



MINUTES OF THE MEETING OF EAST LoTHIAN COUNCIL

TUESDAY 27 OCTOBER 2020
VIA DIGITAL MEETING FACILITY

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Committee Members Present:

Provost J McMillan (Convener)
Councillor S Akhtar
Councillor L Bruce
Councillor S Currie
Councillor F Dugdale
Councillor J Findlay
Councillor A Forrest
Councillor N Gilbert
Councillor J Goodfellow
Councillor N Hampshire
Councillor J Henderson

Councillor C Hoy
Councillor S Kempson
Councillor G Mackett
Councillor K Mackie
Councillor C McGinn
Councillor P McLennan
Councillor K McLeod
Councillor F O'Donnell
Councillor T Trotter
Councillor J Williamson

Council Officials Present:

Ms M Patterson, Chief Executive
Ms A MacDonald, Director of Health and Social Care
Ms L Brown, Head of Education & Children's Services
Ms S Fortune, Chief Operating Officer – Finance
Mr J Lamond, Head of Council Resources
Mr D Proudfoot, Head of Development
Mr T Reid, Head of Infrastructure
Ms S Saunders, Head of Communities and Partnerships
Ms J Tait, Chief Operating Officer – Children's Services
Ms L Crothers, Service Manager – Protective Services
Mr K Dingwall, Service Manager – Planning
Mr R Edgar, Team Manager – Policy & Strategy (Planning)
Mr S Cooper, Team Manager – Communications
Mr J Cunningham, Interim Service Manager – Economic Development
Ms R Crichton, Committees Officer
Ms F Currie, Committees Officer
Ms A-M Glancy, Principal Accountant
Mr C Grilli, Service Manager – Legal and Procurement
Mr D Henderson, Principal Accountant
Mr P Iannetta, Service Manager – Engineering Services
Ms K MacNeill, Service Manager – People & Governance
Ms Z McFadzean, HR Business Partner
Ms C Molloy, Project Manager
Mr P Vestri, Service Manager – Corporate Policy and Improvement

Visitors Present:

Ms M Duff, Audit Scotland
Ms E Scoburgh, Audit Scotland

Clerk:

Mrs L Gillingwater

Apologies:

Councillor W Innes

Declarations of Interest:

Item 9 – Councillor McLennan declared an interest on account of his employment status.

Prior to the commencement of business, the Convener advised that the meeting was being held remotely, in accordance with the Scottish Government's guidance on physical distancing; that the meeting would be recorded and live streamed; and that it would be made available via the Council's website as a webcast, in order to allow public access to the democratic process in East Lothian. He noted that the Council was the data controller under the Data Protection Act 2018; that data collected as part of the recording would be retained in accordance with the Council's policy on record retention; and that the webcast of the meeting would be publicly available for up to six months from the date of the meeting.

The clerk recorded attendance by roll call.

1. MINUTES FOR APPROVAL

The minutes of the following meeting were approved: East Lothian Council, 25 August 2020.

2. MINUTES FOR NOTING

The minutes of the following meeting were noted: East Lothian Local Review Body (Planning), 20 August 2020.

3. 2019/20 ANNUAL AUDIT REPORT

The Provost welcomed Esther Scoburgh and Mick Duff of Audit Scotland to the meeting, and invited Ms Scoburgh to present the report.

Ms Scoburgh presented the Annual Audit Report to Council, advising that it had been approved by the Audit & Governance Committee at its meeting of 26 October. She pointed out that the Council had been given an unmodified opinion (previously termed 'unqualified opinion') on the accounts, and that no adjustments were required. She confirmed that the Council had submitted its accounts in line with the specified timescales, but that the audit had taken longer than expected. Ms Scoburgh drew attention to a number of key aspects of the report, including the good progress made in relation the recommendations set out in the 2018/19 Annual Audit Report, the financial challenges facing the Council, and the importance of obtaining developer contributions in order to fulfil the Council's capital programme. She noted that the Council had appropriate and effective financial management arrangements in place and had responded well to the COVID-19 pandemic. She concluded her report by referring to the action plan set out in Appendix 1 to the report.

Councillor Hampshire thanked Jim Lamond, Sarah Fortune and the Finance Team for their work on completing the accounts in very difficult circumstances. He welcomed the positive Annual Audit Report, and paid tribute to staff across the Council for their efforts.

Councillor Currie highlighted the importance of audit and scrutiny during the COVID-19 pandemic, and he felt reassured that this had been fulfilled. He expressed concerns about the need for multi-year budgets and the ability of the Council to set a budget beyond one year, given the uncertainty over the timing of the UK Government budget. He recognised that achieving savings in the current circumstances would not be easy, and stressed the importance of obtaining developer contributions.

Councillor Dugdale thanked Audit Scotland for their report, and praised the work of the Council's Finance Team in delivering the accounts by the deadline, and the Internal Audit Team for their work during the past year.

Councillor Akhtar welcomed the unmodified opinion on the accounts, which showed that the Council was making good progress and that the financial management was appropriate and effective. She also welcomed Lesley Brown to her new role of Head of Education & Children's Services, advising that she would be leading on continuous improvements in Education.

Councillor O'Donnell highlighted the ongoing transformation work across the Council to improve services, access to services, and customer experience.

Councillor Mackett spoke in support of comments made, noting that this was a fantastic report in very difficult circumstances.

The Provost concluded the debate by thanking Councillor Henderson for her work in leading the Audit & Governance Committee. He also thanked the staff at Audit Scotland for their input.

Decision

The Council agreed to note the 2019/20 Annual Audit Report.

4. COVID-19 – UPDATE ON THE MANAGEMENT OF COUNCIL RESPONSE AND RECOVERY

A report was submitted by the Chief Executive providing an update on how the Council has managed both its ongoing response to supporting the national public health crisis caused by the COVID-19 pandemic and also action taken in support of recovery and renewal.

The Chief Executive introduced the report, advising that a range of work was ongoing during what remained a dynamic situation. She highlighted the work undertaken to keep schools operating, and noted that the Scottish Parliament would be discussing the strategic framework for COVID-19 today. She stressed that no decisions had yet been taken regarding which tier would be applied to East Lothian, and that Members would be kept up to date on this.

Sharon Sanders, Head of Communities and Partnerships, confirmed that the Council continued to operate in accordance with Business Continuity Plans and all relevant Scottish Government and public health guidance. She drew attention to communication arrangements in place (set out in Section 3.4 of the report), and provided an update on the figures provided in Section 3.7 of the report, noting that, as of 25 October, East Lothian had

73.8 cases per 100,000 population (the lowest figure of any of the authorities in the Lothians). She highlighted a number of developments and activities undertaken since the last Council meeting (outlined in Section 3.8 of the report), as well as providing an update on the financial and HR implications.

Councillor Hampshire expressed concern as regards the impact of the restrictions on certain business sectors and the need for everyone to be treated fairly in order for the public to have confidence in the system. He asked how this could be achieved. Ms Saunders advised that the Council was working hard to ensure that information from the Scottish Government was being made available as quickly and clearly as possible, and that the Protective Services Team was working closely with the business sector and communities in this regard. She asked Members to get in touch with her or with the Service Manager for Protective Services if there were any specific issues of concern. Douglas Proudfoot, Head of Development, added that the Connected Economies Group was also providing support for businesses, and that a meeting would take place on 1 November with local trader associations to reinforce the advice and support available.

In response to questions from Councillor O'Donnell, Lynn Crothers, Service Manager for Protective Services, confirmed that there had been a small number of positive cases at Queen Margaret University, and that these were being managed appropriately. On promoting the Self-isolating Support Grant, Ms Saunders advised that there was information about this on the Council's website, and that the Council was contacting people who were self-isolating to advise them of available support. As regards additional resources being provided by the Scottish Government to assist staff in Protective Services, Ms Saunders expected that funding would be provided to increase capacity, but that this may not amount to a significant number of posts. She also commented that there were not many environmental health officers available to take up posts at that time. On the flu vaccine programme, Alison MacDonald, Director of Health and Social Care, advised that GPs were reporting a higher-than-usual uptake this year, and that users were finding the new system easy to access.

Councillor Currie asked for information on the Administration's position as regards the strategic framework. He also suggested that other staff, such as licensing officers, could assist Protective Services in enforcement of regulations. He asked if there had been discussions between councils in relation to mutual aid. On the data produced by Public Health Scotland, he asked if this could be broken down to take account of particular local outbreaks. Paolo Vestri, Service Manager – Corporate Policy and Improvement, explained that there was sometimes a time-lag in data being received, and that a further update would be provided today. He added that this was a very complex area, which involved looking at both figures and trends. On the use of licensing staff to assist with enforcement work, Ms Saunders advised that this could be looked into; however, she indicated that the matter of enforcement was set in statute. As regards mutual aid, she noted that there had only been one request to date, where staff in Protective Services had provided assistance with risk assessment work. On the additional funding for environmental health officers, she had not had confirmation of this yet.

Councillor Hampshire welcomed the new strategic framework which would reflect local authority boundaries. However, he was concerned that businesses may feel they are being treated differently to those in other areas, and warned of the potential impact of continued closure on businesses.

Responding to a request from Councillor McLennan as regards the strategic framework, the Chief Executive advised that although the Council would be consulted, decisions on tier levels would be made by Scottish Ministers. She undertook to discuss this further with Group Leaders outwith the meeting.

Councillor Bruce asked for information on how COVID-19 cases within schools were dealt with. Ms Saunders and Lesley Brown, Head of Education & Children's Services, provided an explanation of the communication procedures in the event of an outbreak within a school, noting that these were led by other agencies and not the Council.

Councillor McGinn asked about continued support for lunch clubs and families affected by poverty. Ms Saunders explained that a food network had been established, which involved local community groups, the NHS, Public Health Scotland and others. Mr Vestri confirmed that free schools meals would be provided over the Christmas, February and Easter breaks for those children entitled to them, with staff in Facilities Management currently working on the process for this. He also advised that options for community food provision were being explored to support families on low incomes, as well as assistance with fuel payments.

With reference to COVID-19-related challenges in schools, Councillor Akhtar asked about engagement with parents/carers. Ms Brown stated that this was a key priority, with both general and specific updates being issued as required. She reported that she met regularly with the Parent/Carer Council Association, and that parents/carers had been very positive about the Council's approach and processes.

Councillor Akhtar also asked about the capacity at the East Lothian Community Hospital. Ms MacDonald advised that 24 additional beds had been available to date, with the potential to open a further 20 beds by December, which would take the hospital to its full capacity.

Noting that the furlough scheme would be coming to an end soon, Councillor McLennan asked how wider poverty issues would be addressed. Mr Proudfoot referred to a number of initiatives either underway or being explored, including employability advice, a health and social care skills gateway, the Kickstart scheme, and debt support. Mr Vestri added that the multi-agency Poverty Action Group had been re-established and that a review of the Poverty Action Plan was underway.

Opening the debate, Councillor O'Donnell voiced her disappointment that the UK Government would not be supporting free school meals provision in England. She praised communities for their work during the pandemic to support families.

Councillor Akhtar welcomed the continued support for businesses, children and schools. She was mindful of the impact of this increased pressure on staff and the capacity of the workforce to take on additional duties. On the reopening of schools, she paid tribute to those who had worked to keep children safe in very challenging circumstances. She commented that it was important to secure full funding for COVID-19 expenses.

Councillor Bruce echoed comments made on the efforts of staff and their willingness to help meet the challenges. He suggested that local authorities should be more involved in the decision-making process relating to COVID-19, and offered to work with Councillors Hampshire and Currie as regards putting forward East Lothian's position to the Scottish Government.

Councillor Currie stressed the importance of following scientific advice and data. He noted that the strategic framework would be debated in the Scottish Parliament today, noting that it was vital that the public had confidence that decisions were being taken in their best interest. He remarked that the test of a society was the ability to demonstrate high levels of protection for vulnerable people, and that it was important that all agencies worked together to achieve public confidence.

Councillor McLennan made reference to the ongoing work of the Connected Economies Group, which had involved an effective cross-party approach to tourism, the rural economy and town centres. He urged Members to speak to local traders and support them as much as possible. He thanked the Provost and Councillor Findlay for their cross-party contribution to this group. The Provost spoke in support of these comments, adding his thanks to Council colleagues for their support of local businesses.

Councillor Hampshire concluded the debate, reiterating that the Scottish Government would determine which tier East Lothian would be placed within; the Council would be consulted for its views. He highlighted the need to manage the situation carefully in order to support local businesses and protect communities. He noted that East Lothian had lower virus levels than a number of other authorities, and that he would put forward a case to ensure the right decision was made for East Lothian.

Decision

The Council agreed:

- i. to note contents of the report and acknowledge the unprecedented effect the COVID-19 outbreak continues to have on both the East Lothian community and delivery of Council services;
- ii. to note the ongoing COVID-19 response in respect of service delivery and interventions necessary to continue to contain the spread of the virus, particularly the ongoing deployment of Business Continuity Plans in support of national guidance and appropriate public health measures; and
- iii. to note that further COVID-19 Response and Recovery reports would be brought forward to future meetings of Council when appropriate.

5. FINANCIAL UPDATE REPORT

A report was submitted by the Head of Council Resources providing an update on the in-year financial position, providing some outline thoughts on the financial outlook for the Council, and setting out the proposed budget development framework for the three-year period 2021-2024.

The Chief Operating Officer – Finance, Sarah Fortune, presented the report, highlighting the key aspects, including the implementation of enhanced cost-control measures, the projected overspend at the end of the financial year, and the increased financial risks due to the COVID-19 pandemic. She drew attention to Scottish Government funding received to date to tackle the COVID-19 challenges, noting that she was optimistic that further funding would be forthcoming. She also sought approval of the proposed budget development framework and process, as set out in Appendix B to the report.

Councillor Currie asked if it was clear which elements of overspend were related to the COVID-19 crisis. He also asked if the effect on income generation also applied to Arms-Length External Organisations (ALEOs), and if projected efficiency savings would be delivered. Ms Fortune explained that expenses relating to COVID-19 were being monitored by way of a specific process on a monthly basis. On efficiencies, she advised that £5.5m of savings were expected to be delivered, with £3.2m planned for 2020/21. These were recurring savings, so there would be a knock-on impact if they were not delivered. She also mentioned that the Council was awaiting guidance on the 'lost income scheme', hoping that this would benefit the Council; she confirmed that this would also extend to ALEOs. She

further advised that the funding allocated by the Scottish Government would fall short of the figures produced by CoSLA relating to income collection, and she did not anticipate that it would resolve the financial deficit. She pointed out, however, that the situation remained fluid.

On the Children's Services underspend of £2m (£1.5m of which was not COVID-19 related), Councillor McLennan asked about the options being explored to reduce the deficit. He also asked further questions in relation to delivering efficiency savings as regards supported bus travel, and debt charges. Ms Fortune advised that she was working with the Head of Education & Children's Services and her team to identify ways to achieve efficiency savings, but anticipated that this would remain an area of risk going forward. Judith Tait, Chief Operating Officer – Children's Services, added that a range of improvements were being introduced, in conjunction with the Education Service. She pointed out that ten children had been returned from external placements and that there had only been one recommendation for a secure placement this year. She also referenced improvements to performance management and care giving, noting that it may take time for savings to be realised.

On capital expenditure, Ms Fortune advised that COVID-19 had impacted the Council's capital plans and that officers were now looking at the budget position and timescales for delivery. She stressed the importance of the capital programme being affordable and deliverable. Mr Lamond added that the capital programme was both ambitious and challenging, and given the circumstances it was important to be as flexible as possible as regards revised financial planning. He stated his desire to move forward with the capital programme, but noted that some aspects were dependent on house building. He pointed out that there was a short-term, non-recurring, saving on interest charges.

As regards supported bus travel, Tom Reid, Head of Infrastructure, advised that due to COVID-19 some services could not be delivered, and the funding for those had been used to support existing services. He noted that COVID-19 had led to an overspend in home-to-school transport services, and that it was unlikely that pressure in this area would reduce, although there had been some government assistance to offset the additional expenditure.

Councillor Bruce asked for an update on the debt/income ratio on the Housing Revenue Account (HRA), and on the modernisation and new build programmes. He also asked what would be covered by the lost income scheme, and about the scale of the loss incurred by the Council. On the HRA, Ms Fortune explained that COVID-19 had impacted on the new build programme, and although this did not affect the current year's debt/income ratio, it could have an effect in future years. For 2019/20, the debt/income ratio was c.33%. She pointed out that the pandemic had affected HRA income streams, and that the Council's Revenues Team was working with tenants in relation to managing those financial challenges. Douglas Proudfoot, Head of Development, added that the budget for the modernisation programme would not be spent in full this financial year. On the lost income scheme, Ms Fortune reiterated that she was awaiting further information, and would seek to ensure that the Council got a fair proportion of this funding.

On planned efficiencies, Councillor Hoy asked how confident officers were about making progress in this area if the COVID-19 situation continued. Ms Fortune informed Members that the Council had approved £5.5m of efficiencies over a three-year period, with £3.2m planned for 2020/21. She drew attention to Section 1.9 of Appendix A to the report, noting that the Council was on target to achieve the majority of the 2020/21 planned savings, assuming that savings could be delivered on a recurring basis. She also referred to Section 1.17 of Appendix A, which outlined mitigation measures. Mr Lamond warned that any short-term fix would have a significant impact on future years' budgets. He anticipated that the Council may receive in the region of £1.5m of additional funding from the Scottish Government, which would not make up the shortfall.

Councillor O'Donnell asked if the information had changed since the report was produced, and if the Chancellor had responded to the call to support CoSLA's position. Ms Fortune confirmed that there had been no response from the Chancellor to date on this matter, but that he had confirmed to the Scottish Government that there would be no fiscal flexibility. She pointed out that she was monitoring the situation with the Scottish Welfare Fund closely, but warned that, based on the demand, it was unlikely that everything could be delivered within the funds available.

Responding to a question from Councillor Dugdale on grants available to support businesses, Ms Fortune advised that there was now additional grant funding available, but noted that this would have an impact on the Council's staffing resources, namely that staff would need to be diverted from other activities to deal with this aspect. Mr Lamond added that the Non-domestic Rates Team had been remobilised to assist with this work, which was being done in collaboration with staff from Economic Development, and that managers would need to look at how to sustain this, in terms of capacity and resilience, going forward.

Councillor Currie expressed his concern about the ability to deliver efficiency savings, and stressed the importance of securing additional funding from the UK and Scottish Governments to cover COVID-19-related expenditure.

Councillor Akhtar paid tribute to staff across the Council for their work to deliver services. She was disappointed at the lack of clarity around funding for COVID-19 related expenditure, especially in relation to school transport and school cleaning costs. She highlighted the importance of the Scottish Government being open and transparent about funding and their support for schools.

The Provost then moved to the vote on the recommendations, which were agreed unanimously.

Decision

The Council agreed:

- i. (in accordance with Appendix A):
 - to note the in-year financial performance of the Council; and
 - to endorse the wider strategy, including the range of mitigating actions set out in Section 1.17 currently being explored by officers to best manage the 2020-21 financial pressures, and agree that a further update would be provided to Council in December 2020; and
- ii. (in accordance with Appendix B):
 - to note the contents of the report
 - to agree that, as far as possible, advance work on budget development for 2021-2024 commences; and
 - to approve the budget development framework and supporting process, as set out in Section 1.13 of Appendix B.

6. EAST Lothian's BREXIT PREPARATIONS AND RESPONSE

A report was submitted by the Chief Executive providing an update on the current status of EU-UK 'Brexit' negotiations, the key risks to East Lothian Council, the status of current internal preparations to mitigate and manage the risks, and further action required in the lead up to the end of the transition period on 31 December 2020.

The Service Manager – Protective Services, Lynn Crothers, presented the report, reminding Members that the Brexit transition period would end on 31 December 2020, and that the Prime Minister had recently stated that the UK should make preparations for a ‘no-deal’ Brexit following a break-down in the negotiations with the EU on a number of key issues. She expected that the negotiations would continue to mid-November. She made reference to the key aspects of the report, including preparations by the UK and Scottish Governments, CoSLA and Police Scotland, the potential impact on East Lothian and service delivery, and the potential impacts on communities. She pointed out that Michael Gove, Minister for the Cabinet Office, had recently advised that only 25 of UK businesses were fully prepared for the impacts of Brexit. Ms Crothers noted that this was probably due to businesses being affected by COVID-19 and the uncertainty over what is required to prepare for Brexit. She confirmed that the Council would step up its Brexit response in mid-December and would monitor the situation for 12 weeks post-Brexit through the Brexit Working Group.

In response to questions from Councillor O’Donnell in relation to the arrangements for fishing quotas, Ms Crothers advised that this had been a key issue during the ongoing negotiations. She noted that a number of English and Welsh quotas had been sold to European fleets. However, she did not think that it would have a significant direct impact in Scotland as Scottish fleets had largely retained their quotas. She added that Environmental Health officers were in the process of inspecting the East Lothian fishing fleet, and that this would deal with part of the certification process relating to the export of seafood to the EU.

Councillor Currie commented that the agriculture sector would be impacted significantly by Brexit. He asked if Trading Standards would have the capacity to deal with potential illegal imports of electrical devices. Anticipating that there would be staff shortages in the health and social care sector, he asked how this would be addressed, and what the financial implications for the Council would be. On fishing, he pointed out that a large part of the industry in East Lothian was concerned with inshore fishing, and asked how this sector would be affected. As regards Trading Standards staff capacity, Ms Crothers advised that this would be addressed as part of a service review. At this time, she was unsure of the impact of dealing with illegal imports, but added that this would not be an issue until July 2021. She advised that further detail on the potential impacts on health and social care services and the agriculture sector could be provided outwith the meeting. On inshore fishing, she expected that there would be an impact on exports and ensuring that goods were delivered on time. John Cunningham, Interim Service Manager – Economic Development, explained that the UK Government had launched a campaign on the need for businesses to prepare, and that DEFRA had also created a number of webinars to increase awareness. He noted that there was a link from the Council website to further information on the UK and Scottish Government websites.

In response to a question from Councillor Dugdale on the supply of medicines and vaccines in the event of a No-Deal Brexit, Ms Crothers advised that this aspect had been included within the planning assumptions, and that the Scottish Government was working to ensure that medical and veterinary supplies were in place; however, this aspect was outwith the Council’s remit.

On export issues, particularly relating to food and drink, Councillor McLennan asked for further detail about the development of a temporary export hub at the former Cockenzie Power Station site. Ms Crothers advised that the lack of a frictionless trade agreement would have an impact on certification. She explained that Food Standards Scotland would take over and resource the operational hubs based in Lanarkshire, but that Scottish Government funding would be available to resource a temporary export hub in the event of a No-Deal Brexit; this temporary hub would assist local businesses with the certification

process. As regards updating Members and local businesses on Brexit, Ms Crothers noted that the Connected Economies Group would take the lead, and that there would also be regular reports to Members. Douglas Proudfoot, Head of Development, encouraged those Members on the Connected Economies Group to update their Groups on developments.

Councillor Currie opened the debate, highlighting the difficulties for the Council to react and adapt to any late Brexit deal. He believed that a no-deal Brexit would be catastrophic, and that East Lothian's food and drink sector would be impacted. He also made reference to the National Farmers' Union's warnings about the risk to food quality and the impact on the farming sector. He thanked officers for their ongoing work.

Councillor O'Donnell noted that the local fishing community had been badly impacted by the COVID-19 pandemic, and that further uncertainty with Brexit was unacceptable. Her comments were echoed by Councillor Hampshire, who remarked that the pandemic and Brexit had caused a 'perfect storm', with major impacts on East Lothian's tourism, farming, fishing and food and drink sectors.

Councillor Bruce commented that the fishing industry had voted in favour of Brexit, and that it would free them from EU regulations.

Councillor Hoy remarked that the prospect of a second Scottish independence referendum would add to the existing uncertainty.

Decision

The Council agreed:

- i. to note the current position in regard to preparations for the UK leaving the EU at the end of the transition period on 31 December 2020; and
- ii. to note and support the continued work of the Brexit Working Group in identifying risks to East Lothian Council and the management and mitigation of these risks to minimise impacts on service delivery.

7. REVIEW OF GOVERNANCE OF COMMON GOOD – UPDATE

A report was submitted by the Depute Chief Executive (Resources and People Services) providing an update in connection with the Common Good Governance Review, and setting out the next steps in the process.

The Service Manager – Legal, Carlo Grilli, presented the report. He drew attention to a perceived discrepancy relating to the appendices, namely that Appendix 2 included properties that were not listed in Appendix 1. He clarified that these properties had not been viewed as Common Good in accordance with their titles, but had been purchased using Common Good funds. Mr Grilli advised that the work on identifying Common Good assets had now been completed, and that the Council was now required to conduct a public consultation prior to the publication of the Common Good register. He suggested that this consultation could begin in mid-November and would last for twelve weeks, following which the register would be updated as appropriate and published. He also advised that if further properties were identified, these would be added to the register.

A number of questions were raised by Members in relation to specific entries within the appendices, which Mr Grilli agreed to respond to outwith the meeting. He also explained that there were a small number of properties listed that were not within the areas of the four

Common Good Committees, and confirmed that Common Good funds could only be used within their own designated areas. He added that it was not necessary to form committees to deal with assets outwith the four areas with Common Good Committees, but that this could be considered.

In response to a question from Councillor Currie as regards Musselburgh Old Town Hall, Paul Iannetta, Service Manager – Engineering Services, informed Members that a survey had been carried out on the building prior to the COVID-19 lockdown, and that officers would now need to consider what work was required and the funding available.

At Councillor Henderson's request, Mr Grilli agreed to circulate more detailed information to all Members.

Councillor Williamson commented on the overall cost of c. £1m of urgent work required to upgrade Common Good assets, remarking that carrying out regular maintenance would avoid this situation.

Councillor Currie suggested that a capital investment plan for Common Good properties was required, which would ensure that essential works were carried out at an early stage to avoid deterioration of assets.

The Provost moved to the roll call vote on the recommendations, which were approved unanimously.

Decision

The Council agreed:

- i. to note the progress regarding the Common Good Governance Review; and
- ii. to approve the proposed consultation in the terms set out at Section 3.4 of the report.

8. CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2019/20

At the request of the Provost, the Council agreed to continue this item of business to the Council meeting of 15 December 2020.

9. INDICATIVE REGIONAL SPATIAL STRATEGY FOR EDINBURGH AND THE SOUTH EAST SCOTLAND CITY REGION

A report was submitted by the Head of Development presenting the indicative Regional Spatial Strategy (iRSS) for Edinburgh and the South East Scotland City Region.

Declaration of Interest: having declared an interest on account of his employment status, Councillor McLennan left the meeting for the duration of this item.

The Service Manager – Planning, Keith Dingwall, presented the report. He noted an amendment to Recommendation 2.1 (iv), namely that the delegated authority requested should be to the Head of Development. Mr Dingwall advised of the requirement for a Regional Spatial Strategy in accordance with the Scottish Planning Act 2019, anticipating that Regional Spatial Strategies would be enacted in late 2021. He noted that the iRSS would guide both future Local Development Plans and the development of National Planning Framework 4 (NPF4). He advised that the iRSS had already been discuss with Group

Leaders, and provided a summary of the main aspects, and those relating to East Lothian, for Members. He noted that the iRSS required the approval of all SESplan authorities before being submitted to Scottish Ministers for comment, and that the draft NPF4 would be published in September 2021. It was noted that the Council had already approved the appointment of Councillors Hampshire and McMillan to the Elected Member Oversight Group.

Councillor Hampshire pointed out that the iRSS took account of the content of Strategic Development Plan 2, and also identified infrastructure weaknesses, which he believed needed to be addressed prior to any further development taking place. He highlighted the importance of the major developments in East Lothian being included in NPF4 in order for them to be delivered, noting that in doing so, thousands of jobs would be created. He welcomed the support of Members for the iRSS.

Councillor O'Donnell made reference to concerns within communities as regards increasing pressure on public transport and the road network, and called for improved public transport links for the coastal communities. She welcomed the flexibility around the former Cockenzie Power Station site.

Councillor Currie welcomed the report and the consultation with Group Leaders. He echoed Councillor O'Donnell's comments as regards the Cockenzie site, adding that it was important that proposals for this site benefited East Lothian. He emphasised the need to deliver the required infrastructure prior to or alongside proposed developments.

Councillor Akhtar stressed the need for digital access for rural communities to be fully funded. She also spoke in favour of the iRSS.

Councillor Bruce hoped that the expansion of a number of communities would be limited and that key infrastructure would be developed. He also made reference to the possibility of the UK Government contributing to infrastructure development to increase connectivity, and that he would raise this matter outwith the meeting.

The Provost moved to the roll call vote on the recommendations, which were approved unanimously.

Decision

The Council agreed:

- i. to note the content of the indicative Regional Spatial Strategy for Edinburgh and the South East Scotland City Region (attached at Appendix 1 to the report);
- ii. to note the recommendation from the SESplan Joint Committee to the six SESplan authorities to approve the indicative Regional Spatial Strategy for Edinburgh and the South East Scotland City Region;
- iii. to approve the indicative Regional Spatial Strategy for Edinburgh and the South East Scotland City Region; and
- iv. to delegate authority to the Head of Development, to make any non-consequential changes to the Regional Spatial Strategy for Edinburgh and the South East Scotland City Region that arise during the process of ratification by the six SESplan local authorities or subsequent discussions with the Scottish Government.

Sederunt: Councillor McLennan returned to the meeting.

10. RATIFICATION OF CITY DEAL GOVERNANCE ARRANGEMENTS

A report was submitted by the Head of Development setting out a proposed amendment to the Minute of Agreement for the Edinburgh and South East Scotland City Region Deal Joint Committee. The report referenced the report to Council on 31 October 2017, when the Council delegated authority to the Chief Executive to negotiate and agree the Minute of Agreement establishing the Joint Committee, and a further report to the Members' Library (Ref: 92/18) which set out the original Minute of Agreement that had been agreed by the Deal partners. Council was now being asked to approve a supplementary agreement, which would allow the Joint Committee to carry out the functions currently carried out by the South East Scotland Planning Authority (SESplan) Committee.

The Head of Development, Douglas Proudfoot, presented the report, seeking approval for the Supplementary Minute of Agreement. He reminded Members Councillor Hampshire and McMillan had been appointed to the City Region Deal Elected Member Oversight Group at the Council meeting on 25 February.

In response to a question from Councillor Currie as regards the involvement of Council in the City Region Deal governance arrangements, Mr Proudfoot advised that regular engagement with all political groups on matters relating to local and regional development planning would continue, and that the Connected Economies Group would also be involved.

The Provost moved to the roll call vote on the recommendations, which were approved unanimously (noting that Councillor Goodfellow had been unable to connect to the meeting for this item and was unable to vote).

Decision

The Council agreed:

- i. to note:
 - that SESplan would be disbanded as a result of changes set out in the Planning (Scotland) Act 2019;
 - the intention to transfer the strategic planning functions from SESplan to the City Region Deal;
 - that, like SESplan, the Joint Committee would not have the ability to impose policy or financial commitments on the Council; and
- ii. that the Council enters into the agreement as set out in the Supplementary Minute of Agreement (attached as Appendix 1 to the report).

11. EDINBURGH AND SOUTH EAST SCOTLAND CITY REGION DEAL – ANNUAL REPORT, BENEFITS REALISATION PLAN, AND FOOD AND DRINK INNOVATION UPDATE

A report was submitted by the Head of Development summarising the key findings of the City Region Deal Annual Report and the Benefits Realisation Plan, both as lodged in the Members' Library (Refs: 110/20 and 111/20, October 2020 Bulletin), as approved by the City Region Deal Joint Committee on 4 September 2020. The report also provided an update on the next Annual Conversation; a summary of progress to date on the delivery of the Food and Drink Innovation Hub; an update on the Full Business Case to be submitted to the UK

and Scottish Governments to enable the drawdown of the £30m funding package; an update on the land transfers from Persimmon Homes (West Scotland) Ltd to East Lothian Council; and an update on the delivery of the grade separated junction at the A1/Queen Margaret University road junction (for which planning permission was granted by the Council on 25 November 2019 (Ref: 19/00473/PCL).

The Provost asked if it would be possible to demonstrate the potential benefits of the City Region Deal to the East Lothian economy in the longer term. Douglas Proudfoot, Head of Development, advised that although the process was still at an early stage, it was envisaged that 3,500 jobs would be created across the commercial centre, the new primary school and the development of housing. He highlighted the scale of inward investment and the need to maximise opportunities, noting that £30m of government grant funding had been allocated to the City Region Deal.

Councillor Currie asked about the key risks to the delivery of the City Region Deal, noting the interruption to progress by various elections and referendums. Mr Proudfoot indicated that he could go into further detail on this aspect as part of the private report (Item 15 on the meeting agenda). He pointed out that the detailed business case had not yet been approved. He anticipated that the UK's exit from the EU would have an impact, as had the COVID-19 pandemic; however, he noted that the project was still on track.

In relation to young people, Councillor Akhtar asked what support would be available to children and families. Mr Proudfoot advised that he could provide more detail on this aspect outwith the meeting, in conjunction with the Head of Education and Children's Services. However, he indicated that a great deal of work was ongoing as regards employability and skills, as well as reskilling and opportunities within the health and social care sector.

The Provost paid tribute to all those involved in their work on the City Region Deal.

Decision

The Council agreed:

- i. to note the summary findings of the second Annual Report (available in the Members' Library, Ref: 110/20, October 2020 Bulletin);
- ii. to note the summary findings of the Benefits Realisation Plan (available in the Members' Library, Ref: 111/20, October 2020 Bulletin);
- iii. to note the date of the next Annual Conversation;
- iv. to note the summary of progress on the delivery of the Food and Drink Innovation Hub and the wider Edinburgh Innovation Park;
- v. to note the progress of the Full Business Case to be submitted to the UK Government and Scottish Government to enable the drawdown of the £30m funding package;
- vi. to note the update on the land transfers from Persimmon Homes (West Scotland) Ltd to East Lothian Council; and
- vii. to note the update on the delivery of the grade separated junction at the A1/Queen Margaret University road junction, for which planning permission was granted by the Council on 25 November 2019 (Ref: 10/00473/PCL).

12. NOTICE OF MOTION – CLOSURE OF TSB BRANCH IN NORTH BERWICK

A motion was submitted by Councillors Findlay and Bruce regarding the closure of the TSB branch in North Berwick:

'East Lothian Council notes the decision by TSB to close its branch in North Berwick on 19 January 2021, as part of a national closure programme which will see 164 branches close across the UK with the loss of 900 jobs. This decision will leave only one bank branch open in the North Berwick Coastal ward. East Lothian Council further notes that this decision comes soon after the closure of TSB's Dunbar branch, which closed in May 2020.

East Lothian Council knows that banks offer vital services and that for many of our most vulnerable citizens the ability to use those services is harmed when they are unable to access a physical building due to branch closure.

East Lothian Council believes that this is a short-sighted decision that does not take into account that East Lothian is the second-fastest growing area in Scotland.

Additionally, East Lothian Council knows that banks offer services that are vital to the operation of many local businesses, including in North Berwick, in operational terms such as the ability to put cash into accounts and to access direct local advice, assistance and services.

Therefore, the Council is asked to approve the following actions:

- That the Council's Chief Executive writes to the Chief Executive of TSB to express disappointment at the decision of TSB to close the North Berwick branch.
- That the Council's Chief Executive writes to the chief executives of all the major banks with branches in East Lothian to request information as to the future of those branches. The Chief Executive should also take the opportunity to highlight the importance of branches being kept open and available to our communities, given that East Lothian is a growing area, and therefore a place that banks should be looking to increase their business.'

The clerk advised that an amendment had been received in respect of this motion, submitted by Councillors Currie and McLennan; the amendment had been circulated to all Members in advance of the meeting:

Additional recommended action:

'That the Council's Chief Executive writes to the UK Government to request that legislation is put in place to ensure that banking facilities cannot be withdrawn without prior consultation with local communities and that no location can be left without any banking facilities.'

In light of the volume of business still to be considered, Councillor Hampshire suggested that if the proposer and seconder of the motion were prepared to accept the amendment, then the Council should move straight to the vote on the motion as amended. Councillor Bruce indicated that the Conservative Group were prepared to support the amendments to both motions; however, he sought a minor change to the amendment submitted by Councillors

Currie and McLennan, namely asking the Council to respond to the UK Government's call for evidence as regards access to cash. Councillor Currie, having not had prior notice of Councillor Bruce's suggestion, indicated that he wished to retain the original wording of his amendment. Councillor Bruce noted that he was happy to accept this position.

The Provost then moved to the roll call vote on the motion as amended, which was approved unanimously.

Decision

The Council agreed to approve the motion, as amended, on the closure of the TSB branch in North Berwick.

13. NOTICE OF MOTION – RECOGNISING AND SUPPORTING EAST Lothian'S DEDICATED COUNTRYSIDE RANGER SERVICE

A motion was submitted by Councillors Hoy and Bruce regarding the East Lothian's Countryside Ranger Service:

'East Lothian Council:

1. Notes that East Lothian's coastline is the busiest, by visits per kilometre, in Scotland; yet virtually all of it is subject to national, European and international designations to protect natural heritage.
2. Recognises the huge pressures East Lothian Council's Countryside Ranger Service, Police Scotland and other agencies have been placed under as a result of a significant increase in the numbers of people visiting and camping in East Lothian during the Covid-19 crisis.
3. Notes an unprecedented level of camping near to beaches and other countryside locations and recognises the distinction between legitimate and responsible wild camping, which is sensitive to rural and coastal areas, and so called 'dirty camping', which threatens natural habitats.
4. Commends and thanks East Lothian Council's Countryside Ranger Service for their commitment and dedication during this extraordinary period and praises the service for their daily and intensive face-to-face engagement with campers, which largely prevented a dirty camping problem developing in East Lothian
5. Recognises the likelihood of similar pressures in 2021, and calls on East Lothian Council to:
 - Request an officer report outlining estimated numbers of all campers, including those in caravans and mobile homes, within East Lothian during the 2020 summer season, detailing problems and lessons to be learned from this experience.
 - Request officers to present options to:
 - ensure future funding to provide adequate ongoing staff provision.
 - develop new policies and approaches to resolve problems faced by the Countryside Ranger Service within East Lothian.

- Ask officers to write to the Scottish Government and NatureScot (formerly Scottish Natural Heritage) to highlight the experience of the Ranger Service in East Lothian; and to press for a further review of the Scottish Outdoor Access Code to deliver a more proscriptive and robust framework.
- Ask officers to take forward initiatives, such as public awareness campaigns, including engagement with local camping equipment suppliers and other retailers to offer point-of-sale information about the rules and regulations surrounding camping within East Lothian.'

The clerk advised that an amendment had been received in respect of this motion, submitted by Councillors Hampshire and O'Donnell; the amendment had been circulated to all Members in advance of the meeting:

New opening sentence:

'[East Lothian Council] notes the contribution which land reform legislation in Scotland has made to improving guardianship of, and access to, the countryside and coastline.'

Amended recommendations (amendments in italics):

'Ask officers to write to the Scottish Government and NatureScot (formerly Scottish Natural Heritage) to highlight the experience of the Ranger Service in East Lothian; and to press for a further review of the Scottish Outdoor Access Code to deliver a more proscriptive and robust framework *which seeks to preserve Scotland's global gold standard land reform legislation and public access rights.*

Ask officers to take forward initiatives, such as public awareness campaigns, including engagement with *local and national bodies with an interest in access to the countryside and coast*, local camping equipment suppliers and other retailers to offer point-of-sale information about the rules and regulations surrounding camping within East Lothian.'

Councillors Hoy and Bruce declared that they were happy to support the proposed amendment.

The Provost moved to the roll call vote on the motion as amended, which was approved unanimously.

Decision

The Council agreed to approve the motion, as amended, on recognising and supporting East Lothian's dedicated countryside ranger service

14. SUBMISSIONS TO THE MEMBERS' LIBRARY SERVICE, 8 AUGUST – 12 OCTOBER 2020

A report was submitted by the Head of Council Resources 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 8 August and 12 October 2020, as listed in Appendix 1 to the report.

SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION

The Council unanimously agreed to exclude the public from the following business containing exempt information by virtue of Paragraph 6 (information concerning the financial or business affairs of any particular person other than the Authority) and Paragraph 1 (information relating to a particular employee, etc. of the Authority) of Schedule 7A to the Local Government (Scotland) Act 1973.

Edinburgh and South East Scotland City Region Deal – Commercial Heads of Terms between East Lothian Council and Queen Margaret University for Delivery of the Food and Drink Innovation Hub and Park

A private report by the Head of Development regarding the development of commercial Heads of Terms between East Lothian Council and Queen Margaret University for the delivery of the Food and Drink Innovation Hub and Innovation Park at Queen Margaret University was approved.

Review of Chief Officer Structure

A private report by the Chief Executive outlining proposals for a revised Chief Officer management structure to lead the Council's transformation and growth agenda and reconfigure the functions of the Council was approved.



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

**THURSDAY 10 SEPTEMBER 2020
VIA THE DIGITAL MEETINGS SYSTEM**

2

Committee Members Present:

Councillor N Gilbert (Chair)
Councillor K Mackie
Councillor F O'Donnell

Advisers to the Local Review Body:

Mr C Grilli, Legal Adviser to the LRB
Mr P Zochowski, Planning Adviser to the LRB

Other Officers present:

Mr M Mackowiak, Planner

Clerk:

Ms F Currie, Committees Officer

Apologies:

None

Declarations of Interest

None

Introductory Statement by the Legal Adviser

The Legal Adviser outlined the procedure for the meeting and the statutory matters which the Local Review Body were required to consider before reaching a decision on the planning application.

Following nominations to chair the meeting, Councillors O'Donnell and Mackie proposed and seconded Councillor Gilbert. It was therefore agreed that Councillor Gilbert would chair the Local Review Body (LRB) on this occasion.

1. PLANNING APPLICATION NO. 17/00727/P: CHANGE OF USE OF AGRICULTURAL LAND FOR THE KEEPING OF HORSES, ERECTION OF STABLE BLOCK, HORSE SHELTERS AND ASSOCIATED OUTBUILDINGS, FORMATION OF RIDING ARENA AND ASSOCIATED WORKS (PART RETROSPECTIVE), SUNNYSIDE FARM, EAST LINTON, HADDINGTON EH41 4PZ

The Chair invited the Planning Adviser, who had had no involvement in the original decision, to present a summary of the planning policy considerations in this case.

The Planning Adviser outlined the background and detailed proposals contained in planning application no. 17/00727/P which related to a change of use of agricultural land for the keeping of horses, erection of stable block, horse shelters and associated outbuildings, formation of riding arena and associated works. The application was part retrospective in that the equine charity business was already operating from the site, the land was already being used for the keeping of horses and the riding arena, and the welfare building was in position and being used. The site was located immediately to the south and south west of Nos 4-10 Sunnyside Farm Cottages with the closest proposed building, the stable block, approximately 7m from the site boundary with the category B listed cottages. The application was submitted in 2017, registered in March 2018 and determined on 27th March 2020.

He reminded Members that Section 25 of the Town and Country Planning (Scotland) Act 1997 required that the application be determined in accordance with the development plan, unless material considerations indicated otherwise. The relevant policies of the East Lothian Local Development Plan 2018 were set out in the paperwork submitted by the planning case officer.

The Planning Adviser summarised the planning case officer's assessment of the application. He indicated that 10 representations had been received objecting to the application, mainly raising issues that the development would adversely affect amenity and setting of the Sunnyside Cottages. Dunpender Community Council also objected to the application. Of the internal consultees, there were no objections from the Biodiversity Officer or Environmental Health Officer. However, Road Services officers had expressed concerns that the application did not demonstrate that adequate visibility splays were achievable at the access with the public road; that the first 10m of the access would be hard formed; that a turning circle should be provided; that adequate on-site parking be provided at a rate of 1 space per 2 customers or staff and that all of the parking demand should be capable of being provided on the site. No response was received to the concerns raised by Road Services, thereby conflicting with LDP Policies T1 and T2.

Taking all matters into account, the case officer concluded that the proposal was an acceptable type of business for a countryside location and that in the form proposed it would not harm the landscape setting of the local area and of the Sunnyside Cottages nor would it adversely affect the Special Landscape Character of the area. However, on the matter of the impact the proposed development would have on the amenity of the Sunnyside Cottages, the officer concluded that this was affected by the activities and operations of the development and the intensity of the use of the site. Insufficiently clear information was submitted to enable it to be demonstrated that there would not be a detrimental impact on the amenity of the neighbouring cottages, thereby conflicting with LDP policies DP1 and DP2.

The application was refused for the reasons outlined in the Decision Notice dated 27th March 2020.

The Planning Adviser then summarised the applicant's review submission which included a supporting letter from Karele. He confirmed that interested parties were given the opportunity to comment on the appeal and further letters were received from Dunpender Community Council and five representations from or on behalf of residents of Sunnyside Cottages. All supported the original decision to refuse the application.

The applicant also raised a number of issues with the process of the application and referred to a number of communication breakdowns with letters and meetings etc. They also made an offer to remove one structure to free up more parking space and stated that there was clear visibility at the road junction splay and referred to additional information and layouts they would have submitted. They also provided a response to planning policies DP1, DP2 and T1 being three of the four policies against which the application was refused.

The Planning Adviser concluded his summary of the application by referring to an additional statement by the planning case officer pointing out an error in the original report and responding to the applicant's reference to a cancelled meeting.

The Chair thanked the Planning Adviser for his summary.

The Planning Adviser responded to questions from Members providing further detail on matters relating to safe vehicular and pedestrian access to the site and facilities nearby, the length of time allowed for the applicant to provide the required information, the types of conditions which might be attached to any planning permission and alternative locations for the riding arena on the site. He also provided advice on what could constitute material considerations in determining the application and how these might be weighed against considerations of planning policy.

The Chair asked his colleagues to confirm if they had attended the site visit and if they were satisfied that they had sufficient information before them to determine the application. They confirmed this to be the case.

The Chair then invited Members to give their opinions.

Councillor Mackie said it was unfortunate that the applicant had not provided the information requested by the planning case officer. However, having read the information that was provided and having visited the site, she was in agreement with the planning case officer. She felt that the proximity of the riding arena to the neighbouring cottages and the consequent noise, etc., would impact on the amenity of the residents. She was also concerned about road safety and the safety of pedestrians

crossing the road. For these reasons, she would be supporting the recommendation of the planning case officer.

Councillor O'Donnell said she found this a difficult decision as she was well aware of the positive impact this type of therapy could offer for its clients. She also had concerns about road safety and the siting of the arena close to neighbouring homes, and she noted the unfortunate breakdown in relations between the applicants and local residents. While she was happy to see that no accidents had occurred, she was concerned about the ability of the service to continue to operate safely in its current location. She urged the applicants to engage with planning officers and to consider an alternative location for the riding arena on the site. She agreed with Councillor Mackie and the planning case officer that the impact on the amenity of neighbouring residents was too great and, consequently, she could not uphold the appeal.

The Chair agreed with his colleagues' assessment and acknowledged that this was a difficult decision. He added that he had seen nothing during the site visit which would indicate that the planning case officer's original decision was incorrect, and he was of the opinion that the application should be refused.

Decision

The ELLRB agreed unanimously to uphold the decision of the Planning Case Officer and to refuse planning permission for the following reasons:

1. It has not been demonstrated that the activities and operation of the equine charity business operating from the site does not and would not have a detrimental impact on the amenity of the neighbouring residential properties of nos 4-6, 7, 8, and 10 Sunnyside Cottages, accordingly, on these matters of privacy and amenity the proposed and retrospective development the subject of this application conflicts with policies DP1 Landscape Character and DP2 Design of the East Lothian Local Development Plan 2018
2. It has not been demonstrated that the equine charity business could be provide with a safe means of vehicular access and a satisfactory provision of on-site parking and turning the proposed and retrospective development the subject of this application conflicts with Policies T1 Development Location and Accessibility and T2 General Transport Impact of the adopted East Lothian Local Development Plan 2018.

The Planning Authority were instructed to take forward the appropriate enforcement as this application included works which were part retrospective.

2. PLANNING APPLICATION NO. 19/00886/P: EXTENSION TO BUILDING AND ASSOCIATED WORKS, THE LIVINGROOM, 30 SALTERS ROAD, WALLYFORD EH21 8AA

The Chair invited the Planning Adviser, who had had no involvement in the original decision, to present a summary of the planning policy considerations in this case.

The Planning Adviser outlined the background and detailed proposals contained in planning application no. 19/00886/P which related to an extension to an existing church that occupies a former residential property at 30 Salter's Road Wallyford. The proposed extension was considered acceptable by the planning case officer subject to a minor

landscape condition. However, the determining issue in respect of the application was the matter of parking.

He advised Members that information on the parking usage of the church was given both in the submitted Traffic Management Plan and in the applicant's supporting statement for the review. At busy periods for the church, on Sunday mornings, it was reported that around 28 cars could be expected but it was also used for community activities during the week. While the church had very few parking places on its site, there were locations nearby where it was possible to park a car and these included the Wallyford Miners' Club (28 spaces); the Wallyford Community Centre; Wallyford Station; and the Wallyford Park and Ride facility approximately 400m away (300 spaces). The church was also very well served by public transport.

The Planning Adviser indicated that the Council's Road Services department had asked for a legal agreement for the church to use a nearby car park to ensure that it would always be available in future for the church to use. This was not forthcoming. Accordingly, the application was refused for the reason that there was insufficient space to provide the 10 parking spaces required by Road Services to meet parking standards and without any means of securing the consistent provision of the required parking spaces in any nearby car parks the proposal would cause parking and congestion problems on Salters Road and elsewhere in the locality contrary to policy T2 of the LDP.

The Planning Adviser then summarised the applicant's case. He drew attention to a statement submitted by the agent indicating that the Miners' Welfare Club could not provide the required legal agreement as it would place an unacceptable constraint on the club in perpetuity. The agent also advised that the Church had begun to use the new primary school as a base on a Sunday morning and that, in practical terms, it was considered that there was little or no risk of the parking and congestion problems envisaged by Road Services.

Members were advised that no objections were received to the application and a letter of support from Wallyford Community Council was provided as part of the applicant's review submission.

The Chair thanked the Planning Adviser for his summary.

The Planning Adviser responded to questions from Members regarding parking restrictions on Salters Road, the number of parking spaces currently available on site, the informal agreement in place for use of the Miners' Welfare Club car park and the availability of other parking facilities nearby. He also confirmed that the case officer had had no issue with the proposed extension, that there had been no objections to the proposals and a letter of support had been provided by the community council.

The Chair asked his colleagues to confirm if they had attended the site visit and if they were satisfied that they had sufficient information before them to determine the application. They confirmed this to be the case.

The Chair then invited Members to give their opinions.

Councillor O'Donnell commented that from the site visit it was clear there were a number of parking options available near the church. She also noted the longstanding, informal agreement with the Miners' Welfare Club to use their car park and that there was no reason to expect this to change in the future. She observed that both these organisations were committed to the local community and to improving lives and that

numerous large events had been held with no issues or concerns raised about parking. Having considered the case, she said she did not share officers' concerns about parking and could not support the planning case officer's recommendation. She would be voting to approve the application.

Councillor Mackie agreed with her colleague. She noted that the church had been operating for several years with a successful, albeit informal, agreement in place regarding parking. She also noted the availability of an additional 300+ spaces nearby and that Sundays - the peak time for the church would be the time when the Miners' Welfare Club and station car parks would be at their quietest. She would not be supporting the planning case officer's recommendation.

The Chair also agreed with his colleagues. He commented on the success of the informal arrangement with the Miners' Welfare Club and that there was no reason to expect this to change. He also referred to the numerous additional spaces available nearby and the support for the proposals expressed by the local community council. For these reasons, he was minded to uphold the appeal.

Decision

The ELLRB agreed unanimously to uphold the appeal and to grant planning permission subject to conditions:

1. Parking

Parking shall be provided in the form of 2 spaces in the position shown on the docketed drawing '2791 PLA 01' Proposed Site Plan. Such areas of land shall not thereafter be used other than for those specific purposes.

Reason:

In the interests of road safety.

2. Construction and Tree Protection

No development shall take place on site until temporary ground protection and a construction methodology has been agreed and confirmed in writing by the Planning Authority.

Planning of site operations should take sufficient account of wide loads, tall loads and plant with booms, jibs and counterweights (including drilling rigs), in order that they can operate without coming into contact with retained trees.

Reason:

In order to form Construction Exclusion Zones around retained trees and protect retained trees from damage, in the interests of the landscape character and appearance of the area.

3. PLANNING APPLICATION NO. 17/00996/P: ERECTION OF 2 DETACHED HOUSES WITH INTEGRAL GARAGES AND ASSOCIATED WORKS, 16 CARBERRY ROAD, MUSSELBURGH EH21 7TN

The Chair invited the Planning Adviser, who had had no involvement in the original decision, to present a summary of the planning policy considerations in this case.

The proposals contained in planning application no. 17/00996/P which related to the erection of 2 detached houses with integral garages and associated works at 16 Carberry Road Inveresk. This application was registered on 7th December 2017 and determined on 17th April 2020. He advised Members that a second, wholly separate planning application (17/01023/P) was also submitted for the site for two semi-detached houses with garages and this was granted planning permission in April 2020. He confirmed that it was possible to have more than one application submitted for a site and for more than one application to be approved for a site.

The Planning Adviser outlined the background and detail of the proposals indicating that previous consents had demonstrated that the site could accommodate 1 large detached house or two semi-detached 2.5 storey houses but that this application was for two 2.5 storey detached houses with attached garages, as well as the formation of hardstanding fences walls and gates. He reminded Members that Section 25 of the Town and Country Planning (Scotland) Act 1997 required that the application be determined in accordance with the development plan, unless material considerations indicated otherwise. The relevant policies of the East Lothian Local Development Plan 2018 were listed in the planning case officer's review submission.

The Council as Planning Authority also had a duty under Scottish Planning Policy and s64 of the Planning (Listed Buildings and Conservation Areas) Scotland Act 1997 to have regard to the desirability of preserving or enhancing the character and appearance of a conservation area in determining an application within the conservation area. Proposals that do not harm that character and appearance should be treated as preserving it but permission should be refused for development that fails to preserve or enhance its character or appearance. Scottish Ministers' guidance on these and other matters was reflected in the Council's LDP policies.

The Planning Adviser summarised the responses from consultees and interested parties. He noted that five representations were received objecting to the proposed development and raising a number of concerns including that the proposed form of the houses would not be in keeping with the character of development of the local area, the houses were too thin and would occupy too much of the site, loss of open aspect and effect on privacy and amenity, parking and the external materials proposed for the building.

He advised Members that the main determining issue for this application was whether the two detached houses proposed would preserve or enhance the character of the Inveresk Conservation Area in line with LDP policies CH2 (development affecting Conservation Areas); DP1 (landscape character), DP2 (design) and DP7 (infill back land and garden ground development) and with Scottish Planning Policy. In addition, the SPG on cultural heritage and the built environment approved in 2018 contained the detailed Inveresk Conservation Area Character Appraisal which explained the special architectural and historic character of Inveresk identifying this part of Inveresk as the Victorian Suburb reflecting its main period of construction.

The case officer concluded that notwithstanding certain characteristics of the proposed development being acceptable these did not outweigh that the houses by their disproportionately narrow proportions and scale would be wholly out of keeping with the architectural character and appearance and generous proportions of the buildings of Carberry Road and Delta Place and thus would be incongruous additions to the area.

Accordingly, the application was refused for the details reasons set out in the Decision Notice. Essentially, that the houses would not be in keeping with this part of the

conservation area, would be an overdevelopment of the site, that their disproportionately narrow proportions and scale would not preserve or enhance the conservation area and were contrary to LDP policies DP1, DP2 and DP7 and Planning Advice Note 67 Housing Quality and Scottish Planning Policy.

The Planning Adviser then summarised the applicant's detailed case against the refusal of the application, including the Design Statement and supplementary information with plans and indicative views of the streetscape. The case made for the applicant was that the proposal did comply with all policy tests of the LDP, that it was designed by a renowned architectural practice and that there was no objection from Historic Environment Scotland or the Council Heritage Officer. *[Point of clarification: the Council's Heritage Officer is an archaeologist and responds to matters of archaeological importance only and not on the historic built environment which is for planners to comment on at East Lothian Council.]*

The submission also noted that the site was an established plot for residential development and that the proposals would at least preserve and may enhance the Inveresk Conservation Area. It was noted that there was already an eclectic mix and range of residential dwellings in Inveresk Conservation Area which added to its character and it was considered that this proposal would add to that character as a high quality addition that responded positively and appropriately to the site's context and relevant planning policy. The two reasons for refusal were challenged as it was considered that they significantly overstated concerns regarding the development of the site.

The Planning Adviser concluded his summary of the case and invited questions from Members.

The Chair thanked the Planning Adviser for his summary.

The Planning Adviser responded to questions from Members. He confirmed that each application was considered on its own merits and that it was in the nature of conservation areas to change over time and include a mixture of building styles. He provided clarification regarding the consultation response from Historic Environment Scotland and confirmed that no concerns were raised by the Council's Road Services officers regarding on-street parking. He also outlined the general view that where trees had to be removed during construction, planning officers would usually expect replacement planting to form part of the proposed development. Responding to a question on the removal of the existing wall, he said the proposal was to replace this with a low wall and railings, and driveway gates.

The Chair asked his colleagues to confirm if they had attended the site visit and if they were satisfied that they had sufficient information before them to determine the application. They confirmed this to be the case.

The Chair then invited Members to give their opinions.

Councillor O'Donnell said that the site visit had been invaluable in providing context to the application. She had noted a number of new builds incorporating sandstone which did not seem out of keeping with the area. She said that her concern with the application was not with the materials or potential loss of trees but with the width of the properties. She referred to previous proposals and to the most recent application for semi-detached homes which had been granted planning permission. In her view the application being reviewed today would have a detrimental impact on the street and would constitute an over-development of the site. The 2.5 storey, narrow houses would

not be in keeping with the surrounding houses and would not enhance the conservation area. She was of the view that the appeal should be rejected and the application refused.

Councillor Mackie echoed the remarks made by Councillor O'Donnell. She appreciated the eclectic mix of housing on Delta Place but felt that the proposed development would not enhance the street or surrounding area. She considered the proposals for semi-detached houses to be a much better fit and that this proposal for detached houses would be an over-development of the site. She commented that Inveresk was a charming place and should be preserved. She agreed with the planning case officer's recommendation that the application be refused.

The Chair observed that the reason for refusal of the application lay with the narrow frontage of the proposed houses and that these were considered to be narrower than existing houses and not in keeping with the area. He noted that other new builds in the area were in proportion both in terms of size and scale and he highlighted the objections raised by local residents. For these reasons, he would be upholding the planning case officer's recommendation to refuse the application.

Decision

The ELLRB agreed unanimously to uphold the decision of the Planning Case Officer and to refuse planning permission for the following reasons:

1. By their disproportionately narrow proportions and scale, the proposed two detached houses would be wholly out of keeping with the architectural character and appearance, and generous proportions of the buildings of Carberry Road and Delta Place and thus would be incongruous additions to the pattern and density of the built form of this part of the Inveresk Conservation Area. As such they would be an overdevelopment of the site that would not enhance the streetscape of Delta Place and would not be appropriate to their place. Accordingly, the proposed development is contrary to Policies DP1, DP2 and DP7 of the adopted East Lothian Local Development Plan 2018 and Planning Advice Note 67: Housing Quality.
2. By their disproportionately narrow proportions and scale, the proposed two detached houses would be wholly out of keeping with the architectural character and appearance, and generous proportions of the buildings of Carberry Road and Delta Place. As unsympathetic and incongruous additions to the streetscape and to the pattern and density of built form of the area, the proposed two detached houses would not preserve or enhance the character and appearance of this part of the Inveresk Conservation Area. Accordingly, the proposed development is contrary to Policy CH2 of the adopted East Lothian Local Development Plan 2018, Scottish Planning Policy: June 2014 and Planning Advice Note 67: Housing Quality.

Signed

Councillor N Gilbert
Chair of Local Review Body (Planning)

REPORT TO: East Lothian Council
MEETING DATE: 15 December 2020
BY: Chief Social Work Officer
SUBJECT: Chief Social Work Officer Annual Report 2019/20

3

1 PURPOSE

- 1.1 This report presents to Members the Chief Social Work Officer Annual Report for 2019/20. The report is attached at Appendix 1.

2 RECOMMENDATIONS

- 2.1 The Council is asked to consider the content of the 2019/20 Annual Report of the Chief Social Work Officer.

3 BACKGROUND

- 3.1 The requirement that every local authority should have a professionally qualified CSWO is contained within Section 45 of the Local Government (Scotland) Act, 1994. This report is prepared in line with the national guidance - The Role of the Chief Social Work Officer - published by the Scottish Government in 2016. Further, this report fulfils a statutory requirement for the CSWO to produce an annual report on the activities and performance of the social work service within East Lothian.

- 3.2 Given the workload implications of the pandemic, the government's chief social work advisor set out a requirement for this year's report to focus on the following areas:

- Governance and accountability arrangements
- Service quality and performance
- Resources
- Workforce
- COVID-19

- 3.3 The report reflects the strategic and operational delivery of services across children's (social work) services, justice social work, mental health social and adult social work services including social care. It provides an overview of the professional activity for social work and social care in East Lothian through the delivery of the statutory functions and responsibilities held by the Chief Social Work Officer.
- 3.4 The landscape for all Council Services will change over the coming years as a consequence of COVID-19 and statutory social work and social care will be required to adapt to ensure we support the recovery, rising demand and renewal associated with protecting and caring for our most vulnerable citizens and all those who are at risk in our communities. The impact of the pandemic on the health and social inequalities for the most vulnerable adults as citizens, carers and parents is significant, it is growing in magnitude and will last for a long time.
- 3.5 At the heart of the social work profession lies a commitment to enabling and supporting vulnerable individuals to make positive, sustainable changes to their lives to achieve the best outcomes for them, their families and communities as a whole.

4 POLICY IMPLICATIONS

- 4.1 There are no direct policy implications of this report. However, the report highlights the areas of practice, service delivery and policy that will require further review as the full impact of the pandemic on services becomes clearer.

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 – there are no financial implications arising from the report; however, it does refer to the financial challenges facing the delivery of social work and social care services.
- 6.2 Personnel - None
- 6.3 Other – None

7 BACKGROUND PAPERS

- 7.1 Chief Social Work Officer Report 2019/20 attached at Appendix 1

AUTHOR'S NAME	Judith Tait
DESIGNATION	Chief Operating Officer (Children's Services) and Chief Social Work Officer
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DATE	24 November 2020



East Lothian

**Chief Social Work Officer Annual
Report 2019/20**

Introduction

I am pleased to present the Chief Social Work Officer's annual report for 2019/20. The report provides a summary of social work and key social care activity, including key developments and information on statutory decisions made by the Chief Social Work Officer on behalf of the Council and Council services. The report is not intended to be exhaustive but gives an indication of trends, priorities, challenges and opportunities over the past year. In recognition of the arrival and impact of the COVID 19 pandemic, the report includes a summary of how our services have responded and adapted that go beyond the end of the reporting period, setting out some of the implications for service delivery and the workforce.

Our staff have worked incredibly hard to meet the challenges of fulfilling the social work task within the context of COVID, and I want to express my sincere thanks and appreciation to them for their commitment and dedication to protecting and improving the lives of the most vulnerable people in our East Lothian communities.

Judith Tait
Chief Social Work Officer

Section 1. Governance and Accountability

Overview of Governance Arrangements

The strategic direction for the role and contribution of social work and social care services in protecting and improving the wellbeing and outcomes of East Lothian residents sits within the context of community planning, and the integration of health and social care. **The East Lothian (community planning) Partnership Plan 2017-27** sets out its high level focus for: Reducing inequalities across our area; tackling poverty; and working to prevent problems - and acting quickly when problems start. **East Lothian Council's Plan 2017-22** and its vision, for *an even more prosperous, safe and sustainable East Lothian, with a dynamic and thriving economy, that enables our people and communities to flourish* continued as the vehicle for delivering on the overarching objective of 'reducing inequalities within and across our communities'.

The 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.

1.1 In 2019, **East Lothian IJB published its second strategic plan 2019-22.** The vision for services remained the same, *to support all people in East Lothian to live the lives they want as well as possible, achieving their potential to live independently and exercising choice over the services they use.* The strategic objectives were updated below for the 2019-22 plan and those that are particularly relevant for social work and social care are focused on:

- Making health and social care services more sustainable and proportionate to need
- Early intervention and prevention
- Enabling people to have more choice and control
- Reducing health inequalities
- Providing care closer to home and in an integrated model
- New models of community provision which involve local communities and encourage less reliance on health and social care services

1.2 Social work services in East Lothian are delivered between East Lothian Council and East Lothian Integration Joint Board. Adult social work and social care services, including justice social work are delegated to the IJB and delivered and managed by the East Lothian Health and Social Care Partnership services. Children and families social work services are managed and governed by the council and in June 2019, became part of a joint Education and Children's Services department. The role of **Chief Social Work Officer** was included in the post of Chief Operating Officer, Children's Services and is a full member of the Council's Management Team.

1.3 Social work and social care services play a vital role in championing and addressing the impact of poverty and inequality in the lives of vulnerable people and are well placed to inform the prevention and early intervention agenda that is embedded in the key strategic plans for East Lothian. Most social work functions take place within the context of joint operational working with colleagues within the H&SCP and council services and across key partner agencies including the third sector. The principle strategic partnerships that lead and direct the work to protect and improve the lives of vulnerable people are:

- East and Midlothian Public Protection Committee (EMPPC)
- East Lothian Children's Strategic Partnership (CSP)
- East Lothian Health and Social Care Partnership (ELH&SCP)
- East Lothian Community Justice Partnership (CJP)
- MELDAP (Mid and East Lothian Drug and Alcohol Partnership)

- 1.4 **Role of CSWO in governance and accountability** The CSWO meets regularly with and reports to the council's chief executive. The CSWO attends East and Midlothian Critical Services Oversight Group (chief officer group) for public protection in an advisory capacity, and is a member of the EMPPC and sub-groups for performance and quality improvement and ICR/SCRs. The CSWO is a non-voting member of the IJB and is a member of the clinical and care governance committee. The latter provides an important opportunity for oversight and assurance of key service and practice achievements and risks across adult and justice social work services. The CSWO represents East Lothian at the Lothian and Borders MAPPA strategic oversight group.
- 1.5 As part of the response to the pandemic, the government raised the profile of the role of the CSWO in the enhanced governance and accountability arrangements for care home and care at home services. The CSWO for Midlothian attends the Lothian care home strategic oversight group on behalf of the four Lothian CSWOs. At an East Lothian level, the CSWO is part of the now thrice-weekly care home "huddle" in order to receive intelligence and contribute to discussions about the assurance and oversight of the quality of care home and care at home services during the pandemic. Weekly online meetings with the Care Inspectorate support the identification and assessment of service risks that might impact on the safety and wellbeing of vulnerable people using regulated care services. In terms of public protection, the CSWO acts as the strategic lead for East Lothian in terms of child and adult support and protection, violence and women and girls and MAPPA. At the start of the pandemic, weekly meetings of strategic leads were implemented to provide oversight of key operational processes for protecting people and monitor data trends, including domestic abuse.
- 1.6 **Role of the CSWO in assuring social work practice.** As chief operating officer for children's services and CSWO, it is important to balance the challenge of maintaining sufficient objectivity in line management and budget decisions, alongside accountability for professional practice standards and the safety of service users. The people and financial impact of the pandemic on council and IJB services will test this balance further during the months to come. It is essential for the CSWO to have opportunities to have a "window into practice" in order to remain connected to the core business and standards of assessing and responding to risk and need for vulnerable people. This is achieved through:
- the role of agency decision maker endorsing decisions of the fostering and adoption panels;
 - authorising decisions about secure care placements and monitoring assessments and plans of young people whose liberty has been removed;
 - chairing senior officer resource panels and reviewing plans of children placed in external resources;
 - Implementation of the performance and care governance framework in children's services;

- Strengthening the arrangements for oversight of welfare guardianship applications;
 - Single Point of Contact for Contest: Prevent
 - Monitoring of MAPPA business and membership of MAPPA 3 meetings;
 - Member of ICR/SCR sub-group for public protection;
 - Principal counter-signatory for SSSC endorsements
- 1.7 Aside from MAPPA and ICRs/SCRs in adult support and protection, it is more challenging for the CSWO to have a direct “window into practice” across adult social work services where there are no line management responsibilities. However, the IJB chief officer fully recognises and supports the role of the CSWO in providing professional accountability for social work practice. Senior social work managers in adult services consult with the CSWO about practice issues. The role of lead social worker in adult services provides a formal link with adult services and (amongst others) deputises for the CSWO during annual leave commitments. The development of a governance framework for adult social work services was impacted by COVID but will provide an important central point for collating quality assurance and oversight evidence.
- 1.8 Regular meetings for social work managers across children’s, justice and adult services with the CSWO provide important opportunities to discuss cross-cutting themes, feedback from national meetings such as Social Work Scotland CSWO network and standing committees and an opportunity to reflect on practice dilemmas. Since the start of the pandemic, the frequency of these meetings has increased. They provide a supportive “space” for managers in recognition of the impact of the COVID restrictions on social work practice and the increased risks to vulnerable people of a reduced face to face service offer.

Section 2. Service Quality and Performance

Children’s (Social Work) Services

- 2.1 In 2019, the then Chief Executive Officer, Angela Leitch commissioned a two-phase “**vulnerable children’s project**” to conduct a detailed analysis of the trends in spending and causes of overspends from April 2017 and bench-mark performance and spend against other local authorities. The work was carried out within the context of the merger of children’s social work and education services and referenced the ongoing review of Additional Support for Learning (ASL). The context within which both these two key business areas operated were clear and pertinent to the children’s services overspend. Phase one made recommendations for change/improvement concluded in October 2019 and the full report and findings were accepted by the Council Management Team in November 2019. Phase Two would focus on implementing the recommendations and explore the services / approaches that are being successfully deployed elsewhere to prevent children needing to become accommodated and returning those in external placements.

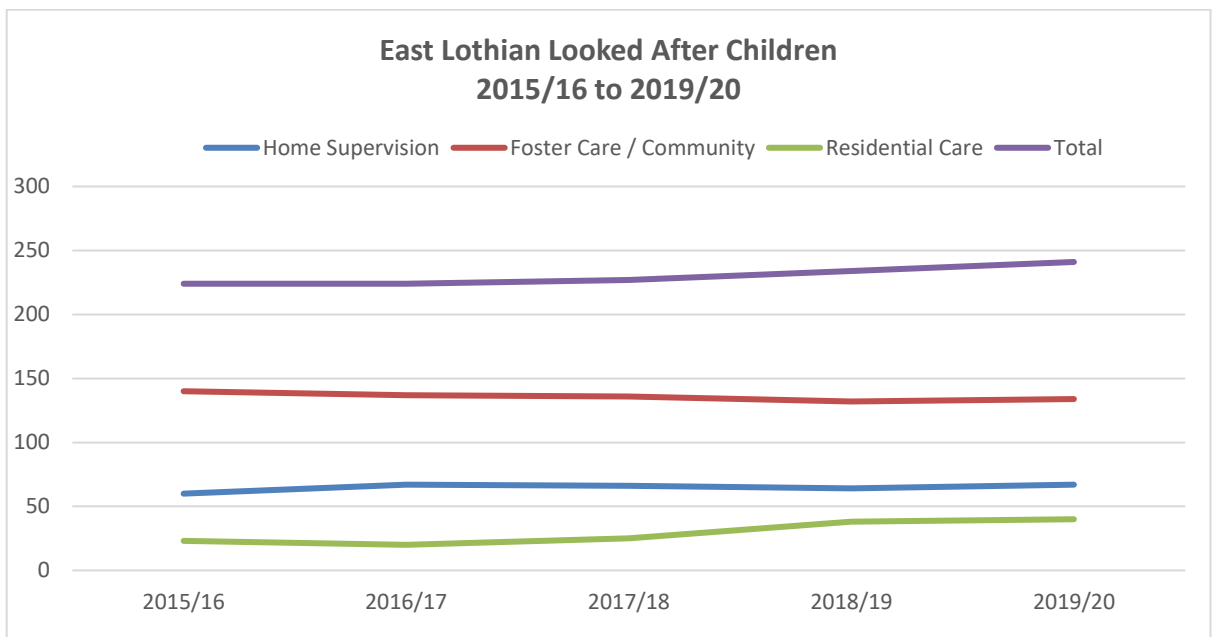
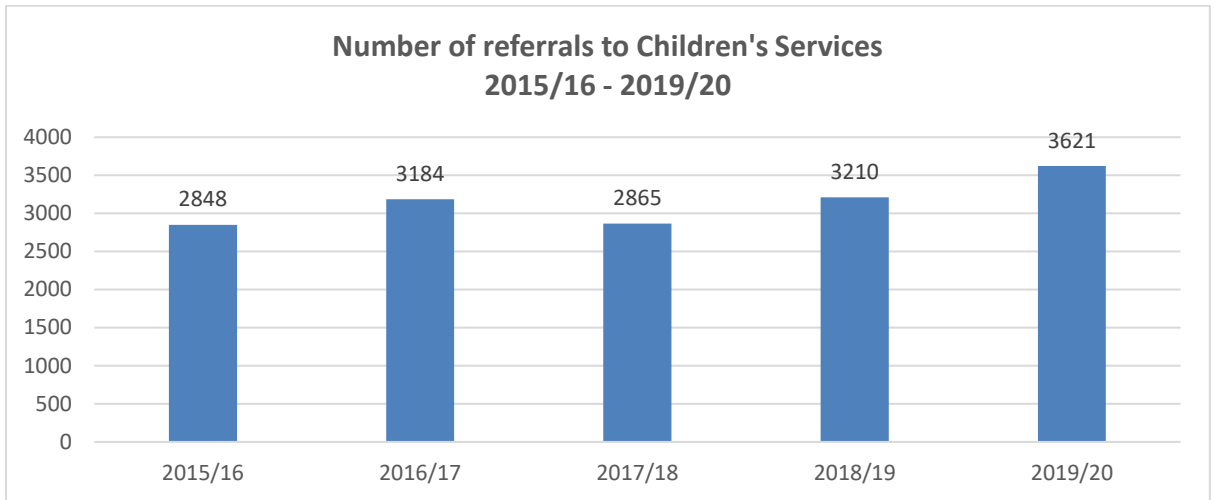
2.2 The main areas of financial and service pressure were clear within the context of continued increase in referral levels:

- *External Placements:* The biggest single issue impacting on the budget overspend in children's social work was the number of children and young people in external placements.
- *Foster carers:* In 2019 East Lothian approved 3 new foster carers but at the same time there were 9 foster carer terminations (due primarily to retirement and ill health) leading to a net loss of 6 foster carers. Terminations have been outstripping approvals for the last five years.
- *Staff:* There was a high staff turnover in children's social work where experienced workers were being replaced by less experienced workers and newly qualified workers.

2.3 Key findings recognised there was no single course of action that would redress the budget overspend immediately. East Lothian was behind the curve in relation to other authorities who had begun to alter practice and do things differently. The evidence from visits to, and engagement with other authorities was that it would take time and investment / re-direction in preventive resources to create the capacity to achieve sustainable changes to practice.

2.4 During the life of the project, work was already underway to target areas of practice and process that had emerged from the self-evaluation work carried out in 2018. Measures to strengthen the governance and oversight of decision making for individual children and young people in partnership with education were implemented throughout 2019/20. In addition the council supported the investment in additional resources through the cost reduction fund aimed at keeping children and young people within their families and their communities. The following section highlights key improvement work commenced in 2019/20.

Key performance and service developments



2.5 2019/20 was a record year for referrals – 3,621 – averaging 70 per week. This was a 13% increase on 2018/19 figure and presented a significant challenge for the service.

- There was an average of 241 looked after children during the year - a rate of 11.3 per 1,000 – well below the national average.
- However there was an average of 42 young people in residential care – a rate of 2.0 – well above the national average. East Lothian has 13 places in its residential units therefore 69% of young people requiring residential care were in external placements.

- 2.6 88 care experienced young people were receiving a service or support from the aftercare team. This was 84% of the total number of care experienced young people who were entitled to aftercare. The national average figure is 58%. Over 44% of those were in positive destinations (i.e. employment training or education) whilst the national average was 25%. The children's disability team was working with around 150 children and their families.

Early Intervention

- 2.7 2019 saw Olivebank child and family centre service look towards the implementation of the government's 1140hours of early learning. The nature of the service provided for the most vulnerable children, birth to school-age highlighted the need to review the role of Olivebank within East Lothian's early years "offer". The centre started to move into ante/perinatal work and worked alongside education colleagues towards moving older children into mainstream school nursery provision to strengthen the transition to primary 1. In 2019, **Olivebank child and family centre** was included within the scope of an Education Scotland inspection into family learning and received excellent feedback. It was an important learning experience for all involved.
- 2.8 As a response to the significant rise in external residential placements in 2018/19, children's services developed and implemented a range of new and strengthened approaches and additional services during 2019/20. Children's services worked in partnership with Children 1st to redirect and augment the existing **Family Group Decision Making** service to identify family-based solutions, support child-centred family plans and reduce the need for children and young people to be accommodated out with their family network. This was further enhanced by seconding a senior practitioner to work within the service and help to embed the expectations and aspirations of this way of working. Consideration of FGDM became a mandatory part of decision-making for placements. Referral rates increased significantly and there is good evidence of successful outcomes and placements prevented.
- 2.9 2019 saw continued challenges for the **assessment hub**, the "front door" to the service. The year on year rise in referrals and limited early intervention resources available to schools led to a backlog of work and the team being unable to intervene as effectively or promptly. A variety of changes to process and structure were tested during the year, alongside with partnership work with colleagues in universal services to re-visit our approach to GIRFEC. Whilst COVID has brought many challenges for the delivery of children and families social work services, it has highlighted the opportunities to strengthen the relationships and the "reach" of children's services into universal services to support early recognition and effective response to children with emerging needs. As the front door of the service, the assessment hub have been working with the contact centre and education colleagues to make sure that we have the correct tariff of work coming in for statutory services. Referrals from police have been very high with domestic violence being a particular area of increase in referrals. East Lothian has invested in "**safe and together**" as a supportive way of working with survivors of domestic abuse. Working with professional

colleagues regarding the level of and number of referrals coming through to Children's Services is ongoing.

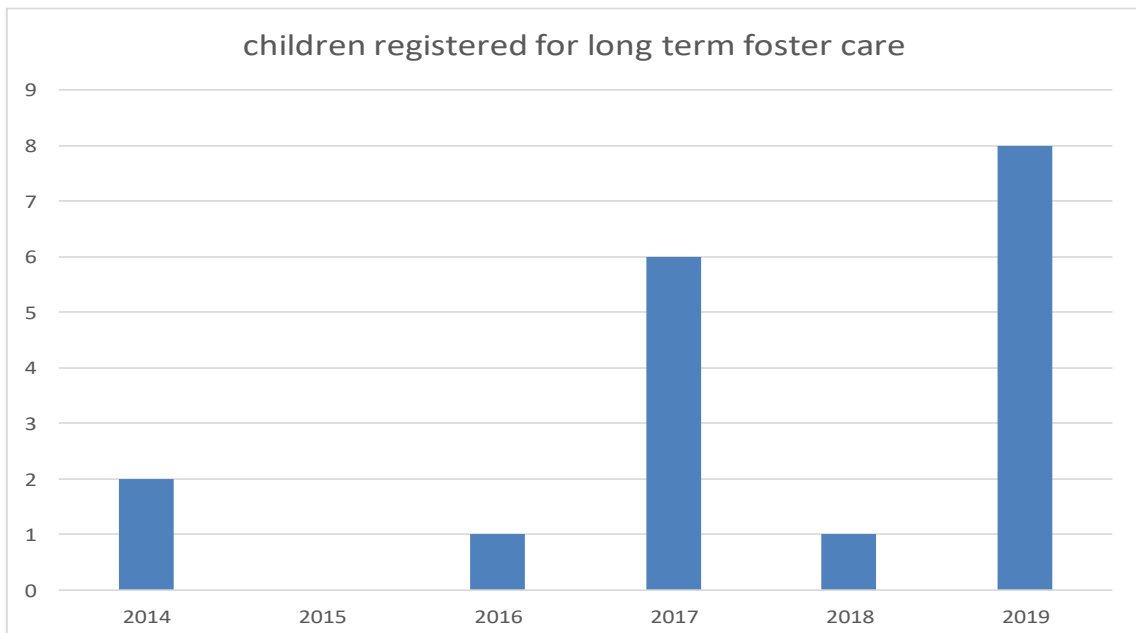
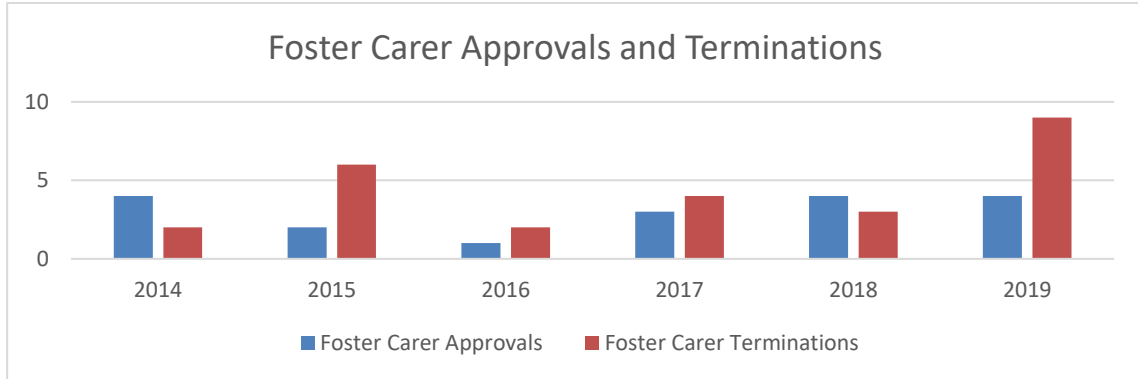
- 2.10 The service launched the **“Prevent and Return” project** with a dedicated officer as the lead. The overall aim of ‘prevent and return’ is to enable children and young people to remain with their families and or communities where appropriate. The initial focus was on identifying and supporting looked after young people to return to East Lothian from external placements. This project has enabled multi-agency partners to have continued oversight of all children and young people in external placements and ensure children and young people’s plans are outcome and future focused. The ‘Prevent and Return’ approach encourages workers to maximise the use all third sector supports in facilitating a return to East Lothian or preventing accommodation. The long term success of the project is reliant on wider service developments including ‘intensive family support’ and foster carer recruitment. However, there is now a more systematic approach to returning Children and Young People to their East Lothian Community. Within the first eight months of the project, ten young people returned from external placements.

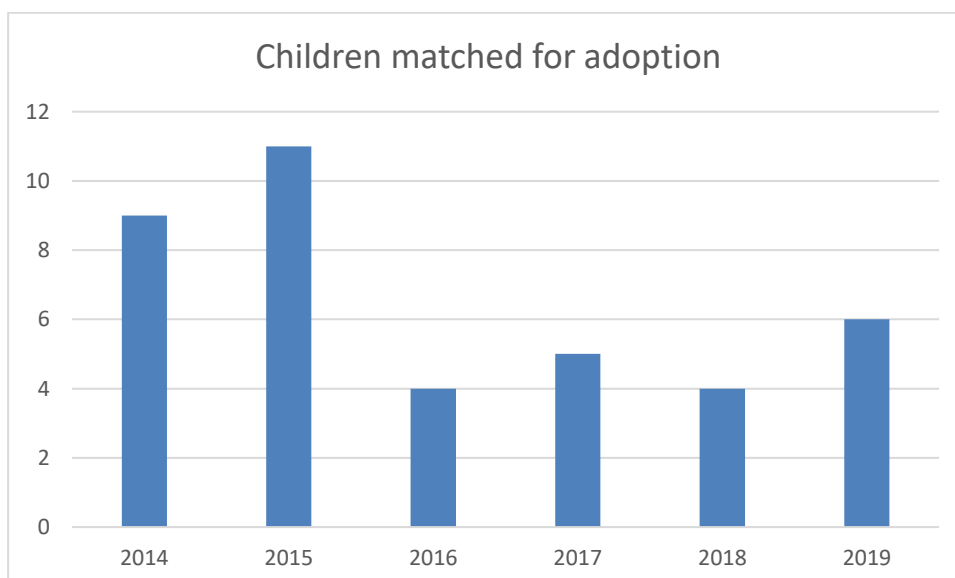
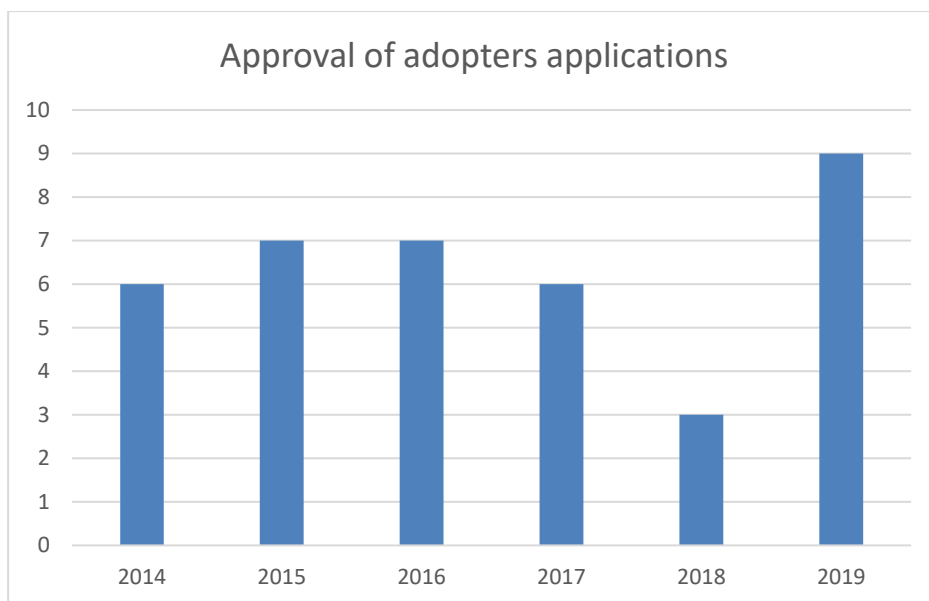
Assessment, Intervention and Review

- 2.11 Joint decision-making arrangements required to access resources were reviewed and strengthened to promote both alternative and creative solutions for children. This included the option of flexible personal budgets to support family plans. 2019 saw the full implement an enhanced **Independent Reviewing Officer** service with 2.6 FTE staff to review children subject to child protection measures and those who are looked after. This service has continued to develop over the past 12 months and the IRO’s play a key role in improving quality and performance through support to staff with assessments, file audits and providing a critical friend role to team leader colleagues.
- 2.12 As one of the last local authorities to be supported by the **PACE programme** (Permanence And Care Excellence) managers are continuing to track timescales for children achieving permanence and have continued to make improvements in this area of practice. An improved system for joint work with legal services for advice and tracking children’s journeys and the permanence consultation group continues to support practitioners and ensure progress of children’s timescales. We have improved our chronologies both in content and how we use these as working documents.
- 2.13 Managers have transformed the **Kinship Care Service** with a clearer referral system, assessment team and crucially a support service. We have been much more proactive with finance around Kincare. Tracking this monthly and ensuring we don’t fall into huge back payments so that forecasting can be as accurate as possible. There continues to be a need to make changes in this area of service in terms of policy guidance, ensuring agreements are completed timely and linking in with continuing care policy. We also hope to have a wider social media presence and grow this opportunity for working in a different way.

- 2.14 Specialist **Youth Justice** Workers continued to work with young people with offending behaviours. The emphasis has shifted markedly towards early intervention and prevention. This aligns to Scottish Government strategy of de-criminalising children's behaviour where possible and appropriate and supports the development of creative ideas for diversionary measures, including Early Effective Intervention (EEI). The quality of youth justice assessments and interventions continues to be high. However, the service recognises there is room for improvement in the timing of these interventions commencing and this will be a priority in 2020/21. During 2019/20, the groundwork was completed for the implementation of the **Youth Crime Oversight Group** - a multi-agency professional group that will focus on young people giving rise to significant concern about their behaviour and safety in the community. In recognition of the complex needs of a small number of young people with high risk behaviours, including sexually harmful behaviours, the service has increased capacity in the use of specialist risk assessment and risk management planning meetings.
- 2.15 **The 15+ team** engaged with more than 80 young people receiving a statutory aftercare service during 2019/20. Significant improvements were achieved in the capacity of accommodation options available for care experienced young people. Supported accommodation for care leavers increased with the funding for **My Place**, a joint housing and social work innovative supported accommodation for care leavers, focusing on what makes a house feel like a home and somewhere they belong. The Rock Trust were awarded the contract to support this project.
- 2.16 The extension to **North High Street flats** was opened and began providing greater support for young people leaving care. Housing and social work negotiated that care leavers would have 2 spaces in the Haddington New Horizons supported accommodation unit. Increased funding to With You provided additional supported tenancies in Edinburgh. This led to the development of the 15+ Housing and Support Panel, bringing all partners together to make referral decisions for these resources and allow for creative collaboration to meet the housing needs of this group. Despite the increase in local options, the provision of suitable and appropriate accommodation was not available for all of our care leavers in 2019, with many spending considerable periods in bed and breakfast, in breach of the 1995 Act.
- 2.17 As a result of the additional statutory duties to care leavers introduced with the 2014 Act, the throughcare/aftercare service has struggled to meet demand. This impacts on the quality and timeliness of transition planning for care leavers. 2019/20 started to embed **Continuing Care** as a clear pathway for young people. The financial implications of what is a laudable and important commitment to care leavers has been well documented but remain a significant challenge to the service.
- 2.18 The **Fostering Service** continued the recruitment campaign launched in 2018/19. There have been successes, with a steady stream of interest and real commitment within the team to support high quality assessments. However the numbers recruited only replaced those carers retiring or leaving, rather than

grow our own fostering community. The introduction of emergency foster care approval arrangements introduced as part of the Coronavirus legislation has brought new people into the service. The numbers of children and families requesting post adoption support continued to grow, as the complexities of children placed for adoption increased.





2.19 As discussed in last year's CSWO report, the **Children's Disability Service** developed a revised co-produced approach to assessing and allocating resources for children. Implementation of the new system has been very successful, with all full S23 and carer's assessments discussed at the multi-disciplinary panel to agree eligibility, use the tool to score which supports the allocation of personal budgets that are fair and equitable. The introduction of *Proportionate S23 and Carer Assessments* means the team were able to reach more families and requiring less staff resource as these can be agreed and authorised by Team Leader which reduces waiting time for support planning. Improvements to reviewing arrangements of support plans has resulted increased the frequency of reviews and the consistency of threshold for support planning.

- 2.20 **Lothian Villa**, our care home for young people was inspected by the Care Inspectorate in April 2019, receiving evaluations of “Excellent” for the quality of care and support provided to our young people and the quality of staffing. The Lothian Villa service is provided across two houses, offering high standards of care to 13 young people. During 2019/20, residential staff offered increased levels of enhanced outreach support to support fragile family situations and help keep young people at risk of care within their family homes.
- 2.21 During 2019/20, children’s services management group continued to develop and refine the **Performance and Care Governance Framework**. This brings together key performance and activity data, measures of children and young people’s involvement in their assessments and plans, qualitative information emerging from complaints, the development of a systematic audit schedule and learning from single and multi-agency reviews. Quarterly review meetings provide an effective opportunity for the interrogation of data and appropriate challenge and support between peers.

Corporate Parenting

- 2.22 The **East Lothian Champions Board** provides a platform for Care experienced young people to have their voice heard and influence positive changes to policy and practice with the care system. Achievements within 2019/20 included a successful trip to Columba 1400 in Skye where the champions completed a five day leadership programme. The champions were also joined by some of the ‘ambassadors for change’ where they explored the commitments of the Ambassador’s to sustaining the East Lothian Champions Board. In 2019, the champs board also worked closely with the virtual head teacher for care experienced young people and influenced some of the project activities being delivered through the care experience attainment fund.
- 2.23 In January 2020, the champions facilitated a successful consultation event with the Care experienced community. ‘Make Yourself Heard’ aimed to consult with and celebrate care experienced young people. It was run by East Lothian Council and Who Cares? Scotland with funding from ‘In Control’ (a charity organisation which supports young people with disabilities and additional needs to be included have more control in the decisions in their lives). Representatives from the local police, the NHS, ELC’s social work, education and housing departments, and In Control, came to ask the children and young people specific questions that would help improve their services in relation to care experienced people across East Lothian. This celebration of care and commitment to improving services had special significance as it was held just two days after the launch of the [Care Review’s ‘The Promise’](#).



2.24 In 2019, the Champions Board was successful in securing two additional years funding from the Life Changes Trust. The funding continues to covers the staffing costs for two part time care experienced participation assistants and one part time development worker post. Life Changes Trust funding will end at the end of March 2021. The champs board is now faced with the challenge of securing ongoing funding and are working closely with East Lothian Corporate Parents to identify possible funding sources.

2.25 For 2019/20, the Champs Board identified 7 priority areas for action in order for care- experienced children and young people to have better outcomes in life. The priority areas included:

1. Better outcomes in education
2. Improved Housing support and housing options
3. Improved mental health
4. Keeping loved ones together- improved contact arrangements with family and friend and keeping families together
5. Improved aftercare support
6. Better relationships with police
7. Better understanding of benefits and support to manage money

These priorities will be developed and incorporated into the new corporate parenting plan 2020-23.

2.26 Key Risks to service delivery and areas for improvement

- Reduce referrals and the demand for social work service – *ensure the strategic approach to preventing Violence Against Women and Girls and domestic abuse reduces the incidence*
- Reduce numbers of children and young people becoming looked after – *ensuring the GIRFEC response across universal services is effective in*

identifying need and taking prompt action to reduce the need for targeted services

- Lack of foster placements – *a fostering recruitment strategy is in place with a rolling programme to recruit foster carers. Creative partnership working and a high profile and widely supported communication strategy is essential.*
- Unaccompanied Asylum Seeking Children – *we have limited controls possible for those” spontaneous arrivals”. However, the proposed national transfer scheme will present additional resource and financial pressure.*
- Emergency accommodation for young people. *Increased housing options are required to eradicate the need for B&B*
- Increase in continuing care – *positive for young people, but impacts on an already pressured group of foster carers.*
- Transitions policy and protocol for young people into adult services
- Review of policies and procedures to update in light of changes to national policy, strategy and legislation.

Justice Social Work Services

2.27 Key performance and activity data

Year	2017/18	2018/19	2019/20
CPOs (imposed – all requirements)	166	153	141
CPOs – number of months for supervision	1271	1271	1287
CPOs – number of hours for unpaid work	13,614	14,812	13,123
CJSWRs – number of reports requested	268	222	218
DTTOs – number of Orders imposed	17	19	15
Statutory Throughcare – individuals in custody	37	30	46
Statutory Throughcare – individuals in the community	25	27	18
Voluntary Throughcare – number of individuals supported	41	27	24
Diversion – inputs provided	34	33	35

2.28 In November 2019, the service negotiated an agreement with City of Edinburgh justice social work service undertake **Bail Supervision Assessments** on our behalf at no additional cost. This now provides a

Supervised Bail Service to anyone aged 18 years or older, with additional funding of £4,800 from Scottish Government due to this increased activity.

- 2.29 The service continues to provide an in-house **Voluntary Throughcare** service, which allows the service to direct provision to those in greatest need. An information sharing protocol with the Scottish Prison Service was finalised in March 2019 giving managers full access to admissions and release data. Justice social work also provide a service to those on remand (untried prisoners) where appropriate, with specific focus on those fully committed (three + months).
- 2.30 The numbers of **Community Payback Orders** has continued to decline since the closure of Haddington Sheriff Court on 01/02/2015. Justice Social Work Services continue to offer the full range of requirements, however the Courts have mainly used unpaid work/other activity and supervision, with programme, conduct and compensation requirements featuring less frequently.
- 2.31 Delivery of statutory **Throughcare** has remained relatively stable, with an average of 30-40 individuals in custody with 25-35 in the community, subject to statutory oversight.
- 2.32 **Presumption Against Short-term Sentence** was introduced in July 2019 with the presumption that sentences of 12 months or less will not be imposed and community disposals will be imposed in their stead. It was anticipated that there would be a 7.5% increase in community business – this has not yet been noted in East Lothian but we are prepared for the expected increase in complexity such individuals present.

The implementation of the Outcome Star was embraced by Justice Social work staff. This will enable the service to measure and demonstrate the effectiveness of social work interventions and report on the outcomes for the individual in terms of what is important *to* them along with what is important *for* them. Further development of this approach is a priority for 20/21.

Quality Assurance

- 2.33 An audit of Community Payback Orders was undertaken in July 2019 and identified key areas for improvement which have been highlighted and built into the service plans. How Good Is Our Service was facilitated and supported by organisational development and will be progressed to practitioners once current lockdown has ended as the management section was completed in full. In March 2020 just prior to lockdown, the service was ready to launch a self-evaluation programme which would incorporated case file audits, quality assurance documentation and practice evaluations, alongside PRD and developmental Team Meetings. This will be further progressed in 2020/21.
- 2.34 In 2019/20, managers commissioned an externally facilitated evaluation of the unpaid work/other activity service. It highlighted areas of good practice, specifically around our customer-facing activities but also highlighted areas for

improvement including updating aspects of our service provision and increasing the capacity to offer 'other activity'.

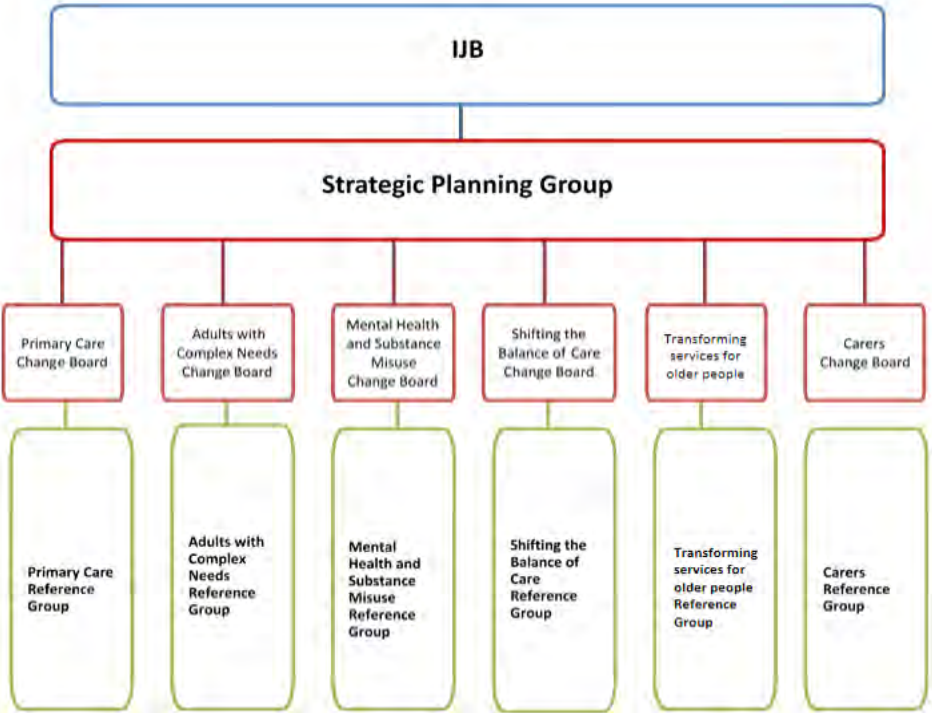
- 2.35 MAPPA Level 1 Audits are completed every six months and they highlight that justice social work staff are working within stated guidelines and promoting good partnership working with Police Scotland colleagues. From the start of the pandemic, the justice manager has provided regular MAPPA oversight reports to the CSWO. In addition, an assessment of the impact of the COVID restrictions on the safe delivery of the justice social work service was developed and regularly updated.
- 2.36 Four Serious Incident Reviews were completed and submitted to the Care Inspectorate in 2019/20. The initial analysis was deemed suitable in each case and managers were not required to undertake a Comprehensive Review. Partners in Midlothian also completed SIRs and arrangements have been made for a joint MAPPA-led 'Learning Event' – scheduled for May 2020 but has been rescheduled to October 2020 due to the lockdown. The event will focus on SIRs as well as Initial Case Reviews and Serious Case Reviews across Scotland – it will be an opportunity to share best practice and learning.
- 2.37 Learning from multi-agency reviews: an SCR identified that the perpetrator had shared mental health concerns during a period of unpaid work but the workers did not have the appropriate training to progress the concerns confidently. This led to a review of the training needs of unpaid work supervisors relating to their responsibilities for child protection, protection of vulnerable adults and to address violence against women and girls.

Community Justice Partnership

- 2.38 East Lothian community justice partnership requested, with the support of the Care Inspectorate, to undertake a supported and validated self-evaluation. Scheduled activities took place between October 2019 and February 2020. The self-evaluation focussed on three specific quality indicators; "planning and delivering services in a collaborative way", "effective use and management of resources" and "leadership of strategy and direction". This work was completed by the entire CJP but was exceptionally well supported by ELHSCP's Justice Social Work team. The evaluation consisted of several months of evidence gathering followed by a comprehensive review and assessment of the services offered against the standards of each quality indicator.
- 2.39 The self-evaluation was well received by the care inspectorate who noted a strong commitment to collaborative working and to developing a well-informed outcome improvement plan. They recognised that East Lothian had examples of effective services being delivered through the collaborative use of resources and agreed with our view that the initial implementation of the community justice agenda had been slowed by changes in senior personnel. The self-evaluation informed an action plan which partners will progress in 2020/21.

Adult Social Work and Social Care

2.40 During 2019/20, the health and social care partnership continued to refine its management structures, building on the learning since the inception of the partnership. The focus has been on maximising opportunities for integrated and aligned service delivery and delivering better outcomes for people. This included re-aligning adult social work service and OT services. The planning structure is supported by change boards that represent the key strategic priorities.



Adult social work activity data	2017/18	2018/19	2019/20	
Referrals	7,323	7,673	8,031	Full year
Assessments	3,985	3,522	3,094	Full year
Care at home hours delivered	21,441	21,490	20,129	Final week of year
Care at home clients	1,353	1,344	1,344	Final week of year
Residential clients	648	652	674	Final week of year
Reviews	1,156	1,237	1,416	Full year

Self-directed Support

2.41 The professional social work task is to make an assessment of risk and need and work alongside people who need services, to ensure the plan for intervention promotes and protects their independence within the context of

risk and vulnerability. Within the context of COVID and the challenge of balancing the protection of health with the protection of choice and control, it is vital that we remain committed to these principles.

- 2.42 The Social Care (Self-directed Support) (Scotland) Act 2013 was implemented on 1 April 2014. The legislation and national strategy were designed to encourage significant changes to how services are provided; to give people more say in decisions about local services and more involvement in designing and delivering them. It was based on fundamental principles of participation; dignity; involvement; informed choice; and collaboration and further principles of innovation, responsibility and risk enablement that were added subsequently. Social care should be provided in a way that gives people choice and control over their own lives and which respects and promotes human rights.
- 2.43 In 2019, East Lothian Health and Social Care Partnership was one of six partnership areas to receive a joint thematic review of the implementation of self-directed support by the Care Inspectorate and Healthcare Improvement Scotland. Overall this was a positive review with many strengths identified¹

Care Inspectorate Findings

- Supported people consistently experienced good outcomes that had a demonstrably positive impact on their lives. Staff were having good conversations that delivered choice and control to the majority of supported people and unpaid carers
- Many supported people experienced good conversations and were afforded choice and control over their care and support.
- Community capacity building projects were helping to develop alternative, community-based networks of support and there was good collaboration with carers' agencies, technology enabled care and community networks of support all designed to further embed a self-directed support approach.
- Referrals for support were screened effectively through developing personal outcome focussed arrangements and supported people were being well informed about their eligibility for services. Assessments were of a good quality and proportionately reflected the needs for the majority of supported people. Refreshed delegated financial authority arrangements were in place and working well.
- The partnership had effectively communicated and engaged its stakeholders and promoted more flexible commissioning strategies. Front line managers welcomed having greater delegated authority and this had resulted in increased transparency and accountability of decision making.

- 2.44 Areas for improvement were identified including recording and reporting outcomes for supported people; helping supported people to better understand the options and benefit from advocacy; use of management and performance information to evidence the impact of the work; and the need to further embed the principles across health services and in all aspects of strategic planning. Progress against these are reported through the clinical and care governance committee.

¹¹ <https://www.careinspectorate.com/images/documents/5133/Self-directed%20support%20in%20East%20Lothian%20June%202019.pdf>

TOTAL UPTAKE FOR EACH OPTION	2017-18	2018-19	2019-20
All Option 1 (Direct Payment—service user or carer selects and arranges services out of an agreed personal budget)	112	126	126
All Option 2 (Service-user chooses provider, but ELHSCP or other agency manages budget)	98	196	176
All Option 3 (ELHSCP selects and arranges support for the service-user)	845	831	908
All Option 4 (included in Options 1, 2 and 3) (A mixture of options)	129	151	203
TOTAL UPTAKE FOR WHERE PEOPLE SELECT ONE OPTION ONLY	2017-18	2018-19	2019-20
Option 1 only	36	72	58
Option 2 only	45	92	99
Option 3 only	716	687	785
Option 4 (mixed)	129	151	203
TOTAL CLIENTS	926	1002	1145

Supporting carers in East Lothian – 2019/20



14.5% ↗ increase in adult carers accessing support through COEL

22% ↗ of carers in East Lothian are known to COEL

£580,000 ↗ gain for COEL carers on benefits over 6 months

87 ↗ young carers supported by East Lothian Young Carers

2.45 2019/20 was focused on implementing the East Lothian Carers Strategy with the development of an action plan to guide activity over the next few years. The work continues to be led by the Carers Change Board that also directs the use of the additional funding provided by the Scottish Government towards increasing support available to carers. We are currently in year two of the 5 year increase in funding. Key developments included:

- Adult Carer Support Plans (ACSP) and Young Carer Support Plans are now embedded within staff practice prompting good conversations with carers. Creative practice is clearly evident within the support plans from Children's Services.
- The majority of the Carers Act funding for 2019/20 has again been passed directly to our local carers organisations. Funding has been used for a variety of purposes with organisations increasing their staffing with the aim of improving the identification of carers but also their capacity to respond to increasing demand on their services as more carers are identified.
- Children's services have been working closely with schools to raise awareness of young carers. A new young carer referral pathway was developed and to date 80% of Head Teachers and Deputy Head Teachers have been briefed on how young carers can be referred for services.
- East Lothian Young Carers continue to work with schools to raise awareness and are offering lunchtime drop in sessions for young carers at Preston Lodge High School and Ross High School. Places in Young carers club have been increased to provide more young carers with access to breaks from caring.
- The ELHSCP website has been re-designed and a new carers page has been developed
- A review of advocacy was initiated in 2019/20 and will continue in 20/21. An additional 30k was allocated to the three advocacy providers to allow them to provide additional support. Adults with autism, adults with physical disabilities and adults with substance misuse issues were highlighted for the focus for this funding.
- Implementation of prepaid cards supports flexibility over choice and spend.
- Carers' views have been represented through continued engagement (Big Breakfast 2017 event, Life Changes Trust event) and in 2019/20 carers have been asked for their views on how and where they would like the Partnership to commission carer services. The carers change board also includes representation by the IJB carer representative.
- The Carers procurement process is currently underway. Engagement with carers will determine how carers want their services to look and where funding would be best directed. Carers will continue to have flexibility as to how they purchase their services through individual budgets through the use of the pre- paid cards.
- COEL have also set up a new counselling service for carers. Although the service is in its initial stages, the plan is to develop capacity within this further through the recruitment of volunteer counsellors and trainees.

- COEL increased the capacity of their parent carer support service by making this post full time in 2019. This is in response to a continued increase in referrals from parent carers to the service.

2.46 **Franks Law** was implemented in May 2019 and briefing and training provide to all assessors. People who were being charged for services were written to outlining the changes in their charge as a result of Franks Law. From 1st April 2019 workers were required to clearly detail a service users personal and non-personal care needs and total these separately in support plans in order to ensure accurate purchasing and charging. They also advised self-funders under the age of 65, or their family, of their entitlement to FPC/FPNC payments, and of the need to declare FPC/FPNC payments to the DWP.

2.47 A number of new approaches were developed during 2019/20:

- With winter monies the service developed 7 day working for social work to facilitate hospital discharge. This ran for 12 weeks and offered important learning about flexible options for service delivery.
- A further test of change was the allocation of social workers to specific wards in our local East Lothian Community Hospital. This provided a main point of contact, allowed effective relationships to develop with ward staff, and with families. This model has continued throughout the year.
- There was collaboration with ihub on the design opportunities and commissioning models for community support.
- Implementation and review of the Charging Appeals Panel
- Agreement to move Management of Client Funds from an externally purchased service (ICMS) into an internal service. (This is now starting but the decision was made in 2019/20).
- Implementation of regular “council officer” meetings to provide learning and support for staff involved in the work who might sit within different teams; bi-monthly peer auditing of ASP cases; and enhanced management oversight of ASP work, monitoring all live cases and identifying risks/challenges.

Community and Day Services

2.48 2019/20 saw continued pressure on **Care at Home Services**, with capacity unable to meet demand. Refinements to the allocation processes led to reduced travel time for providers and improved efficiency in service delivery. An internal audit completed audit of directly provided homecare service completed in February 2020, made a number of recommendation for improvement of the service. These included improvements to rotas, reduction in travel time, service to improve adherence to GDPR and Data Protection. The overall structure of Homecare is also being considered and closer links to Hospital to Home services are established. The improvement actions will be included in next year’s report.

2.49 All **day services** were inspected and action plan agreed in January 2020. Of the 10 building-based centres, one centre has decided to longer provide services in East Lothian. As a result of the inspection which reported in late 2019 a number of recommendation were put in place to improve services across the county. These recommendations have now been superseded by Covid-19 Legislation and the partnership is reviewing its approach to day services.

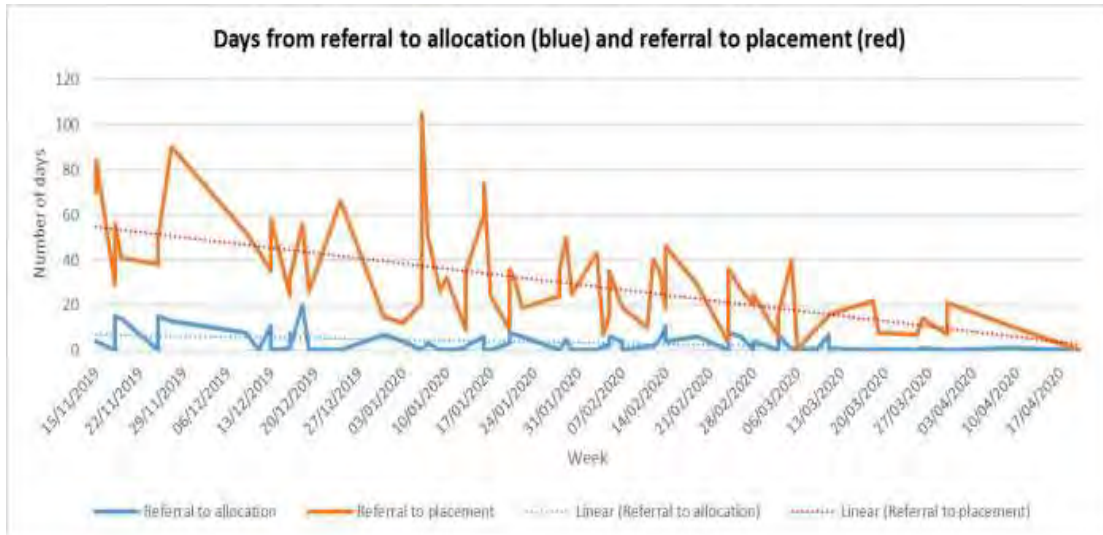
The Care Home Assessment and Review Team (CHART)

There are:

- **17 care homes in East Lothian**
- **674 placements funded by East Lothian Health and Social Care Partnership**
- **246 new placements in 2019 alone including 160 care home placements from hospital.**
- **A further 13 people were returned home supported by Home First**

2.50 The Care Home Assessment and Review Team comprises a team of social workers dedicated to supporting people to access the most appropriate community support to meet their needs when they are leaving hospital. They support complex discharge planning, through person-centred assessments that take into account wider social and family circumstances, and information from their family, friends, Power of Attorney, and others who support the person. Recommendations may include the type of support that is required on discharge or potential placement in a residential or nursing care home where a return home is not possible. CHART also upholds Adult Support and Protection legislation, including robust investigation of concerns or complaints, and regular reviews and monitoring of placements to ensure individuals receive a good quality of service. This also feeds into the Best Value process.

2.51 CHART also has a wide-ranging role in monitoring and evaluating care homes in East Lothian. It is the team’s aim to see people able to access their care home place as soon as possible as safely as possible. The table below shows that they have made a significant impact on shortening the length of time between the time a person is referred for allocation and their referral to a placement.



2.52 The Team is the point of contact for any incidents within care homes, operating a 'duty' system to deal with immediate concerns, including any Adult Protection issues. A Link Social Worker role has been developed for all East Lothian care homes, improving communication between providers and the HSCP. Where necessary, and guided by the Public Protection Office, the Team takes a lead role in Large Scale Investigations within care homes across East Lothian. In 2019-20, there was an average of 30 care home incidents and one Adult Protection investigation per month.

Care Homes for Older People

2.53 The Care Inspectorate carried out an unannounced inspection of Crookston Care Home, one of East Lothian's three directly provided services in December 2019, maintaining evaluations of very good for supporting wellbeing and care planning. Inspectors reported that people were happy with their care and support. Relatives told them that the home keeps them well informed about their loved one and staff were always kind towards them when they visited. Eskgreen and The Abbey care homes for older people were also evaluated as providing very good and good support for wellbeing and care planning, maintaining or exceeding inspection findings from previous years.

....And the Care Inspectorate officers were particularly impressed with the work of staff to ensure its residents could vote. The report said: "We visited the service in the run up to a General Election and could see that residents were actively supported to vote and exercise their citizenship rights."

Supported Housing

2.54 Adult Services, in partnership with council services secured and developed a core and cluster development for supported living in the Prestonpans area. This cluster of accommodation now supports five individuals with shared on-site support, including an overnight response service. This model of care is

enabling a more efficient use of our valuable staff resources and allows us to support more individuals to live independently in the community. H&SCP staff continue to work in partnership with colleagues in council services to identify further opportunities to expand this model of care and support.

Services for People with Learning Disability

2.55 ELHSCP in partnership with NHS Lothian and housing provider Castlerock Edinvar secured a property in Haddington which is being developed to provide a residential short breaks service for people with complex needs. NHS Lothian provided funding to refurbish the property, inside and out, to deliver a bespoke care environment. This service will provide opportunities for short breaks for 2 or 3 people at a time plus will give us the option to provide emergency short term accommodation for an individual as circumstances demand, rather than pursue unnecessary hospital admissions. This service will open in 2020/2021.

Shared Lives East Lothian

2.56 Shared Lives East Lothian recruits and supports Shared Lives Carers who work on a self-employed basis. The Shared Lives Carers provide an alternative form of care and/or support for adults with complex needs where the Shared Lives Carers use their homes as a resource, giving people the opportunity to engage in family and community life. Shared Lives arrangements are set up and supported by Shared Lives East Lothian and the care and accommodation people receive is provided by ordinary individuals, couples or families in the local community. Individuals and their Shared Lives carers enjoy shared activities and life experiences. The types of care or support that can be provided are:

- long-term accommodation and support
- short breaks/respice
- day time support.

2.57 The people who can make use of Shared Lives arrangements are aged over 16 and have a specific support need that may be associated with a learning disability, physical disability, sensory impairment, autism, age and/or mental health. People may use the service if they have had a social work assessment that identifies support needs that we are likely to be able to meet. People referred to the service often have difficulty living on their own or need support to remain living in their own home. People also use the service to give their main carers a short break.

Mental Health Officer – Statutory Functions

2.58 A mental health officer (MHO) is a specially trained social worker who has training, education, experience and skills to work with people who have a mental disorder. The role of the mental health officer is set out in Section 32 of the Mental health (Care and Treatment) (Scotland) Act 2003, and is a statutory responsibility of local authorities, who have a requirement to appoint

a “sufficient “number of persons to undertake the role. MHOs are responsible for making decisions about compulsory admissions to hospital for people who are in the MHO’s judgment at significant risk to their health, safety and welfare. The MHO also has a number of duties under the Adults with Incapacity (Scotland) Act 2000 including providing a professional, independent and non-medical perspective on decisions which affect the civil liberties of individuals with mental illness, learning disability and other related conditions.

Mental health team activity data	2017	2018	2019
LA welfare guardianship	10	15	11
Private guardianship	13	13	21
Emergency detention	31	28	37
Short term detention	60	85	91
Current supervised private guardianships	120-140 each month	144-154 each month	150-161 each month over the year
People waiting on MHO waiting list	8-29 each month	9-24 each month	18-34 each month

There has been an increased demand for statutory functions linked to legislative, policy and practice change, and it is nationally recognised that MHO services across Scotland are under significant pressure. The core MHO establishment in East Lothian had remained unchanged for ten years leading to increased waiting times and difficulty meeting statutory requirements and pressure on staff. In 2019, following a service review, a commitment was given to increase the establishment of the MHO team, an increase of two FTE MHOs.

Key risks and pressures for service delivery across adult services

- Increased demand for commissioned care services, particularly clients with learning and physical disabilities and the provision of overnight support being the most significant.
- The current fragility of provider organisations in the home care and care homes sector may require action and investment to secure sustainability in these important services.
- Carer stress in the context of the availability of day services and care at home services
- Impact of the resumption of the courts on the capacity of justice social work services.

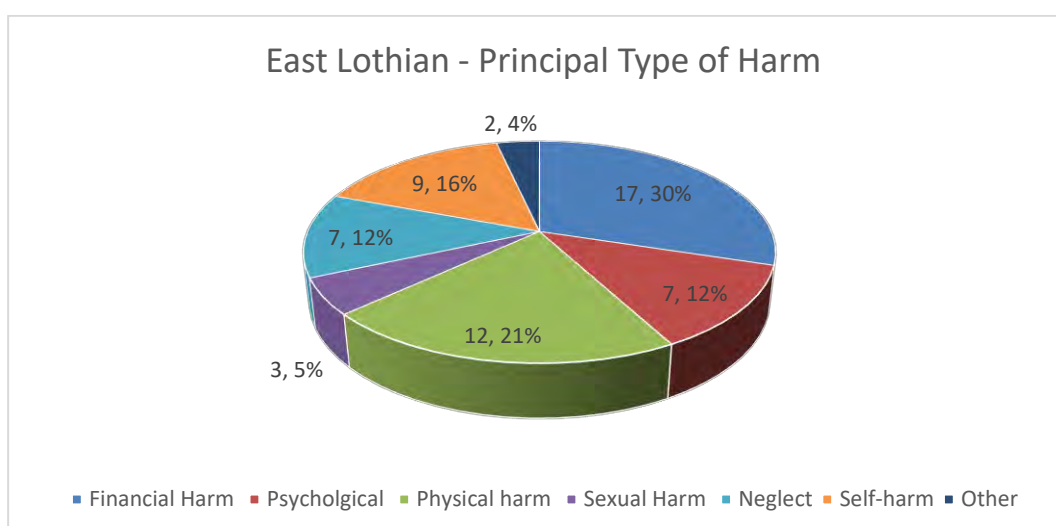
Public Protection

2.59 The East and Midlothian Public Protection Committee (EMPPC) brings together the full public protection agenda under a single governance structure and across two local authority areas.

Adult support and protection

Measure	2015/16	2016/17	2017/18	2018/19	2019/20
Referrals	493	530	791	778	562
Investigations	69	148	112	86	57
Initial ASP Case Conference	15	21	12	28	18
Protection orders	<10	<10	<10	<10	<10
Number of Large Scale Investigations	<10	<10	<10	<10	<10
Principal Type of Harm Investigated	-	-	-	Physical harm 32/86	Financial harm 17/57 (30%)

2.60 The number of Adult Support and Protection referrals submitted to East Lothian has reduced by 28% in comparison to the previous year. This reduction is linked to an inaccuracy in the recording of Adult Support and Protection referrals in 2017/18 and 2018/19, resulting in what we consider to be an over-inflation of referrals data in those two years. We are satisfied that these anomalies have been rectified and the data reported at fiscal year-end is a more accurate reflection of the number of Adult Support and Protection referrals received in the year.



2.61 Building on last year's successful events to raise awareness of Financial Harm in our communities, EMPPC delivered a number of smaller events targeted specifically at more vulnerable communities in collaboration with Police Scotland, Trading Standards, and Scottish Fire and Rescue Service who

promoted their Free Fire Home Safety Visits. In recognition of the National Adult Support and Protection Day 20th February 2020. This year East Lothian and Midlothian Public Protection Committee welcomed the expertise of Professor Michael Preston-Shoot, the Professor (Emeritus) of Social Work at the University of Bedfordshire, who delivered an excellent half days' learning on self –neglect and hoarding with the key message of self-neglect and hoarding is not a “Lifestyle choice” and that it a requires a multi-agency response. East Lothian and Midlothian Public Protection Committee also launched the EMPPC Self-neglect and Hoarding Protocol².

2.62 The service delivery and the quality of the multi-agency response to adults at risk of harm is reviewed and evaluated each quarter through a set of Performance indicators which evaluate agencies responses to; Multi- agency communication, assessment and management of risk, support and protection planning, service user participation and timely responses for adults at risk of harm. Following on from the Adult Support and Protection Thematic Inspection 2017-18. EMPPC has worked in partnership with the strategic link inspector for Midlothian to review and amend the Care Inspectorate’s evaluation template to undertake a self –evaluation of social work case files in East Lothian and Police Scotland files.

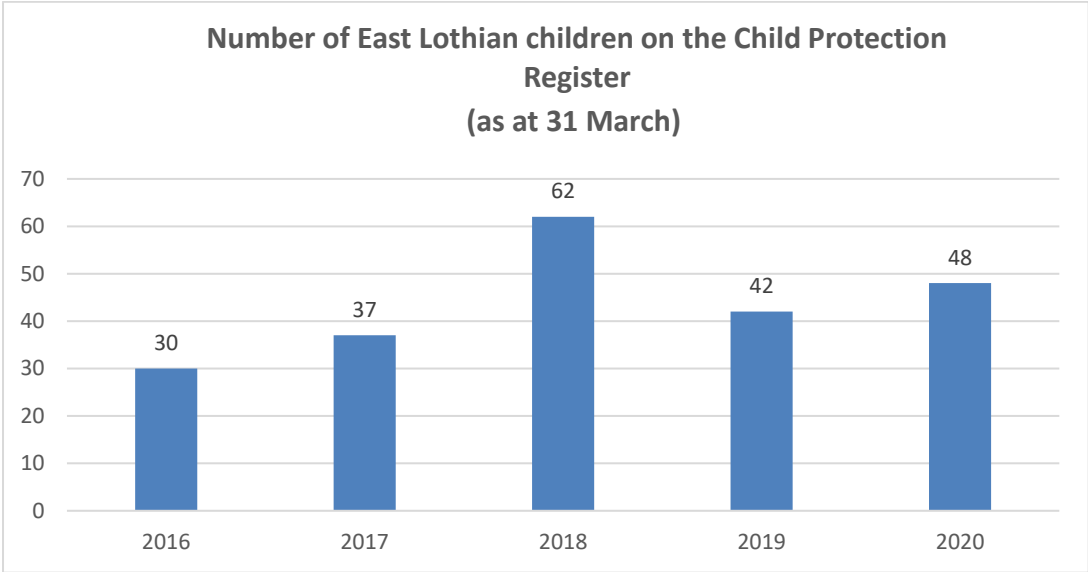
2.63 This case file read involved the reading of 15 cases which is 20% of the overall number of ASP cases that had progressed to Initial/Review case conference across the reporting period. (2017-2019). Self-evaluation activity revealed a mixed picture of strengths and areas of improvement with evaluations ranging from Very Good to Adequate. Furthermore, auditors noted that there was an improving picture evolving across all Adult Support and Protection activity within East Lothian. Additionally, there was clear evidence of the improvement of the safety and wellbeing of most of the adults at risk of harm. However, this appeared to be most challenging where there were complex issues such as problematic alcohol and substance misuse.

2.64 **Challenges and areas for improvement**

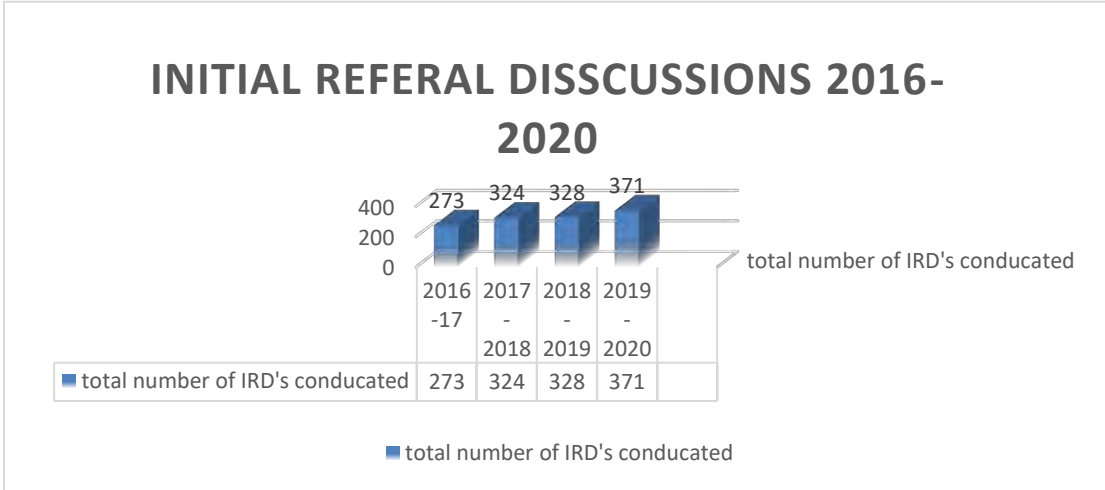
- EMPPC is committed to developing a continuous framework for multi-agency self –evaluation. The impact of COVID19 has meant that this area of work has been temporarily suspended and consideration is required as to how to undertake this work safely.
- All adult support and protection training planned for the year 20 -21 has been postponed. EMPPC is working towards transferring critical training for staff onto an online platform to ensure continued learning and development in the practice of Adult Support and Protection.
- East Lothian Health and Social Care Partnership is in the process of developing multi –agency Risk Management Protocol in response to the management of escalating concerns where the adult is presenting with significant risk but does not meet the criteria of an adult at risk of harm.
- Service user and carer feedback and self-evaluation is at an early stage but will be progressed during 2020/21

² https://emppc.org.uk/file/Adult_Protection/EMPPC_-_Multi-agency_Protocol_on_self-neglect_and_hoarding_-_17-12-2019_v1.pdf

Child Protection



2.65 There was an average of 48 children on the child protection register during the year. The rate of 2.5 was below the national rate of 2.9. There were 371 Inter Agency Referral Discussions in East Lothian during the reporting 2019-2020 reporting year. This represents an increase of 13.1% in a 12 month period. The Inter-agency Referral Discussion (IRD) overview group continues to meet on a fortnightly basis. An IRD is a discussion, risk assessment and decision making process between Police, NHS and Social Work when a Child Protection concern is identified. Its purpose is to provide quality assurance and data collection in relation to decisions made as part of an IRD, the robustness of the planning and information sharing.



2.66 East and Midlothian Public Protection Committee was selected in October 2018 as one of three test partners in the development of the National Minimum Dataset for Child Protection Committees. Since then, the Committee has worked in partnership with the Centre of Excellence for Looked After Children

in Scotland (CELCIS) to develop, test and refine the Minimum Dataset package. The implementation of the national minimum dataset for Child Protection has given us the opportunity to review our existing suite of performance data, how we present and analyse that data and what it is actually telling us, which helps improve outcomes for the people we serve. This will be subject to further work in the coming year, with the support of CELCIS and partnership analysts.

- 2.67 The EMPPO led an exercise to improve our multi-agency response to Looked After and Accommodated Children who go, or at risk of going missing. This has involved developing a senior oversight and an operational implementation group. The committee agreed a local inter-agency partnership protocol, following the national pilot. This has been supported by a series of trainings and local briefings, for both local authority and voluntary sector partners. The Police Scotland 'J' Division Missing Persons Coordinator provides a weekly intelligence report is shared with social work partners to help identify those who most frequently go missing and target our response accordingly.
- 2.68 **Multi-agency self-evaluation:** A programme of single-agency self-evaluation and audits has taken place. The first focused on targeting areas for audit that had been identified in the improvement plan and for which training had taken place. This was initiated in September '19 across both authorities and looked at actions after children had had their names removed from the Child Protection Register. The Audit examined chronology, record keeping and evidence of continued multi-agency meetings post registration. Evidence was triangulated and findings presented to the Committee. A further audit was undertaken looking at the increasing numbers of children who were subject to more than one IRD in the 12 month period. Findings noted a cohort of children who were subject to accumulative concerns over a period of years and from a number of agencies. Work is underway to further support practitioner development in addressing early and effective intervention across the partnership.
- 2.69 CSOG commissioned an audit to examine whether learning from a previous Initial Case Review (ICR) and a Significant Case Review had been embedded into practice. Audit activity was undertaken in both East and Midlothian which was reported to the Practice and Quality Improvement Subgroup which was overseen by the EMPCC. Areas of further development were addressed through the Child Protection Improvement Plan as well as individually in agency.
- 2.70 There has been a re-focus on the impact of poverty and its significance in child protection in response to the publication of Child Welfare Inequalities: A Four Nations Study (Bywater et al 2018) that evidenced the inverse correlation between poverty and child abuse and neglect. As a response, all families with children whose names are on the child protection register and those who are looked after at home are supported to attend welfare rights appointments to maximise their income. Within the context of COVID and the increasing levels of deprivation within some parts of our communities this will be an area for continued attention.

Section 3. Resources

Financial Pressures

3.1 Children's services received a budget of £14.44 million in 2019. At the end of the financial year the actual spend stood at £17.569 million, an overspend of £3.126m Employee costs accounted for 42% of the total. The £1.87 million budget for external residential provision was overspent reflecting the huge demand placed on the service during the latter part of 2018 and 2019 including an increase in young people requiring secure accommodation. Other smaller pressures included external fostering placements and kincare costs.

3.2 **Ongoing pressures:**

- External fostering resources; currently unable to meet demand within our own fostering community.
- Ongoing placement costs for existing external residential packages for young people for whom we have been unable to identify a local resource
- Bespoke packages for young people we are able to return from external placements
- Unaccompanied Asylum seeking Children and Young People
- Costs of emergency accommodation for homeless care leavers / young people who have not been able to sustain supported accommodation
- Financial pressures around the financial impact of COVID for families.
- Kincare support is an area we continue to grow as a local authority. This is in line with our service plan and strategy but is not without financial cost. The impact of continuing care on the Kincare budget will also continue to grow.

The plans to address these financial pressures sit within the service itself; within the relatively new joint structure of education and children's services; within the broader children services strategic partnership and across other council service areas. It is clear from the analysis and self-evaluation work completed to date, that sustainable financial recovery will require strategic commitment towards early intervention and prevention across council and partner services in order to reduce vulnerability and the demand for targeted services. The following is a summary of improvement work commenced in 2019/20 and will carry forward through 2020/21:

- Children's Services Service Improvement Plan 2019 - 21
- Re-launch of the GIRFEC pathway
- ASN review
- Whole system re-design of family support
- Mental health and emotional wellbeing strategy and associated services and supports
- Re-designing the children's social work service for better outcomes
- Transforming services for children programme – council and partners

Adult Social Work and Social Care

2019/20	Funding £	Expenditure £	Surplus £
Health	124,533	123,732	801
Social Care	47,284	47,459	(175)
Total	171,817	171,191	626

- 3.3 Throughout the year there have been financial challenges, these being mainly within the social care budgets and the financial pressure at the year-end was a significant overspend within adult services, specifically for those clients with complex needs with learning and physical disabilities. This pressure was offset by an underspend in services for older people. Within the social care budgets the pressures lay within increased demand for commissioned care services, particularly clients with learning and physical disabilities and the provision of overnight support being the most significant. This led to a £2m pressure at end of 2019 – 2020.
- 3.4 Financial modelling and improvement work underway or targeted in 2020/21 to better inform budget setting include; strengthened social work assessment and decision making processes; forecasting transitions and complex young adults requiring residential/ supported accommodation solutions; tracking ordinary residence commitments; implementation of pre-paid cards for direct payments.

Section 4. Workforce

Workforce Planning: Children's Services

- 4.1 Overall, the service has achieved more stable staffing levels from the end of 2019 onwards with more successful recruitment campaigns following positive work to re-design our offer as employers. In particular, staffing across disability team, fostering and adoption and the 15+ team has provided excellent continuity of worker in the work being undertaken with families and young people. We know that relationships are key to better outcomes.
- 4.2 strategies in place to address recruitment and retention of registered social workers included:
- Revisited wording on advertisements
 - Pay scale can be negotiated dependant on experience
 - We currently fund *limited* places for Family Support Workers on the Open University undergraduate and post graduate degree courses. We may consider revisiting/ extending numbers and return to the 'Grow your Own Model'.
 - Active promotion of practice learning across the service and work in partnership with University of Edinburgh / University of Stirling & Open University to facilitate placements.

- Practice Learning Courses
 - Ensure staff have adequate access to learning and development opportunities – particularly within Leadership and Supervision.
 - Active promotion of the Healthy Working Lives / Employee Assistance Programme (Particularly throughout lockdown)
- 4.3 We have a substantial amount of newly qualified social workers. It is essential that they receive high levels of support, particularly in light of COVID and very restricted numbers of staff within the current office base. We are currently in the process of liaising with Midlothian and Scottish Borders to explore options around a joint programme of support / information for NQSW. The pay scale for social workers continues to be challenging for us as a local authority.

Workforce Development: Children's Services

- 4.4 Strong collaborative working between children's services and corporate learning and development staff led to the **Social Work Leadership and Supervision Programme** (Accredited by the CMI at Cert Level 3). The programme was aimed at team leaders and senior practitioners. The first cohort ran in Autumn 2019 was very positively evaluated. The second cohort commenced just prior to lockdown and unfortunately is currently suspended. The service continues to support one manager each year on the post graduate Stirling Management and Child Protection and Welfare Courses. Other key learning and development opportunities included continued training in the core practice models of Signs of Safety and Safe and Together.
- 4.5 Protected learning sessions provided valuable opportunities on topics that included; baby bruising; court skills; trauma informed practice; sexual abuse; domestic abuse; permanence and the law. Protected Learning Session have been suspended since March 2020 in light of COVID.
- 4.6 In terms of formal practice learning arrangements, during 2019/20 children's services facilitated 8 social work placements. The current practice learning strategy identifies this as a core organisational function that encourages a learning culture; develops leadership and management skills; encourages reflective and research-minded practice; supports recruitment and retention and generates income. COVID has had significant implications for practice learning arrangements and we are working in partnership with universities and other stakeholders to explore future options.
- 4.7 In order to meet our SSSC employer commitments, the service must provide recognised levels of support for newly qualified staff. Developments include a well-established group for staff across children and adults services and the learning and development E-bulletin with up to date information and research.

Justice Social Work

Workforce development:

- 4.8 In recognising team challenges and dynamics managers held a workshop facilitated by organisational development (March 2020) to improve the team's functioning. Unfortunately the follow-up activities were curtailed due to the lockdown and progress will need to be reviewed in 2020/21. Managers are developing staff training and promoting a shared understanding of SSSC Codes of Conduct as well as the expectations of all social work qualified and para-professionals.
- 4.9 We reviewed and updated our core local guidance documents – these support practitioners at all levels to better understand their task and role as well as providing a service that is safe and risk-focused, but able to identify and address welfare and needs.

Public Protection

- 4.10 Prior to Covid 19 EMPPC delivered two development sessions for all staff across the partnership including third sector staff to address the crossovers between Adult Support and Protection and Violence Against Woman and Girls, with a total of 56 staff attending. These sessions focused on learning disability and gender based violence; this session was supported by NHS Scotland, Gender-based Violence Team. This sessions was informed by the new practitioner guidance on learning disability and gender based violence and to raise awareness of the intersections between gender based violence and adults age 16+.
- 4.11 The EMPPC learning and development function oversees the development and delivery of core and mandatory public protection training. The reduction in capacity within the PPO team has impacted on the delivery of these functions. Discussions are underway within the partnership and this will be an area of focus for the new PPO manager. Online alternatives for traditional face to face approaches are required.

Adult Social Work and Social Care

- 4.12 Workforce planning developments included the successful application to Mental Health Officer Capacity Building Grant Scheme to support our Mental Health Team. One social worker successfully completed the MHO training in September 2020. The review of homecare led to improvements in the terms and conditions of staff to attract more people into the workforce. Two social workers started the practice educator's programme in 2019/20 and will complete in early 2021.
- 4.13 Key training and staff development opportunities were delivered in
- self-directed support options 1 and 2;
 - Frank's Law

- Replacement care
- TEC training
- Dementia bus; helping mentally able people to understand what it is like to experience dementia
- Staff briefings: Violence Against Women and Girls; Resolution (Mediation) service; new housing legislation and support for women with substance misuse issues.

In addition, Social work staff who volunteer in anticipation of having to provide humanitarian aid are regularly invited to informal learning and development sessions to consider the impact of emergency planning in communities, and in responding to incidents that require emergency assistance and the provision of immediate shelter and support. The sessions have include opportunities for volunteers to reflect and share their own experience in previous incident along with formal presentations e.g. trauma informed practice and the role of partners in providing aid.

Section 5. COVID 19

Early Indications of Impact on Workforce and Services

- 5.1 Social work is a profession that is predicated on establishing meaningful relationships with vulnerable and often distressed people and with those who may be resistant to our involvement. Therefore, the impact of the restrictions to working arrangements as a result of the pandemic on the very core of social work business has been profound. Making a safe and accurate assessment of risks and needs for children and adults with very reduced or compromised opportunities for face to face contact has been extremely challenging and remains the case. Staff are carrying higher than usual levels of stress and anxiety from the additional risks. As the months progress, the need for support and recognition of the challenges involved increases
- 5.2 Overall to date across adult, justice and children's services staffing levels have remained high with low levels of COVID-related absence, although numbers of staff with underlying health conditions were higher than anticipated. Many staff have welcomed the increased flexibility of working from home, in particular the absence of the commute and the ability to meet child care commitments.

Children's Services

- 5.3 As an immediate response to the pandemic restrictions, the service implemented a crisis response team model that operated on a five-day on/off basis. Good use was made of Skype to enable staff to communicate internally and come together quickly. All teams RAG rated their caseloads to ensure the most vulnerable children and young people were prioritised for the most

meaningful and effective contact and interventions. Children whose names were on the child protection register were seen on a weekly basis wherever possible. All supervised family time was suspended. As restrictions eased, a blended working model was implemented allowing staff to return to their own team structure and line management arrangements.

- 5.4 Despite the school closures, the number of referrals to social work continued to rise month on month from March 2020. The absence of a structured school day on vulnerable families – particularly those with disabilities and complex needs - resulted in high levels of family stress and a significant demand for staff to prevent children needing to be accommodated. Some of our older young people and care leavers were unable to sustain positive destinations and this has led to their behaviours becoming a risk to themselves and others, with serious consequences and poor outcomes. The assessment hub and practice teams carried the additional impact of most of the third sector services ceasing face to face contact with families in the initial months of the pandemic.
- 5.5 The Government's focus on vulnerable children from the start of lockdown was a lever for some excellent partnership working with some groups of vulnerable older young people in East Lothian. The youth work response highlighted the possibilities and potential for creative and joined up approaches that will be developed over the coming months.
- 5.6 The support from colleagues across the council to facilitate requests for additional space / has been welcomed. The changes to working arrangements have impacted on all staff across council and partnership services, but for the purposes of this report the following areas remain challenging for service delivery:
- The absence of a single IT platform across public services – impacting on the effectiveness of multi-agency working with vulnerable children
 - Child and family engagement in online meetings – while some have welcomed it, many have not felt fully included in decision-making or have found it intimidating.
 - Waiting lists for assessment and changes to support plans from the disability team have increased beyond current capacity
 - Limited appropriate space for supervised and court mandated family time (previously called contact)
 - COVID safety concerns for foster carers – facilitating parental and sibling contact involving multiple households
 - Reduced office capacity to ensure compliance with physical distancing; impacting on face to face access to team members which is important for safe social work practice.

Justice Social Work

- 5.7 Staffing levels have been high – working from home has improved work/life balance and staff have been able to be more flexible so undertake tasks at a time that suits their lives. The service is exploring a more flexible working

regime and considering quite radical changes within the service that would have significant implications for staff and users, but would not reduce efficiency or effectiveness.

- 5.8 The current focus is on the safe reopening of face-to-face interventions for reports and offence-focused interventions as well as engaging in welfare and signposting activities. However, the anticipated increase in work from domestic abuse and online sexual offending behaviours will impact on staff wellbeing when working from home.
- 5.9 The provision of unpaid work is extremely problematic – with a van-based and group model 1:5 (maximum) ratio with equipment training or building-based activities where supervisor and service user work closely (within 1-2 meters). The service needs to develop larger projects and increase access to placement or individualised oversight from colleagues within HSCP and the Council as well as small groups with 1:2 or 1:3 ratio and expectation of either self-travel or more appropriate muster points.
- 5.10 The pandemic has seen the closure of Courts across Scotland, however Hub Courts have dealt with the most serious business since lockdown was announced on 23/03/2020. As a result there are various estimates relating to the backlog of Court business and in East Lothian this will have an ongoing impact for the foreseeable future. Although business is now going through courts at the rate of approximately 80% of last year's comparative totals (September) this is not addressing the backlog and there has been a notable increase in Diversion report requests. This move away from using Court time to hear cases (and, therefore, address offending behaviour) will lead to an increase in justice social work business, to provide reports and, where appropriate, short interventions.

Adult Social Work and Social Care

- 5.11 The mainstay of our Covid-19 response to **carers** was working in close partnership with:
- staff who were supporting carers, for example, care-at-home workers, community care workers and social workers. This began immediately and centred on learning from staff what the key issues were in terms of delivery and support, for example, PPE, dealing with isolation/shielding and sustaining good mental health and physical wellbeing
 - carers representative groups - Carers of East Lothian, East Lothian Young Carers and Bridges Project. This helped us to respond to carers needs as much as possible and share information about support, advice and resources. Carers of East Lothian produced a weekly resources guide which we shared with staff, third sector partners and community resilience groups
 - Community Resilience Groups, who kept us informed about the wellbeing of carers they were working with and specific help needed. Third and

Independent sector partners also kept us informed of issues, for example, around the correct putting on and taking off of PPE and when to wear it.

- 5.12 In terms of community support services for younger adults, at the start of the pandemic all providers provided a RAG rating of services users, a business continuity plan and a detailed action/closure plan. The RAG rating assisted colleagues in social work to identify priorities for additional care and support in the community. All building-based services were closed with the exception of one centre for people under 65. This centre was used to provide day support to these people who were most at risk of support failing at home. At that stage, external community provision consisted of outreach support from peoples' homes for those with identified critical needs. The providers have looked at alternative ways of providing support e.g. Zoom calls. Weekly telephone calls are also in place to offer support and monitor any changes in need.

Care Homes

- 5.13 The Care Home Team and District Nursing teams supported staff to adhere to up-to-date guidance and advice and have been at the forefront of East Lothian's response to ensuring our care homes have been equipped and supported to manage and control the virus as effectively as possible. This has included:

- Ensuring the safe application and disposal of PPE
- Escalated support to homes with positive cases to ensure robust infection control
- Arranging urgent PPE from East Lothian hub stock if required
- Circulating all current guidance and ensuring our homes have access to information that is circulated
- Visiting homes to demonstrate PPE donning/doffing and infection control
- Educational components focused on infection control, including helping staff understand PPE, including 'how safely to put it on and take it off
- Video links of training provided and offers to all care homes for visits as needed
- Continued emotional and phone support for staff
- Delivery of face-to-face training where agreed.

Care Home Assessment and Review Team

- 5.14 The care home assessment and review team's (CHART) role in the COVID response included:

- All care home support visits were jointly undertaken with a social worker alongside a health colleague, and feedback was given for each visit which was as a collaboration between health and social work.
- Providing challenge and support to care homes where infection control practices were not sufficiently robust.
- Funding was secured for a number of vacant care home placements in two care homes for people waiting for packages of care or care homes to move to

temporarily. Each of these individuals were assessed by social workers and the CHART team monitored each placement. This provided an immediate solution for residents and demonstrated a flexible response and good joint working with independent care homes.

- Social workers undertook PPE training early in the pandemic so that they had sufficient knowledge to support and challenge practice in care homes.
- The CHART team manager is involved with the care homes daily huddle.

5.15 Changes in practice due to Covid

- Ensuring that Covid testing happens for people moving in to care homes, as per health protection guidance, alongside other practical arrangements for hospital discharge to care homes.
- Only starting now to be able to attend care homes to carry out reviews. This is not consistent and is dependent on different practices across care homes. Many reviews are still being carried out by phone.
- Responding to regular calls and complaints from families about not being able to visit their relatives.
- Move to home / hospital working with a rota in place to ensure at least one social worker is on site every day.
- Supervision and team meetings carried out mainly via Skype.

Challenges and Risks Facing Social Work and Social Care

Key challenges for recovery include:

- Rising incidence of domestic abuse, and its impact on children, young people adults and families. The human and financial costs of this mean it requires a coordinated strategic and partnership response.
- The cumulative impact of carer and family stress as a result of limited or reduced availability of services that may not return to pre-COVID levels.
- The widening social and health inequalities that the capacity to cope with adversity and increase reliance on services.
- Ensuring the social work and social care workforce is supported to develop and maintain its own resilience.
- Rise in demand for services - resumption of services (e.g. courts and children's hearings) and as a result of poverty, stress and increased vulnerability.
- Financial cost of responding to the pandemic and impact on decisions about budgets for vulnerable people's services.
- The capacity of commissioned services to meet current and future levels of need.

- Implementation of The Promise and learning from the Independent Care Review - will not be achievable without further investment in preventive services to release the costs of crisis services.

The most vulnerable people in our communities have been the hardest hit, and will take longer to recover from the impact of the pandemic. Social work services will continue to play a critical role, working in partnership to protect our citizens, promote their rights and support them to live safely and independently.

Judith Tait
Chief Social Work Officer
16 October 2020

REPORT TO: East Lothian Council

MEETING DATE: 15 December 2020

BY: Depute Chief Executive (Resources & People Services)

SUBJECT: Financial Update including Financial & Capital Strategy
2021-2026

4

1 PURPOSE

- 1.1 This report provides an update on progress of mitigation actions currently being pursued to manage the funding deficit of the Council in this current financial year. In addition, this report sets out an updated Financial and Capital Strategy for the Council, covering a five year period from 2021-26.

2 RECOMMENDATIONS

- 2.1 The Council is recommended to:
- note the current progress of mitigation actions being taken to manage the 2020-21 General Services funding deficit;
 - approve the overarching Financial Strategy set out in **Appendix 1** of this report, together with the Capital Strategy included at **Appendix 2**.

3 BACKGROUND

2020-21 General Services Revenue

- 3.1 The Council has already received a number of financial reports on the challenging in-year financial position. At the last meeting in October it was reported that current projections indicate that there remains a significant financial deficit facing the Council this year, and a number of mitigating actions designed to bring the Council back into financial balance is currently being explored.

3.2 The outcome of many of these actions still remain unclear, but a summary of the key areas being reviewed are set out below:

- Loss of Income Scheme
 - The Council has now submitted a return through COSLA to seek compensation for loss of income. In line with the agreed guidance, the scheme focuses on loss of external income, and as such does not include any loss of income experienced through any of the Council's main revenue streams such as Council Tax and Rent, nor indeed through internal trading activities. As such any potential reimbursement will not take into consideration the full cost implications being experienced by the Council through loss of income. The return does include a claim for income lost through the Council's ALEOs, including both Enjoy and Brunton Theatre. COSLA are currently collating all returns across Scotland, with a view to determining the national quantum and support the distribution of available resources but it seems likely the available national funding pot will be heavily over-subscribed.
- Education Recovery
 - As part of the wider funding to support the safe re-opening of schools, the Deputy First Minister (DFM) has made a commitment to ring-fence a further £30 million to meet any further costs experienced by local authorities based on evidence of need. COSLA is currently collating wider returns from all Council's, which will inform and support the disbursement of available resources.
- Property Maintenance Mitigation
 - Work remains ongoing to progress mitigation actions that will minimise the financial impact experienced through the delayed programme of work and continuing COVID implications.
- Fiscal Flexibilities
 - In October 2020, in response to COVID-related financial implications, the Cabinet Secretary for Finance advised of work being progressed by Scottish Government and COSLA that would potentially open up some additional financial opportunities described collectively as Fiscal Flexibilities. Although no substitute for full and proper funding, they would provide some further scope for managing the severe impacts of COVID and any consequence of full funding not being made available by national governments.
 - These flexibilities cover a range of areas including; the application of capital receipts to finance COVID revenue expenditure; flexibility to review the accounting treatment for debt relating to credit arrangement charges; and a loans fund principal

repayment holiday. Statutory guidance has still not been finalised, and as such it is not yet clear the full extent of any flexibility available to the Council. These are complex areas, and will require careful consideration to determine the extent of any financial mitigation options available to the Council. These will be considered and reported upon further by the Council's Chief Financial Officer.

- 3.3 Furthermore, as per a previous Council decision, an amount of £0.245 million is held in a Capital Grants and Receipts Unapplied Account which allows capital receipts to be used to transform service delivery to reduce costs and/or reduce demand. This ability is only open to councils up to 2021-22 and this will be utilised in year to support financial pressures. Projects have been identified which meet the statutory guidance.

Financial Strategy and Capital Strategy

- 3.4 The current approved Financial Strategy was approved by Council in December 2019 and covers a five-year financial planning period from April 2020 until March 2025. This strategy is subject to an annual refresh to ensure that it remains appropriate and relevant to any change in the financial planning landscape.
- 3.5 This year, more than ever, the Council is operating within a very uncertain financial and economic environment. In support of the continuing global health crisis caused by COVID, the Council has experienced unprecedented levels of need amongst the communities we serve. This in turn has created significant financial challenges in the immediate short term for the Council to manage, but will also create a degree of opportunity to change the way in which we support and deliver services going forward.
- 3.6 The continuing political and economic uncertainty surrounding future public sector funding alongside the UK's impending exit from the European Union will be significant influential factors and must be considered against a backdrop of increasing demand for services. This means that it is inevitable the Council will need to find ways of ensuring that it can balance these competing pressures in the most sustainable way possible.
- 3.7 The Strategy itself covers both the General Services and the Housing Revenue Account, and sets a clear direction on how the Council will manage its financial resources across the next five years. The Financial Strategy also includes the Council's Reserves Strategy and is set out in **Appendix 1** of this report.
- 3.8 The Prudential Code now requires all Local Authorities to produce an up to date capital strategy. The current capital strategy was approved in December 2019, and supports the wider Financial Strategy, with an intention to firmly place decisions around borrowing in the context of the longer-term financial position of the authority and to provide improved linkages between the revenue and capital budgets. The Capital Strategy is set out in **Appendix 2** of this report.

- 3.9 The overarching Financial Strategy sets a clear direction for future budget development, and it is important that in developing future budget proposals and related amendments, all councillors have due regard to the direction set within this strategy.

4 POLICY IMPLICATIONS

- 4.1 There are no specific policy implications associated with this report although clearly, the report provides a strategic context and direction within which all future financial plans should be considered. Ongoing monitoring and reporting of the Council's financial performance is a key part of the approved Financial Strategy.

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

- 6.1 Financial – as set out within the strategy
 6.2 Personnel - none
 6.3 Other – none

7 BACKGROUND PAPERS

- 7.1 Council 17 December 2019 – Item 4 – Financial Strategy 2020-25
 7.2 Council 27 October 2020 – Item 5 – Financial Update

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DATE	2 December 2020



Financial Strategy

2021-22 to 2025-26

Financial Strategy 2021-22 to 2025-26

1 Introduction

- 1.1 The Council continues to operate in a very uncertain and extremely challenging financial environment. The financial implications and consequences facing the Council from supporting the national crisis response to COVID has been on a scale which is unprecedented, and this is expected to continue well into 2021-22 with the economic impact likely to be felt for the foreseeable future. Alongside this, the continuing political and economic uncertainty surrounding future public sector funding, the UK's impending exit from the European Union, all against a backdrop of increasing demand for services means that it is inevitable the Council will need to find ways of ensuring that it can balance sustainable delivery of an increased demand for vital services to the public against a backdrop of reducing levels of like for like government grant support.
- 1.2 The Council continues to receive a significant proportion of its funding from the Scottish Government. The Chancellor has recently published a one year UK Government Spending Review, with the previously expected multi-year Comprehensive Spending Review now delayed indefinitely. In turn, the draft Scottish Government budget and related finance settlement for Local Government will now be delayed from early December until end of January 2021, however the final position will not be known until early March. This creates significant uncertainty both in the short and medium term. Current forecasts by independent commentators indicate that the level of core funding we receive from the Scottish Government is unlikely to increase, and this alongside the growing demand for services, suggests that more must be done to reduce our cost base or alternatively to expand our income streams such that the Council can meet its priorities within the finite resources which are available.
- 1.3 A key purpose of the Financial Strategy is to provide clear direction on how the Council will best manage its financial resources over the forthcoming years to ensure they are deployed effectively to achieve agreed Council plans and associated outcomes. It provides a critically important financial context for effective decision-making helping to ensure the future financial sustainability of the Council. It also provides a framework for financial management arrangements that support the proper financial stewardship of public funds as well as providing appropriate financial resilience ensuring that the Council has the ability to respond and adapt to changing operating environments and significant unforeseen events. The principal objectives of the proposed Financial Strategy are to:
- Outline the Council's high level financial position over the years 2021-2026 based on a range of assumptions.
 - Highlight the key financial drivers and other relevant issues that have been considered in developing the strategy.
 - Ensure that limited available resources are focused on delivery of the Council's approved key priorities and plans and their associated key outcomes.

- Provide a solid financial planning platform for the development of a sustainable revenue budget and capital investment programme which will support the Council's key priorities.
- Ensure that the Council is fully aware of the financial challenges and uncertainties that it faces and is in the strongest possible position to deliver the best possible quality and range of services within available resources.
- Increase both organisational awareness and wider community understanding of the Council's financial position and the challenges it is facing over the medium term in balancing and delivering against its budget.

1.4 The Strategy also sets out the proposed policy for the effective utilisation of reserves, including a clear rationale between holding fund balances for specified purposes and making decisions on the extent to which reserves can be applied when actually setting the formal budget.

1.5 The Strategy covers the five year planning period from 2021-22 to 2025-26 and includes revenue and capital budgets for both General Services and the Housing Revenue Account (HRA).

2 Current Economic Context

2.1 The economic outlook and financial prospects for the strategy period were considered by Council in October 2020. The report set out the financial context within which the Council is currently operating and also many of the key pressures and variables that may impact on the way in which the Council spends its financial resources, and the funding it receives.

2.2 With so many exceptional and unpredictable external influences currently impacting on the wider economy, future forecasting with any degree of credible certainty is very difficult. The recently announced UK Government Spending Review delivered a very stark warning that the 'economic emergency' caused by COVID has only just begun, with record level of public sector spending and associated levels of debt required to support the crisis, and future economic projections suggesting that by 2025 the UK economy will be 3% smaller than in March 2020. It seems inevitable that balancing the public sector books could lead to another prolonged period of public sector expenditure restraint.

2.3 In Scotland, as well as any limitations imposed through resource decisions taken within the UK Budget, the spending available to Scottish Local Government is further dependent on the Scottish Government's own budget priorities. Recent years' settlements have seen reductions in core revenue funding, with associated cash terms increases largely ring-fenced to support the delivery of new national policy commitments and other statutory burdens such as early learning and childcare.

2.4 The Scottish Government does now have at its discretion a range of new fiscal powers over taxation and welfare, and this makes determination of the Scottish Budget significantly more complex than it has been in the past.

- 2.5 The recently announced UK Spending Review (25 November 2020) suggested that Scotland will receive an extra £2.3bn of funding in 2021-22. Of this, £1.3bn is to support recurring COVID related funding, a further increase of £1.3bn on revenue baseline, and a reduction in capital funding by £0.3bn. As highlighted earlier, the Scottish Government will publish its draft budget plans (covering 2021-22 only) on 28 January 2021. This is considerably later than normal and even with accelerated parliamentary procedure, it is not expected this will formally complete its passage through Scottish Parliament until early March.

3 Local Context

- 3.1 The local environment within which the Council operates has changed significantly in recent years and will alter further in future years due to the impact of national legislation and policy changes, further economic turbulence, societal changes and developing customer expectations.

Council Plan

- 3.2 The existing approved Council Plan for 2017-2022 sets the strategic policy direction for the Council, and continues the journey towards realising our vision for an even more prosperous, safe and sustainable East Lothian, with a dynamic and thriving economy that enables our people and communities to flourish. The overarching aim is 'reducing inequalities within and across our communities' with four themes each designed to make the biggest impact in our communities. These are: Growing our Economy, Growing our People, Growing our Communities and Growing our Capacity. The alignment of financial resources to enable the delivery of the Council Plan is a key requirement, working across all Community Planning partners to deliver this shared agenda for the benefit of local people.

Local Development Plan (LDP) & City Deal

- 3.3 The Council has an approved Local Development Plan (ELLDP 2018). This will continue to see a rapid expansion in population across the area, with an estimated population increase to 120,000 by 2037. This will continue to impact on the wider demography within the area, with significant growth in particular in the number of school-age children and the number of pensioners.
- 3.4 This will create opportunities for the Council but will also provide significant financial challenges in terms of the provision of necessary services to meet these growing demographic changes such as; the increased number of school children, care packages, households requiring waste collection etc. and there will need to ensure that the Council has the appropriate infrastructure in place to support these growing demands.
- 3.5 The Council is also part of a wider Edinburgh and South East of Scotland City Deal. This will see significant investment across the region, including through UK and Scottish Government, and will include the development of an Innovation Hub, which working in partnership with Queen Margaret University will facilitate the expansion of a new Scottish Centre for Food Development and Innovation and will therefore support the wider food and drink sector.

3.6 The impact of growth associated with high levels of development across the County will continue to have a significant impact in future years.

Climate Change

3.7 The global implications from climate change has resulted in the Council declaring a climate emergency in August 2019. To support this, a climate change strategy has been developed which sets out the commitment, vision and overall aims for a 'net zero Council' and a 'carbon neutral East Lothian' by working in partnership with the community to deliver specific outcomes to improve sustainability, encourage a low carbon lifestyle and look after our environment.

3.8 The Council will need to consider how this ambition can be realised, and this may require a change to what we are doing, and how we are using our resources.

Changing Public Sector Landscape

3.9 The public sector landscape continues to evolve as public bodies continue to explore ways to work together to achieve shared outcomes. Some of these changes are driven from legislative requirements, others are driven by local community planning and other collaborative arrangements. The development of new public sector provision presents new challenges and indeed opportunities for the Council as it seeks to ensure that shared outcomes are achieved and that resources are deployed efficiently and effectively.

3.10 These include:

- The East Lothian Integrated Joint Board (IJB) which supports the wider integration of health and social care services.
- The Community Empowerment (Scotland) Act places duties on the Council and its partners to provide new rights for community bodies and on the way the Council interacts with the Community.
- The Scottish Government has established a National Participatory Budgeting Strategic Group which is supported by a framework agreement which supports a wider resource allocation to determine local decision making. This will strengthen the requirement for active community engagement in local decision making, and resource allocation.
- The Scottish Government review on Education Governance has established Regional Improvement Collaboratives, with East Lothian forming part of the South East Regional Improvement Collaborative alongside Edinburgh, Fife, Midlothian and Scottish Borders. The main focus of the South East Collaborative is on Quality Improvement and Raising Attainment, and this will place new and revised duties on Local Authorities to work within the Collaborative arrangement to drive forward increased improvements within all educational settings.

- COSLA in partnership with the Scottish Government has embarked on a review of Local Governance, which will consider how powers, responsibilities and resources are shared across national and local spheres of government, and also with communities.

4 General Services Revenue Budget – Medium Term Outlook

4.1 Notwithstanding the many uncertainties facing Scottish local authorities, the need for medium to longer term financial planning is becoming increasingly important. Councils must ensure that they have robust financial plans in place that can respond to and absorb the potential impact arising from the increasingly wide range of variables highlighted earlier in this report. Only by doing so, can they ensure long term sustainability of effective service provision.

4.2 The current General Services revenue budget extends over a 3 year planning horizon with a high level summary of the spending plans approved in March 2020 set out below.

<u>General Fund – Revenue</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>
Approved Expenditure	262,622	266,294	270,794
<u>Financed by:</u>			
RSG (including NDR)	(176,598)	(176,598)	(176,598)
Other Government Grants	(19,717)	(19,457)	(19,457)
Council Tax	(64,751)	(69,899)	(75,399)
Other	(90)	(90)	(90)
Transfer (from) / to Reserves	<u>(1,466)</u>	<u>(250)</u>	<u>750</u>
TOTAL	(262,622)	(266,294)	(270,794)
Delivery of Planned Efficiencies (contained in above)	(3,213)	(1,487)	(829)

4.3 The October financial update report considered by Council, set out the key variables which will have the most significant implications for future budgets. A summary of these key variables is set out below;

- The level of future Scottish Government grant funding;
- The level of Council Tax income, influenced both in terms of any annual increase in the rate and also any additional properties that will increase the overall yield;
- Future contractual commitments including pay and pensions;

- Ability to deliver planned efficiencies;
 - Non-COVID budgetary pressures;
 - COVID related pressures;
 - Estimated financial outturn 2020-21.
- 4.4 The most significant of these relates to the level and make up of future Scottish Government grant funding, which makes up the largest proportion of the funding available to the Council. The complexity of the finance settlement, current delayed notification of anticipated settlement details for 2021-22, and uncertainty relating to future funding levels makes this very difficult to forecast with any accuracy. Relatively modest percentage variations in grant funding result in financially material consequences. For illustration; a 1% reduction in core revenue funding equates to an annual impact of £1.8m or cumulative £5.4m over a 3 years planning horizon.
- 4.5 The Council is a very large organisation and employs a significant number of staff, who support the delivery of services in accordance with the Council plan and associated outcomes. The Workforce Development Plan will assist in planning and shaping the workforce to ensure it can effectively meet our obligations. The contractual costs relating to pay and pensions must be contained within the overall resources available to the Council, and collectively these can have a material impact on the Council's overall cost base. By way of illustration, a 0.5% increase amounts to just under £1 million on our annual pay bill (£3m across the 3 years), and prevailing rates are subject to the outcome of both national pay settlements and actuarial pension valuations, both of which remain unknown for 2021 and beyond.
- 4.6 As previously highlighted to Council, current year forecasts suggest that the Council is facing a financial deficit in excess of £7 million, most of which relates to the direct implications from supporting the government's COVID response. Officers continue to explore a range of mitigation options to manage the funding deficit which includes the pursuit of full and proper funding to support all COVID implications, continued application of enhanced cost control measures, and as a last resort, exploration of any new temporary fiscal flexibilities in line with national guidance.
- 4.7 Whilst COVID has unquestionably created significant additional financial challenges many of which may have a long lasting economic impact both for the Council and the communities we serve, there may also be some opportunities to consider alternative ways in which we operate going forward. Reset and renewal and building back better are key concepts within the Council's Recovery and Renewal Strategy and it is likely that the way in which the Council delivers many of its services will change, with increased numbers of staff working remotely supported by digital technologies, and the way in which we provide services to our communities also under constant review.

General Services Capital Budget – Medium Term Outlook

4.8 The Capital Strategy sets out the how future capital investment plans will be determined and supported, and this is set out in more detail in Appendix B of this report. In March 2020, the Council approved an ambitious, growth driven 5 year General Services capital budget, a summary of which is set out in the table below.

	2020-21 £000 *	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £'000	TOTAL £'000
General Services Gross Expenditure	98,152	81,480	76,824	72,038	28,966	357,460
General Services Income	(48,433)	(30,670)	(43,411)	(49,935)	(18,131)	(190,580)
Net General Services	49,719	50,810	33,414	22,103	10,835	166,881

*Note * - 2020-21 has been updated to reflect 2019-20 outturn as reported in 2020-21 financial update reports*

4.9 Funding for the capital plan comes from a range of sources including; Scottish Government (General Capital Grant and Specific Ring-Fenced Capital Grants), developer's contributions, capital receipts from asset disposals, other income such as grant funding from other bodies, with the balance made up from borrowing funded through loan charges to the revenue budget.

4.10 The current capital investment plans recognise the growth and ambition of the Council, with current plans designed to support the future infrastructure requirements across the Council area. These plans are aligned to the delivery of the approved Local Development Plan (ELLDP 2018) and ambition relating to the commitment from the Council relating to the Edinburgh and South East of Scotland City Deal. The related investments will create significant economic long term benefits for the East Lothian economy, but will place a significant financial burden upon council finances, and affordability remains a key consideration both in terms of the short and longer term.

4.11 Whilst much of the current LDP commitment falls within the 5 year capital investment plan, there will also be significant impact on future years and the anticipated emergence of a subsequent successor LDP.

4.12 The Council has an extensive operational asset portfolio to support service delivery needs. The Corporate Asset Strategy provides the framework for the efficient management of the Council's core assets, with significant and future investment requirements, it aims to provide a modern, efficient and sustainable asset base that meets the needs of its existing and future service users and employees. Since March 2020, COVID has created many challenges but also some opportunity to review the way in which we deliver and support services, including what assets we hold, and how they are used. This may provide us with

scope to rationalise assets, which would be critical to support the affordability of future capital investment plans.

- 4.13 The Council has agreed to undertake a Learning Estate Review to formally assess the condition and suitability of our education and early learning assets. This review is on-going and will inform the establishment of a Learning Estate Investment Plan which will help inform future capital investment plans for the Council.
- 4.14 As highlighted in previous Council reports, the severe COVID restrictions prevalent throughout this operating year, effectively brought most construction and maintenance activity to a halt, and with recovery still slow, this has had a major adverse impact on the planned delivery of our capital programmes in this financial year, and will also have implications for future years. Capital investment can often be used as a major stimulus to assist economic recovery and it will therefore be important to see how national governments respond in terms of their own spending plans and subsequent allocations made to Local Government.
- 4.15 Affordability is a key consideration within effective capital planning with the capital investment programme generating significant revenue consequences for the Council, such as staffing, rates, utility costs, cleaning etc, which must be met from within the revenue resource levels available to the Council. At a time where revenue budgets remain under significant pressure, it is essential that capital investment decisions take into consideration the full cost implications facing the Council.
- 4.16 In addition, the borrowing for capital infrastructure is funded through annual loans fund payments which are charged to the revenue budget and repaid over the lifetime of the asset. Despite current low interest rates, all borrowing will need to be repaid in the future and capital investment decisions which are taken now must be taken within the context of longer term projections. All capital investment decisions are supported by the Capital Strategy and Treasury Management and Investment Strategy to assess and better understand the implications for both current and future Council Tax payers and to ensure that investment plans remain affordable and sustainable.
- 4.17 The economic consequences of COVID will have an impact both directly on the Council and also upon its community in the years to come. It is essential that the capital investment plan is targeted to ensure it provides essential investment aligned to Council priorities and where possible, to stimulate and support economic growth. To help get this delicate balance right, this will require enhanced affordability criteria to be applied to the capital investment programme to protect both current and future Council Tax payers. Within this context, the Strategy will:
- Focus on a comprehensive review of the Council's asset base, with a view to maximising capital receipts where possible. In turn, this will help maintain ambitious levels of future capital investment and will support transformation of council services that will help minimise on-going revenue costs.
 - Introduce an upper limit on net borrowing is now required to be introduced over the strategy period. This limit will ensure that over the next 5 years, net additional borrowing does not exceed £150 million. This will retain a significant

capital investment programme over this period which remains vital to support the Council's plans and ambition as well as support local economic stimulus, but importantly recognises the financial challenges facing the Council, minimising future revenue costs.

4.18 Managing the consequences of Covid has introduced a further requirement for enhanced flexibility in how we best manage the capital investment plan. Much of the programme is underpinned by prevailing economic conditions, including the realisation of developer contributions dependent upon wider housebuilding that are critical to support the delivery of many of the related capital infrastructure projects. Should there be any further national or local restrictions imposed adversely affecting the construction sector, the ability to be flexible and adaptive with our capital planning will prove critical.

5 Reserves

5.1 Holding an adequate level of reserves to meet unexpected costs is a key management tool for delivering the Financial Strategy. It remains the responsibility of the Chief Financial Officer (Section 95 Officer) to advise the Council on the level of reserves which it should hold and ensure that there are clear protocols for their establishment and use.

5.2 In determining medium term financial plans and preparing budgets, the Council needs to consider the establishment and maintenance of reserves in accordance with its statutory powers. Reserves can be held for three main purposes:

- Working balances to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of General Reserves.
- A contingency to cushion the impact of unexpected events or emergencies – this also forms part of General Reserves.
- A means of building up funds often referred to as Earmarked Reserves, to meet known or predicted liabilities.

5.3 In accordance with the now audited annual accounts, the General Services reserves (excluding HRA reserves) available as at 31 March 2020 was £19.121 million, further detail including a breakdown is set out below. It should be noted that many of these reserves already have post 31 March commitments against them and will be spent during this year.

2019-20 General Reserves

Required to support future budgets	1,716
Civil Emergency *	2,000
Cost Reduction Fund	3,445
<u>Earmarked Reserves</u>	
- DSM	21
- MELDAP	303
- Other	485
Insurance Fund	2,009
Capital Fund & Capital Receipts	713
General Services Capital *	2,282
Capital Grants & Receipts Unapplied	245
Council Tax 2 nd Homes	1,962
Uncommitted Balance necessary to support min level *	798
Uncommitted Balance	3,142
TOTAL	<u>19,121</u>

* Specific reserves, which collectively reflect the minimum level of reserves as approved in 2020-2025 Financial Strategy.

5.4 Each of these reserves is set out for a specific purpose with the detail of their intended use explained below.

- **Requirement to support future budgets:** This balance has already been committed to support the budget in 2020-21 and 2021-22 as per approved budget plans in March 2020.
- **Civil Emergency:** This fund should act as a cushion against the costs of any emergency or other unforeseen event should it arise. This is currently retained at a level of £2 million, however the level of this remains under constant review as to the adequacy of this.
- **Cost Reduction Fund:** This fund is used to support delivery of change which will realise a financial saving and/or service efficiency going forward. The Chief Executive and Head of Council Resources have responsibility to consider projects which supports these objectives. The fund already has a number of earmarked forward commitments in place.

- **Earmarked Reserves**: These funds are earmarked for specific purposes and include: Midlothian Drug and Alcohol Partnership (MELDAP), balances established from both Primary and Secondary Devolved School Management (DSM) schemes as well as a reserve earmarked to support some of the wider growth development plans.
- **Insurance Fund**: The insurance fund is used to insure against a risk, or pay premiums on a policy to insure against a risk. The level of fund retained remains subject to ongoing fund valuations.
- **Capital Fund & Capital Receipts**: This fund has been established from Capital Receipt income which has not yet been applied in year. This Fund can be used meet future capital investment costs either reducing loans fund advances or providing funds to cover the principal repayments of the loans fund. This fund cannot be used to support General Revenue budgets.
- **General Services Capital**: The Fund was established in recent years from flexibility arising from year end underspends, in order to mitigate the impact of the growing capital infrastructure commitments. Unlike the Capital Receipts reserve this Fund does have the flexibility to be transferred to other General Reserves.

Capital Grants and Receipts Unapplied: Allows capital receipts to be used to transform service delivery to reduce costs and/or reduce demand. This flexibility is only available to Councils until 2021-22.

- **Council Tax 2nd Homes**: An earmarked fund established by reducing the second home or empty property Council Tax discount for the development of affordable housing. Under Scottish Government direction within certain criteria, Local Authorities can now use this income to support the development of affordable housing, including the disbursement of funds to other organisations or individuals, as well as RSLs. This fund was previously classified as a provision on the Council's balance sheet and more appropriately transferred to an earmarked reserve in 2019-20.
- **Uncommitted Balance to support minimum level**: In line with the previous approved Financial Strategy, these specific reserves collectively support the minimum level of uncommitted reserves.
- **Uncommitted Balance**: Current level of general reserves with no specific earmarked commitments.

Reserves Strategy

5.5 The use of reserves should not be used in place of developing a sustainable budget. Given that, the final year of the three year budget must demonstrate sustainability and show a balanced income and expenditure without the use of reserves.

5.6 The Council’s Chief Financial Officer should be delegated authority to approve any specific commitment of funds for both the Cost Reduction Fund and the Council Tax 2nd Homes within the policy intent described in Section 5.4 above. Any such commitments made during the year, will be reported to Members Library Service.

5.7 The Council’s overall general reserve balance remains at a very low level. The financial environment is now even more challenging given the on-going impact of COVID and wider economic uncertainty associated with Brexit, and there is a significant risk that the Council will be unable to support all future commitments and effectively mitigate against future financial risks. The level of general uncommitted reserves should remain at a minimum of 2% of the Council’s annual running costs (per 2020-21 approved budget £5.2 million). Given the significance in many of these uncertainties, particularly caused by COVID and Brexit, it is recommended that at least for 2021-22 a higher general reserve balance should be maintained. This will allow flexibility to support any shortfall in balances should all other mitigation options not materialise:

- | | |
|--|-----------------|
| • Civil Emergency Fund | £2.000 million; |
| • General Services Capital Fund | £2.282 million; |
| • Uncommitted balance (per previous min level) | £0.798 million; |
| • Uncommitted balance | £3.142 million |

TOTAL	£8.222 million
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5.8 From 2022-23, should the projected level of uncommitted reserves fall below the 2% minimum level, Members must have a clear route for bringing reserves back up to the minimum level over the subsequent three financial years.

5.9 In October 2020, in response to COVID related financial implications, the Cabinet Secretary for Finance advised of work being progressed by Scottish Government and COSLA that would potentially open up some additional financial opportunities described collectively as Fiscal Flexibilities. Although no substitute for full and proper funding, they would provide some further scope for managing the severe impacts of COVID and any consequence of full funding not being made available by national governments. Should any additional balances arise through the current review of flexibilities permissible by the Scottish Government and or Treasury, any uncommitted balance will initially be held in a specific earmarked COVID fund until that need has expired. Anticipated statutory guidance is still being developed.

6 General Services Financial Strategy

6.1 The Council continues to operate in a very uncertain and challenging financial environment, and this predominant feature of uncertainty is likely to continue at least in the immediate short to medium term. It remains clear that the potential impact of a wide range of variables facing the Council is very significant and it is unlikely that the total resource available to the Council will be able to support all of the requirements that we have. In addition, COVID has created significant financial pressures for our partner ALEO’s, and there is a need to continue to work

collaboratively to ensure future financial sustainability. COVID has unquestionably created significant financial challenges, but there may also be opportunities to consider how services are delivered in future years. This must act as a solid foundation to support how we support our communities, and interact with our customers in the future.

6.2 As a consequence, the Council must now re-focus our efforts and consider an extensive programme of transformational change that will look at a range of options including alternative service delivery models and identification of significant new income streams. Only by doing so, will it be possible to protect and preserve what are deemed to be essential priority services whilst supporting the Council in realising its ambition and plans, but at all times, ensuring future financial sustainability.

6.3 The General Services Financial Strategy for the next 5 years will focus on the following:

- Delivering essential sustainable services within approved budget levels which support the Council Plan and outcomes;
- Delivering a refreshed and extensive change programme designed to transform services that will help protect essential services aligned to core objectives and priorities within Council plans;
- Maximising the income generation opportunities available to the Council in order to protect vital services;
- In support of a changed approach post COVID, as to how we support and use our assets, focus on a comprehensive review of the Council's asset base which will support the way in which we deliver and support services, minimise future revenue costs, and maximise where appropriate capital receipts which in turn can be used to support future capital investment plans;
- Enhanced focus on procurement and contract monitoring of goods and services, ensuring good financial control by managers and delivery of best value;
- Continue to explore options for the Council to become more entrepreneurial;
- Continue to progress opportunities for partnership and collaborative working where there are proven efficiency and/or service gains;
- Continue to constrain cost growth – through effective demand management, continuous review of all expenditure commitments, sound financial control by managers and through effective negotiation with suppliers;
- Consider greater focus on prevention and early intervention, which is designed to reduce future demand for council services by stopping problems arising or by addressing them early on, and supports the Council's overarching priority to reduce inequalities;

- Continue to support a Capital Investment Programme, which will provide essential investment aligned to Council priorities, stimulate and support economic growth and critically, remain affordable based on a clear understanding of both capital and future revenue costs;
- In support of ensuring affordability for current and future tax payers, the Council should work to minimise the additional net borrowing over the next 5 years, by ensuring it does not exceed £150 million;
- The Council should continue to manage and review the General Services Loans Fund balance ensuring prudence, maximising the use and application of capital receipts, capital grant, and any flexibility arising from revenue balances, in order to minimise the future impact of debt charges;
- In recognition of the continued uncertainty arising from COVID, continue to seek assurance from national governments that full and appropriate funding is provided to meet the cost implications from COVID. Within this context, continue to explore options to apply fiscal flexibilities in line with national guidance.

6.4 Taking these specific areas of attention into consideration, alongside the Reserves Strategy outlined in Section 5 above, it is also recommended that budgets are developed annually in accordance with the following approach:

- Develop a sustainable three year General Services budget avoiding the use of reserves in Year three (2023-24).
- Develop a five year General Services Capital Plan aligned to the new Capital Strategy, which seeks to ensure capital investment decisions remain affordable.

7 Housing Revenue Account

7.1 In recent years there has been a significant increase in HRA capital spend as both the modernisation and Council house building programmes have been expanded, and as a consequence, the share of revenue spending on debt charges has also increased.

7.2 The Local Housing Strategy continues to set the strategic approach of the local authority and its partners to delivering high quality housing and housing related services across all tenures, to meet identified need. The Strategy has been prepared within the context of a highly pressured housing market, and significant demand for social rented housing. A high level of homelessness applications persist and the economic climate continues to impact on the ability of households to meet their housing needs.

7.3 Against this backdrop, increasing the supply of affordable housing continues to be a high priority for East Lothian Council ensuring that it meets the needs and

aspirations of local people that they live in good quality homes which are located in strong, safe communities.

- 7.4 The Strategic Housing Investment Plan (SHIP) sets out the priorities for affordable housing investment in East Lothian over the next five years and will be dependent upon a combination of affordable housing providers, which includes Registered Social Landlords (RSLs), East Lothian Council and the private sector. It will also be dependent on complex funding models delivering different tenures.
- 7.5 During 2019-20, East Lothian Mid Market Homes LLP was established to support the provision of mid-market rent, and is a partnership between East Lothian Council and Scottish Futures Trust. The establishment of this vehicle will allow further opportunities to support the delivery of affordable housing across East Lothian.
- 7.6 The Housing Revenue Account is a balancing act between the income raised through rent, the revenue expenditure to support the tenants, and necessary capital investment to support and modernise existing council housing stock and deliver new Council homes. To support this ambition, the financial strategy must ensure that financial plans remain affordable and sustainable both for existing and future tenants.
- 7.7 Given this ambition, the financial strategy for the HRA will continue to focus upon the following;
- Review the existing rental levels, to ensure consistency across the housing stock where relevant, and ensure rental income and any future rental increase remains affordable for tenants whilst benchmarked against national average;
 - Continue to constrain cost growth – through effective demand management continuous review of all expenditure commitments, good financial control by managers and by effective negotiation with suppliers and focusing spend in line with agreed priorities whilst maintaining high quality service delivery for Council House tenants;
 - Ensure that the HRA can sustainably support the ambition set out in the Strategic Housing Investment Plan, working with RSL partners to deliver the affordable housing needs across East Lothian, and maximise subsidy opportunities to support capital investment;
 - Ensure capital investment is prioritised to support statutory requirements, such as Scottish Housing Quality Standards and EESSH (Energy Efficiency Standard in Social Housing);
 - Recognise the challenges faced by the global health pandemic, aligning targeted intervention which best supports tenants in the immediate short term, whilst supporting the longer term ambitions;
 - Reduce rent arrears, ensuring targeted and flexible support is provided to tenants to who are experiencing financial difficulties;

- Delivering a new housing management system, which will provide an integrated management system designed to support and improve forward planning and customer service;
- Ensure that the Council stays within the recommended upper limit for the ratio of debt charges to income of 40%, maximising the in-year use and application of capital receipts, available capital grants, and any flexibility arising from revenue balances, in order to minimise the future impact of debt charges. This limit maintains an appropriate long term balance between the various elements of the HRA budget;
- Support contingency planning, ensuring that the reserve or balance left on the HRA should not fall below £1.0 million. This will allow the Council to maintain a cushion against any unexpected increase in costs or loss of income. Given the uncertainty that exists over the timing and scale of capital investment in new affordable housing, there is no upper limit on reserves.

8 Financial Management

8.1 The Council's current external operating environment is very dynamic and subject to constant change. The continuing impact of COVID has required the Council to support and deliver significant change and has created significant financial challenges for the Council to manage. The financial performance relative to approved financial plans is kept under constant review, and this is supported by regular financial monitoring and scrutiny reports provided to Council.

8.2 As part of our normal financial management support service, monthly and quarterly performance reports are issued to managers with budget responsibility and in addition to that, the overall finances of the Council are subject to detailed annual independent audit review.

8.3 The need for continued application of enhanced cost control measures remains a vital discipline that all managers should continue to operate, demonstrating effective stewardship and application of council funds at all times.

8.4 It is vitally important that through the Council Management Team (CMT), the Council maintains a disciplined approach to the implementation of its change programme and does everything possible to deliver the financial efficiencies planned in accordance with that programme and the supporting budgets. Heads of Service will be required to manage expenditure commitments within approved budgets and if at any time spending pressures are not containable within the Business Group, the relevant Service Manager should report this to their Head of Service and Depute Chief Executive who has the flexibility to manage budgets across various business groups.

8.5 Should this not prove possible, the Chief Financial Officer can ask Heads of Service to prepare a cost recovery plan, which will seek to demonstrate actions, designed to bring the budgets back into financial balance. Cabinet/Council may be asked to reconsider the policies applying within that Group with a view to reducing services and costs or increasing charges and income. If this cannot be

achieved, then the Council may be asked to approve policy changes elsewhere that will yield the necessary savings through service reductions or increased charges.

- 8.6 Although the Financial Strategy quite properly covers the 5 year period until 2025-26, the Strategy will be subject to an annual refresh to ensure that it remains relevant and enables the Council to respond to any future financial challenges to ensure its on-going sustainability.

9 Summary

- 9.1 Unquestionably the Council is continuing to operate with a very uncertain financial and economic environment. In support of the continuing global health crisis caused by COVID, the Council has experienced unprecedented levels of need amongst the communities we serve. This in turn has created significant financial challenges in the immediate short term for the Council to manage, but will also create a degree of opportunities to change the way in which we support and deliver services going forward.
- 9.2 The strategy must find a way of bridging the immediate financial imperatives and continuing to support the approved future direction of the Council. The Council plan has the ambition to reduce inequalities and create a more prosperous, safe and sustainable East Lothian. To achieve this, the Council must continue to embrace inclusive growth and both the benefits and challenges it brings, but it must also ensure that it can continue to deliver essential core statutory services against the backdrop of significant economic uncertainty.
- 9.3 It is recognised that there are a wide range of risks and variables facing the Council, and there is a need to ensure that the Council has sufficient financial resilience to satisfy delivery of approved outcomes whilst ensuring future financial sustainability. It is now clear that the level of future resources available to the Council will not be sufficient to meet future demand and pressures, and as such, the way in which we deliver services to the community must change.
- 9.4 To achieve this, the Council must embark on an enhanced programme of transformational change, which embraces digital technology and continues to support Council plans. To protect the delivery of vital essential services, the Council must do all that it can to maximise revenue income streams available, and to support economic growth and achieving wider aims and outcomes, the Council must accelerate a review of all Council assets, which will seek to minimise future revenue costs, and maximise future capital investment.
- 9.5 The financial strategy set out will assist the Council in meeting the future financial challenges ahead. It is recognised that the wider economic uncertainty and potential scale and significance may mean that the Council must prioritise its resources to deliver and support essential services, and this may in turn require some difficult decisions and choices ahead.



Capital Strategy

Capital Strategy

1. Introduction

- 1.1 The Capital Investment Strategy provides an overview of how capital expenditure plans, capital financing and treasury management activity contribute to the necessary infrastructure supporting the provision of services for the benefit of East Lothian communities and citizens. Its purpose is to firmly place decisions around borrowing in the context of the overall longer-term financial position of the Council and to provide improved links between the revenue and capital budgets.
- 1.2 The existing Capital Strategy was approved by Council in December 2019, and has been updated to inform longer term capital investment decisions.
- 1.3 The Capital Strategy supports the wider Financial Strategy for the Council. It is recognised that there are many plans and strategies which impact on capital investment plans, and the strategy seeks to ensure:
- Capital Plans are aligned to the strategic priorities of the Council;
 - Capital investment plans are affordable, prudent and sustainable;
 - Financing decisions are taken in accordance with good professional practice and a full understanding of the risks involved.
 - Robust governance arrangements to support its capital planning activities.
- 1.4 In doing so, the strategy effectively sets the framework within which capital financing decisions are considered and provides background to the funding sources available to meet the costs of capital projects.
- 1.5 The Capital Strategy is subject to an annual review and has a key role in supporting the delivery of the Council's corporate priorities.

2. Current Operating Environment

- 2.1 The Financial Strategy sets out the financial context within which the Council is operating and highlights many of the key pressures that may impact upon the way in which the Council spends its limited resources.
- 2.2 Unquestionably, the Council is continuing to operate with a very uncertain financial and economic environment, and the continuing implications faced by the global health crisis caused by COVID, has created significant financial challenges in the immediate short term for the Council to manage, but will also create opportunities to change the way in which we support and deliver services going forward.
- 2.3 Despite this, the Council must balance the immediacy of the short term financial challenges and the future direction which supports the journey towards realising the Council's vision for an even more prosperous, safe and sustainable East Lothian, with a dynamic and thriving economy that enables our people and communities to flourish. The future capital investment stems across a 10 year

planning horizon, and will be aligned to the approved Local Development Plan (ELLDP 2018) and commitment to the Edinburgh and South East of Scotland City Deal. The related investments will create significant economic long term benefits for the East Lothian economy, but will place a significant financial burden upon council finances, and affordability remains a key consideration both in terms of the short and longer term.

2.4 The Council is also faced with significant external factors which may influence future capital strategies. The Community Empowerment (Scotland) Act 2015 enables community bodies to request to: purchase, lease or occupy land or buildings owned by the Council. This places significant additional duties on the Council and can inform future asset strategies and capital planning. In addition, there may be wider implications arising from a judicial review involving Common Good assets which may impact on future capital strategies.

2.5 The primary purpose of the Capital Investment Strategy is to provide an overarching view of how various plans and strategies depend upon capital investment and to demonstrate that this is both affordable and sustainable. The associated plans and strategies focus on specific priority areas and, through appropriate governance structures, ultimately shape and influence the investment plans delivered through the Capital Investment Programme.

2.6 Underpinning the Capital Investment Programme is the Treasury Management and Investment Strategy which considers the delivery of the capital programme within the context of affordability and risk and apply a measurement of what this means against key prudential and treasury indicators. The aim being to demonstrate affordability and sustainability over the long term.

3. Key Resource Plans

3.1 The identification of capital investment requirements are governed by a number of key resource plans, all of which will be linked to the delivery of the Council's corporate objectives. More details around these key documents are set out below.

Council Plan 2017-2022

- The Council Plan sets out a vision to create an even more prosperous, safe and sustainable East Lothian with a dynamic and thriving economy that allows our people to flourish. It's overarching priority is "To reduce inequalities across and within our communities" and has four key objectives:
 - *Grow our Economy*
 - To increase sustainable and inclusive economic growth as the basis for a more prosperous East Lothian
 - *Grow our People*
 - To give our children the best start in life and protect vulnerable and older people
 - *Grow 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
- *Grow our Capacity*
 - To deliver excellent services as effectively and efficiently as possible within our limited resources
- All capital investment decisions must demonstrate alignment with the Council's strategic priorities.

Community Planning Partnerships and Local Outcomes Improvement Plans

- The East Lothian Partnership is a partnership across a number of organisations from public, private, third and community sectors, working together to make life better for the people of East Lothian. The Local Outcomes Improvement Plan (LOIP) 2017-2027 provides a commitment by all partners to deliver improved outcomes for East Lothian people, with a focus particularly on reducing inequalities and prevention and early intervention.
- The East Lothian Partnership aims to work collaboratively across its partners with existing governance arrangements including:
 - **East Lothian Partnership Governance Group** whose core membership includes the partners who have statutory responsibility for governance under the Community Empowerment (Scotland) Act 2015.
 - **East Lothian Partnership Forum** which brings together a wide range of partners with the aim of actively involving them in the Partnership's work including the Area Partnerships.
 - A number of **Strategic / Delivery Groups** who play a role in delivering the outcomes in the East Lothian Plan - these include East Lothian's Area Partnerships
- A strategic 'one council' approach to capital investment decisions must be adopted, ensuring a joined up approach to investment in community priorities.

Council Asset Strategy and Management Plan

- The Council Asset Strategy and Management Plan is a high-level document, which sets out how asset management is delivered for the Council to meet our long term goals and objectives. East Lothian Council's vision is to ensure that the assets that the Council holds are fit for purpose supporting the delivery of the strategic goals set out in the Council Plan, provide value for money and are efficient and sustainable.

- The Council manages its assets as a corporate resource to support the wider objectives and for the benefit of local communities. Management of the Council's asset base is particularly important in the light of financial pressures to ensure that investment in assets results in the greatest positive impact for the people and communities of East Lothian.
- The purpose of the Council Asset Strategy and Management Plan is:
 - To align how the Council manages its assets with the Council's key objectives to reduce inequalities across East Lothian;
 - To maximise the use of those assets to provide best value for our services;
 - To target limited resources to those assets to ensure they are maintained in satisfactory condition and in compliance with statutory obligations;
 - To provide a clear framework within which decisions relating to the planning and management of assets are made.
- In support of this, the Council has in place a number of Asset Management Plans which are used to support decisions to ensure that the Council holds the right assets and that they remain fit for purpose in terms of condition, suitability and accessibility. Many of these plans are currently being updated and reviewed, and will inform future capital strategies and associated investment plans.
- These plans include an on-going review of the Council's operational asset portfolio with an immediate focus on the provision of office accommodation, which will support service delivery and maximise new ways of working.
- In addition, the Council has agreed to undertake a Learning Estate Review to assess the condition and suitability of our assets. This review will inform the establishment of a Learning Estate Investment Plan which will inform future capital investment plans for the Council.
- Much of this is informed by the condition of the existing asset base, future investment required to support service delivery including on-going repairs and maintenance and wider lifecycle investment, and wider affordability of both capital and associated revenue costs both in the short and longer term.

Local Housing Strategy and Strategic Housing Investment Plans

- The key strategic outcomes for the Local Housing Strategy for East Lothian include increasing the supply of housing, ensuring it meets the needs and aspirations of local people providing good quality homes which are located in strong, safe communities. The Strategic Housing Investment Plan (SHIP) sets out the priorities for affordable housing investment in East Lothian over the next five years.

- The SHIP is currently being updated but will seek to provide sustainable, affordable and accessible high quality homes, and will seek to work with its partners to deliver the requirements and allocate Scottish Government resources in the best way to maximise delivery and funding.
- The Council continues to have ambitious capital investment in modernising existing housing stock and investment in new homes. The wider capital investment strategy must ensure that plans remain affordable working with partners to improved outcomes in supporting future programmes.

Financial Strategy

- The purpose of the Financial Strategy is to provide clear direction on how the Council will manage its financial resources over the forthcoming years to ensure they are deployed effectively to achieve Council plans and outcomes. It plays a vital part of decision-making and forms the basis of the Council's stewardship over taxpayers' funds, and sets the overarching framework for managing both revenue and capital investment decisions over a 5 year financial planning period, and is updated on an annual basis.

Treasury Management and Investment Strategy

- The Treasury Management and Investment Strategy recognises that the Council is required to operate a balanced budget, which broadly means the charges made against the General Fund should not exceed the taxation and grant funding available. Part of the treasury management operation is to ensure that the Council's cash flow is adequately planned to support expenditure, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or financial instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.
- The second main function of the treasury management service is the funding of the Council's capital investment programme. The programme will provide an indication of the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer term cash may involve arranging long or short term loans, or making best use of longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet prevailing Council risk or cost objectives.

4. Governance Arrangements

- 4.1 The Council adopts a Corporate Landlord model and oversees asset management and capital investment at a council wide level; its governance ensures that there

is an integrated, cross service approach to decision making. The governance arrangements for capital investment decisions across the Council are set out in the sections below.

4.2 New investment requirements are typically prepared by services and set out in the form of capital bids. These bids are assessed against a range of criteria, which are used to determine and assess the investment decision. This evidence includes assessment against the Council Plan and LDP priorities, external funding requirements; as well as the future cost implications both in terms of revenue and capital.

4.3A number of officer Groups will consider these bids and make recommendations to be included within the Council's capital investment plans which are subsequently considered and approved by Council as part of the annual budget setting process. These officer groups include:

- The **Corporate Asset Management Group (CAMG)** is the strategic body for asset management and capital investment decisions and projects. It is responsible for effective and efficient asset management at a corporate level. The CAMG is chaired by the Chief Executive, sets the direction, and provides leadership in relation to how the Council manages and develops its assets. The CAMG includes all CMT members and informs capital investment recommendations to Council.
- The **Capital Investment and Asset Management Group (CIAMG)** provides operational and professional oversight to the coordination of Council asset management projects and initiatives. The membership of the CIAMG includes all Asset Lead Officers and representatives from a range of council services.
- Furthermore there are a wide number of additional groups which support these groups including:
 - Learning Estate Managers Group which is designed to provide strategic oversight of the Council's learning estate;
 - The transformational work streams are directed by the Executive Team comprising of the Chief Executive, Depute Chief Executive and supported by the Head of Communities and Partnerships. These projects are aligned the Council plan and priorities and include a range of specific project Boards including: Energy, Commercialisation and a specific board to support the on-going implementation of the HR & Payroll system, each chaired by a member of Council Management Team (CMT).
 - A Section 75 Group has been established with representation from across Council services. The purpose of this group is to provide guidance and direction to support the realisation and delivery of developers obligations.

- The **Council's Chief Finance Officer (CFO)** has statutory responsibility to manage the Council's financial affairs and safeguarding public monies, ensuring immediate and longer term implications, opportunities and risks are fully considered and aligned within the financial strategy.
- The Council has in place a contract with **external Treasury Advisors** who provide professional treasury management and investment/cash flow management advice. This arrangement enables an external and expert validation to the Council's approach to managing its treasury and investment decisions.
- **East Lothian Council** consists of all elected members and approves both the Finance and Capital Strategy and capital investment plans. The Cabinet is delegated to receive in-year financial performance reports, but most recently these have been reported to Council.
- The **Audit & Governance committee** provide the scrutiny arrangements including: Risk and Internal Controls; financial matters including review of the financial performance as contained within the annual accounts, review of annual report to Members from External Audit, and Treasury Management reviews including a mid-year Treasury report and final Treasury report; and review of corporate governance.

5. Approved Capital Investment Plans

5.1 The Council's capital investment plans are updated annually (General Services and Housing Revenue Account (HRA)) and extend beyond the approved 5 year programme, covering a 10 year planning horizon.

5.2 The 5 year capital investment plans approved in February and March 2020 totalled over £531 million (General Services - £357 million and HRA £174 million), and are set out in the table below.

	2020-21 £000 *	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £'000	TOTAL £'000
General Services Gross Exp	98,152	81,480	76,824	72,038	28,966	357,460
HRA Gross Exp	33,540	37,248	36,747	32,752	33,801	174,088
TOTAL Gross Exp	131,692	118,728	113,571	104,790	62,767	531,548

General Services Income	(48,433)	(30,670)	(43,411)	(49,935)	(18,131)	(190,580)
HRA Income	(11,217)	(8,396)	(8,896)	(8,596)	(7,296)	(44,401)
TOTAL Income	(59,650)	(39,066)	(52,307)	(58,531)	(25,427)	(226,976)
Net General Services	49,719	50,810	33,414	22,103	10,835	166,881
Net HRA	22,323	28,852	27,851	24,156	26,505	129,687
TOTAL Net Borrowing	72,042	79,662	61,265	46,259	37,340	296,568

*Note * - 2020-21 has been updated to reflect 2019-20 outturn as reported in 2020-21 financial update reports*

Capital Funding

- 5.3 Key to the capital investment decisions are the affordability requirements. It is recognised that our financial operating environment is both complex and challenging and also that any capital investment decisions must consider both current and future financial implications.
- 5.4 The Council's capital investments are made in accordance with the Prudential Code which aims to ensure that the capital investment plans of the Local Authority are affordable, prudent and sustainable. The prioritisation of capital investment is directly linked to the Financial Strategy and/or in-year budget amendment processes which are undertaken in an open and transparent manner.
- 5.5 Funding for the capital plans comes from a range of sources including; Scottish Government (General Capital Grant and Specific Ring-Fenced Capital Grants and Housing Specific Grants), developers contributions, capital receipts from asset disposals, other income such as grant funding from other bodies, with the balance made up from borrowing funded through loan charges to the revenue budget. The cost of borrowing is included within the Council's revenue budgets through Loans Fund Charges (for the principal element of borrowing) and annual interest charges relating to the Council's debt. The impact of borrowing is included as part of the Council's Treasury Management and Investment Plans.
- 5.6 As part of the Council's reserves balance and in line with the reserves strategy, the Council has in place the following reserves that can be applied to offset the cost of future borrowing. These funds are not currently reflected to finance existing approved capital investment plans, but remain within the wider Council's General Fund reserves.

- Capital Fund & Capital Receipts - established from Capital Receipt income which has not yet been applied in year. This Fund can be used to either reduce loans fund advances or providing funds to cover the principal repayments of the loans fund. There is no equivalent fund balance within the HRA account principally due to the cessation of the Right to Buy.
- General Services Capital - established in recent years from flexibility from year end underspends, in order to mitigate against the future impact of growing capital infrastructure commitments.
- Council Tax 2nd Homes - An earmarked fund established by reducing the second home or empty property Council Tax discount for the development of affordable housing. Under Scottish Government direction, Local Authorities can now use this income to support the development of affordable housing, including the disbursement of funds to other organisations or individuals, as well as RSLs.

5.7 In addition, the Scottish Government have allowed a number of permissible 'fiscal flexibilities' to support in the management of the unmet funding pressures being experienced from COVID. Anticipated statutory guidance is still being developed but include; the application of capital receipts to finance COVID revenue expenditure; flexibility to review the accounting treatment for debt relating to credit arrangement charges; and a loans fund principal repayment holiday. It is not yet clear the full extent of any flexibility, but should additional balances arise through the current review, any uncommitted balances will be held in a specific earmarked COVID fund, and this may help to support the management of on-going revenue and capital implications being experienced by COVID.

Treasury Management and Investment Strategy

5.8 The Prudential Code for Capital Finance in Local Authorities enables councils to set their own borrowing limits with a requirement to ensure that investment plans are affordable, prudent and sustainable. The Council can borrow over a number of years to supplement its capital income, provided the resultant annual debt repayments can be accommodated within future years' revenue budgets. The Council's annual Treasury Management and Investment Strategy sets out the prudential indicators and parameters over the medium to long term, with mid-year reporting to Council members during the year.

5.9 The key prudential and treasury indicators include:

- Capital Financing Requirement (CFR)
- Operational Boundary
- Authorised Limit

5.10 Whilst current prudential limits remain within the overall Authorised Limit these must be considered within the wider financial environment facing the Council.

Despite current low interest rates, any borrowing will need to be repaid in the future, and it remains essential that current capital investment decisions are made taking into consideration the implications for current and future Council tax payers.

5.11 Furthermore, the capital investment programme has significant revenue consequences for the Council, such as staffing, rates, utility costs, cleaning etc, which must be met from within the revenue available to the Council.

6. Management of Risk

6.1 The economic environment can have a significant impact both in terms of the deliverability and funding of capital investment programmes, and the Council must understand these risks and ensure these are managed in a practical and prudent approach.

6.2 There remains significant uncertainty in current economic conditions faced by the continuing implications from the global health pandemic, as well as the UK's departure from the European Union.

6.3 As such there are a number of significant risks and variables which can impact on the affordability and realisation of capital investment plans and these include:

- Increased infrastructure costs due to current economic conditions.
- Ability to realise developer contributions payment in line with approved plans which are essential to support the funding of capital projects. Delays in developer house building programmes will delay payment of associated developer contributions. This may impact on the timing and delivery of planned projects, and may have a corresponding impact on cash flow projections for the Council.
- Future interest rate rises, which can substantially increase the cost of future borrowing.
- Significantly enhanced pressure on revenue budgets, which may require reprioritisation of capital investment decisions in order to minimise future revenue costs.

6.4 Given the scale of the future capital programme and associated risks, the financial strategy and associated supporting strategies (including Capital Strategy and Treasury Management Strategy) must support the effective management of these risks. The affordability of capital investment decisions remains critical to ensure the Council has in place a prudent approach to management of risk.

- The Treasury Management Strategy specifically sets out the prudential indicators and operational boundaries which the Council should operate including effective management of the Capital Financing Requirement, and future investment decisions.

- Furthermore the Treasury Strategy sets out the Council's approach to treasury management investment decisions and ensures that surplus monies are providing adequate liquidity before considering any potential investment and related return. This is consistent with the Council's adopted prudent approach to managing investment risk and return.

7. Capital Strategy

7.1 The economic impact from COVID will have an impact both on the Council and its community in the years to come. It is essential that the capital investment plan is targeted to ensure it provides essential investment aligned to Council priorities and stimulate and support economic growth. Nevertheless, the on-going financial challenges requires enhanced affordability criteria to be applied to the capital investment programme to protect both current and future Council Tax payers. Within this context, the Strategy focuses on an enhanced review of the Council's asset base, with a view of maximising capital receipts in order to support transformation of council services and maintain a level of future capital investment, and minimising on-going revenue costs.

7.2 With this in mind, the Capital Strategy will focus on:

- Continuing to support a Capital Investment Programme, which will provide essential investment aligned to Council priorities both in the short and medium term, stimulate and support economic growth and critically, remain affordable based on a clear understanding of both capital and future revenue costs.
- Explore and review all options available to manage COVID implications through the application of permissible fiscal flexibilities.
- Maximising the capital income available to the Council.
- In support of ensuring affordability for current and future tax payers, the Council should work to minimise the additional net borrowing by ensuring that over the next 5 years, net additional borrowing for the General Fund does not exceed £150 million;
- The Council should continue to manage and review the General Services Loans Fund balance ensuring prudence, maximising the use and application of capital receipts, capital grant, and any flexibility arising from revenue balances, in order to minimise the future impact of debt charges;
- Develop an approved five year Capital Plan (for both General Services and HRA) underpinned by longer term models which seeks to minimise net borrowing requirements and is considered affordable both in terms of prudential limits and within the constraints of the three year revenue budget.
- Continuing to manage and review the General Services Loans Fund balance, maximising the use and application of capital receipts, capital grant, and any

flexibility arising from revenue balances, in order to minimise the future impact of debt charges.

- Delivering an enhanced review of the Council's assets, which will support the way in which we deliver and support services, minimise future revenue costs, and maximise where appropriate capital receipts which can be used to support future capital investment plans;
- For HRA, ensuring that the Council stays within the recommended upper limit for the ratio of debt charges to income of 40%, maximising the use and application of capital receipts, capital grant, and any flexibility arising from revenue balances, in order to minimise the future impact of debt charges. This limit maintains an appropriate long term balance between the various elements of the HRA budget.
- To support contingency planning, ensuring that the reserve or balance left on the HRA should not fall below £1.0 million. This will allow the Council to maintain a cushion against any unexpected increase in costs or loss of income. Given the uncertainty that exists over the timing and scale of capital investment in new affordable housing, there is no upper limit on reserves.

8. Summary

- 8.1 Unquestionably the Council is continuing to operate with a very uncertain financial and economic environment, and the implications arising from the current global health crisis has created significant financial challenges in the immediate short term for the Council to manage.
- 8.2 The Council must ensure it finds a balance of bridging the immediate financial challenges and supporting future plans and ambitions. Given the current and future financial challenges, it remains absolutely critical to ensure capital investment decisions remain affordable to both current and future residents of East Lothian.

REPORT TO: East Lothian Council

MEETING DATE: 15 December 2020

BY: Head of Development

SUBJECT: Edinburgh and South East Scotland City Region Deal – Annual Conversation and Food and Drink Innovation Update

5

1 PURPOSE

- 1.1 This report summarises the Annual Conversation that took place on 18 November 2020 and updates continued progress on:
- the development of the Full Business Case to be submitted to the UKG and Scottish Government to enable the drawdown of the £30 million funding package.
 - the progress of the Commercial Heads of Terms detailed specifically in a separate and private report being considered at Council today entitled “Commercial Heads of Terms between ELC and QMU for the Delivery of the Food and Drink Innovation Hub and Park”.

2 RECOMMENDATIONS

- 2.1 That Council notes:
- 2.1.1 The summary findings of the second Annual Conversation;
 - 2.1.2 The progress of the development of the Full Business Case (FBC) to be submitted to both the UK and Scottish Governments to enable the drawdown of the £30M grant; and
 - 2.1.3 The progress in the Commercial Heads of Terms.

3 BACKGROUND

Annual Conversation

- 3.1 The Edinburgh and South East Scotland City Region Deal Annual Report was reported to Council on 27 October 2020. Following publication, the Annual Report is reviewed in a conversation between both governments and senior representatives of the Deal partnership team. This year the annual conversation took place on 18 November 2020.
- 3.2 The Annual Conversation was chaired by Jonathan Pickstone – Deputy Director, Scottish Government, and Joint Chair of the Scottish City Region Deal Delivery Board. UK Government (in the form of Scotland Office and Cities and Local Growth Unit) were represented at Deputy Director level.
- 3.3 Regional partners were represented by Monica Patterson (Chair of the Executive Board), Andrew Kerr (Chair of the Housing Board and Proper Officer for City of Edinburgh Council who fulfil the Accountable Body function), Steve Grimmond (Vice-Chair of the Executive Board and Chair of the Integrated Regional Employability and Skills Programme), Peter Mathieson, Chair of the HE/FE Board, Hugh Dunn, s95 officer for the Accountable Body function and Douglas Proudfoot, Chair of the ESESCRD Directors' Group together with colleagues from the Programme Management Office.
- 3.4 This was the second Annual Conversation to take place following the deal agreement. The agenda this year had a greater focus on the year ahead and opportunities to support regional and national economic recovery. All parties recognised and reflected upon the positive and constructive relations between deal partners and governments.
- 3.5 The conversation reviewed COVID-19 rapid response measures, key milestones in business case approvals, project delivery and outcomes as well as recognising the work completed on the Benefits Realisation Plan.
- 3.6 The discussion also recognised the performance of the Accountable Body function and the financial performance across the breadth of the deal. Governments highlighted the importance of spending to profile moving forward and highlighted alignment with national and UK wide priorities.
- 3.7. Regional partners reflected the importance of the Edinburgh and South East City Region as the key engine of the Scottish economy acting as a catalyst for the county as a whole, stressing the importance of the investment in this City Region in respect of the nation's well-being. The partners specifically sought clarity of the future direction of Scottish Enterprise in respect of both resource prioritisation and through appointment of a new Chief Executive. In the Strategic Forward Look, regional partners also underscored opportunities to build upon the successes of the Data-Driven Innovation and Integrated Regional Employability and Skills programmes which are crucial to economic recovery. The DDI programme is already exceeding the Deal targets set for the programme in terms of attracting corporate research and

development teams in or near the Bayes Centre; attracting investment in high-growth companies; establishing high-growth ventures through the Bayes Centre; and generating funding to support research, innovation and entrepreneurship. The Annual Conversation also provided the opportunity for partners to set out our regional priorities and to reflect progress in developing the regional growth framework.

- 3.8 Partners and governments also discussed the current viability of the £50M housing infrastructure component of the deal and the significance of unlocking the regionally significant strategic housing sites (including Blindwells). Scottish Government indicated that they would look to consider how best to support housing workstream business cases moving forward.

Summary of Progress – Delivery of the Food and Drink Innovation Hub and the Wider Innovation Park

Headline Achievements:

Date	Achievement
25 November 2019	Planning Permission for the Grade Separated junction granted
June 2020	Land transfers to enable the Innovation Hub development / Junction development completed
Ongoing	Progression of the Full Business Case.

Next Milestones:

Date	Milestone
March 2021	Contract award and commencement of the Junction Works scheduled
March 2021	Full business case submitted to Joint Committee for approval
March 2022	Completion of the construction of the Junction works
Sept 2022	Commencement of construction of the Food and Drink Innovation Hub
Feb 2025	Food and Drink Innovation Hub operational

Progress on the Full Business Case

- 3.9 As reported to Council on 27 October 2020 the original date for the approval of the Full Business Case (“FBC”) to UK and Scottish Governments was June 2020. Unfortunately due to the unforeseen delays caused by the impact of COVID-19, this date was revisited. In close discussions with both governments, it was agreed that the submission date of the FBC could be rescheduled to December 2020.

3.10 Key milestones / progress for the FBC since the Council Report on 27 October 2020 are:

- On 17 November 2020 a positive meeting between PWC (appointed consultants for ELC/QMU to progress the FBC) and Government to cross check the approach/modelling/methodology within the FBC and understand the process to be undertaken by Scottish Government and UK Government to review the FBC.
- A first draft of the completed FBC to be submitted to Government for review on week commencing 30 November 2020.
- A feedback session on the draft FBC scheduled for 7 December 2020 with ELC/QMU the PMO and both governments.

3.11 The FBC will be approved by both governments, the Edinburgh and South East Scotland City Region Deal Joint Committee, Queen Margaret University Court and East Lothian Council. UK Government will be key to determining when this is ready to happen but all parties are working towards an approval in this financial year (2020/2021).

Commercial Heads of Terms

3.12 A separate and private report being considered at Council today entitled “Commercial Heads of Terms between ELC and QMU for the Delivery of the Food and Drink Innovation Hub and Park” specifically details the good progress made since the Council report on 27 October 2020. Whilst work will continue to develop the Commercial Heads of Terms, secure specific tax advice and establish related governance arrangements, the next key milestone will be the approval of the Final Business Case (FBC). Following the FBC approval, the Commercial Heads of Terms can be formally agreed.

4 POLICY IMPLICATIONS

4.1 The City Deal Agreement supports the delivery of Council priorities in respect of Growing our Economy, People and Communities as set out within the Council Plan. Deal agreement will have significant implications for the Council’s Financial Strategy and its future Capital Plans. The Edinburgh and South East City Region Deal is consistent with the ELLDP 2018 and is incorporated within the refreshed Economic Development Strategy 2017-22.

5 INTEGRATED IMPACT ASSESSMENT

5.1 Inclusion is a key driver for the City Region Deal, and assessed for each project. Business cases for projects include a demonstration of how they will reduce inequalities and tackle the inclusion challenges specific to the city region.

5.2 The Benefits Realisation Plan within the Deal will incorporate clear indicators to align with the Scottish Government’s and the Deal’s Inclusive

Growth Framework. The impact on equalities, human rights, poverty, environment and sustainability are also incorporated into the plan.

6 RESOURCE IMPLICATIONS

- 6.1 Financial - There is no direct financial impact relating to the Annual Report and Annual Conversation for East Lothian Council. The land transactions for the hub and park, the Council's contribution to the hub construction cost plan and government grant monies are incorporated within the council's approved capital plan.

7 BACKGROUND PAPERS

- 7.1 Edinburgh and South East Scotland City Region Deal – Report to East Lothian Council 11 August 2017
- 7.2 Heads of Terms Agreement signed by UK/Scottish Governments and Partner Authorities on 20 July 2017
- 7.3 East Lothian Council Summer Recess Arrangements – Standing Order 15.5 Members Library Report – Edinburgh and South East Scotland Region - City Deal Proposition 19 July 2017
- 7.4 Edinburgh and South East Scotland City Region Deal – Report to East Lothian Council 28 June 2016
- 7.5 City Region Deal Document (August 2018)
- 7.6 Edinburgh and South East Scotland City Region Deal (ESES CRD) – Annual Report, Annual Conversation and Regional Growth Framework Update – Report to Council 29 October 2019
- 7.7 Edinburgh and South East Scotland City Region Deal – Annual Report, Benefits Realisation Plan, and Food and Drink Innovation Update - Report to Council 27 October 2020
- 7.8 Commercial Heads of Terms between ELC and QMU for the Delivery of the Food and Drink Innovation Hub and Park - Private Report to Council 27 October 2020
- 7.9 Commercial Heads of Terms between ELC and QMU for the Delivery of the Food and Drink Innovation Hub and Park - Private Report to Council 15 December 2020

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REPORT TO: East Lothian Council

MEETING DATE: 15 December 2020

BY: Head of Development

SUBJECT: East Lothian Local Development Plan 2018 – Action Programme Update 2020

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1 PURPOSE

- 1.1 This report seeks Members' approval of the Draft Local Development Plan 2018 Action Programme Update 2020 prior to its publication and submission to Scottish Ministers. The Action Programme Update 2020 reports progress on achieving the key stages of each project included in the Action Programme that was previously approved by Council in 2018.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Council approves the Draft Local Development Plan 2018 Action Programme Update 2020 (Appendix 1) for publication and submission to Scottish Ministers.

3 BACKGROUND

- 3.1 The East Lothian Local Development Plan (LDP) was adopted on 27 September 2018. The Action Programme is an accompanying document setting out how East Lothian Council proposes to implement the LDP. The Action Programme sets out:

- a list of actions required to deliver each of the plan's policies and proposals;
- the name of the person(s) who is to carry out the action; and
- the timescale for carrying out each action (split into priorities).

- 3.2 Legislation requires regular updating of Action Programmes, at least every 2 years. Since the adoption of the LDP, progress on achieving the key stages of each project identified in the Action Programme have been

monitored through the regular meetings of a Section75 Group consisting of senior officers of the Council. Also, the Council's 2019 Housing Land Audit, prepared to monitor effectiveness of land supply, site phasing and housing completions, informed the updated Action Programme.

- 3.3 The LDP Action Programme Update 2020 (Appendix 1) records progress made in relation to delivery of policies and proposals that has been made since the adoption of the LDP. The updated Action Programme also considers additional future actions required in order to help with the implementation of the plan. In preparing this update, we engaged with the Key Agencies, Scottish Water and NHS Lothian. All responses received are summarised and responded to in detail as shown in the tables appended to this report as Appendix 2.
- 3.4 Planning Circular 6/2013 Development Planning states that whenever an Action Programme is published, the authority are to send two copies to Scottish Ministers, place copies in local libraries and publish it electronically. However, under the Coronavirus (Scotland) Act 2020 a local authority may decide to postpone complying with the duty to place documents for inspection in local libraries if it is of the view that complying would be likely to impede its ability to take effective action to prevent, protect against, delay or otherwise control the incidence or transmission of coronavirus. Therefore, it is proposed not to place copies of the Action Programme Update 2020 in the local libraries. We will however send two copies to Scottish Ministers and will publish it electronically on the Council's website.

4 POLICY IMPLICATIONS

- 4.1 The Action Programme Update 2020 supports the LDP by outlining how the policies and proposals in the LDP will be delivered by East Lothian Council and other stakeholders. It sets out how the Council proposes to implement the LDP.

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 – there are no direct financial implications arising from this Report.
- 6.2 Personnel – none.
- 6.3 Other – none.

7 BACKGROUND PAPERS

- 7.1 Appendix 1 - Draft East Lothian LDP 2018 Action Programme Update 2020.
- 7.2 Appendix 2 - Responses received to consultation

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East Lothian Local Development Plan 2018

Draft Action Programme Update 2020

October 2020

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1 INTRODUCTION

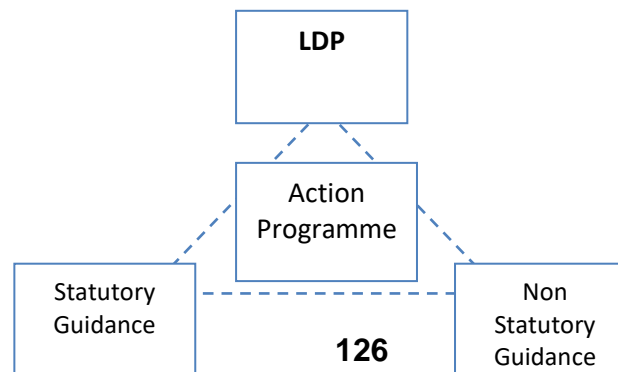
1.1 East Lothian Council adopted the new Local Development Plan in September 2018 and approved its Action Programme in October 2018. This update highlights the progress made with implementing the LDP's development strategy since the local plan's adoption. The review of the Action Programme provides an opportunity to identify progress made in relation to delivery of policies and proposals, and to consider additional future actions that may be required. As part of the preparation of this this update, we consulted and considered the views of the Key Agencies and anyone who is to carry out the action included in the Action Programme. This updated Action Programme supersedes the 2018 version of the Action Programme.

1.2 The East Lothian Local Development Plan (LDP) is an important land use document that sets out the Council's planning strategy and policies to guide and manage future development within East Lothian. The LDP sets out a long term vision for the future growth of East Lothian, identifying where and how development requirements can be delivered. It is a site specific plan that contains proposals that show where the Council wants to stimulate development as well as policies it will use to manage development in East Lothian, providing certainty to investors and communities.

1.3 The 2018 Action Programme has been prepared to accompany the LDP and sets out how the objectives, strategy and policies within the LDP can be successfully implemented and delivered, along with the various actions and partnerships that will be required to support and achieve implementation. In accordance with Section 21 of the Planning etc. (Scotland) Act 2006 and Regulation 26, the Action Programme sets out:

- A list of actions to deliver each of plan's policies and proposals
- The name of the person (organisation) who is to carry out the action
- The timescale for carrying out each action

1.4 The actions included are not just those to be carried out by the Planning Authority, but also by key stakeholders and agencies. Delivery of LDP policies and proposals is dependent on a wide range of factors, including actions contained in other plans, programmes and strategies, economic conditions and other factors beyond the control of the LDP. As a result, the Action Programme is intended to give a broad indication of the expected timescales for development rather than a precise programme of delivery. It is a live document and is flexible in response to change. The Action Programme will continue to be reviewed on a regular basis to ensure it remains relevant and up-to-date.



Format of the Action Programme 2020 Update

1.5 The intention is that this update of the Action Programme will be easy to use and compare with the 2018 Action Programme. Therefore, this update follows the format of the 2018 Action Programme. Within the Local Development Plan and within the 2018 Action Programme, site specific proposals are identified and their references are identical in both documents. Each policy describes the implementation timescale as ongoing and each proposal describes the implementation timescale as:

Short term (0-5 years),

Medium term (5-10years) or

Long term (10 years or over).

1.6 The 2018 Action Programme looked at the strategic policies and proposals and the identified actions needed to implement the proposals. To assist with the delivery of development on the ground, the Council has prepared Supplementary Guidance on Developer Contributions. Contributions will be utilised to implement the broad strategy of the Plan and specific proposals. The actions based on the LDP are structured as follows:

- **Priority Actions – Key Strategic Projects (Section 2 of the Action Programme)**

These are mostly actions that must be implemented in the short to medium term to assist with the timely delivery of the LDP. They are broken into four Priority Actions;

- 1) Adoption of Local Development Plan Supplementary Guidance and Supplementary Planning Guidance;
- 2) Delivery of Specific Proposals relating to Major Infrastructure;
- 3) Delivery of Specific Proposals relating to Education
- 4) Delivery of Specific Proposals relating to Sport and Leisure

- **LDP Guidance – Proposals & Policies (Section 3 of the Action Programme)**

This section sets out the policies and proposals of the plan and stipulates any actions associated with them.

- LDP non-statutory Supplementary Planning Guidance
- LDP Policies and Proposals

- **Monitoring and Assessment for LDP Review (Section 4 of the Action Programme)**

Purpose of the Action Programme

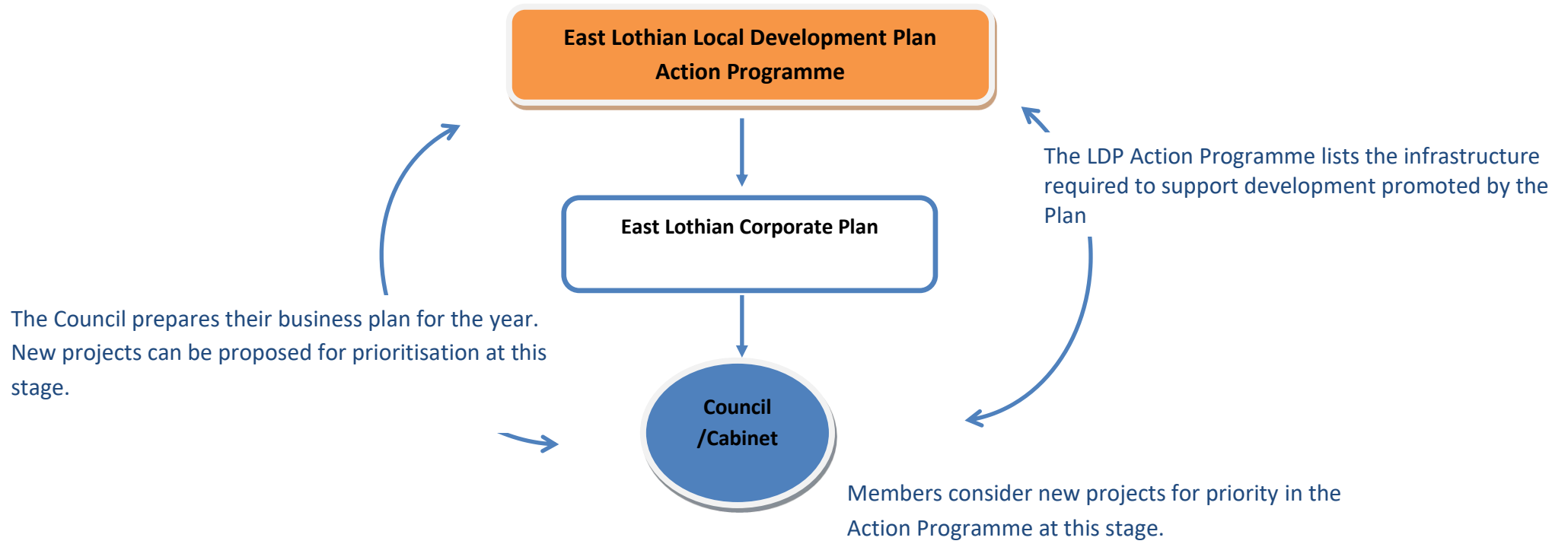
1.7 The Local Development Plan (LDP) sets out how places in East Lothian will change and develop into the future. This Action Programme supports the LDP by outlining how the policies and proposals in the LDP will be delivered by East Lothian Council and other stakeholders. It sets out how the Council proposes to implement the LDP, to provide a focus on delivery and to co-ordinate development and infrastructure provision. Setting out this programme of the multiple actions required to deliver the plan will assist in more co-ordinated and efficient implementation. This will in turn contribute to the Council's aim of creating a prosperous, safe and sustainable East Lothian that will allow local people and communities to flourish, as set out in the Council Plan 2017-2022.

1.8 Within the LDP, there are a number of policies which set the strategic direction of the Plan and these influence the location of new development. This Action Programme will reflect the continuous process of delivering development and will prioritise key areas of action that will be required to deliver the vision and objectives of the Plan. There is a close connection with the content of the Action Programme and the further information and guidance in the Developer Contributions Framework Supplementary Guidance. This is particularly in relation to infrastructure provision and associated costs and timing for delivery.

How will the Action Programme be used?

1.9 The Action Programme and the Plan itself do not work in isolation. They are part of a concerted action involving internal departments and external agencies. They therefore strongly align with a number of key corporate policy statements of the Council including the Single Outcome Agreement, Local Housing Strategy and Developer Contributions Framework Supplementary Guidance. This makes the Local Development Plan an important corporate document whose successful implementation will require cross departmental action.

FIGURE 1 - Governance



Responsibilities

1.10 The LDP sets out the policies and proposals to be implemented through decision making. This Action Programme does not look to repeat that information but instead collates them so that an overview of the plan's progress can be established and progress on the actions can be monitored. This will enable the Governance arrangements that have been put in place to continue the momentum of plan delivery.

1.11 Each policy and proposal will identify who the key agents of action are, how they will deliver this through the identification of key actions, and when they will do it. It is intended that this Action Programme will be a live working document, and subject to review meetings that will be held regularly. Progress on achieving the key stages of each project will be reported to Senior Officers via Team Meetings and then reported to Members via the Members Library every two years or more frequently should the Council deem necessary. The lead agency noted in the Action Programme will be responsible for the implementation of the policies and proposals to which they are assigned. They will also have the responsibility for regular reporting and for monitoring and updating of the Action Programme.

Delivery

1.12 It must be recognised that delivery of development is not always straightforward and a number of internal and external factors can contribute to delay or slippage. The Action Programme needs to be flexible in response to change, proposing alternative solutions when needed (so long as there are consistent with the Development Plan) and assessing the impact of any change on remaining proposals as many are inter-linked.

1.13 It is recognised that confidence in delivery of the Local Development Plan is important to the Council, its local communities and businesses. The governance arrangements are in place to ensure progress of the plan's implementation is sufficiently monitored and that actions are instigated by the relevant organisations in an appropriate timescale.

2 PRIORITY ACTIONS

2.1 This section sets out actions that must be taken to progress with Key Strategic Projects. On adoption of the LDP, these actions will be a priority as they are essential to enable implementation of other dependant actions across the authority area. In the interests of delivery, some actions will be progressed as the LDP is emerging. These actions will be led by ELC and require joint working across the authority and in partnership with others, including Key Agencies, Consultation Authorities and landowners and developers. They will be key to the initial phase of plan delivery.

Priority Action 1: Adoption of Local Development Plan Statutory and Non Statutory Guidance

PRIORITY ACTION 1 ADOPTION OF LOCAL DEVELOPMENT PLAN STATUTORY AND NON STATUTORY GUIDANCE					
Policy	Joint Working	Dependant Sites Allocation / Application	Timing & Next Steps	Time: Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Progress (2020)
STATUTORY GUIDANCE					
<u>Developer Contributions Framework Supplementary Guidance</u>					
Policy DEL1	ELC (lead)/ Developers	All in East Lothian	Public consultation – June-July 2018 Adopted - March 2019		Adopted in March 2019.
The Developer Contributions SG supports the policies in the East Lothian Local Development Plan, including Policy DEL1: Infrastructure and Facility Provision which signposts the production of the SG. It sets out the requirements for developer contributions. The Supplementary Guidance links to the LDP and Action					

<p>Programme and provides further detail on the policy approach, the types and scales of development to which it will apply and mechanisms for delivery. This Supplementary Guidance deals primarily with matters of a financial nature. It sets out the Council’s proposed future section 75 planning obligations.</p>					
<p>STATUTORY GUIDANCE</p>					
<p><u>Town Centre Strategies Supplementary Guidance</u></p>					
<p>Policies: TC1, TC2, TC3</p>	<p>ELC (lead)/ Developers/ Community Councils / Amenity Societies</p>	<p>Tranent, Prestonpans, Haddington, Dunbar, North Berwick</p>	<p>Public consultation – November- December 2018</p> <p>Adopted - April 2019</p>		<p>Adopted in April 2019</p>
<p>The town centre strategies provides a vision for each town centre to help address local environmental issues as well as their vibrancy, vitality, and viability. They are informed by the findings of a retail capacity study for East Lothian.</p>					
<p>PRIORITY ACTION 1 ADOPTION OF LOCAL DEVELOPMENT PLAN STATUTORY AND NON STATUTORY GUIDANCE</p>					
<p>Policy</p>	<p>Joint Working</p>	<p>Dependant Sites Allocation / Application</p>	<p>Timing & Next Steps</p>	<p>Time: Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)</p>	<p>Progress (2020)</p>
<p>NON STATUTORY GUIDANCE</p>					
<p><u>Development Briefs Supplementary Planning Guidance</u></p>					
<p>Policies: DP9</p>	<p>ELC (lead)/ Developers/ Queen Margaret</p>	<p>See Clusters below</p>	<p>Public consultation - June - July 2018</p>		<p>Adopted in October 2018</p>

	University (with regard to MH1)				
<p>The briefs were adopted as Supplementary Planning Guidance in October 2018. They form a non-statutory part of the East Lothian Local Development Plan. The development briefs guide development of the specific housing and employment sites throughout East Lothian in line with the Local Development Plan policies and cover land use and indicative layout and design.</p>					
Musselburgh Cluster		Policy DP9			
Development Briefs		<p>Allocations:</p> <p>PROP MH1 – Land at Craighall, Musselburgh PROP MH10 – Land at Dolphingstone PROP MH3 – Old Craighall Junction South West PROP MH13 – Land at Whitecraig South PROP MH8 – Levenhall, Musselburgh PROP MH14 – Land at Whitecraig North</p>			
Prestonpans Cluster		Policy DP9			
Development Briefs		<p>Allocations:</p> <p>PROP PS1 - Longniddry South</p>			
Tranent Cluster		Policy DP9			
Development Briefs		<p>Allocations:</p> <p>PROP TT1 - Housing at Windygoul South, Tranent PROP TT1 - Housing at Windygoul South, Tranent PROP TT3 – Employment, Windygoul South, Tranent</p>			

	<p>PROP TT4 – Lammermoor Terrace, Tranent PROP TT5 – Bankpark Grove, Tranent PROP TT6 – Kingslaw, Tranent PROP TT7 – Macmerry North PROP TT8 – Macmerry Business Park East PROP TT9 – Gladsmuir East</p>	<p>PROP TT10 – Limeylands Road (Tynemouth West), Ormiston PROP TT11 – Elphinstone West PROP TT12 – Woodhall Road, Wester Pencaitland PROP TT14 – Park View, Easter Pencaitland</p>
Haddington Cluster	Policy DP9	
Development Briefs	<p>Allocations:</p> <p>PROP HN2 – Lethan Mains Expansion, Haddington PROP HN8 – Land at Peppercraig East, Haddington</p>	
Dunbar Cluster	Policy DP9	
Development Briefs	<p>Allocations:</p> <p>PROP DR2 – Hallhill North, Dunbar PROP DR4 – Brodie Road, Dunbar PROP DR7 – Land at Spott Road, Dunbar PROP DR10 – Innerwick East, Innerwick</p>	
North Berwick Cluster	Policy DP9	
Development Briefs	<p>Allocations:</p> <p>PROP NK7 – Saltcoats, Gullane PROP NK8 – Fenton Gait East, Gullane PROP NK9 – Fenton Gait South, Gullane PROP NK10 - Aberlady West, Aberlady PROP NK11 – Castlemains, Dirleton</p>	

PRIORITY ACTION 1 ADOPTION OF LOCAL DEVELOPMENT PLAN STATUTORY AND NON STATUTORY GUIDANCE					
Policy	Joint Working	Dependant Sites Allocation / Application	Timing & Next Steps	Time: Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Progress (2020)
NON STATUTORY GUIDANCE					
<u>Affordable Housing Supplementary Planning Guidance</u>					
Policies HOU3, HOU4	ELC/Homes for Life/Developers	All in East Lothian	Public consultation – July - August 2018.		Adopted February 2019
<p>The SPG allows developers and landowners throughout East Lothian to assess the implications of providing affordable housing at an early stage, setting out expectations, including any financial obligations, for the delivery of affordable housing as part of market housing sites. It also specifies affordable housing tenure mix that will be expected as part of market housing proposals, including the requirement for social rent as well as targets for the proportional split between other acceptable tenures and how the tenure models should be delivered. The location and size of the site, the form of development to be delivered and the availability of subsidy will help inform the mix of tenures to be provided.</p> <p>The SPG is committed to a review of the commuted sum value at least every 2 years, although the guidance itself will not be reviewed this frequently. It will be used in the determination of planning applications within the East Lothian area, but does not set a framework for the scale or type of development.</p>					

Priority Action 2: Major Infrastructure Proposals

2.3 This table sets out the major infrastructure interventions needed to deliver key policies and proposals of the LDP. Additional information is contained in the Developer Contributions Framework SG.

PRIORITY ACTION 2 MAJOR INFRASTRUCTURE PROPOSALS						
Action	Lead & Joint Working	Activity	Status	Time: Short Medium Long	Indicative Cost ⁱ	Progress (2020)
PROP T3 Segregated Active Travel Corridor						
To develop a new segregated active travel corridor within East Lothian	ELC (lead)/ SEStran (lead)/ Sustrans/ Developers	Actively pursue the implementation of the proposed Segregated Active Travel Corridor. Improved travel accessibility for pedestrians and cyclists to local facilities as well as public transport services for a large number of existing communities and	Management and monitoring of Planning applications through the development management process.		£23,400,000	Signed S75s with contributions from MH7. Contributions are being secured. Musselburgh section has been blended into the Musselburgh active town project , and is one of 4 category 4 Sustran supported projects. A short section of the Segregated Active Travel Corridor will be constructed later this

Action	Lead & Joint Working	Activity	Status	Time: Short Medium Long	Indicative Cost ⁱ	Progress (2020)
		adjacent residential developments.				year (subject to the Covid19 restrictions).
PROP T9 Safeguarding of Land for larger Station Car Parks						
Land is safeguarded adjacent to the existing stations at Musselburgh, Longniddry and Drem to allow additional car and cycle parking spaces / storage facilities to be provided, as shown on the Proposals Map.	ELC (lead)/ Network Rail (lead)/ Transport Scotland /Developers/ ScotRail	Actively pursue the implementation of the projects identified. Improved connections to rail network and funding secured through master plan process.	Management and monitoring of Planning applications through the development management process.		£5,007,000 (Prop T9 & T10 – this includes an additional estimated cost of £638,000 of a committed scheme for the increase of platforms to cater for 6-car train sets).	Application submitted by ELC for extension of car park facilities at Longniddry Rail Station was granted planning permission in April 2018. Longniddry car parks work complete. Developer contributions are being secured.
PROP T10 Safeguarding Land for Platform Lengthening						
Land is safeguarded adjacent to the existing stations at Musselburgh, Wallyford, Prestonpans, Longniddry, Drem and Dunbar to allow additional platform	ELC (lead)/ Network Rail (lead)/	Actively pursue the implementation of the projects identified.	Management and monitoring of Planning applications through		£5,007,000 (Prop T9 & T10 – this includes an additional	Signed S75s with contributions from NK8, NK7, NK10, PS1 and MH7.

Action	Lead & Joint Working	Activity	Status	Time: Short Medium Long	Indicative Cost ⁱ	Progress (2020)
capacity to be provided for longer eight car trains as a minimum.	Transport Scotland /Developers		the development management process.		estimated cost of £638,000 of a committed scheme for the increase of platforms to cater for 6-car train sets).	Discussions ongoing with Network Rail through STAG case for change and initial appraisal work.
PROP T11 Safeguarding of Land for Improvements to Musselburgh Station						
Approximately 1.5 ha of land is safeguarded adjacent to Musselburgh station to reflect the Council's aspirations that a rail related transport hub with car parking, bus and active travel access be delivered to the SW of the Mucklets Road.	ELC (lead)/ Transport Scotland / Network Rail / SEStran/ Sustrans/Devel opers	Actively pursue the implementation of the projects identified.	Management and monitoring of Planning applications through the development management process.			No progress. Will be included within the innovation park negotiations.
PROP T15 Old Craighall A1(T) Junction Improvements						
Improvements at the A1(T)/A720 Old Craighall Junction, including signalisation and improvement of the roundabout and slip roads to provide additional network capacity to meet the demands that will be generated by new development in the area.	ELC (lead)/ Transport Scotland (lead)/ SEStran/Devel opers	Actively pursue the implementation of the projects identified. Improved connections to road network and	Management and monitoring of Planning applications through the development management process.		£995,000	Signed S75s with contributions from NK8, NK7, NK10 and PS1. Work completed by Transport Scotland, however, this is not fully compliant with

Action	Lead & Joint Working	Activity	Status	Time: Short Medium Long	Indicative Cost ⁱ	Progress (2020)
		funding secured through master plan process.	Must be in accordance with Policy T32 and Policy DEL1.			LDP transport appraisal requirement. This intervention will be monitored over time. ELC securing contributions in S75 agreements from LDP sites.
PROP T16 A1 Junction Improvements at Queen Margaret Drive Interchange						
Standard Junction improvements to the A1 interchange at Queen Margaret Drive. Including provision of a new underpass of the A1 for all modes of travel and north bound on and off slip roads to the A1. Intervention is necessary to deliver, and will be fully funded by the developer of and provided in association with development at Craighall (MH1).	ELC (lead)/ Transport Scotland /Developers	Actively pursue the implementation of the projects identified. Improved connections to road network and funding secured through master plan process.	Management and monitoring of Planning applications through the development management process. Must be in accordance with all relevant proposals		To be finalised	Planning permission granted 19/00473/PCL in November 2019. Contract for construction will go out to the market soon. Expected start date Jan 2021.

Action	Lead & Joint Working	Activity	Status	Time: Short Medium Long	Indicative Cost ⁱ	Progress (2020)
PROP T17 A1 (T) Interchange Improvements						
Relevant proposals required to provide, or contribute towards, improvements at: <ul style="list-style-type: none"> Salter's Road interchange - local widening on Salter's Road and optimisation of signal control staging, phasing and timings. Bankton Interchange - signal control of northern roundabout with local widening. Redesign of southern roundabout with local widening 	ELC (lead)/ Developers/ Transport Scotland	Actively pursue the implementation of the projects identified.	Management and monitoring of Planning applications through the development management process. Must be in accordance with all relevant proposals especially Policy T32 and Policy DEL1		£ 272,000 (Salter's Road Interchange) £848,767 (Bankton Interchange)	Signed S75s with contributions from NK8, NK7, NK10, PS1 and MH7
Relevant proposals required to provide, or contribute towards, improvements at: <ul style="list-style-type: none"> Dolphingstone Interchange - local widening and optimisation of signal control staging, phasing and timings. 	ELC (lead)	ELC will be funding and delivering the improvements to Dolphinstone Interchange			£256,000 (Dolphingstone Interchange)	

Action	Lead & Joint Working	Activity	Status	Time: Short Medium Long	Indicative Cost ⁱ	Progress (2020)
Relevant proposals required to provide, or contribute towards, improvements at: <ul style="list-style-type: none"> Dualling of A198 from Bankton northern roundabout, tapering back to single before Meadowmill roundabout 	ELC (lead)/ Transport Scotland		Management and monitoring of Planning applications through the development management process. Must be in accordance with all relevant proposals especially Policy T32 and Policy DEL1..		£1,044,110	No progress
PROP T20 Transport related Air Quality Measures: Relocation of Bus Stops						
The Council will investigate the relocation of bus stops within the Musselburgh Air Quality Management Area to mitigate existing air quality issues and will monitor and manage the situation as required to ensure air quality is maintained to an acceptable standard in association with new development.	ELC (lead)/ Developers/ Bus Operators	Actively pursue the implementation of the projects identified.	Management and monitoring of Planning applications through the development management process.			This will be investigated as part of Musselburgh on the Move project.

Action	Lead & Joint Working	Activity	Status	Time: Short Medium Long	Indicative Cost ⁱ	Progress (2020)
PROP T21 Musselburgh Urban Traffic Control System						
Relevant proposals will be required to contribute to the provision of an Urban Traffic Control system and the signalisation of the junction at the A199 and New Street, the A199 Linkfield Road and Millhill, and Inveresk Road and Newbigging junctions to an adoptable standard to manage the vehicle flows through Musselburgh town centre to acceptable levels.	ELC (lead)/ Developers/	Actively pursue the implementation of the projects identified.	Management and monitoring of Planning applications through the development management process. Must be in accordance with all relevant proposals especially Policy T32 and Policy DEL1.		£283,000	Signed S75s with contributions from NK8, NK7, NK10, PS1 and MH7. Design of proposals ongoing

Action	Lead & Joint Working	Activity	Status	Time: Short Medium Long	Indicative Cost ⁱ	Progress (2020)
PROP T22 Reopen links to Vehicle Access at Queen Margaret Drive/Whitehill Farm Road						
The developer of the land at Craighall shall investigate and if necessary provide a modification to the current bus only link at Queen Margaret Drive/Whitehill Farm road to an adoptable standard to provide additional network capacity on route choice for development related trip demands. Intervention will be fully funded by the developer of and provided in association with development at Craighall (MH1).	ELC (lead)/ Developers/ Transport Scotland	If the Council requires this intervention to be provided it shall be delivered only once the Queen Margaret Drive A1 interchange is complete (PROP T16). This link will be modified to provide a signal controlled contra-	Management and monitoring of Planning applications through the development management process. Must be in accordance with all relevant proposals especially Policy T32 and Policy DEL1.			No progress

Action	Lead & Joint Working	Activity	Status	Time: Short Medium Long	Indicative Cost ⁱ	Progress (2020)
		flow over the railway bridge.				
PROP T24 A198/B1361 Meadowmill Roundabout						
Land is safeguarded to provide for junction improvements at the A198/B1361 Meadowmill Roundabout to provide additional network capacity for any future housing and employment demands. Redesign of junction and local widening.	ELC (lead)	Further additional road network capacity will be required to accommodate LDP impact.	Management and monitoring of Planning applications through the development management process.		£776,850	No progress
PROP T25 Dualling of A198 between Bankton North and Meadowmill Roundabouts						
Land is safeguarded to provide for: The dualling of the A198 between the Bankton North and Meadowmill Roundabouts and the reconfiguration of Bankton A1(T) Interchange.	ELC (lead)/ Landowners	Further additional road network capacity will be required to accommodate LDP impact.	Management and monitoring of Planning applications through the development management process.			No progress
PROP T27 Tranent Town Centre One-Way System						

Action	Lead & Joint Working	Activity	Status	Time: Short Medium Long	Indicative Cost ⁱ	Progress (2020)
Relevant proposals will be required to contribute to the introduction of a one way system incorporating Loch Road and High Street and Bridge Street linking Loch Road to High Street to increase capacity, improve traffic flow and maintain air quality in Tranent town centre.	ELC (lead)/ Developers	Actively pursue the implementation of the projects identified.	Management and monitoring of Planning applications through the development management process. Must be in accordance with all relevant proposals especially Policy T32 and Policy DEL1.		£449,000 (Prop T27 & T28)	Signed S75s with contributions from NK8, NK7, NK10, PS1 and MH7. Working group set up but no progress in the last 6 months.
PROP T28 Junction Improvements at Bridge Street and Church Street Tranent						
Relevant proposals will be required to contribute to the introduction of a left hand turn filter at the junction of Elphinstone Road and Edinburgh Road to increase capacity, improve traffic flow and maintain air quality in Tranent town centre.	ELC (lead)/ Developers	Actively pursue the implementation of the projects identified.	Management and monitoring of Planning applications through the development management process. Must be in accordance with all relevant proposals especially Policy T32 and Policy DEL1.		See Prop T27 above	Signed S75s with contributions from NK8, NK7, NK10, PS1 and MH7. No other progress.

***Indicative Costings**

High-level costings have been approximated at this stage until more detailed feasibility assessment is undertaken and the potential for schemes to be taken forward has been fully investigated. The following points should be noted:

- Cost estimates have been prepared to a 2016 cost base where cost rates have been obtained from 'SPON's Civil Engineering and Highway Works Price Book 2016'.
- Where appropriate cost rates are not available in SPON's, they have been sourced from relevant experience that is representative of the present competitive market.
- An estimated indicative allowance has been included for future design and investigation works, which varies between 5% and 15% of total construction costs, depending on the scale and complexity of the proposals.
- The estimates do not include any costs associated with land purchase, remediation of contaminated land, unstable ground conditions, statutory and non-statutory approvals, and contract management.
- The indicative costs exclude Optimism Bias. When proposals are taken forward to feasibility stage of scheme development, which corresponds to 'STAG Stage 1: Programme Entry', an Optimism Bias of 44% would be applied.

Priority Action 3: Education Proposals

2.4 The Council will provide additional phased permanent extension to existing schools in the education zones identified in the LDP to meet the need arising from proposed new housing development in each Cluster. The Council will provide additional pre-school and primary school campus land/facilities at schools in each Cluster. The Council will provide additional phased permanent extension to pre-schools and primary school as required. The requirements for each Cluster are set out below. The indicative timing for delivery of these education requirements included in the table below. These timescales are based on what is set out in the capital budget and informed by 2019 Housing Land Audit. The actual timing for delivery of these education requirements will be as required.

PRIORITY ACTION 3 EDUCATION POLICIES & PROPOSALS					
Action	Lead & Joint Working	Dependant site	Indicative Timescale Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Total project cost	Progress (2020)
PROP ED1 Musselburgh Cluster					
The Council will provide a new secondary school establishment on land at expanded Wallyford to meet the need arising from proposed housing development in the Cluster. The Council will provide new permanent pre-school and primary school facilities and campus land at Craighall. New Wallyford Primary School opened in February 2019. The Council will provide additional pre-school and primary school campus land at Whitecraig Primary School as part of the allocation to the west of the existing campus. The Council will provide additional phased permanent extension to secondary, primary and pre-school facilities as required to meet the need arising as a direct result of new housing development.					
Musselburgh New Secondary School Establishment	ELC (lead) /Developers	All sites in Musselburgh zone	Education requirements to be delivered as necessary. 6.2 Ha land required. This will be provided within an area of land immediately to the north of the approved site for the primary school.	£45,093 000 including land purchase costs	MH7 Granted. MH10 and MH14 minded to grant. First phase of school due to open in Summer 2022
Craighall Primary School	ELC (lead) / Developers	MH1 - Craighall	Education requirements to be delivered as necessary. 3.1 ha land required (MH1)	£13,202,000	MH1 granted consent and S75 secured. Works on school site

PRIORITY ACTION 3 EDUCATION POLICIES & PROPOSALS					
Action	Lead & Joint Working	Dependant site	Indicative Timescale Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Total project cost	Progress (2020)
					due to commence in 2021 with Summer 2023 opening
Whitecraig Primary School Expansion	ELC (lead)/ Developers	MH2 - Land at Old Craighall Village/ MH14 - Whitecraig North/ MH13 - Whitecraig South	Education requirements to be delivered as necessary. 0.6ha land necessary (MH15)	£6.985,000	Planning permission approved for part of MH2. MH14 approved in principle (17/00917/PPM - Erection of 230 houses, 20 flats and associated works). 19/00869/AMM - approval of matters specified in conditions of planning permission in principle 17/00917/PPM is pending decision.
Pinkie St Peter's Primary School Expansion	ELC (lead)/ Developers	MH5- Edenhall/ MH6, MH7 - Pinkie Mains/ MH8 -Levenhall	Education requirements to be delivered as agreed through the master plan.	£4.844,000 including works to provide capacity for 1140 hours of early learning and childcare provision	MH7 planning permission granted in 2017 (16/00393/PM). An appeal to DPEA lodged against the council's decision to refuse application for removal of condition 17 of planning permission 16/00393/PM – this appeal is still pending decision (for more details see

PRIORITY ACTION 3 EDUCATION POLICIES & PROPOSALS					
Action	Lead & Joint Working	Dependant site	Indicative Timescale Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Total project cost	Progress (2020)
					http://www.dpea.scotland.gov.uk/CaseDetails.aspx?ID=121045 MH8 – planning application for the erection of 40 houses, 8 flats and associated works (17/00619/PM) granted permission.
Wallyford New Primary School Establishment	ELC (lead)/ Developers	MH10 – Dolphingstone/ MH12- Barbachlaw	Education requirements to be delivered as necessary.	£4,896,000 Cost relates only to MH10	New school opened in February 2019. MH10 minded to grant permission subject to conditions and the satisfactory conclusion of a Section 75 Agreement.
PROP ED2 Prestonpans Cluster					
The Council will provide additional phased permanent extension to Preston Lodge High School to meet the need arising from new housing development in the cluster including the current Blindwells allocation (BW1). The Council will provide additional phased permanent extension to pre-school and primary schools as required to meet the need arising as a direct result of new housing development.					
Expansion of Preston Lodge High School	ELC (lead)/ Developers	PS1 - Longniddry	Education requirements to be delivered as necessary.	££9,509,000	PS1 and BW1 granted permission in principle (PS1 16/00485/PPM; BW1 14/00768/PPM).

PRIORITY ACTION 3 EDUCATION POLICIES & PROPOSALS					
Action	Lead & Joint Working	Dependant site	Indicative Timescale Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Total project cost	Progress (2020)
		South/ BW1 - Blindwells			Detailed proposals granted permissions: <ul style="list-style-type: none"> PS1 - 18/01038/AMM (erection of 47 houses, 12 flats), 18/01034/AAM (erection of 4 houses, 35 flats) and BW1 - 19/00900/AMM (erection of 146 houses).
Longniddry Primary School	ELC (lead)/ Developers	PS1- Longniddry South	Education requirements to be delivered as necessary.	£3,522,000	PS1 granted permission in principle (PS1 16/00485/PPM). Detailed proposals granted permissions: PS1 - 18/01038/AMM (erection of 47 houses, 12 flats), 18/01034/AAM (erection of 4 houses, 35 flats).
Prestonpans Primary School	ELC (lead)/ Developers	PS2- Dolphinston North	Education requirements to be delivered as necessary.	£215,000 (P.S.)	Planning Permission granted
PROP ED3 Blindwells Cluster					

PRIORITY ACTION 3 EDUCATION POLICIES & PROPOSALS					
Action	Lead & Joint Working	Dependant site	Indicative Timescale Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Total project cost	Progress (2020)
To accommodate the pupil product from the current Blindwells allocation the Council will provide education capacity as follows: secondary school capacity at Preston Lodge High School (see Prestonpans Cluster above); Temporary pre-school and primary school capacity at Cockenzie Primary School; until permanent pre-school and primary school capacity at Blindwells is delivered. If Blindwells is able to expand beyond its current allocation the Council will require the provision of a new secondary school and at least three new primary school and pre school facilities.					
Temporary Capacity at Cockenzie Primary School	ELC (lead)/ Developers	BW1 - Blindwells	Education requirements to be delivered as necessary.	£30,000	BW1 granted permission in principle (BW1 14/00768/PPM). Detailed proposals granted permissions: BW1 - 19/00900/AMM (erection of 146 houses). Works due to take place in 2020
Blindwells Primary School	ELC (lead)/ Developers	BW1 - Blindwells	Education requirements to be delivered as necessary.	£17,859,000	BW1 granted permission in principle (BW1 14/00768/PPM). Detailed proposals granted permissions: BW1 - 19/00900/AMM (erection of 146 houses). Construction of new school to begin in 2021 with opening in Summer 2023.
St Gabriel's RC PS	ELC (lead)/ Developers	BW1 - Blindwells	Education requirements to be delivered as necessary.	£125,000	BW1 granted permission in principle (BW1 14/00768/PPM).

PRIORITY ACTION 3 EDUCATION POLICIES & PROPOSALS					
Action	Lead & Joint Working	Dependant site	Indicative Timescale Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Total project cost	Progress (2020)
					Detailed proposals granted permissions: BW1 - 19/00900/AMM (erection of 146 houses).St Gabriel's works to take place in 2020/21
PROP ED4 Tranent Cluster					
The Council will provide additional phased permanent extension to Ross High School to meet the need arising from proposed new housing development in the Tranent Cluster. The Council will provide additional pre-school and primary school campus land at Windygoul Primary School and potentially Elphinstone Primary School. The Council will provide additional phased permanent extension to pre-schools and primary school as required.					
Expansion of Ross High School	ELC (lead)/ Developers	All sites in Tranent area	Works beginning in 19/20.	£10,041,995	Planning permission issued for part of TT7 (18/00090/PPM) and minded to grant planning permission (18/01086/PM) for the remaining part of TT7 subject to the conclusion of a S75 legal Agreement. Part TT1 - planning permission in principle for residential development with associated access, SUDS, roads, open space, future school expansion site, sports pitch and

PRIORITY ACTION 3 EDUCATION POLICIES & PROPOSALS					
Action	Lead & Joint Working	Dependant site	Indicative Timescale Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Total project cost	Progress (2020)
					landscape works granted (18/00937/PPM).
Windygoul Primary School	ELC (lead)/ Developers	TT1 - Windygoul South/TT4 - Lammermoor Terrrace	Education requirements to be delivered as necessary.	£7,797,000 Costs include 1140 hours works	TT1 - planning permission in principle for residential development with associated access, SUDS, roads, open space, future school expansion site, sports pitch and landscape works granted (18/00937/PPM).
Macmerry Primary School	ELC (lead)/ Developers	TT7- Macmerry North/TT9- Gladsmuir/	Education requirements to be delivered as necessary.	£931,000	Planning permission issued for part of TT7 (18/00090/PPM) and minded to grant planning permission (18/01086/PM) for the remaining part of TT7 subject to the conclusion of a S75 legal Agreement.
Ormiston Primary School	ELC (lead)/ Developers	TT10- Limeylands Road	Education requirements to be delivered as necessary.	£1,551,000	TT10 granted permissions
Elphinstone Primary School	ELC (lead)/ Developers	TT11- Elphinstone West	Education requirements to be delivered as necessary.	£529,000	None

PRIORITY ACTION 3 EDUCATION POLICIES & PROPOSALS					
Action	Lead & Joint Working	Dependant site	Indicative Timescale Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Total project cost	Progress (2020)
Pencaitland Primary School	ELC (lead)/ Developers	TT12 - Woodhall Road/TT13 - Lampockwells Rd/ TT14 - Parkview	Education requirements to be delivered as necessary.	£824,000	Planning permission approved for 115 homes on land at Lempockwells Road, Prop TT13 (14/00732/PPM and 17/00815/AMM)
PROP ED5 Haddington Cluster					
The Council will provide additional phased permanent extension to Knox Academy to meet the need arising from proposed new housing development in the Haddington Cluster. The Council will provide additional pre-school and primary school facilities on land at Letham Mains. The Council will provide additional phased permanent extension to pre-schools and primary school as required.					
Expansion of Knox Academy	ELC (lead)/ Developers	All sites in Haddington zone	Education requirements to be delivered as necessary.	£7,451,000	All LDP sites granted permission except for Letham Mains Expansion
Letham Mains Primary School	ELC (lead)/ Developers	HN1 - Letham Mains and HN2 - Letham Mains Expansion	New school opens Summer 2021. Due to be extended in late 2020s to accommodate pupils from HN2	£2,310,000 Cost relates only to HN2	Development commenced at HN1 Planning permission granted for primary school 14/00534/PCL
Haddington Infant School King's Meadow Primary School	ELC (lead)/ Developers	HN3 - Dovecot 1 / Dovecot 2 / HN4 - Gateside East /HN5 - Gateside West / HN7 - Alderston	Works completed. For avoidance of doubt, a new single school created after the approved merger of King's Meadow Primary School and Haddington Infant School to temporarily host pupils for Letham Primary School.	Total cost made up of several sums from these developments	Development commenced at Dovecot 1, HN4, HN5 and HN7. Provision for hosting arrangements is agreed

PRIORITY ACTION 3 EDUCATION POLICIES & PROPOSALS					
Action	Lead & Joint Working	Dependant site	Indicative Timescale Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Total project cost	Progress (2020)
				– all sums committed.	
PROP ED6 Dunbar Cluster					
The Council will provide additional phased permanent extension to Dunbar Grammar School to meet the need arising from proposed new housing development in the Dunbar Cluster. The Council will provide additional phased permanent extension to pre-schools and primary school as required.					
Expansion of Dunbar Grammar	ELC (lead)/ Developers	All sites in Dunbar zone	Education requirements to be delivered as necessary. First phase of expansion completed in 2018. Second phase of expansion to be delivered in medium term.	£3,336,000 incl appeal site at Newtonlees	First phase completed. Permission for school extension granted 17/00084/P. DR4, DR5, DR8 and DR12 permitted.
John Muir Campus (Lower)	ELC (lead)/ Developers	DR2 - Hallhill North / DR5 - Newtonlees / DR4 - Brodie Road / HOU 1 - Assembly Rooms / HOU1 - Belhaven	Education requirements to be delivered as necessary.	£1,662,000	Planning approved for DR4, DR5 and DR12.
Lochend Campus (Upper)		Hospital Field / HOU1 -Coast Guard Site	Education requirements to be delivered as necessary.	£3,216,000	

PRIORITY ACTION 3 EDUCATION POLICIES & PROPOSALS					
Action	Lead & Joint Working	Dependant site	Indicative Timescale Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Total project cost	Progress (2020)
West Barns Primary School	ELC (lead)/ Developers	DR6 -Beveridge Row /DR11 - St John's Street	Education requirements to be delivered as necessary. Extension including works to accommodate 1140 hours of early learning and childcare	£1,392,000	Planning approved for DR6 Development commenced
East Linton Primary School	ELC (lead)/ Developers	DR8 - Pencraig Hill	Education requirements to be delivered as necessary. Extension including works to accommodate 1140 hours of early learning and childcare	£1,071,000	Planning approved for DR8
PROP ED7 North Berwick Cluster					
The Council will provide additional phased permanent extension to North Berwick High School to meet the need arising from proposed new housing development in the North Berwick Cluster. The Council will provide additional pre-school and primary school campus land at North Berwick High School and Law Primary School. The Council will provide additional phased permanent extension to pre-schools and primary school as required.					
North Berwick High School	ELC (lead)/ Developers	All sites in North Berwick zone	Education requirements to be delivered as necessary.	£1,095,000	Planning approved for:

PRIORITY ACTION 3 EDUCATION POLICIES & PROPOSALS					
Action	Lead & Joint Working	Dependant site	Indicative Timescale Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Total project cost	Progress (2020)
			Works due to begin in early 2020		NK1, NK4, NK5, NK6, NK7, NK8 and NK10 NK3 under construction. The initial stages of consultation on the expansion of NBHS have commenced
Law Primary School	ELC (lead)/ Developers	NK4 - Tantallon Road / NK5 - Ferrygate Farm	Education requirements to be delivered as necessary. Works completed in 2018.	£781,520 – relates to NK4 – development is not included in current school expansion works	Planning approved for NK4 and NK5. Development commenced
Gullane Primary School	ELC (lead)/ Developers	NK7 - Saltcoats / HOU1 - Fire Training School / NK8 -Fentoun Gait East / NK9 - Fentoun Gait South	Education requirements to be delivered as necessary. Extension including works to accommodate 1140 hours of early learning and childcare	£3,575,000	Planning approved for all dependant sites.

PRIORITY ACTION 3 EDUCATION POLICIES & PROPOSALS					
Action	Lead & Joint Working	Dependant site	Indicative Timescale Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)	Total project cost	Progress (2020)
Aberlady Primary School	ELC (lead)/ Developers	NK10 -Aberlady West	Education requirements to be delivered as necessary.	£1,211,000	Planning approved for NK10 Development commenced

Priority Action 4: Sport & Leisure Facilities

2.5 Sports halls and sports pitches, changing facilities and general purpose rooms in some school campuses will be available for community use in addition to facilities in existing sports centres or community facilities. Notwithstanding this shared use of facilities, there will be a need to provide additional sports pitches and changing accommodation capacity to meet the additional demand that will be generated by the new development proposed by the LDP. The following table sets out the level of additional Sports Facilities Provision required in each contribution zone.

PRIORITY ACTION 4 SPORT & LEISURE FACILITIES						
Provision Required	Comments	New Total Project Cost	No. of Eligible LDP Dwellings	Contributing Sites	Delivery Lead	Indicative Timescale Short (1-5 yrs) Medium (5-10 yrs) Long (10-15 yrs)
Craighall						
Craighall-3 x full size grass sports pitch provision-3ha required: costs given are for construction of pitches only – no land costs identified	Grass required - not all-weather	£555,000	1550	Craighall (MH1), Newton Farm (MH2)	ELC /Developers	Short-term
6 team changing facility		£960,000	1550	Craighall (MH1), Newton Farm (MH2)	ELC /Developers	Short-term
Wallyford						
For existing Wallyford 1450 allocation and proposed LDP allocation (600) a total of 2	All Outdoor Sports provision should be co-located. The 1 x3G pitch and 1 x grass pitch	£185,000	600	Dolphinstone (MH10)	ELC /Developers	Short-term

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grass and 1 all-weather pitches are required. This is a net increase of 1grass pitch.	identified for the Established developments to be co-located with additional 1 x grass = 2 grass and 1 x 3G in total					
For existing 1450 and proposed LDP600 dwellings, a 6team changing facility is required (4 team changing already agreed)		£401,000	600	Dolphinstone (MH10)	ELC /Developers	Short-term
Whitecraig						
1 x full size grass sports pitch		£185,000	500	Whitecraig South (MH14, Whitecraig North (MH15)	ELC /Developers	Short term
2 team changing pavilion linked to new full sized sports pitch		£450,000	500	Whitecraig South (MH14, Whitecraig North (MH15)	ELC /Developers	Short term
Longniddry						
1 x full size grass sports pitch	Provide all formal sports infrastructure within new development/Urban Park 2 team changing Pavilion no longer required. Instead will utilise existing changing pavilion in recreation park as	£ 185,000	450	Longniddry South (PS1)	ELC /Developers	Short-term

	long as safe access routes are in place.					
Tranent						
1 x full size grass sports pitch linked to developments at Windygoul South.	Within 1 ha land south of Windygoul PS, Tranent-costs £185K included for construction of pitch. Title of land to be transferred to Council	£185,000	670	Windygoul South (TT1), Lammermuir Terrace (TT4)	ELC /Developers	Short term
Enhance provision within Polson Park including upgrade to existing 11aside grass park Elphinstone		£21,297	200	Lammermuir Terrace (TT4), Bankpark (TT5)	ELC /Developers	Short to medium term
Contribution towards modest refurbishment of existing pavilion	To take account of increased usage arising from increase in population	£50,000	80	Elphinstone (TT11)	ELC /Developers	Short-term
Blindwells						
3 full size grass community sports pitches		£550,000	1600	Blindwells (BW1)	ELC /Developers	Medium-term
6 team changing pavilion	Pavilion to include referee room, storage and social space	£960,000	1600	Blindwells (BW1)	ELC /Developers	Medium-term
1 x cricket wicket		£8,000	1600	Blindwells (BW1)	ELC /Developers	Medium-term

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4 tennis court provision with changing pavilion as part of main facility		£200,000	1600	Blindwells (BW1)	ELC /Developers	Medium-term
Haddington						
Land required for additional 7 a side grass pitch 60m x 40m informal recreational area within Letham development	costs are for construction of pitch-excluding land costs	£92,500	275	Letham Mains Expansion (HN2)	ELC /Developers	Short-term
Dunbar						
1 x full size grass sports pitch at Hallhill	Area for community sports pitch identified east of the Primary School, south of Hallhill	£185,000	495	Hallhill North (DR2), Brodie Road (DR4), Newtonlees South (DR12), Abbeylands, Abbeylands Garage, Belhaven	ELC /Developers	Short term

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2 x team changing extension to Hallhill Healthy Living Centre	£300K allowance	£300,000	495	Hospital Field, Coastguard Site, Assembly Rooms	ELC /Developers	Medium term
Gullane						
Improve quality of existing 11 a side grass pitch in Recreation Park (Levelling/drainage) to take account of increased usage		£18,191	195	Saltcoats (NK7), Fenton Gait East (NK8), Fenton Gait South (NK9)	ELC /Developers	Short-term
Land required south of the school site and construction of new additional 7 a side football pitch-overall 70 x 50		£92,500	195	Saltcoats (NK7), Fenton Gait East (NK8), Fenton Gait South (NK9)	ELC /Developers	Short term
Aberlady						
Improve drainage to increase capacity and usage of existing 11 a side grass pitch		£12,323	100	Aberlady West (NK10)	ELC /Developers	Short term

3 LDP Guidance

3.1 This Sections deals with the remaining guidance, policies and proposals not mentioned in earlier parts of the Programme. The Local Development Plan contains a set of policies and proposals. A policy is usually thought of as a rule to guide decisions. It captures the Council’s broad intentions. A proposal is usually site specific and states a plan to do something. The tables below set out the remaining guidance, policies and proposals not mentioned above and the actions needed to implement them to successfully deliver the LDP. The success of the implementation will be assessed through the LDP 2 process.

GUIDANCE ACTION 1 ADOPTION OF LOCAL DEVELOPMENT PLAN SUPPLEMENTARY PLANNING GUIDANCE					
Policy	Lead & Joint Working	Dependant Sites Allocation / Application	Timing & Next Steps	Time: Short Medium Long	Progress (2020)
<i>Farm Steadings Design Guidance Supplementary Planning Guidance</i>					
Policies: DC1, DC2, DC3, DP5	ELC (lead)/ Developers	All in East Lothian	Consultation June- July 2018		Adopted October 2018
The East Lothian Local Development Plan supports the restoration of architecturally important rural buildings. This should be done in a way that maintains or complements the layout and appearance of traditional rural buildings or groups of buildings. The Farm Steading Design Guidance was adopted as Supplementary Planning Guidance in October 2018. It forms a non-statutory part of the East Lothian Local Development Plan to provide advice for use at pre-application planning discussions. The SPG guides development of specific farm steading conversions throughout East Lothian in line with the Local Development Plan policies. It will be used in the determination of planning applications within this area, but does not set a framework for the scale or type of development.					
<i>Cultural Heritage and the Built Environment SPG</i>					
Policy CH2	ELC (lead)/ Developers	East Lothian	Consultation June- July 2018		Adopted October 2018

GUIDANCE ACTION 1 ADOPTION OF LOCAL DEVELOPMENT PLAN SUPPLEMENTARY PLANNING GUIDANCE					
Policy	Lead & Joint Working	Dependant Sites Allocation / Application	Timing & Next Steps	Time: Short Medium Long	Progress (2020)
<p>Conservation Area designation is used to identify areas of special architectural or historic interest. Planning decisions must ensure that the character or appearance of a Conservation Area is preserved or enhanced. There are currently 30 designated Conservation Areas in East Lothian and each has its own distinctive character. Conservation Area Character Statements for 29 Conservation Areas and the more comprehensive Conservation Area Character Appraisal for Inveresk Conservation Area are set out in this SPG. The guidance will be a material consideration in planning decisions.</p>					
<i>Special Landscape Areas SPG</i>					
Policy DC9	ELC (lead)/ Developers / Landowner/ SNH/HES	East Lothian	Consultation June- July 2018		Adopted October 2018
<p>The Council has assessed the East Lothian landscape in accordance with Guidance on Local Landscape Designations produced by Scottish Natural Heritage and Historic Environment Scotland. The Plan designates Special Landscape Areas and the boundaries of these areas are shown on the Proposals Map. Supplementary planning guidance on Special Landscape Areas will identify the boundaries of these areas, describe each Special Landscape Area and include a Statement of Importance for each. Development should accord with this SPG.</p>					
<i>Green Network Strategy SPG</i>					
Policy DC10	ELC (lead)/ Adjoining Local Authorities/ SUstrans / SEPA	East Lothian	Consultation November- December 2018		Adopted February 2019
<p>The Green Network Strategy identifies, describes and illustrates where and how to deliver new or improved green infrastructure, including as part of new development. The Council will have regard to its Green Network Strategy when assessing planning applications.</p>					

GUIDANCE ACTION 1 ADOPTION OF LOCAL DEVELOPMENT PLAN SUPPLEMENTARY PLANNING GUIDANCE					
Policy	Lead & Joint Working	Dependant Sites Allocation / Application	Timing & Next Steps	Time: Short Medium Long	Progress (2020)
<u>Sustainable Drainage Systems SPG</u>					
Policy NH10	ELC (lead)/ Developers / Landowner	East Lothian	Consultation March – April 2019		Adopted June 2019
SuDS SPG has been prepared by East Lothian Council’s cross-service SuDS Working Group. It supplements the Local Development Plan 2018 policies regarding SuDS and flood risk management and links with wider Council policies, strategies and priorities. The SPG sets out the Council’s preferred approach to the design, functionality and management of new SuDS features for all types of development to ensure that they are visually attractive, add value in terms of recreation, amenity and biodiversity, and can be maintained effectively.					
<u>Countryside and Coast SPG</u>					
Policy DC8	ELC (lead)/ Developers / Landowner	East Lothian	Consultation July - August 2019		Adopted October 2019
Details of the particular importance of each designated area will be set out in supplementary planning guidance on Countryside Around Towns. Development that would harm CAT objectives defined in the SPG will not be permitted.					
<u>Design Standards for New Housing Areas SPG</u>					
Policy DP8	ELC (lead)/ Developers	East Lothian	Consultation November- December 2018 November – December 2019		Adopted May 2020

GUIDANCE ACTION 1 ADOPTION OF LOCAL DEVELOPMENT PLAN SUPPLEMENTARY PLANNING GUIDANCE					
Policy	Lead & Joint Working	Dependant Sites Allocation / Application	Timing & Next Steps	Time: Short Medium Long	Progress (2020)
<p>East Lothian Council requires that high quality design principles are incorporated into the design and layout of all new developments. Designing better places to live, work and play that improve the integration of places, people and their movement needs represents a move towards realising such objectives. The Council’s Design Standards for New Housing Areas SPG seeks to raise awareness of the unique characteristics and attributes of East Lothian, how these can be used positively to create new places both small scale and large, and the technical aspects of design that are required to deliver great new places.</p>					
ClimatEvolution Vision and Action Plan (SPG)					
	ELC (lead)/ Developers	East Lothian	Draft Document Consultation June – July 2020		Autumn 2020
<p>East Lothian Council has been working in partnership with the Scottish Government, The Lothian Drainage Partnership, SEPA, Scottish Water and Scottish Natural Heritage to prepare a document called the ClimatEvolution Vision and Action Plan. This document is a place-based response to East Lothian Council’s Climate Change Strategy, approved by Cabinet on the 21st January 2020 and interacts with the existing communities of Tranent, Prestonpans, Cockenzie and Port Seton and Longniddry and Macmerry. The aim of the ClimatEvolution Vision and Action Plan is to ensure that a major area of development in the county can become a national example of environmentally-friendly and inclusive development. The ClimatEvolution Vision and Action Plan will, once finalised, form Supplementary Planning Guidance to the Local Development Plan 2018.</p>					
<i>Blindwells Development Area Design Framework</i>					
Policy BW3	ELC (lead)/ Developers / Landowners / SEPA /SNH (other key agencies may also be involved)	Blindwells	Draft Document		Work is on-going

GUIDANCE ACTION 1 ADOPTION OF LOCAL DEVELOPMENT PLAN SUPPLEMENTARY PLANNING GUIDANCE					
Policy	Lead & Joint Working	Dependant Sites Allocation / Application	Timing & Next Steps	Time: Short Medium Long	Progress (2020)
Mixed use allocation including circa. 1,600 homes, 10 hectares of employment land and a new local centre. Long term expansion to the east to around 6,000 homes with more employment land and other mixed land uses including a sub-regional town centre.					
Waste Management Supplementary Planning Guidance					
Policies: W1, W2, W3, W4	ELC (lead)/ Developers	All in East Lothian	n/a		The adopted Design Standards for New Residential Areas SPG incorporates certain guidance on waste management techniques.
The adopted Design Standards for New Residential Areas SPG includes guidance and requirements relevant to waste management. This SPG sufficiently promotes positive steps to better manage waste issues in new residential developments and ensure that schemes consider appropriate waste management techniques. Currently, the Planning Service is not engaged in the preparation of a bespoke guidance on the waste management issues.					
Wind SPG					
Policies: WD1, WD2, WD3, W4, WD5	ELC (lead)/ Developers/ Landowner/ Other Parties	East Lothian	n/a		Monitoring of the existing wind energy developments.
The LDP states that the Council may publish supplementary planning guidance on re-powering (Policy WD5). Further monitoring of the current wind farm developments in East Lothian is needed to inform any future decisions on whether this SPG is required. This monitoring work will be conducted as part of the LDP2 process.					

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
GROWING OUR ECONOMY AND COMMUNITIES				
GENERAL URBAN DEVELOPMENT POLICIES				
Policy TC1: 'Town Centre First' Principle	East Lothian's town centres are a key element of the area's economic and social fabric, acting as service hubs for the areas around them and contributing to local identity. The Council supports the 'town centre first' principle, which promotes an approach to decision-making that considers the health and vibrancy of town centres.	<ul style="list-style-type: none"> • A sequential 'town centre first' approach will be applied where appropriate to development proposals that would attract significant footfall. • Management and monitoring of planning applications through the DM process to monitor compliance with policy. 	ELC (lead)/ Developers	Ongoing
Policy TC2: Town and Local Centres	Within a town or local centre, uses that will be acceptable in principle include retailing, business and office use, restaurants, leisure and entertainment and the principle of a change of use from one of these uses to another will be supported.	<ul style="list-style-type: none"> • Regular retail health checks • Preparation of Town Centre Strategies which will also inform LDP2. • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Proactive meetings with local retail representatives. • Awareness of changing economic and shopping patterns and 	ELC (lead)/ Developers / Local traders	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		continued protection the existing centres.		
Policy TC3: Protection of Local Facilities	Within smaller villages changes of use of the last shop or public house will only be permitted where there is evidence that the premises is no longer viable.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers/ Community	Ongoing
Policy TC4: Hot food Outlets	Hot food take-aways have the potential to raise particular issues for local residential amenity due to noise and smell, and road safety resulting from parking impacts.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Monitor effectiveness of appropriate policies. 	ELC (lead)/ Developers/ Community	Ongoing
Policy RCA1: Residential Character and Amenity	The predominantly residential character and amenity of the existing or proposed housing areas will be safeguarded from the adverse impact of uses other than houses.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers/ Community	Ongoing
PLANNING FOR EMPLOYMENT				
Policy EMP1: Business and	Within areas allocated for business and employment, uses within Use Classes 4, 5 and 6 are supported. Other employment	<ul style="list-style-type: none"> • Prepare development briefs as appropriate. 	ELC (lead)/ Developers/ Community	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
Employment Locations	generating uses may also be supported in these locations subject to Policy TC1 and provided there would be no amenity conflicts or other unacceptable impacts.	<ul style="list-style-type: none"> • Safeguard other business land from inappropriate alternative uses. • Direct business and tourism proposals towards Business Locations. 		
Policy EMP2: Operational Harbours	Within harbours areas the Council will give preference to uses that relate to fishing or other industry connected with the harbour. The council will consider other uses provided they do not prejudice these uses.	<ul style="list-style-type: none"> • Permit only proposals which do not undermine strategic purposes of the harbours. • Monitor effectiveness of appropriate policies. 	ELC (lead)/ Harbour Operators/ Developer/ Community	Ongoing
TOURISM				
Policy TOUR1: Archerfield Estate, Dirleton	Continue to support the principle of high quality golf based hotel, leisure and recreation development provided these will not have an adverse effect upon the integrity of the Firth of Forth SPA.	<ul style="list-style-type: none"> • Permit only proposals which do not undermine strategic purposes of the SPA. • Monitor effectiveness of appropriate policies. 	ELC (lead)/ Archerfield Estate	Ongoing
Policy TOUR2: Belhaven Chalets	Support the continued use of the Belhaven chalets as holiday accommodation.	<ul style="list-style-type: none"> • Permit only proposals which do not undermine strategic purposes of the SPA. 	ELC (lead)/ Developer/ Community	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		<ul style="list-style-type: none"> • Monitor effectiveness of appropriate policies. 		
Policy TOUR3: Dunbar Vaults	Continue to support the principle of proposals for a commercial or tourist related development.	<ul style="list-style-type: none"> • Permit only proposals which do not undermine strategic purposes of the SPA. • Monitor effectiveness of appropriate policies. 	ELC (lead)/ Developer/ Community	Ongoing
Policy TOUR4: Hotels and Guest Houses	Proposals for the change of use of hotels and guest houses will be resisted unless it can be clearly demonstrated that all reasonable efforts have been made to retain the property.	<ul style="list-style-type: none"> • Steer business and tourism proposals towards these Locations. • Monitor effectiveness of appropriate policies. 	ELC (lead)/ Developer/ Community	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
PLANNING FOR HOUSING				
Policy HOU1: Established Housing Land	The Council continues to support the development of the established housing land supply in East Lothian, including the effective land supply as well as unconstrained and constrained sites, as set out in Housing Land Audit 2019.	<ul style="list-style-type: none"> • Monitor effectiveness of land supply, site phasing and completions through Housing Land Audit process. • Prepare development briefs as appropriate. • Monitor effectiveness of appropriate SG. 	ELC (lead)/ Homes for Scotland / Developers/ Housing Associations	Ongoing
Policy HOU2: Maintaining an Adequate 5 Year Effective Housing Land Supply	In line with the Scottish Government’s current national planning policy and advice, if there is not ‘enough’ effective housing land in East Lothian for the next five years, a presumption in favour of development that contributes to sustainable development will be a significant material consideration in the determination of proposals for housing development on land not identified by this Plan as suitable in principle for that purpose.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Regular monitoring through the Housing Land Audit, the Local Housing Strategy and the Strategic Housing Needs and Demand Assessment. • Council may decide to support housing proposals on land where this is not supported in principle by the LDP, but such a move must be consistent with all other 	ELC (lead)/ Developers/ Housing Associations	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		relevant policies especially SDP Policy 7, Policy HOU2, Policy NH1 and those on design.		
Policy HOU3: Affordable Housing Quota	Development proposals that in their totality will bring forward 5 or more dwellings must make provision for 25% of the total number of housing proposed for the site to be affordable.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must be consistent with all relevant policies and • Must be consistent with the Affordable Housing SPG. 	ELC (lead)/ Developer/ Housing Associations	Ongoing Supplementary Planning Guidance on Affordable Housing adopted in 2019
Policy HOU4: Affordable Housing and Tenure Mix	A wide range of housing tenures can be affordable. A wide tenure mix and delivery partners can help ensure housing, including affordable housing, is delivered. The LDP's policies and proposals take this and the need for affordable housing into account.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must be consistent with all relevant policies and • Must be consistent with the Affordable Housing SPG. 	ELC (lead)/ Developers/ Housing Associations/ District Valuer	Ongoing Supplementary Planning Guidance on Affordable Housing adopted in 2019
Policy HOU5: Residential Care & Nursing Homes – Change of Use	Change of use will not be supported unless continued use as a care home is not operationally viable, and it is impossible to make it so either by investment or sale to another operator.	<ul style="list-style-type: none"> • Monitor effectiveness of appropriate policy. • Regular assessment through the Local Housing Strategy and the Strategic Housing Needs and Demand Assessment. 	ELC (lead)/ Developers/ Housing Associations	Ongoing Supplementary Planning Guidance on Affordable Housing adopted in 2019.

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 		
Policy HOU6: Residential Care & Nursing Homes – Location	Developers of residential care and nursing homes are encouraged to use sites within settlements.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Monitor effectiveness of appropriate policy. 	ELC (lead)/ Developers/ Housing Associations	Ongoing
Policy HOU7: Housing in Multiple Occupation	Where planning permission for a change of use to a House in Multiple occupations is required it will be supported providing it meets the policy criteria.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Monitor effectiveness of appropriate policy. 	ELC (lead)/ Developers/ Housing Associations	Ongoing
Policy HOU8: Gypsy/ Traveller Sites	The Council is supportive of the principle of further small, privately-owned Gypsy/Traveller sites.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
EDUCATION, COMMUNITY AND HEALTH AND SOCIAL CARE FACILITIES				
Policy SECF1: Safeguarded Education and Community Facilities	The continued use of land currently occupied by education and community facilities is supported. Shared use by relevant service providers will be encouraged where appropriate.	<ul style="list-style-type: none"> • Management and monitoring of planning applications, particularly in relation to sites associated with education requirements. • Must accord with Policy DEL1: Infrastructure and Facilities Provision and Developer Contributions Framework Supplementary Guidance. • Actively pursue the implementation of the projects identified in priority Action 2. 	ELC (lead)/ Developers	Ongoing
PROP CF1 – Provision of New Sports Pitches and Changing Accommodation	Development proposals for 5 or more homes must make provision for the delivery of new sports pitches and changing accommodation in the relevant contribution zone.	<ul style="list-style-type: none"> • Must also accord with Policy DEL1: Infrastructure and Facilities Provision and Developer Contributions Framework Supplementary Guidance. • Actively pursue the implementation of the projects identified in priority Action 2. 	ELC (lead)/ Developers	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
HEALTH AND SOCIAL CARE FACILITIES				
Policy HSC1: Health Care Sites	East Lothian Council supports the wider provision of locally accessible health care facilities through the retention of adequate land for health care use. Where land was last used for public health care, alternative uses will not be considered unless the Council is satisfied the land is no longer needed.	<ul style="list-style-type: none"> Management and monitoring of planning applications, particularly in relation to sites associated with health requirements. 	ELC (lead)/ Developers/ Health Care Providers	Ongoing
PROP HSC2 – Health Care Facilities Proposals	NHS Lothian and the East Lothian Health and Social Care Partnership have identified proposals to help address demand for services and additional projects may also be identified in future.	<ul style="list-style-type: none"> Management and monitoring of planning applications, particularly in relation to sites associated with health requirements. 	ELC (lead)/ Developers/ Health Care Providers	Ongoing <ul style="list-style-type: none"> A new East Lothian Community Hospital and Campus at the site of Roodlands Hospital in Haddington completed in 2020. Additional GP capacity has recently been delivered in Ormiston, Tranent and Musselburgh.

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
OPEN SPACE AND PLAY PROVISION				
Policy OS1: Protection of Open Space	The loss of areas of open space that have significant amenity or recreational value will be resisted by the Council, unless their function is not harmed or appropriate alternative provision can be made locally.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the terms of the policy. 	ELC (lead)/ Developers	Ongoing
Policy OS2: Change of use to Garden Ground	Change of use of public open space to garden ground will be supported if it will not result in unacceptable loss of visual or recreational amenity.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the terms of the policy. 	ELC (lead)/ Developers	Ongoing
Policy OS3: Minimum Open Space Standard for New General Needs Housing Development	The Council’s Open Space and Sports Pitch Strategy 2012 assesses the supply of recreational facilities and open space against existing and anticipated demand. This has informed the Council’s site-specific development requirements for such facilities. The land take for such requirements will contribute towards the overall open space requirement of Policy OS3.	<ul style="list-style-type: none"> • Must accord with Policies DP1, DP2 and DP4. • Must also accord with Policy DEL1: Infrastructure and Facilities Provision and Developer Contributions Framework Supplementary Guidance and the Development Briefs SPG. 	ELC (lead)/ Developers	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
Policy OS4: Play Space Provision in new General Needs Housing Development	In providing for play, the needs of children of all ages and abilities should be taken into account. Opportunities for play should be provided as an integral part of the layout and design of development.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers	Ongoing
Policy OS5: Allotment Provision	As provision of allotment space is a statutory duty, the Council must plan for future provision.	<ul style="list-style-type: none"> • Developers to make provision for land within their masterplans for the delivery of allotments as appropriate. • Planning applications will be managed and monitored through the DM process to ensure compliance with the terms of the policy and be consistent with Policy OS3. 	ELC (lead)/ Community Councils/ Developers	Ongoing
PROP OS6 – Allotment Sites	The Council’s allotment strategy will seek to prioritise provision of allotment space for each cluster area within each cluster area as deemed necessary.	<ul style="list-style-type: none"> • Developers/applicants to make provision for land within their masterplans for the delivery of allotments as appropriate. • Planning applications will be managed and monitored 	ELC (lead)/ Community Councils/ Developers	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		through the DM process to ensure compliance with the terms of the policy and be consistent with Policy OS5.		
OUR INFRASTRUCTURE & RESOURCES				
TRANSPORT				
Policy T1: Development Location and Accessibility	New Development shall be located on sites that are capable of being conveniently and safely accessed by foot and by cycle, by public transport as well as by private vehicle, including adequate car parking.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Actively pursue the implementation of the projects identified in priority Action 2. • Master plans for certain proposals to incorporate the need for Travel plans. • Regular interaction with statutory bodies to ensure coordinated action. • React to any change appropriately ensuring sustainable transport and strategic projects are 	ELC (lead)/ Developers/ Transport Scotland	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		<p>implemented in line with development requirements.</p> <ul style="list-style-type: none"> • Must also accord with Policy DEL1 		
Policy T2: General Transport Impact	New development should have no significant adverse effects on road Safety, walking and cycling, travel times etc.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Actively pursue the implementation of the projects identified in priority Action 2. • Must be consistent with Policy DEL1. 	ELC (lead)/ Developers/ Transport Scotland	Ongoing
PROP T3: Segregated Active Travel Corridor	The Council will develop a new segregated active travel corridor within East Lothian.	<ul style="list-style-type: none"> • Complete Transport Appraisal / Modelling • Work in partnership with different stakeholders, including adjoining Local Authorities when appropriate • Must be consistent with the Developer Contributions Framework SG • Must be consistent with Policy T32 and Policy DEL1. 	ELC (lead)/ Sustrans/ SEStran/ Scottish Government/ Developers/ local community	Medium to Long term

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		<ul style="list-style-type: none"> Actively pursue the implementation of the projects identified in priority Action 2. 		
Policy T4: Active Travel Routes and Core Paths as part of the Green Network Strategy	The Council will protect its existing core path and active travel networks and ensure that new development does not undermine them, including the convenience, safety and enjoyment of their use.	<ul style="list-style-type: none"> Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. Must be consistent with Policy DEL1 and Policy DC10 	ELC (lead)/ Sustrans/ SEStran/ Developers/ Transport Scotland	Ongoing
PROP T5: Cycle Route Network	The Council will develop and enhance the cycle route network with a Cycling Strategy for East Lothian.	<ul style="list-style-type: none"> Must be linked to regional and national strategies. Consideration for Policy T9 safeguards identified in priority Action 2. Actively pursue the implementation of the projects identified in priority Action 2. 	ELC (lead)/ Sustrans/ SEStran Scottish Government	Medium to Long term
Policy T6: Relocation of road Space and Pedestrian	Ensure that people have access to safe walking routes within urban areas, including to transport interchanges.	<ul style="list-style-type: none"> Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers/ Transport Scotland	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
Crossing Points				
Policy T7: Information Technology	Opportunities to develop these technologies are promoted to encourage greater use of sustainable transport options.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers	Ongoing
Policy T8: Bus Network Improvements	Council is committed to maintaining bus services throughout the county. Where new development is located within a less accessible location, or where a development would support provision of a new service that is not currently viable, the developer may be required to make a financial contribution towards an agreed level of service for a period of time.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • React to any change appropriately ensuring sustainable transport and strategic projects are implemented in line with development requirements. 	ELC (lead)/ Developer/ Transport Scotland/ Bus Operators	Ongoing
PROP T12: Railway Station Safeguarding at East Linton	Safeguard land for new East Linton station, carpark and access.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • HRA will be required. 	ELC (lead)/ Network Rail (lead)/ SEStran /Transport	Short / medium term

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		<ul style="list-style-type: none"> Actively pursue the implementation of the projects identified in priority Action 2. 	Scotland / Landowner / SNH	
PROP T13: East Coast Main Line: Four Track Section, New Rail Station and Vehicular Overbridge	Safeguard land for new four line section of track and new rail station, carpark, access and new East Coast Mainline over-bridge.	<ul style="list-style-type: none"> Planning applications will be managed and monitored through the DM process to ensure compliance with the policy HRA will be required. Actively pursue the implementation of the projects identified in priority Action 2. 	ELC (lead)/ Network Rail (lead)/ SEStran / Transport Scotland / Landowner / SNH	Long term aspirational
Policy T14: Longniddry – Haddington Route Safeguard	The Council recognises the potential of the former Longniddry-Haddington branch rail line to be re-used as a public transport link between Haddington, western East Lothian and Edinburgh in the longer term.	<ul style="list-style-type: none"> Regular interaction with statutory bodies to ensure coordinated action. 	ELC (lead)/ Network Rail/ Train operator/ Transport Scotland/SEStran/ Local Access Forum	Long term aspirational

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
PROP T18: Land Safeguarded for Trunk Road Interchange at Adniston and Eastern Tranent By-pass	Land for potential new trunk road interchange is safeguarded. The Council will continue to investigate the feasibility of a new trunk road interchange at Adniston and an eastern Tranent by-pass, including further assessment and modelling work.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Actively pursue the implementation of the projects identified in priority Action 2. 	ELC (lead)/ Landowner/ Transport Scotland	Long term aspirational
Policy T19: Transport Improvements to Musselburgh Town Centre	Council will support and encourage a programme for transport improvements to Musselburgh town centre to improve traffic flow and air quality, including the management of vehicles, parking provision, public transport improvements and enhanced pedestrian and cycle routes.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must accord with Policies T32 and DEL1. 	ELC (lead)/ Sustrans/SEStran/ Developers	Ongoing Will promote Traffic Regulation Orders where necessary.
Policy T23: Transport Improvements to A198, Meadowmill Roundabout	Council support and encourage a programme of transport improvements to the A198 and Meadowmill Roundabout if required to improve traffic flow, public transport provision and enhanced pedestrian and cycle routes.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Sustrans/SEStran Developers/ Transport Scotland	Ongoing Will promote Traffic Regulation Orders where necessary.

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
and Bankton interchange		<ul style="list-style-type: none"> • Must accord with Policies T32 and DEL1. 		
Policy T26: Transport Improvements to Tranent Town Centre	Council support and encourage a programme of transport improvements to Tranent Town Centre if required to improve traffic flow, public transport provision and enhanced pedestrian and cycle routes.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must accord with Policies T32 and DEL1. 	ELC (lead)/ Sustrans/ SEStran/ Developers	Ongoing Will promote Traffic Regulation Orders where necessary.
Policy T29: Town Centre Parking Strategy	The Council will seek to implement its parking strategy to improve efficiency of the current supply and reduce the negative impacts of parking within settlements.	<ul style="list-style-type: none"> • Monitor effectiveness of policy. 	ELC (lead)/ communities	Ongoing
Policy T30: Road Safety and 20mph Limits	The Council shall develop a road safety plan to further invest road safety and introduce 20mph speed limits and zones in residential areas.	<ul style="list-style-type: none"> • Monitor effectiveness of policy. • Develop Road Safety Plan. 	ELC (lead)/ communities	Ongoing
Policy T31: Electric Car and Bus	Council will encourage and support the principle of introducing electric vehicle charging points around both existing and proposed community facilities.	<ul style="list-style-type: none"> • Monitor effectiveness of policy. • Developers will be encouraged to consider EV charging points during the DM process 	ELC (lead)/ Scottish Government/ Developers	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
Charging Points				
Policy T32: Transport Infrastructure Fund	A package of transport interventions to mitigate the cumulative impact of development on the transport network.	<ul style="list-style-type: none"> • Monitor effectiveness of appropriate policies. • Must be consistent with Policy DEL1. 	ELC (lead) Sustrans/SEStran Transport Scotland/ Developers	Ongoing
DIGITAL COMMUNICATION				
Policy DCN1: Digital Communications Networks	Council support digital communications infrastructure in principle provided it will not have unacceptable environmental impacts.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers	Ongoing
Policy DCN2: Provision for Broadband Connectivity in New Development	Development proposals of 5 or more homes or proposals for employment generating uses with a floor area of 100m ² or larger shall make provision for deliverable opportunities for digital infrastructure.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
OTHER INFRASTRUCTURE: MAJOR HAZARD SITES AND PIPELINES				
Policy OI1: Pipeline Consultation Zone	All planning applications that are within the consultation distance of a notable installation will be referred to the HSE.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developer/ HSE	Ongoing
Policy OI2: Torness Consultation Zone	All relevant planning applications received within a 3km radius of the Torness Generating Station will be referred to the Office of Nuclear Regulation.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developer/ ONR	Ongoing
Policy OI3: Edinburgh Airport Safeguarding Zone:	All planning applications for wind turbine developments within the zone as identified will be notified to the operators of the Edinburgh Airport.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers/ Edinburgh Airport	Ongoing
ENERGY GENERATION, DISTRIBUTION AND TRANSMISSION				
Policy SEH1: Sustainable Energy and Heat	Council supports in principle the 'energy hierarchy' and promotes energy-efficient design in new developments. Community heat schemes are encouraged where they do not harm amenity.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy • Energy statements will be required for determination • Supplementary Planning Guidance to be finalised 	ELC (lead)/ Developer/ Heat Network Partnership / SEPA	Short term

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
Policy SEH2: Low and Zero Carbon Generating Technologies	The Council is legally obliged to include a policy in the LDP that requires all new development to be designed to ensure new buildings 'avoid a specified and rising proportion of the projected greenhouse gas emissions' through use of low and zero-carbon generating technologies (LZCGT).	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Pre-application advice to encourage energy efficiency and carbon reduction. • Stay up to date with emerging government advice on energy efficiency and carbon reduction. 	ELC (lead)/ Developer	Ongoing
WIND TURBINES				
Policy WD1: Wind Farms	SPP requires the Council to produce a spatial framework for onshore wind farm development in accordance with a prescribed methodology, dividing the area into three groups, and to identify areas of strategic capacity.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Monitoring of appeals and decisions. 	ELC (lead)/ Developers/ Renewable Energy Industry/ communities	Ongoing
Policy WD2: Smaller Scale Wind Turbine Developments	Proposals for smaller scale wind development will generally have more local impacts and the spatial framework will not be relevant in guiding developers. Proposals below 12m in height will generally be acceptable where they	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy and the East Lothian Supplementary 	ELC (lead)/ Developers/ communities	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
	have a clear visual or operational relationship with other development.	Landscape Capacity Study for Smaller Wind Turbines.		
Policy WD3: All Wind Turbines	All freestanding wind turbine and wind farm proposals require to be considered against a number of factors.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must be consistent with WD1 and WD2. 	ELC (lead)/ Developers/ communities	Ongoing
Policy WD4: Access Tracks	Access tracks serving wind turbines can sometimes be visually intrusive and can raise issues of drainage, including from lack of maintenance. Such impacts will also require to be assessed	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers/ Renewable Energy Industry/ communities	Ongoing
Policy WD5: Re-powering	Subject to compliance with policies WD3 and WD1 or WD2 as appropriate, proposals for re-powering of existing wind turbines and wind farm sites will only be supported if they use existing infrastructure where possible.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must accord with WD3 and/or WD1 or WD2. 	ELC (lead)/ Developers/ Renewable Energy Industry/ communities	Ongoing
Policy WD6: Decommissioning and Site Restoration	All wind turbines must be decommissioned and the site restored to an appropriate condition with an agreed timescale.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through 	ELC (lead)/ Developers/ Renewable	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		the DM process to ensure compliance with the policy. <ul style="list-style-type: none"> • A Decommissioning Strategy may be required. 	Energy Industry/communities	
ENERGY GENERATION AND TRANSMISSION				
PROP EGT1 - Former Cockerzie Power Station	The site is safeguarded as a site for future thermal power generation and Carbon Capture and Storage and renewable energy-related investment.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • HRA will be required. • Must be consistent with 'National Development 3' in the NPF3. 	ELC (lead)/ Scottish Ministers (lead)/ Developers / SNH	Ongoing
PROP EGT2 - Torness Power Station	It is expected to remain operational until at least 2030 and continues to be safeguarded for power generation.	<ul style="list-style-type: none"> • If power generation ceases during the lifetime of the LDP the Council will seek to facilitate necessary works associated with decommissioning. • A Decommissioning Strategy may be required. 	ELC (lead)	Ongoing
PROP EGT3 – Forth Coast Area of Co-	Council supports the principle of electricity grid connections on the Forth coast to	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through 	ELC (lead)/ Developers / SNH	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
ordinated Action	facilitate off-shore energy generation provided certain criteria are met.	<p>the DM process to ensure compliance with the policy.</p> <ul style="list-style-type: none"> • A HRA will be required. • Developers to work together to minimise impacts by combining infrastructure where possible. 		
Policy EGT4: Enhanced High Voltage Electricity Transmission Network	Council supports enhancement of the high voltage electricity network in appropriate locations.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Removal of any redundant lines. 	ELC (lead)/ Developer	Ongoing
WASTE				
Policy W1: Waste Management Safeguards	Existing and committed waste management sites are safeguarded by the Plan.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy • Safeguarding of sites in policy. • Must adhere to the Scottish Government's Zero Waste Plan 2010. 	ELC (lead)	Ongoing
Policy W2: Waste	Waste Management development will be supported in principle on sites allocated for employment. Any proposals for 'Energy for	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through 	ELC (lead)/ Developer	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
Management Developments	Waste' facilities should enable links to be made to potential users of renewable heat and energy.	<p>the DM process to ensure compliance with the policy.</p> <ul style="list-style-type: none"> • Must be consistent with Policy EMP1 and Policy SEH1. 		
Policy W3: Waste Separation and Collection	All new development should include appropriate provision for waste separation and collection.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must be consistent with the Waste (Scotland) Regulations and Zero Waste Plan. 	ELC (lead)/ Developer	Ongoing
Policy W4: Construction Waste	Site Waste management plans should be submitted with all planning applications for major developments.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Requirement for Waste Management Plans. • Must be consistent with Zero Waste Plan. 	ELC (lead)/ Developers	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
MINERALS				
Policy MIN1: Protection of Mineral Reserves	Mineral reserves should be protected from sterilisation.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must be consistent with other relevant policies. 	ELC (lead)	Ongoing
PROP MIN2: Safeguard Oxwellmains Limestone Quarry	The existing operational Quarry is safeguarded for the continued extraction of this mineral resource.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Safeguarding of sites listed in the policy. 	ELC (lead)	Ongoing
PROP MIN3: Safeguard Longyester and Skaterraw Sand and Gravel Quarries	The existing operational sand and gravel Quarries are safeguarded for the continued extraction of this mineral resource.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Safeguarding of sites listed in the policy. 	ELC (lead)	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
PROP MIN4: Safeguard Bangley and Markle Mains Hard Rock Quarries	The existing 1 hard rock Quarries are safeguarded for the continued extraction of this mineral resource.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Safeguarding of sites listed in the policy. 	ELC (lead)	Ongoing
Policy MIN5: Mineral Resources	Proposals for the winning and working of minerals including hard rock, sand and gravel and limestone will not, normally be permitted, with some exceptions granted.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developer	Ongoing
Policy MIN6: Opencast Coal Extraction	Proposals for Opencast coal extraction will be supported where they are proven to be acceptable.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must be consistent with Policy MIN8. 	ELC (lead)/ Developer	Ongoing
Policy MIN7: Onshore Oil and Gas	The extraction of onshore oil and gas, including copal bed methane and associated infrastructure will only be supported where it is proven to be acceptable.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must be consistent with Policy MIN8. 	ELC (lead)/ /Developer	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
Policy MIN8: Mineral Extraction Criteria	Proposals for surface mineral extraction or for the extraction of onshore oil or gas or coal bed methane will only be permitted where there will be no significant impact on the environment or local community.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Consideration for PAN50 	ELC (lead)/ Developers	Ongoing
Policy MIN9: Supporting information	Proposals for surface mineral extraction and for the extraction of onshore oil and gas including coal bed methane must be supported by specific details in the policy.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Method Statement required. • Must be consistent with other appropriate policies. 	ELC (lead)/ Developers	Ongoing
MIN10: Restoration and Aftercare	The quality of restoration and the after use of minerals sites are key considerations that will be taken into account before planning applications for mineral working are determined.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC /Developer	Ongoing
MIN11: Prior Extraction of Shallow Coal	Proposals for new built development within the East Lothian Coalfield that would result in the unnecessary permanent sterilisation of known workable reserves of shallow coal will	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
	only be permitted if there is an overriding need for the development.	<ul style="list-style-type: none"> • Must be consistent with other appropriate policies. 		
DIVERSE COUNTRYSIDE AND COASTAL AREAS				
Policy DC1: Rural Diversification	The Council supports the principle of new built development in the countryside to accommodate an appropriate countryside use or other business, tourism or leisure development.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must be consistent with policies NH1 and DC6. 	ELC (lead)/ Developers	Ongoing
Policy DC2: Conversion of rural buildings to housing	Conversions of appropriate buildings on the countryside to residential use will be supported where they meet the terms of the policy.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Pre-application advice will be available. 	ELC (lead)/ Developers	Ongoing Farm Steading Design Guidance SPG adopted in 2018
Policy DC3: Replacement dwellings in the countryside	As a further exception to the general presumption against new housing in the countryside, replacement of an existing permanent dwelling may be supported in some limited circumstances.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Provide pre-application advice 	ELC (lead)/ Developers	Ongoing
Policy DC4: New Build	The Plan has a general presumption against new housing in the countryside, but	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through 	ELC (lead)/ Developers	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
housing in the countryside	exceptionally a new house may be justified on the basis of an operational requirement of a rural business.	the DM process to ensure compliance with the policy. <ul style="list-style-type: none"> • Provide pre-application advice 		
Policy DC5: Housing as enabling development	The Council may exceptionally be willing to support an element of new build housing as enabling development to help deliver another form of development (other than for residential development or infrastructure) that is supported in principle in a countryside location under policy DC1.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Pre-application advice will be available. 	ELC (lead)/ Developers	Ongoing
Policy DC6: Development in the Coastal Area	Development proposals in coastal locations will be assessed against the qualities of the coastal area and other relevant Plan policies for the location, including those on development in the countryside where relevant.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Pre-application advice will be available. 	ELC (lead)/ Developers	Ongoing Countryside and Coast SPG adopted in 2019
Policy DC7: Development in the Edinburgh Green Belt	To ensure that the benefits of the green belt are maintained new development is generally restricted to limited circumstances. Proposals will also be assessed against relevant countryside or coastal policies.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Pre-application advice will be available. 	ELC (lead)/ Developers	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		<ul style="list-style-type: none"> • Must be consistent with other appropriate policies. 		
Policy DC8: Countryside Around Towns	There are a number of areas beyond the Edinburgh Green Belt that are also subject to development pressure but should be retained as open or undeveloped. Countryside Around Town designations will apply and their objectives will be to conserve the landscape setting, character or identity of certain towns and villages.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must be consistent with other appropriate policies. • CAT Areas Supplementary Planning Guidance to be finalised. 	ELC (lead)/ Developers	Ongoing Countryside and Coast SPG adopted in 2019
DC9: Special Landscape Areas	The Council has assessed the East Lothian landscape in accordance with Guidance on Local Landscape Designations produced by Scottish Natural Heritage and Historic Scotland.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • SLA Supplementary Planning Guidance to be finalised. 	ELC (lead)/ SNH/HES/ Developers	Ongoing Special Landscape Areas SPG adopted in 2018
Policy DC10: The Green Network	All relevant DEVELOPMENT must contribute to the Green Network in accordance with the relevant Development Brief and the Council's SPG.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy and SPG. 	ELC (lead)/ Developers	Ongoing Green Network Strategy SPG adopted in 2019

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		<ul style="list-style-type: none"> • Must be consistent with relevant development briefs. • Green Network Strategy to be finalised. 		
Policy DC11: Roadside Advertisements	The display of advertisements in the countryside has the potential to harm its character and appearance, and it is therefore necessary to control such development	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers	Ongoing
OUR NATURAL AND CULTURAL HERITAGE				
Policy NH1: Protection of Internationally Designated Sites	If a development proposal is likely to have a significant effect on a Natura 2000 or Ramsar site either individually or cumulatively with other projects (and is not directly connected to its nature conservation management), the Council must carry out an Appropriate Assessment under the Habitats Regulations to establish the implications for site's conservation interest and if there would be any adverse effect on the integrity of the Natura 2000 site.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers/ SNH	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
Policy NH2: Protection of Sites of Special Scientific Interest and Geological Conservation Review Sites	Development that would adversely affect a SSSI or GCR site will only be permitted where it can meet the terms of the policy.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must be considered against Policy NH3. 	ELC (lead)/ Developers/ SNH	Ongoing
Policy NH3: Protection of Local Sites and Areas	Development that would adversely affect the interest of a Local Nature Conservation Site, Local Nature Conservation or Country Park will only be permitted where it is demonstrated that any damage to the natural heritage interest or public enjoyment of the site is outweighed by the public benefits of the development to the local area and suitable mitigation will be secured.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Pre-application advice will be available. 	ELC (lead)/ Developers	Ongoing
Policy NH4: European Protected Species	Proposals that may have an impact on European protected species will only be permitted where they meet the terms of the policy.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		<ul style="list-style-type: none"> • Provide pre-application advice Must be consistent with the ELBAP. 		
Policy NH5: Biodiversity and Geodiversity Interests, including Nationally Protected Species	Developers must demonstrate, where relevant, how impacting on biodiversity and geodiversity have been addressed as part of their proposals. Sufficient supporting information should be submitted.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Pre-application advice will be available. • Must be consistent with the ELBAP. 	ELC (lead)/ Developers	Ongoing
Policy NH6: Geodiversity Recording and Alternative Exposures	Where it is not possible to retain a significant geodiversity feature in situ, it should be recorded prior to development. Where such an exposure will be lost and it is practicable to provide an alternative, this may be required.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Pre-application advice will be available. 	ELC (lead)/ Developers	Ongoing
Policy NH7: Protecting Soils	The Council aims to reduce adverse impacts on soils, avoid where possible development on prime agricultural land, and consider climate changes impacts of developing certain soil types.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers/ Landowner	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
Policy NH8: Trees and Development	The aim of policy on trees is to give protection to trees and woodland, in fulfilment of the Council's biodiversity duty and as an important part of promoting sustainable development.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers/ Landowners	Ongoing
Policy NH9: Water Environment	Where relevant, new development should protect and, where appropriate, enhance the water environment.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must be consistent with WFD and WEWS, Flood Risk Management Plans and SEPA's Indicative River and Coastal FloodMap. • Remain up to date with legislation and guidance from Government and statutory bodies and ensure compliance with emerging policy. • Close liaison with key agencies particularly Scottish Environment Protection Agency, Scottish 	ELC (lead)/ Developers/ SEPA/Landowners /Riparian owners/Scottish Water/SNH	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		Water, and Scottish Natural Heritage.		
Policy NH10: Sustainable Drainage Systems	All development proposals must demonstrate that appropriate provision for SUDs has been made.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Close liaison with key agencies particularly Scottish Environment Protection Agency, Scottish Water. • Must be consistent with WFD and WEWS, Flood Risk Management Plans and SEPA's Indicative River and Coastal FloodMap. 	ELC (lead)/ Developers/ SEPA/ Scottish Water /SNH	Ongoing SuDS SPG adopted in 2019
Policy NH11: Flood Risk	Development that would be at an unacceptable risk of flooding will not be permitted.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Careful attention to flood risk as part of the DM process and through the statutory 	ELC (lead)/ Developers/ SEPA/ Scottish Water	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		requirements imposed by the Flood Risk Management Plan. <ul style="list-style-type: none"> • Awareness of emerging legislation and reacting appropriately. 		
Policy NH12: Air Quality	Impacts on Air Quality will be taken into account in assessing development proposals, particularly within and close to any Air Quality Management Area (AQMA).	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Pre-application advice will be available. • Careful attention to air quality as part of the DM process and through the statutory requirements imposed by the AQMP. • Awareness of emerging legislation and reacting appropriately. • Air Quality Action Plan to be finalised October 2016. 	ELC/Transport Scotland/ Developer	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
Policy NH13: Noise	The impact of noise will be taken into account when assessing relevant development proposals.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Pre-application advice will be available with Council's Environmental Protection Service. • Noise impact Assessments must be consistent with PAN1/2011 • Awareness of emerging legislation and reacting appropriately. 	ELC (lead)/ Developers/ Transport Scotland	Ongoing
CULTURAL HERITAGE				
Policy CH1: Listed Buildings	Internal or external alterations or extensions to listed buildings will only be permitted where they do not harm the architectural or historic character of the building.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Awareness of emerging legislation and reacting appropriately. 	ELC (lead)/ Developers/ HES	Ongoing Cultural Heritage and the Built Environment SPG adopted in 2018

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
Policy CH2: Development Affecting Conservation Areas	All development proposals within or affecting a Conservation Area or its setting must be located and designed to preserve or enhance the special architecture or historic character or appearance of the Conservation Areas.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Cultural Heritage and the Built Environment Supplementary Planning Guidance to be finalised • Comprehensive Conservation Area Character Appraisals and Management Plans to replace Character Statements. 	ELC (lead)/ Developers/ HES	Ongoing Cultural Heritage and the Built Environment SPG adopted in 2018
Policy CH3: Demolition of an Unlisted Building in a Conservation Area	Demolition of an unlisted building within a Conservation Area requires Conservation Area Consent. Where a building makes a positive contribution to the area it should be retained.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Cultural Heritage and the Built Environment Supplementary Planning Guidance to be finalised. • Comprehensive Conservation Area Character Appraisals and Management Plans to replace Character Statements. 	ELC (lead)/ Developers/ HES	Ongoing Cultural Heritage and the Built Environment SPG adopted in 2018

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		<ul style="list-style-type: none"> • Consideration to be given to relevant Development Briefs. 		
Policy CH4: Scheduled Monuments and Archaeological Sites	The preservation in situ of important archaeological remains will always be preferred. Where development is proposed within areas of archaeological potential the developer must commission and make available to the Planning Authority, an archaeological assessment as part of any planning proposals. If significant archaeological remains are uncovered, the developer is encouraged to make provision for public accessibility and community involvement.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Comprehensive Conservation Area Character Appraisals and Management Plans to replace Character Statements. • Consideration to be given to relevant Development Briefs. 	ELC (lead)/ Developers/ HES	Ongoing
Policy CH5: Battlefields	The effect of proposed development on the historical and archaeological significance of designated battlefield areas is a material planning consideration. Development should not adversely impact on the archaeological resource or the landscape context, including key views to from or within the battlefield.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Consideration to be given to relevant Development Briefs. • Battlefields Supplementary Planning Guidance to be finalised. 	ELC (lead)/ Developers/ HES	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
Policy CH6: Gardens and Designed Landscapes	Impacts of development proposals on gardens and designed landscapes will be a material planning consideration. Planning applications that may affect a garden or designed landscape will not be permitted.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Awareness of emerging legislation and reacting appropriately. • Consideration to be given to relevant Development Briefs. 	ELC (lead)/ Developers/ HES	Ongoing
Policy CH7: Greywalls, Gullane	Development that harms the landscape setting of Greywalls and its associated Designed Landscape will not be permitted.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Consideration to be given to relevant Development Briefs. 	ELC (lead)/ Developers/ HES	Ongoing
Policy CH8: West Road Field, Haddington	This greenfield land forms a prominent open area on the approaches to the town centre, framing the housing surrounding it on three sides and allowing for expansive southern views. In so doing it contributes to the character and appearance of the Conservation Area. It may be possible to accommodate some limited, carefully located and well-	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Comprehensive Conservation Area Character Appraisals and Management Plans to replace Character Statements. 	ELC (lead)/ Developers/ HES	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
	designed housing, appropriate to its site and location.			
Policy CH9: High Street/Inch View, Prestonpans	In considering development proposals on vacant or underused land on the coastal side of High Street/Inch View, the Council must be satisfied that the overall amenity of the area will not be harmed by the loss of important seaward views.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers/ HES/SEPA	Ongoing
DESIGN				
Policy DP1: Landscape Character	New development must integrate with the existing landscape and townscape of the area, maximise the potential to make connections with the surroundings and reflect local vernacular architectural styles.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Preparation of Design Standards for New Housing Areas SPG. • Adoption of Development Briefs SPG. 	ELC (lead)/ Developers	Ongoing Design Standards for New Housing Areas SPG adopted in 2020
DP2: Design	The design of all new, with the exception of change of use and alterations and extensions to existing building must adhere to the policy criteria.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers	Ongoing Design Standards for New Housing Areas SPG adopted in 2020

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		<ul style="list-style-type: none"> • Preparation of Design Standards for New Housing Areas SPG. • Adoption of Development Briefs SPG. 		
DP3: Housing Density	All new housing sites will be expected to achieve a minimum average density of 30 dwellings per ha (net) using a full range of housing types and sizes.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Pre-application advice will give guidance on housing mix. • Master plans for the strategic development opportunities reflect this as a key priority. 	ELC (lead)/ Developers/ Housing Associations	Ongoing Design Standards for New Housing Areas SPG adopted in 2020
Policy DP4: Major Development Sites	Where major housing, employment or mixed use development is proposed, the developer must provide sufficient information from the outset to allow the design quality of the whole development to be assessed and secured.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Master plans for the strategic development opportunities reflect this requirement as a key priority. • Adoption of Development Briefs SPG. 	ELC (lead)/ Developers/ Housing Associations	Ongoing Development Briefs SPG Design Standards for New Housing Areas SPG adopted in 2020

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
DP5: Extensions and Alterations to Existing Buildings	Extensions and alterations must be well designed and respect the character of the existing building and its surroundings. Generally, any alteration or extensions of, an existing building should be designed to appear as an integral part of the original building.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. 	ELC (lead)/ Developers	Ongoing
DP6: External Security (unlisted buildings and buildings out with a Conservation Area)	External security should be designed to allow the frontage and display area of the building to remain visible.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Policy CH2 may apply. • Must be consistent with all associated policies and guidance. 	ELC (lead)/ Developers/HES	Ongoing
Policy DP7: Infill, Backland and Garden Ground Development	In built up areas, infill sites and backland sites can be suitable for new development.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • All proposals for infill and backland development must be consistent with the general development policies outlined in DP1 and DP2. 	ELC (lead)/ Developers	Ongoing

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
Policy DP8: Design Standards for New Housing Areas	East Lothian Council requires that high quality design principles are incorporated into the design and layout of all new developments.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy • Must adhere to Design Standards for New Housing Areas SPG and any other relevant policies. 	ELC (lead)/ Developers	Ongoing Design Standards for New Housing Areas SPG adopted in 2020
Policy DP9: Development Briefs	Proposals for the development of sites that are subject to a Development Brief must conform to the relevant framework or brief.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must adhere to Development Briefs SPG and any other relevant policies. 	ELC (lead)/ Developers	Ongoing Development Briefs SPG adopted in 2018
DELIVERY				
Policy DEL1: Infrastructure and Facilities Provision	New development will only be permitted where the developer makes appropriate provision for infrastructure and community facilities required as a consequence of their development.	<ul style="list-style-type: none"> • Planning applications will be managed and monitored through the DM process to ensure compliance with the policy. • Must adhere to Developer Contributions Framework Supplementary Guidance as well 	ELC (lead)/ Developers	Ongoing Developer Contributions Framework Supplementary Guidance adopted in 2019

GUIDANCE ACTION 2 LOCAL PLAN POLICIES & PROPOSALS				
Policy	Policy content	Action	Lead & Joint Working	Timings and Progress
		as other plans and guidance as relevant.		

3.2 To enable additional development in East Lothian further investment will be required from NHS Lothian and developers to meet the health care needs of an increased population. It should be noted that nearly all GP practices in the county are run by GPs as independent contractors and developer contributions for expansion of existing premises will not be sought. However, NHS Lothian will require new premises for GP services at Blindwells, and developer contributions will be required. Following representations received on the 2016 Proposed Plan, the Reporter agreed with the Council’s position that it is justified to seek developer contributions towards primary healthcare facilities at Blindwells. It is still the intention of the HSCP not to ask for developer contributions for any area, bar Blindwells. NHS Lothian and the East Lothian Health and Social Care Partnership have identified a number of proposals to help address demand for services within East Lothian. The table below sets out the key proposals and interventions.

HEALTH CARE FACILITIES PROPOSALS					
Location	Intervention	Cost (including contingency)	Developer Proportion	Dependant Sites	Delivery Lead
MUSSELBURGH					
General Practitioner Services / Community Health Services	The two Musselburgh Practices: Riverside and Inveresk are accommodated in purpose-built premises in the Musselburgh Primary Care Centre completed in 2012. Although the building can accommodate projected population growth in and around Musselburgh, the two Practices are at capacity and would need to recruit further GP and practice team staff to accommodate the projected increase in population. This is a revenue issue not appropriate to address via developer contributions.	N/A	N/A	N/A	NHS Lothian/ East Lothian Health and Social Care Partnership

Location	Intervention	Cost (including contingency)	Developer Proportion	Dependant Sites	Delivery Lead
PRESTONPANS					
General Practitioner Services / Community Health Services	To meet existing population growth a £2m renovation and extension of Prestonpans Group Practice was completed in 2017. An extension to The Harbours Medical Practice in Cockenzie is also planned (planning application 19/01101/P is currently pending consideration). Housing developments south of Longniddry will require increased primary care provision for circa 1,500 people. The HSCP will in due course arrange for GP cover for the area concerned. Edinburgh Road/Dolphingstone development, which will house 600 people, is covered by Riverside Practice, having previously been outside existing practice boundary area catchments. This is a revenue issue not appropriate to address via developer contributions.	N/A	N/A	N/A	NHS Lothian/ East Lothian Health and Social Care Partnership
TRANENT					
General Practitioner	Having been extended (£1.5m extension completed in 2014), Tranent Medical Practice has sufficient capacity to respond to the circa 500	N/A	N/A	N/A	NHS Lothian/

Location	Intervention	Cost (including contingency)	Developer Proportion	Dependant Sites	Delivery Lead
Services / Community Health Services	population growth resulting from committed developments. However, the proposed developments will create extra pressure and there is a need for on-going monitoring to measure the success of newly established practice in meeting anticipated demands over time. Any additional demand beyond the capacity of Tranent Medical Practice would need to be met by expansion of existing facility. Land is safeguarded in Tranent for expansion of the medical practice.				East Lothian Health and Social Care Partnership
ORMISTON					
General Practitioner Services / Community Health Services	As Ormiston Practice is within a new building it has spare capacity to respond to the population growth expected within its catchment area.	N/A	N/A		NHS Lothian/ East Lothian Health and Social Care Partnership
BLINDWELLS					
General Practitioner Services / Community Health Services	Initial development of a new GP Practice for Blindwells residents might first be accommodated in the short term within another practice until new dedicated premises provision in Blindwells is available. The first stage requirement for primary care premises on the Blindwells site would serve 5,000 patients and would need approximately 600m ² of premises to accommodate a GP practice and attached services – this would be at an initial cost of around £2m which could be provided by a developer in a way other than capital contribution. The approval of planning permission for BW1 makes provision for such capacity to be provided.	Capital and land issue. Currently no site size identified but initial cost of £1,800,000	£1,800,000	Blindwells 1600	NHS Lothian / East Lothian Health and Social Care Partnership/ Developer Contributions

Location	Intervention	Cost (including contingency)	Developer Proportion	Dependant Sites	Delivery Lead
HADDINGTON					
General Practitioner Services / Community Health Services	Current housing commitments will create pressure on the three existing practices: Lammermuir Medical Practice, The Orchard Medical Practice and Tyne Medical Practice, which are all within the Newtonport Surgery building, which is under considerable space pressure and has very limited potential for extension. Possible relocations options, such as onto the new East Lothian Community Hospital site in Haddington are identified in the LDP. The new East Lothian Community Hospital includes all services provided previously in Roodlands and Herdmanflat Hospital. The new build is also able to support patients previously in Haddington Care Home, Crookston Care Home, and Midlothian Community Hospital.	N/A	N/A	N/A	NHS Lothian/ East Lothian Health and Social Care Partnership
DUNBAR					
General Practitioner Services / Community Health Services	The Dunbar Medical Centre accommodates three Practices: Cromwell Harbour Medical Practice, Lauderdale Medical Practice and Whitesands Medical Practice. The Practices have some room to grow to meet the committed population growth of 2,500 and the further population growth.	N/A	N/A	N/A	NHS Lothian/ East Lothian Health and Social Care Partnership
EAST LINTON					
General Practitioner Services / Community Health Services	The impact on East Linton Surgery from population growth is expected to be minor.	N/A	N/A	N/A	

Location	Intervention	Cost (including contingency)	Developer Proportion	Dependant Sites	Delivery Lead
Health Services					
NORTH BERWICK					
General Practitioner Services / Community Health Services	With a projected increase in population of circa 1,800 people, North Berwick Group Practice will be unable to cope and will need to be extended or reprovided. Potential locations for this either separate or related to the reprovision of the services with Edington Hospital are being considered by the HSCP.	N/A	N/A	N/A	NHS Lothian/ East Lothian Health and Social Care Partnership
GULLANE					
General Practitioner Services / Community Health Services	The new building accommodating Gullane Medical Practice has inbuilt capacity sufficient to respond to projected population growth.	N/A	N/A	N/A	NHS Lothian/ East Lothian Health and Social Care Partnership

4 Monitoring and Assessment for LDP Review

4.1 The Council has a statutory duty under section 16 (b) of the Planning etc. (Scotland) Act 2006 to keep its Local Development Plan up to date and relevant. The Development Plan must be reviewed at least every five years and a Monitoring Report that measures the effectiveness of the Plan, its policies and proposals must be published regularly. The Monitoring Report will set out performance against the indicators contained in a Monitoring Framework and inform future reviews of both the Action Programme and the LDP itself.

4.2 It is intended that the Action Programme will continue to be a live working document, and will be subject to its own monitoring and review process that will occur more frequently than review of the LDP.

Appendix 2

LDP 2018 Action Programme Update 2020 - representations received and proposed changes

Ref no.	Respondent	Consultation Response	Officer Comment	Summary of Proposed Change to Document
1/1	Historic Environment Scotland (HES)	<p>We previously advised that the programme should include a reference to forthcoming supplementary planning guidance on Battlefields, and we welcome that this has now been added. We would be very happy to comment on this before it is finalised, if that would be helpful.</p> <p>We note that this section also refers to Conservation Area Character Appraisals and it appears likely that this is simply a drafting error, which you may wish to review.</p>	HES comments regarding future guidance on Battlefields is noted. HES is correct about the reference to Conservation Area Character Appraisals included in this part of the Action Programme being a drafting error.	Delete the reference to Conservation Area Character Appraisals from the Action Programme's part covering Policy CH5 on page 84.
2/1	Scottish Water	We will continue to support the council in delivering the plan by providing sustainable water and wastewater services to existing and future customers	The Scottish Water support is noted	No change to the Action Programme is required
3/1	Scottish Environment Protection Agency (SEPA)	<p><u>Developer Contributions</u> Page 7 Policy DEL1. We would like to see this developed to include proposals for developer contributions towards the infrastructure needed to deliver ClimatEvolution</p>	This part of the Action Programme refers to the adopted Developer Contributions Framework Statutory Guidance. This SG was adopted in 2019 and the	No change to the Action Programme is required

			Council has no intention to revise it in the short-term.	
3/2	SEPA	<u>Development Briefs</u> Page 8. SEPA would be very willing to work jointly with East Lothian Council on preparing development briefs, especially for sites where SEPA has expressed concerns, e.g. Tranent Cluster (DP9) Windygoul.	Comments noted. The development briefs included in this part of the Action Programme were adopted in October 2018. There is and will be an on-going engagement with SEPA on any site specific proposal and planning applications.	No change to the Action Programme is required.
3/3	SEPA	From page 45. It might be helpful to identify more clearly and often the partners for joint working, and the timing and progress, where possible: “ongoing” does seem too open-ended.	Comments noted. This section of the Action Programme deals with individual policies and proposals of the LDP and further monitoring of the implementation of these policies will be carried out as part of the preparation of the LDP2.	No change to the Action Programme is required.
4/1	Scottish Natural Heritage (SNH)	SNH have reviewed the actions that are relevant to our remit and, in general, we agree with the detail. However, we note that we are still identified as a partner in relation to Policy CH9: High Street/Inch View, Prestonpans. Given the detail of this policy we are unclear on its relationship to our remit and suggest that we should be removed.	Comments noted and it is agreed to remove SNH as a partner from this part of the Action Programme.	Remove SNH as a partner from this part of the Action Programme

5/1	Transport Scotland	PROP T15 We would request clarity on why Network Rail is included within this proposal.	Network Rail was included in this part of the Action Programme by mistake.	Remove Network Rail from this part of the Action Programme, page 14.
5/2	Transport Scotland	Policy NH13 Noise Could Transport Scotland also be included within the Joint Working column	It is accepted that Transport Scotland should be included within the Joint Working column with regards to Policy NH13 Noise.	Include Transport Scotland within the Joint Working column with regards to Policy NH13 Noise on page 82 of the Action Programme.

REPORT TO: East Lothian Council

MEETING DATE: 15 December 2020

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Update on the East Lothian Learning Estate Review

8

1 PURPOSE

- 1.1 To provide an update to Council on the progress of the Learning Estate Review (LER) and the timeline for the pre-consultation activity planned for 2021.

2 RECOMMENDATIONS

- 2.1 Council is asked to note the update provided in this report and the timeline associated with the pre-consultation activity.

3 BACKGROUND

- 3.1 East Lothian Council's vision is to develop a modern, safe, sustainable learning estate that enhances and supports communities whilst improving the lives of families in an equitable manner. This investment underpins a skills based, dynamic, prosperous and thriving economy, which enables our region to flourish.
- 3.2 In order to fully realise the Council's vision and ambitions, an up-to-date and ongoing strategic review of the condition, suitability and sufficiency is required as part of the LER (Appendix 3). These Core Facts are submitted to Scottish Government, as a statutory return and provide a snapshot of the current condition of our estate. In addition, following the launch of a new Scottish Government Learning Estate Strategy, in September 2019, there is now a requirement on all local authorities to review their learning estate, in order to develop a Learning Estate Investment Plan.

- 3.3 At a meeting of East Lothian Council on the 27 August 2019, the Education Service was granted permission to undertake a full public pre-consultation exercise on East Lothian's learning estate.

Progress Update

- 3.4 Since September 2019, the Education Service has put in place a Learning Estate Team. The focus of this team is to plan and undertake a pre-consultation exercise, in preparation for a full LER. In addition, a Learning Estate Project Board and Senior Manager Oversight Group has been formed.
- 3.5 The COVID-19 pandemic, closure of schools and the subsequent restrictions on access to school buildings, has had a significant impact on the progress of planning for the pre-consultation exercise. As a result, the timeline for this work has been reviewed and will now take place in the first half of 2021, providing that it is safe to do so.
- 3.6 Pupils, parents and wider stakeholders will have the opportunity to provide their views through an online questionnaire. This has been developed and is provided in Appendix 1. The information collected in the pre-consultation process will form part of the final Learning Estate Investment Plan. The questionnaire will be posted online in February 2021.
- 3.7 In addition to seeking feedback from the online questionnaire, a series of online Community Engagement Workshops will take place in May 2021 and will be organised (online) by school catchment area. These sessions will provide key information to all stakeholders regarding key themes and data sets. We would welcome feedback from as wide a range of stakeholders as possible; including the wider community, Area Partnerships, Community Councils, the Third Sector and local community groups. This feedback will also provide vital information as part of the evidence gathering process.
- 3.8 As part of the online Community Engagement Workshops, a wide range of information will be provided. This will include school catchment areas, asset maps, school rolls, future roll projections, school capacities, condition and suitability information; as well as an indication of the current community use of school buildings.
- 3.9 Any proposed changes to the learning estate are subject to the School (Consultation) (Scotland) Act 2010 (the Act). The Act lays down specific protocols and requirements in relation to the consultation process and engagement with local communities. The statutory guidance for the Act confirms that pre-consultation engagement forms an important part of the wider consultation process. Whilst the pre-consultation process is not prescribed in the Act, it requires that councils determine the approach they wish to adopt and consider carefully how to engage constructively with communities, in advance of a statutory consultation.
- 3.10 The pre-consultation process has been designed to be transparent, robust and fair. It is therefore essential that each community is given the same

engagement opportunities and that all information is assessed on the same basis. Best practice dictates that the Council should provide all the information and evidence that is required to inform the community throughout this pre-consultation process, to ensure equitable access and the integrity of all information.

- 3.11 Officers are working closely with colleagues in Communications to ensure that all planned online events are well publicised, to ensure full engagement with the community. A Communications Strategy will be developed to ensure that there is internal and external clarity as we progress through the pre-consultation. There will be ongoing elected member updates and briefings provided throughout this process.
- 3.12 The Scottish Government has recently invited all local authorities to bid for funding in Phase 2 of the Learning Estate Improvement Plan. East Lothian Council was successful in securing support for both Whitecraig Primary School and the new Wallyford Learning Facility, as part of Phase 1.
- 3.13 Following consultation with Group Leaders, East Lothian Council has submitted a number of new provisional bids for new or replacement schools, based on the core facts. It is a condition of the Government's scheme that these augment, not replace, Local Authorities' own investment plans and we are now awaiting notification from Scottish Government on the outcomes of our bids. An announcement by the Depute First Minister is anticipated in December 2020.
- 3.14 Post pre-consultation, a report will be constructed to present the findings and conclusions of the engagement events and this will be presented to full Council (see timeline, Appendix 2). Consideration will also be given to the outcome of the bids. The East Lothian Learning Estate Investment Plan will be brought forward to Full Council, later in 2021, for approval.

4 POLICY IMPLICATIONS

- 4.1 A strategic approach to the Learning Estate is required to ensure that there is scope for improving educational outcomes for all children and young people across East Lothian. We must ensure we have a sustainable estates plan, which maximises educational benefits for all children and young people. Developing a programme to maintain an excellent learning estate, removes associated risks, such as poor condition school buildings and backlogs in building maintenance and lifecycle. This approach also better informs the capital plan and the budget setting process.

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 - The costs associated with preparing the Learning Estate Investment Plan, including the pre-consultation, have already been provided for. The Review of the School Estate will almost certainly have very significant financial implications and will therefore heavily influence the Council's Capital Investment Plan and long term Revenue Financial Planning. It will also inform the next Local Development Plan and related supplementary guidance, with enabling developer contributions being of considerable importance.
- 6.2 Personnel – as outlined in Section 3.4, a Learning Estate Team is now in place, which will plan and undertake a pre-consultation exercise in preparation for a full LER. In addition, a Learning Estate Project Board and Senior Manager Oversight Group has been formed.
- 6.3 Other – none

7 BACKGROUND PAPERS

- 7.1 Building our Future: Scotland's School Estate
<https://www2.gov.scot/Publications/2003/02/16251/17422>
- 7.2 Building better schools: investing in Scotland's future
<https://www.gov.scot/publications/building-better-schools-investing-scotlands-future/>
- 7.3 Scottish Government Learning Estate Strategy 2019
<https://www.gov.scot/binaries/content/documents/govscot/publications/strategy-plan/2019/09/scotlands-learning-estate-strategy-connecting-people-places-learning/documents/scotlands-learning-estate-strategy-connecting-people-places-learning/scotlands-learning-estate-strategy-connecting-people-places-learning/govscot%3Adocument/scotlands-learning-estate-strategy-connecting-people-places-learning.pdf?forceDownload=true>
- 7.4 Report to East Lothian Council, 27 August 2019 – School Learning Estate Strategy: [Agendas, reports and minutes | East Lothian Council](#)

AUTHOR'S NAME	Lesley Brown
DESIGNATION	Head of Education and Children's Services
CONTACT INFO	01620827834
DATE	7 December 2020

East Lothian Council Pre-Consultation Questionnaire

INTRODUCTION

This questionnaire is part of a public pre-consultation exercise that was approved at a full Council meeting on 27 August 2019. This questionnaire will help inform a comprehensive review of our educational buildings within the East Lothian Learning Estate. The information collected here will help to inform the long-term strategic approach to the development and design of the learning estate. This will ensure that it is fit for the future and delivers the maximum educational benefits for children in East Lothian.

"I wish my response to be considered as confidential with access restricted to elected members and council officers of East Lothian Council. My comments will not be made available to the public"

1. Are you responding to this questionnaire as an individual or on behalf of an organisation?

Individual

Group / organisation (please give details in the box below)

2. Which category best describes you? (Parents – please tick more than one box if you have children at different schools)

	Primary School	Secondary School	Other Facility
Parent of current pupil(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent of future pupil(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please give details in the box below, for example, 'local resident')

3. Which school(s) are you responding about?

Drop down (Primary) Drop down (Secondary) – online

4. Your school(s)

As a Council we review the Condition of our buildings within a 5 year rolling cycle ***'Condition is concerned with the current state of the fabric of the school building and with safety and security'***.

The condition rating for the school is based on the following criteria:

A: Good – Performing well and operating effectively (physical element carries out function totally as new including consideration of the transverse elements)

B: Satisfactory – Performing adequately but showing minor deterioration (physical element carries out function satisfactorily, may show signs of age and including consideration of some transverse elements)

C: Poor – Showing major defects and/or not operating adequately (physical element does not carry out function effectively without continuous repair, shows signs of age and does not consider most of the transverse elements)

D: Bad – Economic life expired and/or risk of failure

a) How would you rate the overall condition of your school building- e.g. excellent, good, fair, or poor?

	Primary School	Secondary School
Good	<input type="checkbox"/>	<input type="checkbox"/>
Satisfactory	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>
Satisfactory Bad	<input type="checkbox"/>	<input type="checkbox"/>

b) Please explain your answer based on the above rating

c) Do you have any particular views on school catchment areas that you would like to share with us? Please explain.

d) What do we need to consider when planning for future education provision in your local area?

e) How accessible is your school for all users or are there any restrictions?

5. School and Community

Schools can provide useful space for a variety of extra-curricular pupil activities, for community groups and for other activities

a) In what ways do you use your school building as a member of the community?

b) Do you have any suggestions on how it could be made better?

c) What purposes would you like to see your school building used for?

d) Do you or your family use any other council or community places in the local area? (e.g. church halls, sports halls etc). If so, please list the places which you access and what you use them for?

e) If you do use other community places in the local area, please explain what works well for you about using those places (e.g. transport, good access, good facilities). Please also list any difficulties or challenges about using those places.

f) How would you describe the transport options which are available in your community? (for example how do you find using or parking a car, using bus or rail services, safe cycle routes to school, taxi services or other options?)

6. How the school works for you and your family?

'Suitability is a measure of whether a school is fit for purpose in delivering an effective modern curriculum'.

The suitability rating for the school is based on the following criteria:

A: Good – Performing well and operating effectively (the school buildings and grounds support the delivery of services to children and communities);

B: Satisfactory – Performing well but with minor problems (the school buildings and grounds generally support the delivery of services to children and communities);

C: Poor – Showing major problems and/or not operating optimally (the school buildings and grounds impede the delivery of activities that are needed for children and communities in the school);

D: Bad – Does not support the delivery of services to children and communities (the school buildings and grounds seriously impede the delivery of activities that are needed for children and communities in the school).

a) How would you rate the overall condition of your school building- e.g. excellent, good, fair, or poor?

	Primary School	Secondary School
Good	<input type="checkbox"/>	<input type="checkbox"/>
Satisfactory	<input type="checkbox"/>	<input type="checkbox"/>
Poor	<input type="checkbox"/>	<input type="checkbox"/>
Bad	<input type="checkbox"/>	<input type="checkbox"/>

b) What is your view of the suitability of your children's school?

c) To what extent, if at all, do you consider that the school building enhances opportunities to develop the skills required for employment?

d) To what extent, if at all, do you consider that there are opportunities at your school to learn and play outside?

7. General Questions

a) To what extent do you feel that East Lothian residents have access to training opportunities within the region?

b) To what extent do you feel that East Lothian is digitally connected?

c) Is there anything else we need to consider in reviewing the learning estate?

d) Is there any further information you would like shared about our learning estate?

Appendix 2 – Learning Estate Review Key Timelines

Task	Detail	Timescale
Further to Scottish Government Learning Estate Strategy- Phase 2 funding- latest announcement of successful bids		DEC 2020
Develop Communication Strategy:	<ul style="list-style-type: none"> • Develop Communications Strategy • Develop Consultation materials • Produce draft outline questionnaire 	Autumn 2020/ DEC 2020
Final Condition survey data	<ul style="list-style-type: none"> • Report to be produced. 	Dec 2020- March 2021
Prepare and brief Head Teachers for consultations	<ul style="list-style-type: none"> • Meetings to be arranged 	February 2021
Online pre-consultation questionnaire to go live		February 2021
Gather all relevant data for community based pre-consultation:	<ul style="list-style-type: none"> • Data Boards for Community Consultations to be produced • Learning Estate Data to be presented in the context of wider Assets • All Data to be legally checked and verified 	April 2021
Learning Estate Review consultations– six sessions, one in each cluster		May 2021
Interpret information received from public consultations – 1 month		June 2021
Submit paper with summary of consultations to Council Management Team		September 2021
Develop the Learning Estate Investment Plan and manage implementation		2021-2023

Appendix 3 – Associated School Group Information

Definitions

Roll

The total number of pupils in the school.

Condition

As a Council we review the Condition of our buildings within a 5 year rolling cycle ***‘Condition is concerned with the current state of the fabric of the school building and with safety and security’.***

The condition rating for the school is based on the following criteria:

A: Good – Performing well and operating effectively (physical element carries out function totally as new including consideration of the transverse elements)

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C: Poor – Showing major defects and/or not operating adequately (physical element does not carry out function effectively without continuous repair, shows signs of age and does not consider most of the transverse elements)

D: Bad – Economic life expired and/or risk of failure

Suitability

‘Suitability is a measure of whether a school is fit for purpose in delivering an effective modern curriculum’.

The suitability rating for the school is based on the following criteria:

A: Good – Performing well and operating effectively (the school buildings and grounds support the delivery of services to children and communities);

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C: Poor – Showing major problems and/or not operating optimally (the school buildings and grounds impede the delivery of activities that are needed for children and communities in the school);

D: Bad – Does not support the delivery of services to children and communities (the school buildings and grounds seriously impede the delivery of activities that are needed for children and communities in the school).

Sufficiency

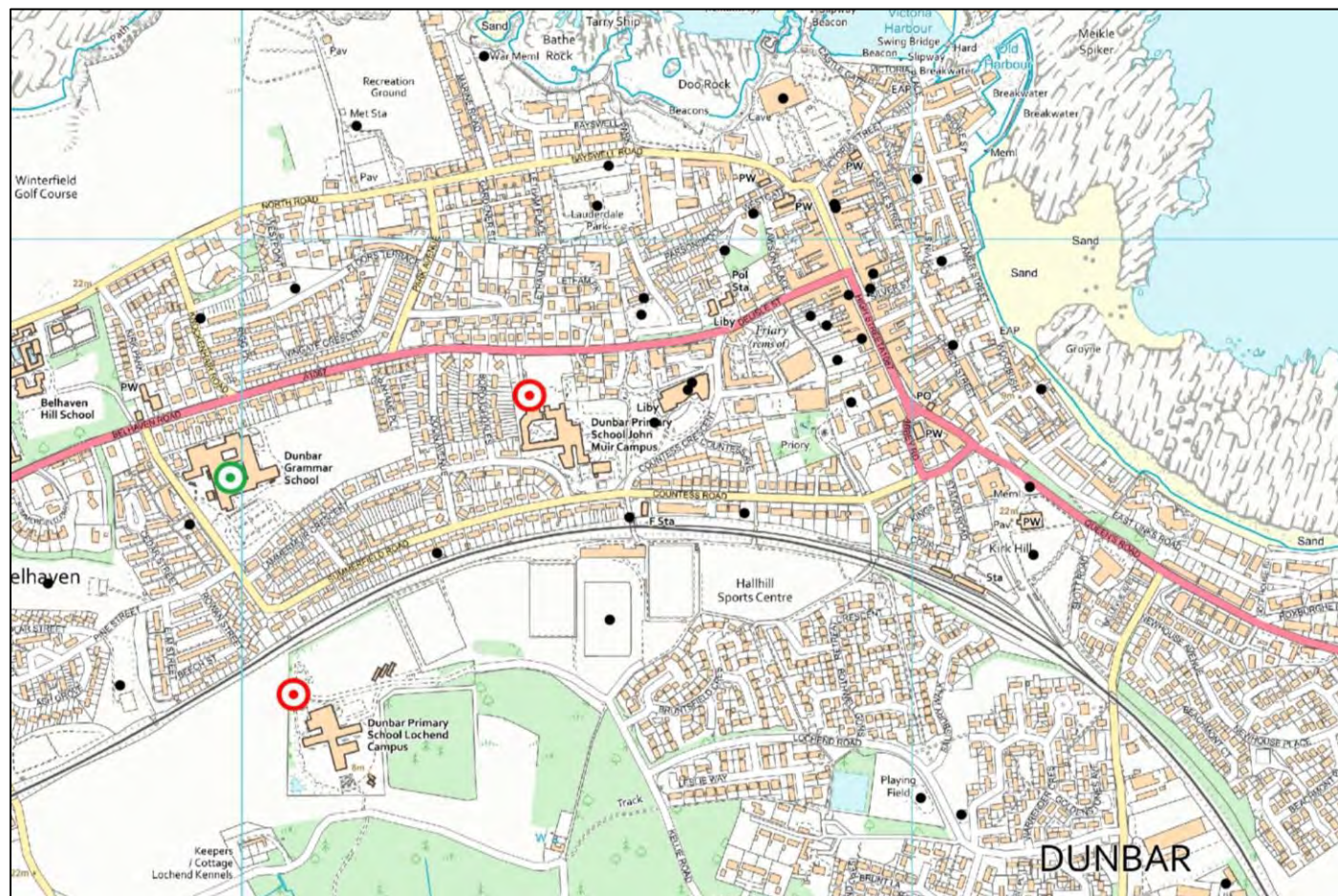
The school roll analysed against the capacity of each school and shown as a percentage of the capacity.

Dunbar Associated School Group

School	Roll	Condition	Suitability	Sufficiency
Dunbar Grammar School	1,081	B	B	90%
Dunbar Primary School: John Muir Campus	378	C	B	76%
Dunbar Primary School: Lochend Campus	627	A	B	94%
East Linton Primary School	165	C	C	81%
Innerwick Primary School	51	B	B	68%
Stenton Primary School	22	B	B	44%
West Barns Primary School	83	B	C	83%

Dunbar Town Centre

●	Non School Asset
⊙	Primary School Asset
⊙	Secondary School Asset



Haddington Associated Schools Group

School	Roll	Condition	Suitability	Sufficiency
Knox Academy	796	B	B	80%
Haddington Primary School: Lower Campus	313	A	B	80%
Haddington Primary School: Upper Campus	442	C	C	88%
Letham Mains Primary School	24	n/a	n/a	6%
St Mary's RC Primary School	115	A	B	92%
Yester Primary School	155	B	C	89%

Haddington Town Centre

●	Non School Asset
●	Primary School Asset
●	Secondary School Asset

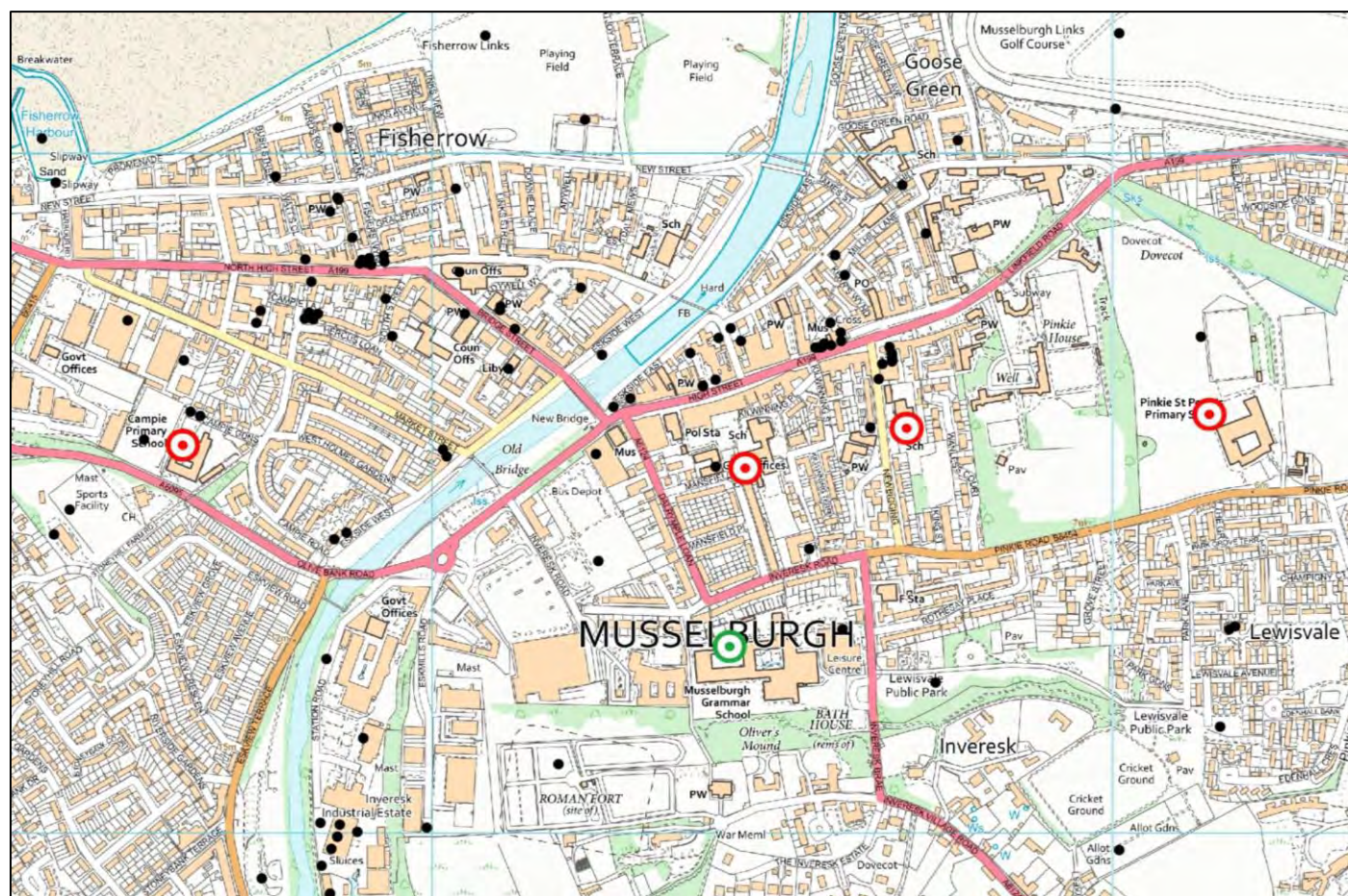


Musselburgh Associated School Group

School	Roll	Condition	Suitability	Sufficiency
Musselburgh Grammar School	1,215	B	B	90%
Campie Primary School	410	C	B	92%
Loretto RC Primary School	167	B	C	82%
Musselburgh Burgh Primary School	318	C	C	95%
Pinkie St Peter's Primary School	408	B	B	69%
Stoneyhill Primary School	191	B	B	62%
Wallyford Primary School	379	A	A	93%
Whitecraig Primary School	89	C	C	71%

Musselburgh Town Centre

●	Non School Asset
⊙	Primary School Asset
⊙	Secondary School Asset



North Berwick Associated School Group

School	Roll	Condition	Suitability	Sufficiency
North Berwick High School	1,009	B	B	101%
Aberlady Primary School	130	B	C	87%
Athelstaneford Primary School	57	B	B	76%
Dirleton Primary School	67	B	B	67%
Gullane Primary School	215	B	C	90%
Law Primary School	640	B	B	72%

North Berwick Town Centre

●	Non School Asset
●	Primary School Asset
●	Secondary School Asset

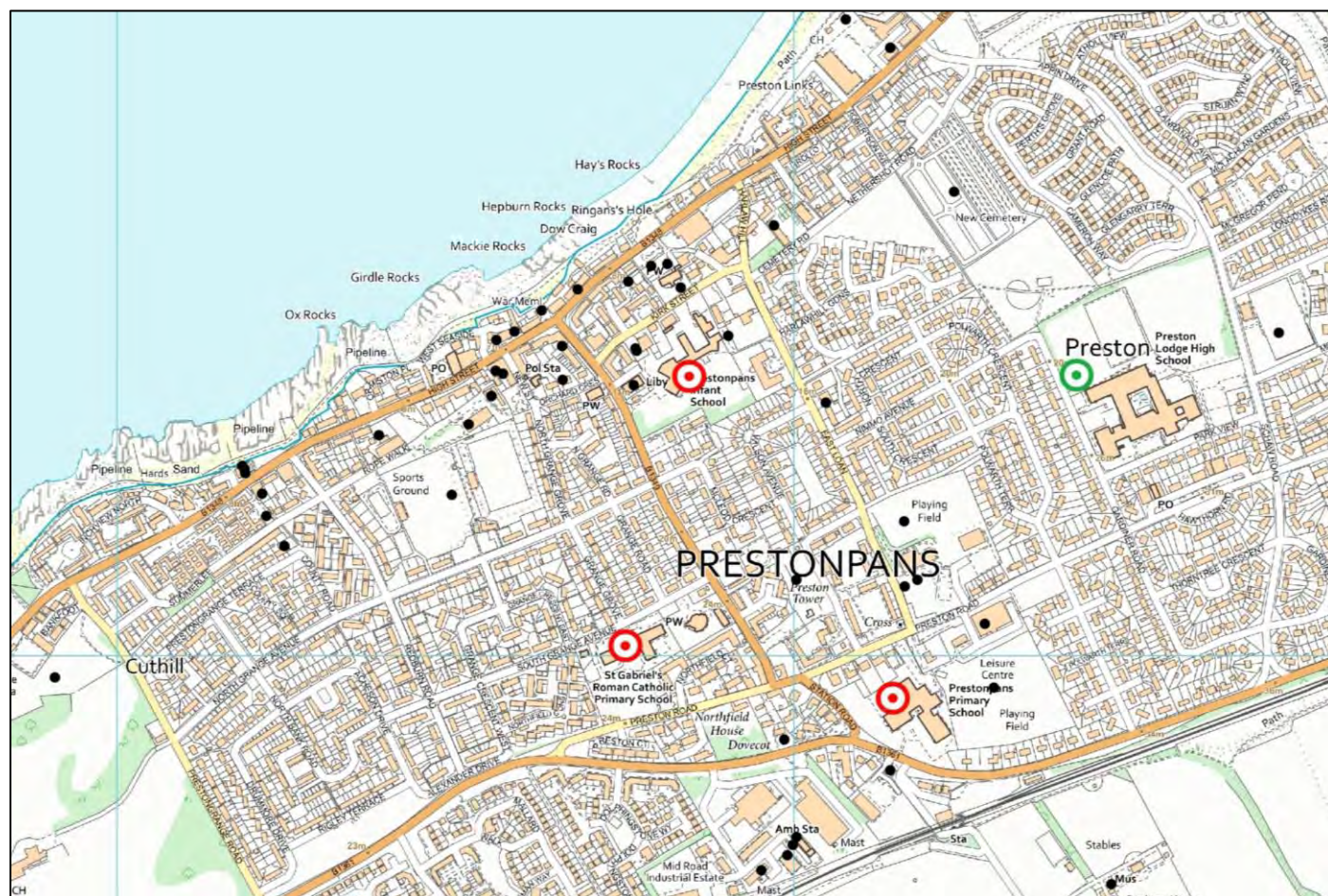


Prestonpans Associated School Group

School	Roll	Condition	Suitability	Sufficiency
Preston Lodge High School	966	B	B	88%
Cockenzie Primary School	375	B	C	82%
Longniddry Primary School	192	B	B	71%
Preston Tower Primary School: Lower Campus	339	C	B	82%
Preston Tower Primary School: Upper Campus	420	B	B	83%
St Gabriel's RC Primary School	168	B	B	96%

Prestonpans Town Centre

●	Non School Asset
⊙	Primary School Asset
⊙	Secondary School Asset

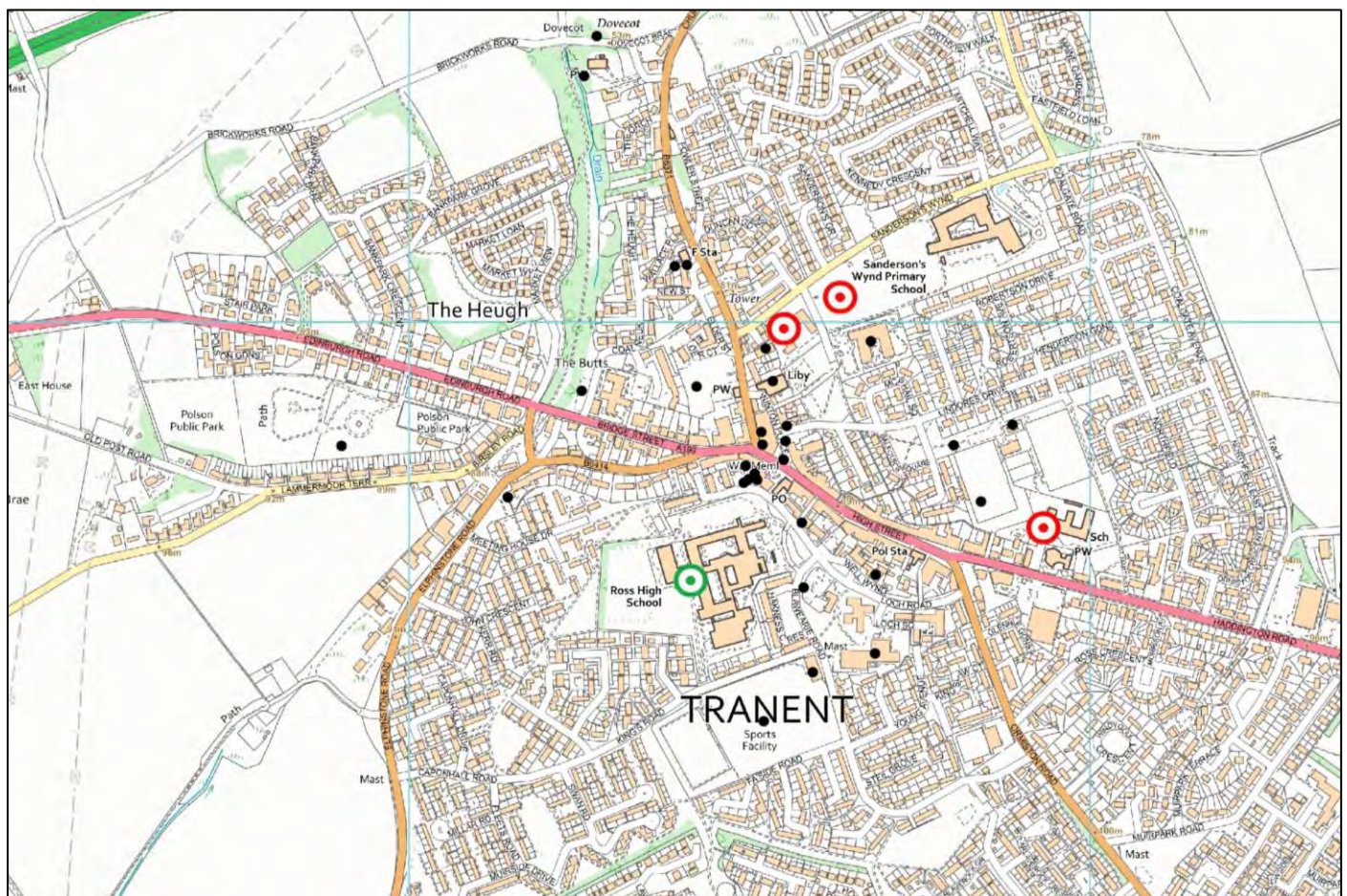


Tranent Associated School Group

School	Roll	Condition	Suitability	Sufficiency
Ross High School	1,263	B	B	110%
Elphinstone Primary School	64	C	B	85%
Humbie Primary School	17	B	B	34%
Macmerry Primary School	103	C	C	59%
Ormiston Primary School	155	C	C	76%
Pencaitland Primary School	168	B	B	82%
Saltoun Primary School	26	B	C	35%
Sanderson's Wynd Primary School	325	B	B	77%
St Martin's RC Primary School	152	B	C	74%
Windygoul Primary School	607	A	B	80%

Tranent Town Centre

●	Non School Asset
⊙	Primary School Asset
⊙	Secondary School Asset



MOTION TO EAST LoTHIAN COUNCIL
15 December 2020

Public Sector Pay Freeze

9

This Council condemns that the UK Government is proposing a public sector pay freeze for the vast majority of employees and a below inflation rise for even the lowest paid employees as a part of the Chancellor's Comprehensive Spending Review.

Council notes that the role of public service workers has been critical in responding to and helping both Scotland and East Lothian manage the impact of COVID-19 and considers that without the hard work of public servants, especially front line workers, such as cleaners and care assistants, we would not have been able to protect this county and support vulnerable people to the extent that we have through this crisis.

Council recognises that the economic impact of COVID-19 goes far beyond the public sector, but agrees the specific contribution of public sector employees should be recognised and appropriately rewarded.

Council also recognises the major impact in Barnett consequential of the UK Government's decision which will undermine the Scottish Government's ability to fund uplifts.

Council therefore requests the Council Leader write to the UK Government to make clear that public sector workers should be paid fairly and appropriately by fully funding any future pay increases that are agreed between public sector employers and trade unions, including for those working in public services in Scotland by allocating the necessary funds to the Scottish Government.

Proposed by (name): Councillor Paul McLennan
Date: 1 December 2020

Seconded by (name): Councillor Stuart Currie
Date: 1 December 2020

Received by (name of officer): Lel Gillingwater, Team Manager, Democratic & Licensing
Date: 1 December 2020

REPORT TO: East Lothian Council

MEETING DATE: 27 October 2020

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Submissions to the Members' Library Service
13 October – 2 December 2020

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 13 October and 2 December 2020, 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 officers in conjunction with Councillors, or
 - (b) background papers linked to specific committee reports.
- 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

AUTHOR'S NAME	Lel Gillingwater
DESIGNATION	Team Manager - Democratic & Licensing
CONTACT INFO	lgillingwater@eastlothian.gov.uk
DATE	2 December 2020

**MEMBERS' LIBRARY SERVICE RECORD FOR THE PERIOD
13 October – 2 December 2020**

Reference	Originator	Document Title	Access
108/20	Head of Infrastructure	Sale of 175 sqm of Land in Musselburgh	Private
109/20	Head of Communities & Partnerships	Integrated Impact Assessment Guidance and Form	Public
110/20	Head of Development	Edinburgh and South East Scotland City Region Deal – Annual Report 2019/20	Public
111/20	Head of Development	Edinburgh and South East Scotland City Region Deal – Benefits Realisation Plan	Public
112/20	Head of Infrastructure	Land Transfers at Old Craighall	Private
113/20	Head of Council Resources	Creation of a Team Manager – Statutory Services	Private
114/20	Head of Development	Short-Term Lets Consultation Response	Public
115/20	Head of Communities & Partnerships	2019/20 Q4 and Annual Performance Indicators	Public
116/20	Head of Council Resources	HR Establishment Changes for October 2020	Private
117/20	Head of Development	Scottish Government Consultation on Modification of Local Connection Referrals in Scotland	Public
118/20	Head of Infrastructure	Building Warrants issued under Delegated Powers – September 2020	Public
119/20	Head of Infrastructure	Building Warrants issued under Delegated Powers – October 2020	Public
120/20	Head of Council Resources	Quarterly Customer Feedback Reporting – Q1	Public
121/20	Head of Council Resources	Quarterly Customer Feedback Reporting – Q2	Public
122/20	Chief Executive	Chief Officer and Head Teacher Appointments Sub-Committee – Temporary Change to Sub-Committee Membership	Private
123/20	Head of Communities & Partnerships	Insurance Tenders, 1 November 2020	Public

124/20	Head of Infrastructure	Proposed House Extension and Alterations – Tranent	Public
125/20	Head of Council Resources	Staffing Report for the Creation of a Coordinator (Mental Health & Wellbeing) within Inclusion & Wellbeing Service	Private
126/20	Head of Council Resources	Staffing Report for the Re-instatement of a Behaviour Support Officer	Private
127/20	Head of Infrastructure	Assignment of the lease for 44 High Street, Musselburgh	Private
128/20	Head of Infrastructure	Proposed House Extension & Alterations at 51 George Crescent Ormiston	Public
129/20	Head of Infrastructure	Site 2, Plot 1 Spott Road Industrial Estate, Dunbar Assignment of Ground Lease	Private
130/20	Head of Council Resources	East Lothian Council COVID-19 Recovery and Renewal Framework Document, Version 1.4	Public
131/20	Depute Chief Executive (Resources and People Services)	Staffing Report – Elections Assistant	Private
132/20	Head of Council Resources	HR Establishment Changes (November)	Private

2 December 2020