



MINUTES OF THE MEETING OF EAST LoTHIAN COUNCIL

TUESDAY 23 FEBRUARY 2021
VIA DIGITAL MEETING FACILITY

1a

Committee Members Present:

Provost J McMillan (Convener)	Councillor C Hoy
Councillor S Akhtar	Councillor W Innes
Councillor L Bruce	Councillor S Kempson
Councillor S Currie	Councillor G Mackett
Councillor F Dugdale	Councillor K Mackie
Councillor J Findlay	Councillor C McGinn
Councillor A Forrest	Councillor P McLennan
Councillor N Gilbert	Councillor K McLeod
Councillor J Goodfellow	Councillor F O'Donnell
Councillor N Hampshire	Councillor T Trotter
Councillor J Henderson	Councillor J Williamson

Council Officials Present:

Ms M Patterson, Chief Executive
Ms A MacDonald, Director of Health and Social Care
Mr A McCrorie, Depute Chief Executive
Ms L Brown, Executive Director for Education and Children's Services
Mr J Lamond, Executive Director for Council Resources
Mr D Proudfoot, Executive Director for Place
Ms S Saunders, Head of Communities and Partnerships
Ms S Fortune, Head of Finance
Mr T Reid, Head of Infrastructure
Ms J Tait, Head of Children's Services
Ms L Byrne, Group Service Manager – Children's Services
Mr R Campbell, Service Improvement Manager – Children's Services
Mr S Cooper, Team Manager – Communications
Mr J Coutts, Service Manager – Community Housing and Homelessness
Ms R Crichton, Committees Officer
Ms F Currie, Committees Officer
Mr C Grilli, Service Manager – Legal and Procurement
Mr K Dingwall, Service Manager – Planning
Ms K MacNeill, Service Manager – People and Governance
Ms W McGuire, Team Leader – Strategy and Development
Mr R Montgomery, Project Manager
Ms R Pringle, Strategy Officer – Economic Development
Ms C Rodgers, Team Manager – Improvement
Mr A Stewart, Project Manager – Growth Delivery
Mr P Vestri, Service Manager – Corporate Policy and Improvement

Visitors Present:

None

Clerk:

Mrs L Gillingwater

Apologies:

None

Declarations of Interest:

None

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

The clerk recorded attendance by roll call.

Order of Business

The Provost advised that Item 8 would be taken prior to the break.

1. MINUTES FOR APPROVAL

The minutes of the following meeting were approved: East Lothian Council, 15 December 2020.

2. BUDGET DEVELOPMENT, INCLUDING SETTING OF RENT LEVELS 2021-26

A report was submitted by the Executive Director for Council Resources providing an update of recent developments in respect of the Local Government Finance Settlement as well as advising on budget proposals for the Housing Revenue Account.

The Head of Finance, Sarah Fortune, presented the report, advising Members that the Council would normally be notified of the Scottish Government grant settlement in mid-December; however, this year the draft settlement figure had not been released until 1 February and it covered the 2021/22 financial year only – the Scottish Government budget process would not be completed until 9 March. She referred Members to Section 3.4 of the report, which provided further detail on this. Ms Fortune predicted that, going forward, the Council's General Services budget would have a shortfall of more than £4m in each of the next three financial years. On the Housing Revenue Account (HRA), she advised that the annual consultation with tenants had been undertaken, with a summary of the findings set out in Appendix 1 to the report. She confirmed that the Administration's proposed amendment to the HRA proposals presented to

Cabinet in January 2021 was competent and in compliance with the Council's Financial Strategy.

In response to questions from Councillor Williamson regarding the rent consultation exercise and rent arrears, Ms Fortune confirmed that there had been a reduction in the level of rent collection, and that additional efforts were being made to work with tenants to ensure that rental income could be recovered. On the consultation exercise, Douglas Proudfoot, Executive Director for Place, advised that the level of response was higher than in previous years; however, he could not draw any conclusions on this other than the information set out at Section 1.8 of Appendix 1 to the report.

Councillor Akhtar asked for an update on the costs associated with reopening schools. Ms Fortune reminded Members of the Scottish Government's initial commitment to support the reopening of schools, and that discussions were ongoing in relation to evidencing that the costs in question were required. She noted that no funding had been received to date, but that she anticipated that this would be forthcoming soon. She did not have confirmation of the additional funding that would be allocated to the Council for the reopening of schools.

Councillor Hampshire opened the debate by expressing his disappointment that the Scottish Government grant funding would only cover one year, and that the Council would need to produce a three-year budget based on assumptions. He noted that the funding available did not allow for the delivery of growth in East Lothian.

Councillor Akhtar voiced her concern at the projected funding gap, and called on the Council to support Unison's 'Fund the Gap' campaign.

Councillor Currie noted that the Scottish Government had only been given figures for one year from the UK Government, and that the comprehensive spending review process had not yet been concluded. He commented that the any additional funding to local government should be welcomed.

Councillor Goodfellow thanked East Lothian Tenants and Residents' Association and tenants for their participation in the tenants' survey, noting that a high proportion of respondents were happy with the level of consultation and agreed with the Council's commitment to building new homes and modernising existing stock.

Decision

The Council agreed:

- i. to note the implications for the Council arising from the Scottish Government Draft Budget announced on 28 January 2021; and
- ii. to consider and make recommendations in relation to the respective Housing budget proposal included at Item 3 of the agenda, reflecting an updated amendment to the Draft Administration Proposal for Housing approved by Cabinet on 19 January 2021.

3. RENT PROPOSALS 2021/22 – 2025/26

Councillor Goodfellow presented the Administration's Housing budget to the Council. He made reference to the complexities in setting rent levels during the COVID-19 pandemic in order to allow for 'targeted intervention which best supports tenants in the immediate short term, whilst supporting longer-term ambitions'. He advised that the annual consultation with tenants had been based on a proposal to increase rents by 2% in 2021/22, noting that this

had been supported by those who responded to the consultation. However, since then, with the impact of the pandemic on the Council's capital programme and lower than predicted debt charges, as well as the financial impact of COVID-19 on Council tenants, the Administration was now of the view that rent levels should be frozen for 2021/22. Councillor Goodfellow hoped that over the next five years the Council would be able to spend more than £175m on new Council homes and modernising existing stock, but cautioned that this would depend on future affordability and setting rents at levels which were affordable to tenants.

Councillor Forrest seconded the Administration's amendment. He thanked all those involved in the consultation exercise, recognising the importance of listening to the views of tenants. He welcomed the proposed rent freeze, in light of the difficult circumstances.

Councillor Bruce thanked the Administration for working constructively with his Group on the HRA proposals and welcomed the proposed rent freeze, which he believed would make life easier for many families at this challenging time. He advised that he was also broadly supportive of the longer-term strategy for the HRA, particularly the building of new homes and modernisation of existing stock, which would benefit current and future tenants.

Councillor Currie thanked staff in Housing and Revenues for their work in supporting tenants during the pandemic, commenting that their efforts had been 'incredible' at such a challenging time. He stated that his Group was also supportive of the proposed rent freeze, noting that it was good news for Council tenants.

Summing up, Councillor Goodfellow welcomed the support of other Groups. He stressed that despite the rent freeze, the building of new homes and modernisation of existing ones would continue. He noted that 80 homes had been completed during the lockdown period, with 94 more due to be built within the next year.

The Provost then moved to the vote on the Administration's amendment to the HRA budget proposals for 2021/22 to 2025/26, taken by roll call, which was approved unanimously.

Decision

The Council agreed to approve the rent proposals as presented by the Administration and to freeze Council house rents in 2021/22.

4. 2020/21 QUARTER 3 FINANCIAL REVIEW

A report was submitted by the Executive Director for Council Resources providing an update on the in-year financial position at the end of December 2020.

The Head of Finance, Sarah Fortune, presented the report, She drew attention to the financial position of each of the service groups, noting that although the majority of planned efficiencies would be achieved by the end of the financial year, many of these savings were non-recurring, which would result in future financial challenges. She highlighted the additional funding from the Scottish Government to address COVID-19-related challenges. On the Council's ALEOs, she proposed that a proportion of allocated funding should be passed on to Enjoy and the Brunton Theatre Trust to offset the loss of income resulting from the pandemic, and sought delegated authority to the Chief Executive and Chief Financial Officer, in consultation with the Leader/Depute Leader and Cabinet Spokesperson, to take decisions on any further financial support to these group partner bodies during the current financial year. She also advised that the Scottish Government had recently announced that additional funding would be made available to councils which could be used in the next financial year. Ms Fortune provided a summary on capital expenditure and on the situation with the Housing Revenue Account

(HRA). In conclusion, she advised that, due to COVID-19, the year-end close-down would be complicated this year, and that the Council would face significant financial challenges in the future.

With respect to the funding for 1140 hours early learning and childcare, Councillor Findlay asked if there would be sufficient funding to introduce this later in 2021. Ms Fortune indicated that additional capital and revenue funding had been allocated to support this over a number of years, and that the Scottish Government was allowing councils some flexibility over the use of this funding in the current year to support the in-year financial position. She pointed out that there would be pressures on the capital budget, and that the Council was working with the Scottish Government on additional flexibility to allow the Council to manage this. She remained hopeful that both the revenue and capital costs associated with the 1140 hours initiative could be delivered within budget.

In response to a number of questions from Councillor McLennan, Ms Fortune reported that there had been additional cost pressures on the roads budget due to recent poor weather, and the full impact of this was being assessed. On proposals regarding community projects and town centre regeneration, etc., she advised that there were no specific proposals to be considered at this time; it was likely that any such projects would have been affected by COVID-19. Judith Tait, Head of Children's Services, informed Members that there had been a marked reduction in the number of children requiring external placements. She pointed out, however, that bringing children back to East Lothian and working to avoid external placements was not cost-neutral. She added that the financial impact of this work would be clearer in the coming months. As regards the overspend in the additional support for learning (ASL) budget, Lesley Brown, Executive Director for Education and Children's Services, commented that this aspect was linked to the issues set out by Ms Tait, and that her team would be looking to establish packages of support for affected children. She was also looking at ways to address future pressures and address the wide range of issues affecting children in East Lothian.

Councillor O'Donnell asked for further detail on funding provided by the Scottish Government to address the challenges arising from the pandemic. Ms Fortune drew attention to Appendix 3 to the report, which set out details of funding received at the time of preparing the report. She noted that of the £38m received, £26m related to grant payments. She reiterated that the situation remained fluid, with additional funding recently announced which would allow the Council to exercise some flexibility to manage pressures in the current financial year. She reiterated that much of the additional funding was non-recurring, and that managing the year-end would be complex.

Councillor Currie asked if the figures set out in Section 3.6 of the report (relating to health and social care) took account of the additional recently announced Scottish Government funding. He asked if the Integration Joint Board (IJB) would be able to carry forward funding from the current financial year to address the pressures of the next financial year. He also asked if any Council staff had been furloughed. Ms Fortune confirmed that the report did not reflect recent announcements of further funding, and that it provided the position as of the end of December. She advised that flexibility on health and social care funding streams would need to be considered in line with the overall position of the IJB, and that it may be possible for the IJB reserves to be increased in the short term. Alison MacDonald, Director of Health and Social Care, added that the Council and NHS were working closely on this and that processes put in place would need to continue into the next financial year. She also noted that any reserves would be allocated for specific purposes. On the question of furlough, Ms Fortune advised that no Council staff had been furloughed, but that staff employed by ALEO partners, e.g. EnjoyLeisure, had been furloughed to ensure financial sustainability of the business.

Councillor Akhtar paid tribute to Council staff for continuing to deliver services in challenging circumstances. She also thanked all those involved in facilitating the return to school for

younger children at short notice, noting that the Council's focus on children's health and wellbeing had received national recognition.

Councillor Hampshire echoed Councillor Akhtar's comments, commending the efforts of staff to protect communities whilst continuing to provide services and deliver efficiencies.

Welcoming the report, Councillor Currie commented on the complexities of local government finance going forward. He anticipated that the full extent of Scottish Government funding would not be clear until June; however, he argued that the allocation of funding to local government was not reducing. He anticipated that the financial impact of COVID-19 would continue for some years, and stressed the need for local government to work with the Scottish Government to address this. He paid tribute to Alison MacDonald and her team for their work on the COVID-19 local mobilisation plan.

Councillor O'Donnell concluded the debate by thanking Council staff for their efforts to deliver services. She highlighted the contribution made by services within Health and Social Care, including Wellwynd and mental health services. On the independent review of adult social care services in Scotland, she hoped that control of these services would remain local.

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

Decision

The Council agreed:

- i. to note the in-year financial performance for the Council;
- ii. to note that officers would continue to progress a range of mitigation measures in an attempt to manage the financial position during the remainder of 2020/21;
- iii. to approve that a proportion allocation reflective to the share of national funding received from the loss of income scheme would be transferred to group account partners in this financial year in order to support their ongoing financial sustainability; and
- iv. in accordance with Section 3.17 of the report, to approve that any decisions on any further financial support to these group partner bodies in this financial year, be delegated to the Chief Executive and Chief Financial Officer, in consultation with the Leader/Depute Leader and Cabinet Spokesperson.

5. 2021/22 COUNCIL IMPROVEMENT PLAN

A report was submitted by the Chief Executive reviewing the 2018-20 Council Improvement Plan and presenting the 2021/22 Council Improvement Plan for approval.

The Service Manager for Corporate Policy and Improvement, Paolo Vestri, presented the report, pointing out an error in relation to Action 12 of the Improvement Plan, which should read 'The Council's reporting and monitoring against its improvement plan could be further improved to update Members on what has been achieved through its improvement actions – officers will review how the Council Improvement Plan is monitored and reported to Members.' Mr Vestri noted that the current Improvement Plan had been adopted in December 2018 and updated in June 2019. He advised that four actions had been fully implemented; however, since March 2020 the Council had been operating on a business critical basis which had

resulted in some actions in the current plan not being carried out. He advised that 10 actions had been added to the new Improvement Plan, as set out in Appendix 1.

As regards the action 'Continue to focus on improving education performance for all children and young people in East Lothian', Councillor Akhtar asked which areas would be focused on as the Council moved into recovery from COVID-19. Lesley Brown, Executive Director for Education and Children's Services, advised that the initial focus would be on the health and wellbeing of children and young people, and that staff would be carrying out assessments of pupils as regards their learning progress. There would be a strong focus on literacy and numeracy, including one:one support and small group work, and her staff would also be looking at providing support across the whole curriculum. She added that the Scottish Government would be providing funding for additional teachers to provide this additional support. She also pointed out that targeted support for those experiencing hardship would be provided, which would involve third-sector partners.

The Provost then moved to the vote on the recommendation, taken by roll call, which was approved unanimously.

Decision

The Council agreed to approve the 2021/22 Council Improvement Plan, as detailed in Appendix 1 to the report.

8. AMENDMENT TO EAST LoTHIAN COUNCIL'S POLLING PLACE SCHEME

A report was submitted by the Executive Director for Council Resources seeking approval to formally amend East Lothian Council's Polling Place Scheme in respect of EL3D polling district.

The Executive Director for Council Resources, Jim Lamond, presented the report, advising that Macmerry Village Hall was no longer fit for purpose as a polling place, and that Macmerry Miners' Welfare Club had been identified as a suitable alternative, as it had good facilities and was easily accessible. He proposed this change on a permanent basis.

Councillor Mackett welcomed the proposal, commenting that this would be beneficial to residents in Macmerry.

The Provost moved to the vote on the recommendation, taken by roll call, which was approved unanimously.

Decision

The Council agreed to approve the permanent amendment to the polling scheme for the East Lothian Constituency for polling district EL3D.

6. EAST LoTHIAN CHILDREN'S STRATEGIC PARTNERSHIP: CHILDREN AND YOUNG PEOPLE'S SERVICES PLAN 2020-23

A report was submitted by the Executive Director of Education and Children's Services presenting the East Lothian Children's Strategic Partnerships: Children and Young People's Services Plan 2020-23 for approval.

The Head of Children's Services, Judith Tait, presented the report, advising of the requirements for such a Plan, and that it had been developed in partnership with the partners in Health, the Police, further education and the third sector. She drew attention to the three priorities of the Plan: (1) improving children's mental health and wellbeing; (2) supporting parents, carers and families to be more resilient; and (3) reducing inequalities for children and young people. She advised Members of workstreams already underway and declared that the Children's Strategic Partnership was committed to delivering the Plan to improve the lives and life chances of children and their families.

Ms Tait responded to a series of questions from Members. On governance, she advised that the sharing of budgets and resources, as well as greater integration with partners, was key to delivering the Plan. She pointed out that there would be support for early years' children and their families, which would include support for midwifery, new mothers, mental health, healthcare and pre-school provision. On the return to school following the pandemic, Ms Tait advised that measures were already in place to support families, and that mental health and nursing services would be provided within schools; additional funding had also been provided to support third sector services, a single point of access would provide a targeted referral service, and there would be closer working with health and GP services. As regards community support for the Plan, Ms Tait explained that a 'plan on a page' would be developed and distributed to communities and Area Partnerships. She advised that a member of staff from CAHMS had been seconded to work within the Council, which would strengthen the relationship between the two organisations and hopefully lead to better signposting to appropriate services and reduced waiting times for CAHMS services. On multi-agency working, Ms Tait believed that this approach would be more effective than organisations working separately, and this approach would provide integrated solutions for families. She accepted that funding remained a challenge; best use was being made of existing resources and ways of bringing in external funding would be explored. She also noted that having a 'trauma-informed' workforce across the public sector and partner bodies was an important aspect, and that training events had been organised to take this forward.

Councillor McGinn opened the debate by thanking Ms Tait, her colleagues and partners who had contributed to the Plan. He warned that young people and families were facing the biggest challenge of our time in terms of mental health issues and rising poverty levels, but was reassured that the Council and its partners, working with communities, had a plan to address such issues.

Welcoming the report, Councillor Hampshire stressed the importance of the Council working in partnership with other agencies to support children and young people. He believed that communities had a duty to support every child, and that preventative action was vital to address issues of poverty and inequality.

Councillor Akhtar pointed out that East Lothian had the fastest-growing population of young people in Scotland, and that it was important to have policies and resources in place to support this growth. She claimed that the Council had experienced a real-terms reduction in funding of 2.4% at a time when demand for services was increasing, as well as having to deal with the impact of COVID-19. She stressed the importance of working with CoSLA to ensure that East Lothian is not forgotten, particularly as the Council was not in receipt of Attainment Challenge Fund monies. She also noted the need for partner agencies to make a fair contribution to this area of work and that it was important to have a robust governance structure. She thanked Ms Tait and all those involved in devising the Plan, and called on all Members to support her and the Council's partners on the Children's Strategic Partnership.

Councillor Currie commended the report, which recognised the progress made as well as setting out the challenges facing children and young people. He agreed that the Council should work with CoSLA to ensure that the Council secured the best deal possible.

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

Decision

The Council agreed:

- i. to endorse the Children and Young People's Services Plan as the community plan for children in East Lothian; and
- ii. to approve the three priority areas targeted for improvement through strategic and operational partnership working.

7. COCKENZIE FORMER POWER STATION SITE UPDATE / NATIONAL PLANNING FRAMEWORK 4: POSITION STATEMENT AND ASSOCIATED RESPONSE

A report was submitted by the Executive Director for Place updating the Council on the high-level optioneering study into the creation of a cruise/port-related facility at Cockenzie as previously reported in May 2020; advising on the ongoing engagement with Scottish Government; advising on the associated position of Prestonpans Community Council, and on a further community idea proposed for the Cockenzie site; and, additionally, seeking approval of a response to the Scottish Government's recently published National Planning Framework 4 (NPF4): Position Statement.

The Executive Director for Place, Douglas Proudfoot, presented the report, explaining that there were ongoing discussions between the Council and the Scottish Government, and that progress was being made on those aspects considered to be of national interest and requiring to be safeguarded as regards NPF4. He drew attention to the Council's proposed response to the NPF4 Position Statement (Appendix 3 to the report). He also highlighted the findings of the recent study into port/cruise options at Cockenzie, as set out at Section 3.7 and Appendix 1 of the report, noting that to progress this idea at this time would incur considerable expense and that establishing a steering group to take this forward was therefore not recommended. Mr Proudfoot pointed out that a community-led 360-degree vision for the Cockenzie site had been submitted, which was attached at Appendix 2 to the report. He concluded his presentation by assuring Members that there was significant commercial interest in the site.

Councillor Hampshire recognised that there was a degree of frustration within the community as regards the future of the site, and that Members shared these frustrations; however, he stressed that the Council was required to work in accordance with the national planning system, and until NPF4 was adopted, options for parts of the site could not be considered.

Councillor Currie welcomed the cross-party involvement in discussions about the future of the site. He highlighted the importance of the Council securing ownership of the site, which in the longer term would allow the site to be developed in the interests of the local and wider community.

Councillor Innes expressed sympathy with the local community, but reiterated that as Cockenzie was a site of national importance, the Scottish Government would have a significant role in its development. He urged officers to keep the community informed of progress. These views were shared by Councillor O'Donnell, who stressed the need for transparency with the community. She thanked officers and Members for their efforts in securing ownership of the site.

Councillor Bruce echoed the comments of other Members, particularly in relation to community involvement.

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

Decision

The Council agreed:

- i. to consider the information contained within the AECOM forecast update report dated January 2021, as set out at Appendix 1 to the report;
- ii. to note the ongoing engagement with Scottish Government officials following the request to meet with the Minister for Local Government, Housing and Planning, and senior civil servants, as agreed by Council in May 2020;
- iii. to note the suggestion from Prestonpans Community Council to form a steering group/development company to promote and deliver development at the Cockenzie site, and to agree this as premature at this stage in the context of the Scottish Minister's processes for preparing National Planning Framework 4;
- iv. to note the submission of a community-led 360-degree vision for part of the former power station footprint of the site, as set out in Appendix 2 to the report; and
- v. to approve a response to the National Planning Framework 4 Position Statement, a draft of which was attached as Appendix 3 to the report.

9. APPOINTMENTS TO COMMITTEES, PARTNERSHIPS AND OUTSIDE BODIES

A report was submitted by the Executive Director for Council Resources seeking approval of proposed changes to the membership of committees and partnerships, and representation on outside bodies.

The Clerk presented the report, which set out a number of proposed changes to the membership of committees, partnerships and outside bodies, as proposed by the Administration, as well as the renewal of terms of office for three of the Council's IJB members. She noted that there were no financial implications arising from the proposed changes.

Councillor O'Donnell paid tribute to Alison MacDonald and officers in the Health and Social Care Partnership for their support in her term as Cabinet spokesperson for Health and Social Care and Chair of the IJB. She assured Members that the proposed membership changes would offer continuity, as Councillor Dugdale had experience of the Education Committee and Councillor Akhtar had been very active in her role as spokesperson for Education and Children's Services and on the IJB. She welcomed Councillor Akhtar's appointment to her new role.

Councillor Currie thanked Councillor O'Donnell for her contribution to the IJB, and also for her contributions at CoSLA. He commented that she was well thought of both at the local and national level.

Councillor McLennan added that Councillor O'Donnell had always been very helpful, and paid tribute to her contribution as Health and Social Care spokesperson.

The comments made were echoed by Councillor Bruce.

Councillor Akhtar reflected on her time as Cabinet spokesperson for Education and Children's Services. She thanked those officers in Education and Children's Services that she had worked with, in particular Lesley Brown for her support, leadership and expertise; Tom Reid for his team's efforts to safely re-open the schools during the pandemic; and Judith Tait for her support, dedication and commitment to children and young people. She also thanked Councillor O'Donnell for her work as Health and Social Care Spokesperson. Looking ahead to her new role, she stressed the need to support Alison MacDonald and her staff as regards the rollout of the COVID-19 vaccine.

Councillor Dugdale paid tribute to Councillor Akhtar's service as Education & Children's Services spokesperson, and wished her well in her new role.

The Provost moved to the vote on the recommendations, taken by roll call:

For (9): Councillors Akhtar, Dugdale, Forrest, Goodfellow, Innes, Hampshire, McGinn, McMillan, O'Donnell

Against (0):

Abstentions (13): Councillors Bruce, Currie, Findlay, Gilbert, Henderson, Hoy, Kempson, Mackett, Mackie, McLennan, McLeod, Trotter, Williamson

Decision

The Council agreed:

- i. to approve the following appointments to committees, as proposed by the Administration, to take immediate effect:
 - Cabinet: Spokesperson for Health and Social Care – Councillor Akhtar
 - Cabinet: Spokesperson for Education and Children's Services – Councillor Dugdale
 - Audit & Governance Committee – Councillor Forrest
 - Education Committee Convener – Councillor Dugdale
 - Education Committee Depute Convener – Councillor Goodfellow
 - Planning Committee – Councillor Forrest
- ii. to approve the following appointments to boards/partnerships, to take immediate effect:
 - East Lothian Licensing Board Convener – Councillor McMillan
 - East Lothian Integration Joint Board Convener (until 31 March 2021) – Councillor Akhtar
 - East Lothian Integration Joint Board (renewal of term of office) – Councillors Akhtar, Kempson and O'Donnell
- iii. to approve the following appointments to outside bodies, as proposed by the Administration, to take immediate effect:
 - NHS Lothian – Councillor Akhtar
 - CoSLA Board: Health and Social Care – Councillor Akhtar
 - CoSLA Board: Education and Young People – Councillor Dugdale
 - Children's Hearings Scotland: East Lothian Area Support Team – Councillor Dugdale

Sederunt: Councillor Currie left the meeting.

SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION

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

Cockenzie Power Station Site - Update

A private report by the Executive Director for Place updating Members on continuing interest in the former Cockenzie Power Station site was noted.

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MINUTES OF THE SPECIAL MEETING OF EAST LoTHIAN COUNCIL

TUESDAY 2 MARCH 2021
VIA DIGITAL MEETING FACILITY

1b

Committee Members Present:

Provost J McMillan (Convener)

Councillor S Akhtar

Councillor L Bruce

Councillor S Currie

Councillor F Dugdale

Councillor J Findlay

Councillor A Forrest

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Councillor C McGinn

Councillor P McLennan

Councillor K McLeod

Councillor F O'Donnell

Councillor T Trotter

Councillor J Williamson

Council Officials Present:

Ms M Patterson, Chief Executive

Ms A MacDonald, Director of East Lothian Health & Social Care Partnership

Mr A McCrorie, Depute Chief Executive (Resources and People Services)

Ms L Brown, Executive Director for Education and Children's Services

Mr J Lamond, Executive Director for Council Resources

Mr D Proudfoot, Executive Director for Place

Ms S Fortune, Head of Finance

Mr T Reid, Head of Infrastructure

Ms S Saunders, Head of Communities and Partnerships

Ms J Tait, Head of Children's Services

Mr S Cooper, Team Manager – Communications

Ms K Duff, Treasury and Banking Officer

Ms A-M Glancy, Finance Manager – Corporate Accounting

Mr C Grilli, Service Manager – Legal and Procurement

Mr D Henderson, Principal Accountant

Ms K MacNeill, Service Manager – People and Governance

Ms K MacNeill, Service Manager – People and Governance

Mr D Marsden, Planning Obligation Officer

Ms D Pringle, Corporate Accountant

Ms C Rodgers, Team Manager – Improvement

Mr P Vestri, Service Manager – Corporate Policy and Improvement

Visitors Present:

None

Clerk:

Mrs L Gillingwater

Apologies:

None

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

The clerk recorded attendance by roll call.

The Provost opened the meeting by paying tribute to Alex McCrorie, Depute Chief Executive, who would be retiring from his post in March. On behalf of all Members, he thanked Mr McCrorie for his many years of service to the Council, and wished him well in his retirement.

Councillor Currie asked if prior to the summing up in Item 2 there could be a short recess to allow political groups to reflect on the debate. There was no objection by the leaders of the other groups, and the Provost agreed to this request.

1. BUDGET DEVELOPMENT 2021–24, INCLUDING SETTING OF COUNCIL TAX

A report was submitted by the Executive Director for Council Resources, providing Members with an update on the budget development process and setting the scene for presenting amended budget proposals for Council Tax-setting and General Services budgets.

The Head of Finance, Sarah Fortune, presented the report, which provided a summary of the current settlement being made available to the Council, and the key implications of this for the Council, namely that the settlement was still draft; that it was being made on a one-year basis; that it would provide an overall increase of core funding of £1.230m; and that it would provide additional funding for specific policy commitments within social care, early learning and childcare, and safer walking and safer streets. She noted that additional funding equivalent of just under 3% had been provided to support a Council Tax freeze for 2021/22.

Ms Fortune drew Members' attention to Section 3.8 of the report, which set out additional funding announced to support COVID-19 interventions, adding that further detail of this funding was still to be received. She reminded Members that this funding was non-recurring and could not be used to support ongoing service delivery. She also advised that further detail on fiscal flexibility was awaited, but expected that the Council would be able to take advantage of a loans fund repayment holiday – this anticipated flexibility had been reflected in all three budget amendments.

Ms Fortune advised that all three political groups had submitted amendments to the Administration's draft budget proposals. She made reference to an officer error in the SNP Group's proposals, noting that a revised version of that amendment had been issued on 1 March and published on the Council's website. She confirmed that all three amendments

were competent and in compliance with the Council's approved Financial Strategy. Ms Fortune thanked her colleagues for their support in developing the budget proposals.

Councillor Dugdale asked if there had been any indication of the Council's allocation of additional funding for COVID-19 support, and if any of this could be used to assist the education recovery. Ms Fortune advised that she had not received detail on the allocation of general funding for COVID-19 support, but indicated that there would be additional funding of c. £1.4m to support children and young people in East Lothian, which could be used in the current and next financial year.

In response to a question from Councillor Akhtar, Ms Fortune advised that she hoped to get confirmation of additional consequential funding before the end of the financial year. She noted that some of this funding may be specific and policy-related, in which case it would be passed to the relevant service; non-specific funding would be used to manage financial pressures across the Council.

Decision

The Council agreed:

- i. to note the further update on budget development set out within the report; and
- ii. to consider and make recommendations in relation to budget proposals included at Item 2 on the agenda, reflecting formal amendments proposed to the Draft Administration Proposal for General Services approved by Cabinet on 19 January 2021.

2. BUDGET PROPOSALS ON GENERAL SERVICES

a) Amendment Submitted by the Administration

Councillor Hampshire presented the Administration's amendment to the budget proposals. After thanking officers for their support and advice, he alluded to the ongoing financial uncertainty created by COVID-19 and Brexit. He commented that the increased level of national debt would have a serious impact on future public services, and that Members would therefore need to consider the impact of budget decisions on the Council and communities. Councillor Hampshire advised that the Administration's budget proposals recognised the difficult financial situation that the Council was in, whilst including essential investment in services. He highlighted that the 0.7% increase in the revenue support grant from the Scottish Government meant that the Council would need to make future budget reductions or generate additional income. He declared that the Administration was proposing to freeze Council Tax for 2021/22.

Councillor Hampshire outlined a number of proposed measures included in the Administration's proposals, including:

- £1.5m investment in waste and recycling collection services, which would allow the weekly collection of recycling and food waste in one vehicle, contributing to the Council's net zero carbon target by 2045 or earlier
- £600k to support businesses recover from the effects of COVID-19
- £134m investment over the next five years in the development of new schools and school extensions
- £66m of funding for roads, cycling and safer streets
- £3m contribution to the development of a new railway station at East Linton (should planning permission be secured)
- £2.5m community intervention fund to support community projects

- £500k investment in play parks
- £692k investment in Dunbar Conservation Area Regeneration Scheme, to support restoration projects in Dunbar's old town.

Councillor Hampshire concluded his presentation by declaring that the Administration's proposals were sensible and would deliver economic growth, education recovery, quality services and a sustainable future. He called on all Members to support the Administration's budget proposals.

The Administration's amendment was seconded by Councillor Forrest, who welcomed the proposed funding support for businesses, and the measures put in place to allow children to return to school. He was also supportive of the investment in CCTV and improved access to the Brunton Hall. He commended the Administration's proposals, commenting that they would provide the best way forward for the Council.

b) Amendment Submitted by the Conservative Group

Councillor Bruce presented the Conservative Group's amendment to the budget proposals, thanking officers for their assistance during the process. He warned of the financial challenges facing local government in Scotland, claiming that the level of funding provided by the Scottish Government made it difficult for councils to deliver services. He also highlighted the importance of informing the public of how the Council would achieve efficiency savings. Councillor Bruce stressed the need to protect children and young people and their education, particularly given the potential long-term impact of COVID-19 on this group, and stated that this would be the priority for the Conservative Group. He noted that his Group's proposals included the creation of a £600k recovery fund to support young people whose education had suffered as a result of the pandemic, and that it would be for schools to determine how this money was used. He pointed out that in prioritising education, his Group would not be in a position to fund a business support scheme, but he was of the view that it was the Scottish Government's responsibility to do more to support business recovery.

Councillor Bruce drew attention to a number of aspects of his Group's proposals, including:

- the introduction of a charge for pre-planning application advice
- a review of the Council's print unit and facilities management service, with a view to achieving savings of £500k over three years and reducing the Council's carbon footprint
- a review of the Council's assets, an a focus on maintaining assets
- a review of staff terms and conditions
- increased investment in the Council's road network

In moving his proposals, Councillor Bruce declared that his Group's budget would protect communities and invest in East Lothian.

The Conservative Group's amendment was seconded by Councillor Mackie, who, whilst paying tribute to teachers for their efforts in very challenging circumstances, indicated that there were some children who had been 'left behind' as a result of home-learning. She made reference to a recent report published by the Poverty Alliance which showed that the attainment gap was increasing and that COVID-19 had had a particularly negative impact on children from deprived areas. She also made reference to the Children and Young People's Plan approved by the Council on 23 February, noting that the Head of Children's Services had reported on the impact of the pandemic on children. Taking account of this, Councillor Mackie emphasised the need for the Council to protect funding for education and children's services, and urged Members to support the Conservative Group's proposals.

c) Amendment Submitted by the SNP Group

Councillor Currie presented the SNP Group's amendment to the budget proposals. He paid tribute to Alex McCrorie, Depute Chief Executive, for his service to East Lothian, thanked officers for their assistance with the budget-setting process, and thanked the other Group Leaders for their discussions. He spoke of the challenges faced by the Council during the COVID-19 pandemic, highlighting in particular the impact on health and social care services, and the response by the Council and communities to help and support the vulnerable. As regards the SNP Group's budget proposals, he focused on:

- support for jobs and business, including a £600k fund to help businesses recover from COVID-19
- support for education, including the removal of charges for instrumental music tuition and additional funding for additional support for learning
- additional funding for children's services
- maintaining the level of investment for adult social care services

He advised that the additional funding provided by the Scottish Government would allow for investment in these areas, and believed that these proposals would make a difference to the lives of people in East Lothian. He called on Members to support the SNP amendment.

The SNP Group's amendment was seconded by Councillor McLennan, who thanked the Provost and Councillor Findlay for their effective collaborative working on the Connected Economies Group. He outlined the challenges faced by businesses during the pandemic, and the impact that this had had on families and communities. He highlighted the importance of supporting local businesses, tourist attractions and jobs, noting that the SNP Group's proposals would provide investment in these areas to assist with the recovery. He urged Members to support the SNP Group's amendment.

The Provost then moved to the debate.

Councillor Dugdale opened the debate, thanking officers and colleagues for their work during the budget-setting process. She echoed the comments of other Members in highlighting the challenges experienced by the Council and communities over the past year and of the work undertaken by staff to respond to the pandemic and continue delivering services. She highlighted in particular the work done by school staff to ensure the safe return to school for pupils and in establishing remote learning. She also drew attention to the efforts made to support staff with additional needs during this period. Councillor Dugdale announced the following investment in education and children's services, as proposed by the Administration:

- An additional £1.5m for additional support for learning
- £900k to support the expansion of the primary school estate
- £1.7m to support the expansion of the secondary school estate

She declared that the Administration's proposals would support services across the Council, invest in key services and the growing population, and provide support to recover from the pandemic.

Councillor O'Donnell thanked Council staff and also those in the health and independent sectors for their work and commitment during the pandemic. She also paid tribute to the resilience groups and local organisations who had assisted vulnerable people. She welcomed the £600k investment in the Administration's proposals to support businesses, the increased investment in additional support for learning, and the protection of the community intervention fund. She also noted the improvements at coastal car parks, funded through parking charges, and investment in children's play parks.

Councillor Hoy made reference to the difficult choices to be made in order to deliver efficiency savings. He noted that the Scottish Government had received £9.7bn of additional funding from the UK Government to support the response to COVID-19, but claimed that only £7bn had been allocated to date. He stressed the need for businesses to be supported during this period, commenting that although the UK Government's furlough and business support schemes had protected 18,000 jobs, more needed to be done; he believed that it was for the Scottish Government to provide this additional support, rather than the Council. He also stressed the need for the Council to prioritise investment in education and children's services. Councillor Hoy remarked that the SNP Group's proposals did not detail how savings would be delivered in future years.

Reflecting on what had been a very difficult year for many families in East Lothian, Councillor Innes thanked staff for their efforts to deliver services and protect communities, as well as Area Partnerships and resilience groups for their contributions. Councillor Innes also commended the cross-party approach to decision-making during the first period of lockdown, adding that it would have been desirable to have budget proposals agreed by all political groups, particularly as more than 99% of the proposals had the support of all three groups. He noted that the Administration would continue working in accordance with the Council's Financial Strategy, which had the approval of Audit Scotland and other partners, and which would protect services and allow local communities to identify their own priorities. He called on all Members to support the Administration's proposals.

Councillor Akhtar noted that 125 people had died of COVID-19 in East Lothian, and that her thoughts were with those families affected. She highlighted the work carried out by health and social care services during the pandemic, particularly within care homes, and also the support made available to those who were shielding. She also paid tribute to those providing registration, transportation, mental health, physiotherapy and district nursing services, as well as the Council's partners, local businesses and community groups. She pointed out, however, that she was disappointed in the level of funding allocated to the Council, arguing that all consequential funding should be passed on to local authorities.

Councillor McGinn echoed the comments made by others as regards the efforts of Council officers over the past year and how the Council had worked in the best interests of residents, despite the challenges posed by austerity, COVID-19 and Brexit. He also paid tribute to community voluntary groups, Community Councils and other local organisations for their contributions during the pandemic. On the budget proposals, he believed that the Labour Group's amendment would demonstrate sound financial management whilst investing in education and children's services and protecting families.

Councillor Goodfellow thanked the Council's IT service for their efforts to support home-learning for children and home-working for staff. He commented that the Administration's proposals were prudent and would protect services in future years. He welcomed the continuation of the One-Council Partnership funding, as well as investment in schools and nurseries, and improvements to car parks and play parks

On economic development, the Provost welcomed the cross-party working over the past year, and the support for the Council's Economic Development Strategy, which had received positive feedback at the Policy & Performance Review Committee and Audit & Governance Committee, as well as from the Chamber of Commerce and Federation of Small Businesses. He believed that this partnership working had been effective and successful, and called on Members to support these efforts, and the Administration's proposals.

There followed a short adjournment.

On resuming, the Provost invited Councillor Currie to sum up for the SNP Group. Councillor Currie highlighted the importance of the budget process, and welcomed the contributions made by a number of Members as regards investment in public services. He noted that there was agreement between groups on many aspects of the proposals, such as investment in children's services and additional support for learning, and stressed the need to have a budget that everyone could support.

Summing up for the Conservative Group, Councillor Bruce thanked officers for their help and support during the process.

Councillor Hampshire summed up for the Administration, thanking all those who had made contributions to a positive debate. He agreed that there was not a great deal of difference in the three proposals. He assured Members that any additional funding to support education recovery would be used for that purpose. He also expressed surprise that the Conservative Group had chosen not to support funding for business recovery. As regards future budget processes, he called on all three political groups to work together, given the financial challenges facing the Council. Councillor Hampshire thanked Councillor Currie for his support on a number of issues, but noted that the Administration could not support the removal of charges for instrumental music tuition. He asked Members to demonstrate unity and support the Administration's proposals.

The Provost then asked the Council to move to the vote on the amendments to the budget proposals. The votes were taken by roll call.

SNP Group's amendment:

For (6): Councillors Currie, Gilbert, McLennan, McLeod, Trotter and Williamson
Against (16): Councillors Akhtar, Bruce, Dugdale, Findlay, Forrest, Goodfellow, Innes, Hampshire, Henderson, Hoy, Kempson, Mackett, Mackie, McGinn, McMillan and O'Donnell
Abstentions (0)

The SNP Group's amendment therefore fell.

Conservative Group's amendment:

For (7): Councillors Bruce, Findlay, Henderson, Hoy, Kempson, Mackett and Mackie
Against (15): Councillors Akhtar, Currie, Dugdale, Forrest, Gilbert, Goodfellow, Innes, Hampshire, McGinn, McLennan, McLeod, McMillan, O'Donnell, Trotter and Williamson
Abstentions (0)

The Conservative Group's amendment therefore fell.

Administration's amendment:

For (15): Councillors Akhtar, Currie, Dugdale, Forrest, Gilbert, Goodfellow, Innes, Hampshire, McGinn, McLennan, McLeod, McMillan, O'Donnell, Trotter and Williamson
Against (7): Councillors Bruce, Findlay, Henderson, Hoy, Kempson, Mackett and Mackie
Abstentions (0)

The amendment as proposed and seconded by the Administration was therefore carried.

Decision

The Council agreed to approve the amendment to the budget proposals as presented by the Administration and to freeze Council Tax levels for 2021/22 (Band D level of £1,302.62).

3. TREASURY MANAGEMENT STRATEGY 2020/21 – 2024/25

A report was submitted by the Executive Director for Council Resources seeking approval of the Treasury Management and Investment Strategies for 2021/22 to 2025/6.

The Head of Finance, Sarah Fortune, presented the report. She explained that the purpose of the treasury management function was to ensure that the Council had sufficient funds to meet its spending obligations, and that it was a requirement of CIPFA that the Council should approve a Treasury Management Strategy in advance of each financial year. She drew attention to the key aspects of the report, including actual and planned capital expenditure, the positions with the General Services and Housing Revenue Account, and authorised limits and operational boundaries for external debt levels. Ms Fortune also drew attention to the Investment Strategy. She advised that a mid-year report on treasury management activity would be lodged in the Members' Library and that a year-end report would be presented to the Audit & Governance Committee.

In response to a question from Councillor McLeod as regards the capital financing requirement (CFR) (set out at Section 3.17 of the report), Ms Fortune explained that, in accordance with the Code of Practice, certain figures had not been included; however, she undertook to provide Members with further information.

Decision

The Council agreed:

- i. to approve the Treasury Management Strategy, referenced within Sections 3.5 to 3.18 of the report;
- ii. to approve the Investment Strategy, referenced within Sections 3.19 to 3.21 of the report;
- iii. to approve the repayment of loans fund advances using the methodology detailed in Section 3.6 of the report;
- iv. to approve the operational boundaries for external debt, as detailed in Section 3.14 of the report;
- v. to approve the authorised limits for external debt, as detailed in Section 3.15 of the report;
- vi. to approve the delegation of authority to the Chief Finance Officer to effect movement between external borrowing and other long-term liabilities, as detailed in Section 3.18 of the report;
- vii. to note the detailed Treasury Management Strategy Statement, available in the Members' Library (Ref: 29/21, February 2021 Bulletin).

Signed

Provost John McMillan
Convener of the Council



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

**THURSDAY 19 NOVEMBER 2020
VIA THE DIGITAL MEETINGS SYSTEM**

2a

Committee Members Present:

Councillor N Hampshire (Chair)
Councillor S Kempson
Councillor J Williamson

Advisers to the Local Review Body:

Mr C Grilli, Legal Adviser to the LRB
Mr L Taylor, Planning Adviser to the LRB
Ms J Squires,

Other Officers present:

Mrs P Gray, Communications Officer

Clerk:

Ms F Currie, Committees Officer

Apologies:

None

Declarations of Interest

None

Introductory Statement by the Legal Adviser

The Legal Adviser invited nominations to chair the meeting and Councillors Kempson and Williamson proposed and seconded Councillor Hampshire. It was therefore agreed that Councillor Hampshire would chair the Local Review Body (LRB) on this occasion.

The Legal Adviser asked Members to confirm that they had received all of the information relating to the application: the applicant and Council submission and copies of the additional representations submitted. He then outlined the procedure for the meeting and the options available to the Local Review Body in reaching a decision on the planning application.

The Chair asked Members to confirm whether, on the basis of the information that they had received and the site visit undertaken earlier in the day, they were content to proceed. They confirmed that this to be the case.

1. PLANNING APPLICATION NO. 20/00594/P: ALTERATIONS, EXTENSION, CHANGE OF USE OF BANK BUILDING TO FORM 1 HOUSE, ERECTION OF COMMERCIAL BUILDING, WIDENING OF VEHICULAR ACCESS AND ASSOCIATED WORKS, 12 WESTGATE, NORTH BERWICK EH39 4AF

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

The Planning Adviser outlined the background and detailed proposals contained in planning application no. 20/00594/P which related to alterations, extension and change of use of a bank building to form 1 house; and the erection of a commercial building, widening of vehicular access and associated works at 12 Westgate; a Category B listed building situated within the North Berwick Conservation Area and part of a grouping of listed buildings at no's 10-12 Westgate. The application was registered on 18th June 2020 and determined on 14th August 2020.

Members were reminded that since the decision on the planning application was made, part of the building (the 1980s side extension) had been excluded from the listing of 10-12 Westgate following a recent decision by Historic Environment Scotland.

The Planning Adviser summarised the relevant policies of the East Lothian Local Development Plan 2018, as set out in the planning case officer's report. These were: TC2 (Town and Local Centres); CH1 (Development Affecting Listed Buildings); CH2 (Development Affecting Conservation Areas); DP5 (Extensions and Alterations to Existing Buildings); DP7 (Infill, Backland and Garden Ground Development); and T2 (General Transport Impact). Also of relevance was Scottish Planning Policy including guidance on development affecting listed buildings and conservation areas, and the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.

The Planning Adviser then summarised the planning case officer's assessment of the application. The officer had noted the planning history of the site including a previously refused planning application for change of use to residential, and a previously refused listed building consent application. The officer had also looked at other material considerations, in particular policy TC2. This policy supported some changes of use in town centres, and in relation to residential use, only where it could be demonstrated that commercial buildings were no longer viable for a range of commercial uses. The

proposal was noted as being a change of use from commercial (class 2) to residential with a small office/studio space provided to the side. The planning officer considered the proposal to be contrary to policy TC2 as it would result in the loss of commercial space in the town centre, with no evidence to demonstrate that it had been marketed as required or that it was no longer viable as a commercial town centre use.

The planning officer had also noted the need for Local Authorities to have special regard to preserving and enhancing the character and appearance of listed buildings. The officer had concluded that the proposed extension to the side would result in detrimental impact to the setting of the Category B listed building itself and to the North Berwick conservation area. Furthermore, the alterations to the access to provide in curtilage vehicular parking would also be detrimental to the streetscape and the character of the conservation area. The officer had also concluded that the proposed alterations to the site would result in occupants not having sufficient level of amenity including privacy, daylight or sunlight, together with impacts on the amenity of neighbouring properties at no.12b Westgate and Blenheim House (no. 14).

The Planning Adviser concluded that planning permission had been refused for the reasons set out in the planning officer's report, which he briefly summarised for the Members.

The Chair thanked the Planning Adviser for his summary.

The Planning Adviser responded to questions from Members providing clarification of points including: the demolition of the side extension; the proposed windows to the rear and their impact on the privacy and overlooking of the garden and neighbouring property; the impact that de-listing of the extension would have on the need for future planning consents; and the minimum length of time specified in planning policy for marketing of the property for commercial use and other evidence required to show that the property was no longer viable in this regard.

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

The Chair then invited Members to give their opinions.

Councillor Kempson said that the site visit had been most valuable in putting the application in context. She noted that there were tall buildings on the other side of the road but with large light-filled gaps between them; whereas this proposal would block the light and dramatically change the streetscape on the north side of the road within the conservation area, as well as severely affecting the amenity of the neighbouring properties. She considered the entrance from Westgate and turning space to be narrow and unsuitable for larger family vehicles. She also felt that the lack of garden ground to the rear would result in a lack of amenity for any residents of the property, with no room for washing lines, sheds or other external facilities. In conclusion, she fully supported the officer's recommendation to refuse planning permission adding that, in her opinion, the property was not suitable for development as a residence but could be developed as a commercial enterprise.

Councillor Williamson commented that the property had previously been used for commercial purposes; had been sold for commercial use and with that expectation; and that no evidence had been provided to show it was no longer viable for commercial purposes. He also stated that the proposed extension, although smaller than the previous proposal, was still of a size and scale that would cause unacceptable infill of

the site and result in a lack of amenity. Adding to this his concerns about the access onto Westgate, he would be supporting the officer's recommendation to refuse planning permission.

The Chair noted the continued demand for office space in North Berwick town centre and observed that having a commercial property at this site would increase footfall. He said that the loss of the bank had had a significant impact and therefore preserving office space at this location would be important for the town centre. He also commented that any future proposal for a residential home within this site would be difficult to justify given the lack of available garden ground and the proximity to the neighbouring property's garden. For these reasons, he agreed with the officer's recommendation.

The Legal Adviser sought confirmation of the decision via a roll call vote:

Councillor Kempson	Planning permission refused
Councillor Williamson	Planning permission refused
Councillor Hampshire	Planning permission refused

A Decision Notice would be issued shortly confirming that planning permission had been refused for the reasons outlined in the planning officer's report.

Decision

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

- 1 The proposed scheme of development would result in the loss of a ground floor Class 2 commercial premises within North Berwick Town Centre where there is no evidence that the premises is no longer viable as a town or local centre use, contrary to Policy TC2 of the adopted East Lothian Local Development Plan 2018.
- 2 The proposed extension would by virtue of its size, scale, and alignment not be subservient to the existing listed building and as such would be harmful to the architectural and historic character of the listed building and the character and appearance of the North Berwick Conservation Area contrary to Policies CH1 and CH2 of the adopted East Lothian Local Development Plan 2018 and Scottish Planning Policy: June 2014.
- 3 The proposed widening of the vehicular access and the formation of the associated hardstanding area, with vehicle turntable, in the front garden ground of the former bank building would be intrusive and incongruous changes to the character and appearance of the streetscape of Westgate and of the North Berwick Conservation Area. Therefore the proposals would neither preserve nor enhance but would be harmful to the character and appearance of the Conservation Area, contrary to Policy CH2 of the adopted East Lothian Local Development Plan 2018 and Scottish Planning Policy: June 2014.
- 4 The proposed development would not be subservient to or complement the existing building and would result in an unacceptable loss of residential amenity to the occupiers of neighbouring residential properties by virtue of direct overlooking and loss of daylight. Therefore the proposal is contrary to Policy DP5 of the adopted East Lothian Local Development Plan 2018.

- 5 The occupants of the proposed house would not be afforded an acceptable level of privacy and amenity. Therefore the proposal is contrary to Policy DP7 of the adopted East Lothian Local Development Plan 2018.

Signed

Councillor Norman Hampshire
Chair of Local Review Body (Planning)



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

**THURSDAY 21 JANUARY 2021
VIA THE DIGITAL MEETINGS SYSTEM**

2b

Committee Members Present:

Councillor K Mackie (Chair)
Councillor N Gilbert
Councillor J McMillan

Advisers to the Local Review Body:

Mr C Grilli, Legal Adviser to the LRB
Mr M Mackowiak, Planning Adviser to the LRB

Other Officers present:

Ms J Squires, Planner (Policy & Projects)

Clerk:

Ms F Currie, Committees Officer

Apologies:

None

Declarations of Interest

None

Introductory Statement by the Legal Adviser

The Legal Adviser outlined the procedure for the meeting and the options available to the Local Review Body in reaching a decision on the planning application.

The Legal Adviser then invited nominations to chair the meeting and Councillors McMillan and Gilbert proposed and seconded Councillor Mackie. It was therefore agreed that Councillor Mackie would chair the Local Review Body (LRB) on this occasion.

1. PLANNING APPLICATION NO. 20/00876/P: ERECTION OF FENCING, GATE, PAINTING OF WINDOW AND DOOR BANDS (PART RETROSPECTIVE) 1 WEDDERBURN TERRACE, INVERESK, MUSSELBURGH EH21 7TJ

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

The Planning Adviser outlined the background and detailed proposals contained in planning application no. 20/00876/P which retrospectively sought permission for i) the erection of 0.98 metre high fencing that has been added to the top of the existing 0.7m high stone wall that enclosed the front boundary and a small part of the south boundary of the property at No. 1 Wedderburn Terrace and (ii) for the 1.79m high gate that had been erected to enclose the driveway of the said property. Also, part-retrospectively, planning permission was sought for the painting of the window and door bands of the existing house.

The appeal was made on the basis that the applicant disagreed with the condition attached to the planning permission that was subsequently granted on the 29th October 2020. The condition stated:

“Within 2 months of the date of this decision notice the fence and gate the subject of this application shall be reduced in height such that no part of them is more than 1.3m in height above ground level. Details of the fencing and gate shall be submitted to and approved by the Planning Authority and thereafter the fence and gate shall accord with the details so approved. “

The Planning Adviser outlined the details of the property at 1 Wedderburn Terrace and advised the Members that it was located within a primarily residential area as defined by Policy RCA1 of the adopted East Lothian Local Development Plan 2018, situated within the Inveresk Conservation Area and within the Battle of Pinkie Cleugh Historic Battlefield Site.

He reminded Members that section 25 of the Town and Country Planning (Scotland) Act 1997 required that the application be determined in accordance with the development plan, unless material considerations indicate otherwise. The development plan was the approved South East Scotland Strategic Development Plan (SESplan) and the adopted East Lothian Local Development Plan 2018. The planning policies relevant to the determination of the application were: CH2 (Development Affecting Conservation Areas), CH5 (Battlefields), DP2 (Design) and DP5 (Extensions and Alterations to Existing Buildings) of the adopted East Lothian LDP 2018.

Also material to the determination of the application was Section 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997; the Scottish Government's policy on development within a conservation area given in Scottish Planning Policy (June 2014) and the Cultural Heritage and the Built Environment Supplementary Planning Guidance and the Inveresk Conservation Area Character Appraisal. Among other things, these documents highlighted that a planning authority must have regard to the desirability of preserving or enhancing the character or appearance of a conservation area in exercising its responsibilities in the determination of any application for planning permission for development affecting a conservation area.

The Planning Adviser noted that there were no public letters of objection in relation to the application. The Council's Road Services have been consulted on the application and raised no objection. He then summarised the planning officer's original assessment of the application which noted that Wedderburn Terrace was within the Inveresk Conservation Area which was characterised by the road side boundary enclosures comprising either stone walls or hedging. These boundary enclosures made a positive contribution to the character and appearance of the conservation area.

The planning officer had considered that the proposal did not have a significant adverse effect on the key features of the Battle of Pinkie Cleugh Historic Battlefield Site. In his report the planning officer had noted that the fencing and associated gate that had been erected were readily visible from the public road of Wedderburn Terrace. By their 1.79 metre height they were imposing in character and appeared alien and visibly different to the stone walls and were inappropriate for use on the front roadside boundary of the garden of the house. The officer had concluded that it should be made a condition of any grant of planning permission that the fence and gate be reduced in height. Provided the fence and gate were no higher than 1.3 metres above ground level, whilst still of a timber close boarded form they would not be so imposing to be harmful to the setting of the house and to the character and appearance of the conservation area. Subject to their reduction in height, the fencing and gate were not contrary to Policy CH2 and DP2 of the adopted East Lothian Local Development Plan 2018.

The planning officer's report had also concluded that the painting of the window bands in the manner they have been painted is not and would not be harmful to the character or appearance of the house or to this part of the Inveresk Conservation Area and would preserve its character. Therefore that part of the proposal was considered compliant with Policy CH2 and DP5 of the LDP.

The Planning Adviser then turned to the grounds of appeal set out by the applicant. The submission explained that the fence was added for privacy and to stop people looking into their house, and that given the layout of the house the applicant's bathroom, as well as other rooms, could be seen from the street. The applicant believed that their right to privacy has not been considered. They also noted that the vast majority of houses in the village had walls that were considerably taller than the proposed fence. The applicant also requested that the Local Review Body consider Article 8 of the European Convention on Human Rights in respect for their privacy and on protection and peaceful enjoyment of property. The applicant argued that the original decision had failed to take these issues into account. The applicant felt that the planning authority had unfairly decided that the look of their house was more important than their human rights.

The Chair thanked the Planning Adviser for his summary.

The Planning Adviser responded to questions from Members. He confirmed that the fence was of a similar height to other boundary walls in the area and possibly a little higher in places. He outlined some alternative options for the boundary, including hedging and stone wall, or the installation of blinds or opaque glass in the windows to protect privacy. He confirmed that there were no similar examples of fences to the front of properties in the street and that there were no properties directly overlooking the front of the applicant's house. He considered it reasonable to expect someone buying a property in a conservation area to be made aware of that fact and the potential implications for planning or other matters. Finally, he confirmed that the planning officer would have considered issues relating to privacy, alongside other material considerations, when assessing the application against relevant planning policies.

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

The Chair then invited Members to give their opinions.

Councillor Gilbert commented that the fence was incongruous, higher than some of the boundary walls of surrounding properties and that there were no other fences in Wedderburn Terrace. He agreed that reducing the fence height would help to reduce its dominance and changing the colour may also help it to blend in. He had no hesitation in supporting the planning officer's recommendation thereby dismissing the appeal.

Councillor McMillan said he had some sympathy for individuals and individualism in planning terms, however he agreed with Councillor Gilbert's comments. He said his impression of the Terrace was that there were no other fences to the front of properties and that the applicant's fence was therefore visibly different from the surrounding walls and hedges. It was important to safeguard the character of the conservation area and, in his opinion, the fence did not preserve or enhance its surroundings, nor did the materials accord with those used by neighbouring properties. Furthermore, he did not agree with the privacy issues stated by the applicant or that lowering the fence would be problematic. He would be supporting the planning officer's recommendation thereby dismissing the appeal.

The Chair stated that its status as a conservation village was one of the things which made Inveresk so attractive. In relation to whether or not a resident would be aware that they were living in a conservation area, the Chair said she that during the site visit she had noted several signs indicating that Inveresk was a conservation village. She added that it was important to be respectful of that designation. Referring to planning policy CH2 and DP2, the Chair said that the fence neither preserved nor enhanced the character or appearance of Wedderburn Terrace and not in keeping with its surroundings. For these reasons, she supported the recommendation of the planning officer and dismissed the appeal.

The Legal Adviser sought confirmation of the decision via a roll call vote:

Councillor Gilbert	Appeal dismissed
Councillor McMillan	Appeal dismissed
Councillor Mackie (Chair)	Appeal dismissed

The Chair asked whether the LRB needed to review permission for the painting of window and door bands. The Planning Adviser indicated that these did not form part of the applicant's appeal and therefore did not need to be reviewed by the LRB.

Decision

The ELLRB agreed unanimously to uphold the decision of the Planning Case Officer and to grant planning permission subject to the following condition:

- 1 Within 2 months of the date of this decision notice the fence and gate the subject of this application shall be reduced in height such that no part of them is more than 1.3m in height above ground level. Details of the fencing and gate shall be submitted to and approved by the Planning Authority and thereafter the fence and gate shall accord with the details so approved.

Reason:

To safeguard the character and appearance of the conservation area.

Signed

Councillor Katie Mackie
Chair of Local Review Body (Planning)



REPORT TO: East Lothian Council

MEETING DATE: 27 April 2021

BY: Chief Executive

SUBJECT: COVID-19 and Concurrent Risks – Update on the Management of Council Response & Recovery

1 PURPOSE

- 1.1 This report follows on from the previous COVID-19 reports to Council on 25 August 2020, 27 October 2020 and into the Members' Library Service on 14 December 2020. This report provides a further update of how the Council has managed both our ongoing response to supporting the national public health crisis caused by the COVID-19 pandemic and concurrent risks related to Brexit, winter emergency/adverse weather and coastal/countryside implications of easing of lockdown, and action taken in support of East Lothian's recovery and renewal.

2 RECOMMENDATIONS

- 2.1 Council is asked to:
- i note the contents of this report and to acknowledge the unprecedented impact the COVID-19 outbreak continues to have on the East Lothian community, partners and delivery of Council services;
 - ii note the ongoing COVID-19 response in respect of service delivery and interventions necessary to continue to contain the spread of the virus, particularly the ongoing deployment of Business Continuity Plans in support of National Guidance and appropriate public health measures;
 - iii note the progress in deployment of the East Lothian COVID-19 vaccination programme;

- iv note the development of COVID-19 Community Testing symptomatic and asymptomatic testing provision in support of the Scottish Government's Community Testing Strategy;
- v note the Council's achievement in distribution of extensive Scottish Government funding arrangements deployed within the East Lothian business sector;
- vi note the complex COVID-19 funding arrangements and consequences for 2020-21 financial year end, and onward implications impacting on 2021-22 and future financial years;
- vii note the ongoing relentless focus on engagement with the public through external communications encouraging compliance with Protection Level requirements, uptake of vaccinations and access to community testing provision, to constrain the spread of the virus within East Lothian;
- viii approve the proposals set out in Appendix 4 and summarised in Paragraph 3.8 within the report, noting that officers will continue to report progress thereon through the Connected Economies Group (CEG) and that the CEG will oversee flexibility of resource deployment in the context of the deliverability of the identified interventions.
- ix note that work continues in accordance with the Council's Recovery and Renewal Framework and that the Council remains well placed to support communities in terms of both ongoing response interventions and the journey towards recovery;
- x note that the Council Management Team will conduct a second COVID-19 Interim Lessons Learned Debrief in May 2021, and agree to conducting a COVID-19 Interim Lessons Learned Debrief for all Elected Members in June 2021; and,
- xi note further updated COVID-19 Response and Recovery reports will be brought forward when appropriate with particular reference to the implementation of the COVID-19 Scotland's Strategic Framework Updates and incremental 'relaxation of lockdown'.

BACKGROUND

- 3.1 Since March 2020 the Council has been operating within a series of unprecedented constraints, restrictions and implications associated with the COVID-19 global pandemic. For a significant period, Council decision-making was operating under delegated emergency powers although since August 2020, the vast majority of our governance arrangements have been reinstated, albeit largely working on a remote/virtual basis. Following consultation with Group Leaders, it was accepted that committee agendas would likely be restricted to essential and urgent business only, and it is expected that while in Business Continuity mode, these arrangements will continue.

- 3.2 Business Continuity Plans were formally invoked by the Chief Executive across all services on 24 March 2020. This remains the position. This means that responding to the COVID-19 emergency continues to be the Council's priority, as it now has been for over a year. Our strategy throughout has been to follow and support all relevant Scottish Government and Public Health Guidance and to ensure that the Council continues to provide essential business critical public services, minimising the impact of the developing COVID-19 outbreak, ensuring critical services are prioritised and that planning takes place for council services to recover and restart wherever possible/permitted. As the pandemic continues, our Business Continuity Plans and our Response and Recovery structures continue to flex to address the developing challenges brought from COVID-19 impact, national planning and any seasonal impacts.
- 3.3 The COVID-19 Command and Response Structure remains in place, with the Chief Executive designated as 'Gold Command'.

The Council Management Team continue to hold a weekly COVID-19 Response and Recovery Meeting. The Head of Communities is 'Silver Command' and leads the Council's COVID-19 Emergency Planning Response, supported by the East Lothian Council COVID-19 and Concurrent Risks Oversight Group (COG) and supporting sub-groups (See Appendix 1).

The Executive Director Council Resources is 'Bronze Command', leading the COVID-19 Emergency Planning Recovery and Renewal and the approved Recovery and Renewal Framework. A Multi-agency Recovery & Renewal Co-ordinating Group (MARRCG) and various supporting sub groups (See Appendix 2) continue to drive this work. At a future point in time, when the COVID-19 Response phase concludes, the Head of Communities will step down and Executive Director for Council Resources will assume 'Silver Command'.

Council Management Team continue to oversee the COVID-19 Risk Register and monitor business critical activities, with the COVID-19 Risk reported most recently within the Corporate Risk Register presented at the Audit and Governance Committee on 16 June 2020 and will be reported again on 15 June 2021.

In addition, Council Management Team regularly assess the COVID-19 Lessons Learned Log maintained by the COG. Council Management Team conducted a COVID-19 Interim Lessons Learned Structured Debrief in August 2020, and will conduct a second Interim Structured debrief in May 2021. An Elected Members Interim Structured Debrief is proposed in June 2021 for all Elected Members (see Paragraph 3.20).

Partnership multi-agency collaborative working at Gold and Silver command levels has maintained throughout the COVID-19 Response. The Chief Executive participates in weekly Lothian Gold meetings with fellow council chief executives and executive officers from Police Scotland

and NHS Lothian. Neil Mitchell, Chief Inspector, Local Area Commander for East Lothian, attends the weekly CMT COVID-19 meetings. The Head of Communities participates in Lothian Silver multi-agency meetings similarly. Weekly collaboration and joint working with the NHS Lothian Public Health Directorate sees the Chief Executive and Head of Communities meet with the Public Health Director/Consultant to gain detailed briefing on the containment of the spread of the coronavirus across East Lothian, which in turn informs the Council and multiagency COVID-19 operational response activity (such as deployment of community testing, inspection of business premises et al).

3.4 COVID-19 Scotland's Strategic Framework

Launched by the Scottish Government on 23 October 2020, the Strategic Framework of 'Protection Levels' was introduced across Scotland, with each of the 32 Local Authority areas placed into Protection Level 0 through to Protection Level 4, with Level 4 bringing the highest level of COVID-19 restrictions to bear on local communities and businesses.

Initially, East Lothian was placed in Protection Level 3 and subsequently, on 24 November 2020, into Protection Level 2. Scottish Government continued to review the allocation of Protection Levels to local authorities on a 3-weekly basis, and at the 7th review on 22 December 2020, Scottish Government moved mainland Scotland in its entirety to Protection Level 4 – namely, a return to 'lockdown'. After limited relaxation of restrictions over the Christmas 2020 period, Boxing Day 2020 saw further Protection Level 4 restriction applying, with a national 'Stay at Home' requirement taking effect.

On 23 February 2021, the Scottish Government laid out Scotland's COVID-19 Strategic Framework Update (available on the Scottish Government's website), setting out plans to restore, in a phased way, greater normality to our everyday lives. This update remained predicated on the national strategic intent to:

“Suppress the virus to the lowest possible level and keep it there, while we strive to return to a more normal life for as many people as possible.”

Six main tools applied for achieving this:

- *The quickest practical roll-out of the vaccination programme*
- *The most effective use of Test and Protect*
- *Applying proportionate protective measures (rules and guidance) to suppress transmission of the virus*
- *Effective measures to manage the risk of importation of the virus*
- *Supporting individuals, businesses and organisations to adhere to protective measures*
- *Providing care and support to mitigate the harms of risk.*

The update of 23 February 2021 set out the gradual easing of restrictions within Protection Level 4, to apply only when data indicated it would be safe to do so, and conditional on meeting the World Health Organisation's

more stringent conditions. (See Appendix 3: Extract Page 14 of Strategic Framework Update (further update of 15/4/21) – Timetable for Easing of Restrictions).

Subsequently, on 16 March 2021, the Scottish Government set out how it plans to lift the current coronavirus restrictions over the weeks and months ahead. The ‘Stay at Home’ requirement was replaced with a ‘Stay Local’ message with effect from 2 April 2021, retaining the current local authority-based travel restrictions for at least a three-week period.

On 5 April 2021, the Scottish Government eased a range of current restrictions in Protection Level 4 areas including, for example, resumption of outdoor contact sport for 12-17 year olds, reopening of non-essential click and collect retail, extending the list of retail permitted to include garden centres (indoors and outdoor), hairdressers, vehicle showrooms.

By 12/19 April 2021, it is planned that all children will return to school full-time.

By mid-April, subject to vaccine supply, the mass vaccination programme will have offered first doses of vaccination to the 9 priority population groups set out by the Joint Committee for Vaccination and Immunisation (JCVI).

Assuming the data evidences it, a more significant reopening of the economy and society is expected from 26 April 2021, for example, travel within all of mainland Scotland permitted (subject to any data-informed local/regional level related restrictions), weddings and funerals for up to 50 (including wakes and receptions with alcohol permitted), hospitality premises can allow people indoors until 20:00hrs with no alcohol; however, alcohol is permitted outdoors until 22:00hrs.

By 17 May 2021, it is hoped that in-home socialising will recommence and hospitality opening hours will be extended to 22:30hrs indoors with alcohol permitted. Adult outdoor contact sport, cinemas, in person face-to-face support services, are also expected to resume.

By June 2021, it is hoped that Scotland may move to Protection Level 1; this will allow further relaxation across all areas of the economy and society, while still applying physical distancing and other non-pharmaceutical interventions and the FACTS guidance. From the end of June, it is hoped that Scotland will be able to move to Protection Level 0.

Notwithstanding this hoped for timetable of easing of restrictions, Scottish Government emphasises that if the data shows that the virus is spreading again, we must be prepared for the easing of restrictions to be paused and even reversed. Scottish Government will act decisively to reapply higher levels of restrictions to manage localised outbreaks should the need arise; this could be on a local or regional basis, depending on the nature of the outbreak.

3.5 COVID-19 Incidence Monitoring

In receipt of weekly COVID-19 data reports from Scottish Government, Public Health Scotland and NHS Lothian Health Protection Team, East Lothian Council conducts detailed scrutiny of this data to inform local prevalence and identify risk. Close collaboration and joint working across Council services, particularly with the Education Service, Protective Services and the Health & Social Care Partnership, supported by the NHSL Health Protection Team, ensures accurate and timely response to any positive COVID-19 cases or cluster outbreaks. NHS Lothian's Public Health Team's provision of case incidence data helps enable prompt response leading to direct engagement, as appropriate, with individuals, businesses and communities affected.

The key data monitored is the data used by the Scottish Government in its weekly review of local authority levels:

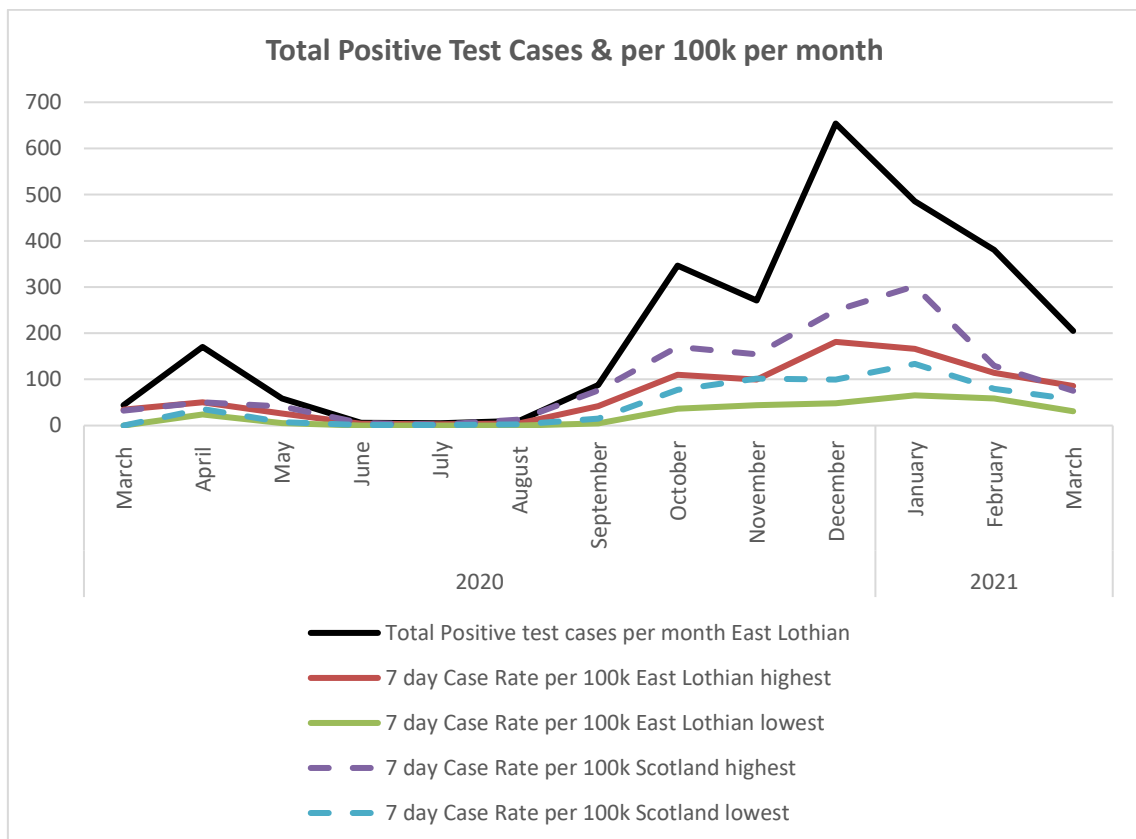
1. Positive cases over the previous 7 days
2. Case rate (cases per 100,000 population) over the previous 7 days
3. Cases per 100,000 forecast
4. Hospital bed forecast (at NHS Lothian level)
5. ICU bed forecast (at NHS Lothian level)

East Lothian experienced a rise in cases through September and October 2020, with the 7 day case rate per 100,000 population peaking at 110.2 cases on 27 October 2020. New cases dropped back in November so that East Lothian moved from Protection Level 3 to Protection Level 2 on 24 November 2020. However, cases rose again very quickly through December 2020, which had the largest monthly total of new positive cases (654) and the highest peak in 7 day case rate – 181.2 on 19 December 2020.

Following the move back to Protection Level 3 on 22 December 2020 and the national move back to Level 4 with an additional Scottish Government 'Stay at Home' direction on 5 January 2021, new case numbers fell back in January to 486 and again in February 2021 to 380. From late February there has been a steady reduction in new cases and in the 7 day case rate per 100,000 (from 113.9 on 25 February to under 50 on 16 March 2021) and it has stayed below 50 since then. Over the period since 8 March 2021 the Scottish average 7 day case rate has floated between 75 and 70.

Total Positive Test Cases & per 100k per month

		Total Positive test cases per month	7 day Case Rate per 100k		7 day Case Rate per 100k	
			East Lothian		Scotland	
		East Lothian	highest	lowest	highest	lowest
2020	March	44	34.6	0	32	0
	April	170	50.4	24.3	50.5	35.6
	May	59	26.1	5.6	41.2	7.7
	June	6	3.7	0	5.4	1.1
	July	5	2.8	0	2.1	1
	August	10	4.7	0	13	2.6
	September	88	42	4.7	76.3	15.3
	October	346	110.2	36.4	170.3	77.4
	November	271	99.9	43.9	154.2	101.7
	December	654	181.2	48.6	249.1	99.3
2021	January	486	166.2	65.4	301.8	133.5
	February	380	113.9	58.8	129.4	79.8
	March	205	85.9	30.8	75.5	56.6



Council Officers and the NHS Lothian Public Health Service Directorate also closely monitor new cases by postcode across East Lothian’s SIMD intermediate zones, the lowest geographical level that Public Health

Scotland dashboard reports cases numbers. This detailed data along with other Public Health Track and Trace information about clusters of cases, has been used to support decision making about where to place National Mobile Testing units and make other targeted interventions to tackle geographical clusters of new cases or outbreaks in specific sectors such as care homes, schools or businesses.

3.6 COVID Performance

The Council contributes to national COVID-19 performance reporting, overseen by the Improvement Service, resulting in weekly updates of a COVID-19 Dashboard which uses a range of national sources of information as well as Council provided data to highlight some key input, output and outcome indicators of the impact of the pandemic across Scotland. The weekly dashboard now includes 25 indicators with the most relevant listed below:

Indicator	Summary
Number of Test and Protect calls	East Lothian has had lower than the Scottish average number of calls from people who have been asked to self-isolate through Test and Protect and very few requests for support in recent months
Environmental Health & Trading Standards Business Advice and Enforcement Activity	Significant levels of EH&TS business advice and enforcement activity throughout the last year – peaking at 263 per week in December – and higher than the Scottish average per 1000 population for most of the year
Business Start Ups	The number of business start-ups has been affected by the pandemic and economic downturn and fell from 30 in March 2020 to 0 in April and May 2020 and 0 in the first three months of 2021
Retail and recreation activity	East Lothian has followed the national trend – a massive fall in activity in February, March and April 2020 followed by some recovery through to November, before another significant fall in December and a slow recovery from January. Overall East Lothian has seen a fall in retail and recreation activity of 44% from February 2020 to March 2021 compared to a 45% fall across the whole of Scotland
Claimant Count	The number of people claiming Jobseeker's Allowance plus those who claim Universal Credit and are required to seek work and be available for work has almost doubled from c.1800 in March 2020 to c.3500 in February 2021. This mirrors the increase in claimant count across Scotland so East Lothian's claimant count per working age population (5.32%) has remained below the Scottish average (6.1%)

Scottish Welfare Fund – Community Care Grants	Spend on Community Care Grants per head of population has been at or above the Scottish average and above the average of Councils in the deprivation family group. Total spend has been c.50% higher than in previous years as funding from the Scottish Government increased
Scottish Welfare Fund – Crisis Grants	Spend on Crisis Grants per head of population has been below the Scottish average but above the average of councils in the deprivation family group. Total spend has been c.50% higher than in previous years as funding from the Scottish Government increased
Discretionary Housing Payments	Both applications for, and spend on, Discretionary Housing Payments has been lower than the Scottish and Family Group averages
Rent arrears	Rent arrears has increase marginally since May 2020 from £1.3m to £1.35m. Current rent arrears as a % of rent due in East Lothian is currently 4.7% (up from 4.5% in May 2020) compared to the Scottish average of 6.9% (up from 5.9%)
Homelessness applications	The number of homelessness applications per month has almost tripled from 23 in May 2020 to 63 in March 2021, and the average per 1000 population has increased from 0.2 (half the Scottish average) to 0.58 (just above the Scottish average)
Delayed Discharges	The number of delayed discharges has been between 0 and 2 for almost the whole of the last year (only once rising to 4). During this time the Scottish average per 1000 population aged 65+ has more than doubled from 0.45 to c.1
Local Authority staff absence	Staff absence levels have fallen consistently since the start of the pandemic. East Lothian's Council's staff absence (% of days staff absent on sick or special leave) fell below the Scottish average in September 2020 and is now 4.7% compared to the Scottish average of 5.3%
Pupil Attendance	Pupil attendance has been at around (just below or just above) the Scottish average for most of the pandemic
Domestic abuse incidents	The number of domestic abuse incidents reported to the police has been as high as 32 in one week to a low of 10 and has averaged around 20 per week. It has not increased over the period of the pandemic
Child protection registrations and	The number of new registrations of children in the Child Protection Register has been below the

Face-to-face contact with Social Worker	Scottish average for most of the pandemic. An average of around 35 children on the Child Protection Register have face-to-face contact with a social worker each week
Adult protection investigations	The number of adult support and protection investigations started each week per 1000 people aged 65+ (which averaged about 2 per week) has been below the Scottish and family group averages apart from three brief periods
Adults at risk and adult wellbeing referrals	Adults at risk referrals has been above the Scottish and family group averages whereas Adult wellbeing referrals have been below the Scottish and family group averages
COVID-19 related deaths	Apart from a brief period in April 2020 the number of COVID related deaths in East Lothian per head of population has been slightly lower than the Scottish average

3.7 COVID-19 Support for People

Shielding People: Supporting people who are considered clinically vulnerable and have been identified as requiring to shield has been at the forefront of the pandemic response in East Lothian. The numbers of people shielding have changed during the pandemic based on clinical advice and the addition and removal of clinical conditions that prompt eligibility. As of the 12 March 2021, 3.2% of the population in East Lothian are shielded, that equates to 3,620 people, distributed across Area Partnership areas as follows:

Dunbar and East Linton	465
Haddington and Lammermuir	441
Musselburgh	962
North Berwick Coastal	399
Preston Seton Gosford	723
Fa'side	610
Other	20

A significant take up of support was evident in the first lockdown in summer 2020, and additional resources across the Council and the community and voluntary sector were mobilised to respond to the emerging demand for access to food and pharmacy deliveries etc. In the subsequent restriction periods as supermarket online shopping has been made available, local community support projects have been established, family and friends have been providing ongoing support along with an increased confidence and resilience in adapting to current advice, demand for support has significantly reduced in recent months.

The East Lothian public information **COVID-19 Helpline on 01875 824300** - operated through the Contact Centre - continues to be available for people to contact should they require any additional support throughout the pandemic. In the week commencing 15 March 2021 only 1 person made contact through the COVID Helpline.

Test and Protect: Information on the national Test and Protect Programme is available at: <https://www.gov.scot/news/test-and-protect-rolled-out-nationally/>. The Scottish Government launched Guidance (on 12 October 2020 and updated in December 2020) relating to the support to be offered to those vulnerable people required to self-isolate, including people who are on the shielding list and people aged 65+. Demand within East Lothian has been low as many people require no support, having sufficient assistance from family, neighbours and friends – and from community groups. In the week commencing 15 March 2021, only 4 people required to be contacted in respect of Test and Protect, and none required any support from the Council.

People identified through the Test and Protect system, as a close contact of a person who has tested positive with the virus, and who are required to self-isolate for a period of 10 days, may be eligible to receive the Scottish Government's Self-Isolation Support Payment (of £500). As at 31 March 2021, 237 people had applied for the Grant and in accordance with nationally set eligibility criteria, 97 people had been awarded the grant.

Financial Insecurity and Poverty: Tackling poverty and digital and food insecurity remain national priorities. Scottish Government have issued funding and guidance to local authorities to support those in their communities experiencing financial insecurity related to COVID-19.

East Lothian Council was awarded a grant of £327,000 to support individuals at financial risk over the period 1 October 2020 to 31 March 2021. This funding was allocated to support five service areas.

Scottish Welfare Fund/ Fuel Poverty

£90,000 to augment the Scottish Welfare Fund to enable support to be provided to a greater portion of claimants, in particular people in fuel poverty. A new Coronavirus Fuel Poverty Fund was created to help households who are under intense financial hardship during these uncertain times and are struggling to afford to heat their homes and keep the lights turned on. To date almost 600 one-off payments of £100 have been paid to people who need help with their gas or electricity charges.

In addition, the Council is making a one-off award of £9 for period products (from our period product budgets) to every successful SWF claim if there is a woman or girl in the household.

Discretionary Housing Payment

£75,000 was allocated to augment the Discretionary Housing Payment Fund to assist tenants with rent arrears who may be eligible for a DHP

award or a top up of an existing award and have experienced new/ increased rent arrears in 2020/21.

Children's and Adult Services (text updated on 27/4/21)

Children's Services was allocated funding to support families and young people through Section 22 and Section 29 Social Work payments, supplementing income for vulnerable families and children, including those who are looked after, and provide financial support for care experienced young people in temporary accommodation arrangements.

£30,000 was allocated to Adult Social Work, to support vulnerable clients in financial difficulty. The funding was distributed to:

- Carers of East Lothian
- Community Link Workers
- Community Justice
- S12 Social Work payments

Connected Communities

£90,000 was allocated to the six Area Partnerships to tackle food insecurity through continuing to providing support for community based food initiatives. Examples of how this funding has been used include:

- Fa'side Community Kitchen and Fa'side Fridge
- New food pantries in each area
- Frozen meals cooked in the North Berwick Community Centre
- Sunny Soups (in partnership with Basics Foodbank)
- The Ridge (in partnership with Dunbar Rotary Club and Basics Foodbank) provided a Christmas Day lunch for 120 people
- Purchase of a new freezer for Port Seton Pantry

In addition, funding has been used to cover the costs of moving the Fareshare Hub to a new base in Aldhammer House, Prestonpans, and to pay the annual membership fee that allows county-wide food initiatives free access to the food resources within the Hub.

3.8 COVID-19 Business Support

Business Support Grants: as at 31 March 2021, the following Scottish Government funded, Business Support Grant activity has been undertaken providing much needed financial support to the East Lothian business community:

Payment	Type	Amount	Comments
Business Support Grants (April to 10 July 2020)	Grant	17,636,250	1,573 organisations supported, funding provided by Scottish Government
Newly Self Employed Hardship	Grant	216,000	108 Sole Traders supported by funding provided by Scottish Government
Hospitality (Scottish Enterprise) (CTHEHF) Hardship & Pivotal (PERF)	Grant	431,995	159 organisations supported, funding provided by Scottish Government
Soft play (One-of award, November 2020)	Grant	45,000	3 organisations supported, funding provided by Scottish Government
Scottish Government – Furlough Support Grant		107,250	65 Organisations supported with one-off £1,650 grants
(Brake period) Business Closure Grants (9 Oct - 3 Nov 2020)	Grant	375,150	123 organisations supported, funding provided by Scottish Government
(Brake period) Business Hardship Grants (9 Oct - 3 Nov 2020)	Grant	56,845	36 organisations supported, funding provided by Scottish Government
Strategic Framework (Closure & Restrictions & sector Top Ups combined) 3 Nov 2020 to date.	Grant	8,593,000	922 applications received 711 organisations currently being supported, funding provided by Scottish Government (Ongoing)
Taxi and Private Hire Driver Grants	Grant	210,000	140 Drivers supported with one-off £1,500 grants
East Lothian Discretionary Support Grant	Grant	618,000	Total 309 x £2k grants paid, (from 2 tranches). Further 70+ to be considered from final Tranche 3.
Contingency Fund Plus (Breweries/Travel Agents & Indoor Football Centres)	Grant	60,000	Self-Declaration applications issued to 5 Breweries and 3 Travel Agents. (Thus far 3 Travel Agents and 4 Breweries paid).
Accommodation Support Grant (Large Self-Accommodation/Exclusive Use/Bed and Breakfast Businesses)	Grant	216,000	17x Small Accommodation (Wave 1,2 & 3) supported with £6k grants 25x Large Self Catering Accommodation supported with £2k grants 6x Exclusive Use Businesses supported with £10k grants, (1x £4k)
TOTAL		£28,565,490	

The introduction of the Level 4 protective measures on 26 December 2020 drove a major increase in demand for the Strategic Framework Business Fund (SFBF) which up until then had been supporting a smaller number of businesses that had been required to either close or operate under restrictions.

A subsequent expansion in Business Support schemes being delivered by local authorities and the enterprise agencies to a wider range of business sectors during the following months saw additional temporary staffing resource deployed and existing staff temporarily re-assigned to administer a total of 18 separate grants assigned for local government delivery.

As at 31 March 2021 over £28.5M of Business Support has been delivered into the East Lothian economy. Following the First Minister's announcement of the planned easing of COVID-19 restrictions the Economic Development Service is prepared to complete the assessment of the third and final tranche of claims for East Lothian Council's Discretionary Business Support Fund and conclude the administration of the (SFBF) by making a combined final 'Supplementary' and 'Restart Grant' payments on 19 April 2021.

Once completed, the Discretionary Grant will have disbursed a total of over £1.96M in grant awards to small and medium enterprises and whilst the SFBF has been closed to new applications since 22 March 2021, the final Supplementary and Restart payments due in April are expected to provide a further £6.4M in business support to the retail, hospitality and leisure sectors. The final Business Support Grants total paid to East Lothian businesses since the start of the pandemic is likely to exceed £36.3M.

The Scottish Government initially provided support that would provide the retail, hospitality and leisure sectors with 100% relief from Business Rates for the full financial year 2020/21 and the first 3 months of 2021/22. More recently, Scottish Government have confirmed that this relief will be extended for the duration of 2021/22. These relief schemes have been deployed and administered through the Council's Revenues Team.

As the protective measures are progressively relaxed over the coming weeks, our multi-agency Connected Economy Group, from a multi-agency and partnering perspective and supported by Protective Services, Economic Development Services and Finance Services, will continue to ensure that local businesses have timely and accurate information and advice in compliance with the COVID-19 restrictions and Public Health operating requirements.

Active promotion of 'Stay Safe, Support Local, Love East Lothian' will continue to encourage local people to remain within East Lothian for all their retail and leisure needs, actively promoting good behaviours, helping businesses deliver safely – and in so doing supporting our local economy.

Business Recovery Investment Fund: At its meeting of the 2 March 2021, East Lothian Council approved a budgetary amendment totalling £600,000 to establish a Business Recovery Investment Fund for implementation within the current financial year 2021-22. The table below identifies in summary the policy proposals generated through the Connected Economy Group (CEG) Partnership sub groups for approval

by Council in accordance with recommendation 2.1(viii). A fuller identification of the identified interventions is set out within Appendix 4.

<u>Business Recovery Investment Fund</u>	£
- To Support Town Centre Recovery & Renewal	130,000
- To Support the Tourism & Hospitality Sector	184,000
- To Support our Rural Economy	103,500
- To Support Employability	12,500
- To Support our Love East Lothian Messaging	10,000
- To Support Businesses, Safeguard Employment and Re-encourage Growth	160,000
Total	600,000

The budgetary amendment that the CEG sub-groups were working within the parameters of read as follows:

“In response to the Pandemic, to aid recovery in our economy, to identify needs and priorities and opportunities to deliver strategic and sustainable economic development across East Lothian, to intervene in Town Centres, in the rural economy and in food and drink, leisure and tourism, to promote new and existing local businesses, innovation and research. To revise the existing ED and Tourism strategies and structures and partnerships as necessary to develop and enhance skills and create employment in East Lothian.”

Officers will report progress made against the interventions identified and Council is requested to allow flexibility of resource deployment between interventions as required in the context of deliverability.

Business Regulation and Support: On 2 November 2020, The Health Protection (Coronavirus) (Restrictions and Requirements) (Local Levels) (Scotland) Regulations 2020 came into force. These Regulations set out the restrictions and requirements which apply in the different Protection Levels applied to Scottish local authority areas. The enforcement of the Regulations relate to the:

- requirement to close certain premise to members of the public.
- requirement on a responsible person to take measures to minimise risk of exposure to coronavirus in their premises.
- restrictions on the opening times and sales in certain public houses and food and drink premises.
- requirement to obtain and record visitor information in a relevant hospitality premises.
- restriction on gatherings in public places and private dwellings
- wearing of a face covering on public transport and certain indoor premises

Officers within Protective Services - Environmental Health, Trading Standards and Safer Communities teams - and Police Constables, are authorised to deploy these Regulations.

Protective Services (Business Regulation, Safer Communities and Trading Standards teams) continue direct work in our communities and with the business sector, supporting safe deployment of the Government's COVID-19 Regulations and public health guidelines. The service has been working closely with NHS Lothian Health Protection Team and the Lothian Test and Protect Team to quickly identify and react to outbreaks associated with schools, care settings and workplaces. There is also additional joint working with Economic Development, Licensing Service, and Police Scotland, to provide local businesses with support and advice in the safe operation of retail and hospitality sectors and compliance with Scottish Government Guidelines for public health management and reducing the spread of the coronavirus.

3.9 COVID-19 Vaccine and Mass Vaccination Programme

The first COVID-19 vaccination was administered in the UK on 8 December 2020. NHS Lothian was instructed by Scottish Government to prepare for the deployment of the COVID-19 vaccine across the Lothians; deployment of the vaccine to nationally defined priority groups, e.g. front line health and social care staff and care home residents, began in East Lothian on 8 December 2020.

Following this first phase roll out of the vaccine, a mass vaccination programme rolled out nationwide. In the Lothians, the mass vaccination programme is being led by NHS Lothian and the first East Lothian multi agency Safety Advisory Group 'Plus' meeting, chaired by Iain Gorman, Head of Operations within the East Lothian Health & Social Care Partnership, was convened on the 14 October 2020, with a Lothian-wide meeting held on 27 November 2020.

As at 31 March 2021, NHS Lothian had delivered 350,000 vaccine first doses, equivalent to 38.4% of the total adult population (aged over 18) in Lothian. GP practices delivered first dose vaccines to ambulant over 80s and 75-79s. HSCPs delivered first dose vaccines to housebound and Care Home residents. 59,000 Health & Social Care workers have received their first dose vaccines.

Mass vaccination centres have delivered first dose vaccines to nationally set priority groups within the population, with physical operational capacity, by 29 March 2021, to deliver c. 126,000 doses per week over 14 sites across the Lothians. The nearest site to East Lothian operates at the Queen Margaret University Campus.

NHSL are at an advanced stage of planning second dose vaccine delivery, with second dose delivery completed in all East Lothian Care Homes.

3.10 COVID-19 Community Testing Programme

Scotland's COVID-19 Testing Strategy contributes to the overall pandemic strategic intent, set out in Coronavirus (COVID-19) Scotland's Strategic Framework (Updated), published on 23rd February 2021. The strategy remains to suppress the virus – driving the number of cases to the lowest possible level – to support the conditions necessary to allow as close to normal life as possible to resume. Scottish Government published their updated Testing Strategy for Scotland on 17 March 2021: <https://www.gov.scot/publications/scotlands-testing-strategy-update-march-2021/cot/publications/scotlands-testing-strategy-update-march-2021/>

The implications of this for testing are two-fold: first; that in striving to suppress the virus to as close to elimination as possible, every possible case will be actively sought out using all of the now advanced national testing capabilities to their optimal potential (this includes school and care home testing et al); and second, that testing for COVID-19 is likely to become a permanent feature in our lives – though one whose form will continue to change and adapt as the pandemic does, as evidenced by the First Minister's comments on 06 April 2021 relating to a new 'Universal Offer' affording everyone access to twice weekly home testing should they wish.

East Lothian and NHS Lothian are currently engaged with the Scottish Government's Directorate for Community Testing, seeking to agree a local Community Testing provision for East Lothian, fully funded by the Scottish Government. It is anticipated that this will see enhanced community testing capacity operating county-wide to support both asymptomatic and symptomatic testing. It is hoped that this community testing resource will deploy from both fixed site and mobile provision.

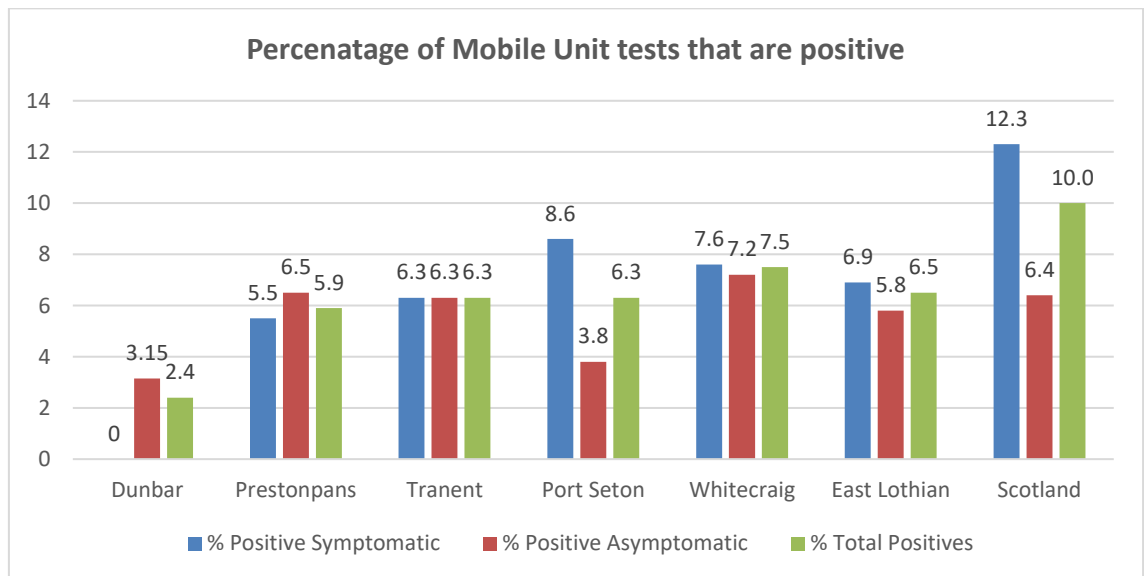
Work is underway in collaboration with the Scottish Government to assess the viability of the former Stoneyhill Community Centre, Musselburgh, being recommissioned to form part of the asymptomatic community testing offer – and possibly the symptomatic testing offer. Proposals have been made to introduce a mobile asymptomatic testing provision which could see a van or bus re-fitted to support 'pop up' outdoor community asymptomatic testing sites in direct reactive response to the incidence of positive covid cases across the county. Officers are engaged in Scottish Government efforts to develop Standard Operating Procedures to enable asymptomatic community testing through both a 'Mobile Testing' and a 'Collect Service', which may deploy for example, from main Council offices or other community building/business. In addition, the Cockenzie site remains functional as a part-time symptomatic testing site, with potential for it to operate over a greater number of days per week.

All of these options are currently in exploration and it is expected that a final suite of proposals could be agreed by Scottish Government by the

end of April, for speedy deployment thereafter. A Community Testing Working Group has been established to oversee and deliver this programme of community testing, chaired by the Service Manager – Protective Services, reporting to the COG.

In the interim period, whilst these discussions progress with Scottish Government, it was agreed late in February 2021, that East Lothian could bid for access to the National Mobile Testing Unit (NMTU) resource, to seek to bring mobile testing into the county, in response to COVID-19 case data and intelligence. A successful bid was made to the Scottish Government at the end of February and very quickly thereafter, 2 NMTUs, operated by the Scottish Ambulance Service, were allocated to East Lothian. These units deployed during March to Whitecraig, Port Seton, Prestonpans and Tranent. Due to the success of their deployment, a further bid was made to extend the use of the NMTUs and agreement reached that they could remain operable in East Lothian through to the end of April. A further data and intelligence review indicated an appropriate shift of geographical focus, resulting in the 2 NMTUs being deployed in Whitecraig, Port Seton, Tranent and Dunbar during April.

Since their deployment in East Lothian at the beginning of March 2021 to 7 April 2021, the MTUs have tested 3653 individuals and have identified 236 positive test results, a positivity rate of 6.5% (whilst the Scotland wide MTU positivity rate is 10.0%), as depicted below.



3.11 Education

Following the first lockdown, schools across East Lothian reopened full-time from August until December 2020. During this time, extensive mitigations were put in place as directed by the Scottish Government. This included ensuring physical distancing between staff and between staff and pupils, increased hand washing and the use of hand sanitiser, enhanced cleaning and the restriction of pupils mixing within the school.

During this time, school staff worked hard to support all pupils with their learning, taking account of the impact of COVID-19 on their wellbeing and learning. Our approach has been focused on 'Nurture, Recovery and Reconnection' and the service has also prioritised mental health, taking account of the impact that the pandemic may have had on children, young people and their families. An additional 24.5 full-time equivalent primary teachers and 15 full-time equivalent secondary teachers have been recruited using additional Scottish Government funding and schools have put in place additional support for those pupils who may need help with their learning. The Education Service, working with all schools, continues to keep this under active review in light of the expected need for further support to be required for some pupils. Work is underway to plan further developments to support children and families who may have experienced hardship through both in-school provision and family support.

During this time, systems were also put in place to deal with cases of COVID-19 in both pupils and staff including working closely with NHS Health Protection teams and ensuring that information was available to support Track and Trace. A senior member of school staff was seconded to support the Education Service with all aspects of dealing with positive test results including responding out of hours. This has ensured the East Lothian response has been swift and responsive and that communication has been issued appropriately in liaison with NHS Lothian.

Immediately before the Christmas break, the First Minister announced that schools would reopen on a phased basis in January 2021 and this was then quickly followed by the decision to move back into lockdown. All East Lothian schools moved swiftly to remote learning during this period, invoking plans that had already been developed during the first lockdown in 2020. From January until early March 2021, 14,600 pupils across primary and secondary schools engaged in remote learning with almost all pupils making use of Google Classroom. School staff also connected directly with families to provide other forms of learning and support that were required. Towards the end of February, very limited numbers of senior phase pupils returned for practical subjects and in early March, children from nursery to P3 were able to return to school. From 15 March, all primary pupils were permitted to return to school buildings with some limited face to face provision for secondary pupils. All secondary pupils will return to in-school learning after the Easter break with the removal of 2m physical distancing between pupils in secondary schools. Mass asymptomatic testing was introduced for staff working across all early years and schools settings and for senior phase pupils from February 2021. The use of testing was then further expanded to include all secondary pupils from after the Easter break.

During the January – March 2021 period, all local authorities were required to put in place in-school provision for children of keyworkers and for those children who could be deemed as vulnerable. During this period, the Education service received 1,342 applications for in-school places totalling

1,974 child places overall. Of those applications, around 75% were approved. In-school provision was provided by school staff alongside providing remote learning for the majority of pupils who were learning at home. Pupils with additional support needs attending all of our specialist provisions were able to access in-school learning. School staff also provided ongoing support for those children who are more vulnerable including ensuring access to learning materials and making weekly calls. By the end of March 2021, school staff were making over 1,000 weekly calls alongside all other contact through remote learning.

Significant work was undertaken with all schools to further improve the remote learning offer for all pupils. The Education Service provided clear guidance and set consistent expectations of the range of activities that were to be provided. This included live and recorded lessons, direct teaching, Google Meets for assemblies and other gatherings, independent tasks and other learning opportunities, such as baking and outdoor learning. The activity on Google Classroom by both teachers and pupils has been significant. Since 1 January 2021, teachers have added nearly a quarter of a million posts to Google Classroom. During the same period, pupils added 37,220 posts and there have been 460,000 Google meets of which 84% were sessions with learners. East Lothian's approach to remote learning has also been praised in a series of Education Scotland national reviews of remote learning carried out during this period.

Following the cancellation of SQA examinations for sessions 2022/21, all local authorities have been required to put in place an Alternative Certification Model that ensures that a range of evidence about pupil achievement is gathered prior to the awarding of final grades by the SQA. Schools will gather the required assessment evidence and make judgements about pupil achievement in the summer term. Working with secondary schools, the Quality Improvement Team have put in place a rigorous and robust quality assurance and moderation process in place that will ensure that all results submitted to SQA accurately reflects the achievement of each pupil.

Early Learning and Childcare: Early Learning and Childcare settings (both local authority and funded providers) have also been impacted during this time. Following the first lockdown, all nurseries were permitted to reopen in August 2020 with significant COVID-19 mitigations in place. Alongside additional cleaning, hand washing and risk assessments, settings also had to restrict the numbers of children playing together and ensure staff only worked with the same group of children in one day. During this time, the Early Learning and Childcare Support Team provided extensive support to settings in helping them implement the new guidance and providing ongoing advice and guidance to support children's development and learning. From January 2021, all settings were required to close other than provision for children of keyworkers and vulnerable children. During this time, the Education Service worked closely with all funded providers to continue to provide them with support and advice in respect of their

continued operation and subsequent reopening which was permitted by Scottish Government in early March 2021.

During this period, the Education and Children’s Services Recovery Group has continued to meet very regularly with associated working groups considering any new developments and updated Scottish Government guidance. This group and its associated working groups has full cross-Council representation involving schools, key stakeholders and Trade Unions. Regular meetings have taken place with Trade Unions in order to ensure a collaborative approach is taken to supporting the delivery of education across our schools and nurseries.

Employability: In addition to existing grant funding and support activity, **East Lothian Works** (ELW) have received significant additional funding from Scottish Government which will target the following areas in support of employability initiatives:

Parental Employability Support Fund (PESF)	To support parents who are unemployed, or on a low income, in receipt of 1140 childcare hours, young parents and disabled parents
<p>Young Persons Guarantee (YPG)</p> <p>To support young people aged 16-24</p>	<p>Targeted support includes:</p> <ul style="list-style-type: none"> • DYW School Based Co-ordinators • Support for those who are Pre Stage 1 of the Strategic Skills Pipeline • Support for those with disabilities to improve and support transitions and post school destinations including targeted paid work experience opportunities post school • Establishment of a new supported volunteering programme in partnership with the third sector • Modern Apprenticeship subsidy to support additionality • Kickstart Alternative an ELW offer for young people not in employment or training and who are not eligible for the Kickstart UK Government scheme. • Establishment of a Pre Apprenticeship Programme to prepare individuals for this pathway • Increased flexibility around Employer Recruitment Incentives (ERI)

	<ul style="list-style-type: none"> • In Work Grants/Wage Subsidies <p>In addition to existing support, ELW will offer subsidies for the following with the caveat that the employer is required to provide certificated training as part of the subsidy package:</p> <ul style="list-style-type: none"> ○ Those employed 8-15 hrs per week – targeted at those with ASN/multiple barriers, care experienced/disabilities, No-one Left Behind (NOLB) progressions, those with caring responsibilities ○ Those employed 16+ hrs per week – offering opportunities for 12 months or up until March 2022 <p>This subsidy can be used at the end of the Kickstart alternative (26 weeks) to run until March 2022</p>
<p>PACE support</p> <p>Support for employees and employers facing potential and proposed redundancies</p>	<p>Two new staff are being recruited to support this activity, one will work directly with employees, the other will sit between ELW and Economic Development to support businesses</p>
<p>Kickstart</p> <p>(UK Government funding)</p> <p>To support young people aged 16-24.</p>	<p>ELW currently have 70 places to support Council departments and external businesses to offer fully funded paid placements for 6 months</p>

In terms of enhancements to existing service delivery, ELW have prioritised NOLB Phase 1 funding to create a paid work experience programme (Next Steps to Employment) and refreshed East Lothian's Local Employability Partnership (LEP) which will also see the development of a range of targeted operational groups, for example the 'Schools Transitions Taskforce', which will bring together a range of active partners to provide offers for those young people with multiple barriers to employment.

Universal Credit (UC) - East Lothian has a total number of 3,640 individual UC claimants (most recent data as at February 2021). The highest proportion of claimants sit within the 18-24 year old age bracket, followed by those in the 25-49 year old age bracket. The peak claimant figures were

between May and July 2020. The UC claimant comparison between pre-COVID-19 and February 2021 shows that 16+ claims have increased overall by 2.6%, with the change in specific age group claimant levels being as follows: 16-17 no change at 0.7%, 18-25 has increased by 5.3%, 25-49 has increased by 2.8% and 50+ has increased by 1.9%.

3.12 Care Homes

In line with Scottish Government guidance, the Health and Social Care Partnership has taken on a role of ensuring care home assurance in relation to infection control. This is being managed through regular care home huddles where any areas of concern are highlighted. This includes regular reporting on positive cases within care homes and rapid support offered through incident management teams in the event that homes appear to be at risk of outbreak. In addition, each care home has received an onsite supportive visit to review local processes and help identify opportunities for improvement.

The Scottish Government has now requested a care review of all adults within care homes and the HSCP is mobilising a team to carry out these reviews.

Care Home testing is now routine and local visiting guidance has been created using Scottish Government guidance. This includes definitions on reasons for essential visiting and guidance on how PPE can be used to ensure visitor, staff and residents safety.

3.13 Digital Inclusion

Over the last year, schools have continued to work with parents and carers to determine pupils' requirements for access to digital devices and connectivity to the Internet. Between March and June 2020, schools put in place a lending system to ensure that any pupil with no suitable device was able to access one. This work has continued in light of new Scottish Government funding and by March 2021, 1400 Chromebooks and 196 connectivity devices had been provided to pupils using this additional funding.

Within the community, the Scottish Government's Connecting Scotland initiative (<https://connecting.scot/>), co-ordinated and funded nationally through the Scottish Council for Voluntary Organisations (SCVO), has seen the Connected Communities Service, working in partnership with local Third Sector Partners and Council services (e.g. Social Work Services), provide 745 digital devices (Chrome Books and i-Pads) and 583 Mi-Fi data packs to local people.

Under the Scottish Government's eligibility criteria, these devices and connectivity packs were allocated to targeted groups across our community:

Phase 1 launched in April 2021 and focused on who were at risk of isolation due to coronavirus because they were in the extremely high vulnerability group ('shielding') or the higher risk of severe illness group.

Phase 2 launched in August 2021: focused on households with children, or where a child is normally resident (this includes pregnant women with no child in the household) and on care leavers up to the age of twenty-six (in line with eligibility for aftercare support).

Phase 2b launched Round 1 of applications in December 2020 and Round 2 in January 2021: referenced as the Connecting Scotland Winter Support Fund, this focused on older people (aged 60+) and/or those who have a disability.

This national investment in digital inclusion has been highly valued across the community, enabling people to connect with services and access information and support, and to participate in virtual meetings and social activities.

People learning to use their digital devices and connectivity packs are supported by a network of Digital Champions across services and partner organisations. Local community partners such as People Know How (<https://peopleknowhow.org/computer-delivery/>), Area Partnerships, Volunteer Centre East Lothian and Scotland's Tech Army in Partnership with Dunbar Traders et al, have actively supported and promoted the digital inclusion agenda county-wide.

3.14 **Social Care**

Delivery of children's services social work functions has continued from the start of the pandemic adjusting to the varying levels of restrictions. The service is still in "response", prioritising face to face meetings for the most vulnerable children and young people. Many third sector partners are providing a virtual service only. This is impacting on the quality and pace of work to keep children safe, support their families to manage effectively and support our care leavers to live independently.

The backlog of children's hearings is significant, meaning decisions about children requiring compulsory measure of care are delayed. Referrals to social work continue to rise and the longer term impacts on the most vulnerable, including those with complex needs, are emerging. The availability of responsive and flexible support for CYP and families will be critical.

The challenges for delivering and sustaining adult social work, social care and justice services have been considerable. Understanding the longer-term impact on service providers, anticipating the re-opening of courts and developing different models of delivering services will be a focus for strategic planning.

Mental Health services continue to see significant pressures from adults in the community. As part of the supportive response the HSCP has introduced a direct access support service which is proving to be well used by the public. There are ongoing discussions to consider how this service and the wider mental health services can be altered in order to meet the expected increased demand caused by the pandemic. A service review is currently underway with a plan to conclude by June 21.

The Drug and Alcohol Partnership (MELDAP) has continued to work with a range of partner agencies to support our communities. Despite considerable beneficial work it has been recognised that the community who benefit from these services are likely to suffer some detriment from the isolation of lockdown. The HSCP has altered operational arrangements with the partner agencies and MELDAP with a view to providing a more joined up and rapid response to people at risk of harm due to drug and alcohol use.

3.15 **Community Infrastructure**

Spaces for People: has completed the work and temporary projects identified within the grant funding application and consideration is now being given to the consultation required to identify measures implemented that communities wish to retain and to develop including the exit strategy. In relation to E-Bikes, unfortunately as the Council had no direct route to tender, the market being new and only two companies responded with delivery times far exceeding grant timelines this component cannot come forward. A Members' Library report has been lodged to reflect the success of Spaces for People thus far.

Assets: have been decommissioned in line with need and national guidance and then recommissioned as services phased in and out of restrictions. Demand needs assessment is used to identify and agree on asset utilisation. Facility Management Services (FMS) are redeploying and utilising staff elsewhere where buildings are mothballed. This has assisted greatly in reducing operational running costs and freeing staff to enhance service provision in other areas within the Council including the temporary redeployment of FMS staff to provide enhanced cleaning across schools, offices and public buildings. All schools are fully operational and this includes 20% enhanced cleaning focusing on touch surfaces and toilets.

3.16 **Community Life**

Sport & Leisure: the Sport & Leisure COVID Recovery Group have continued to meet weekly with key partners from within the Council's Sport Countryside & Leisure Service [SC&L], enjoyleisure, FES Mercat Gait and sportscotland. The Group have continued to consider emerging national announcements and respective sector specific guidance from governing bodies of sport and sportscotland. Staff are supporting East Lothian clubs and organisations with return to sport protocols.

An Active Schools return to activity post-Easter holidays has been agreed and shared with head teachers. A cautious, phased approach, has been planned, with activity focussed outdoors throughout the summer term. However returning activity to schools is certainly deemed both appropriate and important for pupils to aid their wider social development, pupil interaction, health and wellbeing.

Enjoy are preparing their re-opening of sports centres based on the current Scottish Government announcements to open all sport centres on the 26 April. This will include gyms, swimming pools (including swimming lessons), club use, and indoor non-contact sports. These will all be subject to COVID-19 restrictions and protocols (social distancing, bubbles etc.). Enjoy will also be retaining 'at home' Zoom classes.

What will **not** be available, due to enforced guidance, is indoor contact sport, group exercise (classes), health suite, soft play and the climbing wall.

Outdoor sport is currently allowed as non-contact with restricted bubbles – from 5 April contact sport for 12–17-year-olds can resume.

If East Lothian were to be placed into Protection Level 2 from the 17 May date given, then indoor group exercise will commence, as will outdoor contact for adults and small scale outdoor events. Enjoy will also continue with on demand Zoom classes to meet the need of certain customers who may wish to remain on the virtual platform for their exercise.

If East Lothian moves to Protection Level 0 in June – anticipating the resumption of indoor contact sport and larger events indoor are anticipated.

Further assessment and planning is being undertaken regarding seasonal facilities reopening for 2021 as the cost and ability to break-even is compromised due to reduced timeline for access.

FES/Mercat Gait partners are working in tandem with Enjoy in respect of preparing for the re-opening linked to the advised date of 26 April 2021.

The Sport & Leisure Recovery Group recognise the detail above shows positive progress and provides us with an indicative timeline for the relaxation of restrictions to allow the return to sport. Some of the information does require further discussion with sportscotland partners to confirm the exact implications for sport. We continue to systematically work through this, focusing on the key points aligned to the transition dates and aligning with updated guidance accordingly.

Facility Management (FMS): FMS are continuing to meet all stakeholder needs at this time, the challenge being where buildings and services are recommissioned. FMS priority will continue to be on delivering statutory

services – Education and Homes for Older People, followed by maintaining the public toilets, local offices and key essential services.

FACILITIES MANAGEMENT SERVICES			
Schools & Other Buildings Service Status 2021			
<i>Updated on 16 March 2021 by HW</i>			
Building	In Use	Partial Use	Closed
Total FMS Buildings 106	55	27	24
Total Public Toilets 30	18		12
Total FMS Facilities 136	73	27	36

Connected Communities Service: Work continues in support of the Community Councils and Area Partnerships, and the many local community initiatives and projects that have embedded during the COVID-19 response, particularly food provisions, befriending initiatives and digital support.

Since March 2020, most community buildings have remained decommissioned for general public use in accordance with Scottish Government guidelines with the Facilities Management support services resource (cleaning and caretaking staff) redirected to provide enhanced COVID-19 cleaning services required business critical public buildings, e.g. schools.

A few key community buildings, mainly community centres, continue to operate for business continuity and critical service delivery enabling Council staff and statutory services, community volunteers and partners' use operating in support of COVID-19 community response activity. This includes providing support for emergency food etc. provisions, holiday clubs and support, enabling targeted youth work with vulnerable young people, adults with disabilities and providing COVID-safe space for urgent education, child and adult social work meetings.

Essential community-based activities such as youth work, holiday clubs and some group activities have been delivered either online or outdoors in accordance with the current sectoral COVID-19 guidelines.

Further updated guidance is awaited from Scottish Government on the reopening of community facilities for public use. Subject to the awaited national guidance, and capacity within the FM service to safely support services restarting, the Connected Communities Service (in collaboration with Community Centre Management Committees as appropriate) has a recovery plan established to prioritise incremental reopening of facilities to the public and restarting key activities to meet community requirements.

Close partnership working with Volunteer Centre East Lothian (VCEL) has supported wide third sector participation in support of the COVID-19 response, with support to the Third Sector in respect of volunteer recruitment and training, funding pathways, Community Lottery launch et al.

Customer Services: The Brunton Hall and John Muir House have operated as the Council's main customer access points throughout COVID-19. Area offices, libraries and museums had to close under COVID-19 Guidelines but operated on-line services and maintained the Home Library Service throughout 2020. Many staff redeployed temporarily to support the wider council and partnership COVID-19 emergency response, with staff continuing in these roles now e.g. providing administration support for the Community Vaccination Centre at East Lothian Community Hospital, undertaking shielding 'call-outs' to vulnerable people, covering vacancies within the Contact Centre et al.

On 20 July 2020, the John Gray Centre reopened and enabled the Registration Service to operate from this building. As lockdown restrictions eased, libraries re-opened in a phased programme with Haddington reopening on 20 July 2020 initially for click and collect and then browsing: 8 libraries in total reopened with Prestonpans Library reopening at the end of October 2020. The museums opened on a phased basis from mid to end of August 2020, with Musselburgh Museum (a community museum) supported to open during September and October 2020. Dunbar Town House Museum and Gallery and Prestongrange Museum opened and operated until the end of October 2020 at the end of the tourist season. John Muir's Birthplace and the John Gray Centre Museum remained open. On 21 December 2020, with the move into Protection Level 4, the Library Service had to revert to a click and collect service only and museums had to close. Four libraries continued a click and collect service (Haddington, Musselburgh, Dunbar and North Berwick) and a Home Library Service. ELC was one of around only 6 councils to continue to provide a click and collect service during the majority of this current lockdown although some Councils are now starting to provide/re-provide click and collect services.

On 4 March 2021, the Scottish Government announced that libraries could reopen to provide Personal computer sessions only and by appointment from 5 March 2021. Subsequently, it was announced that on 5 April 2020, limited easing of restrictions could begin, including a return of library provision possibly from 26 April 2021. In accordance with the national guidance, a fresh phased reopening plan has been developed for Customer Services, Libraries and Museums. In Phase 1 of this plan, public libraries in Haddington, Musselburgh, Tranent, Prestonpans, Dunbar and North Berwick will return during May in accordance with Scottish Government guidelines and to ensure safe operation, with service provision, hours and days of service incrementally increasing through May. The Mobile Library service will return and the Home Library Service will continue with a focus on rural community service provision. It is intended that museums will also reopen on a phased basis through May

into early June. The return of these services relies on necessary property checks, staffing availability and resource capacity to support COVID-safe public operating arrangements and enhanced COVID-19 cleaning requirements etc., in accordance with Scottish Government guidelines (updated guidance is awaited).

The well-established eResource Service which covers such diverse subjects as genealogy, Theory Test practice, music concerts, certified classes etc., as well as the standard eAudio, eBook and eMagazine/newspaper content, has seen significant increase in users throughout 2020, and this continues. eAudio and eBook offerings continue to see high levels of 'borrowing' with a high level of views and downloads on the PressReader site. Without a doubt one of the best used resources currently is Ancestry, since June 2020 users have been able to access this resource from home and usage has increased by 84% in this time.

A Customer Services Public Library Survey will be carried out for a 6-week period from 10 May 2021 to inform a review of Library Service and opening hours from October 2021 onwards.

3.17 Communication and Community Leadership

Effective external communication continues to be a critical component in support of managing our response to COVID-19. Emphasis continues to be placed upon mirroring national media campaigns through the use of local press, and social media releases, reiterating key public health messages – particularly relating to national travel restrictions between Protection Levels, public safety and the 'FACTS'.

The Chief Executive continues to provide frequent briefings to Elected Members and employees. Regular internal briefings continue with our workforce and also with Joint Trade Unions. Area Partnerships and Community Councils receive regular updates through the Connected Communities Service. The Council's website and social media provide ongoing up-to-date information on the Council's COVID-19 response activity.

Between October and mid-March, the COVID-19 landing page on the East Lothian Council website had 61,000 page views. Our proactive social media messages have achieved a high level of engagement. For example, a message posted on Twitter on November 1 highlighting Protection Level 3 restrictions was seen by almost 34,000 users, with more than 8,000 users viewing the associated video.

3.18 Recovery and Renewal Framework

The Multi-agency Recovery & Renewal Co-ordinating Group (MARRCG) continues to meet on a monthly basis overseeing progress in accordance with our approved Recovery and Renewal Framework and also maintaining a steady state of preparedness to support increased recovery actions as and when Scottish Government imposed restrictions allow.

In practice this means that permitted recovery work has been managed and implemented by relevant service focused sub-groups such as The Education and Children's Services Recovery Group who have been actively managing the phased return to care and learning settings; the Connected Economies Group (CEG) who oversee both response and recovery interventions in respect of the Economy; and management of our countryside and coastline that is supported by the multi-agency Outdoor Open Space Management Group.

In more recent meetings, significant attention has also been given to updating all agencies on the progress of both the Vaccination and Community Testing Programmes. With Scottish Government signalling a more extensive easing of restrictions and a steady stream of restart it is hopeful that as we move further out of response mode, more significant recovery activity will be supported across the full range of key activity areas that include: Economy, Education & Children's Services, Community, Health & Social Care and Infrastructure & Environment.

Version 1.6 of the Recovery and Renewal Framework contains updated Action Cards and was agreed at the MARRCG meeting on 15 March 2021, and is available for reference within the Members' Library Service at https://www.eastlothian.gov.uk/meetings/meeting/16705/members_library_service. The next planned framework update is scheduled for approval by the MARRCG on 17 May.

3.19 **Concurrent Risks**

Brexit: The Council's Brexit Working Group continues to meet and oversee the Brexit Risk Register. No significant matters have arisen in respect of Brexit impact on Council services. Close monitoring of data management, supply chains, costs and immigration controls (including the Settlement Scheme) continue. Support for local food, fishing and freight businesses most affected by ongoing border control issues remains a focus for Protective Services officers.

Current areas of focus relating to wider community and economic impacts relate to national border control issues in respect of trade, and port infrastructure particularly. Border control issues, noting that designations in Scotland are a matter for Scottish Ministers and Food Standards Scotland (with Connected Border Force and HMRC being reserved functions) of current importance relate to:

- animal health and import/export of live animals and products of animal origin, overseen by the Animal and Plant Health Agency (APHA)
- plant and plant products including wood and wood products, overseen by Science and Advice for Scottish Agriculture and the Forestry Commission

- high risk foods not of animal origin relating to plastics, earthenware in contact with food from China, overseen by Food Standards Scotland.

It was intended that phased import controls for animals and related products will result in risk based checks for all goods entering through a Border Control Post (BCP) by 31 July 2021. The UK Government has announced that the introduction of import checks will be delayed to allow further preparation time. This means that Export Health Certification for Products of Animal Origin (POAO) and Animal By-products (ABP) will come into force in October 2021. Physical checks and inspections of POAO and ABP will take place at Border Control Posts from January 2022.

Winter Emergency: Winter emergency work has seen a long and protracted winter with 64 pre-treatments and 66 morning patrols. 7899 tonnes of salt have been used - more than the 7058 used in the winter of 2017/18 when the “Beast from the East” occurred.

Winter maintenance was very busy over the Christmas holidays which carried on into what was an exceptionally cold January followed by heavy snowfall in early February. This peaked during the week beginning Sunday 7 February 2021 when ELC Multi-agency Severe Weather Group was called and stood through until Friday 12 February. The winter maintenance teams including Roads Services, VPMU and Amenity Services worked in shifts to keep local roads open for key workers and those making essential journeys. We also ensured communities remained accessible particularly around medical centres, the QMU vaccination centre which opened on the 13 February and on priority routes and town centres. VPMU staff provided a continuous response service throughout the emergency period.

Waste Services were unable to operate fully for two days and routes were rescheduled with minimum disruption and no additional staffing costs to facilitate catch up process.

Coast and Countryside Summer Visitor Demands: The Multi-agency Coast and Open Space Working Group flexed to a strategic overview group between November and February in preparation for the 2021 season ahead which included a consultation on Land Management Rules to assist with visitor management: the outcome will be reported in May alongside recommendations. In March 2021 the group morphed back to an operational platform and the work streams to manage visitor destinations and risk includes:

- Road safety planning (Roads and Police Scotland)
- Use of TTRO
- Signage
- Parking attendant enforcement (DPE)
- Police enforcement and community wardens
- Additional parking provision
- Additional Road Services provision – road duty team deployment

- Additional Amenity provision – Ranger and Amenity Services staff deployment
- Additional waste collection
- Comms plan
- Visitor records
- Incident log
- Use of volunteers

The operational group now meets weekly to review the management of coast and open spaces as visitor demand increases and provides a platform to react and respond as issues arise.

3.20 COVID-19 Lessons Learned

A Lessons Learned Log has been maintained since the Council went into Business Continuity in March 2020. The large number of entries in the log have been summarised in single document which is updated regularly (latest version v0.9). This summarises positive comments and comments about the challenges experienced or things that could be done differently. Appendix 5 provides examples of the positive lessons learned and the challenges identified by the Lessons Learned Log.

The Log summary is reviewed by the Council Management Team and has been used by the officer working group established to prepare the Council and services for return to post COVID 'normal work'.

The Council Management Team undertook an Interim Structured De-brief in August 2020, which drew on the Lessons Learned Log and Summary. The aims of the structured debrief were to: reflect on personal experience of involvement in East Lothian Council's response to COVID-19; highlight learning from work completed relating to COVID-19; and share and discuss personal experience and that of staff in order to establish learning and future positive use of this learning.

An interim Structured Debrief Report was prepared, which highlighted what participants felt were the most challenging aspects of the response to COVID-19 from a Council perspective and the most positive aspects of the response, together with the most significant lessons participants had learned from working in the response to COVID-19 and how these would be used positively in the future. The report highlighted key outcomes (challenges and positive) and incorporated feedback on lessons learned from the Council's operational COVID-19 Oversight Group (COG).

Council Management team will undertake a second COVID-19 Interim Lessons Learned Structured Debrief in May 2021. It is also proposed to hold an Interim Structured Debrief Workshop for all Elected Members in June 2021. This debrief with Elected Members will explore the experiences – positive and negative – of Members and to capture their lessons learned in order to ensure the Council, Elected Members and communities are better prepared for any future pandemics or similar emergency incidents.

The learning and outputs from these Structured Debriefs will, in turn, inform developing strategies and plans progressing during 2021/22, supporting COVID-19 recovery and renewal within the Council and county-wide. A final Structured Debrief will be held by the Council Management Team once the Council ceases to be in Business Continuity mode.

3.21 COVID-19 Financial Impact

The financial implications being faced by the Council as a consequence of COVID-19 have and will continue to impact on the Council both during 2020-21 and beyond. During 2020-21 the Council has continued to receive a number of financial update reviews setting out the financial implications being faced by COVID-19, the impact on the 2020-21 budget, and potential options for mitigation.

The most recent in-year financial update report considered by Council on 23 Feb 2021, provided an update on the ongoing discussions with our Group partners, and approved the award of additional grant funding to both Enjoy and Brunton Theatre Trust commensurate to a proportionate share of funding received through the national Loss of Income Scheme. In addition, further financial intervention has been provided in 2020-21 to both partners in recognition of the financial implications being faced by COVID-19, and in line with Council delegated approval, taking the collective financial intervention support provided to these partner bodies in 2020-21 to just under £0.5 million.

As highlighted in previous financial reports, a significant package of national financial intervention has been provided to date to support the Council's response to COVID-19 with around 100 new funding streams to manage during 2020-21, and many of these placing a wide range of new interventions to both administer and support to our communities. Whilst recognising the Council's vital position in working collectively with its communities, the collective scale of these has in turn led to a very complex financial environment that places significant additional financial obligations on the Council to manage and support.

Council Finance officers are currently consolidating a very complex 2020-21 financial year end position, and more details setting out the implications for the Council will be reported in the financial year end review and 2020-21 draft accounts to be considered by Council in June 2021.

3.22 COVID Recovery Context – Easing of Restrictions through to June 2021 and Beyond

As previously been reported, the COVID-19 pandemic is very different from any of the civil emergencies that have been experienced, planned for and rehearsed. Emergency Planning Recovery and Renewal will continue for a long time and will inform the reshaping of Council priorities, resource allocations and services in the years ahead.

East Lothian Council has and will continue to work fully within the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations, 2005. As a Category 1 responder, the Council works closely with all Category 1 and 2 responders, particularly through the East Regional Resilience Partnership (RRP) and Lothian & Borders Local Resilience Partnership (LRP) Groups.

As referenced earlier within Section 3.18 of the report, all of our key activity areas will need to closely monitor the easing of restrictions and related operational implications upon direct service delivery to our communities but also by giving due consideration and support to the return of our workforce to the workplace that will embrace new ways of working, and will require extensive review on the most effective use of assets. This will also require that consideration be given to the phased reopening of our community facilities and future planned events, Subject to the extent of progress that is actually realised, it will also be necessary to consider formal deactivation of Business Continuity Plans when it is safe and appropriate to do so.

Informed by the Council management Team's COVID-19 Initial Lessons Learned Structured Debrief outputs, and from the Council's ongoing response to and recovery from the COVID-19 pandemic, current key areas of corporate policy and plans under review include:

Re-opening of Local Town Centres, Retail, Tourism and Hospitality: The Connected Economy Group (CEG) will oversee key milestones during release of lockdown restrictions and re-start activity including 5 April and 26 April which will see the wider re-opening of local centres and retail activity and components of the tourism & hospitality sector with control measures in place.

New Ways of Working: A cross-service working group has been preparing advice and guidance on how the Council can encourage, support, and benefit from flexible home working and make it the norm for staff who are able to work from home. The working group has considered HR issues, including the development of the new Homeworking Policy; information technology and digital technology requirements; staff health and wellbeing; staff development; processes and procedures; supporting customers; and the use of Council buildings.

The maximisation of benefits from flexible home working include: improved work life balance for staff; reducing the Council's carbon footprint to support achievement of the net zero emissions target; financial efficiencies; reduction in the Council's buildings and assets portfolio; and greater productivity from digitising processes.

Poverty Plan: A multi-agency Poverty Working Group has been established with the following remit:

- To review progress with the Poverty Plan (recommendations from Poverty Commission)
- To review the Child Poverty Action Plan and agree 2020 report
- For both to take account of the impact of the COVID 19 pandemic and the experience of people living in poverty/being negatively impacted by the pandemic
- Merge the two plans into a single East Lothian Poverty Plan (which includes a Child Poverty Plan) 2021–2023 – taking into account the impact of COVID-19

Draft Objectives for the new Poverty Plan have been drafted and will be used as the basis for a Draft Plan to be considered by the Working Group before going out for wider consultation in the spring.

Equality Plan: The Council and Integration Joint Board are reviewing their current Equality Plans (2017-2021) and are preparing draft new Equality Plans for 2021-25. The IJB has carried out consultation on new equality outcomes and the Council is using the results of this consultation to inform the development of new outcomes for the new plan.

NB: Both the Poverty Plan and Equality Plan will take account of the 20 Calls for Action that have been made in the Social Renewal Advisory Board's report 'It Not Now, When?'.

Council Plan: The current Council Plan 2017-2022 and the East Lothian (Local Outcome Improvement Plan) 2017-2027 will need to be revised to take account of the 'lessons learned' and impact of COVID on society, the economy and public health.

Work is underway to produce a new Strategic Needs Assessment that takes account of the impact of COVID and identifies new priorities.

This will also take into consideration the calls for action made in the Social Renewal Advisory Board's report, 'If Not Now, When?' and the Programme for Government of the new Scottish Government elected in May 2021 elections. The East Lothian Partnership and the Council will consider the new Strategic Needs Assessment and draft revised plans in the autumn. Area Partnerships will take these developments into account when revising Locality Plans in readiness for 2022/23.

Council Financial Strategy: As referenced earlier within the report, the financial implications facing the Council in relation to the management of COVID-19 will continue to have significant implications for 2021-22 and beyond. Much of this will remain dependent on the on-going national response and financial intervention provided to support COVID-19. The on-going implications may have a significant impact both in terms of current management of response and wider recovery, and this wider risk

is recognised within the Council's approved Financial Strategy, and will continue to be a prominent feature in the financial management of the 2021-22 approved financial plans and the implications going forward.

Emergency Planning and Events: The Scottish Government's publication of the timetable proposed for the easing of national lockdown restrictions, has underpinned growing confidence in the events sector. A number of significant community, sporting and tourist events have come forward for consideration through the multi-agency Safety Advisory Group, where safety planning for large events must take place months in advance of the event itself – whether or not the event is able to proceed nearer the time dependent on coronavirus prevalence at that time COVID; examples of events proposed include The Scottish Open Tournament planned for 5-11 July 2021, Fringe by the Sea 5-15 August 2021, Tour of Britain Cycling Event 11 September 2021. An updated national Coronavirus (COVID-19) Events Sectoral Guidance – Operational Guide – Checklist has been developed to aide SAG event risk assessment processes, and is available at: <https://www.gov.scot/publications/coronavirus-covid-19-events-sector-guidance/pages/operational-guide-and-checklist/> .

Digital Strategy: digital capacity across the organisation has been at the heart of the Council's COVID-19 response, and will be so in respect of recovery and renewal – internal to the Council and in supporting digital inclusion across communities. A review of the Digital Strategy and Digital Inclusion Strategy will progress during 2021/22. Customer habits have changed, with 'channel shift' now an accepted part of people's work and home lives. The Council must grasp the opportunity to review its Customer Strategy and methods of customer access and service delivery, maximising the potential from digital service provision to help delivery of strategic priorities in respect of climate change, asset rationalisation and realisation of service transformation and necessary budgetary efficiencies.

Elections: over the period January to June 2021, the Scottish Parliamentary Election on 6 May 2021 generates a significant demand upon Council resources that are already significantly 'stretched' as a consequence of ongoing COVID-19 response and developing recovery activity. The Returning Officer, supporting the administration of a national election, concurrent with the ongoing COVID-19 response and recovery demands, will work to ensure that all aspects of the election progresses both in accordance with statutory requirements and also in a COVID-safe manner.

Council Decision-Making: formal governance and decision-making within the Council will be further reviewed to assess the earliest opportunity for the safe return of Elected Members and Officers to the Council Chamber although at this stage, it is not considered likely that this will be fully enabled this calendar year. Maximising digital provision, options to be considered will include both whole and partial physical return, with due consideration to a blended approach with some in attendance in person and others attending remotely. Consideration of this hybrid approach will,

however, require investment in a suitable technical solution and options setting out the operational and financial implications will be brought back to Members when available.

4 POLICY IMPLICATIONS

There are no direct policy implications associated with the report recommendations, although it is anticipated that response and especially recovery and renewal activity may result in significant future policy alterations for the Council and other stakeholders. Any such policy implications will be subject to the appropriate governance and approval arrangements of each organisation.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The specific recommendations made within this report do not directly affect the wellbeing of the community or have a significant impact on equality, the environment or economy. Recovery and Renewal Plans developed will however be subject to Integrated Impact Assessments.

6 RESOURCE IMPLICATIONS

- 6.1 Financial: The financial implications associated with the Council's response and recovery actions to date are considerable and are likely to increase significantly over the coming months and are also likely to have implications for future financial plans.

With funding from national governments very much a moving feast, it is virtually impossible to advise what this will ultimately mean in net terms for final outturn performance for 2020-21 nor the extent of the impact upon future budgets. The overall impact on 2020-21 will be presented to Council at the end of June, and this will also be important to assist in the wider strategy to support the financial implications being faced going into 2021-22.

The approved 2021-2024 budget has been prepared on the assumption that the financial implications arising from COVID-19 will be fully funded. This position will require on-going monitoring during 2021-22, and should this not prove possible, there will be a requirement to consider further targeted intervention to ensure that Council services can be provided within approved financial limits.

The proposed deployment of the Business Recovery Investment Fund is in accordance with the budgetary amendment approved by Council on the 2 March 2021.

- 6.2 Personnel: Council staff in essential direct service delivery services and roles e.g. Social Care, Connected Communities, Customer Services, Waste service et al., continue to deliver direct business critical service across the community throughout the emergency response to COVID-19 and in support of recovery efforts.

Homeworking remains a significant and necessary feature, especially for those who are office based and whose workplace remains unavailable or under constraint. It is estimated that approximately 800 members of staff, some 17.5% of the workforce, are still working from home and it is likely they will be doing so for some time.

This is a considerable change as to how we work as a Council and many HR policies are currently under review to reflect this. Regular Joint Trades Union meetings ensure timely and open dialogue over any workforce issues generated by COVID-19 response.

- 6.3 Other: Continued positive and collaborative working relationships with community planning partners e.g. Police Scotland, Volunteer Centre East Lothian, Area Partnerships, Community Councils and our wide network of community groups and organisations, has ensured effective cross-agency co-operation and deployment of resources to meet the COVID-19 challenges experience across East Lothian.

7 BACKGROUND PAPERS

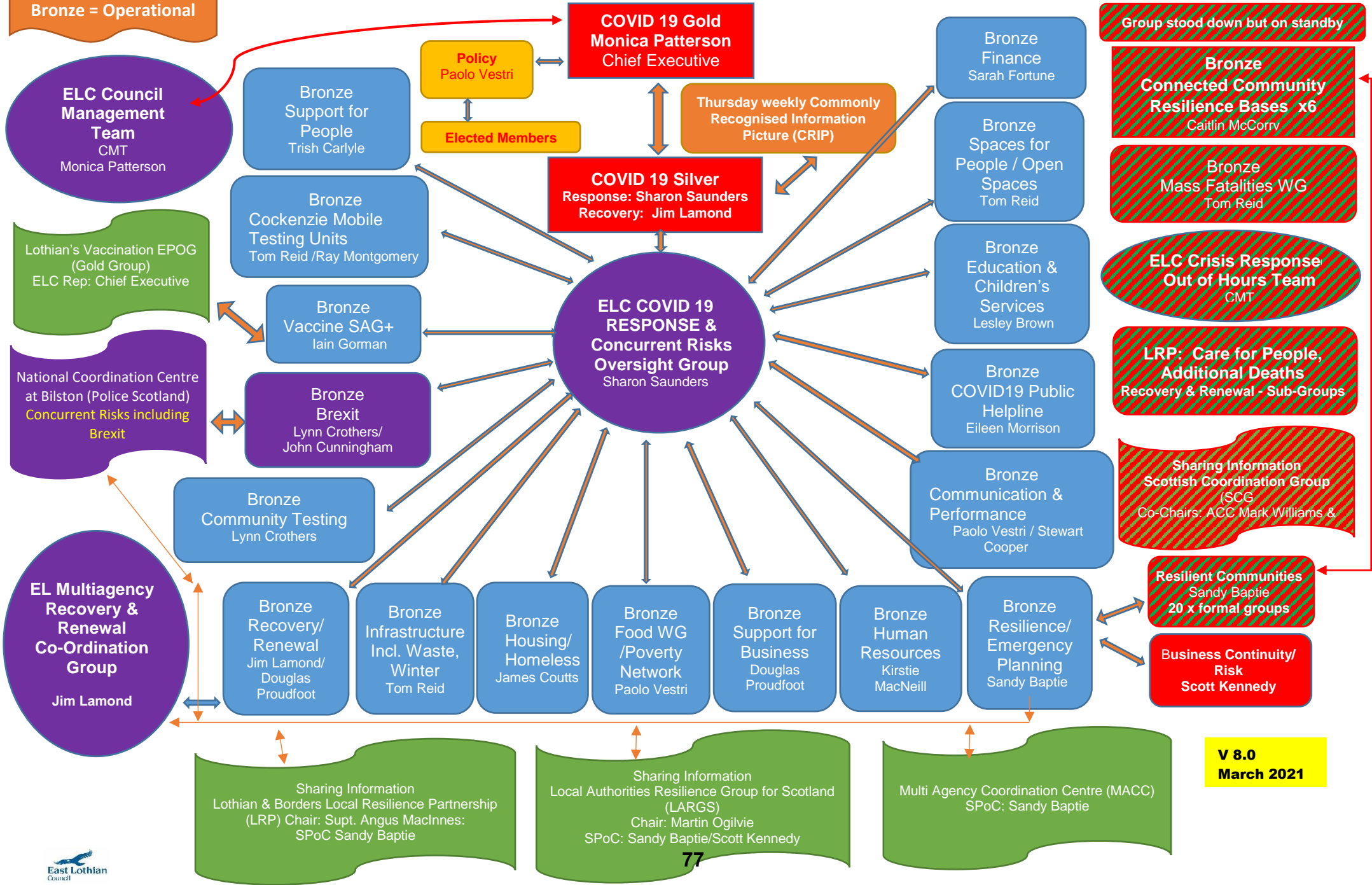
- 7.1 COVID – 19 – Management of Council Response and Recovery – Report by the Chief Executive dated 25/08/2020.
https://www.eastlothian.gov.uk/meetings/meeting/16617/east_lothian_council
- 7.2 East Lothian Council COVID 19 Recovery and Renewal Framework Document, Version 1.6 – Report by Head of Council Resources to the Members Library Service dated 31 March 2021.
https://www.eastlothian.gov.uk/meetings/meeting/16705/members_library_service
- 7.3 COVID-19 – Update on the Management of Council Response & Recovery - Report by the Chief Executive dated 27/10/2020:
https://www.eastlothian.gov.uk/download/meetings/id/22117/3521_east_lothian_council_covid_19_recovery_and_renewal_framework_document_version_16
- 7.4 COVID-19 – Update on the Management of Council Response & Recovery – report by the Chief Executive Members - Library Service – Report Submitted 4 December 2021:
https://www.eastlothian.gov.uk/download/meetings/id/21950/13420_covid-19_-_update_on_the_management_of_the_councils_response_and_recovery

- Appendix 1 COVID-19 Business Continuity Response – Governance Chart
- Appendix 2 COVID-19 Recovery & Renewal - Governance Chart
- Appendix 3 Scotland’s Strategic Framework – Extract Easing of Restrictions
- Appendix 4 Business recovery Investment Fund
- Appendix 5 COVID-19 Lessons Learned Log - Examples

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East Lothian Council COVID 19 & Concurrent Risks Command and Response Structure

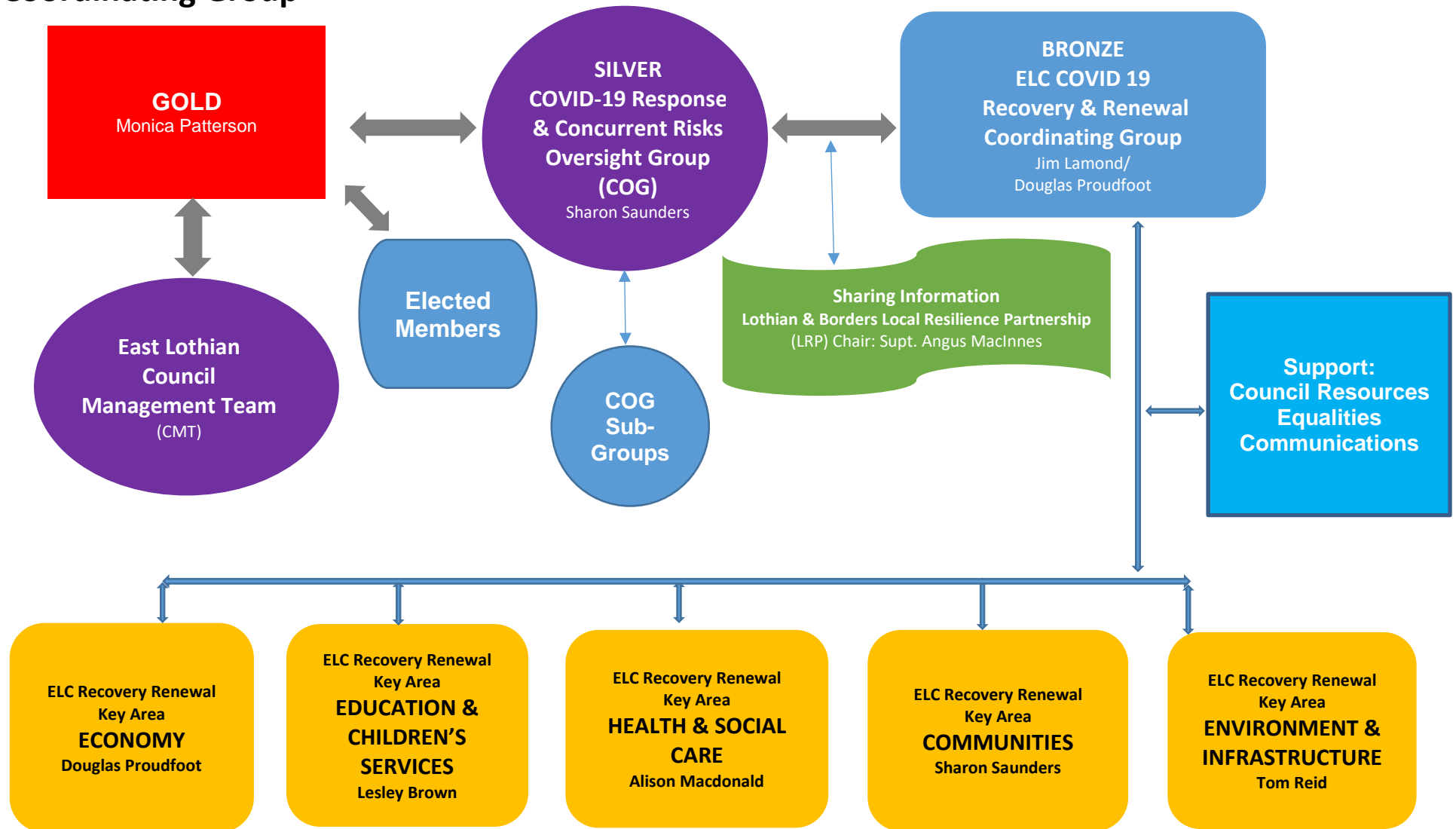
Gold = Strategic
Silver = Tactical
Bronze = Operational



**V 8.0
March 2021**



Appendix 2 – ELC Command/Activity Structure for COVID 19 Recovery & Renewal Coordinating Group



Timetable for easing coronavirus restrictions

Indicative dates are conditional on supportive data.

Appendix 3

12 - 15 March

Up to **4** adults from up to **2** households may socialise **outdoors**.
4 12-17 year olds from up to **4** households may socialise **outdoors**.

Non-contact outdoor group sport/exercise permitted in groups of up to **15** people (for both adults and 12-17 year olds).

12-17 year olds can also take part in other **organised activities** in groups up to **15**.
Travel across local boundaries to participate allowed.

Return of remaining primary school pupils and senior secondary school pupils part-time.

24 March

Communal worship can take place subject to physical distancing capacity requirements (maximum capacity of 50 until 26 April).

2 April

Stay at home measures become stay local - travel within local authority for a non-essential purpose allowed.

5 April

More retailers and click and collect permitted to open.

More **university** and **college** students to return to in-person teaching.

Hairdressers and **barbers** can reopen (appointment only).

Outdoor contact sports for 12-17 year olds resume.

12 - 20 April

All pupils **back** at school **full-time**.

All restrictions will be kept under review to ensure that they remain proportionate and necessary to address the ongoing public health emergency. This graphic is for reference purposes only and may be adjusted. Regulations in relation to each level will be published on [legislation.gov.uk](https://www.legislation.gov.uk) and relevant public health advice (such as physical distancing and enhanced hygiene measures) applies.

Find relevant guidance on [gov.scot/coronavirus](https://www.gov.scot/coronavirus)

Timetable for easing coronavirus restrictions

Indicative dates are conditional on supportive data.

16 April

Up to **6** people from up to **6** households, plus children under 12, can socialise outdoors.

Removal of **travel** distance limit within Scotland for outdoor, small group recreation, socialising or exercise (but not stay away from your local authority area overnight for that purpose).

26 April

Up to **6** people from **2** households can socialise **indoors** in a public place such as a café or restaurant.

Unrestricted **travel** within Scotland, England and Wales (subject to other local restrictions in place)

All **shops, stores** and **close contact services** can open.

Hospitality venues like **cafes, pubs** and **restaurants** can open until:

20:00 **indoors** (no alcohol)

Local licensing laws apply **outdoors** (alcohol permitted).

Non-essential childcare permitted.

Non-essential in-house work permitted.

Tourist accommodation to reopen (self-catering accommodation to be restricted in line with rules on indoor gathering).

Driving lessons and tests can take place.

Funerals and **weddings** including post-funeral events and receptions can take place with up to **50** people (alcohol permitted).

Gyms and **swimming pools** can reopen for individual exercise.

Indoor attractions and public buildings such as **galleries, museums** and **libraries** can open.

Takeaway food can be collected indoors.

17 May

Up to **4** people from **2** household can socialise **indoors** in a private home and up to **6** people from up to **3** households may socialise in an indoors public space.

Up to **8** people from up to **8** households may socialise outdoors.

Hospitality venues can open until:

22:30 indoors (alcohol permitted, 2 hour slots)

Outdoors - local licensing laws apply.

All organised sport and exercise activity permitted except adult indoor contact sports.

Cinemas, theatres, concert halls, music venues, comedy clubs, amusement arcades, and **bingo halls** can open, subject to capacity constraints.

Outdoor and **indoor events** can resume. Maximum capacities - indoors (100), outdoors seated (500) and outdoors free-standing (250) subject to physical distancing capacity requirements.

Universities and **colleges** can return to a more blended model of learning.

Adult organised non-professional performance arts can **resume outdoors**.

All restrictions will be kept under review to ensure that they remain proportionate and necessary to address the ongoing public health emergency. This graphic is for reference purposes only and may be adjusted. Regulations in relation to each level will be published on [legislation.gov.uk](https://www.legislation.gov.uk) and relevant public health advice (such as physical distancing and enhanced hygiene measures) applies.

Find relevant guidance on [gov.scot/coronavirus](https://www.gov.scot/coronavirus)

Timetable for easing coronavirus restrictions

Indicative dates are conditional on supportive data.

Early June

Up to **8** people from up to **3** households can socialise indoors in a public place and up to **6** people from up to **3** households in a private dwelling.

Up to **12** people from **12** households can socialise outdoors.

Hospitality can remain open (indoors) until 23:00 and local licensing laws outdoors.

Attendance at **events** can increase with maximum capacities of indoors (200), outdoors seated (1000) and outdoor free-standing (500) subject to physical distancing capacity requirements.

Increased numbers at life events (100).

Funfairs and **soft play** can open, subject to capacity constraints.

From end of June

Up to **10** people from up to **4** households can socialise indoors in a public place and up to **8** people from up to **4** households in a private dwelling.

Up to **15** people from up to **15** households can socialise outdoors.

A phased and limited **return** of some office staff.

Events increase numbers - indoors (400), outdoors seated (2000) and outdoors free-standing (1000) subject to physical distancing capacity requirements.

Increased numbers at life events (200).

All **sport activities** permitted.

All restrictions will be kept under review to ensure that they remain proportionate and necessary to address the ongoing public health emergency. This graphic is for reference purposes only and may be adjusted. Regulations in relation to each level will be published on [legislation.gov.uk](https://www.legislation.gov.uk) and relevant public health advice (such as physical distancing and enhanced hygiene measures) applies.

Find relevant guidance on [gov.scot/coronavirus](https://www.gov.scot/coronavirus)

Business Recovery Investment Fund

Appendix 4

To Support Town Centre Recovery & Renewal:	Cost Estimate (£)
Explore the potential to expand the East Lothian gift card offer: <i>Secure greater utilisation, contactless, ability to recharge with credit, use as local currency, design configuration for each town centre area linked with traders associations.</i>	15,000
Explore further roll-out of digital town centre (piloted in Dunbar) across East Lothian: <i>Licence funding, training and set-up and maintenance x 6 main towns.</i>	42,500
Provide 1 year core funding for town based traders groups <i>£1,500 x 6 [Funds can be used for any purpose that supports the local economy].</i>	9,000
Project based Towns and Villages COVID recovery funding <i>[based on review of 2020 scheme, available from August 2021 to allow for development of projects] £6,000 per ward.</i>	36,000
Road Licensing Fees <i>Provide grant support to allow businesses to meet the licence costs to allow expansion onto pavements and outdoor areas based upon last year's demand.</i>	5,000
Town Centre Investment Support <i>Increase understanding of the needs of individual towns and their value to local communities and the economy, targeted analysis and health checks to expand data collection and develop performance metrics to help prioritise and secure investment.</i>	22,500
To Support the Tourism & Hospitality Sector:	
Establish a Tourism Recovery Grant Scheme for Sector Groups: <i>Develop and implement a one off COVID Recovery Grant Scheme specifically for the key sectoral tourism groups in East Lothian, namely Scotland's Golf Coast, East Lothian Tourism Attractions Group. Grant scheme would enable the groups to develop and grow their tourism offering to target visitors as East Lothian recovers and goes forward in 2021. An application process including, but not limited to, information on the following: project proposal; budget; evidence of match funding; key performance indicators; organisation constitution/set up business plan and marketing plan. Funding would be allocated 50% on submission of approved application and 50% final claim once the project had completed and all outcomes had been submitted.</i>	100,000
Destination Visitor Marketing <i>Continue to develop a range of marketing assets for East Lothian in line with the national approach to maintain and grow Scotland's share of the domestic market. Operating under the banner Visit East Lothian marketing will be targeted at East Lothian's key audiences using appropriate channels to promote businesses when those are ready to open and welcome visitors back. Messaging will look to ensure responsible tourism.</i>	30,000
Visit East Lothian Website www.visiteastlothian.org <i>The website requires significant changes to ensure that it is market ready in a post pandemic travel market. The call to</i>	

<p><i>action for all marketing activity is the website and although changes have been made over the last few years the ability to track consumer journeys through the site, provide better visual representation of the tourism offering and increased engagement with consumers and businesses is lacking. Visiteastlothian.org is the only website that represents all tourism sectors in East Lothian and provides a diverse representation of all there is to offer. With increasing reliance on digital resources to both aid consumers in planning their holiday and to assist the travel trade in developing their packages, the website requires changes to ensure that it remains the key source of destination information including our towns and villages.</i></p>	25,000
<p>Support Visitor Beach Management <i>East Lothian Council is currently undertaking a pilot project with Edinburgh University using sensor technology linked to a mobile app to monitor visitors to East Lothian's beaches and is linked to visitor movement in and between visitor attractions and destinations e.g. town centres. Sensors located in carparks will allow data collection to inform both council departments and visitors. This will assist with visitor management and flow as well as marketing decisions to help move visitors throughout the county. East Lothian Council will not own the project collateral. Funding is required to continue this initiative post pilot.</i></p>	29,000
To Support our Rural Economy:	
<p>Rural Toilet Provision: <i>To secure additional cleaning / FM staff & vehicle resources to re-open all rural toilet provision. Access to public facilities is required to fully reopen rural areas of the County and ensure undue pressure is not put on the environment and local businesses. Provision will be delivered through ELC Facilities Maintenance.</i></p>	23,500
<p>FEAST Event <i>Undertake preparatory work to host an East Lothian Food & Drink festival to promote East Lothian produce and Food & Drink providers and encouraging visitors to East Lothian in 2022. / Explore the establishment of a Community Interest Company (CIC) and fund initial equipment to facilitate the delivery of a mobile market that would provide stalls for the provision of a local produce in our towns.</i></p>	20,000
<p>Drive Digital Connectivity <i>Engage digital champion resource through 2021/22 to push forward digital connectivity and address rural shortfalls.</i></p>	60,000
To Support Employability:	
<p>Careers Event: <i>Host Autumn employability event at the Brunton (businesses, FE / HE, vocational partners) with capacity to deliver virtually.</i></p>	2,500
<p>Vocational Hospitality Training – Skills Shortfall <i>Explore Hospitality Vocational proposal in partnership with the Ridge.</i></p>	10,000
To Support our Love East Lothian Messaging:	
<p>Local Business Promotion / Marketing: <i>To encourage residents to continue to support local businesses as we move out of lockdown and to give businesses a promotional platform, we would look at the production of a bespoke issue of Living. This would be dedicated to highlighting local businesses and trader offers. The run is 50,000 copies, delivered free to every</i></p>	10,000

<i>home in East Lothian. The physical publication would be complemented by an online presence which could extend the promotional opportunities being offered to the business base. Social media channels would be used to highlight the initiative and drive traffic to the online promotion.</i>	
To Support Businesses, Safeguard Employment and Re-encourage Growth	
Provide expert support to business: <i>Based around ERDF support previously offered - HR support, marketing support, support with branding and packaging (sustainable), accreditation support (ISO 1101, 1400, SALSA and BRC). Linked to digital connectivity intervention.</i>	60,000
Provide grant funding support (50% match funding) to enable job creation: <i>5 large grants of £20K directly linked to projects that would secure job creation e.g. companies locating into East Lothian, upgrading of equipment to ensure competitiveness and create jobs. Application process 3 yrs accounts, business plan, cash flow, bank statements etc</i>	100,000

Appendix 5: Examples of the Positive Lessons and Challenges identified in the Lessons Learned Log

Issue	Positive Lesson	Challenges/ Need to do Things Differently
Meetings and new groups established to respond to and mitigate negative impacts of COVID	Skype has enabled / facilitated meetings and keeping in touch with people / teams.	Training required on how to use platforms such as Skype
Resources	Staff flexibility to work differently with minimum impact on productivity	It took some time to ensure all staff working from home had the equipment and access to software necessary to operate efficiently
Information Technology	IT support and provision of equipment and software	The lack of a common shared IT platform for communicating with community groups (e.g. Zoom) presented issues for Area Partnership and other meetings with community / 3 rd sector groups
Communications – quality/ consistency/ regularity of messages	Regular briefings for elected members and staff from the Chief Executive	Cascading messages to all staff without access to ELC email needs considered
Children’s and Community Hubs	Staff from various services and volunteers worked well to mobilise and deliver the hubs at pace	Poor signal/ connectivity in some community facilities resulting in non-participation in Skype meetings
Partnership Working	Excellent strategic and operational working relations with key partners including NHS, Police Scotland and Volunteer Centre East Lothian	Uncertainty about the length of time Local Resilience Partnerships would be expected to operate through the first lockdown
Shielding	Local Resilience Partnerships, Community Councils and a large number of community and voluntary organisations rose to the challenge of supporting vulnerable people and people who were shielding	Data security and information sharing requirements and processes slow to adapt, resulting in ELC adopting manual processes to meet reporting requirements and delays in getting information out to staff and volunteers assisting vulnerable people and ‘shielders’

Home Working	Around 1,000 council staff have been working effectively and productively from home throughout the pandemic	New Homeworking Policy needs to be put in place to encourage, facilitate and support staff to permanently work from home in order to maximise the long term benefits to staff and the council of homeworking
Business Continuity	Business continuity arrangements put in place very quickly and effectively	Business Continuity Plans need to be reviewed to take account of long term incidents such as a pandemic

REPORT TO: East Lothian Council
MEETING DATE: 27 April 2021
BY: Executive Director for Council Resources
SUBJECT: Common Good Funds – Budget Development 2021-2024

4

1 PURPOSE

- 1.1 To consider the financial implications and ongoing risks relating to COVID-19 on the Common Good Funds, and to approve the budgets for Dunbar, Haddington, Musselburgh and North Berwick Common Good Fund for 2021/22 and indicative budgets for 2022-2024.

2 RECOMMENDATIONS

- 2.1 The Council is recommended to:
- Note financial implications and risks relating to COVID-19 on the Common Good Funds;
 - Approve the 2021-24 budget for Dunbar, Haddington, Musselburgh and North Berwick Common Good Fund as set out in Appendices 2a-2d.

3 BACKGROUND

- 3.1 The Council's approved Standing Orders and Scheme of Administration states the following:
- Council will approve an annual budget for each of the Common Good Funds that will include provision for the maintenance of assets and any committed items of expenditure.
 - Each Common Good Committee has authority to:
 - Award a grant of up to £10,000
 - Approve revenue expenditure of up to £10,000 for the maintenance of the assets of the fund, if any individual award can be met within the overall approved budget.

- Each application for a grant will be considered on its own merits. The Committee must consider whether it is a reasonable judgement for them to consider making a disbursement of funds from the Common Good Fund for the benefit of the Community.
 - The Common Good Committees may make recommendations to the Chief Financial Officer in relation to expenditure over £10,000, who will prepare a report for Council referencing any such recommendations received but making their own recommendation, taking into account budgetary considerations. Council will make the decision on any matter involving expenditure of more than £10,000.
- 3.2 Common Good investment income and funds should be used to maintain the Common Good asset base with any surplus funds being used to benefit the inhabitants of the area covered by the funds.
- 3.3 The development of Common Good budgets each year takes into consideration the following key components:
- Previous year accounts and associated balances;
 - Projected expenditure commitments in particularly relating to on-going repairs and maintenance of Common Good assets;
 - Projected income to the funds relating to rental income and investment income.
- 3.4 At the heart of any budgetary considerations relating to the Common Good funds, a pre-requisite is for the ongoing financial stewardship and sustainability of the Common Good funds to ensure that they can continue to benefit the inhabitants of the former Burghs in the years to come.
- 3.5 The funds have traditionally forecast to deliver a surplus, with levels of grants available to support the community set at a reasonable level to ensure the fund values could continue to meet current obligations and sustain a value of investment for future benefit.

Budget Development

- 3.6 In recent years, the budgets have been prepared in advance of finalising the year-end position, and as such, draft balances are subject to change pending completion of the audited accounts.
- 3.7 A reminder of the 2019/20 closing audited usable reserve balances is set out in **Appendix 1** of this report, which had increased by £2.059 million to £9.683 million during the year, most of which related to a reclassification of the Capital Adjustment Account balance following a review of the legislative framework in relation to Common Good funds.
- 3.8 Fund balances at 31 March 2020 include accumulated fair value gains on financial instrument investments of £476,000. These gains are unrealised and should be regarded as deferred gains, i.e. they are profits on paper and will only be available for use if and when investments are sold. It would not be

considered prudent for these gains to be used until they are realised, therefore the funds available as shown in Appendix 1 are £9.207m split across the four Common Good Funds. The impact of unrealised gains, and indeed potential losses, however, remains a considerable budgetary focus to ensure the ongoing liquidity and longevity of the fund.

- 3.9 The Common Good fund balances represent the residual net assets of each Common Good fund. Consideration should be given to the fact that the reported level of usable reserves includes balances attributable to inalienable property assets, which are not available for sale. In effect the means by which the value of these assets will be realised by the Common Good is continued use in service rather than any potential sale, disposal or distribution.
- 3.10 In addition, officers continue to monitor the financial implications arising from COVID-19, including any impact on wider investment returns, and rental income with more details set out below.
- The consolidation of the 2020/21 accounts has resulted in an increase in the overall value of our fund investments, reflecting a recovery in the unrealised fair value of the portfolio. Losses on actual sales of investments in the year have been largely offset by dividend income from holdings. The accounts are still being finalised and more details on the outcome of this will be provided to members in due course.
 - The Council's investment advisors are continuing to suggest that the global economy will continue to recover during 2021/22, but much of this is dependent on the wider economic recovery following COVID-19 and as such, there continues to remain some risk around the future level of investment return and the fair value of investments. Officers continue to engage with Investment Advisers, and consider any necessary action aligned to the Treasury Investment Strategy should there be any significant change to fund projections. The need to ensure the ongoing viability of the funds is essential to ensure the long-term benefits of the Common Good investment funds.
 - Officers continue to monitor the rental income to ensure income is secured, in particular for those leaseholders who had secured a rental payment holiday approved during 2020/21 COVID interventions.
- 3.11 Alongside this, work continues to progress to review the Common Good funds in line with Council decision. As a reminder, the main focus of the review has related to:
- Legal review of Common Good properties;
 - Review of Common Good properties to ascertain the scale of potential maintenance, capital investment and operational cost commitments, which may be required to support Common Good assets/properties going forward.
- 3.12 These areas remain under review, but any implications may have a significant impact on any future budgets, particularly ensuring the ongoing fund values can continue to support the repairs and maintenance of the Common Good asset

base. The existing historic cost element of depreciation charges, which affects the Common Good usable reserve balances, will also be increased by the addition of any assets that are deemed to be owned by the Common Good as part of the review.

3.13 Despite these enhanced risks, there remains a requirement for the Council to consider respective Common Good budgets. Council approved indicative budgets for 2021/22 to 2022/23 in May 2020. These budgets have been updated with the following assumptions:

- Based on commentary from the appointed investment managers, it is forecast that from 2021/22, the global economy is projected to grow and hence positive investment returns are anticipated. Given the current forecast market conditions, this position must be kept under close review.
- In relation to unrealised gains and losses on investments, it is considered that it would not be prudent to set an expenditure budget based on such income. The budget is therefore proposed as zero. Any loss in fair value will affect Common Good balances; however, an assumption of no losses in the year is considered consistent with the investment manager's forecast of economic growth and recovery.
- No assumption has been made relating to the implications arising from the wider Common Good review.
- The historic cost element of depreciation charges is now included in the budgets following an accounting change approved during 2019/20.
- The 2020/21 draft accounts are still being finalised, and therefore the fund balances remain in draft pending finalisation of the audited accounts.

3.14 Draft budgets for 2021-2024 for each of the four Common Good Funds are set out in Appendix 2a-d of this report for consideration and approval. It should be noted that a further adjustment to these budgets might need to be made subject to approval of an application being considered as a separate item on the Council agenda.

4 POLICY IMPLICATIONS

4.1 There are no direct policy implications associated with this report although ongoing monitoring and reporting of the Council's financial performance is a key part of the approved Financial Strategy.

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

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

7 BACKGROUND PAPERS

- 7.1 Council Emergency Recess - Approval of Reports 26 May 2020 Common Good Budgets 2020-2023

AUTHOR'S NAME	Sarah Fortune / Ann-Marie Glancy
DESIGNATION	Head of Finance / Finance Manager Corporate Accounting
CONTACT INFO	sfortune@eastlothian.gov.uk aglancy@eastlothian.gov.uk
DATE	12 April 2021

Appendix 1 - Common Good Fund Balances 2019/20

Fund	Fund Balance	Unrealised Fair Value Gains on Investments	Common Good Fund balances (Excluding Investments fair value movements)
	£'000	£'000	£'000
Dunbar	898	4	894
Haddington	531	11	520
Musselburgh	7,331	436	6,895
North Berwick	923	25	898
TOTAL	9,683	476	9,207

Appendix 2 - Summary

Consolidated Common Good Income & expenditure Budget

	Approved	Draft budgets		
	Budget 2020/21 £000	Indicative 2021/22 £000	Adjusted 2022/23 £000	Budgets 2023/24 £000
Expenditure				
Premises - Repairs & Maintenance	68	68	68	68
Premises - Rates	29	29	29	29
Supplies & Services	54	70	70	70
Grants	192	192	192	192
Depreciation	0	83	83	83
Total Expenditure	343	442	442	442
Income				
Rents & Other Income	-446	-446	-446	-446
Interest / Investment Income (inc realised gains and losses on sale of investments) *	0	-2	-2	-2
Dividend income *	0	-98	-98	-98
Total Income	-446	-546	-546	-546
Cost of Services	-103	-104	-104	-104
Net Surplus for the year	-103	-104	-104	-104
Common Good Balance *	-9,207	-9,310	-9,414	-9,518
Accumulated Fund	-9,310	-9,414	-9,518	-9,622

* Excluding unrealised gains and losses on the fair value of investments

Appendix 2a

Dunbar Common Good Income & expenditure Budget

	Approved	Draft budgets		
	Budget 2020/21 £000	Indicative Adjusted Budgets		
		2021/22 £000	2022/23 £000	2023/24 £000
Expenditure				
Premises - Repairs & Maintenance	20	20	20	20
Premises - Rates	0	0	0	0
Supplies & Services	2	4	4	4
Grants	4	4	4	4
Depreciation		27	27	27
Total Expenditure	26	55	55	55
Income				
Rents & Other Income	-24	-17	-17	-17
Interest / Investment Income (inc realised gains and losses on sale of investments) *	0	0	0	0
Dividend income *	0	-1	-1	-1
Total Income	-24	-18	-18	-18
Cost of Services	2	37	37	37
Net Surplus for the year	2	37	37	37
Common Good Balance *	-894	-892	-855	-818
Accumulated Fund	-892	-855	-818	-781

* Excluding unrealised gains and losses on the fair value of investments

Appendix 2b

Haddington Common Good Income & expenditure Budget

	Approved	Draft budgets		
	Budget 2020/21 £000	Indicative 2021/22 £000	Adjusted 2022/23 £000	Budgets 2023/24 £000
Expenditure				
Premises - Repairs & Maintenance	2	2	2	2
Premises - Rates	0	0	0	0
Supplies & Services	4	7	7	7
Grants	10	10	10	10
Depreciation		0	0	0
Total Expenditure	16	19	19	19
Income				
Rents & Other Income	0	-27	-27	-27
Interest / Investment Income (inc realised gains and losses on sale of investments) *	0	0	0	0
Dividend income *	0	-2	-2	-2
Total Income	0	-29	-29	-29
Cost of Services	16	-10	-10	-10
Net Surplus for the year	16	-10	-10	-10
Common Good Balance *	-520	-504	-514	-524
Accumulated Fund	-504	-514	-524	-534

* Excluding unrealised gains and losses on the fair value of investments

Appendix 2c

Musselburgh Common Good Income & expenditure Budget

	Approved	Draft budgets		
	Budget 2020/21 £000	Indicative Adjusted Budgets		
		2021/22 £000	2022/23 £000	2023/24 £000
Expenditure				
Premises - Repairs & Maintenance	45	45	45	45
Premises - Rates	24	24	24	24
Supplies & Services	45	52	52	52
Grants	150	150	150	150
Fireworks Grant	18	18	18	18
Depreciation		51	51	51
Total Expenditure	282	340	340	340
Income				
Rents & Other Income	-380	-364	-364	-364
Interest / Investment Income (inc realised gains and losses on sale of investments) *	0	-2	-2	-2
Dividend income *	0	-90	-90	-90
Total Income	-380	-456	-456	-456
Cost of Services	-98	-116	-116	-116
Net Surplus for the year	-98	-116	-116	-116
Common Good Balance *	-6,895	-6,993	-7,109	-7,225
Accumulated Fund	-6,993	-7,109	-7,225	-7,341

* Excluding unrealised gains and losses on the fair value of investments

Appendix 2d

North Berwick Common Good Income & expenditure Budget

	Approved Budget 2020/21 £000	Draft budgets		
		Indicative Adjusted Budgets		
		2021/22 £000	2022/23 £000	2023/24 £000
Expenditure				
Premises - Repairs & Maintenance	1	1	1	1
Premises - Rates	5	5	5	5
Supplies & Services	3	7	7	7
Grants	10	10	10	10
Depreciation		5	5	5
Total Expenditure	19	28	28	28
Income				
Rents & Other Income	-42	-38	-38	-38
Interest / Investment Income (inc realised gains and losses on sale of investments) *	0	0	0	0
Dividend income *	0	-5	-5	-5
Total Income	-42	-43	-43	-43
Cost of Services	-23	-15	-15	-15
Net Surplus for the year	-23	-15	-15	-15
Common Good Balance *	-898	-921	-936	-951
Accumulated Fund	-921	-936	-951	-966

* Excluding unrealised gains and losses on the fair value of investments

REPORT TO: East Lothian Council
MEETING DATE: 27 April 2021
BY: Chief Executive
SUBJECT: Appointment of Chief Officers and Statutory Officers

7

1 PURPOSE

- 1.1 To advise Council of the decisions of the Chief Officer and Head Teacher Appointments Sub-Committee to appoint Chief Officers, resulting from the review of the Council's Chief Officer structure approved by Council on 27 October 2020. The appointments are set out in Sections 3.1 and 3.2 of this report.
- 1.2 To seek approval of statutory officer appointments, as set out in Section 3.3 of the report.

2 RECOMMENDATIONS

Council is asked:

- 2.1 to note the decisions of the Chief Officer and Head Teacher Appointments Sub-Committee to make the appointments set out within Sections 3.1 and 3.2 of the report.
- 2.2 to approve the following statutory officer appointments:
 - Chief Social Work Officer – Judith Tait, Head of Children's Services
 - Section 95 Officer (Chief Finance Officer) – Sarah Fortune, Head of Finance
 - Monitoring Officer – Morag Ferguson, Head of Corporate Support with effect from 1 July 2021

3 BACKGROUND

- 3.1 Following approval of the revised Chief Officer structure by the Council on 27 October 2020, the Council carried out both internal and external recruitment and selection processes for the posts of Executive Directors

and Heads of Service. All existing Chief Officers were invited to take part in this recruitment process, the initial part of which took place on at the end of last year. Two of the Head of Service posts were subject to an internal matching process, and the posts within the East Lothian Health and Social Care Partnership remained unchanged. The final interviews for the vacant Head of Service posts took place in March 2021. Throughout the process the Committee was supported at all times by independent advisers from Solace in Business and rigorous recruitment processes were put in place including psychometric testing and an assessment centre process run by Solace as well as final presentations and interviews. Advice was also provided to the Committee by the Chief Executive and representatives from HR

3.2 A fully cross party Chief Officer and Head Teacher Appointments Sub-Committee was convened to make each of the appointments apart from the two matched posts and the unchanged Health and Social Care posts. The following appointments have therefore been made:

- Executive Director for Council Resources – Jim Lamond
- Executive Director for Education and Children’s Services – Lesley Brown
- Executive Director for Place – Douglas Proudfoot
- Head of Children’s Services – Judith Tait
- Head of Communities – Sharon Saunders
- Head of Finance – Sarah Fortune
- Head of Infrastructure – Tom Reid
- Director of Health and Social Care – Alison MacDonald
- Head of Operations (Health and Social Care) – Iain Gorman
- Head of Corporate Support – Morag Ferguson
- Head of Development – Michaela Sullivan
- Head of Education – Nicola McDowell
- Head of Housing – Wendy McGuire

Relevant pre-employment checks were carried out for each successful candidate and are in the process of being carried out for the two chief officers, namely the Head of Education and the Head of Corporate Support who are still to take up their posts in June of this year.

Appointment of Statutory Officers

3.3 Councils are required by law to appoint a number of statutory officers. It is proposed that the Council approves the appointment of the following officers to those roles:

- Chief Social Work Officer – Judith Tait, Head of Children’s Services
- Section 95 Officer (Chief Finance Officer) – Sarah Fortune, Head of Finance
- Monitoring Officer – Morag Ferguson, Head of Corporate Support with effect from 1 July 2021

4 POLICY IMPLICATIONS

4.1 None

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

6.1 Financial – There are no direct financial implications associated with the recommendations in this report with all posts provided for within approved budgets

6.2 Personnel – None other than those set out within this report.

6.3 Other - None

7 BACKGROUND PAPERS

7.1 Private report to East Lothian Council, 27 October 2020 – Review of Chief Officer Structure

AUTHOR’S NAME	Kirstie MacNeill
DESIGNATION	Service Manager – People and Governance
CONTACT INFO	kmacneill@eastlothian.gov.uk 01620 827164
DATE	23 March 2021

REPORT TO: East Lothian Council

MEETING DATE: 27 April 2021

BY: Executive Director for Council Resources

SUBJECT: Schedule of Meetings 2021/22

8

1 PURPOSE

- 1.1 To set the Schedule of Meetings of the Council, committees and other forums for 2021/22.

2 RECOMMENDATIONS

- 2.1 The Council is asked:
- i. to approve the proposed Schedule of Meetings for 2021/22;
 - ii. to note that the date of the budget-setting meeting will be set at a later date;
 - iii. to note that the schedule is subject to change, and that any changes will be communicated to Members and officers as soon as practicable.

3 BACKGROUND

- 3.1 The annual Schedule of Meetings for 2021/22 is presented to Members for approval. There are c.100 committee meetings scheduled for 2021/22, and the schedule largely follows the pattern set in recent years. However, as 2022 is a local government election year, the Council will go into election recess at the end of March 2022. In accordance with Standing Orders, the first meeting of the newly elected Council must be held within 21 days of the date of the election. In 2022 the date of this meeting has been scheduled for 24 May. A proposed schedule of meetings for May/June 2022 will be brought forward at a later date.
- 3.2 Members should note that the Integration Joint Board (IJB) sets its own dates (including those for the IJB Audit & Risk Committee). As these meeting dates have not yet been approved by the IJB, the dates included on the schedule are provisional and therefore subject to change.
- 3.3 Members should also note that the date of the budget-setting meeting will be scheduled and communicated to Members in due course. In addition, it is likely that a special meeting of the Audit & Governance

Committee will be required during October; Members will be advised of the date of this meeting as soon as possible.

3.4 A number of dates have been included for Members' briefings. Members will be advised of the topics during the course of the session.

3.5 Details of meeting arrangements (remote meetings/venues) will be issued in due course, in accordance with COVID-19 guidance.

3.6 Members are asked to note that the schedule is subject to change and that any changes will be communicated as soon as practicable.

4 POLICY IMPLICATIONS

4.1 None

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

6.1 Financial - None

6.2 Personnel - None

6.3 Other - None

7 BACKGROUND PAPERS

7.1 East Lothian Council Standing Orders

AUTHOR'S NAME	Lel Gillingwater
DESIGNATION	Team Manager – Democratic & Licensing
CONTACT INFO	lgillingwater@eastlothian.gov.uk x7225
DATE	29 March 2021

**East Lothian Council
Schedule of Meetings 2021/22**

Day	Date	Time	Committee/Meeting	Venue*
Tues	17 August 2021	10.00	Planning Committee	
Thurs	19 August 2021	14.00	Local Review Body (Planning)	
Tues	24 August 2021	10.00	East Lothian Council	
Thurs	26 August 2021	10.00	East Lothian Licensing Board	
Tues	31 August 2021	14.00	Musselburgh Common Good Committee	
Thurs	2 September 2021	10.00	Employee Appeals Sub-Committee	
Tues	7 September 2021	09.15 10.00 14.00	Haddington Common Good Committee Planning Committee Members' Briefing	
Thurs	9 September 2021	10.00 14.00	Licensing Sub-Committee Policy & Performance Review Committee	
Tues	14 September 2021	10.00 14.00	Cabinet IJB Audit & Risk Committee	
Wed	15 September 2021	14.00	Joint Consultative Committee	
Thurs	16 September 2021	10.00 14.00	Homelessness Appeals Sub-Committee East Lothian Integration Joint Board	
Tue	21 September 2021	10.00	Audit & Governance Committee	
Thurs	23 September 2021	10.00 14.00	East Lothian Licensing Board, to be followed by East Lothian Local Licensing Forum/Board Joint Meeting Petitions & Community Empowerment Review Committee	
Tue	28 September 2022	10.00	North Berwick Common Good Committee	
Wed	29 September 2021	10.00	Dunbar Common Good Committee	
Thurs	30 September 2021	14.00	Local Review Body (Planning)	
Tues	5 October 2021	10.00 14.00	Planning Committee Members' Briefing	
Thurs	7 October 2021	10.00	Employee Appeals Sub-Committee	
Thurs	14 October 2021	10.00	Licensing Sub-Committee	
<i>Autumn Recess: Friday 15 October – Monday 25 October 2021</i>				
Tues	26 October 2021	10.00	East Lothian Council	
Thurs	28 October 2021	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board	
Tues	2 November 2021	10.00	Planning Committee	
Thurs	4 November 2021	10.00	Employee Appeals Sub-Committee	

Tues	9 November 2021	10.00 14.00	Cabinet Members' Briefing	
Thurs	11 November 2021	10.00 14.00	Licensing Sub-Committee Police, Fire & Community Safety Scrutiny Committee	
Tues	16 November 2021	10.00	Musselburgh Common Good Committee	
Wed	17 November 2021	10.00	Dunbar Common Good Committee	
Thurs	18 November 2021	10.00 14.00	Homelessness Appeals Sub- Committee Local Review Body (Planning)	
Tues	23 November 2021	09.15 10.00	North Berwick Common Good Committee Education Committee	
Thurs	25 November 2021	10.00	East Lothian Licensing Board	
Tues	30 November 2021	10.00	Audit & Governance Committee	
Thurs	2 December 2021	10.00 14.00	Employee Appeals Sub-Committee Petitions & Community Empowerment Review Committee	
Tues	7 December 2021	09.15 10.00 14.00	Haddington Common Good Committee Planning Committee IJB Audit & Risk Committee (tbc by IJB)	
Wed	8 December 2021	14.00	Joint Consultative Committee	
Thurs	9 December 2021	10.00 14.00	Licensing Sub-Committee East Lothian Integration Joint Board	
Tue	14 December 2021	10.00	East Lothian Council	
Thurs	16 December 2021	10.00 14.00	Policy & Performance Review Committee Local Review Body (Planning)	
<i>Winter Recess: Friday 24 December 2021 – Monday 10 January 2022</i>				
Tues	11 January 2022	10.00	Planning Committee	
Thurs	13 January 2022	10.00	Licensing Sub-Committee	
Tues	18 January 2022	10.00 14.00	Cabinet Members' Briefing	
Thurs	20 January 2022	10.00 14.00	Homelessness Appeals Sub- Committee Local Review Body (Planning)	
Thurs	27 January 2022	10.00	East Lothian Licensing Board	
Tues	1 February 2022	10.00 14.00	Planning Committee Members' Briefing	
Thurs	3 February 2022	10.00	Employee Appeals Sub-Committee	
Tues	8 February 2022	14.00	Members' Briefing	
Wed	9 February 2022	10.00	Dunbar Common Good Committee	
Thurs	10 February 2022	10.00	Licensing Sub-Committee	
Tues	15 February 2022	10.00	Audit & Governance Committee	
Wed	16 February 2022	10.00	North Berwick Common Good Committee	
Thurs	17 February 2022	14.00	Local Review Body (Planning)	

Tues	22 February 2022	10.00	East Lothian Council	
Thurs	24 February 2022	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board	
Tue	1 March 2022	09.15 10.00	Haddington Common Good Committee Planning Committee	
Wed	2 March 2022	14.00	Joint Consultative Committee	
Thurs	3 March 2022	10.00 14.00	Employee Appeals Sub-Committee Petitions & Community Empowerment Review Committee	
Tues	8 March 2022	10.00 14.00	Cabinet Members' Briefing	
Thurs	10 March 2022	10.00 14.00	Licensing Sub-Committee Policy & Performance Review Committee	
Tues	15 March 2022	14.00	IJB Audit & Risk Committee	
Thurs	17 March 2022	10.00 14.00	Homelessness Appeals Sub-Committee Local Review Body (Planning)	
Tues	22 March 2022	10.00 14.00	Education Committee Musselburgh Common Good Committee	
Wed	23 March 2022	10.00	Planning Committee	
Thurs	24 March 2022	14.00	East Lothian Integration Joint Board	
Tues	29 March 2022	10.00	East Lothian Council	
Thurs	31 March 2022	10.00	East Lothian Licensing Board	
<i>Election Recess: Friday 1 April – Monday 23 May 2022</i>				
Tues	24 May 2022	10.00	East Lothian Council	

20 April 2021
Draft – V.4

***Key to venues**

Venues to be added once the position is known regarding the return to face-to-face meetings, and the completion date for building works being carried out in the Council Chamber.

REPORT TO: East Lothian Council

MEETING DATE: 27 April 2021

BY: Executive Director for Council Resources

SUBJECT: Submissions to the Members' Library Service
3 December 2020 – 9 April 2021

9

1 PURPOSE

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

2 RECOMMENDATIONS

- 2.1 Council is requested to note the reports submitted to the Members' Library Service between 3 December 2020 and 9 April 2021, as listed in Appendix 1.

3 BACKGROUND

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

4 POLICY IMPLICATIONS

- 4.1 None

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

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

7 BACKGROUND PAPERS

- 7.1 East Lothian Council's Standing Orders – 3.4

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DATE	12 April 2021

**MEMBERS' LIBRARY SERVICE RECORD FOR THE PERIOD
3 December 2020 – 9 April 2021**

Reference	Originator	Document Title	Access
133/20	Head of Infrastructure	Sale of Land – Haddington	Private
134/20	Chief Executive	COVID-19 – Update on the Management of Council Response and Recovery	Public
135/20	Head of Infrastructure	Proposed Social Work Adaptations to 80Nr Council Houses (2020) at Various Addresses, East Lothian	Public
136/20	Head of Infrastructure	Trade Waste Charges 2020-21	Private
137/20	Head of Infrastructure	Building Warrants Issued Under Delegated Powers – November 2020	Public
138/20	Executive Director for Place	ELC's Public Sector Climate Change Reporting 2019/20	Public
139/20	Executive Director of Council Resources	Staffing Report – Early Years Outreach Officer (New Post)	Public
140/20	Chief Executive	ELC's Brexit Preparations and Response – Update Report	Public
1/21	Head of Infrastructure	Recycling Centre Opening Hours	Public
2/21	Head of Infrastructure	Bulky Uplift Criteria for Collection	Public
3/21	Executive Director for Council Resources	HR Establishment Changes – December 2020	Private
4/21	Executive Director of Place	EL Food + Drink BID – Annual Report 2019	Public
5/21	Head of Infrastructure	Building Warrants issued under Delegated Powers – December 2020	Public
6/21	Executive Director for Council Resources	Staffing Report – HR Assistant	Private
7/21	Head of Council Resources	East Lothian Council COVID 19 Recovery and Renewal Framework Document, Version 1.5	Public
8/21	Executive Director for Education and Children's Services	West Barns Primary School – Amendment to Reserve Places	Public
9/21	Head of Infrastructure	Call for Evidence – A Response to the UK Government Union Connectivity Review Consultation	Public
10/21	Head of Infrastructure	Assignment of Ground Lease – BBHCP, Dunbar	Private
11/21	Head of Communities	2020/21 Q2 Performance Indicators	Public
12/21	Head of Infrastructure	East Lothian Coast and Countryside Management	Public
13/21	Head of Infrastructure	Spaces for People December 2020 Update	Public
14/21	Executive Director for Council Resources	HR Establishment Changes – January 2021	Private

15/21	Executive Director for Council Resources	Affordable Housing (Audit Scotland, April 2020)	Public
16/21	Executive Director for Council Resources	Local Government in Scotland: Financial Overview 2019/20 (Audit Scotland, January 2021)	Public
17/21	Executive Director for Council Resources and Executive Director for Place	Grant to East Lothian Mid-Market Rent Homes LLP	Public
18/21	Head of Infrastructure	Lease Extension for Doocot Flag Heritage Centre, Athelstaneford	Private
19/21	Executive Director for Place	Twinning Association Grant Allocation 2020/21	Public
20/21	Executive Director for Place	Proposals to Increase Council House Rents – Consultation Exercise	Public
21/21	Head of Infrastructure	Contract Award for ELC-20-2020 Kerbside Collection	Private
22/21	Executive Director for Council Resources	FMS Wallyford Primary School Review	Private
23/21	Executive Director for Council Resources	Service Review of Housing Strategy & Development Team	Private
30/21	Executive Director for Council Resources	HR Establishment Changes – February 2021	Private
31/21	Executive Director for Council Resources	Quarterly Customer Feedback Reporting	Public
32/21	Executive Director for Place	Proposed House Alterations & Extension at 59 Wilson Avenue, Prestonpans	Public
33/21	Head of Infrastructure	Grant of Servitude Rights to Lay a Surface Water Drainage Pipe within Land by Wallyford Industrial Estate	Private
34/21	Head of Infrastructure	Grant of Servitude Rights for Vehicular and Pedestrian Access, Wallyford	Private
35/21	Executive Director for Council Resources	East Lothian Council COVID 19 Recovery and Renewal Framework Document, Version 1.6	Public
36/21	Head of Infrastructure	Building Warrants Issued under Delegated Powers between 1 st and 28 th February 2021	Public
37/21	Head of Infrastructure	Roads Asset Management - Annual Status and Options Report 2020 -21	Public
38/21	Executive Director for Council Resources	East Lothian Works – Service Review	Private
39/21	Head of Infrastructure	Excambion of Land at Two Sites in Port Seton	Private
40/21	Executive Director for Council Resources	Employee Equal Pay Audit 2019-20	Public
41/21	Executive Director for Council Resources	Equalities Monitoring Report 2019-20	Public
42/21	Executive Director for Council Resources	HR Establishment Changes – March 2021	Private

43/21	Head of Infrastructure	Proposed Upgrade of Prestongrange Museum - Phase 1 New Engine Shed	Private
44/21	Head of Infrastructure	Sale of land in Tranent	Private

12 April 2021

