11 May 2016

Local Review Body (Planning), 15 September 2016

3. REPORT ON THE OUTCOME OF THE SCHOOL CONSULTATION ON THE NEW ADDITIONAL SECONDARY PROVISION IN THE MUSSELBURGH AREA

A report was submitted by the Depute Chief Executive (Resources and People Services) seeking approval of the recommendations set out within the Consultation Report to establish a new, additional secondary school within the Musselburgh cluster area.

Fiona Robertson, Head of Education, gave a detailed presentation of the report, advising of the consultation process (carried out in accordance with the Schools (Consultation) (Scotland) Act 2010, and the responses to that consultation, the requirement to provide an appropriate secondary education solution in the Musselburgh area to enable the delivery of the Local Development Plan, and the educational and community benefits that would result from the proposed secondary education solution. She also highlighted key aspects of the

Consultation Report (available in the Members' Library, Ref: 235/16, December 2016 Bulletin). Ms Robertson warned of the implications should the proposal for the new school be withdrawn, as well as the medium-term negative impacts on education should the Council choose to consult on an alternative proposal. She believed that the proposal set out in the report would provide clear educational benefits in a high-quality learning environment.

Ms Robertson responded to a series of questions from Councillor Akhtar in relation to engagement with stakeholders, the consultation period and process, the main issues raised during the consultation (set out at Section 3.10 in the report), and Education Scotland's views on the consultation process and proposals. As regards concerns raised about the future of education provision at Musselburgh Grammar School (MGS), Ms Robertson spoke of the plans for school clusters to work more collaboratively, of proposals to broaden the curriculum for the senior phase, and of recent and planned investment for educational facilities at MGS.

Councillor Caldwell asked if all options in terms of the location of the new secondary school had been exhausted. Douglas Proudfoot, Head of Development, confirmed this to be the case. He further advised that there would be a consistent approach applied to both Musselburgh secondary schools as regards facilities and buildings.

Ms Robertson confirmed that the head teacher and senior management team would be in post prior to the opening of the school, which would allow for a smooth transition and joint planning with MGS. The costs associated with this would be included in the overall costs of delivering the school.

Responding to a question from Councillor Berry concerning alleviating concerns raised by MGS Parent and Carer Council and Musselburgh and Inveresk Community Council, Ms Robertson advised of the proposal to establish a user reference group, with involvement from both those groups and other stakeholders. She noted that those groups were concerned about possible community division and the future quality of education at MGS. She also commented on her desire to see the various community councils working together.

Councillor Currie raised questions in relation to safe routes to school, capital investment plans for MGS and the possibility of ending the PPP contract for MGS. Ms Robertson confirmed that officers in Transportation were exploring safe routes to school for those children living within two miles of the proposed school site (who would not be entitled to home-to-school transport). As regards capital investment, she commented that any required investment would be carried out as part of a planned approach, adding that discussions had taken place with the head teacher about future curriculum provision which may require additional investment. The Chief Executive also made reference to developing closer links between the senior phase and other education establishments. As regards the PPP contract, Jim Lamond, Head of Council Resources advised that this was being explored and that there would be a progress report presented to the Audit & Governance Committee in January.

In response to a question from Councillor Currie as regards the impact of a planning application for housing at Goshen, Mr Proudfoot advised that it was important to take a decision about the secondary school provision today to support the sites approved as part of the Local Development Plan process, and that any future planning applications would have to take account of education provision.

Councillor Forrest asked a number of questions in relation to maintenance and investment at MGS. Ms Robertson pointed out that by 2035 (the end of the PPP contract), the school should be at the same standard as at the beginning of the contract. She noted that maintenance was carried out on an ongoing basis – there was £417,000 of planned

maintenance for 2016/17 – and that there had been considerable investment in IT equipment at the school in recent years.

On the issue of developer contributions, Mr Proudfoot explained that this was a complicated matter, and that the Council was looking to establish a fair, open and transparent process. He advised that all developments in the Musselburgh cluster would have to make contributions to increase both primary and secondary provision. He added that there was no change in this regard to the position as set out at the Council meeting of 6 September 2016.

Ms Robertson confirmed that the Council was committed to continued engagement with all stakeholders.

Councillor McNeil opened the debate, emphasising the scale of the proposal and the benefits that the new school would bring to the community. He recognised that there were concerns in some areas of the community, but believed that the standard of education at Musselburgh Grammar School would not be adversely affected. He called on Members to support the proposals.

Councillor Akhtar thanked all those involved in the process and commended staff for the way in which the consultation had been conducted. She also thanked the Musselburgh community for engaging in the consultation process. She spoke of the advantages of both secondary schools working together, providing a curriculum to meet the needs of pupils, adding that additional investment would be made in MGS if this was required.

Councillor Currie remarked that the concerns raised by the community as regards catchment areas and investment in MGS should not be dismissed. He voiced concern about safe routes to school for some pupils, anticipating that it would lead to an increase in pupils travelling to school by car. He also referred to a view expressed by some people in the community that the consultation process had been flawed. In addition, he had concerns that developer contributions for developments in the MGS catchment area would be used to fund the new school. On balance, he felt that he could not support the recommendations, but noted that he would not vote against them.

Councillor Hampshire commented that the Administration had to make difficult decisions in order to deliver the Local Development Plan, one aspect of which was to provide education facilities to meet the demand. He believed that proposal set out in the report would provide high quality secondary school facilities in the Musselburgh area.

Councillor Williamson expressed his disappointment at the number of responses received during the consultation. He was concerned at the impact that the projected population growth would have on Musselburgh. He also suggested that the Council should consider its consultation processes, particular as regards the ability to verify responses.

Councillor Innes concluded the debate by reminding Members that the majority of new housing had to be delivered in the Musselburgh area due to the approval of the compact growth strategy by the previous Administration. He referred to the results of the consultation, with over 60% of respondents agreeing with the proposal, and to the endorsement of the process by Education Scotland. He believed that the new school would benefit the people of Musselburgh.

The Provost then moved to the vote on the recommendations of the report:

For:	14
Against:	0
Abstentions:	7

Decision

The Council agreed to approve on the basis of the outcome of the school consultation and taking account of the educational and social benefits of the proposal that:

- i. a new additional secondary school would be established in Wallyford from 2020, or as soon as possible thereafter, to provide additional secondary education provision within the Musselburgh cluster area;
- ii. the site of the new additional secondary school would be in the area of Wallyford in line with the Council's proposed development strategy for the Musselburgh cluster area as set out in the Proposed LDP 2016;
- iii. the catchment area of the new additional secondary school would be created from the Pinkie St Peter's Primary School and Wallyford Primary School catchment areas including, if approved, amendments as proposed in the Pinkie St Peter's and Wallyford Primary Schools Catchment Area Consultation, 8 November 2016:
<https://eastlothianconsultations.co.uk/education/pinkiewallyford-catchment/>
- iv. pupils living within the catchment areas of Wallyford Primary School and Pinkie St Peter's Primary School transitioning from P7 into S1 would attend the new additional secondary school at the effective date, i.e. August 2020 or as soon as thereafter;
- v. pupils living within the catchment areas of Wallyford Primary School and Pinkie St Peter's Primary School transitioning into S2 and S3 would move to the new additional secondary school at the effective date, i.e. August 2020 or as soon as thereafter;
- vi. pupils attending Musselburgh Grammar School, living in the Pinkie St Peter's Primary and Wallyford Primary school catchment areas and transitioning into S4, S5 and S6 at the effective date, i.e. August 2020 or as soon as thereafter, would remain at Musselburgh Grammar School for the remainder of their senior phase education (S4–S6);
- vii. all pupils living within the Pinkie St. Peter's Primary and Wallyford Primary school catchment areas, would live within two miles of the new secondary school, with a safe travel route to the school;
- viii. younger siblings of S4-S6 pupils living in the Pinkie St Peter's Primary and Wallyford Primary school catchment areas and attending Musselburgh Grammar School at the effective date, i.e. August 2020 or as soon as thereafter, would have the option to attend Musselburgh Grammar School if they wish.

4. ELECTIONS: APPOINTMENT OF RETURNING OFFICER

A report was submitted by the Depute Chief Executive (Resources and People Services) advising of the Council's obligation to appoint an officer of the Authority to act as Returning Officer (RO) for the conduct of all elections undertaken within the Council area.

Declaration of Interest: having declared an interest in this appointment, the Chief Executive left the meeting.

The Head of Council Resources, Jim Lamond, presented the report, advising of the obligation on the Council to appoint a Returning Officer for each election of councillors to the Authority. He noted that this role was usually offered to chief executives of local authorities, and that this had been the custom and practice of East Lothian Council.

Councillor Berry asked why there was no recruitment process for the role of Returning Officer. Mr Lamond explained that it was custom and practice to appoint the Chief Executive to the role of Returning Officer, and that he was not aware of a different recruitment process being adopted by other local authorities.

Councillor Currie asked if sufficient funding was made available to cover the staff costs associated with elections. He also made reference to the ongoing investigation by the Scottish Parliament's Local Government Committee into the remuneration of Returning Officers, and asked about the potential impact of this. Mr Lamond advised that not all election costs were covered by national funding. He felt it was premature to speculate on the impact of changes to Returning Officer remuneration.

Decision

The Council agreed to approve the appointment of the Chief Executive, Angela Leitch, to carry out the role of Returning Officer within the East Lothian area.

Sederunt: the Chief Executive returned to the meeting.

5. RISK MANAGEMENT STRATEGY

A report was submitted by the Chief Executive presenting the Risk Management Strategy to the Council.

Paolo Vestri, Service Manager – Corporate Policy and Improvement, presented the report. He informed Members that no major changes were being proposed as a result of the review, and suggested that, going forward, the Strategy should be reviewed every three years.

Responding to questions from Councillor Berry regarding the need to review the Strategy, Mr Vestri commented that the Council's auditors would be concerned if the Strategy was not reviewed. The Chief Executive added that the Council Management Team assessed the Strategy periodically. She highlighted the importance of managing risk.

Councillor McMillan asked if the Council had any involvement in the risk management processes of partner/external organisations. Mr Vestri made reference to a number of organisations where the Council had an oversight of risk management. The Chief Executive also mentioned the partnership working with Police Scotland, the Fire and Rescue Service, the NHS and the Coastguard, noting that risk management was an important aspect of that partnership working.

Councillor Berry suggested that reviews of such strategies every 4–5 years would be sufficient.

Decision

The Council agreed to approve the Risk Management Strategy, noting that it was a live document which would be reviewed by the Corporate Risk Management Group.

6. RATIFICATION OF THE SESPLAN BUDGET

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) seeking ratification of the decision of the Joint Committee of the South East Scotland Strategic Development Planning Authority (SESplan) to approve the SESplan Operating Budget for 2017/18.

The Service Manager – Planning, Iain McFarlane, presented the report. He drew attention to changes within the SESplan administrative structure and noted that there would be a review of the SESplan budget in March 2017. He added that there was a statutory requirement for the SESplan core team to continue their work to deliver SESplan2, regardless of the Scottish Government's independent review of the planning system.

In response to a question from Councillor Berry, Mr McFarlane advised that the SESplan core team fulfilled the Council's statutory requirements in relation to strategic planning, and that the Council should continue to support that function.

Councillor Veitch spoke in support of the report recommendation, but pointed out that the Conservative Group remained concerned about possible future development of land in the east of the county, as per the report to the Council meeting in August 2016.

Councillor Hampshire spoke of the importance of SESplan's role as a link between the Scottish Government and local authorities in strategic planning matters, particularly as regards the development of required infrastructure.

Decision

The Council agreed to ratify SESplan's Operating Budget for 2017/18 in the terms of the decision of the SESplan Joint Committee.

7. UPDATE ON WELFARE REFORM AND UNIVERSAL CREDIT

A report was submitted by the Depute Chief Executive (Resources and People Services) providing an update on the rollout of various elements of the UK Government's welfare reforms and their impact on East Lothian Council services.

The Service Manager – Benefits, John Cunningham, presented the report in detail, providing an update on the key points and impact of the rollout of Universal Credit (UC). He also drew attention to recent changes to the Benefit Cap and to further devolution of Social Security powers to the Scottish Government.

Councillor MacKenzie asked what action was being taken by the UK Government and the Department for Work and Pensions (DWP) in respect of the increase in rent arrears for UC claimants. Mr Cunningham advised that the Director General of the DWP had acknowledged there had been an impact on rent collection rates, which was due mainly to a six-week delay in claimants receiving their first UC payment. He noted that claimants could apply for direct payments, but he did not think that these alone would resolve the problem; he believed that early intervention by Council officers may provide a better solution.

Responding to a question by Councillor Brown on the UC process, Mr Cunningham indicated that combining six different benefits should simplify the process; however, in reality, the process itself was under-developed and service users were requiring a significant amount of support to use the system. He noted that there were particular difficulties with the housing elements of the system. The Chief Executive referred to feedback given to DWP as regards

the complexities of the process, and the high level of support being provided to Universal Credit claimants by Council staff.

Councillor McNeil asked if the increase in rent arrears would have an impact on the Housing Revenue Account (HRA). Jim Lamond, Head of Council Resources, advised that, although the Council made provision for bad debt, continued increases in rent arrears would have an adverse impact on the HRA, and that it was unlikely that the Council would be reimbursed by the DWP.

In response to a question from Councillor Caldwell concerning the Benefit Cap, Mr Cunningham pointed out that there was no specific provision made for single parents who did not provide the main residence for their children and were not in receipt of child benefit.

Councillor Goodfellow asked how the Council was publicising changes to Council Tax Reduction (CTR). Mr Cunningham advised that this had to be claimed separately, and referred to the recommendation calling for the Scottish Government to redesign the CTR scheme to better align with UC. He added that the Council had produced leaflets and other publicity about the change.

Councillor McMillan suggested that increasing the number of coaches supporting claimants would be of benefit. Mr Cunningham noted that this was a matter for the DWP, but that he could explore this possibility. The Chief Executive commented that the Council would continue to try and mitigate the impact of the changes, working in partnership with the DWP; however, she stressed that UC was a DWP initiative and that the delivery of the system was their responsibility.

Councillor Currie expressed concern at the rent arrears levels, remarking that rent debt could exceed annual rent increases, which would have a significant impact on the Council. He paid tribute to Council staff who were providing support to claimants, and was critical of the sanctions being imposed by the DWP, as well as the appeals system. He hoped that the Council's views would be taken into account.

Councillor Veitch welcomed the work being done by the Benefits Team and the ongoing dialogue between the Council and the DWP. He spoke in support of a number of the recommendations; however, he was not supportive of Recommendations 2.4–2.7, and indicated that he would therefore abstain from voting.

Councillor Hampshire warned that Universal Credit could have a significant impact on the Council's housing service if the rent arrears issue could not be resolved. Referring to comments made by Councillor Veitch, he pointed out that the recommendations were requesting, rather than instructing, the UK Government to take action, in order that changes could be made to the system to minimise the impact on claimants and the Council.

Councillor Innes concluded the debate by highlighting the Council's responsibility in identifying areas of the system that were not working as they should and asking the UK and Scottish Governments to rectify these issues. He also stated that the Council had a responsibility to tenants to collect rent, and he believed that direct payments would make a difference in this regard.

The Provost then moved to the report on the recommendations as set out in the report:

For: 18
Against: 0
Abstentions: 3

Decision

The Council agreed:

- i. to note the growing impact of welfare reform on individuals and families when taking decisions about service development and to consider as part of budget deliberations;
- ii. to take action to try to minimise any potential negative impacts of welfare reform by ensuring that Council service areas are optimally configured to continue to deliver high quality services to East Lothian residents;
- iii. to continue to press the DWP to respond positively to the concerns raised by the Council about inefficient processes and poor communication with the Council, coupled with the lengthy delays experienced by claimants as they wait of Universal Credit payments;
- iv. to ask the DWP to carry out an urgent investigation into the impact of Universal Credit in East Lothian on claimants and on the local authority and other social landlords;
- v. to ask the UK Government to suspend the housing cost element of Universal Credit until this investigation has taken place;
- vi. to ask the UK Government to reconsider the proposal to exclude 18–21 year olds from receiving the housing cost element of Universal Credit (due to be implemented from 1 April 2017).
- vii. to seek financial recompense from the UK Government for the loss of Council Tax and Council house rent income as a result of Universal Credit;
- viii. to ask the Scottish Government to take immediate steps to use its powers to have the housing cost element of Universal Credit paid direct to landlords;
- ix. to ask the Scottish Government to take immediate steps to redesign the Council Tax Reduction Scheme to better align with Universal Credit; and
- x. to ask the Scottish Government to consider the implications of Universal Credit on the funding of the Scottish Welfare Fund, Discretionary Housing Benefits and Social Care budgets.

8. APPOINTMENT TO THE POST OF HEAD OF SERVICE (EDUCATION)

A report was submitted by the Chief Executive advising the Council of the decision of the Chief Officer and Head Teacher Appointments Sub-Committee to appoint Fiona Robertson to the post of Head of Service (Education)

The Chief Executive presented the report, advising that the Council's established recruitment process for Chief Officers had been adopted as regards this appointment, and that Fiona Robertson had been selected to take up the post of Head of Service (Education)

Members welcomed the appointment of Ms Robertson.

Decision

The Council agreed:

- i. to note the decision of the Chief Officer and Head Teacher Appointments Sub-Committee to appoint Fiona Robertson as Head of Service (Education);

- ii. to note that following receipt of satisfactory pre-employment checks, Fiona Robertson was offered the post and subsequently confirmed her acceptance, with a commencement date to be agreed with her current employer; and
- iii. to note the minute of the meeting of the Chief Officer and Head Teacher Appointments Sub-Committee held on 29 November 2016 for the appointment of Head of Service (Education) (attached at Appendix 1 to the report).

9. SUBMISSIONS TO THE MEMBERS' LIBRARY, 13 OCTOBER – 7 DECEMBER 2016

A report was submitted by the Depute Chief Executive (Resources and People Services) advising Members of the reports submitted to the Members' Library since the last meeting of the Council.

Decision

The Council agreed to note the reports submitted to the Members' Library Services between 13 October and 7 December 2016, as listed in Appendix 1 to the report.

Sederunt: Councillor Berry left the meeting.

SUMMARY OF PROCEEDINGS

Committee Matters

A private report submitted by the Depute Chief Executive (Resources and People Services) seeking approval to allow a financial assessment dispute to proceed to the Social Work Complaints Review Committee was approved.

Property/Land Matters

The Head of Infrastructure provided an update in relation to the proposed purchase of the former Cockenzie Power Station site.



**MINUTES OF THE MEETING OF THE
LOCAL REVIEW BODY**

**THURSDAY 17 NOVEMBER 2016
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

2a

Committee Members Present:

Councillor W Innes (Chair)
Councillor S Currie
Councillor J Gillies
Councillor J Williamson

Advisers to the Local Review Body:

Ms E Taylor, Planning Adviser to the LRB
Ms M Ferguson, Legal Adviser/Clerk to the LRB

Others Present

Ms K Slater, ELC Planner
Mr K Reid, Applicant and Agent (Item 2 on agenda)

Committee Clerk:

Mrs F Stewart

Declarations of Interest

None

Apologies

None

Councillor Innes, elected to chair the meeting by his colleagues, welcomed everyone to the meeting and introduced Members of the East Lothian Local Review Body (ELLRB) and Council Officials to those present.

The Chair stated that there were two planning applications and that site visits had been carried out prior to the meeting. He outlined the procedure for the meeting and advised that the Planning Adviser would begin by providing background information for each application. Members had been provided with a submission from the Case Officer and review documents from the applicant. Members had also been given access to the planning file for each application. After hearing from the Planning Adviser, Members would decide if they had sufficient information to reach a decision today. If they did not, the matter would be adjourned for further written representations or for a hearing session. Should Members decide they had sufficient information, they would proceed to discuss an application and a vote would be taken on whether to uphold or overturn the decision of the Appointed Officer. It was also open to Members to grant an application subject to conditions.

1. PLANNING APPLICATION 15/01030/P – REVIEW AGAINST DECISION (REFUSAL): VARIATION OF CONDITION 5 OF PLANNING PERMISSION 14/00586/P TO ALLOW CHANGES TO THE MATERIALS OF THE WINDOWS AND DOORS FROM TIMBER TO UPVC (RETROSPECTIVE) AT PLOT 54 THE VILLAGE, ARCHERFIELD, DIRLETON.

Emma Taylor, Planning Adviser, presented a summary of the relevant planning policy considerations in this case. She stated that the application related to house plot 54 at Archerfield by the grant of planning permission 01/00504/FUL. This plot was positioned to the west side of what is to be the 'village green' open space element of the 73 houses component of the Archerfield development.

The Planning Adviser outlined the complex planning history for this part of the Archerfield development and advised that planning permission 14/00586/P had been granted for the erection of 3 houses which included house plot 54. Condition 5 of planning permission 14/00586/P requires that the frames of windows and patio doors of those 3 houses be of timber construction and stained a colour to be approved by the Planning Authority. This condition was designed to ensure that the external appearance of these houses would not be harmful to the character and appearance of the area, which is part of an Area of Great Landscape Value.

The Planning Adviser stated that works to erect the house on plot 54 were well advanced and planning permission was now retrospectively sought for the white UPVC framed windows, patio doors and external doors that have been installed in the house, and thus for the variation of Condition 5 of planning permission 14/00586/P. She advised that the Planning Act requires decisions on planning applications to be taken in accordance with development plan policy unless material considerations indicate otherwise. The development plan consists of the approved Strategic Development Plan for Edinburgh and South East Scotland, known as SESplan, and the adopted Local Plan 2008. The site was within the Archerfield Estate, a housing and leisure development within the countryside near Dirleton and the main policy considerations relevant to the application were design impacts on the development. The key policies in relation to these matters are Strategic Development Plan policy 1B and Local Plan policies DP2 and NH4.

The application had been refused by the Appointed Officer on the basis that the use of a UPVC material for the construction of the frames of the windows, patio doors and external doors of the house and garage, and the use of a plain glazed design for them, was harmful to the design integrity of the other 73 houses on the development. The Planning Adviser stated that no consultations had been carried out by the Case Officer and that one public representation to the application had been received.

The Chair thanked the Planning Adviser for her presentation. He then asked his fellow Members if they had sufficient information to proceed to determine this application today and they unanimously agreed to proceed.

The Chair invited comments from Members.

Councillor Currie stated that the site visit had been helpful, enabling him to see that a considerable number of homes on the Archerfield development had windows and doors which did not comply with the original specification for windows. Whilst in his view, planning policy ought to be observed, he considered that a test of reasonableness needed to be applied. He explained that the position in cases such as this was that a home could be built with timber windows and doors to meet planning regulations and then, after 6 months, they could be changed under permitted development rights without any intervention of the Council. In this case, if the ELLRB rejected the appeal, the applicant would incur costs of many thousands of pounds to replace his UPVC windows and doors with timber frames and yet, after 6 months, could remove them and replace with the fittings of his choice, as planning permission would not be required. He therefore considered that a commonsense approach in this case would be to uphold the appeal and grant planning permission retrospectively.

Councillor Williamson also remarked on the various types of windows and doors clearly visible on homes in Archerfield and agreed with the view of his colleague. As the windows and doors could be replaced under permitted development rights, he was minded, in this case, to allow the windows and doors as applied for. Councillor Gillies was similarly minded.

The Chair stated that, in his opinion, the original decision of the Case Officer had been the correct decision, as windows and doors which complied with planning policy were more desirable. He described it as regrettable that permitted development rights had not been removed at the time consent was granted. However, as it had not been removed, he considered that it would be unreasonable to ask the applicant to replace his doors and windows. He was sympathetic towards the objection which had been received but, applying a test of reasonableness, he would agree with his colleagues and uphold the appeal.

The Legal Adviser advised that there was one proposed condition in the event that the appeal was upheld. This stipulated that details of astragals to be applied to windows and doors should be submitted to the Planning Authority for approval in the interests of safeguarding the design integrity of the houses of The Village in an Area of Great Landscape Value. Members considered the terms of the condition and Councillors Currie, Williamson and Gillies agreed to reject the condition. The Chair held the view that the condition had merit but recognised he was in the minority.

Decision

The ELLRB unanimously agreed to overturn the original decision of the Planning Officer and uphold the appeal, granting planning permission to change the materials

of the windows and doors from timber to UPVC (retrospectively). Members also rejected 3:1 the Condition suggested by the Case Officer in the event that planning permission was granted.

The Legal Adviser stated that a formal Decision Notice would be issued within 21 days.

2. PLANNING APPLICATION 15/00835/P – REVIEW AGAINST DECISION (REFUSAL): ERECTION OF 3 HOUSE AND ASSOCIATED WORKS AT TENTERFIELD DRIVE, HADDINGTON

Ms Taylor, Planning Adviser, presented a summary of the planning policy considerations in this case. She stated that the application related to an area of land on the south side of Tenterfield Drive, Haddington which was originally part of the gardens of Tenterfield House but was now subdivided from Tenterfield House. A number of trees within the site were the subject of a Tree Preservation Order (TPO) No. 94.

The Planning Adviser stated that planning permission 01/01126/FUL had been granted in May 2002 for the 7 houses built on land to the south and west of Tenterfield House. The application that approved the 7 houses was a revised scheme of development that had initially proposed 11 houses and was the subject of planning application 00/00016/FUL that was withdrawn and thus never determined. A summary of the amendments to the original proposal was outlined in the Appointed Officer's report before the ELLRB. This application was now seeking approval for 3 houses on the application site. The Planning Adviser stated that the Planning Act requires decisions on planning applications to be taken in accordance with development plan policy unless material considerations indicated otherwise. The development plan is the South East Scotland Strategic Development Plan (SESplan) and the Adopted East Lothian Local Development Plan.

The Planning Adviser advised that the site was within a residential area of Haddington, designated under local plan policy ENV1 of the local plan and was within the Haddington Conservation Area. Tenterfield House was a building listed as being of special architectural or historic interest Category B and to the south of the site was the category C listed Haddington Town Wall.

The main policy considerations relevant to the determination of this application were: Policy ENV1 (Residential Character and Amenity), Policy DP7 - infill, backland and garden ground development, Policy ENV3 (Listed Buildings), Policy ENV4 (Development within a Conservation Area) and Policy NH5 (Protected Trees). Also relevant to the application was Scottish Planning Policy 2014 in respect of safeguarding the setting of the listed building and the character and appearance of the Conservation Area.

The Planning Adviser stated that this application had been refused by the Appointed Officer for four reasons: firstly, in their design and contemporary detailing, the proposed 3 houses would not preserve or enhance the character and appearance of the Conservation Area; secondly, the proposed three houses would be an intrusive and inharmonious form of infill development that would be harmful to the character of the streetscape of Tenterfield Drive; thirdly, the proposed development would be imposing and disruptive features would encroach on the parkland setting of

Tenterfield House; and the final reason for refusal was that the proposed development would harmfully impact on the root protection area of TPO trees on the site and result in the removal of one of them. The applicant's request for a review had argued that they had submitted all of the additional information requested by the Case Officer which they took as an indication that the proposals were likely to be supported. The applicant disputed that the houses would be an intrusive or inharmonious form of infill development, claiming that they would fit within the streetscape of Tenterfield Drive. The applicant also did not agree that the proposed houses would encroach onto the parkland setting of Tenterfield House and claimed that the tree survey submitted in respect of the application had been ignored by ELC. Furthermore, they considered that the management of the trees would be improved by the development adjacent to them.

The Planning Adviser summarised the consultation responses. The Council's Policy & Projects Officer had concerns about the impact of the development on the trees covered by the TPO and considered that the tree report submitted by the applicant had not taken into account all the relevant factors necessary to ensure a complete and thorough assessment. The Council's Roads Services raised no objection to the proposal subject to a number of conditions being satisfied and the Council's Service Manager for Flood Prevention clarified the position regarding a culvert which passes through the site. It was the intention of the applicant to re-route the culvert on the site and the Manager raised no objection to this. The Council's Archaeology Officer had advised that the application site lay within grassland formerly associated with Tenterfield House and was bounded to the south by the Category C listed remains of Haddington Town Wall. Accordingly the Council's Archaeology Officer recommended a Programme of Works to mitigate the impacts of the development upon the Historic Environment. This matter could be controlled by a condition of the grant of planning permission.

There were 26 letters of representation received to the application which were summarised in the Officers Report. Copies of 8 Further Representations were included in the ELLRB papers.

The Chair thanked the Planning Adviser for her presentation and asked if Members had any questions.

The Chair referred to a letter received from Mr Dodd on behalf of The Architectural Heritage Society of Scotland (AHSS) raising legal issues in respect of this application and sought legal advice. The Legal Adviser advised that the applicant had been given an opportunity to respond to this letter and his response was included in the ELLRB papers. The Legal Adviser addressed the 3 legal matters which had been raised: firstly, she advised that Kenneth Reid was both the applicant and agent for this application; secondly, on the applicant not identifying the site clearly, she advised that Members needed to satisfy themselves that they were considering the correct site; and thirdly, she advised that the maps formed part of the applicant's submission and it was for Members to assess how much weight to attach to them.

The Legal Adviser also stated that Kenneth Reid had raised the issue of Members having access to all planning documents and she was able to reassure the applicant that Members had been given access to all of the information in the original planning file. The applicant had also asked if his application should have been classed as a non-determination and the Legal Adviser advised that, had the application been considered a non-determination, the outcome would have been the same in that the LRB would be considering it and therefore the application had not been prejudiced in any way.

The Chair asked his colleagues if they now had sufficient information to proceed to determine this application today and they unanimously agreed to proceed.

Councillor Currie stated that it had been helpful to visit the site after reviewing all the planning documents, particularly for assessing the positioning of the proposed development and for being able to see the Conservation Area. Turning to the grounds for refusal, he noted that the Case Officer had considered that the proposed development would not be appropriate to the location, and after visiting the site, he was inclined to agree. In his view, the proposals would have a significant adverse impact on the area and pose a risk to the trees covered by the TPO. He was therefore in favour of upholding the original decision of the Case Officer.

Councillor Williamson stated that the site visit had been helpful in providing a context for the proposed development. In his view, the new houses already on the site were visually unobtrusive but he considered that the 3 houses proposed would be an intrusive form of in-fill development and would have a detrimental impact on the Conservation Area. He would therefore vote to uphold the original decision of the Case Officer and endorsed her four reasons for refusal.

Councillor Gillies had also found the site visit useful and was concerned about the potential damage which could be caused to the trees on site. He was therefore minded to uphold the original decision of the Case Officer.

The Chair stated that the site visit had enabled him to appreciate the whole environment into which the proposed development would be placed. On site he had been impressed by the natural beauty of the area and had been struck by the majesty of the trees. In his view, the proposed development would be visible from the main road and he considered this would be harmful to the character of the area. He noted the planning application history for this site and agreed with the Case Officer's original decision and the decision made in 2002 (Planning Application 01/01126/FUL). He would therefore not be supporting the appeal.

Decision

The ELLRB unanimously agreed to reject the appeal and to uphold the original decision of the Case Officer for the reasons stated in the Decision Notice dated 17 June 2017. These were:

1. In their design and contemporary detailing the proposed houses and the works associated with them would appear incongruous in their visual relationship with the architectural style of the built form of the area and would not preserve or enhance but would detract from the character and appearance of the Conservation Area, contrary to Policy 1B of the approved South East Scotland Strategic Development Plan (SESplan), Policies ENV4, DP2 and DP7 of the adopted East Lothian Local Plan 2008 and planning advice on designing new housing for place given in Planning Advice Note 67: Housing Quality.
2. The proposed houses by virtue of their positioning would be an intrusive and inharmonious form of infill development harmful to the character of layout of development of the streetscape of Tenterfield Drive and would not be in keeping with their surroundings or appropriate to their location. Consequently the proposed houses are contrary to Policy 1B of the approved South East Scotland Strategic Development Plan (SESplan), Policies ENV4, DP2 and DP7 of the adopted East Lothian Local Plan 2008 and the advice on designing for place given in Planning Advice Note 67: Housing Quality.

3. The proposed development would be imposing and disruptive features would encroach on the parkland setting of Tenterfield House and Haddington Town Wall which is an intrinsic part of the wider setting of Haddington Conservation Area. The proposed development does not preserve the setting of Tenterfield House or Haddington Town Wall nor does it enhance the character and appearance of the Conservation Area, but is instead harmful to the setting of Tenterfield House and Haddington Town Wall and the character and appearance of Haddington Conservation Area. Consequently, it is contrary to Policy 1B of the approved South East Scotland Strategic Development Plan (SESplan), Policies ENV3, ENV4, DP2 and DP7 of the adopted East Lothian Local Plan 2008 and the advice on designing for place given in Planning Advice Note 67: Housing Quality.
4. The development as proposed would harmfully impact on the root protection area of Tree Preservation Order trees on the site and result in the removal of one of them all to the detriment to the positive contribution they make to the setting of Tenterfield House, Haddington Town Wall and the character and visual amenity of the Conservation Area contrary to policies ENV3, ENV4, DP2 DP7 and NH5 of the adopted East Lothian Local Plan 20008 and the advice on designing for place given in Planning Advice Note 67: Housing Quality.

The Legal Adviser stated that a formal Decision Notice would be issued within 21 days.

**MINUTES OF THE MEETING OF THE
LOCAL REVIEW BODY**

**THURSDAY 19 JANUARY 2017
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

2b

Committee Members Present:

Councillor N Hampshire (Chair)
Councillor D Grant
Councillor J Goodfellow
Councillor W Innes

Advisers to the Local Review Body:

Ms E Taylor, Planning Adviser to the LRB
Ms M Ferguson, Legal Adviser/Clerk to the LRB

Others Present

Mr N Millar, ELC Planner
Ms C McMonagle, ELC Planner
Mr W Dodd, Architectural Heritage Society of Scotland

Committee Clerk:

Mrs F Stewart

Declarations of Interest

None

Apologies

Councillor K McLeod

Councillor Hampshire, elected to chair the meeting by his colleagues, welcomed everyone to the meeting.

Morag Ferguson, Legal Adviser, introduced the Members of today's East Lothian Local Review Body (ELLRB) and Emma Taylor, Planning Adviser, who had taken no part in the original case determination. She outlined the procedure for the meeting and advised that a site visit had been carried out. Members had been provided with a submission from the Case Officer and review documents from the applicant, and given access to the planning file for each application. The Legal Adviser stated that, following a presentation from the Planning Adviser, Members would decide if they had sufficient information before them to reach a decision today. Should Members decide they had sufficient information, it was open to them to uphold for the reason given in the Decision Notice or uphold for a different reason. They could also overturn the original decision with or without conditions.

1. PLANNING APPLICATION 16/00791/P – REVIEW AGAINST DECISION (REFUSAL): ERECTION OF CONSERVATORY AT REDCLIFF, WHITINGHAME

Emma Taylor, Planning Adviser, presented a summary of the relevant planning policy considerations in this case. She advised that the property was a two storey detached house with garden located in the countryside at Whittinghame to the west of Haddington. The home was within the Lammermuir Hills Area of Great Landscape Value and was listed as being of special architectural or historic interest (Category B).

Ms Taylor stated that the application was seeking permission for the attachment of a timber framed conservatory to the front (southwest) elevation of the house and the proposed conservatory would have a green painted timber frame with a glazed mono-pitched roof. The conservatory would have a low base stone wall with timber panelling above, otherwise it would be fully glazed. On 18 November 2016, through separate application 16/00791/LBC, listed building consent was refused for the proposed conservatory and an appeal against the refusal of listed building consent was currently in progress with Scottish Ministers.

Ms Taylor advised that the Planning Act required decisions on planning applications to be taken in accordance with development plan policy unless material considerations indicated otherwise. The development plan consisted of the approved Strategic Development Plan for Edinburgh and South East Scotland, known as SESplan, and the adopted Local Plan 2008. The key policies relevant to this application were: Policy 1B (The Spatial Strategy: Development Principles) of SESplan and Policies DC1 (Development in the Countryside and Undeveloped Coast), NH4 (Areas of Great Landscape Value), ENV3 (Listed Buildings) and DP6 (Extensions and Alterations to Existing Buildings) of the adopted East Lothian Local Plan 2008. The application had been refused by the Appointed Officer on the basis that the proposed conservatory would be a prominent, obtrusive and incongruous addition to the listed building that would not serve to preserve or enhance, but instead, would harm the special architectural and historic character, integrity and appearance of the it contrary to Policy 1B of SESplan and Policies DC1 (Part 5), ENV3 and DP6 of the adopted East Lothian Local Plan 2008. No consultations had been carried out by the Case Officer. One public representation to the application has been received.

The Chair requested clarification on the appeal process for a Listed Building Consent (LBC) application to Scottish Ministers and the Planning Adviser replied that an applicant could receive an approval from the ELLRB but a refusal from Scottish

Ministers on the appeal and vice versa. However, the project could only go ahead if both the ELLRB granted planning permission and the Scottish Ministers granted listed building consent.

The Chair thanked the Planning Adviser for her presentation. He then asked his fellow Members if they had sufficient information to proceed to determine this application today and they unanimously agreed to proceed.

The Chair invited comments from Members.

Councillor Goodfellow was inclined to disagree with the applicant's Grounds of Appeal where it stated that the proposed conservatory was to be fixed to a 'link' wall between the main building and an elevation on the left. In his view, it was not a link wall but part of the original building. He also did not agree that the proposals would enhance the architectural appearance of the building and made two further points; the proposed conservatory did not run the full length of the building and was therefore not symmetrical and, when viewed from the west, would interfere with the building line and architectural features. He would therefore be voting to uphold the original decision made by the Case Officer.

Councillor Innes considered that the design of the proposed conservatory appeared not to be sympathetic to the special architectural style of the house. However, he also had to decide if the front elevation had been compromised by the roof lights already installed on the south west facing roof slope which he found incongruous. However, on balance, he was minded to support the original decision of the Case Officer to refuse the application.

Councillor Grant stated that the site visit had helped him to appreciate the fine architectural features of the property and considered that any interference with the building line would compromise the property and not enhance it. He too, therefore, was minded to support the decision of the Case Officer to refuse the application.

The Chair had observed on the site visit that the property had been altered from its original design and might have looked on the application more favourably if the proposals had been more in keeping with the architectural design of the house. However, in light of the generic design of the proposed conservatory, he was not minded to support this application.

Decision

The ELLRB unanimously agreed to uphold the original decision to refuse the application for the reason set out in the Decision Notice issued on 18 November 2016.

1. By virtue of its architectural form, size, scale and positioning on the principal front elevation of the house, the proposed conservatory would be a prominent, obtrusive and incongruous addition to it. It would not serve to preserve or enhance, but instead, would harm the character, integrity and appearance of the house as a building listed of special architectural or historic interest. The proposed conservatory is therefore contrary to Policy 1B (The Spatial Strategy: Development Principles) of the approved South East Scotland Strategic Development Plan (SESplan) and with Policies DC1 (Part 5), ENV3 and DP6 of the adopted East Lothian Local Plan 2008.

The Legal Adviser stated that a formal Decision Notice would be issued within 21 days.

REPORT TO: East Lothian Council
MEETING DATE: 28 February 2017
BY: Chief Executive
SUBJECT: Draft East Lothian Council Plan 2017–2022

3

1 PURPOSE

- 1.1 To present the Draft Council Plan 2017–2022 for approval.

2 RECOMMENDATIONS

- 2.1 Council agrees the Draft Council Plan 2017-2022 (as per Appendix 1) as the basis for the development of 2017/18 Service Plans.
- 2.2 Council agrees that the Chief Executive presents a final Council Plan 2017–2022 for approval by the Council following the May local government elections.

3 BACKGROUND

- 3.1 Council adopted the 2012–2017 Council Plan in August 2012. The Plan was based on a draft Plan that had been approved by Council in January 2012. The 2016/17 Council Improvement Plan included an action to:
- ‘Begin developing a new Council Plan for 2017–2022 in autumn 2016. The Draft Plan will be presented to Council in early 2017 and form the basis of the Plan to be adopted by Council in August 2017.’*
- 3.2 A Draft Council Plan 2017–2022 has been prepared (see Appendix 1). The Draft Council Plan aims to be both ambitious and aspirational and provides clear direction for all services and staff on the Council priorities that should be reflected in the Council’s budgets and in Service Plans.
- 3.3 The Draft Council Plan outlines the strategy the Council will follow and sets out the objectives and strategic goals it has set itself over the next five years to strive to meet the Council vision, *“for East Lothian to be even more prosperous, safe and sustainable with a dynamic economy that enables our people and communities to flourish.”*

- 3.4 The themes and objectives set out in the 2012–2017 Council Plan continue to be relevant and will continue for the next five years:
- **Growing our Economy** – to increase sustainable and inclusive economic growth as the basis for a more prosperous East Lothian
 - **Growing our People** – to give our children the best start in life and protect vulnerable and older people
 - **Growing our Communities** – to give people a real say in the decisions that matter most and provide communities with the housing, transport links, community facilities and environment that will allow them to flourish
 - **Growing our Capacity** – to deliver excellent services as effectively and efficiently as possible within our limited resources
- 3.5 The overarching objective of *‘reducing inequalities within and across or communities’* that was adopted when the 2012–2017 Council Plan was reviewed in 2014 remains the overarching objective of the new Draft Council Plan.
- 3.6 The Draft Council Plan also sets out the following strategic goals which will make the biggest impact in delivering these key themes and objectives:
- Reduce unemployment and improve the employability of East Lothian’s workforce
 - Reduce the attainment gap and raise the attainment and achievement of our children and young people
 - Improve the life chances of the most vulnerable people in our society
 - Extend community engagement and decision making and increase community and individual resilience
 - Deliver transformational change and harness the opportunities technology offers in the provision of services
- 3.7 Despite difficult financial circumstances faced by the Council, all the commitments made in the 2012–2017 Plan have either been achieved or are at advanced stages of being achieved. More still needs to be done in order to continue the drive towards achieving the vision of East Lothian to be even more prosperous, safe and sustainable with a dynamic and thriving economy that enables our people and communities to flourish. In particular, it is recognised that the overarching objective of reducing inequalities across and within our communities is still relevant. Therefore, we will endeavour to target our resources towards East Lothian residents and communities that are affected by poverty and deprivation.
- 3.8 The Draft Council Plan 2017–2022 is set within the context of the continuing financial, demographic and policy challenges faced by the Council. However,

it takes account also of the opportunities presented by the platform of policies and achievements created through previous Council Plans and other developments, such as the City Region Deal.

- 3.9 The Council Plan is being presented as a draft only at this stage. The actions, listed against each of the themes in the draft, are indicative of the actions that will need to be pursued. Services will be asked to reflect the Draft Council Plan themes, outcomes and strategic goals in their Service Plans and identify the actions they will pursue in order to meet the Outcomes. The final version of the Council Plan will include these actions.
- 3.10 Also, we need to take into account the impending Council elections and give the incoming councillors and new Council Administration the opportunity to revise and amend the draft Council Plan that will align with their term of office.
- 3.11 Therefore it is proposed that the Chief Executive revise the Draft Council Plan, taking into account the actions identified by Council services and, if necessary, any new priorities identified by the new Council Administration. The final Council Plan 2017–2022 should be presented for adoption to the August 2017 Council meeting.

4 POLICY IMPLICATIONS

- 4.1 The draft Council Plan 2017–2022 and creation of a consolidated set of priorities and commitments will assist the Council in ensuring that council and service planning is well founded on a clear vision and strategic direction. This will also assist the Council in delivering services in accordance with our statutory Best value obligations.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report has been through the Integrated Impact Assessment process and no negative impacts have been identified.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – no direct financial implications associated with the recommendations made in this report although implementation of many related actions may well have a financial impact. Where such impact cannot be accommodated within approved budgets the action will be the subject of a separate report.
- 6.2 Personnel – no direct implications on staffing associated with this report's recommendations although implementation of the Council Plan and its actions may have staffing implications which would be the subject of separate reports. The Council Plan will complement the forthcoming People Strategy and provides a context for the possible reconfiguration of Council Services.

6.3 Other – none.

7 BACKGROUND PAPERS

7.1 Appendix 1: Draft Council Plan 2017-2022

7.2 Council Financial Strategy 2017/18 to 2019/20; East Lothian Council, 21st February 2017

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DATE	20 February 2017

DRAFT EAST LoTHIAN COUNCIL PLAN 2017-2022

Our Vision is for East Lothian to be even more prosperous, safe and sustainable with a dynamic and thriving economy that enables our people and communities to flourish

February 2017

DRAFT EAST LoTHIAN COUNCIL PLAN 2017-2022

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1. The Draft Council Plan

Our Vision is for East Lothian to be even more prosperous, safe and sustainable with a dynamic and thriving economy that enables our people and communities to flourish

The Draft East Lothian Council Plan 2017-2022 continues the journey towards realising this vision by building on the ambition and achievements of the 2012-2017 East Lothian Council Plan, taking account of the challenges and new opportunities faced by the Council.

The Draft Plan outlines the strategy the Council will follow and sets out the objectives and strategic goals it will set itself over the next five years to strive to meet the vision. It then lists some of the key actions it plans to undertake to achieve these objectives and goals.

The themes set out in the 2012-2017 Council Plan continue to be relevant and will continue to be the themes and objectives of Council for the next five years:

- Growing our Economy
- Growing our People
- Growing our Communities
- Growing our Capacity

The overarching objective of *'reducing inequalities within and across our communities'* that was adopted when the 2012-2017 Council Plan was reviewed in 2014 remains the overarching objective of the new Draft Council Plan.

The Draft Council Plan sets out the following strategic goals which will make the biggest impact in delivering these key themes and objectives.

- Reduce unemployment and improve the employability of East Lothian's workforce.
- Reduce the attainment gap and raise the attainment and achievement of our children and young people.
- Improve the life chances of the most vulnerable people in our society.
- Extend community engagement and decision making and increase community and individual resilience.
- Deliver transformational change and harness the opportunities technology offers in the provision of services.

Despite difficult financial circumstances faced by the Council, all the commitments made in the 2012-2017 Plan have either been achieved or are at advanced stages of being achieved. More still needs to be done in order to continue the drive towards achieving the vision of East Lothian to be even more prosperous, safe and sustainable with a dynamic and thriving economy that enables our people and

communities to flourish. In particular, it is recognised that the overarching objective of reducing inequalities across and within our communities is still relevant. Therefore, we will endeavour to target our resources towards East Lothian residents and communities that are affected by poverty and deprivation.

The Council is committed to the East Lothian Partnership's Single Outcome Agreement (SOA) 2013-2023 and to working towards achieving the 10 Outcomes in the Agreement (set out in Appendix 1). The SOA is currently being reviewed as the basis of the new East Lothian Plan which the Partnership will adopt by October 2017.

This Draft Council Plan will be amended following the May 2017 Council Elections. A final version of the Council Plan 2017-2022 will be adopted taking into account the commitments of the new Administration and the priority objectives set out in the new East Lothian Plan. This will ensure a clear alignment between the new Council Plan, the Council Administration's commitments and the new East Lothian Plan.

All Council services outline their contribution both to the Council Plan and to the SOA and its outcomes in their Service Plans. The detail about what services are doing and plan to do to support the themes, objectives and strategic goals set out in this Plan will be reflected in Service Plans and/ or other plans and strategies (e.g. the Local Housing Strategy).

This Draft Council Plan 2017-2022 is both ambitious and aspirational. It is set within the context of the continuing financial, demographic and policy challenges faced by the Council and the county. It takes into account also of the opportunities presented by the platform of policies and achievements created through previous Council Plans and other developments such as the City Region Deal.

The Draft Council Plan also reflects the need to invest in, or re-direct resources to, new priorities through a preventative model of service delivery; investing in prevention and early intervention to avoid more costly crisis intervention. The Council prioritise measures that contribute to inclusive and sustainable growth that reduces inequality and helps to break the cycle of poverty

At the heart of the Plan is the concept that the Council and the people and communities of East Lothian can best deliver these solutions – 'working together for a better East Lothian'.

The Council is committed to maintaining high quality public services that are used and valued by all residents such as schools, services for vulnerable children, adults and older people, maintaining roads and pavements, street lighting and refuse collection services.

The Draft Council Plan is based on the understanding that East Lothian Council cannot address the diverse needs of our population on its own. Therefore, the Council will increasingly become:

- an enabling and empowering authority that works with its citizens and communities, the business and third sectors and other public sector partners to deliver the solutions that work best for East Lothian.
- a more entrepreneurial authority, developing new ways of ensuring services are provided in the most effective and efficient way possible;
- a 'digital' authority, fully embracing and exploiting opportunities to use technology to deliver services.

The Council's values which will help to drive the achievement of the Council Plan are based on the staff behaviours known as The East Lothian Way:

Focus on service – putting the customer first; providing excellent customer service; and, contributing to improvements in service.

Explore the bigger picture – working together for a better East Lothian; understanding how our daily activities are linked to the Council's vision and priorities.

Initiate solutions – striving for excellence; taking personal responsibility and ownership to be effective in our jobs.

Share knowledge – demonstrating regular and effective team working; being open and honest.

Deliver outstanding results – taking responsibility and seeing tasks through to successful completion.

2. The Context: Challenges and Opportunities

The Draft Council Plan has taken account of a strategic assessment that has been carried out on the East Lothian Profile that provides a vast amount of information on the demography, economy, health and other key measures of life in East Lothian.

It has been developed within the context of major challenges faced by the people and communities of East Lothian and by East Lothian Council.

The Accounts Commission for Scotland has outlined the following major challenges and changing local government environment faced by Scottish local authorities¹.

- Continuing resource constraints, against a backdrop of increasing demand and rising public expectations about the quality of public services.
- The implications of local government of the United Kingdom's decision to leave the European Union
- The potential impact on councils of the Scottish Government's Programme for Government
- The increasing complexity of service delivery often in partnership with others.
- The integration of health and social care, which is fundamentally changing the governance arrangements for this significant area of public service delivery.
- The re-emphasis on Community Planning and the Community Empowerment Act, which has the potential to fundamentally change the relationship between councils and local communities.

These challenges have influenced the focus and priorities of the Draft Council Plan.

However, the Draft Council Plan takes account also of the opportunities presented by the platform of policies and achievements created through previous Council Plans and other developments such as the City Region Deal.

The Challenges

Financial Constraints

East Lothian's population is projected to grow by c.1% a year over the next 20 years from just over 100,000 to over 125,000 by 2037. Significant growth is projected across all age groups particularly among children and older people: the 0-16 year age group is projected to grow by almost a third; the over 75 year age group by almost 100%.

The Council has to plan for the impact of this growth in population in relation to public services such as:

¹ 'How Councils Work: Roles and Responsibilities, A Follow Up Report'; Accounts Commission, November 2016

- schools and services for children and families
- services for older people and vulnerable adults
- demand for new infrastructure to cope with the new settlements and housing required e.g. roads, schools and community facilities
- development pressures on East Lothian's natural environment.

The Council's Financial Strategy Statement for 2017–2020, outlines the main opportunities, risks and constraints that face the Council over the next three years. The strategy forms the basis of the Council's stewardship of taxpayer's funds over a prolonged period of austerity that will likely continue as the UK's economic outlook faces a further period of uncertainty, in part driven by the UK's decision to leave the European Union. The Strategy has been influenced by four key variables:

- Scottish Government Grant funding
- Delivery of planned efficiencies/ Transformational Change Programme
- Pensions
- Accelerating growth and enabling infrastructure

- *Scottish Government Grant funding*

Like all local authorities in Scotland, the Council continues to face substantial financial challenges. The draft Scottish Government budget announced on 15 December 2016 detailed only one-year figures relating to 2017/18, and there remains significant uncertainty around the future levels of grant. Within this draft one-year budget, the amount of funding available to Local Government through the core Revenue Support Grant for 2017/18 has reduced by a further £220 million, with independent forecasters suggesting that at best, future settlements will remain static in cash terms, with a high risk of further cash and real terms reductions in grant levels.

Within the draft settlement, the Council has received additional 'ring-fenced' funding to be directed towards specific Government priorities, including Education and Social Work. However, the reduction in the Revenue Support Grant of £2.9m means that further savings have to be made across the Council to continue to deliver wider services.

- *Delivery of planned efficiencies/ Transformational Change Programme*

The Council has always shown an ability to adapt and respond positively to the challenges posed by reductions in resources. Significant changes to how it is organised and how services are delivered have delivered around £24 million of efficiencies in recent years. These have been secured across a range of areas including: improved procurement practices, stringent workforce management measures and an ongoing review to the way in which services are managed and delivered.

In preparing the 2017 - 2020 budgets, provision to meet known contractual commitments has been made, but as in recent years, no general inflationary increase in budgets has been incorporated. Essentially, services are expected to absorb general inflationary pressures through the efficient management of the

resources they have been allocated. This 'cost containment' continues to be an important element of the financial strategy.

Given the scale of further savings that will be required in future years it is vitally important that the Council maintains a disciplined approach to the implementation of its Transformational Change programme and does everything possible to deliver the financial efficiencies planned in accordance with that programme and the supporting budgets.

- *Pensions*

The Council is a member of the Lothian Pension Scheme which administers the Local Government Pension Scheme for the Lothian region. The Council previously agreed to participate in a formal Contribution Stability Mechanism which has allowed the Fund to move towards 100% funding while at the same time remaining affordable for employers. The overall effect of this will see the Council's total employer's contribution rate frozen at existing levels for the first year of the planning period; however, it is expected that an increase in employer contributions will be required with effect from 2018/19, with a further increase expected in 2019/20.

- *Accelerating growth and enabling infrastructure*

The Council continues to play an effective role in the development of a potential Edinburgh and South East City Region Deal. The UK Chancellor formally acknowledged in his 2016 Autumn Statement that there would be a deal and high level negotiations have been taking place between the Partnership Authorities and both UK and Scottish Governments. If successful and subject to affordability, the detailed structure of any deal will need to be more fully incorporated within our existing financial plans.

The Council has a proposed Local Development Plan (LDP) that is currently going through a formal period of representation. When adopted, the Plan requires the building of an additional 10,050 homes in East Lothian by 2024. The Council's financial plans have now been modified to better reflect the additional enabling infrastructure costs that will fall due to the Council, in line with a revised Contribution Framework, which will be adopted in conjunction with the LDP.

The impact of the recession and other economic factors

The economic downturn in 2007 resulted in a significant increase in unemployment (measured by claimant count) in East Lothian by 225% from October 2007 to November 2011. Whilst the unemployment rate in East Lothian remained below the Scottish and UK rates the increase in the level of unemployment in this period was greater than the average increases across Scotland and the UK.

The impact of the recession was felt most acutely in the level of youth unemployment and the long term unemployed in East Lothian. Whilst these remained below the Scottish and UK rates, the trend was running in the wrong direction and in late 2011 were increasing at faster rates.

A major challenge set out in the 2012-17 Council Plan was to reduce the long term unemployment count and in particular youth unemployment. Whilst national trends

have improved and levels of unemployment have come down across the UK and Scotland, the trends in East Lothian have improved faster.

The Scottish Index of Multiple Deprivation 2016 (SIMD 16) showed that between 2012 and 2016, the percentage of working age population counted as being 'employment derived' (claiming some form of unemployment related benefit) in East Lothian fell from 10.4% to 8.5% whilst the equivalent figures for Scotland fell from 12.8% to 11.3%

However, SIMD 16 also shows that levels of income deprivation in East Lothian (measured by the number of people on income related benefits) have not reduced at the same pace. The percentage of population counted as being 'income deprived' in East Lothian only fell from 10.6% in 2012 to 9.8% in 2016, compared to a slightly greater fall from 13.4% to 12.3% across Scotland.

Further research will be carried out into the causes and effects of the shift from unemployment to income deprivation, with particular consideration being given to the impact of 'In-work Poverty' - part-time work, zero hours, self-employed contracted labour.

The SIMD 16 data, which shows the persistently high levels of income related benefits in parts of East Lothian, does not show the full picture of the impact of the recession and changes to welfare benefits over the last six years.

The introduction of 'full service' (digital by default) Universal Credit in East Lothian in March 2016 has had a significant negative impact on claimants. The Council has had to deploy significant staff resources to support vulnerable people to submit their on-line claims and to advise Council house tenants about the rent payments due from their Universal Credit. The Council has seen an increase in rent arrears since the introduction of 'full service' Universal Credit along with increasing levels of Council Tax arrears.

East Lothian's economy will also be impacted by the decision to leave the EU. Key sectors of East Lothian's economy – farming, food and drink and tourism – and Edinburgh's financial and Higher Education sectors, which employ a significant proportion of East Lothian's population, could be negatively impacted by 'Brexit' through loss of EU subsidies, changes in trade agreements and negative changes in currency values.

The uncertainty caused by 'Brexit' is compounded by continuing uncertainty about whether a second Independence Referendum is to be held and the economic and financial implications of a possible decision for Scotland to leave the UK which could impact on East Lothian's economy.

Housing

East Lothian is growing, with 10,000 new homes to be built over the next 10 years. A chronic lack of affordable housing is a significant challenge for the Council. Comprehensive assessments published in 2011 and 2015 evidence the need for affordable housing increasing. High house prices continue to restrict those who can

access the private housing market, with house prices generally rising across East Lothian in recent years and a pick-up in market activity. House prices are higher in the east of East Lothian in part due to the greater level of affluence. The average house price to earnings ratio in East Lothian is 5.2 and ranges from 5.06 to 7.63. As elsewhere, access to mortgage finance has been challenging, particularly for first time buyers.

In March 2016, there were just under 11,000 'affordable homes' in East Lothian, about 24% of the total housing stock. The Council owns the majority of these homes – 8,629 homes (31 March 2016), with housing associations owning the balance. The affordable housing stock has been increasing due to significant investment in new social rented housing – over the past 5 years, 691 new affordable homes (325 council homes) have been (and are projected to be) delivered.

While the number of households on the Council's housing list has been falling, there are still 3,800 households on the list. The number of council homes available to let saw an increase over the past 5 years as a result of this new build activity and other policy interventions – typically between 500 and 600 lets per annum, however, this turnover has declined within the last 2 years to around 400 per year.

Due to significant investment in homeless prevention activity, homeless presentations have decreased from just under 1,200 in 2010/11, to around 700. Homeless prevention activity will continue to be developed, particularly in the areas of housing options and advice.

Despite the decrease in applications, around 600 households are consistently found to be homeless every year. There remains significant pressure, in particular, on temporary accommodation due to lack of sufficient supply of housing which means the length of time households have to wait before being able to access permanent accommodation is increasing. This is creating financial pressure for the Council's General Service budget which funds homelessness services. This pressure is particularly acute in the west of East Lothian with a dearth of supply of 1 bedroom properties.

Public Sector Reform and the Scottish Government's Programme for Government

The public sector in general and local government in particular is becoming increasingly complex. Public sector reform has never been higher up the public policy agenda. Whilst attempts have been made to simplify matters and create greater synergy between various public service providers (for example, through Community Planning) other policy imperatives push in the opposite direction.

East Lothian Council has embraced public sector reform over the last few years and has implemented major changes in governance around vital services. Most notably, East Lothian established a shadow Health & Social Care Partnership Board in advance of the legislative requirement. The Council has developed an innovative form of community engagement and empowerment through establishing Area Partnerships with significant funding to direct resources to local priorities. More recently the Council and the East Lothian Partnership have been managing the

transfer of responsibility for Community Justice from a regional board to the Community Planning Partnership.

There is also growing concern about increasing evidence of centralisation with decisions being taken at the Scottish Government level to meet national policy agendas rather than in the best interests of East Lothian. For example, the decision to close Haddington Sherriff Court against the advice and unanimous views of East Lothian Council; and the key planning decisions being overturned on appeal to the reporter resulting wind farm developments and housing developments in areas not zoned for housing in the Local Plan. Most recently the Scottish Minister went against the unanimous views of the Council and accepted the Scottish Local Government Boundary Commission's flawed and short-sighted recommendation to cut the number of elected members on East Lothian Council from 23 to 22.

The Council is also concerned about the Scottish Government's proposals for education – moving responsibilities away from local authorities to new regional bodies. This fragmentation of a core local public service flies in the face of the approach which is being developed to take a holistic (less silo'ed) approach to people and services and the generally accepted view that diverse services and factors impact on children's readiness to learn and achieve their best – health, housing, physical activities (sport, leisure, access to the countryside) culture and the arts all contribute to a child's well-being and readiness to learn.

The Community Empowerment (Scotland) Act 2015 has set a new set of duties and responsibilities on local authorities and Community Planning partners that could bring about significant change in the local government environment. Even before these changes have even been enacted the Scottish Government is planning to carry out a major a review of local government and to introduce a Local Government and Democracy Bill.

East Lothian Council does acknowledge and embrace the need for change if it will lead to improved outcomes and further our goals as we have demonstrated by our implementation of changes such as Health and Social Care integration, our support for partnership working and the vision and ambition set by the Council's Transformational Change Programme and Digital Strategy.

East Lothian has a proud tradition of standing on its own as an effective, well run, responsive and accountable local authority. Any proposal to radically reform local government in East Lothian has to be measured against the impact that change would have on its citizens and communities. A 'one size fits all' approach to reforming local government may not be in the best interests of East Lothian.

The Opportunities

The 2012-2017 Council Plan was underpinned by a commitment to five core principles which reflected the Council's commitment to the principles set out by the Christie Commission.

- Services built around people and communities
- Working together to achieve better outcomes

- Prioritising prevention and promoting equality
- Effective, efficient and excellent services
- Sustainability

The Council and its partners in the East Lothian Partnership have delivered the commitments made in the 2012-2017 Council Plan and the Partnership's Single Outcome Agreement 2013-2023. These achievements form a solid foundation on which the Draft Council Plan can be based.

Services built around people and communities

The Council has been committed to, and has developed, a range of ways in which it engages effectively with citizens, customers and communities in order to better develop services around the needs of people and communities. This has included support for community Councils, Tenants and Residents Associations and Parent Councils, establishing a Citizens Panel, and a range of community care forums. It has also successfully engaged with our communities in relation to school consultation associated with the proposed Local Development Plan and revised/new education policy such as the Parental Strategy, Accessibility Strategy and Play Strategy. .

The Council's approach to community engagement pre-dates the Community Empowerment (Scotland) Act 2015 which established new responsibilities and duties to empower local communities.

A key element of the Council's approach to community empowerment was the establishment of six Area Partnerships with the active involvement of representatives from Community Councils, Parent Councils Tenants and Residents Associations and other local community groups. The Area Partnerships have developed detailed Area Plans that set out the local priorities for improvements. The devolution of responsibility for almost £2m of funding to the Area Partnerships has allowed them to begin to address these priorities.

The Council has also established four Area Managers posts to support the Area Partnerships and act as a focus for developing a more structured area based approach to service delivery.

The Area Partnerships and Area Managers have established a solid foundation for further development of area based services and solutions to local issues.

Despite working with constrained budgets investment has been made in innovative services, that are focussed on meeting the needs of its citizens and communities and can form the basis for further service improvements in future years. These have included:

- East Lothian Works – a partnership (the Council working with Skills Development Scotland, Edinburgh College and third sector organisations) approach to delivering employability services aimed at increasing employment opportunities, which is delivering East Lothian's Young Workforce strategy

- Supporting the establishment of the innovative, award winning East Lothian Food and Drink Business Improvement District to provide a focus for support for this important and growing sector of East Lothian's economy
- Academies – an innovative partnership between the Council's Education service, Edinburgh College and Queen Margaret University which has created a suite of vocational academies providing be-spoke learning opportunities in subjects such as Tourism & Hospitality, Care and Technology and Construction
- The creation of the new communication provision at Meadowpark providing high-quality facilities and experiences for young people with additional needs
- ELSIE – the award winning 'Hospital in the Home' service delivered through integrated working between NHS and Council social care services to provide support for older people to stay in their homes rather than be admitted to or stay longer in hospital
- The delivery of a new waste collection service covering food waste, recycled paper, plastic and metals, green garden waste and household waste, which has resulted in a significant increase in the level of recycled waste from around 44% to well over 50%
- Integration of Customer Services and Libraries and the opening of the integrated Council Office and Library facilities at Bleachingfield (Dunbar) and George Johnstone Centre (Tranent).

Working together to achieve better outcomes

As is evidenced by some of the innovative services outlined above, partnership working has been integral to the Council's approach. The Council has taken the lead in developing the East Lothian Community Planning Partnership and the Partnership's Single Outcome Agreement. This relies on ever closer working between all the partners, based on positive relations between the Council and its key partners – Police Scotland, Scottish Fire and Rescue Service, NHS Lothian, Edinburgh College, Queen Margaret University, Community Councils and East Lothian Tenants and Residents Panel.

A key element of joint working in East Lothian has been the establishment of the Integration Joint Board (IJB) to provide the formal governance around the integration of social care and community health services within the Health and Social Care Partnership. The IJB has developed a Strategic Plan which forms the basis for joint funding from East Lothian Council and NHS Lothian to drive forward the integration of these services.

Partnership working has also been integral to the development of Integrated Children and Young People's Service Plan by the Children's Strategic Partnership.

In addition to the formal partnership working through the mechanisms of the East Lothian Partnership, the IJB and the Children's Strategic Partnership, the Council

has developed informal partnerships. For example, it has worked closely with Midlothian Council to explore and develop joint, shared and integrated services. Examples of this partnership working with our neighbouring local authority include, joint delivery of Public Protection services, East Lothian Council providing Midlothian Council's out-of-hours contact centre service, joint working around Health and Safety, and, Midlothian Council leading on the delivery of the Trading Standards service.

The Council also has been working with the Scottish Futures Trust and its delivery vehicle, South East Scotland HubCo to identify and make use of alternative sources of capital financing for housing and community facilities (e.g. the Gullane health and day centre and the new Wallyford Primary School).

Prioritising prevention and promoting equality

Early intervention and tackling inequalities are key priorities for East Lothian Council and the East Lothian (Community Planning) Partnership.

The Council recognises the need to deliver a step change in how services are provided; moving from a model of public services that focuses on crisis intervention, to a model that concentrates on preventing failure at the earliest opportunity.

The shift in emphasis towards prevention and early intervention has been underway for some years. Many activities that can be described as 'prevention' or 'early intervention' are now core activities which are embedded in the way the Council and its partners work. Some key examples of this include:

- Shifting the balance of care for older people from hospitals and care homes to services such as ESLIE (see above) and telecare that allow people to remain in their homes
- Interventions such as diversionary activities for young people to reduce anti-social behaviour
- Programmes aimed at improving skills and employability to improve positive destinations for school leavers
- Delivery of 600 hours entitlement to free early learning and childcare and support for eligible 2 year olds
- Sports development, the Active Schools programme and active travel initiatives that support people to be more physically active
- Targeted home fire and home safety activity by the Scottish Fire and Rescue Service
- Introducing a new Integrated Impact Assessment to assess the equalities, socio economic and environmental impact of policies and processes
- Establishing a multi-agency Public Protection Unit which covers both East Lothian and Midlothian
- A new waste collection service that has increased household waste recycling to well over 50%, thereby reducing our use of landfill.

The Council and key partners including the NHS, Police Scotland and third sector organisations have collaborated in the Musselburgh Total Place Project which has culminated in the establishment of a new Family Focus Service which will use an

early intervention and prevention approach to working with the most vulnerable families in the Musselburgh East area.

Effective, efficient and excellent services

Resource maximisation, performance management, continuous improvement and customer excellence have been key elements of the Council's way of working over the last four years and have been crucial to allowing the Council to continue to deliver high quality services at a time of budget constraint – which can be summarised as 'delivering more for less'.

This has involved the successful implementation of a range of programmes or strategies to improve effectiveness, efficiency and excellent, including:

- Worksmart – flexible working, allowing staff to work in a more agile way thereby reducing overhead costs and increasing efficiency and allowing accommodation rationalisation which resulted in significant release of space for either sale or alternative use
- Buysmart and Procurement Improvement generating savings in the cost of procuring some goods and services such as photocopying services
- Efficient Workforce Management, including:
 - two phases of senior management re-structuring that reduced the number of senior managers in the Council by about one-third
 - service reviews which have contributed to a significant reduction in staffing costs whilst protecting services
 - prudent vacancy monitoring and more creative use of resources

The Council's external auditors, KPMG, commenting on the 2015/16 Annual Accounts in their Report to Members (September 2016), faced with financial challenges over the past few years the Council performed well ahead of budget and has maintained financial stability whilst reducing its reliance on the use of reserves. The auditors also commented that the Council has sound and well established governance arrangements that ensure effective scrutiny and challenge.

However, as the squeeze on public sector resources intensifies, the Council recognises that a focus on efficiency alone is no longer sufficient or sustainable and that, given the scale of the financial and demographic challenges ahead, more radical and sustainable solutions are required, focussed on transformational change.

Therefore, the Council has embarked on defined Transformation Programme, which currently includes the following key elements:

- Review of Council accommodation requirements and new ways of working including partnership arrangements
- Implementation of a Digital Strategy, the redevelopment of the Council's website and provision of on-line services. The main focus of this project to date has been the procurement of a new Council website (operational from

late summer 2017) that will be fully responsive and support the development of on-line services and payments.

- Exploiting opportunities for income generation. The main focus for this project has been consideration of options for reducing expenditure and raising income from energy such as exploiting renewable energy sources and developing a 'trading' arm.
- A programme of service redesign and options appraisal, which will take into consideration the potential to work in partnership with East Lothian voluntary organisations, businesses and social enterprises and use alternative service delivery models such as arms-length external organisations, trading companies, social enterprises and strategic partnerships with other local authorities.

The Council's Digital Strategy is fundamental to the Transformation Programme that the Council has embarked on, making services accessible to customers/ service users wherever they choose, whilst realising operational and cost efficiencies through improved and streamlined business processes.

In parallel to the redesign of services and business processes the Digital Strategy acknowledges the importance of ensuring that East Lothian residents and businesses have access to superfast broadband that will allow them to fully exploit opportunities presented by broadband such as providing access to the 'internet of things' such as telecare and telehealth services.

The Strategy also recognises that support to people who may be 'digitally excluded' is key to reducing poverty and inequality as if people are not supported, they will either no longer be able to access services or they will pay more for any service.

Sustainable and inclusive economic growth

Sustainable and inclusive economic growth is fundamental to achieving the Council's vision. The Council and the Sustainable Economy Partnership involving the Council, Scottish Enterprise, Skills Development Scotland, Edinburgh College, Queen Margaret University and representatives of the Chamber of Commerce and Federation of Small Businesses have been implementing the Economic Strategy 2012-2022.

The Strategy has two strategic goals, namely to increase the number of businesses with growth potential and to increase the proportion of residents working in and contributing to East Lothian's economy. The Strategy set out five objectives to enable delivery of these two goals:

- To be Scotland's leading coastal, leisure and food & drink destination
- To build on our proximity to Edinburgh to encourage study, work and spend in East Lothian
- To provide high quality employment pathways for East Lothian's workforce
- To be the best place in Scotland to set up and grow a business
- To become Scotland's most sustainable local economy.

Whilst progress has been made with these objective, in particular the first three, it is recognised that further work still needs to be done to fully achieve the ambitious objectives and goals of the strategy.

Two major opportunities have been put in place by the Council to assist in the delivery of the Strategy through supporting sustainable and inclusive economic growth.

Local Development Plan

The proposed Local Development Plan (LDP) sets out a development strategy for the future of East Lothian to 2024 and beyond. The proposed LDP sets out where new developments should and should not occur, including housing, education, economic and retail development, new transport links and other infrastructure.

As well identifying sites to accommodate 10,000 new homes with their associated infrastructure the LDP also identifies sites for economic development with the aim of supporting sustainable economic development and business growth.

The LDP seeks to grow East Lothian's economy by encouraging employment generating development in town centres and on existing and proposed employment and business sites. Delivery of such development is key to securing sustainable and inclusive economic growth and job creation. The Plan takes a practical and flexible approach to support a wide range of appropriate economic development uses in sustainable locations, whilst safeguarding existing business uses.

City Region Deal

The Edinburgh and South East Scotland City Region (ESESCR) Deal aims to make a step change in economic growth across the region, through a wide-ranging programme of significant investment, alongside additional freedoms and powers devolved to a more local level.

In 2014, the Council agreed to contribute initial resources to support the development of an outline business case for a City Region Deal Infrastructure Fund, in partnership with the City of Edinburgh, Fife, Midlothian, Scottish Borders and West Lothian councils. Further resources were committed in April and May 2015 to enable a more detailed proposition to be developed. This was submitted to the UK and Scottish Governments in September 2015, with further, more detailed iterations in December 2015, April 2016 and November 2016.

Other partners involved in shaping the ESESCR Deal include universities and colleges, the private sector, the third sector and relevant public sector agencies. The ESESCR Deal is built upon accelerating the region's rate of economic performance with a twin focus on Innovation and Inclusion:

Innovation

Innovation proposals are shaped around four inter-connected Innovation Hubs, targeting opportunities in sectors where the region has particular strengths:

- Data Driven Innovation;

- Low carbon/Energy Resilience;
- Creative/Culture and Tourism; and
- One Health

Inclusion

Inclusive growth is at the core of the Deal. The partners want to ensure that the growth opportunities can be leveraged through scaled up investment in employer led skills and employability programmes, affordable housing (including targeting fuel poverty) in sustainable communities, public sector spend on infrastructure in targeted locations to accelerate private sector investment and ensure digital inclusion right across the region.

In addition, the Deal also includes proposals to accelerate the supply of affordable housing through innovative solutions to deliver enough new homes to meet demand and respond to the housing crisis facing the region. The Regional Housing Programme will enable the development of major strategic housing sites and the delivery of affordable housing across sites identified in strategic housing investment programmes: a revolving Housing Infrastructure Fund; Additional affordable housing grant funding; and a Regional Land and Property Commission with a start-up loan fund to enable site acquisitions between partners, with loans repayable post development.

DRAFT

3. The 2017-2022 Objectives and Actions

The Draft East Lothian Council Plan 2017-2022 continues the journey towards realising the Councils Vision by building on the ambition and achievements of the 2012-2017 Plan and addressing the challenges faced by, and maximising the opportunities provided to, the Council.

The key themes and objectives set out in the 2012-2017 Council Plan continue as the key themes and objectives of the new Draft Council Plan 2017-2022.

Growing our Economy – to increase sustainable and inclusive economic growth as the basis for a more prosperous East Lothian.

Growing our People – to give our children the best start in life and protect vulnerable and older people.

Growing our Communities – to give people a real say in the decisions that matter most and provide communities with the housing, transport links, community facilities and environment that will allow them to flourish.

Growing our Capacity – to deliver excellent services as effectively and efficiently as possible within our limited resources.

Reducing inequalities within and across our communities continues to be the Draft Council Plan's overarching objective.

In order to meet these objectives the Draft Council Plan sets out strategic goals which will make the biggest impact in delivering these key themes and objectives.

- Reduce unemployment and improve the employability of East Lothian's workforce.
- Reduce the attainment gap and raise the attainment and achievement of our children and young people.
- Improve the life chances of the most vulnerable people in our society.
- Extend community engagement and decision making and increase community and individual resilience.
- Deliver transformational change and harness the opportunities that technology offers in the provision of services.

Reducing inequalities within and across our communities

Reducing inequalities within and across our communities is the overarching objective of both the Council Plan and the East Lothian Plan. Analysis of the Scottish Index of Multiple Deprivation (SIMD 16) shows that progress has been made towards meeting this objective over the last four years. Across most indicators used to create the index there has been a reduction in the highest levels of deprivation and a

consequent reduction in stark inequality between our most and least deprived communities. For example, SIMD 16 shows that the highest levels of employment and income deprivation fell from 27% and 35% in 2012 to 21% and 31% in 2016.

Despite these improvements it is still clear that both actual and relative levels of poverty and inequality are too high and that further work needs to be done to break the persistent cycle of poverty.

Therefore, in January 2016 the Council established the East Lothian Poverty Commission to examine poverty in East Lothian and to identify key actions that the Council and local organisations working in partnership could undertake to help people to move out of poverty or lessen its impact.

Key issues highlighted by the Commission included:

- the need to take a human rights approach to poverty summarised as ‘the right to dignity and a decent life’
- the changing face of poverty with the growth of ‘in work’ poverty due to relatively low wages, part-time and zero hour contracts
- the impact of welfare and benefit changes, including Universal Credit
- the need to counter the stigma of poverty and too foster an understanding of poverty at all levels of decision making
- the need for policy changes at both Scottish and UK Government levels.

The report of the Poverty Commission provides the basis for an action plan that the Council and East Lothian Partnership will follow to help achieve their overarching objective of reducing inequality in East Lothian.

Growing our Economy – to increase sustainable and inclusive economic growth as the basis for a more prosperous East Lothian

Strategic goals:

- Reduce unemployment and improve the employability of East Lothian’s workforce.

East Lothian Council remains committed to implementing the Economic Growth Strategy 2013-2023 as the basis for developing sustainable and inclusive economic growth as the basis for a more prosperous East Lothian.

The projected growth in population needs to be matched by growth in the local economy and local job opportunities to reduce unemployment. Local jobs reduce commuting and help retain income within the county, supporting local businesses and jobs and helping to sustain local communities.

Therefore the Council will continue to promote and pursue ambitious plans that encourage and support the creation of new jobs in East Lothian through the City Region Deal, the development of land for business growth as identified in the Local Development Plan, supporting the development of the business innovation park around Queen Margaret University, and continuing to build on the East Lothian

economy's existing strengths such as the tourism sector, innovative technologies and the food and drink sector.

The second strategic strand of this theme is to improve the employability of East Lothian's workforce; improving positive outcomes for school leavers and our young workforce but also ensuring that there is a match between the needs of local businesses and the skills and knowledge of the local workforce.

Improving the skills and knowledge of East Lothian's workforce, at the same time as new job opportunities are being developed will provide the best opportunity for reducing the impact of 'in-work poverty'.

Actions

- Maximise the opportunities presented by the City Region Deal particularly in relation to Innovation and Inclusion
- Review the Economic Development Strategy 2012-2022, and, if necessary, re-focus the strategy to build on the success of key sectors such as Food and Drink and tourism, take advantage of new opportunities and to mitigate the impact of economic uncertainty caused by the recession and constitutional changes
- Continue to engage pro-actively with local businesses and potential investors in East Lothian to identify how East Lothian can support existing businesses to grow and to attract and support new businesses, including through the use of the Council's purchasing power
- Maximise the use of land identified for business growth in the Local Development Plan and exploit opportunities for business growth from sites such as the former Cockenzie power station, Blindwells and the QMU business park
- Implement East Lothian's Young Workforce Strategy and Action Plan; maximising opportunities for young people through support for craft and modern apprenticeship opportunities and school work experience within the Council and in local businesses through the continued use of Community Benefit clauses in Council contracts
- Develop an East Lothian Workforce Plan in order to maximise the opportunities presented by the City Region Deal. This will assess and address the requirement to upskill our workforce to ensure we have the skills required to address skills shortages and meet the requirements of the digital economy and empower people to move out of 'in work poverty'
- Continue to work with the Scottish Government and the communications sector to support the faster roll out of superfast broadband and improvements in mobile communications across the county.

Growing our People – to give our children the best start in life and protect vulnerable and older people

Strategic goals:

- Reduce the attainment gap and raise the attainment and achievement of our children and young people.
- Improve the life chances of the most vulnerable people in our society.

The Council remains committed to giving our children and young people the best possible start in life. While attainment levels in our schools are mostly above the Scottish average we recognise that attainment and achievement levels could be higher, particularly among pupils from deprived areas and backgrounds. So reducing the attainment gap between the highest and lowest attaining pupils and raising the attainment and achievement of our children and young people is a key priority.

A new Integrated Children and Young People's Service Plan for 2016-2019 was adopted by the East Lothian Partnership and forms the basis for the Children's Strategic Partnership collectively to improve services and outcomes for children and young people.

The growth of our older population means that the Council could be faced with significant increases in the cost of providing care services. The Council remains committed to providing services that give everyone the opportunity to live fulfilling, healthy, active and independent lives. The priority will be to focus resources where they are most needed, to shift the balance of care to provide enhanced quality of life for people in their own homes, and to invest in early intervention to reduce the demand for more costly crisis intervention.

Health and Social Care integration to deliver quality services and outcomes in East Lothian is being fully implemented under the leadership of the Integration Joint Board. The Board's Strategic Plan sets out how integration will be implemented to improve joint working and resource allocation between health and social care, making it easier to address health needs holistically and to ensure that resources follow people's needs for social care services.

Housing has a key role to play in helping to deliver East Lothian Health and Social Care Partnership's Strategic Plan and close collaboration will be critical to design and deliver products and services to meet need arising from demographic change, particularly in relation to older people.

The Council and its partners in the new Community Justice Board which sits within the East Lothian Partnership has taken on duties and responsibilities in relation to community justice, which will focus on supporting offenders with the aim of reducing re-offending.

Actions

- Continue to implement the 2016-2019 Integrated Children and Young People's Service Plan and consult fully with stakeholders in reviewing and revising the Plan in 2019
- Continue to prioritise improving educational attainment and achievement and reducing the attainment gap at all stages, recognising the importance of supporting early intervention in improving pre-school children's readiness to learn. This will include using the Council's library service skills through the provision of focussed support in reading skills on pre-school children and more vulnerable children
- Work with the Scottish Government to enable provision of 1140 hours of early learning and childcare for all 3 and 4 year old children within the context of the Council's Early Learning and Childcare Strategy
- Meet stretching positive destinations and continue to develop the positive partnerships with Edinburgh College and Queen Margaret University to further develop the senior phase through creating a common school day/ timetable and the development of vocational pathways; develop plans for a digital school to be based within the new secondary school
- Work with other local authorities to develop common approaches to improve practice and share educational resources and facilities where possible
- Evaluate the new Family Focus Service established to deliver sustained improved life chances for the most vulnerable families in the Musselburgh East area; and, if successful, roll out the new service model on a phased basis across East Lothian's most deprived communities
- Take concerted action to tackle obesity in children through a multi-agency and multi-faceted approach, including improved diet and nutrition in early years, exercise and physical activity
- Implement the Integration Joint Board's revised Strategic Plan and develop fully integrated health and social care services which continue to shift the balance of care by developing community based options and maximising opportunities to live independently for as long as possible; continuing to develop services that aim to reduce hospital admissions and delayed discharge of older people; maximising the use of shared funding including the Integrated Care Fund to enable integrated health and care resources such as the proposed Prestonpans community hub to be developed
- Continue to develop a strategic approach to commissioning adult and children's services, including care at home services, to ensure both value for money and person centred services, piloting the Neighbourhood Networks model to encourage people with complex needs connect with community resources and people

- Develop technology enabled care and health services building on the successful service already provided through the Council's Contact Centre
- Prioritise actions to reduce mental ill-health in our community, in particular amongst young people, to tackle the challenges posed by Dementia and the social isolation of older people and other vulnerable groups
- Continue working with the Scottish Fire & Rescue Service and other partners to provide holistic, collaborative, early intervention services aimed at supporting vulnerable people from harm and risk in their homes
- Promote opportunities for Healthy Living throughout East Lothian by implementing the Physical Activity Strategy and maximising use of East Lothian's natural health service – the outdoors

Growing our Communities – to give people a real say in the decisions that matter most and provide communities with the housing, transport links, community facilities and environment that will allow them to flourish

Strategic goals:

- Extend community engagement and decision making and increase community and individual resilience.

The Council will make every effort to meet the need for affordable housing by maximising opportunities to increase the supply of affordable housing through the Local Development Plan.

The strong sense of community in every town and village is one of East Lothian's great strengths. The projected increase in population with significant housing developments being built across the county is an opportunity to strengthen and develop our communities. New settlements or significant additions to existing communities should be accompanied by good transport links and the community infrastructure that make thriving communities.

The establishment of six Area Partnerships based on existing multi ward boundaries has been key to the Council's approach to ensuring that communities have a real say in deciding priorities for their area; backed up with the devolution of funding that can be directed to meeting these local priorities.

We know that what matters most to communities is feeling safe, community wellbeing, a strong sense of pride in the neighbourhood and the power to influence decisions that count for the area.

So it is even more important that community engagement and empowerment through the Area Partnerships and other mechanisms such as Community Councils and Tenants and Residents Associations continues to be supported – giving people and communities a strong voice and a real say in how their communities develop. This builds on East Lothian's proud tradition of strong and resilient communities, cooperatives and community associations.

Actions

- Implement the East Lothian Local Housing Strategy 2017-2022 to increase the supply of affordable housing, as identified through the Local Development Plan, reduce homelessness and tackle fuel poverty
- Ensure that significant new housing developments have the community infrastructure they need including transport links, schools, access to local shops, and community facilities
- Complete and implement the Local Transport Strategy and explore further development of community transport initiatives, active travel and improvements to the rail infrastructure and rail services, including the opening of the new station at East Linton
- Continue to support the development of the six Area Partnerships with devolved funding to implement priorities identified in their Area Plans
- Review and revise the Council Consultation and Engagement Strategy and practices to ensure that it meets the highest standard of community engagement and consultation and its duties and responsibilities under the Community Empowerment (Scotland) Act 2015.
- Maximise the potential of East Lothian's already strong 'social capital' through supporting the volunteering ethos, strong community and neighbourhood cohesion and community assets base through supporting community capacity building, the development of community resilience and the celebration of diversity across all communities in East Lothian
- Fully support the delivery of the East Lothian Partnership's Joint Asset Strategy to maximise use of, and achieve best value from, existing resources and assets, supporting co-location of service providers and identifying assets that could be used for housing development or to support business growth
- Support the imaginative and flexible use of facilities such as libraries and schools and the community management of community facilities where appropriate
- Continue to support initiatives to address anti-social behaviour and reduce crime and the fear of crime through a multi-agency, proactive intervention approach
- Work closely with community planning partners to meet our commitment Climate Change targets, embedding sustainability principles into decision making and translating them into tangible actions will be necessary, including increasing waste recycling service provision to meet the 70% recycling target by 2025

Growing our Capacity – to deliver excellent services as effectively and efficiently as possible within our limited resources

Strategic goals:

- Deliver transformational change and harness the opportunities technology offers in the provision of services.

The Council will continue to grow its capacity to ensure it delivers excellent services as effectively and efficiently as possible. In order to deliver the ambitious agenda set out in this Plan the Council will continue to focus on its staff who must be capable, flexible, responsive, and performance focussed. The Council will adopt a new People Strategy building on improving the Council's performance through our people. In order to achieve the improvements sought the Council will continue to work in partnership with the trade unions representing Council staff. It will implement a new Workforce Development Plan to enhance the skills of its workforce.

The Council will continue to strive to maximise its resources and to introduce transformational change in the way it delivers services not only in order to meet ambitious savings targets but also to deliver high quality services in the digital age.

East Lothian Council cannot address the diverse needs of our population on its own. We recognise that due to limited resources, the changing demand for services and the increase in community and personal confidence to demand the right to participate in decision making we need to move away from the traditional model of the local authority always being the 'provider of first resort'.

The Council can no longer (if it ever could) do everything required or expected to meet the demand for public services. The development of person centred care services, self-directed support, community right to buy and the growth of community based and social enterprises are some examples of the changes in how services are provided and individuals and communities engage with their local authority.

Therefore, at the heart of this Draft Council Plan are the concepts that the Council and the people and communities of East Lothian can best deliver these solutions – 'working together for a better East Lothian' – and that the Council will deliver services differently using digital technology where possible. The Council will increasingly become:

- an enabling and empowering authority that works with its citizens and communities, the business and third sectors and other public sector partners to deliver the solutions that work best for East Lothian.
- a more entrepreneurial authority, developing new ways of ensuring services are provided in the most effective and efficient way possible;
- a 'digital' authority, fully embracing and exploiting opportunities to use technology to deliver services.

Actions

- Implement the Council's financial strategy to set balanced three-year budgets avoiding the use of reserves by the third year in order to maximise revenue funding and to invest in and fund an ambitious, appropriate capital programme
- Deliver the Council's Transformational Change Programme
- Deliver the Council's Digital Strategy
- Extend wifi provision across Town Centres and public building and explore options for providing of digital / internet access in all Council houses
- Implement a suite of Council policies and strategies which set out how the Council will maximise the efficient use of resources, including
 - The Improvement to Excellence Performance Management Framework
 - People Strategy and Workforce Development Plan
 - Asset Management Strategy
 - Procurement Strategy
 - Customer Service Excellence Strategy
- Improve attendance management of employees reducing the impact on services through implementation of new Managing Attendance policy and by promoting the Council's Health Working lives agenda
- Deliver a revised Equalities Plan 2017-2022
- Continue the programme of improving carbon management and contributing to reductions in CO2 emissions through energy conservation and installation of renewable energy such as PV / solar panels in council buildings, including Council housing stock and making use of new technologies such as Energy/ Battery storage
- Support and develop partnership working and explore further opportunities for partnership working and integration of services within the Community Planning Partnership and with other potential partners where this can be shown to improve outcomes for communities and people.

Appendix 1: Council Plan themes matched against the 2013-2023 East Lothian Plan / Single Outcome Agreement Outcomes

Council Plan Themes	SOA 2013-2023 East Lothian Outcomes
Growing Our Economy	1. We have a growing sustainable economy
	2. The cycle of poverty is broken
	3. We are able to adapt to climate change and reduced finite natural resources
Growing Our People	4. East Lothian's young people are successful learners, confident individuals, effective contributors and responsible citizens
	5. East Lothian's children have the best start in life and are ready to succeed
	6. In East Lothian we live healthier, more active and independent lives
Growing Our Communities	7. East Lothian is an even safer place
	8. East Lothian has high quality natural environments
	9. Everyone in East Lothian has access to quality, sustainable housing
	10. We have stronger, more resilient, supportive, influential and inclusive communities

REPORT TO: East Lothian Council
MEETING DATE: 28 February 2017
BY: Depute Chief Executive (Resources and People Services)
SUBJECT: Amendments to Standing Orders – Scheme of Delegation

4

1 PURPOSE

- 1.1 To seek approval of proposed changes to the Scheme of Delegation.

2 RECOMMENDATIONS

- 2.1 Council is asked to approve the proposed changes to the Scheme of Delegation, as set out in Appendix 1 to the report.

3 BACKGROUND

- 3.1 Members are advised of a proposal to amend the Scheme of Delegation, Section 12 – Statutory Appointment of Officers. Under various laws the Council must appoint officers for a variety of purposes. Officers appointed to perform these roles are authorised to take the actions that are an essential part of their roles.
- 3.2 As regards Section 33a(3) of the Local Government (Scotland) Act 1973 – Officer the declaration of acceptance of office can be made to – for operational reasons, it is proposed to add the Service Manager – Licensing, Admin and Democratic Services, and the Team Manager – Democratic and Licensing as proper offices for this purpose.
- 3.3 In relation to Section 194 of the Local Government (Scotland) Act 1973 – Proper officer for signing deeds and using the Council’s seal – it is proposed that the Legal Team Leader be added as a proper officer. The reason for this change is the Service Manager – Legal and Procurement left the employment of the Council on 14 February and it is considered that, for business continuity reasons, at least three post holders should have the authority to sign deeds and use the Council seal.

- 3.4 In accordance with Section 12.2 of the Scheme of Delegation, where an officer is not available to carry out their delegated duties, other officers may carry out those duties on their behalf. In the event that the Depute Chief Executive (Partnerships and Community Services) is not available to act as the Monitoring Officer, the Service Manager – Licensing, Administration and Democratic Services will act on her behalf. However, it is proposed that the Team Manager – Democratic & Licensing should also be given authority to act on the Monitoring Officer’s behalf as regards providing advice to Councillors on the Councillors’ Code of Conduct.
- 3.6 For business continuity reasons, it is proposed that a Solicitor may be authorised to act as Clerk to the Licensing Board should the Service Manager – Licensing, Administration and Democratic Services be unavailable.
- 3.5 The proposed changes are highlighted within the relevant sections of East Lothian Council’s current Scheme of Delegation, attached as Appendix 1.

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 Report to Council on 27 August 2013 – Revisions to East Lothian Council Standing Orders

AUTHOR'S NAME	Lel Gillingwater
DESIGNATION	Team Manager – Democratic & Licensing
CONTACT INFO	lgillingwater@eastlothian.gov.uk
DATE	13 February 2017

12.0 Statutory Appointments of Officers

12.1 Under various laws, the Council must appoint officers for a variety of purposes. Officers appointed to perform these roles are authorised to take the actions that are an essential part of their roles. The 'statutory appointments' that the Council has made are set out in this section.

Relevant Law	Role	Proper Officer
Social Work (Scotland) Act 1968		
Section 3	Chief Social Work Officer	Head of Adult Services
Local Government (Scotland) Act 1973		
Section 33a	Proper officer for receiving councillors' declarations that they accept their role (declaration of acceptance of office)	Chief Executive
Section 33a(3)	Officer the declaration of acceptance of office can be made to	Chief Executive/ Service Manager – Licensing, Admin and Democratic Services/Team Manager – Democratic and Licensing
Section 34	Proper officer for receiving councillors' resignations	Chief Executive
Section 40	Proper officer for receiving general notices from councillors about any financial interest in a matter, and for recording the councillors' interests	Monitoring Officer
Section 43 and paragraph 1 (4) of schedule 7	Proper officer for receiving requests for special Council meetings	Chief Executive
Section 43 and paragraph 2 (1) of schedule 7	Proper officer for signing summonses to special Council meetings	Chief Executive
Section 43 and paragraph 2 (2) of schedule 7	Proper officer for receiving a councillor's notice of an alternative address	Head of Council Resources
Section 50b	Proper officer for preventing reports containing sensitive information from being available to the public, and for providing documents to the press	Chief Executive/Depute Chief Executive in consultation with Head of Council Resources
Section 50c	Proper officer for providing a written summary when the minutes of a meeting cannot be made available to the public	Head of Council Resources
Section 50f	Proper officer for deciding which documents are not open to inspection	Chief Executive/ Depute Chief Executive in consultation with Head of Council Resources
Section 92	Proper officer for transferring securities	Depute Chief Executive (Resources and People Services)
Section 95	Proper officer for managing our financial affairs	Head of Council Resources
Section 145	Proper officer for asking Ordnance Survey for information	Depute Chief Executive (Partnerships and

		Community Services)
Section 190	Proper offices for serving notices on behalf of the Council and starting legal proceedings	Chief Executive/ Heads of Service / Service Manager – Legal and Procurement
Section 191	Proper officer for signing any claim on behalf of the Council in any sequestration (property taken from the owner to cover a debt or to keep to a court order), liquidations (where assets are sold off to help repay debts) and similar proceedings where we are entitled to make a claim	Chief Executive/Depute Chief Executive (Resources and People Services)/ Service Manager – Legal and Procurement, in consultation with Head of Council Resources
Section 193	Proper officer for signing notices and orders	The Depute Chief Executive/Head of Service responsible for the service of the notice or order relates to in consultation with the Service Manager – Legal and Procurement
Section 194	Proper officer for signing deeds and using the Council's seal	Chief Executive Service Manager – Legal and Procurement/ Service Manager – Licensing, Admin and Democratic Services/ Legal Team Leader
Section 197	Proper officer for arranging for documents to be inspected and filed	Head of Council Resources
Section 202	Proper officer for confirming that byelaws are valid and for sending copies to other relevant authorities	Service Manager – Legal and Procurement
Section 202B	Proper officer for putting valid byelaws in the register of byelaws	Service Manager – Legal and Procurement
Section 204	Proper officer for providing certificates as evidence of byelaws	Service Manager – Legal and Procurement
Section 206	Proper officer for keeping a register of people who are made 'freemen' of the area	Head of Council Resources
Section 231	Proper officer for asking the Sheriff about matters arising from the Local Government (Scotland) Act 1973	Chief Executive/Depute Chief Executive in consultation with the Service Manager – Legal and Procurement
Licensing (Scotland) Act 2005		
Paragraph 8(1) (a) of Schedule 1	Clerk of the Licensing Board	Service Manager – Licensing, Administration and Democratic Services
Civic Government (Scotland) Act 2005		
Section 113	Proper officer for keeping evidence of	Head of Council

	management rules	Resources
Ethical Standards in Public Life Etc (Scotland) Act 2000 (Register of Interests) Regulations 2003		
Section 7(1)	Proper officer for setting up and keeping the register of councillors' business, personal and financial interests, and making these available to the public	Monitoring Officer
Representation of the People Act 1983		
Section 41	Returning Officer	The person appointed by the Council, presently postholder of Chief Executive
Weights and Measures Act 1985		
Section 72(1)(a)	Chief inspector of weights and measures	Depute Chief Executive (Partnerships and Community Services)
Local Government and Housing Act 1989		
Section 2	Proper officer for keeping lists of posts that are politically restricted (limited activities)	Head of Council Resources
Section 4	Head of Paid Service	Chief Executive
Section 5	Monitoring Officer	Depute Chief Executive (Partnerships and Community Services)
Section 19	Proper officer for receiving notices of councillors' business, personal and financial interests and keeping records of them	Head of Council Resources
Environmental Protection Act 1990		
Section 149 (1)	Officer appointed to carry out our role of dealing with stray dogs in the area	Depute Chief Executive (Partnerships and Community Services)
Local Authorities (Contracts) (Scotland) Regulations 1997		
Regulation 4	Proper officer for certification purposes (powers to enter into a contract or other matters)	Head of Council Resources

The Scottish Local Government Elections Order 2007		
Rule 57	Proper officer for receiving all election-related documents after an election	Chief Executive
The Regulation of Investigatory Powers (Scotland) Act 2002		
Section 6	Authorising Officer Directed Surveillance	Chief Executive
Section 7	Authorising Officer Covert Human Intelligence Sources	Chief Executive

12.2 The proper officers appointed for the roles set out in part 12.1 cannot delegate their duties to other officers. However, if they cannot carry out their delegated duties because they are not available, the following officers will carry out their duties:-

Proper officer appointed for the roles set out in part 12.1	Officer who will carry out duties if the proper officer is not available
If the Returning Officer is not available for election purposes	Depute Returning Officer
If the Depute Chief Executive (Partnerships and Community Services) is not available to act as the Monitoring Officer	Service Manager – Legal and Procurement Service Manager – Licensing, Administration and Democratic Services Team Manager – Democratic & Licensing (in relation to matters concerning the Councillors' Code of Conduct)
If a Depute Chief Executive is not available to act as an officer	The relevant Head of Service
If the Service Manager – Licensing, Administration and Democratic Services is not available to act as Clerk to the Licensing Board	Service Manager – Legal and Procurement/ Senior Solicitor/Solicitor
If the Chief Executive is not available to act as the Head of Paid Service	Depute Chief Executive as agreed
If the Head of Adult Services is not available to act as the Chief Social Work Officer	Children's Wellbeing and Adult Service Managers and the Area Practice Manager, Children's Wellbeing
If the Head of Council Resources is not available to act as Section 95 Chief Finance Officer	Depute Chief Executive (Resources and People Services)

REPORT TO: East Lothian Council
MEETING DATE: 28 February 2017
BY: Depute Chief Executive (Resources and People Services)
SUBJECT: Elected Member Induction Programme 2017

5

1 PURPOSE

1.1 To seek approval of the Elected Member Induction Programme 2017.

2 RECOMMENDATIONS

2.1 Council is asked:

- to approve the Elected Member Induction Programme, as set out in Appendix 1 to the report (noting that any changes to the dates outlined will be communicated to Members as soon as practicable); and
- to agree to a number of sessions being made compulsory for returning Members, as well as new Members (as outlined in Section 3.2, below, and specified in Appendix 1).

3 BACKGROUND

3.1 Members are advised that, as in previous local government election years, officers have devised an Induction Programme for Elected Members, to be delivered over the first two months following the election. The draft Induction Programme for 2017 is attached at Appendix 1 to this report.

3.2 Members are asked to note that a number of sessions are compulsory – some for new Members, some for Members who hold particular positions, and others for all Members. The sessions which are compulsory for all Members are as follows:

- Collection of IT equipment and associated training (Wednesday 10 May)

- Councillors' Code of Conduct (Thursday 11 May)
- Representation on outside bodies (Thursday 11 May)
- Legal duties and responsibilities (Tuesday 16 May)
- The planning system (Wednesday 17 May)
- Media and communications (Wednesday 24 May)

Existing Members seeking re-election are requested to commit to attending these sessions and to diarise the dates now.

3.3 Many of the induction sessions are aimed primarily at new Members; however, returning Members are welcome to attend the following sessions:

- Life as a Councillor (Monday 15 May)
- Council policies and strategies (Friday 19 May)
- Local Government finance and audit (Wednesday 24 May)
- Committees (Thursday 25 May)
- Common Good (Friday 26 May)
- Individual service sessions (w/b Monday 29 May)
- Housing (Wednesday 31 May)
- Partnerships (Thursday 1 June)
- Health and Social Care Partnership (12 June)
- Emergency planning and risk (Wednesday 21 June)
- Financial and public sector reform (w/b 19 June – date tbc)
- Public protection and the role of the Chief Social Work Officer (Wednesday 28 June)

3.4 As regards the session on ALEOs (date to be confirmed), this session will be compulsory for Members who are appointed to represent the Council on Enjoy Leisure. Members who are appointed to Boards of other organisations, such as East Lothian Investments Ltd, East Lothian Land Ltd and Musselburgh Joint Racing Committee, will also find this session beneficial, and they are therefore encouraged to attend.

3.5 Members are advised that should there be a requirement to change the dates or details of any session, the revised arrangements will be communicated to Members as soon as practicable.

3.6 In addition to the induction sessions, the Members' Briefing programme will continue in 2017/18, and topics for each session will be confirmed in due course.

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 & Licensing
CONTACT INFO	lgillingwater@eastlothian.gov.uk
DATE	31 January 2017

East Lothian Council
Draft Elected Member Induction Programme 2017
Incorporating the Committee Schedule for May/June 2017

Appendix 1

Week 1 (8 – 12 May 2017)

Date, time, venue	Topic	Description	Attendance	Lead Officers
Mon 8 May, 9 – 11 am Council Chamber	Getting started	<ul style="list-style-type: none"> • Meet with PAs • Receive induction handbook/materials • Receive temporary ID cards and personal alarms • Complete various forms • Information on first Council meeting • Tour of John Muir House and Town House 	Compulsory for new Members	Lel Gillingwater/ Jill Totney
Monday 8 May, 2 – 3 pm Venue tbc	Meet the CMT	An opportunity to meet informally with the Council Management Team	Compulsory for new Members	CMT
Monday 8 May, 3 – 4 pm Chief Executive's Office	Meeting with the political group leaders		Leaders of all political groups	Chief Executive
Tuesday 9 May, 9.30 am – 12.30 pm (Induction) Garleton Rooms 12.30 – 1 pm (lunch) 1 – 2 pm (Tour)	Corporate induction and tour of Penston House	<ul style="list-style-type: none"> • Council structures, processes and decision-making • Roles and responsibilities of officers and Members • Committee schedule and Member briefing programme • Tour of Contact Centre 	Compulsory for new Members	Rebecca Grangeret (Lel Gillingwater / Jill Totney / Paolo Vestri / Hannah Tiffin / Raymond McGill)
Tuesday 9 May,	Meeting with the new	<ul style="list-style-type: none"> • Portfolios 	Members of the	Chief Executive /

3 – 5 pm Adam Room	Administration	<ul style="list-style-type: none"> • Cabinet spokesperson roles and remuneration • Accommodation • Administrative support • Council Plan / Manifestos 	new Administration	CMT
Wednesday 10 May, all day 9.30 am – 4.30 pm Saltire Rooms	IT equipment	Collection of IT equipment, and training (inc. IT security)	Compulsory for all Members	Alan Cruickshank
Thursday 11 May, 10 am – 12 noon Council Chamber	Councillors' Code of Conduct	<ul style="list-style-type: none"> • Councillors' Code of Conduct • Governance/Standing Orders • Registers of Interest and role of Standards Commission (inc. overview of Standards Commission activity in East Lothian, 2012–17) • Declaration of interests at meetings • Conduct at Council meetings • Use of social media 	Compulsory for all Members	Kirstie MacNeill / LeI Gillingwater / Jill Totney / Stewart Cooper
Thursday 11 May, 2 – 4 pm Council Chamber	Representation on Outside Bodies	Session for Members on the duties and responsibilities associated with representing the Council on outside bodies	Compulsory of all Members	CMT
Friday 12 May	Getting to know the IT systems	Member PAs to provide training and guidance on IT systems, e.g. Elnet, Outlook, Microsoft Office, etc.	Compulsory for new Members	Members' Services PAs

Week 2 (15 – 19 May 2017)

Date	Topic	Description	Attendance	Lead Officers
Monday 15 May, 9.30 am – 12.30 pm Saltire Rooms	Service speed date / getting to know the Council services	Session for Members to be introduced to the managers of each of the services – 10/15- minute overview of each service	Compulsory for new Members	Paolo Vestri / CMT
Monday 15 May, 2 – 4 pm Council Chamber	Life as a councillor	Session for new Members to meet returning Members to discuss the role, challenges and rewards of being a councillor	Optional for new Members	3/4 returning Members, supported by Paolo Vestri
Tuesday 16 May, 2 – 5 pm Council Chamber	Legal duties and responsibilities	<ul style="list-style-type: none"> • Quasi-judicial roles (Planning and Licensing) • Quasi-legal roles (Appeals, Homelessness, Licensing) • ALEOs • Procurement • Data Protection • Freedom of Information • PVG Disclosure • Equalities • Health and safety 	Compulsory for all Members	Kirstie MacNeill / Paolo Vestri
Wednesday 17 May, 10 am – 12 noon Adam Room	The Planning System	How the planning system works	Compulsory for all Members	Iain McFarlane / Andy Stewart / Keith Dingwall
Friday 19 May, 10 am – 12 noon Adam Room	Council Policies and Strategies	An overview of Council policies and strategies including: <ul style="list-style-type: none"> • Draft Council Plan • Single Outcome Agreement • People Strategy • Improvement Framework • Transformational Change Programme • Customer Care Strategy 	Compulsory for new Members	Paolo Vestri / Sarah Fortune / Eileen Morrison

Week 3 (22 – 26 May 2017)

Date	Topic	Description	Attendance	Lead Officers
Tuesday 23 May, 10 am Council Chamber	Meeting of East Lothian Council	The first meeting of the new Council will include (but is not restricted to): <ul style="list-style-type: none"> • Confirmation of the Membership of the Council, and declaration of acceptance of office • Election of Provost, Depute Provost, Leader of the Council, and notification of Leaders of the Political Groups • Appointment to committees, sub-committees associated committees and Licensing Board • Appointment of Members to outside bodies • Administration manifesto(s) 	All Members	Chief Executive / Lel Gillingwater (clerk)
Wednesday 24 May, 10 – 11.30 pm Council Chamber	Media and Communications	<ul style="list-style-type: none"> • Communications protocol • Use of social media • Data protection and the media 	Compulsory for all Members	Stewart Cooper
Wednesday 24 May, 2 – 4 pm Council Chamber	Local Government Finance and Audit	An overview of local government finance and the role of Internal/External Audit	Compulsory for new Members	Jim Lamond / Mala Garden / External Auditor
Thursday 25 May, 10 am Saltire Rooms	Meeting of Homelessness Appeals Sub- Committee		Three Members, to be confirmed by the clerk	Fiona Currie (clerk)
Thursday 25 May, 2 – 4 pm Council Chamber	Committees	<ul style="list-style-type: none"> • Organisation and conduct of Council meetings • Efficient meetings • Effective chairing • Meet the clerk 	Compulsory for new Members and all committee conveners/vice- conveners	Kirstie MacNeill / Lel Gillingwater / Jill Totney / clerking team
Friday 26 May, 10 – 11.30 am	Common Good	<ul style="list-style-type: none"> • Common Good assets • Applications for grant funding – process 	Compulsory for Members of	Kirstie MacNeill / Lel Gillingwater /

Adam Room		and protocol	Common Good Committees	Jill Totney / Sarah Fortune
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Week 4 (29 May – 2 June 2017)

Date	Topic	Description	Attendance	Lead Officers
Monday 29 May 9 – 10 am, followed by sessions with each service (c. half day with each service) Saltire Rooms	Individual service sessions	Introduction to Council services – short presentation on key issues, followed by a discussion and site visits throughout the week, as relevant (individual service sessions tbc)	Optional for all Members	Heads of Service
Wednesday 31 May 1.00 – 3.00 pm Saltire Room 2	Housing	An overview of housing matters, including: <ul style="list-style-type: none"> • Allocations • Homelessness • Modernisation programme 	Compulsory for new Members	Tom Shearer / Caitlin McCorry
Thursday 1 June, 10 am Council Chamber	Meeting of the Employee Appeals Sub-Committee		Provost, Depute Provost, Council Leader, Leader of the Opposition, appropriate Cabinet spokesperson	Alison Smith (clerk)
Thursday 1 June, 4.30 – 6.00 pm Saltire Rooms	Partnerships	Reception event – introduction to Community Planning and partnership working, including East Lothian Partnership and Supporting Partnerships, Local Area Partnerships. Introduction to key partners and opportunity to meet partner representatives, including Police, Fire & Rescue, NHS, further and higher education, voluntary sector.	Optional for all Members	Tom Shearer / Paolo Vestri / Christine Dora

Week 5 (5 – 9 June 2017)

Date	Topic	Description	Attendance	Lead Officers
Monday 5 June, 9 am – 5 pm Council Chamber	Licensing Board training	Compulsory training for all Members appointed to the Licensing Board – includes examination on conclusion of the training	Compulsory for all members of Licensing Board	Kirstie MacNeill (external training providers)
Tuesday 6 June, 9.15 – 10 am Fletcher Room	Meeting of Haddington Common Good Committee		Haddington and Lammermuir ward Members	Fiona Currie (clerk)
Tuesday 6 June, 10 am Council Chamber	Meeting of the Planning Committee		All Planning Committee members	Alison Smith (clerk)
Tuesday 6 June, 3 – 4 pm Saltire Rooms	Police and Fire & Rescue Service	Training on the partnership working with the Police and Fire & Rescue Services	Compulsory for members of the Police, Fire and Community Safety Scrutiny Committee and new Members	Paolo Vestri
Wednesday 7 June, 9 am Fletcher Room	Meeting of Dunbar Common Good Committee		Dunbar and East Linton ward Members	Lel Gillingwater (clerk)
Wednesday 7 June, 10 am Council Chamber	Meeting of the Police, Fire & Community Safety Scrutiny Committee		All Police, Fire & Community Safety Scrutiny Committee	Fiona Stewart (clerk)

			members	
Thursday 8 June, 10 am Council Chamber	Meeting of the Licensing Sub- Committee		All Licensing Sub- Committee members	Fiona Stewart (clerk)
Thursday 8 June, 2 pm Council Chamber	Meeting of the Petitions Committee		All Petitions Committee members	Jill Totney (clerk)
Date and time tbc	Appointment to ALEOs	Training on the role of Members who are appointed as Directors of Arms Length External Organisations, including their duties and responsibilities as a director.	Compulsory for all Directors of Enjoy Leisure, encouraged for Directors of East Lothian Investments, East Lothian Land and MJRC	Kirstie MacNeill / Enjoy Leisure's solicitor

Week 6 (12 – 15 June)

Date	Topic	Description	Attendance	Lead Officers
Monday 12 June, 10 – 12 noon Council Chamber	Health and Social Care Partnership	An overview of partnership working between the Council and the NHS	Compulsory for new Members	David Small / Sharon Saunders / Alison MacDonald

Tuesday 13 June, 10 am Council Chamber	Meeting of the Cabinet		All Cabinet members	Alison Smith (clerk)
Tuesday 13 June, 2 pm Council Chamber	Meeting of the Education Committee		All Education Committee members	Fiona Currie (clerk)
Wednesday 14 June, 10 am Council Chamber	Meeting of the Policy & Performance Review Committee		All PPRC members	Alison Smith (clerk)
Wednesday 14 June, 2 pm Fletcher Room	Meeting of the North Berwick Common Good Committee		All North Berwick Coastal ward Members	Alison Smith (clerk)
Thursday 15 June, 10 am Saltire Rooms	Meeting of Homelessness Appeals Sub- Committee		Three Members, to be confirmed by the clerk	Fiona Currie (clerk)
Thursday 15 June, 2 pm Council Chamber	Meeting of the Local Review Body (Planning)		Five Members, to be confirmed by the clerk	Fiona Stewart (clerk)

Week 7 (19 – 23 June 2017)

Date	Topic	Description	Attendance	Lead Officers
Monday 19 June (tbc)	Financial and Public Sector Reform	An overview of financial and public sector reform	Optional for all Members	Chief Executive / James Mitchell / Colin Mair (tbc)

Tuesday 20 June, 10 am Council Chamber	Meeting of the Audit & Governance Committee		All Audit & Governance Committee members	Fiona Currie (clerk)
Tuesday 20 June, 2 pm Regent Room Brunton Hall	Meeting of the Musselburgh Common Good Committee		All Musselburgh ward Members	Fiona Stewart (clerk)
Wednesday 21 June, 10 am – 12 noon Garleton Rooms	Emergency Planning and Risk	A tour of the Emergency Planning Centre and session to cover: <ul style="list-style-type: none"> • Emergency planning and business continuity • Nuclear-related issues, and the Council's responsibilities • Risk Strategy • Risk Register 	Compulsory for new Members	Sandy Baptie / Scott Kennedy
Wednesday 21 June, 2 pm Council Chamber	Meeting of the Joint Consultative Committee		All JCC members	Jill Totney (clerk)
Thursday 22 June, 10 am Council Chamber	Meeting of the Licensing Board		All Licensing Board members	Jill Totney (clerk)
Thursday 22 June, 2 pm Council Chamber	Meeting of the Integration Joint Board		All IJB members	Fiona Currie (clerk)

Week 8 (26 – 30 June 2017)

Date	Topic	Description	Attendance	Lead Officers
Tuesday 27 June, 10 am Council chamber	Meeting of East Lothian Council		All Councillors	Lel Gillingwater (clerk)
Tuesday 27 June, 2 pm Council chamber	Meeting of the Planning Committee		All Planning Committee members	Alison Smith (clerk)
Wednesday 28 June, 10 am – 12 noon Council Chamber	Public Protection and the Role of the Chief Social Work Officer	An overview of the Council’s duties and responsibilities in relation to public protection, and its role as a Corporate Parent	Compulsory for new Members	Sharon Saunders / Fiona Duncan

Notes:

All councillors are requested to complete the following compulsory e-learning courses (http://intranet.eastlothian.gov.uk/info/20635/learning_and_development/96/e-learning_on_learnpro) within six weeks of being elected:

- Data Protection
- Freedom of Information
- Records Management

A further training session on Recruitment and Selection will be arranged for councillors during the autumn of 2017. This will involve an element of e-learning and a half-day training session. Only councillors who have completed this training will be eligible to participate in the Chief Officer and Head Teacher Appointments Sub-Committee.

REPORT TO: East Lothian Council

MEETING DATE: 28 February 2017

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Submissions to the Members' Library Service
8 December 2016 – 15 February 2017

6

1 PURPOSE

- 1.1 To note the reports submitted to the Members' Library Service since the last meeting of Council, as listed in Appendix 1.

2 RECOMMENDATIONS

- 2.1 Council is requested to note the reports submitted to the Members' Library Service between 8 December 2016 and 15 February 2017, as listed in Appendix 1.

3 BACKGROUND

- 3.1 In accordance with Standing Order 3.4, the Chief Executive will maintain a Members' Library Service that will contain:
- (a) reports advising of significant items of business which have been delegated to Councillors/officers in accordance with the Scheme of Delegation, or
 - (b) background papers linked to specific committee reports, or
 - (c) items considered to be of general interest to Councillors.
- 3.2 All public reports submitted to the Members' Library are available on the Council website.

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 East Lothian Council's Standing Orders – 3.4

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DATE	15 February 2017

**MEMBERS' LIBRARY SERVICE RECORD FOR THE PERIOD
8 December 2016 – 15 February 2017**

Reference	Originator	Document Title	Access
227/16	Depute Chief Executive - Communities and Partnerships	Staffing report – Communications	Private
228/16	Depute Chief Executive - Communities and Partnerships	Staffing Report - Transfer of Welfare Rights Team from the Adult Wellbeing Service to the Revenues Service	Private
229/16	Depute Chief Executive – Resources and People Services	Creation of temporary 15 hour Nursery Nurse and 25 hour ASN Auxiliary Posts at Sandersons Wynd Primary School	Private
230/16	Depute Chief Executive - Communities and Partnerships	Establishment of Trainee Customer Service Assistants	Private
231/16	Depute Chief Executive - Communities and Partnerships	Staffing Report – Creation of Graduate Internship Post: John Gray Centre	Private
232/16	Depute Chief Executive - Communities and Partnerships	Amendment to Facilities Management Services Structure	Private
233/16	Head of Development	New Wallyford Primary School	Public
234/16	Chief Executive	Local Government Boundary Commission Review	Public
235/16	Head of Education	Report on the Outcome of the Consultation on the New Additional Secondary Education Provision in the Musselburgh Area	Public
236/16	Director of Health and Social Care Partnership	To make Permanent a post within the Multidisciplinary Team at Crookston Care Home	Private
237/16	Director of Health and Social Care Partnership	Make permanent a post in the Delayed Discharge Team funded from the social care fund.	Private
238/16	Director of Health and Social Care Partnership	To make Permanent the temporary Social Worker – Hospital Discharge post	Private
239/16	Depute Chief Executive - Communities and Partnerships	Proposed New Football Pavilion at Ormiston Football Club, Ormiston	Public
240/16	Depute Chief Executive - Communities and Partnerships	Service Review – Environmental Health	Private
241/16	Depute Chief Executive – Resources and People Services	Creation of posts within the Procurement Team	Private
1/17	Head of Development	Planning Enforcement Notices issued between 1 and 31 December 2016	Public
2/17	Depute Chief Executive (Partnerships)	Building Warrants issued under delegated powers between 1	Public

	and Community Services)	and 31 December 2016	
3/17	Depute Chief Executive (Partnerships and Community Services)	Staffing Report – Sport Coaches	Private
4/17	Depute Chief Executive (Partnerships and Community Services)	Staffing Report – Strategic Asset and Capital Plan Management - Interior Design	Private
5/17	Head of Infrastructure	Trade Waste Charges 2017/18	Public
6/17	Head of Education	Staffing Report – Establishment of an ASN Auxiliary Post	Private
7/17	Head of Education	Staffing Report – Sanderson’s Wynd Primary School	Private
8/17	Depute Chief Executive (Partnerships and Community Services)	Staffing Report – Economic Development and Strategic Investment: Economic Development Team	Private
9/17	Depute Chief Executive (Resources and People Services)	Staffing Report – Creation of 2 x Classroom Assistants at Ormiston Primary School	Private
10/17	Depute Chief Executive (Partnerships and Community Services)	Staffing Report – Creation of Stores Assistant, Property Maintenance	Private
11/17	Depute Chief Executive (Resources and People Services)	Staffing Report – Creation of Auxiliary (Home Economics) at Preston Lodge High School	Public
12/17	Head of Development	Proposed Demolition of Winterfield Park Pavilion, Dunbar	Public
13/17	Head of Development	Assignment and Variation of Lease for Rooftop Mast Site at Brunton Hall, Musselburgh	Private
14/17	Depute Chief Executive (Partnerships and Community Services)	The East Lothian Council Revocation of Tree Preservation Order 132 (2015) by Tree Preservation Order 134 (2016), Broadgait and Main Street, Gullane	Public
15/17	Depute Chief Executive (Partnerships and Community Services)	Tree Preservation Order 135 (2016), Craigour and Main Street, Gullane	Public
16/17	Depute Chief Executive (Partnerships and Community Services)	The East Lothian Council Tree Preservation Order 136 (2016), Landed Area to the West of Prestonpans	Public
17/17	Depute Chief Executive (Partnerships and Community Services)	Building Warrants issued under Delegated Powers between 1 to 31 January 2017	Public
18/17	Head of Children and Adult Services	Service Review Report – Emergency Care Workers	Private

15 February 2017