



MINUTES OF THE MEETING OF EAST LoTHIAN COUNCIL

TUESDAY 16 NOVEMBER 2021
VIA DIGITAL MEETING FACILITY

1a

Committee Members Present:

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

Councillor J Henderson
Councillor C Hoy (Items 3-6)
Councillor K Mackie
Councillor C McGinn
Councillor P McLennan (Items 7-14)
Councillor K McLeod
Councillor F O'Donnell
Councillor J Williamson

Council Officials Present:

Ms M Patterson, Chief Executive
Ms L Brown, Executive Director for Education and Children's Services
Ms S Fortune, Executive Director for Council Resources
Ms A MacDonald, Director of Health and Social Care
Mr D Proudfoot, Executive Director for Place
Ms M Ferguson, Head of Corporate Support
Ms N McDowell, Head of Education
Ms W McGuire, Head of Housing
Mr T Reid, Head of Infrastructure
Ms S Saunders, Head of Communities
Ms M Sullivan, Head of Development
Ms J Tait, Head of Children's Services
Mr S Cooper, Team Manager – Communications
Ms R Crichton, Committees Officer
Ms F Currie, Committees Officer
Mr C Grilli, Service Manager – Legal and Procurement
Mr D Henderson, Finance Manager – Service Accounting
Ms C Molloy, Project Manager – Project Manager
Mr D Ogilvie, Service Manager – Housing Strategy
Mr A Stewart, Project Manager – Growth Delivery
Mr P Vestri, Service Manager – Policy, Improvement and Partnerships

Visitors Present:

None

Clerk:

Mrs L Gillingwater

Apologies:

Councillor J Findlay
Councillor S Kempson
Councillor G Mackett
Councillor T Trotter

Declarations of Interest:

None

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

The clerk recorded attendance by roll call.

1. MINUTES FOR APPROVAL

The minutes of the following meeting were approved: East Lothian Council, 24 August 2021.

2. MINUTES FOR NOTING

The minutes of the following meetings were noted: Local Review Body (Planning), 17 June, 3 August and 19 August 2021.

3. FINANCE UPDATE REPORT

A report was submitted by the Executive Director for Council Resources providing an update on the in-year financial position, some outline thoughts on the financial outlook for the Council, and the proposed budget development framework for the three-year period 2022-25.

The Executive Director for Council Resources, Sarah Fortune, presented the report, drawing attention to the current position with the General Services budget, including performance, key variables and planned efficiencies. She informed Members that there was currently an overspend of £252,000. She advised of additional government funding received to meet the demands of COVID-19, noting that the cost of addressing COVID-19 pressures had amounted to c. £12 million during this financial year. Although funding had been provided to mitigate this, much of it was non-recurring, and this would likely have an impact on the Council in future years. Ms Fortune also provided detail on the capital programme and on the Housing Revenue Account, both of which had seen lower expenditure than was budget for – both would be monitored to ensure the programmes could be delivered. On reserves, she advised that the majority of those monies were earmarked to meet obligations, and that in reality the Council was only just meeting its minimum reserves level of 2% of running costs, which would not give the Council much flexibility to meet future unforeseen costs. She set out the proposed process for the development of the 2022 budget, and advised that a revised Financial Strategy would be presented to Council in December, with the draft budget proposals being presented to Cabinet in January prior to the Council's budget-setting meeting in February/March.

In response to a number of questions from Councillor Currie, Ms Fortune advised that she was unable to predict when she could provide an accurate position on the Council's finances due to the continuing situation with COVID-19, the nature of the national funding to support this, and the future uncertainty as regards funding streams and demands. On reserves, she undertook to provide Members with further detail, noting that the Reserves Strategy would be presented to Council in December.

With reference to policy commitments which were not fully funded by the Scottish Government, Councillor Dugdale asked how these would be delivered. Ms Fortune advised that this related mainly to instrumental music tuition charges, and that she had not yet had confirmation on the funding for this. She added that discussions on this matter were ongoing between the Scottish Government and CoSLA.

Councillor Akhtar welcomed the additional funding for health and social care, but asked why it had taken so long to come forward. Ms Fortune noted that the additional funding had been announced in October, but confirmation on the actual funding streams – most of which came with policy obligations – had only recently been received. She did not know the reason for the delay. She added that there were ongoing discussions with the Health and Social Care Partnership regarding local mobilisation plans, and that the Integration Joint Board would be responsible for delivering on these obligations.

On funding to upgrade play parks, Ms Fortune advised that she did not have confirmation of future years' funding for this initiative, and that she expected to get further detail as part of the Council's financial settlement. Tom Reid, Head of Infrastructure, advised that priority would be given to upgrading play parks with the highest footfall and need.

Councillor Hampshire thanked Ms Fortune for the report. He highlighted the challenges facing the Council, including dealing with the impact of COVID-19 and the significant growth across East Lothian. He also spoke of the pressures on staff to deliver services at this time, and thanked them for their efforts. He expressed concern about the ongoing costs of COVID-19, which would impact on the Council's future finances. He warned that the Council would have difficult decisions to make during the budget process, and undertook to work with the other political group leaders to seek agreement on the way forward. He also commented on the need to protect the Council's reserves as much as possible.

Councillor Akhtar informed Members of the updated position on COVID-19 cases in East Lothian, noting that the virus continued to be a significant threat. She paid tribute to staff in Health and Social Care and Social Work services, as well as those delivering the vaccination programme, and people working in the community to provide care and support to the vulnerable. She highlighted the cost to the Council of addressing the impact of the pandemic, adding that some of these costs would remain for time to come and that there would also be an ongoing impact on people's mental health and wellbeing. She urged Members to highlight these pressures to the relevant authorities and to the UK and Scottish Governments.

Councillor Dugdale welcomed the additional financial support to deal with COVID-19 pressures; however, she pointed out that the Scottish Government would have to fully fund its policy commitments. She thanked staff across the Council for their hard work.

Councillor Currie alluded to the significant amount of work being done by the Finance Team and other services to keep track of income and expenditure. He remarked that Members should not avoid being negative about meeting Scottish Government policy obligations prior to receiving confirmation of funding levels. He made reference to the additional funding provided for health and social care, including significant funding for local mobilisation plans. He indicated that there was some uncertainty around the local government pay settlement, which could have a further impact on the Council's finances.

The Provost then moved to the vote on the recommendations as set out in the report, taken by roll call, which were agreed unanimously.

Decision

The Council agreed:

- i. in accordance with Appendix A (attached to the report):
 - o to note the in-year financial performance of the Council
 - o to note the additional funding received from the Scottish Government since the Quarter 1 Financial Report
 - o to note the significance of the COVID-19 pressures and the impact of non-recurring funding provided for 2021/22
- ii. in accordance with Appendix B (attached to the report):
 - o to note the content of the report
 - o that, as far as possible, advance work on the budget development for 2022 should commence; and
 - o to approve the budget development framework and supporting process, as set out in Section 1.19 of Appendix B to the report, noting the intention to undertake a review to consider future budget development from 2023/24.

4. EAST LOTHIAN COVID-19 RECOVERY AND RENEWAL PLAN

A report was submitted by the Executive Director for Place seeking approval of the East Lothian COVID-19 Recovery and Renewal Plan.

The Executive Director for Place, Douglas Proudfoot, presented the report, advising that the Council remained in business continuity mode, and that although some services were now recovering, others were struggling to maintain critical service delivery. He noted that the Recovery and Renewal Plan would be delivered through the East Lothian Partnership (ELP), with the ELP Board providing oversight, and other groups, such as the Connected Economies Group, providing input. Progress on delivering the plan would be reported to Council, as required. Mr Proudfoot warned that the winter period would be challenging and that collaborative working was important.

Councillor Hampshire expressed concern about the costs associated with the pandemic, and asked for further information on financial estimates. Mr Proudfoot referred him to the Finance Update report (Item 3 on the agenda), adding that the COVID-19 recovery fund would be a key aspect of delivering the Recovery and Renewal Plan. He pointed out, however, that the pandemic had provided an opportunity for people to consider how they live and work, and that the Council would need to take advantage of the benefits this would bring as regards delivery of services.

Councillor Bruce asked how outcomes would be measured. Mr Proudfoot explained that the Plan was designed to be dynamic and flexible, and that it linked into the detailed action cards incorporated into the Recovery and Renewal Framework as well as the themes of the Council Plan. Scrutiny and performance frameworks would be included as part of the recovery and renewal process. He did recognise that there would be challenges in returning to pre-

pandemic service levels, particularly within health and social care, and also in transforming services.

On recruitment and retention, Councillor O'Donnell asked what the Council was doing to meet these challenges. Mr Proudfoot advised of proposals to create apprenticeships within the Council, and of plans to work with Edinburgh College to develop a shared apprenticeship scheme. He noted that some sectors were experiencing recruitment problems, which had been exacerbated by Brexit, and that this had impacted on service delivery.

In response to questions from Councillor Currie as regards vacancies in the care sector and the future resourcing of community planning, Mr Proudfoot accepted that some service areas had been under pressure before COVID-19, and that there was a need to tackle that. On partnership working, he argued that this structure had been effective during the pandemic, citing the work of the Connected Economies Group as an example, and that future activities and associated resources would be streamlined. He added that, going forward, funding streams would come directly to communities and that partnership working was important to maximise the impact of this funding.

Councillor Hampshire opened the debate, remarking that the effects of COVID-19 would last for many years. It had forced the Council to work differently, for example the move to remote working, which had a positive environmental impact and had provided an opportunity to reduce office accommodation. He suggested that the Council should continue to look for technological solutions to provide services in different ways. He also noted that it had provided an opportunity to consider how school assessments were carried out. However, he accepted that identifying new ways of working would require investment to allow for further progress to be made.

Councillor Currie concurred with points made by Councillor Hampshire, adding that the Council had delivered solutions that they had not previously considered. On the COVID-19 recovery, he commented that it would take some time for services to recover, due to recruitment and supply-chain issues. He was keen to further explore the use of technology but cautioned that this was not the solution for everyone and that other options would need to be provided.

Councillor Dugdale welcomed the Plan, in particular the focus on young people and partnership working.

Councillor Akhtar assured Members that the Council was doing everything possible to recruit and retain staff in social care.

Councillor Mackie remarked that whilst online services should be welcomed, some people needed to have human interaction.

The Provost concluded the debate by paying tribute to the Chief Executive and her leadership team, and the Council's partners, for their work during the pandemic. He welcomed the flexible and dynamic nature of the Plan.

The Provost then moved to the vote on the recommendation as set out in the report, taken by roll call, which was agreed unanimously.

Decision

The Council agreed to approve the East Lothian COVID-19 Recovery and Renewal Plan.

5. EAST LoTHIAN POVERTY PLAN 2021-23

A report was submitted by the Executive Director for Place seeking approval of the East Lothian Poverty Plan 2021-23.

The Service Manager – Policy, Improvement and Partnerships, Paolo Vestri, presented the report, reminding Members that the Draft Poverty Plan had been approved for consultation by Council in August 2021. He summarised the consultation process, advising that 30 individuals and 6 organisations had submitted responses, and drew attention to a number of amendments to the Plan resulting from the consultation. He also made reference to the Action Plan, which included 49 actions, noting that the Multi-Agency Working Group would continue to meet in order to deliver these actions. He also pointed out that 20 of the Council's Key Performance Indicators (KPIs) would be used to track progress and that a new East Lothian Poverty Partnership would be formed to provide independent oversight of progress with implementing the Plan, with the aim of reducing poverty in East Lothian.

With reference to in-work poverty, Councillor O'Donnell asked what action the Council could take to promote the living wage through its procurement process and through funding/grant awards. Mr Vestri stated that in-work poverty was a key priority. He confirmed that all Council staff were paid the living wage, and that extending this to those undertaking paid work experience was being considered. He added that officers would be looking at including a fair wage clause within Council procurement contracts, that the Scottish Government had undertaken to ensure that all those working in the care sector would be paid the living wage, and that through the Connected Economies Group, the living wage would be promoted across the private sector. He hoped that with these measures the Council would be able to achieve living wage accreditation.

Councillor O'Donnell asked for more information on how progress would be monitored, and what action would be taken to assist people with disabilities and those in low-paid jobs. Mr Vestri explained that 20 of the Council's top 50 KPIs would demonstrate how the Poverty Plan was being delivered, and that there were also national indicators, currently under review by the Scottish Government, which would be adopted in due course. On assistance for those with disabilities, Mr Vestri highlighted the 'No one left behind' initiative (set out in section 1.5 of the Action Plan), which provided support to people, including those with disabilities, to get back into work. He commented that East Lothian had a high level of employment, but that many jobs were part-time and in low-paid sectors, hence the high levels of in-work poverty in the area.

In response to a question from Councillor Williamson on timelines for delivering the Action Plan, Mr Vestri noted that there were a number of actions which had delivery dates assigned to them, and that the Working Group would look at timescales in more detail and monitor progress on a regular basis. The Council would receive updates on progress.

Councillor Hampshire asked how the Council could encourage communities to do more to support families who were struggling with poverty. Mr Vestri advised that the One-Partnership funding process included 'reducing poverty' as a key objective, and that the Council worked in association with the Volunteer Centre East Lothian to tackle social isolation and support families and young people in poverty.

Councillor Akhtar opened the debate, welcoming the partnership working approach and the work done by local community groups to alleviate the impact of poverty, including in-work poverty. She noted that community organisations were supportive of the Poverty Plan.

Councillor O'Donnell paid tribute to community groups for their work. Welcoming the Poverty Plan, she suggested that the Council should challenge national government to do more to reduce poverty.

Highlighting the impacts of poverty, Councillor Currie recognised that the powers of the Council and its partners to tackle this issue were limited, and he hoped that the Scottish Parliament would be able to set a minimum living wage for Scotland in the near future. He was concerned that poverty was preventing people from fulfilling their potential and that this had an overall detrimental impact on society.

Councillor McGinn expressed concern that levels of poverty were increasing, citing figures from the Trussell Trust which reported a 128% increase in the use of foodbanks over the past five years, and pointing out that there were now more than 2.5 million foodbanks across the UK. He thanked the various community groups which continued to support people experiencing poverty in East Lothian.

Councillor Dugdale stressed the importance of taking account of the views of young people who had lived experience of poverty, and she welcomed the inclusion in the Poverty Plan of outcomes for children and young people. She agreed with others' comments as regards the government taking more action to address poverty.

Councillor Forrest thanked officers and partners for their work on the Poverty Plan, and also paid tribute to the work of community organisations.

The Provost then moved to the vote on the recommendations as set out in the report, taken by roll call, which were agreed unanimously.

Decision

The Council agreed:

- i. to note the result of the public consultation on the Draft Poverty Plan;
- ii. to approve the East Lothian Poverty Plan 2021-23 (attached as Appendix 1 to the report);
- iii. to note that the Poverty Plan incorporates the Child Poverty Plan with actions identified in the Poverty Plan Action Plan and that these would be reports on in the annual Child Poverty Action Plan Report;
- iv. to note that a further report on poverty data and indicators would come to a future meeting of the Council and the East Lothian Partnership Governance Group with key Poverty Plan indicators and targets; and
- v. to continue with a multi-agency Poverty Working Group and to establish a new East Lothian Poverty Partnership which would report to the Council and the East Lothian Partnership Governance Group.

6. CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2020/21

A report was submitted by the Chief Social Work Officer presenting the Chief Social Work Officer Annual Report for 2020/21.

The Chief Social Work Officer, Judith Tait, presented the report, advising that her annual report reflected the strategic and operation delivery of social work services, noting that the report broadly aligned with the first year of the COVID-19 pandemic and set out the reality of delivering social work services during a pandemic. She highlighted the key aspects of the report, including progress in modernising social work services; the impact of reduced access as a result of COVID-19; that many parts of the service were still in COVID-19 response mode; and the need for the service to adapt to support those at risk. She also set out the challenges

facing social work services and the need to maintain stability. She noted that staff within the service should be commended for their commitment and efforts.

As regards the Children's Hearings system, Councillor O'Donnell asked if the problems experienced earlier in the pandemic had now been resolved. Ms Tait reported that there was still a backlog of cases which would take some time to complete. She provided an explanation for the problems, which were mainly related to the physical limitations of hearing centres and the inability of Children's Hearings Scotland to move quickly to digital working. She assured Members that officers were working with colleagues at Midlothian Council to reduce the impact of delayed hearings.

Councillor Hampshire asked if the increase in demand for services was a Scotland-wide issue, and if there was resource capacity within East Lothian to deal with the level of demand. Ms Tait explained that there had been more demand on services for a variety of reasons. She advised that the Transforming Services for Children Strategy focused on reducing demand for services, and that new services to support children were developing well. There was also a focus on keeping children with their families where possible through additional support.

On violence against women and girls, Councillor Akhtar noted that there had been a 20% increase in the reporting of incidents on the previous year, and asked if this position had changed since the writing of the report. Ms Tait advised that she did not yet have the full detail on this, but that work was underway to raise awareness of this issue and also to support people to change their behaviours. She added that there was also an opportunity to review and renew the national strategy on violence against women and girls.

Highlighting the breadth of issues contained within the report, Councillor O'Donnell expressed concern at the Scottish Government's proposals for the future of social work and social care services, and suggested that further consultation on and consideration of this matter was required.

Councillor Hampshire spoke of the pressure on staff within this service, who were dealing with complex issues. He paid tribute to their commitment to delivering services during the pandemic. He anticipated that the pressure on social work services would increase in future and stressed the importance of having resources in place to protect vulnerable people.

As Cabinet spokesperson for Health and Social Care, Councillor Akhtar commended the staff for their dedication, support and compassion. She concurred with Councillor O'Donnell's concerns on the proposal to establish a National Care Service, and thanked Ms Tait and Mr Vestri for formulating the Council's response to the consultation. She stressed the importance of local links for social care services.

On violence against women and girls, Councillor McGinn reminded Members about the White Ribbon Campaign, and urged his male colleagues to take a leading role in this. He believed that this area of work should be prioritised.

Councillor Currie paid tribute to the many unpaid carers, especially during the pandemic. He was concerned about difficulties in recruiting staff to the care sector. He advised that there had been more than 1,000 responses to the National Care Service consultation, and that it was expected that the bill would be published prior to the summer recess. He also stressed the need for social care services to be properly resourced.

Councillor Dugdale concluded the debate by highlighting the increasing demands on social work services and the additional challenges of delivering services during a pandemic. She warned of the potential long-term effects of the pandemic. She thanked staff for their efforts.

Decision

The Council agreed to note the content of the Chief Social Work Officer Annual Report 2020/21 and its implications for the provision of social work services in East Lothian and their role in assuring the safety and welfare of vulnerable children and adults across the country.

Sederunt: Councillor Hoy left the meeting.

7. REGIONAL PROSPERITY FRAMEWORK

A report was submitted by the Executive Director for Place notifying Council of the Edinburgh and South East Scotland City Region Deal Joint Committee's approval of the finalised Regional Prosperity Framework, which had been modified as appropriate following the associated public consultation exercise on this regional economic strategy, and seeking the Council's ratification of the finalised Regional Prosperity Framework (RPF).

The Head of Development, Michaela Sullivan, presented the report. She drew attention to the consultation on the RPF (set out in Sections 3.3-2.12 of the report). She also informed Members that National Planning Framework 4 (NPF4) had now been published, and that the requirement of thermal generation and carbon capture facilities at Cockenzie had been removed, which would give the Council greater flexibility as to the future use of that site. The consultation period for NPF4 would run until March 2022. On economic development, she highlighted the importance of the Cockenzie and Blindwells sites, as well as the ClimatEvoution Zone, and on future housing requirements, she advised that the minimum number of houses required was broadly in line with expectations.

Councillor Hampshire asked if NPF4 was compatible with Council initiatives. Ms Sullivan advised that officers would consider the detail of NPF4 and report back to Council should there be any issues of concern. However, at this stage she could not see any obvious conflicts.

In response to a question from Councillor Forrest as regards future improvements to the City Bypass and Sheriffhall Roundabout, Andy Stewart (Project Manager – Growth Delivery) advised that a regional transport strategy was being developed. As well as planned improvements to the rail network and bus services, it would cover the future use of the City Bypass and improvements at Sheriffhall.

Councillor Hampshire welcomed the Framework, highlighting in particular the future of the Cockenzie and Blindwells sites, and also the future of Torness Power Station. He stressed the need to provide alternative employment should Torness be decommissioned.

Councillor Currie also welcomed the report, especially the flexibility as regards the Cockenzie site and the opportunities it could provide.

The Provost then moved to the vote on the recommendations as set out in the report, taken by roll call, which were agreed unanimously.

Decision

The Council agreed:

- i. to ratify the finalised Regional Prosperity Framework for South East Scotland, attached as Appendix 1 to the report;
- ii. to note the overall number of responses and the major themes that emerged from the public consultation; and

- iii. to note that the following next steps would be carried out in the context of the finalised Regional Prosperity Framework:
- preparation and implementation of the action plan to support delivery; and
 - preparation of a prospectus version of the Regional Prosperity Framework to showcase the region as a location for investment.

8. COCKENZIE POWER STATION SITE 360 PROJECT FEASIBILITY STUDY

A report was submitted by the Executive Director for Place seeking approval for funding for a feasibility study for a community-based project arising known as the 360 Project, which aims to develop a climate change centre and public space on part of the Cockenzie site.

The Head of Development, Michaela Sullivan, presented the report, advising that the 360 Project was developed by a community group from Cockenzie and Prestonpans. The group was now looking to take forward their climate change centre vision and was seeking funding to commission a consultant to undertake a feasibility study, at a cost of c. £30,000. Ms Sullivan explained that Council officers would provide assistance to the group to develop their plans.

Councillor O'Donnell commented that it was her understanding that the 360 Project was not a properly constituted group and sought reassurance that funding would not be provided until appropriate governance structures were in place. She also stressed the importance of the group engaging with Prestonpans Community Council, and added that job creation should be at the heart of the vision. Ms Sullivan confirmed that the group was not yet properly constituted, and that officers would take this forward with the group. Alternatively, the Council could appoint the consultant on the group's behalf. She accepted that it was important to have proper governance arrangements in place. She also agreed to encourage the group to engage with Prestonpans Community Council at the earliest opportunity. On job creation, Ms Sullivan confirmed that this was part of the plan, as well as possible training facilities and public space. She clarified that the Council would not be in a position to fund the climate change centre and that funding sources would need to be identified as part of the feasibility study.

Councillor Bruce questioned how the suitability of the proposal would be determined. Ms Sullivan explained that the group would work with the consultant to develop a programme of works to assess the scope of the development and associated funding. Once the Head of Development was satisfied with the proposal and the consultant, the £30,000 would be disbursed.

Councillor Gilbert asked if seeking financial contributions from energy companies had been considered. Ms Sullivan indicated that £30,000 was the maximum amount for the study, and that a contribution from the off-shore energy sector could be sought.

Councillor Henderson was concerned at the timing of the funding request and the use of public funds. Ms Sullivan assured her that Council funding would not be committed until such times as the project was at a point where it could be progressed. She highlighted the work and energy committed by the group so far and felt that the proposals set out in the report would give the group some certainty.

The Provost asked how much Council officer time and resource would be required at this stage. Ms Sullivan noted that officers would set the parameters and provide guidance, and then review the progress of the plan and the appointment of the consultant. She was not concerned about pressure on resources.

Opening the debate, Councillor O'Donnell highlighted the importance of robust governance and scrutiny arrangements, and engagement with other community groups. However, she was supportive of the recommendations.

Councillor Hampshire recalled a number of similar projects supported by the Council in this way. He noted that community-led ideas for the land would need to be considered alongside the other plans for the site, and that providing employment on the site was key. He was of the view that the proposed project was interesting and he looked forward to seeing if it would be viable.

Councillor Currie remarked on the importance of working with the community, noting that the project could provide employment and other opportunities. He noted that wider community support for such projects was important. As regards the delegation to the Head of Development to assess the suitability of the proposal, he suggested that Group Leaders could also be involved.

Councillor Gilbert welcomed the proposed project, especially as it would include public space.

The Provost concluded the debate by describing the proposed project as a good example of community wealth-building, but recognised that the vision needed to be shared by the wider community. He was in favour of developing the project, which could benefit East Lothian.

The Provost then moved to the vote on the recommendations as set out in the report, taken by roll call, which were agreed unanimously.

Decision

The Council agreed:

- i. to approve expenditure of up to £30,000 to support a feasibility study into the potential for the 360 Project and to note that this funding would be subject to the forthcoming draft of National Planning Framework 4, allowing greater flexibility and acknowledging the potential for a range of uses on the site; and
- ii. to delegate authority to the Head of Development to award the funding assuming the flexibility is achieved in draft NPF4 and a suitable proposal is put forward by the 360 Project Team.

9. CESSATION OF SESPLAN JOINT COMMITTEE AND BUDGET

A report was submitted by the Executive Director for Place advising of changes to regional planning that would be introduced through the Planning Act 2019, and seeking the Council's consequential ratification of a SESplan Joint Committee decision, taken on 4 October 2021, to cease Joint Committee meetings, fund a staff member to handle residual matters, and redistribute the SESplan budget.

The Head of Development, Michaela Sullivan, presented the report, explaining that the Planning (Scotland) Act 2019 had changed the process for regional planning and, as a result of this, there was no longer a requirement for SESplan. As a member authority, the Council was required to approve the disestablishment of SESplan. Ms Sullivan noted that a part-time officer would be required to complete the outstanding regional planning work through the City Region Deal for up to three years.

Councillor Hampshire commented on the important role that SESplan had played in the past. He voiced some concerns as to the decision-making process under the new structure.

The Provost then moved to the vote on the recommendations as set out in the report, taken by roll call, which were agreed unanimously.

Decision

The Council agreed:

- i. to ratify the SESplan Joint Committee decisions to:
 - amend the SESplan constitution so that the SESplan Joint Committee is not required to meet twice a year
 - close the SESplan accounts
 - redistribute the remaining SESplan budget equally back to the six SESplan authorities
 - transfer £11,000, being East Lothian's share of the £66,000, to support a residual staffing requirement for a period of three years, to the South East Scotland City Deal Joint Committee;
- ii. to note that following agreement by each of the partner authorities, regional spatial planning responsibilities have transferred from the SESplan Joint Committee to the City Deal Elected Member Oversight Committee; and
- iii. to note that the existing SESplan Project Board would be renamed the Strategic Planning Advisory Group [or similar] with the chair of that group becoming a member of the City Region Deal Directors' Group.

10. PROPOSED INTRODUCTION OF HYBRID COMMITTEE MEETINGS

A report was submitted by the Executive Director of Council Resources outlining proposals to introduce hybrid Council, committee and sub-committee meetings and to secure Council agreement to implement hybrid committee meetings.

The Head of Council Support, Morag Ferguson, presented the report, advising of the need for Council to consider how to hold meetings in the longer term. She commented on the benefits of remote attendance at meetings, including a reduction in travel costs and time, and the convenience for Members with other commitments. She did acknowledge, however, that some people preferred to attend meetings in person, and advised that a hybrid meeting system, as described in the report, would offer a compromise. She noted that there would be costs associated with introducing hybrid meeting technology, and sought Council agreement to progress options in this regard. She also sought agreement to continue with remote meetings pending the implementation of a hybrid system.

Councillor Williamson asked if the potential savings of attending meetings remotely had been analysed. Ms Ferguson anticipated that there had been savings, but noted that no analysis had been carried out to date. She undertook to look into this issue.

Councillor Henderson asked if plans were in place to ensure that new Members [elected in May 2022] could interact with existing Members and officers. Ms Ferguson reassured her the planned Member Induction Programme would provide opportunities for new Members to meet and build relationships in person.

In response to a question from Councillor Currie on whether the option to attend meetings remotely would encourage a wider range of people to stand for Council, Ms Ferguson expected that a hybrid system would provide 'the best of both worlds', and that an assessment could be carried out with new and returning Members to ensure that the system was meeting the needs of Members and the public. She added that it was the intention to lease the system

in order that the technology was always up to date; this option would also allow the Council to move back to in-person meetings in the future, if desired.

The Provost thanked colleagues in the IT service for their support of remote meetings.

Councillor Akhtar thanked the Committees Team for their efforts in moving to remote meetings at short notice.

The Provost then moved to the vote on the recommendations as set out in the report, taken by roll call, which were agreed unanimously.

Decision

The Council agreed:

- i. to approve the implementation of hybrid meetings;
- ii. that meetings would continue in the interim via remote access;
- iii. to note that the introduction of hybrid meetings would be implemented through the replacement of the existing remote access system and would incur an initial capital cost and ongoing revenue costs; and
- iv. to note that arrangements for hybrid meetings would require changes to Standing Orders, which would be brought to Council before hybrid meetings go live.

11. LOTHIAN PENSION FUND – VOLUNTARY SCHEME PAYS

A report was submitted by the Executive Director for Council Resources seeking determination on how the Council should exercise its annual discretion to adopt the Lothian Pension Fund Voluntary Scheme Pays mechanism in respect of the tax year 2020/21.

The Head of Council Support, Morag Ferguson, presented the report, explaining that any member of the Lothian Pension Scheme earning more than £200,000 per annum could elect to have the Pension Fund meet their tax liability, which would in turn reduce their pension on retirement. She noted that there was a financial risk to the Council if an individual participating in the scheme died before the full amount was recovered. She confirmed that no employee of the Council currently met the threshold; however, Lothian Pension Fund required the Council to advise on its preferred option.

The Provost advised that the Council had previously selected Option 1, namely that it would agree to participate in the Voluntary Scheme Pays mechanism.

Councillor Hampshire recommended that the Council should choose Option 1, despite the fact that it would not currently apply to any Council employee.

The Provost then moved to the vote on the recommendation as set out in the report, taken by roll call:

Option 1 (13): Councillors Akhtar, Currie, Dugdale, Forrest, Gilbert, Goodfellow, Hampshire, McGinn, McLennan, McLeod, McMillan, O'Donnell, Williamson

Option 2 (3): Councillors Bruce, Henderson, Mackie

Decision

The Council agreed to adopt Option 1, namely to participate in the Voluntary Scheme Pays mechanism (as set out in Section 3.3 of the report), and to authorise officers to communicate that decision to the Lothian Pension Fund.

12. APPOINTMENT OF THE LEADER AND DEPUTE LEADER OF THE COUNCIL, AND APPOINTMENTS TO COMMITTEES, ETC., AND TO OUTSIDE BODIES

A report was submitted by the Executive Director for Council resources seeking approval of the appointment of a new Council Leader and Depute Leader, and seeking approval of changes to the Council's appointments to committees, sub-committees, associated committees, East Lothian Licensing Board, and outside bodies.

The Clerk presented the report, advising that the proposed changes were set out within Section 3 of the report. She also drew attention to proposed amendments to the Cabinet portfolios. It was noted that there were no financial implications associated with the proposals, other than the costs associated with training new members of the Licensing Board, and these could be met within the existing budget.

Councillor Currie confirmed that the SNP Group would not be making any appointments to the Licensing Board.

The Provost then moved to the vote on the recommendations as set out in the report, taken by roll call, which were agreed unanimously.

Councillor Currie congratulated Councillor Hampshire on becoming Leader of the Council, and undertook to support him in his role, where possible, for the remainder of the Council term. He referenced the difficult circumstances in which the appointments were being made.

Councillor Hampshire thanked Councillor Currie for his words of support. He advised that he was honoured to be given the opportunity to lead the Council, despite the difficult circumstances of his appointment, and assured all Members and officers that he would seek to continue the work and leadership of Councillor Innes. He also pledged to support Council staff in the way that Councillor Innes had done.

The Provost wished Councillor Hampshire well in his new role.

Decision

The Council agreed to approve the following appointments:

- i. the appointment of Councillor Hampshire as Leader of the Council
- ii. the appointment of Councillor Akhtar as Depute Leader of the Council
- iii. the following appointments to committees, sub-committees and associated committees:
 - o Education Committee – Councillor O'Donnell
 - o Petitions and Community Empowerment Review Committee – Councillor Hampshire
 - o Planning Committee – Councillor O'Donnell
 - o Employee Appeals Sub-Committee – Councillor Hampshire

- Joint Consultative Committee – Councillor Hampshire
- iv. the renewal of the term of office of Councillor Gilbert on the East Lothian Integration Joint Board
- v. the appointment of Councillor O'Donnell to the East Lothian Licensing Board (noting that she would be required to undertake compulsory training prior to taking her seat on the Board)
- vi. the following nominations to represent the Council on outside bodies:
 - CoSLA Convention – Councillor Hampshire
 - CoSLA Leaders' Meeting – Councillor Hampshire
 - CoSLA Board: Environment and Economy – Councillor McMillan (replacing Councillor Hampshire)
 - East Lothian Investments Ltd – Councillor Hampshire (noting that this appointment requires the approval of the non-councillor directors on the Board)
 - East Lothian Land Ltd – Councillor Hampshire
 - Pennypit Community Development Trust – Councillor O'Donnell
 - Scotland Excel (named substitute) – Councillor Hampshire
 - SESTRAN – Councillor McMillan and Councillor Bruce (with Councillor Hampshire as named substitute)
- vii. the allocation of special responsibility allowances resulting from the above-mentioned changes (as set out in Appendix 1 to the report), with immediate effect.

13. NOTICE OF MOTION – MOTION TO REINSTATE THE £20 UNIVERSAL CREDIT UPLIFT

A motion was submitted by Councillors McGinn and Forrest:

'East Lothian Council resolves that the Leader of the Council writes to the Chancellor, The Rt Hon. Rishi Sunak MP, and to the Prime Minister, The Rt Hon. Boris Johnson MP, calling for the reinstatement of the £20 increase to Universal Credit.'

Presenting the motion, Councillor McGinn made reference to the East Lothian Poverty Plan and the Chief Social Work Officer's Annual Report, which had been approved earlier in the meeting. He advised that, according to a 2019 report from the Institute for Fiscal Studies, 'Universal Credit disproportionately reduces incomes among poorer adults', with those on lowest incomes losing most. Councillor McGinn was of the view that Universal Credit targeted less affluent communities, and that many claimants had been subject to sanctions and delays in payments, as well as finding the system inaccessible. He argued that the UK Government had demonstrated that it did not have an understanding of the issues facing those struggling financially when they took the decision to withdraw the £20 per week Universal Credit uplift which had been introduced during the COVID-19 pandemic. He estimated that c. 500,000 families in Scotland, 8,000 of whom lived in East Lothian, would be affected by the removal of the uplift, reducing their incomes by over £1,000 per year. He did accept that some families would benefit from a recent budget announcement; however, rising living costs would eradicate any gains. He voiced concern for families who would have to make difficult choices this winter, and for children's ability to learn when their basic needs were not being met. He was also concerned about the impact of poverty on the mental and physical health of children, and made reference to the links between poverty and violence against women and girls.

Councillor McGinn paid tribute to local organisations supporting families in need, and welcomed the Council's approval of the East Lothian Poverty Plan, which he noted had been approved 'in sorrow'. He concluded by asserting that UK Government policy was making those on the lowest incomes meet the costs of the pandemic, and called for the Council to support the reinstatement of the £20 per week uplift in Universal Credit.

Councillor Forrest seconded the motion, advising that he had seen first-hand the impact on families who are struggling financially. Through his involvement with Capital Credit Union, he explained that 5,000 members of that organisation were classed as working poor or financially excluded, and that it was a lifeline for those families needing to borrow for both essential and non-essential purposes. He believed that the reduction in Universal Credit payments would result in more members defaulting on their loans and further borrowing requests being declined, which may push them to borrow from high-cost or illegal lenders in future. He noted that recently there had been a 25% reduction in applications and a 28% reduction in loans paid out. He also made reference to the recent collapse of energy firms, which would result in higher fuel costs for more than two million households, as well as an average increase in shopping bills of £417 per year. He was concerned about the impact of these increases on many families in East Lothian, and called all Members to support the motion.

The Provost advised that an amendment had been received from the Conservative Group, as set out below:

'East Lothian Council notes that during the pandemic, taken together, the UK Government has spent over £400 billion to support the whole UK through the coronavirus pandemic, including delivering the furlough scheme, which protected jobs. To achieve this, the UK borrowed £298 billion in the financial year 2020-21, and forecasts suggest total borrowing for 2021-22 could be as high as £233.9 billion. According to the Office for National Statistics (ONS), interest payments on UK debt totalled £8.7 billion in June 2021, with total UK debt standing at £2.2 trillion by the end of July 2021.

East Lothian Council additionally notes that the Institute for Fiscal Studies (IFS) analysis found that making the uplift in Universal Credit payments permanent would cost £6 billion per annum. They also reported that vacancies in the labour market in the three months to May 2021 had returned to their pre-pandemic levels, implying that a further extension of this uplift would not be proportionate or justified.

East Lothian Council believes that we should not leave a legacy of our debt to the next generation. Now that restrictions have been largely removed and the recovery is underway, it is right that these measures are reviewed as the focus shifts to helping people get back into work whilst targeting support to the most vulnerable.

East Lothian Council notes and welcomes moves by the UK Government in the latest budget to support those on the lowest incomes by increasing the National Living Wage for around 128,000 Scots and thousands of East Lothian by £1,074 a year through an increase in the minimum wage from £8.91 per hour to £9.50 per hour. It also welcomes a reduction in the taper rate on Universal Credit from 63% to 55% which will benefit over 400,000 in work in Scotland, including thousands of East Lothian residents, who will now keep more of what they earn.

East Lothian Council welcomes the UK Government announcement of £500 million of funding to support vulnerable households over the winter and will write to the Scottish Government asking how it will use the money it has received to support these individuals and families.'

Councillor Bruce presented the amendment, reminding Members that the UK Government had provided billions of pounds in direct and indirect support to people since the start of the pandemic, and that the national debt now stood at £2.2 trillion, with interest payments of £8 billion per month. He stressed that this position was not sustainable and would impact on future generations. He believed that the Government should prioritise support for those most in need, and welcomed the additional £500 million which had been provided to help those people. He noted that the Scottish Government had not yet announced how this funding would be utilised. He also welcomed the taper mechanism for Universal Credit, but emphasised the importance of supporting people to get back into work, especially as there were currently 1.1 million job vacancies in the UK. In moving his amendment, he accepted that these were difficult times and difficult decisions had to be taken, but that the UK Government would support those most in need and assist people to get back to work.

Councillor Henderson seconded the amendment.

The Provost then moved to the debate.

Opening the debate, Councillor Currie stated that Councillor McGinn's motion was more pressing now than ever before. He questioned why some Members had supported the East Lothian Poverty Plan, discussed earlier in the meeting, but not this motion. Councillor Currie voiced his concern that full-time employees were still reliant on benefits, and accused the UK Government of attacking people on benefits whilst ignoring issues such as tax loopholes being exploited. With rising inflation and living costs, he was concerned at families who would be unable to heat their homes this winter. He stated that the SNP Group would support the motion.

Councillor Hampshire expressed his disappointment that consensus on this matter would not be achieved. He believed that the annual £6 billion cost of retaining the £20 weekly Universal Credit uplift was a small amount in the context of COVID-19 costs, but that the benefit to families and society was significant. He was concerned at the longer-term impact of the removal of the uplift on families, stressing that the Council should do what it could to support them. He also pointed out that many Conservative MPs did not support the UK Government's position on this matter, and as councillors it was important that decisions were taken for the benefit of the community. He urged Members to support the motion.

With reference to the amendment, Councillor O'Donnell noted that she was aware of the UK's debt levels, but argued that it was a political choice of the Government as to who should bear the burden of that debt. She advised that 72% of Universal Credit claimants were in work, which highlighted the extent of in-work poverty, and that the poorest people in society would bear a disproportionate burden of the national debt. She called on all Members to support the motion.

The Provost stated that he would be supporting the motion on the basis that people needed that additional £20 per week.

Summing up, Councillor McGinn expressed his disappointment at the Conservative Group's amendment, which he described as 'smoke and mirrors'. He was concerned that large areas of society were being marginalised by the UK Government, and that the Universal Credit system was 'inhumane'. He pointed out that 649 families had used foodbanks in East Lothian over the last month, with a 20% increase in referrals for households with children. He believed that the removal of the £20 per week uplift in Universal Credit would drive people further into poverty and debt, and that the Government should reverse its decision.

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

For (3): Councillors Bruce, Henderson, Mackie
Against (13): Councillors Akhtar, Currie, Dugdale, Forrest, Gilbert, Goodfellow, Hampshire, McGinn, McLennan, McLeod, McMillan, O'Donnell, Williamson

The amendment therefore fell, and the Provost then moved to the vote on the motion, taken by roll call:

For (13): Councillors Akhtar, Currie, Dugdale, Forrest, Gilbert, Goodfellow, Hampshire, McGinn, McLennan, McLeod, McMillan, O'Donnell, Williamson
Against (3): Councillors Bruce, Henderson, Mackie

The motion was therefore carried.

14. NOTICE OF MOTION – GP AND PRIMARY CARE SERVICES FOR WALLYFORD AREA

A motion was submitted by Councillors Dugdale and McGinn:

'East Lothian Council resolves to ask the Leader of East Lothian Council to write to the Cabinet Secretary for Health and Social Care and the Chief Executive of NHS Lothian to seek a commitment to establish a new GP and primary care service in Wallyford to meet the healthcare needs of this rapidly growing community.'

Councillor Dugdale presented the motion, thanking those working in the NHS for their efforts to deliver the COVID-19 and flu vaccines at the same time as continuing to provide other health services. She spoke of difficulty in accessing primary care services for some areas of the community, namely people living in Wallyford and Whitecraig, who had to travel to Musselburgh, potentially at considerable expense should they require regular appointments or need to take their children. Considering the rate of expansion in this particular community, she felt that it deserved to have access to a local GP or primary care centre. She called on the Council to raise this matter with the Secretary of State for Health and the Chief Executive of NHS Lothian.

Councillor McGinn seconded the motion, highlighting the need for people to be able to access healthcare without having to make a lengthy journey. He indicated that this motion was part of a wider process to improve health and wellbeing, and called on Members to support it.

Sederunt: Councillor McLennan left the meeting.

Councillor Currie commented that this issue had been ongoing for a number of years. He claimed that the Wallyford and Whitecraig communities had raised concerns about the lack of health service provision during the Local Development Plan process, but these concerns had been rejected by the Council at that time. He asked Councillor Dugdale if this issue had already been raised with NHS Lothian and the East Lothian Health and Social Care Partnership. He also noted that he had suggested to all Members in September 2021 that the former Wallyford Primary School should not be sold until discussions had taken place with NHS Lothian, but he had not received a response. He agreed that the area needed its own medical facilities, and that he would therefore support the motion. However, he reiterated that the Council had already missed an opportunity to address those concerns raised by the community. He added that he hoped that the opportunity to provide health care facilities at Blindwells would not be missed.

Douglas Proudfoot, Executive Director for People, responded to comments made by Councillor Currie, advising that he had discussed the former Wallyford Primary School site with Councillor Williamson, and that it been determined that the site should be retained for

affordable housing, subject to discussions with the Scottish Government. He noted that he had not been aware of Councillor Currie's email on the matter.

Councillor Hampshire welcomed Councillor Currie's support for the motion. However, he disputed some of the points made in relation to the Local Development Plan process, pointing out that the Council had, at that time, stressed to the NHS the importance of providing health services in that community, and that this was a matter for the NHS, not the Council. He reported that the Council had made, and would continue to make, requests to NHS Lothian for additional facilities in Wallyford and also in Longniddry, but that investment was not forthcoming from NHS Lothian and the Scottish Government. He added that the Council had won a national award for its Local Development Plan, and that any criticism of it was therefore unfounded.

Councillor Mackie spoke in support of the motion, indicating that providing the Wallyford and Whitecraig communities with health services would alleviate the pressure on services in Musselburgh.

As Health and Social Care Spokesperson, Councillor Akhtar reported that she had raised this matter on numerous occasions at the NHS Lothian Board. However, by way of context, she pointed out since 2015/16 NHS Lothian had seen a reduction in its funding of c. £80 million, and that there would be no additional funding for NHS Lothian's capital programme for the next five years. She stressed that this position should be challenged, and that she would continue to raise the issue of primary care services in East Lothian at the Integration Joint Board and at the NHS Lothian Board.

Councillor McLeod commented on the difficulties in recruiting GPs.

Summing up, Councillor Dugdale believed that providing health services in the Wallyford and Whitecraig community was essential, and would take pressure off A&E and acute care services. She confirmed that the Council had raised the issue with NHS Lothian previously. She urged the Council to support the people of Wallyford and Whitecraig, on the basis that everyone should have access to health care.

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

15. SUBMISSIONS TO THE MEMBERS' LIBRARY SERVICE, 10 AUGUST – 11 OCTOBER 2021

A report was submitted by the Executive Director for Council Resources noting the reports submitted to the Members' Library since the meeting of the Council in June 2021.

Decision

The Council agreed to note the reports submitted to the Members' Library Service between 10 August and 11 October 2021, as listed in Appendix 1 to the report.

Prior to moving to the private session, the Provost informed the Council that Haddington Pipe Band were celebrating their 40th anniversary. He thanked the band for their contribution to the cultural life of the community.

SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION

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

East Lothian Council/Queen Margaret University Update: Legal Matters

A report submitted by the Executive Director for Place concerning the legal arrangements between East Lothian Council and Queen Margaret University for the delivery, operation and management of the Food and Drink Innovation Hub and wider Edinburgh Innovation Park was approved.

DRAFT



MINUTES OF THE MEETING OF EAST LoTHIAN COUNCIL

TUESDAY 14 DECEMBER 2021
VIA DIGITAL MEETING FACILITY

1b

Committee Members Present:

Provost J McMillan (Convener)	Councillor C Hoy (Item 7)
Councillor S Akhtar	Councillor S Kempson
Councillor L Bruce	Councillor G Mackett
Councillor S Currie	Councillor K Mackie
Councillor F Dugdale	Councillor C McGinn
Councillor J Findlay	Councillor P McLennan (Items 1-8)
Councillor A Forrest	Councillor K McLeod
Councillor N Gilbert	Councillor F O'Donnell (Items 1-6)
Councillor J Goodfellow	Councillor T Trotter
Councillor N Hampshire	Councillor J Williamson
Councillor J Henderson	

Council Officials Present:

Ms M Patterson, Chief Executive
Ms L Brown, Executive Director for Education and Children's Services
Ms S Fortune, Executive Director for Council Resources
Mr D Proudfoot, Executive Director for Place
Ms M Ferguson, Head of Corporate Support
Mr I Gorman, Head of Operations (East Lothian Health and Social Care Partnership)
Ms N McDowell, Head of Education
Ms W McGuire, Head of Housing
Mr T Reid, Head of Infrastructure
Ms S Saunders, Head of Communities
Mr S Cooper, Team Manager – Communications
Mr J Coutts, Service Manager – Community Housing and Homelessness
Ms R Crichton, Committees Officer
Ms F Currie, Committees Officer
Mr K Dingwall, Service Manager – Planning
Mr R Edgar, Team Manager – Policy & Strategy (Planning)
Ms A-M Glancy, Service Manager – Corporate Accounting
Mr C Grilli, Service Manager – Legal
Mr P Forsyth, Project Manager – Growth and Sustainability
Mr D Henderson, Service Manager – Service Accounting
Mr S Kennedy, Emergency Planning, Risk and Resilience Officer
Ms C Molloy, Project Manager
Mr P Vestri, Service Manager – Policy, Improvement and Partnerships

Visitors Present:

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

Clerk:

Mrs L Gillingwater

Apologies:

Councillor Hoy (part-meeting)

Declarations of Interest:

None

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

The clerk recorded attendance by roll call.

1. MINUTES FOR APPROVAL

The minutes of the following meeting were approved: East Lothian Council, 26 October 2021.

2. 2020/21 ANNUAL AUDIT REPORT

The Provost welcomed Esther Scoburgh and Mick Duff of Audit Scotland to the meeting, and invited Ms Scoburgh to present the 2020/21 Annual Audit Report.

Esther Scoburgh, external auditor, presented the report, advising that it had been considered by the Audit and Governance Committee on 30 November. She confirmed that the Council had been given an unmodified opinion on the annual accounts and on the Dr Bruce Fund. She then highlighted a number of key aspects of the report, including the impact of COVID-19 on the Council's finances, the Council's effective financial management arrangements, the COVID-19 recovery plans and financial sustainability, and the effective governance arrangements in place. She drew Members' attention to the recommendations set out in the Action Plan (Appendix 1 of the report). Ms Scoburgh thanked Sarah Fortune and her officers for their co-operation during the audit process, and advised that this would be her last audit at East Lothian as she was moving to a different role within Audit Scotland.

With reference to Common Good properties which had been used for the provision of Council services without a lease being in place, Councillor Currie asked Ms Scoburgh for her view on how far back the Council would need to look as regards retrospective rental payments. Ms Scoburgh advised that Audit Scotland had looked at the three most recent balance sheets and suggested that officers would need to consider how they would take this forward and present it in the accounts. She added that she was content with the financial results of the Common Good and the review consultation (which was completed after the draft accounts had been prepared). Ms Fortune noted that the Common Good review had been delayed due to COVID-19, but that officers were committed to completing it and a further report would be brought to Council in due course.

Councillor Hampshire thanked Ms Scoburgh and her team, and also the Council's Finance Team, for their work on the annual accounts. He recognised that carrying out this task had been complicated and challenging due to remote working and the difficult circumstances

caused by COVID-19. He pointed out that the hard work of staff during the pandemic was reflected in the report, adding that the pressures of COVID-19 would remain for years to come. He also alluded to changes in how services were being delivered and that this transformation would continue.

Councillor Currie spoke of the changes in working practices which had been made in a very short space of time, some of which had been positive and made Council services more accessible. He highlighted the importance of scrutiny during this period, and also praised the efforts of officers to disburse business support grants and other funding during the pandemic.

Councillor Akhtar welcomed the report and the opportunity for residents to see the external scrutiny of the Council. She drew particular attention to the Council's performance, provided in a recent report to the Policy and Performance Review Committee, which showed that 70% of indicators had either been maintained or improved. She paid tribute to Council staff for their efforts in ensuring the continuation of services during the pandemic.

The Provost thanked Ms Scoburgh and her team for their independence and objectivity in carrying out the audit. On behalf of the Council, he wished her well in her new role.

Decision

The Council agreed to note the 2020/21 Annual Audit Report.

3. EAST LOTHIAN COUNCIL 2021 ANNUAL PERFORMANCE AND 'STATE OF THE COUNCIL' REPORT

A report was submitted by the Chief Executive providing with the Council with the 2021 Annual Performance and 'State of the Council' report.

The Service Manager for Policy, Improvement and Partnerships, Paolo Vestri, presented the report, reminding Members that there had been no report in 2020 due to COVID-19. He provided a summary of the key points in the report, including the Council's response to the pandemic in terms of providing support to individuals, communities and businesses, the key financial results for 2020/21, performance of the top 50 performance indicators, benchmarking, and performance of the COVID-19 performance indicators.

Councillor Dugdale asked for further detail as regards the impact of COVID-19 on children and young people and the action the Council was taking to raise attainment. Mr Vestri reported that the pandemic had had a significant impact on this group, both in terms of education and in relation to the effects of poverty, but that detail on the projected long-term impacts were not yet known. Nicola McDowell, Head of Education, stressed that the situation within schools continued to be challenging, with positive COVID-19 cases rising and high levels of staff and student absence. She explained that this situation had impacted on progress as regards raising attainment, but that efforts were being made by Quality Improvement Officers, head teachers and teachers to ensure that appropriate support for pupils was in place, with the main focus being nurture and resilience. In the event that the 2022 exams are cancelled, evidence was being gathered for pupils by way of prelims, practical work and coursework assessment.

Councillor Bruce asked how staff absence was being monitored and managed. Morag Ferguson, Head of Corporate Support, provided an explanation on the absence recording on the HR system, noting that significant discrepancies would be picked up and raised with managers.

Councillor Hampshire welcomed the report, praising staff for their efforts in maintaining services at a time of great pressure and challenge, and with many staff working remotely. He commended the efforts of the IT Team, who had supported staff across the Council to enable

changes in working methods. Although the Council had been forced to change the way it worked, he felt that many of the changes were positive and that it would allow services to be delivered in different ways in the future. He recognised that the Council had to be more resilient and able to adapt quickly.

Councillor McLeod also welcomed the report, and praised the work of the Revenues Team for their work during the pandemic.

Councillor Akhtar described the 'Herculean' efforts of staff across the Council to support the COVID-19 response and to continue delivering services. She also drew attention to the partnership working that had taken place over this period, as well as the efforts to support people getting back into work.

Councillor Dugdale highlighted the range of measures in place to support children and young people at school, as well as the pressures that school staff were working under. She thanked school staff, and those in other services, for their achievements during a period of change and challenge.

Councillor Goodfellow welcomed the performance information on tackling rent arrears, which was favourable in comparison to national figures. He also made reference to a recent national award presented to the Council's Library Service for its response to the pandemic.

The Provost then moved to the vote on the recommendation as set out in the report, taken by roll call, which was agreed unanimously.

Decision

The Council agreed to approve the 2021 Annual Performance and 'State of the Council' report.

4. FINANCIAL UPADTE REPORT (INCLUDING FINANCIAL AND CAPITAL STRATEGY)

A report was submitted by the Executive Director for Council Resources setting out the current position relating to the 2022 budget development and seeking approval of an updated Financial and Capital Strategy for the Council, covering the five-year period from 2022 to 2027.

The Executive Director for Council Resources, Sarah Fortune, presented the report, advising that she expected the Scottish Government to publish details of the local government grant settlement on 20 December, but warned that it was unlikely there would be any new additional funding to support the pressures faced by the Council. In relation to the Financial Strategy, she reminded Members that this document was updated annually to take account of changing circumstances, noting the changes set out in Section 3.9 of the report. As regards the Capital Strategy, she suggested that there was a need to undertake a significant revision of this document to take account of capital investment decisions from 2023 onwards. On reserves, Ms Fortune indicated that the vast majority were already earmarked to support specific obligations (set out in Section 5.3 of the Financial Strategy), and that the Council's uncommitted reserves were now at a very low level. She highlighted the importance of service transformation and delivering efficiencies. She also referred to the position with the Housing Revenue Account (set out in Section 7.7 of the Financial Strategy). In conclusion, Ms Fortune reiterated that the Council was operating in a very challenging and dynamic environment, and that change was essential for the Council to remain financially sustainable. She added that the Financial and Capital Strategies should be used to inform the development of budget proposals to be brought forward early in 2022.

Councillor Hampshire stated his commitment to delivering the Capital Programme, but noted that difficult financial decisions would have to be made. Recognising the financial pressures

that households were currently facing, he confirmed that the Administration would be proposing a rent freeze for 2022/23. He added that the Council Tax level would be determined as part of the budget process, and that, if possible, the Administration would seek to freeze Council Tax for the year ahead.

Councillor Currie accepted that the Council faced financial challenges, and suggested that earmarked reserves should be used as quickly as possible. He had some concerns about the Capital Strategy and was of the view that a wholesale review of that strategy should be undertaken by the incoming Council. He advised that the SNP would not be supporting the Financial Strategy or the Capital Strategy.

The Provost then moved to the vote on Recommendations (iii) and (iv), taken by roll call:

For (14): Councillors Akhtar, Bruce, Dugdale, Findlay, Forrest, Goodfellow, Hampshire, Henderson, Kempson, Mackett, Mackie, McGinn, McMillan, O'Donnell

Against (0)

Abstentions (6): Councillors Currie, Gilbert, McLennan, McLeod, Trotter, Williamson

Decision

The Council agreed:

- i. to note the current update relating to the 2022 budget development;
- ii. to note the statutory requirement to undertake a rent consultation should any rent increase be considered, and the timescale for political groups to notify officers of any proposal to increase levels from April 2022;
- iii. to approve the overarching Financial Strategy set out in Appendix 1 to the report, noting the main changes highlighted in Section 3.9 of the report; and
- iv. to approve the Capital Strategy set out in Appendix 2 to the report, noting the main changes highlighted in Section 3.11 of the report, and noting that a significant refresh of the Capital Strategy would be undertaken during 2022 which would inform the development of future capital investment plans from 2023 onwards.

5. CORPORATE RISK REGISTER 2021/22

A report was submitted by the Chief Executive providing a live update on the Corporate Risk Register for approval.

The Chief Executive, Monica Patterson, presented the report, advising that it provided an update on the risks facing the Council, and the significance of those risks. She stressed that the Council remained in business continuity mode and faced significant pressures, such as reductions in service provision and closure of facilities due to high levels of staff absence, caused by COVID-19.

Douglas Proudfoot, Executive Director for People, pointed out that this report would normally be presented to Cabinet, but that officers felt it important to update Council at this time due to the nature and significance of the risks. He drew particular attention to Risks CR1 to CR3, which outlined the challenges associated with COVID-19, as well as the impacts of Brexit on the employment market, and adverse weather over the winter period.

Councillor Forrest asked about the impact on the Council's housebuilding programme. Mr Proudfoot indicated that there continued to be significant demand for affordable housing, and

that it was therefore important for the Council to deliver its building programme. Despite delays caused by the lockdown, progress was being made to deliver new housing. Wendy McGuire, Head of Housing, added that it was a very challenging time but that the Council was continuing to maximise opportunities to meet affordable housing targets, working closely with the private sector and taking advantage of open market acquisitions. She noted that some delays in getting materials had been experienced. She also pointed out that providing temporary accommodation for homeless people was very challenging at this time, and that officers were making every effort to resolve that issue.

Councillor Currie asked if a longer-term approach to risk had been considered by officers, and if existing contracts were being impacted by rising costs. Sharon Saunders, Head of Communities, explained that the Risk Register sits within the wider Risk Management Strategy, which had a three-year duration, and which would be refreshed in 2022. It would take account of the wider economic and risk management sector. Scott Kennedy, Emergency Planning, Risk and Resilience Officer, added that longer-term risks would feature on the Risk Register for years to come, and that the risk of pandemics would remain on the Register. On supply chains, Tom Reid, Head of Infrastructure, informed Members that the Council was working with contractors to ensure that projects were delivered on time.

With reference to a recent announcement by the Deputy First Minister as regards certain exemptions for health and social care staff [relating to self-isolation], Councillor O'Donnell argued that many other services were considered to be essential and asked if there was any indication that the exemptions would extend to staff within those services. The Chief Executive advised that CoSLA was in discussions with the Scottish Government as regards applying these provisions more widely, noting that if they were not extended it would put councils under increasing pressure as regards the delivery of essential services.

Councillor Trotter asked about the prospect of schools having to close. The Head of Education, Nicola McDowell stated that staffing within schools was challenging, with some classes already having moved to remote learning. She assured Members that the Council was not at the point of having to close schools, but that resilience plans were in place.

Councillor McLennan offered to take the concerns raised by Members forward at the Scottish Parliament.

Councillor Akhtar asked what measures were in place to support the care at home service. Iain Gorman, Head of Operations (Health and Social Care), indicated that this was a significant area of concern due to staffing levels. The Council was working with NHS Lothian Gold Command and the Public Protection Unit, as well as private sector providers, to ensure that measures were in place to support this service and that the focus was on those at the highest risk. He warned that the situation could get worse over the winter period, and that community organisations and third sector providers would be brought in to provide additional support.

The Provost asked how the Council would balance its duty of care for staff whilst delivering key services during the festive period. Mr Proudfoot accepted that the emergence of the new variant of COVID-19 was a concern, and that it was important to ensure that critical services were staffed. He advised that the Council had to maintain a flexible approach and that some services may need to close or reduce provision.

Councillor Hampshire opened the debate, reiterating the pressures that staff had been under since March 2020 to provide frontline services, which had been further exacerbated by Storm Arwen. He urged the need to take account of the health and wellbeing of staff and to try and reduce the pressures where possible. He stressed the seriousness of the risks facing the Council and the need to deal with them at the same time as protecting staff.

Councillor Currie remarked that he had never seen a Risk Register with 'very high' risks remaining after all mitigations had been taken into account. He agreed with Councillor

Hampshire as regards the health and wellbeing of staff, and also that of senior officers and Members. He warned of the impact of building projects, such as school extensions and new homes, not going ahead. He urged Councillor Hampshire to raise these issues with the Deputy First Minister. He paid tribute to staff for delivering services during this period, believing there were further challenges ahead.

Councillor Goodfellow commented that the Council had to be realistic about service delivery in the current situation, noting that many staff would be working as normal during the festive period, and that the Council had a duty of care to those employees.

Councillor Akhtar welcomed the opening of the Corn Exchange in Haddington as a vaccination centre. She also made reference to the support being provided by Volunteer Centre East Lothian. On health and social care staffing, she highlighted the importance of staff being valued and adequately paid.

The Provost then moved to the vote on the recommendation as set out in the report, taken by roll call, which was agreed unanimously.

Decision

The Council agreed to approve the Corporate Risk Register. In doing so, the Council agreed:

- i. that the Corporate Risk Register is a live document which would be reviewed by the CMT, SMT, Risk Owners and the Corporate Risk Management Group on a regular basis and reported back to Council if required;
- ii. that the relevant risks had been identified;
- iii. that the significance of each risk was appropriate to the current nature of the risk;
- iv. that the total profile of Corporate Risk could be borne by the Council at this time in relation to the Council's appetite for risk but in the context of the planned mitigations; and
- v. to recognise that while Corporate Risks would require close monitoring and scrutiny over the next year, many were long-term risks for the Council that were likely to be a feature of the Risk Register over a number of years.

6. EAST LINTON PRIMARY SCHOOL

A report was submitted by the Executive Director for Place advising that the Administration had asked officers to investigate an option of a replacement East Linton Primary School as an alternative to the currently approved policy position to extend the school to accommodate an increased school roll as a result of planned development. The Administration were concerned that the proposed investment in the extension and refurbishment of the existing school of c. £5 million would not deliver a high-quality teaching and learning environment and would not provide a school that was future-proofed. To ensure the delivery of best value alongside a modern, quality teaching and learning environment for East Linton, the Administration were promoting the need to pursue an alternative proposal and build a replacement primary school.

The Executive Director for Place, Douglas Proudfoot, presented the report, providing a summary of the situation as regards the condition of the existing school, pupil projections and the current policy position in relation to the extension of East Linton Primary School (set out at Sections 3.3–3.18 of the report). He put forward an alternative proposal to Members, by way of a replacement school, and drew attention to three possible layout plans (Appendices 2–4 of the report). He highlighted the implications for public space and community facilities

should the construction of a new school go ahead, and also the advantages to the community of a replacement school. He then provided a precis of each proposed layout, and of the potential costs involved. He pointed out that were the Council to determine that a replacement school be pursued, the project would have a better chance of securing Scottish Futures Trust (SFT) funding support if a site was identified and within Council ownership. He concluded by advising that a public consultation would take place on the proposals for a replacement school should the Council agree to adopt Option 2 (as outlined in Section 2.1 of the report).

Councillor Bruce asked if any other sites had been considered for the construction of the new school, as he was concerned about the loss of community greenspace. Mr Proudfoot assured him that all options had been considered, and also confirmed the officer view that a new school could not be provided on the existing school site. Recognising the importance of community space, he advised that alongside further technical work the community would be consulted on the location and design of a new school, and advised that it was intended that the existing school site would be repurposed as far as possible for community use.

Councillor McLennan asked about the extent of the consultation, and also asked if this approach would be taken as regards other Category C schools in the county. Mr Proudfoot indicated that it was hoped some elements of the consultation could be carried out face to face, and he estimated the process would take around 4 weeks. He undertook to share responses with local Members. He recognised that there would be an impact on greenspace and community facilities, noting that some of the sports clubs and community leaders had already been contacted in this regard. He confirmed that this project would become part of the Learning Estate Delivery Plan, and would address, in due course, the issue of the school breaching its role projection in 2024. However, he noted that this would not be a standard approach for all Category C schools, and that considerations for other schools would take place in the context of each school's particular circumstances alongside the time and urgency of interventions required.

On the future of other Category C schools, Councillor Currie asked for assurances that they would be treated in the same way as East Linton, and if this project was entirely dependent on external funding. He also asked if it would require an amendment to the Council's Capital Programme. Mr Proudfoot advised that at this time only East Linton Primary School was under consideration. He could not provide assurances that other Category C schools would be treated in the same way as each would require to be considered in terms of its own circumstances. He also pointed out that an extension for East Linton Primary School had already been planned, but that significant maintenance work was required in addition to this. As regards the Capital Programme, he explained that the construction of a new school would be subject to affordability and technical feasibility. He referred to the situation at Whitecraig Primary School, which had attracted Scottish Futures Trust funding to build a new school rather than an extension to the existing school, and re-affirmed that any decision taken by the Council would be subject to the resources to fund a replacement school for East Linton being identified.

Sederunt: Councillor O'Donnell left the meeting.

Responding to a question from Councillor Trotter on developer contributions, Mr Proudfoot confirmed that this aspect had already been taken into account in the context of the Local Development Plan, with c. £0.5m being provided through developer contributions. However, it had since been determined that the school required refurbishment in addition to the extension, hence the alternative option of a new school being proposed.

On a further question raised by Councillor Bruce regarding the consultation process, Mr Proudfoot explained that the consultation would also cover the relocation of existing community facilities but that the future use of the existing Victorian school building would need to be considered separately.

Councillor McLennan indicated that he was broadly supportive of the proposal to construct a new school, but stressed the need to take account of the views of the community and the provision of greenspace. He hoped that funding from the Scottish Government or Scottish Futures Trust could be secured for the project. He also noted that consideration should be given to other schools in a similar position.

Councillor Hampshire declared that the Administration was fully committed to delivering the best school estate in Scotland, noting that every community had received investment through the Capital Programme. He assured Members that all schools would be looked at, but that the situation with East Linton was coming forward now because a decision had already been taken to extend the school, and even with £5m of investment the school would remain a Category C school. He also suggested that with the opening of a railway station in East Linton, the village would become a more desirable place to live for families, resulting in an increased school roll. On the proposed location of the new school, he pointed out that other sites had been considered, but none were as central or had safe routes to school as the current site. He confirmed that a further bid would be made to the Scottish Futures Trust to fund the project. He claimed that the amount of greenspace would not decrease, and that the Victorian building could be repurposed. He urged Members to vote for Option 2 to ensure that the best possible learning and teaching environment was delivered for East Linton.

Councillor Bruce called for a wider consultation to take account of all views on this issue. He voiced his concern as to the potential loss of amenity land, arguing that the layouts provided showed a reduction in greenspace. He called on officers to look at all options to provide additional amenity land in the village and stressed that local Members should be kept fully involved in the layout and design. With these points being taken into account, he was prepared to support Option 2.

Councillor Currie welcomed Councillor Hampshire's assurances on Category C schools in other areas, noting that it was important for the Council to take a consistent approach on this matter. He was of the view that if Option 2 was supported then it would need to be delivered, regardless of external funding being realised. He declared that he would support Option 2, and looked forward to other schools being considered in the same way in the future, and that may or may not include additional build for schools.

The Provost then moved to the vote on the options as set out in the report, taken by roll call. There was unanimous support for Option 2.

Decision

The Council agreed to adopt Option 2, namely that subject to public consultation and clarity on technical and financial feasibility, the delivery of a replacement school at East Linton should be pursued.

7. EDINBURGH AND SOUTH EAST SCOTLAND CITY REGION DEAL – ANNUAL REPORT AND QUEEN MARGARET UNIVERSITY UPDATE

A report was submitted by the Executive Director for Place summarising the key findings of the City Region Deal Annual Report (available in the Members' Library, Ref: 105/21, October 2021 Bulletin) (approved by the City Region Deal Joint Committee on 3 September 2021). The report also provided an update on the date for the next Annual Conversation; provided a summary on progress to date on the delivery of the Food and Drink Innovation Hub and the wider Edinburgh Innovation Hub; and provided an update on the delivery of the grade separated junction at the A1/Queen Margaret University road junction.

Catherine Molloy, Project Manager, presented the report, advising that since the writing of the report, the Annual Conversation had taken place (on 18 November), and work had

commenced on the A1 grade separated junction. She drew Members' attention to the key milestones for the next twelve months, as well as the timescales for the delivery of the Food and Drink Hub, noting that a further report on this would be presented to Council in February.

Councillor Hoy asked for an update on the planned improvements to Sheriffhall Roundabout. The Executive Director for Place, Douglas Proudfoot, advised that that particular project was being led by Transport Scotland, and that they were in the process of dealing with objections to the plans. He added that engagement with the City Region Deal partners on this project was underway, and that the technical work was ongoing.

The Provost, Depute Provost and Council Leader all welcomed the progress as regards the road junction and the benefits this would bring to the local area.

Decision

The Council agreed:

- i. to note the summary findings of the third Annual Report;
- ii. to note the date for the next Annual Conversation;
- iii. to note the summary of progress on the delivery of the Food and Drink Innovation Hub and the wider Edinburgh Innovation Park; and
- iv. to note the update on the delivery of the grade separated junction at the A1/Queen Margaret University road junction.

8. RESPONSE TO THE BOUNDARY COMMISSION REVIEW

A report was submitted by the Executive Director for Council Resources advising Council of the ongoing review of UK Parliamentary boundaries and seeking approval of a response to be submitted as part of the consultation exercise.

The Head of Corporate Support, Morag Ferguson, presented the report, advising that a briefing for Members had taken place in November, and she thanked them for their input to the consultation response, which had been submitted as a draft to the Boundary Commission. She highlighted the key points of the proposed changes to the UK Parliamentary boundaries, which would see the number of Scottish constituencies being reduced from 59 to 57, and the western part of Musselburgh joining the Edinburgh East constituency. She summarised the Council's case for opposing the proposals, as set out in Appendix 1 to the report, and proposed that, should the changes go ahead, the new constituency should include 'Musselburgh West' in the title, with the East Lothian constituency being called 'East Lothian' rather than 'East Lothian Coastal'.

Councillor Mackie welcomed the proposed response and voiced her disappointment at the proposal to split Musselburgh. She argued that Musselburgh was a distinct town, with a strong identity and community ties. She was opposed to part of the town being regarded as 'greater Edinburgh', and agreed that, in the event the changes went ahead, 'Musselburgh West' should be included in the name of the new constituency.

Councillor Currie voiced his support for the consultation response, remarking that the proposals made no sense and were based only on numbers. He was concerned that residents would find this change confusing, which would impact on voter turnout and inclusion in the democratic process. He also questioned the proposed name of the East Lothian Coastal constituency, given that a significant area of East Lothian was not on the coast. He hoped the proposed changes would be rejected.

Councillor Forrest was also opposed to the proposals, noting that members of the community were already confused about how the changes would affect them.

Councillor Williamson was not optimistic that the Boundary Commission would take account of the Council's arguments against the proposed changes.

The Provost then moved to the vote on the recommendation as set out in the report, taken by roll call, which was agreed unanimously.

Decision

The Council agreed:

- i. to note the Boundary Commission for Scotland consultation on the proposed new UK Parliamentary Constituencies; and
- ii. to approve the response to the Boundary Commission for Scotland, as detailed in Appendix 1 to the report.

9. AMENDMENT TO EAST LoTHIAN'S POLLING PLACE SCHEME

A report was submitted by the Executive Director for Council Resources seeking Council approval to amend East Lothian Council's Polling Place Scheme in respect of EL5G polling district.

The Head of Corporate Support, Morag Ferguson, presented the report, advising that no objections had been received from the Gifford community in relation to the proposed change.

Councillor Trotter commented that there had been issues with the current polling place and felt that the new venue would be more suitable.

The Provost then moved to the vote on the recommendation as set out in the report, taken by roll call, which was agreed unanimously.

Decision

The Council agreed to approve the permanent amendment to the polling scheme for the East Lothian Constituency for polling district EL5G.

10. APPOINTMENT TO THE POST OF HEAD OF FINANCE

A report was submitted by the Executive Director for Council Resources advising the Council of the decision of the Chief Officer and Head Teacher Appointments Sub-Committee to appoint Ellie Dunnet to the post of Head of Finance.

The Head of Corporate Support, Morag Ferguson, presented the report, advising that a start date for Ms Dunnet had now been agreed, and she would take up post in late January 2022.

Decision

The Council agreed:

- i. to note the decision of the Chief Officer and Head Teacher Appointments Sub-Committee to appoint Ellie Dunnet as Head of Finance;

- ii. to note that following receipt of satisfactory pre-employment checks, Ms Dunnet was offered the post and has subsequently confirmed her acceptance; and
- iii. to note the minute of the Chief Officer and Head Teacher Appointments Sub-Committee held on 8 October 2021 for the appointment of the Head of Finance (attached as Appendix 1 to the report).

11. SUBMISSIONS TO THE MEMBERS' LIBRARY SERVICE, 12 OCTOBER – 29 NOVEMBER 2021

A report was submitted by the Executive Director for Council Resources advising of the reports submitted to the Members' Library Service since the last meeting of the Council, as listed in Appendix 1 to the report.

Councillor Goodfellow thanked officers for their work and consultation on the draft Poverty Plan (Ref: 109/21).

Decision

The Council agreed to note the reports submitted to the Members' Library Service between 12 October and 29 November 2021, as listed in Appendix 1 to the report.

SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION

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

Request for Funding from the North Berwick Common Good Committee

A report submitted by the Executive Director for Council Resources concerning a request for maintenance funding of £31,000 for a North Berwick Common Good asset was approved.



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

**THURSDAY 18 NOVEMBER 2021
VIA THE DIGITAL MEETINGS SYSTEM**

2

Committee Members Present:

Councillor A Forrest (Chair)
Councillor J Findlay
Councillor N Gilbert

Advisers to the Local Review Body:

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

Other attendees:

Ms J Holland, Senior Solicitor
Ms P Gray, Communications Adviser

Clerk:

Ms F Currie, Committees Officer

Apologies:

None

Declarations of Interest

None

Introductory Statement by the Legal Adviser

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

The Legal Adviser then invited nominations to chair the meeting. Councillors Findlay and Gilbert indicated that they would be content for Councillor Forrest to chair the Local Review Body (LRB) on this occasion.

Item 2 was taken first.

2. PLANNING APPLICATION NO. 21/00529/P: REPLACEMENT WINDOWS AT 18 MARINE PARADE, NORTH BERWICK EH39 4LD

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

The Planning Adviser outlined in detail the proposals contained in planning application no. 21/00529/P at 18 Marine Parade, North Berwick for replacement of 13 timber framed windows with uPVC windows on the front (which is the North) and east side elevations of the building. The existing windows were white painted timber framed sash and case windows. The proposed replacements were white coloured quick slide windows.

The site was located within a residential area of North Berwick Conservation Area, with a public footpath to the east and south, and an area of public open space to the north. The site was also within the North Berwick to Seton Sands Coast Special Landscape Area and within an area designated as Developed Coast in the East Lothian Local Development Plan 2018 (“LDP”). The building was not listed.

The Planning Adviser then reminded Members that applications should be determined in accordance with the development plan for the area unless material considerations indicate otherwise. The most relevant policies of the LDP were Policy CH2 – Development in Conservation Areas, and DP5 – Extensions and alterations to buildings. Section 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 and Scottish Planning Policy were also material considerations in respect of determining applications that affect the character and appearance of a conservation area. She also advised on relevant policy of the recently published draft of National Planning Framework 4 and the Council’s Supplementary Planning Guidance.

The Planning Adviser summarised the case officer’s assessment of the application in which they noted that the house made a positive contribution to North Berwick Conservation Area, with the timber framed windows being a significant component of the house. The house is in a prominent position, with its windows visible from Marine Parade, the open space to the north and the public footpath. The use of uPVC would be a significant change to the existing windows which would harm the character and appearance of the house and consequently the Conservation Area. This would also set an undesirable precedent for similar proposals which would over time collectively harm the Conservation Area. The application was therefore refused as the replacement windows would not preserve the character and appearance of the house nor preserve or enhance North Berwick Conservation Area, contrary to Policy DP5 and CH2 of the

LDP, the Cultural heritage and Built Environment SPG and Scottish Planning Policy, and would set an undesirable precedent.

The Planning Adviser then summarised the applicant's appeal submission which provided evidence to show the difficulty in recognising the change of material due to the distance from public areas, angle of view and surrounding houses. The applicant also provided their justification for the use of the proposed materials, their look, colour, energy efficiency and durability, and how these might be considered to be in line with planning guidance and the Council's own Climate Change Strategy. The applicant also stated that the windows would not set an undesirable precedent as they are of such good design in their detail and construction that the difference between them and timber windows was not distinguishable. The applicant noted that no objection had been received to the proposals and he further stated that the house was not that visible from public areas, and the use of uPVC would not be recognisable due to distance and angle of view.

The Chair thanked the Planning Adviser for her summary.

The Planning Adviser responded to questions from Members on the proposed type and number of windows covered by the application.

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

The Chair then invited Members to give their opinions.

Councillor Findlay stated that as the replacement windows were the same as those currently in place, save for the materials, and that the lower half of the house was hidden from public view, he was minded to uphold the appeal.

Councillor Gilbert noted that the location of the house was quite exposed and that it would likely take a lot of energy to heat it. As the Council had previously declared a Climate Emergency, he considered it important to support this position. The proposed replacement windows were similar in shape and style and, in his opinion, would be more energy efficient and durable. He also noted that there had been no objections to the proposals. He was therefore minded to uphold the appeal.

The Chair said he was not in agreement with his colleagues. He noted that the windows were visible within the conservation area and that it was important to maintain the character and style of the properties within the area. For these reasons, he was minded to uphold the decision of the planning case officer to refuse planning permission.

Decision

The ELLRB agreed, by a majority of two to one, to uphold the appeal and to grant planning permission.

1. PLANNING APPLICATION NO. 21/00549/P: FORMATION OF EARTH BUNDS, MAIN ROAD, MACMERRY, EAST LoTHIAN

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

The Planning Adviser outlined the background, location and detailed proposals contained in planning application no. 21/00549/P at Main Street, Macmerry. The proposal was for the formation of three earth bunds. Two of the bunds would be along the western boundary of the field, the other to the north. The bunds would be 22m in width, 2.5m at their highest points and variously 231, 129 and 102 meters in length. The proposal was located in an agricultural field to the east of and following the line of an existing road to Adniston.

A site allocated in the LDP for housing lay generally to the southwest of this proposal. A Planning application [18/01086/PM] for 122 houses and 50 flats was recently granted on that site and development had commenced. The bunds would be formed of excess soil and sub-soil taken from this development site. The separation of the two sites ranged from some 30m at the southern end to over 200m at the north.

The Planning Adviser reminded Members that planning applications should be determined in accordance with the development plan for the area unless material considerations indicate otherwise. The most relevant policies of the LDP were Policy DC1 (Rural Diversification), NH7 (Protection of Soils), DP1 (Landscape Character) and DP2 (Design). Scottish Planning Policy was also a material consideration, in particular paragraph 80 which stated that development on prime agricultural land should not be permitted except where it is essential as part of the settlement strategy or to meet an established need, small scale development linked to a rural business or for the generation of renewable energy or extraction of minerals. These criteria were reflected in LDP Policy NH7: Protection of Soils.

The Planning Adviser summarised the case officer's assessment of the application with particular reference to Policy DC1 and his view that this proposal did not fall into one of the accepted categories within this policy. The applicant had not put forward a case for the need for the bunds other than to dispose the unwanted soil. The case officer also noted that where the formation of such bunds had been accepted elsewhere in East Lothian, it had taken place within the residential site boundary as part of the development, e.g. for noise attenuation or landscaping. This was not the case here. The case officer considered that there was therefore no justification for a countryside location.

The case officer further considered that due to the location, size and scale of the bunds, as well as the rising topography, and open nature of the site, the bunds would be readily visible from the A199 road and the associated footpath, as well as from the core paths and rights of way to the north and west of the site. The case officer considered they would appear alien, unnatural and intrusive due to their height and width. The case officer concluded that the proposals were contrary to LDP policies DP1 and DP2 on design and landscape character. The case officer further considered that if this method of disposing of unwanted soil was accepted here it would set a precedent that could result in further formation of bunds in the countryside which would collectively cause harm to its landscape and visual amenity.

In respect of Policy NH7 Protection of soils, the case officer noted that the application was not for a proposal contained in the LDP, was not part of the settlement strategy, was not linked to an existing rural business or house, and was not related to renewable

energy or minerals. He therefore considered the proposal contrary to this policy and Scottish Planning Policy paragraph 80. The case officer did not consider the reduction in lorry trips would outweigh these considerations. The application was therefore refused for the reasons outlined in the decision notice.

The Planning Adviser then summarised the applicants appeal submission. The applicant stated that the bunds would be well landscaped to integrate them into the surrounding landscape and avoid detrimental visual impact, respecting the character and built form of Macmerry. The alternative to this proposal was to landfill the 15,000 cubic meters of material elsewhere, using 1,600 lorry loads, which they stated would cause global warming, as well as having a substantial impact on the volume of traffic using local roads, causing noise nuisance. The applicant also stated that the proposal would have no adverse effect on the natural or built environment and would not increase flood risk.

The Applicant reiterated that once completed the bunds would be landscaped to ensure their integration into the surrounding landscape and so would not adversely affect visual amenity. They suggested a mown footpath along the top of the bunds could be used as a walkway which could assist in linking East Lothian's Green Networks. The applicant stated that the formation of a footpath could be secured by condition. In addition, the bunds would be close to the border of the agricultural field; an area considered to have limited agricultural potential. They contended that loss of the agricultural land was negligible when compared to the environmental benefits including potential future ecosystems and avoidance of depositing the material in nearby landfill. The applicant claimed there was no restriction on the farmer/landowner undertaking similar works to create a woodland area which would likewise remove the field margins from agricultural production.

On precedent, the applicant stated that ELC could control the landscaping and planting of bunds so if future applications were considered unsightly such applications could be refused. The applicant also drew attention to the key aim of Scottish Government policy of reducing greenhouse gas emissions, reflected in Scottish Planning Policy, Scottish Statutory climate change targets and the theme within the LDP of supporting sustainable development and reducing carbon emissions. The applicant did not offer any formal traffic impact assessment of the proposed alternative, nor any comparative assessment of the greenhouse gas impact of the proposed solution in comparison with the suggested alternative or with other alternatives for disposal or re-use of the soil which may be available.

One objection had been made to the application, on grounds of the potential noise and dust nuisance at their nearby residence, as well as objecting to the location on farmland. One representation was also made, also raising the issue of dust and loss of views at their residence. The case officer did not consider noise and dust to be material planning considerations for this application but rather could be dealt with statutory nuisance procedures, while impact on private views is not a material consideration. Since the application, a further representation had been made raising issues of the appearance of the bunds in the landscape, visual amenity from their house, dust, and impact on visual amenity of families, cyclists and dog walkers in the area.

The applicant has responded to the objections raised reiterating arguments regarding landscaping of the proposed bunds and indicating that dust during construction could be minimised by use of control measures. The applicant concluded that the bunds would form a pleasing backdrop to the residential scheme, would result in increased ecological activity and promote wilding along a country walk route.

The Planning Adviser concluded her presentation by providing advice on possible conditions, should members be minded to grant permission for the application.

The Chair thanked the Planning Adviser for her summary.

The Planning Adviser replied to questions from Members on the amount of material used to create the bunds, alternative uses and methods of disposals of such materials and how similar materials were disposed of on other sites within the county.

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

The Chair then invited Members to give their opinions.

Councillor Gilbert observed that the bunds seemed to be unusual and in his view, an attempt by the applicant to push the problem of disposal of materials to one side. He was also of the view that this would set an unwelcome precedent. He suggested that the materials might be reused elsewhere and, for these reasons, he was minded to uphold the decision of the planning case officer to refuse planning permission.

Councillor Findlay agreed with his colleague and added that he could see no justification for the bunds. Accordingly, he was minded to support the decision of the planning case officer to refuse planning permission.

The Chair concurred with the comments of both Councillors. He could not see how the bunds could be sympathetically integrated into the landscape in a way that would allow them to appear natural. He agreed with the view of the planning case officer that the bunds would appear alien to their surroundings. Accordingly, he was minded to dismiss the appeal.

Decision

The ELLRB agreed unanimously to dismiss the appeal and to refuse planning permission for the reasons set out in the original decision notice.

Signed

Councillor Andrew Forrest
Chair of Local Review Body (Planning)

REPORT TO: East Lothian Council
MEETING DATE: 22 February 2022
BY: Executive Director for Council Resources
SUBJECT: Quarter 3 Financial Review 2021/22

4

1 PURPOSE

- 1.1 To provide an update on the in-year financial position at the end of December 2021.

2 RECOMMENDATIONS

- 2.1 The Council is recommended to:
- Note the financial performance at the end of Quarter 3 in 2021/22 against the approved budgets.
 - Note the additional funding received from the Scottish Government since the Period 5 report.
 - Note the significance of the COVID-19 pressure and the impact of non-recurring funding provided for 2021/22.
 - Note the current commitments against the COVID-19 Fund and the alignment to the Recovery and Renewal framework and agree that further updates will be provided through financial review reports.

3 BACKGROUND

- 3.1 Council received an update on the in-year financial position and underlying challenges at its rescheduled meeting in November 2021. This report provides an update on the 2021/22 financial position, the potential risks and financial challenges going forward and sets out how the Council intends to manage these challenges through the year-end closedown.

General Services Revenue Summary – Quarter 3

- 3.2 At the end of December 2021, the Council is reporting a £254,000 underspend (1.9%) in the General Services revenue financial position.
- 3.3 Further information, including a financial risk rating for each service, is set out in **Appendix 1** with further details of the key challenges set out in the narrative below. Projected COVID-19 costs by service are set out in **Appendix 2**.
- 3.4 The Quarter 3 overspend in the **Education and Children’s Directorate** is £621,000 (0.6%), an increase of £220,000 on the Period 5 reported position, with an Education underspend of £192,000 (0.2%) and a Children’s Services overspend of £813,000 (6.5%).

Children’s Services, £813,000 over (6.5%)

- In line with the position reported at Period 5, a £1 million overspend is forecast in 2021/22. This is mainly due to continuing demand for Residential, Secure and External Fostering placements.
- Despite this, there remains evidence that targeted interventions are having an impact on controlling demand for external placements with more packages of support to keep young people within East Lothian at significantly lower cost. This remains a volatile area and there is a risk that demand for services could increase before the year-end, which would affect the financial position.

Education Services, £192,000 under (0.2%)

- Due to additional funding from the Scottish Government to support COVID-19 recovery within schools, an underspend is forecast in 2021/22.
 - The policy commitment to implement the expansion of early learning and childcare to 1140 hours remains subject to post implementation review. As noted in the Period 5 report, in line with 2020-21, there remain significant pressures on available capital funding to deliver the infrastructure required to support this policy and, as such, this may require a flexible approach to the application of funding between revenue and capital.
 - The position includes £3.712 million of COVID-19 related costs of which there is £2.9 million of funding for additional teachers and family pandemic payments. The remaining significant COVID-19 costs are £440,000 for absence cover, which will likely continue in the short term but will ease as isolation rules change and £300,000 for PPE and additional cleaning, which may be recurring.
- 3.5 The Quarter 3 underspend in **Council Resources Directorate** is £119,000 (1.1%).

- **The underspends across Finance, £96,000 under (2.1%) and Corporate Services, £23,000 under (0.4%)** are mainly due to vacant posts, largely arising due to staffing posts held vacant pending the finalisation of a number of service reviews.
- The position includes COVID-19 related costs of £400,000 relating to fuel poverty grants, which are supported by additional Scottish Government funding.

3.6 The Quarter 3 overspend in the **Health & Social Care Directorate** is £1.143 million (2.8%).

- The Period 5 report referenced additional funding for Health & Social Care with an additional £2.695 million now confirmed. £740,000 of this funding is to meet the additional costs to external providers for the increase in the hourly rate from £9.50 to £10.02.
- Work is ongoing with colleagues in Health and Social Care to confirm spend commitments in 2021/22 against the remaining £1.955 million and the recurring implications going forward.
- There remain significant pressures in the budget with a continuing growing demand for commissioned services, particularly residential and care at home. The Scottish Government has extended Sustainability Payments to providers until the end of June 2022 and the expectation is that there will be additional funding for this.
- The majority of this budget is delegated to the IJB, along with a small number of other budgets within Community Housing, the Housing Revenue Account and Housing Capital. IJB budget management is in accordance with the scheme of integration and wider overall IJB resources. This is under review as part of the wider review of the scheme of integration.
- Projections at this stage estimate that the full year impact of additional COVID-19 related costs will be £1.873 million including the sustainability costs, loss of income and additional PPE costs with these costs being met through national funding aligned to Local Mobilisation Plans.

3.7 The Quarter 3 overspend in the **Place Directorate** is £707,000 (2.1%).

- **Development, £1.209 million over (71.9%)** – There is no significant change from the reported Period 5 position, which largely reflects £1.35 million of grants paid to local businesses through the nationally directed business support schemes, the funding for which was received in 2020-21 and earmarked within the COVID-19 fund. Projections at this stage estimate that the full year impact of additional COVID-19 related costs will be £60,000 to support tourism recovery.
- **Housing, £49,000 over (3.8%)** – No significant changes from period 5 and it remains unlikely that the full income surplus in the Property

Maintenance Trading Account will be delivered during the year due to the COVID-19 construction industry restrictions. Projections at this stage estimate that the full year impact of additional COVID-19 related costs will be £2.942 million, most of which relates to reduced activity in the Property Maintenance Trading account.

- **Infrastructure, £358,000 under (1.7%)** – Significant staffing challenges remain across the Facilities Management service, and this has resulted in further prioritisation of service delivery. Overall, there continues to remain a wide range of pressures to manage across wider Infrastructure services, offset, in part, by high level of staff vacancies, and improved income projections from coastal car parking. Projections at this stage estimate that the full year impact of additional COVID-19 related costs will be £1.985 million. This includes current costs to support CO² monitors in schools, which is supported by Scottish Government funding. The remaining significant COVID-19 costs relate to reduced Roads Trading Activity in the early part of the financial year, some cost implications arising from delays in the rollout of the new kerbside collection due to COVID-19 related supply issues, loss of anticipated dividend from Lothian Buses, and additional overtime costs to support Facilities Management staffing pressures.
 - **Communities & Partnerships, £193,000 under (1.9%)** – As noted at Period 5, this underspend is largely due to staffing vacancies. Projections at this stage estimate that the full year impact of additional COVID-19 costs will be £2.024 million. This includes the costs to support the Community Asymptomatic Testing Service, which estimated at £1.427 million, and supported by national funding, and additional expenditure aligned to Scottish Government financial inclusion funding. The remaining COVID-19 costs largely relate to lost income.
- 3.8 The Quarter 3 underspend in the **Corporate Management Budgets** is £2.606 million (1.3%). As reported at Period 5, this has been achieved due to Council Tax budgets remaining in line with the approved budget, the use of fiscal flexibilities relating to the loans fund principal repayment holidays and additional funding from the Scottish Government.
- 3.9 The Council approved budget includes the requirement to deliver £930,000 of recurring planned efficiencies. Current projections indicate £10,000 of savings will not be achieved (red), while a further £406,000 of savings remain classified as amber. More detail is set out in **Appendix 3**.
- 3.10 As noted in the Period 5 report, the current budget assumes the recurring delivery of £2 million of corporate efficiencies relating to management of staffing budgets. Current projections indicate that this saving is likely to be achieved in-year but there remain risks as to the ability to deliver this level of saving on a recurring basis.

Scottish Government Funding

- 3.11 Since the Period 5 update, additional funding from the Scottish Government has increased from £11.870 million to £16.456 million, an increase of £4.586 million. This arises largely from additional funding received for Health & Social Care, Teachers Induction and Financial Inclusion. £8.258 million of the additional funding is to support the additional costs of COVID-19 with a further £8.198 million for non-COVID-19 cost commitments. Most of this additional funding is one-off with £3.797 million recurring. More detail setting out the updated funding provided by Scottish Government in 2021-22 is provided in **Appendix 4**.
- 3.12 In addition, the 2020-21 draft out-turn position noted that £8.9 million was being carried forward to 2021-22 to deliver specific commitments directed by the Scottish Government and to support wider response and recovery interventions in relation to the COVID-19 pandemic. As previously reported, a wide range of earmarked commitments have already been set out against this fund, aligned to national funding directions, but the balance of this fund will be used flexibly to support targeted interventions and aid recovery. Many of the interventions will fall beyond this financial year, and therefore a cautious approach to managing fund commitments will be required. Specific application and Fund draw down will remain subject to the finalisation of the Council's overall financial position for the year, and will remain aligned to the Council's reserves strategy. At this stage, around £7 million has been earmarked to support COVID-19 recovery priorities.

General Services Revenue Conclusion

- 3.13 As noted at Period 5, the Council is operating within an extremely challenging and complex financial environment, but it looks likely that the Council will be able to deliver current expenditure obligations within current identified resources.
- 3.14 Despite this, the Council continues to face significant additional costs arising from COVID-19 interventions and support, with current projections estimating this to be around £14 million for this year. To date, these costs have largely been mitigated by additional, one-off, national funding, but the recurring implications balanced against non-recurring funding streams remain a significant risk in future financial planning. Further work is ongoing with COSLA to identify the recurring impact and this will inform further national discussions.

General Services Capital Summary – Quarter 3

- 3.15 **Appendix 5** sets out the 2021-22 re-profiled budgeted expenditure to the end of December 2021, with reported spend of £38.740 million relative to the revised gross expenditure budget of £97.735 million. As previously reported, the approved budget has been updated with carry-forward figures from 2020-21, and currently remains within the approved capital financial limits over the 5-year period. The ability to maintain this limit

remains subject to on-going review given market uncertainties relating to project cost increases and changes to income projections.

3.16 Latest projections indicate expenditure of around £72 million by the end of the financial year. As stated in the Period 5 report, this forecast reflects a range of assumptions that are subject to change and may therefore have an impact on the actual position achieved at the end of the financial year. Given the significance and importance of the capital programme, this will continue to be closely monitored to ensure that projects are delivered effectively and as planned. A summary of the key changes since our last report along with some additional risks are set out below:

- Many of the timing differences between the Quarter 3 and the previous report have already been reflected in the 2022-23 Administration draft capital plan presented to Cabinet in January 2022.
- There remain risks around the ability to deliver the full expenditure projections on the Roads budget. Ongoing COVID-19 risks relating to staffing may delay project delivery, along with the risk of severe weather over the winter.
- Wider supply chain problems continue to be a collective challenge across many areas of the capital programme, with particular challenges in programme areas such as IT, Fleet and some wider construction materials, resulting in longer lead in times, delivery delays and increased prices.
- Construction started later than originally planned at Gateside West and the initial stages of the CCTV project are now progressing.
- There are delays with delivery of ordered Fleet items scheduled for before the end of March. The projection for Waste Collection vehicles has been amended to reflect the actual expenditure and grant funding.
- Cycling, Walking, Safer Streets and Roads Externally Funded projections have been reduced to reflect progress with projects.
- A number of projections for Education projects have been amended to reflect progress with projects and timing of construction start. Construction for some projects will commence in the last quarter of 2021/22 including Pinkie St Peters and Law Primary School.
- Construction has commenced on the new A1/QMU junction and the projection has been amended to reflect the estimated construction programme.
- The projection for use of developer contributions, early learning 1140 grant and other funding sources are directly linked to the projections of the projects they support. There continues to be ongoing risks around the timing and realisation of planned developer contributions that may put additional strain on borrowing requirements and this position will continue to be closely monitored. The reduction in

projected expenditure has also reduced the in-year borrowing requirement.

- 3.17 Despite relatively low levels of current spend; many projects are progressing, with current projections indicating that a significant proportion of planned spend will be achieved during 2021-22.
- 3.18 External market conditions remain very challenging, with wider supply and cost pressures, as well as implications from on-going management of COVID-19 and wider external risks. This wider external focus is placing significant additional financial challenges on the current approved capital programme and borrowing levels and the financial impact and risk on future capital projects will remain a key area of focus.

Housing Revenue Account Summary - Quarter 3

- 3.19 At the end of June 2021 the Housing Revenue Account is reporting an overspend against current budget of £308,000, most of which is due to the recharge of fixed costs for HRA and HRA Capital from the Property Maintenance Trading Account in line with Scottish Government guidance. Further information is set out in **Appendix 6**.
- 3.20 As reported at Period 5, there remain some pressures with void properties due to the ongoing implications of COVID-19 and rent income remains slightly under budget due to the timing of new build completions. Enhanced debt recovery work is ongoing to support tenants who are experiencing difficulties in paying rents.
- 3.21 In line with the existing financial strategy, the council will maximise any flexibility arising from revenue balances during 2021/22 to minimise the future impact of debt charges.
- 3.22 Details of the Housing Revenue Account capital budgets and expenditure incurred to date are set out in **Appendix 7** of this report. The total capital budget approved for HRA was £29.676 million. As at end of December 2021, actual spend was £16.019 million. Current forecasts indicate that overall the full budget will be spent by year-end, subject to new council house payments being made in line with current projections.

4 POLICY IMPLICATIONS

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

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

- 6.1 Financial – as described above and in the supporting appendices
- 6.2 Personnel - none
- 6.3 Other – none

7 BACKGROUND PAPERS

- 7.1 Council – 15 December 2020 – Item 4 Financial Update, including Financial and Capital Strategy 2021-26
- 7.2 Council – 23 February 2021 – Item 3 – Budget Development including setting of Rent Levels 2021-26
- 7.3 Council – 2 March 2021 – Item 2a – Budget Proposals on General Service – Amendment Submitted by the Administration
- 7.4 Council – 24 August 2021 – Item 4 – 2021/22 Financial Review Quarter 1
- 7.5 Council – 16 November 2021 – Item 3 – Financial Update Report

AUTHOR'S NAME	David Henderson Ann-Marie Glancy
DESIGNATION	Service Manager - Service Accounting Service Manager - Corporate Accounting
CONTACT INFO	dhenderson2@eastlothian.gov.uk aglancy@eastlothian.gov.uk
DATE	4 February 2022

Appendix 1
East Lothian Council
Budget Monitoring 2021/22 - Period 9

Service	Head of Service	Business Unit	2021/22 Budget	Year to Date			2021/22 Budget Variance to Date	Financial Risk Assessment
				2021/22 Actual to Date	2021/22 Budget to Date	2021/22 Budget Variance to Date		
			£'000	£'000	£'000	£'000	%	£'000
Education & Children's	Children's	Performance & Service Delivery	1,106	708	768	-60	-7.8%	
Education & Children's	Children's	Management	4,724	3,875	2,748	1,127	41.0%	
Education & Children's	Children's	Assessment HUB and Early Interventions	1,957	1,436	1,465	-29	-2.0%	
Education & Children's	Children's	Long Term Social Work Supervisory Groups	3,326	2,474	2,562	-88	-3.4%	
Education & Children's	Children's	TAC, Disability & Resources	5,702	4,282	4,426	-144	-3.3%	
Education & Children's	Children's	Disability Short Breaks	707	509	502	7	1.4%	
EDUCATION & CHILDREN'S	CHILDREN'S TOTAL		17,522	13,284	12,471	813	6.5%	
Education & Children's	Education	Additional Support for Learning	10,649	8,347	8,422	-75	-0.9%	
Education & Children's	Education	Pre-school Education & Childcare	17,833	10,673	10,938	-265	-2.4%	
Education & Children's	Education	Schools - Primary	46,287	32,366	33,116	-750	-2.3%	
Education & Children's	Education	Schools - Secondary	46,548	31,283	30,757	526	1.7%	
Education & Children's	Education	Schools - Support Services	5,993	4,187	3,642	545	15.0%	
Education & Children's	Education	East Lothian Works	1,327	407	580	-173	-29.8%	
EDUCATION & CHILDREN'S	EDUCATION TOTAL		128,637	87,263	87,455	-192	-0.2%	
EDUCATION & CHILDREN'S TOTAL			146,159	100,547	99,926	621	0.6%	
Council Resources	Finance	Financial Services	1,743	1,127	1,316	-189	-14.4%	
Council Resources	Finance	Revenues & Benefits	3,710	3,020	3,007	13	0.4%	
Council Resources	Finance	Procurement	256	340	260	80	30.8%	
COUNCIL RESOURCES	FINANCE TOTAL		5,709	4,487	4,583	-96	-2.1%	
Council Resources	Corporate	IT Services	2,512	1,631	1,579	52	3.3%	
Council Resources	Corporate	Legal	334	347	375	-28	-7.5%	
Council Resources	Corporate	People & Governance	4,986	3,884	3,905	-21	-0.5%	
Council Resources	Corporate	Communications	436	309	335	-26	-7.8%	
COUNCIL RESOURCES	CORPORATE TOTAL		8,268	6,171	6,194	-23	-0.4%	
COUNCIL RESOURCES TOTAL			13,977	10,658	10,777	-119	-1.1%	
Health & Social Care Partnership	Head of Operations	Adult SW	35,240	25,911	24,445	1,466	6.0%	
Health & Social Care Partnership	Head of Operations	Acute & Ongoing Care	7,931	6,009	6,040	-31	-0.5%	
Health & Social Care Partnership	Head of Operations	Rehabilitation	1,658	1,237	1,366	-129	-9.4%	
Health & Social Care Partnership	Head of Operations	Adult Statutory Services	2,521	2,475	2,519	-44	-1.7%	
Health & Social Care Partnership	Head of Operations	Statutory Services	1,530	997	874	123	14.1%	
Health & Social Care Partnership	Head of Operations	Head of Operations	6,568	2,217	2,637	-420	-15.9%	
Health & Social Care Partnership	Head of Operations	Business & Performance IJB	2,984	2,589	2,666	-77	-2.9%	
HEALTH & SOCIAL CARE PARTNERSHIP	IJB TOTAL		58,432	41,435	40,547	888	2.2%	
Health & Social Care Partnership	Head of Operations	Business & Performance Non-IJB	540	795	540	255	47.2%	
HEALTH & SOCIAL CARE PARTNERSHIP	Non-IJB TOTAL		540	795	540	255	47.2%	
HEALTH & SOCIAL CARE PARTNERSHIP TOTAL			58,972	42,230	41,087	1,143	2.8%	
Place	Development	Planning	1,164	884	912	-28	-3.1%	
Place	Development	Economic Development	1,531	2,006	769	1,237	160.9%	
PLACE	DEVELOPMENT TOTAL		2,695	2,890	1,681	1,209	71.9%	
Place	Housing	Housing Strategy & Development	247	337	526	-189	-35.9%	
Place	Housing	Property Maintenance Trading Account	-863	108	6	102	1700.0%	
Place	Housing	Community Housing	2,543	908	772	136	17.6%	
PLACE	HOUSING TOTAL		1,927	1,353	1,304	49	3.8%	
Place	Infrastructure	Facility Support Services	3,759	2,916	3,136	-220	-7.0%	
Place	Infrastructure	Facility Trading Activity	-276	-2,613	-2,247	-366	16.3%	
Place	Infrastructure	Asset Planning & Engineering - Paul ianetta	3,369	2,839	2,811	28	1.0%	
Place	Infrastructure	Asset Planning & Engineering - Eddie Reid	-515	537	569	-32	-5.6%	
Place	Infrastructure	Landscape & Countryside Management	5,458	3,998	4,000	-2	-0.1%	
Place	Infrastructure	Roads Network	4,799	3,354	3,305	49	1.5%	
Place	Infrastructure	Roads Trading Activity	-562	-741	-951	210	-22.1%	
Place	Infrastructure	Transportation	1,227	1,764	1,722	42	2.4%	
Place	Infrastructure	Waste Services	9,356	6,565	6,430	135	2.1%	
Place	Infrastructure	Active Business Unit	3,634	2,449	2,651	-202	-7.6%	
PLACE	INFRASTRUCTURE TOTAL		30,249	21,068	21,426	-358	-1.7%	
Place	Communities & Partnerships	Corporate Policy & Improvement	822	559	589	-30	-5.1%	
Place	Communities & Partnerships	Connected Communities	6,357	4,718	4,574	144	3.1%	
Place	Communities & Partnerships	Protective Services	1,876	1,209	1,345	-136	-10.1%	
Place	Communities & Partnerships	Customer Services Group	3,726	3,263	3,434	-171	-5.0%	
PLACE	COMMUNITIES & PARTNERSHIPS TOTAL		12,781	9,749	9,942	-193	-1.9%	
PLACE TOTAL			47,652	35,060	34,353	707	2.1%	
SERVICE TOTAL			266,760	188,495	186,143	2,352	1.3%	
CORPORATE MANAGEMENT TOTAL			-266,760	-202,285	-199,679	-2,606	-1.3%	
TOTAL			0	-13,790	-13,536	-254	-1.9%	

Appendix 2
 East Lothian Council
 Budget Monitoring 2021/22 - COVID-19 Cost Breakdown

Directorate	Head of Service	COVID Forecast Costs P9 £'000
EDUCATION & CHILDREN'S	CHILDREN'S TOTAL	802
EDUCATION & CHILDREN'S	EDUCATION TOTAL	3,712
EDUCATION & CHILDREN'S TOTAL		4,514
COUNCIL RESOURCES	FINANCE TOTAL	400
COUNCIL RESOURCES	CORPORATE TOTAL	57
COUNCIL RESOURCES TOTAL		457
HEALTH & SOCIAL CARE PARTNERSHIP	IJB TOTAL	1,873
HEALTH & SOCIAL CARE PARTNERSHIP	Non-IJB TOTAL	0
HEALTH & SOCIAL CARE PARTNERSHIP TOTAL		1,873
PLACE	DEVELOPMENT TOTAL	60
PLACE	HOUSING TOTAL	2,942
PLACE	INFRASTRUCTURE TOTAL	1,985
PLACE	COMMUNITIES & PARTNERSHIPS TOTAL	2,024
PLACE TOTAL		7,011
SERVICE TOTAL		13,855
CORPORATE MANAGEMENT TOTAL		150
TOTAL		14,005

Appendix 3
East Lothian Council
2021/22 Budget Efficiencies - Period 9

Service	2020/21			
	Achieved	Amber	High	
	£'000	£'000	£'000	
Education	28	0	0	
Finance	28	0	0	
Corporate Services	0	0	10	
H&SCP	0	250	0	
Housing	8	0	0	
Communities	43	0	0	
Infrastructure	407	156	0	
Total	514	406	10	930
	55.27%	43.66%	1.08%	

Savings Currently High - Red

Service	Proposal	Value	Comments
People & Governance	Uplift on existing income	10	Not anticipated to be achievable at this stage due to COVID 19
Total		10	

Appendix 4

East Lothian Council

Budget Monitoring 2021/22 - Additional Funding from the Scottish Government

	£million
2020/21 GRG (per Budget Amendment)	181.210
Additional Funding - GRG	
COVID	
Non Recurring COVID Funding	5.018
Recovery of Overpayment of GRG in 2020/21 for FSM Dec/Jan £6.950m recovery	-0.098
Education Recovery Funding - £60m Distribution	1.169
Family Pandemic Payments	0.314
Family Pandemic Payments - Fixed Admin Contribution	0.011
Low Income Pandemic Payments	0.923
Low Income Pandemic Payments - Fixed Admin Contribution	0.055
Business Support Administration Grant	0.051
Extension to Outbound Calling / Local Self isolation Services	0.155
Tenant Grant Fund	0.184
CO2 Monitors	0.061
Financial Insecurity Flexible Funding	0.415
TOTAL COVID	8.258
OTHER	
Expansion of Universal Free School Meals and Free School meal Holiday Support - Phase 1 Free School Meal Holiday Support - £21.75m distribution	0.294
Expansion of Universal Free School Meals and Free School meal Holiday Support - Phase 2 and 3 Primary 4 & 5 - £28m distribution	0.654
Summer of Play: Activities for Children and Young People	0.277
Increase in School Clothing Grants (£5.8m)	0.105
Instrumental Music Funding (£6m 21/22, £3m 22/23)	0.071
Additional GRG £40m distribution	0.775
Real Living Wage Uplift £30.5m distribution	0.582
Removal of core curriculum charges (£7m 21/22, £3m 22/23)	0.085
Additional 1000 Teachers and 500 Pupil Support Workers (100 Day Commitment £50m)	1.042
Scottish Child Payment Bridging Payments - Grant	0.346
Scottish Child Payment Bridging Payments - Admin	0.005
Free Child Buriels	0.006
Removal of Fees for Instrumental Musical Tuition	0.089
National Trauma Training Programme	0.050
Unaccompanied Asylum Seekers	0.011
Scottish Disability Assistance	0.018
Mental Health Recovery & Renewal	0.054
Care at Home Winter Planning	1.188
Interim Care Winter Planning	0.767
Funding for Pressures	0.581
Social Care Workforce Uplift	0.740
Teacher Induction Scheme	0.446
Teacher Induction Scheme Administration Costs	-0.002
Educational Psychology Trainees	0.014
TOTAL OTHER	8.198
Total Additional Funding	16.456
Revised GRG	197.666
Recurring	3.797
Non-Recurring	12.659
Total Additional Funding	16.456

Appendix 5

East Lothian Council

General Services Capital Budget Monitoring Summary 2021-22

as at 31 December 2021

	RAG	Annual (In-Year)				
		Approved Budget 2021/22	Updated Budget 2021/22	Actual 2021/22	Projected Outturn 2021/22	Projected Outturn 2021/22 - Funding
Expenditure		£'000	£'000	£'000	£'000	£'000
Community Projects						
Community Intervention	A	500	500	177	379	-
Bleachingfield Centre Remodelling Works	G	90	90	-	-	-
Dunbar Conservation Area Regeneration Scheme (CARS)	G	90	90	-	90	-
Support for Business	A	1,481	1,508	54	288	-
CCTV	A	230	230	2	10	-
Town Centre Regeneration	G	1,297	1,458	330	1,478	(1,458)
Total Community Projects		3,687	3,876	563	2,244	(1,458)
Town Centre Regeneration Grant		(1,297)	(1,458)	-	(1,458)	
Other Funding Sources		(90)	(90)	-	-	
Total Income: Community Projects		(1,387)	(1,548)	-	(1,458)	
ICT						
IT Programme (including Education)	G	2,800	2,800	1,899	3,045	(245)
Replacement - CRM Project (Customer Services)	G	-	47	2	47	-
Total ICT		2,800	2,847	1,902	3,092	(245)
Other Funding Sources		-	-	-	(245)	
Total Income: ICT		-	-	-	(245)	
Fleet						
Amenties - Machinery & Equipment - replacement	G	213	213	283	211	
Vehicles	A	2,325	3,028	2,356	2,535	
Waste Collection Vehicles	A	3,000	3,000	2,747	2,747	(2,747)

East Lothian Council

General Services Capital Budget Monitoring Summary 2021-22

as at 31 December 2021

	RAG	Annual (In-Year)				
		Approved Budget 2021/22	Updated Budget 2021/22	Actual 2021/22	Projected Outturn 2021/22	Projected Outturn 2021/22 - Funding
Expenditure		£'000	£'000	£'000	£'000	£'000
Total Fleet		5,538	6,241	5,386	5,492	(2,747)
Other Funding Sources	A	(3,000)	(3,000)		(2,747)	
Total Income: Fleet		(3,000)	(3,000)	-	(2,747)	
Open Space						
Cemeteries (Burial Grounds)	A	912	939	15	500	
Coastal / Flood Protection schemes - Haddington	A	250	325	-	15	
Coastal / Flood Protection schemes - Musselburgh	A	844	1,031	175	550	
Coastal Car Park Toilets	A	246	394	129	456	(148)
Core Path Plan	G	50	80	-	80	-
Mains Farm Town Park & Pavilion	G	100	70	81	107	(100)
Nature Restoration	G			-	109	(109)
Replacement Play Equipment	G	100	100	-	108	(108)
Ormiston Pump Track	G	-	-	103	90	(90)
Sports and Recreation LDP	A	1,227	1,235	111	172	(162)
Waste - New Bins	G	250	250	179	205	
Waste - Machinery & Equipment - replacement	G	40	40	72	85	
Total Open Space		4,020	4,464	865	2,476	(717)
Developer Contribution		(1,277)	(1,254)		(262)	
Other Funding Sources		(148)	(148)		(455)	
Total Income: Open Space		(1,425)	(1,402)	-	(716)	
Roads, Lighting and related assets						
Cycling Walking Safer Streets	A	469	544	248	313	(313)
East Linton Rail Stop / Infrastructure	G	1,520	1,520	2	1,520	-

East Lothian Council

General Services Capital Budget Monitoring Summary 2021-22

as at 31 December 2021

	RAG	Annual (In-Year)				
		Approved Budget 2021/22	Updated Budget 2021/22	Actual 2021/22	Projected Outturn 2021/22	Projected Outturn 2021/22 - Funding
Expenditure		£'000	£'000	£'000	£'000	£'000
Parking Improvements	A	230	230	60	184	-
Roads	G	6,854	6,929	4,061	6,851	(258)
Roads - externally funded projects	A	4,077	4,077	246	3,176	(3,176)
Total Roads, Lighting and related assets		13,150	13,300	4,616	12,044	(3,748)
Developer Contribution		(377)	(377)		(400)	
Other Funding Sources		(4,169)	(4,244)		(3,348)	
Total Income: Roads, Lighting and related assets		(4,546)	(4,621)	-	(3,748)	
Property - Education						
Aberlady Primary - extension	A	932	953	47	100	(100)
Blindwells Primary - new school	G	-	-	-	200	(200)
Cockenzie Primary - Internal Remodelling	G	31	31	0	31	(31)
Craighall Primary - New School (Phase 1)	G	-	-	-	200	(200)
Dunbar Primary - John Muir Campus - Early Learning and 1140	G	99	101	4	101	(101)
East Linton Primary - extension including Early Learning and 1140	A	200	200	-	-	-
Gullane Primary - extension including Early Learning and 1140	G	2,022	2,274	1,637	2,348	(174)
Haddington School (Infants & St. Mary)	A	25	25	0	-	-
Kingsmeadow Primary	A	25	25	-	-	-
Law Primary - extension including Early Learning and 1140	A	3,232	3,202	66	250	(250)
Letham Primary - New School	A	161	374	58	60	(42)
Musselburgh Grammar - upgrades	A	888	903	243	678	-
North Berwick High School - Extension	A	5,306	5,788	1,902	3,000	(3,000)
Ormiston Primary - extension	A	1,434	1,732	703	1,350	(1,104)
Pinkie St Peter's Primary - extension including Early Learning and 1140	A	3,312	3,469	16	600	(600)
Ross High School - extension	A	9,139	9,629	5,499	7,500	(1,266)
School Estate - Curriculum Upgrades	A	330	345	22	22	-
School Kitchens - 1140 Upgrades	A	319	317	473	459	(459)

East Lothian Council

General Services Capital Budget Monitoring Summary 2021-22

as at 31 December 2021

	RAG	Annual (In-Year)				
		Approved Budget 2021/22	Updated Budget 2021/22	Actual 2021/22	Projected Outturn 2021/22	Projected Outturn 2021/22 - Funding
Expenditure		£'000	£'000	£'000	£'000	£'000
St Gabriel's Primary - extension including Early Learning and 1140	G	940	1,178	294	600	(552)
Wallyford Primary - New School	A	-	-	13	6	-
Wallyford Learning Campus	G	11,310	11,700	10,682	16,500	(356)
West Barns Primary - extension including Early Learning and 1140	A	1,997	2,149	215	600	(600)
Whitecraig Primary - new school including Early Learning and 1140	G	297	307	52	315	(302)
Windygoul Primary - Early learning and 1140 extension	G	900	929	49	24	(24)
Unallocated 1140 Hours	G	1,000	1,000	-	-	-
Total Property - Education		43,899	46,631	21,973	34,943	(9,361)
Developer Contribution		(10,447)	(11,605)		(6,745)	
1140 Grant Income		(8,233)	(8,907)		(2,771)	
Other Funding Sources						
Total Income: Property - Education		(18,680)	(20,513)	-	(9,516)	
Property - Other						
Accelerating Growth		8,275	8,542	251	5,200	
- Cockenzie	A	-	-	160	839	(839)
- Blindwells New Town	A	354	364	51	173	(25)
- Innovation Park incl. Innovation Hub	A	921	1,178	20	389	(358)
- A1/QMU Junction	G	7,000	7,000	20	3,799	(2,397)
Brunton Hall - Improved Community Access	G	100	100	-	-	-
Court Accommodation - incl. SPOC	G	1,686	1,776	2	3	
Former Levenhall Nursery	A	-	-	5	5	-
Haddington Corn Exchange - upgrades	A	-	-	2	15	-
Haddington Town House - Refurbishment and Rewire	G	574	597	51	200	
Meadowmill - New Depot	G	-	476	303	476	
New ways of working Programme	A	773	1,523	0	32	
Port Seton - Community Centre Extension	G	-	15	0	15	-

East Lothian Council
General Services Capital Budget Monitoring Summary 2021-22
as at 31 December 2021

	RAG	Annual (In-Year)				
		Approved Budget 2021/22	Updated Budget 2021/22	Actual 2021/22	Projected Outturn 2021/22	Projected Outturn 2021/22 - Funding
Expenditure		£'000	£'000	£'000	£'000	£'000
Prestongrange Museum	A	934	971	53	257	(257)
Property Renewals	G	3,000	3,000	2,733	3,135	(135)
Replacement Of Movable Pool Floors To Sports Centres	-	-	36	(116)	(0)	
Replacement Childrens House	G	1,549	1,549	-	-	
Sports Centres	G	200	360	148	360	
Water meter size reduction	A	-	14	-	-	
Whitecraig Community Centre	A	-	96	0	50	
Total Property - Other		17,090	19,054	3,435	9,748	(4,011)
Developer Contribution		-				
Other Funding Sources		(3,565)	(3,685)		(4,011)	
Total Income: Property - Other		(3,565)	(3,685)	-	(4,011)	
Total Property Spend - Education and Other		60,989	65,685	25,408	44,691	
Total Income: Property - Education and Other		(22,245)	(24,198)		(13,527)	(13,372)
Capital Plan Fees	A	1,322	1,322	-	2,081	-
Total Gross Expenditure		91,506	97,735	38,740	72,121	(22,287)
Income						
Developer Contribution		(12,102)	(13,237)		(7,407)	
1140 Grant Income		(8,233)	(8,907)		(2,771)	
1140 CFCR from Revenue					-	
Town Centre Regeneration Grant		(1,297)	(1,458)		(1,458)	
Other Funding Sources		(10,972)	(11,166)		(10,810)	
Scottish Government General Capital Grant		(7,983)	(7,983)		(7,983)	
Total Income		(40,586)	(42,752)		(30,429)	

East Lothian Council
General Services Capital Budget Monitoring Summary 2021-22
as at 31 December 2021

	RAG	Annual (In-Year)				
		Approved Budget 2021/22	Updated Budget 2021/22	Actual 2021/22	Projected Outturn 2021/22	Projected Outturn 2021/22 - Funding
		£'000	£'000	£'000	£'000	£'000
Expenditure						
<hr/>						
Borrowing Requirement		50,920	54,983		41,692	

RAG

- RED (trouble)** - Project is at risk to miss a scheduled completion date, may be over budget or out of scope. Immediate action required
- AMBER (danger)** - Project may be at risk if issues are not addressed. Attention required
- GREEN (all good)** - Project is on track to meet scheduled parameters

Funding

The Projected Outturn - Funding column shows the total external funding per budget line excluding General Capital Grant. The difference between the Total Income projection (excluding General Capital Grant) of £22,446 and the Funding column total of £22,287 is Developer Contributions receivable for projects completed in a prior financial year.

Appendix 6
 East Lothian Council
 Budget Monitoring HRA 202/22 - Period 9

	2021/22 Budget £'000	2021/22 Actual to Date £'000	2021/22 Budget to Date £'000	2021/22 Budget Variance to Date £'000
Total Income	-34,641	-25,643	-25,856	213
Total Expenditure	32,402	11,939	11,844	95
(Surplus) / Deficit for Year	-2,239	-13,704	-14,012	308

	2021/22 Budget £'000
Management of Balances	
Opening (Surplus) / Deficit	-1,705
CFCR	2,500
(Surplus) / Deficit for Year	-2,239
Closing (Surplus) / Deficit	-1,444

Appendix 7
East Lothian Council
Budget Monitoring HRA Capital 2021/22 - Period 9

	2021/22 Budget	2021/22 Actual to Date	2021/22 Budget to Date	2021/22 Budget Variance to Date
	£'000	£'000	£'000	£'000
Modernisation	15,888	7,301	11,916	-4,615
New Council Housing	12,031	8,548	10,159	-1,611
Fees	1,477	0	0	0
Mortgage to Rent	280	170	0	170
TOTAL	29,676	16,019	22,075	-6,056

Funded By:

	2021/22 Budget	2021/22 Actual to Date	2021/22 Budget to Date	2021/22 Budget Variance to Date
	£'000	£'000	£'000	£'000
Grants	-4,500	-5,774	-3,375	-2,399
Grants MTR	-196	-111	0	-111
CFCR	-2,500	-2,500	-2,500	0
Borrowing	-22,480	0	0	0
TOTAL	-29,676	-8,385	-5,875	-2,510

REPORT TO: East Lothian Council

MEETING DATE: 22 February 2022

BY: Executive Director for Place

SUBJECT: Draft Regional Transport Strategy – Consultation Response

5

1 PURPOSE

- 1.1 The purpose of the report is to advise Members of the Council of the proposed response to South East Scotland Transport Authority's (SEStran's) consultation on the draft Regional Transport Strategy 2035 (RTS) and to seek the Council's approval to endorse the draft Strategy.

2 RECOMMENDATIONS

It is recommended that the Council:

- 2.1 Approves the response to the draft Regional Transport Strategy (Appendix 1);
- 2.2 Endorses the draft Regional Transport Strategy with the following caveats:
- that any policy amendments that change the nature of the partnership, increasing their scope or functions of statutory duties must be considered by East Lothian Council;
 - that all projects and programmes are developed appropriately with sound business cases and financial support provided to East Lothian Council from appropriate government funding sources linked to an overriding presumption of "Infrastructure First".
- 2.3 Notes the aim across the Scottish Government to develop and deliver a suite of transport interventions and the role, which the Regional Transport Strategy will play to in providing a regional context for these, to inform transport investment across the region over the next 13 years. Also to note that all proposed interventions will conform to Transport Scotland's investment hierarchy and align with other National plans – including the draft National Planning Framework (NPF4) and the Climate Change Plan.
- 2.4 Recognises the work done by the Heads of Development and Infrastructure in engaging with SEStran, Transport Scotland, the City Region Deal and other

transport partners, through the various groups, and that a collaborative unified approach across services is necessary to succeed in developing and supporting both the emerging short term programme and longer term goals.

3 BACKGROUND

3.1 At the special Partnership Board meeting on 29 October, East Lothian Council as a constituent authority of SEStran, agreed to the proposal to consult on the draft Regional Transport Strategy to 2035, which is the third iteration of regional transport policy. Subsequently, SEStran published the draft regional strategy in November 2021 for consultation. The closing date of the consultation is 11 February 2022. A short extension has been granted to accommodate East Lothian Council's formal response.

3.2 The draft RTS provides a strategic framework to help address significant challenge on climate change, but with engrained emphasis to grow the economy, provide a fair and equitable transport system and promote health and wellbeing through active travel opportunities. The draft provides a series of policies and actions to tackle the 12 regional mobility themes. The policies and actions have been designed with climate action as a core principle. The strategic objectives are:

- Strategy Objective 1: Transitioning to a sustainable, post-carbon transport system
- Strategy Objective 2: Facilitating healthier travel options
- Strategy Objective 3: Widening public transport connectivity and access across the region
- Strategy Objective 4: Supporting safe, sustainable and efficient movement of people and freight across the region

3.4 The strategy takes a co-ordinated approach, recognising the national objectives to support renewable energy and decarbonisation across the transport industry. Key targets are net zero emissions by 2045 and a 20% reduction in car kilometres by 2030.

3.5 Throughout the pandemic, the Scottish and UK Governments' health messaging included avoiding public transport, keeping physical distance and staying local. Whilst inter-regional travel has restarted with significant numbers visiting East Lothian during the summer months, public transport use remains low. This is likely to persist for a considerable time; with people being cautious about returning to public transport, the likely continuation of high levels of working from home and with public attitudes to risk meaning that behaviour may become deep-rooted in car based trips. Therefore, a focus on staying local, walking and cycling, reducing dependence on the car must take priority.

3.6 East Lothian Council adopted its Local Transport Strategy (LTS) in October 2018. Although the ELC LTS precedes the draft RTS, our transport planning objectives align closely with the draft RTS:

1. To deliver a more attractive and safer environment for pedestrians and cyclists;
 2. To reduce the overall dependence on the car and the environmental impact of traffic;
 3. To promote the availability and use of more sustainable means of travel;
 4. To locate new development where it reduces the need to travel;
 5. To maximise accessibility for all and reduce social exclusion;
 6. To promote integration and interchange between different means of travel; and
 7. To maintain the transport network to a suitable standard to ensure it meets the needs of all users.
- 3.7 At the national level the National Transport Strategy (NTS2) published February 2020 prioritised taking climate action, helping deliver inclusive economic growth, improving health and wellbeing and reducing inequalities. Accordingly, the RTS strengthens the policy portfolio and adds value with a vision for the south-east of Scotland to have an integrated transport system that will be efficient, connected and safe, This will contribute to creating inclusive, prosperous, and sustainable places to live, work and visit, with travel being affordable and accessible to all, enabling people to be healthier and delivering the region's contribution to net zero emissions targets.
- 3.8 In conjunction with the draft RTS, Transport Scotland has recently published the draft Strategic Transport Project Review (STPR2) and a route map to achieve a 20% reduction in car kilometres by 2030. The aim is reducing car use for a healthier, fairer and greener Scotland.
- 3.9 Adding further support, the draft National Planning Framework (NPF4) Scotland 2045 looks to establish principles of sustainable, liveable, productive and distinctive places, provides the framework to develop resilience, net zero, and prosperous communities with transport outcomes core to their success, through aligning land use planning with accessible transport infrastructure.
- 3.10 Finally, the Regional Prosperity framework identifies a better connected region as one of 9 'Big Moves' to ensure employment, business access, training and education, which can be accessed by all through delivery of a sustainable transport network, being a consideration of the regional transport strategy.
- 3.11 As a consequence of the pandemic, digital connectivity enabled people to work from home. As we move to a 'new normal', accelerating Scotland's digital strategy will help ensure the pace for change reducing peak journey times and the need to travel through remote working.
- 3.12 In review, the transport ambitions of national, regional and local government to deliver a sustainable transport and place-making future is clear, with national, regional and local policy and strategies aligned. The debate will now move from why to how, with significant challenges placed on all delivery partners including local authorities.

- 3.13 Uncertainty remains over the public's acceptance of national and regional temporary transport interventions, as recent temporary interventions through 'spaces for people' and rapid deployment bus priority measures evoked concern due to the re-purposing of road space and some speed limit changes. Public engagement and consultation will be paramount to delivery, to gauge community support going forward. Succinct unambiguous messaging and national promotional campaigns need to accompany the level of change planned.
- 3.14 Although revenue spending commitments are out of scope in the response to the RTS, questions remain over funding and the affordability of the interventions with new revenue generation models being required to maintain a high quality transport service with low maintenance overheads and operational costs. An understanding of future funding mechanisms, income generators and costs are necessary to maintain high standards, securing continued public use.
- 3.15 Upfront investment by Scottish Government is welcomed through the Bus Partnership Fund to drive forward change but this must be accompanied by re-prioritising capital renewals and refurbishment, maintenance to balance everyday local journeys with strategic transport movement. Investment in the longevity of strategic assets should now include the associate local infrastructure strategic assets. That might require a rebalancing of funding ring fenced to ensure prioritisation of those assets.
- 3.16 Local authority capabilities and capacity may have to be strengthened with strong collaborative cross boundary working. Regional alliances, such as regional city deals are appropriate vehicles to deliver change but resilience through improved procurement arrangements should be considered as a priority.
- 3.17 High quality data is essential to make informed decisions, to monitor and evaluate progress to meet government targets. The development of robust data sets needs to be part of the systems being considered and made available across industry.
- 3.18 The draft consultation response is provided in Appendix 1. This follows the consultation format sought by SEStran. Questions 15-37 seeks to understand the Council's priority for mobility themes. Each item is considered to be of equal importance but the Council's weighting has been gauged on our ability to influence and deliver those outcome.

The full Regional Transport Strategy is available in the Members' Library (Ref: 17/22, February 2022 Bulletin).

4 POLICY IMPLICATIONS

- 4.1 These proposals will contribute towards The East Lothian Plan – 2017-27 focusing on health and wellbeing, safety, transport connectivity, sustainability and protecting our environment.
- 4.2 This proposals will contribute to the Local Outcome Improvement Plan to deliver a high quality environment and that people in East Lothian are enjoying healthier lives.
- 4.3 The proposals contribute to the delivery of the Local Transport Strategy key objectives.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does affect the wellbeing of the community or have a significant impact on equality, the environment or economy. An independent Equality Impact Assessment (EqIA) accompanies the RTS.

6 RESOURCE IMPLICATIONS

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

7 BACKGROUND PAPERS

- 7.1 Members' Library Report (ref: 17/22, Feb22 Bulletin) - Regional Transport Strategy, Draft for Consultation November 2021

AUTHOR'S NAME	Michaela Sullivan
DESIGNATION	Head of Development
CONTACT INFO	Peter Forsyth, Project Manager – Growth and Sustainability pforsyth1@eastlothian.gov.uk
DATE	25 January 2022

Appendix 1

Sustran Regional Transport Strategy Consultation Response.

Transport Challenges and Problems

7. In Chapter 3 the draft RTS has identified 29 individual transport challenges and problems, do you agree or disagree that these provide an appropriate focus for the RTS?

- Agree
- Disagree
- Neither

East Lothian Council supports the inclusion of the 29 individual challenges and problems. However, we would reflect that in reality there is unlikely to be a single problem or challenge but a combination of many or combined impacts from multiple issues that will require a unified approach, as part of a portfolio for change across the Sustran area, with appropriately government funding, interconnected and deliverable within the timeframes stipulated.

9. Do you feel there are any other transport challenges and problems which have been missed?

- Agree
- Disagree
- Neither

East Lothian Council notes public resistance to recent change programme such as 'Spaces for People' and suggests that the document provides recognition that public attitude and behavioural change is needed to support modal shift. To achieve successful outcomes and bring forward change, effective communication and consultation is essential.

10. The RTS vision is set out in Chapter 4. Do you agree or disagree that this should be the vision for the new RTS?

- Agree
- Disagree
- Neither

East Lothian Council supports the vision of the Regional Transport Strategy, which aligns with East Lothian Council plan.

12. The Strategy Objectives are outlined in Chapter 4. Do you agree or disagree that these should be the Strategy Objectives for the new RTS?

- Agree
- Disagree
- Neither

East Lothian Council supports the vision of the Regional Transport Strategy, which aligns with East Lothian Council plan.

14. Do you think any other Objectives should be considered for the new RTS?

- Agree
- Disagree
- Neither

Mobility Themes

15. We have identified 'Shaping development and place' as one of the key themes for the RTS in Chapter 5. How important is this theme to you?

- Very High
- High
- Medium
- Low
- Very Low

16. Please provide any thoughts and comments on the policies and actions in the box below if you wish

East Lothian Council agrees with the principles of place making, 20 minute neighbourhoods and shared mobility through journey hubs and Mobility as a Service (MaaS) concepts. However, the scale, arrangements and character of the concepts are highly influenced and interdependent on existing environment, population density, and public realm layout. Irrespective, East Lothian is currently partnering Sustran on a pilot Demand Response Transport (DRT) MaaS initiative funded by Transport Scotland around the Brunton journey hub.

17. We have identified 'Delivering safe active travel' as one of the key themes for the RTS in Chapter 6. How important is this theme to you?

- Very High
- High
- Medium
- Low
- Very Low

18. Please provide any thoughts and comments on the policies and actions in the box below if you wish.

Inter-regional active travel infrastructure linking key destinations is paramount to encourage modal shift. The Musselburgh active Toun proposals looks to provide arterial connections to public facilities but also through connections to the City of Edinburgh and Midlothian. Further town centric and county wide accessibility analysis will accompany future local development transport appraisal considerations.

19. We have identified 'Enhancing access to public transport' as one of the key themes for the RTS in Chapter 7. How important is this theme to you?

- Very High
- High
- Medium
- Low
- Very Low

20. Please provide any thoughts and comments on the policies and actions in the box below if you wish.

East Lothian Council would support an independent street audit to identify any deficiencies in accessibility requirements. However, funding source should be identified prior to conclusion to manage expectations and works programmes.

East Lothian believes fair fares are necessary across public transport to encourage patronage, which are equivalent to car based transport costs.

21. We have identified 'Enhancing and extending the bus service' as one of the key themes for the RTS in Chapter 8. How important is this theme to you?

- Very High
- ✓ High
- Medium
- Low
- Very Low

22. Please provide any thoughts and comments on the policies and actions in the box below if you wish.

In recognition of the City Region Deal partnership arrangements East Lothian welcomes the opportunity to improve bus journey times regionally and as part of the Midlothian Bus Alliance. The option to explore Transport Scotland Act 2019 related powers or model 3 PT delivery are functional matters requiring Council decision and would require careful consideration. Bus penetration in rural areas is challenging through the scarceness of population (supply), interconnectivity and varied demand / timing of service. Demand responsive transport initiatives may provide opportunity to connect some community needs but it is accepted in the rurality of East Lothian that private vehicular transport will be necessary for some smaller communities.

23. We have identified 'Enhancing and extending the train service' as one of the key themes for the RTS in Chapter 9. How important is this theme to you?

- Very High
- ✓ High
- Medium
- Low
- Very Low

24. Please provide any thoughts and comments on the policies and actions in the box below if you wish.

East Lothian supports and is partially funding the new rail halt at East Linton. East Lothian – Access Study – STAG Part 1 provides a package of potential rail interventions and the Council is working collaboratively with Transport Scotland and Network rail in the provision of new infrastructure to enhance line speeds.

East Lothian would welcome further discussions on Blindwells and Haddington rail connectivity, High speed rail and local service timetable enhancements.

25. We have identified ‘Reallocating road space on the regional network’ as one of the key themes for the RTS in Chapter 10. How important is this theme to you?

- Very High
- High
- ✓ Medium
- Low
- Very Low

26. Please provide any thoughts and comments on the policies and actions in the box below if you wish.

East Lothian Council supports the principles of re-allocating road space through evidence based project development, technical justification and public consultation. Parking management initiatives are critical to releasing space and should accompany such proposals. Fundamental to new housing developments the sustainable travel hierarchy must be supported and safeguarded through the planning process.

27. We have identified ‘Improving integration between modes’ as one of the key themes for the RTS in Chapter 11. How important is this theme to you?

- Very High
- ✓ High
- Medium
- Low

Very Low

28. Please provide any thoughts and comments on the policies and actions in the box below if you wish.

East Lothian recognises the benefits of integration between modes and is working jointly with SEStran, a local bus operator and transport Scotland to develop DRT/ MaaS project. Key will be the ability to incorporate the premise into town regeneration and place making projects and programmes. East Lothian wishes to work with partners to provide point to point ticketing, across modes, through seamless payment options, to promote and reward sustainable trip making.

29. We have identified 'Decarbonising transport' as one of the key themes for the RTS in Chapter 12. How important is this theme to you?

- Very High
- High
- Medium
- Low
- Very Low

30. Please provide any thoughts and comments on the policies and actions in the box below if you wish.

East Lothian is an advanced exponent of electrical vehicle charging with over 100 units installed. The Council's continued pursuit of excellence in this area has drawn down substantial funding with a shared strategic direction with Energy Saving Trust and Transport Scotland. East Lothian would welcome further talks in the regional context to evolve a unified approach. Working across industry, we will continue to seek best practise, increase our EV fleet, explore alternative fuels and opportunities to decarbonise transport. Further work is needed to understand the impact of individual property EV charge points in new housing development, retrofitting existing public space, as well as energy provider investment to accommodate district heating, in broader societal energy load balancing terms.

31. We have identified 'Facilitating efficient freight movement and passenger travel' as one of the key themes for the RTS in Chapter 13. How important is this theme to you?

- Very High
- ✓ High
- Medium
- Low
- Very Low

32. Please provide any thoughts and comments on the policies and actions in the box below if you wish.

East Lothian Council accepts the principles of targeted infrastructure investment to augment sustainable growth, place making and infrastructure adaptation particularly to expedite climate change mitigation. The efficient movement of freight and goods is essential to the regional economy and must be sustainably facilitated by appropriate means, balancing access, safety and climate actions. A laudable ambition is to move freight from road to rail and generally should be supported. Consideration of distribution networks in a wider spatial context may define the scope and scale of depots, industrial re-charge units and the like but without a clear understanding of demand and HGV technological innovation this remains a fledgling area of development.

33. We have identified 'Working towards zero road deaths and serious injuries' as one of the key themes for the RTS in Chapter 14. How important is this theme to you?

- ✓ Very High
- High
- Medium
- Low
- Very Low

34. Please provide any thoughts and comments on the policies and actions in the box below if you wish.

East Lothian Council published its Road safety plan as part of its LTS in 2018. We supports the concept of demonstrable speed reduction measures and limits subject to stakeholder engagement and public consultation. To support local

decision making a national review with appropriate guidance to manage local arrangements would be welcomed in due course.

35. We have identified 'Reducing car kilometres' as one of the key themes for the RTS in Chapter 15. How important is this theme to you?

- Very High
- High
- Medium
- Low
- Very Low

36. Please provide any thoughts and comments on the policies and actions in the box below if you wish.

East Lothian recognises the ambition of national and regional transport partners and subscribes to the rationale to move from unsustainable single occupancy car use but also reflects that transport is derived from other sector activity, that the county is experiencing substantial growth, and that some of our communities are remote from PT networks, which compounds the simplicity of 20% direct reduction. The semi-rural nature of the authority requires a balanced approach to transport investment focusing on active travel and sustainable transport option with new road building generally avoided. To accomplish this objective a critical element will be to provide infrastructure first, increasing rail capacity, strengthening public transport and enhancing the public realm for active travel purposes. The Council is committed to work with partners to help deliver the national target of a 20% reduction.

37. We have identified 'Responding to the post-Covid world' as one of the key themes for the RTS in Chapter 16. How important is this theme to you?

- Very High
- High
- Medium
- Low
- Very Low

38. Please provide any thoughts and comments on the policies and actions in the box below if you wish.

The Council is aware of new ways of working and looks to explore opportunities through enhanced digital connectivity, AI data collection and reduced trip making. To enrich the potential for a positive 'post covid world' business leaders, politicians and influencers will have to contribute to the debate, accompanied with clear benefits for society.

39. In Chapter 17 the spatial strategy identifies two themes to direct where individual projects should be progressed. Do you agree or disagree that these themes provide an appropriate focus for interventions emerging from the new RTS?

- Agree
- Disagree
- Neither

40. Please provide any thoughts and comments on the policies and actions in the box below if you wish.

Agreed, transport corridor interceptors (nodes) are required to provide enhanced inter-connectivity between modes. This should be multi-modal catering for car, bus, rail, tram and active travel where the locus permits. Additional opportunities for private hire, car share and EV infrastructure should follow where demand exists. A clear understanding of orbital O-D north and south of the city must be collected to evidence journey time improvements, link capacity and accessibility to secondary destinations. A primary component for each and every node should be active travel infrastructure. Relative cost of sustainable choice in all cases should be cheaper than private car trips.

41. In Chapter 18 a set of Key Performance Indicators (KPIs) linked to the Strategy Objectives are set out. Do you agree or disagree that these KPIs provide an appropriate means to monitor performance of the RTS?

- Agree
- Disagree
- Neither

42. We would recommend town specific data collection to monitor pedestrian, cycle and traffic movement to evaluate the impacts of 20 minute neighbourhoods, low traffic and town centre performance to report on economic performance in support of objective 4.

Statutory Assessments

If you have any comments to make on the Equalities or Strategic Environmental Assessment documents, please do so in the boxes below.

43. Equalities

No comment

44. Strategic Environmental Assessment

No comment

REPORT TO: East Lothian Council

MEETING DATE: 22 February 2022

BY: Executive Director for Council Resources

SUBJECT: Local Government Election 2022 – Elected Member Induction Programme and Post-election Arrangements

6

1 PURPOSE

- 1.1 To seek approval of the Elected Member Induction Programme 2022 and of the post-election arrangements in relation to accommodation, administrative support and IT equipment.

2 RECOMMENDATIONS

- 2.1 Council is asked:
- i. to approve the Elected Member Induction Programme, as set out in Appendix 1 to the report (noting that any changes to the dates outlined will be communicated to Members as soon as practicable);
 - ii. to approve the draft Schedule of Meetings for May-June 2022 (as incorporated into the Induction Programme, and summarised in Appendix 2);
 - iii. to agree to a number of induction sessions being made compulsory for returning Members, as well as new Members (as outlined in Section 3.3, below, and specified in Appendix 1); and
 - iv. to approve the proposed arrangements for Member accommodation (as set out in Appendix 3 to the report), and for administrative support and IT equipment.

3 BACKGROUND

Elected Member Induction Programme 2022

- 3.1 Members are advised that, as in previous local government election years, officers have devised an Induction Programme for Elected

Members, to be delivered over the first two months following the election. The draft Induction Programme for 2022 is attached at Appendix 1 to this report.

- 3.2 As a result of feedback from Members following the 2017 election, a session on 'Life as a Councillor' will be provided to all candidates and agents in advance of the election. It is hoped that existing Members from all three political groups will volunteer to take part in this session, which will focus on the realities of being a councillor (Administration and Opposition) and the practicalities of the early days in office.
- 3.3 Members are asked to note that a number of induction sessions are compulsory – some for new Members, some for Members who hold particular positions, and others for all Members. The sessions which are compulsory for all Members are as follows:
- Collection of IT equipment and associated training (Wednesday 11 May)
 - Councillors' Code of Conduct (Thursday 12 May)
 - Council and committee meetings (Friday 13 May)
 - Legal duties and responsibilities (Tuesday 17 May)
 - The planning system (Wednesday 18 May)
 - Media and communications (Wednesday 25 May)

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

- 3.4 Many of the induction sessions are aimed primarily at new Members; however, returning Members are welcome to attend sessions where they feel refresher training would be helpful.
- 3.5 As regards the session on ALEOs (date to be confirmed), this session will be compulsory for Members who are appointed to represent the Council on Enjoy Leisure. Members who are appointed to Boards of other organisations, such as East Lothian Investments Ltd and East Lothian Land Ltd, will also find this session beneficial, and they are therefore encouraged to attend.
- 3.6 Members are advised that should there be a requirement to change the dates or details of any session, the revised arrangements will be communicated to Members as soon as practicable.
- 3.7 In addition to the induction sessions, the Members' Briefing programme will continue in 2022/23, and topics for each session will be confirmed in due course.
- 3.8 The draft Schedule of Meetings for May and June 2022 is set out in Appendix 2. Any changes to these dates will be communicated to Members as soon as practicable.

Post-election Arrangements

- 3.8 In accordance with the Council's asset management review and remote working arrangements, the accommodation to be provided for Elected Members and their support staff following the election is currently under consideration (see Appendix 3 for further details). It is proposed that each political group will be provided with an office suite, consisting of 'hot desks' for Members and dedicated workstations for the administrative staff (unless home-working has been applied for and approved, in which case the administrative staff will also participate in 'hot desk' arrangements).
- 3.9 Immediately following the election, officers will work with political group leaders to determine the provision of accommodation and administrative support.
- 3.10 As outlined in Section 3.3 above, all Members will be provided with new IT equipment following the election (where possible, the current IT equipment will be reprovisioned). As regards existing equipment, for those Members who are not seeking re-election and for those who are seeking re-election but are not returned, they should return all items of IT equipment to the IT Service Desk by 5 pm on Friday 6 May. For those Members who are re-elected, they should bring their existing laptops and phones (together with associated cables and chargers) to the IT training session on Wednesday 11 May, where they will be exchanged for new equipment. There is no need for those Members to return additional screens and other items of IT equipment, unless they no longer require them.

4 POLICY IMPLICATIONS

- 4.1 None.

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

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

7 BACKGROUND PAPERS

7.1 None

AUTHOR'S NAME	Lel Gillingwater
DESIGNATION	Team Manager – Democratic & Licensing
CONTACT INFO	lgillingwater@eastlothian.gov.uk
DATE	10 January 2022

East Lothian Council
Elected Member Induction Programme 2022
Incorporating the Committee Schedule for May/June 2022

Pre-Election Induction (to take place as part of candidate/agent briefing)

Date, time, delivery method/venue	Topic	Description	Attendance	Key Officers
Tuesday 8 March, 6.30 – 8 pm (via MS Teams) (as part of the candidate/agent briefing)	I've been elected – what next? Introduction to life as a councillor	A precis of what to expect if elected, including: <ul style="list-style-type: none"> • The Elected Member Induction Programme 2022 • Practicalities of the first few weeks in office • Meet current councillors and find out about their experience of being a councillor • The experience of a councillor in Administration v Opposition • Q&A session 	All candidates and agents (+ input from existing cross-party councillors)	Morag Ferguson / Hazel Boak

Note: All successful candidates will be required to sign a Declaration of Acceptance of Office form shortly after they have been returned on 6 May. At this point they will also be issued with an information pack, and will be provided with details of the initial induction sessions taking place during the week beginning 9 May. They will then have a photograph taken for their Council ID card.

Note: Decisions are still to be made as to which sessions will be delivered and recorded on MS Teams to allow training to be undertaken/revisited after the actual event.

Note: The Council Chamber will not be available as a meeting venue until c. September 2022.

Week 1 (9 -13 May 2022)

Date, time, delivery method/venue	Topic	Description	Attendance	Key Officers
Monday 9 May, 9 – 11 am (venue tbc)	Getting started	<ul style="list-style-type: none"> • Welcome by the Chief Executive • Meet with PAs • Receive induction handbook/materials • Receive temporary ID cards • Complete various forms • Information on first Council meeting • Tour of John Muir House 	Compulsory for new Members	Lel Gillingwater/ Jill Totney / Members' PAs
Monday 9 May, 11 am – 12 noon (venue tbc)	Meet councillor colleagues	An opportunity for all Members to meet informally (refreshments provided)	All Members encouraged to attend	Lel Gillingwater / Jill Totney / PAs
Monday 9 May 2 – 3 pm (venue tbc)	Meet the CMT	An opportunity to meet informally with the Council Management Team	Compulsory for new Members	CMT
Tuesday 10 May, 9.30 am – 12.15 (Garleton Rooms, Penston House) (to be followed by lunch)	Corporate induction	<ul style="list-style-type: none"> • East Lothian Council values and principles • Council structures, processes and decision-making • Roles and responsibilities of officers and Members • Councillor surgeries • Councillor personal safety 	Compulsory for new Members	Paolo Vestri / Luke Dunn / Lel Gillingwater

Tuesday 10 May, 1 – 2.15 pm (Garleton Rooms, Penston House)	Emergency planning, risk and business continuity	<ul style="list-style-type: none"> • Emergency planning • Risk • Business continuity, inc. response to COVID-19 and recovery plan • Prevent/anti-terrorism 	Compulsory for new Members	Emergency Planning and Risk Manager
Tuesday 10 May, 3 – 4.30 pm (Saltire Rooms)	Meeting with the new Administration	<ul style="list-style-type: none"> • Portfolios • Cabinet spokesperson roles and remuneration • Accommodation • Administrative support • Council Plan / Manifestos 	Members of the new Administration	Chief Executive / CMT / Paolo Vestri / LeI Gillingwater
Wednesday 11 May (Saltire Rooms) 9.30 – 11 am: Wards 1-2 11am – 12.30 pm: Wards 3-4 2 – 3.30 pm: Wards 5-6	IT equipment	Collection of IT equipment, and training (inc. IT security)	Compulsory for all Members	Alan Cruickshank
Thursday 12 May, 10 am – 12 noon (Venue tbc/remote meeting)	Councillors' Code of Conduct	<ul style="list-style-type: none"> • Councillors' Code of Conduct (revised in 2021) • Governance/Standing Orders • Registers of Interest and role of Standards Commission (inc. overview of Standards Commission activity in East Lothian, 2017-22) • Declaration of interests at meetings • Conduct at Council meetings 	Compulsory for all Members	Morag Ferguson / Jill Totney / Stewart Cooper

Friday 13 May, 9.30 am – 12.30 pm (Venue tbc/remote meeting)	Council and Committee Meetings	<ul style="list-style-type: none"> • Organisation of Council meetings • Committee schedule and Members' briefings • Efficient meetings • Effective chairing • Meet the clerk • Using the webcasting/hybrid meeting system, and attending remote committee meetings (including remote meeting etiquette) 	Compulsory for all Members	Morag Ferguson / Lel Gillingwater / Jill Totney / Committees Officers / IT
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Week 2 (16-20 May 2022)

Date	Topic	Description	Attendance	Lead Officers
Monday 16 May, 9 – 10 am (via MS Teams)	E-learning and use of MS Teams	An introduction to LearnPro, the Council's e-learning platform, and training on how to use MS Teams (which will be the platform used for a number of induction sessions)	Compulsory for new Members	Luke Dunn
Monday 16 May, 10.30 am – 1 pm (via MS Teams)	Service speed session/ getting to know the Council services	Session for Members to be introduced to the managers of each of the services – 10/15-minute overview of each service	Compulsory for new Members	Paolo Vestri / CMT
Tuesday 17 May, 10 am – 12 noon (via MS Teams)	Legal duties and responsibilities	<ul style="list-style-type: none"> • Quasi-judicial roles (Planning and Licensing) • Quasi-legal roles (Appeals, Homelessness, Licensing) • ALEOs • Procurement • PVG Disclosure 	Compulsory for all Members	Morag Ferguson / Carlo Grilli
Wednesday 18 May, 10 am – 1 pm (Venue	The Planning System	<ul style="list-style-type: none"> • How the planning system works • Mock meeting of Planning Committee 	Compulsory for all Members	Keith Dingwall / Robin Edgar

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tbc/remote meeting)				
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Week 3 (23-27 May 2022)

Date	Topic	Description	Attendance	Lead Officers
Tuesday 24 May, 10 am (Venue tbc, preference is for this to be an in person meeting)	First Meeting of East Lothian Council	The first meeting of the new Council will include: <ul style="list-style-type: none"> • Confirmation of the Membership of the Council, and declaration of acceptance of office • Election of Provost, Depute Provost, Leader of the Council, and notification of Leaders of the Political Groups • Appointment to committees, sub-committees associated committees and Licensing Board • Appointment of Members to outside bodies • Administration manifesto(s) 	All Members	Chief Executive / Leil Gillingwater (clerk)
Wednesday 25 May, (time tbc) (via MS Teams)	Media and Communications	<ul style="list-style-type: none"> • Communications protocol • Use of social media • Data protection and the media 	Compulsory for all Members	Stewart Cooper
Wednesday 25 May, (time tbc) (via MS Teams)	Local Government Finance and Audit	An overview of local government finance and the role of Internal/External Audit	Compulsory for new Members	Sarah Fortune / Duncan Stainbank
Thursday 26 May, 10 – 11.30 am (Venue tbc/remote meeting/recorded via MS Teams)	Common Good	<ul style="list-style-type: none"> • Common Good assets • Applications for grant funding – process and protocol • Mock meeting 	Compulsory for Members of Common Good Committees	Sarah Fortune / Jill Totney

Week 4 (30 May – 3 June 2022)

Date	Topic	Description	Attendance	Lead Officers
Monday 30 May, 10 am – 12 noon (tbc or via MS Teams)	Health and Social Care Partnership	An overview of partnership working between the Council and the NHS	Compulsory for new Members	Alison MacDonald / Iain Gorman
Monday 2 – 4 pm (tbc or via MS Teams)	Housing	An overview of housing matters, including: <ul style="list-style-type: none"> • Allocations • Homelessness • Modernisation programme 	Compulsory for new Members	Wendy McGuire / Nicky Sandford
<i>Date and time tbc</i>	<i>PROVISIONAL Expectations of Officers and Members – Effective Working Relationships</i>		<i>Compulsory for all Members</i>	<i>Chief Executive</i>
Date and time tbc (via MS Teams)	Meet the Partners	Virtual reception event – introduction to Community Planning and partnership working, including East Lothian Partnership and Supporting Partnerships, Local Area Partnerships. Introduction to key partners and opportunity to meet partner representatives, including Police, Fire & Rescue, NHS, further and higher education, voluntary sector	Optional for all Members	Chief Executive/ Paolo Vestri
Date and time tbc (via MS Teams)	Connected Communities	An overview on the topics, including: <ul style="list-style-type: none"> • Community empowerment • Community asset transfers • Participatory budgeting • Area Partnerships and Community Councils • Locality planning 	Optional for all Members	Sharon Saunders/Caitlin McCorry

Week 5 (6-10 June 2022)

Date	Topic	Description	Attendance	Lead Officers
Date, time and venue tbc (<i>but must take place during Week 5</i>)	Licensing Board training	Compulsory training for all Members appointed to the Licensing Board – includes examination on conclusion of the training	Compulsory for all members of Licensing Board	Carlo Grilli (external training providers)
Tuesday 7 June, 10 am – 1 pm (Venue/remote tbc)	Planning Committee		All Planning Committee Members	Keith Dingwall / Clerk
Thursday 9 June, 10 am – 12 noon (Venue/remote tbc)	Licensing Sub-Committee		All Licensing Sub-Committee Members	Licensing Solicitor / Clerk
Thursday 9 June, 2 – 5 pm (Venue/remote tbc)	Policy & Performance Review Committee		All PPRC Members	Paolo Vestri / Clerk

Week 6 (13-17 June 2022)

Date	Topic	Description	Attendance	Lead Officers
Tuesday 14 June, 10 am – 1 pm (Venue/remote tbc)	Cabinet		All Cabinet Members	Clerk
Tuesday 14 June, 2 – 4 pm (Venue/remote tbc)	Police, Fire and Community Safety Scrutiny Committee		All P&F Committee Members	Clerk

Thursday 16 June, 2 – 4 pm (+ attendance at site visit, am) (Venue/remote tbc)	Local Review Body		Three to five Members (of Planning Committee), to be confirmed by the Clerk	Clerk
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Week 7 (20-24 June 2022)

Date	Topic	Description	Attendance	Lead Officers
Monday 20 June, 10 am – 12 noon (tbc) (Venue/remote tbc)	Appointment to ALEOs	Training on the role of Members who are appointed as Directors of Arms-length External Organisations, including their duties and responsibilities as a director	Compulsory for all Directors of Enjoy Leisure, of East Lothian Investments, and of East Lothian Land	Carlo Grilli / Enjoy Leisure's solicitor / Richard Baty
Tuesday 21 June, 10 am – 12 noon (Venue/remote tbc)	Education Committee		All Education Committee Members	Clerk
Tuesday 21 June, 2 – 5 pm (Venue/remote tbc)	Audit & Governance Committee		All Audit & Governance Committee Members	Clerk
Thursday 23 June, 10 am – 12 noon (Venue/remote tbc)	Licensing Board		All Licensing Board Members (who have completed and passed training)	Licensing Solicitor / Clerk
Thursday 23 June, 2 – 5 pm	Integration Joint Board (IJB)		All IJB Members	Clerk

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(Venue/remote tbc)				
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Week 8 (27 June – 1 July 2022)

Date	Topic	Description	Attendance	Lead Officers
Tuesday 28 June, 10 am – 3 pm (Venue/remote tbc)	East Lothian Council		All Members	Clerk
Wednesday 29 June, 10 am – 1 pm (Venue/remote tbc)	Integrated Joint Board Audit & Risk Committee		All IJB Audit & Risk Committee members	Clerk

Sessions to be added at a later date:

- Data Protection – e-learning (to be completed within six weeks of being elected) (all councillors)
- Freedom of Information – e-learning (to be completed within six weeks of being elected) (all councillors)
- Records management – e-learning (to be completed within six weeks of being elected) (all councillors)
- Equalities – e-learning (to be completed within six weeks of being elected) (all councillors)
- Health and Safety – e-learning (to be completed within six weeks of being elected) (all councillors)
- Council Policies and Strategies – inc. in half-day briefing session in August/September 2022 (new councillors)
- Public protection, corporate parenting and the role of the CSWO – inc. in half-day briefing session in August/September 2022 (new councillors)
- Duties and responsibilities re. representation on outside bodies – inc. in half-day briefing session in August 2022/September 2022 (new councillors)
- Tour of the Contact Centre and other Council facilities – August/September 2022 (new councillors)
- Partnership working with Police and Fire & Rescue Services – MS Teams session in autumn 2022 (all councillors)

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- Recruitment and Selection – e-learning + half-day face-to-face training session in autumn 2022 (Note: only councillors who have completed this training will be eligible to participate in the Chief Officer and Head Teacher Appointments Sub-Committee) (all councillors invited to attend)

Key contacts:

Lel Gillingwater (Mon – Wed am) and Jill Totney (Wed pm – Fri)

Hazel Boak

Luke Dunn

DRAFT

**East Lothian Council
Draft Schedule of Meetings May-June 2022**

Day	Date	Time	Committee/Meeting
Tues	24 May 2022	10.00	East Lothian Council
	w/b 30 May 2022	Various	Education Appeals*
Tues	7 June 2022	10.00	Planning Committee
Thurs	9 June 2022	10.00 14.00	Licensing Sub-Committee Policy & Performance Review Committee
Tues	14 June 2022	10.00 14.00	Cabinet Police, Fire and Community Safety Scrutiny Committee
Thurs	16 June 2022	14.00	Local Review Body (Planning)
Tues	21 June 2022	10.00 14.00	Education Committee Audit & Governance Committee
Thurs	23 June 2022	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board
Tues	28 June 2022	10.00	East Lothian Council
Wed	29 June 2022	10.00	IJB Audit & Risk Committee

7 February 2022

Note – all meetings will be held via Connect Remote unless advised otherwise.

* There will be a number of sessions scheduled for the w/b 30 May (and possibly into the following week) to consider any education placing appeals. These sessions involve only one Elected Member, usually the Convener of the Education Committee.

Asset Review

Office Rationalisation

Accommodation for Elected Members

Background – Asset Review

- Council’s approved Asset Strategy and Management Plan in January 2019 highlights the need to act as a corporate landlord and continually reviewing the effectiveness of our assets.
- The Council needs to build on and revisit asset recommendations previously carried out (completed February 2020) to ensure its built assets are appropriate, efficient and effective to enable best service delivery.
- Changes to Council policies support new ways of working (Homeworking and Worksmart).
- Our new workplace of the future will be less focused around traditional settings such as fixed desks and formal meeting rooms - ***focus is more around spaces that encourage us to work together and collaborate but allowing quiet work to also be supported on site as required.***

Proposals – Office Rationalisation

- All staff working to ratio

Understanding that the workplace will be more about connection and collaborative working than individual working.

- Explore how we work now, and how we will work in the future

Some people will be based in an office every day while others will be in the office less frequently, or from time to time, so our office space needs to work for everyone.

- Layouts to be as New Ways of Working

This will allow for flexible and remote working (and from home).

There will be fewer and bookable desks with more areas that allow networking and group working.

Proposals – Elected Members Accommodation

- In advance of 2022 Local Government Election, officers will identify potential accommodation options within the John Muir House campus for Elected Members, which will be allocated based on the numbers returned for each political group. This will also include provision for single-party/independent Members, as well as Members’ Services staff and equipment.
- Designs will be prepared and costed, budgets and programme agreed, and approval and authorisation obtained for work to proceed.
- Immediately following the election, officers will work with political group leaders to determine the allocation of accommodation in order that Members can access their offices as soon as practicable.
- The location of Members’ accommodation will take into account proximity to kitchen and toilet facilities.

REPORT TO: East Lothian Council

MEETING DATE: 22 February 2022

BY: Executive Director for Council Resources

SUBJECT: Schedule of Meetings 2022/23

7

1 PURPOSE

- 1.1 To set the Schedule of Meetings of the Council, committees and other forums for the period August 2022 to June 2023, subject to the provisions set out in Section 3.6 of this report.

2 RECOMMENDATIONS

- 2.1 The Council is asked:
- i. to approve the proposed Schedule of Meetings for 2022/23;
 - ii. to note that the date of the budget-setting meeting will be set at a later date;
 - iii. to note that the schedule is subject to change, and that any changes will be communicated to Members and officers as soon as practicable; and
 - iv. to note that any proposed changes to the decision-making structures will be presented to Council for approval.

3 BACKGROUND

- 3.1 The annual Schedule of Meetings for 2022/23 is presented to Members for approval. There are c.120 committee meetings scheduled for 2022/23, and the schedule largely follows the pattern set in recent years.
- 3.2 Members should note that the Integration Joint Board (IJB) sets its own dates (including those for the IJB Audit & Risk Committee). As these meeting dates have not yet been approved by the IJB, the dates included on the schedule are provisional and therefore subject to change.
- 3.3 Members should also note that the date of the budget-setting meeting (likely to take place mid-late February) will be scheduled and communicated to Members in due course. In addition, it is likely that a special meeting of the Audit & Governance Committee will be required

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

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

3.5 Details of meeting arrangements (remote meetings/venues) will be issued in due course, in accordance with COVID-19 guidance and subject to the installation of the hybrid meeting/webcasting system in the Council Chamber.

3.6 Members are asked to note that the schedule is subject to change and that any changes will be communicated as soon as practicable. Should there be any proposed changes to the decision-making structures following the local government election, then any such proposals and associated changes to the Schedule of Meetings will be presented to Council for approval.

4 POLICY IMPLICATIONS

4.1 None

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

6.1 Financial - None

6.2 Personnel - None

6.3 Other - None

7 BACKGROUND PAPERS

7.1 East Lothian Council Standing Orders

AUTHOR'S NAME	Lel Gillingwater
DESIGNATION	Team Manager – Democratic & Licensing
CONTACT INFO	lgillingwater@eastlothian.gov.uk x7225
DATE	31 January 2022

**East Lothian Council
Schedule of Meetings 2022/23**

Day	Date	Time	Committee/Meeting	Venue*
Tues	16 August 2022	10.00	Planning Committee	
Thurs	18 August 2022	14.00	Local Review Body (Planning)	
Tues	23 August 2022	10.00	East Lothian Council	
Thurs	25 August 2022	10.00	East Lothian Licensing Board	
Tues	30 August 2022	14.00	Musselburgh Common Good Committee	
Thurs	1 September 2022	10.00	Employee Appeals Sub-Committee	
Tues	6 September 2022	09.15 10.00 14.00	Haddington Common Good Committee Planning Committee Members' Briefing	
Thurs	8 September 2022	10.00 14.00	Licensing Sub-Committee Policy & Performance Review Committee	
Tues	13 September 2022	10.00 14.00	Cabinet IJB Audit & Risk Committee (tbc by IJB)	
Wed	14 September 2022	14.00	Joint Consultative Committee	
Thurs	15 September 2022	10.00 14.00	Homelessness Appeals Sub-Committee East Lothian Integration Joint Board (tbc by IJB)	
Tue	20 September 2022	10.00	Audit & Governance Committee	
Thurs	22 September 2022	10.00 14.00	East Lothian Licensing Board, to be followed by East Lothian Local Licensing Forum/Board Joint Meeting Petitions & Community Empowerment Review Committee	
Thurs	29 September 2022	10.00 14.00	Dunbar Common Good Committee North Berwick Common Good Committee	
Tues	4 October 2022	10.00 14.00	Planning Committee Members' Briefing	
Thurs	6 October 2022	10.00 14.00	Employee Appeals Sub-Committee Local Review Body (Planning)	
Thurs	13 October 2022	10.00	Licensing Sub-Committee	
<i>Autumn Recess: Friday 14 October – Monday 24 October 2022</i>				
Tues	25 October 2022	10.00	East Lothian Council	
Thurs	27 October 2022	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board (tbc by IJB)	

Tues	1 November 2022	10.00	Planning Committee	
Thurs	3 November 2022	10.00	Employee Appeals Sub-Committee	
Tues	8 November 2022	10.00 14.00	Cabinet Members' Briefing	
Thurs	10 November 2022	10.00 14.00	Licensing Sub-Committee Police, Fire & Community Safety Scrutiny Committee	
Tues	15 November 2022	10.00	Musselburgh Common Good Committee	
Wed	16 November 2022	10.00	Dunbar Common Good Committee	
Thurs	17 November 2022	10.00 14.00	Homelessness Appeals Sub- Committee Local Review Body (Planning)	
Tues	22 November 2022	09.15 10.00	North Berwick Common Good Committee Education Committee	
Thurs	24 November 2022	10.00	East Lothian Licensing Board	
Tues	29 November 2022	10.00	Audit & Governance Committee	
Thurs	1 December 2022	10.00 14.00	Employee Appeals Sub-Committee Petitions & Community Empowerment Review Committee	
Tues	6 December 2022	09.15 10.00 14.00	Haddington Common Good Committee Planning Committee IJB Audit & Risk Committee (tbc by IJB)	
Wed	7 December 2022	14.00	Joint Consultative Committee	
Thurs	8 December 2022	10.00 14.00	Licensing Sub-Committee East Lothian Integration Joint Board (tbc by IJB)	
Tues	13 December 2022	10.00	East Lothian Council	
Thurs	15 December 2022	10.00 14.00	Policy & Performance Review Committee Local Review Body (Planning)	
<i>Winter Recess: Tuesday 20 December 2022 – Tuesday 3 January 2023</i>				
Tues	10 January 2023	10.00	Planning Committee	
Thurs	12 January 2023	10.00	Licensing Sub-Committee	
Tues	17 January 2023	10.00 14.00	Cabinet Members' Briefing	
Thurs	19 January 2023	10.00 14.00	Homelessness Appeals Sub- Committee Local Review Body (Planning)	
Thurs	26 January 2023	10.00	East Lothian Licensing Board	
Thurs	2 February 2023	10.00	Employee Appeals Sub-Committee	
Tues	7 February 2023	10.00 14.00	Planning Committee Members' Briefing	
Wed	8 February 2023	10.00	Dunbar Common Good Committee	
Thurs	9 February 2023	10.00	Licensing Sub-Committee	
Tues	14 February 2023	10.00	Audit & Governance Committee	

Wed	15 February 2023	10.00	North Berwick Common Good Committee	
Thurs	16 February 2023	14.00	Local Review Body (Planning)	
Tues	21 February 2023	10.00	Haddington Common Good Committee	
Thurs	23 February 2023	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board (tbc by IJB)	
Tues	28 February 2023	10.00	East Lothian Council	
Wed	1 March 2023	14.00	Joint Consultative Committee	
Thurs	2 March 2023	10.00 14.00	Employee Appeals Sub-Committee Petitions & Community Empowerment Review Committee	
Tues	7 March 2023	10.00 14.00	Planning Committee Members' Briefing	
Thurs	9 March 2023	10.00 14.00	Licensing Sub-Committee Policy & Performance Review Committee	
Tues	14 March 2023	10.00 14.00	Cabinet IJB Audit & Risk Committee (tbc by IJB)	
Thurs	16 March 2023	10.00 14.00	Homelessness Appeals Sub-Committee Local Review Body (Planning)	
Tues	21 March 2023	10.00 14.00	Education Committee Musselburgh Common Good Committee	
Thurs	23 March 2023	14.00	East Lothian Integration Joint Board (tbc by IJB)	
Tues	28 March 2023	10.00	Planning Committee	
Thurs	30 March 2023	10.00	East Lothian Licensing Board	
<i>Spring Recess: Friday 31 March – Monday 17 April 2023</i>				
Tues	18 April 2023	14.00	Members' Briefing	
Tues	25 April 2023	10.00	East Lothian Council	
Thurs	27 April 2023	10.00	East Lothian Licensing Board	
Tues	2 May 2023	10.00	Planning Committee	
Thurs	4 May 2023	10.00	Employee Appeals Sub-Committee	
Tues	9 May 2023	10.00 14.00	Cabinet Members' Briefing	
Thurs	11 May 2023	10.00 14.00	Licensing Sub-Committee Police, Fire and Community Safety Scrutiny Committee	
Tues	16 May 2023	14.00	Musselburgh Common Good Committee	
Thurs	18 May 2023	10.00 14.00	Homelessness Appeals Sub-Committee Local Review Body (Planning)	
Thurs	25 May 2023	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board (tbc by IJB)	

Thurs	1 June 2023	10.00 14.00 14.00	Employee Appeals Sub-Committee Dunbar Common Good Committee North Berwick Common Good Committee	
Tues	6 June 2023	10.00 14.00	Planning Committee IJB Audit & Risk Committee (tbc by IJB)	
Thurs	8 June 2023	10.00 14.00	Licensing Sub-Committee Petitions & Community Empowerment Review Committee	
Tues	13 June 2023	10.00 14.00	Audit & Governance Committee Haddington Common Good Committee	
Wed	14 June 2023	14.00	Joint Consultative Committee	
Thurs	15 June 2023	10.00 14.00	Policy & Performance Review Committee Local Review Body (Planning)	
Tues	20 June 2023	10.00	Education Committee	
Thurs	22 June 2023	10.00 14.00	East Lothian Licensing Board East Lothian Integration Joint Board (tbc by IJB)	
Tues	27 June 2023	10.00	East Lothian Council	

1 February 2022 – Version 1

***Key to venues**

Venues to be added once:

- the position is known regarding the return to face-to-face meetings, and
- the completion date is known for the building works being carried out in the Council Chamber (*currently estimated at September 2022*).

REPORT TO: East Lothian Council
MEETING DATE: 22 February 2022
BY: Executive Director for Council Resources
SUBJECT: Appointments to Committees

8

1 PURPOSE

1.1 To appoint Councillors Forrest and McGinn to the Cabinet.

2 RECOMMENDATIONS

2.1 That Council approves the appointment of Councillors Forrest and McGinn to the Cabinet, on a temporary basis.

3 BACKGROUND

3.1 The Administration wishes to appoint Councillors Forrest and McGinn to the Cabinet on a temporary basis, to cover Councillor Goodfellow's period of leave of absence. It is proposed that Councillor Forrest will act as Cabinet Spokesperson for Housing, and that Councillor McGinn will act as Cabinet Spokesperson for Community Wellbeing.

4 POLICY IMPLICATIONS

4.1 None

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

- 6.1 Financial – the proposed changes meet the requirements of the remuneration regulations in terms of the number of councillors receiving special responsibility allowances.
- 6.2 Personnel – none
- 6.3 Other – none

7 BACKGROUND PAPERS

- 7.1 East Lothian Council Standing Orders

AUTHOR'S NAME	LeI Gillingwater
DESIGNATION	Team Manager – Democratic and Licensing
CONTACT INFO	lgillingwater@eastlothian.gov.uk x 7225
DATE	7 February 2022

REPORT TO: East Lothian Council

MEETING DATE: 22 February 2022

BY: Executive Director for Council Resources

SUBJECT: Submissions to the Members' Library Service,
30 November 2021 – 7 February 2022

9

1 PURPOSE

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

2 RECOMMENDATIONS

- 2.1 Council is requested to note the reports submitted to the Members' Library Service between 30 November 2021 and 7 February 2022, as listed in Appendix 1.

3 BACKGROUND

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

4 POLICY IMPLICATIONS

- 4.1 None

5 INTEGRATED IMPACT ASSESSMENT

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

6 RESOURCE IMPLICATIONS

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

7 BACKGROUND PAPERS

- 7.1 East Lothian Council's Standing Orders – 3.4

AUTHOR'S NAME	Lel Gillingwater
DESIGNATION	Team Manager - Democratic & Licensing
CONTACT INFO	lgillingwater@eastlothian.gov.uk
DATE	7 February 2022

**MEMBERS' LIBRARY SERVICE RECORD FOR THE PERIOD
30 November 2021 – 7 February 2022**

Reference	Originator	Document Title	Access
122/21	Head of Infrastructure	Nature Restoration Fund 2021/22: East Lothian Council's Grassland Habitat Restoration Project	Public
123/21	Executive Director for Council Resources	HR Establishment Changes for November 2021	Private
124/21	Executive Director for Council Resources	Service Review – Council Support	Private
125/21	Head of Infrastructure	Proposed Alterations and Upgrading of Coastal Toilets at Gullane Bents, Gullane	Public
126/21	Executive Director for Council Resources	Employee Equal Pay Audit 2020/21	Public
127/21	Executive Director for Council Resources	Equalities Monitoring Report 2020/21	Public
128/21	Head of Housing	Strategic Housing Investment Plan	Public
129/21	Executive Director for Place	Cockenzie Power Station Site: Seagreen 1A Option Agreement	Private
130/21	Executive Director for Place	East Lothian Council Public Sector Climate Change Reporting – 2020/21	Public
131/21	Executive Director for Council Resources	Staffing Report for the Creation of an Estates Support Assistant within Strategic Asset & Capital Plan Management	Private
132/21	Head of Infrastructure	Building Warrants Issued under Delegated Powers – November 2021	Public
133/21	Executive Director for Place	Proposed Extensions and Alterations at West Barns, St Gabriel's and Pinkie St Peter's Primary Schools	Public
134/21	Head of Communities and Partnerships	Insurance Services - Externalisation of Service and Policy, Renewed Arrangements for 2021/22	Private
135/21	Head of Infrastructure	Sale of the Former Tranent Infant School, Tranent	Private
01/22	Executive Director for Place	Decriminalised Parking Enforcement Contract Extension Recommendations	Private
02/22	Head of Corporate Support	Establishment Changes for December 2021	Private
03/22	Executive Director for Education and Children's	Review of Children's Services: Redesign for Better Outcomes	Private

	Services		
04/22	Head of Infrastructure	Small Land Sale – Dunbar	Private
05/22	Executive Director for Council Resources	Staffing Report for the Creation of Two Young Carers Youth Worker Posts within the Inclusion & Wellbeing Service	Public
06/22	Executive Director for Council Resources	Staffing Report for the Creation of a Project Officer - Commissioning within the Improvement Team	Private
07/22	Executive Director for Council Resources	Staffing Report for the Creation of an Improvement Officer – Print & Mail Services within the Improvement Team	Private
08/22	Executive Director for Council Resources	Bad Debt and Credit Balance Write Offs	Public
09/22	Head of Communities	East Lothian Advice Consortium 2021/22 Q2 Performance Report	Private
10/22	Head of Corporate Support	Establishment Changes for January 2022	Private
11/22	Head of Corporate Support	Quarterly Customer Feedback Reporting	Public

7 February 2022