



MINUTES OF THE MEETING OF THE CABINET

TUESDAY 10 NOVEMBER 2020
VIA A DIGITAL MEETING FACILITY

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Committee Members Present:

Councillor S Akhtar
Councillor J Goodfellow
Councillor N Hampshire (Convener)
Councillor J McMillan
Councillor F O'Donnell

Other Councillors Present:

Councillor L Bruce
Councillor F Dugdale
Councillor J Findlay
Councillor A Forrest
Councillor C McGinn
Councillor P McLennan

Council Officials Present:

Mrs M Patterson, Chief Executive
Mr A McCrorie, Depute Chief Executive – Resources and People Services
Mr J Lamond, Head of Council Resources
Mr T Reid, Head of Infrastructure
Mr D Proudfoot, Head of Development
Ms L Brown, Head of Education
Ms S Saunders, Head of Communities and Partnerships
Mr J Coutts, Service Manager – Community Housing and Homelessness
Mr C Grilli, Service Manager – Legal
Mr P Forsyth, Road Services Asset and Regulatory Manager
Ms A Eperjesy, Commercial Programme Manager
Mr S Cooper, Team Manager – Communications
Ms L Gillingwater, Team Manager – Democratic Services
Ms J Lothian, Sustainable Energy and Climate Change Officer
Mr M Vallejo, Senior Procurement Manager

Clerk:

Ms A Smith

Apologies:

Councillor W Innes

Declarations of Interest:

None

1. MINUTES FOR APPROVAL – CABINET 8 SEPTEMBER 2020

The minutes of the meeting of the Cabinet of 8 September 2020 were approved.

2. SETTING OF FEE FOR ANIMAL DEALING LICENCE

A report was submitted by the Depute Chief Executive (Resources and People Services) seeking approval of the proposed fee for a new category of licence in respect of Animal Dealing activities.

Carlo Grilli, Service Manager – Legal, presented the report. He outlined the background, informing Members that the Regulations required a licence for carrying on the business of acquiring and keeping with a view to sale, and selling, a young cat or dog (defined as less than 84 days old). The Regulations made it an offence to carry on such an activity unless a licence was held. Applicants would therefore be required to apply for, pay for and obtain the licence prior to undertaking any of the activities falling under the definition of animal dealing. The fee proposed for this licence was in line with other licences for similar related activities.

Responding to a question from Councillor O'Donnell regarding whether this new licence took account of animal welfare, Mr Grilli clarified that it was solely for trading; welfare was a separate issue and dealt with by the Environmental Health Team.

Mr Grilli further clarified, in relation to a query from Councillor Findlay that the licence did not apply to dog walkers who kept clients' dogs in their homes/gardens; other legislation related to the boarding of dogs and welfare.

Councillor Akhtar asked about the impact of this new licence. Mr Grilli indicated this should be minimal in East Lothian; there had only been one enquiry to date. He added that this licence should actually have been introduced in 2009, this had been an oversight.

In response to Councillor Forrest's query, Mr Grilli confirmed that this licence would provide the people of East Lothian with a safeguard, as regular checks would be required and people would also have to verify their ability to look after an animal.

Councillor McMillan welcomed the introduction of this licence. He hoped that officers in Environmental Health would, when working with various businesses, alert people to this new category of licence that would now apply within East Lothian.

The Convener stated it was good to know if people were trading in young cats or dogs that a licence would now be needed. The Council would work with the Police as required.

Decision

The Cabinet agreed, unanimously by roll call vote, to approve the fees proposed in paragraph 3.6 of the report.

3. ESTABLISHING A MULTI-MODAL TRANSPORT INTERCHANGE (MULTI-HUB) NETWORK IN EAST LOTHIAN

A report was submitted by the Head of Infrastructure informing Cabinet of the proposal to establish a network of multi-modal transport interchanges (multi-hubs) across East Lothian and, to enable an informed approach to be taken, seeking approval for a pilot project in Musselburgh to be used to develop the most efficient way to operate multi-hubs and the subsequent network.

Peter Forsyth, Road Services Asset and Regulatory Manager, presented the report, informing Members that multi-hubs were designed to encourage the use of active and sustainable transport as an alternative to the private car. He outlined the concept of multi-hubs, stating these had the potential to change how people travelled. The key aim was to connect communities and strengthen place making. External funding discussions had taken place to establish a pilot multi-hub at the Brunton Hall in Musselburgh. The principles of the trial had been agreed with local stakeholders; further consultation/public engagement would be carried out. The trial would include an assessment of financial viability; other potential income streams were also being explored. There would be ongoing monitoring and evaluation, utilising focus groups and surveys. Work to expand the idea to other communities would follow with appropriate consultation.

Councillor O'Donnell asked if this had the potential to benefit people outwith Musselburgh. Mr Forsyth stated the aim was to try to link all different modes of transport together across East Lothian to provide better connectivity. Councillor O'Donnell queried if there would be engagement with dementia friendly and autism friendly groups. Mr Forsyth confirmed this would be taking place; he added that areas of deprivation would also be looked at.

Councillor Bruce queried how the trial in Musselburgh would be monitored and evaluated. Mr Forsyth outlined the process that would be followed, stating there were many different indicators to be evaluated to establish the success of the trial. He added that further reports would come forward in due course.

Councillor Akhtar asked for an update on measures taken to address air pollution in Musselburgh High Street. She also asked for further details about consultation and engagement with local communities. In relation to the first point Mr Forsyth said that a sustainable approach had been adopted; bus operators were now using different engine styles. Work was also being undertaken nationally and the Council was engaged in this forum. He also made reference to another potential opportunity, the Bus Investment Fund. As regards consultation, he confirmed that this would be widely carried out, citing the various ways this would be done.

Councillor McMillan welcomed the paper, which contained some excellent ideas. Multi-hubs would help to make access easier. Mr Forsyth had highlighted the need to bring people into town centres, to support local businesses and local communities; to provide a sense of place. He hoped that communities would engage fully with the consultation.

Councillor Akhtar referred to the very clear message coming forward from young people that measures had to be taken to address climate change. It was important that this proposal was taken forward in partnership with local communities. People had to think differently about how they travelled. It would be interesting to see the results of the trial in Musselburgh.

The Convener stated that introducing multi-hubs was the first step in the right direction. Multi-hubs were not new, many Scandinavian countries already had these and in these countries the car was secondary to other more sustainable forms of transport. People would only change the way they travelled if the journey was a quality experience so everything possible had to be done to ensure this was the case. This proposal tied in to the Council's duty to seriously tackle climate change. This was just the start of process; consultation with communities would follow. He stressed the importance of working cross party on this.

Decision

The Cabinet agreed, unanimously by roll call vote:

- i to approve the trial of a multi-hub at the Brunton, Musselburgh as the first in a potential network of interlinked transport interchanges located across East Lothian,

designed to improve transport connectivity, reliability and the promotion of sustainable transport; and

- ii to note that East Lothian had an opportunity to lead the way in establishing a network of multi-hubs in Scotland and these would promote a green transport recovery from the impact of Covid-19.

4. SUSTAINABLE PROCUREMENT POLICY

A report was submitted by the Depute Chief Executive (Resources and People Services) seeking approval of the proposed Sustainable Procurement Policy.

Agnes Eperjesy, Commercial Programme Manager, presented the report. The Policy had been developed by key officers with input/feedback from Zero Waste Scotland and supported the Council's climate change priorities. It was an aspirational Policy. She drew attention to some of the main areas of focus. In order to identify and address how the Council could optimise economic, social and environmental outcomes a set of tools would be utilised to assist the sustainable procurement process; she detailed some of these. She outlined engagement priorities, projections and impact. Regular assessments would take place. If the Policy was approved further reports would be brought forward in due course.

Councillor McMillan, referring to promoting equality, asked how the Council ensured that people it engaged shared this ethos. Ms Eperjesy said this was done partly through the tender process, the Council would request an assurance from companies that they would take this ethos on board. In relation to Councillor McMillan's further query about the sustainability test, she referred to the lifecycle impact of a service/product and the tests taken during delivery to implement an improvement road map.

Councillor Akhtar queried assistance for smaller businesses or third sector organisations that may struggle to access contracts. Ms Eperjesy replied that many good practices were ongoing, such as local supplier events; there was a wide range of engagement. She added that national opportunities were also flagged up to local suppliers. The Policy before Cabinet was all encompassing. Councillor Akhtar also asked about monitoring and evaluation. Ms Eperjesy stated that the Policy would translate into the procurement process and series of tools. There would also be regular reviews of lifecycles and a process had been drafted to report on local suppliers and how community benefits could be delivered.

Ms Eperjesy responded to a number of queries from Councillor O'Donnell. On payment of invoices, which Councillor O'Donnell said could cause difficulties for the voluntary sector if not paid on time, she reported that 90-93% were settled within 30 days of receipt. In relation to the third sector/social enterprise and whether volunteers were valued within the procurement process she confirmed that this aspect was explored and valued; this question was often asked, if appropriate, for a particular tender and if community benefits would apply. In response to whether offering an apprenticeship or training by an employer was weighted, Ms Eperjesy indicated this was often weighted and sometimes not weighted but taken into account, she added that for medium to large companies it was expected.

Councillor Goodfellow welcomed this paper and the way it would integrate into the Council's policy on climate change. He highlighted the need to move to a more local workforce, referring particularly to the construction industry, as reducing the number of vehicles travelling into East Lothian would also help to minimise the effects of climate change.

Councillor McMillan also welcomed this paper. The spirit of the Policy showed through the work done with small businesses; this crisis had brought everyone together and highlighted the successful use of networks. Ms Eperjesy's point about lifecycles was important, sustainability had to be uppermost and no longer should the lowest price be the sole point of

choice. He agreed with Councillor Goodfellow's points about the construction industry. He highlighted a number of areas within the Sustainable Procurement Charter. He also welcomed all the work done by the Head of Development and the Economic Development team in driving more employment in the county. This was more than just a Policy, it would help people and make East Lothian a better place.

Councillor O'Donnell stated this was an ambitious and aspiring Policy. She stressed that East Lothian Council always played a vital part in the local economy. This could be a driver for economic development. She welcomed that the foundations of the Policy were routed in the Council's core values.

Councillor Akhtar echoed her colleagues' comments. This paper was positive in a manner that tackled climate change. It would benefit young people in these difficult times. It linked into the East Lothian Plan and to work carried out by Area Partnerships. Good practice had been demonstrated by the Procurement Team. This Policy would be significant.

Decision

The Cabinet agreed, unanimously by roll call vote:

- i to approve the proposed Sustainable Procurement Policy (set out in Appendix 2), to agree the key areas identified in the Policy, and to support the work towards meeting the key priority area under the Council's Climate Change Strategy 2020-2025 Outcome 1, which was 'Sustainable Procurement' with the specific action to "Produce and implement a revised and updated Sustainable Procurement Policy, to ensure that goods and services were procured ethically and responsibly, from ethical and sustainable sources, including through the supply chain and sub-contractors"; and
- ii to note that this proposed Sustainable Procurement Policy had been developed with input and feedback from Zero Waste Scotland through their capacity building mentoring programme undertaken by ProCirc, which supports public bodies to embed circular procurement and deliver circular economy and sustainable outcomes, with an emphasis on proactively supporting green recovery and delivering local benefits.

5. TENANT PARTICIPATION STRATEGY 2020-23

A report was submitted by the Head of Development seeking approval of the Council's Tenant Participation Strategy as the basis for effective tenant participation between now and 2023.

James Coutts, Service Manager – Community Housing and Homelessness, presented the report. He informed Members that this was the fifth Strategy since the legal requirement of the Housing (Scotland) Act 2001 but added that the Council had policies in place long before it was a requirement. The Council had gone further than required by law as regards collaboration through a co-production approach with the East Lothian Tenants and Residents Panel. The new Strategy reflected some of the changes around participation and involvement brought about by the ongoing Coronavirus pandemic. He drew attention to the Digital Participation Strategy within the overall Tenant Participation Strategy. The launch date of the Tenant Participation Strategy would be confirmed in due course.

Councillor Goodfellow stated that East Lothian Council had a long tradition of tenant participation. The Council was looked on as a model of good tenant participation. The quick and efficient way tenants and residents groups in East Lothian had moved to a digital platform during the current pandemic showed the flexibility and strength in these groups.

Councillor McMillan remarked that he had recently attended an East Lothian Tenants and Residents Panel event and wished to pay tribute to the professionalism of the Housing staff, and that of the tenants and residents; there was great collaboration which showed the true nature of partnership working. He also praised Councillor Goodfellow, stating that the dedication he showed to this part of his brief was beyond doubt.

The Convener echoed these comments.

Decision

The Cabinet agreed, unanimously by roll call vote:

- i to approve the Tenant Participation Strategy publication in line with legal requirements under the Housing (Scotland) Act 2001; and
- ii to recognise that the Strategy was a living document and that as such the action plan in particular would evolve as consultation with tenants and tenant organisations helped inform the Council's future plans in this area.

DRAFT

Signed

Councillor Norman Hampshire
Depute Council Leader and Depute Convener of the Cabinet

REPORT TO: Cabinet

MEETING DATE: 19 January 2021

BY: Director, Health and Social Care Partnership

SUBJECT: Disability Related Expenditure

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1 PURPOSE

- 1.1 To advise Cabinet of the proposed process for calculating Disability Related Expenditure (DRE) for Non-residential charging of social care services, at the Financial Assessment stage of charging.

2 RECOMMENDATIONS

- 2.1 That Cabinet approve the process for calculation of Disability Related Expenditure as outlined in paragraphs 3.10 to 3.13 of this report by considering an individual's actual spend on Disability Related Expenditure, applying parameters to the expenditure considered, and disregarding the expenditure from the individual's available income at the Financial Assessment stage.

3 BACKGROUND

- 3.1 COSLA produces annual guidance on charging for social care services, which defines a set of principles to underpin the development of local charging policies for social care support for people at home. The Guidance is subject to ongoing revision as appropriate, on an annual basis or as policy develops. East Lothian Council adheres to the guidance.
- 3.2 The COSLA Guidance for 2020/21 advised Local Authorities to ensure the extra costs of being disabled (Disability Related Expenditure - DRE) are taken into account by charging policies, and that Local Authorities should be proactive in considering these additional costs. These costs should therefore be considered during the initial Financial Assessment of an individual's income.
- 3.3 Disability related expenditure costs usually fall into one of these two categories

- Specialised items and services: items especially to help with disability, such as wheelchairs and care support. These items may have additional costs, like repair and insurance.
 - Increased use of non-specialised items and services: such as transport and heating
- 3.4 As DRE has not been considered before, during the Financial Assessment stage, a process to calculate DRE is required.
- 3.5 There have been two proposals put forward for calculating DRE; application of a standard % disregard and assessment of actual DRE.
- 3.6 The first proposal made is application of a 7.5% disregard to the individual's income (prior to the threshold for charges being applied), would result in a loss of income to the ELHSCP of approximately £141,354.43 per year.
- 3.7 It should be noted that DRE would not be applicable to 100% of chargeable clients. However, we are unable to predict the % that would apply as this would require a detailed consideration of each support plan.
- 3.8 There are a number of disadvantages of applying a flat rate disregard; Application of a fixed % disregard may result in insufficient disregard of charge to cover an individual's DRE. In addition those who have higher income prior to removal of the threshold would have a larger DRE disregard than those on lower incomes, potentially creating an inequality in application of the disregard. The 7.5% figure has not been based on any established disregard for DRE and so is open to challenge.
- 3.9 The application of standard disregard removes the need for individuals to evidence their expenditure and makes the application of DRE quicker for both the applicant and the assessor. In addition it allows for the loss of income to ELHSCP to be predicted.
- 3.10 The second proposal would be to consider the actual expenditure on DRE for each individual, based on the individual's evidence of expenditure. Levels of allowable expenditure would be set against each DRE. The allowable expenditure would be based on National Association of Financial Assessment see Appendix 1.
- 3.11 The levels of allowed expenditure for DRE would be reviewed in line with the Non-residential Charging Policy and changes to costs of chargeable services.
- 3.12 The benefits of the second proposal is the process ensures equity in the application of DRE- it is based on expenditure and evidence of such. The levels of DRE are based on National Association of Financial Assessments which provides the evidence for fair levels of DRE being applied.
- 3.13 As the process would be based on individual income it is not possible to calculate the loss of income to the ELHSCP and this poses a risk to ELHSCP. In addition the use of actual income is a more time consuming

process for the individual applicant. It is therefore envisaged that additional training will be provided to Social Work, financial staff and advocates.

3.14 Once the process for DRE is agreed, it will be applied to all new Financial Assessments and to all existing Financial Assessments at point of review in August 2021.

4 POLICY IMPLICATIONS

4.1 Impact on Non-residential Charging Policy.

5 EQUALITIES IMPACT ASSESSMENT

5.1 An equalities impact assessment has been carried out for the Non Residential Charging Policy to take account of DRE.

6 RESOURCE IMPLICATIONS

6.1 Financial - There will be a loss of income as some individuals will not be able to pay towards their non-residential social care services. The actual loss of income can only be estimated if a standard % is used. At 7.5% the potential loss is up to £150k. Any loss of income will be the responsibility of the IJB to consider and implement efficiencies where required.

6.2 Personnel - None.

6.3 Other - None

7 BACKGROUND PAPERS

7.1 **Appendix 1 - ASSESSING THE COSTS OF DISABILITY**

AUTHOR'S NAME	Laura Kerr
DESIGNATION	Interim General Manager Planning and Performance
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DATE	09/12/2020

Appendix 1

NATIONAL ASSOCIATION OF FINANCIAL ASSESSMENT OFFICERS
GOOD PRACTICE, TRAINING AND INDUCTION GUIDE
VOLUME 5
ASSESSING THE COSTS OF DISABILITY
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VOLUME 1	Introduction, Legislation and General Guidance
VOLUME 2	Glossary of Terms
VOLUME 3	Charging Policies
VOLUME 4	The Financial Assessment Process
VOLUME 5	Assessing the Costs of Disability
VOLUME 6	Charging for Non Residential Care
VOLUME 7	Charging for Residential Care (excluding Property)
VOLUME 8	Charging for Residential Care – Property Issues
VOLUME 9	Financial Protection of Service Users
VOLUME 10	Information for Service Users and Consultation
VOLUME 11	Performance Management and Benchmarking
VOLUME 12	Fast Track Review and Complaints
VOLUME 13	An Introduction to State Benefits
VOLUME 14	Case Law
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1. Introduction and Interpretation
2. The Fairer Charging Guidance
3. Identifying Costs of Disability
4. Dietary Costs
5. Continence Aids

1. Introduction and Interpretation

- 1.1 A simple interpretation of Costs of Disability would be expenditure that is incurred by a recipient of social care services that would not be incurred by someone who does not require social care services.
- 1.2 An example of this would be laundry, which is an everyday expense for us all, but if it was necessary to wash more frequently because on a continence problem or to use a commercial laundry then the additional costs incurred “above the norm” could be treated as a DRE.
- 1.3 That principle should be applied to any consideration for a DRE allowance.

2. The Fairer Charging Guidance

- 2.1 The Practice Guidance issued for consultation by the Department of Health, together with work commissioned by the Disablement Income

Group “Disability-Related Costs and Charges for Community Care” was considered by a group of Local Authorities representing the Association . The intention was to provide a working tool that can be used to assist in calculating disability related expenditure.

- 2.2 This meets the advice contained within the Practice Guidance which states:-
“The purpose of this practice guidance is to introduce some ground rules which Local Councils can follow to establish a much greater degree of consistency, quality and equity, than has hitherto been the case”.
- 2.3 The Practice Guidance tends to suggest a range of items which could be allowed as disability related expenditure but provides little help in the level of allowance that should be made. This will give an immediate risk of significant inconsistency between Local Authorities and the work of NAFAO has been to produce sums that could be allowed in given circumstances. This will be of considerable assistance in providing additional consistency though there will inevitably be a need for discretion to reflect any individuals’ exceptional circumstances. This is emphasised in the Practice Guidance which states:-
“It is true that no assessment of an individual’s disability related expenditure, which is tailored to the individual’s circumstances, is quite the same as any other assessment because peoples needs vary”.
- 2.4 Taking into account the guide should be seen as just that but it does attempt to build on the Practice Guidance setting ‘ground rules’. The use of the work produced by the Disablement Income Group gives added credibility to the working tool as it is based on empirical evidence.
- 2.5 The statutory guidance states that:-
“Evidence of actual expenditure may be requested at the Council’s discretion. Where receipts have not been kept, a council may request that this be done for future expenditure. It is legitimate for Councils to verify that items claimed for have actually been purchased, particularly for unusual items or heavy expenditure”.
- 2.6 The Practice Guidance continues by stating:-
“Generally the items allowed for should be based on actual past expenditure, though in some cases estimates of annual spending based on available evidence will need to be made. Spending not incurred, as in unmet need, should not be allowed. It is not practicable for charge assessments to take account of expenditure users would incur, if they had more income”.
- 2.7 The Practice Guidance further suggests that allowances for the cost of disability can be for a fixed period ahead, e.g., for one year, with no retrospective adjustment if circumstances change. Service Users must however, be clearly informed that they may seek a review at any time, if their disability-related expenditure changes. This will of course require supplementary evidence of the change of circumstances.
- 2.8 It is accepted that reasonable evidence should be produced and Service Users exercise responsibilities, i.e.:-
“If despite a request to keep future receipts, users fail to do so, it may be reasonable, where there is doubt as to whether the expenditure is actually incurred, for Councils not to include this in the assessment. In some cases, where bills cannot be produced, e.g., for heating, it may not be practicable to make an estimate”.

- 2.9 The statutory guidance states that some Councils may choose to disregard a standard element of disability benefits for all users receiving them. In such cases Councils might be tempted to do this and leave the onus on the Service User to request an assessment if they feel that their individual disability-related expenditure exceeds the standard disregard. The statutory guidance therefore further requires that if this option is chosen an assessment must be carried out to identify whether the individual user's disability-related expenditure exceeds the level of the disregard.
- 2.10 Such a system would still incur the administrative costs of assessment but may give a standard disregard that is not necessary at that the level.
- 2.11 The statutory guidance requires that the process should not be too complex, should not be primarily paper based, and should not be carried out by post. The recommended method is by a personal interview in the Service User's own home and carried out by staff trained to guide individuals through the process.
- 2.12 It would be good practice to offer the Service User the opportunity to be supported by a member of the family or a friend.
- 2.13 The Practice Guidance highlights a range of potential expenditure that should be allowed but only in the case of fuel costs were any figures attached to them. The association has updated these figures annually using the governments "All Fuel Index" and using a November price base.

3. Identifying Costs of Disability

- 3.1 The work carried out by a group of members in 2003 is circulated in January/February each year with costs updated using RPI and at the November price base. The schedule will be included on the NAFAO Website as soon as possible.
- 3.2 The following were identified as potential costs of disability.

Item	Amount	Evidence
Community Alarm System.	Actual cost unless included in Housing Benefit or Supporting People Grant.	Bills from Provider.
Privately arranged care.	Actual cost if Social Worker confirms requirement as part of the Care Plan and Council supported care is reduced accordingly.	Signed receipts for at least 4 weeks using a proper Receipt Book.
Private Domestic Help.	Actual cost if Social Worker confirms requirement as part of the Care Plan and Council supported care is reduced accordingly.	Signed receipts for at least 4 weeks using a proper Receipt Book.
Laundry/ Washing Powder.	£2.55 per week.	The Care Plan will have identified an incontinence problem. Identify more than 4 loads per week.

Bedding.	Covered by NHS Incontinence Service/Special Sheets. See also Section 3.7	
Dietary.	Discretionary as special dietary needs may not be more expensive than normal. See also Section 3.6	May seek permission to approach GP. Details of special purchases.
Clothing.	Discretionary depending on an individuals circumstances.	Reference within the Care Plan to abnormal wear and tear of clothing.
Water.	Excess Costs, where metered supplies, over normal consumption.	Research on costs of similar properties.
Gardening.	Discretionary based on individual costs on garden maintenance.	As for Private Care Home.

Item	Amount	Evidence
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Powered bed.	Actual cost divided by 500 (10 year life) up to a maximum of £2.95 per week.	Evidence of purchase if available.
Turning Bed.	Actual cost divided by 500 up to a maximum of £5.15 per week.	Evidence of purchase if available.
Powered reclining chair.	Actual cost divided by 500 up to a maximum of £2.35 per week.	Evidence of purchase if available.
Stair-lift.	Actual cost divided by 500 up to a maximum of £4.15 per week.	Evidence of purchase without DFG input.
Hoist.	Actual cost divided by 500 up to a maximum of £2.05 per week.	Evidence of purchase without DFG input.
Holidays.	Actual additional cost in excess of normal costs for a similar holiday divided by 52.	Evidence of actual cost for comparison purposes.

Prescription Charges.	Cost of an annual season ticket divided by 52 or actual cost of prescriptions, whichever is less.	For those not eligible for free prescriptions.
Transport.	Discretionary based on costs that are greater than those incurred by an able bodied person. Note: - Mobility Allowance cannot be included in the normal financial assessment as an income but the statutory guidance states that transport costs should be allowed necessitated by illness or disability, including costs of transport to Day Centres, over and above the mobility component of DLA if in payment and available for these costs. This implies that transport costs do not need to be allowed if Mobility Allowance is considered sufficient to meet such costs.	Evidence in the Care Plan for the need for specialist transport.
Communications.	Discretionary based on costs that would not usually be incurred Note: - Communication, e.g. telephone or internet access is often a normal part of everyday living and therefore evidence will be necessary to confirm that the cost is disability related.	Evidence of exceptional expenditure.

3.3 The above could not possibly be an exhaustive list of disability-related costs and it is also reasonable to expect that relatively few Service Users would qualify for the full range of allowance. The following were identified for possible inclusion at the Conference in October 2008 and will be added if appropriate.

- Chiropody
- Clothing
- Window Cleaning
- Insurance/Maintenance for Disability Equipment
- Physiotherapy
- Acupuncture
- Aromatherapy
- Transport
- Mobile Hairdressing
- Exceptional Holiday Costs
- Ironing
- Adaptation Costs for Vehicles
- IT Costs/Satellite TV/Socialisation
- Mobile Telephones

- 3.4 As stated earlier the assessment of disability-related costs should not involve the Service User simply completing a claim form. The allowances detailed above should therefore be use in conjunction with a tool that will draw on information gathered during the care assessment and identified in the Care Plan and supplemented by a series of questions that will enable the Service User to be directly involved in the process.
- 3.5 The following questions could be asked during the financial assessment but would also use information gathered from the care assessment, to prevent unnecessary intrusion for the Service User.

Questions To Be Asked To Assess The Costs Of Disability

Evidence from the Care Plan/Care Assessment

- | | | |
|-------|---|------------------|
| (i) | Is the Service User incontinent? | YES/NO |
| (ii) | Has privately arranged care been identified?
If yes at what weekly level?..... | YES/NO |
| (iii) | Has privately arranged domestic help been identified?
If yes at what weekly level?..... | YES/NO |
| (vi) | Has exceptional wear on clothing been identified?
If yes at what level?..... | YES/NO |
| (v) | Has exceptional mobility needs been identified?
If yes at what level?..... | YES/NO |
| (vi) | Does the Service User require a wheelchair?
If yes is it manual/powerd (delete as necessary) | YES/NO
YES/NO |

Questions to be asked during the assessment visit.

- | | | |
|--------|---|--------|
| (vii) | Do you feel that your fuel bills are excessively high?
NB: still sight of the last 4 bills irrespective of the answer. | YES/NO |
| (viii) | Do you have a Community Alarm System?
If yes is the cost covered by Housing Benefit or Supporting People Payment?.....
If no what is the weekly cost..... | YES/NO |
| (ix) | Do you have any medical problems that require special diet?

If yes please give details.....
.....
..... | YES/NO |
| (x) | Do you have a metered water supply? (explain)
If yes what are the last year's costs?..... | YES/NO |
| (xi) | Do you pay anyone to maintain your garden (if there is a garden)?

If yes at what cost..... | YES/NO |
| (xii) | Do you have a powered bed?
If yes what was the purchase price..... | YES/NO |

- (xiii) Do you have a turning bed? YES/NO
If yes what was the purchase price.....
- (xiv) Do you have a powered reclining chair? YES/NO
If yes what was the purchase price.....
- (xv) Do you have a stair-lift? YES/NO
If yes was it privately purchased.....
If yes what was the purchase price.....
- (xvi) Do you have a hoist? YES/NO
If yes what was the purchase price.....
- (xvii) Do you have specialist holidays due to illness/disability? YES/NO
If yes, seek details and costs.....
.....
.....
- (xviii) Do you pay for your prescriptions? YES/NO
If yes, how much..... and how frequently.....
- (xix) Do you feel that you have any other costs in your daily living that are caused by your illness or disability or that help you to live independently.....
.....
.....
.....

4. Dietary Costs

- 4.1 Advise from Health Authority dieticians suggest that most medical conditions can be dealt with through a healthy diet which does not necessarily involve additional or exceptional costs. These include diabetes, weight reduction or low fat diets.
- 4.2 Others e.g. Celiac Disease which includes Crohns is managed through special products which are available on prescription through a GP.
- 4.3 Some e.g. Cystic Fibrosis and certain food intolerance conditions can result in additional costs but these are quite easily confirmed through a GP opinion.
- 4.4 Certain other medical conditions may tend to involve special dietary needs but again not always and will not always be more expensive. This could include:
- people with a heart condition.
 - people recovering from strokes.
 - people with a physical disability or swallowing difficulties that requires food to be blandered or chopped to enable them to feed themselves.
 - people with a food allergy or intolerance to certain foods.
 - people with anaemia who might need to increase the amount of red meat into their diet.
 - Pregnant women, especially those who are lactating
- 4.5 Other issues that could be relevant include:
- high protein.
 - low fat.
 - low cholesterol.
 - weight reducing.

- physical ability to visit shops.
- local shops versus supermarkets.
- use of a third party to shop.
- delivery charges.
- availability and cost of special foods.
- ability to prepare and cook meals.
- use of ready meals.
- need to be fed by someone else.

4.6 It may be advisable to get a GP opinion who can refer on to the Dietary Service.

4.7 Annex 2 of the Fairer Charging Practice Guidance suggests using the Family Expenditure on food and non alcoholic drinks, which could be used as a threshold above which excess expenditure due to disability should be allowed.

4.8 Councils may feel that this is too uncertain and will be confused by simple choice of Service Users on what they purchase rather than specifically related to the Costs of Disability.

5. Continence Aids

5.1 There should be a Continence Advisor in each Health Authority, Local Authorities should make contact to determine what is provided in their area.

5.2 Continence Pads are provided free of charge – though the numbers available to individual patients may vary across the country.

5.3 Service Users may choose re-usable products which would require washing – usually for light sufferers and again practise may vary.

5.4 Service Users can have special sheets which are very absorbent but these require washing daily.

5.5 Main problem area is adult Learning Disabilities who may have problems in managing the pads especially overnight.

5.6 The same issues apply to clothing i.e. problem is manageable but may be costs if not managed well – particularly in adult learning disabilities.

5.7 Some people may choose to pay for products e.g. stigma associated with asking for free products. It will require a delicate decision on whether a council is prepared to make a DRE allowance if this is the case.

REPORT TO: Cabinet

MEETING DATE: 19 January 2021

BY: Executive Director of Place / Executive Director for
Council Resources

SUBJECT: Grant Funding of East Lothian Mid-Market Rent Homes
LLP from the Council's Second Homes Council Tax
Fund.

3

1 PURPOSE

- 1.1 To seek formal approval of the decision to grant East Lothian Mid Market Homes LLP, funding from the Council's Second Homes Council Tax budget to enable the LLP to purchase a discounted property for sale in Haddington. This has ensured that this unit is retained as an affordable intermediate tenure home by renting as a mid-market property.

2 RECOMMENDATIONS

- 2.1 To endorse the decision taken by the Executive Director of Council Resources to grant the sum of £147,155 (£136,255 discounted sales price plus £10,900 additional dwelling tax) from East Lothian Council's Second Homes Council Tax Fund to East Lothian Mid Market Homes to purchase one unit at the discounted sale price and rent as a mid-market unit in accordance with the Council's Mid-Market rent criteria.

3 BACKGROUND

- 3.1 In January 2015, East Lothian Council were given approval to deliver a Discounted Housing for Sale model to help meet the range of tenures accepted as part of the Council's Affordable Housing Policy.
- 3.2 The Discounted Housing for Sale model has delivered a number of units across East Lothian in the last four years. The model is administered by the Council through the Section 75 agreements that secure the provision of affordable housing. The units are marketed at a discounted price below the open market value and are marketed to applicants who meet the Council's discounted sale eligibility criteria. The percentage difference between the discounted price and the open market value price is secured by a standard security in favour of the Council. The purpose of the standard security is to ensure that the property can remain affordable to

future first time buyers with conditions attached to the property. The standard security is ranked after any granted by the mortgage provider.

- 3.3 The terms of the discounted sale model restrict future resales to ensure they are marketed at the same level of discount which was initially applied. The terms also restrict any future purchaser to ensure they meet the Council's eligibility criteria. If an eligible purchaser is not identified within a thirteen week period (advised by the Council of Mortgage Lenders) then the Council would have first refusal to buy the property.
- 3.4 If the Council had not wished to purchase the property, it would have been sold on the open market for the full market value. The Council would then have received the equivalent value of the discount from the open market value which would have been reinvested into delivering affordable housing within the same ward area in East Lothian.
- 3.5 The property in question came on to the market at a discounted price of £136,255. Whilst there were a number of applications for this property no applicants were successful in securing a mortgage for this property. As a result, unless the Council elected to purchase the property, the property would have been remarketed at the full market value, resulting in the property being lost as an affordable unit.
- 3.6 Council officers considered purchasing this unit to augment its council housing stock however officers did not feel that the property was suitable for social rent based on the house type, location and surrounding tenures, it would have been the only social rented unit in the estate.
- 3.8 Through exploration of potential funds, the Housing Strategy & Development team looked at the possibility of the newly established Mid-Market Homes LLP purchasing this unit. The company is still very new and has not been established long enough to accumulate reserves to enable new acquisitions. The team therefore explored other opportunities to assist and investigated the use of the Council's Second Homes Council Tax Monies. The Scottish Government's guidance for the use of this fund states that *This income can be used by local authorities to support revenue and capital expenditure related to a range of affordable housing activity including (but not limited to): providing new-build affordable housing through Registered Social Landlords (RSLs) or new council house building.*
- 3.9 Scottish Government confirmed that they would support the use of this fund to allow East Lothian Council to provide a grant to East Lothian Mid Market Homes to purchase 100% of this property and retain as an affordable mid-market rent unit.
- 3.10 The Council exercised its option to purchase the property. The property was then acquired by East Lothian Mid Market Homes Ltd following the release of grant. East Lothian Mid Market Homes Ltd purchased the property at the discounted sale price of £136,225 which is a 19.72% reduction in the market value. As part of the terms of sale East Lothian Mid Market Homes entered into an agreement secured by a Standard

Security with the Council to ensure the property would remain affordable. Although the purchase price of the property is below the threshold at which a liability to Land & Buildings Transaction Tax would be incurred, it did incur an additional LBTT charge known as Additional Dwelling Supplement, which is chargeable irrespective of whether the price is too low to attract the mainstream charge or not. This incurred an additional cost of £10,900, resulting in a total cost of £147,155.00

3.11 The rent for this property has been set by East Lothian Mid Market Homes Ltd in line with the Council's Affordable Housing Policy and consistent with other similar properties of that tenure in Haddington. The property was subsequently let on the 22nd December at a mid-market rent of £640/month which represents 95% of the current Local Housing Allowance

3.12 This property will now be retained as an affordable unit under the terms and criteria of the Council's Affordable Housing Policy.

4. POLICY IMPLICATIONS

4.1 There are no direct policy implications and the grant proposal is consistent with both the Council's Affordable Housing Policy and the recently approved Financial Strategy.

5. INTEGRATED IMPACT ASSESSMENT

The Affordable Housing Policy has been through an Integrated Impact Assessment, therefore given this paper is in line with this policy, it has not been through the assessment process.

6. RESOURCE IMPLICATIONS

6.1 Acquisition Costs

100% grant funding to acquire the property at the discounted sale price of £147,155 using East Lothian Council's Second Homes Council Tax fund within financial year 2020/21. Use of this reserve is consistent with the Financial Strategy recently approved by Council in December 2020.

6.2 All other costs associated with the mid-market rent criteria will be met by the Company i.e. cleaning, decoration, landlord compliance

6.3 Personnel

None.

6.4 Other

None

7. BACKGROUND PAPERS

7.1 13 January 2015 Cabinet Report – Interim Discounted Housing for Sale Model

AUTHOR'S NAME	Wendy McGuire
DESIGNATION	Service Manager – Strategy & Development
CONTACT INFO	Wendy McGuire ext 7695
DATE	8 January 2021

REPORT TO: Cabinet

MEETING DATE: 19 January 2021

BY: Executive Director of Place

SUBJECT: Climate Change Strategy Annual Update

4

1 PURPOSE

- 1.1 The purpose of this report is to provide the first annual update to Cabinet on progress with delivering the actions and commitments in East Lothian Council's Climate Change Strategy 2020–2025.

2 RECOMMENDATIONS

- 2.1 Cabinet is recommended to note the progress which has been made this year across Council Service Areas to tackle the Climate Emergency locally and deliver actions in the East Lothian Council Climate Change Strategy 2020–2025, despite the significant challenges of COVID-19.
- 2.2 Cabinet is recommended to approve the updates to the Climate Change Strategy Action Plan, which are set out in Appendix 2 to this report.
- 2.3 Cabinet is recommended to note the Key Achievements and Key Risks set out in this report, and the engagement with young people in East Lothian schools to gather their views and feedback on the Climate Change Strategy.
- 2.4 Cabinet is recommended to approve the policy intention for an East Lothian Climate Forest, as set out in paragraph 3.20.

3 BACKGROUND

- 3.1 East Lothian Council's Climate Change Strategy 2020–2025 was approved by Cabinet in January 2020. Cabinet also approved the commitments to review and update the Strategy annually as further national legislative and policy changes occur, to review and update the Action Plan annually, and to seek approval from Cabinet for these revisions and updates on an annual basis.

- 3.2 In addition to the commitments set out in the Climate Change Strategy, the Council also has statutory Public Bodies' Climate Change Duties as set out in the Climate Change (Scotland) Act 2009: to contribute to the delivery of carbon emissions reduction targets, to help deliver climate adaptation, and to act sustainably. We report on these annually to the Scottish Government; our most recent Climate Change Report is detailed in a Members' Library Service report¹ (December 2020).

Context: the COVID-19 Pandemic and the Climate Emergency

- 3.3 2020 has been a hugely challenging year. The COVID-19 pandemic has thrown into sharp relief our reliance on global networks and our relationship with nature. Officers have continued to drive forward change, deliver actions to tackle the Climate Emergency locally and to reduce the Council's emissions, despite the challenges of COVID.
- 3.4 COVID-19 has impacted on us all, and has changed the way we work across Council Services. The pandemic has proven the concept that many Council staff can work remotely and services can be delivered with fewer assets. The Council is now considering how to build on this learning. The 'Working Differently Short-Life Working Group', established as part of the pandemic response, identified carbon footprint reduction and improved sustainability as beneficial outcomes that have arisen due to COVID: in particular the shift to homeworking and flexible mobile working reducing travel related emissions; the shift to digital and online working; and online processes replacing paper based processes, reducing the need to print.
- 3.5 Results of a survey of pupils from several East Lothian Council primary and secondary schools (Nov–Dec 2020) showed that young people from all schools which responded thought pupils at their school had changed behaviours during the COVID-19 pandemic, which could also benefit the environment and climate. For example, from 204 pupils who responded, 47% thought pupils from their school had walked to school more often, and 53% thought pupils from their school had shopped in local shops close to where they live more often, during the COVID pandemic.
- 3.6 Globally, there are calls for a 'Green Recovery' from COVID which will also tackle the Climate Emergency. East Lothian Council's COVID-19 Recovery and Renewal Framework sets out the key principle of a "sustainable and Green Recovery providing the opportunity to 'build back better'", and Climate Change is a consideration in the report.

National policy update

- 3.7 The Scottish Government's Climate Change Plan update setting out their policies and procedures for reaching Net Zero, initially expected in April 2020, was delayed due to COVID and was very recently published on the 16th of December 2020². The updated Plan has a focus on a Green

¹ https://www.eastlothian.gov.uk/meetings/meeting/16707/members_library_service (Report 138/20)

² https://www.gov.scot/publications/securing-green-recovery-path-net-zero-update-climate-change-plan-20182032/?mc_cid=862fa4b269&mc_eid=9dfd1488b6

Recovery from COVID and sets out the route-map (updated to the period 2032) to achieving net zero by 2045. This (interim) Climate Change Plan update came about as a result of the new and more ambitious emissions reduction targets set by the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019. The updated Plan states that the completion of the next full statutory Climate Change Plan is anticipated by early 2025.

Council Officers will reflect on the considerable detail of the national Climate Change Plan update and consider the implications for our own Strategy and Action Plan. Any material implications will be reported to Cabinet in due course.

Key Achievements in tackling climate change

- 3.8 The approval of the Council's Climate Change Strategy was timely in a national context, and has been referenced in internal policies and by external organisations over the course of this year. The Council's Climate Change Planning and Monitoring Group, which consists of Heads of Service, Service Managers and Officers from across the Council, continues to meet to coordinate and drive forward action to reduce emissions and tackle climate change across Council Service Areas.
- 3.9 The Association for Public Service Excellence (APSE Energy) asked the Council's Climate Change Officer to give a presentation on East Lothian Council's Climate Change Strategy at their UK-wide online webinar event on Climate Emergency Action Plans in June 2020, as an example of councils which have "ambitious plans and look at the role of officers at the corporate centre when managing such plans".
- 3.10 'Sustain' ('the alliance for better food and farming') publicised a preview report (Nov 2020) of their findings from reviewing the climate emergency plans of 92 councils across the UK, and recognised East Lothian Council's climate action plan as one of only 13 across the UK (the only Scottish council) which "includes policies to tackle food emissions at a scale needed" to tackle the Climate Emergency, and "have shown that they can take significant action on food and the climate and nature emergency in a way that meets local needs, empowers citizens, and creates nature-rich green spaces".
- 3.11 We continue to liaise at national level with the Scottish Government, national agencies and organisations, and with our partners in the East Lothian Partnership; and we continue to engage with young people through the East Lothian Youth Council and our schools, and with our partners and local organisations to support actions to tackle climate change locally. Significant work to tackle climate change continues in our communities, despite the COVID pandemic, such as the work of Sustaining Dunbar, Dunbar & East Linton Area Partnership and other partners in developing a 'Local Good Food Alliance'; and Sustaining Musselburgh's work as a sub-group of Musselburgh Area Partnership to progress sustainable solutions for the Musselburgh area.

3.12 We recently sought views on the Council's Climate Change Strategy from children and young people at several East Lothian Council primary and secondary schools (Nov–Dec 2020). We received valuable feedback from the young people, including suggestions and ideas for future focus, and comments on the strategy's outcomes and its impact in the wider county, including the following comments:

- “I think this is good because climate change is a big problem that WE NEED to tackle and it's good you're doing something about it.” (P7 pupil, Longniddry Primary School);
- “I agree with it all thank you for understanding what needs to be done and actually doing it. I think that's all great and please continue remember to make it really clear to people what you're doing, why you're doing it and how they can help.” (S4 pupil, North Berwick High School);
- “I think this is a good plan and could help lower our environmental impact...” (S1 pupil, Dunbar Grammar School).

3.13 The Council's overall carbon footprint has continued to reduce, with the latest data from our Climate Change Report 2019/20 showing a 29.5% overall reduction in the Council's carbon footprint since our baseline year of 2014/15, and a reduction of 2.5% from last year, to 14,630 tCO₂e, as reported in a Members' Library Service report³ (December 2020). The Council is making good progress in respect of emissions reduction, year on year, despite significant population growth. However, this will need to be reviewed in the context of the growth agenda and whether a relative benchmark is more appropriate, with significant increases in the Council's estate coming forward including new schools and community centres, and in the context of our ongoing asset review programme and opportunities around decarbonisation of energy sources.

Our Climate Change Report 2019/20 also highlights other examples of best practice by the Council in relation to governance, management and strategy, climate adaptation and procurement.

3.14 Updates on progress with the specific actions in the Climate Change Strategy Action Plan are set out in Appendix 1 of this report.

3.15 **Key achievements in embedding tackling climate change throughout the Council** since the approval of the Climate Change Strategy:

- In September 2020 the Council launched and rolled out across all Council services a revised Integrated Impact Assessment (IIA) procedure, which now specifically includes the Council's commitment to tackling climate change, embedding sustainability, and embedding the principles of 'Climate Justice' and ensuring a Just Transition to Net Zero;
- The Council's Sustainable Procurement Policy was approved by Cabinet in November 2020, to ensure that goods and services are procured ethically and responsibly, from ethical and sustainable sources, including

³ https://www.eastlothian.gov.uk/meetings/meeting/16707/members_library_service (Report 138/20)

through the supply chain and sub-contractors. The Policy was developed with input and feedback from Zero Waste Scotland through their capacity building mentoring programme undertaken by ProCirc, which supports public bodies to embed circular procurement and deliver circular economy and sustainable outcomes, with an emphasis on proactively supporting green recovery and delivering local benefits. Zero Waste Scotland intend highlighting East Lothian Council's Sustainable Procurement Policy as a Case Study on their website;

- Within the Council's Corporate Risk Register there is now an updated 'Climate Emergency' Corporate Risk (as at May 2020). This risk lists all current and planned measures in order to make all our Council Services Net Zero Carbon as soon as reasonably practicable or in any case by 2045, and to prepare for the impacts of climate change. This Corporate Risk continues to be live within the Corporate Risk Register and is updated regularly;
- The Council is part of Adaptation Scotland's Capability Framework Benchmarking Working Group, to benchmark, assess progress with and further embed Climate Adaptation across Council processes. A preliminary Climate Adaptation Capability Assessment has been undertaken, and work continues to embed Climate Adaptation throughout Council policies and procedures.

3.16 Highlights of our **Key Achievements** in tackling climate change this year:

- 'East Lothian Energy' affordable energy tariff for East Lothian residents was launched in August 2020, working with People's Energy Company. The electricity supplied is from 100% renewable sources. By November 2020 almost 300 people had signed up to East Lothian Energy and the tariff has created significant local and national interest;
- We are progressing the installation of solar PV on the Council's housing stock for energy generation, and we have improved the energy efficiency of civic buildings across East Lothian, including council offices, community centres and a swimming pool;
- We are exploring opportunities for renewable energy generation in East Lothian with partners. A feasibility study by Zero Waste Scotland confirmed a solar farm is feasible for energy generation at Carberry former landfill site. The Council is a partner in the ParkPower project – a national project identifying opportunities to generate Green Heat in Green Spaces. Consideration is being given to the potential to use bio-methane from food waste as an energy source following a positive high-level feasibility study;
- The Council achieved the Soil Association Scotland's 'Food for Life Served Here' Bronze Award again this year for the 7th year in a row, for its commitment to providing fresh, locally sourced and sustainable food for school meals, and we are working towards a Silver award;
- We undertook a consultation on our vision and overarching plans for our proposed 'ClimatEvolution Zone', and we continue to explore options for Blindwells new town and surrounding area with partners, including the feasibility of minewater geothermal heat sources in our former coalfields;

- Waste Services reported an increase in East Lothian's household recycling rate to 55.3% (2019) of total household waste recycled;
 - We continue to report significant progress in increasing the Council's Electric Vehicle (EV) fleet and installing public EV chargepoints across East Lothian. We added 11 new Ultra Low Emission Vehicles (ULEVs) to the Council's fleet, funded by Transport Scotland's Switched On Fleets Programme, increasing our current fleet to 28 EVs. The roll-out of EV chargepoints across the county continues: we now have at least one Journey (Rapid) charger in each of East Lothian's 11 largest towns, and we have increased the number of Destination chargers for residential use from 3 in 2017 to over 60;
 - We continue to take action to tackle future climate change impacts: a key area the Council is advancing is Musselburgh Flood Protection Scheme; we are currently progressing Stage 4 of the Scheme (Outline Design);
 - The Council's Design Standards for New Housing Areas Supplementary Planning Guidance was adopted in June 2020. This document aims to improve housing design across the area, making more attractive, sustainable places for living, and includes climate change mitigation and adaptation measures.
- 3.17 We also continue to work with our partners to implement measures across East Lothian to improve sustainability, and benefit local communities and the natural environment. These are detailed in Appendix 1 and include:
- Installation of East Lothian's first public water refill tap by Scottish Water in North Berwick (Feb 2020); we are working with Scottish Water to identify other locations for public refill taps in East Lothian;
 - We worked with locally-based environmental organisation 'Fidra' to identify solutions for reducing and eliminating microplastic granule loss into the environment from our artificial sports pitches;
 - We continue to undertake tree planting and other green network enhancements, and support local groups with tree planting. We engaged with new communities to identify areas to relax grass cutting to increase the biodiversity value of the area. Orchards are being progressed with community groups, including at Lewisvale Park, Musselburgh, and in Prestonpans, with support from Amenity Services;
 - 'Bikeability' cycle training was completed by 200 children across six East Lothian Hubs (April–June 2020), and by 180 children attending Children's Lunch Clubs in Tranent and Prestonpans (July–Aug 2020). Between April–Aug 2020, 55 children learnt to cycle;
 - Whilst COVID has had a huge impact on our communities, we continue to support Area Partnerships' Sustainability and Active Travel sub-groups to promote and deliver local sustainability actions and environmental improvements in their areas.
- 3.18 **Key Risks** that have been identified to delivery of climate change actions:
- The COVID-19 pandemic has impacted on work across the Council, causing delays to some projects and work streams. Appendix 1 highlights

which actions in the Climate Change Strategy with a target date of 2020 are progressing and which have been impacted or delayed by COVID, but will continue to be progressed again in due course;

- The delay to the publication of the Scottish Government's Climate Change Plan update, and lack of clarity in resulting guidance to local authorities, have delayed the Council in progressing interim targets towards reaching Net Zero;
- Uncertainty over the Scottish Government's Deposit Return Scheme has delayed moving to a Charter aligned kerbside collection model and means we will be unlikely to achieve the national recycling target of 60% by 2020; however the kerbside contract (under evaluation) once awarded will uplift our waste performance significantly.

3.19 In line with our commitments to review and update the Climate Change Strategy and Action Plan annually, Appendix 2 sets out proposed updates and amendments to the Action Plan for approval, specifically:

- The addition of a new action (action 4.1h) to continue to reduce the Carbon Impact of household waste generated and managed for East Lothian – identified by Waste Services and based on SEPA national data;
- The addition of a new action (action 1.5c) to reduce the Council's paper use (for printing) – identified by the Council's COVID-19 Working Differently Short-Life Working Group as a benefit (improved sustainability) which has arisen due to our new ways of working due to COVID;
- The addition of a new action (action 3.1j) to improve the knowledge and understanding of East Lothian's private housing stock to help facilitate funding for energy efficiency measures – identified by Housing Strategy & Development;
- The addition of a new action (action 3.1k) to review and update the Council's affordable housing specification and design guide to ensure all future developments are low carbon and sustainable – identified by Housing Strategy & Development;
- The addition of a new action (action 3.2f) to ensure all new build affordable housing delivered directly by the Council is as sustainable and low carbon as possible – identified by Housing Strategy & Development;
- Addition of a baseline for action 1.8b relating to engagement with Outdoor Learning in schools;
- Slight amendment to the baseline of action 1.8c (Eco Schools) to clarify that this refers to East Lothian Council schools;
- Slight amendment to the wording of action 2.2h on cycle training for adults;
- Deleting action 5.1e as this is an Economic Development Strategy action, not specifically a Climate Change action;
- Combining action 6.2e with action 6.2b on natural flood management;
- Revisions to the 2020 target dates of the following actions due to COVID related impacts: 1.1b, 1.5a, 1.6b, 1.7b, 3.3a, 6.1m, 7.4a, 7.4b, 7.4c, 7.4g.

- 3.20 Work is commencing to develop a proposal for an East Lothian Climate Forest, which would be delivered by an East Lothian Climate Forest Partnership with links to our communities. The proposal is to develop a 10 year strategy that will aim to plant 2 million trees across East Lothian, to enable us to reach our target of a carbon neutral East Lothian and deliver biodiversity and green network benefits. Council Officers have had initial discussions to scope the proposal and will now seek to procure a delivery partner.
- 3.21 In the coming year, there is renewed vigour to tackle the Climate Emergency, and to continue to respond to the challenges and also the opportunities that exist and that are emerging. We continue to work with colleagues nationally across Scotland's public sector through the Sustainable Scotland Network (SSN), which aims to accelerate public sector action on climate change and sustainability and share best practice on low carbon behaviours and innovation, and to develop regional collaboration through the Edinburgh & South East Scotland City Region Deal Sustainable Economy group and the Regional Growth Framework. We look ahead to the forthcoming United Nations' COP26 Climate Summit in Glasgow in November 2021 and the huge global opportunity that this brings. At both a national level through SSN and a regional level through the City Region Sustainable Economy group we are exploring opportunities in the lead up to the COP26 Climate Summit.

4 POLICY IMPLICATIONS

- 4.1 There are a number of policy implications arising from this report that will be considered and incorporated in future local and regional policy development work in due course.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report has been through the Integrated Impact Assessment process and where negative impacts have been identified, mitigating actions have been put in place.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – The key priority areas and measures that have allowed the Council to address climate change mitigation and adaptation to date are embedded within service budgets currently, however, meeting the Net Zero target will become more and more challenging. It should be noted that Climate Change is a rapidly moving area of legislative and policy context and the Council must continue to work closely with the Scottish Government to shape and influence as well as respond to national ambitions to ensure that the necessary measures, powers, and resources are in place to deliver Net Zero.
- 6.2 Personnel – None

6.3 Other – None

7 BACKGROUND PAPERS

- 7.1 East Lothian Council's Climate Change Strategy 2020–2025
https://www.eastlothian.gov.uk/downloads/file/29179/climate_change_strategy_2020-2025
- 7.2 Members' Library Service report on East Lothian Council's Public Sector Climate Change Reporting 2019/20
https://www.eastlothian.gov.uk/meetings/meeting/16707/members_library_service (Report 138/20)
- 7.3 Appendix 1: Climate Change Strategy Action Plan annual update.
- 7.4 Appendix 2: Amended actions in the Climate Change Strategy Action Plan, for approval.

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DATE	6 January 2021

Appendix 1: Climate Change Strategy Action Plan annual update

Key to 'Tracking of Progress with Actions':

Green = action progressing / on track;

Amber = progress with action still underway but slowed or delayed (e.g. due to COVID);

Red = 2020 action not progressing / problem with delivery of action;

No Colour = target date not 2020

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
Outcome 1: East Lothian Council will be a Net Zero and Sustainable Council										
Key Priority Area 1: Leadership and Governance										
1.1a	Work with all Council Service Areas and key partners including the Scottish Government to improve the integrity of our emissions data and reporting mechanisms, and reduce carbon emissions annually, to reach Net Zero by 2045 at the latest	Climate Change Strategy; ELC Climate Change Reporting	Chief Executive; CCPMG; partners including Scottish Government	Annual Climate Change Reporting to the Scottish Government: East Lothian Council's total annual corporate emissions	44,034 tCO ₂ e in 2007/08	Continue to reduce carbon emissions annually to reach Net Zero as soon as possible	Annually	Ongoing. The Council's Climate Change Planning & Monitoring Group continues to drive this forward across council service areas. We continue to improve the integrity of our data and this year we have further improved our Fleet data. In 2019/20, ELC's total annual corporate emissions were: 14,630 tCO ₂ e (a reduction of 67% since our baseline year).		
1.1b	Embed our aims to tackle the Climate Emergency and to achieve emission reductions within our Council Plan and Local Outcome Improvement Plan (East Lothian Plan)	Council Plan; East Lothian Plan	Policy Team; Sustainable Energy & Climate Change Officer (SECCO)	Council Plan and Local Outcome Improvement Plan (East Lothian Plan)	Outcomes under East Lothian Plan 2017–2027	Key targets within the Council Plan	2020	Revised timescale for this is not yet known as it will depend on the length of time we are in the COVID emergency. We are unable to review the Plans until we know the full extent of the impact of COVID-19. The Strategic Needs Assessment is being revised (by end of 2020) and this will provide the basis for review of Council Plan and East Lothian Plan (Local Outcomes Improvement Plan).	Revise target date to 2021	COVID IMPACT
1.1c	Annual reporting on East Lothian's overall Per Capita Carbon Emissions, within the scope of local authorities	Climate Change Strategy	Sustainable Energy & Climate Change Officer (SECCO); CCPMG	Data published annually by the UK Government Department of Energy and Climate Change (tCO ₂ e) for all UK local authority areas	Baseline data 5.2 tCO ₂ e (2016/17)	Decreasing annual per capita carbon emissions	Annually	5.1 tCO ₂ e in 2018 (the most recent data available).		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
1.1d	Staff awareness and engagement: Reinstate the promotional campaign 'CRAW' ('Conserve Resources at Work'), or similar, to raise awareness amongst staff – including promotional measures and publicity (articles and updates in staff newsletter 'Inform')	Climate Change Strategy	CCPMG			Increased awareness	2020 / ongoing	Due to the new ways of working due to COVID-19, with less staff working in offices, 'CRAW' has been put on hold / to be revised. However, work has continued with Corporate Communications on Climate Change and Sustainability messaging during the pandemic, including a staff survey in ELC staff newsletter 'Inform' (Sept 2020) asking staff about behaviour changes that have occurred since COVID, which may also help us to tackle the Climate Emergency; 568 responses received. Publicity undertaken during 'Climate Week 2020' including in 'Inform'. The Working Differently Short-Life Working Group identified carbon footprint reduction and improved sustainability as beneficial outcomes that have arisen due to COVID.		COVID IMPACT
1.1e	Ensure that training in carbon efficiency behaviours is provided to all new Council employees via the staff Induction process, to instill the low carbon culture of East Lothian Council	Staff Induction process	Corporate Policy & Improvement; Sustainable Energy & Climate Change Officer (SECCO)	Introduction of Induction training in carbon efficiency behaviours for all new staff		Induction training in carbon efficiency behaviours is in place	2021	This has been impacted by COVID. However, information on 'Tackling Climate Change and improving Sustainability' has been incorporated into the Chief Executive's Induction presentation for new staff. There is a 'Home Energy' E-learning module (produced by Home Energy Scotland) available on ELC's staff online training platform LearnPro.		COVID IMPACT
1.1f	Inclusion of a new mandatory e-learning module on reducing your carbon footprint, for all Council employees; explore options to make this available to community / third sector organisations, via the wider e-learning platform		Corporate Policy & Improvement; Sustainable Energy & Climate Change Officer (SECCO)	Production of e-learning module on reducing your carbon footprint		E-learning module on reducing your carbon footprint in place	2021	This was being explored with external providers including Keep Scotland Beautiful, however, this has now been impacted by COVID. However, there is a 'Home Energy' E-learning module (produced by Home Energy Scotland) available on ELC's staff online training platform LearnPro for ELC staff to access.		COVID IMPACT
1.1g	Work with our partner organisations to encourage them to take urgent action to reduce their own carbon footprint; add this requirement to the terms and conditions associated with grants awarded by the Council, Area Partnerships, procurement contracts etc.	Climate Change Strategy	CCPMG				2020 / ongoing	Ongoing. Climate Change Officer attends East Lothian Partnership's Key Officers Group meetings and Governance Group meetings on occasion. ELC's Sustainable Procurement Policy approved (Nov 2020) which sets out the principles of sustainability (including carbon emissions reduction) that will be expected of businesses/companies tendering for Council contracts. Planning Service commissioned a 'ClimatEvolution' Strategy, with the assessment criteria including how the consultancy would consider climate change issues (reducing / offsetting greenhouse gas emissions; climate adaptation). Countryside Service requested that Event organisers submit their proposals for carbon footprint reduction / improving sustainability of the event when considering event applications.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
Key Priority Area 2: Embedding Sustainability and ensuring a Just Transition										
1.2a	Produce an updated Integrated Impact Assessment procedure that is in line with current policies on equalities, human rights, sustainability and climate change; including by introducing 'Sustainability Tests; to embed equalities, sustainability and climate change mitigation into all Council policies and decision-making	Integrated Impact Assessment process	Corporate Policy & Improvement; Sustainable Energy & Climate Change Officer (SECCO)	Production of an updated Integrated Impact Assessment procedure; revised IIA process to be used for all Council policies and decision-making	The current Integrated Impact Assessment	Production and adoption of an updated Integrated Impact Assessment procedure and implementation into all Council policies and decision-making	2020	The revised Integrated Impact Assessment (IIA) has been published and is on ELC's Intranet for Service Managers to use. The IIA now incorporates the specific requirement to include consideration of Climate Change and the Environment when making decisions about proposed policies and projects.		ACTION COMPLETED
Key Priority Area 3: Funding and Resources										
1.3a	Work with our partners including the Scottish Government to focus specific funding, measures and resources to address the Climate Emergency at local level	Climate Change Strategy	CCPMG; Scottish Government (SG); partner organisations	Specific funding, measures and resources to address the Climate Emergency at local level	N/A	Dedicated funding, measures and resources to address the Climate Emergency at local level	Annually	Officers continue to liaise with the Scottish Government and other external partners to continue to focus specific funding, measures and resources to address the Climate Emergency locally. ELC responded to a Scottish Government consultation on the Role of Public Sector Bodies in Tackling Climate Change (Dec 2019). A Scottish Government representative attended ELC's Climate Change Planning & Monitoring Group meeting in October 2020 to discuss SG's Climate Change Plan Update and Green Recovery proposals. The Sustainable Transport Officers Group continues to work with partner organisations including Sustrans and SEStran to improve and expand active travel and sustainable transport networks. Planning Service aims to further focus the Local Development Plan on addressing climate change with the working assumption that new development should be able to conform with the Scottish Government targets for achieving net zero by 2045 and the interim target of 75% emissions reduction by 2030.		

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Key Priority Area 4: Reduce Emissions across the Council's Buildings and Services										
1.4a	Review / manage each of the following aspects of ELC estate and operations to reduce emissions towards achieving Net Zero: energy efficiency, water, heat	Climate Change Strategy; ELC Climate Change Reporting	CCPMG – all relevant Service Areas; Scottish Government	Emissions reduction towards Net Zero for energy efficiency, water, heat	Grid Electricity (generation): 5846.4 tCO2e; Grid Electricity (transmission & distribution losses): 498.4 tCO2e; Natural Gas: 5453.2 tCO2e; LPG:121.3 tCO2e; Gas Oil: 340.6 tCO2e; Burning Oil (Kerosene): 35.8 tCO2e; Water – Supply: 44.1 tCO2e; Water – Treatment: 90.7 tCO2e	Reduce carbon emissions annually to reach Net Zero as soon as possible	Annually	<ul style="list-style-type: none"> The Wellwynd LED installation is complete and saving £3.6K PA (2.5 year payback) A Wellwynd solar PV project has been approved by the Energy Transformation Board and is awaiting approval for expenditure within the capital plan. Penston House LED installation - the upper floor is complete, lower floor is progressing in stages. Stores and car park will be considered as future phases. The use of electricity reduced by 1.8% and gas by 1.4% in 2018/19, despite bringing a new school online Capital bids have been approved in the 2020/21 budget for lighting retrofits at Longniddry Community Centre/Library and Post Seton Community Centre and a programme of water meter size reductions. Consideration is being given to Kinwegar and John Muir House for future LED projects. <p>Further progress on energy efficiency projects has been hampered by COVID. However the Penston PV installation is progressing and is hoped to be completed by the end of 2020.</p> <p>Ongoing projects include External Wall Insulated Render works to 72Nr council properties. Pending projects to be completed this f/y include External Wall Insulated Render works to 31Nr council houses and flats & Cavity Wall Insulation works to 44Nr council houses and flats. Another pending project to include re-roofing with integrated solar PV at 2-62 Floors Terrace, Dunbar - 7nr. detached 2 and 3-storey blocks of flats.</p>		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
1.4b	Continue the programme of energy efficiency improvements and incorporation of low carbon technologies in Council owned buildings – aiming for carbon neutral buildings	Corporate Asset Management Plan; Climate Change Strategy	Property Maintenance; Engineering & Building Standards; CCPMG	Energy efficiency measures installed		Energy efficiency measures installed in all Council buildings	2020 / ongoing	<ul style="list-style-type: none"> The Wellwynd LED installation is complete and saving £3.6K PA (2.5 year payback) A Wellwynd solar PV project has been approved by the Energy Transformation Board and is awaiting approval for expenditure within the capital plan. Penston House LED installation - the upper floor is complete, lower floor is progressing in stages. Stores and car park will be considered as future phases. The use of electricity reduced by 1.8% and gas by 1.4% in 2018/19, despite bringing a new school online Capital bids have been approved in the 2020/21 budget for lighting retrofits at Longniddry Community Centre/Library and Post Seton Community Centre and a programme of water meter size reductions. Consideration is being given to Kinwegar and John Muir House for future LED projects. <p>Further progress on energy efficiency projects has been hampered by COVID. However the Penston PV installation is progressing and is hoped to be completed by the end of 2020. Ongoing projects include External Wall Insulated Render works to 72Nr council properties. Pending projects to be completed this f/y include External Wall Insulated Render works to 31Nr council houses and flats & Cavity Wall Insulation works to 44Nr council houses and flats. Another pending project to include re-roofing with integrated solar PV at 2-62 Floors Terrace, Dunbar - 7nr. detached 2 and 3-storey blocks of flats.</p>		COVID IMPACT
1.4c	Continue our Asset Management and Transformation Programme of office review of operational assets and rationalisation, and the shift towards flexible, mobile working, and collaboration internally and externally, to reduce energy costs and reduce our carbon footprint. Maximise opportunities presented by digital transformation to accelerate the shift towards more flexible, mobile working.	Council Asset Strategy & Management Plan; New Ways of Working Policy; Workforce Plan	Strategic Asset & Capital Plan Management; Transformation Team	proportion of staff undertaking flexible / mobile working		Increased asset office rationalisation as per Corporate Asset Management targets; Property Asset Strategy; increased proportion of staff undertaking flexible / mobile working; and increased sharing of assets internally and with external organisations	2020 / ongoing	<p>The COVID-19 pandemic has proven the concept that many staff can work remotely and services can be delivered with fewer assets. The council is now considering how to build on this learning. An asset review project has delivered a set of proposals and a project manager has been recruited and the project is progressing well. Priorities include the creation of a Hub at Penston which will create space at John Muir House to hopefully house staff from Randall House.</p> <p>A Working Differently Short-Life Working Group was set up, which identified carbon footprint reduction and improved sustainability as beneficial outcomes that have arisen due to COVID; in particular the shift to homeworking and flexible mobile working reducing travel related emissions; the shift to digital and online working; online processes replacing paper based processes and reducing the need to print.</p> <p>A new Homeworking Policy has been drafted and will go out for consultation over autumn 2020.</p>		POSITIVE COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
Key Priority Area 5: Improve Resource Efficiency and Sustainability										
1.5a	Facilities Management Services will aim to eliminate problematic or unnecessary single-use plastics by the end of 2020 as part of the UK Plastics Pact	UK Plastics Pact; Facilities Management targets	Facilities Management Service	Elimination of specific single-use plastics		Specific single-use plastics eliminated by end of 2020	2020	Due to impacts of COVID need to revise target date to the end of 2021, pending service needs and COVID. Due to COVID there has been an unfortunate increase in the use of single use plastics in 2020. School pupils are encouraged to bring refillable bottles from home however this is not always possible; there has been an increase in the use of disposables for school lunches. COVID related PPE cleaning materials, chemicals in bottles, hand sanitiser etc. have all added to the increased use. When it is safe and practical to look at reducing single use plastics Facilities Management Service will take this forward. The council remains committed to tackling unnecessary/problematic single-use plastics use.	Revise target date to 2021	COVID IMPACT
1.5b	Reduce ELC's waste and review recycling options within Council buildings and provide new systems where required	Conserve Resources at Work ('CRAW')	Waste Services; Facilities Management Service				2020 / ongoing	All council buildings have access to recycling for paper/card/glass/plastic/cans		
1.5c	Reduction in ELC's paper use (printing) - 'going paperless'	Working Differently benefits	CCPMG	Reduction in printer paper order quantities		73% reduction in paper	2022	Reduction in paper quantity for printing seen during COVID due to new ways of working	NEW ACTION ADDED	
Key Priority Area 6: Reduce Emissions across our Transport Fleet and Staff Travel										
1.6a	Review / manage each of the following aspects of ELC estate and operations to reduce emissions towards achieving Net Zero: our Transport Fleet and Business Mileage	Climate Change Strategy; ELC Climate Change Reporting	CCPMG – all relevant Service Areas; Scottish Government	Emissions reduction towards Net Zero for Transport Fleet and Business Mileage	Business Mileage: Average Car - Unknown Fuel: 345.9 tCO2e; Bus: 35.8 tCO2e; Car - diesel: 24.2 tCO2e; HGV - average all types & sizes: 541.4 tCO2e; Van - Average (up to 3.5 tonnes) Diesel: 737.8 tCO2e	Reduce carbon emissions annually to reach Net Zero as soon as possible	Annually	The council is continuing to build a green transport fleet with the addition of 11 new Ultra Low Emission Vehicles (ULEVs), funded by Transport Scotland's Switched On Fleets Programme. This increases the current fleet to 28 Electric Vehicles ranging from cars to small and large vans replacing older diesel models. The new vehicles include Nissan env200 panel vans for use by the Countryside Ranger Service, Amenity Services, Transport Services and Safer Communities, BMW i3 cars for pool use and a Renault Master EV for Library Services. In addition, COVID has impacted on business mileage with many staff now working from home due to COVID. This has reduced the emissions associated with commuting travel to work, and the emissions associated with travel for business purposes. The shift to online working, virtual meetings, and digital processes has accentuated this. However comparable data will not be available until after the end of the 2020/21 financial year.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
1.6b	Implement an Ultra-Low Emissions Vehicles (ULEV) strategy for our Council vehicle fleet	ULEV Strategy	Transport Services	ULEV Strategy implemented		ULEV Strategy implemented	2020	Due to impacts of COVID need to revise target date to the end of 2021, pending service needs and COVID. Work continues to develop a ULEV Strategy and we continue to expand our ULEV fleet (see 1.6a above).	Revise target date to 2021	COVID IMPACT
1.6c	Continue the development of ultra low emissions vehicles (ULEV) options across the Council, including utilisation of full electric vehicle (EV) and hybrid technology for pool cars and operational vehicles	ULEV Strategy; Fleet Management; LTS	Transport Services; Roads Services	Numbers of ULEV vehicles in Council Fleet		Replace the Council's fleet with ULEV wherever feasible	2020 / ongoing	The council is continuing to build a green transport fleet with the addition of 11 new Ultra Low Emission Vehicles (ULEVs), funded by Transport Scotland's Switched On Fleets Programme. This increases the current fleet to 28 Electric Vehicles ranging from cars to small and large vans replacing older diesel models. The new vehicles include Nissan env200 panel vans for use by the Countryside Ranger Service, Amenity Services, Transport Services and Safer Communities, BMW i3 cars for pool use and a Renault Master EV for Library Services.		
1.6d	Implement a 'Green Travel Plan' for all Council staff, setting out the expectation, resources and infrastructure to implement modal shift in staff travel behaviour from driving single-occupancy private cars to sustainable travel options, including use of electric vehicle (EV) pool cars, car sharing, active travel, use of public transport	Local Transport Strategy (LTS)	Roads Services	Introduce a travel plan for all ELC staff (subject to constituencies of the service)		Introduce a travel plan for all ELC staff	2021	A draft Staff Travel Plan was produced following a staff travel survey in early March 2020, i.e. pre COVID. However COVID has impacted on this, with significant numbers of staff now working from home rather than in council offices, so the Travel Plan will need to be revisited once the full impacts of COVID, and post COVID new ways of working, on staff travel patterns are fully known. Proposal is currently to carry out next Staff Travel Survey in February 2022, with subsequent biennial surveys (subject to approval).		COVID IMPACT
1.6e	Continue the programme of installation of electric charging points for electric vehicles at all Council offices, depots and public buildings	LTS	Roads Services	Number of EV chargepoints installed at Council buildings	The first EV chargepoint was installed in 2012	Increased number of EV chargepoints installed at all Council buildings wherever possible	Annual	We have increased the number of EV chargepoints installed at all Council buildings to 17 and will be installing a further 9 in the 2020/21 financial year.		
1.6f	Roll out EV training for staff	Fleet Management; LTS	Transport Services; Roads Services	Number of staff trained and using the Council's EV pool fleet		Increased number of staff trained and using the Council's EV pool fleet	Annual	COVID has impacted the ability for staff to use pool cars this year - this has seen a reduction in use across all pool cars - following a period of operational suspension due to government guidelines. Numbers available remain the same with a safe return option now in place - longer term effect of home working may impact the ongoing viability of the program but this will be assessed.	(Not an action for Roads Services)	COVID IMPACT
1.6g	Develop electric bikes / i-bike options to reduce staff dependency on the car for shorter work journeys	LTS	Roads Services	Numbers of electric bikes / i-bikes for Council staff use		Electric bikes / i-bike options for staff use at all main Council offices	2022	E-Bikes update: SESTRAN's pilot project in Musselburgh and wider Spaces for People funded network will soon increase opportunities for staff. Exact details and timescales will hopefully be confirmed by Christmas 2020.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
1.6h	Work to achieve Cycling Scotland's <i>Cycle Friendly Employer</i> status	LTS	Roads Services	Working towards <i>Cycle Friendly Employer</i> status		Achieve <i>Cycle Friendly Employer</i> status	2022	This is linked to a draft ELC Travel Plan currently on pause to be reassessed post COVID-19 and to take into account the changing travel arrangements by employees to their 'place of work'. The <i>Cycle Friendly Employer</i> status to be progressed independently with the awarding body Cycling Scotland in 2021 once COVID-19 restrictions are relaxed.		COVID IMPACT
Key Priority Area 7: Sustainable Procurement										
1.7a	Produce and implement a revised and updated Sustainable Procurement Policy, to ensure that goods and services are procured ethically and responsibly, from ethical and sustainable sources, including through the supply chain and sub-contractors	Procurement policy	Procurement Team	Production of an updated Sustainable Procurement Policy	Previous Sustainable Procurement Policy has not been fully implemented	Production, adoption and implementation of an updated Sustainable Procurement Policy	2020	ELC's Sustainable Procurement Policy was approved by Cabinet in November 2020. The Policy was developed with input and feedback from Zero Waste Scotland through their capacity building mentoring programme undertaken by ProCirc, which supports public bodies to embed circular procurement and deliver circular economy and sustainable outcomes, with an emphasis on proactively supporting green recovery and delivering local benefits. It is now the intention to bring forward for approval guidance documents, specifically Sustainable Procurement Guidance and Procurement Community Benefits Strategy.		
1.7b	Produce and implement a new community benefits in procurement procedure, set out in an updated Community Benefits Strategy	Community Benefits Strategy	Procurement Team	Production of an updated Community Benefits Strategy		Production, adoption and implementation of an updated Community Benefits Strategy	2020	Following the approval of ELC's Sustainable Procurement Policy by Cabinet in November 2020, it is now the intention to bring forward for approval guidance documents, specifically Sustainable Procurement Guidance and Procurement Community Benefits Strategy. Work is ongoing to develop and produce these documents.	Revise target date to 2021	COVID IMPACT / ACTION PROGRESSING
Key Priority Area 8: Our Schools and Young People										
1.8a	Set up an East Lothian Young People's Climate Change forum to ensure our young people's voices are heard and to support and empower young people to take action in their communities		Education; Community Learning & Development; SECCO	East Lothian Young People's Climate Change forum		East Lothian Young People's Climate Change forum in place	By end of 2020	East Lothian Youth Council established and Tackling Climate Change is on the agenda. This has been impacted by COVID however work continues to engage young people with our Climate Change Strategy. 204 pupils from ELC primary and secondary schools responded to a survey on our Climate Change Strategy (Nov-Dec 2020).		
1.8b	Embed the objectives of this Climate Change Strategy with the 'Learning for Sustainability' (Lfs) agenda as part of Curriculum for Excellence (CfE). Lfs is delivered through outdoor learning, global citizenship and sustainable development	Lfs Vision 2030 as part of Curriculum for Excellence	Education; Outdoor Learning; national education partners	Climate Change Strategy objectives embedded into 'Learning for Sustainability' element of school curriculum	Engagement with Outdoor Learning within school day: Primary 47% Secondary 100% (not including P7 camp)	Climate Change Strategy objectives embedded into 'Learning for Sustainability' element of school curriculum	2020	There is now a greater emphasis in schools on learning outdoors as a response to COVID mitigations and many schools are linking this to the theme of sustainability in a cross curricular way (literacy / numeracy).	Baseline added	COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
1.8c	Support and expand the 'Eco-Schools' programme in East Lothian schools – potentially with greater input from other agencies and organisations / a county wide programme to support schools and teachers with delivery of projects	Curriculum for Excellence	Education; ELC Countryside Ranger Service; external partners including Keep Scotland Beautiful	Levels of participation in the 'Eco-Schools' programme in East Lothian schools; eco-projects delivered in schools	In East Lothian currently 8 ELC schools have Green Flags (according to Keep Scotland Beautiful website)	Increased levels of participation in the 'Eco-Schools' programme in East Lothian schools; more Green Flag Awards; more eco-projects delivered in schools	Annual	Schools' engagement in the Eco-Schools programme is promoted and encouraged with awareness raising opportunities being highlighted throughout the school year as information becomes available.	Slight amendment to baseline to clarify 'ELC' schools	
1.8d	Improve sustainability and recycling in schools including reduction / elimination of single-use plastic packaging, a greater selection of recyclable materials across school catering services, improved recycling & food composting facilities in schools		Facilities Management; Education; Waste Services	Quantities of single-use plastic packaging purchased; quantities of recyclable materials across school catering services; recycling & food composting facilities in schools		No single-use plastic packaging in school canteens; increased quantities of recyclable materials across school catering services; recycling & food composting facilities in all schools	Annual	All schools have access to recycling for paper/card/glass/plastic/cans. In addition, we are aware that pupils at Yester Primary School had engaged with Wiseman Dairies and ELC to engage in a conversation about the ongoing use of plastic straws with school provided milk cartons. We believe that this is now being looked into by school milk providers as a sustainable way forward.		
1.8e	Continue to source local food and achieve the Soil Association's <i>Food for Life Served Here</i> award; and promote/ensure more plant-based food options in schools, including 'meat free' days and vegan options		Facilities Management; Education	Achieving the <i>Food for Life Served Here</i> award; food options available in school canteens	Food for Life Served Here Bronze award has been achieved by ELC for past 6 years	Achieve <i>Food for Life Served Here</i> Silver award; more plant-based food options are available in schools, including promoted 'meat free' days and vegan options	Annual	ELC achieved the Soil Association Scotland's 'Food for Life Served Here' Bronze Award again this year for the 7th year in a row, and we are working towards a Silver award. Facilities Management Service continues to review school menus.		
1.8f	Support schools to develop Bikeability Scotland training, to teach skills needed to cycle safely on roads, and 'Play on Pedals' (which aims to give all children the chance to learn to ride a pedal bike before they start Primary 1)	LTS	Education; Outdoor Learning; Roads Services; Connected Communities; partners	Number of East Lothian pupils undertaking Bikeability Scotland Level 1, 2 & 3 training, and 'Play on Pedals'	Number of pupils undertaking Bikeability training 2014/15: Level 1: 316; Level 2: 130; Level 3: 5.	Increased uptake of Bikeability Scotland. [In 2018/19: Level 1: 757 pupils; Level 2: 513 pupils; Level 3: 6]. Increased uptake of 'Play on Pedals'	Annual	Bikeability Aug 2019 - Feb 2020: Level 1: 6 schools 333 pupils; Level 2: 6 schools 359 pupils; Level 3: 1 school 5 pupils. Hub cycling April - June 2020: 200 children across 6 East Lothian Hubs. Children's Lunch Clubs Tranent / Prestonpans July-Aug 2020: 108 children. April - Aug 2020: 55 children learnt to cycle.		
1.8g	Active Travel to School campaign and promotion, including parking management around schools, and supporting modal shift from school buses to active travel wherever feasible	LTS; Area Partnership Plans	Roads Services; Transport Services; Sustrans; Area Partnerships; Education	Number of pupils travelling to school by active travel modes (Sustrans Hands Up Scotland Survey data)	72.8% of pupils travelling actively to school in 2018 (Sustrans Hands Up Scotland Survey data)	Increased number of pupils travelling to school by active travel modes (Sustrans Hands Up Scotland Survey data)	Annual	Roll-out of temporary 20mph speed limits for all towns and most villages under the Spaces for People programme will make it feel safer to cycle and walk. Promotional materials to support this. A series of vox-pops were produced and promoted via social media and on ELC's website.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
1.8h	Investigate and develop opportunities for business development training / apprenticeships for secondary pupils in the 'circular economy'		Economic Development; East Lothian Works; Education; external partners	Develop a programme of business development training / apprenticeships for secondary pupils in the 'circular economy'		Programme of business development training / apprenticeships in the 'circular economy' is developed and rolled out to secondary schools	2023	The Kickstart scheme helps businesses in Scotland to attract, recruit, train and pay young people. It provides support for employers which is delivered locally by local authorities and their partners and is jointly funded by UK, Scottish and Local Government to create and sustain jobs for young people. Explore whether this scheme could be linked to the circular economy.	East Lothian Works added as an owner of this action	
1.8i	Support and expand pupils' engagement with and value of the local greenspace through Outdoor Learning as part of 'Learning for Sustainability' (LFS) within the Curriculum for Excellence including Award schemes (Duke of Edinburgh; John Muir Award; SQA secondary phase awards)	Curriculum for Excellence	Education; Outdoor Learning	Levels of participation in LFS agenda	LFS Vision 2030 from Education Scotland measured through the EVOLVE offsite education reporting system; DoFE engagement data; JMA engagement data; SQA awards	All schools delivering on vision on LFS 2030. Measured through the EVOLVE offsite education reporting system. DoFE engagement data. JMA engagement data. SQA awards.	Annual	There is now a greater emphasis in schools on learning outdoors as a response to COVID mitigations and many schools are linking this to the theme of sustainability in a cross curricular way (literacy / numeracy).		
Key Priority Area 9: Climate Adaptation: A Resilient Council										
1.9a	Implement the Corporate Risk Register and Risk management Plans to Review the resilience of Council buildings and infrastructure networks to sustain and enhance the benefits and services provided	Corporate Risk Register; Risk Management Plans; Corporate Asset Management Plan	Protective Services; Risk Management; all relevant Services			Included within Risk Register	Annual	Within the Corporate Risk Register there is now an updated Corporate Risk (as at May 2020) which is now titled Climate Emergency as the Council declared a Climate Emergency in August 2019. This risk lists all current and planned measures in order to make all our Council Services Net Zero Carbon as soon as reasonably practicable or in any case by 2045, and to prepare for the impacts of climate change. This Corporate Risk continues to be live within the Council's Corporate Risk Register and is updated regularly by the Climate Change Officer. Preparing for the impacts of climate change, including an increase in the frequency and severity of severe weather events, sea level change, and preparation of business continuity plans, are covered by other Risks identified within the Corporate Risk Register and Service Level Risk Registers. ELC is part of Adaptation Scotland's Capability Framework Benchmarking Working Group, to benchmark, assess progress with and further embed Climate Adaptation across Council processes. A preliminary Climate Adaptation Capability Assessment has been undertaken, and work continues to embed Climate Adaptation throughout Council policies and procedures.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
Outcome 2: Active Travel and Sustainable Transport are used for everyday journeys, to drastically cut emissions from transport and improve air quality										
Key Priority Area 1: Sustainable Transport										
2.1a	Work with partners and key stakeholders, including national transport agencies and local public transport providers (bus and rail transport), to implement the Local Transport Strategy, enhancing and better integrating public transport provision and connectivity	Local Transport Strategy (LTS); Local Development Plan (LDP); Developer Contributions Framework	Roads Services; Transport Services; Planning Service; partners & stakeholders	As per Local Transport Strategy (LTS)	As per Local Transport Strategy (LTS)	As per LTS	ongoing	Funding from Transport Scotland has enabled investment in new bus shelters and new electronic bus information displays in 5 of our largest towns. Our high-profile bus promotional campaign has been curtailed due to COVID-19.		COVID IMPACT
2.1b	Progress feasibility studies for, and progress implementation of, Sustainable Transport Hubs in East Lothian	LTS	Roads Services; partners including Transport Scotland and Energy Saving Trust	Feasibility studies for Sustainable Transport Hubs progressing		Feasibility studies for Sustainable Transport Hubs progressing; implementation of Hubs progressing	2022	A pilot Sustainable Transport Hub ('Journey Hub') is being developed at the Brunton Hall in Musselburgh and will be implemented early in 2021.		
2.1c	Work in partnership with our communities to identify local travel and transport solutions and to ensure a fair and just transition to a carbon neutral East Lothian; explore options for shared community transport options, particularly for our rural communities	LTS; Area Plans	Roads Services; Connected Communities; partners & stakeholders including Area Partnerships, Community Councils, Tenants & Residents Associations	Community involvement in decision-making over local transport and travel solutions	Travel and transport actions in current Area Plans	Community approved travel & transport actions embedded in Area Plans and implementation programmes underway	ongoing	Fair and just transition: we have the highest % of "on-street households" "within catchment" of an EV charger in Scotland. Also trialling an innovative slimline bollard style EV charger that it is hoped will be suitable for residential on-street locations within our High Quality Conservation Areas, bringing even more "on-street households" "within catchment". In the interim, we have worked with Community Councils to develop a dense and resilient network of public chargers to support those "on-street households" not "within catchment" even in our smaller towns and villages. Also investigating smart metering and agile tariffs to allow residents the similar advantage to those with control of their own private off-street charging to control their own EV charging carbon footprint. Our high-profile bus promotional campaign has been curtailed due to COVID-19. Area Partnerships have supported a range of 'active travel' initiatives and continue to prioritise this within thier Area Plans.		
2.1d	Continue the promotion of sustainable transport options in East Lothian, including via Area Partnerships, East Lothian On The Move, Traveline, smart technology and mobile / digital technology	LTS; Area Partnership Plans	Roads Services; Transport Services; Connected Communities; Area Partnerships and other external partners	Awareness levels from Residents' Survey; number of behaviour-change interventions produced	45	Increased levels of awareness from Residents' Survey; increased number of behaviour-change interventions produced	2020 / ongoing	East Lothian on the Move branding has further developed and more widely used across literature and online. New webpages provide useful information on active and sustainable travel.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
2.1e	Explore options for shared community transport options, particularly for our rural communities		Transport Services; partners; Connected Communities			Proposals for shared community transport options established.	2022	This is still a live action - requirement to focus on COVID response has prevented this being progressed during 2020. COVID position has impacted the work relating to community transport at present - with a national shift to reduce public transport use throughout the pandemic the options to explore community based transport have not been possible.		COVID IMPACT
2.1f	Electric East Lothian: Continue the roll-out of new Electric Vehicle (EV) chargepoints around the county; improve management and maintenance of existing chargepoints	Electric Vehicle chargepoint (EVCP) strategy; LTS; LDP	Roads Services; Transport Scotland; Planning Service; partners	Number of EV chargepoints installed and in good working order	The first EVCP was installed in East Lothian in 2012	• A Journey (Rapid) charger in each of our 12 largest towns; • An increasing number of on- and off-street destination chargers for residential use	2023	We now have at least one Journey (Rapid) charger in each of our 11 largest towns. In addition, we have an increasing number of on- and off-street destination chargers for residential use. We have gone from 3 Destination chargers in about 2017 to over 60.		
2.1g	Electric East Lothian: support the switch to Electric Vehicles (EVs) in East Lothian	Electric Vehicle chargepoint strategy	Roads Services; key partners and stakeholders	The number of electric vehicles registered, as a proportion of the total number of licensed vehicles in East Lothian	0.07% EVs in 2015	15% switch to EVs by 2023	2023	0.561% EVs at end of 2019.	According to Department for Transport (DfT) and DVLA Table VEH0105 and VEH0132a figures show there were 62,709 Licensed vehicles registered in East Lothian at the end of 2019, of which 352 were identified as Ultra low emission vehicles (typically battery electric, plug-in hybrid electric and fuel cell electric vehicles). This equates to 0.561% of all vehicles. DfT and DVLA allocate vehicles to a local authority according to the postcode of the registered keeper. This is the keeper's address for privately owned vehicles or the company's registered address for company owned vehicles. The address does not necessarily reflect where the vehicle is located. This is especially true for large fleets kept by companies involved with vehicle management, leasing or rentals. Significant changes in the number of vehicles from year to year can often occur when these companies change their registered address.	

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
2.1h	Develop guidance for the specification and installation of EV chargepoints in new developments charging points (including for new flatted / communal parking in developments)	EV chargepoint Strategy; LTS; LDP / Supplementary Planning Guidance	Roads Services; Planning Service; partners	EV Strategy and guidance		Implementation of EV Strategy and guidance	2021	New Supplementary Planning Guidance makes EV infrastructure a material consideration for Planners, in addition to LDP Policy T31, and sets higher expectations of developers to provide chargepoints. Large housing developers now required to report on their EV charging proposals which will be reviewed for suitability by Road Services. Roads Service will also be contributing to an OLEV/IET "Guide to EV Infrastructure for Local Authorities" which will hopefully become national guidance.		ACTION COMPLETED
2.1i	Work with businesses and other employment hubs to implement Green Travel Plans for staff, and work up a promotional campaign with rewards e.g. Sustrans' Scottish Workplace Journey Challenge		Roads Services; SECCO; partners; businesses	Number of Green Travel Plans for Staff produced for businesses / employers; number of staff travelling by active & sustainable modes		Increasing number of Green Travel Plans for Staff produced for businesses/employers; increasing number of staff travelling by active & sustainable modes	2021	This area has been impacted by the COVID pandemic. Previously transportation for visitors between visitor attractions was to an extent serviced by the Lothian open top bus. Both Seabird Centre and John Muir Birthplace encourage public transport and offer discounts to entry/shop if arriving by using public transport. Many attractions are on the Scotrail 2for1 campaign. The 'Spaces for People' programme funded temporary measures to create space for social distancing in towns and to keep school communities safe, to support, encourage and give people space for walking and cycling during the COVID pandemic.		COVID IMPACT
Key Priority Area 2: Active Travel										
2.2a	Progress implementation of the Segregated Active Travel Corridor	LTS; LDP	Planning Service; Roads Services; developers; Sustrans; SEStran	Implementation of Segregated Active Travel Corridor progressing		Segregated Active Travel Corridor being implemented and being used	2020 / ongoing	Sections of the Segregated Active Travel Corridor have already been implemented across East Lothian; and we continue to seek opportunities where possible to implement additional sections through funding opportunities or developer contributions.		
2.2b	Implement the actions in the Active Travel Improvement Plan (ATIP) (Local Transport Strategy)	LTS (ATIP); LDP; Developer Contributions Framework	Roads Services; Planning Service; Outdoor Access; Area Partnerships; Sustrans; SEStran; other partners	As per Active Travel Improvement Plan (LTS)	As per ATIP (LTS)	As per ATIP (LTS)	2020 / ongoing	Actions in the Active Travel Improvement Plan continue to be implemented. Ongoing collaboration with Sustrans, SEStran and other funding partners to improve and expand the cycle networks, identified in the LTS / ATIP and also through planning conditions attached to new housing developments. Current significant focus in the west of the county in and around Musselburgh where strategic cycle routes and connections are being developed. Improvements to the National Cycle Network in Dunbar and West Barns with further locations to be improved in 2021. A pilot transport Journey Hub has been identified to be located in Musselburgh with an aim to replicate these Journey Hubs in the other main East Lothian Towns. Ongoing input and consultations with the Local Area Partnerships / Community Councils and cycle community for these and other active travel projects.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
2.2c	Working with partners, including the East Lothian Cycle Forum and Area Partnerships, support and encourage community initiated projects, including with funding and infrastructure	LTS / ATIP; Area Plans	Roads Services; Outdoor Access; Connected Communities; funding partners; Area Partnerships; community partners; East Lothian Cycle Forum	Community initiated projects are incorporated into Area Plans and implemented		Community initiated projects are incorporated into Area Plans and implemented	2020 / ongoing	Roads Services have responded to a number of Community Councils' requests for public EV chargepoints. Operational Examples: Humbie Hub, Humbie Rig Street, Aberlady Village Hall, Garvald Walden Place, Gifford Bowling Club, Pencaitland Saltcoats Road, Gullane Funded Sites in the Delivery Pipeline for FY20/21: Whitekirk		
2.2d	Continue the promotion of active travel options in East Lothian, including via Area Partnerships, East Lothian Cycle Forum, East Lothian On The Move, Traveline, smart technology and mobile / digital technology	LTS; Area Partnership Plans	Roads Services; Transport Services; Area Partnerships; East Lothian Cycle Forum; external partners	Awareness levels from Residents' Survey; number of behaviour-change interventions produced		Increased levels of awareness from Residents' Survey; increased number of behaviour-change interventions produced	2020 / ongoing	East Lothian on the Move branding has further developed and more widely used across literature and online. New webpages provide useful information on active and sustainable travel.		
2.2e	Improve management and maintenance of walking routes and the Core Path Network, and continue to improve path surfaces to ensure access for all abilities, constructed for climate resilience (e.g. porous surfaces); ensure that our places encourage walking, with well-maintained streets, paths and public spaces that are fully accessible and fit for purpose; pedestrian priority; information on walking routes; walking / pedestrian infrastructure	Core Paths Plan; LTS / ATIP	Outdoor Access; Countryside Service; Roads Services; Connected Communities; Area Partnerships; funding partners; East Lothian Local Access Forum	Core Paths Audits data		Improved management and maintenance of Core Paths Network as per Core Paths Audits	2020 / ongoing	All work of Countryside Team significantly disrupted by COVID. Maintaining the path network was one of the priorities as paths were much more regularly used with communities encouraged to stay local. 'Spaces for People' funded temporary measures to create space for social distancing in towns and to keep school communities safe, to support, encourage and give people space for walking and cycling during the COVID pandemic.		COVID IMPACT
2.2f	Work with partners to improve cycling route connectivity and safety, particularly to connect rural communities to larger settlements and/or public transport hubs and connectivity to local amenities	LTS / ATIP; Area Plans	Roads Services; Connected Communities; funding partners; East Lothian Cycle Forum	Progressing implementation of connecting cycle routes		Connecting cycle routes are being implemented and being used	2020 / ongoing	Ongoing collaboration with Sustrans, SEStran and other funding partners to improve and expand the cycle networks, identified in the LTS / ATIP and also through planning conditions attached to new housing developments. Current significant focus in the west of the county in and around Musselburgh where strategic cycle routes and connections are being developed. Improvements to the National Cycle Network in Dunbar and West Barns with further locations to be improved in 2021. A pilot transport Journey Hub has been identified to be located in Musselburgh with an aim to replicate these Journey Hubs in the other main East Lothian Towns. Ongoing input and consultations with the Local Area Partnerships / Community Councils and cycle community for these and other active travel projects. Using Spaces for People funding, temporary segregated cycleways will connect Musselburgh-Portobello and Cockenzie-Prestonpans. If there is community support, these could become permanent.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
2.2g	Roll out electric bike and public bicycle hire hubs with associated infrastructure in partnership with communities / Area Partnerships	LTS	Roads Services; Connected Communities; APs; partners	Bike hubs established; e-bike usage		Electric bike hubs and bicycle hire hubs established; e-bike usage is increasing	2022	E-Bikes update: SESTRAN's pilot project in Musselburgh and the Spaces for People funded network of six additional stations will be installed by March 2020.		
2.2h	Support Bikeability adult cycle training for adults throughout the county		Outdoor Learning; Roads Services	Number of Bikeability adult cycle training sessions for adults and number of participants	None at present	Increased numbers of Bikeability training sessions and participants	2023	Essential Cycling Skills: Instructors available through Outdoor Learning.	Amended action to delete "Bikeability" and replace with "adult cycle training".	
Key Priority Area 3: Improving Air Quality										
2.3a	Continue to comply with Air Quality Objectives (AQO) and improve air quality in Musselburgh's Air Quality Management Area (AQMA)	Local Air Quality Management Progress Reports	Protective Services (Environmental Health – Air Quality); Planning Service; partners	Local Air Quality Management – Annual Progress Reporting: Air Quality Objectives	AQOs were exceeded in 2013; this is when an AQMA was declared	Comply with all Air Quality Objectives (AQO); no exceedances of any objectives	2020 / ongoing	Air Quality monitoring results from 2019 confirms there were no exceedances of any Air Quality Objective (AQO) during 2019, including within the AQMA, with the last exceedance being recorded in 2016. East Lothian Council have engaged consultants to carry out a Detailed Assessment of Air Quality in Musselburgh and the results will be available autumn/winter 2020. If the Detailed Assessment concludes future exceedances of the AQO will be unlikely, even with anticipated future developments, then East Lothian Council will revoke the AQMA in 2021.		
2.3b	Investigate collaborative working with City of Edinburgh Council to identify solutions to tackle traffic congestion and air quality in Musselburgh		Roads Services	Progression of collaborative solutions for Musselburgh with City of Edinburgh Council		Progression of collaborative solutions for Musselburgh with City of Edinburgh Council	ongoing	Currently working with City of Edinburgh Council (CEC) to deliver a temporary cycle link between Portobello and Musselburgh through Spaces for People programme - installation scheduled for spring 2021. Potential to make this permanent through the Musselburgh Active Town project. Working with CEC to improve bus journey times between the ELC and CEC areas through the Transport Transition programme. Particular points of congestion identified in Musselburgh and Prestonpans.		
2.3c	Reduce exposure to poor air quality through urban placemaking, including appropriate green network solutions such as hedges / use of landscaping to buffer emitting development		Planning Service; Protective Services; Connected Communities; partners	Placemaking and urban planning of green solutions	The Council has already planted hundreds of urban trees	Increase green solutions as barriers / buffers to air pollution	ongoing	No action to report this year as this has been impacted by COVID, although actions will be picked up again and this will be ongoing.		COVID IMPACT
2.3d	Explore innovative technological solutions to improve urban Air Quality, including the latest version of the CityTree installation for Musselburgh	Local Air Quality Management Progress Reports	Protective Services (Environmental Health – Air Quality); partners	Explore ideas for innovative technical solutions to improve urban Air Quality	Phase 1 CityTree pilot project ran in 2018/19 in Musselburgh's AQMA 49	Development of innovative technical solutions to improve urban Air Quality	2025	East Lothian Council commissioned a City Tree within the AQMA in Musselburgh during late Summer of 2018. As well as providing the locus for the CityTree, the structure also contains signage and information on Air Quality. The CityTree had to be removed in Autumn 2019 due to problems with the irrigation system.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
2.3e	Expand Air Quality awareness-raising campaign to end idling of vehicles; including promoting health and wellbeing implications of cleaner air	Air Quality Management	Protective Services; East Central Scotland Vehicle Emissions Partnership; partners; communities	Air Quality awareness-raising campaign produced		Air Quality awareness-raising campaign produced and rolled out; monitoring underway	ongoing	The partnership has secured funding to continue through 2020/21 and was expanded further when Stirling Council became a partner authority in 2019.		
Key Priority Area 4: Climate Adaptation: Resilient Transport Networks and Infrastructure										
2.4a	Implement the Road Asset Management Plan, Corporate Risk Register and Risk Management Plans, to ensure the road, rail and active travel network infrastructure, including coastal protection for coastal transport infrastructure, is future-proofed to withstand extreme weather events / tidal surges and future changes to the climate; ensure paths are constructed for climate resilience (e.g. porous surfaces); continue to monitor and review	LTS; Road Asset Management Plan, Corporate Risk Register, Risk Management Plans	Road Services; Structures & Flooding Team; national & local partners				ongoing	Climate Change considered in Flood Studies and Schemes identified in Local Flood Risk Management Plan. Corporate Risk Register updated.		
Outcome 3: Net Zero, Energy Efficient Homes and Buildings that are adapted for a changing climate										
Key Priority Area 1: Energy Efficient Homes and Buildings										
3.1a	Continue to improve the energy efficiency of East Lothian's existing buildings, exploring options for low carbon and renewable heat and energy sources to meet the targets set out in the Energy Efficiency Scotland Programme to make Scotland's existing buildings near zero carbon wherever feasible.	LHEES; Local Housing Strategy (LHS); Asset Management	Strategy & Development; Projects Team; Scottish Government			Reduced Energy Consumption	Annual	The Council is continuing to explore opportunities to improve the energy efficiency of existing stock across all domestic tenures through measures such as external wall insulation, cavity wall insulation and is exploring possibility of under floor insulation as well as internal wall insulation. The Council has also signed up to a ParkPower project which will identify potential areas across East Lothian that would be suitable for ground source heating on a scale that would provide energy to a number of surrounding domestic and non domestic properties. Report is due end of March 2021. Further projects to look at geothermal possibilities are also being explored.		
3.1b	Maximise funding opportunities for energy efficiency measures across all housing tenures in East Lothian and continue to complete fabric improvements to domestic Council and private stock	LHEES; Local Housing Strategy (LHS)	Strategy & Development; Housing Team; Property Maintenance	Number of measures installed		Increased number of energy efficiency measures installed	Annual	East Lothian Council was allocated £834k of funding from the Scottish Government to deliver energy efficiency measures to those identified as being in fuel poverty who had suitable construction types. Although COVID had a massive impact on the delivery of this programme with the construction sector being closed down between March and July 2020, the Council still managed to maximise this fund delivering insulation measures to over 155 private properties across East Lothian. The Scottish Government has allocated a further £937k to help deliver efficiency measures for the 2020/21 programme. Properties have been identified and the contract has just recently been awarded with site starts expected in January 2021. This work is complemented with similar measures to Council properties within the same areas to maximise efficiencies. Property Maintenance service continues to meet with Strategy and Development colleagues on a monthly basis to discuss existing and new funding streams and opportunities. The Council also maximises opportunities to meet the Scottish Government's Greener Standard which attracts additional funding of £2,000/house for all new build developments.		
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Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
3.1c	Roll out the Energy Advice Service to support occupiers to run the buildings efficiently and effectively, particularly to those households most at risk of fuel poverty.		Strategy & Development	Number of homes visited by Energy Advisors			Annual	No homes could be visited this year due to COVID pandemic, however 240 households were supported/engaged with energy advice. Free training opportunities have been secured in January 2021 for Council staff.		COVID IMPACT
3.1d	Improve knowledge and understanding of Council housing stock, i.e. condition, fuel poverty, energy efficiency		Property Maintenance	Number of Council housing assets with full stock condition intelligence		All assets to be physically surveyed on a 5-year rolling programme	Annual	A 5-year rolling survey programme assessing stock condition, energy efficiency & housing quality commenced in January 2020, however was halted due to the ongoing COVID pandemic. The programme recommenced on 31 August 2020.		COVID IMPACT
3.1e	Continuing to meet the Scottish Housing Quality Standard (SHQS) while also meeting Scotland's Energy Efficiency Standards for Social Housing (ESSH) is a priority for all social landlords. Widen the range of technologies under consideration to allow compliance with the EESH2 standard by 2032		Property Maintenance	% of housing stock compliant with the SHQS / ESSH	Annual return of the Social Housing Charter (ARC)	SHQS - ongoing. ESSH - December 2020.	2020 / ongoing	EESH compliance has increased by 24.31% year-on-year. At 09/11/2020 EESH compliance was 85.11%		
3.1f	Identify solar PV opportunities for public and private buildings where technically feasible		Transformation Board; Strategy & Development; Property Maintenance	Number of PV installations	Zero		Ongoing	Ongoing. <ul style="list-style-type: none"> The Energy Transformation Board has identified a set of properties to act as the pathfinder project for solar PV on roofs of our housing stock. Zero Waste Scotland are very interested in the concept for the Carberry former landfill site, which includes a solar farm, and have funded some feasibility work. Carberry landfill is still being considered by Zero Waste Scotland and further analysis is being commissioned to assess the quality of methane to see if a CHP installation is still viable for the site. 		COVID IMPACT
3.1g	Continue to install LED lighting in our buildings and domestic stair wells. Exploring opportunities for future smart intelligent lighting		Strategy & Development; Property Maintenance				Ongoing	All lighting used for housing stock is now LED type.		
3.1h	Continue to explore setting up an Energy Service Company (ESCO)		Housing; Property Maintenance; Strategy & Development; Energy Transformation Board				Ongoing	We appointed an ESCO (People's Energy Company) to work with us on a pilot basis to develop an affordable tariff for residents of East Lothian and to advise on other innovations. People's Energy Company awarded contract. This contract is still live and the affordable tariff was launched in August 2020. There was initial uptake of 82 households at the end of the first 3 weeks.		ACTION COMPLETED
3.1i	Continue to explore opportunities for new innovative energy efficiency workstreams through the Energy Transformation Board		Energy Transformation Board				Ongoing	<ul style="list-style-type: none"> Opportunities have been considered with Scottish Water Horizons, AMP Clean Energy and Heriot-Watt University (ongoing). A PPA (power purchase agreement) offer from Community Windpower was considered but found to be overall more expensive and more risky than the agreed national contract. This work continues and now includes ELC being a core partner in a 'Green Heat in Green Spaces' and opportunities to generate and use biomethane. 		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
3.1j	Improve knowledge and understanding of private housing stock, i.e. condition, fuel poverty, energy efficiency, to help understand those properties that are failing to meet the Scottish Government's EPC target and help facilitate Scottish Government funding to those who are eligible for energy efficiency measures		Strategy & Development	Number of private properties with energy efficiency data		All assets to be surveyed and validated through systems such as Home Analytics and physical surveys	Annual	An annual programme of assessing stock is currently taking place, although opportunities are being explored to change the Scottish Government's annual programme to a 3 year programme which should help to accelerate. COVID resulted in a positive impact as officers used the time while the construction sector was closed to identify potential properties through existing databases and drive-bys.	NEW ACTION ADDED	
3.1k	Review and update the Council's affordable housing specification and design guide to ensure all future developments are low carbon and sustainable		Strategy & Development			To review and update the Affordable Housing specification and design guide by March 2022	2022	Team Manager vacancy within the structure has resulted in delays. Post should be filled by April 2021.	NEW ACTION ADDED	
Key Priority Area 2: Opportunities for Sustainable Energy and Heat										
3.2a	Participate in the Scottish Government's pilot Local Heat and Energy Efficiency Strategy (LHEES) Programme and respond to proposals to create a statutory framework for LHEES	LHEES	Strategy & Development; SECCO; Planning; Transformation Team; Scottish Government	Production of an East Lothian Local Heat and Energy Efficiency Strategy (LHEES) with identified actions		Production, adoption and implementation of an East Lothian Local Heat and Energy Efficiency Strategy (LHEES)	(to be confirmed by Scottish Government)	Pilot study completed looking at energy efficiency in East Lothian's Private Rented Housing Sector. A further round of pilots are underway and the Scottish Government is hoping to issue guidance towards the end of 2021 on the criteria and guidance for developing and implementing Local Heat and Energy Efficiency Strategies.		
3.2b	Explore with local communities to pursue local renewable energy schemes / Community Energy Schemes with local benefits, following on from LHEES	LHEES; Planning	Strategy & Development; SECCO; Planning; Transformation Team; Area Partnerships; Community Councils			To be developed during LHEES process	2025	Pilot study completed looking at energy efficiency in East Lothian's Private Rented Housing Sector. The Scottish Government is hoping to issue guidance and criteria for producing Local Heat and Energy Efficiency Strategies at the end of 2021. In the meantime, the Council continues to explore opportunities for local renewable energy schemes with potential local benefits, such as district heating.		
3.2c	Research opportunities to utilise local water bodies for renewables including local reservoirs and rivers		Energy Transformation Board				Ongoing	Some preliminary contact has been made with interested parties who have committed to coming back to the Council with proposals. No further communication has been received to date.		
3.2d	Work with partners to continue projects to explore the use of low carbon District Heat Networks in order to capture and utilise waste heat from industry, Energy From Waste plants, ground-source heat from disused mines, other heat sources	LHEES; Local Development Plan (LDP)	Strategy & Development; Planning Service; SECCO; Transformation Team; external partners	Number of District Heating Networks in place and number of buildings etc connected to them	Need to establish a baseline	Increased number of District Heating Networks in place and increased number of buildings etc connected to them	2023	We are named on a framework created by Midlothian Council in relation to District Heating Network should the opportunity arise for us; no further update. We are currently seeking funding opportunities for exploring minewater geothermal heat potential of our former coalfields, and we are progressing a minewater geothermal feasibility study at Prestongrange Mining Museum. Expression of interest has also been submitted for potential funding opportunities to explore minewater geothermal at Blindwells.		
3.2e	Introduce a Planning Condition for developers to report on their actions taken to reduce the carbon emissions from the build and from the completed development	LDP; Climate Change Strategy	Strategy & Development; Planning Service; Building Standards		0		2020	For all relevant development proposals, planning officers will encourage developers to submit their proposals to reduce carbon emissions with their planning application. Where this has not been done, then the Council will impose a condition requiring details of measures to reduce carbon emissions to be submitted to and approved by the Planning Authority prior to the commencement of development.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
3.2f	Ensure all new build affordable housing delivered directly by the Council is as sustainable and low carbon as possible		Strategy & Development	Number of new build delivering renewable technology		All affordable new build projects as a minimum must meet the Scottish Government's Greener Standard and beyond where possible	Ongoing	All New Build projects delivered in the last year have met the Scottish Government Greener Standards criteria. In addition to this, the Council is delivering air source heat pumps instead of gas at two sites in Tranent and is exploring a ParkPower opportunity at a site in Wallyford which has potential to attract additional funding. Further research is also being undertaken to explore geothermal and district heating at Blindwells.	NEW ACTION ADDED	

Key Priority Area 3: Climate Adaptation: Climate Ready Buildings

3.3a	Increase the awareness of the impacts of climate change and what individuals / homeowners / employers can do to adapt, by setting up a website central hub linking to information from ELC and relevant partner agencies	Climate Change Strategy; Resilient Communities initiative	SECCO; Strategy & Development; Web Team; external partners including Adaptation Scotland	Website Hub set up; number of 'hits' on website	None at present specifically for East Lothian	Website Hub set up; number of 'hits' on website increasing	2020	Website hub still to be progressed. However, the 'Climate Change and Sustainability' landing page of ELC's website includes website links to relevant external organisations and partner agencies including Adaptation Scotland.	Revise target date to 2021	
3.3b	Continue to ensure that all Council properties meet Scottish Housing Quality Standards and Energy Efficiency Standards for Social Housing (EESH) targets, which ensure homes are better adapted for a changing climate	Local Housing Strategy	Strategy & Development; Housing Team; Property Maintenance; Scottish Government	% of housing stock compliant with the SHQS / EESH	Annual return of the Social Housing Charter (ARC)	SHQS - ongoing. EESH - December 2020.	2020 / ongoing	EESH compliance has increased by 24.31% year-on-year. At 09/11/2020 EESH compliance was 85.11%		
3.3c	Work with partners to explore innovative options for adapting buildings and the urban environment for a changing climate, e.g. green roofs, green walls, ventilation adaptations, sustainable drainage systems		Strategy & Development; Housing Team; external partners and developers	Buildings / developments incorporating innovative green climate adaptation technologies	No baseline at present	Increase in number of buildings / developments incorporating innovative green climate adaptation technologies	2025	All new housing developments designed with Sustainable Drainage Systems (SUDS) since about 2015. New projects underway: Fa'side Lodge, Tranent - we are proposing an all-electric development with enhanced environmental standards using Air Source Heat Pumps. We have applied to the Scottish Government for a 2024 New Build Heat Standard Grant to help with the costs; Blindwells – enhanced environmental standards and innovative methods are being considered.		

Outcome 4: A Resource Efficient and Sustainable East Lothian and the route to Zero Waste

Key Priority Area 1: Waste Reduction and Recycling

4.1a	Increase waste recycling in East Lothian to meet the 2025 target	Waste Management	Waste Services	% of total household waste that is recycled (national targets)	51.8% (2016/17)	70%	2025	55.3% (2019)		
4.1b	Work with Scottish Government to set interim targets for being a Zero Waste county		Waste Services; Scottish Government				As soon as possible; by 2025	Long term treatment contract started November 2019 which will allow for additional recovery and enables East Lothian to be compliant with the ban on biodegradable municipal waste going to landfill in Scotland.		
4.1c	Work with partners to progress installation of public taps / water fountains for refilling water bottles		Work with partners including Scottish Water / Planning Service	Number of taps installed		Increased number of taps installed 53	Annual	East Lothian's first public water refill tap installed by Scottish Water in North Berwick (February 2020). Working with Scottish Water to identify other locations in East Lothian, with Musselburgh (outside Brunton Hall) being considered as part of Journey Hub proposal.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
4.1d	Support communities to progress towards and achieve Plastic Free Community status	Climate Change Strategy	SECCO; Waste Services; community partners					Inclusion in Climate Change strategy - enabling communities to achieve objective one on Local Governance. Climate Change Officer supporting 'Sustaining Musselburgh' (sub-group of Musselburgh Area Partnership) to progress Plastic Free Town status for Musselburgh.		
4.1e	Continue to assist businesses and event organisers to implement resource efficiency, energy efficiency and waste reduction measures		Economic Development; Resource Efficient Scotland (RES); businesses	Number of energy/resource efficiency measures installed; cost saved to businesses - as per RES data		Increased uptake of energy/resource efficiency measures by businesses; increased cost savings	ongoing	All events activities severely impacted by COVID, all in-person events cancelled and some moved online which may have had a positive impact on waste. Many businesses who organise or rely on events for income most severely affected by the pandemic. Comments from event organisers in the past have highlighted issues with recycling at events, whereby 'recycling' is contaminated by public not separating waste. Attractions have also looked at the potential for collectively buying Vegware or equivalent, as costs prohibit some attractions from using. Climate Change Officer attended a meeting to help discussion on green tourism/recycling etc. practices.		COVID IMPACT
4.1f	Develop and implement a Zero Waste Events policy		Economic Development & Strategic Investment; partners	Development of a Zero Waste Events policy	No policy currently in place	Zero Waste Events policy established	2025	All events activities severely impacted by COVID, all in-person events cancelled and some moved online which may have had a positive impact on waste. Many businesses who organise or rely on events for income most severely affected by the pandemic. Comments from event organisers in the past have highlighted issues with recycling at events, whereby 'recycling' is contaminated by public not separating waste. Attractions have also looked at the potential for collectively buying Vegware or equivalent, as costs prohibit some attractions from using. Climate Change Officer attended a meeting to help discussion on green tourism/recycling etc. practices. Pre COVID, Countryside Service requested that Event organisers submit their proposals for carbon footprint reduction / improving sustainability of the event when considering event applications.		
4.1g	Progress revision of licencing / permits so lease-holders / activities are required to cut single-use plastic and strongly encouraged to attempt a zero waste activity and demonstrate carbon reduction strategies		Legal & Licensing; SECCO	Revised licensing / permits progressing	To be established	Progressing revision of licences / permits to reduce single-use plastic use and encourage zero waste ethos	2025	No update to report. COVID related work a priority this year.		
4.1h	Continue to reduce the Carbon Impact of household waste generated and managed for East Lothian	Waste Management	Waste Services	Carbon Impact of household waste generated and managed for East Lothian (tCO2e) - from SEPA national data	In 2018: 110,686 tCO2e. Carbon Impact per tonne of household waste managed in 2018: 2.21.	Continued reduction in Carbon Impact per tonne of household waste managed (from SEPA data)	2025	In 2019: 106,233 tCO2e (i.e. a reduction of 4,453 tCO2e since 2018). Carbon Impact per tonne of household waste managed in 2019: 2.13.	NEW ACTION ADDED	

Key Priority Area 2: Circular Economy

4.2a	Work with partners to progress Circular Economy options for East Lothian's communities - including expanding 'Zero Waste' initiatives into all of East Lothian's communities		Waste Services; Economic Development & Strategic Investment; SECCO; partners including Zero Waste Scotland	Circular Economy initiatives / Zero Waste hubs progressing	Zero Waste Hubs currently in Musselburgh and Dunbar	Progressing Circular Economy initiatives / Zero Waste hubs in all of East Lothian's communities	2025	All four Recycling Centres across the county have reuse cabins.		
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Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
4.2b	Work with partners to support the establishment of Repair Cafés / facilities in each community, including the provision of storage facilities so that tool shares, toy libraries and household equipment libraries can be hosted		Waste Services; Economic Development & Strategic Investment; SECCO; Connected Communities; partners	Establishment of circular economy facilities progressing	Tool Library already established in Musselburgh	Increased number of circular economy facilities across the county	2025	Tool repair project supported at Kinwegar Recycling Centre and bikes and parts from all four Recycling Centres are collected for repair/reuse projects. Area Partnerships have supported various initiatives in our communities, including Tool Library project in the Musselburgh area. COVID priorities have meant that it has not been possible to progress this action further during 2020.		COVID IMPACT
4.2c	Businesses: Work with partners including Zero Waste Scotland to encourage circular economy business models among East Lothian's businesses		Waste Services; Economic Development & Strategic Investment; SECCO; partners including Zero Waste Scotland; businesses	Number of businesses using circular economy business models	Need to establish baseline	Increasing number of businesses using circular economy business models	2025	Booklet on waste and recycling for East Lothian businesses being produced. Business Gateway continues to support businesses in this regard. ELC is working with public sector partners to consider the benefits of a community wealth building approach. We worked with Zero Waste Scotland to develop ELC's Sustainable Procurement Policy (approved by Cabinet in Nov 2020) - this policy is a significant milestone setting out ELC's sustainability and circular economy principles; the next step in implementing the policy is to roll out a pilot to trial the sustainability and circular economy requirements of the policy with businesses tendering for Council contracts.		
Key Priority Area 3: Reducing Litter and Plastic Waste										
4.3a	Prepare a Code of Practice on Litter and Refuse (COPLAR)		Amenity Services	Preparation of Code of Practice on Litter and Refuse (COPLAR)		Code of Practice on Litter and Refuse (COPLAR) prepared	2025	No update as LEAMS hasn't been updated yet - due to be changed to Litter Management System - awaiting Zero Waste Scotland to confirm before we can progress this.		
4.3b	Reduction of litter through promotion / awareness-raising and initiatives, including supporting the work of local groups in reducing littering	COPLAR	Amenity Services; SECCO; external partners	To be established once Code of Practice on Litter and Refuse (COPLAR) developed			2025	Ongoing promotion and awareness-raising. Corporate Communications has publicised national litter campaigns during the COVID pandemic. COVID related increase in litter in bins ("good litter") due to COVID lockdown and people not working or home-working – all bins were full all the time, bins were overflowing – due to increase in people walking / dog walking locally during COVID lockdown and the good weather.		
4.3c	Work with partners to implement practical and cost-effective solutions for reducing and eliminating microplastic granule loss into the environment from all our artificial sports pitches	Climate Change Strategy	SECCO, Sports Development; Fidra; other external partners	Number of artificial sports pitches with solutions to reduce / eliminate microplastic granule loss implemented	No sports pitches currently have installations to reduce / eliminate microplastic loss	Increase number of Artificial sports pitches to have installations to reduce / eliminate microplastic loss	Annual	Capital Budget allocated to replace 3G sports pitch carpets from 2022/23 onwards. Mitigation measures will be built into tender for replacement following engagement with and input from locally-based environmental organisation 'Fidra'.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
Outcome 5: A Low Carbon and Sustainable Economy										
Key Priority Area 1: Businesses and the Local Economy										
5.1a	Implement Economic Development Strategy refresh: Take opportunities to encourage low carbon innovation, research, new business opportunities – e.g. in renewables	Economic Development Strategy (EDS)	Economic Development & Strategic Investment; partners	Development of low carbon innovation / research / new business opportunities: number of Business Gateway starts in this sector and Business Gateway growth meetings		Increasing number of Business Gateway starts in this sector and Business Gateway growth meetings. DDI (Data Driven Innovation) City Deal project offers innovation opportunities, exploratory stage.	Annually to 2025	We are continuing to implement the Economic Development Strategy and through Business Gateway respond to demand from potential start-ups in all sectors. Note too participation in Forth & Tay Offshore, consortium of local authorities and developers along East Coast, and aiming to connect supply chain with developers, do training etc.		
5.1b	Work with partners to develop training and development opportunities in the low carbon technologies and renewables sectors to future-proof our county and our workforce for the technological advances of the future	EDS	Economic Development & Strategic Investment; partners	Development of training and development opportunities in the low carbon technologies and renewables sectors: Look to run Business Gateway workshops on Environmentally Sustainable business model – number each year with attendees		Increasing number of training and development opportunities in the low carbon technologies and renewables sectors	Annually to 2025	LIL ('Low Impact Living' - East Lothian Social Enterprise) focused on low impact living, sustainability etc. They have developed a consulting program for businesses on how to be more sustainable. Note too participation in Forth & Tay Offshore, consortium of local authorities and developers along East Coast, and aiming to connect supply chain with developers, do training etc.		
5.1c	Work with partners to build low carbon planning, energy efficiency and sustainability advice into the East Lothian business support ecosystem, and continue to support businesses to reduce their carbon footprint, improve energy and resource efficiency, and increase sustainability in their processes, supply chains, packaging, distribution	EDS	Economic Development & Strategic Investment; partners including Resource Efficient Scotland	Number of businesses supported to improve energy/resource efficiency, as recorded by ELC's resource efficiency consultant		Increased number of businesses supported to improve energy/resource efficiency	Annually to 2025	This action ongoing via Business Gateway and others, but all business activity severely affected by the COVID pandemic.		COVID IMPACT
5.1d	Support the faster roll out of Superfast Broadband, including required infrastructure for new developments	EDS	Economic Development & Strategic Investment; partners	% of East Lothian properties with Superfast Broadband (30Mbps - National target)	85% (2016/17)	100% (2022)	2022	91% in 2018/19. (2019/20 figure not yet available)		
5.1e								Seeking Cabinet approval to DELETE THIS ACTION	DELETE ACTION	
5.1f	Promote and add a new Business Gateway course on 'Running a Sustainable Business'	EDS	Economic Development & Strategic Investment; partners	Implementation of a Business Gateway course on 'Running a Sustainable Business'; number of participants	No course at present; need to establish baseline for minimum number of participants to make course viable	Business Gateway course on 'Running a Sustainable Business' implemented and promoted; minimum number of participants achieved	2025	No update to report.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
5.1g	Industry: Engage with local industry and work in partnership to support and encourage our local industries and national agencies to reduce emissions from industry (including exploring carbon off-setting projects), supporting the Scottish Government's targets		Economic Development & Strategic Investment; partners	Emissions from Industry sector, from UK Government data	2017 data for East Lothian: Industry & Commercial Electricity: 73.1 ktCO2; Industry & Commercial Gas: 38.4 ktCO2; Large Industrial Installations: 589.7 ktCO2; Industrial & Commercial Other Fuels: 33.7 ktCO2	Decrease in emissions from Industry sector	Annual	No update to report on engagement with Industry at this stage. However, the emissions figures from the Industry sector for East Lothian for 2018 (the latest data available from UK Government - BEIS) show a decrease in emissions in most areas: 2018 data for East Lothian: Industry & Commercial Electricity: 69.5 ktCO2; Industry & Commercial Gas: 39.1 ktCO2; Large Industrial Installations: 575.7 ktCO2; Industrial & Commercial Other Fuels: 30.3 ktCO2.		COVID IMPACT
5.1h	Agriculture: Engage with farmers and landowners and work in partnership to support and encourage our local agriculture sector and national agencies to reduce emissions from agriculture and promote biodiversity and sustainability, supporting the Scottish Government's targets		Economic Development & Strategic Investment; Countryside Services; partners	Emissions from Agriculture sector, from UK Government data	2017 data for East Lothian: Agriculture: 19.1 ktCO2	Decrease in emissions from Agriculture sector	Annual	Opportunities to pursue this via the COVID-19 Rural Economic Recovery Group with key partners in the rural economy – the Climate Change Officer attends these meetings and 'Climate Change' is an agenda item. The emissions from the Agriculture sector in East Lothian for 2018 (the latest data available from UK Government – BEIS) shows a decrease in emissions from Agriculture sector to 18.9 ktCO2.		COVID IMPACT
5.1i	Work with partners to explore opportunities to develop the Carbon Capture, Utilisation and, potentially, Storage (CCUS) sector in East Lothian		Economic Development & Strategic Investment; partners			Cockenzie – NPF3 for renewable energy, ongoing engagement with potential investors	2025	No update to report. Will continue to liaise with partners including the Scottish Government.		

Key Priority Area 2: Thriving Town and Rural Centres

5.2a	Continue to support the 'Town Centre First' Principle to develop and enhance our town and rural centres	LDP; EDS; Town Centre Strategies	All relevant services; Planning Service; Economic Development & Strategic Investment; Connected Communities / Area Partnerships and other partners	As per LDP, EDS and Town Centre Strategies	As per LDP, EDS and Town Centre Strategies	As per LDP, EDS and Town Centre Strategies	2020 / ongoing	This action is ongoing. Capital funding from Scottish Government is likely to increase in support of town centres in response to the COVID pandemic.		COVID IMPACT
5.2b	Vibrant Low Carbon Local Economies – continue to support locally driven improvements to access, retail, service, and visitor experience in town and rural centres enhancing the circular economy ('shop local', farmers' markets, making connections to East Lothian Food & Drink, broad based business support, active and sustainable travel).	EDS; LTS; Town Centre Strategies; Area Plans	Economic Development & Strategic Investment; Connected Communities / Area Partnerships and other partners	As per EDS	As per EDS	As per EDS; linkages with Visit East Lothian channels	2020 / ongoing	The impact of COVID-19 has increasingly brought the importance of local economies and supply chains to the fore; sustainability (all kinds) and resilience are seen as important going forward. There has been a drop off in the use of public transport, but in many cases more focus on accessing services on foot (though car use is up and likely to stay that way for some time). Many businesses / towns actively considering local delivery services etc.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
5.2c	Provide specific support and signposting for low carbon, zero waste, sustainable, and social enterprise / community wealth building business models.	EDS; Town Centre Strategies	Economic Development & Strategic Investment; Town Centre partners	As per EDS	As per EDS	As per EDS	2020 / ongoing	Continues via Business Gateway and Economic Development activities, though focus has been on COVID-19 support and recovery.		COVID IMPACT
5.2d	Work with partners to investigate options for local business hubs / co-working spaces, and support local co-working initiatives, if demand is identified.	EDS; Town Centre Strategies	Economic Development & Strategic Investment; Town Centre partners	Number of local business hubs / co-working spaces progressing		Increased number of local business hubs / co-working spaces progressing. If demand is identified, then work with partners to realise this demand, based on funding, commitment from businesses, availability of premises.	Annual	Expect new models to develop post COVID-19 as home working increases as a default for many services and businesses - blended models are likely.		COVID IMPACT
5.2e	Continue to develop, deliver, and support town, local, and village centre regeneration initiatives including the repair of and improvements to the insulation and energy efficiency of private and local authority business premises, and the reuse of vacant / derelict buildings and land for mixed use development.	LHS; LPD; EDS; Town Centre Strategies	Economic Development and Strategic Investment; Planning Service; Connected Communities / Area Partnerships and other partners	As per LHS, EDS, LDP, and Town Centre Strategies	As per LHS, EDS, LDP, and Town Centre Strategies	As per LHS, EDS, LDP, and Town Centre Strategies	2020 / ongoing	Activities continue via Town Centre regeneration projects; sustainability and energy efficiency a priority in the repair / reuse of buildings / sites; uses / activities that support the local economy are a focus.		
5.2f	Enterprising Communities - Support local efforts to enhance East Lothian's town, local, and village centres, helping deliver community-led regeneration.	EDS; LDP; LHS; Town Centre Strategies; Area Plans	Economic Development and Strategic Investment; Planning Service; Connected Communities / Area Partnerships and other partners	As per LHS, EDS, LDP, Local Area Plans, and Town Centre Strategies	As per LHS, EDS, LDP, Local Area Plans, and Town Centre Strategies	As per LHS, EDS, LDP, Local Area Plans, and Town Centre Strategies	2020 / ongoing	Support has focused on local structure during the response and early recovery phases linked to COVID-19. Local business groups now established in most towns and funding being provided for the development of projects focused on the local economy - many of these support local activity and sustainability.		COVID IMPACT
5.2g	Digital Towns – Continue to support measures to ensure that all town, local, and rural centres have the appropriate future-proofed infrastructure required to enable East Lothian to have the most digitally-connected local economy and communities.	EDS; LDP; Town Centre Strategies	Economic Development and Strategic Investment; Planning Service; Connected Communities / Area Partnerships and other partners	As per EDS, LDP, Local Area Plans, and Town Centre Strategies	As per EDS, LDP, Local Area Plans, and Town Centre Strategies	As per EDS, LDP, Local Area Plans, and Town Centre Strategies	2020 / ongoing	ELC is currently supporting work by Scottish Government / Scottish Tech Army to look at creating a digital towns / digital community platform as a response to COVID-19 and the shift to online, this considers how towns/ areas could have a digital marketplace that links community and business.		COVID IMPACT
5.2h	Proactive Planning – Encourage well connected, sustainable, low carbon town, local, and rural centre development, and recognising shifting retail and working trends, support mixed uses in centres to enhance sustainability and resilience	LDP; EDS; LHS; Town Centre Strategies	Planning Service; EDS; Connected Communities / Area Partnerships and other partners	As per LDP, EDS and Town Centre Strategies	As per LDP, EDS and Town Centre Strategies	As per LDP, EDS and Town Centre Strategies	2020 / ongoing	Development of actions ongoing - this will be key as part of the long term response to COVID-19.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
Key Priority Area 3: Climate Adaptation: Climate Ready Businesses										
5.3a	Work with partners to encourage and support business, public sector and third sector organisations and other institutions prepare for the challenges and opportunities presented by climate change, including preparing Business Continuity Plans		SECCO; Economic Development & Strategic Investment (EDSI); partners including Adaptation Scotland	Number of businesses, public sector organisations and other institutions prepared for climate change impacts; number of Business Continuity Plans in place		Increasing number of businesses, public sector organisations and other institutions prepared for climate change impacts; increasing no. of Business Continuity Plans in place	2025	Development of actions ongoing - this will be key as part of the long term response to COVID-19.		COVID IMPACT
5.3b	Work with partners to raise awareness of climate change impacts on businesses / climate adaptation measures		SECCO; EDSI; partners including Adaptation Scotland	Number of articles / events		Increase number of promotional articles and events attended	2025	Economic Development service reports this is definitely a topic for an event with the business community, once we can do them, post-COVID.		COVID IMPACT
5.3c	Engage local businesses with the Resilient Communities initiative and the Council's Severe Weather Emergency Planning, to identify where they can provide support for our local communities in times of hardship due to climate and severe weather impacts	Resilient Communities initiative	Economic Development; SECCO; Protective Services; Emergency Planning, Risk & Resilience Team; businesses	Production of Emergency Response / Community Resilience plans to include local businesses		All Emergency Response / Community Resilience plans include local businesses	Ongoing to 2025	This will be a key area to explore going forward.	Added Economic Development as a service delivering this action	COVID IMPACT
Outcome 6: A Healthy and Resilient Natural Environment and the route to Carbon Neutral										
Key Priority Area 1: Our Natural Environment and Biodiversity										
6.1a	Progress an extensive annual native Tree Planting and maintenance programme in East Lothian to offset carbon emissions, in appropriate locations	Biodiversity Action Plan	Sport, Countryside & Leisure; Connected Communities / Area Partnerships and other partners; volunteers	Number of native trees planted / hectares of new woodland planted annually	To be established (tree planting underway for many years)	Increased tree planting	annually	Ongoing. Encouraged and supported by Amenity Services / Tree Officer on Council-owned land, and local groups also encouraged to contact private landowners to identify potential suitable sites for tree planting. Orchards being progressed with community groups e.g. at Lewisvale Park, Musselburgh, and in Prestonpans. Proposal to progress an 'East Lothian Climate Forest' - ambition for extensive tree planting programme across East Lothian, working in partnership.		
6.1b	Prepare a Woodland and Forestry Strategy for East Lothian, as required by Scotland's new planning act		Sport, Countryside & Leisure; Planning Service	Preparation of a Woodland and Forestry Strategy for East Lothian		Woodland and Forestry Strategy for East Lothian prepared, adopted and implemented	2025	A work programme has been prepared for this setting out how the work will be implemented. Preliminary work will start on this shortly.		
6.1c	Plant 40,000m ² of wildflower meadows in East Lothian each year to improve biodiversity and increase pollination	Biodiversity Action Plan	Sport, Countryside & Leisure; Connected Communities / Area Partnerships and other partners; volunteers	Area of wildflower meadows planted	30,000m ² (2019) 59	40,000m ² annually	annually	Ongoing – we continue to progress this. New opportunities are being taken, e.g. a wildflower area is being planted alongside the new shared-use cycleway adjacent to the coast road between Cockenzie and Prestonpans, to create a green network alongside the cycleway between the berm and the new widened cycleway.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
6.1d	Review and update actions in ELC Countryside Site Management Plans to ensure they reflect best practice in site management for carbon sequestration / carbon storage potential – particularly for Aberlady Bay, John Muir Country Park, Gullane Bay; subject to the appropriate Habitat Regulations Assessment	ELC Countryside Site Management Plans	Countryside Service	Production of revised Countryside Site Management Plans that reflect best practice in carbon sequestration / storage potential	Current actions in Countryside Site Management Plans	All Countryside Site Management Plans have actions that reflect best practice in carbon sequestration / storage potential	2025	Three Management Plans are under review.		
6.1e	Implement actions in revised ELC Countryside Site Management Plans to ensure countryside sites / natural habitats are in prime condition to sequester and store carbon; subject to the appropriate Habitat Regulations Assessment	ELC Countryside Site Management Plans	Countryside Service; partners; volunteers	Condition of Countryside Sites indicator	Baseline Condition has been established for all relevant sites	Increased Condition of Countryside Sites indicator score; countryside sites / natural habitats are in prime condition to sequester and store carbon	2025	Many actions disrupted by COVID. Some seasonal actions put back a year.		COVID IMPACT
6.1f	Produce an updated Biodiversity Action Plan to tackle the Ecological Emergency	Biodiversity Action Plan	Countryside Service	Production of updated Biodiversity Action Plan		Updated Biodiversity Action Plan published	2022	Progress on Local Biodiversity Action Plan delayed due to COVID-19.		COVID IMPACT
6.1g	Implement the Biodiversity Priorities in the East Lothian Biodiversity Action Plan across East Lothian	Biodiversity Action Plan	Countryside Service; partners; volunteers	As per Biodiversity Action Plan			Ongoing / 2025	Biodiversity Priorities moving forward to be agreed with partners through Local Biodiversity Action Plan process.		
6.1h	Naturalise amenity grassland to enhance local biodiversity, improve natural habitats and support wildlife	Biodiversity Action Plan	Countryside Service; volunteers	% of amenity grassland naturalised		10% of amenity grassland naturalised	2022	New areas identified for naturalised grassland in Port Seton and Haddington.		
6.1i	Protect the status of designated sites, and enhance the natural resource (particularly woodland, saltmarsh, peatland and other carbon rich soils which function in carbon sequestration), working with national partners	Biodiversity Action Plan, LDP, Green Networks Strategy SPG	Countryside Service; partners	As per national site condition monitoring indicators	Baseline established as per national site condition monitoring indicators	As per national site condition monitoring indicators	Ongoing / 2025	Many actions disrupted by COVID. Some seasonal actions put back a year.		COVID IMPACT
6.1j	Woodland creation / enhancement, native tree planting and hedgerow planting in and around our communities (in appropriate locations) to offset the carbon emissions and traffic pollution in urban areas	Green Networks Strategy SPG; OSS; Forestry & Woodland Strategy; LDP	Sport, Countryside & Leisure; Strategy & Development; Connected Communities / Area Partnerships and other partners	Areas of native woodland planted; number of native urban/street trees planted	As per ELC Tree Management (Amenity Services) baseline	Increased areas of woodland in and around towns; increased numbers of urban/street trees	Ongoing / 2025	Ongoing. Options are currently under consideration to take this forward on a larger scale. Continue to be implemented in new developments.		
6.1k	Work with farmers and landowners to maximise carbon storage potential of land-use by planting of woodland or individual trees; peatland restoration and conservation projects; wetland creation; carbon sequestration, working with national agencies	Biodiversity Action Plan; Green Networks Strategy	Countryside Service; national and local partners	National indicators; implementation of conservation projects working in partnership	As per national indicators 60	As per national indicators; Conservation projects implemented working in partnership	Ongoing	Impacted by COVID this year.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
6.1l	Undertake projects to improve and encourage biodiversity & wildlife and enhance natural habitats in and around our communities and urban areas, including managing amenity greenspace for biodiversity / pollinators, riverside habitats,	Biodiversity Action Plan; OSS	Sport, Countryside & Leisure; the Wildlife Information Centre (TWIC); partners;	Number of local biodiversity projects supported; records / surveys of urban wildlife	As per Wildlife Information Centre records; Biodiversity Action Plan	Increased number of local biodiversity projects supported; increased records of urban wildlife	Ongoing	Ongoing. Grassland project currently being developed in partnership with Plantlife. Actively seeking funding to progress this project.		
6.1m	The Council's Countryside Ranger Service to interpret / educate / raise awareness of climate change mitigation, adaptation and sequestration as part of their remit	ELC Countryside Ranger Service Roles and Remit	ELC Countryside Ranger Service	Inclusion and implementation of interpretation / education / awareness-raising about climate change mitigation, adaptation and sequestration in ELCRS remit	Currently undertaken as required / when opportunities arise	Inclusion of interpretation / education / awareness-raising about climate change mitigation, adaptation and sequestration in ELCRS remit and being implemented	2020	Disrupted by COVID this year.	Revise target date to 2021	COVID IMPACT
6.1n	Work in partnership to look after the marine environment, including East Lothian's coast and beaches (e.g. beach cleans), including the responsible use and enjoyment of the coast	Countryside Site Management Plans	ELC Countryside Ranger Service; partners; volunteers	Actions in Countryside Site Management Plans; number of beach cleans / promotional events etc	As per actions in Countryside Site Management Plans	As per actions in Countryside Site Management Plans; maintain & increase numbers of beach clean events / promotional events etc as appropriate	Ongoing	Disrupted by COVID this year.		COVID IMPACT
6.1o	Investigate the impacts of increasing recreational pressures on East Lothian's coast, including recreational disturbance to habitats and wildlife, and the cumulative impacts		Sport, Countryside & Leisure; Economic Development; partners; Planning Service	Production of study into impacts of increasing recreational pressures on East Lothian's coast		Production of study into impacts of increasing recreational pressures on East Lothian's coast, to inform future management	2025	Disrupted by COVID. The Habitat Regulations Appraisal of the Local Development Plan recommended that a study of the impact of recreational pressures on the Firth of Forth Special Protection Area should be carried out to inform future plans and projects for the coast. This is relevant to the management of the coast as well as future development and use of the coastal area. Some of the qualifying interest species of the Firth of Forth Special Protection area are not in favourable condition, and recreational pressures are potentially one of the reasons for this. Even where the relevant species are currently in favourable status, further recreational pressures including additional visitors from new development, were this to occur, could impact them. It is therefore important to understand what the capacity of the Firth of Forth SPA is to accommodate increasing or different patterns of recreational use. This study is likely to require to be procured externally. The study is best undertaken over a full winter bird season (September to April/May). Coincident with, and probably because of, COVID-19 recreational activity at the coast this year has seen a large increase, which potentially could mean the situation now could vary significantly from the norm. It is therefore hoped (subject to budget) that it will be possible to commission the study later this year, with a view to field work starting in September 2021.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
Key Priority Area 2: Climate Adaptation and the Natural Environment										
6.2a	Promote and facilitate the adaptation of the natural environment by enhancing natural habitats and landscape features e.g. coastal dune systems, saltmarsh; subject to the appropriate Habitat Regulations Assessment	Countryside Site Management Plans; Green Networks Strategy	Countryside Service; partners	As per Countryside Site Management Plans; Biodiversity Action Plan	As per Countryside Site Management Plans; Biodiversity Action Plan	As per Countryside Site Management Plans; Biodiversity Action Plan	Ongoing	Many actions disrupted by COVID. Some seasonal actions put back a year. Sea buckthorn removal continues at Aberlady, Gullane & John Muir Country Park per site management plans to improve sand dune habitat.		COVID IMPACT
6.2b	Work with landowners to create connected blue networks and progress natural flood management, natural river flood protection measures / floodwater storage by improving and creating natural riverine habitats, including freshwater marshland, wetlands and Sustainable Drainage System opportunities	Flood Risk Management Strategy; Flood Protection studies; Green Networks Strategy	Structures & Flooding Team; Countryside Service; landowners	Opportunities are taken to work with landowners to improve blue networks and natural flood management; Progression of natural river flood protection measures	As per Flood Risk Management Strategy; preliminary studies underway	Increased blue network connectivity and areas of natural flood management identified; natural river flood protection measures and habitat improvements progressing	2025	To be considered in Flood Studies identified in Local Flood Risk Management Plan.	ACTION NOW COMBINED WITH ACTION 6.2E - seeking Cabinet approval for this	
6.2c	Plant trees and hedgerows around urban areas to create natural areas of shade and shelter	Forestry & Woodland Strategy; Biodiversity Action Plan; Green Networks Strategy	Sport, Countryside & Leisure; Connected Communities / Area Partnerships and other community partners	Length of hedgerows planted; number of urban/street trees planted	As per ELC Tree Management (Amenity Services) baseline	Increased length of hedgerows planted; increased numbers of urban/street trees	2025	Ongoing. Continue to be implemented in new developments.		
6.2d	Continue to control invasive species	Countryside Management Plans	Sport, Countryside & Leisure; partners	Eradication of non-native invasive plant species	As per management of invasive species	Work towards eradication of non-native invasive plant species	Ongoing / 2025	Continuing. Due to COVID, Amenity Services' work on controlling Giant Hogweed started slightly later than usual this year but have caught up since then. Amenity Services are also controlling Giant Hogweed alongside the River Esk in Musselburgh to prevent detrimental impact on flood protection work.		
6.2e								ACTION NOW COMBINED WITH ACTION 6.2b - DELETE THIS ACTION	Seeking Cabinet approval to DELETE THIS ACTION	
6.2f	Incorporate into LDP and implement the climate change adaptation measures for new developments as set out in East Lothian's Green Network Strategy Supplementary Planning Guidance (SPG)	LDP; Green Networks SPG	Planning Service; Sport, Countryside & Leisure	As set out in Green Network Strategy SPG	As set out in Green Network Strategy SPG	Development of adaptation measures as set out in Green Network Strategy SPG	Ongoing / 2025	The East Lothian Local Development Plan (LDP) was adopted in September 2018, and is 'in-date' until 2023. The Planning Policy and Strategy team is completing a work package on integrating climate change issues into the LDP. The next step will be the production of an Evidence Report, which will set out where we are now, and how we intend to take forward this work. Consultation will be carried out on the Evidence Report.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
6.2g	Reinforce path networks alongside rivers by willow setting (a natural riverbank stabilisation technique with green network benefits for biodiversity)	Core Paths Plan	Countryside Team; volunteers	Use this technique for core paths improvements / stabilisation wherever possible	Already underway	Continue to use this technique for core paths improvements / stabilisation wherever possible	Ongoing / 2025	Ongoing where feasible.		
Outcome 7: East Lothian's Communities are places encouraging a Low Carbon Lifestyle and are prepared for the effects of Climate Change										
Key Priority Area 1: Our Communities and Placemaking										
7.1a	Work in partnership with our communities to support our communities towards becoming Net Zero Carbon, including enabling community initiatives for carbon cuts, sequestration and adaptation, and delivering improvements to the public realm in towns	Scottish Government's updated Climate Change Plan, once published	SECCO; Strategy & Development; Connected Communities; partners including Scottish Government	To be confirmed by Scottish Government's updated Climate Change Plan	To be confirmed by Scottish Government's updated Climate Change Plan	Reduction in Carbon Emissions	Annual	Publication of the Scottish Government's Climate Change Plan Update delayed due to COVID (was initially expected April 2020; now anticipated December 2020). However work continues to support our communities to tackle climate change locally.		COVID IMPACT
7.1b	Implement the Green Network Strategy to ensure connectivity, accessibility and enhancement of green spaces and green networks, including native tree planting / hedgerow planting in urban areas, wild spaces for nature, linked with blue networks and Sustainable Drainage Systems	Green Networks Strategy SPG; LDP; Open Space Strategy (OSS)	Sport, Countryside & Leisure; Planning Service; Strategy & Development	Greenspace connectivity in our settlements and new developments; 'Quality of Urban Greenspace' environmental indicator: Landscape Audit Management System (LAMS) score	Current LAMS score for our urban greenspaces as per OSS	All settlements have connected green networks close to where people live; LAMS score increasing	Ongoing	Ongoing. We continue to progress delivering actions in our communities and take opportunities wherever we can. The Green Network Strategy has been adopted, and some actions have come forward in accordance with this, including the work on ClimatEvolution. The Green Network Strategy, having been adopted as Supplementary Planning Guidance, should be referred to by Development Management officers in deciding planning applications. It was also intended that it would be used to support funding applications, however there has been insufficient officer time to pursue this. The next steps are to examine what any difficulties with implementation of the strategy, and how this can be addressed.		
7.1c	Ensure that Core Path network, active travel network and wider path network are integrated and connect residential areas (including new developments) with settlement amenities, destinations, parks/open space, transport hubs; path networks in and around settlements should include shorter recreational circuits; paths should be constructed for climate resilience (e.g. porous surfaces)	Core Paths Plan; LTS / ATIP; LDP; Developer Contributions Framework	Outdoor Access; Countryside Service; Roads Services; Planning Service	Length of Core Paths and length of promoted active travel routes; path and active travel connectivity	Current length of Core Paths and length of promoted active travel routes	Increased length of paths & active travel routes; particularly in urban/semi-urban areas; increased path & active travel connectivity	ongoing	Ongoing. During COVID, some Rights of Way were twice the normal width due to levels of use increasing - physical evidence of people walking 2 abreast. Path network has never been busier, e.g. 30 people seen out walking early on a Sunday morning during COVID lockdown. People discovered new paths around their local areas as were encouraged to stay local.		POSITIVE COVID IMPACT
7.1d	Ensure connectivity of residential areas with local sustainable transport modes, including buses / bus stops, to reduce reliance on the car; maps of routes available to new residents to encourage active travel	LTS	Roads Services; Transport Services; Planning Service; Connected Communities / Area Partnerships and other partners	As per LTS	As per LTS	As per LTS	ongoing	Pilot Journey Hub will be installed at Brunton Hall by March 2021. This will bring together modes of sustainable transport and raise the profile of alternatives to private car use. In the interests of encouraging sustainable travel patterns, the Council as Planning Authority imposes a planning condition on all major housing developments requiring that a Green Travel Plan be submitted to and approved by the Planning Authority prior to the occupation of any of the residential units. The Green Travel Plan shall have particular regard to provision for walking, cycling and public transport access to and within the site, and will include a timetable for its implementation, and details of how and when it will be distributed to all residents.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
7.1e	Implement the objectives of the Open Space Strategy to ensure Quality Open Space (amenity open space), which functions in climate change mitigation and adaptation	Open Space Strategy (OSS)	Sport, Countryside & Leisure	'Quality of Urban Greenspace' Landscape Audit Management System (LAMS) score		All amenity open space at 60% quality standard; all parks at 70% quality standard; maintain and improve LAMS scores	ongoing	No LAMS measurements since COVID; but work is still ongoing,		COVID IMPACT
7.1f	Vacant or Derelict Sites: Encourage the local community to identify vacant or derelict sites and work in partnership to improve these to the benefit of the appearance of the local area, biodiversity and potentially community growing projects	LDP; Vacant and Derelict Land Survey; Open Space Strategy (OSS); Area Plans	Sport, Countryside & Leisure; Connected Communities; Area Partnerships; partners				2025 / ongoing	Not many Council-owned vacant sites. Food Growing Strategy group re-established.		
7.1g	Support community led regeneration, including bringing empty properties back into use, to improve town centres and rural areas	Local Housing Strategy (LHS)	Housing Strategy; Economic Development				2023	Activities ongoing but impacted by COVID-19. Increased capital funding likely for these activities in towns, need to make the argument for supporting the rural economy also. Continue to work with community partners to support local initiatives.		COVID IMPACT
7.1h	Support community initiatives such as cooking classes, community kitchens, food growing, community entertainment to reduce the need to travel and support vibrant and sustainable communities	Area Plans	Area Partnerships; Connected Communities Food Friendly East Lothian network established	Community initiatives supported by the Council		Number of community initiatives supported by the Council	Ongoing	COVID has impacted on this work this year; i.e. classes paused and some now online. We will continue to include Climate Change in formal discussions with community groups and other voluntary groups within East Lothian where possible. The Resilient Communities seminar planned for October 2020 had to be cancelled due to COVID.		COVID IMPACT
7.1i	Work with partners to promote sustainability and reducing the carbon footprint of local sporting activities in our communities		Sports Development; partner organisations	Number of sports clubs implementing 'sustainability statements'		Increasing number of local sports clubs implement 'sustainability statements'	Ongoing	None - COVID impact. Session with teams to initiate work was postponed due to COVID and will be picked up as soon as possible.		COVID IMPACT
7.1j	Awareness-raising campaign aimed at home owners / occupiers to enhance garden ground to tackle climate change mitigation, adaptation and sequestration, and enhance biodiversity (including the planting of native trees / appropriate shrubs; provision of food growing space / fruit trees); encourage homeowners not to replace garden ground with hard-standing or artificial turf		SECCO; partners	Publicity campaign implemented	No publicity campaign in place	Publicity campaign implemented to raise awareness	2025	No update to report on awareness-raising campaign for homeowners - will be taken forward when possible. However, work continues to support our communities with this where possible.		COVID IMPACT
7.1k	Work with partners to take opportunities to improve water management, including rainwater harvesting and grey water harvesting, and creation and enhancement of blue infrastructure for both carbon off-setting and natural flood management	LDP; SUDS Guidance; Green Network Guidance	Amenity Services; Planning Service; Sport, Countryside & Leisure	Development Proposals / Pre Application advice; open space enhancement	LDP Delivery Programme, Open Space Strategy	Number of watercourses enhanced or SuDS implemented in an environmentally sympathetic manner	2025	No update to report at this stage.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
Key Priority Area 2: Planning for New Developments										
7.2a	Enforce Planning Condition for all relevant development proposals to report on the actions to be taken to reduce the Carbon Emissions from the build and from the completed development, including the provision of renewable technology and infrastructure for new car charging points	Planning Condition	Planning Service; Building Standards	Reports submitted on actions to reduce carbon emissions from new developments		All relevant development proposals to submit reports on the actions to be taken to reduce carbon emissions	2020	The Planning Authority seeks to ensure that our carbon emission reduction condition is complied with and would consider whether it was expedient to take enforcement action should the condition not be complied with.		
7.2b	Progress embedding the Just Transition to Net Zero into the planning process through our next Local Development Plan for example by pursuing low carbon heating from the groundwater heat source from our coalfields, and Climate Resilient new developments adapted for future climate change impacts	Next LDP; National Planning Framework	Planning Service; national partners	Just Transition to Net Zero is being embedded into next LDP		Progress embedding Just Transition to Net Zero into next LDP	2025	The East Lothian Local Development Plan (LDP) was adopted in September 2018, and is 'in-date' until 2023. The Planning Policy and Strategy team is completing a work package on integrating climate change issues into the LDP. The next step will be the production of an Evidence Report, which will set out where we are now, and how we intend to take forward this work. Consultation will be carried out on the Evidence Report. In addition, we are currently exploring the feasibility of minewater geothermal heat options in our former coalfields; and we are exploring options to progress low/zero carbon heat and energy sources for housing.		
7.2c	Implement the Local Development Plan policies and Supplementary Planning Guidance on Green Networks, Sustainable Drainage Systems (SuDS), open space, allotments, active travel and sustainable transport connectivity in new developments, Travel Plans for residential and non-residential developments, green corridors for people and wildlife; encourage developers to facilitate the restoration of degraded watercourses, where possible	LDP and Supplementary Planning Guidance; Green Network Strategy SPG; Design Standards for New Housing Areas SPG; Open Space Strategy	Planning Service; Sport, Countryside & Leisure	As per LDP policies and Supplementary Planning Guidance	As per Local Development Plan policies and Supplementary Planning Guidance	As per LDP policies and Supplementary Planning Guidance	Ongoing to 2025	Ongoing. The Planning Authority seeks to ensure that development proposals comply with relevant development plan policy and Supplementary Planning Guidance.		
7.2d	Include key elements of Design Standards for New Housing Areas Supplementary Planning Guidance (SPG) and Green Network Strategy in next LDP. Until such time implement SPG in new development.	LDP	Planning Service	Design Standards for New Housing Areas SPG prepared and implemented	Draft produced in 2018/19	Design Standards for New Housing Areas SPG implemented	2020	Ongoing. The design guidance SPG is a material consideration in our determination of new proposals for housing development.		
7.2e	Explore Net Zero town of the future, including by pursuing low carbon heating from the groundwater heat source from our coalfields, and a Climate Resilient new town that is adapted for future climate change impacts	City Deal	Development Planning; partners				2025	Ongoing. We continue to explore options for Blindwells new town and our proposed 'ClimatEvolution Zone' with partners, including the feasibility of minewater geothermal heat sources in the former coalfields.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
7.2f	Explore the opportunity to include a policy requirement for developments to plant native woodland to mitigate against climate change and off-set emissions	Next LDP	Planning Service; Sport, Countryside & Leisure; national partners	Work to inform new policy development			2025	This will be considered through both the review of the LDP (the climate change work package) and also the Forestry Strategy. Work leading up to the production of the Evidence Report (expected 2021) will look at how development can be made as low carbon as possible, and how residual emissions are treated, including planting of native woodland. The Forestry Strategy will identify where such planting is appropriate. Issues to explore include finding suitable land; making sure emissions reduction is genuinely additional; whether the policy meets the 'reasonableness' test given other carbon offset schemes are possible; how to make sure lack of available land would not constrain otherwise beneficial development, or push development into a less sustainable pattern by decreasing density or increasing distances travelled. Room for manoeuvre may be constrained by national policy.		
7.2g	Evaluate our next LDP with a view to achieving the Net Zero Carbon emissions target by assessing development location in relation to transport, preventing loss of trees and topsoil areas, and woodland planting proposals linked to development	Next LDP	Planning Service; partners	Evaluation process progressing			2025	This will be considered in due course through the LDP process.		
Key Priority Area 3: Local Food Growing										
7.3a	Prepare and implement a Local Food Growing Strategy for East Lothian, to ensure that allotment sites in East Lothian are of a sufficient quantity and quality to meet the needs and aspirations of local residents, including in new developments; support and promote local food growing initiatives		Amenity Services	Preparation of Local Food Growing Strategy		Local Food Growing Strategy implemented	2022	Food Growing Strategy group re-established; currently exploring options for progressing Local Food Growing Strategy. Local food growing initiatives are supported in our communities by the Area Partnerships, and community-led initiatives are underway across some communities.		
7.3b	Plant and manage community orchards / community fruit growing in partnership with communities; including planting apple trees alongside core paths – 'Apple Core Paths' – for community benefit	Local Food Growing Strategy (in prep); Area Plans	Sport, Countryside & Leisure; Area Partnerships; communities	Number of apple trees / fruit trees planted and managed		Increased number of apple trees / fruit trees planted and managed	2025	Ongoing - supported and encouraged by Amenity Services. Orchards being progressed with community groups e.g. at Lewisvale Park, Musselburgh, and in Prestonpans.		
7.3c	Investigate options for working in partnership with our communities to bring areas of suitable urban land into use for local food growing, including private gardens and vacant land	Local Food Growing Strategy (in prep)	Sport, Countryside & Leisure; Area Partnerships; communities	Progressing options		Progressing options to bring areas of suitable urban land into use for local food growing	2025	Many groups doing community growing projects (existing/ongoing but also new ones during COVID), e.g. Roots & Shoots project at Ormiston. Amenity Services are working to support developing new community growing spaces e.g. in Prestonpans.		POSITIVE COVID IMPACT
7.3d	Work with partners to investigate opportunities for implementing a distribution network for surplus food growing production		Amenity Services; local partners	Progressing opportunities		Progressing opportunities for food distribution network	2025	This will follow implementation of Food Growing Strategy. New Fareshare Food HUB established, now based in Prestonpans. Local emergency food distribution took place, co-ordinated via local Community Resilience Bases, during COVID, funding provided by Scottish Government.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
Key Priority Area 4: Awareness Raising and Engagement										
7.4a	Explore options to identify how best to engage and ensure representation across all sectors of East Lothian's community, to involve our communities in the local planning of our Climate Emergency Response (e.g. Citizens' Assembly; Climate Change Forum / Network)		CCPMG; SECCO; external partners	Options appraisal involving all sectors of East Lothian's community		Appropriate citizens' engagement forum is established and functioning	2020	Climate Change Officer has had ongoing discussions with community representatives, including representatives of local sustainability organisations, Area Partnerships, Resilient Communities / Community Councils, young people through the East Lothian Youth Council and schools, local businesses and landowner/ land manager representatives. COVID has impacted on the timescales for this however options are being considered through the Climate Change Planning & Monitoring Group. The Planning Service has undertaken training which will improve their engagement with communities over the climate change issues relevant to the forthcoming Local Development Plan, which has the potential to significantly affect climate emissions from the built environment for years to come.	Revise target date to 2021	COVID IMPACT
7.4b	Produce a Communications Plan setting out our awareness-raising and engagement proposals		SECCO; Corporate Communications	Production of Communications Plan		Communications Plan produced and implemented	2020	COVID has impacted on the production of a formal Communications Plan, and Climate Change messaging had to be handled sensitively in relation to prioritising COVID messaging during the pandemic. However, the Climate Change Officer continues to liaise almost weekly with the Corporate Communications team over appropriate publicity and promotion around Climate Change. Appropriate social media messaging was released each day of 'Climate Week' in September 2020, and Corporate Communications ensures that news releases relevant to the climate change agenda reference the Climate Change Strategy.	Revise target date to 2021	COVID IMPACT
7.4c	Develop an East Lothian Climate Change Charter, setting out what the Council will do and what communities / individuals can do to tackle climate change and reduce emissions		SECCO; Corporate Policy & Improvement	Production of East Lothian Climate Change Charter	Currently promoting the #make a difference theme	Publication of East Lothian Climate Change Charter	2020	Development of the Charter has been put on hold due to the COVID pandemic. It will be re-prioritised as part of the work of the Communities Recovery and Renewal Group.	Revise target date to 2021	COVID IMPACT
7.4d	Support and help to promote national campaigns, including the Scottish Government's 'Greener Scotland' campaign, to consider the carbon footprint of our everyday lifestyle and behaviour choices		SECCO; Corporate Communications; partners	Participation in national promotional campaigns; social media engagement	Currently participate in Scotland's Climate Week, Earth Hour etc	Participation in national promotional campaigns; social media engagement	Ongoing to 2025	Ongoing. We continue to support and promote national climate change messaging and campaigns, as appropriate. The Council participated in 'Climate Week' in September 2020, with appropriate social media messaging released each day. The 'Climate Change and Sustainability' page of ELC's website includes website links to relevant external organisations and partner agencies including the Scottish Government's 'Net Zero Nation' and 'Greener Scotland' websites, and Zero Waste Scotland's Energy Efficiency Business Support website. The 'Fuel Billing advice - Energy Efficiency' page of ELC's website includes links to external partner organisations including Home Energy Scotland and the East Lothian Energy Advice Service.		
7.4e	Work in partnership with Community Councils, Area Partnerships, TRAs and other local groups and organisations to encourage and assist all areas of East Lothian to become involved in taking forward sustainability and promoting a low carbon lifestyle in their local area	Area Plans; Community Council plans etc	SECCO; Strategy & Development; Connected Communities / Area Partnerships and other partners; Corporate Policy & Improvement	Actions incorporated into Area Plans and other community plans	Several Area Plans already include actions to tackle climate change	All Area Plans and other community plans include sustainability / plans to tackle climate change	Ongoing to 2025	Several Area Partnerships have already incorporated actions to tackle climate change in their local Area Plans. Climate Change Officer has had ongoing discussions with community representatives, including representatives of local sustainability organisations, Area Partnerships, Resilient Communities / Community Councils, and young people through the East Lothian Youth Council and schools.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
7.4f	Set up a network of 'Green Champions' in our communities to help promote sustainability, raise awareness and encourage engagement with the move to a low carbon lifestyle		SECCO; Waste Services; CCPMG; community partners	Network of community 'Green Champions' set up	Many local groups etc already taking this agenda forward	Network of community 'Green Champions' set up	2021	The setting up of a 'Green Champions' network has been delayed due to COVID, however, the Climate Change Officer continues to liaise with many local people/groups/organisations who are already committed to and underway with taking forward this work in their local communities.		COVID IMPACT
7.4g	Set up a dedicated page on the Council's website to function as a central information point for directing people to information on the transition to a low carbon lifestyle and a Net Zero East Lothian; increase awareness of the impacts of climate change and what individuals / homeowners / employers can do to adapt	Climate Change Strategy; Resilient Communities initiative	SECCO; Corporate Communications ; partners	Central information point set up on Council's website	Climate change information & links currently on Council website	Central information point set up on Council's website	2020	Delayed due to COVID. Options are being considered to take this forward. Currently the 'Climate Change and Sustainability' page of ELC's website includes website links to relevant external organisations and partner agencies including the Scottish Government's 'Net Zero Nation' and 'Greener Scotland' websites, Zero Waste Scotland's Energy Efficiency Business Support website, and Adaptation Scotland's website. The 'Fuel Billing advice - Energy Efficiency' page of ELC's website includes links to external partner organisations including Home Energy Scotland and the East Lothian Energy Advice Service.	Revise target date to 2021	COVID IMPACT
7.4h	Undertake an awareness raising campaign to promote tackling climate change, reducing emissions and how everyone can #makeadifference; including information provision and promoting behaviour change		SECCO; Corporate Communications	Awareness levels measured via Scottish Household Survey	74% of adults in 2018	Increasing levels of awareness	Ongoing to 2025	The #makeadifference campaign has been paused due to COVID. However, this action is ongoing. Appropriate publicity and promotion around Climate Change continues. Appropriate social media messaging was released each day of 'Climate Week' in September 2020, and Corporate Communications ensures that news releases relevant to the climate change agenda reference the Climate Change Strategy. We continue to support and promote national climate change messaging and campaigns, as appropriate. The 'Climate Change and Sustainability' landing page of ELC's website includes website links to relevant external organisations and partner agencies including the Scottish Government's 'Net Zero Nation' and 'Greener Scotland' websites, and Zero Waste Scotland's Energy Efficiency Business Support website.		COVID IMPACT
7.4i	Work with partners to provide information, training and support for residents, communities and businesses and share best practice to help inspire action across the county		CCPMG; SECCO; external partners	Awareness levels measured via Residents' Survey	74% of adults in 2018	Increasing levels of awareness	Ongoing to 2025	This has been impacted by COVID, however the Climate Change Planning & Monitoring Group continues to take opportunities to liaise with communities, residents, businesses and other stakeholders and partners to share and promote best practice. The Climate Change Officer continues to liaise with residents, communities, local organisations, schools and businesses as appropriate. Linked to the affordable tariff 'East Lothian Energy', People's Energy Company wish to issue a welcome pack to new customers with energy efficiency advice.		COVID IMPACT
7.4j	Community Events, Education and Training Programme: Continue to support the use of greenspaces and community meeting places by local groups and organisations for holding appropriate local events and activities, promote opportunities to encourage a sustainable lifestyle, undertake education and awareness-raising activities and training.	Open Space Strategy (OSS)	Sport, Countryside & Leisure; partners	Number of local events, training and initiatives; number of participants at events / training		Increased number of local events, training and initiatives; increased number of participants at events / training	Ongoing to 2025	Disrupted by COVID. No formal events allowed during COVID. However, anecdotally, during COVID our parks are the busiest they have ever been. People having picnics in parks where they never did before.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
7.4k	Community Involvement: Encourage and support the formation of local volunteer groups, such as "friends of" or "in bloom" groups to support the enhancement of specific open space	Open Space Strategy (OSS); Countryside Site Management Plans	Sport, Countryside & Leisure; local groups; partners	Local volunteer groups, such as "friends of" or "in bloom" groups underway	As per OSS and Countryside Site Management Plans	Local volunteer groups, such as "friends of" or "in bloom" groups underway and supported; as per OSS	Ongoing to 2025	Disrupted by COVID.		COVID IMPACT
Key Priority Area 5: Climate Adaptation: Climate Ready Communities										
7.5a	Increase community and individual resilience	Resilient Communities network	Protective Services; Emergency Planning, Risk & Resilience Team; Connected Communities	Proportion of Community Councils with local Community Resilience Plans (currently 40% in 2018/19)	10% (2016/17)	75% (2022)	2022	COVID-19 continues to result in greater integration between ELC and local Resilient Community groups. The Connected Communities service is now responsible for supporting Community Councils as well as Area Partnerships. All 20 Community Councils now have a Resilient Community group with a Single Point of Contact (SPoC) and deputy who remain in regular communication with ELC. 55% of Community Councils now have written plans.	Connected Communities added as owner of this action	
7.5b	Set up a Climate Change Adaptation network for East Lothian, based upon the Resilient Communities network already established	Climate Change Strategy; Resilient Communities network	SECCO; Protective Services; Emergency Planning, Risk & Resilience Team; Connected Communities / Area Partnerships and other community partners	Establishment of a Climate Change Adaptation network for East Lothian	Resilient Communities network	Climate Change Adaptation network is set up for East Lothian	2021	COVID-19 has impacted on the plans to develop a Climate Resilient Communities Network for East Lothian, due to the existing Resilient Communities network and Community Councils undertaking significant community support and resilience work during COVID. This will be progressed again when the time is right.		COVID IMPACT
7.5c	Community Councils will be encouraged to elect Single Points of Contact (SPoCs) for Climate Change Adaptation		SECCO; Protective Services; Emergency Planning, Risk & Resilience Team; Connected Communities / Area Partnerships and others	Single Points of Contact (SPoCs) identified for Climate Change Adaptation		Every Community Council has a Single Point of Contact (SPoC) for Climate Change Adaptation	2021	As above (7.5b): COVID-19 has impacted on the plans to develop a Climate Resilient Communities Network for East Lothian, due to the existing Resilient Communities network and Community Councils undertaking significant community support and resilience work during COVID. This will be progressed again when the time is right.		COVID IMPACT
7.5d	Work in partnership to support and assist our communities to prepare Climate Ready Response Plans for their area		SECCO; Connected Communities; Protective Services; Emergency Planning, Risk & Resilience Team	Climate Ready Response Plans in place for communities	Community Resilience Plans already in place in several communities	Climate Ready Response Plans in place for all communities	2022	As above (7.5b): COVID-19 has impacted on the plans to develop a Climate Resilient Communities Network for East Lothian, due to the existing Resilient Communities network and Community Councils undertaking significant community support and resilience work during COVID. This will be progressed again when the time is right.	Connected Communities added as owner of this action	COVID IMPACT
7.5e	Raise awareness and understanding of climate change impacts among East Lothian's communities, and improve capacity to respond to climate risks; work in partnership with local employers, landowners, voluntary groups, and community planning partners including Emergency Responders	Climate Change Strategy; Severe Weather Response Plan	SECCO; Connected Communities; partners including Adaptation Scotland, community planning partners	Climate Adaptation awareness-raising campaign / promotion; awareness levels among local population (measured in Residents' Survey)		Climate Adaptation awareness-raising campaign / promotion in place; awareness levels increasing among local population (measured in Residents' Survey)	Ongoing to 2025	COVID has impacted on this work this year. We will continue to include Climate Change in formal discussions with Resilient Communities and other voluntary groups within East Lothian where possible. The Resilient Communities seminar planned for October 2020 was cancelled due to COVID. A virtual event on support for volunteering is planned for January 2021.	Connected Communities added as owner of this action	COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes	Tracking of progress with actions
7.5f	Progress the Musselburgh Flood Protection Scheme	Flood Risk Management Strategy	Structures & Flooding Team; national & local partners	Progress implementation of Musselburgh Flood Protection Scheme		Musselburgh Flood Protection Scheme is progressed	Ongoing to 2025	Musselburgh Flood Protection Scheme Stage 4 - Outline Design progressing.		
7.5g	Progress the Haddington Flood Protection Scheme	Flood Risk Management Strategy	Structures & Flooding Team; national & local partners	Progress implementation of Haddington Flood Protection Scheme		Haddington Flood Protection Scheme is progressed	Ongoing to 2025	The Haddington Study has been extended to consider Natural Flood Management in the Tyne Catchment.		

Appendix 2: Amended actions in the Climate Change Strategy Action Plan, for approval

Proposed new actions to add into the Action Plan:

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes
1.5c	Reduction in ELC's paper use (printing) - 'going paperless'	Working Differently benefits	CCPMG	Reduction in printer paper order quantities		73% reduction in paper	2022	Reduction in paper quantity for printing seen during COVID due to new ways of working	Seeking Cabinet approval to include this new action
3.1j	Improve knowledge and understanding of private housing stock, i.e. condition, fuel poverty, energy efficiency, to help understand those properties that are failing to meet the Scottish Government's EPC target and help facilitate Scottish Government funding to those who are eligible for energy efficiency measures		Strategy & Development	Number of private properties with energy efficiency data		All assets to be surveyed and validated through systems such as Home Analytics and physical surveys	Annual	An annual programme of assessing stock is currently taking place, although opportunities are being explored to change the Scottish Government's annual programme to a 3 year programme which should help to accelerate. COVID resulted in a positive impact as officers used the time while the construction sector was closed to identify potential properties through existing databases and drive-bys.	Seeking Cabinet approval to include this new action
3.1k	Review and update the Council's affordable housing specification and design guide to ensure all future developments are low carbon and sustainable		Strategy & Development			To review and update the Affordable Housing specification and design guide by March 2022	2022	Team Manager vacancy within the structure has resulted in delays. Post should be filled by April 2021.	Seeking Cabinet approval to include this new action
3.2f	Ensure all new build affordable housing delivered directly by the Council is as sustainable and low carbon as possible		Strategy & Development	Number of new build delivering renewable technology		All affordable new build projects as a minimum must meet the Scottish Government's Greener Standard and beyond where possible	Ongoing	All New Build projects delivered in the last year have met the Scottish Government Greener Standards criteria. In addition to this, the Council is delivering air source heat pumps instead of gas at two sites in Tranent and is exploring a ParkPower opportunity at a site in Wallyford which has potential to attract additional funding. Further research is also being undertaken to explore geothermal and district heating at Blindwells.	Seeking Cabinet approval to include this new action
4.1h	Continue to reduce the Carbon Impact of household waste generated and managed for East Lothian	Waste Management	Waste Services	Carbon Impact of household waste generated and managed for East Lothian (tCO2e) - from SEPA national data	In 2018: 110,686 tCO2e. Carbon Impact per tonne of household waste managed in 2018: 2.21.	Continued reduction in Carbon Impact per tonne of household waste managed (from SEPA data)	2025	In 2019: 106,233 tCO2e (i.e. a reduction of 4,453 tCO2e since 2018). Carbon Impact per tonne of household waste managed in 2019: 2.13.	Seeking Cabinet approval to include this new action

Addition of baseline to action:

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes
1.8b	Embed the objectives of this Climate Change Strategy with the 'Learning for Sustainability' (LFS) agenda as part of Curriculum for Excellence (CfE). LFS is delivered through outdoor learning, global citizenship and sustainable development	LFS Vision 2030 as part of Curriculum for Excellence	Education; Outdoor Learning; national education partners	Climate Change Strategy objectives embedded into 'Learning for Sustainability' element of school curriculum	Engagement with Outdoor Learning within school day: Primary 47% Secondary 100% (not including P7 camp)	Climate Change Strategy objectives embedded into 'Learning for Sustainability' element of school curriculum	2020	There is now a greater emphasis in schools on learning outdoors as a response to COVID mitigations and many schools are linking this to the theme of sustainability in a cross curricular way (literacy / numeracy).	Baseline added

Slight amendment to wording of baseline of action for clarification:

1.8c	Support and expand the 'Eco-Schools' programme in East Lothian schools – potentially with greater input from other agencies and organisations / a county wide programme to support schools and teachers with delivery of projects	Curriculum for Excellence	Education; ELC Countryside Ranger Service; external partners including	Levels of participation in the 'Eco-Schools' programme in East Lothian schools; eco-projects delivered in schools	In East Lothian currently 8 ELC schools have Green Flags (according to Keep Scotland Beautiful website)	Increased levels of participation in the 'Eco-Schools' programme in East Lothian schools; more Green Flag Awards; more eco-projects delivered in schools	Annual	Schools' engagement in the Eco-Schools programme is promoted and encouraged with awareness raising opportunities being highlighted throughout the school year as information becomes available.	Slight amendment to baseline to clarify 'ELC' schools
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Slight amendment to wording of action for clarification:

2.2h	Support Bikeability adult cycle training for adults throughout the county		Outdoor Learning; Roads Services	Number of Bikeability adult cycle training sessions for adults and number of participants	None at present	Increased numbers of Bikeability training sessions and participants	2023	Essential Cycling Skills: Instructors available through Outdoor Learning.	Amended action to delete "Bikeability" and replace with "adult cycle training".
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Proposed deletion of action from Action Plan:

5.1e	Maximise the key assets in East Lothian to support sector development and local employment, including City Deal-funded project at Queen Margaret University (QMU); heritage assets such as John Muir in support of tourism, etc.	EDS	Economic Development & Strategic Investment; partners including QMU	As per EDS	As per EDS	As per EDS; linkages with Visit East Lothian channels; City Deal-funded project at QMU: business case being developed, including measures, outcomes etc. Ongoing promotion of JMW and other initiatives via Visit East Lothian channels, measured through visitor / impact surveys.	2025	DELETE ACTION: this is an Economic Development Strategy action, not specifically a Climate Change action.	Seeking Cabinet approval to delete this action
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Proposal to combine actions 6.2b and 6.2e into one action due to duplication:

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes
6.2b	Work with landowners to create connected blue networks and natural flood management, including marshland habitat creation and Sustainable Drainage System opportunities	Flood Risk Management Strategy; Green Networks Strategy	Structures & Flooding Team; Countryside Service; landowners	Opportunities are taken to work with landowners to improve blue networks and natural flood management	As per Flood Risk Management Strategy	Increased blue network connectivity and areas of natural flood management identified	2025	To be considered in Flood Studies identified in Local Flood Risk Management Plan.	Seeking Cabinet approval to combine this action with Action 6.2e (see proposed revised action 6.2b below)
6.2e	Progress natural river flood protection measures / floodwater storage by improving natural riverine habitats, including freshwater marshland and wetlands	Flood Protection studies	Structures / Flooding; Countryside Service	Progression of natural river flood protection measures	Preliminary studies underway	Natural river flood protection measures	2025	COMBINE WITH ACTION 6.2b	Seeking Cabinet approval to combine this action with Action 6.2b then delete this action

Proposed revised action 6.2b:

6.2b	Work with landowners to create connected blue networks and progress natural flood management, natural river flood protection measures / floodwater storage by improving and creating natural riverine habitats, including freshwater marshland, wetlands and Sustainable Drainage System opportunities	Flood Risk Management Strategy; Flood Protection studies; Green Networks Strategy	Structures & Flooding Team; Countryside Service; landowners	Opportunities are taken to work with landowners to improve blue networks and natural flood management; Progression of natural river flood protection measures	As per Flood Risk Management Strategy; preliminary studies underway	Increased blue network connectivity and areas of natural flood management identified; natural river flood protection measures and habitat improvements progressing	2025	To be considered in Flood Studies identified in Local Flood Risk Management Plan.	ACTION NOW COMBINED WITH ACTION 6.2E - seeking Cabinet approval for this
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Proposed revisions to the 2020 target dates of the following actions due to COVID related impacts:

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes
1.1b	Embed our aims to tackle the Climate Emergency and to achieve emission reductions within our Council Plan and Local Outcome Improvement Plan (East Lothian Plan)	Council Plan; East Lothian Plan	Policy Team; SECCO	Council Plan and Local Outcome Improvement Plan (East Lothian Plan)	Outcomes under East Lothian Plan 2017–2027	Key targets within the Council Plan	2020	Revised timescale for this is not yet known as it will depend on the length of time we are in the COVID emergency. We are unable to review the Plans until we know the full extent of the impact of COVID-19. The Strategic Needs Assessment is being revised (by end of 2020) and this will provide the basis for review of Council Plan and East Lothian Plan (Local Outcomes Improvement Plan).	Revise target date to 2021
1.5a	Facilities Management Services will aim to eliminate problematic or unnecessary single-use plastics by the end of 2020 as part of the UK Plastics Pact	UK Plastics Pact; Facilities Management targets	Facilities Management Service	Elimination of specific single-use plastics		Specific single-use plastics eliminated by end of 2020	2020	Due to impacts of COVID need to revise target date to the end of 2021, pending service needs and COVID. Due to COVID there has been an unfortunate increase in the use of single use plastics in 2020. School pupils are encouraged to bring refillable bottles from home however this is not always possible; there has been an increase in the use of disposables for school lunches. COVID related PPE cleaning materials, chemicals in bottles, hand sanitiser etc. have all added to the increased use. When it is safe and practical to look at reducing single use plastics Facilities Management Service will take this forward. The council remains committed to tackling unnecessary/problematic single-use plastics use.	Revise target date to 2021
1.6b	Implement an Ultra-Low Emissions Vehicles (ULEV) strategy for our Council vehicle fleet	ULEV Strategy	Transport Services	ULEV Strategy implemented		ULEV Strategy implemented	2020	Due to impacts of COVID need to revise target date to the end of 2021, pending service needs and COVID. Work continues to develop a ULEV Strategy and we continue to expand our ULEV fleet (see 1.6a).	Revise target date to 2021
1.7b	Produce and implement a new community benefits in procurement procedure, set out in an updated Community Benefits Strategy	Community Benefits Strategy	Procurement Team	Production of an updated Community Benefits Strategy		Production, adoption and implementation of an updated Community Benefits Strategy	2020	Following the approval of ELC's Sustainable Procurement Policy by Cabinet in November 2020, it is now the intention to bring forward for approval guidance documents, specifically Sustainable Procurement Guidance and Procurement Community Benefits Strategy. Work is ongoing to develop and produce these documents.	Revise target date to 2021
3.3a	Increase the awareness of the impacts of climate change and what individuals / homeowners / employers can do to adapt, by setting up a website central hub linking to information from ELC and relevant partner agencies	Climate Change Strategy; Resilient Communities initiative	SECCO; Strategy & Development; Web Team; external partners including Adaptation Scotland	Website Hub set up; number of 'hits' on website	None at present specifically for East Lothian	Website Hub set up; number of 'hits' on website increasing	2020	Website hub still to be progressed. However, the 'Climate Change and Sustainability' landing page of ELC's website includes website links to relevant external organisations and partner agencies including Adaptation Scotland.	Revise target date to 2021

Proposed revisions to the 2020 target dates of the following actions due to COVID related impacts (continued):

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2020	Notes
6.1m	The Council's Countryside Ranger Service to interpret / educate / raise awareness of climate change mitigation, adaptation and sequestration as part of their remit	ELC Countryside Ranger Service Roles and Remit	ELC Countryside Ranger Service	Inclusion and implementation of interpretation / education / awareness-raising about climate change mitigation, adaptation and sequestration in ELCRS remit	Currently undertaken as required / when opportunities arise	Inclusion of interpretation / education / awareness-raising about climate change mitigation, adaptation and sequestration in ELCRS remit and being implemented	2020	Disrupted by COVID this year.	Revise target date to 2021
7.4a	Explore options to identify how best to engage and ensure representation across all sectors of East Lothian's community, to involve our communities in the local planning of our Climate Emergency Response (e.g. Citizens' Assembly; Climate Change Forum / Network)		CCPMG; SECCO; external partners	Options appraisal involving all sectors of East Lothian's community		Appropriate citizens' engagement forum is established and functioning	2020	Climate Change Officer has had ongoing discussions with community representatives, including representatives of local sustainability organisations, Area Partnerships, Resilient Communities / Community Councils, young people through the East Lothian Youth Council and schools, local businesses and landowner/ land manager representatives. COVID has impacted on the timescales for this however options are being considered through the Climate Change Planning & Monitoring Group. The Planning Service has undertaken training which will improve their engagement with communities over the climate change issues relevant to the forthcoming Local Development Plan, which has the potential to significantly affect climate emissions from the built environment for years to come.	Revise target date to 2021
7.4b	Produce a Communications Plan setting out our awareness-raising and engagement proposals		SECCO; Corporate Communications	Production of Communications Plan		Communications Plan produced and implemented	2020	COVID has impacted on the production of a formal Communications Plan, and Climate Change messaging had to be handled sensitively in relation to prioritising COVID messaging during the pandemic. However, the Climate Change Officer continues to liaise almost weekly with the Corporate Communications team over appropriate publicity and promotion around Climate Change. Appropriate social media messaging was released each day of 'Climate Week' in September 2020, and Corporate Communications ensures that news releases relevant to the climate change agenda reference the Climate Change Strategy.	Revise target date to 2021
7.4c	Develop an East Lothian Climate Change Charter, setting out what the Council will do and what communities / individuals can do to tackle climate change and reduce emissions		SECCO; Corporate Policy & Improvement	Production of East Lothian Climate Change Charter	Currently promoting the #make a difference theme	Publication of East Lothian Climate Change Charter	2020	Development of the Charter has been put on hold due to the COVID pandemic. It will be re-prioritised as part of the work of the Communities Recovery and Renewal Group.	Revise target date to 2021
7.4g	Set up a dedicated page on the Council's website to function as a central information point for directing people to information on the transition to a low carbon lifestyle and a Net Zero East Lothian; increase awareness of the impacts of climate change and what individuals / homeowners / employers can do to adapt	Climate Change Strategy; Resilient Communities initiative	SECCO; Corporate Communications; partners	Central information point set up on Council's website	Climate change information & links currently on Council website	Central information point set up on Council's website	2020	Delayed due to COVID. Options are being considered to take this forward. Currently the 'Climate Change and Sustainability' page of ELC's website includes website links to relevant external organisations and partner agencies including the Scottish Government's 'Net Zero Nation' and 'Greener Scotland' websites, Zero Waste Scotland's Energy Efficiency Business Support website, and Adaptation Scotland's website. The 'Fuel Billing advice - Energy Efficiency' page of ELC's website includes links to external partner organisations including Home Energy Scotland and the East Lothian Energy Advice Service.	Revise target date to 2021

REPORT TO: Cabinet

MEETING DATE: 19 January 2021

BY: Executive Director for Council Resources

SUBJECT: Annual Pensions Report - 2019/20 and Policy Statement on the Application of Regulatory Pension Discretions

5

1 PURPOSE

- 1.1 To summarise the early retirement activity within the financial year 2019/20, in accordance with External Audit requirements and Council Policy.
- 1.2 The Local Government Pension Scheme contains various regulations where discretion has to be exercised by the Council. As an employer, the Council is required to formulate, publish and keep under review a policy statement on certain discretions. This report sets out proposal in relation to the adoption of discretionary powers under the Local Government Pensions Scheme (Scotland) Regulations 2014 and seeks Cabinet approval for the Councils Policy Statement on the exercise of these discretions
- 1.3 For Cabinet to determine whether East Lothian Council should exercise its discretion to have Lothian Pension Fund pay some or all of the annual tax charge on behalf of members of staff whose pension contributions exceed the tapered annual tax allowance in respect of the tax year 2019 to 2020.

2 RECOMMENDATIONS

- 2.1 That Cabinet note the content of the report with regard to the pension activity in the financial year 2019/20.
- 2.2 That Cabinet approve the revised Pension Discretion Policy Statement attached to this report replacing the existing version approved at Cabinet on 13 September 2016.
- 2.3 That Cabinet considers the options at Paragraph 3.7 and decides which of these to adopt and authorises officers to communicate that decision to the Lothian Pension Fund.

3 BACKGROUND ANNUAL PENSION REPORT

3.1 Council's Retirement Activity in Financial Year 2019/20

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

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

- **Ill-Health retirement**

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

- **Flexible Retirement**

This is a discretionary element of the pension regulations which allows employees who meet certain criteria to draw their pension and continue working on a reduced hour's basis. To qualify the employee must be over 55 years old and have a minimum of 2 years pensionable service and they must reduce their working hours by a minimum of 40%. Generally there are no costs to the Council as the employee would have their pension actuarially reduced. However, in some circumstances if the employee meets the Rule of 85 there can be costs therefore they must have the Council's agreement for the early release of the individual's pension. If agreed the employee then continues working on the reduced hours and will automatically be re-enrolled into the pension fund while drawing the pension benefits they have already accrued (if they did not wish to join the scheme then they would need to opt out).

3.2 A summary of the pension activity in the financial year 2019/20 is as follows:

Department	Health & Social Care	Resources & People	Partnership & Communities	Totals
Compulsory Severance (pensionable)	-	-	-	-
Voluntary Severance (pensionable)	-	-	6	6

Medical Retirement (Lothian Pension Fund)	5	1	10	16
Medical Retirement (Teachers Scheme)		-		
Flexible Retirements	2	8	13	23

3.3 Details of the Council's financial commitments relating to pensions are included in the 2019/20 Financial Statements. As a result of ongoing pension costs arising from decisions taken in earlier years, in addition to the up-front strain costs now due in the year they accrue, during 2019/20 the Council spent £0.751 million (£0.773 million in 2018/19) on early retirements for Local Government Workers and £0.504 million (£0.505 million in 2018/19) for teachers.

3.4 The Council has a liability to pay pension costs in the future. At 31 March 2020 this liability has decreased and was actuarially assessed at £146.708 million (and in March 2019 at £177.775 million). This liability is reviewed through an actuarial valuation which takes place every three years. The most recent valuation date was 31 March 2020. The contribution stability mechanism remains in place with the Lothian Pension Fund based on the current valuation results, which takes into consideration the Lothian Pension Fund performance and assessed liabilities. Contribution rates from 1 April 2021 will be frozen for 4 years and then increase or decrease by a maximum of 0.5% per annum.

3.5 In addition to the above figures, the Council also makes 'ex gratia' pension payments to 100 former employees who worked less than 16 hours per week, were aged under 50 at 31 December 1993 and were unable to join the LGSS pension scheme under the statutory rules at the time. The value of these payments during 2019/2020 was £57,645 (and in 2018/19 it was £59,968). The Council took the decision to remove this discretion at Cabinet on 9 June 2009. No new ex gratia pension payments will arise and the existing estimated value of future liabilities based on the actuarial mortality estimate is £0.444m and will therefore reduce over time.

3.6 Background Pension Discretions Policy

3.6.1 The Council is required under Regulation 58 of the Local Government Pensions Scheme (Scotland) Regulations 2018 to formulate, publish and keep under review its policy in relation to certain discretions contained within the regulations.

3.6.2 In exercising its discretionary powers the Council is mindful of the need to maintain public confidence therefore the areas where discretion is to be applied has been limited with a view to minimising the potential impact upon the public purse.

3.6.3 A copy of the policy statement is attached and applies to current and former employees of the Council who are either active or deferred members of Lothian Pension Fund.

- 3.6.4 Any application to the Council to exercise discretionary powers will be considered in line with the approved policy, taking account of the financial impact on both the Council and the pension scheme
- 3.7 The Council has received the Special Bulletin (appendix A) from Lothian Pension Fund asking the Council whether it agrees that the “Voluntary Scheme Pays” (VSP) option should be allowed. The Bulletin explains the impact of VSP and the potential risk to the Council were it to agree to the option. In the normal course of events officers would present Cabinet with a recommendation but that it not appropriate in this case as all Chief Officers have a potential conflict of interest. This conflict arises as participation in VSP generally only affects those earning higher salaries and they could therefore be perceived to be compromised.

3.7.1 **Background**

The Local Government Pension Scheme obliges employers to pay an employer’s pension contribution of circa 20% of salary in addition to an employee’s own pension contribution from salary. The current annual tax free allowance for pension contributions is £40,000. Employees who exceed the standard allowance can opt for the Pension Fund to pay the tax due by way of a “Mandatory Scheme Pays” election. However those earning in excess of £110,000 could be subject to a tapered annual allowance and therefore can face considerable personal tax liability in respect of their pension contributions. This liability can be alleviated by the Pension Fund meeting the tax due and later recouping that by making a reduction in the pension paid to the individual once they retire. This is only possible if Cabinet were to agree to VSP. Agreement will be sought annually relating to the past tax year. This report relates to tax year 2019 to 2020. It was announced in the Budget last year that the threshold income for the tapered allowance will rise from £110,000 to £200,000. East Lothian Council has no employees earning more than £200,000 but a number of employees may be impacted for tax year 2019 to 2020.

3.7.2 **Option one**

Agree to VSP:-

This will mean that individuals can elect not to pay the tax due themselves and instead have the Fund pay it for them by agreeing to receive a reduced pension when that is due. This would have the benefit of assisting members of staff who might find themselves in financial difficulty in meeting tax obligations. It could aid staff retention and avoid a situation where staff are disinclined to apply for promoted posts. The Council often asks members of staff to “act up” to cover vacant posts and it would be iniquitous were the employee to face financial disadvantage as a result. Without VSP members of staff might be disinclined to assist in this way.

There is a risk to the Council. Should a member of staff die before drawing down their pension or before the whole tax is recouped, the Pension Fund would require the Council to bear the cost of the tax paid on behalf of that member of staff. East Lothian Council has very few members of staff that might seek to access VSP and the threshold income is to increase this year so the risk is relatively small. Of course the Council has no control over changes to tax

allowance limits and the resultant impact on risk, therefore the decision as to whether to participate in VSP will be revisited annually.

3.7.3 Option two

Do not participate in VSP:-

This would remove all financial risk to the Council but it could create personal financial difficulty for some of our most senior members of staff leading to lowered morale and even disaffection that could affect staff retention at the most senior level.

4 POLICY IMPLICATIONS

- 4.1 The Council is required to report its pension activity annually to elected members in accordance with the Audit Scotland requirements.

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

6.1 Financial

- 6.1.1 Early retirement decisions taken in earlier years have created a significant liability for current and future Council Tax payers. There are no immediate budgetary implications associated with this report.

6.2 Human Resources

- 6.2.1 Finance and Human Resources continue to ensure that any retirements are in accordance with Council Policy and within the Standing Orders and the supporting Scheme of Delegation and also that managers are aware that any pensionable retirement meets the strict efficiency or redundancy requirements and generates the necessary savings.

6.3 Other - none

7 BACKGROUND PAPERS

- 7.1 Policy on Enhanced Compensation for early Retirement on Grounds of Redundancy and Efficiency– December 2010
- 7.2 Lothian Pension Fund Website: www/lpf.org.uk
- 7.3 Local Government Pensions Scheme (Scotland) Regulations 2014

7.4 Policy Statement on Application of Regulatory Discretions approved at Cabinet on 13 September 2016.

7.5 Flexible Retirement Policy – December 2013

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DATE	14 December 2020

This policy applies to all employees except Teachers

Section

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

This policy details the discretions the Council apply with regard to the pension's regulation and replaces the previous Policy agreed at Cabinet on 13 September 2016.

Policy Statement on Application of Regulatory
Pensions Discretions Local Government Pension
Scheme (Scotland) Regulations 2018

**Draft July
2020**

1 Introduction

- 1.1 Regulation 58 of the Local Government Pension Scheme (Scotland) Regulations 2018 states that each employer participating in the Scheme is required to formulate a policy, concerning the exercise of certain discretions contained within the regulations.
- 1.2 East Lothian Council after careful consideration and having regard to the extent to which the exercise of the functions could lead to a serious loss of confidence in the public service, has decided to exercise the discretions as set out in this policy statement.
- 1.3 The policy is applicable to all East Lothian Council employees who are eligible members of the Local Government Pension Scheme. The Policy excludes teachers who are covered by the Scottish Public Pensions Agency (Teachers Superannuation Scheme).
- 1.4 This Policy replaces the previous Policy Statement on Application of Regulatory Pensions Discretions agreed at Cabinet on 13 September 2016.

2 Key Principles

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

3 Discretions

3.1 Regulation 16 (2)(e) & 16(4)(d) of the Local Government Pension Scheme (Scotland) Regulations 2018: (Additional Pension Contributions)

- 3.1.1 This regulation allows the Council to voluntarily enter into an Additional Pension Contributions (APC) contract with a scheme member who is contributing to the main section of the scheme in order to purchase additional pension to a level not exceeding the additional pension limit.

The Council may choose to fund in whole, or in part, any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with Regulation 16(2)(e), or by way of a lump sum in accordance with regulation 16(4)(d).

3.1.2 The Council will not exercise this discretion.

3.3 Regulation 29(7) - of the Local Government Pension Scheme (Scotland) Regulations 2018 – (Flexible Retirement)

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

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

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

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

3.4 Regulation 29(9) of the Local Government Pension Scheme (Scotland) Regulations 2018: (Waiving Actuarial Reduction on Early retirement between 55 and 60)

3.4.2 Any active scheme member who has not attained normal pension age, but has attained age 55 may elect to receive immediate payment of their benefits, providing they have left employment, but these benefits may be reduced for early payment.

3.4.3 The Council will not have a general policy of agreeing to waive any reduction which would normally be applied to the members benefits.

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

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

3.5.3 The Council will not have a general policy of agreeing requests to apply the rule of 85 from a member who has attained age 55 and has elected for early payment. However, where the Council considers it can be demonstrated as being to their advantage or in their operational interests, it will consider such requests.

3.5.4 The Council will not have a general policy of applying Rule of 85.

3.6 Regulation 30 of The Local Government Pension Scheme(Scotland) Regulations 2018 – Award of Additional Pension

3.6.1 The Council may award a member additional pension which would become payable from the same date as the member's normal pension. The maximum extra pension which can be awarded is £5,000. Such awards can be made to

active members, or within 6 months of leaving to members whose employment was terminated on the grounds of redundancy or the interest of efficiency. The Council would be required to make an appropriate payment into the fund within one month of making a resolution.

3.6.2 The Council will not exercise this discretion.

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

3.7.2 Any former scheme member who left prior to 1 April 2015 and is aged 55 or over, providing they are no longer in local government employment, may request unreduced payment of their deferred benefits on compassionate grounds.

3.7.3 The Council will only exercise its discretion to waive the actuarial reduction in exceptional cases of hardship.

3.8 Regulation 17(1) of the Local Government Pension Scheme (Scotland) Regulations 2018: Shared Cost AVC's

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

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

3.9 Regulation 86 of the Local Government Pension Scheme (Scotland) Regulations 2014: Forfeiture of pension rights after conviction for employment-related offences

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

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

3.10 Regulation 87 of the Local Government Pension Scheme ((Scotland) Regulations 2018: Recovery or retention where former member has misconduct obligation

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

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

3.11 Regulation 95 of the Local Government Pension Scheme (Scotland) Regulations 2018: Inward Transfer of Pension Rights

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

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

3.12 Regulation 9(4) of the Local Government Pension Scheme (Scotland) Regulations 2018: Member Contributions

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

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

3.13 Regulation 16(16) of the Local Government Pension Scheme (Scotland) Regulations 2018: Additional Pension Contributions

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

3.13.2 The Council will not exercise this discretion

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

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

4 Policy Review

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

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

A McCrorie

Depute Chief Executive Resources & People

July 2020

Voluntary Scheme Pays

Lothian Pension Fund checks members' pension savings against the annual allowance limits every year. If pension savings exceeds the annual allowance and there is no carry-forward allowance from the previous three years, then the member will be liable to pay tax on the excess savings over the annual allowance. We must inform members who have exceeded the annual allowance by 6 October each year in line with HMRC legislation.

If a member has a tax charge because they have exceeded the standard allowance they can make a 'Mandatory Scheme Pays Election'. The Fund and the employer have no discretion over this i.e. we must accept the member's election and pay the tax charge in exchange for a debit to the members pension. The debit is applied when the member retires or leaves the Fund.

However, members who earn more than £110,000 ('threshold income') have to assess their tax liability to see if they are also affected by the additional tapered annual allowance – Lothian Pension do not carry out these calculations. The 'taper' reduces the Standard Annual Allowance to a minimum of £10,000. In the March 2020 budget, however, the Chancellor increased the "threshold income" to £200,000 with effect from 6 April 2020. This means that for the annual allowance test for the 2020/21 year the new threshold will apply so the taper will affect fewer members. However, the lower amount of £110,000 will still apply for the annual allowance for the 2019/20 year which we will run this year (by 6 October 2020).

There is discretion for administering authorities to pay some or all of an annual allowance charge on a member's behalf in circumstances where their pension savings are not in excess of the standard Annual Allowance but are in excess of the tapered Annual Allowance. This is known as 'Voluntary Scheme Pays'. Pensions Committee has previously agreed that 'Voluntary Scheme Pays' can be an option for members, on the condition that the member's employer agrees to this.

Use of the voluntary scheme pays option does present some risk to both the employer and the Fund. This is because the tax charge payable is paid in full by the Fund and a debit is applied to the member's pension. This means that the member's pension will be permanently reduced. The risk arises if the member dies before the tax charge paid is recouped - the debit would not be applied to any survivor's pension payable in the event of the member's death.

Under the current regime, given the scheme has no discretion over the mandatory scheme pays, for any member who is affected by the taper the maximum annual risk for an employer would be a member's additional tax charge of £13,800 based on someone in the 46% tax bracket.

For example, if a member has a pension input of £100,000 (and assuming they have no carry forward to offset this), they are over the standard annual allowance by £60,000 and this is the taxable amount. Say they were on a 46% tax rate they would have a tax charge of £27,600.

If they were subject to the Tapered Allowance, and their allowance has been reduced by the maximum to £10,000, their chargeable amount would be £90,000. The tax charge at 46% would be £41,400. As we would have to accept a mandatory scheme pays for the £27,600 charge, the amount relating to the taper is an additional £13,800 (£27,600 + £13,800 = £41,400).

If the election goes ahead, the scheme would pay the £41,400 and the members annual pension would have a debit applied. The debit amount is calculated based on factors by the Government Actuary's Department and depends on how far away the member is from State Pension Age. For example, for a member aged 50 whose normal pension age is 67, the current actuarial factor to be used would be 10.96.

Using the above example, the scheme debit would be £41,4000 / 10.96 which is £3777.37. This would be deducted from the members annual pension amount when they retire. The reduced pension amount is payable for life. The member could decide however to settle the tax charge directly with HMRC and it would not affect their pension.

Next steps

If you agree to the 'Voluntary Scheme Pays' option to be allowed in respect of your members, please confirm this to us in writing.

The time limit for the Fund to pay the voluntary scheme pays charge is 31 January 2021. Therefore, we need you to reply by no later than **27 November 2020** to allow us confirm to carry out the required calculations and advise members. Your response should be on headed paper and signed by a Director/other authorised signatory. Your decision on voluntary scheme pays can be amended at any time and as an employer you can decide whether to apply this to some or all members affected. Please send your response to employer.pensions@edinburgh.gov.uk.

REPORT TO: Cabinet

MEETING DATE: 19 January 2021

BY: Executive Director of Place

SUBJECT: East Lothian Food & Drink - Business Improvement District (BID)

6

1 PURPOSE

- 1.1 To inform Cabinet of the continuation of the East Lothian Food and Drink Business Improvement District (BID).

2 RECOMMENDATIONS

- 2.1 It is recommended that Cabinet support the initiative and agree a financial commitment of £25,000 a year for 3 years, subject to a further successful ballot of the County's food and drink producers.

3 BACKGROUND

- 3.1 The Economic Development (ED) service develops, supports and implements projects and activities that bring investment into East Lothian. Through the Business Gateway, the service helps to start up and grow businesses. It aids the creation and safeguarding of jobs, stimulates economic development and business performance, and attracts and retains visitors. In doing so, Economic Development works in partnership with external agencies and other council departments.
- 3.2 East Lothian Food & Drink (ELF&D) was initiated in 2004 with the twin objectives of supporting the local food and drink industry and of raising awareness of the high quality produce available locally within hospitality businesses to residents and visitors.
- 3.3 In 2015, discussions with and guided by East Lothian's Food and Drink producer's industry steering group, ELF&D identified a potential project around a Food and Drink sector Business Improvement District (BID). A Cabinet report dated 8 December 2015 approved the project along with Council funding of £20,000 per annum. A ballot of food and drink

producers was held and a result of more than 90% in favour saw the BID established in June 2016.

- 3.4 A BID can last for 5 years prior to seeking a new mandate through a further required ballot.
- 3.5 Primary legislation for a BID is contained in Part 9 of the [Planning etc Scotland Act 2006](#) and other secondary legislation, including UK parliamentary regulations to implement reserved aspects of the policy. A key component of this legislation is the requirement for a formal ballot, (undertaken by the Electoral Reform Society with the Council's Returning Officer overseeing the process).
- 3.6 A not-for-profit limited company by guarantee was set up following the successful ballot - the board has a minimum of 5 directors and a maximum of 8. 2 directors must represent the Council, to ensure continuation of close partnership working and the remaining board will be voted on by the BID participating companies.
- 3.7 Funding for the BID is via a levy to all companies in the BID which is legally binding. The council match fund the BID levy and was set for 3 years however a review held at the end of this period saw this funding extended to cover the full (5 year) duration of the BID's mandate.
- 3.8 With the end of the current BID mandate approaching and East Lothian food and drink producers obliged to operate in a market that is now outside the European Union and currently recovering from the impact of the COVID-19 pandemic, Cabinet is now asked to approve continued funding for the next 3 years in advance of a further successful ballot of current levy payers scheduled to take place on 17 June 2021, (subject to the ballot timetable – see Appendix 1)
- 3.9 The ELF&D BID strategically fits with the [Scottish Government's Ambition 2030](#) strategy for farming, fishing, food & drink which is underpinned by the ["Food Tourism Action Plan"](#) developed by the bodies "Scotland Food and Drink" and the "Scottish Tourism Alliance". Its aim is to make Scotland a global food tourism tier one destination by 2030. The ELF&D BID puts East Lothian ahead of the curve for this ambition as being now identified as Scotland's Food and Drink County.
- 3.10 The aims and objectives of the ELFD BID are as follows :-
 - To develop and remove the barriers for a cost effective supply chain locally, to the rest of the UK – and to European and other international markets.
 - To grow the turnover and profitability of ELFD businesses with resultant increase in employment opportunities;
 - To develop food and drink tourism within the county, to link in with the tourism COVID recovery plan and to work closely / in partnership with the hospitality and tourism sectors;

- To develop and imbed a recognised UK brand for the food and drink sector based in East Lothian.
- Reduce marketing costs including social media through collaborative working;
- Recruitment of a replacement BID Manager promoting ELF&D;
- Reduce delivery costs though collaborative delivery / volume of scale;
- Reduce overheads through joint buying;
- To access external funding such as the 'Shared Prosperity Fund' (expected 'post Brexit' replacement for the Tyne and Esk Leader programme);

3.11 To support companies to attend trade shows nationally under the brand of Scotland's Food and Drink County.

3.12 **ACHIEVEMENTS**

The achievements of the BID over the last 5 years are attached as annual reviews with a number of key highlights being (See appendix 3):-

- Development, introduction and registration as a trademark of the brand "Scotland's Food and Drink County"
- Branding / PoS rolled out to BID members for use and to outlets that stock ELFD products (e.g. Dunbar Garden Centre)
- Website built including members directory, job vacancies and tourism / hospitality section
<https://www.scotlandsfooddrinkcounty.com/>
- Increase membership annually by 4.6%
- All members received a 2-3 minute promotional video provided free by the BID and new members entitled to a professional product shoot for website.
- A consolidated ordering portal for EL F&D products – in 2019 £17,000 sales generated for local businesses
- Lever in additional external funding not available to companies and / or local authorities including funding from [BID Scotland COVID recovery funding, Scotland Food and Drink](#) and [Connect Local](#).
- Delivered a range of workshops, seminars, exhibitions and events including promoting ELF&D at the Houses of Parliament, Westminster and the Royal Highland Show.
- 2,000 followers on Facebook, as well as substantial followers on Instagram and Twitter.

4 POLICY IMPLICATIONS

- 4.1 The continuation of council funding for the ELF&D BID will further support and achieve the aims and objective of the refreshed East Lothian Economic Development Strategy 2012 to 20.

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

- 6.1 Financial -£25,000 per annum for 3 years will come from the Economic Development service Budget. The current level of support provided by EDU is £20,000 per annum. This financial support will be used to match the income from the levy raised (Projected in the region of £17,000 excluding associate memberships) and £8k from QMU (in funding and accommodation support). Together these resources will assist in the maintenance of the limited company and delivery of the BID objectives as noted in section 3.6. Some additional costs will be incurred by the running the ballot and, if successful, for collecting the levy. However, these will be contained within the current service budgets.
- 6.2 Personnel - If the BID renewal ballot is successful ELC officers will be required to sit on the Board. The ballot will be administered by the Electoral Reform Society and overseen by the Returning Officer for East Lothian Council Elections
- 6.3 Other – N/A

7 BACKGROUND PAPERS

- 7.1 Appendix 1 – ELF&D Ballot Time Table (17 June 2021)
- 7.2 ELF&D Annual Report 2019: Ref 4/21 in MLS
https://www.eastlothian.gov.uk/meetings/meeting/16708/members_library_service

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DATE	10 January 2021

EAST LoTHIAN FOOD & DRINK BID

BALLOT TIMETABLE – 17 JUNE 2021

The Business Improvement Districts (Scotland) Regulations 2007

ITEM	B-n	PROCEDURE	TIME	DATE	COMMENTS
1	B-154	Last day for notice of intention to put BID proposals to ballot.	Regulation 4 At least 154 days before ballot day.	14th January 2021	
2	B-120	BID review.	BID Project should be reviewed and agreement reached as to whether a positive vote is achievable or not. If a positive vote is not achievable then the BID should not go to ballot.	18th February 2021	
3	B-98	Last day for the submission of the BID proposal to the Council and Scottish Ministers.	Recommended 98 days	11th March 2021	
4	B-70	Local Authority to confirm that it is or is not vetoing the BID proposals	Regulation 14(1) For the purposes of section 42(2) of the 2006 Act, the prescribed period is 70 days prior to the day of the ballot	8th April 2021	

ITEM	B-n	PROCEDURE	TIME	DATE	COMMENTS
5	B-56	98 days after item 1 the BID Proposer requests local authority to instruct ballot holder to hold ballot.	<p>Regulation 5(2)(a)(ii) and (b) The request to hold a ballot should be at least 56 days* before the ballot date.</p> <p>*To allow time to put in place ballot arrangements, before issuing ballot papers (at least 42 days before ballot), it is recommended that the request to hold a ballot should be made at least 56 days before the ballot date.</p>	22nd April 2021	
6	B-56 - B-42	<p>The Local Authority instructs the ballot holder to hold BID Ballot.</p> <p>Ballot holder puts in place arrangements to hold BID ballot.</p>	<p>Regulation 6</p> <p>Regulation 8</p>	22 April 2021	
7	B-42	<p>Issue of ballot papers.</p> <p>Spoilt ballot papers.</p> <p>Publication of notice of ballot (by ballot holder).</p>	<p>Schedule 2, para. 2(1)(b) 42 days before ballot date.</p> <p>Schedule 2, para. 11 Spoilt ballot papers may be replaced any time from the issue of ballot papers.</p> <p>Schedule 2, paras. 1 and 3</p>	<p>6th May 2021</p> <p>6th May 2021</p>	
8	B-42	Last day for postponing the day of the ballot by up to 15 days.	<p>Schedule 2, para. 2.(2) – No later than 42 days before the day of the ballot. The ballot holder may delay the day of the ballot by up to 13 working days.</p>	6th May 2021	

ITEM	B-n	PROCEDURE	TIME	DATE	COMMENTS
9	B-10	Last day for the appointment of a proxy.	Schedule 2, para. 5(5) An application to appoint a proxy shall be refused for the purposes of a particular ballot if the ballot holder receives it after 5 p.m. on the tenth day before the day of the ballot.	7th June 2021	
10	B-7 working days	First day for request for issue of replacement of LOST ballot paper.	Schedule 2, para. 12 Where a voter has not received their ballot paper by the seventh working day before the day of the ballot, that voter may apply (whether or not in person) to the ballot holder for a replacement ballot paper.	8th June 2021	
11	B-5	LAST day for cancellation of Proxy.	Schedule 2, para. 5 (10) A notice under sub-paragraph (9) by a person entitled to vote cancelling a proxy's appointment shall be disregarded for the purposes of a ballot if the ballot holder receives it after 5 p.m. on the fifth day before the date of the poll at that election.	12th June 2021	
12	B	BALLOT DAY.	Schedule 2, para. 2 At least 42 days, but no more than 90 days after the date on which the ballot holder published the notice required by paragraph 3(a)	17th June 2021	
13	B+1	The Count.	Schedule 2, paras. 14 – 16 As soon as practicable after the day of the ballot, the ballot holder shall make arrangements for counting the votes cast on such of the ballot papers as have been duly returned (in accordance with paragraph 13) and record the number counted.	18th June 2021	

ITEM	B-n	PROCEDURE	TIME	DATE	COMMENTS
14	B+1 B+8	Declaration of the result.	<p>Schedule 2, para. 17 The ballot holder, having made the certification under sub-paragraph (1), shall:</p> <p>forthwith make a declaration of the matters so certified; and</p> <p>give <u>public notice</u> of the matters so certified as soon as practicable and within 7 days after the counting of the votes.</p>	<p>By:</p> <p>18th June 2021</p> <p>24th June 2021</p>	

REPORT TO: Cabinet
MEETING DATE: 19 January 2021
BY: Executive Director for Council Resources
SUBJECT: Budget Development 2021-2026

7

1 PURPOSE

- 1.1 To present to Cabinet an update on matters affecting development of budgets including the draft budget proposals prepared on behalf of the Administration.

2 RECOMMENDATIONS

- 2.1 To note the current position relating to the national Local Government Finance Settlement and the implications for East Lothian Council.
- 2.2 To approve the draft budget proposals as contained within the report appendices noting the intention of the Council Leader to invite further discussion with other political groups via Group Leaders between now and the formal budget setting meeting.
- 2.3 To request that any formal amendments to the draft proposals be submitted in accordance with the timeline set out in para 3.14 of this report.

3 BACKGROUND

- 3.1 At meetings of the Council held on 27 October 2020 and 15 December 2020, information was provided in relation to the future financial prospects for the Council and the 5 year Financial Strategy incorporating the Capital Strategy was formally approved.
- 3.2 The framework governing development of budgets was also approved that would require the Administration to bring forward to Cabinet a balanced draft budget proposal reflecting the most up to date information available.

Local Government Settlement

- 3.3 Typically by mid-December, the Council would have received notification of the draft Local Government Finance settlement from the Scottish Government as part of their draft Budget proposals. This year, due to delays in UK Government Spending Plans, the Scottish Government budget and related finance settlement

for Local Government will now be delayed from early December until end of January 2021, with the final Stage 3 of the Scottish Government budget now expected to take place during the first week in March 2021.

- 3.4 A Finance Circular setting out details of the Local Government Settlement will be issued to all Councils on 28 January 2021. This circular will set out the **DRAFT** individual local authority grant allocations for **2021-22 only**. When received, details will be shared with all political Group Leaders as early as practically possible.
- 3.5 At this point in time, it remains unclear what the expected grant settlement will be for the Council. The Scottish Budget is significantly influenced by the level of resources made available within the UK Budget, but Scottish Government does also have at its discretion, a range of fiscal powers over taxation and welfare. Detailed spending plans are dependent on the Scottish Government's own budget priorities and passage through their formal budget processes therefore making it very difficult to estimate what funding will be made available to Local Government and subsequently through to this council.
- 3.6 As set out in previous reports, the 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 (equating to around a 4% increase), and a reduction in capital funding by £0.3bn. The formal UK Budget for 2021-22 will be announced on 3 March 2021, and it currently remains unclear whether this will change any allocation already provided to Scotland.
- 3.7 Whilst there remain many variables affecting grant, members are reminded that the proportionately high level of grant support we currently receive from the Scottish Government makes up approximately 2/3rds of the Council's overall funding. Given the significance, any change to the grant awarded can have a disproportionately significant impact upon future financial plans and ultimately services that the Council can provide.
- 3.8 It has become normal practice within the grant settlement that Scottish Government also impose limits on the setting of Council Tax – most recently by way of limits on the maximum level of increase. Due to the late settlement, it is still not known whether or not any limits will be put in place for 2021-22.

DRAFT Administration Budget Proposals – Key Assumptions

- 3.9 Given draft Scottish Government allocations are not yet available, the Administration budget proposals have been developed on a number of key assumptions which are set out below:
- The 2021-22 funding from the Scottish Government has been estimated at a level reflecting an increase of 4%, which is commensurate with the level of Scottish Government funding set out within the recent UK Government Spending Plans. In the absence of anything being declared beyond the first year, this position has then been projected as 'flat cash' across the remaining 2 years with the following variant:

- It has been assumed that the additional investment required to support investment in social care will be met in full by additional Scottish Government funding each year. This includes contractual commitments relating to National Care Home Contract, Non National Care Home Contract and Care at Home, and this remains consistent with the condition set within the 2020-21 budget settlement.
- An amount equivalent to a 2% annual increase has been provided for all pay bargaining groups in each of the 3 years, but no pay deal has been reached and this remains subject to national negotiation.
- A Council Tax increase of 3% in 2021-22 is being proposed, with indicative rises of 5% in the following 2 years, although again it must be noted that we have not yet had clarity on any council tax capping limits that may be imposed.
- In line with the previously reported commitment from the Scottish Government, it is anticipated that £3.1m of 'fiscal flexibilities' will be applied in 2021-22 enabled by the application of a repayment holiday on the Council's Loans Fund. Detailed guidance has yet to be formally received from the Scottish Government, and therefore this remains 'provisional' pending clarification of guidance and legislative changes required by the Scottish Government.
- Capital grant is estimated to remain broadly in line with previous planning assumptions and has been flat lined in each of the years. Some projects remain dependent on confirmation of Scottish Government specific grant funding, most significantly relating to Flood Prevention Schemes. These are significant in value, and should this anticipated level of funding not be forthcoming consideration will need to be given to making further adjustments consistent with the new capital limits set within the recently approved Financial Strategy.
- Whilst recognising the rationale supporting these assumptions and the need for vital additional investment to support essential local services, the reality may be very different. COSLA has prepared a national campaign setting out the requirement to protect Local Government funding and this is set out for information at **Appendix 1** of this document. Some independent commentators have suggested that Local Government may at best receive a 'flat cash', whereas some others suggest a likely real terms reduction. This remains subject to determination by the Scottish Government and should funding levels be less than estimated, this will require further adjustment and some very difficult decisions to be made on what services can be provided and supported.

3.10 Draft revenue and capital budget proposals for both General Services and the Housing Revenue Account have been prepared on behalf of the Administration and are attached within **Appendix 2** (General Services Revenue), **Appendix 3** (General Services Capital) and **Appendix 4** (Housing Revenue Account – Revenue and Capital).

- 3.11 Given the unusual circumstances described earlier whereby these budget proposals have been formulated without the benefit of a draft settlement circular/allocation, it is important to note that both they and any related underlying assumptions will require to be updated once confirmation of the draft settlement offer made to Local Government is announced. Even then, it must also be noted that the draft Scottish Government position remains subject to possible change as the Scottish Budget goes through the wider parliamentary process.

Next Steps

- 3.12 Taking into account the somewhat unique circumstances surrounding the UK, Scottish and Local Government budgets, the Council budget timetable has been amended to reflect the changing circumstances. In keeping with the Council approved budget framework, the HRA budget will be considered by Council on 23 February 2021, and the General Services budget will be considered on 2 March 2021. Every effort will be taken to meet these dates to ensure compliance with statutory requirements relating to rent and council tax notification and billing.
- 3.13 The formal HRA statutory consultation on rent levels will take place from 19 January 2021 and closes on 12 February 2021. Emerging results of the consultation will be made available through Political Group Leaders to inform any HRA budget proposals, and will be formally reported to Council on 23 February 2021.
- 3.14 Given the Administration draft budget proposals are being considered in advance of the draft Local Government Settlement, even if approved by Cabinet, they will subsequently require to be further updated to reflect details of the draft settlement on 28 January. In line with the approved budget framework to manage any budget amendments which may arise between approval and the formal budget setting meetings - key dates and processes are set out below:

- HRA statutory rent consultation – 19 January 2021 to 12 February 2021
- Draft Scottish Budget and Local Government Settlement – 28 January 2021

Budget Amendments

- An amendment must be presented to Council in the form of an alternative budget proposal. The amendment must be deemed competent, both in its ability to be delivered as well as ensuring that it can still deliver a balanced budget.
- Political Group Leaders should during this period work with Finance around any suggested budget changes which may be reflected within any final proposed amendments.
- Any final amendments to be considered by Council must be submitted through Group Leaders to the Head of Finance no later than the following dates:
 - **HRA by Friday 12 February 2021**
 - **General Services by Friday 19 February 2021**

Key Budget Dates

- HRA Budget and rent levels for 2021-21 will be considered by Council on 23 February 2021.
- General Services Budget and council tax levels for 2021-22 will be considered by Council on 2 March 2021.

2020-21 General Services Revenue Position

- 3.15 The Council has already received a number of financial reports on the challenging in-year financial position, and a high level update was reported to Council in December. Officers continue to work on a wide range of mitigation measures to manage the financial deficit. A further report setting out the position and mitigation measures will be provided to Council in February 2021.

4 POLICY IMPLICATIONS

- 4.1 The Draft proposals have been prepared in accordance with the new Financial Strategy approved by Council on 15 December 2020.
- 4.2 There are no direct policy implications associated with approval of these draft budget proposals but clearly should they be supported by Council in February / early March, individual elements within the proposals may lead to policy changes.

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 – the proposals contained within this report have been prepared within the context of the Council’s approved Financial Strategy. Although potentially the proposals will have significant financial implications, given this report simply seeks to secure approval of a set of draft budget proposals on behalf of the Administration, there are currently no direct financial implications arising.
- 6.2 Personnel - none at this stage
- 6.3 Other – none at this stage

7 BACKGROUND PAPERS

7.1 Financial Prospects 2021 and beyond – Report to Council 27 October 2020

7.2 Council Financial Strategy 2021-26 – Report to Council 15 December 2020

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DATE	11 January 2021

Respect our communities

Protect our

Funding

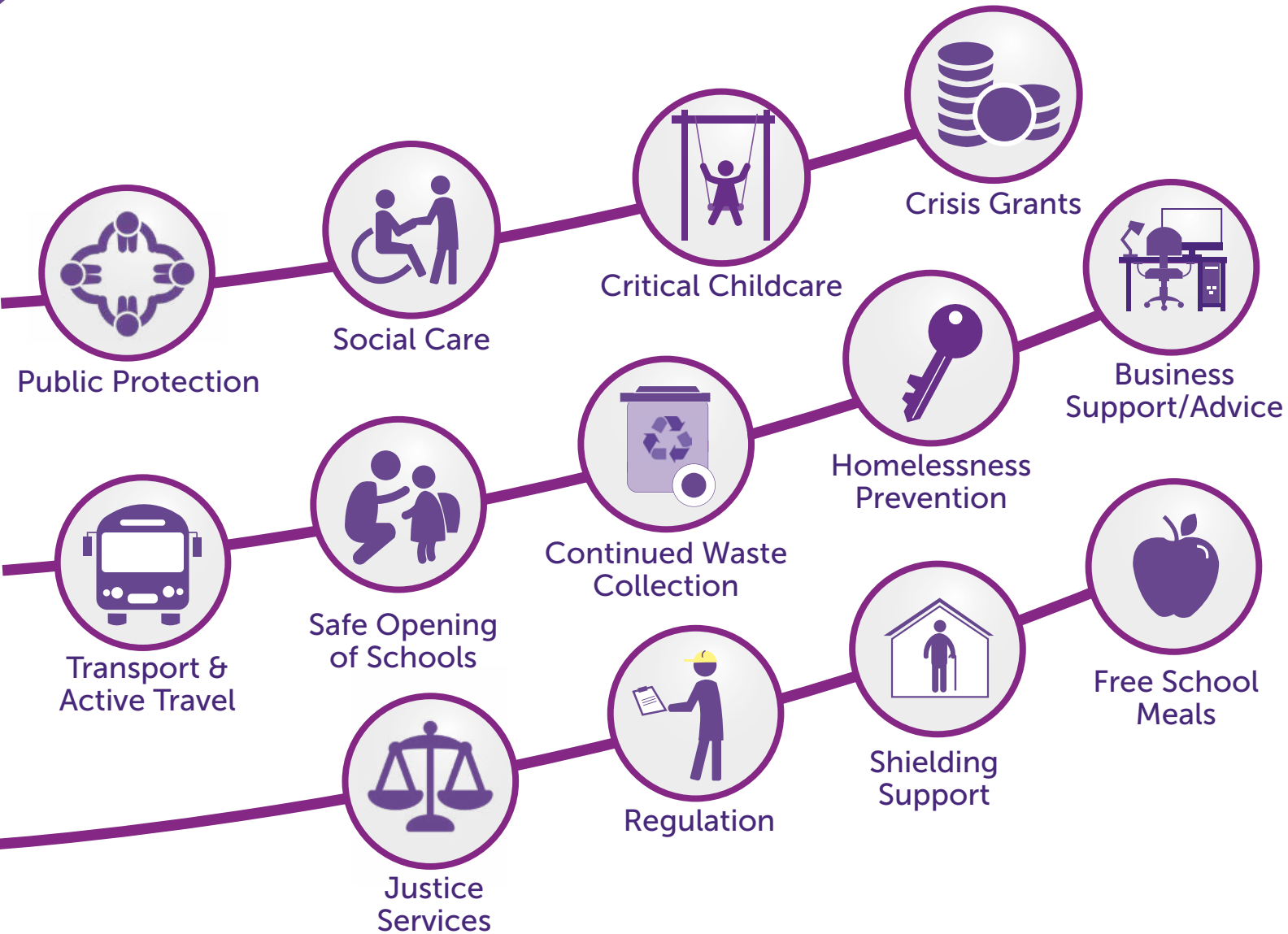
essential
services

Scotland's
Councils

essential
everyday

**This
Year**

across every community in Scotland, **COVID has magnified** Local Government's role



**"I want
to pay
tribute**

Nicola Sturgeon
Scotland's First Minister
Daily COVID update
24 July 2020

today to staff in Local Authorities across the country. During this pandemic, council workers have continued to deliver **essential services** in very difficult conditions.

"They have also worked closely with Scottish Government on **vital issues** such as housing homeless people, paying business grants, providing education hubs, and much, much more.

"In doing so, they have protected vulnerable people, and provided help for those who need it. **That effort has been – and continues to be – hugely appreciated.**"

Financial Impacts

of COVID on Local Government

On top of already strained budgets, COVID has created costs pressures for Local Government for 2020-21 including:



immediate spending requirements (social work, community justice, housing etc)



reductions in Council Tax income



unachievable savings due to the pandemic



lost income including fees, charges & commercial income due to closures



capital project costs



recovery costs (excluding Education and ELC)

Once all COVID-related funding is taken into account a gap of around **£360m** still remains - this is on top of already strained budgets. **Loss of income this and next year remains a key concern.**

Ongoing restrictions mean that income - parking, libraries, museums, art galleries and theatres, sports facilities, planning, school food etc - **is unlikely to recover until much later in 2021/22.**

Income accounts for an increasing proportion of Council budgets, so this will cause an immediate pressure.

In its *Local Government in Scotland Overview 2020* report, Audit Scotland recognised real challenges even before the pandemic:

"Councils are working hard

to deliver services to their communities. But the context they are working in is increasingly uncertain and complex.

Demographic and social change is creating demand for services, while the strain on budgets continues to intensify.

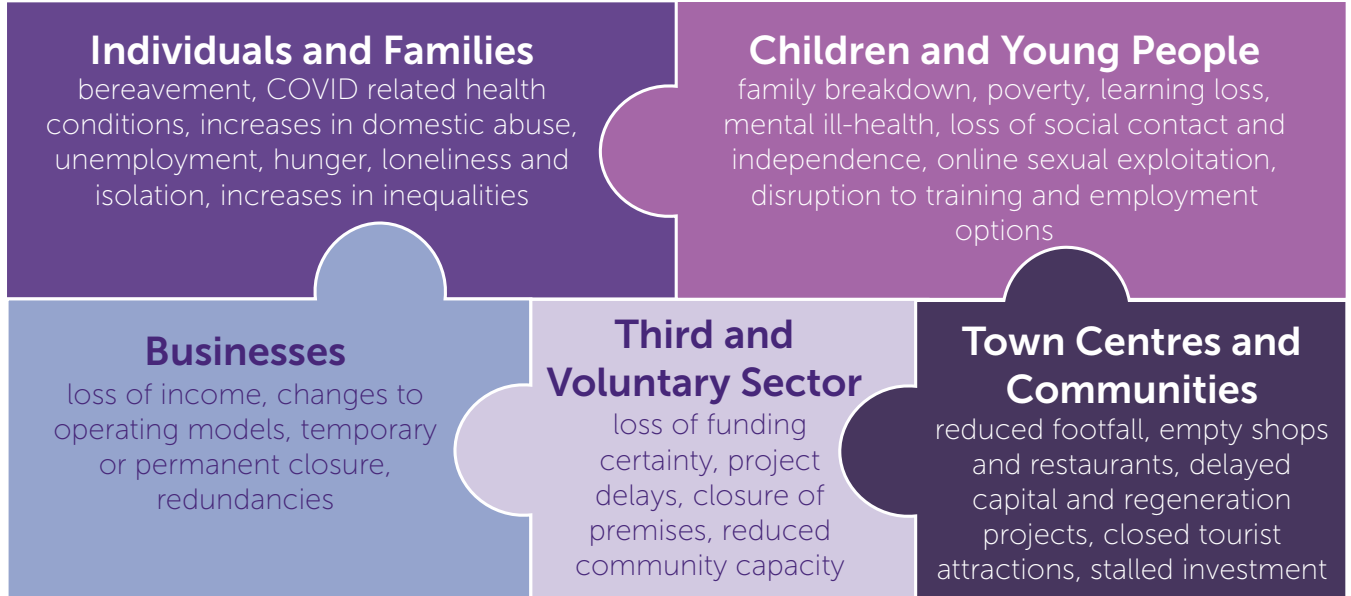
National policy commitments are increasing and the stresses on other public and third sector partners add to the difficulties in delivering services.

The cumulative effect of these pressures on councils is beginning to show across service performance and use of financial reserves."

The Social Impacts of COVID

are serious, long-term and need support

Every part of our community has been impacted over the last year



Only councils can provide the wide network and safety net of support that is now needed. COSLA's Blueprint for Local Government makes this clear

But Local Government is facing significant pressures...



Funding

In real terms (using 20/21 prices) there has actually been a reduction in core grant funding from Scottish Government since 2013/14, but increased policy demands. This is not sustainable to meet growing demand, and inflationary pressures (including pay)



Demographics

With an ongoing shift in the age profile of Scottish citizens, there are real challenges for social care, including dealing with multiple, complex conditions. COVID will only increase this demand



EU Transition

As well as longer term impacts on Scotland's population structure, there will be impacts on workforce and staff, food and supply costs and on regulatory capacity to keep consumers safe and business trading

A reduction in Scottish Government funding will mean

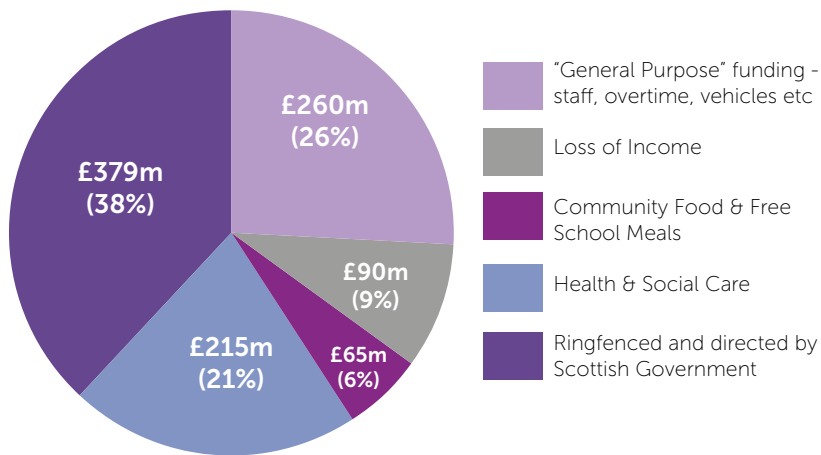
cuts to core services

The impact on communities of COVID will be deeper, longer lasting, with widening inequalities



funding for Local Government

To support the pandemic response, Scotland has had guaranteed additional funding from the UK Government of **£8.6b**. Scottish Government has routed **£1b** through Local Government.

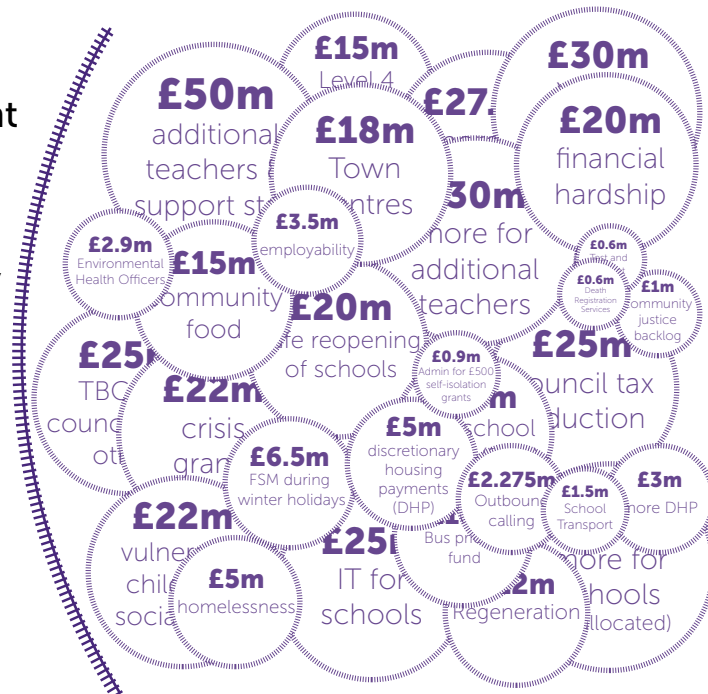


This **£1b** does not include significant business grants administered through Councils:

- 20+ schemes
- over £1.3b reaching businesses
- Announcements on 9th Dec will see Local Government's role continuing in 2021

The way in which COVID funding is being provided by Scottish Government presents challenges and restrictions

- As of end December, there were **30** different ring-fenced/directed pots of funding
- All come with an additional administrative burden– grant offer, acceptance, reporting, monitoring, claiming
- This approach reduces Councils' ability to respond to local needs and demands
- Funding has been "drip fed" between April and December, creating uncertainty & instability



COVID has shone a light on a growing trend of highly fragmented and directed funding, outwith the main Local Government Settlement. This makes a local focus on improving outcomes challenging

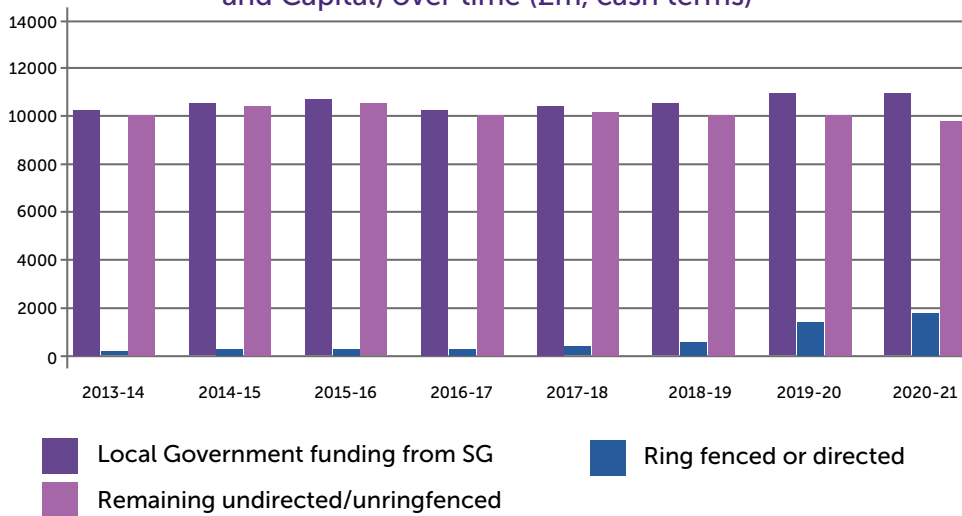
Local Government Funding

Key Trends

“ Councils have less flexibility in how they use funding. (Revenue) Funding dedicated to national policy initiatives, increased from £1 billion in 2019/20 to £1.5 billion in 2020/21, equating to **14.1** per cent of council funding from the Scottish Government. ”

Audit Scotland Local Government in Scotland Overview 2020

Change to Local Government Funding (Revenue and Capital) over time (£m, cash terms)

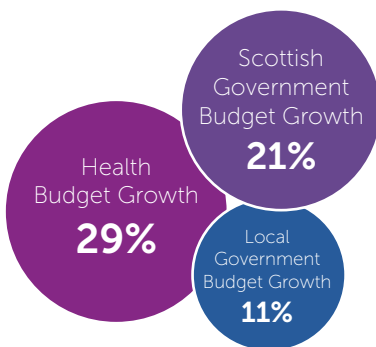


In 2020-21 there was **£482m less general, undirected grant funding** when compared to 2013/14.

What appears as a cash increase is for new policies - Early Learning and Childcare, free personal care, health and social care integration - and commitments like teachers' pay and pensions, pupil/teacher ratio.

This approach erodes the very core of communities and the essential services they rely on.

Between 2013/14 and 2020/21, the differences in rates of increases in available funding were significant



Despite increased investment by Scottish Government, health outcomes for people are not improving as fast as they should

Many of the services that impact health positively are funded from **Local Government's core budgets** - reductions in the core mean that the very services needed to **bring communities out of the COVID-19 emergency**, particularly around the wider public health agenda, are inhibited. Our aspirations are laid out in the [Blueprint for Local Government](#).



Local Government Funding Must be Protected



The financial impacts of COVID-19 are severe

Individuals, families, and businesses have all felt the effects and **look to councils for support** every day

But sustaining this **lifeline support** is placing **extreme pressure** on **already strained budgets** and on our **workforce**. COVID has also impacted the health and wellbeing of our staff.



We need fair funding for 21/22 that respects our communities

Fair Funding means:

- Resources to address the inequalities exposed by the pandemic
- Sustainable services that can fully support communities
- Local spending that supports economic recovery
- Job security for our workforce and opportunities for training and apprenticeships
- Councils can remain an exemplar employer, and a key part of local economies & communities

Local Government's asks of Scottish Government

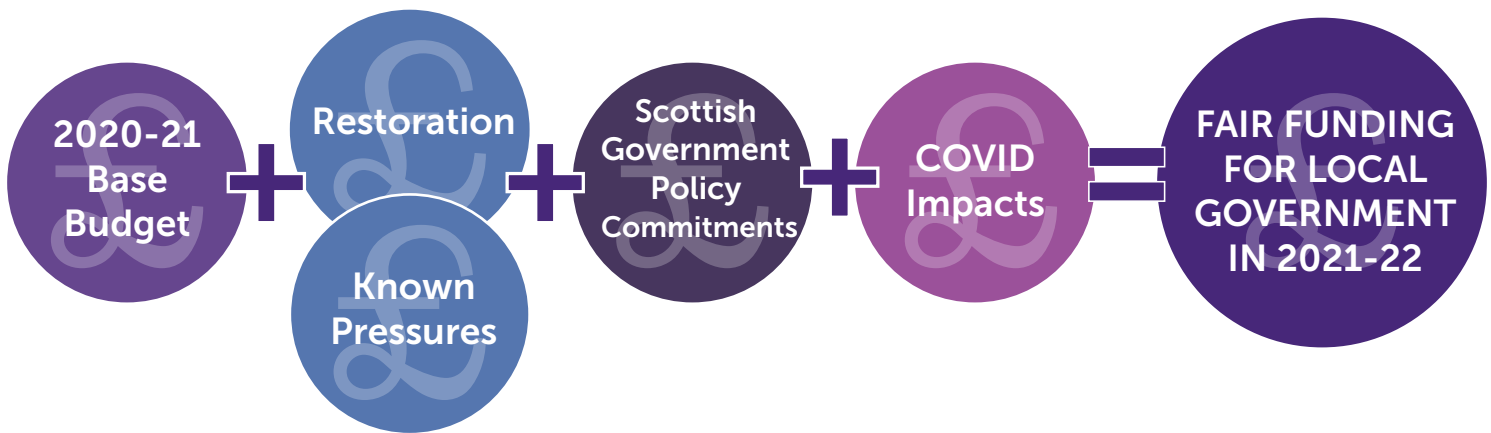
- **Any additional COVID-related funding** for 2020-21 from UK Government must be passed on to Local Government – there remains a gap of at least £360m that must be addressed
- Any **cash increase** for 2021-22 from UK Government must be passed on
- **Additional social care costs** (for delegated services) should continue to be met from Health consequential during 2021-22 (c£300m additional for 20-21)
- All **known Scottish Government policy commitments** must be fully funded
- **No cap on council tax** - this must be a truly local tax
- The settlement should respect the efforts across **"one workforce"** and allow councils to make a pay award that aligns with all other parts of the public sector
- An **end to small pots** of ring-fenced, highly directed funding out with the Settlement
- **Local Government's wider role** must be respected and funded - this includes adequate capital for affordable housing

Fair Funding for Local Government in 2021-22

We need fair funding for Local Government that:

- looks across the whole system, that fully respects communities and allows councils to provide the support that will be required
- allows Local Government to address very real pressures – pay (including living wage), increased service demand (including as a result of COVID), inflation, EU transition, and ongoing loss of income next year.

At the very least, our funding ask is as follows:



	20-21 Base Budget	Restoration (3%) Known Pressures (2%)	Scottish Government known policy commitments	COVID impact	FAIR FUNDING for 2021-22
Revenue	£10,668m	£320m £213m	£164m	£770m*	£12,135m
Capital	£607m**	£18m £12m			£637m

*This figure is based on COSLA's full year cost collection exercise for 20/21 and does not include Education recovery costs, nor Social Care (funded via HSCPs) and is indicative of the scale of additional costs incurred by councils during a pandemic of this nature.

**Scottish Government presented £778m capital in Circular but this included £121m ELC and £50m Heat Network early adopters

Council services **keep people out of hospital**

During winter, this will be key to ensuring that the NHS can cope

Council support **protects lives and livelihoods**

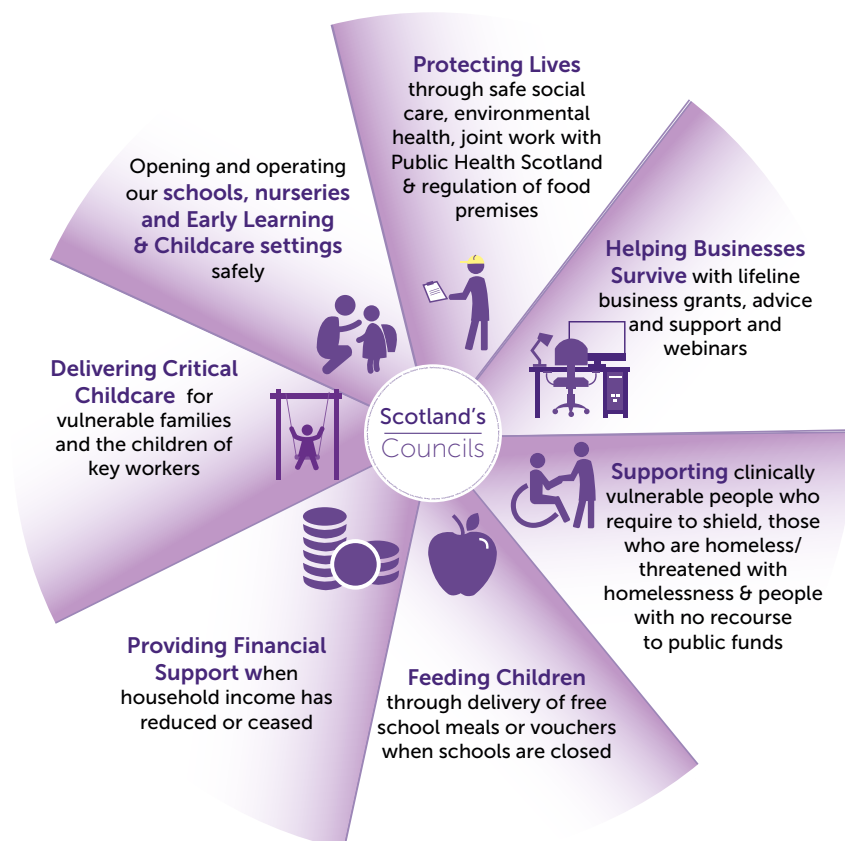
It prevents unemployment, increases in poverty and poor mental health

RESPECT our communities

Protect our **FUNDING**

From
**Day
One**

of the pandemic, Local Government
has supported every community



has magnified Local Government's wider role across communities

Councils are playing a key role in **public protection**

Homecare staff are in and out of older people's homes every day of every week, keeping them cared for and supported



Community hub staff are supporting people to shield, co-ordinating deliveries of food, pharmacy and other essentials

Homelessness prevention services have been essential to the emergency response, working in new ways to support vulnerable people and those who have no access to public funds



Environmental Health Officers have been regulating restaurants and takeaways, supporting businesses through COVID restrictions

Trading Standards Scotland have been warning and protecting our communities and businesses against scams



Fleet and transport services keep communities moving - alternatives to public transport for key workers and care services, and work with partners to support the current vaccination programme

Continued waste collection throughout lockdown, so our streets stayed clean, clear and safe



Practical support for the Gypsy /Traveller community during lockdown including toilets and sanitation

Councils are delivering **lifeline financial support** to individuals and businesses

Councils are continuing to deliver ongoing business support on behalf of Scottish Government – closure grants, hardship grants, sector specific support, help for the newly-self employed and now a discretionary business grant scheme to support those who have fallen through the cracks



Since March, we've delivered almost **£1.32b of business grants**

Business Gateway has changed and adapted to provide critical business support and advice during these unprecedented times – helping business move online and explore new business models



By opening schools and Early Learning & Childcare settings, we enabled people to get back to work when it was safe to do so, allowing them to earn a living

Families are being supported through provision of **free school meals** during the holidays and through the delivery of the **£100 Winter Hardship Payment** in time for Christmas



We continue to deliver crisis grants, additional Discretionary Housing Benefits and additional Council Tax reductions for individuals and families

Administration of £500 payments for those on low incomes who have to self-isolate



Outbound calling to ensure support packages are put in place for those who have no support networks

With Fair Funding

Local Government can drive improvements in health and wellbeing

Despite Scottish Government investing 29% more in Health services since 2013/14 (cash terms), outcomes for people are not improving as fast as they should:

- ➔ unacceptable gap in healthy life expectancy between our most and least deprived areas drug deaths
- ➔ increased drug deaths and alcohol addiction issues
- ➔ increases in childhood obesity



Investment in health cannot simply continue to be about more money for the NHS. Local Government's role is well recognised:



“Community health and wellbeing is complex. Its foundations include:

- an inclusive economy with good work
- quality housing and education
- accessible and effective health & social care services
- clean open spaces
- water and sanitation

”

Public Health Scotland's Strategic Plan

“The strongest influences on people's health are social determinants such as their level of education, income, quality of housing and employment.”

The Health Foundation – Reframing the conversation on social determinants

Many of the services that impact health positively are funded from Local Government's core budgets - reductions in the core mean that the very services needed to bring communities out of the COVID-19 emergency, particularly around the wider public health agenda, are inhibited.

Local Government's role must be viewed as part of a wider system. This is made clear in [in our submission](#) to the Independent Review of Adult Social Care

“the whole system”

stretches beyond traditional health and social care support services and into a wide range of other elements that impact wellbeing such as public transport, availability of arts and leisure services and a healthy local economy.”

With Fair
Funding

Local Government can drive faster recovery



Social Care Services

are getting people out of hospital and providing increased community-based care and support for those whose health is impacted by COVID



Mental Health Support services

are supporting those whose wellbeing has been impacted (including support for children and young people in schools)



Financial Inclusion & Welfare Teams

are there for those who have been hardest hit



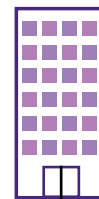
Schools and Children's Social Work Services

are working with vulnerable children and young people whose learning and home lives have been turned upside down by COVID



Council Building Projects

are helping local supply chains recover and creating much needed apprenticeship and training opportunities



Employability Services

are working with those furthest from the labour market or people now threatened with redundancy



Business Gateway and Local Economic Development Teams

are working hard to rebuild a strong business base



Planning & Development Management

will now stimulate local economies and support a move to Net Zero Carbon



Procurement & Service Commissioning

is ensuring that third and community sector organisations can once again thrive and survive



Transport and Active Travel

initiatives are adapting to new normal and working towards lowering emissions

“ We need to ensure that councils are at the forefront of economic recovery. They are one of the anchor employers in many areas and so it absolutely makes sense that they are empowered and at the forefront of that recovery. ”

Unison (Holyrood Magazine)



COSLA's Blueprint for Local Government

shows what is possible if Local Government is properly funded

Key Sources

- Accounts Commission "[Local Government in Scotland Overview 2020](#)", June 2020
- Scottish Parliament Information Centre (SPICe) "[LOCAL GOVERNMENT FINANCE: FACTS AND FIGURES 2013-14 TO 2020-21](#)", July 2020
- Scottish Government, [Local Government Finance circulars](#) 2013 - 2020
- Public Health Scotland "[A Scotland where everybody thrives](#)", Strategic Plan 2020-2023
- Scottish Government Budget Spreadsheets, various years
- COSLA "[Blueprint for Local Government](#)", Aug 2020



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essential
services

Scotland's
Councils

essential
everyday

Budget 2021/22-2023/24

	2021/22 Budget			2022/23 Budget			2023/24 Budget		
	2020/21 Base Budget £'000	Changes £'000	Total Budget £'000	2021/22 Base Budget £'000	Changes £'000	Total Budget £'000	2022/23 Base Budget £'000	Changes £'000	Total Budget £'000
CORPORATE INCOME									
Revenue Support Grant	(176,598)	(7,064)	(183,662)	(183,662)	(1,582)	(185,244)	(185,244)	(1,745)	(186,989)
National Non-domestic Rates Grant									
Specific Grants	(13,477)	(1,418)	(14,895)	(14,895)	-	(14,895)	(14,895)	-	(14,895)
Council Tax	(64,751)	(2,973)	(67,724)	(67,724)	(5,269)	(72,993)	(72,993)	(5,804)	(78,797)
Social Care Fund	(6,240)	-	(6,240)	(6,240)	-	(6,240)	(6,240)	-	(6,240)
Renewable Energy/Loan Interest	(90)	-	(90)	(90)	-	(90)	(90)	-	(90)
Transfer to/(from) Reserves	(1,466)	1,216	(250)	(250)	(2,595)	(2,845)	(2,845)	2,845	-
EXPENDITURE LIMIT	(262,622)	(10,239)	(272,861)	(272,861)	(9,446)	(282,307)	(282,307)	(4,704)	(287,011)
LESS CORPORATE COMMITMENTS									
Valuation Board Requisition	642	23	665	665	-	665	665	-	665
Council Tax Reduction Scheme	5,300	470	5,770	5,770	114	5,884	5,884	-	5,884
Asset Management	(4,343)	-	(4,343)	(4,343)	-	(4,343)	(4,343)	-	(4,343)
Debt Charges	15,250	(3,143)	12,107	12,107	3,393	15,500	15,500	500	16,000
Review of Service Provision	-	-	-	-	-	-	-	(2,268)	(2,268)
Review of Council Assets	-	-	-	-	(150)	(150)	(150)	(850)	(1,000)
Management of Staffing Budgets	(2,000)	-	(2,000)	(2,000)	-	(2,000)	(2,000)	(175)	(2,175)
Pension Deficit	503	(415)	88	88	-	88	88	-	88
External Audit	327	-	327	327	-	327	327	-	327
Criminal Justice Social Work Funding	1,068	-	1,068	1,068	-	1,068	1,068	-	1,068
Apprenticeship Levy	591	12	603	603	12	615	615	12	627
Housing Benefit Loss/Discretionary Payments	1,380	75	1,455	1,455	50	1,505	1,505	50	1,555
	18,718	(2,978)	15,740	15,740	3,419	19,159	19,159	(2,731)	16,428
FUNDING FOR COUNCIL SERVICES	(243,904)	(13,217)	(257,121)	(257,121)	(6,027)	(263,148)	(263,148)	(7,435)	(270,583)
SERVICE PLANNED EXPENDITURE									
Resources & People Services									
Education & Children's									
Children's Services	15,653	1,736	17,389	17,389	161	17,550	17,550	171	17,721
Additional Support for Learning	9,286	1,257	10,543	10,543	350	10,893	10,893	269	11,162
Pre-school Education & Childcare	16,503	1,330	17,833	17,833	29	17,862	17,862	32	17,894
Schools - Primary	43,065	1,978	45,043	45,043	1,484	46,527	46,527	1,749	48,276
Schools - Secondary	44,812	1,286	46,098	46,098	1,718	47,816	47,816	2,586	50,402
Schools Support Services	3,715	58	3,773	3,773	57	3,830	3,830	54	3,884
Education total	133,034	7,645	140,679	140,679	3,799	144,478	144,478	4,861	149,339
Council Resources									
Financial Services	1,468	139	1,607	1,607	46	1,653	1,653	46	1,699
Revenues & Benefits	2,093	163	2,256	2,256	33	2,289	2,289	59	2,348
IT Services	2,304	240	2,544	2,544	38	2,582	2,582	38	2,620
Legal	326	12	338	338	9	347	347	9	356
Procurement	250	9	259	259	5	264	264	6	270
People & Governance	4,910	144	5,054	5,054	107	5,161	5,161	119	5,280
Council Resources total	11,351	707	12,058	12,058	238	12,296	12,296	277	12,573

Resources & People Services total	144,385	8,352	152,737	152,737	4,037	156,774	156,774	5,138	161,912
Health & Social Care Partnership									
Adult Wellbeing	54,547	1,901	56,448	56,448	1,332	57,780	57,780	1,495	59,275
Sub-total	54,547	1,901	56,448	56,448	1,332	57,780	57,780	1,495	59,275
Partnerships & Community Services									
Development									
Planning	1,043	121	1,164	1,164	95	1,259	1,259	(41)	1,218
Economic Development	868	18	886	886	(37)	849	849	15	864
Housing & Strategic Regeneration	687	5	692	692	4	696	696	7	703
Community Housing	2,334	25	2,359	2,359	25	2,384	2,384	27	2,411
Property Maintenance Trading Activity	(863)	-	(863)	(863)	-	(863)	(863)	-	(863)
Development total	4,069	169	4,238	4,238	87	4,325	4,325	8	4,333
Infrastructure									
Facility Support Services	3,623	136	3,759	3,759	53	3,812	3,812	51	3,863
Facility Trading Activity	(276)	-	(276)	(276)	-	(276)	(276)	-	(276)
Landscape & Countryside Management	5,271	191	5,462	5,462	12	5,474	5,474	140	5,614
Asset Maintenance & Engineering Services	3,242	66	3,308	3,308	58	3,366	3,366	59	3,425
Asset Management & Capital Planning	(576)	60	(516)	(516)	33	(483)	(483)	35	(448)
Roads Network & Flood Protection	4,730	67	4,797	4,797	22	4,819	4,819	39	4,858
Roads Trading Activity	(688)	126	(562)	(562)	47	(515)	(515)	48	(467)
Transportation	1,089	138	1,227	1,227	65	1,292	1,292	67	1,359
Waste Services	8,099	1,625	9,724	9,724	51	9,775	9,775	153	9,928
Active Business Unit	3,591	48	3,639	3,639	42	3,681	3,681	41	3,722
Infrastructure total	28,105	2,457	30,562	30,562	383	30,945	30,945	633	31,578
Communities & Partnerships									
Corporate Policy & Improvement	1,213	58	1,271	1,271	10	1,281	1,281	21	1,302
Connected Communities	6,094	114	6,208	6,208	62	6,270	6,270	9	6,279
Protective Services	1,821	80	1,901	1,901	32	1,933	1,933	41	1,974
Customer Services Group	3,670	86	3,756	3,756	84	3,840	3,840	90	3,930
Communities & Partnerships total	12,798	338	13,136	13,136	188	13,324	13,324	161	13,485
Partnerships & Community Services total	44,972	2,964	47,936	47,936	658	48,594	48,594	802	49,396
TOTAL SERVICE EXPENDITURE	243,904	13,217	257,121	257,121	6,027	263,148	263,148	7,435	270,583
Budget Deficit/(Surplus)	-	-	-	-	-	-	-	-	-
Funding (Surplus) / Shortfall									
Band D Council Tax									
% increase / (decrease) in Band D		3.00%			5.00%			5.00%	

East Lothian Council
General Services - ADMINISTRATION DRAFT BUDGET PROPOSALS - JANUARY 2021

BUDGET CHANGES

Description	2021/22			2022/23			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
CORPORATE INCOME									
Revenue Support Grant (RSG)/Non Domestic Rates (NDR)									
Expected General Change in Revenue Support Grant (including NDR) <i>Change in expected core Scottish Government Funding aligned to UK Government increase to Scotland</i>	(4,913)	-	(4,913)	-	-	-	-	-	-
Investment in Social Care <i>Additional investment provided by Scottish Government to meet a wide range of obligations within health and social care budgets which are delegated to the Integrated Joint Board (IJB)</i>	(2,151)	-	(2,151)	(1,582)	-	(1,582)	(1,745)	-	(1,745)
Revenue Support Grant (RSG)/Non Domestic Rates (NDR) total	(7,064)	-	(7,064)	(1,582)	-	(1,582)	(1,745)	-	(1,745)
Specific Grants									
Specific Grants received from Scottish Government <i>Increase in funding to support the delivery of additional 1140 hours in Early Learning & Childcare</i>	(1,300)	-	(1,300)	-	-	-	-	-	-
<i>Increase in Pupil Equity Funding in line with existing Scottish Government commitment</i>	(118)	-	(118)	-	-	-	-	-	-
Specific Grants total	(1,418)	-	(1,418)	-	-	-	-	-	-
Council Tax									
Change in Council Tax yield <i>Increase in Council Tax yield Incorporating additional properties and increase in Council Tax by 3% in 2021/22 and 5% in 2022/23 and 2023/24</i>	(2,973)	-	(2,973)	(5,269)	-	(5,269)	(5,804)	-	(5,804)
Council Tax total	(2,973)	-	(2,973)	(5,269)	-	(5,269)	(5,804)	-	(5,804)
Transfer to/(from) Reserves									
<i>Use of General Fund Reserves</i>	1,216	-	1,216	(2,595)	-	(2,595)	2,845	-	2,845
Transfer to/(from) Reserves total	1,216	-	1,216	(2,595)	-	(2,595)	2,845	-	2,845
CORPORATE INCOME TOTAL	(10,239)	-	(10,239)	(9,446)	-	(9,446)	(4,704)	-	(4,704)
CORPORATE COMMITMENTS									
Valuation Joint Board									
<i>Expected reduction in requisition from Lothian Joint Board</i>	23	-	23	-	-	-	-	-	-
Valuation Joint Board total	23	-	23	-	-	-	-	-	-
Council Tax Reduction Scheme									
<i>Increase in costs relative to increase in Council Tax yield</i>	470	-	470	114	-	114	-	-	-

Description	2021/22			2022/23			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
Council Tax Reduction Scheme total	470	-	470	114	-	114	-	-	-
Review of Council Assets									
<i>Efficiency to be met through review and rationalisation of Council assets</i>	-	-	-	-	(150)	(150)	-	(850)	(850)
Review of Council Assets total	-	-	-	-	(150)	(150)	-	(850)	(850)
Management of Staffing Budgets									
<i>Efficiency to be met through enhanced vacancy management, deletion of posts, service reviews and wider review / modernisation of staff terms and conditions</i>	-	-	-	-	-	-	-	(175)	(175)
Management of Staffing Budgets	-	-	-	-	-	-	-	(175)	(175)
Debt Charges									
Changes in debt charges made to the General Fund <i>Change reflects alignment with capital investment plans and reflects the on-going review of the Council's Loans Fund</i>	-	-	-	250	-	250	500	-	500
Fiscal Flexibilities <i>Change reflects anticipated benefit from Loans Fund repayment holiday in line with anticipated SG Guidance on Fiscal Flexibility</i>	(3,143)	-	(3,143)	3,143	-	3,143	-	-	-
Debt Charges total	(3,143)	-	(3,143)	3,393	-	3,393	500	-	500
Review of Service Provision									
<i>Efficiencies to be generated through a wide review aligned to the financial strategy and include: review of service provision; enhanced programme of transformational change; new ways of working; exploring further options for partnership working; exploring further options to maximise and generate income.</i>	-	-	-	-	-	-	-	(2,268)	(2,268)
Service Reduction Total	-	-	-	-	-	-	-	(2,268)	(2,268)
Council Pension Deficit									
Payments to Lothian Pension Fund <i>Deficit contribution no longer applies from 2021/22 for a minimum of a four year period.</i>	(415)	-	(415)	-	-	-	-	-	-
Council Pension Deficit total	(415)	-	(415)	-	-	-	-	-	-
Apprenticeship Levy									
Increase linked to assumed pay increases based on 0.5% of annual payroll	12	-	12	12	-	12	12	-	12
Apprenticeship Levy total	12	-	12	12	-	12	12	-	12
Housing Benefit Loss									
Change in subsidy rules and increase in B&B charges	75	-	75	50	-	50	50	-	50
Housing Benefit Loss total	75	-	75	50	-	50	50	-	50

Description	2021/22			2022/23			2023/24		
	Budget Change £000	Efficiency Measures/Savings/In- creased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/In- creased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/In- creased Income £000	Total Change £000
CORPORATE COMMITMENTS TOTAL	(2,978)	-	(2,978)	3,569	(150)	3,419	562	(3,293)	(2,731)
EXPENDITURE LIMIT	(13,217)	-	(13,217)	(5,877)	(150)	(6,027)	(4,142)	(3,293)	(7,435)
SERVICE PLANNED EXPENDITURE									
RESOURCES AND PEOPLE SERVICES									
Children's Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	234	-	234	160	-	160	170	-	170
Increase in Utility Charges <i>Increase in Utility Charges</i>	2	-	2	1	-	1	1	-	1
Additional Investment <i>Additional investment designed to support a range of pressures including existing demographic, service pressures, investment in operational staff and the delivery of non legislative requirements.</i>	1,500	-	1,500	-	-	-	-	-	-
Children's Wellbeing total	1,736	-	1,736	161	-	161	171	-	171
Additional Support for Learning									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	26	-	26	23	-	23	22	-	22
Increase in ASL requirements aligned to increase in Pupil School Roll <i>Increased costs aligned to Pupil School Roll growth</i>	49	-	49	129	-	129	181	-	181
Increase in ASL support <i>Increased in ASL support from August 2020</i>	182	-	182	198	-	198	66	-	66
Additional Investment <i>Additional investment to support a range of pressures within ASL</i>	1,000	-	1,000	-	-	-	-	-	-
Additional Support for Learning total	1,257	-	1,257	350	-	350	269	-	269
Pre-School Education & Childcare									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	29	-	29	28	-	28	31	-	31
Increase in Utility Charges <i>Increase in Utility Charges</i>	1	-	1	1	-	1	1	-	1
1140 Hours <i>1140 Hours additional funding</i>	1,300	-	1,300	-	-	-	-	-	-
Pre-School Education & Childcare total	1,330	-	1,330	29	-	29	32	-	32
Schools - Primary									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	864	-	864	823	-	823	844	-	844
Increase in Utility Charges <i>Increase in Utility Charges</i>	35	-	35	36	-	36	27	-	27
Increase in Waste Charges	14	-	14	14	-	14	14	-	14

Description	2021/22			2022/23			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
<i>Increase in Waste Charges</i>									
Pupil School Roll increase	126	-	126	169	-	169	432	-	432
Estimated increase in Primary School Rolls									
Expansion of School Estate	176	-	176	373	-	373	363	-	363
Additional revenue costs of primary school extensions and new builds									
Facility Services Charges	77	-	77	77	-	77	77	-	77
Increases in Facilities Charges in line with salary increases									
School Meals	(8)	-	(8)	(8)	-	(8)	(8)	-	(8)
Increase in cost of school meals in year with future years subject to an annual inflationary increase or uprating in line with relevant benchmarking									
Reduction in PEF	98	-	98	-	-	-	-	-	-
Increase in Pupil Equity Funding in line with existing Scottish Government commitment									
School Cleaning & Transport Costs	600	-	600	-	-	-	-	-	-
Additional school cleaning and transport costs									
Insurance	20	-	20	-	-	-	-	-	-
Increased Insurance Costs									
School Merger	-	(24)	(24)	-	-	-	-	-	-
Merger of school with separate Primary & Infants school subject to consultation									
Schools - Primary total	2,002	(24)	1,978	1,484	-	1,484	1,749	-	1,749
Schools - Secondary									
Increases in Pay Costs	684	-	684	659	-	659	673	-	673
Effect of assumed pay increase.									
Increase in Utility Charges	34	-	34	34	-	34	26	-	26
Increase in Utility Charges									
Increase in Waste Charges	5	-	5	5	-	5	6	-	6
Increase in Waste Charges									
Pupil School Roll increase	418	-	418	318	-	318	424	-	424
Increase in Secondary School Rolls									
Expansion of School Estate	19	-	19	411	-	411	1,324	-	1,324
Additional revenue costs of secondary school extensions and new builds									
School Meals	(10)	-	(10)	(10)	-	(10)	(10)	-	(10)
Increase in cost of school meals in year with future years subject to an annual inflationary increase or uprating in line with relevant benchmarking									
Facility Services Charges	12	-	12	12	-	12	12	-	12
Increases in Facilities Charges in line with salary increases									
Reduction in PEF	25	-	25	-	-	-	-	-	-
Increase in Pupil Equity Funding in line with existing Scottish Government commitment									
Insurance	20	-	20	-	-	-	-	-	-
Increased Insurance Costs									
PPP Contract	83	-	83	289	-	289	291	-	291
Increase in PPP contract charges for Education facilities									
Improving options in the Senior Phase across the Authority	-	-	-	-	-	-	-	(160)	(160)
Use of IT to enhance/support delivery of curriculum in the senior phase (S4-S6). Subject to changes in Scottish Government policy re teacher/pupil ratio									
Grab and Go Expansion	-	(4)	(4)	-	-	-	-	-	-

Description	2021/22			2022/23			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
<i>Reduction in Facilities contract payment aligned to the expansion of Grab and Go</i>									
Schools - Secondary total	1,290	(4)	1,286	1,718	-	1,718	2,746	(160)	2,586
Schools Support Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	53	-	53	50	-	50	51	-	51
SEEMIS <i>Increase in SEEMIS costs</i>	5	-	5	7	-	7	3	-	3
Schools Support Services total	58	-	58	57	-	57	54	-	54
EDUCATION & CHILDREN'S TOTAL	7,673	(28)	7,645	3,799	-	3,799	5,021	(160)	4,861
Financial Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	147	-	147	46	-	46	46	-	46
Systems Upgrade <i>Costs associated with the upgrade of the Council's Financial Ledger</i>	20	-	20	-	-	-	-	-	-
Review of CMT <i>Savings from CMT Review</i>	-	(28)	(28)	-	-	-	-	-	-
Financial Services total	167	(28)	139	46	-	46	46	-	46
Revenues & Benefits									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	63	-	63	58	-	58	59	-	59
IT Systems Costs <i>Increase in IT requirements for the Capita System</i>	100	-	100	(25)	-	(25)	-	-	-
Revenues & Benefits total	163	-	163	33	-	33	59	-	59
Information Technology									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	40	-	40	38	-	38	38	-	38
IT Digital Strategy & System Costs <i>Investment in Digital Strategy & IT infrastructure</i>	200	-	200	-	-	-	-	-	-
Information Technology total	240	-	240	38	-	38	38	-	38
Legal									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	12	-	12	9	-	9	9	-	9
Legal total	12	-	12	9	-	9	9	-	9
Procurement									
Increases in Pay Costs	9	-	9	5	-	5	6	-	6

Description	2021/22			2022/23			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
<i>Effect of assumed pay increase.</i>									
Procurement Total	9	-	9	5	-	5	6	-	6
People & Governance									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	124	-	124	103	-	103	105	-	105
Income <i>3% uplift on existing income</i>	-	(10)	(10)	-	(10)	(10)	-	-	-
Employee Assistance Programme <i>Increased cost of Employee Assistance Programme contract renewal</i>	16	-	16	-	-	-	-	-	-
Councillors Remuneration <i>Assumed annual increase in Councillors remuneration in line with national agreement</i>	14	-	14	14	-	14	14	-	14
People & Governance total	154	(10)	144	117	(10)	107	119	-	119
COUNCIL RESOURCES TOTAL	745	(38)	707	248	(10)	238	277	-	277
HEALTH & SOCIAL CARE PARTNERSHIP									
Adult Wellbeing									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	412	-	412	373	-	373	370	-	370
Increase in Utility Charges <i>Increase in Utility Charges</i>	7	-	7	7	-	7	5	-	5
Increase in Waste Charges <i>Increase in Waste Charges</i>	2	-	2	2	-	2	2	-	2
National Contract Increase <i>Care Home, Care at Home and Direct Payment Rate Increases</i>	1,114	-	1,114	1,147	-	1,147	1,180	-	1,180
Facility Services Charges <i>Increases in Facilities Charges in line with salary increases</i>	63	-	63	50	-	50	50	-	50
Transitions <i>Costs of clients transitioning from Children's to Adults</i>	486	-	486	-	-	-	-	-	-
Systems Upgrade <i>Mosaic System extension and enhancements</i>	67	-	67	3	-	3	138	-	138
Integration of Health and Social Care <i>Including: review and redesign models of care; savings and efficiencies generated through joint working, shifting the balance of and uplift in fees and charges</i>	-	(250)	(250)	-	(250)	(250)	-	(250)	(250)
HEALTH & SOCIAL CARE PARTNERSHIP TOTAL	2,151	(250)	1,901	1,582	(250)	1,332	1,745	(250)	1,495
PARTNERSHIPS & COMMUNITY SERVICES									
Planning									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	72	-	72	45	-	45	46	-	46
Planning Fee Income <i>Impact of timing of Planning applications</i>	49	-	49	50	-	50	(87)	-	(87)

Description	2021/22			2022/23			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
Planning total	121	-	121	95	-	95	(41)	-	(41)
Economic Development									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	18	-	18	13	-	13	15	-	15
Scottish Open <i>Hosting Scottish Open</i>	-	-	-	(50)	-	(50)	-	-	-
Economic Development	18	-	18	(37)	-	(37)	15	-	15
Housing & Strategic Regeneration									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	13	-	13	12	-	12	7	-	7
HEEPS <i>Develop in-house capacity to deliver HEEPS</i>	-	(8)	(8)	-	(8)	(8)	-	-	-
Housing & Strategic Regeneration	13	(8)	5	12	(8)	4	7	-	7
Community Housing									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	20	-	20	20	-	20	22	-	22
Increase in Utility Charges <i>Increase in Utility Charges</i>	1	-	1	1	-	1	1	-	1
Facility Services Charges <i>Increases in Facilities Charges in line with salary increases</i>	4	-	4	4	-	4	4	-	4
Community Housing total	25	-	25	25	-	25	27	-	27
DEVELOPMENT TOTAL	177	(8)	169	95	(8)	87	8	-	8
Asset Maintenance & Engineering Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	44	-	44	37	-	37	38	-	38
Increase in Utility Charges <i>Increase in Utility Charges</i>	1	-	1	-	-	-	-	-	-
Property Maintenance Costs <i>Impact of increase in property maintenance costs</i>	21	-	21	21	-	21	21	-	21
Asset Maintenance & Engineering Services Total	66	-	66	58	-	58	59	-	59
Asset Management & Capital Planning									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	40	-	40	33	-	33	35	-	35
Insurance <i>Increased Insurance Costs</i>	20	-	20	-	-	-	-	-	-

Description	2021/22			2022/23			2023/24		
	Budget Change £000	Efficiency Measures/Savings/In creased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/In creased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/In creased Income £000	Total Change £000
Asset Management & Capital Planning Total	60	-	60	33	-	33	35	-	35
Facility Support Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	10	-	10	8	-	8	9	-	9
Increase in Utility Charges <i>Increase in Utility Charges</i>	31	-	31	24	-	24	21	-	21
Increase in Waste Charges <i>Increase in Waste Charges</i>	2	-	2	2	-	2	2	-	2
Facility Services Charges <i>Increases in Facilities Charges in line with salary increases</i>	83	-	83	19	-	19	19	-	19
Insurance <i>Increased Insurance Costs</i>	10	-	10	-	-	-	-	-	-
Facility Support Services total	136	-	136	53	-	53	51	-	51
Landscape & Countryside Management									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	140	-	140	107	-	107	122	-	122
Increase in Utility Charges <i>Increase in Utility Charges</i>	2	-	2	1	-	1	1	-	1
Increase in Waste Charges <i>Increase in Waste Charges</i>	3	-	3	3	-	3	3	-	3
Depot Replacement <i>Additional revenue costs relating to Depot Replacement</i>	24	-	24	9	-	9	-	-	-
Increase in Skips Charges <i>Increase in Skip Charges</i>	10	-	10	10	-	10	10	-	10
Insurance <i>Increased Insurance Costs</i>	20	-	20	-	-	-	-	-	-
Increase in Vehicle Fuel <i>Increase in Vehicle Fuel</i>	4	-	4	4	-	4	4	-	4
Income Generation - new opportunities <i>Explore new opportunities for income maximisation from Land Management</i>	-	-	-	-	(5)	(5)	-	-	-
Sale of burial lairs <i>Increased income from advanced sale of burial lairs</i>	-	(5)	(5)	-	-	-	-	-	-
Commercial Income <i>Explore opportunities for landscape construction in private developments</i>	-	-	-	-	(30)	(30)	-	-	-
Plant Nursery <i>Review of plant nursery provision</i>	-	-	-	-	(80)	(80)	-	-	-
Income <i>3% uplift on existing income</i>	-	(7)	(7)	-	(7)	(7)	-	-	-
Landscape & Countryside Management total	203	(12)	191	134	(122)	12	140	-	140
Roads Network									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	103	-	103	38	-	38	39	-	39
Income	-	(6)	(6)	-	(6)	(6)	-	-	-

Description	2021/22			2022/23			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
<i>3% uplift on existing income</i>									
Electric Vehicles <i>Introduce charging for electric vehicles in line with national benchmarking and guidance</i>	-	(30)	(30)	-	(10)	(10)	-	-	-
Roads Network total	103	(36)	67	38	(16)	22	39	-	39
Roads Trading									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	112	-	112	43	-	43	44	-	44
Insurance <i>Increased Insurance Costs</i>	10	-	10	-	-	-	-	-	-
Increase in Vehicle Fuel <i>Increase in Vehicle Fuel</i>	4	-	4	4	-	4	4	-	4
Roads Trading total	126	-	126	47	-	47	48	-	48
Transportation									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	74	-	74	26	-	26	27	-	27
Increase in Vehicle Fuel <i>Increase in Vehicle Fuel</i>	2	-	2	2	-	2	2	-	2
Supported Bus Contract <i>Saving generated by retender of supported bus contract</i>	-	(10)	(10)	-	-	-	-	-	-
Increase in Utility Charges <i>Increase in Utility Charges</i>	1	-	1	1	-	1	1	-	1
Public Transport <i>Contract Indexation</i>	10	-	10	10	-	10	10	-	10
VPMU <i>Materials and Services Indexation</i>	61	-	61	26	-	26	27	-	27
Transportation total	148	(10)	138	65	-	65	67	-	67
Waste Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	66	-	66	55	-	55	57	-	57
Increase in Utility Charges <i>Increase in Utility Charges</i>	2	-	2	1	-	1	1	-	1
Increase in Waste Charges <i>Increase in Waste Charges</i>	(29)	-	(29)	(28)	-	(28)	(29)	-	(29)
Facility Services Charges <i>Increases in Facilities Charges in line with salary increases</i>	3	-	3	-	-	-	-	-	-
Increase in Vehicle Fuel <i>Increase in Vehicle Fuel</i>	5	-	5	6	-	6	6	-	6
Waste Collection <i>New contract cost increase</i>	1,500	-	1,500	-	-	-	-	-	-
Waste Disposal <i>Savings related to new contract</i>	-	(61)	(61)	-	(44)	(44)	-	-	-
Income from Waste Materials <i>Increased income relating to new contract</i>	-	(29)	(29)	-	(21)	(21)	-	-	-

Description	2021/22			2022/23			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
Income from Bulky Uplifts	-	(47)	(47)	-	(33)	(33)	-	-	-
Introduction of Bulky Uplift charges	-	-	-	-	-	-	-	-	-
Insurance	20	-	20	-	-	-	-	-	-
Increased Insurance Costs	-	-	-	-	-	-	-	-	-
Waste Disposal	195	-	195	115	-	115	118	-	118
Increase in tonnage and indexation costs	-	-	-	-	-	-	-	-	-
Waste Services total	1,762	(137)	1,625	149	(98)	51	153	-	153
Active Business Unit									
Increases in Pay Costs	30	-	30	25	-	25	25	-	25
Effect of assumed pay increase.	-	-	-	-	-	-	-	-	-
Increase in Utility Charges	6	-	6	5	-	5	4	-	4
Increase in Utility Charges	-	-	-	-	-	-	-	-	-
PPP Contract	12	-	12	12	-	12	12	-	12
Increase in PPP contract charges for Mercat Gait	-	-	-	-	-	-	-	-	-
Active Business Unit total	48	-	48	42	-	42	41	-	41
INFRASTRUCTURE TOTAL	2,652	(195)	2,457	619	(236)	383	633	-	633
Corporate Policy & Improvement									
Increases in Pay Costs	28	-	28	20	-	20	21	-	21
Effect of assumed pay increase.	-	-	-	-	-	-	-	-	-
Digital Strategy	30	-	30	-	-	-	-	-	-
Support costs for developing and implementing digital strategy	-	-	-	-	-	-	-	-	-
Digital Change	-	-	-	-	(10)	(10)	-	-	-
Move Living Magazine to online platform	-	-	-	-	-	-	-	-	-
Corporate Policy & Improvement total	58	-	58	20	(10)	10	21	-	21
Connected Communities									
Increases in Pay Costs	103	-	103	51	-	51	52	-	52
Effect of assumed pay increase.	-	-	-	-	-	-	-	-	-
Increase in Utility Charges	7	-	7	7	-	7	5	-	5
Increase in Utility Charges	-	-	-	-	-	-	-	-	-
Increase in Waste Charges	2	-	2	2	-	2	2	-	2
Increase in Waste Charges	-	-	-	-	-	-	-	-	-
Facility Services Charges	11	-	11	11	-	11	11	-	11
Increases in Facilities Charges in line with salary increases	-	-	-	-	-	-	-	(70)	(70)
Village Halls	-	-	-	-	-	-	-	-	-
Transfer ownership of Village Halls to Community	-	-	-	-	-	-	-	-	-
PPP Contract	9	-	9	9	-	9	9	-	9
Increase in PPP contract charges for Musselburgh CLC	-	-	-	-	-	-	-	-	-
Partnership Funding	-	(18)	(18)	-	(18)	(18)	-	-	-
East Lothian Advice Services new contract cost saving	-	-	-	-	-	-	-	-	-
Community & Area Partnerships total	132	(18)	114	80	(18)	62	79	(70)	9

Description	2021/22			2022/23			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
Protective Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	80	-	80	39	-	39	41	-	41
Review of Service Provision <i>Service review, savings from subscriptions and mileage reductions</i>	-	-	-	-	(7)	(7)	-	-	-
Protective Services Total	80	-	80	39	(7)	32	41	-	41
Customer Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	108	-	108	87	-	87	88	-	88
Increase in Utility Charges <i>Increase in Utility Charges</i>	2	-	2	1	-	1	1	-	1
Increase in Waste Charges <i>Increase in Waste Charges</i>	-	-	-	-	(2)	(2)	-	-	-
Facility Services Charges <i>Increases in Facilities Charges in line with salary increases</i>	1	-	1	1	-	1	1	-	1
Review of Service Provision <i>Review of frontline service provision and booking systems</i>	-	(22)	(22)	-	-	-	-	-	-
Income <i>3% uplift on existing income</i>	-	(3)	(3)	-	(3)	(3)	-	-	-
Customer Services total	111	(25)	86	89	(5)	84	90	-	90
COMMUNITIES TOTAL	381	(43)	338	228	(40)	188	231	(70)	161
SERVICES TOTAL	13,779	(562)	13,217	6,571	(544)	6,027	7,915	(480)	7,435
TOTAL	562	(562)	-	694	(694)	-	3,773	(3,773)	-

	Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Total
	2021/22	2022/23	2023/24	2024/25	2025/26	
	£000	£000	£000	£000	£000	£000
Expenditure						
Community Projects						
Community Intervention	500	500	500	500	500	2,500
Bleachingfield Centre Remodelling Works	90					90
Dunbar Conservation Area Regeneration Scheme (CARS)	90	196	179	162	65	692
East Saltoun Community Hall			400			400
Support for Business	1,342	808	34			2,184
CCTV	168	150	43			361
Total Community Projects	2,190	1,654	1,156	662	565	6,227
ICT						
IT Programme	2,100	2,100	2,200	2,200	2,200	10,800
Total ICT	2,100	2,100	2,200	2,200	2,200	10,800
Fleet						
Amenties - Machinery & Equipment - replacement	213	230	193	250	135	1,021
Vehicles	2,325	1,350	1,350	1,350	1,350	7,725
Total Fleet	2,538	1,580	1,543	1,600	1,485	8,746
Open Space						
3G Pitch Carpet Replacement Programme		500	500	500		1,500
Cemeteries (Burial Grounds)	891					891
Coastal / Flood Protection schemes - Haddington	225	1,500	4,500	2,000	49	8,274
Coastal / Flood Protection schemes - Musselburgh	844	1,642	12,349	13,751	10,807	39,394
Coastal Car Park Toilets	107					107
Core Path Plan	50	50	50	50	50	250
Mains Farm Town Park & Pavilion	100	10				110
Polson Park		138				138
Replacement Play Equipment	100	100	100	100	100	500
Sports and Recreation LDP:	1,227	2,177	1,822	319	563	6,108
Waste - New Bins	250	160	160	160	160	890
Waste - Machinery & Equipment - replacement	40	40	40	40	40	200
Total Open Space	3,835	6,318	19,521	16,921	11,769	58,363
Roads, Lighting and related assets						
Cycling Walking Safer Streets	147	147	147	147	147	735
East Linton Rail Stop / Infrastructure	1,520	1,520				3,040
Parking Improvements	230	130				360
Roads	6,700	6,700	6,735	5,500	5,500	31,135
Roads - externally funded projects	4,077	5,293	19,112	2,385	2,489	33,356
Total Roads, Lighting and related assets	12,674	13,790	25,994	8,032	8,136	68,626
Property - Education						
Aberlady Primary - extension	853	707	20			1,580
Blindwells Primary - new school		52	807	7,091	4,938	12,888
Cockenzie Primary - Internal Remodelling	31					31
Craighall Primary - New School (Phase 1)			1,273	6,617	2,734	10,624
Dunbar Primary - John Muir Campus - Early Learning and 1140	101	2				103
East Linton Primary - extension including Early Learning and 1140	200	308				508
Elphinstone Primary - extension			29	541	14	584
Gullane Primary - extension including Early Learning and 1140	2,287	75				2,361
Haddington School (Infants & St. Mary)	25	25				50
Kingsmeadow Primary	25	25				50
Knox Academy - extension					545	545
Law Primary - extension including Early Learning and 1140	3,110	51				3,161
Letham Primary - New School	161	27				188
Letham Primary - Extension					123	123
Longniddry Primary - extension				221	2,065	2,287
Macmerry Primary - extension			61	938	13	1,012
Musselburgh Grammar - upgrades	919	10				929
North Berwick High School - Extension	3,850	78				3,928
Ormiston Primary - extension	1,177	27				1,204
Pinkie St Peter's Primary - sports hall extension		998	781	27		1,805
Pinkie St Peter's Primary - extension including Early Learning and 1140	2,712	288				3,000
Preston Lodge High School - extension (phase 1)		184	2,284	1,149	44	3,661
Preston Lodge High School - extension (phase 2)				123	4,055	4,178
Prestonpans Primary - upgrades		2	225	6		233
Ross High School - extension	7,764	123				7,887
School Estate - Curriculum Upgrades	460	330	330			1,120
School Kitchens - 1140 Upgrades	319					319
St Gabriel's Primary - extension including Early Learning and 1140	799	17				815
Wallyford Learning Campus	11,766	21,151	12,412	594		45,922
West Barns Primary - extension including Early Learning and 1140	1,285	420				1,706
Whitcraig Primary - new school including Early Learning and 1140	162	3,664	9,912	386		14,124

	Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Total
	2021/22	2022/23	2023/24	2024/25	2025/26	
	£000	£000	£000	£000	£000	£000
Expenditure						
Windygoul Primary - Early learning and 1140 extension	1,296	918	26			2,239
Windygoul Primary - extension					435	435
Unallocated 1140 Hours	1,000					1,000
Total Property - Education	40,302	29,481	28,159	17,693	14,965	130,601
Property - Other						
Accelerating Growth	6,391	15,473	14,181	4,309		40,353
Brunton Hall - Improved Community Access	100	100	1,530			1,730
Court Accommodation - incl. SPOC	1,486	228	5			1,719
Haddington Town House - Refurbishment and Rewire	579	14				593
New ways of working Programme	773	773	773	773		3,090
Prestongrange Museum		562	36			599
Property Renewals	3,000	3,000	2,000	2,000	2,000	12,000
Replacement Childrens House	995					995
Residential Care Homes Provision, subject to Older People Review				1,000		1,000
Sports Centres	200	200	200	200	200	1,000
Total Property - Other	13,523	20,350	18,725	8,281	2,200	63,079
Capital Plan Fees	1,322	1,322	1,322	1,322	1,322	6,608
Total Gross Expenditure	78,484	76,594	98,619	56,711	42,643	353,051
Total Income	(28,312)	(36,530)	(64,047)	(45,928)	(28,233)	(203,051)
Net Borrowing Requirement	50,171	40,064	34,572	10,783	14,410	150,000

OFFICER BUDGET
HRA BUDGET PROPOSALS 2021/22 TO 2025/26

	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	
Rent Increase	5.00%	2.00%	5.00%	5.00%	5.00%	5.00%	
BUDGET	£000	£000	£000	£000	£000	£000	
Income							
House Rents	(32,688)	(33,725)	(36,131)	(38,941)	(41,847)	(44,817)	
Garage Rents	(668)	(673)	(707)	(742)	(779)	(818)	
Services/Service Charges	(674)	(640)	(656)	(672)	(689)	(706)	
Other Income	(171)	(214)	(215)	(217)	(181)	(186)	
Interest	(50)	(51)	(51)	(53)	(53)	(54)	
Total Income	(34,251)	(35,302)	(37,760)	(40,624)	(43,549)	(46,581)	
Expenditure							
Employee Costs	2,604	2,732	2,760	2,816	2,872	2,930	
Repair Costs	10,552	10,974	11,413	11,870	12,345	12,715	
Void Rents (incl Garage void)	792	828	866	906	948	991	
Bad Debt Provision	585	614	645	677	711	747	
Operating Payments	1,280	1,342	1,481	1,434	1,419	1,443	
Transfer Payments	500	513	525	538	552	566	
Internal Recharges	3,792	4,308	4,399	4,517	4,613	4,736	
Debt Charges	11,034	11,106	12,029	13,415	14,319	15,598	
Total Expenditure	31,139	32,416	34,119	36,172	37,779	39,725	
Management of Balances							
Opening (Surplus) / Deficit	(1,968)	(1,705)	(1,591)	(1,732)	(1,784)	(2,054)	
Capital from current revenue	3,500	3,000	3,500	4,400	5,500	6,700	
(Surplus)/ Deficit for Year	(3,112)	(2,886)	(3,641)	(4,452)	(5,770)	(6,856)	
Closing (Surplus) / Deficit	(1,580)	(1,591)	(1,732)	(1,784)	(2,054)	(2,209)	
Capital Expenditure							5 Year Total
Modernisation/Extensions	15,652	15,888	14,382	13,420	12,557	12,157	68,404
New Council Housing	16,094	12,031	29,268	22,330	22,573	21,765	107,967
Fees	1,514	1,477	1,410	1,438	1,467	1,496	7,288
Mortgage to Rent	280	280	280	280	280	280	1,400
Total	33,540	29,676	45,340	37,468	36,877	35,698	185,059
Debt to Income Ratios	32.2%	31.5%	31.9%	33.0%	32.9%	33.5%	

OFFICER - HRA BUDGET PROPOSALS 2021/22 TO 2025/26

	2020/21	2021/22	2022/23	2023/24	2024/25
	£000	£000	£000	£000	£000
HRA Income					
House Rents					
Rent income adjustments relating to rent increases and new council house additions	(2,292)	(1,037)	(2,406)	(2,810)	(2,906)
<i>Changes as result of rent increases and new council housing additions</i>					
Rent income from External Customers	(55)	-	-	-	-
Garage Rents					
Rent income adjustments relating to rent increases	(32)	(5)	(34)	(35)	(37)
<i>Changes as result of rent inceases</i>					
Service Charges					
Income adjustments relating to service charge adjustments	18	(16)	(16)	(16)	(17)
<i>Changes as result of recharge adjustments</i>					
Factor Fee Charges					
<i>Review of Factor Fee Charges</i>	(50)	-	-	-	-
Other Income					
Homeless Rents, Renewable Energy Income, Refugee Support-Home Office Funding	(1)	(43)	(2)	(2)	36
Interest					
Interest on accumulated balances	5	(1)	-	(1)	-
<i>Internal interest received</i>					
TOTAL	(2,407)	(1,101)	(2,457)	(2,865)	(2,924)
HRA Expenditure					
Staffing					
General Inflation Increase	76	62	92	119	122
<i>Increase in line with assessed inflation rate</i>					
Increase in LGPS Contribution Rates	8	13	-	-	-
<i>Increase in contribution rates from 21.4% to 21.9% from April 2020, 22.4% from April 2021 and 22.9% from April 2022</i>					
Orchard System Project Team	-	(36)	(63)	(64)	(65)
<i>Orchard System Review project team, incl pay award,superann</i>					
	84	39	29	55	57
Repairs					
General Inflation Increase	1,376	423	439	457	475
<i>Increase in line with assessed inflation rate</i>					
	1,376	423	439	457	475
Void Rents					
Rent adjustments relating rent increases and new council house additions	43	36	38	40	42
<i>Changes as result of rent increases and new council housing additions</i>					
	43	36	38	40	42
Bad Debts					
Rent adjustments relating rent increases and new council house additions	-	29	31	32	34
<i>Changes as result of rent increases and new council housing additions</i>					
	-	29	31	32	34
Operating Expenses		108	152	(34)	(1)
	-	-	-	-	-
Internal Recharges					
General Inflation Increase	99	588	91	118	96
<i>Increase in line with assessed inflation rate</i>					
Service Review	-	-	-	-	-
<i>Additional staffing costs relating to service review</i>					
	99	588	91	118	96
Debt Charges					
Debt Charges	661	229	923	1,386	904
<i>In year changes in debt repayments</i>					
	661	229	923	1,386	904
TOTAL	(144)	351	(755)	(811)	(1,318)