



**MINUTES OF THE MEETING OF
THE CABINET**

**TUESDAY 9 NOVEMBER 2021
VIA A DIGITAL MEETING FACILITY**

Committee Members Present:

Councillor S Akhtar
Councillor F Dugdale
Councillor J Goodfellow
Councillor N Hampshire (Convener)
Councillor J McMillan

Other Councillors Present:

Councillor L Bruce
Councillor A Forrest
Councillor C McGinn
Councillor F O'Donnell

Council Officials Present:

Mrs M Patterson, Chief Executive
Ms S Fortune, Executive Director for Council Resources
Ms L Brown, Executive Director for Education and Children's Services
Mr D Proudfoot, Executive Director of Place
Ms S Saunders, Head of Communities
Ms M Sullivan, Head of Development
Ms W McGuire, Head of Housing
Ms J Tait, Head of Children's Services
Ms F Ferguson, Head of Corporate Support
Mr C Grilli, Service Manager – Legal
Mr P Vestri, Service Manager – Corporate Policy and Improvement
Mr S Cooper, Team Manager – Communications
Ms L Small, Team Leader – Housing Options and Support
Ms L Alexander, Equalities Officer
Ms R Crichton, Committees Officer

Clerk:

Ms A Smith

Apologies:

None

Declarations of Interest:

None

The Convener announced that as this was the first Cabinet meeting since the sad passing of the Council Leader, Councillor Willie Innes that a minute's silence would be held before commencement of business.

1. MINUTES FOR APPROVAL – CABINET 14 SEPTEMBER 2021

The minutes of the meeting of the Cabinet of 14 September 2021 were approved.

2. EAST LoTHIAN COUNCIL EQUALITY PLAN 2021-2025

A report was submitted by the Executive Director of Place seeking Cabinet approval for the East Lothian Council Equality Plan 2021-2025.

Paolo Vestri, Service Manager – Corporate Policy and Improvement, presented the report. The Equality Plan, which incorporated the Equality Plan for the Education Authority and the Licensing Board, had to be reviewed and a new Plan adopted every 4 years. He took Members through the report, outlining the aims of the Plan, which had been drafted at a time of unprecedented challenge caused by the pandemic. The Plan took account of legislative changes and other developments since adoption of the previous one. It formed part of a suite of Council and Partnership Plans. The Plan identified key priorities to improve equality outcomes and set out 7 high level outcomes and 38 actions that the Council would work towards during the next few years to ensure statutory duties under the Equality Act were met. A detailed action plan would be drawn up and progress reported bi-annually.

Responding to Councillor Hampshire's query, Mr Vestri confirmed that the Council worked with partners and communities to try and reduce inequalities and socio-economic deprivation. He made reference to the action in the Plan to re-establish the Equality Diversity Network, to engage with community organisations on equalities issues.

Councillor Akhtar, referring to Audit Scotland's report and action point on equalities, asked if this recommendation would be met. Mr Vestri stated that one of the Council's actions was to look at all performance indicators and then, for those that were equality related, to breakdown these down to obtain more granular detail; this was ongoing work.

Councillor McMillan referred to Section 7 of the Equality Plan, Mainstreaming Equality, acknowledging the considerable amount of work that had been done in this regard in relation to changing attitudes, engagement, accessibility, health, safety and tackling poverty. It was vital for the rural economy that there was equality of opportunity; broadband was a key element. This was a very important paper. It was essential to foster good relations within communities. He hoped that future Community Council and Local Area Partnerships meetings would champion participation in reducing inequalities. He welcomed this report.

Councillor Goodfellow referred to the housing aspect of the Plan highlighting one of the equality outcomes *that everyone in East Lothian had access to a decent, affordable, warm and dry home*. Also, he drew attention to recognition nationally of the Council's library service which had won the inaugural Scottish Library and Information Council award for its sustained, imaginative and ambitious response to the challenges posed by the pandemic. Library branches were organised now to be invaluable community hubs. The Council had to be seen to be serving its communities and this Plan went a long way to achieving this.

Councillor Dugdale acknowledged the focus on equality of opportunities and outcomes for everyone in East Lothian. This paper was important and showed the challenges being faced, the effects of Covid-19 and also the consequences as the county emerged from this pandemic. She referred to the increased numbers of reported instances of domestic abuse,

the impact on mental health, widening inequalities as a result of the pandemic and the socio-economic disadvantages faced by children and young people. This Plan formed part of a whole suite of plans as reported and was welcomed.

Councillor Akhtar highlighted the impact of the pandemic on local communities, especially the significant impact on women. She also referred to the disproportional impact on particular groups within communities. It was important as regards health for a close working relationship with NHS Lothian. It was imperative that partners also played their part in taking this agenda forward. She welcomed the report and the range of interactions proposed.

Councillor Hampshire noted the duty to review the Equality Plan every 4 years, remarking that the world today was totally different to that of 4 years ago. He referred to the huge impact of Covid-19 on communities across the county; all areas and all Council services had been significantly impacted. It was very easy for people to be left behind with all these changes taking place, he referenced health, poverty and employment. He stressed it was important, and the Council had to ensure, that everyone had equality of opportunity going forward. He welcomed this Plan.

Decision

The Cabinet agreed, by roll call vote:

- i. to approve the East Lothian Council Equality Plan 2021-2025; and
- ii. to note that a detailed action plan based on the seven outcomes and 38 actions in the plan would be developed and progress would be reported on in bi-annual Equality Outcomes and Mainstreaming Progress Reports.

3. AFGHAN LOCALLY ENGAGED STAFF (LES) SCHEME AND AFGHAN CITIZENS RESETTLEMENT SCHEME

A report was submitted by the Executive Director of Place updating Cabinet on the Afghan Locally Engaged Staff (LES) Scheme, also known as the Afghan Relocations and Assistance Policy (ARAP) and the Afghan Citizens Resettlement Scheme for the resettlement of 20,000 refugees from Afghanistan and East Lothian Council's plans to respond to this humanitarian crisis and support Afghan families.

Wendy McGuire, Head of Housing, presented the report. She outlined the background to the different schemes. She took Members through the housing requirements. In the initial stages the Council planned to commit to supporting 3 families; this would enable careful planning and ongoing review prior to accepting additional refugees. She advised that 2 properties had been identified; their suitability was being assessed along with identification of a third property. A Short Life Working Group was now in place. She gave details of the funding package, explaining that this was all separate to housing costs. The rehousing of refugees could be established under the existing Allocations Policy.

Councillor Bruce asked about discussions with neighbouring local authorities as regards co-ordinating integration and support. Louise Small, Team Leader – Housing Options and Support, outlined details of the support network. She explained that experience and knowledge were shared, also with charitable organisations and the Scottish Refugee Council. East Lothian Council had good links with Midlothian Council. She advised that the difficulty was receiving information from the Home Office, which was sometimes not provided until the last minute so officers were unaware of the number of families/children involved.

Councillor Akhtar referenced East Lothian's proud history in providing assistance to refugees. She welcomed Ms Small's comments regarding working with others to provide the best possible start for these families. She appreciated all the work being done and the need to work collectively. She also welcomed support being offered from local communities.

Councillor Dugdale stated that she completely supported this report and all the work that was being done to provide assistance to Afghan families.

Councillor McMillan echoed comments expressed by his colleagues. This was another example of fostering good relations. This was a hugely important paper which linked into the previous Equality Plan report.

Councillor Hampshire also highlighted East Lothian's participation in national resettlement schemes, even when there were difficulties due to the significant housing demand. The Council could not fail to respond to this humanitarian crisis. He appreciated the difficulty for people on the Council's housing lists and gave reassurance that this Council would continue to build new council houses.

Decision

The Cabinet agreed:

- i. to note the updated position and details shared by the UK Government in relation to the Afghan Relocation Schemes (LES/ARAP) and Afghan Citizens Resettlement Scheme for the resettlement of 20,000 refugees from Afghanistan over the coming years; and
- ii. to note East Lothian Council's plans to support Afghan families as part of these schemes.

4. UNACCOMPANIED ASYLUM SEEKING CHILDREN

A report was submitted by the Executive Director for Education and Children's Services on the National Transfer Scheme (NTS) for Unaccompanied Asylum Seeking Children (UASC) and seeking approval for East Lothian Council's participation in the scheme.

Judith Tait, Head of Children's Services, presented the report. She outlined details of the NTS. She reported that COSLA had approved Scotland's participation in the NTS but said that Scotland would only accept young people over 16 but under 17½ years old. She gave details of referrals through the NTS since its commencement, reporting that to date East Lothian had not taken any UASC. It was therefore recommended that the Council accepted 2 UASC young people in the first cycle. A Short Life Working Group had been established to oversee this scheme and the Afghan Resettlement Scheme; the Housing Service would take the lead given their experience with the Syrian Resettlement project. The group would include representation from a wide range of partners, which she detailed.

Councillor McGinn asked whether support for mental health services had been requested and would be available for these young people. Ms Tait stated that officers worked with colleagues and partners to access community based resources. It was an uncertain landscape, some of the challenges would only manifest over time. Keeping the focus on these young people was essential, to offer them stability, but it was challenging accessing mental health services for young people.

Councillor Forrest asked if links had been formed with Afghan nationals and groups in Scotland so that these young people could get support from their peers. Ms Tait gave details

of refugees' ethnic backgrounds stressing that often officers did not know the background of those coming into the East Lothian transfer scheme. Also, in relation to spontaneous arrivals, there was no advance knowledge of someone's background so it was difficult to plan in advance. Ms Small outlined links with other Council services as well as various external bodies. As mentioned there was not a lot of information coming from the Home Office. Regarding the Afghan project funding stream she advised that there was also scope for any exceptional costs. Ms Tait added that collaborating with other local authorities and adopting a regional approach had been suggested by COSLA but this had not been as encouraging as hoped but would be pursued.

Responding to a question from Councillor Goodfellow about the financial implications Ms Tait clarified that young people would be under 18 years of age when they arrived but the Council had a responsibility to continue to support them until they reached 26 years of age. Referring to personnel implications, he asked if some of the funding from the Home Office could be used towards personnel costs. Ms Tait outlined some of the many additional costs in terms of personnel stating that the funding received would not be sufficient.

Councillor Hampshire stressed that these children had been through a horrendous experience to get to this country. Anything the Council could do make their lives easier, to try and bring back some normality had to be done; the Council had a hugely important role.

Councillor Goodfellow remarked that the Home Office was being far from generous for those aged over 18; the level of funding was not sufficient.

Councillor Dugdale said this was a tragic, global, situation. She welcomed the report and the Council's response; there was a responsibility to do all humanly possible to assist these children who were on their own without any support.

Decision

The Cabinet agreed, by roll call vote, to endorse and support East Lothian Council's involvement in supporting Unaccompanied Asylum Seeking Children through the National Transfer Scheme as outlined in the report.

5. QUEENS PLATINUM JUBILEE – JUNE 2022

A report was submitted by the Executive Director for Council Resources a) informing Cabinet of the UK Government's decision to have a four-day Bank Holiday weekend to celebrate the Queen's 70 year reign from Thursday 2 June until Sunday 5 June 2022 and b) seeking approval for an additional day's annual leave (pro-rata) for all employees on Friday 3 June 2022 to mark the occasion.

Morag Ferguson, Head of Corporate Support, presented the report. The UK Government had announced a change in the date of next year's early May bank holiday from 2 May to 2 June along with an additional bank holiday on 3 June to celebrate the Queen's 70th anniversary as monarch. The Council did not have a general fixed holiday in May for non-school based employees so there was no opportunity to move any existing May holiday. She outlined the Council's proposal, advising that consultation had taken place with the Joint Trades Unions who were supportive. She added that the Council's Leave Policy had been amended in 2019 granting Cabinet the power to make this decision.

Councillor Goodfellow said this would be an event of significant national importance. He was sure people/groups across the county would wish to mark this day and that Community Councils and Local Area Partnerships would provide support if required.

Councillor McMillan informed Cabinet that work had already started on the Queen’s Green Canopy Initiative, planting a tree for June. The current and former Lord Lieutenants were liaising with officers, schools and others throughout the county on this initiative. He hoped by doing this that during the long weekend in June 2022 people would see some of the good work being done, aligning with the climate change agenda.

Decision

The Cabinet agreed, by roll call vote, to an additional day’s annual leave (pro rata) for all employees on Friday 3 June 2022.

Signed

Councillor Norman Hampshire
Depute Council Leader and Convener of Cabinet

REPORT TO: Cabinet

MEETING DATE: 26 January 2022

BY: Executive Director for Place

SUBJECT: Climate Change Strategy Annual Update

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1 PURPOSE

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

2 RECOMMENDATIONS

Cabinet is recommended to:

- 2.1 note the progress made across Council service areas during 2021 to tackle the climate emergency locally and deliver actions in the East Lothian Council Climate Change Strategy 2020–2025, despite the significant challenges of COVID-19.
- 2.2 approve the updates to the Climate Change Strategy Action Plan, which are set out in Appendix 2 to this report and are summarised in Sections 3.30–3.33.
- 2.3 note the Key Projects & Achievements and Key Risks set out in this report, delivered by members of the Climate Change Planning and Monitoring Group.

3 BACKGROUND

- 3.1 East Lothian Council's Climate Change Strategy 2020–2025 was approved by Cabinet in January 2020. Cabinet also approved the commitments to review and update the Strategy annually as further national legislative and policy changes occur, to review and update the Action Plan annually, and to seek approval from Cabinet for these revisions and updates on an annual basis.
- 3.2 In addition to the commitments set out in the Climate Change Strategy, the Council has statutory public body duties as set out in the Climate Change (Scotland) Act 2009: to contribute to the delivery of carbon emissions reduction targets, to help deliver climate adaptation, and to act

sustainably. We report on these annually to the Scottish Government; our most recent Climate Change Report is detailed in a Members' Library Service report¹ (December 2021).

Context: COP26, Council Growth, COVID-19 and the Climate Emergency

- 3.3 2021 has been an important year in addressing the climate emergency – UN COP26 Climate Summit was held in Glasgow, putting climate on the agenda and engaging people to take local action with global impact. COVID-19 is still present and affecting the people and services in East Lothian. Despite the challenges of the pandemic, the rapid growth of housing and the population increase in East Lothian, the Council has managed to reduce its emissions by a further 6.4% compared to the previous year.
- 3.4 The Council has the opportunity of a 'Green Recovery' from the pandemic². With our increased skills in working online, we are seeing benefits of reduced paper printing, decreased travel emissions and more efficient use of office space. These are evident in the Council's latest Climate Change Report to the Scottish Government¹. Our new skills, behaviours and asset management are key to achieving the Council's net zero target.
- 3.5 COP26, held in Glasgow from 31 October to 13 November, made it evident that countries need to remain ambitious and focus on delivering towards their net zero targets. The Council is committed to its net zero target and our local targets and actions reflect the intentions of the global agreements made during COP26. Moving forward, we need to consider how we continue to deliver our ambitions: how will we deliver net zero despite the challenges of COVID-19, and how will we reach net zero as the second fastest growing authority in Scotland?

National policy update

- 3.6 The Scottish Government and Sustainable Scotland Network published a Guidance Document for Public Sector Leadership on the Global Climate Emergency in October 2021. The guidance has been produced together with public bodies across Scotland, who are taking day-to-day actions towards achieving the net zero targets. It sets a route map for delivering net zero, milestones of climate change action, and best practice advice for a range of functions within public bodies to address the climate emergency.

Following publication of this new guidance, Council officers will reflect on the recommendations arising, consider the implications for each service

¹ [Agendas, reports and minutes | East Lothian Council](#) (Report 130/21)

² East Lothian Council, COVID-19 Recovery & Renewal Coordinating Group (RRCG) Framework, 30 Nov 2020, available at [Agendas, reports and minutes | East Lothian Council](#) (Report 120/21).

area and then reassess the Council's Climate Change Strategy and Action Plan.

- 3.7 The draft of the Fourth National Planning Framework has been released for consultation. It details a long-term plan for what Scotland could be in 2045 and aligns with the national Net Zero 2045 target. It is key for planning and development going forward, to tackle the climate emergency.

The Council's Carbon Footprint

- 3.8 The Council's overall carbon footprint has continued to reduce, with the latest data from our Climate Change Report 2020/21 showing a 34% overall reduction in the Council's carbon footprint since our baseline year of 2014/15, and a reduction of 6.4% from the previous year, to 13,723 tCO_{2e}, as reported in a Members' Library Service report³ (December 2021).

The Council is making good progress in respect of emissions reduction despite significant population growth. Moving forward, we need to review whether our progress with reducing our carbon footprint should be relative to the county's growth and whether a corresponding relative benchmark is more appropriate, with significant increases in the Council's estate coming forward including new schools, and in the context of our ongoing asset review programme and opportunities around decarbonisation of energy sources.

- 3.9 Updates on progress with the specific actions in the Climate Change Strategy Action Plan to reach net zero are set out in Appendix 1 of this report.

Embedding Climate Change Mitigation and Adaptation in the Council

- 3.10 The East Lothian COVID-19 Recovery & Renewal Plan addresses the climate emergency and maps a 'Green Transition' from the pandemic. The plan includes support for active travel, homeworking, and more efficient use of assets, and urges the embedding of green thinking in both social and economic recovery.
- 3.11 The Council continues to develop and implement its 'New Ways of Working Arrangements' alongside the 'Review of Council Assets'. Council carbon emissions data from 2020/21 shows that the emissions from electricity decreased by 1,591 tCO_{2e}. This can predominately be attributed to Council buildings being temporarily closed and the majority of staff working from home due to COVID-19. Emissions from homeworking were estimated to be 241 tCO_{2e}. Asset management and support of staff to find new ways of working will be key to continue reducing our carbon footprint.
- 3.12 The 'Climate Emergency' risk was updated in the Council's Corporate Risk Register in November 2021. This risk lists all current and planned measures to tackle the climate emergency, adapt to climate change and

³ [Agendas, reports and minutes | East Lothian Council](#) (Report 130/21)

make all Council services net zero carbon as soon as reasonably practicable or in any case by 2045. The 'Climate Emergency' continues to be live in the Corporate Risk Register and is updated regularly.

- 3.13 The Council is part of Adaptation Scotland's Capability Framework Benchmarking Working Group, to benchmark, assess progress with and further embed climate adaptation across Council processes. Since autumn 2021, the Council is represented in a working group for Edinburgh and South East Scotland to develop a climate risk assessment scope for the city region. Climate change, sustainability and adaptation ambition is also embedded within the Regional Prosperity Framework.

Key Projects & Achievements 2020/21 Addressing Climate Change

- 3.14 The Council's Planning Policy and Strategy team have started to work on the review of the Local Development Plan, to produce Local Development Plan 2. The revised plan is likely to contain tighter policy on climate change mitigation, as it will take into account the Scottish Government's revised climate change targets and Climate Change Plan Update (2020) as well as conforming with the strategy and policies contained within the new National Planning Framework 4. The first stage of production of this new plan is the Evidence Report, which is expected in winter 2022.
- 3.15 The Council has consulted on a Vision for the future development and use of land in Tranent, Prestonpans, Cockenzie/Port Seton, Macmerry and Longniddry, Blindwells new settlement and the former Cockenzie Power Station site. This is known as 'the ClimateEvolution Zone' and explores ways to transition to carbon neutrality and enable major community benefits such as healthy walking and cycling links, attractive natural environment, leisure facilities, innovative energy generation, infrastructure addressing flooding issues and employment opportunities. The consultation draft ClimateEvolution Vision and Action Plan is currently being amended to take account of comments received through the public consultation exercise and further technical work is being undertaken.
- 3.16 The Council is continuing to advance the Musselburgh Flood Protection Scheme after the 2015 feasibility study, which determined that Musselburgh is at risk of flooding. Amenity Services continues to control giant hogweed alongside the River Esk in Musselburgh to prevent detrimental impact on flood protection work.
- 3.17 The Council introduced kerbside recycling collections in November 2021 to continue improving recycling and reducing mileage emissions from collections. Our new vehicles can collect all recycling – plastic, cardboard, cans, glass, batteries, food etc. – and do so weekly, on the same day.
- 3.18 The Energy Advice Service, which supports occupiers to run the buildings efficiently and effectively (particularly to those households most at risk of fuel poverty), engaged and supported 1151 households from 1/04/2021 to 30/09/2021.
- 3.19 385 central heating upgrades (including condensing boilers & high heat retention storage heating) and 124 insulation measures (including lofts,

cavity wall, and external wall) were completed to improve energy efficiency in the Council's domestic and private stock.

- 3.20 The Council has successfully applied for and received funding of £1.1m from the Scottish Government Energy Efficiency: Area Based Scheme. The project includes installation of external wall insulation (EWI) and cavity wall insulation (CWI) insulation and solar PV and air source heat pumps in areas of fuel poverty.
- 3.21 The number of electric vehicle charging points in the Council continues to increase. 56 charge points available to the public have already been installed at Council buildings and a further 55 will be installed in the 2021/22 financial year.
- 3.22 'Vehicle to the Grid' (V2G) is a vehicle-charging technology currently being trialled by the Council at Penston House. The technology enables energy from the battery of an electric car to be pushed back to the grid when the car is not being used. This is an innovative step to balance energy demand.
- 3.23 Waste Services reported an increase in East Lothian's household recycling rate to 52.4% (2020) of total household waste recycled. The carbon impact of waste reduced by 11 tCO₂e despite increased volume of waste due to the growing population of East Lothian Council.
- 3.24 A journey hub at Brunton Hall, Musselburgh, was completed in summer 2021 with funding from SEStrans. The hub provides space for electric car club vehicles with charge points, public vehicle charge points, local bike shop, public bike hire (standard and electric), parcel collection point and real-time transport information. Learnings from the hub provide an opportunity to roll out journey hubs more widely across the county.
- 3.25 During 2021/22, we have been undertaking a grassland habitat restoration project with funding from the Scottish Government's Nature Restoration Fund. The project will benefit pollinators and wider biodiversity. In the longer term it is hoped to work with communities to extend the project into urban greenspaces where appropriate.
- 3.26 Despite disruption across education during 2020/21, Bikeability Scotland on road cycle training programmes ran across 17 schools, with a record of more than a thousand pupils benefitting from the work managed by the Outdoor Learning Service and funded by Cycling Scotland and Sustrans.
- 3.27 Whilst COVID-19 has had a huge impact on our communities, we continue to support Area Partnerships' Sustainability and Active Travel sub-groups to promote and deliver local sustainability actions and environmental improvements in their areas.

Key Risks Delivering the Climate Change Strategy Actions

- 3.28 The COVID-19 pandemic has impacted work across the Council, causing delays to some projects and work streams. Appendix 1 highlights which actions in the Climate Change Strategy with a target date of 2021 are

progressing and which have been impacted or delayed by COVID-19, but will continue to be progressed again in due course.

- 3.29 Due to rapidly increasing energy prices and unprecedented market volatility, People's Energy ceased trading in September 2021. The company provided affordable 'East Lothian Energy' tariffs for local residents in a pilot arrangement. The Council is aware of the concern and disappointment that this has caused among East Lothian Energy customers and will continue to monitor circumstances and determine how best to look to re-engage the pilot arrangements if appropriate once the energy market has stabilised.

Seeking Approval from Cabinet to Update the Following Climate Change Actions

Please find the following suggestions in Appendix 2.

- 3.30 Combining action 4.1e and 4.2c into action 5.1c on working with partners to become a low carbon council and support businesses to reduce their carbon footprint.
- 3.31 Combining action 5.2a and 7.1g with 5.2e on Place Based Programmes.
- 3.32 Combining action 5.1d with 5.2g on supporting digital towns through rolling out better broadband infrastructure.
- 3.33 Revisions to the 2021 target dates of the following actions due to COVID-19 related impacts: 1.1b, 1.1e, 1.1f, 1.5a, 1.6a, 1.6d, 1.8b, 2.1i, 3.3a, 6.1m, 7.4a, 7.4b, 7.4c, 7.4f, 7.4g, 7.5b, 7.5c.

4 POLICY IMPLICATIONS

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

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

- 6.1 Financial – The priority areas and measures that have allowed the Council to address climate change mitigation and adaptation to date are embedded within service budgets currently. However, meeting the net zero target will become more and more challenging. It should be noted that climate change is a rapidly moving area of legislative and policy context and the Council must continue to work closely with the Scottish Government to shape and influence as well as respond to national

ambitions to ensure that the necessary measures, powers, and resources are in place to deliver a just transition to net zero.

6.2 Personnel – None

6.3 Other – None

7 BACKGROUND PAPERS

7.1 East Lothian Council's Climate Change Strategy 2020–2025

https://www.eastlothian.gov.uk/downloads/file/29179/climate_change_strategy_2020-2025

7.2 Members' Library Service report on East Lothian Council's Public Sector Climate Change Reporting 2020/21

https://www.eastlothian.gov.uk/meetings/meeting/16804/members_library_service [Report 130/21; December 2021 Bulletin]

7.3 Appendix 1: Climate Change Strategy Action Plan annual update.

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

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DATE	06/01/2022

Appendix 1: Climate Change Strategy Action Plan annual update

Key to 'Tracking of Progress with Actions':

Green = action progressing / on track;

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

Red = 2021 action not progressing / problem with delivery of action;

No Colour = target date not 2021

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
Outcome 1: East Lothian Council will be a Net Zero and Sustainable Council										
Key Priority Area 1: Leadership and Governance										
1.1a	Work with all Council Service Areas and key partners including the Scottish Government to improve the integrity of our emissions data and reporting mechanisms, and reduce carbon emissions annually, to reach Net Zero by 2045 at the latest	Climate Change Strategy; ELC Climate Change Reporting	Chief Executive; CCPMG; partners including Scottish Government	Annual Climate Change Reporting to the Scottish Government: East Lothian Council's total annual corporate emissions	44,034 tCO ₂ e in 2007/08	Continue to reduce carbon emissions annually to reach Net Zero as soon as possible	Annually		Ongoing. The Council's Climate Change Planning & Monitoring Group continues to drive this forward across council service areas. We continue to improve the integrity of our data and this year we have further improved our Fleet data. In 2020/21, ELC's total annual corporate emissions were: 13,723 tCO ₂ e (a reduction of 69% since our baseline year).	
1.1b	Embed our aims to tackle the Climate Emergency and to achieve emission reductions within our Council Plan and Local Outcome Improvement Plan (East Lothian Plan)	Council Plan; East Lothian Plan	Policy Team; SECCO	Council Plan and Local Outcome Improvement Plan (East Lothian Plan)	Outcomes under East Lothian Plan 2017-2027	Key targets within the Council Plan	2021		The review of the 2017-2022 Council Plan and East Lothian Plan 2017-2027 (Local outcome Improvement Plan) will take place in early 2022 and a new Council Plan and revised East Lothian plan will be completed in spring/ summer 2022. The new Strategic Needs Assessment has been delayed until 2022.	Revise target date to 2022 COVID IMPACT
1.1c	Annual reporting on East Lothian's overall Per Capita Carbon Emissions, within the scope of local authorities	Climate Change Strategy	SECCO; CCPMG	Data published annually by the UK Government Department of Energy and Climate Change (tCO ₂ e) for all UK local authority areas	Baseline data 5.2 tCO ₂ e (2016/17)	Decreasing annual per capita carbon emissions	Annually		4.8 tCO ₂ e in 2019 (the most recent data available).	

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
1.1d	Staff awareness and engagement: Reinstate the promotional campaign 'CRAW' ('Conserve Resources at Work'), or similar, to raise awareness amongst staff – including promotional measures and publicity (articles and updates in staff newsletter 'Inform')	Climate Change Strategy	CCPMG			Increased awareness	2020 / ongoing		Work continues on the Council's 'Working Differently' process alongside our Asset Review project, with associated promotion to staff of our new ways of working to promote home-working where possible, online meetings, reduced printing, reduced travel to work, more online processes.	COVID IMPACT
1.1e	Ensure that training in carbon efficiency behaviours is provided to all new Council employees via the staff Induction process, to instil the low carbon culture of East Lothian Council	Staff Induction process	Corporate Policy & Improvement; SECCO	Introduction of Induction training in carbon efficiency behaviours for all new staff		Induction training in carbon efficiency behaviours is in place	2021		This has been impacted by COVID. However, information on 'Tackling Climate Change and improving Sustainability' has been incorporated into the Chief Executive's Induction presentation for new staff. There is a 'Home Energy' E-Learning module (produced by Home Energy Scotland) available on ELC's staff online training platform LearnPro.	COVID IMPACT
1.1f	Inclusion of a new mandatory E-Learning module on reducing your carbon footprint, for all Council employees; explore options to make this available to community / third sector organisations, via the wider E-Learning platform		Corporate Policy & Improvement; SECCO	Production of E-Learning module on reducing your carbon footprint		E-Learning module on reducing your carbon footprint in place	2021		This was being explored with external providers including Keep Scotland Beautiful, however, this has been impacted by COVID. However, there is a 'Home Energy' E-Learning module (produced by Home Energy Scotland) available on ELC's staff online training platform LearnPro for ELC staff to access.	COVID IMPACT
1.1g	Work with our partner organisations to encourage them to take urgent action to reduce their own carbon footprint; add this requirement to the terms and conditions associated with grants awarded by the Council, Area Partnerships, procurement contracts etc.	Climate Change Strategy	CCPMG				2020 / ongoing		Ongoing. Climate Change Officer attends East Lothian Partnership's Key Officers Group meetings and Governance Group meetings on occasion. ELC's Sustainable Procurement Policy approved (Nov 2020) which sets out the principles of sustainability (including carbon emissions reduction) that will be expected of businesses/companies tendering for Council contracts. Planning Service commissioned a 'ClimatEvolution' Strategy, with the assessment criteria including how the consultancy would consider climate change issues (reducing / offsetting greenhouse gas emissions; climate adaptation). Countryside Service requested that Event organisers submit their proposals for carbon footprint reduction / improving sustainability of the event when considering event applications.	

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
Key Priority Area 2: Embedding Sustainability and ensuring a Just Transition										
1.2a	Produce an updated Integrated Impact Assessment procedure that is in line with current policies on equalities, human rights, sustainability and climate change; including by introducing 'Sustainability Tests; to embed equalities, sustainability and climate change mitigation into all Council policies and decision-making	Integrated Impact Assessment process	Corporate Policy & Improvement; SECCO	Production of an updated Integrated Impact Assessment procedure; revised IIA process to be used for all Council policies and decision-making	The current Integrated Impact Assessment	Production and adoption of an updated Integrated Impact Assessment procedure and implementation into all Council policies and decision-making	Completed		This action was completed in 2020. The revised Integrated Impact Assessment (IIA) was published and is on ELC's Intranet for Service Managers to use. The IIA incorporates the specific requirement to include consideration of Climate Change and the Environment when making decisions about proposed policies and projects.	ACTION COMPLETED
Key Priority Area 3: Funding and Resources										
1.3a	Work with our partners including the Scottish Government to focus specific funding, measures and resources to address the Climate Emergency at local level	Climate Change Strategy	CCPMG; Scottish Government (SG); partner organisations	Specific funding, measures and resources to address the Climate Emergency at local level	N/A	Dedicated funding, measures and resources to address the Climate Emergency at local level	Annually		Officers continue to liaise with the Scottish Government and other external partners to continue to focus specific funding, measures and resources to address the Climate Emergency locally. The Sustainable Transport Officers Group continues to work with partner organisations including Sustrans and SEStran to improve and expand active travel and sustainable transport networks. Planning Service aims to further focus the Local Development Plan on addressing climate change with the working assumption that new development should be able to conform to the Scottish Government targets for achieving net zero by 2045 and the interim target of 75% emissions reduction by 2030.	

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
Key Priority Area 4: Reduce Emissions across the Council's Buildings and Services										
1.4a	Review / manage each of the following aspects of ELC estate and operations to reduce emissions towards achieving Net Zero: energy efficiency, water, heat	Climate Change Strategy; ELC Climate Change Reporting	CCPMG – all relevant Service Areas; Scottish Government	Emissions reduction towards Net Zero for energy efficiency, water, heat	Grid Electricity (generation): 5846.4 tCO2e; Grid Electricity (transmission & distribution losses): 498.4 tCO2e; Natural Gas: 5453.2 tCO2e; LPG:121.3 tCO2e; Gas Oil: 340.6 tCO2e; Burning Oil (Kerosene): 35.8 tCO2e; Water – Supply: 44.1 tCO2e; Water – Treatment: 90.7 tCO2e	Reduce carbon emissions annually to reach Net Zero as soon as possible	Annually	1) Wellwynd LED installation is complete. 2) Wellwynd solar PV project delayed due to COVID and procurement. 3) Penston House LED installation is complete, we are now looking at storage and parking as possible future phase. 4) Lighting retrofits are complete. 5) Due to high school extensions we no longer have the opportunity to reduce the meter size. 6) Kinwegar is completed, John Muir House will be picked up with the asset review project instead. 7) EWI & CWI works ongoing. 8) New programme this year: rewiring schools to improve efficiency of heating.		COVID IMPACT
1.4b	Continue the programme of energy efficiency improvements and incorporation of low carbon technologies in Council owned buildings – aiming for carbon neutral buildings	Corporate Asset Management Plan; Climate Change Strategy	Property Maintenance; Engineering & Building Standards; CCPMG	Energy efficiency measures installed		Energy efficiency measures installed in all Council buildings	2020 / ongoing	Lighting has been changed in Port Seton and Longniddry Community Centres. Penston House LED installations are now complete and a boiler has also been replaced due to a failure. Kinwegar LED installation is complete. Installation of vehicle to grid charging has been installed at Penston House. ELC participated in a Green Heat in Green Spaces project and a number of sites and opportunities were identified that may be suitable for ground source district heating developments.		COVID IMPACT
1.4c	Continue our Asset Management and Transformation Programme of office review of operational assets and rationalisation, and the shift towards flexible, mobile working, and collaboration internally and externally, to reduce energy costs and reduce our carbon footprint. Maximise opportunities presented by digital transformation to accelerate the shift towards more flexible, mobile working.	Council Asset Strategy & Management Plan; New Ways of Working Policy; Workforce Plan	Strategic Asset & Capital Plan Management; Transformation Team	proportion of staff undertaking flexible / mobile working		Increased asset office rationalisation as per Corporate Asset Management targets; Property Asset Strategy; increased proportion of staff undertaking flexible / mobile working; and increased sharing of assets internally and with external organisations	2020 / ongoing	Actions to support 'flexible' and 'home working', and digital transformation have continued during 2021. A new home working policy has been approved and employees are being encouraged to work from home when it is appropriate for them to do so. Work is progressing on the asset review project with the priority being providing adequate work settings at PH and JMH to allow staff to be moved out of RH in 2023. Several actions are being done to use ELC devices more efficiently. Laptops are being provided to individuals to enable home working. Currently looking at phasing out structure not suitable for hybrid working (e.g. moving desktop phone to Skype). Introducing docking stations to make more efficient use of ELC devices. Removing thin client technology from desktops. Power efficacy of hardware is getting better every time we process it.		POSITIVE COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
Key Priority Area 5: Improve Resource Efficiency and Sustainability										
1.5a	Facilities Management Services will aim to eliminate problematic or unnecessary single-use plastics by the end of 2020 as part of the UK Plastics Pact	UK Plastics Pact; Facilities Management targets	Facilities Management Service	Elimination of specific single-use plastics		Specific single-use plastics eliminated by end of 2020	2021	Due to impacts of COVID these target dates will be revised to the end of 2021. Due to COVID there has been an unfortunate increase in the use of single use plastics in 2021. To address, school pupils are encouraged to bring refillable bottles from home where possible. There has been an increase in the use of disposables for school lunches however as we return to hot meals this is being reduced. COVID related PPE cleaning materials, chemicals in bottles, hand sanitiser etc. have all added to the increased use. When it is safe and practical to look at reducing single use plastics in these areas Facilities Management Service will take this forward. The council remains committed to tackling unnecessary/problematic single-use plastics use. Facilities Management have introduced dosing systems which is reducing waste and enhancing performance.	Revise target date to 2022	COVID IMPACT
1.5b	Reduce ELC's waste and review recycling options within Council buildings and provide new systems where required	Conserve Resources at Work ('CRAW')	Waste Services; Facilities Management Service				2020 / ongoing	All council buildings have access to recycling for paper/card/glass/plastic/cans. The move to remote working and enhanced digital connectivity is significantly reducing the demand upon paper use.		
1.5c	Reduction in ELC's paper use (printing) - 'going paperless'	Working Differently benefits	CCPMG	Reduction in printer paper order quantities		73% reduction in paper	2022	A 28% reduction in paper purchase was recorded during 2020/21. This continues to be tracked in 2021/22.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
Key Priority Area 6: Reduce Emissions across our Transport Fleet and Staff Travel										
1.6a	Review / manage each of the following aspects of ELC estate and operations to reduce emissions towards achieving Net Zero: our Transport Fleet and Business Mileage	Climate Change Strategy; ELC Climate Change Reporting	CCPMG – all relevant Service Areas; Scottish Government	Emissions reduction towards Net Zero for Transport Fleet and Business Mileage	Business Mileage: Average Car - Unknown Fuel: 345.9 tCO2e; Bus: 35.8 tCO2e; Car - diesel: 24.2 tCO2e; HGV - average all types & sizes: 541.4 tCO2e; Van - Average (up to 3.5 tonnes) Diesel: 737.8 tCO2e	Reduce carbon emissions annually to reach Net Zero as soon as possible	Annually	The 2021 funding from Transport Scotland is focused on the EV charging infrastructure for Fleets. Therefore there has been no further vehicles procured this FY which are EV. The replacement program from the next 5 years highlights EV options and replacement of existing vehicles currently leased through Transport Scotland support. The pool car program has been impacted through COVID and the model shift to home working is still be assessed to determine continued viability of pool car solution. Users continue to add to network, however this is mostly through staff changes/recruitment etc.	Grey fleet usage is not within transport services remit to control. Services managers would need to assess the mileage claimed and operational usage.	
1.6b	Implement an Ultra-Low Emissions Vehicles (ULEV) strategy for our Council vehicle fleet	ULEV Strategy	Transport Services	ULEV Strategy implemented		ULEV Strategy implemented	2021	Work continues on the Fleet Strategy with an expected completion of Jan/Feb 2022	Revise target date to 2022	COVID IMPACT
1.6c	Continue the development of ultra low emissions vehicles (ULEV) options across the Council, including utilisation of full electric vehicle (EV) and hybrid technology for pool cars and operational vehicles.	ULEV Strategy; Fleet Management; LTS	Transport Services; Roads Services	Numbers of ULEV vehicles in Council Fleet		Replace the Council's fleet with ULEV wherever feasible	2020/ ongoing	Ongoing.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
1.6d	Implement a 'Travel Plan' for all Council staff, setting out the expectation, resources and infrastructure to implement modal shift in staff travel behaviour from driving single-occupancy private cars to sustainable travel options, including use of electric vehicle (EV) pool cars, car sharing, active travel, use of public transport	Local Transport Strategy (LTS)	Roads Services	Introduce a travel plan for all ELC staff (subject to constituencies of the service)		Introduce a travel plan for all ELC staff	2021	Staff continue to work from home where possible and virtual meetings are the default option. Staff Travel Survey for post COVID working arrangements still to be carried out in February 2022. Discussions are taking place with the ELC Transformation Team who are tasked in the reallocation of office space with the opportunities to provide new and upgrade existing council assets to encourage sustainable and active travel options for the workforce. The Transformation Team will be conducting a staff survey and it is intended to have relevant STP questions included.	Target date changed to 2023. The Council is still in a stage of recovery and renewal. A new travel plan will be difficult to create without seeing the post-COVID impacts. Once we know those impacts, we can create a more resilient travel plan.	COVID IMPACT
1.6e	Continue the programme of installation of electric charging points for electric vehicles at all Council offices, depots and public buildings	LTS	Roads Services	Number of car chargepoints installed at Council buildings	The first EV chargepoint was installed in 2012	Increased number of car chargepoints installed at all Council buildings wherever possible	Annual	We have increased the number of EV chargepoints installed at all Council buildings to 56 and will be installing a further 55 in the 2021/22 financial year.		
1.6f	Roll out EV training for staff	Fleet Management; LTS	Transport Services	Number of staff trained and using the Council's EV pool fleet		Increased number of staff trained and using the Council's EV pool fleet	Annual	The ability to use pool cars continues being impacted by COVID.		COVID IMPACT
1.6g	Develop electric bikes / i-bike options to reduce staff dependency on the car for shorter work journeys	LTS	Roads Services	Numbers of electric bikes / i-bikes for Council staff use		Electric bikes / i-bike options for staff use at all main Council offices	2022	E-Bikes update: SESTRAN's pilot project in Musselburgh was implemented in 2020 with hire points at Brunton Hall and Musselburgh Station. This was expanded in 2021 with a virtual station at Cockenzie. However, we have run into issue with vandalism, and no obvious source of funding is available for expansion of the scheme		
1.6h	Work to achieve Cycling Scotland's <i>Cycle Friendly Employer</i> status	LTS	Roads Services	Working towards <i>Cycle Friendly Employer</i> status		Achieve <i>Cycle Friendly Employer</i> status	2022	The CFE application remains on hold pending post covid-19 return to work and the assessment of the changing travel arrangements by employees. Also, the findings of the ELC Transformation Team Report which will have an impact on the application, with the potential to improve the existing assets that support cycling to work.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
Key Priority Area 7: Sustainable Procurement										
1.7a	Produce and implement a revised and updated Sustainable Procurement Policy, to ensure that goods and services are procured ethically and responsibly, from ethical and sustainable sources, including through the supply chain and sub-contractors.	Procurement policy	Procurement Team	Production of an updated Sustainable Procurement Policy	Previous Sustainable Procurement Policy has not been fully implemented	Production, adoption and implementation of an updated Sustainable Procurement Policy	Policy completed	ELC's Sustainable Procurement Policy was approved by Cabinet in November 2020. The Policy was developed with input and feedback from Zero Waste Scotland through their capacity building mentoring programme undertaken by ProCirc. Community Benefits in Procurement (tender pack documentation) updated and implemented within our tenders. Sustainable Procurement Guidance still in development due to lack of resources in the Procurement Department. We are currently working on Level 1 of the Scottish Government Flexible Toll as per the Policy.		ACTION COMPLETED
1.7b	Produce and implement a new community benefits in procurement procedure, set out in an updated Community Benefits Strategy	Community Benefits Strategy	Procurement Team	Production of an updated Community Benefits Strategy		Production, adoption and implementation of an updated Community Benefits Strategy	2021	Community Benefits in Procurement (tender pack) updated and currently being used in our tenders.		COVID IMPACT / ACTION PROGRESSING
Key Priority Area 8: Our Schools and Young People										
1.8a	Set up an East Lothian Young People's Climate Change forum to ensure our young people's voices are heard and to support and empower young people to take action in their communities		Education; Community Learning & Development; SECCO	East Lothian Young People's Climate Change forum		East Lothian Young People's Climate Change forum in place	2020 / ongoing	East Lothian Youth Council established and 'Tackling Climate Change' has been on the agenda. This has been impacted by COVID however work continues to engage with young people on tackling Climate Change and improving sustainability.		
1.8b	Embed the objectives of this Climate Change Strategy with the 'Learning for Sustainability' (Lfs) agenda as part of Curriculum for Excellence (CfE). Lfs is delivered through outdoor learning, global citizenship and sustainable development	Lfs Vision 2030 as part of Curriculum for Excellence	Education; Outdoor Learning; national education partners	Climate Change Strategy objectives embedded into 'Learning for Sustainability' element of school curriculum	Engagement with Outdoor Learning within school day: Primary 47% Secondary 100% (not including P7 camp)	Climate Change Strategy objectives embedded into 'Learning for Sustainability' element of school curriculum	2020	Outdoor Learning worked in partnership with: 26 primary schools 4 high schools all ASN units (In partnership with Venturing Out) Outdoor Learning Programmes (with direct reference to Lfs) Teacher In Residence - 5 Schools AWESome - 11 Schools ACE Escape - 0 Schools Bikeability - Reported on in 1.8f Targeted programmes & Award Programmes reported on in 1.8i	Revise target date to 2023	COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
1.8c	Support and expand the 'Eco-Schools' programme in East Lothian schools – potentially with greater input from other agencies and organisations / a county wide programme to support schools and teachers with delivery of projects	Curriculum for Excellence	Education; ELC Countryside Ranger Service; external partners including Keep Scotland Beautiful	Levels of participation in the 'Eco-Schools' programme in East Lothian schools; eco-projects delivered in schools	In East Lothian currently 8 ELC schools have Green Flags (according to Keep Scotland Beautiful website)	Increased levels of participation in the 'Eco-Schools' programme in East Lothian schools; more Green Flag Awards; more eco-projects delivered in schools	Annual	No change to schools' position. Continued focus will be on recovery and nurture due to the challenges of the pandemic that the schools have faced in the 12 past months.		
1.8d	Improve sustainability and recycling in schools including reduction / elimination of single-use plastic packaging, a greater selection of recyclable materials across school catering services, improved recycling & food composting facilities in schools		Facilities Management; Education; Waste Services	Quantities of single-use plastic packaging purchased; quantities of recyclable materials across school catering services; recycling & food composting facilities in schools		No single-use plastic packaging in school canteens; increased quantities of recyclable materials across school catering services; recycling & food composting facilities in all schools	Annual	All schools have access to recycling for paper/card/glass/plastic/cans. In addition, we are aware that pupils at Yester Primary School had engaged with Wiseman Dairies and ELC to engage in a conversation about the ongoing use of plastic straws with school provided milk cartons. We believe that this is now being looked into by school milk providers as a sustainable way forward. We have engaged with a campaign group and in Jan 22 are moving to supplying drinks only to those children who are unable to provide a refillable water bottle. This will dramatically reduce the use of single use plastic bottles. We will work with Education to promote sustainable refillable bottle use and promote reuse and recycling within schools. Wiseman's dairies have now moved to paper straws on milk cartons.		
1.8e	Continue to source local food and achieve the Soil Association's <i>Food for Life Served Here</i> award; and promote/ensure more plant-based food options in schools, including 'meat free' days and vegan options		Facilities Management; Education	Achieving the <i>Food for Life Served Here</i> award; food options available in school canteens	Food for Life Served Here Bronze award has been achieved by ELC for past 6 years	Achieve <i>Food for Life Served Here</i> Silver award; more plant-based food options are available in schools, including promoted 'meat free' days and vegan options	Annual	ELC achieved the Soil Association Scotland's 'Food for Life Served Here' Bronze Award again this year for the 7th year in a row, and we are working towards a Silver award. Facilities Management Service continues to review school menus in line with SG guidance and criteria.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
1.8f	Support schools to develop Bikeability Scotland training, to teach skills needed to cycle safely on roads, and 'Play on Pedals' (which aims to give all children the chance to learn to ride a pedal bike before they start Primary 1)	LTS	Education; Outdoor Learning; Roads Services; Connected Communities; partners	Number of East Lothian pupils undertaking Bikeability Scotland Level 1, 2 & 3 training, and 'Play on Pedals'	Number of pupils undertaking Bikeability training 2014/15: Level 1: 316; Level 2: 130; Level 3: 5.	Increased uptake of Bikeability Scotland. [In 2018/19: Level 1: 757 pupils; Level 2: 513 pupils; Level 3: 6]. Increased uptake of 'Play on Pedals'	Annual	Bikeability Scotland delivery - academic year 2020/21: Level 1: 19 schools 1077 pupils; Level 2: 16 schools 1036 pupils; Level 3: 1 school 12 pupils. Increased level of interest as schools broaden range of outdoor activities. Increasing numbers of children unable to cycle: 85 children were taught to cycle over the year. Play on Pedals: courses stopped during 2020-21 and due to change of staff, limited promotion resulted in no new settings running programmes. Bikeability Scotland Instructor training courses have continued: six delivered during the year. Increased numbers of school staff have enabled more classes to take part. Preston Tower Primary were also presented a highly commended award in recent Bikeability Scotland.		
1.8g	Active Travel to School campaign and promotion, including parking management around schools, and supporting modal shift from school buses to active travel wherever feasible	LTS; Area Partnership Plans	Roads Services; Transport Services; Sustrans; Area Partnerships; Education	Number of pupils travelling to school by active travel modes (Sustrans Hands Up Scotland Survey data)	72.8% of pupils travelling actively to school in 2018 (Sustrans Hands Up Scotland Survey data)	Increased number of pupils travelling to school by active travel modes (Sustrans Hands Up Scotland Survey data)	Annual	Consultation on making 20mph speed limits permanent in all towns and most villages has now concluded and report will be published in the new year. It is hope that councillors will support this and that the lower speed limits will allow more imaginative use of the road space in towns, as well as safer conditions for cycling and walking. Measure from 2021 schools participating in school travel plans bespoke projects Sustrans iBike programme WOW Travel Tracker Hands Up Scotland Survey	Education transport policy	
1.8h	Investigate and develop opportunities for business development training / apprenticeships for secondary pupils in the 'circular economy'		Economic Development; East Lothian Works; Education; external partners	Develop a programme of business development training / apprenticeships for secondary pupils in the 'circular economy'		Programme of business development training / apprenticeships in the 'circular economy' is developed and rolled out to secondary schools	2023	Circular Economy Challenge programme offered to ELC primary schools, in partnership with Young Enterprise Scotland. Workforce for the Future Phase 1 commenced to support ELC departments with recruitment incentives based on Young Persons Guarantee funding 16-24 year olds, intention to broaden target audience based on external funding grants. Significant funding has been provided to external businesses in the form of Employer Recruitment Incentives. Kick-start has been extended until end of March 2022.	East Lothian Works added as an owner of this action EL Works to own as employability lead	

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
1.8i	Support and expand pupils' engagement with and value of the local greenspace through Outdoor Learning as part of 'Learning for Sustainability' (Lfs) within the Curriculum for Excellence including Award schemes (Duke of Edinburgh; John Muir Award; SQA secondary phase awards)	Curriculum for Excellence	Education; Outdoor Learning	Levels of participation in Lfs agenda	Lfs Vision 2030 from Education Scotland measured through the EVOLVE offsite education reporting system; DofE engagement data; JMA engagement data; SQA awards	All schools delivering on vision on Lfs 2030. Measured through the EVOLVE offsite education reporting system. DofE engagement data. JMA engagement data. SQA awards.	Annual	Targeted programmes enabled learning in the outdoors for 18 pupils DofE: 267 pupils No change to schools' position. Continued focus will be on recovery and nurture due to the challenges of the pandemic that the schools have faced in the 12 past months.		
Key Priority Area 9: Climate Adaptation: A Resilient Council										
1.9a	Implement the Corporate Risk Register and Risk management Plans to Review the resilience of Council buildings and infrastructure networks to sustain and enhance the benefits and services provided	Corporate Risk Register; Risk Management Plans; Corporate Asset Management Plan	Protective Services; Risk Management; all relevant Services			Included within Risk Register	Annual	The Climate Emergency risk in Corporate Risk Register has been updated by the Climate Change Officer, Head of Development and Planning Service Manager. Planned measures to mitigate the risk further include further investigation of funding streams (as they are crucial to mitigate the Climate Emergency risk), strategies to mainstream climate action across Council Services, engagement with local partners to set carbon emissions reduction targets, set up of a climate assembly forum. Once these actions are in place, the likelihood of the Climate Emergency risk decreases. The estimated impact remains the same. Preparing for the impacts of climate change, including an increase in the frequency and severity of severe weather events, sea level change, and preparation of business continuity plans, are covered by other Risks identified within the Corporate Risk Register and Service Level Risk Registers. ELC is part of Adaptation Scotland's Capability Framework Benchmarking Working Group, to benchmark, assess progress with and further embed Climate Adaptation across Council processes. A preliminary Climate Adaptation Capability Assessment has been undertaken, and work continues to embed Climate Adaptation throughout Council policies and procedures.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
Outcome 2: Active Travel and Sustainable Transport are used for everyday journeys, to drastically cut emissions from transport and improve air quality										
Key Priority Area 1: Sustainable Transport										
2.1a	Work with partners and key stakeholders, including national transport agencies and local public transport providers (bus and rail transport), to implement the Local Transport Strategy, enhancing and better integrating public transport provision and connectivity	Local Transport Strategy (LTS); Local Development Plan (LDP); Developer Contributions Framework	Roads Services; Transport Services; Planning Service; partners & stakeholders	As per Local Transport Strategy (LTS)	As per Local Transport Strategy (LTS)	As per LTS	ongoing	Committed funding for 6-8 new Journey Hub shelters this year, which will raise awareness of Journey Hubs and public transport options		COVID IMPACT
2.1b	Progress feasibility studies for, and progress implementation of, Sustainable Transport Hubs in East Lothian	LTS	Roads Services; partners including Transport Scotland and Energy Saving Trust	Feasibility studies for Sustainable Transport Hubs progressing		Feasibility studies for Sustainable Transport Hubs progressing; implementation of Hubs progressing	2022	The Journey Hub at the Brunton Hall was completed in summer 2021, and a concept plan has been put together for enhanced landscaping. A feasibility study for a further Journey Hub at Wallyford P&R is underway.		
2.1c	Work in partnership with our communities to identify local travel and transport solutions and to ensure a fair and just transition to a carbon neutral East Lothian; explore options for shared community transport options, particularly for our rural communities	LTS; Area Plans	Roads Services; Connected Communities; partners & stakeholders including Area Partnerships, Community Councils, Tenants & Residents Associations	Community involvement in decision-making over local transport and travel solutions	Travel and transport actions in current Area Plans	Community approved travel & transport actions embedded in Area Plans and implementation programmes underway	ongoing	Innovative slimline bollard chargers suitable for conservation areas installed thus bringing more "on-street" connected households. Working with partners to trial smart metering and agile tariffs to allow residents the similar advantage to those with control of their own private off-street charging to control their own EV charging carbon footprint. Hopeful that a Demand Responsive Transport trial in partnership with local bus operators and SEstrans will be taken forward in 2022.		
2.1d	Continue the promotion of sustainable transport options in East Lothian, including via Area Partnerships, East Lothian On The Move, Traveline, smart technology and mobile / digital technology	LTS; Area Partnership Plans	Roads Services; Transport Services; Connected Communities; Area Partnerships and other external partners	Awareness levels from Residents' Survey; number of behaviour-change interventions produced		Increased levels of awareness from Residents' Survey; increased number of behaviour-change interventions produced	2020 / ongoing	East Lothian on the Move branding is widely used across literature and online. Webpages are being continually updated to provide useful information on active and sustainable travel.		
2.1e	Explore options for shared community transport options, particularly for our rural communities		Transport Services; partners; Connected Communities			Proposals for shared community transport options established.	2022	NO change from Dec20 position - COVID impact to public transport network continues. Review again in 2022.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
2.1f	Electric East Lothian: Continue the roll-out of new Electric Vehicle (EV) chargepoints around the county; improve management and maintenance of existing chargepoints	Electric Vehicle chargepoint (EVCP) strategy; LTS; LDP	Roads Services; Transport Scotland; Planning Service; partners	Number of EV chargepoints installed and in good working order	The first EVCP was installed in East Lothian in 2012	• A Journey (Rapid) charger in each of our 12 largest towns; • An increasing number of on- and off-street destination chargers for residential use	2023	We now have at least one Journey charging hub in each of our largest towns. In addition, we have an increasing number of on- and off-street destination chargers for residential use. We have gone from 3 Destination chargers in 2017 to over 100.		
2.1g	Electric East Lothian: support the switch to Electric Vehicles (EVs) in East Lothian	Electric Vehicle chargepoint strategy	Roads Services; key partners and stakeholders	The number of electric vehicles registered, as a proportion of the total number of licensed vehicles in East Lothian	0.07% EVs in 2015	15% switch to EVs by 2023	2023	1.02% EVs at end of 2021.		
2.1h	Develop guidance for the specification and installation of EV chargepoints in new developments charging points (including for new flatted / communal parking in developments)	EV chargepoint Strategy; LTS; LDP / Supplementary Planning Guidance	Roads Services; Planning Service; partners	EV Strategy and guidance		Implementation of EV Strategy and guidance	2021	Action completed. The Council's Design Standards for New Housing Areas SPG contains key design principles and priorities in respect of electric vehicle charging.		ACTION COMPLETED
2.1i	Work with businesses and other employment hubs to implement Green Travel Plans for staff, and work up a promotional campaign with rewards e.g. Sustrans' Scottish Workplace Journey Challenge		Roads Services; SECCO; partners; businesses	Number of Green Travel Plans for Staff produced for businesses / employers; number of staff travelling by active & sustainable modes		Increasing number of Green Travel Plans for Staff produced for businesses/employers; increasing number of staff travelling by active & sustainable modes	2021	No change, to be reviewed post COVID.	Revise target date to 2022.	COVID IMPACT
Key Priority Area 2: Active Travel										
2.2a	Progress implementation of the Segregated Active Travel Corridor	LTS; LDP	Planning Service; Roads Services; developers; Sustrans; SEStran	Implementation of Segregated Active Travel Corridor progressing		Segregated Active Travel Corridor being implemented and being used	2020 / ongoing	No change. To be review post COVID.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
2.2b	Implement the actions in the Active Travel Improvement Plan (ATIP) (Local Transport Strategy)	LTS (ATIP); LDP; Developer Contributions Framework	Roads Services; Planning Service; Outdoor Access; Area Partnerships; Sustrans; SEStran; other partners	As per Active Travel Improvement Plan (LTS)	As per ATIP (LTS)	As per ATIP (LTS)	2020 / ongoing	No change, to be reviewed post COVID		COVID IMPACT
2.2c	Working with partners, including the East Lothian Cycle Forum and Area Partnerships, support and encourage community initiated projects, including with funding and infrastructure	LTS / ATIP; Area Plans	Roads Services; Outdoor Access; Connected Communities; funding partners; Area Partnerships; community partners; East Lothian Cycle Forum	Community initiated projects are incorporated into Area Plans and implemented		Community initiated projects are incorporated into Area Plans and implemented	2020 / ongoing	Roads Services have responded to a number of Community Councils' and Connected Communities requests for public EV chargepoints resulting directly in 16 chargepoints being installed to date: Funded Sites in the Delivery Pipeline for FY21/22: Pennypit Centre, Prestonpans, x2 North Grange Avenue, Prestonpans, x3 Bleachingfield Centre, Dunbar, x1 additional Wallyford Community Centre, x1 additional Prestonpans Community Centre, x1 additional Woodhall Road, Pencaitland, x2		
2.2d	Continue the promotion of active travel options in East Lothian, including via Area Partnerships, East Lothian Cycle Forum, East Lothian On The Move, Traveline, smart technology and mobile / digital technology	LTS; Area Partnership Plans	Roads Services; Transport Services; Area Partnerships; East Lothian Cycle Forum; external partners	Awareness levels from Residents' Survey; number of behaviour-change interventions produced		Increased levels of awareness from Residents' Survey; increased number of behaviour-change interventions produced	2020 / ongoing	Residents Survey measured attitudes to travel (as well as 20mph speed limits). East Lothian on the Move branding is widely used across literature and online. New webpages provide useful information on active and sustainable travel.		
2.2e	Improve management and maintenance of walking routes and the Core Path Network, and continue to improve path surfaces to ensure access for all abilities, constructed for climate resilience (e.g. porous surfaces); ensure that our places encourage walking, with well-maintained streets, paths and public spaces that are fully accessible and fit for purpose; pedestrian priority; information on walking routes; walking / pedestrian infrastructure	Core Paths Plan; LTS / ATIP	Outdoor Access; Countryside Service; Roads Services; Connected Communities; Area Partnerships; funding partners; East Lothian Local Access Forum	Core Paths Audits data		Improved management and maintenance of Core Paths Network as per Core Paths Audits	2020 / ongoing	All work of Countryside Team significantly disrupted by COVID. Maintaining the path network was one of the priorities as paths were much more regularly used with communities encouraged to stay local. Volunteer path wardens and groups helped catch up with maintenance by late summer		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
2.2f	Work with partners to improve cycling route connectivity and safety, particularly to connect rural communities to larger settlements and/or public transport hubs and connectivity to local amenities	LTS / ATIP; Area Plans	Roads Services; Connected Communities; funding partners; East Lothian Cycle Forum	Progressing implementation of connecting cycle routes		Connecting cycle routes are being implemented and being used	2020 / ongoing	Ongoing.		
2.2g	Roll out electric bike and public bicycle hire hubs with associated infrastructure in partnership with communities / Area Partnerships	LTS	Roads Services; Connected Communities; APs; partners	Bike hubs established; e-bike usage		Electric bike hubs and bicycle hire hubs established; e-bike usage is increasing	2022	The Journey Hub at the Brunton Hall was completed in summer 2021, and a concept plan has been put together for enhanced landscaping. A feasibility study for a further Journey Hub at Wallyford P&R is underway.		
2.2h	Support adult cycle training throughout the county		Outdoor Learning; Roads Services	Number of adult cycle training sessions and number of participants	None at present	Increased numbers of training sessions and participants	2023	Monitor use of Cycle to Work scheme for ELC employees Ongoing		
Key Priority Area 3: Improving Air Quality										
2.3a	Continue to comply with Air Quality Objectives (AQO) and improve air quality in Musselburgh's Air Quality Management Area (AQMA)	Local Air Quality Management Progress Reports	Protective Services (Environmental Health – Air Quality); Planning Service; partners	Local Air Quality Management – Annual Progress Reporting: Air Quality Objectives	AQOs were exceeded in 2013; this is when an AQMA was declared	Comply with all Air Quality Objectives (AQO); no exceedances of any objectives	2020 / ongoing	Air Quality monitoring results from 2020 confirms there were no exceedances of any Air Quality Objective (AQO) during 2020, including within the AQMA, with the last exceedance being recorded in 2016. East Lothian Council have engaged consultants to carry out a Detailed Assessment of Air Quality in Musselburgh and the results will be available Spring 2022. If the Detailed Assessment concludes future exceedances of the AQO will be unlikely, even with anticipated future developments, then East Lothian Council will commence protocols for the revocation of the AQMA.	The Detailed Assessment has had to be carried over from 2020 due to the impacts of Covid19.	
2.3b	Investigate collaborative working with City of Edinburgh Council to identify solutions to tackle traffic congestion and air quality in Musselburgh		Roads Services	Progression of collaborative solutions for Musselburgh with City of Edinburgh Council		Progression of collaborative solutions for Musselburgh with City of Edinburgh Council	ongoing	Portobello to Musselburgh link was not progressed through Spaces for People programme, but will look for opportunities in the future. Working with CEC to improve bus journey times between the ELC and CEC areas through the Transport Transition programme.		
2.3c	Reduce exposure to poor air quality through urban placemaking, including appropriate green network solutions such as hedges / use of landscaping to buffer emitting development		Planning Service; Protective Services; Connected Communities; partners	Placemaking and urban planning of green solutions	The Council has already planted hundreds of urban trees	Increase green solutions as barriers / buffers to air pollution	ongoing	Discussions underway looking into considerations and opportunities to expand urban green network and landscaping opportunities including appropriate planting.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
2.3d	Explore innovative technological solutions to improve urban Air Quality, including the latest version of the CityTree installation for Musselburgh	Local Air Quality Management Progress Reports	Protective Services (Environmental Health – Air Quality); partners	Explore ideas for innovative technical solutions to improve urban Air Quality	Phase 1 CityTree pilot project ran in 2018/19 in Musselburgh's AQMA	Development of innovative technical solutions to improve urban Air Quality	2025	No further action		
2.3e	Expand Air Quality awareness-raising campaign to end idling of vehicles; including promoting health and wellbeing implications of cleaner air	Air Quality Management	Protective Services; East Central Scotland Vehicle Emissions Partnership; partners; communities	Air Quality awareness-raising campaign produced		Air Quality awareness-raising campaign produced and rolled out; monitoring underway	ongoing	The partnership has secured funding to continue through 2021/22.		
Key Priority Area 4: Climate Adaptation: Resilient Transport Networks and Infrastructure										
2.4a	Implement the Road Asset Management Plan, Corporate Risk Register and Risk Management Plans, to ensure the road, rail and active travel network infrastructure, including coastal protection for coastal transport infrastructure, is future-proofed to withstand extreme weather events / tidal surges and future changes to the climate; ensure paths are constructed for climate resilience (e.g. porous surfaces); continue to monitor and review	LTS; Road Asset Management Plan, Corporate Risk Register, Risk Management Plans	Road Services; Structures & Flooding Team; national & local partners				ongoing	Climate Change considered in Flood Studies and Schemes identified in Local Flood Risk Management Plan. Corporate Risk Register updated.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
Outcome 3: Net Zero, Energy Efficient Homes and Buildings that are adapted for a changing climate										
Key Priority Area 1: Energy Efficient Homes and Buildings										
3.1a	Continue to improve the energy efficiency of East Lothian's existing buildings, exploring options for low carbon and renewable heat and energy sources to meet the targets set out in the Energy Efficiency Scotland Programme to make Scotland's existing buildings near zero carbon wherever feasible.	LHEES; Local Housing Strategy (LHS); Asset Management	Strategy & Development; Projects Team; Scottish Government			Reduced Energy Consumption	Annual	A range of EWI, CWI and Solar PV works continue to be carried out to improve the energy efficiency of the existing housing stock in East Lothian. ChangeWorks appointed to do a pilot on first parts of the LHEES methodology		
3.1b	Maximise funding opportunities for energy efficiency measures across all housing tenures in East Lothian and continue to complete fabric improvements to domestic Council and private stock	LHEES; Local Housing Strategy (LHS)	Strategy & Development; Housing Team; Property Maintenance	Number of measures installed		Increased number of energy efficiency measures installed	Annual	20/21 EES; ABS project nearing completion. We have installed EWI on 35 private properties and 26 ELC. We have installed CWI in 31 private properties and 32 ELC. EES; ABS 2021/22 about to commence. Property Maintenance service continues to meet with Strategy and Development colleagues on a monthly basis to discuss existing and new funding streams and opportunities. Recent projects completed include 385 Central Heating Upgrades (including condensing boilers & High Heat Retention Storage Heating) & 124 insulation measures including lofts, cavity wall, and external wall.		
3.1c	Roll out the Energy Advice Service to support occupiers to run the buildings efficiently and effectively, particularly to those households most at risk of fuel poverty.		Strategy & Development	Number of homes visited by Energy Advisors			Annual	The energy advice service engaged with and supported 1151 households between 01/04/21 and 30/09/21 - breaking down to 488 households between 01/04/21 to 30/06/21 and a further 663 households from 01/07/2021 to 30/09/2021		COVID IMPACT
3.1d	Improve knowledge and understanding of Council housing stock, i.e. condition, fuel poverty, energy efficiency		Property Maintenance	Number of Council housing assets with full stock condition intelligence		All assets to be physically surveyed on a 5-year rolling programme	Annual	A 5-year rolling survey programme assessing stock condition, energy efficiency & housing quality commenced in January 2020, however was halted due to the ongoing COVID pandemic. Since August 2020, the programme has stopped and started as a consequence of COVID restrictions.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
3.1e	Continuing to meet the Scottish Housing Quality Standard (SHQS) while also meeting Scotland's Energy Efficiency Standards for Social Housing (EESH) is a priority for all social landlords. Widen the range of technologies under consideration to allow compliance with the EESH2 standard by 2032		Property Maintenance	% of housing stock compliant with the SHQS / EESH	Annual return of the Social Housing Charter (ARC)	SHQS - ongoing. EESH - December 2020.	2020 / ongoing	SHQS Compliance – 97.6% (Pass – 8695; Fail – 1; In Abeyance 198; Exempt – 15) & EESH1 – 86.6%		
3.1f	Identify solar PV opportunities for public and private buildings where technically feasible		Transformation Board; Strategy & Development; Property Maintenance	Number of PV installations	Zero		Ongoing	Ongoing: The pathfinder project to install Solar PV whilst upgrading the roofs at Floors Terrace Dunbar is nearing completion with a target date of mid December 2021. Installation of solar panels is underway for the pathfinder project. Zero Waste Scotland withdrew their interest in Carberry. There is interest from other parties to look at renewable energy generation involving Carberry and other sites, and this is being explored.		COVID IMPACT
3.1g	Continue to install LED lighting in our buildings and domestic stair wells. Exploring opportunities for future smart intelligent lighting		Strategy & Development; Property Maintenance				Ongoing	No further update.		
3.1h	Continue to explore setting up an Energy Service Company (ESCO)		Housing; Property Maintenance; Strategy & Development; Energy Transformation Board				Ongoing	People's Energy ceased trading in September 2021 and so the affordable tariff ceased. Due to the volatility of the energy market OFGEM are advising customers not to switch. Therefore this work stream is closed at this time and will be reviewed in around 6 months. Peoples Energy Company were one of the first companies to fold due to the increase in energy prices. Conversations are ongoing with procurement to identify a replacement ESCO to purchase energy generated by our PV. Peoples Energy Company were one of the first companies to fold due to the increase in energy prices.		ACTION COMPLETED

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
3.1i	Continue to explore opportunities for new innovative energy efficiency work streams through the Energy Transformation Board		Energy Transformation Board				Ongoing	Opportunities continue to be explored with partners as they come to light.		
3.1j	Improve knowledge and understanding of private housing stock, i.e. condition, fuel poverty, energy efficiency, to help understand those properties that are failing to meet the Scottish Government's EPC target and help facilitate Scottish Government funding to those who are eligible for energy efficiency measures		Strategy & Development	Number of private properties with energy efficiency data		All assets to be surveyed and validated through systems such as Home Analytics and physical surveys	Annual	As per last year's report, an annual programme of assessing stock is currently taking place, although opportunities are being explored to change the Scottish Government's annual programme to a 3 year programme which should help to accelerate. We understand this message has been received by Scottish Government and remain hopeful that we may see a move to 3 year programme which will enable us to be more effective and plan measures more cost effectively.		
3.1k	Review and update the Council's affordable housing specification and design guide to ensure all future developments are low carbon and sustainable		Strategy & Development			To review and update the Affordable Housing specification and design guide by March 2022	2022	Team Manager vacancy was filled in August 2021 following delays. New Team Manager has plans to review affordable housing specification and design guide in 2022/23.		
Key Priority Area 2: Opportunities for Sustainable Energy and Heat										
3.2a	Participate in the Scottish Government's pilot Local Heat and Energy Efficiency Strategy (LHEES) Programme and respond to proposals to create a statutory framework for LHEES	LHEES	Strategy & Development; SECCO; Planning; Transformation Team; Scottish Government	Production of an East Lothian Local Heat and Energy Efficiency Strategy (LHEES) with identified actions		Production, adoption and implementation of an East Lothian Local Heat and Energy Efficiency Strategy (LHEES)	(to be confirmed by Scottish Government)	LHEES update – Phase 3 of Scottish Government Pilot project has started to look at the first 4 stages of the LHEES methodology within the whole of East Lothian. ChangeWorks have been tendered to complete the pilot by March 2022. Data collection and data sharing has begun with a further update programmed for January.		
3.2b	Explore with local communities to pursue local renewable energy schemes / Community Energy Schemes with local benefits, following on from LHEES	LHEES; Planning	Strategy & Development; SECCO; Planning; Transformation Team; Area Partnerships; Community Councils			To be developed during LHEES process	2025	ELC have applied and been successful for the next round of Govt. funding to test the LHEES methodology. This has just commenced and results are due March 2022.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
3.2c	Research opportunities to utilise local water bodies for renewables including local reservoirs and rivers		Energy Transformation Board				Ongoing	No response was received in relation to this opportunity.		
3.2d	Work with partners to continue projects to explore the use of low carbon District Heat Networks in order to capture and utilise waste heat from industry, Energy From Waste plants, ground-source heat from disused mines, other heat sources	LHEES; Local Development Plan (LDP)	Strategy & Development; Planning Service; SECCO; Transformation Team; external partners	Number of District Heating Networks in place and number of buildings etc. connected to them	Need to establish a baseline	Increased number of District Heating Networks in place and increased number of buildings etc. connected to them	2023	Ongoing. No progress has been made through the Energy Transformation Board in relation to this. There is national interest in progressing in this area and Blindwells may provide an opportunity for ELC to explore this.		
3.2e	Introduce a Planning Condition for developers to report on their actions taken to reduce the carbon emissions from the build and from the completed development	LDP; Climate Change Strategy	Strategy & Development; Planning Service; Building Standards		0		2020 / ongoing	For all relevant development proposals, planning officers continue to encourage developers to submit their proposals to reduce carbon emissions with their planning application. Where this has not been done, then the Council imposes a condition requiring details of measures to reduce carbon emissions to be submitted to and approved by the Planning Authority prior to the commencement of development.		
3.2f	Ensure all new build affordable housing delivered directly by the Council is as sustainable and low carbon as possible		Strategy & Development	Number of new build delivering renewable technology		All affordable new build projects as a minimum must meet the Scottish Government's Greener Standard and beyond where possible	Ongoing	All new build affordable housing going forward will benefit from enhanced environmental standards and the use of innovative methods including zero carbon emission heating systems, electric vehicle charger points, photovoltaic panels, increased insulation and modular or modern methods of building systems.		
Key Priority Area 3: Climate Adaptation: Climate Ready Buildings										
3.3a	Increase the awareness of the impacts of climate change and what individuals / homeowners / employers can do to adapt, by setting up a website central hub linking to information from ELC and relevant partner agencies	Climate Change Strategy; Resilient Communities initiative	SECCO; Strategy & Development; Web Team; external partners including Adaptation Scotland	Website Hub set up; number of 'hits' on website	None at present specifically for East Lothian	Website Hub set up; number of 'hits' on website increasing	2021	Website hub still to be progressed. However, the 'Climate Change and Sustainability' landing page of ELC's website includes website links to relevant external organisations and partner agencies including Adaptation Scotland.	Revise target date to 2022	

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
3.3b	Continue to ensure that all Council properties meet Scottish Housing Quality Standards and Energy Efficiency Standards for Social Housing (EESH) targets, which ensure homes are better adapted for a changing climate	Local Housing Strategy	Strategy & Development; Housing Team; Property Maintenance; Scottish Government	% of housing stock compliant with the SHQS / EESH	Annual return of the Social Housing Charter (ARC)	SHQS - ongoing. EESH - December 2020.	2020 / ongoing	SHQS Compliance – 97.6% (Pass – 8695; Fail – 1; In Abeyance 198; Exempt – 15) & EESH1 – 86.6%	A new budget line has been proposed within the HRA modernisation capital investment plan, which will ultimately deliver on various energy measures across our council housing stock on a 'fabric first' approach aligned to the national Heat in Buildings strategy, ensuring compliance with EESH2 milestones, but also driven by PAS2035 requirements. As part these works, any available grant funding will be drawn.	
3.3c	Work with partners to explore innovative options for adapting buildings and the urban environment for a changing climate, e.g. green roofs, green walls, ventilation adaptations, sustainable drainage systems		Strategy & Development; Housing Team; external partners and developers	Buildings / developments incorporating innovative green climate adaptation technologies	No baseline at present	Increase in number of buildings / developments incorporating innovative green climate adaptation technologies	2025	All new housing developments designed with Sustainable Drainage Systems (SUDS) since about 2015. New projects underway or progressing: Fa'side Lodge and Windygoul, Tranent, Lempockwells and - including installation of heating systems with zero carbon emissions and electric vehicle charge points. Scottish Government Affordable Housing benchmarks have increased and allow for additional greener measures, these are being applied for in addition to other funding to assist with overall costs; Enhanced environmental standards and innovative methods are being considered at all forthcoming projects.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
Outcome 4: A Resource Efficient and Sustainable East Lothian and the route to Zero Waste										
Key Priority Area 1: Waste Reduction and Recycling										
4.1a	Increase waste recycling in East Lothian to meet the 2025 target	Waste Management	Waste Services	% of total household waste that is recycled (national targets)	51.8% (2016/17)	70%	2025	52.4% (2020) (Not yet officially released by SEPA) Increase in all household waste captured at the kerbside, except garden waste (-14.36%) due to service suspension. NRW 8.85% DMR 16.15% Food Waste 13.35%		
4.1b	Work with Scottish Government to set interim targets for being a Zero Waste county		Waste Services; Scottish Government				As soon as possible; by 2025	Landfilled less than 10% of all NRW in 2020. Landfill used only as a contingency for planned and unplanned EfW plant outages.		
4.1c	Work with partners to progress installation of public taps / water fountains for refilling water bottles		Work with partners including Scottish Water / Planning Service	Number of taps installed		Increased number of taps installed	Annual	On hold due to COVID. Town centres are currently not a priority since there are still cafes and shops for taps. Priority currently lies on taps along the coast where drinking water is inaccessible.		COVID Impact
4.1d	Support communities to progress towards and achieve Plastic Free Community status	Climate Change Strategy	SECCO; Waste Services; community partners					Inclusion in Climate Change strategy - enabling communities to achieve objective one on Local Governance.		
4.1e	Continue to assist businesses and event organisers to implement resource efficiency, energy efficiency and waste reduction measures		Economic Development; Resource Efficient Scotland (RES); businesses	Number of energy/resource efficiency measures installed; cost saved to businesses - as per RES data		Increased uptake of energy/resource efficiency measures by businesses; increased cost savings	ongoing	Go green to grown your business' training prosed as a key theme of the new Lothian's Business gateway training offer from 2022. ED has not funded events for a number of years and the ability to influence actions and procedures via the funding no longer exists. However, events which go through the SAG and are tourism related do receive advice and guidance from relevant ELC departments such as transportation, facilities management and environmental health.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
4.1f	Develop and implement a Zero Waste Events policy		Economic Development & Strategic Investment; partners	Development of a Zero Waste Events policy	No policy currently in place	Zero Waste Events policy established	2025	Economic Development has not funded events for a number of years and the ability to influence actions and procedures via the funding no longer exists. There has been no need for ED to develop a policy in relation to external events. A policy which covers all ELC activities e.g. internal training and development, museums and libraries, business engagement around events should cover ED activities and could be used as guidance for external events organisers. Option to work with ELC colleague e.g. The Brunton who may already have this type of policy in place.	Suggest changing this outcome to be a corporate one for ELC activates, this could be used as the basis of guidance for external events if ED are able to reengage in the future.	
4.1g	Progress revision of licencing / permits so lease-holders / activities are required to cut single-use plastic and strongly encouraged to attempt a zero waste activity and demonstrate carbon reduction strategies		Legal & Licensing; SECCO	Revised licensing / permits progressing	To be established	Progressing revision of licences / permits to reduce single-use plastic use and encourage zero waste ethos	2025	No update to report. COVID related work a priority this year.		
4.1h	Continue to reduce the Carbon Impact of household waste generated and managed for East Lothian	Waste Management	Waste Services	Carbon Impact of household waste generated and managed for East Lothian (tCO2e) - from SEPA national data	In 2018: 110,686 tCO2e. Carbon Impact per tonne of household waste managed in 2018: 2.21.	Continued reduction in Carbon Impact per tonne of household waste managed (from SEPA data)	2025	2020: 104,135 tCO2e - reduction of 2,098. Carbon Impact per tonne of household waste managed in 2020: 2.02.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
Key Priority Area 2: Circular Economy										
4.2a	Work with partners to progress Circular Economy options for East Lothian's communities - including expanding 'Zero Waste' initiatives into all of East Lothian's communities		Waste Services; Economic Development & Strategic Investment; SECCO; partners including Zero Waste Scotland	Circular Economy initiatives / Zero Waste hubs progressing	Zero Waste Hubs currently in Musselburgh and Dunbar	Progressing Circular Economy initiatives / Zero Waste hubs in all of East Lothian's communities	2025	All four Recycling Centres across the county have reuse cabins.		
4.2b	Work with partners to support the establishment of Repair Cafés / facilities in each community, including the provision of storage facilities so that tool shares, toy libraries and household equipment libraries can be hosted		Waste Services; Economic Development & Strategic Investment; SECCO; Connected Communities; partners	Establishment of circular economy facilities progressing	Tool Library already established in Musselburgh	Increased number of circular economy facilities across the county	2025	A Tool Library has been set up in East Linton by Sustaining Dunbar and Climate Action East Linton. 19 Skillshare workshops have been run (11 online and 8 in person), engaging 194 people. The Tool Library currently has 15 volunteers and 50 paying members. Moving forward, the Sustainability and Climate Change Officer will investigate how the Council best can support the tool share libraries. Lack of storage has been identified as a limiting factor and solutions will be investigated in the upcoming year. Circular Communities Scotland just launched a £310,000 project to set up a national network of tool libraries and skillshare workshops.		COVID IMPACT
4.2c	Businesses: Work with partners including Zero Waste Scotland to encourage circular economy business models among East Lothian's businesses		Waste Services; Economic Development & Strategic Investment; SECCO; partners including Zero Waste Scotland; businesses	Number of businesses using circular economy business models	Need to establish baseline	Increasing number of businesses using circular economy business models	2025	Business Gateway continues to support businesses in this regard. Zero waste and other goals to be considered for inclusion in the ne ED strategy from 2022 on. Project with HMP to reuse LEA being explored.		
Key Priority Area 3: Reducing Litter and Plastic Waste										
4.3a	Prepare a Code of Practice on Litter and Refuse (COPLAR)		Amenity Services	Preparation of Code of Practice on Litter and Refuse (COPLAR)		Code of Practice on Litter and Refuse (COPLAR) prepared	2025	No update as LEAMS hasn't been updated yet - due to be changed to Litter Management System - awaiting Zero Waste Scotland to confirm before we can progress this.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
4.3b	Reduction of litter through promotion / awareness-raising and initiatives, including supporting the work of local groups in reducing littering	COPLAR	Amenity Services; SECCO; external partners	To be established once Code of Practice on Litter and Refuse (COPLAR) developed			2025	Ongoing promotion and awareness-raising. Corporate Communications has publicised national litter campaigns. We continue to support and coordinate local litter-picking groups and individuals.		
4.3c	Work with partners to implement practical and cost-effective solutions for reducing and eliminating micro plastic granule loss into the environment from all our artificial sports pitches	Climate Change Strategy	SECCO, Sports Development; Fidra; other external partners	Number of artificial sports pitches with solutions to reduce / eliminate micro plastic granule loss implemented	No sports pitches currently have installations to reduce / eliminate micro plastic loss	Increase number of Artificial sports pitches to have installations to reduce / eliminate micro plastic loss	Annual	Capital Budget allocated to replace 3G sports pitch carpets from 2022/23 onwards. A condition report for all 3G pitches has been requested by the specialist maintenance contractor to determine which pitches to replace in each financial year of budget allocation. Mitigation measures will be built into tender for replacement following engagement with and input from locally-based environmental organisation 'Fidra'.		
Outcome 5: A Low Carbon and Sustainable Economy										
Key Priority Area 1: Businesses and the Local Economy										
5.1a	Implement Economic Development Strategy refresh: Take opportunities to encourage low carbon innovation, research, new business opportunities – e.g. in renewables	Economic Development Strategy (EDS)	Economic Development & Strategic Investment; partners	Development of low carbon innovation / research / new business opportunities : number of Business Gateway starts in this sector and Business Gateway growth meetings		Increasing number of Business Gateway starts in this sector and Business Gateway growth meetings. DDI (Data Driven Innovation) City Deal project offers innovation opportunities, exploratory stage.	Annually to 2025	New Economic Development strategy to be developed from 2022, green recovery, beyond net zero etc. to be considered as core themes.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
5.1b	Work with partners to develop training and development opportunities in the low carbon technologies and renewables sectors to future-proof our county and our workforce for the technological advances of the future	EDS	Economic Development & Strategic Investment; partners	Development of training and development opportunities in the low carbon technologies and renewables sectors: Look to run Business Gateway workshops on Environmentally Sustainable business model – number each year with attendees		Increasing number of training and development opportunities in the low carbon technologies and renewables sectors	Annually to 2025	Gathering information about labour market statistics and skills required, along with potential growth sectors. Working in partnership with local waste management contractor to fulfil CBIP obligations. City Deal are investing at Edinburgh College in waste management, EV charging and circular economy courses. Meetings commenced with ICOL re Cockenzie site.		
5.1c	Work with partners to build low carbon planning, energy efficiency and sustainability advice into the East Lothian business support ecosystem, and continue to support businesses to reduce their carbon footprint, improve energy and resource efficiency, and increase sustainability in their processes, supply chains, packaging, distribution	EDS	Economic Development & Strategic Investment; partners including Resource Efficient Scotland	Number of businesses supported to improve energy/resource efficiency, as recorded by ELC's resource efficiency consultant		Increased number of businesses supported to improve energy/resource efficiency	Annually to 2025	This action ongoing via Business Gateway and others, but all business activity severely affected by the COVID pandemic.	Suggesting combining action 4.1e and 4.2c into this action	COVID IMPACT
5.1d	Support the faster roll out of Superfast Broadband, including required infrastructure for new developments	EDS	Economic Development & Strategic Investment; partners	% of East Lothian properties with Superfast Broadband (30Mbps - National target)	85% (2016/17)	100% (2022)	2022	No data at the moment.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
5.1f	Promote and add a new Business Gateway course on 'Running a Sustainable Business'	EDS	Economic Development & Strategic Investment; partners	Implementation of a Business Gateway course on 'Running a Sustainable Business'; number of participants	No course at present; need to establish baseline for minimum number of participants to make course viable	Business Gateway course on 'Running a Sustainable Business' implemented and promoted; minimum number of participants achieved	2025	New Business Gateway train contract for Lothian out to tender at end of 2021 with increased focused on 'greening' businesses and associated opportunities.		
5.1g	Industry: Engage with local industry and work in partnership to support and encourage our local industries and national agencies to reduce emissions from industry (including exploring carbon off-setting projects), supporting the Scottish Government's targets		Economic Development & Strategic Investment; partners	Emissions from Industry sector, from UK Government data	2017 data for East Lothian: Industry & Commercial Electricity: 73.1 ktCO2; Industry & Commercial Gas: 38.4 ktCO2; Large Industrial Installations: 589.7 ktCO2; Industrial & Commercial Other Fuels: 33.7 ktCO2	Decrease in emissions from Industry sector	Annual	2019 data for East Lothian: Industry Electricity: 20.5 ktCO2; Industry Gas: 3.1 ktCO2; Industry 'Other Fuels': 24.2 ktCO2; Large Industrial Installations: 568.0 ktCO2. Climate Change Officer to stay updated through partnership with Scotland Net Zero Routemap.		COVID IMPACT
5.1h	Agriculture: Engage with farmers and landowners and work in partnership to support and encourage our local agriculture sector and national agencies to reduce emissions from agriculture and promote biodiversity and sustainability, supporting the Scottish Government's targets		Economic Development & Strategic Investment; Countryside Services; partners	Emissions from Agriculture sector, from UK Government data	2017 data for East Lothian: Agriculture: 19.1 ktCO2	Decrease in emissions from Agriculture sector	Annual	The emissions from the Agriculture sector in East Lothian for 2019 was 20.0 ktCO2 (the latest data available from UK Government – BEIS) Rural Economy Group established with remit to consider including climate actions.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
5.1i	Work with partners to explore opportunities to develop the Carbon Capture, Utilisation and, potentially, Storage (CCUS) sector in East Lothian		Economic Development & Strategic Investment; partners			Cockenzie – NPF3 for renewable energy, ongoing engagement with potential investors	2025	No update to report. Will continue to liaise with partners including the Scottish Government.		
Key Priority Area 2: Thriving Town and Rural Centres										
5.2a	Continue to support the 'Town Centre First' Principle to develop and enhance our town and rural centres	LDP; EDS; Town Centre Strategies	All relevant services; Planning Service; Economic Development & Strategic Investment; Connected Communities / Area Partnerships and other partners	As per LDP, EDS and Town Centre Strategies	As per LDP, EDS and Town Centre Strategies	As per LDP, EDS and Town Centre Strategies	2020 / ongoing		Action combined with 5.2e as of December 2021.	COVID IMPACT
5.2b	Vibrant Low Carbon Local Economies – continue to support locally driven improvements to access, retail, service, and visitor experience in town and rural centres enhancing the circular economy ('shop local', farmers' markets, making connections to East Lothian Food & Drink, broad based business support, active and sustainable travel).	EDS; LTS; Town Centre Strategies; Area Plans	Economic Development & Strategic Investment; Connected Communities / Area Partnerships and other partners	As per EDS	As per EDS	As per EDS; linkages with Visit East Lothian channels	2020 / ongoing	Ongoing.		COVID IMPACT
5.2c	Provide specific support and signposting for low carbon, zero waste, sustainable, and social enterprise / community wealth building business models.	EDS; Town Centre Strategies	Economic Development & Strategic Investment; Town Centre partners	As per EDS	As per EDS	As per EDS	2020 / ongoing	Continues via Business Gateway and Economic Development activities, though focus has been on COVID-19 support and recovery.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
5.2d	Work with partners to investigate options for local business hubs / co-working spaces, and support local co-working initiatives, if demand is identified.	EDS; Town Centre Strategies	Economic Development & Strategic Investment; Town Centre partners	Number of local business hubs / co-working spaces progressing		Increased number of local business hubs / co-working spaces progressing. If demand is identified, then work with partners to realise this demand, based on funding, commitment from businesses, and availability of premises.	Annual	Impact of COVID on working models still to be seen fully, hubs and co-working spaces continue to be hard to develop / make pay.		COVID IMPACT
5.2e	Continue to develop, deliver, and support town, local, and village centre regeneration initiatives including the repair of and improvements to the insulation and energy efficiency of private and local authority business premises, and the reuse of vacant / derelict buildings and land for mixed use development.	LHS; LPD; EDS; Town Centre Strategies	Economic Development and Strategic Investment; Planning Service; Connected Communities / Area Partnerships and other partners	As per LHS, EDS, LDP, and Town Centre Strategies	As per LHS, EDS, LDP, and Town Centre Strategies	As per LHS, EDS, LDP, and Town Centre Strategies	2020 / ongoing	Place Based Programme funding to be utilised over next 4 years with other funds to deliver TC Regeneration, e.g. completion of Cockenzie CARS by 2023 and Dunbar Cars to 2025/26. Opportunities via multiple benefits from MFPS / MAT and other schemes, opportunities via UK Government Levelling up funding.	Suggested to be combined with 7.1g as of December 2021	
5.2f	Enterprising Communities - Support local efforts to enhance East Lothian's town, local, and village centres, helping deliver community-led regeneration.	EDS; LDP; LHS; Town Centre Strategies; Area Plans	Economic Development and Strategic Investment; Planning Service; Connected Communities / Area Partnerships and other partners	As per LHS, EDS, LDP, Local Area Plans, and Town Centre Strategies	As per LHS, EDS, LDP, Local Area Plans, and Town Centre Strategies	As per LHS, EDS, LDP, Local Area Plans, and Town Centre Strategies	2020 / ongoing	Support has focused on local structure during the response and early recovery phases linked to COVID-19. Local business groups now established in most towns and funding being provided for the development of projects focused on the local economy - many of these support local activity and sustainability.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
5.2g	Digital Towns – Continue to support measures to ensure that all town, local, and rural centres have the appropriate future-proofed infrastructure required to enable East Lothian to have the most digitally-connected local economy and communities.	EDS; LDP; Town Centre Strategies	Economic Development and Strategic Investment; Planning Service; Connected Communities / Area Partnerships and other partners	As per EDS, LDP, Local Area Plans, and Town Centre Strategies	As per EDS, LDP, Local Area Plans, and Town Centre Strategies	As per EDS, LDP, Local Area Plans, and Town Centre Strategies	2020 / ongoing		Suggested to be combined with 5.1d as of December 2021	COVID IMPACT
5.2h	Proactive Planning – Encourage well connected, sustainable, low carbon town, local, and rural centre development, and recognising shifting retail and working trends, support mixed uses in centres to enhance sustainability and resilience	LDP; EDS; LHS; Town Centre Strategies	Planning Service; EDS; Connected Communities / Area Partnerships and other partners	As per LDP, EDS and Town Centre Strategies	As per LDP, EDS and Town Centre Strategies	As per LDP, EDS and Town Centre Strategies	2020 / ongoing	Throughout the pandemic planning officers have been taking a supportive approach towards appropriate business related developments in town and local centres to enable local businesses to continue to trade and to enhance resilience.		
Key Priority Area 3: Climate Adaptation: Climate Ready Businesses										
5.3a	Work with partners to encourage and support business, public sector and third sector organisations and other institutions prepare for the challenges and opportunities presented by climate change, including preparing Business Continuity Plans		SECCO; Economic Development & Strategic Investment (EDSI); partners including Adaptation Scotland	Number of businesses, public sector organisations and other institutions prepared for climate change impacts; number of Business Continuity Plans in place		Increasing number of businesses, public sector organisations and other institutions prepared for climate change impacts; increasing no. of Business Continuity Plans in place	2025	Development of actions still ongoing. Sustainability and Climate Change Officer to collaborate with Economic Development.		COVID IMPACT
5.3b	Work with partners to raise awareness of climate change impacts on businesses / climate adaptation measures		SECCO; EDS; partners including Adaptation Scotland	Number of articles / events		Increase number of promotional articles and events attended	2025	Economic Development service reports this is definitely a topic for an event with the business community, once we can do them, post-COVID. Moving forward, this could possibly be combined with carbon literacy courses mentioned in action 1.1e.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
5.3c	Engage local businesses with the Resilient Communities initiative and the Council's Severe Weather Emergency Planning, to identify where they can provide support for our local communities in times of hardship due to climate and severe weather impacts	Resilient Communities initiative	Economic Development; SECCO; Protective Services; Emergency Planning, Risk & Resilience Team; businesses	Production of Emergency Response / Community Resilience plans to include local businesses		All Emergency Response / Community Resilience plans include local businesses	Ongoing to 2025	This action remains live and is ongoing. Emergency Planning, Community Resilience and Events Officer will as of December 2021 collaborate with Economic Development, which has direct contact with local business, to move forward with the action		COVID IMPACT
Outcome 6: A Healthy and Resilient Natural Environment and the route to Carbon Neutral										
Key Priority Area 1: Our Natural Environment and Biodiversity										
6.1a	Progress an extensive annual native Tree Planting and maintenance programme in East Lothian to offset carbon emissions, in appropriate locations	Biodiversity Action Plan	Sport, Countryside & Leisure; Connected Communities / Area Partnerships and other partners; volunteers	Number of native trees planted / hectares of new woodland planted annually	To be established (tree planting underway for many years)	Increased tree planting	annually	Ongoing. Encouraged and supported by Amenity Services / Tree Officer and Countryside Service / Countryside Rangers on Council-owned land, and local groups also encouraged to contact private landowners to identify potential suitable sites for tree planting. Orchards have been progressed with community groups including at Lewisvale Park, Musselburgh. 'East Lothian Climate Forest' (ambition for extensive tree planting programme of 2 million trees across East Lothian in 10 years, working in partnership) is being progressed by Steering Group to bring on board a delivery partner.		
6.1b	Prepare a Woodland and Forestry Strategy for East Lothian, as required by Scotland's new planning act		Sport, Countryside & Leisure; Planning Service	Preparation of a Woodland and Forestry Strategy for East Lothian		Woodland and Forestry Strategy for East Lothian prepared, adopted and implemented	2025	This is being progressed. Scoping report and outline of proposed strategy submitted October 2021. Forestry and Woodland strategy: key risk competing demands on officer time; the local government election timescales may also delay this. The timescales aimed at are known to be challenging but it is important to get the strategy in place to provide context for the climate forest. It is not always possible to allow officer time for this work due to competing demands of the service. There is a risk of the strategy being held up by challenge from 3rd parties, which have arisen elsewhere. This is being mitigated by taking advice from Scottish Forestry and drafting the Strategy to try and avoid similar challenges.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
6.1c	Plant 40,000m ² of wildflower meadows in East Lothian each year to improve biodiversity and increase pollination	Biodiversity Action Plan	Sport, Countryside & Leisure; Connected Communities / Area Partnerships and other partners; volunteers	Area of wildflower meadows planted	30,000m ² (2019)	40,000m ² annually	annually	Ongoing – we continue to progress this. New opportunities are being taken wherever possible, including working with local community groups to plant wildflower areas and identifying opportunities to re-wild areas.		
6.1d	Review and update actions in ELC Countryside Site Management Plans to ensure they reflect best practice in site management for carbon sequestration / carbon storage potential – particularly for Aberlady Bay, John Muir Country Park, Gullane Bay; subject to the appropriate Habitat Regulations Assessment	ELC Countryside Site Management Plans	Countryside Service	Production of revised Countryside Site Management Plans that reflect best practice in carbon sequestration / storage potential	Current actions in Countryside Site Management Plans	All Countryside Site Management Plans have actions that reflect best practice in carbon sequestration / storage potential	2025	Three Management Plans are under review.		
6.1e	Implement actions in revised ELC Countryside Site Management Plans to ensure countryside sites / natural habitats are in prime condition to sequester and store carbon; subject to the appropriate Habitat Regulations Assessment	ELC Countryside Site Management Plans	Countryside Service; partners; volunteers	Condition of Countryside Sites indicator	Baseline Condition has been established for all relevant sites	Increased Condition of Countryside Sites indicator score; countryside sites / natural habitats are in prime condition to sequester and store carbon	2025	Many actions disrupted by COVID. More achieved than 2020 because of employment of seasonal Countryside Rangers.		COVID IMPACT
6.1f	Produce an updated Biodiversity Action Plan to tackle the Ecological Emergency	Biodiversity Action Plan	Countryside Service	Production of updated Biodiversity Action Plan		Updated Biodiversity Action Plan published	2022	No update to report. Scottish Government published a Scottish Biodiversity Strategy post 2020: Statement of Intent in December 2020 with an updated strategy due in 2022 (delayed due to Covid). The LBAP will be produced in line with these documents.		COVID IMPACT
6.1g	Implement the Biodiversity Priorities in the East Lothian Biodiversity Action Plan across East Lothian	Biodiversity Action Plan	Countryside Service; partners; volunteers	As per Biodiversity Action Plan			Ongoing / 2025	Ongoing, but noting timeframes as above for refreshed LBAP.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
6.1h	Naturalise amenity grassland to enhance local biodiversity, improve natural habitats and support wildlife	Biodiversity Action Plan	Countryside Service; volunteers	% of amenity grassland naturalised		10% of amenity grassland naturalised	2022	New cut & lift machinery purchased through Nature Restoration Fund will allow greater opportunities for naturalised grassland.		
6.1i	Protect the status of designated sites, and enhance the natural resource (particularly woodland, saltmarsh, peatland and other carbon rich soils which function in carbon sequestration), working with national partners	Biodiversity Action Plan, LDP, Green Networks Strategy SPG	Countryside Service; partners	As per national site condition monitoring indicators	Baseline established as per national site condition monitoring indicators	As per national site condition monitoring indicators	Ongoing / 2025	Many actions disrupted by COVID. More achieved than 2020 because of employment of seasonal Countryside Rangers.		COVID IMPACT
6.1j	Woodland creation / enhancement, native tree planting and hedgerow planting in and around our communities (in appropriate locations) to offset the carbon emissions and traffic pollution in urban areas	Green Networks Strategy SPG; OSS; Forestry & Woodland Strategy; LDP	Sport, Countryside & Leisure; Strategy & Development; Connected Communities / Area Partnerships and other partners	Areas of native woodland planted; number of native urban/street trees planted	As per ELC Tree Management (Amenity Services) baseline	Increased areas of woodland in and around towns; increased numbers of urban/street trees	Ongoing / 2025	Ongoing. Options are currently under consideration to take this forward on a larger scale. Continue to be implemented in new developments.		
6.1k	Work with farmers and landowners to maximise carbon storage potential of land-use by planting of woodland or individual trees; peatland restoration and conservation projects; wetland creation; carbon sequestration, working with national agencies	Biodiversity Action Plan; Green Networks Strategy	Countryside Service; national and local partners	National indicators; implementation of conservation projects working in partnership	As per national indicators	As per national indicators; Conservation projects implemented working in partnership	Ongoing	Impacted by COVID this year.		COVID IMPACT
6.1l	Undertake projects to improve and encourage biodiversity & wildlife and enhance natural habitats in and around our communities and urban areas, including managing amenity greenspace for biodiversity / pollinators, riverside habitats, grasslands	Biodiversity Action Plan; OSS	Sport, Countryside & Leisure; the Wildlife Information Centre (TWIC); partners; volunteers	Number of local biodiversity projects supported; records / surveys of urban wildlife	As per Wildlife Information Centre records; Biodiversity Action Plan	Increased number of local biodiversity projects supported; increased records of urban wildlife	Ongoing	Funding from Scottish Government (Nature Restoration Fund) in Summer 2021 has enabled a grassland management project for the benefit of pollinators and wider biodiversity. Project ongoing, due for completion Spring 2022.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
6.1m	The Council's Countryside Ranger Service to interpret / educate / raise awareness of climate change mitigation, adaptation and sequestration as part of their remit	ELC Countryside Ranger Service Roles and Remit	ELC Countryside Ranger Service	Inclusion and implementation of interpretation / education / awareness-raising about climate change mitigation, adaptation and sequestration in ELCRS remit	Currently undertaken as required / when opportunities arise	Inclusion of interpretation / education / awareness-raising about climate change mitigation, adaptation and sequestration in ELCRS remit and being implemented	2021	Disrupted by COVID this year.	Revise target date to 2022.	COVID IMPACT
6.1n	Work in partnership to look after the marine environment, including East Lothian's coast and beaches (e.g. beach cleans), including the responsible use and enjoyment of the coast	Countryside Site Management Plans	ELC Countryside Ranger Service; partners; volunteers	Actions in Countryside Site Management Plans; number of beach cleans / promotional events etc.	As per actions in Countryside Site Management Plans	As per actions in Countryside Site Management Plans; maintain & increase numbers of beach clean events / promotional events etc. as appropriate	Ongoing	Disrupted by COVID this year. Brief drafted with Planning for Recreation study. Consultants appointed to develop a Visitor Destination Management Plan		COVID IMPACT
6.1o	Investigate the impacts of increasing recreational pressures on East Lothian's coast, including recreational disturbance to habitats and wildlife, and the cumulative impacts		Sport, Countryside & Leisure; Economic Development; partners; Planning Service	Production of study into impacts of increasing recreational pressures on East Lothian's coast		Production of study into impacts of increasing recreational pressures on East Lothian's coast, to inform future management	2025	Brief drafted with Planning for Recreation study. Recreational Pressures Study; key risk lack of funding; lack of time for other key services to commit fully to project; potential lack of suitably qualified consultants capable of carrying out the work. Funding is needed for this study. It is intended that once agreed, the brief will be advertised through the procurement portal. If there are no suitable bids the relevant services will have to consider how this can be carried out.		COVID IMPACT
Key Priority Area 2: Climate Adaptation and the Natural Environment										
6.2a	Promote and facilitate the adaptation of the natural environment by enhancing natural habitats and landscape features e.g. coastal dune systems, saltmarsh; subject to the appropriate Habitat Regulations Assessment	Countryside Site Management Plans; Green Networks Strategy	Countryside Service; partners	As per Countryside Site Management Plans; Biodiversity Action Plan	As per Countryside Site Management Plans; Biodiversity Action Plan	As per Countryside Site Management Plans; Biodiversity Action Plan	Ongoing	Coastal adaptation funding announcement awaited. Shoreline Management plan update needed. Procurement of seasonal staff enabled work to progress with sea buckthorn removal and monitoring of coastal habitats to inform management		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
6.2b	Work with landowners to create connected blue networks and progress natural flood management, natural river flood protection measures / floodwater storage by improving and creating natural riverine habitats, including freshwater marshland, wetlands and Sustainable Drainage System opportunities	Flood Risk Management Strategy; Flood Protection studies; Green Networks Strategy	Structures & Flooding Team; Countryside Service; landowners	Opportunities are taken to work with landowners to improve blue networks and natural flood management; Progression of natural river flood protection measures	As per Flood Risk Management Strategy; preliminary studies underway	Increased blue network connectivity and areas of natural flood management identified; natural river flood protection measures and habitat improvements progressing	2025	To be considered in Flood Studies identified in Local Flood Risk Management Plan.	ACTION NOW COMBINED WITH ACTION 6.2E - Cabinet approved, Jan 2021	
6.2c	Plant trees and hedgerows around urban areas to create natural areas of shade and shelter	Forestry & Woodland Strategy; Biodiversity Action Plan; Green Networks Strategy	Sport, Countryside & Leisure; Connected Communities / Area Partnerships and other community partners	Length of hedgerows planted; number of urban/street trees planted	As per ELC Tree Management (Amenity Services) baseline	Increased length of hedgerows planted; increased numbers of urban/street trees	2025	Ongoing. Continue to be implemented in new developments.		
6.2d	Continue to control invasive species	Countryside Management Plans	Sport, Countryside & Leisure; partners	Eradication of non-native invasive plant species	As per management of invasive species	Work towards eradication of non-native invasive plant species	Ongoing / 2025	Continuing. Amenity Services are also controlling Giant Hogweed alongside the River Esk in Musselburgh to prevent detrimental impact on flood protection work.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
6.2f	Incorporate into LDP and implement the climate change adaptation measures for new developments as set out in East Lothian's Green Network Strategy Supplementary Planning Guidance (SPG)	LDP; Green Networks SPG	Planning Service; Sport, Countryside & Leisure	As set out in Green Network Strategy SPG	As set out in Green Network Strategy SPG	Development of adaptation measures as set out in Green Network Strategy SPG	Ongoing / 2025	An action in the Green Network Strategy is to set up a working group to oversee the implementation of the Green Network Strategy. This has not yet been done due to lack of officer time. This continues to be a risk. In consenting planning applications, there is usually a balance of factors and it may not always be possible to achieve all aims. Competing demands on land is likely to continue to make implementation of some aspects of the Green Network difficult. Lack of funding for projects is also a risk. This can be considered through the review of the LDP, where it may be possible to seek further developer contributions for the Green Network providing this is reasonable and related to the development. The Planning Policy and Strategy team continues to consider how best to integrate climate change issues into the LDP. This will include consideration of the strong presumption in draft NPF4 for LDP's to seek to achieve Scotland's national outcomes (within the meaning of Part 1 of the Community Empowerment (Scotland) Act 2015) and the UN Sustainable Development Goals.		
6.2g	Reinforce path networks alongside rivers by willow setting (a natural riverbank stabilisation technique with green network benefits for biodiversity)	Core Paths Plan	Countryside Team; volunteers	Use this technique for core paths improvements / stabilisation wherever possible	Already underway	Continue to use this technique for core paths improvements / stabilisation wherever possible	Ongoing / 2025	Ongoing where feasible.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
Outcome 7: East Lothian's Communities are places encouraging a Low Carbon Lifestyle and are prepared for the effects of Climate Change										
Key Priority Area 1: Our Communities and Placemaking										
7.1a	Work in partnership with our communities to support our communities towards becoming Net Zero Carbon, including enabling community initiatives for carbon cuts, sequestration and adaptation, and delivering improvements to the public realm in towns	Scottish Government's updated Climate Change Plan, once published	SECCO; Strategy & Development; Connected Communities; partners including Scottish Government	To be confirmed by Scottish Government's updated Climate Change Plan	To be confirmed by Scottish Government's updated Climate Change Plan	Reduction in Carbon Emissions	Annual		The Scottish Government's Climate Change Plan Update was published in December 2020. Work continues to support our communities to tackle climate change and improve sustainability locally.	
7.1b	Implement the Green Network Strategy to ensure connectivity, accessibility and enhancement of green spaces and green networks, including native tree planting / hedgerow planting in urban areas, wild spaces for nature, linked with blue networks and Sustainable Drainage Systems	Green Networks Strategy SPG; LDP; Open Space Strategy (OSS)	Sport, Countryside & Leisure; Planning Service; Strategy & Development	Greenspace connectivity in our settlements and new developments; 'Quality of Urban Greenspace' environmental indicator: Landscape Audit Management System (LAMS) score	Current LAMS score for our urban greenspaces as per OSS	All settlements have connected green networks close to where people live; LAMS score increasing	Ongoing		Ongoing. We continue to progress delivering actions in our communities and take opportunities wherever we can. The Green Network Strategy has been adopted, and some actions have come forward in accordance with this, including the work on ClimatEvolution. The Green Network Strategy, having been adopted as Supplementary Planning Guidance, should be referred to by Development Management officers in deciding planning applications. It was also intended that it would be used to support funding applications, however there has been insufficient officer time to pursue this. The next steps are to examine any difficulties with implementation of the strategy, and how this can be addressed.	
7.1c	Ensure that Core Path network, active travel network and wider path network are integrated and connect residential areas (including new developments) with settlement amenities, destinations, parks/open space, transport hubs; path networks in and around settlements should include shorter recreational circuits; paths should be constructed for climate resilience (e.g. porous surfaces)	Core Paths Plan; LTS / ATIP; LDP; Developer Contributions Framework	Outdoor Access; Countryside Service; Roads Services; Planning Service	Length of Core Paths and length of promoted active travel routes; path and active travel connectivity	Current length of Core Paths and length of promoted active travel routes	Increased length of paths & active travel routes; particularly in urban/semi-urban areas; increased path & active travel connectivity	ongoing		Ongoing.	POSITIVE COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
7.1d	Ensure connectivity of residential areas with local sustainable transport modes, including buses / bus stops, to reduce reliance on the car; maps of routes available to new residents to encourage active travel	LTS	Roads Services; Transport Services; Planning Service; Connected Communities / Area Partnerships and other partners	As per LTS	As per LTS	As per LTS	ongoing	In the interests of encouraging sustainable travel patterns, the Council as Planning Authority continues to impose a planning condition on all major housing developments requiring that a Green Travel Plan be submitted to and approved by the Planning Authority prior to the occupation of any of the residential units. The Green Travel Plan shall have particular regard to provision for walking, cycling and public transport access to and within the site, and will include a timetable for its implementation, and details of how and when it will be distributed to all residents The Journey Hub at the Brunton Hall was completed in summer 2021, and a concept plan has been put together for enhanced landscaping. A feasibility study for a further Journey Hub at Wallyford P&R is underway.		
7.1e	Implement the objectives of the Open Space Strategy to ensure Quality Open Space (amenity open space), which functions in climate change mitigation and adaptation	Open Space Strategy (OSS)	Sport, Countryside & Leisure	'Quality of Urban Greenspace' Landscape Audit Management System (LAMS) score		All amenity open space at 60% quality standard; all parks at 70% quality standard; maintain and improve LAMS scores	ongoing	Ongoing. We continue to achieve these objectives, as evidenced by successful 'In Bloom' entrants for example. Our new litter management recording system will be Litter Management System (LMS); we also have our own internal recording system.		
7.1f	Vacant or Derelict Sites: Encourage the local community to identify vacant or derelict sites and work in partnership to improve these to the benefit of the appearance of the local area, biodiversity and potentially community growing projects	LDP; Vacant and Derelict Land Survey; Open Space Strategy (OSS); Area Plans	Sport, Countryside & Leisure; Connected Communities; Area Partnerships; partners				2025 / ongoing	Not many Council-owned vacant sites, although community groups have come forward interested in progressing this at some locations and we are working to support them. Food Growing Strategy group re-established and Local Food Growing Strategy being progressed.		
7.1g	Support community led regeneration, including bringing empty properties back into use, to improve town centres and rural areas	Local Housing Strategy (LHS)	Housing Strategy; Economic Development				2023	A Review of Empty Homes was completed in 2019. The Scottish Government are currently reviewing funding arrangements for bringing Empty Homes back into use. No progress has been made as of December 2021. This action will be reviewed as part of preparation for the LHS 2023-2028	Suggested to be combined with 5.2e as of December 2021	

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
7.1h	Support community initiatives such as cooking classes, community kitchens, food growing, community entertainment to reduce the need to travel and support vibrant and sustainable communities	Area Plans	Area Partnerships; Connected Communities Food Friendly East Lothian network established	Community initiatives supported by the Council		Number of community initiatives supported by the Council	Ongoing	Disrupted due to COVID. Nothing to update.		COVID IMPACT
7.1i	Work with partners to promote sustainability and reducing the carbon footprint of local sporting activities in our communities		Sports Development; partner organisations	Number of sports clubs implementing 'sustainability statements'		Increasing number of local sports clubs implement 'sustainability statements'	Ongoing	Community Sports Hubs have been re-established from November 2021 which will provide a network of clubs to roll out awareness raising and actions linked to implementing sustainability.		COVID IMPACT
7.1j	Awareness-raising campaign aimed at home owners / occupiers to enhance garden ground to tackle climate change mitigation, adaptation and sequestration, and enhance biodiversity (including the planting of native trees / appropriate shrubs; provision of food growing space / fruit trees); encourage homeowners not to replace garden ground with hard-standing or artificial turf		SECCO; partners	Publicity campaign implemented	No publicity campaign in place	Publicity campaign implemented to raise awareness	2025	Investigating opportunities that may arise through development of the Local Food Growing Strategy. Awareness-raising campaign is under consideration. Promotion of tree planting in garden ground is underway through the Council's support for the 'Queen's Green Canopy' tree planting initiative (which also includes tree planting on public and privately owned land).		
7.1k	Work with partners to take opportunities to improve water management, including rainwater harvesting and grey water harvesting, and creation and enhancement of blue infrastructure for both carbon off-setting and natural flood management	LDP; SUDS Guidance; Green Network Guidance	Amenity Services; Planning Service; Sport, Countryside & Leisure	Development Proposals / Pre Application advice; open space enhancement	LDP Delivery Programme , Open Space Strategy	Number of watercourses enhanced or SuDS implemented in an environmentally sympathetic manner	2025	All SuDS Designs in Planning Applications are assessed for compliance with Council's SuDS Design SPG		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
Key Priority Area 2: Planning for New Developments										
7.2a	Enforce Planning Condition for all relevant development proposals to report on the actions to be taken to reduce the Carbon Emissions from the build and from the completed development, including the provision of renewable technology and infrastructure for new car charging points	Planning Condition	Planning Service; Building Standards	Reports submitted on actions to reduce carbon emissions from new developments		All relevant development proposals to submit reports on the actions to be taken to reduce carbon emissions	2020 / ongoing	The Planning Authority continues to seek to ensure that our carbon emission reduction condition is complied with and would consider whether it was expedient to take enforcement action should the condition not be complied with.		
7.2b	Progress embedding the Just Transition to Net Zero into the planning process through our next Local Development Plan for example by pursuing low carbon heating from the groundwater heat source from our coalfields, and Climate Resilient new developments adapted for future climate change impacts	Next LDP; National Planning Framework	Planning Service; national partners	Just Transition to Net Zero is being embedded into next LDP		Progress embedding Just Transition to Net Zero into next LDP	2025	The East Lothian Local Development Plan (LDP) was adopted in September 2018, and is 'in-date' until 2023. The Planning Policy and Strategy team is completing a work package on integrating climate change issues into the LDP. The next step will be the production of an Evidence Report, which will set out where we are now, and how we intend to take forward this work. Consultation will be carried out on the Evidence Report. In addition, we are currently exploring the feasibility of mine water geothermal heat options in our former coalfields; and we are exploring options to progress low/zero carbon heat and energy sources for housing.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
7.2c	Implement the Local Development Plan policies and Supplementary Planning Guidance on Green Networks, Sustainable Drainage Systems (SuDS), open space, allotments, active travel and sustainable transport connectivity in new developments, Travel Plans for residential and non-residential developments, green corridors for people and wildlife; encourage developers to facilitate the restoration of degraded watercourses, where possible	LDP and Supplementary Planning Guidance; Green Network Strategy SPG; Design Standards for New Housing Areas SPG (in prep); Open Space Strategy	Planning Service; Sport, Countryside & Leisure	As per LDP policies and Supplementary Planning Guidance	As per Local Development Plan policies and Supplementary Planning Guidance	As per LDP policies and Supplementary Planning Guidance	Ongoing to 2025	Remains ongoing. The Planning Authority seeks to ensure that development proposals comply with relevant development plan policy and Supplementary Planning Guidance. An action in the Green Network Strategy is to set up a working group to oversee the implementation of the Green Network Strategy. This has not yet been done due to lack of officer time. This continues to be a risk. In consenting planning applications, there is usually a balance of factors and it may not always be possible to achieve all aims. Competing demands on land is likely to continue to make implementation of some aspects of the Green Network difficult. Lack of funding for projects is also a risk. This can be considered through the review of the LDP, where it may be possible to seek further developer contributions for the Green Network providing this is reasonable and related to the development.		
7.2d	Include key elements of Design Standards for New Housing Areas Supplementary Planning Guidance (SPG) and Green Network Strategy in next LDP. Until such time implement SPG in new development.	LDP	Planning Service	Design Standards for New Housing Areas SPG prepared and implemented	Draft produced in 2018/19	Design Standards for New Housing Areas SPG implemented	2020 / ongoing	Remains ongoing. The design guidance SPG continues to be a material consideration in our determination of new proposals for housing development. Including elements of design standards and Green Network Strategy in the revised LDP. The key risk in the past was a lack of policy support at a national level although there is more emphasis on green networks in the draft of National Planning Framework 4. It will be for the council to reassess its Green Network Policy which is not being currently used with sufficient regularity to provide any real impact.		
7.2e	Explore Net Zero town of the future, including by pursuing low carbon heating from the groundwater heat source from our coalfields, and a Climate Resilient new town that is adapted for future climate change impacts	City Deal/Growth Delivery	Development Planning; Growth Delivery; Partners	Indicators will grow as the project progresses; mine water and climate resilience	Currently establishing baseline	As technical work develops	2025	Ongoing. We continue to explore options for Blindwells new town and our proposed 'ClimateEvolution Zone' with partners, including the feasibility of mine water geothermal heat sources in the former coalfields. We have commissioned consultants to explore feasibility of mine water geothermal for the wider coalfield area, including Cockenzie and Blindwells. We are also exploring through a separate consultancy the scope for sustainable energy and heat networks at Blindwells and Cockenzie.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
7.2f	Explore the opportunity to include a policy requirement for developments to plant native woodland to mitigate against climate change and off-set emissions	Next LDP	Planning Service; Sport, Countryside & Leisure; national partners	Work to inform new policy development			2025	Explore the opportunity to include a policy requirement for developments to plant native woodland to mitigate against climate change and off-set emissions. This will be considered in reviewing the LDP and producing the Forestry and Woodland Strategy. There are issues which would, within the current planning framework, be difficult to resolve to achieve this. Conditions are required to meet certain tests, namely that they are: necessary; relevant to planning; relevant to the development to be permitted; enforceable, precise; and reasonable in all other respects. It is not sufficient that something be desirable in public policy terms to impose a condition requiring it. This remains a key block to implementing this proposal; however, a review of the policy through the LDP will look to rectify the situation.		
7.2g	Evaluate our next LDP with a view to achieving the Net Zero Carbon emissions target by assessing development location in relation to transport, preventing loss of trees and topsoil areas, and woodland planting proposals linked to development	Next LDP	Planning Service; partners	Evaluation process progressing			2025	This will be considered in due course through the LDP process.		
Key Priority Area 3: Local Food Growing										
7.3a	Prepare and implement a Local Food Growing Strategy for East Lothian, to ensure that allotment sites in East Lothian are of a sufficient quantity and quality to meet the needs and aspirations of local residents, including in new developments; support and promote local food growing initiatives		Amenity Services	Preparation of Local Food Growing Strategy		Local Food Growing Strategy implemented	2022	Food Growing Strategy group re-established and Local Food Growing Strategy being progressed. Local food growing initiatives are supported in our communities by the Area Partnerships, and community-led initiatives are underway across some communities.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
7.3b	Plant and manage community orchards / community fruit growing in partnership with communities; including planting apple trees alongside core paths – ‘Apple Core Paths’ – for community benefit	Local Food Growing Strategy (in prep); Area Plans	Sport, Countryside & Leisure; Area Partnerships; communities	Number of apple trees / fruit trees planted and managed		Increased number of apple trees / fruit trees planted and managed	2025	Ongoing. Encouraged and supported by Amenity Services. Orchards have been progressed with community groups including at Lewisvale Park, Musselburgh.		
7.3c	Investigate options for working in partnership with our communities to bring areas of suitable urban land into use for local food growing, including private gardens and vacant land	Local Food Growing Strategy (in prep)	Sport, Countryside & Leisure; Area Partnerships; communities	Progressing options		Progressing options to bring areas of suitable urban land into use for local food growing	2025	Many groups doing community growing projects (existing/ongoing but also new ones during COVID). Amenity Services are working to support developing new community growing spaces. Investigating opportunities that may arise through development of the Local Food Growing Strategy.		
7.3d	Work with partners to investigate opportunities for implementing a distribution network for surplus food growing production		Amenity Services; local partners	Progressing opportunities		Progressing opportunities for food distribution network	2025	This will follow implementation of Food Growing Strategy. New Fareshare Food HUB established, now based in Prestonpans. Local emergency food distribution took place, co-ordinated via local Community Resilience Bases, during COVID, funding provided by Scottish Government.		COVID IMPACT
Key Priority Area 4: Awareness Raising and Engagement										
7.4a	Explore options to identify how best to engage and ensure representation across all sectors of East Lothian’s community, to involve our communities in the local planning of our Climate Emergency Response (e.g. Citizens’ Assembly; Climate Change Forum / Network)		CCPMG; SECCO; external partners	Options appraisal involving all sectors of East Lothian’s community		Appropriate citizens’ engagement forum is established and functioning	2021	Climate Change Officer had discussions with community representatives, including representatives of local sustainability organisations, Area Partnerships, Resilient Communities / Community Councils, young people through the East Lothian Youth Council and schools, local businesses and landowner/ land manager representatives. COVID has impacted on the timescales for this however options are being considered through the Climate Change Planning & Monitoring Group. The Planning Service has undertaken training which will improve their engagement with communities over the climate change issues relevant to the forthcoming Local Development Plan, which has the potential to significantly affect climate emissions from the built environment for years to come.	Revise target date 2022	COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
7.4b	Produce a Communications Plan setting out our awareness-raising and engagement proposals		SECCO; Corporate Communications	Production of Communications Plan		Communications Plan produced and implemented	2021	Communications over the year 2021 to date concentrated on the identification of particular achievements including the expansion of the Council's EV fleet and award for the successful attraction of external funding for charging infrastructure. The need for communications support in other areas combined with the temporary loss of a Climate Change Officer reduced the opportunities to highlight organisational progress. The reintroduction of the residents' newspaper Living in November 2021 provided an opportunity for considerable coverage of climate change progress.	Revise target date 2022.	COVID IMPACT
7.4c	Develop an East Lothian Climate Change Charter, setting out what the Council will do and what communities / individuals can do to tackle climate change and reduce emissions		SECCO; Corporate Policy & Improvement	Production of East Lothian Climate Change Charter	Currently promoting the #make a difference theme	Publication of East Lothian Climate Change Charter	2021	No progress to date on the Climate Change Charter. Tackling Climate Change is one of the key priorities of the Recovery and Renewal Plan - Embed sustainable and green thinking in our actions and make tackling the climate and ecological emergency central to our social and economic recovery, laying foundations for a sustainable and prosperous future.	Revise target date 2022.	COVID IMPACT
7.4d	Support and help to promote national campaigns, including the Scottish Government's 'Greener Scotland' campaign, to consider the carbon footprint of our everyday lifestyle and behaviour choices		SECCO; Corporate Communications; partners	Participation in national promotional campaigns; social media engagement	Currently participate in Scotland's Climate Week, Earth Hour etc.	Participation in national promotional campaigns; social media engagement	Ongoing to 2025	Ongoing. We continue to support and promote national climate change messaging and campaigns, as appropriate. The Council released publicity for the UN COP26 Climate Summit including appropriate social media messaging. The 'Climate Change and Sustainability' page of ELC's website includes website links to relevant external organisations and partner agencies including the Scottish Government's 'Net Zero Nation' website and Zero Waste Scotland's Energy Efficiency Business Support website. The 'Fuel Billing advice - Energy Efficiency' page of ELC's website includes links to external partner organisations including Home Energy Scotland and the East Lothian Energy Advice Service.		
7.4e	Work in partnership with Community Councils, Area Partnerships, TRAs and other local groups and organisations to encourage and assist all areas of East Lothian to become involved in taking forward sustainability and promoting a low carbon lifestyle in their local area	Area Plans; Community Council plans etc.	SECCO; Strategy & Development; Connected Communities / Area Partnerships and other partners; Corporate Policy & Improvement	Actions incorporated into Area Plans and other community plans	Several Area Plans already include actions to tackle climate change	All Area Plans and other community plans include sustainability / plans to tackle climate change	Ongoing to 2025	Several Area Partnerships have already incorporated actions to tackle climate change in their local Area Plans. Climate Change Officer has had discussions with community representatives, including representatives of local sustainability organisations, Area Partnerships, Resilient Communities / Community Councils, and young people through the East Lothian Youth Council and schools.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
7.4f	Set up a network of 'Green Champions' in our communities to help promote sustainability, raise awareness and encourage engagement with the move to a low carbon lifestyle		SECCO; Waste Services; CCPMG; community partners	Network of community 'Green Champions' set up	Many local groups etc. already taking this agenda forward	Network of community 'Green Champions' set up	2021	The setting up of a 'Green Champions' network has been delayed due to COVID, however, the Climate Change Officer continues to engage with many local people/groups/organisations who are already committed to and underway with taking forward this work in their local communities.	Revise target date 2023.	COVID IMPACT
7.4g	Set up a dedicated page on the Council's website to function as a central information point for directing people to information on the transition to a low carbon lifestyle and a Net Zero East Lothian; increase awareness of the impacts of climate change and what individuals / homeowners / employers can do to adapt	Climate Change Strategy; Resilient Communities initiative	SECCO; Corporate Communication s; partners	Central information point set up on Council's website	Climate change information & links currently on Council website	Central information point set up on Council's website	2021	Delayed due to COVID. Options are being considered to take this forward. Currently the 'Climate Change and Sustainability' page of ELC's website includes website links to relevant external organisations and partner agencies including the Scottish Government's 'Net Zero Nation' website, Zero Waste Scotland's Energy Efficiency Business Support website, and Adaptation Scotland's website. The 'Fuel Billing advice - Energy Efficiency' page of ELC's website includes links to external partner organisations including Home Energy Scotland and the East Lothian Energy Advice Service.	Revise target date 2022.	COVID IMPACT
7.4h	Undertake an awareness raising campaign to promote tackling climate change, reducing emissions and how everyone can #make difference; including information provision and promoting behaviour change		SECCO; Corporate Communication s	Awareness levels measured via Scottish Household Survey	74% of adults in 2018	Increasing levels of awareness	Ongoing to 2025	The Make a Difference campaign is still to be fully launched but the results of the latest Residents Survey, which includes a number of questions relating to Climate Change, will provide an opportunity to pinpoint key concerns and how, as an organisation, East Lothian Council is responding.		COVID IMPACT
7.4i	Work with partners to provide information, training and support for residents, communities and businesses and share best practice to help inspire action across the county		Rev	Awareness levels measured via Residents' Survey	74% of adults in 2018	Increasing levels of awareness	Ongoing to 2025	This has been impacted by COVID, however the Climate Change Planning & Monitoring Group continues to take opportunities to liaise with communities, residents, businesses and other stakeholders and partners to share and promote best practice. The Climate Change Officer liaised with residents, communities, local organisations, schools and businesses as appropriate. People's Energy Company affordable tariff for East Lothian residents was launched. Unfortunately People's Energy ceased trading in September 2021. When the energy market settles down approaches will be made to other suppliers to identify possible partner to support East Lothian residents.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
7.4j	Community Events, Education and Training Programme: Continue to support the use of greenspaces and community meeting places by local groups and organisations for holding appropriate local events and activities, promote opportunities to encourage a sustainable lifestyle, undertake education and awareness-raising activities and training.	Open Space Strategy (OSS)	Sport, Countryside & Leisure; partners	Number of local events, training and initiatives; number of participants at events / training		Increased number of local events, training and initiatives; increased number of participants at events / training	Ongoing to 2025	Events were not permitted due to COVID restrictions, however are now re-starting in line with government guidelines although not yet fully returned. We continue to support these events.		COVID IMPACT
7.4k	Community Involvement: Encourage and support the formation of local volunteer groups, such as "friends of" or "in bloom" groups to support the enhancement of specific open space	Open Space Strategy (OSS); Countryside Site Management Plans	Sport, Countryside & Leisure; local groups; partners	Local volunteer groups, such as "friends of" or "in bloom" groups underway	As per OSS and Countryside Site Management Plans	Local volunteer groups, such as "friends of" or "in bloom" groups underway and supported; as per OSS	Ongoing to 2025	COVID lockdowns have impacted, however 'In Bloom' groups and 'Friends Of' groups continue and we continue to support and encourage these groups.		COVID IMPACT
Key Priority Area 5: Climate Adaptation: Climate Ready Communities										
7.5a	Increase community and individual resilience	Resilient Communities network	Protective Services; Emergency Planning, Risk & Resilience Team; Connected Communities	Proportion of Community Councils with local Community Resilience Plans (currently 40% in 2018/19)	10% (2016/17)	75% (2022)	2022	Action ongoing. The Emergency Planning and Resilience team are aware new Community Councils chairs have recently been appointed. This team awaits an invite to complete a presentation to the new CC chairs (induction) when this Resilient Communities initiative will be highlighted. This presentation will be followed up by encouraging all CC's to appoint Resilient Community SPoC's and deputies. Support and guidance will continue to be given to all Resilient Communities.		

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
7.5b	Set up a Climate Change Adaptation network for East Lothian, based upon the Resilient Communities network already established	Climate Change Strategy; Resilient Communities network	SECCO; Protective Services; Emergency Planning, Risk & Resilience Team; Connected Communities / Area Partnerships and other community partners	Establishment of a Climate Change Adaptation network for East Lothian	Resilient Communities network	Climate Change Adaptation network is set up for East Lothian	2021	COVID-19 has impacted on the plans to develop a Climate Resilient Communities Network for East Lothian, due to the existing Resilient Communities network and Community Councils undertaking significant community support and resilience work during COVID. This will be progressed again when the time is right.	Revise target date 2022	COVID IMPACT
7.5c	Community Councils will be encouraged to elect Single Points of Contact (SPoCs) for Climate Change Adaptation		SECCO; Protective Services; Emergency Planning, Risk & Resilience Team; Connected Communities / Area Partnerships and others	Single Points of Contact (SPoCs) identified for Climate Change Adaptation		Every Community Council has a Single Point of Contact (SPoC) for Climate Change Adaptation	2021	As above (7.5b): COVID-19 has impacted on the plans to develop a Climate Resilient Communities Network for East Lothian, due to the existing Resilient Communities network and Community Councils undertaking significant community support and resilience work during COVID. This will be progressed again when the time is right.	Revise target date 2022	COVID IMPACT
7.5d	Work in partnership to support and assist our communities to prepare Climate Ready Response Plans for their area		SECCO; Connected Communities; Protective Services; Emergency Planning, Risk & Resilience Team	Climate Ready Response Plans in place for communities	Community Resilience Plans already in place in several communities	Climate Ready Response Plans in place for all communities	2022	As above (7.5b): COVID-19 has impacted on the plans to develop a Climate Resilient Communities Network for East Lothian, due to the existing Resilient Communities network and Community Councils undertaking significant community support and resilience work during COVID. This will be progressed again when the time is right.		COVID IMPACT

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
7.5e	Raise awareness and understanding of climate change impacts among East Lothian's communities, and improve capacity to respond to climate risks; work in partnership with local employers, landowners, voluntary groups, and community planning partners including Emergency Responders	Climate Change Strategy; Severe Weather Response Plan	SECCO; Connected Communities; partners including Adaptation Scotland, community planning partners	Climate Adaptation awareness-raising campaign / promotion; awareness levels among local population (measured in Residents' Survey)		Climate Adaptation awareness-raising campaign / promotion in place; awareness levels increasing among local population (measured in Residents' Survey)	Ongoing to 2025	Communications not directly involved at this stage as led by Connected Communities but communications support will be provided as appropriate. An East Lothian Climate Action Network is currently being set up by community groups. The Council's Sustainability and Climate Change Officer is supporting the project and discussions are ongoing how the network best can be used to continue raising awareness on climate action in East Lothian.		COVID IMPACT
7.5f	Progress the Musselburgh Flood Protection Scheme	Flood Risk Management Strategy	Structures & Flooding Team; national & local partners	Progress implementation of Musselburgh Flood Protection Scheme		Musselburgh Flood Protection Scheme is progressed	Ongoing to 2025	Musselburgh Flood Protection Scheme Stage 4 - Outline Design progressing - delayed due to COVID		
7.5g	Progress the Haddington Flood Protection Scheme	Flood Risk Management Strategy	Structures & Flooding Team; national & local partners	Progress implementation of Haddington Flood Protection Scheme		Haddington Flood Protection Scheme is progressed	Ongoing to 2025	A review of the Haddington Scheme is currently ongoing including the Natural Flood Management Report.		

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

Proposed revisions to the 2021 target dates of the following actions due to COVID related impacts:

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
1.1b	Embed our aims to tackle the Climate Emergency and to achieve emission reductions within our Council Plan and Local Outcome Improvement Plan (East Lothian Plan)	Council Plan; East Lothian Plan	Policy Team; SECCO	Council Plan and Local Outcome Improvement Plan (East Lothian Plan)	Outcomes under East Lothian Plan 2017–2027	Key targets within the Council Plan	2021	The review of the 2017-2022 Council Plan and East Lothian Plan 2017-2027(Local outcome Improvement Plan) will take place in early 2022 and a new Council Plan and revised East Lothian plan will be completed in spring/ summer 2022. The new Strategic Needs Assessment has been delayed until 2022.	Revise target date to 2022	COVID IMPACT
1.1e	Ensure that training in carbon efficiency behaviours is provided to all new Council employees via the staff Induction process, to instil the low carbon culture of East Lothian Council	Staff Induction process	Corporate Policy & Improvement; SECCO	Introduction of Induction training in carbon efficiency behaviours for all new staff		Induction training in carbon efficiency behaviours is in place	2021	This has been impacted by COVID. However, information on 'Tackling Climate Change and improving Sustainability' has been incorporated into the Chief Executive's Induction presentation for new staff. There is a 'Home Energy' E-Learning module (produced by Home Energy Scotland) available on ELC's staff online training platform LearnPro.	Revise target date to 2022	COVID IMPACT
1.1f	Inclusion of a new mandatory E-Learning module on reducing your carbon footprint, for all Council employees; explore options to make this available to community / third sector organisations, via the wider E-Learning platform		Corporate Policy & Improvement; SECCO	Production of E-Learning module on reducing your carbon footprint		E-Learning module on reducing your carbon footprint in place	2021	This was being explored with external providers including Keep Scotland Beautiful, however, this has been impacted by COVID. However, there is a 'Home Energy' E-Learning module (produced by Home Energy Scotland) available on ELC's staff online training platform LearnPro for ELC staff to access.	Revise target date to 2022	COVID IMPACT

Proposed revisions to the 2021 target dates of the following actions due to COVID related impacts (continue):

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
1.5a	Facilities Management Services will aim to eliminate problematic or unnecessary single-use plastics by the end of 2020 as part of the UK Plastics Pact	UK Plastics Pact; Facilities Management targets	Facilities Management Service	Elimination of specific single-use plastics		Specific single-use plastics eliminated by end of 2020	2021	Due to impacts of COVID these target dates will be revised to the end of 2021. Due to COVID there has been an unfortunate increase in the use of single use plastics in 2021. To address, school pupils are encouraged to bring refillable bottles from home where possible. There has been an increase in the use of disposables for school lunches however as we return to hot meals this is being reduced. COVID related PPE cleaning materials, chemicals in bottles, hand sanitiser etc. have all added to the increased use. When it is safe and practical to look at reducing single use plastics in these areas Facilities Management Service will take this forward. The council remains committed to tackling unnecessary/problematic single-use plastics use. Facilities Management have introduced dosing systems which is reducing waste and enhancing performance.	Revise target date to 2022	COVID IMPACT
1.6b	Implement an Ultra-Low Emissions Vehicles (ULEV) strategy for our Council vehicle fleet	ULEV Strategy	Transport Services	ULEV Strategy implemented		ULEV Strategy implemented	2021	Work continues on the Fleet Strategy with an expected completion of Jan/Feb 2022	Revise target date to 2022	COVID IMPACT

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

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
1.6d	Implement a 'Travel Plan' for all Council staff, setting out the expectation, resources and infrastructure to implement modal shift in staff travel behaviour from driving single-occupancy private cars to sustainable travel options, including use of electric vehicle (EV) pool cars, car sharing, active travel, use of public transport	Local Transport Strategy (LTS)	Roads Services	Introduce a travel plan for all ELC staff (subject to constituencies of the service)		Introduce a travel plan for all ELC staff	2021	Staff continue to work from home where possible and virtual meetings are the default option. Staff Travel Survey for post COVID working arrangements still to be carried out in February 2022. Discussions are taking place with the ELC Transformation Team who are tasked in the reallocation of office space with the opportunities to provide new and upgrade existing council assets to encourage sustainable and active travel options for the workforce. The Transformation Team will be conducting a staff survey and it is intended to have relevant STP questions included.	Target date changed to 2023. The Council is still in a stage of recovery and renewal. A new travel plan will be difficult to create without seeing the post-COVID impacts. Once we know those impacts, we can create a more resilient travel plan.	COVID IMPACT
1.8b	Embed the objectives of this Climate Change Strategy with the 'Learning for Sustainability' (LFS) agenda as part of Curriculum for Excellence (CfE). LFS is delivered through outdoor learning, global citizenship and sustainable development	LFS Vision 2030 as part of Curriculum for Excellence	Education; Outdoor Learning; national education partners	Climate Change Strategy objectives embedded into 'Learning for Sustainability' element of school curriculum	Engagement with Outdoor Learning within school day: Primary 47% Secondary 100% (not including P7 camp)	Climate Change Strategy objectives embedded into 'Learning for Sustainability' element of school curriculum	2020	No change to schools' position. Continued focus will be on recovery and nurture due to the challenges of the pandemic that the schools have faced in the 12 past months.	Revise target date to 2023	COVID IMPACT
2.1i	Work with businesses and other employment hubs to implement Green Travel Plans for staff, and work up a promotional campaign with rewards e.g. Sustrans' Scottish Workplace Journey Challenge		Roads Services; SECCO; partners; businesses	Number of Green Travel Plans for Staff produced for businesses / employers; number of staff travelling by active & sustainable modes		Increasing number of Green Travel Plans for Staff produced for businesses/employers; increasing number of staff travelling by active & sustainable modes	2021	No change, to be reviewed post COVID.	Roads to lead, query via Behaviour Change Officer with support from ED. Revise target date to 2022.	COVID IMPACT

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

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
3.3a	Increase the awareness of the impacts of climate change and what individuals / homeowners / employers can do to adapt, by setting up a website central hub linking to information from ELC and relevant partner agencies	Climate Change Strategy; Resilient Communities initiative	SECCO; Strategy & Development; Web Team; external partners including Adaptation Scotland	Website Hub set up; number of 'hits' on website	None at present specifically for East Lothian	Website Hub set up; number of 'hits' on website increasing	2021	Website hub still to be progressed. However, the 'Climate Change and Sustainability' landing page of ELC's website includes website links to relevant external organisations and partner agencies including Adaptation Scotland.	Revise target date to 2022	
6.1m	The Council's Countryside Ranger Service to interpret / educate / raise awareness of climate change mitigation, adaptation and sequestration as part of their remit	ELC Countryside Ranger Service Roles and Remit	ELC Countryside Ranger Service	Inclusion and implementation of interpretation / education / awareness-raising about climate change mitigation, adaptation and sequestration in ELCRS remit	Currently undertaken as required / when opportunities arise	Inclusion of interpretation / education / awareness-raising about climate change mitigation, adaptation and sequestration in ELCRS remit and being implemented	2021	Disrupted by COVID this year.	Revise target date to 2022.	COVID IMPACT
7.4a	Explore options to identify how best to engage and ensure representation across all sectors of East Lothian's community, to involve our communities in the local planning of our Climate Emergency Response (e.g. Citizens' Assembly; Climate Change Forum / Network)		CCPMG; SECCO; external partners	Options appraisal involving all sectors of East Lothian's community		Appropriate citizens' engagement forum is established and functioning	2021	Climate Change Officer had discussions with community representatives, including representatives of local sustainability organisations, Area Partnerships, Resilient Communities / Community Councils, young people through the East Lothian Youth Council and schools, local businesses and landowner/ land manager representatives. COVID has impacted on the timescales for this however options are being considered through the Climate Change Planning & Monitoring Group. The Planning Service has undertaken training which will improve their engagement with communities over the climate change issues relevant to the forthcoming Local Development Plan, which has the potential to significantly affect climate emissions from the built environment for years to come.	Revise target date 2022	COVID IMPACT

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

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
7.4b	Produce a Communications Plan setting out our awareness-raising and engagement proposals		SECCO; Corporate Communications	Production of Communications Plan		Communications Plan produced and implemented	2021	Communications over the year 2021 to date concentrated on the identification of particular achievements including the expansion of the Council's EV fleet and award for the successful attraction of external funding for charging infrastructure. The need for communications support in other areas combined with the temporary loss of a Climate Change Officer reduced the opportunities to highlight organisational progress. The reintroduction of the residents' newspaper Living in November 2021 provided an opportunity for considerable coverage of climate change progress.	Revise target date 2022.	COVID IMPACT
7.4c	Develop an East Lothian Climate Change Charter, setting out what the Council will do and what communities / individuals can do to tackle climate change and reduce emissions		SECCO; Corporate Policy & Improvement	Production of East Lothian Climate Change Charter	Currently promoting the #make a difference theme	Publication of East Lothian Climate Change Charter	2021	No progress to date on the Climate Change Charter. Tackling Climate Change is one of the key priorities of the Recovery and Renewal Plan - Embed sustainable and green thinking in our actions and make tackling the climate and ecological emergency central to our social and economic recovery, laying foundations for a sustainable and prosperous future.	Revise target date 2022.	COVID IMPACT
7.4f	Set up a network of 'Green Champions' in our communities to help promote sustainability, raise awareness and encourage engagement with the move to a low carbon lifestyle		SECCO; Waste Services; CCPMG; community partners	Network of community 'Green Champions' set up	Many local groups etc. already taking this agenda forward	Network of community 'Green Champions' set up	2021	The setting up of a 'Green Champions' network has been delayed due to COVID, however, the Climate Change Officer continues to engage with many local people/groups/organisations who are already committed to and underway with taking forward this work in their local communities.	Revise target date 2023.	COVID IMPACT

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

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes	Tracking of progress with actions
7.4g	Set up a dedicated page on the Council's website to function as a central information point for directing people to information on the transition to a low carbon lifestyle and a Net Zero East Lothian; increase awareness of the impacts of climate change and what individuals / homeowners / employers can do to adapt	Climate Change Strategy; Resilient Communities initiative	SECCO; Corporate Communications ; partners	Central information point set up on Council's website	Climate change information & links currently on Council website	Central information point set up on Council's website	2021	Delayed due to COVID. Options are being considered to take this forward. Currently the 'Climate Change and Sustainability' page of ELC's website includes website links to relevant external organisations and partner agencies including the Scottish Government's 'Net Zero Nation' website, Zero Waste Scotland's Energy Efficiency Business Support website, and Adaptation Scotland's website. The 'Fuel Billing advice - Energy Efficiency' page of ELC's website includes links to external partner organisations including Home Energy Scotland and the East Lothian Energy Advice Service.	Revise target date 2022.	COVID IMPACT
7.5b	Set up a Climate Change Adaptation network for East Lothian, based upon the Resilient Communities network already established	Climate Change Strategy; Resilient Communities network	SECCO; Protective Services; Emergency Planning, Risk & Resilience Team; Connected Communities / Area Partnerships and other community partners	Establishment of a Climate Change Adaptation network for East Lothian	Resilient Communities network	Climate Change Adaptation network is set up for East Lothian	2021	COVID-19 has impacted on the plans to develop a Climate Resilient Communities Network for East Lothian, due to the existing Resilient Communities network and Community Councils undertaking significant community support and resilience work during COVID. This will be progressed again when the time is right.	Revise target date 2022	COVID IMPACT
7.5c	Community Councils will be encouraged to elect Single Points of Contact (SPoCs) for Climate Change Adaptation		SECCO; Protective Services; Emergency Planning, Risk & Resilience Team; Connected Communities / Area Partnerships and others	Single Points of Contact (SPoCs) identified for Climate Change Adaptation		Every Community Council has a Single Point of Contact (SPoC) for Climate Change Adaptation	2021	As above (7.5b): COVID-19 has impacted on the plans to develop a Climate Resilient Communities Network for East Lothian, due to the existing Resilient Communities network and Community Councils undertaking significant community support and resilience work during COVID. This will be progressed again when the time is right.	Revise target date 2022	COVID IMPACT

Proposal to combine actions 4.1e and 4.2c into 5.1c due to overlap:

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes
5.1c	Work with partners to build low carbon planning, energy efficiency and sustainability advice into the East Lothian business support ecosystem, and continue to support businesses to reduce their carbon footprint, improve energy and resource efficiency, and increase sustainability in their processes, supply chains, packaging, distribution	EDS	Economic Development & Strategic Investment; partners including Resource Efficient Scotland	Number of businesses supported to improve energy/resource efficiency, as recorded by ELC's resource efficiency consultant		Increased number of businesses supported to improve energy/resource efficiency	Annually to 2025	Business Gateway continues to support businesses in this regard. Zero waste and other goals to be considered for inclusion in the ne ED strategy from 2022 on. Project with HMP to reuse LEA being explored. All business activity severely affected by the COVID pandemic. Go green to grown your business' training prosed as a key theme of the new Lothian's Business gateway training offer from 2022. ED has not funded events for a number of years and the ability to influence actions and procedures via the funding no longer exists. However, events which go through the SAG and are tourism related do receive advice and guidance from relevant ELC departments such as transportation, facilities management and environmental health.	Seeking Cabinet approval to combining action 4.1e and 4.2c into action 5.1c.
4.1e	Continue to assist businesses and event organisers to implement resource efficiency, energy efficiency and waste reduction measures		Economic Development; Resource Efficient Scotland (RES); businesses	Number of energy/resource efficiency measures installed; cost saved to businesses - as per RES data		Increased uptake of energy/resource efficiency measures by businesses; increased cost savings	ongoing	COMBINE WITH ACTION 5.1C	Seeking Cabinet approval to combining action 4.1e and 4.2c into action 5.1c.
4.2c	Businesses: Work with partners including Zero Waste Scotland to encourage circular economy business models among East Lothian's businesses		Waste Services; Economic Development & Strategic Investment; SECCO; partners including Zero Waste Scotland; businesses	Number of businesses using circular economy business models	Need to establish baseline	Increasing number of businesses using circular economy business models	2025	COMBINE WITH ACTION 5.1C	Seeking Cabinet approval to combining action 4.1e and 4.2c into action 5.1c.

Proposal to combine actions 5.2a and 7.1g into 5.2e due to overlap:

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes
5.2e	Continue to develop, deliver, and support town, local, and village centre regeneration initiatives including the repair of and improvements to the insulation and energy efficiency of private and local authority business premises, and the reuse of vacant / derelict buildings and land for mixed use development.	LHS; LPD; EDS; Town Centre Strategies	Economic Development and Strategic Investment; Planning Service; Connected Communities / Area Partnerships and other partners	As per LHS, EDS, LDP, and Town Centre Strategies	As per LHS, EDS, LDP, and Town Centre Strategies	As per LHS, EDS, LDP, and Town Centre Strategies	2020 / ongoing	Place Based Programme funding to be utilised over next 4 years with other funds to deliver TC Regeneration, e.g. completion of Cockenzie CARS by 2023 and Dunbar Cars to 2025/26. Opportunities via multiple benefits from MFPS / MAT and other schemes, opportunities via UK Government Levelling up funding.	Seeking Cabinet approval to combining action 5.2a and 7.1g into action 5.2e.
5.2a	Continue to support the 'Town Centre First' Principle to develop and enhance our town and rural centres	LDP; EDS; Town Centre Strategies	All relevant services; Planning Service; Economic Development & Strategic Investment; Connected Communities / Area Partnerships and other partners	As per LDP, EDS and Town Centre Strategies	As per LDP, EDS and Town Centre Strategies	As per LDP, EDS and Town Centre Strategies	2020 / ongoing	COMBINE WITH ACTION 5.2e	Seeking Cabinet approval to combining action 5.2a and 7.1g into action 5.2e.
7.1g	Support community led regeneration, including bringing empty properties back into use, to improve town centres and rural areas	Local Housing Strategy (LHS)	Housing Strategy; Economic Development				2023	A Review of Empty Homes was completed in 2019. The Scottish Government are currently reviewing funding arrangements for bringing Empty Homes back into use. No progress has been made as of December 2021. This action will be reviewed as part of preparation for the LHS 2023-2028	Seeking Cabinet approval to combining action 5.2a and 7.1g into action 5.2e.

Proposal to combine actions 5.1d and 5.2g due to overlap:

Ref	Action	Relevant Strategy / Plan	Lead Person / Service	Indicator	Baseline	Target (where applicable)	Target date	UPDATE: AT DECEMBER 2021	Notes
5.1d	Support the faster roll out of Superfast Broadband, including required infrastructure for new developments	EDS	Economic Development & Strategic Investment; partners	% of East Lothian properties with Superfast Broadband (30Mbps - National target)	85% (2016/17)	100% (2022)	2022	No data at the moment.	
5.2g	Digital Towns – Continue to support measures to ensure that all town, local, and rural centres have the appropriate future-proofed infrastructure required to enable East Lothian to have the most digitally-connected local economy and communities.	EDS; LDP; Town Centre Strategies	Economic Development and Strategic Investment; Planning Service; Connected Communities / Area Partnerships and other partners	As per EDS, LDP, Local Area Plans, and Town Centre Strategies	As per EDS, LDP, Local Area Plans, and Town Centre Strategies	As per EDS, LDP, Local Area Plans, and Town Centre Strategies	2020 / ongoing	COMBINE WITH ACTION 5.2.g	Seeking Cabinet approval to combining action with 5.2g

REPORT TO: Cabinet

MEETING DATE: 26 January 2022

BY: Executive Director for Place

SUBJECT: Proposed Development of the Next Local Housing Strategy (LHS) 2023-28

1 PURPOSE

1.1 The purpose of this report is threefold:

- To provide an update on progress of the delivery of actions within the LHS 2018-23.
- To update on relevant changes to the national policy and planning context for the development and delivery of the East Lothian LHS.
- To outline and agree the project plan for the development of the next LHS 2023-28.

2 RECOMMENDATIONS

Cabinet is recommended to:

- 2.1 approve the development of the next LHS 2023-28.
- 2.2 note the progress which has been made to date to deliver the actions set out in the 2018-23 LHS, despite the significant challenges of the pandemic.
- 2.3 note the Scottish Government's publication of the 2019 LHS Guidance and the Scottish Government's Housing to 2040 agenda.

3 BACKGROUND

- 3.1 The Housing (Scotland) Act 2001 requires local authorities to prepare a Local Housing Strategy (LHS) for their area, supported by an assessment of housing need and demand. The Act also states that the LHS must be supported by an assessment of housing provision and related services,

that it must be submitted to Scottish Ministers and that local authorities must keep their LHS under review.

3.2 The LHS is the sole strategic document for housing, bringing together a wide range of housing-related priorities into one place and enabling a co-ordinated response in terms of action. The LHS plays a number of important roles, including:

- Setting out the strategic direction of the Council and its partners to delivering high quality housing and related services, to meet identified need across the county.
- Outlining the Council's approach to meeting its statutory housing responsibilities, i.e. in relation to fuel poverty, house condition and homelessness.
- Summarising the response to national housing priorities, i.e. the Scottish Housing Quality Standard; town centre living; reduction in carbon emissions and supporting the development of sustainable communities, while also reflecting the needs and priorities of the local area.
- Demonstrating how housing can contribute to improvements in health and wellbeing and influence the effective integration of health and social care.

3.2 The current LHS approved at Cabinet in June 2018 sets out the strategy, priorities and plans for the delivery of housing and related services across East Lothian from 2018-23. It was recommended that this strategy should be updated annually as required, following a review in August of each year throughout the period 2018-23, with any changes reported through the Members' Library Service.

3.3 An update was reported in August 2019 to senior officers. However, further reports have not been lodged due to a combination of factors, including the disruptive impact of COVID-19 upon the work of the team. For the 2019-20 Update, the decision was taken to delay until 2021 due to the impact of COVID-19.

LHS Guidance 2019 Update

3.4 It is now time to begin the process for the next LHS and we have taken this opportunity to provide an update to the current LHS as well as providing you with an update to the changes in Scottish Government guidance and the wider Housing to 2040 agenda.

3.5 In 2019, the Scottish Government published updated [LHS Guidance](#) succeeding the 2014 Guidance. The Updated Guidance sets out the statutory functions of the LHS, incorporating the following new requirements:

- Local Housing Strategies are required to state the local authority's plans to publish lists of those interested in acquiring land for self-build

in their areas, what advice/information/assistance is available locally and how this can be accessed.

- The policy area of homelessness has seen the largest number of updates due to the scale of new legislation and policy. Local Housing Strategies must contain a short summary on the local Rapid Rehousing Transition Plan (RRTP) and ensure there is a strategic fit. The following areas should be considered: a summary of preventative action being taken; temporary accommodation plans; plans around the provision of settled accommodation including the role of RSLs in this; what partnership working there has been in the development of the RRTP; and details of which LHS outcomes are aligned with RRTP priorities/outcomes.
- Within the chapter on Specialist Provision, Local Housing Strategies should demonstrate that consideration has been given to the specialist provision requirements for those of all ages, in all types of households, across all tenures to the following updated groups:
 - People with high support needs currently either in long-term care in hospital or out-of-area placement, those discharged from hospital or in a similar institution.
 - Young people transitioning to independent living for the first time
 - Members of the LGBTQI community
 - Where evidence suggests there is a requirement for action to provide suitable housing for key workers, the LHS should include a policy on this. This could be to assist in the employment and retention of people vital to the delivery of and improving essential local services.
 - The LHS must include a statement on the evidence in providing a target for wheelchair accessible housing in all tenures, and how Housing & Planning Departments will work together to ensure this is delivered in the private sector.
- Local Housing Strategies should demonstrate the links between climate change, fuel poverty and housing policies by:
 - Providing a summary of and aligning with Local Heat and Energy Efficiency Strategies (LHEES)
 - Providing an explanation of how technology is being used to delivery net zero greenhouse emissions targets
 - Providing robust fuel poverty and greenhouse gas emissions outcomes through the delivery of Home Energy Efficiency Programmes: Area Based Schemes (HEEPS: ABS)

Housing to 2040

- 3.6 Since their 2019 LHS Guidance Update, the Scottish Government has subsequently published [Housing to 2040](#) (H2040), Scotland's first twenty-year strategy for housing. At the time of writing, the Scottish Government has stated that they do not plan to provide further updates to the LHS Guidance.
- 3.7 H2040 sets out a vision for housing in Scotland to 2040 and a route map for achieving it. H2040 sets out a framework for the delivery of a robust and strong housing system that will deliver fairness and equality for people and communities in Scotland over the next twenty years.
- 3.8 H2040 provides a route map across four priority areas:
- More homes at the heart of great places: for everyone to have a safe, high-quality home that is affordable and meets their needs in the place they want to be.
 - Affordability and choice: everyone to have access to a home that is affordable and choices about where they live no matter what.
 - Affordable warmth and zero emissions: housing to contribute to tackling climate change by 2045 by delivering homes that are warm and affordable to heat and reducing the emissions caused by housing and housing constriction.
 - Improving the quality of all homes: all homes to be good quality, whether they are new build or existing, meaning everyone can expect the same high standards no matter what kind of home or tenure they live in.

2021 East Lothian LHS Update

- 3.9 The 2021 LHS Update does not seek to re-align the LHS with any new or forthcoming document, given the scale of change proposed in Housing to 2040 and the close proximity of LHS 2023-2028. Instead, the update has taken a light touch approach and highlights progress on existing actions.
- 3.10 COVID-19 has impacted on the delivery of a number of actions within the LHS. As the local authority remains in business continuity mode, and a significant proportion of strategic works includes strong partnership working, non-statutory requirements have been delayed.
- 3.11 Despite the pressures on East Lothian Council and East Lothian Health and Social Care Partnership (ELH&SCP) due to the COVID-19 pandemic, Brexit, and the care at home crisis, a number of significant developments have been made, including those which require intensive partnership working.
- 3.12 **Highlights of our Key Achievements** in meeting targets identified within the LHS action plan include:

- Delivering 279 units of affordable housing in East Lothian during 2019/20.
- The Council, in partnership with ELH&SCP, met the target in the provision of 40 units of core and cluster accommodation for people with a learning disability, mental health condition and complex care needs.
- Successful funding bid in partnership with Women's Aid East and Midlothian (WAEML) and East Lothian Housing Association for the provision of Housing First via Scottish Government's Third Sector Homelessness Fund.
- £2 million was secured from the Scottish Government through HEEPS: ABS for the delivery of external wall insulation of privately owned properties through-out the County, reducing fuel poverty and property disrepair.

3.13 Key Areas of Risk

- A range of policies associated with private sector housing are now out of date. These include the Scheme of Assistance, Below Tolerable Standards policy and Housing Renewal Areas.
- A review of both of these policies will be prioritised where resources allow in the coming year 2022/23.

3.14 Key Areas for Improvement

- The publication of Housing to 2040, and the scale of change it proposes combined with the proximity of the new LHS, provides a key opportunity for a range of actions in the current LHS to be met during the research and consultation of the new LHS. For example:
 - Improve knowledge of housing need & demand in rural areas; and
 - Carry out research into the experience of people with dementia who also have protected characteristics i.e. BME, learning disabilities, mental illness or physical disabilities.
- The current LHS set out an action for 300 units of specialist housing for older people to be delivered over a 5-year period to 2023. Best practice and evidence on the development of older people's housing, will need to be reviewed in light of lessons learned from the COVID-19 experience.

- 3.15 In line with our commitment to review and update annually, Appendix A sets out the updates and any amendments to the action plan.

Next LHS 2023-28

- 3.16 We are required to develop and implement a new Local Housing Strategy for submission to the Scottish Government by August 2023.
- 3.17 The purpose of the new LHS will be to:
- Establish an understanding of key housing issues across all tenures and housing related services and set out a clear vision for housing in East Lothian over a five year period that supports public sector reform principles and national / local priority outcomes.
 - Prepare and submit to Scottish Ministers an East Lothian Housing Strategy for the period 2023-2028 and associated documentation, in accordance with Scottish Government LHS Guidance (2019).
- 3.18 A PID has been developed (Appendix B) which sets out the project brief. To oversee this process, it is recommended that the East Lothian Housing Partnership is set up with the following broad functions:
- To oversee the development of the Local Housing Strategy and any associated documents.
 - To monitor the implementation of the Local Housing Strategy
 - To receive reports from LHS Project Team and any associated groups set up to research and evidence key themes such as affordable housing, homelessness and fuel poverty.
 - To ensure links with other key strategic planning structures e.g. Community Planning, Health & Social Care Partnership, Children's Services
 - To set up any other groups to ensure that it performs its function
 - To report to the East Lothian Partnership Governance Group
- 3.19 It is proposed that the Partnership is chaired by the Head of Housing with membership from all key stakeholders, as described in the PID (Appendix B).
- 3.20 A consultative draft will be brought to cabinet in Autumn/Winter 2022 prior to a public consultation, with the final LHS being presented in spring 2023 prior to submission to the Scottish Government. The proposed timeline is set out within the PID in Appendix B.
- 3.21 The timing of the LHS 2023-2028 provides a unique opportunity for closer working with colleagues in Planning and the East Lothian Health & Social Care Partnership (ELH&SCP). The consultation process within the LHS aligns with the indicative timescales for the Evidence Report for the LDP, with the publication of the LHS anticipated for autumn 2023, when a draft

LDP is also proposed. In addition, the LHS aligns with the ELH&SCP Strategic Plan consultation and delivery. Discussions are ongoing to ensure partnership working and collaborations for consultations in a way that benefits communities in East Lothian and demonstrates the important strategic links.

4 POLICY IMPLICATIONS

4.1 There are no policy implications arising from this report.

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

6.1 Financial – There are no financial implications arising from this report.

6.2 Personnel - Significant staff time will be required to complete, monitor and oversee the development of the LHS.

7 BACKGROUND PAPERS

7.1 LHS Update 2021 – Appendix A

7.2 LHS Project Team PID – Appendix B

7.3 [Local Housing Strategy Guidance \(2019\)](#) Scottish Government

7.4 [Housing to 2040](#) Scottish Government

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DATE	26 th January 2022

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Introduction

East Lothian’s Local Housing Strategy (LHS) covers the period 2018-2023. It provides the strategic direction to tackle housing need and demand to inform the future investment in housing and related services across the local authority area. The Scottish Government’s best practise guidelines state that local authorities should provide annual updates of the LHS. The decision was taken in 2020 to delay the 2019-2020 update due to the COVID-19 Pandemic. As such this, second update of the current LHS, will cover the period 2019-2021.

The LHS is the sole strategic document for housing in East Lothian. It outlines the housing system in East Lothian, including key trends, local pressures and challenges. The LHS sets out a proposed vision for East Lothian across all tenures with a range of outcomes which enable the Council and partners to meet the vision over a five year period. The LHS brings together a wide range of housing related priorities into one place and enables a co-ordinated response in terms of action.

As far as possible the LHS was aligned with other key strategic documents within East Lothian Council and East Lothian Health and Social Care Partnership (ELH&SCP). These documents are listed within the LHS 2018-2023.

Previously, the LHS update has allowed East Lothian Council to re-align the LHS with any new or forthcoming documents. However, in March 2021 the Scottish Government published Housing to 2040 which sets out a vision for housing in Scotland to 2040 and a route map to get there. It aims to deliver a vision for everyone to have a safe, good quality and affordable home that meets their needs in the place they want to be. The scale of change, new strategic documents and policy proposals is not to be underestimated. As such, this update will only provide updates on existing actions in the LHS, and Housing to 2040 will be central to the next LHS 2023-28.

Each priority outcome will be taken in turn, with key related legislation and policy highlighted. Thereafter, achievements of the period 2018-19 and key priorities for the coming year 2019-20 will be set out. Each section will conclude with the monitoring table of the action plan for the relevant outcome.

Table x: Progress Indicators		
Little / no progress	Continuing process made – some are longer term actions over the period of the LHS	Actions or targets achieved or on track

Priority Outcome 1: Sustainable and vibrant communities are created and maintained

Action(s) and Commitments for Delivery of Outcome	Baseline	Indicator or Measure	Milestone	Target / End Point	Who / Co-ordinator	2019 Progress	2019-2021 Progress
Theme 1: Strategic Approach to Sustainable and Vibrant Communities							
Continue to support the town centre first principle	The Town centre 1 st Principle is applied within LDP 2018 and the individual Town Centre Strategies.	Principle supported in LDP	Town Centre Principle supported in LDP, LHS and key Council Strategies.	March 2023	Regeneration / Planning / Housing Strategy & Development	Ongoing.	Ongoing.
Prepare an East Lothian Town Centre Regeneration Strategy	Individual town centre strategies in place. No overall strategy.	Approved Strategy in place	Project team established Evidence review complete Approved Strategy in place	June 2023	Regeneration	No progress to date.	No progress to date – plan to link to renewed Economic Development Strategy and LDP2
Improve knowledge and understanding of town centre data, i.e. stock condition, energy efficiency, fuel poverty, empty homes etc	Basic understanding as displayed in Local Housing Strategy	Report on town centre data provided to Member's Library	Project team established Stock conditions survey complete Recommendations	March 2023	Regeneration / Planning / Housing Strategy & Development	Private housing stock condition has been assessed for Tranent and Dunbar as part of CARS bids. This covers the	No further progress

			Report to Members Library			designated town centres only.	
Ensure housing play a key role in relation to major proposed flood prevention work i.e. in the Musselburgh area to maximise opportunities for town centre living	Ongoing partnership working	Masterplan complete		March 2020	Planning / Regeneration / Housing Strategy & Development	EDSI represented on MFPS Project Board, development and scoping ongoing.	Ongoing involvement by Economic Development to maintain links and identify opportunities
Theme 2: Delivery of Quality Sustainable Housing in Town Centres/Rural Areas							
Invest in affordable housing development in town centres via Affordable Housing Supply Programme (AHSP)	Ongoing	Number affordable homes completed	Development of SHIP 2019/2020	March 2023	New Build Team / Housing Strategy & Development	Hillcrest HA are currently negotiating the delivery of 15 affordable units in Tranent town Centre. ELC also have 12 units on site which will complete in 20/21 and are exploring a further 28 units including 7 specialised in Tranent	Hillcrest are currently on site. ELC 12 units complete. 28 units has planning permission.
Bring empty town centre properties back into use, where appropriate,	Continuing work within town centres	-Number empty homes brought back into use for affordable housing	Identification of empty properties Empty Homes report complete	March 2023	Regeneration Team / Housing Strategy & Development	Tranent CARS – 1 empty flat brought back into use, former Co-op store being	Opportunities are sought on an ongoing basis, funding for Dunbar

for affordable housing			Strategic Approach agreed for delivery			converted into 15 affordable units.	CARS secured and gives opportunity to address a number of vacant properties in that town.
Increase supply of affordable housing in rural areas.	Ongoing	Number affordable homes completed	Development of SHIP 2019/2020	March 2023	New Build Team / Housing Strategy & Development	The new build team are continuing to explore new opportunities to deliver affordable housing in rural EL.	Housing engaging through Rural Economy Group as the New Build Team continue to explore new opportunities to delivery affordable housing in rural EL.
Bring empty rural properties back into use for affordable housing	No strategic approach to empty properties in rural areas.	-Number empty homes brought back into use for affordable housing in rural areas	Identification of empty properties -empty homes report complete - Strategic approach agreed for delivery	March 2023	New Build Team / Housing Strategy & Development	Empty Homes Strategy complete and waiting sign off.	As previously reported
Explore opportunities in relation to	No policy in place	Report to Members Library	Review of best practice / national policy	March 2023	Housing Strategy & Development / New Build Team /	No progress to date.	Investigation underway into a site in

community land ownership & community led housing including custom build and self-build housing		and Policy in place.	-Establish a baseline position -Co-ordination of information / opportunities -Prepare guidelines / policy / information and advice as appropriate				Prestonpans to possibly do a self-build site.
Maximise opportunities to restore historic buildings including residential homes i.e. via Town Heritage and Conservation Area Regeneration funding	Ongoing investment in opportunities	Number of successful funding schemes in place	-Number of historic areas/ buildings restored -Improved understanding of levels of dilapidation -Proposals in place for external funders -Developing support packages / funding schemes	March 2023	Regeneration / Planning / Housing Strategy & Development / Economic Development	Tranent CARS in yr5 of 5, circa £6m invested in Town Centre by private individuals and public bodies. Dunbar CARS in preparation for bid.	Funding for Dunbar CARS secured.
Theme 3: Supporting People and Communities							
Support community led activity that seeks to improve town centres and rural areas	Ongoing work by Area Partnerships in Towns	Town Centre Action Plans in place	Town Centre Action Plans agreed Area Partnership Sub-groups in place	March 2023	Regeneration / Planning / Area Partnerships	Action plans in preparation for Tranent and North Berwick. These will build on Area Partnership plans.	No further progress

			Community led activities				
Improve digital infrastructure to support independent living and self-help for vulnerable groups via technology enabled care	No Review in place	Review of digital infrastructure complete.	Review of TEC complete Number TEC devices in use Number TEC projects in place	March 2023	Transformation Team / Adult Wellbeing / Housing Strategy & Development / HSCP	East Lothian TEC team currently has over 2,200 clients with analogue connected alarms and 4,301 connected telecare products (as from July 2019)	Digital gap analysis included in COVID recovery funding via Economic Development. Although the scope still to be defined.

Priority Outcome 2: The supply of housing is increased and access to housing improved across all tenures

Action(s) and Commitments for Delivery of Outcome	Baseline	Indicator or Measure	Milestone	Target / End Point	Who / Co-ordinator	2018-2019 Progress	2019-2021 Progress
Theme 1: Clear strategic direction for housing investment							
Prepare a revised Housing Need & Demand Assessment (SESplan HNDA3) for the South East	HNDA 2 in place	Robust and Credible Assessment / publication of SESplan HNDA3	Baseline position established Agreement over best body to take HNDA3 forward	March 2022	Housing Strategy & Development / SESplan authorities	SESHoF have prepared options report to take HNDA3 forward. This paper is being presented to the	A SESplan HNDA3 has been completed and will seek sign off from

Scotland (SESplan) area			Working group and resources in place			City Region Deal Directors meeting this calendar year.	Heads of Housing and Planning in January 2022 before being submitted to CHMA.
Agree Housing Supply Targets for SESplan HNDA3	HNDA2 Housing Supply Targets	Housing Supply Targets formally agreed	As above	May 2022	Housing Strategy & Development / SESplan authorities	As above	HSTs will be set once HNDA3 has signed off as robust and credible by CHMA.
Develop a Local Investment Framework to improve knowledge & understanding of local areas. This information will be used to ensure a balance of affordable tenures / house types is delivered on all new proposed developments	No LIF in place	Approved LIF in place	PID prepared Working group established Resources agreed Approved PID in place.	December 2022	Housing Strategy & Development	Revised deadline to December 2020 due to lack of resources.	PID prepared and a structure for taking forward to commence in January 2022.
Complete Supplementary Planning Guidance (SPG) for Affordable Housing		Approved Supplementary Planning Guidance		Approved February 2019	Housing Strategy & Development	Supplementary Planning Guidance for Affordable Housing has been approved	As previously reported.

						alongside the Local Development Plan.	
Improve knowledge of housing need & demand in rural areas	Limited knowledge of housing need and demand in rural areas	Approved research on housing need and demand in rural areas	PID prepared Working group established Resources agreed Approved research in place.	December 2022	Housing Strategy & Development	Deadline put back due to lack of resources.	Deadline put back due to lack of resources. Will be examined as part of LHS 2023-28 preparation.
Theme 2: Increase housing supply							
Deliver 189 affordable units per annum as per Housing Supply Target – including RSLs	Ongoing	Number affordable homes completed	Annual SHIP	March 2023	New Build	2016/17 – 204 2017/18 – 292 2018/19 - 137	2019/20 - 279
Maximise opportunities to accelerate affordable housing	Ongoing	% allocation spent		March 2023	Housing Strategy & Development / New Build	ELC have increased the number of open market acquisitions over the last 3 years and continue to explore opportunities to bring forward housing earlier in partnership with RSL partners and the Scottish Government	ELC are continuing to bring forward housing as early as possible.

Work with RSL partners to deliver affordable housing	Ongoing	Number affordable homes completed	Annual SHIP	March 2023	Housing Strategy & Development / New Build	2016/17-60 2017/18-166 2018/19 - 83 2019/20 – 22	2019/20 –22 total for social rent plus 38 MMR through RSL partners.
Explore alternative / innovative financial models	Limited alternative financial models in place.	Appraisal of financial models complete SPV established		March 2023	Housing Strategy & Development / New Build	East Lothian Mid-Market Homes MMR established in April 2019 with commitment to the delivery of 50 units by end of October 2019. Also continuing to explore other opportunities	A further 2 properties have been taken on under ELMMH. Continued exploration of opportunities particularly with Housing to 2040.
Deliver the Councils own new build programme	Ongoing	Number affordable homes completed	Ongoing	March 2023	New Build	During the period 2018/19, 20 units were completed. For the period 2019/20, a projected total of 70 units.	2019/20 – a total of 104 were delivered by the Council. During 2020/21, 93 units delivered. A total of 105 are projected for 21/22

Affordable Housing delivered by other stakeholders	Ongoing	Number affordable homes completed	Ongoing	March 2023	New Build	For the period 2018/19, 23 units were provided by RSLs and a further 34 units by other bodies. The projections for 2019/20, are 58 units by RSLs and 121 by other developers.	2019/20 -157 2020/21 - 28
Prepare / implement a survey in relation to empty homes, analyse responses and provide recommendations	No survey in place	Survey complete and recommendations made	PID established Survey implemented Report complete Recommendations in place.	March 2023	Housing Strategy & Development	A survey was sent to all owners of empty properties in East Lothian during November-December 2018. This achieved a response rate of 1/3. The strategy along with associated action plan is currently awaiting sign off.	As previously reported.
Take a strategic approach to bringing empty properties / land back into use including consideration of CPOs	No strategic approach in place.	Strategic approach approved	Approved Empty Homes Strategy Recommendations in place.	March 2023	Housing Strategy & Development / Public Health / Environmental Protection	It is recommended that this action is revised in light of the approved recommendations from the Empty Homes Strategy.	As previously reported.

Explore opportunities for the effective support of community-led housing / self-build / custom build	No formal procedures in place.	Report approved	Research undertaken Policies and procedures in place.	Dec 2020 2023	Housing Strategy & Development	Now an option within Scottish Planning Guidance. No opportunities have come forward to date.	No opportunities have come forward to date. To be explored in LDP2.
Ensure mainstream accommodation is future proofed as far as possible, built to a standard to accommodate wheelchair users and capable of being adapted to suit a range of needs		Revised standard specification in place		March 2023	New Build / Housing Strategy & Development / Health and Social Care Partnership	Health & Social Care Partnership – case by case basis. Long term, ongoing. Also deliver a number of amenity, ambulant disabled and wh/chair housing with input from the Housing OTs into design	Wheelchair Accessible Housing JSNA complete. Wheelchair Target to be signed off by Council 2022. New Build team to them take forward spec.
Theme 3: Improve access to housing							
Consider making an application to Scottish Ministers for the designation of a 'rent pressure zone'	No application in place.	Application to Scottish Ministers as appropriate	Research undertaken.	March 2023	Housing Strategy & Development	Research from City of Edinburgh Council estimated that it would take between three to four years for a local authority to make an application for a RPZ due to the amount of data required by the	As previously reported.

						Scottish Government. A Proposed Fair Rents (Scotland) Bill has been introduced in recognition of the complexity of RPZ's.	
Review existing Council Housing Allocations Policy	Previous Allocation Policy in place.	Approved revised Council Housing Allocations Policy in place	Working Group established Consultation on allocations policy Revised Allocations Policy in place.	March 2019	Community Housing	East Lothian Council's Allocation Policy was approved in March 2019.	As previously reported.
☀️ Revise procedures for applying for a HMO in an East Lothian Council tenancy.	Procedure in place which doesn't recognise SHR standards	Approved procedure in place	Review current HMO procedure Revise with recommended changes	March 2020 January 2022	Private Sector Team / Housing Strategy & Development / Community Housing	New action – no progress	Review is underway to streamline process.

Priority Outcome 3: Homelessness is prevented as far as possible, with appropriate support in place to promote positive health outcomes and tenancy sustainment

Action(s) and Commitments for Delivery of Outcome	Baseline	Indicator or Measure	Milestone	Target / End Point	Who / Co-ordinator	2018-2019 Progress	2019-2021 Progress
Priority Outcome 1: Homelessness is prevented as far as possible							
Recruit an additional Prevention Officer	No resource in place	Resource in place	RRTP in place Funding allocated Recruit Prevention Officer	April 2020	ELC Housing Options	RRTP money allocated for year 1, discussions ongoing re HRA funding	Post in place Jan 2021
Review and evaluate prevention /early intervention activities	No review in place	Review complete	Working group established Review complete	March 2022	ELC Housing Options	Revised performance management framework agreed, setting out baseline figures, to inform review	Revised PMF in place to enable improved understanding of prevention & early intervention. Work ongoing to inform Prevent1 Guidance.

Implement a spend to save prevention fund	No scheme in place	Scheme operational – Targets TBC	Review of schemes nationally Establish criteria / finance arrangements Scheme in place	December 2022	ELC Housing Options	No progress	Draft documentation prepared for Spend to Save Scheme and rollout anticipated by March 2022
Review protocol arrangements for young people leaving care to enable a planned approach	A comprehensive review of young people and homelessness is underway	Protocol in place	Prepare draft report Approve final report	December 2021	ELC Housing Options; ELC Children’s Services	Comprehensive review of young people and homelessness underway, due to complete October 2019. This will help inform a review of protocol arrangements	Independent facilitated session arranged August 2021
Implement pre-tenancy checks for early identification of vulnerabilities	No formal process in place	Formal process in place	Prepare draft paper Approval final paper	Dec 2020	ELC Community Housing	Complete	Complete - Continued and consistently high rates of tenancy sustainment
Develop an information & advice newsletter for landlords	No newsletter in place	Resource in place	Prepare branding Agree branding and content	Dec 2022	Housing Strategy & Development; ELC Licensing; Private Landlord Forum	Ongoing – content agreed, branding process ongoing	Complete - regular bulletin provided to 3,000+ private landlords, launched autumn 2019

Re-establish mechanisms for private landlord / tenant engagement	No mechanism in place	Mechanisms in place		Dec 2020	Housing Strategy & Development; ELC Licensing; Private Landlord Forum	No progress	Culture change across Housing Options Team, formal training provided to staff on PRS changes, increased interaction with private landlords via eviction and rent deposit scheme. Improved relationship with private landlords, active contacting re properties / investment opportunities, enabling increased stock / positive negotiation
Priority Outcome 2: Access to existing housing for homeless households is improved across all tenures							
Implement a rolling programme to re-designate temporary accommodation as	Rolling programme ongoing	30 per annum	Rolling programme in place	Ongoing	ELC Housing Options; ELC Community Housing	Currently re-designating 2-3 properties per month.	Programme established and ongoing – criteria to be

permanent tenancies							reviewed January 2022
Review the proportion of allocations to homeless applicants	Awaiting approval	ELC Cabinet Approval re new targets	New targets in place	April 2019	ELC Community Housing	ongoing	Complete - Increased flow through system; shorter time to accommodate in permanent accommodation and reduced time in TA
Refer long-term cases to re-housing panel for additional points	Ongoing	Targets TBC		Ongoing	ELC Housing Options; ELC Community Housing	Ongoing, currently 2-4 a month to the re-housing panel.	Targeting of households with the longest length of stay in TA through the rehousing panel process has enabled long-term complex cases to be accommodated, with procedures in place and embedded. 17 households were referred in 2019/20 (including 9 converted tenancies).
Explore options re increasing	Ongoing	Agreement in place		Ongoing	ELC Community Housing; RSLs	Using existing stock, agreement	Ongoing discussions with

proportion of RSL allocations to homeless applicants						in principle for provision of specific accommodation over 3 year period (focus on domestic abuse, young people starter homes / flatshare.)	RSL's. Agreement with ELHA to provide 4 units for HF for women experiencing domestic abuse.
Explore flat-share arrangements for single people in temporary accommodation / B&B & implement	No scheme in place.	Scheme in place Target 40 tenancies	Procedures in place Procedures reviewed	March 2023	ELC Housing Options; Housing Strategy & Development	Ongoing – formal recording yet to take place but 3 tenancies currently in place.	Flat share piloted and embedded as alternative to unsuitable TA.
Discharge duties into the private rented sector	Limited discharge of duties	125	Training complete Revised performance management framework in place Annual increase evident	Ongoing	ELC Housing Options	Ongoing	Complete – significant increase in take up of rent deposit scheme evidenced.

Maximise use of rent deposit scheme	Scheme in place	30 per annum	Review / revise procedures Revise Homelessness Operations Policy	Dec 2021	ELC Housing Options; Housing Strategy & Development	Ongoing – Informal review complete, procedures revised. 24 rent deposits complete in Q1 and 2 of 2019/20 compared with 11 in 2018/19	Complete – sustained growth evident. 49 households accommodated in 2019/20 and 46 in 2020/21 compared with 16 in 2017/18 (RRTP baseline year).
Promote & enable access into Mid-Market rent housing for homeless households in employment through awareness raising.	No measures in place	Housing Options Leaflet for Mid-Market Rent.	Prepare leaflet Deliver alongside information presentation to area teams and Housing Options Teams.	March 2023	Housing Strategy & Development	Review in progress. Maximise use of MMR for individuals who fit the criteria. During 2018/19, three households facing homelessness were able to access MMR tenancies.	Criteria revised to make MMR more attractive to homeless households.
Priority Outcome 3: Homelessness systems and processes are more efficient and effective							
Review Homelessness Operations Policy	Draft Policy in place	Review complete	Plan in place re changes to Policy	2022	ELC Housing Options; ELC Community Housing	Ongoing – Policy revised re equalities, lost contacts / case closure, rent deposit, AVD	Work in progress via dedicated resource in place April 2021. A range of letters / procedures revised and

							made more efficient to enable ongoing work during Covid-19. Homeless Operations Policy in progress.
Implement void policy, process review & prioritisation re homelessness		Review complete Target 10 days		March 2021	ELC Community Housing; ELC Property Maintenance	Complete.	Cabinet approval November 2019. Subgroup has begun to review procedures.
Carry out training and awareness raising sessions across the Council	No training or awareness sessions in place	150 members of staff in receipt of awareness raising / training	Awareness sessions prepared One Council approached delivered.	December 2020	ELC Housing Options	10 awareness raising sessions delivered One Council approach planned	Complete
Priority Outcome 4: Access to support is improved for homeless people where appropriate							
Implement a 'Housing First' initiative	No HF initiative in place	50 HF tenancies (10 per annum)	Procedures /protocols in place and agreed	April 2023	ELC Housing Options	Demand led. ELC own 'Housing First' which is not in line with Scottish Government definition. 3 tenancies in progress	Complete - 4 pilot cases trialed re localised version of Housing First and HF subsequently ongoing, with protocols / procedures and

							additional staff in place. Further 12 tenancies confirmed via WAEAML, ELC and ELHA partnership. Ongoing monitoring in place and HF embedded.
Explore opportunities for collaborative working with public health / East Lothian Health & Social Care Partnership	Limited collaborative working	Projects operational		Ongoing	ELHSCP, Housing Strategy & Development; Housing Options	3 training / awareness raising sessions delivered, joint presentation, early intervention framework in preparation	3 awareness raising sessions held to explore opportunities. Revised approach to information sharing in place. Significant joint working during pandemic and beyond.
Ensure targeted support to households in temporary and permanent accommodation	Additional resource required	Additional resource in place	RRTP in place. Funding allocated Recruit additional Tenancy Support Officer	April 2020	ELC Housing Options	RRTP money allocated for year 1, discussions ongoing re HRA funding	Additional Tenancy Support Officer post in place Jan 2021.

Consider how local communities can reduce social isolation & implement schemes		Projects operational		Ongoing	Housing Strategy & Development; Housing Options	Projects include; A new Community Connections Worker funded by North Berwick & Costal AP to reduce social isolation; A range of community food initiatives which reduce social isolation and tackle food poverty, including Our Community Kitchen (Haddington), Lunch with the Bunch (Prestonpans), and Hungry Hatch via The Ridge in Dunbar – all supported by the Aps.	No progress although ability to build on significant community support evident during Covid-19
Establish a starter pack scheme, optimising support from local churches	No starter pack in place.	Scheme in place	Research undertaken Contract in place	2022	Housing Options; local churches; ELVON; Fresh Start	Complete	The service delivered 966 starter packs in 2019/20 for 196 households. ELC has committed to funding the service for 3

							years and 11 churches signed up to providing regular donations. Meetings took place in 2019/20 to consider how church support for homelessness could be further extended, although not progressed due to Covid-19.
Explore opportunities in respect of the Council's Sustainable Procurement Policy & associated community benefits	Limited opportunities available re homelessness and community benefits	Policy agreed	Revision to policy Community benefits realised	Dec 2020	Housing Strategy & Development; Procurement; Housing Options	Ongoing	No progress
Link with employability & training services i.e. digital skills development & pre-tenancy training	Limited links in place	Projects in place	TBC	Ongoing	Housing Strategy & Development; Housing Options	Ongoing – service mapping event planned early 2020	No progress

Explore potential for increased numbers of vulnerable young people including care experienced young people to receive support to attain SQA's accredited Tenancy Award	Programme ongoing via Bridges Project	Targets TBC	Awareness raising session Framework in place Increased no of SQA's	March 2020	ELC Children's Services; ELC Housing Options; Bridges Project	Ongoing	Training and awareness raising session held Dec 2019. Bridges Project Independent Living Worker recruited Feb 2020, and additional post recruited November 2021
Priority Outcome 5: Supply of new permanent housing is increased across all tenures							
Targeted purchasing of Open Market Acquisitions (OMA)	Ongoing	10 per annum	No. property acquisitions	Annually	Housing Strategy & Development & Housing Options	12 OMA were purchased during 2018/19.	2019/20 – 21 2020/21 – 13 2021/22 - 35
Implement innovative private rented sector investment model	Project viability under consideration	76 tenancies	Meetings held Financial appraisal Agreement to progress	March 2024	Housing Strategy & Development, Housing Options & Finance; Midlothian Council; Cyrenians; National Homelessness Property Fund; SG	In progress, financial appraisal ongoing	No formal agreement in place – unlikely to progress
Commission / develop a supported accommodation service for	Project ongoing	4 units	Works complete HMO licence in place	April 2019	ELC Housing Options & Children's Services; BTHA	Complete	4 additional units of supported accommodation developed for

vulnerable young people			Properties occupied				young vulnerable care leavers with BTHA in spring 2019
Provide 4 additional units of refuge accommodation	10 units in place	14 units	Identify properties Agree housing model Refurb properties Handover properties	December 2019	Housing Strategy & Development; Mid & East Lothian Women's Aid	Discussions underway to identify properties.	Scottish Government Third Sector Homelessness Fund agreed / MLR submitted
Acquire 12 off the shelf units & bring up to standard for use as permanent / supported accommodation	No units in place	12 units	Acquire properties Refurbish properties Handover properties	Dec 2019	Housing Strategy & Development	Properties purchased, works complete and awaiting completion of works re Scottish Water prior to handover	12 units acquired and used as permanent accommodation for homeless households from September 2020.
Develop one or two new build sites in high demand areas, providing circa 30 units of smaller properties	No sites developed	30 units	Identify site Prepare business plan Agree finance Site start	March 2023	Housing Strategy & Development ELC Housing Options	Potential site identified for 16 units, business plan in progress	Projects under consideration although no substantive progress to date

			Site completion				
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Priority Outcome 4: A wider range of specialist housing is provided to enable independent living where appropriate.

Action(s) and Commitments for Delivery of Outcome	Baseline	Indicator or Measure	Milestone	Target / End Point	Who / Co-ordinator	2018-2019 Progress	2019-2021 Progress
Theme 1: Older People							
Develop 300 units of specialist housing for older people over a five-year period to 2023 (60 units per annum). This could include extra care housing or retirement housing, which could be		60 additional units developed per annum		March 2023	Housing Strategy & Development / East Lothian Health & Social Care Partnership	There is currently a programme of older persons housing coming forward over the next 5 years. This year has seen the completion of 4 new build amenity units in Aberlady. Herdmanflat Hospital Site was also acquired this year and a brief	112 units of amenity housing have been developed between 2018 and 2021. Herdmanflat Hospital Site has also been acquired for the provision of housing for older people, although housing won't be delivered on site within the

purpose built or remodelled from existing provision & developed by the public or private sector ¹						will be prepared to deliver a number of older persons housing in the coming years.	lifetime of this LHS.
Carry out a comprehensive review of sheltered housing	No Review in Place	Approved report in place with recommendations	Working Group established Literature Review completed Interviews and focus groups completed Report and recommendations in place.	September 2022	East Lothian Health and Social Care Partnership / Housing Strategy & Development	The Review of Sheltered Housing was complete in October 2018. It has still to be signed off.	As previously reported. Awaiting sign off.
Explore potential models of rural care provision to enable more	No protocol in place	Revised approach to rural care provision	Working group established Strategic Overview of Care Requirements in East Lothian established	Dec 2018	East Lothian Health & Social Care Partnership	H&SCP have developed a Strategic Overview of Care Requirements throughout East	As previously reported.

¹ For clarity, work has been undertaken at time of LHS publication (June 2018) to assess the requirements for hospital re-provision in East Lothian and public consultation is ongoing in relation to this. The 300 units specified as being required in the LHS have been identified on the basis of detailed analysis of demographic change / projections. Any requirement for accommodation arising as a result of hospital re-provision will be over and above the requirements set out in the LHS 2018-23.

effective delivery of care			Clustering of care provision in place. Ongoing review			Lothian. This has led to the clustering of care provision towards specific geographies. Work will be ongoing in this area alongside the Shifting the Balance of Care change board.	
Investigate the implications of significant projected numbers of older couple households for specialist housing	No understanding	Improved understanding of the implications	Literature review completed Understanding and recommendations regarding implications in place.	Dec 2018	Housing Strategy & Development	Through the Review of Sheltered Housing and the Joint Strategic Needs Assessment of Older People in East Lothian, an improved understanding of the implications of the increase in couple households has been achieved.	As previously reported.
Target resources more effectively in relation to the provision of practical	Ongoing	Annual budget agreed		March 2023	East Lothian Health & Social Care Partnership	Ongoing work through grant funding to provide community	As previously reported.

assistance & low-level interventions / support						support and H&SCP initiatives such as START (the Short Term Assessment & Rehabilitation Team)	
Embed a culture change in relation to a more proactive, preventative approach to adaptations i.e. early identification of aids required to prevent delayed discharge.	Ongoing	Preventative approach in place	Identify grants / allocation of money for prevention projects	March 2023	Community Housing / East Lothian Health & Social Care Partnership	A number of schemes including; Healthy Independent Living with Daily Activities (HILDA) and the Wellwynd HUB Early Intervention Clinic and the Discharge2Assess team	As previously reported.
Target the provision of housing information and advice at younger older people, with housing health checks carried out from age 55 across all tenures, or where a	No housing health checks in place.	Housing health checks in place Number carried out per annum	Establish project team Prepare housing information Prepare strategic planning document on roll out. Staff training Information and Approach Approved	2023	Housing Strategy & Development / Community Housing / EL Health & Social Care Partnership	Target date delayed due to lack of resources	Target date delayed due to COVID-19 pandemic and lack of resources.

diagnosis of dementia is made (to include information for carers)							
Increase capacity building within communities to support older people to remain in their own homes for longer & live independently i.e. community health; day activities; befriending services; respite care & support for carers.	Ongoing	Projects in place	Projects agreed and funding in place.	March 2023	East Lothian Health & Social Care Partnership	<p>START – Short Term Assessment & Rehabilitation Team work with older people in Tranent, Prestonpans & Port Seton with a focus on helping people to become more active and independent after illness.</p> <p>Area Partnership Activities - Fa'side Area Partnership held an Ageing Well event for 50+ in Tranent. Community's event day in Musselburgh brought over 800 members of the community together to find</p>	In progress/ on track. H&SCP Community Transformation Project.

						out more information on the type of activities, support and services delivered locally.	
Carry out research into the experience of the following groups and dementia in East Lothian - BME, learning disabilities, mental health issues and physical disabilities.	No research in place	Research complete	Working group established Literature review in place Research in place. Recommendations given	March 2023	Housing Strategy & Development / EL Health & Social Care Partnership	No progress to date due to lack of resources	No progress has been made due to lack of resources. This will be considered as part of the Specialist Provision JSNA to inform LHS 2023 - 2028.
☀ Transforming Care for Older People – NHS Lothian and ELC to transform services for older people in East Lothian through working in collaboration with HUB Southeast approach to agree future of	Extra Care Housing Review	Completed report approved by IJB and cabinet	Maximise independent living Provide specific interventions according to the needs of the service user Provide a clear care pathway which connects services Contribute to preventing	March 2023	EL Health & Social Care Partnership / Housing Strategy & Development	New action – no progress to date	In progress and led by East Lothian Health and Social Care Partnership.

Eskgreen and Abbey Care Homes and Edington and Belhaven Hospitals.			unnecessary hospital admission				
Theme 2 /3: Mental Health, Learning Disabilities and Autism.							
Make available 8 units of core & cluster housing per annum (40 in total over the lifetime of the LHS) primarily for people with a learning disability, to also accommodate people with a mental health condition / people with autism / people with a physical disability where appropriate ²		40 units of core and cluster housing in place per annum		Mar 2023	Housing Strategy & Development / EL Health & Social Care Partnership	Elder Street – 12 new build units, May 2020 During the 2018/19, the re-housing panel supported 7 households to move to suitable housing, where there current housing was unsuitable due to a mental health problem, learning disabilities or autism. An additional 24 households were supported to move to suitable	Complete

² For clarity, the 8 units per annum (40 in total over the lifetime of the LHS) is proposed for a range of vulnerable groups including people with a learning disability; people with a mental health condition; people with autism and people with a physical disability. It is likely that people may have a combination of the above.

						accommodation by the Health and Housing Panel.	
Link core & cluster housing to place-making on a small scale i.e. promoting health & well-being, resilience & employability	Ongoing – as and when, no guidance in place.	Guidance developed in linking core & cluster housing to place-making on a small scale	Project team established Guidance in place	March 2023	Housing Strategy & Development / EL Health & Social Care Partnership / The Works / Public Health	No progress to date.	No progress has been made due to lack of resources. This will be considered as part of the Specialist Provision JSNA to inform LHS 2023 - 2028
Establish a strategic approach to planning for housing for people with a learning disability, mental health issues and physical disabilities	No strategic approach in place	Strategic approach in place	Working group established Relevant data gathered complete Strategic agreement in place	December 2019	Housing Strategy & Development / EL Health & Social Care Partnership / Community Housing	Operational agreement in place between H&SCP and Community Housing which gathers required data and allocates accordingly	Complete
☀️ Joint working with East Lothian Health & Social Care Partnership conduct a joint needs	No review	Review approved by Cabinet and IJB	Project team established Review of Cameron Cottage and alternative models of service provision	September 2022	Housing Strategy & Development / EL Health & Social Care Partnership	New action – no progress to date	No progress has been made due to lack of resources. This will be considered as part of the Specialist Provision JSNA to

assessment for people with a mental health condition.			Review complete Agreement of service specification and business plan for new service to be commissioned				inform LHS 2023 - 2028
Conduct a housing needs assessment for individuals with a learning disability which includes a feasibility report on developing the recommended accommodation or service.	2017 needs assessment in place	Needs assessment complete with feasibility report on developing recommended accommodation or service	Working group established Review of current housing Review of best practice models Report complete Agreement of a service specification for recommended service/accommodation	September 2022	Housing Strategy & Development / EL Health & Social Care Partnership	No progress to date	In progress as part of Herdmanflat development, and will be covered within the JSNA on Specialist Provision for the LHS 2023-28.
Develop Housing Specification Guide for all particular needs groups	No Guide in Place	Guide in place	Working group established Housing specification guide in place.	September 2022	Housing Strategy & Development / EL Health & Social Care Partnership	No progress to date	No progress has been made due to lack of resources. This will be considered as part of the Specialist Provision JSNA to inform LHS 2023 - 2028
Theme 4: Violence Against Women and Girls (Domestic Abuse)							

Provide an additional 8 units of refuge accommodation (to ensure a total of 14) as a matter of priority	10 units currently in place.	14 units of refuge accommodation in place	Agreement and funding in place.	December 2020	Homelessness Service / East and Midlothian Women's Aid	A further 4 units agreed in principle.	Complete
Implement a programme of training and awareness raising sessions, with a focus on MARAC, in conjunction with the Public Protection Partnership	No training in place.	Training programme complete	Training program in place.	March 2023	Homelessness Service / East and Midlothian Women's Aid	Public Protection Partnership run a series of training on MARAC throughout the year for which housing colleagues now have guaranteed spaces.	Complete
Review housing procedures to ensure a more efficient and effective response to women experiencing domestic violence including; women who have co-occurring	Literature review complete. Focus Group with service users at women's aid.	Revised procedures in place Trauma informed approach in place Review in place	Working Group established Key Policies Agreed Key Policies Reviewed Key Policies and Procedures in place	Dec 2019	Housing Strategy & Development / Homelessness / East and Midlothian Women's Aid	In June 2019 a Housing and Domestic Abuse Working Group was brought together to meet the CIH 'Make a Stand' campaign. Work is ongoing to produce an overarching domestic abuse policy.	In 2019, the Scottish Government passed the Domestic Abuse (Protection) Act 2019, which would be central to the revision of any policies. At the time of writing, the Scottish Government anticipated that it

substance misuse and/or mental health issues, and those with accompanying children							will take to 2023 until the Legislation can be enacted by local authorities. As such, small improvements and learnings are being made in the interim.
Theme 5: People with a Conviction							
Work with Community Justice Partnership and the SPS to implement the Sustainable Housing on Release for Everyone (SHORE) standards. This should include establishing formal joint working arrangements & develop a housing protocol with the Scottish Prison Service (SPS) to ensure	No protocol in place	SHORE standards and protocol in place	Data sharing agreement signed between SPS and East Lothian Council. - Protocol in Place with SPS.	December 2019	Housing Strategy & Development / Housing Options / SPS / Community Justice Partnership	Data sharing agreement has been signed and operational guidelines awaiting sign off by Getting It Right for Offenders Sub-Group which has replaced Reducing Re-offending Group. Surveys conducted with 40% of individuals with an East Lothian address in HMP Edinburgh.	Complete

smooth transitions from custody to release							
Theme 6: Refugees & Asylum Seekers; Gypsy/Travellers & Travelling Show People							
Explore options around the third sector assisting with the integration and support of refugees	No third sector organisations in place.	Third sector assistance with integration and support of refugees Projects in place	Understanding of need and demand Projects in place	December 2020	Community Housing / Housing Strategy & Development	No progress.	Work underway via East Lothian Horizons Community Sponsorship Group
Carry out agreed physical improvements to the existing Gypsy / Traveller site, in accordance with revised standards	No improvements scheduled	Gypsy / Traveller site meets with revised standards	Understanding of improvements needed Funding confirmed Improvements in place.	March 2019	Housing Strategy & Development / Community Housing / Midlothian Council	All improvement works were completed in March 2019 with funding now being sought to further improve standards.	Improvement works completed March 2019 with funding in place to further improve standards. Work has currently stalled on this however.
Review the provision of information and advice relating to Gypsy / Travellers & make recommended changes	Existing information and advice in place	Information and advice service in place	Existing information and advice reviewed Information and advice service in place.	Dec 2020	Housing Strategy & Development / Midlothian Council	Review of existing information and advice underway through Strategic and Operational Gypsy/Traveller Planning Groups.	As per previous update

Develop a protocol for unauthorised encampments, which reflects Scottish Government Guidance for Local Authorities	Informal protocol in place.	Protocol for unauthorised encampments in place	Best practise researched Formal process in place.	Dec 2019	Housing Strategy & Development / Engineering Services & Building Standards / Police Scotland	Completed and awaiting sign off from Midlothian Council.	As per previous update
Target Period Poverty resources to Gypsy/Travellers on site	No procedure in place	Procedure in place	Consult with tenants of Gypsy/Traveller site to establish need Procedure in place	November 2019	Housing Strategy & Development / Policy & Performance (Equalities)	Consultation and need established. Procedure in place to provide site tenants with sanitary products.	As per previous update
Develop a process to collecting meaningful data on Gypsy/Traveller in the Lothian's to help inform a Gypsy/Traveller Action Plan for East and Mid Lothian.	No formal procedure for collecting data	Procedure in place	Prepare Survey Carry out Survey Analyse findings and prepare Action Plan	December 2020	NHS Lothian / MECOPP	Survey drafted alongside NHS Lothian and MECOPP. Project will be overseen by Lothian Steering Group on Gypsy/Travellers	Due to a change in staffing, NHS Lothian were no longer able to lead this project.
Theme 7: Veterans/Armed Forces Community							
Work with SVGCA to develop six new		Six new build units complete	Local lettings plan to be agreed	January 2020	New Build Team / Housing Strategy &	6 units are currently on site and due for	Complete

build units for veterans					Development / SVGCA	completion early next year.	
Theme 8: Young People (transitioning to independent living for the first time)							
☀ Create a Peer Flatmate Scheme for Care Experienced Young People	No Flatshare scheme in place	Flatshare scheme in place	Application to the Life Changes Trust 10 properties purchased on the open market Housing Support Service procured Peer Flatmates and Young People Selected Sustainability of Scheme established	January 2021	Housing Strategy & Development / Children's Services/ Community Housing / The Rock Trust / QMU	Currently on track, 3 properties purchased. The Rock Trust secured as the housing support provider. One property currently occupied.	My Place – the peer flatmate scheme is now in operation in East Lothian.
Review protocol arrangements for young people leaving care to enable a planned approach	Protocol outdated	Protocol in place	Project team established Needs Assessment completed Review of protocol arrangements completed Protocol in place	September 2022	ELC Children's Services / Housing Strategy & Development / ELC Housing Options	A review of Young People and Homelessness is currently underway and due to complete in November 2019. This will help inform a review of protocol arrangements.	A Joint Strategic Needs Assessment with Children's Services to include CEYP will be undertaken to inform the JSNA for specialist provision.

☀️ Create a 15+ Housing and Support Panel	No housing panel	Panel in place	Review current arrangements for joint-working Panel in place	June 2019	Children's Services / Housing Options Team / Community Housing / Partner Services	15+ Housing Panel in place	As per 2018/19 update.
☀️ Prepare a 'Home and Belonging Strategy for Care Experienced Young People in East Lothian'	No strategy in place	Strategy approved by ELC cabinet & IJB	Project team established incl. Champs Board Literature review on the concepts of home and belonging Strategy approved and recommendations agreed.	March 2023	Housing Strategy & Development / Who Cares? Scotland / Children's Services / H&SCP / Education	Funding secured from Life Changes Trust for a Research and Link Worker (managed by Who Cares? Scotland) to work alongside Housing Strategy and Children's Service to prepare the strategy. Worker began post in October 2019.	'Home and Belonging: Being Care Experienced in East Lothian' was completed in March 2021. A Members Library Report will be lodged towards the end of 2021. The Corporate Parenting Board will lead on the recommendations.
Explore potential for increased numbers of vulnerable young people including care experienced young people to	No targets in place	Targets TBC	Review current provision of a tenancy award. Implement new provision	March 2020	ELC Children's Services / Housing Options / SQA	No progress to date	No progress to date. However, funding has been re-allocated through My Place for intensive housing support to CEYP to ensure they are tenancy

receive support to attain SQA's accredited Tenancy Award							ready. A case load of 8 young people is currently underway.
☀️ Conduct a housing needs assessment for young people in East Lothian	No review	MLR to cabinet noting needs assessment	Project team established Consultation with young people Needs Assessment complete and recommendation given	2022	Housing Strategy & Development / Children's Services / Housing Options / Adult Services / Community Justice Partnership	New action - No progress to date.	No progress has been made due to lack of resources. This will be considered as part of the Specialist Provision JSNA to inform LHS 2023 - 2028
Theme 9: Key Workers							
☀️ Conduct a housing needs assessment on the requirement to provide suitable housing for key workers	No assessment in place	Needs Assessment approved.	Establish project team Prepare housing needs assessment	October 2020	Housing Strategy & Development / Economic Development / The Works East Lothian / Education	New action – no progress to date.	A needs assessment on affordability and mid-market rents is in progress. The findings will be reported to Council as part of East Lothian Council new Supplementary Planning Guidance early in 2022.
Theme 10: LGBT							

☀️ Conduct a housing needs assessment for individuals who identify as LGBT including older adults.	Evidence for LHS A 2017	Needs Assessment in place.	Establish a project team.	2023	Housing Strategy & Development / Community Housing / Housing Options	New action – no progress to date	No progress has been made due to lack of resources. This will be considered as part of the Specialist Provision JSNA to inform LHS 2023 - 2028
Theme 11: Physical Disabilities / People with high support needs in long term care in hospital or out of area placement							
☀️ Conduct an evidence gathering exercise to establish a target for wheelchair accessible housing in all tenures	No target in place	Target in place	Project team established Review completed	January 2020	Housing Strategy & Development / H&SCP	New action – no progress to date	A needs assessment was completed in October 2021 to inform the Strategic Housing Investment Plan submission. The paper will go to Council early 2021.
☀️ Conduct an evidence gathering exercise to establish the scope of people with high support needs in long term care in hospital and/	No evidence	Report to the Members' Library Service & recommendations approved by ELC Cabinet and Integrated Joint Board	Project team established Review completed Recommendations implemented	October 2020	Housing Strategy & Development / H&SCP / Complex Needs Change Board	New action – no progress to date	A needs assessment was completed in October 2021 to inform the Strategic Housing Investment Plan submission. The paper will go to Council early 2021.

or out of area placement and the potential contribution of housing and/or housing related services							
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LHS Priority Outcome 5: The condition, energy efficiency and management of existing and future stock is improved, contributing to a reduction in fuel poverty.

Action(s) and Commitments for Delivery of Outcome	Baseline	Indicator or Measure	Milestone	Target / End Point	Who / Co-ordinator	2018-2019 Progress	2019-2021 Progress
Theme 1: Strategic Approach							

Carry out a review of housing quality, stock condition and energy data for Local Authority housing, including the integration and configuration of asset management systems.	No review in place.	Data integrity Exercise	Project team established. Gaps identified in data Report to Programme Board	December 2019	Community Housing / Property Maintenance	The review is a 4 month long process which is currently 50% complete and on track for completion in December 2019	Asset Management systems are now configured, holding best led intelligence data of our housing stock. The ongoing cyclical survey programme continues to supplement stock data and new configurations are added as required.
Develop, implement and accelerate an ongoing housing quality, stock condition and energy survey regime to inform capital and investment programmes.	No review in place	Data integrity exercise	Project team established Accelerate surveying regime to improve stock condition data Programme completed	December 2020	Community Housing / Property Maintenance	The review is currently on track for completion as it relies on the data from the Review of Housing Quality, Stock Condition and Energy Data, which is due to be completed in December 2019.	This has been developed and implemented in the line with the ARC requirements. The cyclical surveying programmes include data validation and inform capital

							investment programmes as well regulatory standards.
Improve knowledge and understanding of stock condition in the private sector, with a focus on town centres and rural areas	Basic knowledge of stock conditions in the private sector	Report on private sector data provided to Members' Library	Project team established Evidence gathered Members Library Report submitted	September 2022	Housing Strategy & Development	No progress to date – lack of resources.	No progress - will be progressed as part of Local Investment Framework.
Develop a Council Housing Asset Strategy	Council Housing Asset Strategy not in place.	Approved Council Housing Asset Strategy in place	Project team established Evidence base complete Strategy Approved	August 2020	Community Housing / Property Maintenance	On track for completion, evidence base being established through accelerated stock condition surveys	Not commenced
Review the East Lothian Scheme of Assistance	Outdated Scheme of Assistance.	Review complete Revised Scheme of Assistance in place	Project team established Best Practice review complete Review recommendations	March 2023	Housing Strategy & Development / Private Sector Team	Date changed due to lack of resources	Date changed due to lack of resources

			Revised Scheme of Assistance approved.				
Review Policy on Housing Renewal Areas	Outdated Housing Renewal Area Policy	Review complete Revised Policy on Housing Renewal Areas in place	Project team established Best Practice review complete Review recommendations Revised Housing Renewal Area Policy approved	March 2023	Housing Strategy & Development / Private Sector Team	Date changed due to lack of resources	Date changed due to lack of resources
Theme 2: Stock Condition							
Continue to invest in improvement of existing stock and manage expenditure to budget across all capital modernisation programmes Ongoing compliance with	Ongoing investment	% properties compliant with SHQS	Ongoing investment Review with yearly SHR submissions	Mar 2023	Community Housing / Property Maintenance / RSLs	For 2018/19, 96.7% of stock met SHQS standard. This is higher than the national average of 94.1%. Of the properties not meeting the standard; 0.2% are exempt, 3% are abeyances	For 20/21 97.6% of stock met SHQS standard. Of the properties not meeting the standard; 0.17% are exempt, 2.22% are

Scottish Housing Quality Standard (SHQS)						and 0.1% are failing.	abeyances and 0.17% are failing.
Provide suitable adaptations to support independent living for people with specific housing needs	Ongoing adaptations support.	% adaptations completed % households satisfied with adaptations Average time to complete medical adaptations	Ongoing investment in adaptations support	Mar 2023	Housing Strategy & Development / Community Housing / Care and Repair East Lothian	The average time to complete medical adaptations during 2018/19 was 47.2 days.	The average time to complete medical 2019/20 – 45.65 days 2020/21 – 58.74 days. The 2020/21 figure was substantially affected by Covid. The programme was put on hold April-June last year and then worked at a reduced

							capacity for the rest of the year.
Review the East Lothian Strategy for Below Tolerable Standard (BTS) dwellings	Outdated BTS Strategy	Review complete Revised BTS Strategy in place	Working group established Best Practice review complete Review recommendations Revised BTS Strategy approved	March 2023	Housing Strategy & Development / Private Sector Team	Date changed due to lack of resources	Date changed due to lack of resources
Theme 3: Energy Efficiency							
Meet Energy Efficiency Standard for Social Housing (EESH2) by December 2032	No LHEES in place	Local Heat and Energy Efficiency Strategy approved	PID agreed Working Group established LHEES in place.	March 2023	Housing Strategy & Development / Sustainable Energy & Climate Change Officer	Changeworks consultancy conducted a SG funded pilot to test the LHEES concept and build a knowledge base for local authorities, should the LHEES become a statutory duty. Scottish Government guidance is	As previously reported. LHEES is to be made a statutory duty, with all local authorities required to have an LHEES by 2023. East Lothian

						awaited on whether or not LHEES is a statutory duty. This action will be revised as appropriate.	Council are currently taking part in a Scottish Government funded pilot.
Meet Energy Efficiency Standard for Social Housing (EESH2) by December 2032	Ongoing	% properties compliant with EESH	Ongoing investment	Dec 2020	Housing Strategy & Development / Community Housing / Property Maintenance / RSLs	At the end of 2018/19, 58.5% of properties met the EESH standard. This is significantly below the national average of 84.5%. However, an additional projected 20.8% are expected to meet EESH standard within a year.	At the end of 2020-21, 86.55% of properties met the EESH standard. It is slightly under the SHR Scottish Avg of 88.67%.
Maximise funding opportunities for energy efficiency measures across all tenures		Number offers of grant awarded		Mar 2023	Housing Strategy & Development / Community Housing / Property Maintenance / RSLs	Through Scottish Governments Home Energy Efficiency Scotland Programmes: Area Based Schemes (HEEPS; ABS), £315,000	Through Scottish Governments Energy Efficiency Scotland: Area Based Schemes (EES; ABS),

						<p>was secured by East Lothian Council which contributed to delivering the installation of external wall insulation to 29 private owned units. A further £802,894 was awarded for the period 2019/20 to deliver energy efficiency measures to a further 100 private properties</p>	<p>£937,000 was secured by East Lothian Council which will be used to offer the installation of external wall insulation to around 90 private owned units. Using economies of scale we are also looking to install EWI on 40 ELC properties. A further £1,100,000 was awarded for the period 2021/22 to deliver energy efficiency measures to a further 100 private properties.</p>
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Conduct a feasibility study on renewable energy generation through installing solar panels on the roofs of selected ELC housing stock and monitoring energy generation	No feasibility study in place	Feasibility study complete	Project team established Feasibility study on renewable energy Recommendations complete Feasibility study approved	Dec 2020	Energy Transformation Board	A supplier has been procured with installation due to start in Autumn 2019	A supplier has been procured and installation began in August 2021

Theme 4: Reducing Fuel Poverty							
Improve knowledge of the levels, extent and nature of fuel poverty and energy efficiency of housing, with a focus on town centres, rural areas and hard to treat stock	Ongoing	Report on fuel poverty and energy efficiency provided to Members' Library	Approve projects	March 2023	Community Housing / Housing Strategy & Development	Changeworks prepared a Local Heat and Energy Efficiency Strategy for the private rented sector in East Lothian, in October 2019. Currently in draft form, it sets out the nature of fuel poverty in the private rented sector alongside recommendations for improvements.	A part of EES; ABS project work continues to identify hard to treat properties through-out East Lothian.

						A part of HEEPS; ABS project work continues to identify hard to treat properties through-out East Lothian.	
Continue to target energy efficiency advice at households most at risk of fuel poverty.	Ongoing	Contracts in place Number of households assisted	Approve projects	March 2023	Housing Strategy & Development / Community Housing	Changeworks delivers East Lothian's Energy Advice Service. During the reporting period 2018/19, 8 community engagement events were held,	During 2019/20, 320 households engaged with energy advice. Changeworks held 8 community engagement events and 4 front line staff training events.
Reduce the cost of fuel to households and communities where practical via a range of measures	Ongoing	Number of households with reduced fuel costs	Approve projects	March 2023	Housing Strategy & Development / Community Housing	Changeworks deliver East Lothian Energy Advice Service. During 2018/19, the service generated £100k savings through energy advice billing. 320 households engaged with the	During 2019/20, the advice service £100k savings through energy advice and billing.

						service during this period.	
☀ Create an affordable tariff for all East Lothian residents through collaboration with an Energy Services Company	No affordable tariff in place	Affordable tariff delivered	Working group established Tariff in place	Dec 2020	Energy Transformation Board / Housing Strategy & Development	Interest has been received from a number of potential suppliers and presentations are being arranged	Peoples Energy Company (PEC) were appointed and had begun to offer East Lothian residents a preferential rate. However, they have since closed and no longer able to offer this service.
☀ Identify and explore opportunities for the development of district heating networks (DHN)	Little information on opportunities for DHN	Feasibility studies of potential DHNs are completed	Working group established Feasibility studies completed Recommendations in place	Dec 2023	Energy Transformation Board / Planning	ELC has been named on a framework linked to the development of DHNs from the Millerhill Energy From Waste plant to facilitate DHN development	ELC continue to explore options
Theme 5: Exceed Climate Change Targets							
☀ Building Standards: Insist	Standards not in place	Energy Efficiency	Project group established	March 2023	Planning / New Build Team /	No progress, new action.	No progress as we await

on and enforce Energy Efficiency Standards for new houses / buildings (energy efficiency, insulation etc) which meet current Building Standard Regulations and LDP Policies.		Standards for East Lothian housing / buildings	Policy drafted Policy approved and implemented		Sustainable Energy & Climate Change Officer		Heat in Buildings Strategy from the Scottish Government.
☀ Prepare and Implement Energy Efficiency standards for all local authority new builds which meet current Building Standard Regulations and LDP Policies.	Standards not in place.	Energy Efficiency Standards for Local Authority Housing in East Lothian	Project group established Policy drafted Policy approved and implemented	March 2023	New Build Team	No progress, new action.	No progress as we await Heat in Buildings Strategy from the Scottish Government.

LOCAL HOUSING STRATEGY 2023-2028

PROJECT INITIATION DOCUMENT

Release: Version 0.1

Date: October 2021

PRINCE 2

Author: RP

Document Number: PID 0.1

Local Housing Strategy 2023-28

Project Initiation Document

East Lothian Council

Date: October 2021

Document Location

Housing Strategy and Development, John Muir House Haddington

Revision History: N/A

Date of this revision: October 2021

Date of Next revision:

Revision date	Previous revision date	Summary of changes	Description of changes

Approvals

This document requires the approval of the East Lothian Housing Partnership. Signed approval forms are filed within the Economic Development and Strategic Investment Unit, John Muir House, Haddington

Name	Signature	Title	Date of Issue	Version
David Ogilvie		Service Manager, Housing Strategy & Development		
Wendy McGuire		Head of Housing		
Douglas Proudfoot		Executive Director of Place		

Project Initiation Document

Purpose of Document

The purpose of this document is to set out the proposed approach to preparing the East Lothian LHS 2023-2028. It seeks to define the Strategy to be developed, give clear direction to the LHS Project Team, establish the deliverables and expectations of their work and identify targeted timescales and resources provided. It enables associated risks and issues surrounding the Strategy to be identified and mitigated and provides a tool to be used in the assessment of overall success of the work of the LHS Project Team.

1. Background

The Local Housing Strategy (LHS) is a local authority's sole strategic document for housing in its area.

The Housing (Scotland) Act 2001 places a statutory requirement on local authorities to prepare an LHS which sets out its strategy, priorities and plans for the delivery of housing and related services. The Act states that the LHS must be supported by an assessment of housing provision and related services, that it must be submitted to Scottish Ministers and that local authorities must keep their LHS under review.

The Scottish Government published revised LHS Guidance in September 2019 to support local authorities in developing their LHS, which supersedes LHS Guidance (2014). Since the publication in 2019, Housing to 2040 (H2040) has been published, the Scottish Government's first twenty year strategy. H2040 sets out a framework for the delivery of a robust and strong housing system that deliver fairness and equality for people and communities in Scotland over the next twenty years. At the time of writing (October 2021) the Scottish Government did not have plans to update the 2019 LHS Guidance.

The Scottish Government Guidance states that the LHS should be part of the local authority's approach to inclusive growth, support the development sustainable communities, and draw on place based approaches to deliver positive place based outcomes. The LHS should be based on the following four pillars of public service reform:

- A focus on prevention;
- Integration of local public services through strong partnership working, collaboration and effective delivery in support of the place principle;
- Investment in people who deliver services through enhanced workforce development and effective leadership;
- A focus on improving performance, through transparency, innovation and the use of digital technology.

Investing in and increasing the supply of affordable homes is central to H2040. The LHS must set out the joint and strategic approach of the local authority and its partners to delivering high quality affordable homes, which meet people's needs and accompanying housing related services. Importantly, the LHS must use HNDA3 as a key part of the evidence base, forming the basis for setting Housing Supply Targets (HST), and delivering homes across all tenures.

The LHS must demonstrate how statutory requirements are being fulfilled and how local policies and actions will support a range of Scottish Government targets, including; rapid rehousing, private sector house conditions, climate change, fuel poverty, and child poverty.

The strategic response to national outcomes and national housing priorities must clearly be set out in the LHS i.e. the Scottish Housing Quality Standard (SHQS); town centre living; housing's contribution to the reduction of carbon emissions; improving environmental and design standards and supporting the development of sustainable communities.

Although not cited in the LHS Guidance (2019), H2040 sets out the key role that equality and human rights considerations should have ensuring that equality considerations are central to the development and implementation of Local Housing Strategies. The right to an adequate home is enshrined in International Law.

The National Planning Framework is a long-term plan that sets out where development and infrastructure is needed to support sustainable and inclusive growth in Scotland. NPF4 will be the long-term spatial plan for Scotland to 2050, and will also incorporate Scottish Planning Policy, setting out Scottish Government national planning policies. National Planning Framework 4 (NPF4) is expected to be published in autumn 2021 and will align planning and housing delivery at the local level by linking up LHS and LDPs. This will help to deliver the right type and mix of homes in the right locations, including housing for older people, disabled people and for families within the six priority groups outlined in SGs Tackling Child Poverty Delivery Plan. It's expected to focus on achieving four key outcomes: net-zero emissions; resilient communities; a wellbeing economy; and better, greener places.

H2040 sets out how during the Covid-19 Pandemic, housing became a public health tool as people were asked to "stay at home". LHS Guidance (2019) highlights the key role of housing on influencing health inequalities in Scotland. A Housing Advice Note for Integration Authorities, Health Boards and Local Authorities focusses on housing services as integral part of person-centered approaches and wider delivery of health and social care integration. LHS Guidance (2019) states that LHS' should include information on how the local authority's housing services will work with the Integration Authority to deliver the outcomes in its Strategic Commissioning Plan that will have been informed by a Joint Strategic Needs Assessment. The LHS should also include a summary of the shared outcomes and priorities contained within the HCS and should clarify what support services have been delegated to the Integration Authority to deliver and which are the responsibility of the local authority.

Housing and housing related policy has been moving at speed for a number of years now. H2040 provides guidance on when new policies may come forward. As these do, and where it affects the LHS, this PID will be updated. A summary of policies coming forward during the research phase and lifetime of the LHS 2023-28 is given in Appendix B.

2. Project Definition

2.1 Project Objectives

The objectives of the project are:

- (a) To establish an understanding of key housing issues across all tenures and housing related services and set out a clear vision for housing in East Lothian over a five year period, that supports public sector reform principles and national / local priority outcomes.

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- (b) To prepare and submit to Scottish Ministers an East Lothian Housing Strategy for the period 2023-2028 and associated documentation, in accordance with Scottish Government LHS Guidance (2019).

2.2 Project Scope

The scope of the project is wide ranging. It will consider all aspects of housing and related services required to deliver a fit for purpose LHS, based on the principles of public sector reform and the recommendations of the Christie Commission.

The LHS will show how partners intend to meet housing need and demand across all tenures in East Lothian, providing clear strategic direction for housing investment.

Setting out an agreed vision and priorities for the future of housing, the LHS will show how the housing objectives integrate with East Lothian Council's strategic plans across a wide range of functions and responsibilities. In particular the LHS will state how the Council and its partners will draw on housing supply, place-making and housing related services to promote positive outcomes across a range of social and economic factors, noting that quality housing promotes health, education; employment; community safety; social connectedness and community resilience.

The project therefore requires wide and effective Consultation and Participation Plan to ensure that individuals, tenants, communities, registered social landlords, and third sector partners among others are consulted and involved in the LHS process.

2.3 In-Scope

- Prepare LHS document and associated documentation
- Produce Local Housing Systems Analysis (LHSA) and co-ordinate / facilitate associated research
- Develop and deliver a Consultation and Participation Plan, to support meaningful engagement
- Undertake an Integrated Impact Assessment to examine the potential impact of the LHS in relation to equality, poverty, the economy and the environment
- Undertake a Strategic Environmental Assessment (SEA) where appropriate
- Establish a comprehensive overview of key housing issues and challenges
- Jointly agree a strategic vision and outcomes to be delivered by the LHS
- Appraise and agree options / actions to meet approved outcomes
- Prepare a SMART action plan with associated resources for delivery
- Establish a framework to monitor, evaluate and review the LHS action plan
- Jointly agree LHS actions that support and contribute to achieving the Scottish Government National Outcomes including Public Health priorities
- Participate in the Scottish Government LHS peer review process
- Ensure the statutory requirements of the LHS and Scottish Government targets are adhered to, including, although not restricted to:

Local Housing Strategy 2023-28

Project Initiation Document

East Lothian Council

Date: October 2021

Legislation	Statutory Requirements
Housing (Scotland) Act 2001	Homelessness <ul style="list-style-type: none"> - Assessment of nature and extent of homelessness - Strategy for preventing and alleviating homelessness
	Housing Support and Specialist Provision <ul style="list-style-type: none"> - Assessment of provision of housing and related services - Provide housing support services for people which should include specialist provision
	Consultation <ul style="list-style-type: none"> - Involve, consult and engage with partners and communities as widely as possible.
House Condition - Section 10 of Housing (Scotland) Act 2006	<ul style="list-style-type: none"> - Scheme of Assistance - Strategy for Below Tolerable Standard dwellings - Policy for Housing Renewal Areas
Climate Change (Scotland) Act 2009	Energy Efficiency Standard for Social Housing (EESH 2) ¹ <ul style="list-style-type: none"> - All social housing meets, or can be treated as meeting, EPC Band B, or is as energy efficient as practically possible, by the end of December 2032 and within the limits of cost, technology and necessary consent. - No new social housing should be below EPC Band D should be re-let from December 2025, subject to temporary specified exemptions.
Equality Act 2010 and Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, 2015, and 2016	The Equality Act creates a duty on public bodies to have due regard when carrying out their functions to eliminate inequalities and advance equality of opportunity between those who share a relevant protected characteristic and those who don't.
Public Bodies (Joint Working) (Scotland)	<ul style="list-style-type: none"> - Requires Integration Authorities, Health Boards

¹ The Scottish Government proposes to review the EESH2 in 2023 to strengthen and realign the standard with the target for net zero heat in houses from 2040, as set out in the Climate Change Update, the Head it Buildings Strategy, and the Housing to 2040 Route Map. The review will look at progress towards EESH2, elements of the standard, air quality, alignment with the net zero target, and how the standard fits with changes needed across tenures.

Act 2014 (Section 53)	and Local Authorities to have regard to Housing Advice Note Guidance when exercising functions under the Act. The guidance explains that the Housing Contribution Statements are an integral part of the Strategic Commissioning Plan.
Children and Young People (Scotland) Act 2014	The aim of the Act is to make Scotland the best place to grow up by putting children and young people at the heart of planning and delivery of services and ensuring their rights are respected across the public sector.
Community Empowerment Act (Scotland) 2015	Provides a mechanism for communities to have a more proactive role in having their voices heard in how services are planned and delivered, and places community planning partnerships on a statutory footing.
Child Poverty (Scotland) Act 2017	Sets out targets to reduce the number of children living in poverty by 2030. The four targets are set on an after housing costs basis, meaning they will be influenced by action to reduce or prevent increases in rent or mortgage costs;
Fuel Poverty (Targets, Definitions and Strategy) (Scotland) Act 2019	<ul style="list-style-type: none"> - By 2040, as far as reasonably possible, no household, in any Local Authority area, in Scotland is in fuel poverty; - And, in any event, no more than 5% of households, in any local authority area, in Scotland are in fuel poverty; - No more than 1% of households are in extreme fuel poverty; - And the median fuel poverty gap of households in fuel poverty in Scotland is no more than £250 in 2015 prices before adding inflation.

2.4 Out-of-Scope

- Implementation, monitoring and evaluation of LHS Action Plan

2.5 Method of Approach

The project will adopt a PRINCE-Lite project management method.

This document (PID) will form the basis for the project and will be the document against which the final delivered outcomes will be measured.

The project will use internal resources to manage and progress tasks although call on external resources where necessary.

The Project Manager will report regularly to the East Lothian Housing Partnership.

2.6 Project Deliverables and/or Desired Outcomes

An East Lothian LHS and associated documentation, which is compliant with LHS Guidance (2019), receives positive feedback via the Scottish Government Peer Review process and is submitted to Scottish Ministers in accordance with agreed timescales.

An LHS which provides a detailed understanding of the key housing issues across all tenures and housing related services, sets out a clear vision for housing in East Lothian over a five year period and supports public sector reform principles / national and local priority outcomes.

3. Assumptions

The LHS will be produced with the participation of key partners and stakeholders, identified through the East Lothian Housing Partnership.

The Partnership recognises that the existing LHS is no longer fit for purpose.

The Partnership wishes to produce a Strategy which is fit for purpose.

4. Business Case for the Project

The Housing (Scotland) Act 2001 places a statutory requirement on local authorities to produce a LHS and submit to Scottish Ministers.

The existing LHS covers the period 2018-23, but is no longer considered fit for purpose, given the changing national and local strategic and policy direction, publication of LHS Guidance (2019) and Housing to 2040, and the COVID-19 Pandemic.

The LHS, as the sole strategic document for housing, is central to corporate planning activities, showing how the housing objectives integrate with the local authority's strategic plans across the range of its functions and responsibilities. The LHS is a key corporate document to be agreed and supported by all relevant local authority departments.

Housing Advice Note on the Public Bodies (Joint Working) (Scotland) Act 2014 comprises Statutory Guidance to Integration Authorities, Health Boards and Local Authorities. It sets out a clear expectation

that housing services are co-ordinated with health and social care in order to achieve a joined up, person centred approach, necessitating strategic co-ordination between LHSs and Strategic Plans.

The LHS is a critical component of the Scottish Government's modernised development planning framework as set out in the Planning etc. (Scotland) Act 2019 and corresponding Scottish Planning Policy (SPP) (2014). The planning framework stipulates close strategic alignment across development planning, Housing Need and Demand Assessment and LHS processes.

A wide range of statutory requirements must be addressed in the LHS i.e. homelessness; energy efficiency and house condition.

5. LHS Development and Implementation Structure

5.1 East Lothian Housing Partnership

5.1.1 Membership

The following people are proposed as members of a newly formed East Lothian Housing Partnership:

▪ Wendy McGuire	Head of Housing (Chair)
▪ David Ogilvie	Housing Strategy & Development - Service Manager
▪ James Coutts	Community Housing & Homelessness – Service Manager
▪ Paul Grant	Property Maintenance – Service Manager
▪ Caitlin McCorry	Communities and Partnership - Service Manager
▪ Paolo Vestri	Corporate Planning – Service Manager
▪ Keith Dingwall	Planning – Service Manager
▪ Jamie Baker	Economic Development & Regeneration – Team Manager
▪ Rebecca Pringle	Housing Strategy – Team Manager
▪ Paul Currie	H&SCP Strategic Integration – General Manager
▪ Ian Gorman	Head of Operations
▪ Judith Tait	Head of Children's Services
▪ Chair	East Lothian Tenant and Residents Panel
▪ RSL Partners	ELHA, Homes for Life, PFP etc
▪ VCEL Rep	Third Sector
▪ Rep	Public Health Scotland

5.1.2 Purpose

The purpose of the Partnership is as follows:

- To oversee the development of the LHS including oversight of the Local Investment Framework (LIF) and Local Housing Systems Analysis (LHSA)
- Approve key stages in relation to the preparation of the LHS
- To monitor and evaluate the implementation of the LHS
- To oversee and direct the development and operation of a wider East Lothian Housing Market Partnership
- To receive regular reports from the LHS Project Team
- To set up any other groups required to ensure that it performs its function
- To report to the East Lothian Governance Partnership

- To ensure links with other key strategic planning structures as appropriate

5.1.3 Frequency of Meetings

The Partnership meets a minimum of 4 times per year.

5.1.4 Reported to by

The Partnership is reported to by the LHS Project Team

5.2 LHS Project Team

5.2.1 Membership

The following people are proposed as members of the LHS Project team:

- David Ogilvie Housing Strategy & Development – Service Manager (chair)
- Rebecca Pringle Housing Strategy – Team Manager (Project Manager)
- Emma Watson Housing Strategy Officer
- James Bee Housing Development – Team Manager
- Steph Irvine Community Housing Service Development & Support – Team Manager
- Nicky Sandford Housing Options Team – Team Manager
- Martin Robertson Community Housing -Performance Officer
- Robin Edgar Planning Policy & Strategy – Team Manager
- Scott Barclay Housing Assets – Team Manager
- Claire Goodwin H&SCP - Assistant Strategic Manager
- Christine Johnstone H&SCP Planning & Performance – Team Manager
- Patsy King Development Officer – ELTRP
- Rep Communities & Area Partnership

5.2.2 Purpose

The purpose of the LHS Project Team is as follows:

- Produce and Implement the LHS Project Initiation Document
- Report progress / key stages in relation to preparing the LHS to the East Lothian Housing Partnership for approval
- Provide a communication link from the East Lothian Housing Partnership to other strategic planning structures and vice versa
- Ensure consistency in housing strategies development in East Lothian and that Strategy Groups and groups within other strategic planning structures fully inform the LHS development process
- Prepare reports as directed by the East Lothian Housing Partnership for the East Lothian Governance Group.

5.2.3 Frequency of Meetings

The LHS Project Team will meet on a two-monthly basis or as required, to receive updates from the Project Manager and to fundamentally develop the project.

6. Communications

6.1 Project Management

The East Lothian Housing Partnership will be kept informed of the development of the project via progress reports from the Project Manager.

6.2 Wider Communication

The project will require links with a wide range of stakeholders and local communities. As part of the development of a Consultation and Participation Plan, the LHS Project Team will need to consider how stakeholders and local communities can input into the process and be regularly updated on progress.

7. Project Quality Plan

7.1 Quality Standards

Plain English, readable and understandable

7.2 Change Control Procedure

If there is a change to the specification during the project, these changes will be required to go through a formal Change Management procedure. The Project Manager will draft a request to the East Lothian Housing Partnership highlighting the reason for the change, the nature of the change and the implications in terms of time and cost. It will be at the discretion of the Partnership to agree this change.

7.3 Configuration Management

The Project Manager will keep control of all documentation products. Draft documents will have a version of 0. Subsequent versions will 0.1, 0.2, 0.3, etc., until the final version is authorised as version 1.

8. Initial Project Plan

8.1 Duration

The completion date of the project is estimated to be 30 August 2023.

8.2 Tasks

An overview Project Plan sets out key tasks in detail on page 14.

8.3 Project Resources and Costs

The following resources and software are required by the project.

Staff / Team	Skills
David Ogilvie – Housing Strategy & Development Service Manager	Managerial Support and direction Quality check Procedural assurance
Rebecca Pringle – Housing Strategy Team Manager (Project Manager)	Project management Managerial support and direction Quality check Research / Consultation and Engagement
Housing Strategy Officer (x3)	Research Data management

	Consultation and engagement skills
Community Housing Service Development & Support	Data management Information sharing and support

Software	Reasons
Online Consultation Facility	

9. Project Controls

9.1 Project Initiation

The draft PID will be distributed to the East Lothian Housing Partnership ahead of its meeting. The meeting will review the PID; agree any changes and sign-off the PID before work commences on the first stage of the project.

9.2 East Lothian Housing Partnership Meetings

The East Lothian Housing Partnership meetings will take place a minimum of 3 times a year and will assess actual progress against planned progress as well as providing strategic direction.

9.3 Project Team Meetings

Project Team meetings will be held at regular intervals, initially every two months, or as deemed to be necessary by the Project Manager. The Project Manager will report progress and review risks and issues that are affecting the project at these meetings.

9.4 Progress / End Reports

The Project Manager will produce a short report for each meeting of the East Lothian Housing Partnership to confirm progress and report issues. This report will also highlight the work that will be carried out during the next reporting period.

At the end of the project the Project Manager will produce a report on how the project met its original objectives and how time and costs compared with planned figures. Lessons learned on the project and any follow on actions will be documented.

10. Exception Process

Any exceptions to the achievability of the total project or key milestones should be reported immediately to Esther Wilson who will consider whether the issue needs to be escalated immediately or can wait until the next East Lothian Housing Partnership meeting.

11. Initial Risk Log

Risks and issues will be logged as soon as they are identified on the Risk Database. A risk will be assigned a probability and severity and be assigned an owner, whose job it is to monitor it. The key risks associated with this project are set out as follows:

Risk	Probability	Severity	Mitigating Action
Staff resources to oversee LHS development process	Medium	High	Recruit to vacant posts / reprioritise workload
Continuation of Covid-19 pandemic and impact on staff resources	Medium	High	Reprioritise workloads
Staff time to commit to Project Team	Medium	High	Reprioritise staff workloads
Availability of information to deliver LHSA	Medium	High	Commission data analysis/research externally where necessary, develop statistically robust proxies where necessary
Staff / financial resources to implement Consultation and Participation Plan	High	Medium	Ensure Plan is costed at outset and adjusted to reflect resources available / establish alternative staff resources at outset / utilise online methods of consultation
Staff skills to deliver online consultation in an inclusive manner	High	High	Training for staff
Full completion of Consultation and Participation Plan with specialist provision client groups due to COVID-19 risk.	High	Medium	Regularly liaise with H&SCP and third sector partners to monitor situation and examine non-traditional methods of consultation
Skills to deliver Strategic Environmental Assessment (SEA) where required	Low	Medium	Determine if SEA required and availability of in-house resource at outset
Lack of up to date LHS Guidance within the context of Housing to 2040 and NPF4	Medium	Low	Seek advice from the Scottish Government and views from elected members at outset.

Local Housing Strategy 2023-28

Project Initiation Document

East Lothian Council

Date: October 2021

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	
LHS 2018-23 Update																					
LHS to Cabinet																					
East Lothian 'Place' Partnership Launched																					
LHSA																					
JSNA Specialist Provision																					
Housing Contribution Statement																					
Consultation Events																					
Draft LHS																					
Impact Assessment																					
Draft LHS to Cabinet																					
Public Consultation																					
Review & Update Final LHS																					
Head of Housing Sign off																					
Cabinet approval																					
Scottish Government approval																					
Publication																					

REPORT TO: Cabinet

MEETING DATE: 26 January 2022

BY: Executive Director for Council Resources

SUBJECT: Budget Development 2022-2027

1 PURPOSE

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

2 RECOMMENDATIONS

- 2.1 To note the current position relating to the national Local Government Finance Settlement and the implications for East Lothian Council.
- 2.2 To approve the draft budget proposals as contained within the report appendices.
- 2.3 To request that any formal amendments to the draft proposals be submitted in accordance with the timeline set out in para 3.15 of this report.

3 BACKGROUND

- 3.1 At meetings of the Council held on 16 November 2021 and 14 December 2021, information was provided in relation to the future financial prospects for the Council and the 5 year Financial Strategy incorporating the Capital Strategy was formally approved.
- 3.2 The framework governing development of budgets was also approved that would require the Administration to bring forward to Cabinet a balanced draft budget proposal reflecting the most up to date information available.

Local Government Settlement

3.3 The Scottish Government published its draft budget on 9 December, with individual Local Authority allocations received in draft on 20 December 2021, publishing local authority grant allocations for **2022-23 only**. The details and complicated nature of the national settlement cannot be understated, with the complexity heightened in recent years due to significant in-year national funding some of which has been provided on a non-recurring basis, continuation of one-year funding settlements, and changes to national funding streams. National funding currently makes up in excess of 70% of the Council's overall general services revenue funding, therefore given the scale, any variation to grant funding levels can significantly impact on the level of resources available for the Council to deliver essential local services. In addition, the Scottish Government provides national funding to support the delivery of capital investment programmes.

3.4 The national settlement will remain in draft pending clearance through the Parliamentary process with indicative timings set out by COSLA below. Members will be kept updated should there be any changes to the draft settlement conditions during this Parliamentary process.

- Stage 1 Last week in January 2022
- Stage 2 First week in February 2022
- Stage 3 After February 2022 recess

3.5 Key components of the Finance settlement for Local Government and the implications for the Council are set out below:

National Settlement

- The draft Scottish Government Budget and related Local Government Finance Settlement have been provided covering 2022-23 financial year only;
- Total distributed national revenue funding of £11,375.8 million made up from the following:
 - £7,820.7 million (General Revenue Funding) – Note 1
 - £2,766.0 million (Non Domestic Rates) – Note 1
 - £773.9 million (Specific Grants) – Note 2
 - £10.2 million (85% Floor) – Note 3
 - £5.0 million (National Redress Scheme) – Note 4
- Note 1 – General Revenue Funding + Share of Non Domestic Rates Pool provide funding to deliver local services;
- Note 2 – Specific Grants funding can only be used to support policy intent and include delivery of Early Learning & Childcare expansion;
- Note 3 – Self-financing mechanism included within the national settlement to ensure no Local Authority gains / loses more than 85% of previous year allocation;

- Note 4 – Historical Child Abuse Scheme and national top slice agreed by COSLA Leaders.
- Total capital funding of £679.6 million made by from the following:
 - General Capital Grant £540.5 million
 - Specific Capital Grant £123.8 million – Note 1
 - Distributed to SPT £15.3 million – Note 2
- Note 1 – Includes national funding of £23.9 million to support Cycling, Walking & Safer Streets;
- Note 2 – Top sliced from Local Government Settlement.
- Additional revenue funding to support new national policy commitments has been provided within the settlement details of which are set out below:
 - £145 million to support additional teachers and support staff including the requirement to maintain the national pupil teacher ratio, and ensure places are provided for all Probationer Teaches who require one;
 - Providing a further £353.9 million to support Health and Social Care Services. This additional funding is in addition to new recurring funding provided to the Integrated Joint Board (IJB) in 2021-22. This funding must be passed to the IJB in full, and is to be used to support the following areas:
 - £174.5 million to support adult social care pay
 - £20.4 million to support Carers
 - £15 million uplift to free personal and nursing care rates
 - £124 million to support care at home investment
 - £20 million for interim care (non-recurring)
 - £5.3 million for Assessors to support Barclay implementation costs
- In addition, the national settlement contains a commitment to provide additional funding to support a range of additional policy commitments where funding is yet to be distributed including:
 - Funding to maintain 100 day national commitments including the removal of core curriculum and music tuition charges and expansion of free school meals provision;
 - £68.2 million to support Child Bridging Payments;
 - £200 million to support pay and sustainability of social care services
- A reduction of £15 million in Specific Grant funding to support the revenue roll out of the expansion of Early Learning and Childcare;

- Additional £62.5 million included within the general capital funding to support the following areas:
 - £30 million for Free School Meals (not yet distributed)
 - £20 million for Local Bridge Maintenance Fund
 - £11 million for Flood Prevention (total national funding of £63 million)
 - £1.6 million for Coastal Protection (not yet distributed)

- In addition, the national settlement letter sets out the following additional elements as part of the settlement:
 - Removal of Council Tax cap with Councils expected to take full account of local needs and impacts on household budgets of the decisions they make;
 - Encouragement to consider General Reserve balances and ensure that they are making an efficient use of public funds;
 - Commitment to review 'Ring-fenced funding streams' as part of forthcoming Spending Review;
 - Extension to apply national fiscal flexibilities on the application of capital receipts for a further year to 2022-23.

East Lothian Position

General Services Revenue Budget

- A total cash increase in Revenue Support Grant of £6.886 million which is made up from the following:
 - Core Revenue Support Grant (GRG + NDR) has reduced by £0.734 million (0.4%);
 - An additional £3.216 million has been provided to support the delivery of new policy commitments in Education referenced above as part of a national £145 million funding;
 - An additional £4.364 million has been provided to support the delivery of new policy commitments in Health and Social Care referenced above, which must be passed to the Integrated Joint Board (IJB) in full aligned to the national settlement commitments;
 - £0.04 million has been received to support the delivery of Barclay implementation roll out.

- The settlement does not include any new additional funding to support a wide range of national commitments, cost and inflationary pressures including:

- Public sector pay (estimated to be circa £10.6 million over the next 3 years for East Lothian, the outcome of which remains subject to national pay negotiations);
 - Increased employers national insurance funding aligned to UK Government social care tax (estimated nationally to be circa £70 million and £0.990 million for East Lothian);
 - Additional funding to support changes to Council Tax Reduction scheme and its administration (estimated nationally to be circa £20 million);
 - Demographic growth, inflationary costs, delivery of climate change requirements or COVID recovery (for East Lothian this is estimated to be in excess of £20 million over the next 3 years).
- A reduction of £1.2m specific grant funding to support the continued delivery of the expansion of early learning and childcare.

General Services Capital Budget

- Increase in General Capital Grant of £0.135 million to receive a General Capital Grant funding of £8.139 million (currently under 9% of total annual capital budget of circa £90 million per annum);
- Specific grant funding of £0.472 million to support Cycling, Walking and Safer Streets;
- Current commitment to fund 80% of national Flood Prevention Scheme funding, recognising that a national review remains ongoing due to the significance and scale of funding pressures (previously reported to COSLA in excess of £188 million).
- No specific funding has yet been distributed to support enhanced capital infrastructure needed to support the full policy roll out of free school meals to all P1-P7. National discussions have indicated that the scale of this is significantly in excess of national funding announced within the draft settlement.

3.6 Reflecting the national settlement details within update budget models, all elected members have been provided with the following information:

- Briefing setting out the implications from the national settlement on updated budget models;
- Draft updated budgets covering the period agreed within the Financial Strategy for all budgets including:
 - General Services Revenue Budget (2022 – 2025)
 - General Services Capital Budget (2022 – 2027)
 - HRA Budget (2022 – 2027)

- General Services budget gap of circa £5.1 million for 2022-23 rising to £9.4 million by 2024-25. Removing the existing planned use of reserves, and indicative Council Tax increase in year 1 this would rise to a budget gap of £11.4 million in 2022-23 to in excess of £16 million by 2024-25.

National Lobbying

3.7 COSLA has embarked on a strong lobbying campaign to support / protect national local services. In addition, COSLA Leaders unanimously have written a strong letter of representation to the First Minister and Cabinet Secretary for Finance and Economy reiterating their deep concern about the level of resources allocated to Local Government, and the impact of the draft settlement will have on local communities. Their letter sets out the settlement represents a significant real terms cut of £371 million in core funding, and specifically reiterates that the settlement needs to include:

- Additional funding to support the increased burden on National Insurance contributions (estimated at around £70 million nationally);
- Funding for additional cost of the Council Tax Reduction programme (estimated at around £20 million nationally);
- Full funding for the expansion of Early Learning and Childcare policy (which has been reduced by £15 million nationally).

3.8 The letter also calls for an urgent meeting with the First Minister and Cabinet Secretary to discuss the national settlement for local government. At the time of writing this report this meeting is still to take place.

DRAFT Administration Budget Proposals – Key Assumptions

3.9 Whilst recognising that that national settlement remains in DRAFT, the Administration budget proposals have been developed on a number of key assumptions which are set out below:

- The 2022-23 funding from the Scottish Government will increase to include the additional cost of National Insurance contribution increase. This remains a key area of discussion nationally. Should this funding not be forthcoming through the budget process further options must be considered.
- In the absence of anything being declared beyond the first year, the RSG has been projected as ‘flat cash’ across the remaining 2 years with the following variant set out below. As highlighted in previous financial reports to Council, this position may be considered at best ‘optimistic’, with continued restraints on public funding and any uplift in funding being used to support the delivery of national policy commitments.

- It has been assumed that the additional recurring investment required to support investment in social care will be met in full by additional Scottish Government funding each year.
- An amount equivalent to a 2% annual increase has been provided for all pay bargaining groups in each of the 3 years. Recognising that national discussions remain on-going to secure a national pay settlement for Teachers for 2021-22, no national pay deals has been reached for the years covering the budget period the outcome of which remains subject to national negotiation.
- A Council Tax increase of 3% for 2022-23 is being proposed, with indicative rises of 5% in the following 2 years. This remains consistent with the settlement letter which states that Councils are expected to take full account of local needs and impacts on household budgets of the decisions they make.
- Further additional Loans Fund flexibility of £1 million has been applied in 2022-23 with a further £3 million in 2023-24. The ability to apply this in 2023-24 will be subject to review, including the successful outcome of national fiscal flexibility discussions.
- The application of a further £4.345 million of reserves in 2022-23, taking the total use of reserves planned to £7.190 million. This remains consistent with the Scottish Government settlement, and the Council's approved Reserves Strategy taking the minimum level of uncommitted reserves the Council holds to 2% minimum target. Officers are continuing to review the current reserve commitments aligned to the 2021-22 financial review, noting that relative to planned commitments, the Council's General 'uncommitted' reserve holdings remain at a very low level.
- The draft budget for 2022-23 includes a corporate savings target of £1.163 million, which remains equivalent to a 0.5% efficiency target across services. Should this position remain through the formal budget process, there will be a need to formally identify more detail on the proposals to ensure future deliverability during 2022-23.
- In recognition that the national settlement has been provided for one year only, indicative savings targets setting out the scale of savings has been provided for year 2 and 3. Should this position remain through the formal budget process, there will be a need to formally identify more detailed proposals to ensure future deliverability.
- Capital grant is estimated to remain broadly in line with previous planning assumptions and has been flat lined in each of the years. Some projects remain dependent on confirmation of Scottish Government specific grant funding, most significantly relating to Flood Prevention Schemes. These are significant in value, and should this anticipated level of funding not be forthcoming

consideration will need to be given to making further adjustments consistent with the approved capital limits set within the Financial Strategy.

- 3.10 Whilst recognising the rationale supporting these assumptions and the need for vital additional investment to support essential local services, the reality may be very different. During 2022-23, the Council has reflected new expenditure pressure in excess of £17.8 million within both corporate and service areas which will need to be managed. Removing expenditure aligned to new policy initiatives within the national settlement (circa £7.5 million), this still leave a very significant funding gap in excess of £10 million in 2022-23. Should this level of national funding continue going forward, the scale and significance of the potential savings required will require some very difficult decisions on what services can be provided and supported within available resources. Critical to supporting this will be the outcome of the review of the budget development framework which was approved by Council in November 2021. This will give consideration to the budget framework to support the development of future budget proposals and associated budget governance.
- 3.11 Draft revenue and capital budget proposals for both General Services and the Housing Revenue Account have been prepared on behalf of the Administration and are attached within **Appendix 1** (General Services Revenue), **Appendix 2** (General Services Capital) and **Appendix 3** (Housing Revenue Account – Revenue and Capital).
- 3.12 As set out within the Financial Strategy report to Council on 14 December 2021, there remains a statutory requirement to consult on any proposed rent increase. In line with the Council approval, any political group wishing to consider an increase to rent levels from April 2022, was required to declare intent by Friday 14 January 2022 in order that this can inform a decision to undertake a public consultation. I can confirm that all Political Groups have responded, indicating their intent to maintain rent at current 2021-22 levels, and as such no formal consultation is required. In line with the approved budget framework, all political groups retain the ability to submit a formal amendment to the HRA Budget, recognising that rent levels for 2022-23 will be maintained at current levels.

Next Steps

- 3.13 In keeping with the Council approved budget framework, budget amendments to the Administration draft budget proposals will be considered by Council at its meeting on **1 March 2022**. Every effort will be taken to meet these dates to ensure compliance with statutory requirements relating to rent and council tax notification and billing.
- 3.14 Given the national settlement remains in draft through the Parliamentary process, any changes to the national settlement which may arise during this process will be communicated to all Political Group Leaders.

- 3.15 In line with the approved budget framework to manage any budget amendments which may arise between approval and the formal budget setting meetings - key dates and processes are set out below:

Budget Amendments

- An amendment must be presented to Council in the form of an alternative budget proposal. The amendment must be deemed competent, both in its ability to be delivered as well as ensuring that it can still deliver a balanced budget.
- Political Group Leaders should during this period work with Finance officials around any suggested budget changes which may be reflected within any final proposed amendments.
- Any final amendments to be considered by Council must be submitted through Group Leaders to the Head of Finance no later than close of play **Monday 21 February 2022.**

2021-22 Financial Position

- 3.16 The Council has already received a number of financial reports on the challenging in-year financial position, and a high level update was reported to Council in December. A further report setting out the in-year financial position will be provided to Council in February 2022.

4 POLICY IMPLICATIONS

- 4.1 The Draft proposals have been prepared in accordance with the new Financial Strategy approved by Council on 14 December 2021.
- 4.2 There are no direct policy implications associated with approval of these draft budget proposals but clearly should they be supported by Council on 1 March 2022, individual elements within the proposals may lead to policy changes.

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

- 6.1 Financial – the proposals contained within this report have been prepared within the context of the Council's approved Financial Strategy. Although potentially the proposals will have significant financial implications, given

this report simply seeks to secure approval of a set of draft budget proposals on behalf of the Administration, there are currently no direct financial implications arising.

6.2 Personnel - none at this stage

6.3 Other – none at this stage

7 BACKGROUND PAPERS

7.1 Financial Update – Item 3 - Report to Council 16 November 2021

7.2 Council Financial Strategy 2022-27 – Report to Council 14 December 2021

AUTHOR'S NAME	Sarah Fortune
DESIGNATION	Executive Director for Council Resources
CONTACT INFO	sfortune@eastlothian.gov.uk
DATE	21 January 2022

BUDGET PROPOSALS ADMINISTRATION - CABINET JANUARY 2022

Budget 2022/23-2024/25

	2022/23 Budget			2023/24 Budget			2024/25 Budget		
	2021/22 Base Budget £'000	Changes £'000	Total Budget £'000	2022/23 Base Budget £'000	Changes £'000	Total Budget £'000	2023/24 Base Budget £'000	Changes £'000	Total Budget £'000
CORPORATE INCOME									
Revenue Support Grant	(185,007)	(7,876)	(192,883)	(192,883)	(2,777)	(195,660)	(195,660)	(2,394)	(198,054)
National Non-domestic Rates Grant									
Specific Grants	(14,742)	1,208	(13,534)	(13,534)	-	(13,534)	(13,534)	-	(13,534)
Council Tax	(65,751)	(4,207)	(69,958)	(69,958)	(5,587)	(75,545)	(75,545)	(5,970)	(81,515)
Social Care Fund	(6,240)	-	(6,240)	(6,240)	-	(6,240)	(6,240)	-	(6,240)
Renewable Energy/Loan Interest	(90)	-	(90)	(90)	-	(90)	(90)	-	(90)
Transfer to/(from) Reserves	(250)	(6,940)	(7,190)	(7,190)	7,190	-	-	-	-
EXPENDITURE LIMIT	(272,080)	(17,815)	(289,895)	(289,895)	(1,174)	(291,069)	(291,069)	(8,364)	(299,433)
LESS CORPORATE COMMITMENTS									
Valuation Board Requisition	665	-	665	665	-	665	665	-	665
Council Tax Reduction Scheme	5,770	289	6,059	6,059	302	6,361	6,361	318	6,679
Council Tax Earmarked for Affordable Housing	400	160	560	560	47	607	607	49	656
Asset Management	(4,307)	-	(4,307)	(4,307)	-	(4,307)	(4,307)	-	(4,307)
Debt Charges	7,991	6,509	14,500	14,500	(1,500)	13,000	13,000	3,000	16,000
Review of Service Provision	-	(1,196)	(1,196)	(1,196)	(5,125)	(6,321)	(6,321)	(6,093)	(12,414)
Review of Council Assets	-	(150)	(150)	(150)	(850)	(1,000)	(1,000)	-	(1,000)
Management of Staffing Budgets	(2,000)	-	(2,000)	(2,000)	(175)	(2,175)	(2,175)	-	(2,175)
Pension Deficit	88	-	88	88	-	88	88	-	88
External Audit	327	-	327	327	-	327	327	-	327
Criminal Justice Social Work Funding	1,068	-	1,068	1,068	-	1,068	1,068	-	1,068
Apprenticeship Levy	603	88	691	691	14	705	705	14	719
Housing Benefit Loss/Discretionary Payments	1,455	50	1,505	1,505	50	1,555	1,555	-	1,555
	12,060	5,750	17,810	17,810	(7,237)	10,573	10,573	(2,712)	7,861
FUNDING FOR COUNCIL SERVICES	(260,020)	(12,065)	(272,085)	(272,085)	(8,411)	(280,496)	(280,496)	(11,076)	(291,572)
SERVICE PLANNED EXPENDITURE									
Education & Children's									
Children's									
Children's Services	17,511	338	17,849	17,849	179	18,028	18,028	186	18,214
Children's total	17,511	338	17,849	17,849	179	18,028	18,028	186	18,214
Education									
Inclusion and Wellbeing	10,649	434	11,083	11,083	649	11,732	11,732	596	12,328
Pre-school Education & Childcare	17,833	(1,173)	16,660	16,660	24	16,684	16,684	29	16,713
Schools - Primary	44,659	2,508	47,167	47,167	1,906	49,073	49,073	3,077	52,150
Schools - Secondary	46,113	3,016	49,129	49,129	2,912	52,041	52,041	3,750	55,791
Schools Support Services	3,887	41	3,928	3,928	72	4,000	4,000	36	4,036
East Lothian Works	1,327	35	1,362	1,362	31	1,393	1,393	36	1,429
Education total	124,468	4,861	129,329	129,329	5,594	134,923	134,923	7,524	142,447
Education & Children's total	141,979	5,199	147,178	147,178	5,773	152,951	152,951	7,710	160,661
Council Resources									
Finance									

Financial Services	1,743	84	1,827	1,827	77	1,904	1,904	88	1,992
Revenues & Benefits	2,227	34	2,261	2,261	30	2,291	2,291	66	2,357
Procurement	256	93	349	349	7	356	356	10	366
Finance total	4,226	211	4,437	4,437	114	4,551	4,551	164	4,715
Corporate Services									
IT Services	2,512	685	3,197	3,197	212	3,409	3,409	126	3,535
Legal	334	9	343	343	10	353	353	11	364
People & Governance	4,986	425	5,411	5,411	(104)	5,307	5,307	152	5,459
Communications	436	(2)	434	434	7	441	441	10	451
Council Resources total	8,268	1,117	9,385	9,385	125	9,510	9,510	299	9,809
Council Resources total	12,494	1,328	13,822	13,822	239	14,061	14,061	463	14,524
Health & Social Care Partnership									
Adult Wellbeing	58,205	4,364	62,569	62,569	1,235	63,804	63,804	1,499	65,303
Sub-total	58,205	4,364	62,569	62,569	1,235	63,804	63,804	1,499	65,303
Place									
Development									
Planning	1,164	54	1,218	1,218	53	1,271	1,271	55	1,326
Economic Development	1,531	(582)	949	949	(32)	917	917	20	937
Development total	2,695	(528)	2,167	2,167	21	2,188	2,188	75	2,263
Housing									
Housing & Strategic Regeneration	247	7	254	254	14	268	268	16	284
Community Housing	2,359	47	2,406	2,406	42	2,448	2,448	47	2,495
Property Maintenance Trading Activity	(863)	-	(863)	(863)	-	(863)	(863)	-	(863)
Housing total	1,743	54	1,797	1,797	56	1,853	1,853	63	1,916
Infrastructure									
Facility Support Services	3,759	104	3,863	3,863	83	3,946	3,946	90	4,036
Facility Trading Activity	(276)	-	(276)	(276)	-	(276)	(276)	-	(276)
Landscape & Countryside Management	5,458	209	5,667	5,667	153	5,820	5,820	166	5,986
Asset Maintenance & Engineering Services	3,308	66	3,374	3,374	58	3,432	3,432	118	3,550
Asset Management & Capital Planning	(515)	40	(475)	(475)	37	(438)	(438)	43	(395)
Roads Network & Flood Protection	4,799	28	4,827	4,827	40	4,867	4,867	48	4,915
Roads Trading Activity	(562)	-	(562)	(562)	-	(562)	(562)	-	(562)
Transportation	1,227	357	1,584	1,584	85	1,669	1,669	88	1,757
Waste Services	9,356	394	9,750	9,750	214	9,964	9,964	207	10,171
Active Business Unit	3,634	95	3,729	3,729	189	3,918	3,918	174	4,092
Infrastructure total	30,188	1,293	31,481	31,481	859	32,340	32,340	934	33,274
Communities & Partnerships									
Corporate Policy & Improvement	822	15	837	837	14	851	851	18	869
Connected Communities	6,292	102	6,394	6,394	12	6,406	6,406	97	6,503
Protective Services	1,876	39	1,915	1,915	41	1,956	1,956	49	2,005
Customer Services Group	3,726	199	3,925	3,925	161	4,086	4,086	168	4,254
Communities & Partnerships total	12,716	355	13,071	13,071	228	13,299	13,299	332	13,631
Place total	47,342	1,174	48,516	48,516	1,164	49,680	49,680	1,404	51,084
TOTAL SERVICE EXPENDITURE	260,020	12,065	272,085	272,085	8,411	280,496	280,496	11,076	291,572

Budget Deficit/(Surplus)	-	-	-	-
Funding (Surplus) / Shortfall	-	-	-	-
Band D Council Tax				
% increase / (decrease) in Band D	3.00%	5.00%	5.00%	

Ban Band D Multiplier	Impact of 3% Council Tax			2022/23 Council Tax
	Increase	Increase %		
A 240/360	26.05	3.00%		894.46
B 280/360	30.39	3.00%		1,043.54
C 320/360	34.74	3.00%		1,192.61
D 360/360	39.08	3.00%		1,341.69
E 473/360	51.34	3.00%		1,762.84
F 585/360	63.50	3.00%		2,180.25
G 705/360	76.53	3.00%		2,627.47
H 882/360	95.74	3.00%		3,287.15

* Note the Council operates Joint Billing alongside Scottish Water

East Lothian Council
General Services - BUDGET PROPOSALS ADMINISTRATION - CABINET JANUARY 2022

BUDGET CHANGES

Description	2022/23			2023/24			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
CORPORATE INCOME									
Revenue Support Grant (RSG)/Non Domestic Rates (NDR)									
Expected Change in Revenue Support Grant (including NDR) <i>Change in expected core Scottish Government Funding</i>	734	-	734	-	-	-	-	-	-
Funding for Social Care Tax <i>Funding for 1.25% Social Care Tax</i>	(990)	-	(990)	-	-	-	-	-	-
Barclay Implementation <i>Additional Funding for Barclay Implementation</i>	(40)	-	(40)	-	-	-	-	-	-
Investment in Education <i>Investment in Education including additional Teachers and Pupil Support Workers</i>	(3,216)	-	(3,216)	-	-	-	-	-	-
Investment in Social Care <i>Additional investment provided by Scottish Government to meet a wide range of obligations within health and social care budgets which are delegated to the Integrated Joint Board (IJB)</i>	(4,364)	-	(4,364)	(1,485)	-	(1,485)	(1,749)	-	(1,749)
SFT Funding of School Estate <i>SFT Funding for new schools at Wallyford & Whitecraig</i>	-	-	-	(1,292)	-	(1,292)	(645)	-	(645)
Revenue Support Grant (RSG)/Non Domestic Rates (NDR) total	(7,876)	-	(7,876)	(2,777)	-	(2,777)	(2,394)	-	(2,394)
Specific Grants									
Specific Grants received from Scottish Government <i>Decrease in funding to support the delivery of additional 1140 hours in Early Learning & Childcare</i>	1,208	-	1,208	-	-	-	-	-	-
Specific Grants total	1,208	-	1,208	-	-	-	-	-	-
Council Tax									
Change in Council Tax yield <i>Increase in Council Tax yield incorporating additional properties, 3% increase in 2022/23 and 5% increase in Council Tax in 2022/23 and 2023/24</i>	(4,207)	-	(4,207)	(5,587)	-	(5,587)	(5,970)	-	(5,970)
Council Tax total	(4,207)	-	(4,207)	(5,587)	-	(5,587)	(5,970)	-	(5,970)
Transfer to/(from) Reserves									
<i>Use of General Fund Reserves</i>	(6,940)	-	(6,940)	7,190	-	7,190	-	-	-
Transfer to/(from) Reserves total	(6,940)	-	(6,940)	7,190	-	7,190	-	-	-
CORPORATE INCOME TOTAL	(17,815)	-	(17,815)	(1,174)	-	(1,174)	(8,364)	-	(8,364)
CORPORATE COMMITMENTS									
Council Tax Reduction Scheme									

Description	2022/23			2023/24			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
<i>Increase in costs relative to increase in Council Tax yield</i>	289	-	289	302	-	302	318	-	318
Council Tax Reduction Scheme total	289	-	289	302	-	302	318	-	318
Council Tax Earmarked for Affordable Homes <i>Council Tax earmarked for affordable homes</i>	160	-	160	47	-	47	49	-	49
Council Tax Earmarked for Affordable Homes	160	-	160	47	-	47	49	-	49
Review of Council Assets <i>Efficiency to be met through review and rationalisation of Council assets</i>	-	(150)	(150)	-	(850)	(850)	-	-	-
Review of Council Assets total	-	(150)	(150)	-	(850)	(850)	-	-	-
Management of Staffing Budgets <i>Efficiency to be met through enhanced vacancy management, deletion of posts, service reviews and wider review / modernisation of staff terms and conditions</i>	-	-	-	-	(175)	(175)	-	-	-
Management of Staffing Budgets	-	-	-	-	(175)	(175)	-	-	-
Debt Charges									
Changes in debt charges made to the General Fund <i>Change reflects alignment with capital investment plans and reflects the on-going review of the Council's Loans Fund</i>	250	-	250	500	-	500	-	-	-
Fiscal Flexibilities <i>Change reflects anticipated benefit from Loans Fund repayment holiday in line with anticipated SG Guidance on Fiscal Flexibility</i>	6,259	-	6,259	(2,000)	-	(2,000)	3,000	-	3,000
Debt Charges total	6,509	-	6,509	(1,500)	-	(1,500)	3,000	-	3,000
Review of Service Provision <i>Review of Service Provision</i> <i>Efficiencies to be generated through a wide review aligned to the financial strategy and include: review of service delivery models; enhanced programme of transformational change; new ways of working; exploring further options for partnership working; exploring further options to maximise and generate income.</i>	-	(1,196)	(1,196)	-	(5,125)	(5,125)	-	(6,093)	(6,093)
Service Reduction Total	-	(1,196)	(1,196)	-	(5,125)	(5,125)	-	(6,093)	(6,093)
Apprenticeship Levy <i>Increase linked to assumed pay increases based on 0.5% of annual payroll</i>	88	-	88	14	-	14	14	-	14
Apprenticeship Levy total	88	-	88	14	-	14	14	-	14
Housing Benefit Loss <i>Change in subsidy rules and increase in B&B charges</i>	50	-	50	50	-	50	-	-	-
Housing Benefit Loss total	50	-	50	50	-	50	-	-	-

Description	2022/23			2023/24			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
CORPORATE COMMITMENTS TOTAL	7,096	(1,346)	5,750	(1,087)	(6,150)	(7,237)	3,381	(6,093)	(2,712)
EXPENDITURE LIMIT	(10,719)	(1,346)	(12,065)	(2,261)	(6,150)	(8,411)	(4,983)	(6,093)	(11,076)
SERVICE PLANNED EXPENDITURE									
EDUCATION & CHILDREN'S SERVICES									
Children's Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	311	-	311	175	-	175	182	-	182
Increase in Utility Charges <i>Increase in Utility Charges</i>	4	-	4	4	-	4	4	-	4
Recurring pressures due to COVID <i>Ongoing impact of support packages required during the pandemic including external fostering</i>	23	-	23	-	-	-	-	-	-
CHILDREN'S TOTAL	338	-	338	179	-	179	186	-	186
Inclusion and Wellbeing									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	33	-	33	26	-	26	28	-	28
Increase in ASL requirements aligned to increase in Pupil School Roll <i>Increased costs aligned to Pupil School Roll growth</i>	156	-	156	186	-	186	230	-	230
Increase in ASL support <i>Increased in ASL support from August 2022</i>	163	-	163	82	-	82	-	-	-
Expansion of School Estate <i>Additional revenue costs of extensions and new builds</i>	22	-	22	295	-	295	278	-	278
Contract Transport <i>Increased cost of providing transport</i>	60	-	60	60	-	60	60	-	60
Additional Support for Learning total	434	-	434	649	-	649	596	-	596
Pre-School Education & Childcare									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	34	-	34	23	-	23	28	-	28
Increase in Utility Charges <i>Increase in Utility Charges</i>	1	-	1	1	-	1	1	-	1
1140 Hours <i>1140 Hours reduced funding</i>	(1,208)	-	(1,208)	-	-	-	-	-	-
Pre-School Education & Childcare total	(1,173)	-	(1,173)	24	-	24	29	-	29
Schools - Primary									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	1,219	-	1,219	905	-	905	978	-	978
Increase in Utility Charges	93	-	93	66	-	66	71	-	71

Description	2022/23			2023/24			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
<i>Increase in Utility Charges</i>									
Increase in Waste Charges	13	-	13	9	-	9	10	-	10
<i>Increase in Waste Charges</i>									
Pupil School Roll increase	353	-	353	460	-	460	505	-	505
<i>Estimated increase in Primary School Rolls</i>									
Expansion of School Estate	725	-	725	362	-	362	1,409	-	1,409
<i>Additional revenue costs of primary school extensions and new builds</i>									
Facility Services Charges	77	-	77	77	-	77	77	-	77
<i>Increases in Facilities Charges in line with salary increases</i>									
School Meals	(9)	-	(9)	(9)	-	(9)	(9)	-	(9)
<i>Increase in cost of school meals in year with future years subject to an annual inflationary increase or uprating in line with relevant benchmarking</i>									
Amenity Services Charges	4	-	4	3	-	3	3	-	3
<i>Increase in Groundcare charges</i>									
Contract Transport	33	-	33	33	-	33	33	-	33
<i>Increased cost of providing transport</i>									
Schools - Primary total	2,508	-	2,508	1,906	-	1,906	3,077	-	3,077
Schools - Secondary									
Increases in Pay Costs	931	-	931	703	-	703	728	-	728
<i>Effect of assumed pay increase.</i>									
Increase in Utility Charges	90	-	90	64	-	64	69	-	69
<i>Increase in Utility Charges</i>									
Increase in Waste Charges	6	-	6	4	-	4	4	-	4
<i>Increase in Waste Charges</i>									
Pupil School Roll increase	552	-	552	364	-	364	330	-	330
<i>Increase in Secondary School Rolls</i>									
Expansion of School Estate	363	-	363	1,330	-	1,330	2,326	-	2,326
<i>Additional revenue costs of secondary school extensions and new builds</i>									
Increase in NDR charges	-	-	-	-	-	-	-	-	-
<i>Assumed increase in poundage rates from April 2022</i>									
School Meals	(11)	-	(11)	(11)	-	(11)	(11)	-	(11)
<i>Increase in cost of school meals in year with future years subject to an annual inflationary increase or uprating in line with relevant benchmarking</i>									
Facility Services Charges	12	-	12	12	-	12	12	-	12
<i>Increases in Facilities Charges in line with salary increases</i>									
Reduction in PEF	-	-	-	-	-	-	-	-	-
<i>Increase in Pupil Equity Funding in line with existing Scottish Government commitment</i>									
PPP Contract	846	-	846	366	-	366	372	-	372
<i>Increase in PPP contract charges for Education facilities</i>									
Improving options in the Senior Phase across the Authority	-	-	-	-	-	-	-	(160)	(160)
<i>Use of IT to enhance/support delivery of curriculum in the senior phase (S4-S6). Subject to changes in Scottish Government policy re teacher/pupil ratio</i>									
Recurring pressures due to COVID	152	-	152	5	-	5	5	-	5
<i>Ongoing impact of PPP Cleaning costs due to the pandemic</i>									
Contract Transport	75	-	75	75	-	75	75	-	75

Description	2022/23			2023/24			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
<i>Increased cost of providing transport</i>									
Schools - Secondary total	3,016	-	3,016	2,912	-	2,912	3,910	(160)	3,750
Schools Support Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	34	-	34	30	-	30	33	-	33
SEEMIS <i>Increase in SEEMIS costs</i>	7	-	7	5	-	5	3	-	3
Expansion of School Estate <i>Additional revenue costs due to capital work</i>	-	-	-	37	-	37	-	-	-
Schools Support Services total	41	-	41	72	-	72	36	-	36
East Lothian Works									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	35	-	35	31	-	31	36	-	36
Increase in NDR charges <i>Assumed increase in poundage rates from April 2022</i>	-	-	-	-	-	-	-	-	-
East Lothian Works total	35	-	35	31	-	31	36	-	36
EDUCATION TOTAL	4,861	-	4,861	5,594	-	5,594	7,684	(160)	7,524
COUNCIL RESOURCES									
Financial Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	84	-	84	77	-	77	88	-	88
Financial Services total	84	-	84	77	-	77	88	-	88
Revenues & Benefits									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	74	-	74	60	-	60	71	-	71
IT Systems Costs <i>Increase in IT requirements for the Capita System</i>	-	-	-	(25)	-	(25)	-	-	-
Scottish Welfare Fund <i>Increase in budget</i>	86	-	86	-	-	-	-	-	-
Council Tax Statutory Fees <i>Increase in budget</i>	(126)	-	(126)	(5)	-	(5)	(5)	-	(5)
Revenues & Benefits total	34	-	34	30	-	30	66	-	66
Procurement									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	93	-	93	7	-	7	10	-	10
Procurement Total	93	-	93	7	-	7	10	-	10

Description	2022/23			2023/24			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
FINANCE TOTAL	211	-	211	114	-	114	164	-	164
Information Technology									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	51	-	51	42	-	42	51	-	51
IT Digital Strategy & System Costs <i>Investment in Digital Strategy & IT infrastructure</i>	634	-	634	170	-	170	75	-	75
Information Technology total	685	-	685	212	-	212	126	-	126
Legal									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	9	-	9	10	-	10	11	-	11
Legal total	9	-	9	10	-	10	11	-	11
People & Governance									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	158	-	158	109	-	109	132	-	132
Income <i>3% uplift on existing income</i>	-	(10)	(10)	-	-	-	-	-	-
Local Election May 2022 Costs <i>Cost of administering local elections in May 2022</i>	230	-	230	(230)	-	(230)	-	-	-
Hybrid Committee System <i>Implementation of Hybrid Committee System running costs</i>	30	-	30	-	-	-	-	-	-
Councillors Remuneration <i>Assumed annual increase in Councillors remuneration in line with national agreement</i>	17	-	17	17	-	17	20	-	20
People & Governance total	435	(10)	425	(104)	-	(104)	152	-	152
Communications									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	8	-	8	7	-	7	10	-	10
Digital Change <i>Move Living Magazine to online platform</i>	-	(10)	(10)	-	-	-	-	-	-
Communications total	8	(10)	(2)	7	-	7	10	-	10
CORPORATE SERVICES TOTAL	1,137	(20)	1,117	125	-	125	299	-	299
HEALTH & SOCIAL CARE PARTNERSHIP									
Adult Wellbeing									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	478	-	478	380	-	380	460	-	460
Increase in Utility Charges <i>Increase in Utility Charges</i>	20	-	20	15	-	15	16	-	16
Increase in Waste Charges <i>Increase in Waste Charges</i>	2	-	2	1	-	1	1	-	1
Increase in Vehicle Fuel	4	-	4	2	-	2	1	-	1

Description	2022/23			2023/24			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
<i>Increase in Vehicle Fuel</i>									
Increase in External Care Provision Costs <i>To deliver a wide range of priorities including: Living Wage, Sleepovers, NCHC and Care at Home increases.</i>	1,578	-	1,578	1,203	-	1,203	1,244	-	1,244
Facility Services Charges <i>Increases in Facilities Charges in line with salary increases</i>	38	-	38	26	-	26	27	-	27
Investment in Mental Health Services <i>Additional costs to support Mental Health Services</i>	37	-	37	106	-	106	-	-	-
Systems Upgrade Costs <i>Mosaic Upgrade Costs</i>	3	-	3	138	-	138	-	-	-
Integration of Health and Social Care <i>Including: review and redesign models of care; savings and efficiencies generated through joint working, shifting the balance of and uplift in fees and charges</i>	-	-	-	-	(250)	(250)	-	(250)	(250)
Increase in Health & Social Care Aligned to SG Funding <i>Increase aligned to increase provided by Scottish Government draft settlement</i>	2,204	-	2,204	(386)	-	(386)	-	-	-
HEALTH & SOCIAL CARE PARTNERSHIP TOTAL	4,364	-	4,364	1,485	(250)	1,235	1,749	(250)	1,499
PLACE									
Planning									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	54	-	54	53	-	53	55	-	55
Planning total	54	-	54	53	-	53	55	-	55
Economic Development									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	18	-	18	18	-	18	20	-	20
Business Recovery Investment Fund <i>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</i>	(600)	-	(600)	-	-	-	-	-	-
Scottish Open <i>Hosting Scottish Open</i>	-	-	-	(50)	-	(50)	-	-	-
Economic Development	(582)	-	(582)	(32)	-	(32)	20	-	20
DEVELOPMENT TOTAL	(528)	-	(528)	21	-	21	75	-	75
Housing & Strategic Regeneration									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	15	-	15	14	-	14	16	-	16
HEEPS <i>Develop in-house capacity to deliver HEEPS</i>	-	(8)	(8)	-	-	-	-	-	-

Description	2022/23			2023/24			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
Housing & Strategic Regeneration	15	(8)	7	14	-	14	16	-	16
Community Housing									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	24	-	24	19	-	19	24	-	24
Increase in Utility Charges <i>Increase in Utility Charges</i>	1	-	1	1	-	1	1	-	1
Discontinuation of PSL properties <i>Planned winding down of use of PSL properties</i>	18	-	18	18	-	18	18	-	18
Facility Services Charges <i>Increases in Facilities Charges in line with salary increases</i>	4	-	4	4	-	4	4	-	4
Community Housing total	47	-	47	42	-	42	47	-	47
HOUSING TOTAL	62	(8)	54	56	-	56	63	-	63
Asset Maintenance & Engineering Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	45	-	45	37	-	37	45	-	45
Property Maintenance Costs <i>Impact of increase in property maintenance costs</i>	21	-	21	21	-	21	73	-	73
Asset Maintenance & Engineering Services Total	66	-	66	58	-	58	118	-	118
Asset Management & Capital Planning									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	37	-	37	35	-	35	41	-	41
Increase in Utility Charges <i>Increase in Utility Charges</i>	1	-	1	1	-	1	1	-	1
Increase in Amenity Charges <i>Increase in groundcare charges</i>	2	-	2	1	-	1	1	-	1
Asset Management & Capital Planning Total	40	-	40	37	-	37	43	-	43
Facility Support Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	15	-	15	9	-	9	12	-	12
Increase in Utility Charges <i>Increase in Utility Charges</i>	68	-	68	53	-	53	57	-	57
Increase in Waste Charges <i>Increase in Waste Charges</i>	2	-	2	2	-	2	2	-	2
Facility Services Charges <i>Increases in Facilities Charges in line with salary increases</i>	19	-	19	19	-	19	19	-	19
Facility Support Services total	104	-	104	83	-	83	90	-	90
Landscape & Countryside Management									

Description	2022/23			2023/24			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	202	-	202	118	-	118	143	-	143
Increase in Utility Charges <i>Increase in Utility Charges</i>	4	-	4	3	-	3	4	-	4
Increase in Waste Charges <i>Increase in Waste Charges</i>	3	-	3	2	-	2	2	-	2
Depot Replacement <i>Additional revenue costs relating to Depot Replacement</i>	9	-	9	-	-	-	-	-	-
Increase in Skips Charges <i>Increase in Skip Charges</i>	15	-	15	12	-	12	10	-	10
Increase in Vehicle Fuel <i>Increase in Vehicle Fuel</i>	42	-	42	25	-	25	14	-	14
Increase in Grounds Maintenance Charges <i>Increase in Grounds Maintenance Charges</i>	(15)	-	(15)	(10)	-	(10)	(10)	-	(10)
Income Generation - new opportunities <i>Explore new opportunities for income maximisation from Land Management</i>	-	(5)	(5)	-	-	-	-	-	-
Plant Nursery <i>Increase in costs</i>	4	-	4	3	-	3	3	-	3
Service Review <i>Full Year Impact of Service Review Savings</i>	-	(43)	(43)	-	-	-	-	-	-
Income <i>3% uplift on existing income</i>	-	(7)	(7)	-	-	-	-	-	-
Landscape & Countryside Management total	264	(55)	209	153	-	153	166	-	166
Roads Network									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	41	-	41	38	-	38	46	-	46
Increase in Grounds Maintenance Charges <i>Increase in Grounds Maintenance Charges</i>	3	-	3	2	-	2	2	-	2
Income <i>3% uplift on existing income</i>	-	(6)	(6)	-	-	-	-	-	-
Electric Vehicles <i>Introduce charging for electric vehicles in line with national benchmarking and guidance</i>	-	(10)	(10)	-	-	-	-	-	-
Roads Network total	44	(16)	28	40	-	40	48	-	48
Roads Trading									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	50	-	50	44	-	44	56	-	56
Trading Account Recharges <i>Reflecting increase in costs</i>	(91)	-	(91)	(69)	-	(69)	(70)	-	(70)
Increase in Vehicle Fuel <i>Increase in Vehicle Fuel</i>	41	-	41	25	-	25	14	-	14
Roads Trading total	-	-	-	-	-	-	-	-	-
Transportation									
Increases in Pay Costs	39	-	39	28	-	28	33	-	33

Description	2022/23			2023/24			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
<i>Effect of assumed pay increase.</i>									
Increase in Vehicle Fuel <i>Increase in Vehicle Fuel</i>	17	-	17	10	-	10	5	-	5
Increase in Utility Charges <i>Increase in Utility Charges</i>	2	-	2	1	-	1	2	-	2
Loss of Lothian Bus Dividend <i>Lothian Bus dividend no longer being paid</i>	206	-	206	-	-	-	-	-	-
Public Transport <i>Contract Indexation</i>	24	-	24	25	-	25	26	-	26
VPMU <i>Materials and Services Indexation</i>	69	-	69	21	-	21	22	-	22
Transportation total	357	-	357	85	-	85	88	-	88
Waste Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	150	-	150	59	-	59	61	-	61
Increase in Utility Charges <i>Increase in Utility Charges</i>	3	-	3	3	-	3	3	-	3
Increase in Waste Charges <i>Increase in Waste Charges</i>	(28)	-	(28)	(19)	-	(19)	(20)	-	(20)
Increase in Vehicle Fuel <i>Increase in Vehicle Fuel</i>	64	-	64	38	-	38	21	-	21
Revenue Savings from Procurement of Waste Vehicles <i>Alignment to purchase of waste vehicles</i>	-	(94)	(94)	-	-	-	-	-	-
Waste Disposal <i>Increase in tonnage and indexation costs</i>	299	-	299	133	-	133	142	-	142
Waste Services total	488	(94)	394	214	-	214	207	-	207
Active Business Unit									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	33	-	33	23	-	23	29	-	29
Increase in Utility Charges <i>Increase in Utility Charges</i>	16	-	16	11	-	11	12	-	12
Expansion of Sports Facilities <i>Additional revenue costs due to capital work</i>	20	-	20	143	-	143	121	-	121
Increase in Grounds Maintenance Charges <i>Increase in Grounds Maintenance Charges</i>	6	-	6	4	-	4	4	-	4
PPP Contract <i>Increase in PPP contract charges for Mercat Gait</i>	20	-	20	8	-	8	8	-	8
Active Business Unit total	95	-	95	189	-	189	174	-	174
INFRASTRUCTURE TOTAL	1,458	(165)	1,293	859	-	859	934	-	934
Corporate Policy & Improvement									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	15	-	15	14	-	14	18	-	18

Description	2022/23			2023/24			2023/24		
	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000	Budget Change £000	Efficiency Measures/Savings/Increased Income £000	Total Change £000
Corporate Policy & Improvement total	15	-	15	14	-	14	18	-	18
Connected Communities									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	72	-	72	50	-	50	64	-	64
Increase in Utility Charges <i>Increase in Utility Charges</i>	20	-	20	14	-	14	15	-	15
Increase in Waste Charges <i>Increase in Waste Charges</i>	2	-	2	1	-	1	1	-	1
Facility Services Charges <i>Increases in Facilities Charges in line with salary increases</i>	11	-	11	11	-	11	11	-	11
Village Halls <i>Transfer ownership of Village Halls to Community</i>	-	-	-	-	(70)	(70)	-	-	-
PPP Contract <i>Increase in PPP contract charges for Musselburgh CLC</i>	15	-	15	6	-	6	6	-	6
Partnership Funding <i>East Lothian Advice Services new contract cost saving</i>	-	(18)	(18)	-	-	-	-	-	-
Connected Communities total	120	(18)	102	82	(70)	12	97	-	97
Protective Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	46	-	46	41	-	41	49	-	49
Review of Service Provision <i>Service review, savings from subscriptions and mileage reductions</i>	-	(7)	(7)	-	-	-	-	-	-
Protective Services Total	46	(7)	39	41	-	41	49	-	49
Customer Services									
Increases in Pay Costs <i>Effect of assumed pay increase.</i>	140	-	140	91	-	91	109	-	109
Increase in Utility Charges <i>Increase in Utility Charges</i>	4	-	4	3	-	3	3	-	3
Increase in Waste Charges <i>Increase in Waste Charges</i>	-	(2)	(2)	-	-	-	-	-	-
Facility Services Charges <i>Increases in Facilities Charges in line with salary increases</i>	1	-	1	1	-	1	1	-	1
Expansion of Customer Facilities <i>Additional revenue costs due to capital work</i>	59	-	59	66	-	66	55	-	55
Income <i>3% uplift on existing income</i>	-	(3)	(3)	-	-	-	-	-	-
Customer Services total	204	(5)	199	161	-	161	168	-	168
COMMUNITIES TOTAL	385	(30)	355	298	(70)	228	332	-	332
SERVICES TOTAL	12,288	(223)	12,065	8,731	(320)	8,411	11,486	(410)	11,076
TOTAL	1,569	(1,569)	-	6,470	(6,470)	-	6,503	(6,503)	-

East Lothian Council
Capital Budget 2022/23 to 2026/27 - Administration Draft

	Year 1 2022/23	Year 2 2023/24	Year 3 2024/25	Year 4 2025/26	Year 5 2026/27	5 Year Total	External Funding	GCG funding/ Borrowing Requirement
	£000	£000	£000	£000	£000	£000	£000	£000
Expenditure								
Community Projects								
Community Intervention	500	500	500	500	300	2,300	-	2,300
Bleachingfield Centre Remodelling Works	90	-	-	-	-	90	(90)	-
Dunbar Conservation Area Regeneration Scheme (CARS)	196	179	162	65	-	603	(342)	260
East Saltoun Community Hall	-	400	-	-	-	400	-	400
Support for Business	1,544	35	-	-	-	1,579	-	1,579
CCTV	150	43	-	-	-	193	-	193
Town Centre Regeneration	823	-	-	-	-	823	(823)	-
Total Community Projects	3,303	1,157	662	565	300	5,987	(1,255)	4,732
ICT								
IT Programme (including Education)	2,100	2,200	2,200	2,200	2,300	11,000	-	11,000
Total ICT	2,100	2,200	2,200	2,200	2,300	11,000	-	11,000
Fleet								
Amenties - Machinery & Equipment - replacement	230	276	300	162	154	1,122	-	1,122
Vehicles	5,041	1,315	741	2,826	3,459	13,382	(3,142)	10,240
Total Fleet	5,271	1,591	1,041	2,989	3,612	14,505	(3,142)	11,362
Open Space								
3G Pitch Carpet Replacement Programme	500	500	500	-	-	1,500	(332)	1,168
Cemeteries (Burial Grounds)	439	-	-	-	-	439	-	439
Coastal / Flood Protection schemes - Haddington	300	500	500	500	500	2,300	(1,600)	700
Coastal / Flood Protection schemes - Musselburgh	1,642	12,349	13,751	10,807	440	38,990	(29,878)	9,112
Coastal Car Park Toilets	14	-	-	-	-	14	-	14
Core Path Plan	50	50	50	50	50	250	-	250
Mains Farm Town Park & Pavilion	12	-	-	-	-	12	-	12
Polson Park	138	-	-	-	-	138	-	138
Replacement Play Equipment	100	100	100	100	100	500	-	500
Sports and Recreation LDP:	1,361	2,835	3,611	2,290	1,072	11,169	(8,769)	2,400
Waste - New Bins	172	160	160	160	160	812	-	812
Waste - Machinery & Equipment - replacement	40	40	40	40	40	200	-	200
Total Open Space	4,769	16,534	18,713	13,947	2,362	56,324	(40,580)	15,744
Roads, Lighting and related assets								
Cycling Walking Safer Streets	472	147	147	147	147	1,060	(1,060)	-
East Linton Rail Stop / Infrastructure	1,520	-	-	-	-	1,520	-	1,520
Parking Improvements	110	175	-	-	-	285	-	285
Roads	6,700	6,735	5,500	5,500	5,500	29,935	-	29,935
Roads - externally funded projects	1,759	4,251	21,261	2,929	2,988	33,188	(33,188)	-
Total Roads, Lighting and related assets	10,561	11,308	26,908	8,576	8,635	65,988	(34,248)	31,740
Property - Education								
Aberlady Primary - extension	1,698	37	-	-	-	1,734	(217)	1,517
Blindwells Primary - new school	3,227	12,299	4,968	284	-	20,777	(8,245)	12,532
Craighall Primary - New School	4,298	10,067	3,683	252	-	18,300	(8,010)	10,290
Dunbar Grammar - extension	-	-	-	-	-	-	(575)	(575)
East Linton Primary - extension including Early Learning and 1140	324	-	-	-	-	324	(316)	8
East Linton Primary - new school	-	10,978	-	-	-	10,978	-	10,978
Elphinstone Primary - extension	77	375	528	13	-	993	(490)	503
Gullane Primary - extension including Early Learning and 1140	-	-	-	-	-	-	(1,250)	(1,250)
Haddington School (Infants & St. Mary)	26	-	-	-	-	26	(26)	-
Kingsmeadow Primary	26	-	-	-	-	26	(26)	-
Knox Academy - extension	-	-	-	-	612	612	(612)	-
Law Primary - extension including Early Learning and 1140	2,890	54	-	-	-	2,944	(3,071)	(127)
Letham Primary - Extension	-	-	-	-	157	157	(2,408)	(2,251)
Longniddry Primary - extension	-	295	2,629	910	51	3,886	(3,595)	291
Macmerry Primary - extension	157	1,161	802	28	-	2,148	(940)	1,208
Musselburgh Grammar - upgrades	284	11	-	-	-	295	-	295
North Berwick High School - Extension	1,445	72	13	-	-	1,530	(1,530)	-
Ormiston Primary - extension	374	30	-	-	-	404	-	404
Pinkie St Peter's Primary - sports hall extension	1,454	34	-	-	-	1,488	(770)	717
Pinkie St Peter's Primary - extension including Early Learning and 1140	2,970	65	-	-	-	3,035	(3,035)	0
Preston Lodge High School - extension (phase 1)	248	2,409	1,708	4,861	1,870	11,096	(6,316)	4,780
Prestonpans Primary - upgrades	3	237	6	-	-	246	(235)	11
Ross High School - extension	1,273	152	-	-	-	1,424	(3,123)	(1,699)
School Estate - Curriculum Upgrades	330	330	-	-	-	660	-	660
St Gabriel's Primary - extension including Early Learning and 1140	648	21	-	-	-	669	(613)	56
Wallyford Primary - New School	-	-	-	-	-	-	(282)	(282)
Wallyford Primary - New School (Phase 2)	-	-	-	445	6,468	6,913	(1,208)	5,705
Wallyford Learning Campus	18,545	8,519	600	-	-	27,664	(7,099)	20,565
West Barns Primary - extension including Early Learning and 1140	1,590	40	-	-	-	1,630	(1,498)	132
Whitecraig Primary - new school including Early Learning and 1140	185	8,427	5,105	192	-	13,909	(7,448)	6,461
Windygoul Primary - Early learning and 1140 extension	1,063	759	27	-	-	1,849	(1,116)	733
Windygoul Primary - extension	900	-	-	-	-	900	-	900
Total Property - Education	44,035	56,371	20,068	6,985	9,158	136,617	(64,054)	72,564

	Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Total	External Funding	GCG funding/ Borrowing Requirement
Expenditure	2022/23	2023/24	2024/25	2025/26	2026/27			
	£000	£000	£000	£000	£000	£000	£000	£000
Property - Other								
Accelerating Growth	11,696	4,668	-	-	-	16,364	(10,692)	5,672
Brunton Hall - Improved Community Access	200	1,530	-	-	-	1,730	-	1,730
Court Accommodation - incl. SPOC	1,749	248	11	-	-	2,007	(226)	1,781
Haddington Corn Exchange - Upgrades	16	-	-	-	-	16	-	16
Haddington Town House - Refurbishment and Rewire	300	14	-	-	-	314	-	314
New ways of working Programme	1,995	954	988	9	-	3,946	-	3,946
Prestongrange Museum	2,279	36	-	-	-	2,315	(429)	1,886
Property Renewals	3,000	2,000	1,950	2,000	2,000	10,950	-	10,950
Replacement Childrens House	802	803	24	-	-	1,630	-	1,630
Residential Care Homes Provision, subject to Older People Review	-	-	1,000	-	-	1,000	-	1,000
Sports Centres	200	240	240	240	240	1,160	-	1,160
Water meter size reduction	14	-	-	-	-	14	-	14
Total Property - Other	22,251	10,492	4,213	2,249	2,240	41,446	(11,347)	30,099
Capital Plan Fees	2,447	2,494	2,544	2,595	2,647	12,727	-	12,727
Total Gross Expenditure	94,737	102,147	76,349	40,107	31,254	344,594	-	189,969
Total Income	(38,648)	(38,542)	(56,421)	(35,239)	(25,770)	(194,619)	(154,625)	(39,994)
Net Borrowing Requirement	56,088	63,605	19,929	4,869	5,485	149,975	-	149,975

ADMINISTRATION CABINET - HRA BUDGET PROPOSALS 2022/23 TO 2026/27

	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
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Rent Increase	0.00%	0.00%	5.00%	5.00%	5.00%	5.00%
New Homes	74	202	105	142	188	70

BUDGET	£000	£000	£000	£000	£000	£000
Income						
House Rents	(33,063)	(33,195)	(35,724)	(38,087)	(40,692)	(43,696)
Garage Rents	(673)	(669)	(702)	(738)	(774)	(813)
Services/Service Charges	(640)	(627)	(640)	(652)	(665)	(679)
Other Income	(214)	(214)	(216)	(179)	(183)	(186)
Interest	(51)	(6)	(6)	(6)	(6)	(6)
Total Income	(34,641)	(34,711)	(37,288)	(39,662)	(42,321)	(45,380)
Expenditure						
Employee Costs	2,732	2,934	2,995	3,057	3,121	3,187
Repair Costs	10,974	10,989	11,287	11,593	11,867	12,104
Void Rents	688	661	711	758	810	870
Garage Void Rents	140	142	145	148	151	154
Bad Debt Provision	614	332	357	381	407	437
Operating Payments	1,342	1,469	1,416	1,394	1,412	1,440
Transfer Payments	513	540	551	562	573	585
Internal Recharges	4,308	4,363	4,460	4,537	4,638	4,718
Debt Charges	11,091	11,550	12,757	13,614	15,017	16,598
Total Expenditure	32,402	32,981	34,679	36,045	37,995	40,092
Management of Balances						
Opening (Surplus) / Deficit	(1,705)	(1,444)	(1,675)	(1,784)	(2,401)	(2,727)
Capital from current revenue	2,500	1,500	2,500	3,000	4,000	5,000
(Surplus)/ Deficit for Year	(2,239)	(1,731)	(2,609)	(3,617)	(4,326)	(5,288)
Closing (Surplus) / Deficit	(1,444)	(1,675)	(1,784)	(2,401)	(2,727)	(3,015)

Capital Expenditure	£000	£000	£000	£000	£000	£000
Modernisation/Extensions	15,888	14,421	13,385	13,237	13,237	13,237
New Affordable Housing	12,031	26,068	16,374	27,024	25,359	21,900
Fees	1,477	1,410	1,438	1,467	1,496	1,500
Mortgage to Rent	280	280	280	280	280	280
Total	29,676	42,179	31,477	42,008	40,372	36,917

5 Year Total	£000
	67,517
	116,725
	7,311
	1,400
Total	192,953

Debt to Income Ratio	32.0%	33.3%	34.2%	34.3%	35.5%	36.6%
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ADMINISTRATION CABINET - HRA BUDGET PROPOSALS 2022/23 TO 2026/27

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
	£000	£000	£000	£000	£000	£000
HRA Income						
House Rents						
Rent income adjustments relating to rent increases and new council house additions <i>Changes as result of rent increases and new council housing additions</i>	(375)	(132)	(2,529)	(2,363)	(2,605)	(3,003)
Garage Rents						
Rent income adjustments relating to rent increases <i>Changes as result of rent inceases</i>	(5)	4	(33)	(35)	(37)	(39)
Service Charges						
Income adjustments relating to service charge adjustments <i>Changes as result of recharge adjustments</i>	(16)	13	(13)	(13)	(13)	(13)
Other Income						
Homeless Rents, Renewable Energy Income, Refugee Support-Home Office Funding (funding for this ends in 2023/24)	(43)	(0)	(2)	37	(4)	(4)
Interest						
Interest on accumulated balances <i>Internal interest received</i>	(1)	45	-	-	-	-
TOTAL	(440)	(70)	(2,577)	(2,374)	(2,659)	(3,059)
HRA Expenditure						
Staffing						
General Inflation Increase <i>Increase in line with assessed inflation rate. This includes additional posts in Year 1 for the Rapid Rehousing Transition programme, the impact of the additional pay award above the 2% budgeted in 2021/22 and the impact of the new 1.25% Social care tax being intoruced in 2022/23..</i>	75	344	206	62	64	66
Orchard System Project Team <i>Orchard System Review project team, incl pay award,superann recharged to capital - due to be completed by the end of 2023/24.</i>	(36)	(142)	(145)	-		
	39	202	61	62	64	66
Repairs						
General Inflation Increase <i>Increase in line with assessed inflation rate</i>	423	15	297	306	274	237
	423	15	297	306	274	237
Void Rents						
Rent adjustments relating rent increases and new council house additions <i>Changes as result of rent increases and new council housing additions</i>	36	(25)	53	50	55	63
	36	(25)	53	50	55	63
Bad Debts						
Rent adjustments relating rent increases and new council house additions <i>Changes as result of rent increases and new council housing additions</i>	29	(282)	25	24	26	30
	29	(282)	25	24	26	30
Operating Expenses						
General Inflation increase <i>Increase in line with assessed inflation rate. Includes the costs for replacement housing management system in 2022/23. Costs for exisitng system will reduce from 2023/24 as system is wound down.</i>	95	127	(54)	(21)	17	28
	95	127	(54)	(21)	17	28
Transfer Payments						
General Inflation increase <i>Increase in line with assessed inflation rate</i>	13	27	11	11	11	11
	13	27	11	11	11	11
Internal Recharges						
General Inflation Increase <i>Increase in line with assessed inflation rate</i>	588	55	97	77	101	80
Service Review <i>Additional staffing costs relating to service review</i>	-	-	-	-		
	588	55	97	77	101	80
Debt Charges						
Debt Charges <i>In year changes in debt repayments</i>	214	459	1,207	857	1,403	1,581
	214	459	1,207	857	1,403	1,581
TOTAL	997	508	(878)	(1,008)	(708)	(962)