



MINUTES OF THE MEETING OF THE CABINET

TUESDAY 10 SEPTEMBER 2024
VIA DIGITAL HYBRID MEETING FACILITY

1

Cabinet Members Present:

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

Other Councillors Present:

Councillor C Yorkston

Council Officials Present:

Ms L Brown, Executive Director for Education and Children's Services
Ms S Fortune, Executive Director for Council Resources
Ms N McDowell, Head of Education
Ms H Barnett, Head of Corporate Support
Ms W McGuire, Head of Housing
Mr T Reid, Head of Infrastructure
Mr S Cooper, Service Manager - Communications
Mr C Grilli, Service Manager – Governance
Mr P Ritchie, Service Manager – People & Council Support
Mr J Coutts, Service Manager – Community Housing & Homelessness
Mr A Stubbs, Service Manager - Roads
Ms Z Rathe, Team Manager – Information Governance
Ms N Sandford, Team Manager - Homelessness
Mr I King, Team Manager – Asset & Regulatory
Ms M Hadow, Transportation Planning Officer

Clerk:

Ms F Currie
Ms E Barclay (Meeting Administrator)

Apologies:

Councillor A Forrest

Declarations of Interest:

None

The Clerk advised that meeting was being webcast live via the Council's website in order to allow the public access to the democratic process in East Lothian. She 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 a recording of the meeting would be publicly available for up to six months from the date of the meeting.

1. MINUTES FOR APPROVAL: CABINET, 14 MAY 2024

The minutes of the meeting of the Cabinet on 14 May 2024 were approved.

2. FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 AND DATA PROTECTION ACT 2018 (GDPR) – COMPLIANCE STATISTICS IN 2023

A report was submitted by the Executive Director for Council Resources to report on the Council's compliance with the 20-working day timescale laid down by the Freedom of Information (Scotland) Act 2002 and the Council's compliance with the timescale laid down by the Data Protection Act 2018 (GDPR) for the calendar year 2023 (i.e. 1 January 2023 to 31 December 2023).

The Team Manager – Information Governance, Zarya Rathe, presented the report. She the number and complexity of Freedom of Information (FOI) requests and Subject Access Requests had increased during 2023; however, compliance with statutory response timescales had remained high. She provided a breakdown of the statistics and outlined some of the challenges in responding to more complex requests. She also noted an increase in the number of internal reviews - where a subject seeks a review of the response to their original request - and the consequent impact on staff time. She advised that her Team was working to quantify the impact across the Council, with the intention of providing further detail in the next annual report.

Ms Rathe responded to questions from Councillor Dugdale and Councillor McGinn. She confirmed that there had been an upward trend in the number of FOI requests over the last 4 years and that she expected this to continue, along with an increase in the proportion of cases progressing to internal review. She agreed that figures relating to vexatious requests could be included in future annual reports. She explained that vexatious requests were relatively unusual, and that this classification referred to the request itself, rather than the person making it. She added that the Council did receive some requests which had a significant impact on staff time but, if these were proved to have no malicious intent, the Council had a duty to provide a response.

Decision

The Cabinet agreed to note the report and provided feedback on the compliance statistics.

3. ANNUAL PENSIONS REPORT 2023/24

A report was submitted by the Executive Director for Council Resources to summarise the early retirement activity within the financial year 2023/24, in accordance with External Audit requirements and Council Policy.

The Service Manager – People & Council Support, Paul Ritchie, presented the report. He drew Members' attention to the summary of the Council's retirement activity in the financial year

2023/24 in three main categories. He also directed Members to the information contained in the report relating to the ongoing financial implications for the Council.

Responding to questions from the Convener, Mr Ritchie explained that the number of staff taking flexible retirement had remained relatively steady in recent years with a slight increase in 2023/24. He advised that HR did not hold figures for the number of flexible retirement requests that had been refused, as these decisions were taken within each service area.

Decision

The Cabinet agreed to note the content of the report with regard to the pension activity in respect of early retirements in the financial year 2023/24.

4. HOMELESSNESS ACTION PLAN – RESPONSE TO NATIONAL HOUSING EMERGENCY

A report was submitted by the Executive Director for Place to seek approval for the East Lothian Homelessness Action Plan 2024-26 and associated interim amendments to the Council's Housing Allocations Policy in recognition of the national housing emergency.

The Head of Housing, Wendy McGuire, presented the report. She outlined the background to the recommendations reminding Members of the current housing emergency, as declared by the Scottish Government in May 2024, and some of the unique and distinct challenges facing the Council in its delivery of homelessness services. In April 2024, the Scottish Housing Regulator had declared 8 local authorities at heightened risk of systemic failure in the delivery of these services, of which East Lothian was one. High levels of breaches of the unsuitable accommodation order and increased use of temporary accommodation were key factors in this assessment. Ms McGuire said that the Council remained committed to doing all it could to prevent, tackle and mitigate homelessness pressures. There were a number of actions contained in the plan and two specific interim amendments were being recommended to the Council's housing allocations policy to help to address these issues. She provided some statistics to illustrate the challenges and the financial implications for the Council; in particular, that 93% of those waiting for more than a year were single person households which reflected the low availability of one-bedroom properties. She concluded that the proposed amendments to the housing allocations policy, and other actions in the plan, should help to maximise opportunities for rehousing and reduce the time spent in temporary accommodation.

Ms McGuire responded to questions from Councillor Akhtar. She provided details of the funding being offered by the Scottish Government to support actions to address the housing emergency. She said that the policy intention was for local authorities to use this money for open market acquisition rather than the delivery of new build affordable homes. She said that this was disappointing as the limited resources already provided to support new builds meant that while the Council had the potential to deliver 800 units over 3 years, it could only afford to deliver 107.

Councillor Akhtar asked if an interim report could be provided before the 6-month review point as these were significant amendments to the allocations policy. Ms McGuire said that this would be possible. The Convener suggested that this interim update could be presented directly to Members, with no need for it to come forward to a future Cabinet meeting.

In response to questions from the Convener, Ms McGuire confirmed the current arrangements in the allocations policy. James Coutts, Service Manager – Community Housing & Homelessness, replied regarding the impact of the changes for those on benefits, where a single person was allocated a two-bedroom property. He explained that a discretionary

housing payment was available for underoccupancy and that this would continue for the foreseeable future.

Replying to further questions, Nicola Sandford, Team Manager – Homelessness, confirmed that when allocating a property, the housing officer would consider a variety of aspects including antisocial behaviour, previous arrears, and vulnerabilities such as mental health. If it was felt that a person may not manage in their new property, support would be provided from the outset. Ms McGuire added that arrangements would continue to be put in place to maintain the balance within communities and that this would be done sensitively, in conjunction with the Housing Options Team and the Community Housing Team, to ensure that the right supports were in place.

Following a final question from Councillor McGinn, Ms McGuire agreed that the information provided following the review period would include a breakdown for each main town.

Councillor McMillan welcomed the paper which he said brought into focus that as well as being about policy, this was also about providing people with a home, often in difficult circumstances. He referred to the housing emergency and the resource problems but said that, in all of the cases he had brought to officers he had been hugely impressed by their care and professionalism. He commended the range of options detailed in the report that would continue to be explored, and he commended the staff who he said were doing their best for all concerned in very difficult circumstances.

Councillor Akhtar observed that most of the queries received by councillors involved housing issues. As a result, councillors were familiar with the detrimental impact of homelessness on individuals, often due to circumstances out with their control. She thanked officers for going above and beyond in their efforts to help people. She expressed disappointment in the level of support being provided to local authorities and its impact on the Council's ability to deliver affordable housing units to tackle the housing crisis. She encouraged Members to join her in pursuing options to lobby Scottish Ministers about other support that could be provided. She welcomed the proposals contained in the report but reiterated the need for more action at a national level.

Councillor McGinn concurred with his colleagues' remarks. He said that the Council was committed to tackling this issue in East Lothian and he welcomed the proposals in the report. He also offered his thanks to officers working in the housing service. He said that over the last few months he had been working with young women who were at risk or victims of domestic abuse, and he had seen first-hand how well council officers worked with other agencies to support these individuals. He concluded by stating that action was needed across the country to address the housing crisis.

Councillor Dugdale agreed wholeheartedly with the views of her fellow councillors. She said it was important to show what the Council was trying to do to alleviate homelessness in the county, and to highlight the difficulties facing single people in securing a home and moving on with their lives. It was also important to consider and not underestimate the impact homelessness had on these individuals. She fully supported the proposals in the report and offered her thanks to all staff in the housing service.

The Convener concurred with all of the previous comments. He commended officers for their efforts and acknowledged the difficulties in finding suitable accommodation for people affected by homelessness. He said that the action plan prepared by officers would go some way to helping as many people as possible to get out of temporary accommodation more quickly. He noted that 93% of homelessness cases were single households and that one of the actions proposed would allow a single person to occupy a two-bedroom property. He stated that the reduction in national funding had made it impossible for the Council to deliver 800 affordable homes over 3 years. Despite the Council delivering 350 affordable homes in the last year, the

housing crisis in East Lothian was increasing and he believed that this trend would continue without additional resources being made available. In the meantime, the Council would do all it could locally to try to reduce the time people spent in temporary accommodation. He looked forward to seeing the impact of the proposed actions over the next 6 months.

The Convener moved to a roll call on the recommendations, which were approved unanimously.

Decision

The Cabinet agreed unanimously, by roll call vote:

- i. To approve the East Lothian Homelessness Action Plan prepared in response to the National Housing Emergency.
- ii. To the interim amendments to the Council's Housing Allocations Policy, to assist with identified homelessness pressures, with an implementation date of 1 October 2024.
- iii. To note that East Lothian Tenant's & Resident's Panel had been consulted in relation to the proposed amendments and fully supported the Action Plan and associated amendments to the Allocations Policy.
- iv. To the policy amendments being reviewed and brought back to Cabinet in 6 months to monitor the impact of the changes.

5. REDETERMINATION OF COUNTESS CRESCENT, DUNBAR

A report was submitted by the Executive Director for Place to seek approval of the statutory procedures necessary to make and amend Traffic Regulation Orders (TROs) to close Countess Crescent, Dunbar to motorised vehicles.

The Service Manager - Roads, Alan Stubbs, provided a detailed summary of the report. He outlined the previous actions to close part of Countess Crescent to motor vehicles under the Spaces for People programme during Covid and, following public consultation, proposals to make this a permanent change a permanent. He advised that two objections had been received following the formal TRO consultation process from the community council and a local business owner. Following dialogue with officers, the community council agreed that their concerns had been addressed but maintained their support for the remaining objector. Officers considered these objections but set them aside as the individual had objected to existing double yellow lines, rather than the proposals for permanent road closure and so these views were not considered relevant to the TRO.

The Convener commented that the closure of this section of the road had improved the safety of the area tremendously, and in particular the access to Dunbar Primary School. He fully supported the proposal and noted that the majority of the local community were in favour of the change. He also acknowledged the concerns expressed by the local business owner and noted that officers would continue to engage with him about his concerns.

Councillor Dugdale echoed the Convener's remarks. She emphasised the importance of enhancing the safe route to school and welcomed the proposal.

Councillor McMillan concurred with his colleagues' remarks on safety and access, and he too welcomed the proposal. He added that, from an economic development point of view, he would be happy to engage with local businesses and, in the meantime, he was happy to support the proposal.

The Convener moved to a roll call on the recommendations, which were approved unanimously.

Decision

The Cabinet agreed unanimously, by roll call vote, to approve the statutory procedure necessary to make or amend a Traffic Regulation Order in accordance with the relevant legislation in respect of Countess Crescent, Dunbar.

6. TRAFFIC REGULATION ORDERS TO PROHIBIT OVERNIGHT PARKING AT COASTAL CAR PARKS

A report was submitted by the Executive Director for Place to seek approval of the statutory procedures necessary to make and amend Traffic Regulation Orders (TRO) to prohibit overnight parking at coastal car parks.

Mr Stubbs presented the report. He advised that since the Covid pandemic there had been an increase in number of vehicles parking overnight in coastal car parks. Camping and motorhome activity had caused damage to biodiversity from the lighting of fires to the generation of litter. In January 2023, approval had been given for an experimental TRO to prohibit overnight parking in coastal car parks between 2200hrs to 0600hrs. While no formal objections were received during the implementation period, comments were made on the length of the enforcement period. This feedback had been taken on board and the proposed TRO reduced the enforcement period to between 2200hrs and 0400hrs. It would also make provision for the creation of additional motorhome parking spaces in the Council's car parks in the future.

Mr Stubbs responded to questions from the Convener. He confirmed that the issue of campervans parking on local streets when car parks were full would be considered as part of a county-wide review of car parking provision that was currently underway. He explained that within the proposed TRO exemptions would be made in a number of locations allowing a limited number of parking bays for campervans. Officers had also worked closely with businesses that had facilities to support campervan parking and were promoting these as a complement to other actions being taken. Mr Stubbs also confirmed that public consultation was part of the TRO process and local residents and businesses would have the opportunity to make representations on the proposals. The process would also involve agreeing where the campervan spaces would be located and how they would operate.

Tom Reid, the Head of Infrastructure, added that when the multi-agency group had begun its work it had consulted with providers of campervan parking and the vast majority had indicated that that had capacity. However, there remained an issue of how to manage those campervan owners who did not want to pay to park in a formal site.

Mr Stubbs replied to a final question from Councillor Akhtar. He confirmed that, where possible, the Council would look to reinvest in improving the amenities and protecting the environment at these sites.

Councillor McMillan welcomed the proposals noting the positive developments over the last few years to improve amenities at Longniddry and Gullane coastal car parks. He supported the need to protect the county's coastline and wild places while providing access for visitors but emphasised the need for drivers to act responsibly when choosing places to park overnight. He also noted the change to the enforcement time which had been made following feedback from regular car park users, and he thanked staff for their efforts in preparing this paper.

Councillor McGinn also welcomed the report and the work behind it. He was pleased that officers had listened to and acted upon the concerns of local groups. He said that despite initial objections and concerns the ban on overnight parking at coastal car parks had been working very well, and this was due in no small part to the officers who had responded to the comments and needs of visitors. He also commended the countryside ranger service who worked in collaboration with other agencies to ensure that coastal car parks were accessible but also used appropriately.

The Convener was also in support of the proposals. He said that the Council had a duty to protect its coastline while also providing access for residents and visitors. The change to the timing of the enforcement period was a compromise and he welcomed the opportunity for further consultation. He noted that the restrictions would continue to be monitored and enforced which he hoped would provide reassurance to local residents.

The Convener moved to a roll call on the recommendations, which were approved unanimously.

Decision

The Cabinet agreed unanimously, by roll call vote, to approve the statutory procedure necessary to make and amend the Traffic Regulation Orders in accordance with the relevant legislation in respect of locations and proposals listed in appendix A to the report.

Signed
Councillor Norman Hampshire
Council Leader and Convener of Cabinet

REPORT TO: Cabinet

MEETING DATE: 12 November 2024

BY: Executive Director for Council Resources

SUBJECT: ELC Procurement Annual Report

2

1 PURPOSE

- 1.1 To inform Cabinet of East Lothian Council's Annual Procurement Report 2023-2024.

2 RECOMMENDATIONS

- 2.1 That Cabinet notes the report.

3 BACKGROUND

- 3.1 Under the obligations of the Procurement Reform (Scotland) Act 2014, a Contracting Authority is obliged to prepare and publish an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of its financial year. This report covers the period from 01 April 2023 to 31 March 2024.
- 3.2 The Act details that the annual procurement report should be relevant and proportionate to its size and spend. The annual report can aid visibility of purchasing activities; be a mechanism for conveying how a contracting authority is meeting legislative requirements and outline how a contracting authority's procurement activity is contributing to the delivery of its broader aims and objectives.
- 3.3 The East Lothian Council Plan 2022 – 2027 and the three new corporate priorities feed into the Councils Procurement Strategy 2023 – 2028.
- 3.4 This is the first Procurement Annual Report against the Procurement Strategy 2023 – 2028, which was approved by Cabinet in November 2023. East Lothian Council's Procurement Strategy 2023-2028 sets out actions to deliver against the following:

Enablers	Outcomes
Procurement Capability	Good for Businesses and their Employees
Supplier Development	Good for Places and Communities
Engagement	Good for Society
Collaboration	Open and Connected

3.5 The annual report (see Appendix 1 to this report) provides details of our monitoring and review of procurement activities against the enablers and objectives outlined above.

3.6 The following are some of the highlights that may be of particular interest to members:

Good for business and their employees

In 2023-24, we managed a total of 465 live contracts worth over £580 million throughout their lifetimes (across all types of contracting activity).

For regulated procurements, we managed 257 live contracts worth over £556 million throughout their lifetimes (across all types of contracting activity).

We awarded 41 new regulated contracts with a total value of circa £90 million (across all types of contracting activity).

Good for places and communities

53.5% of £154 million core Council spend in 2023-24 was spent with Local (3) suppliers. More than £85 million of the £154 million (55%) went to SMEs. Almost £20m (13%) went to third sector bodies.

Good for society

As well as supporting existing jobs, the Council's core contracts enabled the employment of 9 people, 7 apprenticeships, 9 unpaid and 2 paid work placements to be agreed during 2023/24. We also delivered or agreed a range of other benefits, including volunteering, financial and other contributions to community projects and the employment of local suppliers.

Open and connected

Our national advertising portal (Public Contracts Scotland - PCS) aims to make it as easy as possible for SMEs to bid for public contracts through notice alerts and enabling main contractors to advertise sub-contract opportunities, giving suppliers the chance to bid for contracts further down the supply chain.

For East Lothian Council, 105 new business opportunities were advertised, and suppliers were awarded 98 public sector contracts through PCS during the reporting period.

We continued to develop our engagement with our supply base and the SME community through our annual survey.

4 POLICY IMPLICATIONS

- 4.1 The production of an Annual Procurement Report is an obligation of Procurement Reform (Scotland) Act 2014, as outlined in the Corporate Procurement Strategy 2017 – 2022.

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 – N/A

7 BACKGROUND PAPERS

- 7.1 None.

Appendix 1: East Lothian Council Annual Procurement Report 2023- 2024.

Appendix 2: Annual Procurement Report Template - Annex A

AUTHOR'S NAME	Michelle Cockburn
DESIGNATION	Transformation & Digital Portfolio Manager / Service Manager - Procurement
CONTACT INFO	mcockburn@eastlothian.gov.uk
DATE	23 October 2024

ANNUAL PROCUREMENT REPORT

2023-24

Promoting economic, environmental and social outcomes which support recovery and growth.



Contents

Item	Page
Introduction	3-4
Reporting highlights	5-6
Summary of Council Procurement Activity	7
<ul style="list-style-type: none"> ● Good for businesses and their employees ● Good for places and communities ● Good for society ● Open and connected 	8-11 12-16 17-18 19-20
Enablers	21
<ul style="list-style-type: none"> ● Procurement Capability ● Procurement and Commercial Improvement Programme (PCIP) ● Supplier Development ● Engagement ● Collaboration 	21 22-23 23-24 24-25 26
Contracting activity and how our procurement activity contributes to value for money	27
Annual procurement report ownership and contact details	28
Annex 1 - Regulated Contracts From 1 April 2022 to 31 March 2023	29-33
Annex 2 - Summary of Anticipated Future Regulated Procurement Activity	34-35
Annex 3 - Procurement Sustainability Charter	36-39
Annex 4 – Service Plan Improvement Plan Update 2023-2024	40-41

Introduction

Background

This report provides an overview of East Lothian Council procurement activity during the period 1st April 2023 to 31st March 2024. It reflects our performance as a contracting authority.

The report is prepared in accordance with the requirements set out in the Procurement Reform (Scotland) Act 2014 which forms part of the public procurement legislation that governs how Scottish public bodies buy their goods, services and works.

We aim to deliver maximum value through public procurement activity.

The Public Procurement Strategy for Scotland

During the reporting year, the first ever Public Procurement Strategy for Scotland was developed by the Scottish Government. The new objectives in the strategy replaced the previous public procurement priorities and put them in the context of the vision that the strategy sets out for Scotland.

Annually, we review our Procurement Strategy to make sure it remains relevant and fit for purpose. In November 2023, Cabinet approved an update to our Procurement strategy 2023-2028 to align to and deliver against Public Procurement Strategy for Scotland.

Methodology

This report draws on Council data and management information (MI) as well as two other primary sources:

Public Contracts Scotland portal

The Public Contracts Scotland (PCS) service provides a national advertising portal for Scottish public bodies to post contract opportunities and contract award notices.

It is mandatory for all Scottish public sector organisations to use PCS to advertise all regulated procurements (£50,000 and over for goods/services; £2 million and over for works) and their subsequent awards.

In addition, East Lothian Council also uses PCS for direct requests for quotations (Quick Quotes), for lower-value, unregulated procurements.

Scottish Procurement Information Hub

Public procurement spend data is available through the Scottish Procurement Information Hub ('the Hub'). Each year, our raw accounts payable data is enhanced by a third-party supplier using publicly available data to classify suppliers by size, location, area of business, charity status and other characteristics, before it is uploaded to the Hub, where it is made available to us for analysis.

Spend data

Where data on total spend with all SMEs is reported (UK-wide), this is based on total size of organisations being known. For total spend in Scotland, this is based on postcode of organisations being known. Scottish SME spend is based on size and postcode being known.

Where relevant, this information is supplemented by evidence from other sources and from other research carried out by the Council during the year.

Reporting highlights

Some of our significant achievements in the period April 2023 to March 2024:

Good for business and their employees

In 2023-24, we managed a total of 465 live contracts worth over £580 million throughout their lifetimes (across all types of contracting activity).

For regulated procurements, we managed 257 live contracts worth over £556 million throughout their lifetimes (across all types of contracting activity).

We awarded 41 new regulated contracts with a total value of circa £90 million (across all types of contracting activity).

Good for places and communities

53.5% of £154 million core Council spend in 2023-24 was spent with Local (3) suppliers. More than £85 million of the £154 million (55%) went to SMEs. Almost £20m (13%) went to third sector bodies.

Good for society

As well as supporting existing jobs, the Councils core contracts enabled agreement of the employment of 9 people, 7 apprenticeships, 9 unpaid and 2 paid work placements. We also delivered or agreed a range of other benefits, including volunteering, financial and other contributions to community projects and the employment of local suppliers.

Open and connected

Our national advertising portal (Public Contracts Scotland - PCS) aims to make it as easy as possible for SMEs to bid for public contracts through notice alerts and enabling main contractors to advertise sub-contract opportunities, giving suppliers the chance to bid for contracts further down the supply chain.

For East Lothian Council, 105 new business opportunities were advertised, and suppliers were awarded 98 public sector contracts through PCS during the reporting period.

We continued to develop our engagement with our supply base and the SME community through our annual survey.

Procurement Capability

For the reporting period, the Service Plan Improvement Plan had 24 actions for the year. 20 (83%) were complete, 4 were carried over into the improvement plan for 2024/25. See Annex 4 Action Improvement Plan 2023-24.

Supplier Development

During the reporting period, we attended Scotland's Meet the Buyer event (May 2023), East Lothian Means Business event (October 2023) and ran our annual Supplier Survey (summer 2023).

We issued 90 Quick Quotes, 60 of which were awarded with 12 (20%) awarded to Local Suppliers.

Engagement

Throughout the year, we engaged with our executive team and Heads of Service at our Corporate Management Team (CMT) to ensure senior leaders understand their role in driving and enabling impactful procurement.

In October 2023, we engaged our internal customers via our annual customer survey. Results of which informed our Service Plan Action Plan for 2024-25.

Collaboration

We collaborate with Scotland Excel for most of our requirements. During the reporting period, we procured 56% contracts via collaborative frameworks.

For 2023-2024, East Lothian Council were participating in 54 of the 63 SXL frameworks available (86% participation) with a utilisation percentage of 73%. Estimated benefits accrued through use of these contracts for the reporting period are £180k.

14 suppliers local to East Lothian were engaged in 10 SXL arrangements, of these, 6 shared a total spend of £6million (£1,148,492 of this figure was East Lothian Council spend).

Summary of Council Procurement Activity

Overview

Through the reporting period the Council's procurement team have operated in the context of several challenges such as inflationary pressures and the cost-of-living crisis. We have worked with our suppliers, to progress sustainable procurement policies. A key piece of work focussed on preparation for meeting the requirements for the Council to become Living Wage Accredited during 2024-2025.

Our Procurement Strategy 2023-2028 set out enablers and objectives and what success looks like. The following sections explore our approaches and achievements against this in the reporting year 2023-2024.

Good for businesses and their employees

Maximise the impact of procurement to boost a green and inclusive economic recovery. Promote and enable innovation through Procurement.

By 'business' we include any organisation or enterprising entity engaged in commercial, industrial, or professional activities including, voluntary, charity, for-profit and non-profit entities.

Suppliers

Promoting early supplier engagement to foster innovative and entrepreneurial responses to Public Sector needs and requirements. Collaborating with organisations to deliver positive, green, and inclusive social impacts within public contracts. Having a holistic approach with key suppliers.

The national [Supplier Journey](#) provides free online, easy-to-access guidance for suppliers on all aspects of bidding, from finding opportunities and preparing bids, to lessons learned, and additional support.

East Lothian Council also provides [Procurement](#) guidance on our website for suppliers who may wish to work with us. It also provides contact details for the team, should suppliers have additional questions.

Feedback from suppliers is gathered via an annual survey as well as post-tender surveys. The annual Supplier Survey that was open from July-September 2023 informed updates to the guidance we

provide on our website. Other key improvements planned for 2024-2025 using this feedback are as follows:

- Standardising our documents
- Producing a video on procurement for suppliers
- Increasing our use of social media to promote opportunities
- Training sessions on Fair Work First, Community Benefits and Sustainability
- Use business breakfasts, where appropriate

We continue to use Scottish Procurement Information Hub Data to identify collaboration opportunities with other Local Authorities.

We monitor participation in collaborative procurements, specifically the use of Scotland Excel (SXL) frameworks via our quarterly business review meetings and reports.

For 2023-2024, East Lothian Council were participating in 54 of the 63 SXL frameworks available (86% participation) with a utilisation percentage of 73%.

2023/2024	Total 23/24
Net Reported Spend	£17,904,863
Total Estimated Savings	£179,765
Spend incl. savings	£18,084,628
% Savings	1.0%
Forecast Total Spend	£21,366,599

The percentage saving that is applied is the savings that is agreed at the time of contract award. The savings figures are not intended to represent cashable/bankable customer savings but are an estimate of the benefits that may be accrued through use of the contract.

Local suppliers engaged in Scotland Excel Frameworks 2023-2024:

- 14 suppliers available across 10 arrangements,
- Of these, 6 shared a total spend of £6million
- £1,148,492 of this figure was East Lothian Council spend
- In total 6 suppliers registered as local to East Lothian shared a combined spend > £4.7million from other SXL Members

Our Procurement Strategy 2023-2028 re-defined Local as “Local means East Lothian first, expanding to the Lothians, which includes Edinburgh, Midlothian and West Lothian and finally expanding to the Edinburgh and South-East Scotland City Region, which includes Fife and Scottish Borders local authorities”:

- Local 1: East Lothian
- Local 2: the Lothians (adds Edinburgh, Midlothian, and West Lothian)
- Local 3: Edinburgh and South-East Scotland City Region (adds Fife and Scottish Borders council areas)

2023-2024 spend from Scotland Excel frameworks against suppliers within the wider ‘local area’ is as follows:

Local Reporting Tier	Council Area	Scotland Excel Framework Spend £m
Local 1 Total	East Lothian Council Area	£4.7m
	Midlothian Council Area	£0.19m
	West Lothian Council Area	£0.43m
	City of Edinburgh Council Area	£1.31m
Local 2 Total	the Lothians	£6.63m
	Scottish Borders Council Area	£0.08m
	Fife Council Area	£2.04m
Local 3 Total	Edinburgh and South-East Scotland City Region	£8.75m

Supply Chain and Resilience

Encouraging a sustainable supply base that can support the work of the Public Sector to provide resilient and robust supply chains.

Developing appropriate relationships and putting forward looking plans in place to support the development of the Supply Markets, improving security of supply, and reducing risk.

All procurement colleagues completed the Competition and Markets Authority (CMA) E-Learning on bid rigging in public procurement. Learning from this is used to flag specific risks and shared with internal stakeholders via our Introduction to Procurement E-Learning module, “ethical issues in procurement” section that covers the procurement cycle and the contract management cycle.

Our Procurement Risk Register, Corporate Risk Register as well as risks captured within individual commodity strategies are informed using intelligence on Supply Chain Resilience gathered from various sources, including the Scotland Excel’s Supply Chain Intelligence Reports, which we share with our internal stakeholders.

Key supply chain challenges during the reporting period include inflationary cost increases, high interest rates and increased energy prices impacting supplier costs. There has also been increased pressure on Council budgets and supply chain disruption due to international conflict. Monitoring, managing, and reporting on corporate risks will transition to the Councils new risk management software during 2024/2025.

We produce regular “Inform” articles (Procurement Updates) for our Service colleagues, risk topics covered in 2023-24 include:

- April 2023: New Contract and Supplier Management Toolkit & Introduction to Procurement E-Learning module
- July 2023: Managing Prices - addressing market volatility, inflation, and supply shortages
- October 2023: Evaluation Toolkit

We introduced additional selection criteria checks for quick quotes, covering key risk areas (Quality Assurance, Health & Safety at Work Act 1974, Financial Health, insurances, police checks, etc.)

We updated our financial stability health evaluation guidance to ensure checks are proportionate to risks and accommodate new businesses.

We reviewed required insurance levels with our insurance advisors to ensure they remain proportionate and deliver best value.

Prompt payment of our supply chains, ensuring all suppliers and sub-contractors are paid on time, is critical to their sustainability, resilience and to Scotland’s economic recovery.

During the reporting period, we updated our contract documentation (Terms & Conditions), including strengthened obligations for prompt payment:

“Unless otherwise agreed in writing by the Council, payment shall be due 30 days after receipt by the Council of the correct invoice...” they further state that

“Where the Service Provider enters a sub-contract with a supplier for the purpose of performing the Contract, the Service Provider shall cause a term to be included in such sub-contract...”

SMEs, Third Sector and Supported Businesses

Consider how procurements are conducted and contracts are developed, to reduce barriers and enable participation for SMEs, Third Sector organisations, and Supported Business, in Public Sector Procurement.

As part of the Councils current Top 50 Indicators, we report against 3 tiers of Local as described earlier. Performance for the reporting period is as follows:

Measure	Actual	Target
% of procurement spent on local enterprises with East Lothian (Local 1)	18.2%	20%
% of procurement spent on local enterprises East Lothian, Edinburgh & the Lothians (Local 2)	51.4%	55%
% of procurement spent on local enterprises City Region Deal area (Local 3)	53.5%	57.5%

During the reporting period, we awarded contracts to 22 SMEs (total spend £85.6m), and to two third sector bodies (total spend £19.8m).

See also Good for businesses and their employees & Supplier Development sections for other relevant improvements made during the reporting period.

Contract Management

Carrying out ongoing proportional contract management to ensure the right outcomes are delivered and the performance of contracts is maximised.

In line with the Council's Standing Orders, we use Centre of Excellence (CoE) frameworks where there is a suitable pre-existing contract to fulfil our requirements. Most of our collaborative contracts are procured via SXL frameworks, where they lead on contract management at a framework level, and we undertake contract management at a local (call-off) level. At a framework level we benefit from a reduction in effort as well as cost avoidance.

We have updated the role of Contract and Supplier Managers (devolved to services), launched E-Learning that includes CSM roles and responsibilities and created a Contract and Supplier Management (CSM) Toolkit.

The Contract and Supplier Management (CSM) toolkit includes:

- Understanding roles and responsibilities
- Understand supplier obligations and key contract information (agreed during the tender process)
- Recording information in the Procurement System
- Escalating to procurement (if required)
- Preparing for the end of the contract
- Considering replacement contracts (market research)

During the 2022-2023 reporting period, the council implemented new Procurement Software (Contract and Supplier Registers).

Functionality has now been enhanced to support, document and report on Contract & Supplier Management, contract savings, fair work first obligations and benefits (financial, economic, environmental, or social).

See Community Benefits Table in next section for details of obligations delivered and agreed/in progress.

Good for places and communities

Maximising the impact of procurement with strong community engagement and development to deliver social and economic outcomes as a means to drive wellbeing by creating quality employment and skills.

Community Wealth Building – Fair Work First and Community Benefits

Maximising economic and social benefits through procurement and commissioning, applying fair work practices, developing good enterprises, and secure supply chains.

During the reporting period, the Council established a Community Wealth Building (CWB) working group. This Working Group met regularly to contribute to the CWB diagnostic that was prepared as part of development of the Local Economic Strategy and to develop the East Lothian Community Wealth Building Charter and Action Plan. The East Lothian Community Wealth Building Charter and Action Plan was approved by the East Lothian Partnership in December 2023.

Anchor Charter Mission Statement

To commit to long-term collaboration between East Lothian anchor institutions, supporting shared community wealth building goals to improve collective wellbeing and create a strong, resilient, and inclusive local and regional economy. This includes a commitment to the embedding of community wealth building principles and reporting on progress to the east Lothian partnership.

Signing up to the charter means that organisations commit to the Anchor Charter to deliver Community Wealth Building in East Lothian through the Pillar Purposes, Objectives and Pledges. The Action Plan covers the actions under the following Pillars/Activities:

- Overarching
- Progressive Procurement
- Advancing fair employment and just labour markets
- Plural ownership of the economy
- Socially just use of land
- Financial power

Following this, the Council appointed our first Community Wealth Building Officer (CWBO), to work across Economic Development and Procurement Services to apply community wealth building principles to develop and maximise spend with local businesses. The CWBO will coordinate delivery of the Councils CWB action plan during the 2024-2025 reporting period.

Our commodity strategy templates have been updated to ensure that officers consider children, young people, procurement equality duties, equality impact and sustainability at an early stage as part of commodity strategy development.

We ensure consideration of sustainable procurement for Relevant or Priority contracts at an early stage as part of commodity strategy development (using the Sustainable Prioritisation tools) and include savings/benefits obligations and Fair Work First Criteria within tenders, where it is proportionate and relevant.

During the reporting period, we updated our Community Benefits approach. The delivery of Community Benefits is a contractual obligation for all contracts where the aggregated spend is more than £50k and a statement/question is included in the tender documents for all such contracts. The table below shows Community Benefits delivered or agreed during 2023/24.

Community Benefit Category	Delivered in 2023/24	Agreed in 2023/24
Category 1: Training and Work experience (East Lothian resident)		<ul style="list-style-type: none"> 3 x Extended work experience 4+ weeks (paid) 2 x Extended work experience 4+ weeks (unpaid) 1x One week's work experience (paid) 2 x Work experience placement (School) 4 x Work Experience placements (14 +1) 1x work experience placement (college/university student) 1 x 2 + Year apprenticeship Adult
Category 2: Employability & Skills		<ul style="list-style-type: none"> 3 x Employ a new member of staff (minimum 3 months) 2 x 2 + Year apprenticeship Adult 1x Employ a new member of staff (Minimum 3 months) 1x Employ a new member of staff (Minimum 6 months) 1x Employ a new member of staff (Minimum 12 months) 2 x 4-year apprenticeship 3 x Employ a new member of staff 2 new apprenticeships, paid and unpaid work experience
Category 3: Education and Outreach		<ul style="list-style-type: none"> Employability workshops or site visits 1 x Interactive sessions on Health and Safety requirements
Category 4: East Lothian's Local Economy and social enterprises	Sub-contracts/employment for local joiner (SRJ Joiners), local decorating team, local plumber	Employ local business to act as subcontractors
Category 5: Community Engagement Projects	<ul style="list-style-type: none"> Funding towards community projects £16500 Planters and signs for local community Donation of boxing gloves to local Gym 100 Easter Eggs to Primary School Easter Eggs to Home Start 	<ul style="list-style-type: none"> Funding towards community projects £3450 Free clean services for communities £13500 financial contribution to kit cars 50 hours volunteering –clearance of site Footway improvements
Category 6: Protecting and Improving our Environment		

Contracted social benefits are captured in and reported from our Procurement Software. The table below shows the typical details recorded

Contract Saving/Benefit Ref	Benefit Type	Comments	Benefit Status
CS-00090	Community Engagement Events	Financial Donation: £3,000 towards community projects	Delivered.

We have engaged with all our suppliers to meet requirements of becoming an accredited Living Wage Employer. Living Wage status is captured in and reported from our procurement software.

It is hoped that the Council will become living wage accredited during the 2024-2025 reporting period.

In line with the councils Standing Orders, we use Centre of Excellence (CoE) frameworks where there is a suitable pre-existing contract to fulfil our requirements.

Many of our contracts are procured via Scotland Excel Frameworks, as of the start of the reporting year, Scotland Excel had 1,031 unique suppliers appointed to framework agreements. 87% of which are paying the Real Living Wage, whilst a further 3.69% are committed to pay during the lifetime of the framework period.

Supporting a sustainable built environment

Maximising opportunities in procurement to develop, enhance and maintain a sustainable built environment. Creating a portfolio of frameworks delivering a range of construction activity across the public sector which considers the economic impact and the sustainability of the construction industry, and the requirement for inclusive growth and climate change targets. Ensure construction projects reflect and help deliver all pertinent Scottish Government obligations including Fair Work First and Net Zero. Actively consider issues including but not limited to Fair Work First and Net Zero early in procurements and commissioning activity.

Construction related procurement is the second biggest category of contracts (circa 21%) let by the Council. Analysis of our local supply chain also indicates that circa 13% of companies registered in East Lothian (Local 1) are Construction businesses. Our CWB Charter / Action Plan, Community Benefits Wish Lists, regional working with neighbouring authorities and national collaboration with Scotland Excel continues to support their growth/economic activity.

Spend with Local construction suppliers during 2023-24 was £6.8m.

Our Procurement Officers use Sustainability Tests, including those we developed for Priority categories (Construction, Social Care, ICT, Waste and Transport) to support the delivery of sustainable public services. These tests are embedded in our commodity strategy templates to ensure consideration of sustainable procurement at an early stage of the procurement lifecycle.

Whole life costing

Promoting sustainable procurement through routine consideration of whole life costing to ensure value for money in procurement, minimise environmental damage and maximise socio-economic benefits.

Life costing (whole life and life cycle) is considered an early stage as part of commodity strategy development for all regulated procurements.

In line with the councils Standing Orders, we use Centre of Excellence (CoE) frameworks where there is a suitable pre-existing contract to fulfil our requirements. Whole life costing is considered, where relevant, within tender evaluations for these frameworks.

Community Participation

Engaging with communities to understand local needs and requirements to help shape procurement policies, initiatives, and contracts.

Our commodity strategy templates include a sustainability test. For high value/risk procurements, social & economic opportunities and risks are considered, including considering community engagement / consultation regarding the potential impacts on the affected community of the intended procurement, as set out in the Community Empowerment and Renewal Act.

As part of our internal Community Benefits process our Connected Communities team engage with communities to identify potential Community Engagement Projects that can be supported by suppliers when delivering their community benefits obligations. Examples are shown in Section above but typically include:

- Donations of equipment
- Funding towards community projects & foodbanks
- Roads improvements
- Services for communities
- Volunteering hours

See community benefits table above for further details.

Climate Crisis and Environment

Making informed decisions as we engage early with suppliers to create innovative solutions to positively respond to the climate crisis. Eliminating waste throughout the supply chain where possible. Act in a way that will secure net zero emissions through a Just Transition and promote a circular economy.

We collaborated with the council’s Sustainability and Climate Change Officer and service users to develop Sustainability Tests, for Priority categories (Construction, Social Care, ICT, Waste and Transport) to support the delivery of sustainable public services.

These tests are now embedded in our commodity strategy templates to ensure consideration of sustainable procurement at an early stage of the procurement lifecycle and includes circular economy, climate change mitigation and adaptation. Where requirements are identified, supplier obligations are included within tender documents and monitored as part of on-going contract and supplier management.

Contracted environmental benefits are captured in and reported from our Procurement Software. The table below shows the typical details recorded

Contract Saving/Benefit Ref	Benefit Type	Comments	Benefit Status
CS-00129	Sustainable, Environmental and Socio-Economic	Climate Change Plans received - annual updates required	In Progress

In July 2023, we published an internal procurement update article that included *What is Carbon Literacy and why is it important?* aimed at raising awareness of carbon costs, Government targets, Carbon Literacy training and our collective responsibility to deliver services in line with the Councils Climate Change Strategy.

Working with the council’s Sustainability and Climate Change Officer, we have identified a list of five service-based contract managers to undertake Carbon Literacy training (67 staff have already completed this).

Good for society

Ensure that we are efficient, effective, and forward thinking through continuous improvement to help achieve a fairer and more equal society.

Economic Wellbeing

Make conscious and considered decisions that achieve best value and aims to establish practices and contracts that support the people and organisations of Scotland.

Our commodity strategy templates include sections to capture supply market analysis undertaken to help understand the market landscape, suppliers in the market and outcomes reached.

Our Contract and Supplier Management (CSM) toolkit was launched in April 2023 and includes guidance on market research/analysis to help inform buying decisions for recurring requirements.

We share market intelligence, including Scotland Excel's Supply Chain Intelligence Reports, with our internal stakeholders as part of monitoring supply markets and trends. This information is helpful for our finance colleagues and CSMs for managing price increases in contract and to inform budget development and monitoring. This was particularly valuable during the period of hyperinflation to inform decisions on supplier requests for price increases, sometimes down to individual indices level, e.g. material v's industry indices.

In July 2023, we published an article on Managing Prices (addressing market volatility, inflation, and supply shortages which can all lead to price fluctuations) for our Contract and Supplier Managers. This included reducing single source and direct awards, ensuring price increase requests were in line with contracted Terms and Conditions, challenging buyers to consider the need to buy (at all, that volume, that specification, etc.). We followed up in October 2023 with a further article on necessary purchases/essential spend.

Most of our regulated procurements are via collaborative contracts, which we believe help us to achieve best value. We benefit from reduced procurement effort, economies of scale pricing, rebates, as well as comprehensive terms and conditions.

For Council opportunities published on PCS, levels of completion are good with an average of 3 submissions per opportunity.

During the reporting period we worked closely with our Purchase to Pay colleagues to identify and reduce low-value maverick spend. New procedures were introduced which have resulted in a significant reduction in transactions and a 30% reduction in spend.

Also in 2023-2024, we introduced regular reports on our contract pipeline and expiring contracts for senior leaders (by service), as well as reports on contracted/non-contracted and agency spend. This has helped to manage demand for procurements and enhance scrutiny of non-contracted and agency spend to drive down costs.

These collective actions are driving efficiencies, best value and supporting the financial sustainability of the council.

Emergency Situations

Procurement has been critical in responding to previous emergencies and humanitarian situations, and will strive to provide innovative, effective, and efficient responses to future emergency situations.

The councils standing orders state that where there is an immediate need caused by real and demonstrable emergency which creates a real risk to life, property, or Council systems, then direct purchasing above £15,000 without seeking quotations may be acceptable. During the reporting period this was utilised to undertake emergency works to repair a harbour wall damaged by a severe weather event.

Food Security

Ensuring high standards of animal welfare and sustainable production and waste reductions through the procurement process to improve community health, wellbeing, and education.

During the reporting period the Council's catering teams renewed its Food for Life Served Here (FFLSH) Silver award for the second year in a row. The Council demonstrated what can be achieved despite difficult circumstances. As an FFLSH Silver award holder, the council ensures at least 5 percent of the ingredients budget for their service is spent on organic produce. We use organic flour provided by a local supplier. To reduce vehicles on the road we have this delivered by our fruit and veg supplier based also in East Lothian.

In line with the councils Standing Orders, we use CoE frameworks where there is a suitable pre-existing contract to fulfil our requirements. Food Security and local sourcing is considered, where relevant in these frameworks. The fruit and veg contract referenced above was procured using a Scotland Excel Framework, where they can benefit from contract opportunities from other named organisations on this national framework.

Open and connected

Ensure procurement in Scotland is open, transparent, and connected at local, national, and international levels.

Global Reach

Remain connected to support development of best practice.

We ensure that we note changes to Scottish procurement legislation, updating our policies, objectives, and actions, where required. During the reporting period relevant Scottish Procurement Policy Notes (SPPNs) were:

- Public procurement - supporting innovation through procurement: SPPN 3/2023
- Public procurement - updates to procurement thresholds: SPPN5/2023
- Public procurement – legislation changes following the Republic of North Macedonia’s accession to the Agreement on Government Procurement: SPPN 4/2023

Connectivity

We will strive for an ease of doing business with the Public Sector and for the Public Sector to be able to easily do business with our suppliers. Take advantage of opportunities to develop and improve the data, management information and systems, while leveraging automation and future technologies.

We are committed to improving accountability and being more transparent about how we spend public money, by publishing

information about our procurement activity. In our procurement strategy we set out how we will carry out our regulated procurements, and we report on this in this annual procurement report, which also contains details of upcoming procurement projects.

As with all public sector organisations, our procurement spend captured through the Scottish Procurement Hub is published on an annual basis, and available on the Scottish Government website - [Scottish public sector spend: 2020 to 2021 - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/scottish-public-sector-spend-2020-to-2021/pages/introduction.aspx).

Public Contracts Scotland data is published in line with Open Contracting Data Standards, which supports organisations to increase transparency and allow deeper analysis of contracting data. This can be accessed via the Public Contracts Scotland home page - [Home - Public Contracts Scotland](https://www.pcs.gov.scot/). The data captures published procurement notice information.

We use the Public Contracts Scotland portal to advertise regulated contracts and publish award notices. Our selection and award criteria are explained in detail in all our tender competitions, and we welcome input and clarification questions.

We also promote our opportunities via social and other media. Details of our contract awards are available in East Lothian Councils contracts register: [Contracts Search - Public Contracts Scotland](https://www.eastlothian.gov.uk/contracts-search) on the [PCS](https://www.pcs.gov.scot/) website.

Consistency

Promoting consistent use of tools, platforms and systems, processes, guidance, and templates.

We use PCS to advertise all regulated procurement opportunities and aim to use clear, precise, and plain language in tender documents, to facilitate understanding of requirements.

We ensure that only staff with appropriate training and experience are authorized to oversee regulated procurements.

We use standard procedures (standing orders, working instructions & toolkits), templates and processes to ensure best practice and consistency. These are reviewed and updated by the team on an annual basis - change tracking and version control are in place.

Enablers

Enablers outlined in our Procurement Strategy are fundamental to the success of our strategic aims and objectives. Key achievements in the reporting year are highlighted below:

Procurement Capability

People are key. We must ensure the Procurement profession is developing individuals and teams. As well as attracting, developing, and retaining new and existing procurement talent, leadership is essential.

During the reporting period, the procurement service was fully staffed, having concluded recruitment to the new structure during 2022-2023. This service was designed to ensure that capacity (resource levels) aligned with our strategic procurement priorities, contracted expenditure, and business needs. The service design now supports workforce and succession planning to develop our people.

Recruitment included appointment of internal candidates to promoted posts (including one graduate), a development opportunity for a candidate new to procurement with associated continuing professional development support towards CIPS qualifications.

During 2023-2024, the Council was supporting 5 members of the team with continuing professional development support towards CIPS qualifications.

Additional learning and development undertaken during this period included:

Annual Reporting	Carbon Literacy module 1 and 2
CIPS online learning (competency framework)	CMA: E-Learning module on bid rigging in public procurement
Community Wealth Building workshop	Contract Documentation training (for updated Terms & Conditions) – extended to legal colleagues
ELC management training	Ethical Commissioning Good Practice info sharing event
NEC 4 training – extended to service colleagues	Personal Resilience
Procuring a Sustainable Future for People and the Planet	Spend analysis training
Thorny Questions Seminar	Understanding Sustainability

Implementation of the new procurement software, as well as regular reports on our contract pipeline and expiring contracts for senior leaders (by service), ensures that workload (contract requirements) are managed using a consolidated work plan and prioritisation tool ensure work addresses business needs and meets demand across the council.

We continue to use the national procurement competency framework and associated online tool to assess team skills, identify training needs and support career planning. This was carried out in Q1 2023-24 as part of the Personal Review and Development (PRD) process for each member of staff.

Procurement and Commercial Improvement Programme (PCIP)

The Procurement and Commercial Improvement Programme (PCIP) was introduced in 2015 and is a maturity model designed to assess Scottish public sector procurement performance in a common format.

The annual assessments set out to build foundations of good public sector procurement and to signpost good practice. The assessments were demonstrably at the heart of procurement improvements across Scotland.

The PCIP is a continuation of the work undertaken by the Procurement Capability Assessment (PCA) carried out on an annual basis since 2008 until introduction of the PCIP.

PCIP Pulse Check commenced in 2023, with the offer of a new approach to further support the sector. The PCIP Pulse Check focuses on the policies and procedures driving procurement performance and, more importantly, the results they deliver. These pulse checks were undertaken with the assumption that the foundation elements identified and implemented since The McClelland report remain in place within organisations.

For PCIP Pulse Check, the assessment model developed offers a reduced question set and streamlined process for organisations whilst still assessing and supporting current procurement priorities. This hybrid model allows for greater flexibility and consists of a

blended question set that can be tailored to the organisation and the sectoral context.

The model consists of eleven mandatory questions and nine discretionary questions.

Each question has four levels that an organisation may indicate it has achieved and will be assessed on the day. The levels are:

1. Developing Area
2. Improving Area
3. Good Practice
4. Advanced Practice

In August 2023, East Lothian Council were one of a few councils volunteered to undertake pilot assessments. Output from these pilot sessions was shared with the wider community.

The table below shows the level we thought we would achieve for each question prior to the assessment and the levels that were achieved on the day.

Question	Level Council Requested	Level Council Achieved
1 – Procurement Influence	Improving Area	Improving Area
2 – Procurement Strategy	Good Practice	Good Practice
3 – Learning & Skills	Improving Area	Improving Area
4 – Risk Management	Improving Area	Improving Area
5 – Commercial Acumen	Improving Area	Improving Area
6 – Continuous Improvement	Improving Area	Improving Area
7 – Climate Change	Improving Area	Improving Area
8 – Implementation & Exit Strategies	Improving Area	Developing Area
9 – Contract & Supplier Management	Developing Area	Developing Area
10 – Contractual Obligations	Developing Area	Developing Area
11 – Lessons Learned	Developing Area	Developing Area

The PCIP assessment identified the following key areas of strength based on the evidence provided.

Ref	Description
S1	• The council demonstrated extensive use of risk management throughout its end to end procurement processes. An example of the use of Atamis and risk management was provided and clearly demonstrated its benefits.
S2	• The council evidenced good learning and development practices from competency framework utilisation, through appraisal, mentoring, coaching and training plans. It demonstrated success in its graduate programme also.
S3	• The organisation demonstrated best practice in its use of the Atamis system to support good Contract and Supplier Management. We were confident the council would continue to benefit from this as its rollout expanded.
S4	• The council evidenced a number of good examples of developing organisational procurement knowledge and practices including the development of internal online learning tools and systematic approaches.

East Lothian Council have since presented at Scotland Excel’s PCIP Best Practice Workshops on the following topics:

- Contract & Supplier Management – Introduction of the Procurement Software to assist with contract management
- Training, Learning & Development - Induction to Procurement E-Learning module

The PCIP assessment also highlighted the following key opportunities for further improvement.

Ref	Description
I1	• Although best practice was demonstrated in learning and development, expanding external collaboration with appropriate partner organisations at local and/or national levels, such as Universities for example, may assist in developing the pool of professional talent even further.
I2	• Continued development of governance process, building upon existing climate related training and strategy that ensures shared accountability at a senior level may further enable a whole-organisation approach in delivering climate and circular economy outcomes.
I3	• The organisation had a number of post project review and lessons learned examples but may wish to consider expanding this to lower value procurement exercises also.

An action plan has been developed aimed at moving the Council to the next assessment level for each question. This will be progressed as part of Service Planning for next reporting period 2024-2025.

Supplier Development

The supply chains we work with are fundamental to our success. Providing support and opportunities for suppliers to develop and to navigate the evolving landscape will contribute to positive outcomes for communities, society, and organisations.

During the reporting period, we continued to increase our engagement, working with suppliers and the Supplier Development Programme to support ‘meet the buyer’ and ‘meet the supplier’ events and in raising awareness of contract and sub-opportunities, including access to national frameworks. We attended Scotland’s Meet the Buyer event which was held at the Edinburgh International Conference Centre on 17 May 2023, which was a great success:

- 1,396 supplier attendees
- Of these, 862 attendees from 626 Scottish SME unique businesses attended
- 47% of suppliers that registered had no or just some experience in public sector tendering prior to the event

Following the event, we shared supplier information with our Service colleagues to use alongside their knowledge of the market and the Public Contracts Scotland (PCS) supplier search facility when selecting suppliers for any future relevant QQs. Our Quick Quote guidance states that we must invite a minimum of 3 suppliers to provide a quote and, where possible, one should be new and one local.

During the reporting period, we issued 90 Quick Quotes, 60 were awarded with 12 (20%) awarded to Local Suppliers.

We also attended the 'East Lothian Means Business' event in October 2023 that was organised by our Economic Development colleagues. The event provided an opportunity to speak with potential suppliers about the Procurement process, opportunities with the council and to receive direct feedback.

The annual Supplier Survey 2023 highlighted a need to increase our use of social media to promote opportunities to those interested in doing business with us, with Facebook being a preference for Local SMEs. For example, this was used to promote the Scotland Excel construction materials framework to our local suppliers.

Engagement

Having appropriate shared processes and tools to provide consistency to both Procurement Professionals and suppliers. This will allow for efficient and effective delivery of Procurement services.

The Procurement Service Manager represents Procurement at senior leadership level, reporting quarterly to CMT on Procurement activity, the Service Action & Improvement Plan. This helps to ensure that leaders understand their role in driving and enabling impactful procurement.

Topics covered in the reporting period are:

Contracts/value by service	Enhanced reporting for senior leaders
New Contract & Supplier Management Toolkits	New Procurement E-Learning
New Procurement Software	New Procurement Strategy
New Team Structure	Progress on improvement action plan
Service Performance Indicators	Suppliers, Local & Living Wage Status
Updated Community Benefits approach	Updated Standing Orders & Working Instructions for Procurement

During the reporting period, quarterly reports were also produced for our Heads of Service and Service Managers detailing the pipeline of expected procurements and contracts due to expire.

Our Procurement Officers work closely with the Councils communications team to raise the profile and ensure key procurement messages and updates are communicated. As mentioned throughout this report, internal “Inform” procurement update articles are published regularly. During the reporting period, 5 articles were published covering a range of topics, including:

Annual Procurement Customer Survey	Building-in continuous improvement to contracts
Carbon Literacy	Challenging demand
Contact and Supplier Management (CSM) Toolkit	Ensure fee increase requests from suppliers align with contracted Terms & Conditions
Launch of the Evaluator Toolkit	Managing Prices
Meet the buyer Scotland	Necessary purchases - ensuring all purchases are for essential spend only
New Team structure (aligning to Chief Officer Structure)	Post-tender supplier survey launched
Procurement working instructions	Reviewing Specifications
Things Procurement learnt from the 'East Lothian Means Business' event	Training and Upskilling
Updates to the procurement thresholds	

Our annual customer survey capture feedback and satisfaction levels from internal customers, identifying areas for improvement. The survey was undertaken in November 2023.

For large/complex procurements, we undertake post-project and lessons learned to identify and implement required improvements.

Lessons learned undertaken during the period identified the following areas for improvement:

- Guidance on Evaluation – new evaluator toolkit launched during reporting period
- Pricing information is better in excel format for evaluators – noted for future evaluations
- Ensure that termination of any existing contractual arrangements has been considered (including low value contracts arranged by services) as part of commodity strategy development – no included in Commodity Strategy template

Collaboration

Collaboration will assist us in achieving our shared goals and anchoring our success in our communities, people, and organisations. Strengthening collaboration and engagement across the Public Procurement landscape will allow consistent approaches where practical, and facilitate development and sharing of best practice

In line with the councils Standing Orders, we use collaborative frameworks where there is a suitable pre-existing contract to fulfil our requirements, unless an alternative route represents best value.

During the reporting period, we procured 56% of our contracts via collaborative frameworks.

Our Community Wealth Building (CWB) working group has also enabled collaboration with other anchor institutions to develop the East Lothian Community Wealth Building Charter and Action Plan.

This working group and its sub-groups continue to meet quarterly to progress the Action Plan and to identify and share information on collaborative procurement opportunities and best practice.

The procurement service has collaborated with internal services and the Transformation and Digital team to progress key transformation projects, including:

- Market engagement and procurement of our Finance System Replacement project
- Procurement of and supporting contract management for key digital suppliers
- Procurement of services for commercial, asset management and energy transformation projects

Contracting activity and how our procurement activity contributes to value for money

Summary of ELC regulated procurements April 2023 - March 2024

We awarded 41 new contracts regulated by the Procurement Reform (Scotland) Act 2014 with a total value of over £90 million.

Summary of ELC spend and savings April 2023 - March 2024

Council spend was £154 million, with savings of nearly £1.5 million (1%) calculated in line with [Procurement benefits reporting: guidance](#).

Total spend through Scotland Excel's collaborative frameworks was £17.9 million, and savings achieved through these frameworks was just over £186k (1%).

Summary of anticipated future regulated procurement activity in the next two financial years

The 2014 Act requires public bodies to provide a summary, in their annual procurement reports, of the regulated procurements expected to commence over the next two financial years.

This brings added transparency to the procurement process and enables suppliers to gain an early indication of upcoming tendering opportunities and to plan accordingly for these.

In the next two years we anticipate starting around 32 regulated procurements.

A full list of known regulated procurements due to commence within the next 2 years of the reporting period is in Annex 2.

Annual procurement report ownership and contact details

The Executive Director for Council Resources is responsible for establishing the strategic framework and direction of procurement across East Lothian Council.

Sarah Fortune
Executive Director for Council Resources
East Lothian Council
John Muir House
Haddington
EH41 3HA

Email: sfortune@eastlothian.gov.uk

Annex 1 - Regulated Contracts From 1 April 2023 to 31 March 2024

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
Goods	01/10/2023	George Andersons & Sons	Fresh Bread Rolls and Bakery Products	£ 240,000.00	01/10/2023	30/09/2027
Services	25/03/2024	NBC Environment Ltd	Pest control services	£ 440,000.00	01/04/2024	31/03/2025
Goods	26/01/2024	Western Nissan Straiton	ICE Vans (CCS)	£ 993,411.00	06/05/2024	30/04/2026
Goods	21/12/2023	TRUST FORD LTD	ICE Minibuses (SXL)	£ 256,668.00	02/09/2024	01/09/2026
Goods	19/09/2023	Aebi Schmidt UK Limited	Purchase of mid-size sweepers	£ 190,794.00	13/11/2023	12/11/2025
Services	23/11/2023	C R Smith Glaziers (Dunfermline) Limited	UPVC Windows and door replacement (SXL mini competition)	£ 14,000,000.00	01/12/2023	30/11/2024
Goods	25/08/2023	Toyota (GB) PLC	4 x4 Pick- ups (CCS RM6244)	£ 97,131.32	02/10/2023	01/10/2025
Services	17/08/2023	Sinclair Finance & Leasing CO Ltd	10 lease cars for ICAT	£ 110,025.00	26/01/2024	25/01/2027
Goods	26/07/2023	CPA Horticulture Limited Company	Softwood Chips for Play Areas Surfacing	£ 60,000.00	15/08/2023	14/08/2025
Goods	01/05/2023	CERTAS Energy UK Ltd & Highland Fuels Ltd t/a Scottish Fuels	Fuel Supplies (CCS)	£ 1,965,339.00	01/05/2023	31/03/2025
Goods	22/05/2023	Volvo Group UK Limited	1 x 4x4 18t swap body tipper gritter	£ 235,838.00	01/12/2023	01/12/2025
Services	11/05/2023	SPS Doorguard Limited	Vacant property management + Garden Clearances	£ 2,000,000.00	31/05/2023	30/05/2025

Annex 1 - Regulated Contracts From 1 April 2023 to 31 March 2024

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
Services	22/05/2023	Enterprise Rent a Car UK Ltd	Club technology for pool car provision + hire of vehicles (CCS)	£ 138,000.00	18/05/2023	17/05/2024
Services	18/05/2023	Sidey Solutions Limited	Windows & doors small project 2023 (pfh)	£ 450,000.00	25/05/2023	25/11/2023
Services	27/03/2024	Ivanti	IT Service Desk	£ 83,464.50	01/04/2024	31/03/2027
Services	23/11/2023	ALEO's	Day Services for Older People with Complex Needs	£ 8,000,000.00	01/01/2024	31/03/2026
Services	10/11/2023	Canon	Multi-Function Devices - Hardware, Software & Support Services	£ 1,339,894.00	01/12/2023	30/11/2027
Services	13/11/2023	SME HCI Limited	Employee Assistance Services	£ 112,615.80	27/11/2023	26/11/2025
Services	31/10/2023	Action for Children	Intensive Family Support	£ 400,691.00	11/12/2023	19/11/2025
Services	04/08/2023	Softcat PLC	Cloud Backup Modules	£ 190,733.58	01/09/2023	31/08/2028
Goods	26/06/2023	SSUK	Wall mounted screens and interactive panels at Rosehill High School	£ 223,144.50	24/07/2023	31/08/2023

Annex 1 - Regulated Contracts From 1 April 2023 to 31 March 2024

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
Services	26/03/2024	Stantec UK Ltd	Parking support services in delivery of parking charges	£ 500,000.00	28/03/2024	30/06/2026
Services	20/12/2023	Yunex Ltd	Traffic Equipment Maintenance	£ 518,069.44	01/01/2024	31/12/2025
Services	02/10/2023	SLR Consulting Ltd	Consultancy services for development of Cockenzie site	£ 269,379.48	02/10/2023	31/08/2024
Services	26/06/2023	Stantec UK Ltd	Master planning Consultancy services for Cockenzie	£ 89,830.00	27/06/2023	26/12/2024
Services	28/09/2023	AECOM Limited	Musselburgh Active Toun Consultancy Services	£ 1,010,000.00	29/09/2023	31/12/2028
Services	17/08/2023	Heavy Sound C.I.C.	Inclusion Support Services Education (Aug 23)	£ 99,450.00	16/08/2023	28/06/2025
Services	05/04/2023	Heavy Sound C.I.C.	Activities to support inclusion and engagement (Education)	£ 52,125.00	17/04/2023	23/06/2023
Works	08/03/2024	RP Slight & Sons	Joinery and Builder work	£ 5,400,000.00	11/03/2024	10/03/2026

Annex 1 - Regulated Contracts From 1 April 2023 to 31 March 2024

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
Services	05/02/2024	Invincible Security Ltd	Emergency Lighting maintenance	£ 854,800.00	29/02/2024	28/02/2027
Works	13/12/2023	Galliford Try Construction Ltd T/A Morrison Construction Scotland	Whitecraig Primary School	£ 18,526,918.17	21/01/2024	26/05/2026
Goods	28/11/2023	Pulse Fitness Ltd	Wallyford Learning Campus- GYM	£ 154,414.67	01/12/2023	30/11/2028
Services	24/08/2023	Richard Irvin FM Limited	Heating Appliances in Domestic Properties Servicing	£ 6,527,470.00	01/10/2023	30/09/2025
Works	16/08/2023	MP Group UK Limited	Gas Installation in Domestic and Non-Domestic Council Property	£ 6,120,152.50	01/10/2023	30/09/2024
Services	14/08/2023	MFH Service Quality Management Ltd	Gas Quality Audit Services	£ 246,601.24	01/10/2023	30/09/2025
Works	28/06/2023	JR Group	Fa'side Housing, Tranent	£ 6,482,166.45	04/12/2023	10/02/2026
Services	06/04/2023	BAM FM Limited	Wallyford Learning Campus FM	£ 11,600,000.00	26/06/2023	25/07/2028
Services	04/04/2023	HSL Compliance	Legionella and Water Quality	£ 284,214.99	01/06/2023	31/05/2024
Services	04/09/2023	Thomson Gray Ltd	Building Surveyor Services for Condition Surveys &	£ 70,917.79	04/09/2023	31/03/2024

Annex 1 - Regulated Contracts From 1 April 2023 to 31 March 2024

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
			Summary Access Audits at Vari			
Services	08/08/2023	The Ridge Foundation	Construction & Rural Skills Training	£ 56,756.00	23/08/2023	30/06/2024
Goods	25/03/2024	Legrand Electric LTD (Tynetec)	Telecare equipment - digital	£ 74,247.00	25/03/2024	31/05/2024

Annex 2 - Summary of Anticipated Future Regulated Procurement Activity

Description of Contract	Expected Contract Notice publication date	Expected Contract Award Date	Expected Contract Start Date	Estimated Value of the Contract
Support Services for Young People at Risk of Substance Misuse	25/11/24	01/03/2025	01/04/2025	£ 400,000.00
Learning Management System	01/11/24	06/01/2025	31/01/2025	£ 135,000.00
Fencing Framework	31/10/24	31/01/2025	01/02/2025	TBC
Electrical Fixed Wire Testing Services	29/11/24	28/02/2025	31/03/2025	£ 160,000.00
Aberlady PS Extension	01/12/24	01/04/2025	01/09/2025	£ 2,400,000.00
Lift Servicing and Maintenance	15/11/24	15/02/2025	01/04/2025	£ 230,000.00
Content Management System	01/03/25	01/06/2025	01/08/2025	TBC
Decoration Works	31/10/24	31/01/2025	01/02/2025	TBC
Removals and Storage	01/11/2024	01/02/2025	01/04/2025	£ 500,000.00
CCTV Maintenance	01/02/25	01/05/2025	01/06/2025	TBC
Fire and Intruder Alarm Maintenance	01/02/25	01/05/2025	01/06/2025	TBC
Non-Domestic Maintenance for Gas, Oil, LPG, Solar and Heat Pump Appliances	01/12/24	01/03/2025	01/04/2025	TBC
Plan Access control Door Access Maintenance	01/01/25	01/04/2025	17/05/2025	TBC
Building surveyor and associated consultancy services- Adaptations projects	01/12/24	01/03/2025	01/04/2025	TBC
Building Surveying- Property Maintenance	01/12/24	01/03/2025	01/04/2025	TBC
Asbestos - Lot 2 - Removals	01/12/24	01/03/2025	01/04/2025	£ 400,000.00
Care at Home for new Core and Cluster Housing	01/12/24	01/03/2025	01/05/2025	TBC
ASN Playscheme for School Holidays	01/12/24	01/03/2025	01/04/2025	£ 300,000.00
Legal Services – Planning	24/02/25	24/05/2025	24/06/2025	TBC
Document Management/Scanning Services	20/10/24	20/12/2024	27/01/2025	TBC
Licensing System	01/02/25	01/05/2025	01/06/2025	TBC
HR and Payroll System	01/01/25	01/04/2025	08/06/2025	TBC

Annex 2 - Summary of Anticipated Future Regulated Procurement Activity

Description of Contract	Expected Contract Notice publication date	Expected Contract Award Date	Expected Contract Start Date	Estimated Value of the Contract
Carberry Energy Generation Project	01/03/25	01/03/2025	03/07/2025	£ 80,000.00
Waste Transfer and Transport Operations	01/11/24	01/02/2025	01/04/2025	£ 3,250,000.00
Lease of vehicles for PM	15/11/24	01/02/2025	01/03/2025	£ 142,059.16
Supply of Waste Tele-handler	04/11/24	15/11/2024	15/12/2024	£ 85,000.00
Income maximisation, money, and debt advice service	01/12/24	01/03/2025	01/04/2025	£ 1,275,000.00
Supported buses Framework	01/11/24	01/02/2025	01/04/2025	TBC
Athelstaneford Playpark renewal	01/12/24	01/03/2025	01/04/2025	£ 75,000.00
Cross Class Insurance Service	01/04/25	01/07/2025	01/10/2025	TBC
Road Signs: Supply, Installation & Maintenance	01/12/24	01/03/2025	06/04/2025	£ 300,000.00
Grass Verge Cutting Services	24/01/25	05/04/2025	17/05/2025	£ 135,000.00



Sustainable Procurement Charter



East Lothian Council is committed to minimising the environmental impact of goods, services and works procured whilst maximising social and economic benefit for the community it serves.



Promoting equality

As a responsible employer the council is committed to promoting equal opportunities to all of the East Lothian community, employees and suppliers alike. Consideration of equal opportunities is fully integrated into our procurement practices and is fully committed to the values and ethos of the Equality Act 2010. Consideration of equal opportunities is fully implemented into our procurement practices and is fully committed to the values and ethos of the Equality Act 2010.



Facilitating a varied economy

Facilitating SME's, social enterprises, supported business and third sector in the procurement process. Our procurement strategy aims to achieve a mixed economy of suppliers to support and develop our local rural market, particularly, micro, small and medium sized enterprises, Third Sector organisations and supported business. This approach includes that contracts are simplified, standardised and advertised in such a way that SMEs, third sector organisations and supported businesses are aware of the opportunities by using The Public Contracts Scotland (PCS) portal, meet the buyer events and lotting system to help reduce any barriers to involvement in procurement opportunities.



Promoting innovation

Influencing the market towards innovative solutions can focus public spending on sustainable goods, services and works and create an important catalyst for local job creation, sustainable innovation and market development. Our procurement strategy notes the importance of innovation through procurement and we encourage all our suppliers to consider an innovative approach to the way goods and services are delivered.



Fair work practices

East Lothian Council is committed to encouraging the wider adoption of the Scottish Living Wage by suppliers and to support this has adopted the Scottish Government guidance on the Selection of Tenderers and Award of Contracts which address Fair Work Practices as part of the procurement for relevant contracts. The Living Wage is an hourly rate set by the Living Wage Foundation and is revised in November every year. The current rate is £9.00 (November 2019).

Annex 3 - Procurement Sustainability Charter



Stakeholder engagement

Service user and, where appropriate, wider community consultation is an integral part of commissioning considerations. The strategic importance and complexity of required outcomes will mainly govern the level of consultation undertaken and the choice of the procurement route followed. The final decision on these matters will always be considered in light of what is likely to provide best value for the local community.



Health & Safety compliance

East Lothian Council is committed to achieving a culture that ensures it complies with all current Health and Safety legislation and in so doing endeavours to provide safe places and safe systems of work. This principal extends to those employed to do contracted works for and on behalf of the council. The council will only employ contractors who are fully accredited SSIP members of Constructionline or equivalent.



Fairly & ethically traded goods sourcing

The council supports the Fair Trade initiative because it reflects our commitment to sustainable development and offers the prospect that marginalised producers across the world will receive fairer deals for their produce. The council will promote the use of fair trade products across all its services and raise awareness of fair trade amongst its staff and customers. The council will (to the extent permitted by procurement legislation) embed Fair Trade into contracts with suppliers where it has a direct bearing on the required goods, services and works.



Healthy, sustainable food provision

The procurement of food considers the wider community focus of improving the health and wellbeing of young people and communities in East Lothian. Promoting a sustainable food supply chain by using national Scottish Frameworks (SXL) which supports the use of Scottish produce and the delivery of healthy choices to support healthy eating. Food security and ethics are of equal importance and the council follows Scottish Government guidance to ensure consideration of the highest levels of animal welfare.



Prompt payment

The effect of late payment on SME's can be significant, impacting cash flow and the ability to trade. As direct support the council has a prompt payment policy and related performance indicator which aims to make payment of invoices within 30 days of receipt of a valid invoice. To make sure this policy flows through all stages of the supply chain, our terms and conditions of contract obliges our contracted suppliers to make payment of valid invoices within a similar 30 day period.



Information governance

East Lothian Council regards information as a valuable corporate asset which must be obtained, processed and protected diligently, lawfully and ethically. The approach to information governance focuses on safeguarding customers, providing business transparency and ensuring legislative compliance. Relationships with 3rd parties who handle data on behalf of the council, or with whom we share data are carefully managed. Contracts include information governance compliance conditions with these arrangements being documented and monitored. We will expect all suppliers to take the same robust approach to information management as we do, even after their contract has expired.

Annex 3 - Procurement Sustainability Charter



Environmental impact and Climate Change

East Lothian Council is committed to reducing its environmental impact, including carbon emissions, and improving sustainability wherever possible. The Climate Change (Scotland) Act 2009 places duties on the council to deliver services in a way which supports this, and the Council's Climate Change Strategy 2020–2025 sets out our commitment to achieving this through both internal activities, such as energy saving within buildings, and our work with partners. The way that the council procures goods and services can have a huge environmental impact, and by purchasing items which can demonstrate a reduced negative effect on wildlife, natural resources and carbon emissions, we can reduce our carbon footprint and support suppliers to do the same.



Community benefits

Improving the economic, social and environmental wellbeing of the area. Adding value to communities through Community Benefits* or social requirements is intended to ensure that wider local economic and social issues are considered when delivering construction works, service or supplies contracts. This is achieved through the inclusion of specific clauses within contracts known as community benefit clauses (CBCs).



Conflict of interest

Council Officers and Members conducting business on behalf of the organisation have a responsibility to do so in a manner that is objective and ethical. As such we require any individual whether employee or supplier to declare such an interest before any procurement activity commences as the best way to handle conflicts of interest is to avoid them entirely.

Modern Slavery Act 2015

The council adopts a zero tolerance approach to modern slavery and human trafficking. We expect all those who work for and with us to adhere to this approach. As appropriate we will address areas of concern in the tendering process through requiring minimum standards and contract management.

*To find out more about Community Benefits visit:

www.eastlothian.gov.uk/communitywishlist

For more information:

Email procurement@eastlothian.gov.uk or call **01620 827827** and ask for 'Procurement'
East Lothian Council, John Muir House, Brewery Park, Haddington, East Lothian EH41 3HA



Versions of this leaflet can be supplied in Braille, large print, audiotope or in your own language. Please phone Customer Services if you require assistance on 01620 827199

Annex 4 – Service Plan Improvement Plan Update 2023-2024

Item	Description	Status
1	Identify all suppliers' living wage status for all in-scope contracts in support of the Councils application to become a Living Wage Employer.	Closed
2	Write a post-pilot report on our revised Community Benefits approach, including results of the pilot, any added value, problems encountered, lessons learned and further actions/recommendations	Closed
3	Review our contract governance to ensure that our guidance, processes and System set-up support monitoring and delivery of sustainable obligations in contracts. <ul style="list-style-type: none"> Identify and implement approved improvements Identify how we could monitor the impact of training on the inclusion and delivery of sustainable outcomes in our contracts Consider how we could promote innovation throughout the procurement process 	Complete Delayed
4	Design and launch generic supplier survey. Analyse responses and identify improvements to help suppliers access our tendering opportunities	Closed
5	Develop Community Wealth Building Action plan for ELC Procurement	Closed
6	Identify and implement improvements to how we raise awareness of contract and sub-opportunities to Local Suppliers	Closed
8	Work with the council's Sustainability and Climate Change Officer to identify carbon literacy training needs for those responsible for commissioning, specifying, setting budgets to ensure they have the appropriate capability to embed sustainable procurement principles in procurements. Develop and agree a training plan to meet those needs.	Closed
9	Develop a process to monitor sustainable procurement (and environmental and socio-economic) objectives being considered early (in commodity strategy development) for priority categories. Identify suppliers within these priority groups and ensure any key sustainability obligations are managed via procurement system	Closed
11	Identify collaboration opportunities with other LA's using Scottish Procurement Information Hub (as part of commodity strategy development) Monitor participation in collaborative procurements for Annual Procurement Report	Closed
12	Develop improvement action plan arising from PCIP Assessment 2023	Closed
14	Provide quarterly HoS reports (Pipeline/live & expiring contracts).	Closed
15	Support the P2P project to identify and implement procurement-related improvements	Closed
16	Develop list of contracts to be managed in procurement system for each tranche of CSM roll-out through 2023-2024.	Closed
17	Develop and launch digital versions of procurement forms and Working Instructions to promote channel-shift (digital by default).	Delayed
19	Use feedback drive continuous improvement: run and analyse: <ol style="list-style-type: none"> Customer survey (including training needs identification) (Annually) Live post-tender supplier survey (Quarterly) Why did you not bid survey (Monthly) 	Closed

Annex 4 – Service Plan Improvement Plan Update 2023-2024

21	Develop and issue regular inform articles to inform of changes, celebrate success, launch new initiatives, learning opportunities, etc.	closed
22	Identify customer and user learning needs (surveys, poor performance on or understanding of procurement process) & develop training Plan	closed
24	Develop, improve, and automate procedure for creation and publication of Annual Procurement Report	Closed
25	Review and update Procurement Service Plan (Action and Improvement Plan) Report updates to CMT	Closed
26	Initiate a tail-end spend (80% of transactions / 20% of total spend) project to deliver savings and efficiencies.	Closed
27	Develop Risk Management in Procurement guidance for intranet	Delayed
28	Optimising current systems to track on / off contract spend. Note: links to Action 26 Tail-end spend	closed
29	Develop governance / change control process for updates to Procurement Procedures, Working Instructions, web content and forms. Review and update all elements annually	closed
30	Driving efficiencies and best value to support financial sustainability of the council: <ul style="list-style-type: none"> • Monitor and report on Agency spend • Ensure whole life costing approach is included in commodity strategy templates • Develop improvement plan for these and to Identify any other potential budget savings initiatives 	Closed

Annual Procurement Report template

[NOTE: reference to contract is also to be construed as meaning a framework agreement]

1. Organisation and report details	
a) Contracting Authority Name	East Lothian Council
b) Period of the annual procurement report	1 April 2023 – 31 March 2024
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period	41
b) Total value of regulated contracts awarded within the report period	£ 90,465,262.43
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	47
i) how many of these unique suppliers are SMEs	22
ii) how many of these unique suppliers are Third sector bodies	2
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	41
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
4. Community Benefit Requirements Summary	
Use of Community Benefit Requirements in Procurement:	
a) Total Number of regulated contracts awarded with a value of £4 million or greater.	8
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	8
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	22

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:

d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	0
e) Number of Apprenticeships Filled by Priority Groups	0
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	-
i) Total Value of contracts sub-contracted to Social Enterprises	-
j) Total Value of contracts sub-contracted to Supported Businesses	-
k) Other community benefit(s) fulfilled	4/ £6,500

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	19
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	2
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	25

6. Payment performance

a) Number of valid invoices received during the reporting period.	80,069
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	86.6%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	36
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

7. Supported Businesses Summary

a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£3,299,610
i) spend within the reporting year on regulated contracts	£3,230,721
ii) spend within the reporting year on non-regulated contracts	£68,889

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£154,254,531
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£85,599,051
c) Total procurement spend with third sector bodies during the period covered by the report.	£19,846,623
d) Percentage of total procurement spend through collaborative contracts.	56%
e) Total delivered cash savings for the period covered by the annual procurement report	£12,435
f) Total non-cash savings value for the period covered by the annual procurement report	£1,671,357

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	32
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£9,867,059 + TBC

NOTES

- Reference to contract is also to be construed as meaning a framework agreement.
- Please provide exact figures wherever possible, rather than estimations.
- Please distinguish between the 'zero' value and where information is either not recorded or not available.

1. Organisation and report details

- a) Enter the name of the contracting authority to which the report refers.
- b) Enter the actual period of the report (for example, 01 April 22 to 31 March 23 or 1 August 22 to 31 July 23.)
- c) Has the report been prepared because there is a requirement to do so under [Section 18 of the 2014 Act](#)?

2. Summary of regulated procurements completed

- a) This is the total number of all regulated contracts that were awarded during the reporting period as a result of regulated procurements.
- b) This is the total estimated value (excluding VAT) of all regulated contracts that were awarded during the reporting period as a result of regulated procurements.
- c) This is the total number of unique suppliers that were awarded a place on a regulated contract which was awarded during the reporting period (where a supplier has been awarded more than one framework, or contract only one instance should be recorded).
 - i) Number of unique SME suppliers that were awarded a place on a contract awarded during the reporting period (an SME means an enterprise which employs less than 250 staff) (where a SME supplier has been awarded more than one framework, or contract only one instance should be recorded).
 - ii) Number of unique third sector suppliers that were awarded a place on a contract awarded during the reporting period (where a third sector supplier has been awarded more than one framework, or contract only one instance should be recorded).

3. Review of regulated procurements compliance

- a) Total number of regulated contracts awarded within the reporting period that complied with the commitments and policies set out in your corporate procurement strategy.
- b) Total number of regulated contracts awarded within the reporting period that did not comply with commitments and policies set out in the corporate procurement strategy.

4. Community benefit requirements summary

- a) Total number of individual regulated contracts awarded within the reporting period with a value of £4 million or greater.
- b) Total number of individual regulated contracts awarded within the reporting period with a value of £4 million or greater that contain Community Benefit requirements.
- c) Total number of regulated contracts with a value of less than £4 million that contain Community Benefit requirements.
- d) Total number of jobs filled by individuals within a priority group during the period of the report.
- e) Total number of apprenticeships filled by priority groups during the period of the report.
- f) Total number of work placements delivered for priority groups during the period of the report.
- g) Number of qualifications achieved during the period of the report through training by priority groups.
- h) Total value of contracts subcontracted to SMEs during the period of the report
- i) Total value of contracts subcontracted to Social Enterprises during the period of the report.
- j) Total value of contracts subcontracted to Supported Businesses during the period of the report.

- k) Other community benefits that were fulfilled during the period of the report that do not fall into one of the preceding categories.

[Scottish Procurement Policy Note 10/2020](#) clarifies the Scottish Government's policy on measuring social impact through procurement and support for application of this policy in the form of the sustainable procurement duty tools and accompanying guides.

5. Fair Work and the real Living Wage

- a) Number of regulated contracts awarded during the reporting period that include a scored Fair Work First criterion where it was relevant to do so. The Scottish Government asks employers to adopt fair working practices, specifically: Appropriate channels for effective voice, such as trade union recognition; Investment in workforce development; No inappropriate use of zero-hours contracts; Action to tackle the gender pay gap and create a more diverse and inclusive workplace; Payment of the real Living Wage; Offer flexible and family friendly working practices for all workers from day one of employment; Oppose the use of fire and rehire practice.
- b) Total number of unique suppliers that have committed to pay the real Living Wage to persons involved in producing, providing or constructing the subject matter of regulated procurements; this number will include suppliers who are awarded onto a framework agreement and will also reflect those suppliers who are accredited as Living Wage employers.
- c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period of the report; this number will include suppliers who are awarded onto a framework agreement.

[Fair Work First: guidance](#) outlines our Fair Work First approach and exemplifies the Fair Work First criteria in practice. It should be used by those involved in awarding public sector grants, other funding, and public contracts as well as those who receive funding through public sector grants, sponsorship arrangements with the Scottish Government and/or are involved in the delivery of contracts.

6. Payment performance

- a) Total number of valid invoices received during the period of the report.
- b) The percentage of valid invoices received during the period of the report that were paid on time (for example, within the time period set out in the contract terms).
- c) Total number of regulated contracts awarded during the period of the report that contained a contract term requiring the prompt payment of invoices in public contract supply chains.
- d) Total number of concerns raised by sub-contractors within the timeframe covered by the report about timely payment of invoices relating to the supply chain of public contracts.

[Scottish Procurement Policy Note \(SPPN\) 02/2022](#) provides details of how public bodies are to embed prompt payment performance in the supply chain through procurement processes.

7. Supported businesses summary

- a) Total number of all regulated contracts that were awarded to supported businesses during the reporting period (this includes contracts reserved for supported businesses)
- b) Total amount of spend with supported businesses during the reporting period (through regulated and non-regulated contracts).
 - i) Total spend with supported businesses during the reporting period through regulated contracts (*including spend within the period on contracts placed before the period*).
 - ii) Total spend with supported businesses during the reporting period through non-regulated contracts (*including spend within the period on contracts placed before the period*).

Organisations as defined by [regulation 21 of the Public Contracts \(Scotland\) Regulations 2015](#) are commonly referred to as supported businesses. [Scottish Procurement Policy Note \(SPPN\) 04/2017](#) contains information on: determining whether an organisation meets the definition of a supported

business for the purposes of public procurement legislation; identifying supported businesses; and monitoring and reporting.

8. Spend and savings summary

- a) Total amount of procurement spend during the reporting period.
- b) Total amount of procurement spend with SMEs during the reporting period.
- c) Total amount of procurement spend with third Sector bodies during the reporting period.
- d) Percentage of total procurement spend during the reporting period that is through collaborative contracts.
- e) Total amount of cash savings delivered for the period of the report.
- f) Total non-cash savings value for the period covered by the annual procurement report.

[Procurement benefits reporting: guidance](#) is available to help procurement teams identify savings and benefits from procurement activity. It is also important that these savings and benefits are reported in a consistent manner across sectors.

9. Future regulated procurements

- a) Total number of all regulated contracts that are expected to commence in the next two financial years.
- b) Total estimated value of all regulated contracts that are expected to commence in the next two financial years.

While it is acknowledged that at the time a contracting authority prepares its annual procurement report, it is unlikely to know what its precise requirements will be over the course of the next two financial years, it should be in a position to provide a brief forward plan of anticipated procurements relevant and proportionate to the contracting authority's size and spend.

REPORT TO: Cabinet

MEETING DATE: 12 November 2024

BY: Executive Director for Council Resources

SUBJECT: Addition of Licensing Fees to the Fee Structure

3

1 PURPOSE

- 1.1 To provide Cabinet with details of the proposed licence fees to be added to the current fee structure in respect of certain activities not currently included in the structure.

2 RECOMMENDATIONS

- 2.1 That Cabinet agree to fix the licence fee for licences (as detailed at paragraph 3.6 below) at the levels proposed at paragraph 3.6 below.

3 BACKGROUND

- 3.1 Following consideration of a report submitted to Cabinet on 14 May 2024, Cabinet agreed to adopt a new fee structure for licensing, based on the methodology outlined in that report. The new fee structure took effect from 1 June 2024.
- 3.2 Since the adoption of the fee structure, the Licensing Sub-Committee on 10 October 2024 made a resolution to add the activity of operating a sex shop to the list of activities for which a licence is required in East Lothian. The fee for this new activity therefore requires to be added to the fee structure.
- 3.3 Additionally, it has come to light that two other licensed activities, namely Cinemas and Performing Animals, were inadvertently omitted from the fee structure approved by Cabinet on 14 May 2024 and the fees for these activities therefore require to be added to the fee structure.
- 3.4 It is also noted that certain licenced activities, including in particular Short Term Lets, make allowance for Transfer of a Licence. Transfers are not

currently covered by the fee structure and a fee for transfer therefore requires to be added to the structure.

3.5 Recent changes to the regulations governing Short Term Lets have introduced a new concept of a Provisional licence, for which a fee also requires to be added to the structure.

3.6 It is proposed that the fees in respect of the matters noted at paragraphs 3.2-3.5 above be set as noted below. The proposed fee levels have been calculated in accordance with the calculator as described in the methodology in respect of the fee review as laid out in the report to Cabinet dated 14 May 2024, and will remain subject in future to review in line with the reviews procedure outlined in the said report to Cabinet dated 14 May 2024.

- (i) Sex Shops- 1 year- £269.00
- (ii) Cinemas- 1 year- £207.00
- (iii) Cinemas- for period of less than 1 year- monthly fee- £30.00
- (iv) Performing Animals- one-off lifetime registration- £207
- (v) Variation of licence (i) to (iv) above- £89.00
- (vi) Duplicate of licence (i) to (iv) above- £30.00
- (vii) Transfer of a licence, where permitted- £89.00.
- (viii) Provisional Short Term Let Licence- £269.00

4 POLICY IMPLICATIONS

4.1 Licensing is a statutory obligation for East Lothian Council in terms of the Civic Government (Scotland) Act 1982 and certain other legislative provisions. This report is based upon Legislation and the obligation on the Council to have fees which cover the cost of providing a licensing service, per the license fee methodology outlined in the report to Cabinet on 14 May 2024.

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 – This relates to the addition of certain new licensing activities to the existing licensing fee structure and creates potential additional work

along with potential new income streams with regard to the fees as agreed in respect of the new licensing activities outlined above.

6.2 Personnel - None

6.3 Other – None

7 BACKGROUND PAPERS

7.1 Report to Cabinet on 14 May 2024 regarding the Licensing Fee Review.

AUTHOR'S NAME	Ian Forrest
DESIGNATION	Senior Solicitor
CONTACT INFO	iforrest@eastlothian.gov.uk
DATE	23 October 2024

REPORT TO: Cabinet

MEETING DATE: 12 November 2024

BY: Executive Director for Place

SUBJECT: Community Learning and Development (CLD) Partnership Plan

4

1 PURPOSE

- 1.1 To present Cabinet with an update on the Community Learning and Development (CLD) Partnership Plan.

2 RECOMMENDATIONS

- 2.1 Cabinet is asked to note the following, which were approved by the East Lothian Partnership Governance Group on 22 October 2024:
- i. The updated CLD Partnership Plan and Education Scotland Progress Visit Implementation plan.
 - ii. The Progress visit Implementation Plan, which will be led by ELC's Connected Communities team.
 - iii. That a refreshed CLD Partnership, led by the Executive Director for Education and Children's Services, will oversee and implement a new plan aligned with our Statutory requirements.

3 BACKGROUND

- 3.1 In 2013 the Scottish Government introduced legislation for CLD 'The Requirements for Community Learning & Development (Scotland) Regulations', which placed a legal requirement on local authorities to fulfil a lead role in the implementation of the strategic guidance including the publication of a three year CLD Plan in collaboration with other public sector providers and the third sector.

- 3.2 The East Lothian Partnership is strongly committed to supporting and delivering on the shared ambitions of our young people, adult learners, and communities. This updated Community Learning and Development Partnership Plan (CLD Plan) builds on the previous plan and actions across the partnerships. The plan is being developed during a time of change, but it should help and support the Partnership's shared ambitions for our young people, our adult learners and to support our communities.
- 3.3 The Partnership is committed to ensuring that this updated plan reflects the recommendations from the Independent Review of CLD which was published in July 2024 and which can be found [here](#), along with the outcomes from the recent Progress Visit carried out by Education Scotland (May 2024).
- 3.4 Furthermore, the Partnership have recognised that East Lothian's approach to CLD requires review and improvement and to that end is keen to ensure that the plan and approaches to delivering on the actions drive sustained continuous improvement.
- 3.5 We have taken a decision to produce a one year plan to ensure that all the recommendations in these important reports can be fully addressed. There is commitment to full consultation and engagement on the plan and therefore time will be taken over the coming year to better understand the needs and aspirations of those in our communities, our partners and our workforce and ensure a joined-up approach to tackling the actions and recommendations to ensure CLD is fully embedded in all that we do.
- 3.6 The CLD plan seeks to be one which will evolve throughout this year, with members contributing to its shape, content, and outcomes. In addition, the Partnership will ensure that the data collected to evidence the CLD plan's impact, is clear and the outcomes are understood by members, communities, and learners.
- 3.7 The East Lothian Partnership, which is the CLD partnership governance reporting structure, will be undertaking a self-assessment and the East Lothian Plan is under review. An updated CLD Plan covering the remainder of this planning period up to 2027 will be produced by September 2025.
- 3.8 When delivering the CLD Plan the focus will be on the strategic objectives set out in the Government's National Performance Framework for public services, which align with the East Lothian Plan outcomes and the new Council Plan priorities:
1. Improved life chances for people of all ages, through learning, personal development, and active citizenship.
 2. Stronger, more resilient, supportive, influential, and inclusive communities.
- 3.9 The CLD partnership plan was completed on 1st September 2024 and approved by East Lothian Partnership Governance Group on 22nd October 2024.

4 POLICY IMPLICATIONS

4.1 None.

5 INTEGRATED IMPACT ASSESSMENT

5.1 The implementation of the CLD partnership plan will require a full Integrated Impact Assessment and Children's Rights Impact Assessment to ensure we meet our requirements. This will be undertaken during the first year of the plan's implementation.

6 RESOURCE IMPLICATIONS

6.1 Financial - None

6.2 Personnel - None

6.3 Other - None

7 BACKGROUND PAPERS

7.1 None.

Appendix 1: CLD Partnership Plan

Appendix 2: Progress Visit Implementation Plan

AUTHOR'S NAME	Simon Davie
DESIGNATION	Interim Service Manager, Connected Communities
CONTACT INFO	sdavie@eastlothian.gov.uk
DATE	28 TH October 2024

Appendix 1: CLD Partnership Plan: 2024-2027

1. INTRODUCTION AND CONTEXT

The East Lothian Partnership is strongly committed to supporting and delivering on the shared ambitions of our young people, adult learners, and communities. We are delighted to present this latest Community Learning and Development Partnership Plan (CLD Plan) which builds on our previous plan and actions across the partnerships. We recognise that the plan is being developed during a time of change, but we believe that it should help and support our shared ambitions for our young people, our adult learners and to support our communities. We are committed to ensuring that this new plan reflects the recommendations from the Independent Review of CLD which was published very recently in July 2024 which can be found [here](#) along with the outcomes from our recent CLD Progress Visit carried out by Education Scotland (May 2024). Furthermore, we have recognised that East Lothian’s approach to CLD requires review and improvement and to that end we are keen to ensure that our plan and our approaches to delivering on the actions drive sustained continuous improvement.

The newly reinstated East Lothian CLD Partnership (ELCLDP) has therefore taken the decision to produce a 1-year plan to ensure that we can fully address all the recommendations in these important reports. ELC will chair and lead the creation of the partnership and plan in year 1, with a view to rotating the role of chair within the partnership or seeking a community chair. This will be confirmed and agreed by the CLD Partnership through the Terms of Reference for the group. We are committed to full consultation and engagement on the plan and therefore we believe that we must take the time over the coming year to better understand the needs and aspirations of those in our communities, our partners and our workforce and ensure a joined-up approach to tackling the ambitious actions and recommendations to ensure CLD is fully embedded in all that we do.

The CLD plan seeks to be one which will evolve throughout this year, with members contributing to its shape, content, and outcomes. In addition, we will ensure that the data we collect to evidence the CLD plans impact, is clear and the outcomes are understood by our members, communities, and learners. The East Lothian Partnership, which is the CLD partnership governance reporting structure, is under review as is the East Lothian Plan. An updated CLD Plan covering the remainder of this planning period up to 2027 will be produced by September 2025.

The CLD Plan 2024 – 2025 initially focuses on East Lothian Council’s priorities and objectives. The identified priorities will require ongoing resourcing whilst acknowledging the significant financial challenges faced by the Council and partners.

We have two overarching priorities for this year:

1. Improved life chances for people of all ages, through learning, personal development, and active citizenship.

2. Stronger, more resilient, supportive, influential, and inclusive communities.

These align with the objectives in the current East Lothian Plan (LOIP) and the East Lothian Council Plan.

The following contextual elements have also influenced the changes:

- Ongoing recovery from the COVID-19 Pandemic
- The cost-of-living crisis, economic uncertainty, and reductions in public sector funding
- Reducing external funding and the uncertainty of one year funding cycles
- Service restructuring and changes in leadership within East Lothian Council
- Significant growth across the county with increased population and heightened service demand (East Lothian is now the second fastest growing local authority in Scotland with larger populations of both children and older people).

In the face of such adversity, communities often rally together, and partners work with each other sharing resources to tackle challenges. East Lothian have strong and connected communities. Partners know each other well, there is mutual respect and a good understanding of the challenges; and are solution focused on the way forward. Our existing structures will allow our partners to come together and working in partnership find solutions and the opportunities that exist, whilst tackling these challenges together. We will work on the principles of equity and accountability across the partnership and partners.

2. WHY DO WE NEED A CLD PLAN?

In 2013 the Scottish Government introduced legislation for CLD, The Requirements for Community Learning & Development (Scotland) Regulations', which placed a legal requirement on local authorities to fulfil a lead role in the implementation of the strategic guidance including the publication of a 3-year CLD Plan in collaboration with other public sector providers and the third sector.

The Regulations set out the following policy goals:

- To ensure communities across Scotland – particularly those that are disadvantaged - have access to the CLD support they need.
- To strengthen coordination between the full range of CLD providers – ensuring that CPPs, local authorities and other providers of public services respond appropriately to the expectations set by the CLD Strategic Guidance
- To reinforce the role of communities and learners in the assessment, planning, and evaluation processes, enabling them to shape CLD provision.
- To make the role and contribution of CLD more visible

Community Learning and Development is widely understood to include:

- Community development (building the capacity of communities to meet their own needs, engaging with, and influencing decision makers)
- Youth work, family learning and other early intervention work with children, young people, and families
- Community based adult learning, including adult literacies, family learning and English for Speakers of Other Languages (ESOL)
- Learning for vulnerable and disadvantaged groups in the community, for example, people with disabilities, care leavers or offenders
- Volunteer development; and
- Learning support and guidance in the community

Community Learning and Development activity in East Lothian has a strong focus on early intervention, prevention and tackling inequalities and aligns with the outcomes within the East Lothian Partnership's East Lothian Plan 2017-27 (currently under review):

“We will work in partnership to achieve an even more prosperous, safe and sustainable East Lothian, with a dynamic and thriving economy that enables our people and communities to flourish”.

The current East Lothian Plan focuses on 3 main outcomes: Prosperous, Community Minded and Fair to create opportunities to play a full and active part in East Lothian's social and economic development.

The East Lothian Council Plan has been reprioritised with the new priorities being:

- Ensure the financial sustainability of the Council through the delivery of approved savings and transforming the way we deliver services.
- Target resources on statutory services and focus on the highest risks and those most in need.
- Deliver key infrastructure, economic development and environmentally sustainable projects within available Council resources and maximising external funding.

The plan continues to be a living document which evolves over time; it needs to be reviewed and refreshed regularly and as required to take into account future published plans and strategies at both national and local level, for example the Promise, UNCRC, the national Youth Work Strategy, Lifelong Learning Framework 2022–27 and Adult Learning Strategy 2021–2026.

3. REVIEW OF THE CLD PLAN 2021-2024

A significant amount of work has been undertaken to deliver the 2021-2024 Plan and progress made towards outcomes. A summary of some of this activity is included here.

Some of the Outcome Indicators included in the East Lothian Plan relate directly to the CLD Plan and an update on the progress of these, which was reported to the East Lothian Partnership Governance Group in April 2024, is also included below.

Indicators	Source	Baseline 2021/22	Target	Latest 2024
Number of people participating in East Lothian Works operated or funded employability programmes.	SLAED	384	450	836 for 23/24
% participation rate for 16–19-year-olds.	SDS	94.7% Scottish Ave: 91.8%	96%	94.6% Scottish Ave: 94.2%
Proportion of Community Councils with Local Community Resilience Plans.	East Lothian Council	25%	75%	60% (2022)
The number of successfully completed DofE awards	East Lothian Council	April 2021 – March 2022 Started 301 and completed 51 (16.9%) April 2022 – March 2023 Started 278 and completed 80 (28.77%)	10% increase per year	April 2023 – March 2024 Started 383 and completed 169 (44.1%)

4. IDENTIFYING NEED – WHAT DOES THE DATA TELL US?

(Data from draft Strategic Needs Assessment 2024). East Lothian includes 6 main towns and geographic clusters including a mix of urban and rural communities. There are 6 Area Partnerships which bring together local community representatives as the local voice of community planning.



East Lothian has experienced the highest population growth of all local authorities in Scotland over the past twenty years. Over the next twenty years, the Council area is expected to experience high rates of growth, greater than the City Region and Scotland. This will be primarily driven by the over 65 population.

Population projections (NRS 2021), by age-group, estimates that those aged:

- 0 to 15 and 45-64 will decrease by 1.8% and 2.8%, respectively, by 2028.
- 16-24 are expected to increase by 6.7% by 2028, compared to -0.9% in Scotland.
- 75+ are expected to have the largest increase in population, at 32%.
- 65 to 74 will also have a significant increase in population of 23.2%, highlighting East Lothian's ageing population.

The county's ageing population is expected to increase challenges for services. There will be a higher demand for accessible and adaptable homes. Likewise, Health and Social Care supports needs will increase and a sustaining workforce within this sector able to afford living in East Lothian will be crucial.

Workplace earnings are significantly lower than both resident earnings for East Lothian, and average workplace earnings for the other comparator areas. It is suggested that this is driven by high earners commuting to work in Edinburgh.

The last few years have seen significant increases in both food and fuel poverty because of the ‘cost of living crisis’. East Lothian Foodbank has reported that it has seen a 200% increase in the provision of emergency food parcels since 2017. The latest available national figures for fuel poverty (2017-2019) show that 24% of East Lothian households were estimated as being in fuel poverty, which was the same as the Scottish average. The 2024 Poverty Profile shows that on almost all measures East Lothian has lower levels of poverty than most other parts of Scotland. But the relative ‘affluence’ of East Lothian masks significant levels of poverty in some parts of the county. 8 (6%) of East Lothian’s 132 data zones were ranked in the 20% most deprived in Scotland whilst 26 (20%) were in the 20% least deprived in Scotland. Four of these data zones are in Tranent, three are in Prestonpans and one is in Musselburgh. The disparity between wards is evidenced across almost all the data that goes into developing the Scottish Index of Multiple Deprivation.

Using the most used measure of child poverty – the percentage of children living in households with below 60% median income after housing costs – East Lothian was below the Scottish average in the last 2 years for which data was reported – 18.9% in 2020/21 and 21.2% in 2021/22 compared to the Scottish average of 24.5% in both years. But again, the child poverty statistics that are available at a ward level show clear and significant disparity between wards. For example, the percentage of children living in ‘relative’ poverty and ‘absolute’ poverty varies from 23.4% and 17.1% in the Musselburgh ward to 7.7% and 6.7% in the North Berwick Coastal ward.

There continues to be significant Partnership work ongoing to deliver and develop anti-poverty work. The 2024-2027 East Lothian Poverty Plan and collaboration and partnership working are essential for this work to be effective and make a difference to families and communities. There will always be differences in outcomes for people living in East Lothian, but we can aim to increase opportunities and reduce inequality.

The number of Universal Credit claimants in East Lothian increased from 5,842 (Feb 2020) to 9,821 (March 2024) – a 68.1% increase. Across Scotland the increase was 108.6%. In March 2024, 9% of East Lothian’s population was in Households receiving Universal Credit compared to the Scottish average of 9.7%.

The data consistently shows that Musselburgh, Tranent Wallyford & Macmerry wards have higher levels of poverty than other areas. A plethora of indicators can be used to measure/ compare the relative levels of poverty across East Lothian. The table below provides a general estimate of the proportion of poverty levels across East Lothian’s six wards based on various actual and proxy measures provided by SIMD 2020 and the other sources summarised in this profile.

Estimate of proportion of East Lothian's poverty across six wards

Musselburgh	24%
Tranent Wallyford & Macmerry	24%
Preston Seton Gosford	18%
Haddington & Lammermuir	16%
Dunbar & East Linton	10%
North Berwick Coastal	8%

5. CLD PRIORITIES 2024-25

When delivering the CLD Plan the focus will be on the strategic objectives set out in the Government's National Performance Framework for public services, which align with the East Lothian Plan outcomes and the new Council Plan priorities:

1. Improved life chances for people of all ages, through learning, personal development, and active citizenship.
2. Stronger, more resilient, supportive, influential, and inclusive communities.

This Action Plan covers the actions to be delivered by the CLD Partnership over the next 12 months.

STRATEGIC DEVELOPMENT

Actions	Why	Who is lead/ing?	Target Date	Resources	Measurable Outcomes
1. Review the vision for CLD in East Lothian	<ul style="list-style-type: none"> - Independent Review of CLD - The Requirements for Community Learning and Development (Scotland) Regulations 2013: Guidance for Local Authorities - CLDSC The competent practitioner framework 	Executive Director	31/8/25		<ul style="list-style-type: none"> - Outcome of return visit from Education Scotland and level of engagement of partnership members.
2. Strengthen partnership and leadership of CLD through a process for co-ordination for the CLD provision including the CLD plan.	<ul style="list-style-type: none"> - The Education Authority has a requirement to Co-ordinate the provision of community learning and development with partners. CLD plans must be consistent with existing and emerging priorities for young people, adults and their families 	Executive Director	31/8/25	<ul style="list-style-type: none"> - Connected Communities Team - Partnership Governance Group 	<ul style="list-style-type: none"> - Agree meeting frequency with Partnership members. - Once plan is published, we will then create T o R with members and agree how to progress the partnership, members contributions to the plan actions and outcomes.

Actions	Why	Who is lead/ing?	Target Date	Resources	Measurable Outcomes
	within schools, colleges, third sector organisations and communities across the local authority area.				
2a. Develop an approach for consultation, in partnership with learners and communities, to identify needs, strengths and opportunities.	<ul style="list-style-type: none"> - There is required to identify the Community Learning and Development needs of target individuals and groups within their local authority area. <p>The education authority is obliged to involve and consult certain representative persons in carrying out that process: persons representative of the target individuals and groups; and persons to be representative of persons providing community learning and development within the locality.</p>	CLD partnership	31/8/25	<ul style="list-style-type: none"> - Connected Communities Team - Education authority - New Participation and Engagement Strategy 	<ul style="list-style-type: none"> - Agreed approach from partners - Completed consultation and engagement exercise with partners, learners, communities and young people
2b. Continue to improve our systems for collecting and reporting data.	<ul style="list-style-type: none"> - There is a requirement to gather, analyse and use appropriate data and other relevant information to improve services and 	CLD partnership	31/8/25	<ul style="list-style-type: none"> - Connected Communities Team 	<ul style="list-style-type: none"> - Agreed data collection and reporting mechanisms and measurable targets for partnership plan.

Actions	Why	Who is lead/ing?	Target Date	Resources	Measurable Outcomes
	demonstrate positive impacts.			- Research for good practice through SEAC and ES	
2c. Improve how we share data to inform joint planning and evaluation with partners.	- There is a requirement to work well with partners to share key data and other information to assess need and support improvement.	CLD partnership	31/8/25		- Process for shared evaluation – not measurable outcome
2d. Develop and create a Safeguarding charter	- Increase awareness of Safeguarding practices and raise standards across partnership	Connected Communities Service Manager / CLD partnership		- Connected Communities Team	- Charter in place which includes an assurance mechanism. - Commitment from partners that all staff and volunteers will be trained etc. - Work with partners to consider an event or training session.
2e. Undertake an Equalities Impact Assessment and Children’s Right Impact Assessment within the development of the CLD plan	- Requirement within CLD regulations	CLD partnership	31/8/25		- Completion of the plan and assessment. - Completed impact assessments and actions as required.
3. Increase the level of partnership working to support those that have been identified within SLDR and APM reporting as being in a negative destination.	- SLDR (School Leaver destinations) APM (Annual Participation Measure) - Improve connections with CLD colleagues and community-based partners	ELW/SDS	31/8/25	- ELW/SDS and external partners	- Leaver cohort 2022-23 was 96.3% (National 95.9%). Whilst this is the initial measure, partnership support will be required for the follow up measure to identify those in negative destinations.

Actions	Why	Who is lead/ing?	Target Date	Resources	Measurable Outcomes
	to support the follow up activity and the ongoing tracking and monitoring of young people who are in a negative destination.				

Year One priorities (consultation with communities and learners still to be undertaken) – 1/9/24 to 31/8/25
Priorities will support the actions defined in the plan above and validate successful impact of the partnership.
Priorities align with outcomes in East Lothian Council plan.

Theme 1: Prosperous Outcome 1.1. East Lothian people are working, are free from in-work poverty and are able to develop and improve their work skills.

Actions	Why	Who is lead/ing?	Target Date	Resources	Measurable Outcome
School Leaver Destinations (SLDR).	This is one of the KPIs for ELW and also part of our Service Plan. Also forms part of the statutory requirements for the Local Authority.	ELW/Skills Development Scotland (SDS)	31/6/25	- ELW, SDS and a range of community-based partners.	Leaver cohort 2022-23 was 96.3% (National 95.9%). Whilst this is the initial measure, partnership support will be required for the follow up measure to identify those in negative destinations. *Financial year target
Annual Participation Measure (APM).	This is one of the KPIs for ELW and also part of our Service Plan. Also forms part of the statutory requirements for the Local Authority.	ELW/SDS	31/8/25	- ELW, SDS and a range of community-based partners.	For 2023 this was 96.1% (National 93.3%). ELC's stretch aim is 96.4% *Financial year target
SLAED Indicator: Number of people participating in EL Works operated or	This is one of the KPIs for ELW and also part of our Service Plan. Also forms part of the statutory	ELW	31/8/25	- ELW and external partners.	For 23/24 836 people participated 836 Target for 23/24 was 850 people

Actions	Why	Who is lead/ing?	Target Date	Resources	Measurable Outcomes
funded employability programmes.	requirements for the Local Authority.				*Financial year target
SLAED Indicator: Percentage of people involved in Council operated employability programmes progressed into employment.	This is one of the KPIs for ELW and also part of our Service Plan. Also forms part of the statutory requirements for the Local Authority.	ELW	31/8/25	- ELW and external partners.	22.1% (185 people) Target for 23/24 was 25% *Financial year target
ALN: Increase the no of learners participating in ALN Increase the no of learners achieving qualifications	This links to the Adult Learning Strategy for Scotland (2022-27)	ELW	31/8/25	- Staffing resource	*Target 23/24 is 60 - Achieved 64 - Target 24/25 is 65 *Target 23/24 is 8 - Achieved 4 - Target 24/25 is 8 *Based on academic year
ESOL: Number of learners achieving an SQA qualification. Number of learners progressing to the next level of qualification	This links to the Adult Learning Strategy for Scotland (2022-27), also links to the New Scots Refugee Integration Strategy 2024	ELW	31/8/25	- Staffing resource	*Target 23/24 is 23 - Achieved 25 - Target 24/25 is 23 *Target 23/24 is 30 - Achieved 26 - Target 24/25 is 26 *Based on academic year

Actions	Why	Who is lead/ing?	Target Date	Resources	Measurable Outcomes
<p>Skills for Work: Number of SQA qualifications achieved at Level 4 and 5</p> <p>Number of learners progressing into work or further education</p>	<p>This links to the Adult Learning Strategy for Scotland (2022-27)</p>	<p>ELW/Edinburgh College</p>	<p>31/8/25</p>	<ul style="list-style-type: none"> - Edinburgh College to provide data - Edinburgh College team 	<ul style="list-style-type: none"> *Target 23/24 is 38 - Achieved 31 - Target 24/25 35 *Target 23/24 is 10 - Achieved 11 - Target 24/25 is 10 <p>*Based on academic year</p>
<p>Theme 2: Community minded 2.1 East Lothian has strong resilient communities where people respect and support each other</p>					
<p>Increase the number of completed DofE awards</p>	<p>Baseline figure 169 Target for 24/25 is 186</p> <p>Contributing to KPI 7b Number of young people completed nationally recognised awards through CLD activity and 7c Number of young people receiving sectional certificates towards above Awards.</p>	<p>Connected Communities</p>	<p>31/8/25</p>	<ul style="list-style-type: none"> - D of E staff 	<ul style="list-style-type: none"> - 10% increase in number of completed DofE awards
<p>Embed opportunity to undertake youth awards within our universal youth work provisions</p>	<p>KPI for CLD Activity 7a - Number of children receiving completed nationally recognised awards through / 7b - Number of young people receiving completed nationally recognised awards through CLD activity CLD activity. This would provide way</p>	<p>Connected Communities</p>	<p>31/8/25</p>	<ul style="list-style-type: none"> - Casual Youth Workers 	<ul style="list-style-type: none"> - Awards available in 100% of ELCs youth clubs

Actions	Why	Who is lead/ing?	Target Date	Resources	Measurable Outcomes
	of measuring the learning and attainment within universal youth work provision.				
Embed the provision of specialist youth workers 1 to 1 support for young people in East Lothian	Identifying priority groups and target the most vulnerable and marginalised learners in schools, colleges and communities to engage with CLD services	Connected Communities	31/8/25	- Specialist Youth Workers	- Measurable increase in engagement, confidence, and well-being of identifiable young people
Review and then publish ELCs Youth Vision	CLD plans are consistent with existing and emerging priorities for young people, adults and their families within schools, colleges, third sector organisations and communities across the local authority area	Connected Communities	31/8/25		<ul style="list-style-type: none"> - Work with young people to review the content and priorities previously identified. - Define roles and responsibilities for all partners. - Create measurable impacts within the plan. - Launch the plan.
Increase the number of interactions to support community capacity building	Securing participation from communities requires commitment from the CPP and partners to strengthen the capacity of community bodies, wherever this is needed to build effective community involvement in decision-making, policy development and service provision. Community capacity building is especially important to secure the participation of	Connected Communities	31/8/25		<ul style="list-style-type: none"> - Baseline - Community Capacity Building 2023/24: Actions 200 - Target increase 10% - Target for 2024/25 – Actions 220

Actions	Why	Who is lead/ing?	Target Date	Resources	Measurable Outcomes
	<p>those sections of the community which are otherwise less engaged than other sections in community planning. This includes in particular community bodies which represent the interests of persons who experience inequalities of outcome which result from socio-economic or other disadvantage. Community planning partners should seek to maximise the impact of community learning and development by focusing activity on the most disadvantaged communities. CLDS standards council KPI 11 Number of community groups receiving capacity building support through CLD activity.</p>				

Actions	Why	Who is lead/ing?	Target Date	Resources	Measurable Outcomes
Theme 3: Fair 3.1 We tackle the causes and effects of poverty in East Lothian and we reduce the gap between the richest and the poorest people (for example Holiday hunger, bursaries)					
Actions	Why	Who is lead/ing?	Target Date	Resources	Measurable Outcomes
We will continue to support those in need in our communities through the Lunch clubs, Community Pantries and Festive provisions	Target resources on statutory services and focus on the highest risks and those most in need <i>*Current ELC plan priority *</i>	Connected Communities Service Manager	31/8/25	<ul style="list-style-type: none"> - Third Sector partners, VCEL/ELFFN - Local projects and pantries 	<ul style="list-style-type: none"> - Increased membership of ELFFN by 10 % - Baseline is 50

This report is subject to approval by East Lothian Partnership governance group on 22nd October 2024.

Appendix 2: Progress Visit Implementation Plan

1. INTRODUCTION AND CONTEXT

HM Inspectors from Education Scotland visited East Lothian Council to undertake a Community Learning and Development (CLD) progress visit on 28-30 May 2024. During the visit, Inspectors talked to partners, learners, community representatives, CLD leaders, managers, staff, volunteers, and other key stakeholders. HM Inspectors evaluated the effectiveness of the East Lothian CLD Partnership's approach to self-evaluation and planning for improvement, and considered progress made against identified priorities in the Partnership's CLD plan 2021 – 2024.

Numerous examples of positive progress were observed by the Inspectors including the use of place-based approaches to identify need, the Council's approach to participatory budgeting through the Area Partnerships, the accessibility of many CLD programmes and the work of the Pennypit Trust and North Berwick Youth Project amongst other activities.

"Dinner at DGS", an intergenerational programme where young people and older adults get together in Dunbar to prepare and eat nutritious, low-cost meals, was highlighted as an example of highly effective practice which many participants described as life changing, with positive impacts on confidence and mental health. However overall HM Inspectors concluded that ELC and its CLD partners are not making sufficient progress with their CLD plan and identified areas requiring improvement. As a result, inspectors will visit the Partnership again in approximately one year to evaluate progress made by the Partnership in addressing these areas for improvement.

ELC has therefore developed this Improvement Plan which includes actions, the reasons the actions are required and the expected outcomes. Although the leads are ELC Senior Officers, this is a Partnership Plan, and all members of the Partnership will be involved in its delivery.

Action	Why (ES comment from PV)	Who is Leading	Target Date	Measurable Outcomes
<p>1. Strengthen East Lothian Partnership and leadership by refreshing existing LOIP and embedding CLD within the plan.</p>	<p>The recent changes to the leadership of CLD are not yet fully embedded, and do not yet fully support the governance of CLD.</p> <p>Self-evaluation for improvement across partners is not yet well-embedded or understood.</p>	<p>Executive Director</p>	<ul style="list-style-type: none"> - 31st March 2025 - 31st December 2024 - 31st March 25 	<ul style="list-style-type: none"> - Refresh LOIP. - Members to complete self-evaluation of partnership - Review Partnership based on outcomes from self-evaluation.
<p>2. The CLD Partnership and its operating arrangements will be reviewed and refreshed over the coming year.</p>	<p>The voice of learners and community members is not yet fully influencing CLD strategic planning.</p> <p>Partners do not yet have a shared understanding of the intended outcomes in the CLD plan.</p> <p>There is insufficient evidence of how the workforce development offer responds to CLD planned priorities.</p> <p>There are currently no strategic partnership arrangements in</p>	<p>Executive Director</p>	<ul style="list-style-type: none"> - 1st September 2024 - 31st March 2025 - 31st August 2025 - 31st August 2025 	<ul style="list-style-type: none"> - Create new CLD partnership plan. - Refreshed CLD Partnership arrangements aligned to the East Lothian Partnership. - Consult and engage with learners, partners, young people, and communities on the plan. - Work with partners to create year 2 and 3 actions and outcomes.

Action	Why (ES comment from PV)	Who is Leading	Target Date	Measurable Outcomes
	place to oversee the governance of CLD. The quality assurance arrangements of CLD are insufficient.			
3 Work alongside CLD partnership and the EL Partnership to define the data to be collected in order to demonstrate progress.	Strategic and local partners, including area partnerships, cannot demonstrate progress effectively in all areas.	Service Manager - Connected Communities Head of Communities	31 st August 2025	- Agree data sets to be collected and mechanism for reporting.
4. Reports will be adapted to include trend reporting of up to three years.	Whilst Connected Communities area partnerships report progress annually, too many performance reports have limited available trends over time data.	Service Manager - Connected Communities	31 st August 2025	- Agree data sets to be collected and mechanism for reporting.
5. Youth Vision to be reviewed ensuring it remains relevant and then approved.	The Youth Vision 2024-27 lacks measurable outcomes and targets.	Service Manager - Connected Communities	31 st August 2025	- Approved Youth Vision 2024 – 2027 with defined measures of success.
6. Strategic plans will continue to be reviewed regularly to ensure they remain current. Any out-of-date plans will be	A few strategic plans are out of date or newly developed. For example, the 2017 East Lothian Strategic Needs Assessment.	Service Manager - Connected Communities	31 st August 2025	- Strategic Needs Assessment will be approved – <i>completed on 22/10/24</i> - Process for review of strategic plans.

Action	Why (ES comment from PV)	Who is Leading	Target Date	Measurable Outcomes
reviewed as a matter of urgency.		Head of Communities		
7. A review will be undertaken of DoE to ensure data-driven improvements are made re completion rates and sustainability.	Over the period 2020-24, there is a decreasing number of young people achieving all levels of the Duke of Edinburgh's Award.	Service Manager - Connected Communities	31 st August 2025	- Improvement actions identified and being progressed. Tracking and reporting of these via the CLD Partnership.
8. Further embed Specialist Youth work provision within schools.	The attainment and achievement of young people engaging in CLD activity through specialist youth workers is not yet consistent or fully embedded in school improvement planning.	Head of Communities Head of Education	31 st August 2025	- Specialist YW is fully embedded into School Improvement Plans.
9. Ensure there is a clear process for defining learning goals/progression pathways for young people and adult learners.	Progression pathways for young people and adult learners are not yet sufficiently well developed.	Team Manager (Education And Employability)	31 st August 2024 <i>Delivered</i>	- Already capturing this data. - All learners have their own Individual Learning Plan and will be working on individual goals which may include life skills, not all wish to pursue employment.
10. Ensure there is a record of the reasons for use of GLPs rather than ILPs.	ESOL learners would benefit from individual learning plans to help them record, monitor and track their progress.	Team Manager (Education And Employability)	31 st August 2024 <i>Delivered</i>	- We have trialled Individual Learning Plans in the past which were not well received by the learners which is why we moved to a Group Learning Plan.

Action	Why (ES comment from PV)	Who is Leading	Target Date	Measurable Outcomes
11. QA process to be implemented for ensuring volunteers undertake mandatory training.	The local authority do not have sufficient quality assurance processes in place to ensure that all volunteers have undertaken mandatory safeguarding training.	Service Manager - Connected Communities	31 st October 2024	- Embed Quality Assurance process alongside partners through CLD Partnership Plan.

REPORT TO: Cabinet

MEETING DATE: 12 November 2024

BY: Executive Director of Place

SUBJECT: East Lothian Food & Drink - Business Improvement District

5

1 PURPOSE

- 1.1 To update Cabinet with regards the progress made by the East Lothian Food and Drink Business Improvement District (BID) 2021-2023, seek confirmation of committed funding, and note their plans for a potential future re-ballot of the County's food and drink producers.

2 RECOMMENDATIONS

- 2.1 It is recommended that Cabinet confirms the Council's financial commitment of £25,000 for each of 2024/25 and 2025/26 from the Council's Economic Development budget.
- 2.2 That Cabinet notes that the BID Board intend to survey and then re-ballot the County's food and drink producers in 2026 to ascertain whether there is continued support for the initiative and to re-establish the BID for a further 5 years. A future decision would be required in relation to ELC funding and other support, a report will be provided in due course.

3 BACKGROUND

- 3.1 The Economic Development (ED) service develops, supports, and implements projects and activities that bring investment into East Lothian. Through the Business Gateway, the service helps to start up and grow businesses. It aids the creation and safeguarding of jobs, stimulates economic development and business performance, and attracts and retains visitors. In doing so, Economic Development works in partnership with external agencies and other council departments.
- 3.2 East Lothian Food & Drink (ELF&D) was initiated in 2004 with the twin objectives of supporting the local food and drink industry and of raising awareness of the high quality produce available in East Lothian.

- 3.3 In 2015, discussions with and guided by East Lothian's Food and Drink producer's industry steering group, ELF&D identified a potential project around a Food and Drink sector Business Improvement District. A Cabinet report dated 8 December 2015 approved the project along with Council funding, at that time, of £20,000 per annum. A ballot of food and drink producers was held and a result of more than 90% in favour saw the BID established in June 2016.
- 3.4 Primary legislation for a BID is contained in Part 9 of the [Planning etc Scotland Act 2006](#) and other secondary legislation, including UK parliamentary regulations to implement reserved aspects of the policy. A key component of this legislation is the requirement for a formal ballot, undertaken by the Electoral Reform Society with the Council's Returning Officer overseeing the process.
- 3.5 A BID can last for 5 years prior to seeking a new mandate through a further ballot. Member funding for the BID is via a levy to all relevant companies in the BID area that is legally binding.
- 3.6 A second ballot was held in June 2021 reestablishing the BID for a further 5 years with an agreed commitment from ELC of £25,000 in annual funding for its full term subject to a satisfactory review of performance at the end of year three, the subject of this report.

Review of Progress

- 3.7 The objectives of the ELF&D BID are:
- To improve the economic opportunities for food and drink businesses in East Lothian
 - To make the BID "cost neutral" for each business
 - To build on businesses relationships with each other, the local authority, and the community
 - To market East Lothian's food and drink sector to a local, regional, and national audience
 - To give businesses a strong unified voice
 - To support local voluntary groups whose aims align with the BID
- 3.8 The achievements of the BID over the last 3 years (2021 to 2024) are attached as an annual review (see Appendix 1), with a number of key highlights being:
- Income and expenditure within acceptable parameters, appropriate reserves held
 - Launched North Berwick producers' market as a new sales opportunity and income stream
 - Launched a Social Media Campaign "The Great East Lothian Menu" and grew social media follower numbers
 - Maintenance of BID website
<https://www.scotlandsfooddrinkcounty.com/>

- Leverage of additional external funding not available to companies and / or local authorities including funding from Scotland Food and Drink and others, e.g. Regional Food Fund
- Delivered a range of workshops, seminars, exhibitions and events including promoting ELF&D and members e.g. the Royal Highland Show, Larder of the Lowlands, Specialty Fine Food Show, and ScotHot etc. (in 2023/24 members attending trade shows secured orders or additional turnover to the value of £360,000).
- Involvement in High School and DYW careers events to promote the sector

3.9 Officers are content that the progress made and activity to date is in line with the BID Business Plan, and Cabinet is asked to confirm continued funding for 24/25 and 25/26 from the current Economic Development Budget.

3.10 Cabinet should additionally note that the BID Board have indicated their intent to begin the process of re-balloting their members for a potential 3rd term of the BID. This process would begin in late 2025 and would require the support of the Council both logistically and financially. Given the timeline noted in Appendix 1 a decision with regards in-principle support for a third term should be taken no later than November 2025. Given the Council's financial position it would be prudent to explore with the BID Board and Manager alternate funding sources / business models that would reduce the BID's reliance on Council funding.

4 POLICY IMPLICATIONS

4.1 Council funding for the ELF&D BID will support and achieve aims and objectives of the East Lothian Local Economy Strategy 2024 to 2034.

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: Due to the statutory nature of the BID, £25,000 is budgeted for in 2024/25 and 2025/26 within the Economic Development budget and is not being proposed as a saving in 2025/26. Consideration with regards financial support for a re-ballot and with regards future Council funding for a third BID term will need to be considered in due course.

6.3 Personnel: ELC officers will continue to sit on the BID Board and provide business support services.

6.4 Other – N/A

7 BACKGROUND PAPERS

7.1 None.

Appendix 1 - ELF&D Mid-term Report

Appendix 2 – ELF&D Indicative Ballot Timetable

AUTHOR'S NAME	Jamie Baker
DESIGNATION	Service Manager – Economic Development
CONTACT INFO	jbaker@eastlothian.gov.uk
DATE	28 October 2024

Appendix 1 – ELF&D Mid-term Report (Oct 2024)



East Lothian Food and Drink Ltd

Year 1-3 Report 2021-2024

Years 4-5 Projections 2024-2026

1.0 Executive Summary

1.1 Mission Statement of the East Lothian Food and Drink BID

We will:

- Deliver positive economic impact and effect economic return for our members and partners
- Be the voice of the area and advocate for food and drink companies located in East Lothian
- Support growth, success, and prosperity for members through actively seeking inward investment and relevant grants
- Inspire all to develop a cohesive and inclusive food and drink sector that is collaborative, coordinated and positively communicates internally and externally

1.2 Aims and Objectives of the East Lothian Food and Drink BID

The principal aim of the BID is to deliver projects and services that will improve the trading environment of the BID area to benefit businesses, their customers, and visitors.

The objectives of the BID are:

- To improve the economic opportunities for food and drink businesses in East Lothian
- To make the BID “cost neutral” for each business
- To build on businesses relationships with each other, the local authority, and the community
- To market East Lothian’s food and drink sector to a local, regional, and national audience
- To give businesses a strong unified voice
- To support local voluntary groups whose aims align with the BID

1.3 Progress years 1-3

East Lothian Food and Drink is seen as a very strong Regional Food Group that collaborates well with the local authority, East Lothian Council (ELC), VisitScotland (VS) and Visit East Lothian (VEL) as well as with other Regional Food Groups (RFGs) – This is very important to the company’s ethos, and this

is why we are asked all the time by other RFG's and authorities for help and support with events, memberships, collaborations and company structure.

We are currently helping Taste of Shetland, Taste of Orkney and Inverness with their collaboration next year which is a B2B event in Inverness showcasing the three regions' producers after they were inspired by Larder of the Lowlands over the last couple of years.

East Lothian Food and Drink (ELFD) Is the world's only Food and Drink Business Improvement District (BID). This is something to be extremely proud of for East Lothian and many other Regional Food Groups (RFG's) seek to follow our model and often ask for advice. For example, Inverness, Cornwall council, One North East, Dundee and Isle of Arran.

From the business plan 2021-2026 the estimated income was £346,100

From financials from August 2021-July 2024 and estimates for year 4 and 5 – the income is expected as £365,773.57.

This leaves a difference of +£19,673.57

From the Business Plan 2021-2026 the expenditure was estimated at £346,100

From financials from August 2021 until July 2024 and then estimates for year 4 and 5 – the expenditure is projected at £360,842.13

This leaves a difference of - 14,742.13

Therefore profit and loss of +£4,931.44

2.0 Background

2.1 What is a Business Improvement District (BID)?

A Business Improvement District (BID) is a geographically defined area, where businesses come together and agree to invest collectively in projects and services that the businesses believe will improve their trading environment. BID projects are new additional projects and services; they do not replace services that are already provided by East Lothian Council.

BIDs are developed, managed and paid for by the non-domestic sector by means of a compulsory levy. This means the eligible persons in the proposed BID area must vote in favour of the BID before it can be established. Each eligible person liable to pay the BID levy will be able to vote on whether the BID Renewal goes ahead.

2.2 Background to BIDs

BIDs first started in Bloor West Village, Toronto, Canada nearly 50 years ago, by the town's business community. The town's businesses were increasingly under pressure from the new shopping centres that were being developed on the outskirts of the town, diverting shoppers away from the traditional town centre out to the new shopping malls. As a result, some businesses were forced to cease trading and the town started to look tired and neglected.

To stop the haemorrhage of deserting shoppers, local businesses fought back to revitalise the town. They successfully lobbied for legislation for all the businesses in the proposed BID area to pay a levy. The levy money was used to improve the physical appearance of the town, and then promote the town centre as a vibrant, attractive, and safe place to work, shop and live. The strategy paid off, as shoppers started to return to the town centre in large numbers.

The success of the Bloor West Village BID paved the way for future BIDs, not only in Toronto; but spreading throughout Canada, and the USA in the late 1960s and 1970s. Today there are well over 1800 successful BIDs worldwide.

An additional measure of BIDs success is in the renewal process. Most BIDs run for a period of five years with the vast majority continuing, for consecutive terms, when they come up for renewal. In Scotland, to date, there are 20 BIDs in their second or third BID terms equating to 27 successful renewal ballots demonstrating that the businesses value the projects and services delivered by the BIDs.

BIDs can support regeneration, grow local economies, create local employment and create a cleaner, safer trading environment. A key element to their success is that the local businesses take ownership and responsibility for their trading environment, identifying the projects necessary to resolve common problems and issues, and overseeing their implementation, whilst also contributing to the future direction of the area and its future development.

BID legislation was passed in Scotland in 2006 with the Scottish Government funding 6 pilot projects in March 2006. The Scottish Government fully supports the development of BIDs in Scotland.

Currently there are 37 fully operational BIDs in Scotland of which 20 are in their second or third terms equating to 27 successful renewal ballots. In addition, there are a further 30 in preparation for their first ballot.

3.0 East Lothian Position

3.1 Why does East Lothian's Food and Drink Sector need a BID?

With a population of 112,284 (as at 30th June 2022) East Lothian is one of the most picturesque areas of Scotland. The county stretches from the eastern edge of Edinburgh to the waters of the North Sea. Rich in history, the past is kept alive with rugged castles, historic market towns and the remains of ancient settlements.

With over 40 miles of magnificent coastline, golden beaches, rolling countryside, spectacular cliffs, award-winning tourist attractions, an excellent food and drink offering from producer to plate, together with the world's finest selection of links golf courses, East Lothian combines the best of Scotland in miniature! East Lothian offers the freshest, seasonal produce in your farm shops and the best places to eat out for a special occasion.

East Lothian is a gastronomic delight! It has everything from Scottish cider and fruit liqueurs, award-winning butchers, freshly caught seafood and the juiciest fruit and vegetables, all served in the finest restaurants.

On the last Saturday of each month, Haddington plays host to the [Farmer's Market](#) which offers a wealth of local food and the opportunity to meet the farmers who grow and rear the produce.

East Lothian Food and Drink has operated as part of East Lothian Council since 2004 supporting the food and drink industry; encouraging local food producers and processors to supply to the local hospitality business, farm shops, visitor attractions and retail outlets throughout the county.

Resultant of this activity the brand East Lothian Food and Drink (ELFD) was developed to support all food and drink producers and processors in the area in growing and developing their business. The work developed to support product sales across Scotland. This has involved a multi-agency support package for individual business involving East Lothian Council Economic Development and Strategic Investments, Business Gateway, Scottish Enterprise, Scottish Development International, Queen Margaret University and Scotland Food and Drink.

In 2016, the businesses had a desire to commit to the next stage of growth and to support the creation of a Business Improvement District to drive the awareness of East Lothian as providing fantastic quality food products across a wide range of categories and benefit from shared marketing and promotional resource.

3.2 The History of BIDs in East Lothian

Food and Drink businesses in East Lothian were first introduced to the BID concept in 2015. At this time, a decision was taken by the original East Lothian Food and Drink working group that to deliver sustainable growth, increased investment and dedicated staff time would be required. The initial development of the BID through 2015 was undertaken by East Lothian Council and with the support of both East Lothian Council and the Scottish Government, a separate entity and new steering group were formed to drive the BID process forward.

The BID developed to include food and drink businesses that are located within the geographical boundaries of East Lothian that are producing, processing, manufacture or adding value to food or drink products and who sell these products business to business. Levy payers would be businesses that were working from commercial, non-domestic rated premises and an associate

membership programme was established for businesses working from domestic rated premises.

The initial ballot for East Lothian Food and Drink BID took place in 2016. At this time over 95% of potential levy payers voted to support the creation of the BID, the payment of the levy and the outline business plan presented at that time. The key reasons given for the overwhelming support was a desire to see benefit from increased marketing and promotion. East Lothian Food and Drink BID was the first food and drink BID in the world and retains its position as the only sector-based BID in Scotland.

In its first term, the BID has actioned the requests made in the consultation of 2016 through the creation of a branded website, increased promotional activity and attendance at consumer facing events such as the Royal Highland Show. These events have provided BID levy payers and Associate Members with a platform to promote their products which would be cost-prohibitive for them to undertake individually. In addition, the BID benefits from 11 voluntary members where their food and drink businesses are located in a domestic rated property. These members see clear value from the work of East Lothian Food and Drink to make a voluntary contribution to its activities.

3.3 How does East Lothian benefit from a BID?

Food and drink production businesses benefit from the projects and services that the BID will deliver.

ELFD BID delivers:

- increase the growth of the Food and Drink Industry in East Lothian
- promote the county reputation for food production and processing
- focus the energy of businesses toward fulfilling sector growth
- provide leadership and strategic focus
- involve local business with its drive and initiative
- attract additional funding to the area
- grow the local economy
- assist East Lothian Council in realising The Single Outcome Agreement
- deliver local support and develop wide partnership with a strong commitment of the private sector
- create sustainable business, by growing new markets and increasing sales to existing market
- increase employment and job stability
- support rural industries.

3.4 Local Authority Support

The renewed East Lothian Food and Drink BID, as a single sector BID, has furthered the work of the initial BID term. It has secured economic development and growth for its levy payers who are food and drink businesses based in East Lothian. It is essential to have the support of the local authority and access to its expertise throughout the development and implementation of the BID.

East Lothian Council supported the development of the BID renewal. Elected member, John McMillan, spokesperson for Economic Development is a member of the Board of Directors of East Lothian Food and Drink Ltd. The BID also benefits from the support of council officers with a member of the Economic Development Team, Matthew Foulds also a Board Member. The BID team has excellent support from the administrative and support teams at ELC including PR and communications, tourism support, finance and accounts. As well as storing of the Demo Kitchen we hire out twice yearly for events.

4.0 The BID Area

The BID area is the geographic boundary of East Lothian Council. The size and rural nature of this geographic region mean a street-by-street listing is not possible.

The geographic area of East Lothian was chosen as food and drink provenance is important and East Lothian has an established reputation for good quality food and drink products. The BID team calculated that this equates to circa 30 businesses, the eligible person of which were entitled to vote on 1 July 2021. Following the successful ballot all eligible persons within the BID area are required to pay the BID levy.



5.0 BID Management

5.1 BID Staff

The Project Manager for the BID is Emma Bouglet. The Project Manager is accountable to the BID Board of Directors.

5.2 BID Board of Directors

The BID Board of Directors is made up from a cross section of the food and drink business community in East Lothian and includes one locally elected councillor and an officer from East Lothian Council. The Board of Directors provides direction to the development of the BID, delivery of BID activities and BID staff.

Ultimately all key decisions relating to the developing BID have been taken by the BID Board of Directors, who are as follows:

Name	Sector/Subsector
Marie-Clare James (Chair)	Ambient/Fish
Chris Luca	Frozen/Ice cream
David Strachan	Ambient/Preserves
Jocelyn Williamson	Alcohol/Whisky

Ray Donovan	Ambient/Water
Matthew Foulds	East Lothian Council
Councillor John McMillan	East Lothian Council

5.3 Management of the BID

Following a successful renewal ballot, the management and operation of the BID will remain as a not-for-profit limited liability company, East Lothian Food and Drink Ltd.

This Company is managed by the Board of Directors. The Company operates in an open and transparent way, answerable to the businesses in the area. The Board of Directors ensures that a Code of Conduct (including a Register of Interests) and Management and Governance is created and agreed as policy by the Directors.

The Board of Directors consists of up to 8 directors. Every eligible person that pays the levy has the opportunity to nominate themselves or someone else from BID levy payers to be elected to the Company Board but limited to one eligible person from each eligible business. The Company is run by the businesses for the businesses. This Board is responsible for all decisions relating to staff, contracts, the delivery of the approved business plan and other activities generated by the BID.

Nominations of directors, non-voting representatives or advisors from outside of the BID, who **do not** pay the levy and **who may or may not** represent those making voluntary or other financial contributions toward the BID, is strictly at the discretion of the Board of Directors.

East Lothian Food and Drink Ltd operates with one full time BID manager and one part time administrative assistant to ensure the efficient delivery of the projects and effective communications with the levy payers.

The Board of Directors is representative of the businesses and stakeholders in the area. The Chair is elected from the Directors of the Board.

The BID Company Board has the authority to adapt or alter the projects and services from year to year to reflect any change in economic circumstances or any new opportunities that may arise. This will be in the best interests of the levy payers and without recourse to an alteration ballot.

6.0 The BID Levy

6.1 Who pays the levy?

A BID levy is an equitable and fair way of funding additional projects and services, which the local authority and other statutory bodies are not required to provide. It has been agreed by the Board of Directors that the levy rate will be a fee structure based on the rateable value of the food and drink business premises on the day of the ballot, 1 July 2021, and throughout the BID term.

The BID levy will be paid by the business owner as the person eligible to vote. Where businesses operate from more than one premises, only their primary production site will be eligible for the BID levy. Vacant properties are excluded from the scope of the BID.

The Board of Directors have agreed that the levy amount will increase by RPI annually subject to approval. For the purposes of financial planning, this has assumed to be 2% pa.

There are circa 30 food and drink businesses in the BID area which will generate a BID investment levy income of approximately £14,000 per annum and an estimated total levy income of £74,000 over 5 years.

Further notes on the collection of levy payments:

- The BID levy will be paid by the property occupier (the eligible person liable to pay the non-domestic rate).
- The levy payments are not linked to what businesses pay in rates but are based on the rateable value of the property.
- Eligible businesses are those who produce or manufacture food and drink products, are based in the East Lothian Council area, occupy a premise subject to non-domestic rates and where the product is sold to other businesses.
- Preferably, payment should be made in full within 28 days from the date of invoice however, by prior arrangement with East Lothian Council, payment can be made on a monthly or quarterly basis.
- New businesses which meet the terms of the BID levy will pay a reduced levy of £150 for their first two trading years. In subsequent years of trading, the businesses will be required to pay the appropriate levy from the levy table.
- VAT is not charged on BID levy.
- The BID Board of Directors has agreed that the levy would be applied to properties with a rateable value of £2,000 and above. Various band levels have been applied with a maximum banding of £95,000 and above.

6.2 Voluntary levy membership

Where a business does not meet the full terms of the BID levy criteria – for example where they occupy a domestic or agricultural property or the rateable

value of their property is less than £2,000 - but wish to take advantage of the benefits of joining the BID, they can opt to become a Voluntary Levy Payer.

Since these businesses do not have a non-domestic rateable value, their membership fee will be based on the size of their business as per the table below

East Lothian Food and Drink Voluntary Levy Table 2021-2026. Where BID terms are not met (e.g. where an agricultural rated property is occupied). Subject to annual RPI increases	
Number of employees	Annual Voluntary Levy Payable
Less than 10 employees	£385
10 or more employees	£450
Businesses in their first two years of trading	£150

This table is subject to an annual RPI increase which will be approved annually by the Board of Directors.

Voluntary Levy Payers must commit to their status for the full period of the BID term. Voluntary Levy income is expected contribute £4,000 in Year 1 and a total of £22,000 across the BID term. Voluntary members do not have the right to vote in the BID renewal ballot.

Further notes on the collection of voluntary levy payments and associate membership fees.

- Preferably, payment should be made in full withing 28 days from the date of invoice however, by prior arrangement with East Lothian Council, payment can be made on a monthly or quarterly basis.
- In the first two years of trading where new businesses wish to become Voluntary Levy Members, these businesses will be required to pay an annual levy of £150. In subsequent years of trading, the businesses will be required to pay the appropriate voluntary levy from the voluntary levy table.
- Voluntary levy rates will be based on the size of the food and drink business. For businesses with less than 10 employees, the levy rate will be £385 pa. For businesses with 10 or more employees, the rate will £450 pa. These rates are subject to annual RPI increases.
- VAT is not charged on BID levy.

6.3 Associate members (Now Known as Supporter Members)

In addition to the voluntary membership level, businesses associated with the sector and the region will be able to become Associate Members of the BID. These businesses may include hospitality businesses, wholesalers or businesses providing support to the sector including digital, media and ancillary services.

Associate membership is offered as a flat fee of £100 pa. This membership rate will be subject to annual review by the Board of Directors.

Associate Members are not required to commit to the full BID term but can renew their status annually. Associate Membership fees must be paid in full and within 28 days from the date the membership invoice is issued by East Lothian Food and Drink Limited. Associate members do not have the right to vote in the BID renewal ballot.

6.4 Exclusions and levy cap

The BID Board of Directors decided that food and drink business that meet the BID criteria will be liable to pay the levy. Where the non-domestic rateable value is less than £2,000 these businesses will be exempt. The levy will be capped at a maximum of £750 for those businesses with a rateable value of £95,000 and over. Vacant properties are excluded from the levy criteria.

6.5 The Levy Table

The BID Board has chosen to use a fee structure as below to calculate the levy charged. The reasons behind this are as follows:

- The levy payments must add up to the amount required to deliver the business plan.
- A banding system was chosen as it represents a simple and easy way for businesses to identify their levy payment, provides for ease of collection and represents a fair and reasonable methodology. Everybody benefits therefore everybody pays.
- A business start-up rate of £150 is believed to offer a fair and affordable entry rate for new businesses in their first two years of trading.
- A minimum payment of £385 (£7.40 per week) is believed to be affordable for the smallest businesses as they will have the opportunity to benefit from cost reduction projects.
- Through consulting with the businesses, a maximum of £750 is believed to be affordable for the businesses at the higher end of the bandings.

East Lothian Food and Drink BID Levy Table 2021-2026 Subject to annual RPI increases	
Non-domestic Rateable Value	Annual Levy Payable
£2,000 or less	£0

£2,001- £9,999	£385
£10,000-£34,999	£400
£35,000-£54,999	£450
£55,000-£74,999	£550
£75,000-£94,999	£650
£95,000 or more	£750
Businesses in their first two years of trading	£150

6.6 Collection of the BID Levy

East Lothian Council collects the investment levy on behalf of the BID, as this is an efficient, safe, and cost-effective method of collection. East Lothian Council lodges the levy within a BID Revenue Account. The BID levy can only be drawn down by the Board of Directors of the BID to allow the delivery of the business plan.

The BID Revenue Account and levy cannot be accessed by East Lothian Council nor can it be used by the Council as an additional source of income.

East Lothian Council will charge East Lothian Food and Drink Ltd £300 p.a. for levy collection.

6.7 Enforcement

In the event of any non-payment of the BID improvement levy, it will be strongly pursued by East Lothian Council (as the billing body) using the recovery powers available to the Council. This will ensure complete fairness to all the businesses that have paid. East Lothian Council will be entitled to charge an additional fee to the levy amount to meet any additional costs incurred in the recovery of the levy.

7.0 Public Sector BID Involvement

7.1 Baseline Services

A baseline service agreement ensures the BID does not use the levy money to duplicate any services provided by East Lothian Council and Scotland Food and Drink. The services directly delivered by the BID are additional to any statutory services. The baseline services agreement gives an assurance to businesses that the levy payment will only be used for **additional** projects which they voted on in the BID ballot. Additionally, a baseline agreement avoids the risk that

public agencies including East Lothian Council will not reduce its statutory level of service to the BID area following a successful ballot.

For a full and detailed list of services provided in the BID area by East Lothian Council, please refer to Appendix 6 Council Baseline information and Baseline Agreement.

In summary the services already provided by East Lothian Council as at 2021

East Lothian Council provides the following services (both statutory and discretionary) within the BID area:

Statutory:

Commercial waste collection

Trading standards and Environmental health

Complimentary – non statutory:

Local authority – General business development

Local authority – Specific sector support – East Lothian Food and Drink

Local authority - Visit East Lothian

8.0 Measuring Success

8.1 Measuring the Success of the BID

Throughout the lifetime of the BID, all work on the BID projects will be monitored by the BID Board to ensure the projects proposed in the BID Business Plan achieve a high level of impact and are progressing to the satisfaction of the businesses that voted for the BID. BID finances will receive independent review annually before being presented to BID members at the AGM.

The BID Board of Directors will monitor and oversee the efficient delivery of the BID projects. BID staff will produce regular management accounts to allow tracking of spend vs budget and consideration of outcomes to assure the Board of Directors that activities and finances are aligned to the business plan.

The BID will undergo an independent evaluation of its activities at the end of year 3 and towards the end of the second term. It is also planned that the BID will undergo Assessment and Accreditation Interim Review (AAIR) for Scottish BID Companies – this is work in progress.

The AAIR

- is a bespoke review which recognises and accords with the Scottish BIDs legislation and the public and private sector environment in Scotland
- gives confidence to businesses and the Board of Directors that the practices of the BID Company are robust and accord with good practice and
- supplies an audit trail to support any future evaluation of the BID Company.

8.2 Marketing, Communications and Social Media

To ensure openness and transparency in the management of the BID company the Board of Directors have agreed the BID Business Plan should include, but not limited to; -

- One to One business engagement;
- business briefings;
- social media engagement;
- regular e-bulletins and updates on changing market dynamics;
- press releases;
- business forums;
- business networking meetings.

Additionally, the following information is to be displayed on the East Lothian Food and Drink BID website:- (www.scotlandsfooddrinkcounty.com/aboutus):

- The current BID business plan and annual review documents
- The names of BID board members and the names of their business
- The annual accounts (via a private member's only link)
- The BID ballot result (when available)
- A means of contacting BID staff
- The methods levy payers can provide feedback to the BID e.g. AGM and/or other regular meetings

9.0 Financial Management Arrangements

A financial update will be provided at each Board Meeting highlighting any variation within budget.

The Board will agree on an annual basis how funds for subsequent years will be allocated. This will be based on business feedback during the previous year and the priorities for the coming year, which allows the BID the flexibility to respond to changing business needs and requirements.

East Lothian Council will collect the levy payments on behalf of the BID and will retain these funds in a separate account until the BID Board calls these funds down. The BID Board will manage the levy funds that are collected by the Council. This arrangement will ensure that projects are delivered, and any financial liabilities of the BID are transparent.

9.1 Estimated Income and Expenditure

There are currently circa 30 businesses who meet the qualifying terms of the BID. BID levy income is calculated to be approximately £14,400 in Year 1 increasing by 2% annually. The voluntary income is based on the current voluntary membership of 9 businesses and is calculated to be £3,200 in Year 1, increasing by 2% annually.

It is anticipated that there will be 4 new business start-ups annually which met the qualifying terms of the BID. This is calculated at an income of £600 in Year 1 increasing to approximately £2,800 by the end of Year 5. Hospitality businesses will be given the opportunity to become an Associate Member and this is projected to provide an income of £2,500 in Year 1 increasing to £5,400 in Year 5 as more businesses see the benefit of Associate Membership.

In 2021 collection rates for the BID levy are reported to be standing at approximately 89% (based on 2019 levels). **In 2024 BID levy collection rates are at 100%.**

East Lothian Council has committed to continue to provide increased funding for Years 1 -5 of £25,000 per annum.

This agreement is subject to review in Year 3 and is subject to submission of satisfactory evidence of the performance of the BID's impacts and outcomes. Applications for additional grant funding from the Council and other agencies such as Scotland Food and Drink and Visit Scotland for specific projects will also be considered based on their merit.

Queen Margaret University continued to support the BID up until August 2024 which was year 1-3.

Funding for years 4-5 have ceased and we no longer have a registered address and office space within QMU.

The BID levy makes it easier to obtain other sources of funding for specific projects and these opportunities will be pursued. The BID aims to attract other investment, sponsorship and trading income to increase the amount available to spend on your projects as they develop.

As the BID progresses, more income will be attracted, and this will be invested in enhancing and improving the activities and reputation of East Lothian Food and Drink.

In the event any or all of this funding is not realised then the scope of some of the projects outlined will be adjusted correspondingly, to ensure that they remain within budget.

East Lothian Food and Drink BID Projected Income 2021-2026 (from Business Plan 2021)

Income	Year 1	Year 2	Year 3	Year 4	Year 5	Total
BID Levy	£14,065	£14,346	£14,633	£14,926	£15,224	£73,195
Voluntary Levy	£4,300	£4,386	£4,474	£4,563	£4,654	£22,377
New members	£600	£1,122	£1,545	£1,984	£2,858	£8,109
Associate members	£2,500	£3,570	£4,162	£4,775	£5,412	£20,419
East Lothian Council	£25,000	£25,000	£25,000	£25,000	£25,000	£125,000
Project Income	£12,000	£12,000	£12,000	£12,000	£12,000	£60,000
Sponsorship	£6,000	£7,000	£8,000	£8,000	£8,000	£37,000
Total	£64,465	£67,424	£69,814	£71,248	£73,149	£346,100

Assumptions.

- 1) BID Levy income is based on current levy income adjusted for annual RPI increase of 2%.
- 2) Voluntary levy income is based on current voluntary levy income adjusted for annual RPI increase of 2%. Voluntary members do not have voting rights.
- 3) New member income is based on an estimate of new business start-ups in the region based on historic business success rates and lifespan of businesses.
- 4) Associate members income is based on the hospitality businesses in the BID area opting to become part of the BID on a voluntary basis. Associate members will not have voting rights.
- 5) East Lothian Council have committed to fund the BID. They commit to £25,000 for the first three years of the BID term. This will be renewed based on an assessment of impacts when considering funding for years 4 and 5.
- 6) Project Income is based on the current income derived from the role East Lothian Food and Drink plays in the Scottish Food and Drink Regional Food Network.

- 7) The BID will continue to benefit from corporate sponsorship from Queen Margaret University across the BID term. Queen Margaret University also provide gratis rent for office space within their Business Innovation Zone as well as access to the Innovation and Research Centre. The commitment from QMU is for £6,000 pa in financial support as well as in-kind support through the provision of office space and facilities.

Please see update in below section with regards to actual QMU support for years 4 and 5.

East Lothian Food and Drink BID ACTUAL Income for first three years 2021-2024 based on financials. (August 2021-July 2024)

Income	Year 1	Year 2	Year 3	Year 4	Year 5	Total
BID Levy	£14,265	£14,250	£13,130	£13,130	*£15,224	£69,999
Voluntary Levy	£3,060	£3,175	£4,615	£5,300	*£4,654	£20,804
New members	£208.95	£649.62	£450	*£1,984	*£2,858	£6,150.57
Supporter members	£300	£1,100	£1,000	*£1,500	*£2,000	£5,900
East Lothian Council	£25,000	£25,000	£25,000	*£25,000	*£25,000	£125,000
East Lothian Council One-off Event funding		£25,000				
North Berwick Market Income (Started end of 2022)		£3,440 (4 markets per year)	£2,880 (3 markets per year)	£3,900 (4 markets)	£6,000 (6 markets)	£16,220
Project Income	£17,000 (£12K SFD and £5K RFF)	£12,000	£12,000	£17,600 (SFD £12,600 and RFF £5K)	*£12,600	£76,200
Sponsorship	£6,000	£6,000	£6,000	£500 (Rettie and Co) More funding	*£2,000	£20,500

				options TBA		
Total	£65,833.95	£90,614.62	£65,075	£68,914	£75,336	£365,773.57

*** Subject to Funding**

Assumptions.

- 1) East Lothian Council have committed to fund the BID. They commit to £25,000 p/a for the BID term, subject to a successful review at the end of year three.
- 2) Queen Margaret University are no longer funding us for Year 4 and 5 (2024-2026). We also no longer have access to the office space and this is now used for hot desking. Discussions are ongoing with QMU so members and ELFD can still benefit from guidance and expertise.
- 3) We have secured a SF&D Regional Food Fund grant of £5,000 to produce and East Lothian Recipe Book. The last funding was secured in 2021.

Projected Expenditure BID Term 2021-2026

Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Marketing and promotion	£9,500	£9,500	£10,000	£10,300	£11,000	£50,300
Business support	£2,000	£2,400	£3,000	£3,000	£3,000	£13,400
Food Tourism	£1,750	£2,830	£3,000	£3,000	£3,000	£13,580
Management and administration	£39,000	£40,250	£41,122	£42,002	£42,944	£205,318
Contingency/BID renewal	£1,215	£1,224	£1,248	£1,273	£1,299	£6,259
Bad debt	£1,000	£1,020	£1,040	£1,061	£1,082	£5,203
Reserves	£10,000	£10,200	£10,404	£10,612	£10,824	£52,040
Total	£64,465	£67,424	£69,814	£71,248	£73,149	£346,100

Assumptions.

- 1) As per the improvement requests, Marketing and Promotion remains the largest proportion of expenditure increasing across the BID term in line with anticipated inflation levels.
- 2) Business support and food tourism receive smaller expenditure levels, but improvement initiatives are closely allied to marketing and promotion expenditure (e.g. website and social media).
- 3) Management and administration are based on 1 FT business manager and 1 PT administrator with associated office and sundry costs.
- 4) BID renewal monies will be accrued across the course of the BID term to facilitate renewal costs.
- 5) A small amount for bad debt is reserved based on 2019 rates.
- 6) Reserves will be retained to cover any redundancy or business closure costs in the BID term.

ACTUAL Expenditure Bid Term 2021-2024 (August 2021-July 2024)

Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Marketing and promotion	£12,531.48	£2,786.69	£5,631.68	*£6,000	*£6,500	£33,449.85
Business support	£2,417	£2,320	£3,464.55	*£4,000	*£4,500	£16,701.55
Trade Shows		£12,500	£13,000			£25,500.00
Food Tourism	£0	£1,853.96	£1,612.81	*£2,000	*£2,500	£7,966.77
Management and administration	£39,000	£40,000	£40,000	*£40,000	£40,000	£199,000
Contingency/BID renewal	£1,215	£1,224	£1,248	*£1,273	*£1,299	£6,259
Bad debt	£0	£0	£0	£0	£0	£0
Reserves	£10,000	£10,200	£10,404	*£10,612	*£10,824	£52,040
Total	£65,163.48	£70,884.65	£75,361.04	£63,885	£65,623	£360,842.13

Assumptions:

- 1) As per the improvement requests, Marketing and Promotion remains the largest proportion of expenditure increasing across the BID term in line with anticipated inflation levels.

- 2) Business support and food tourism receive smaller expenditure levels, but improvement initiatives are closely allied to marketing and promotion expenditure (e.g. website and social media).
- 3) Management and administration are based on 1 FT business manager and 1 PT administrator with associated office and sundry costs.
- 4) BID renewal monies will be accrued across the course of the BID term to facilitate renewal costs.
- 5) All Bad debt has been paid accordingly with hard work and collaboration from ELFD and ELC Sundries team.
- 6) Reserves will be retained to cover any redundancy or business closure costs in the BID term.
- 7) Note that the market in North Berwick is new income created for the BID.
- 8) Note that on completion of the East Lothian Recipe Book, all proceeds of the sale of the book will go straight into ELFD to help with future funding.

10.0 East Lothian Food and Drink Progress Report Years 1-3 (2021-2024) with projections for years 4-5 (2025-2026) for the Full 5 year BID term.

East Lothian Food and Drink is seen as a very strong Regional Food Group that collaborates well with the local authority, East Lothian Council (ELC), VisitScotland (VS) and Visit East Lothian (VEL) as well as with other Regional Food Groups (RFGs) – This is very important to the company’s ethos, and this is why we are asked all the time by other RFG’s and authorities for help and support with events, memberships, collaborations and company structure.

We are currently helping Taste of Shetland, Taste of Orkney and Inverness with their collaboration next year which is a B2B event in Inverness showcasing the three regions’ producers after they were inspired by Larder of the Lowlands over the last couple of years.

East Lothian Council has committed to provide funding from 2021 for Years 1 -5 of £25,000 per annum. This agreement is subject to review in Year 3 (2024) and is subject to submission of satisfactory evidence of the performance of the BID’s impacts and outcomes.

East Lothian Food and Drink (ELFD) Is the world’s only Food and Drink Business Improvement District (BID). This is something to be extremely proud of for East Lothian and many other Regional Food Groups (RFG’s) seek to follow our model and often ask for advice. For example, Inverness, Cornwall council, One North East, Dundee and Isle of Arran.

From the business plan 2021-2026 the estimated income was £346,100

From financials from August 2021-July 2024 and estimates for year 4 and 5 – the income is £365,773.57.

This leaves a difference of +£19,673.57

From the Business Plan 2021-2026 the estimated expenditure was estimated at £346,100

From financials from August 2021 until July 2024 and then estimates for year 4 and 5 – the expenditure is projected at £360,842.13

This leaves a difference of - 14,742.13

Therefore profit and loss of +£4,931.44

11 East Lothian Food and Drink October 2021 onwards

2021	
Activity	Details
<ul style="list-style-type: none"> October 2021 – November 2021 East Lothian Food and Drink launched a Social Media Campaign “The Great East Lothian Menu” This was Funded by the Scotland Food & Drink (SF&D) Regional Food Fund that Scottish Government awarded us of £5,000. 	<p>This campaign brought together chefs and home cooks to win a “Love East Lothian Voucher” worth £100 as well as the winner to work alongside Executive chef at Archerfield House, David Jamieson.</p> <p>Great engagement from members and public alike and judged by Kylie Reid of egg, Peter Eccles owner of “Native and Wild” and Executive Chef David Jamieson from Archerfield House</p>
<ul style="list-style-type: none"> November 2021 – FEAST Festival at Gosford House in Aberlady. 	10 members of ELFD attended

2022	
Activity	Details
<ul style="list-style-type: none"> Scotland Specialty Show at Glasgow SECC 28th March-30th March 2022 	Nine members attended
<ul style="list-style-type: none"> Members Social – June 16th at Belhaven Brewery – over 20 members came along. 	Over 30 members came along.

<ul style="list-style-type: none"> RHAS 2022 – 23rd June – 26th June 2022 – 8 members in attendance 	We subsidised and took 8 members with us to the show.
<ul style="list-style-type: none"> Haddington Show - 2nd July 2022 	The Food and Drink tent was organised by Emma Bouglet Business Manager as the Convenor for the Haddington Show. We took 15 members.
<ul style="list-style-type: none"> Fringe by the Sea 12th-14th August 2022 	We had a food and drink tent on site and 14 members came on all three days.
<ul style="list-style-type: none"> First Aid course for members – 31st August 2022 	12 members in attendance and all received a certificate once completed.
<ul style="list-style-type: none"> Learning Journey to Isle of Arran September 21st – Meeting with Taste of Arran to see how their market is organised and help with ideas. 	Meeting with Taste of Arran to see how their market is organised and help with ideas.
<ul style="list-style-type: none"> Very First North Berwick Market – September 26th 2022 	15 members took stalls
<ul style="list-style-type: none"> AGM Winton Castle – 18th October 2022 	
<ul style="list-style-type: none"> Brand new website launched October 2022 	This Linked all members e commerce platforms to the website.
<ul style="list-style-type: none"> Christmas Market in North Berwick – 12th November 2022 	17 members took stalls
<ul style="list-style-type: none"> December 2nd 2022– Regional Food Groups Trip to Glasgow with Scotland Food and Drink 	Food Tour around Glasgow and networking.
<ul style="list-style-type: none"> Social Media grew from 2021-2022 	Instagram 1,228 to 1,604 Facebook 2,000 to 2,570

2023	
Activity	Details

<ul style="list-style-type: none"> • 4th March – North Berwick market 	22 Stall Holders attended – collaboration with Scottish makers
<ul style="list-style-type: none"> • Scothot – 8-9th March 2023 Glasgow SECC 	8 members came along and were subsidised.
<ul style="list-style-type: none"> • 17th April 2023 – Larder of the Lowlands B2B 	over 50 producers from the Lowlands (Isle of Arran/Lanarkshire/Ayresshire/Dumfries and Galloway/ The Scottish Borders and East Lothian) East Lothian took 17 members along. We had over 100 buyers at the event.
15 th May – Social Media Training	Instagram stories with Castaway creatives – 12 members in attendance
<ul style="list-style-type: none"> • May 25th - Members social at Belhaven Brewery 	Over 20 members in attendance.
<ul style="list-style-type: none"> • North Berwick Market 10th June 	23 stall holders
<ul style="list-style-type: none"> • 14th June – Social Media training course with Castaway Creatives 	12 members in attendance
<ul style="list-style-type: none"> • 22-25th June – RHAS – 8 members in attendance 	8 subsidised members in attendance
<ul style="list-style-type: none"> • 30th June – Haddington Show 	15 members in attendance and 3 demos – 2 cooking demos with Chef David Jamieson and Chef Matt from the Bonnie Badger as well as Catherine Boot from Wine Wednesdays with a wine tasting and Marie- Clare from Belhaven Smokehouse with a demo on how to make mackerel pate.
<ul style="list-style-type: none"> • August 5th and 12th – North Berwick Markets 	22 members each market
<ul style="list-style-type: none"> • 1st September - Regional Food Group annual meeting to Lind and Lime Distillery with 	

Scotland Food and Drink	
<ul style="list-style-type: none"> Learning Journey to Cornwall with Scotland Food and Drink and Regional Food Groups – November 5th-9th 	Visits to food and drink producers in Cornwall
<ul style="list-style-type: none"> 15th November – AGM Papple Steading 	Good attendance of members and a talk by Fiona Richmond at Scotland Food and Drink.
<ul style="list-style-type: none"> 30th November – helping Experience Glasgow (Glasgow regional food group) with their Christmas market offering advice and helping with licensing and EHO and market folder of documents. 	Offering help and advice and helping with licensing and EHO and market folder of documents.
<ul style="list-style-type: none"> December – The Aye Life Social Media Campaign arranged by SFD – 8 members got involved with great social media growth for each member. 	8 members got involved with great social media growth for each member.
<ul style="list-style-type: none"> Social Media Growth 2022-2023 	Instagram - 1,604 to 2,043 Facebook – 2,570 to 2,879

2024	
Activity	Details
<ul style="list-style-type: none"> 4th January – Call with Cornwall council with regards to the BID 	BID – I met with the councillors on the learning journey and helping them with their questions about setting up a BID
<ul style="list-style-type: none"> Knox Academy and DYW Careers Night – 17th January 	Careers night interacting with the School children about jobs in the food and drink industry.

<ul style="list-style-type: none"> Scotland Specialty Show 21-23rd 	8 members in attendance and subsidised.
<ul style="list-style-type: none"> Mental Health First Aid Course – 27th February 	attended by 8 members
<ul style="list-style-type: none"> Invitation to Dover House and Westminster by MP Lamont - 13th March 	Reception with MP Lamont and a selection of other Scottish businesses. Networking..
<ul style="list-style-type: none"> Social Media Capcut Training – 29th April 	attended by 11 members
<ul style="list-style-type: none"> 24th April – Larder of the Lowlands. 	Year 2 - attended by over 50 producers – 15 of which were East Lothian and over 100 wholesalers.
<ul style="list-style-type: none"> Learning Journey to Orkney – May 2nd-5th – discuss the awards and advice on how we can do this next year at Larder of the Lowlands. 	discuss the awards and advice on how we can do this next year at Larder of the Lowlands.
<ul style="list-style-type: none"> Glenkinchie Members gathering – May 30th – attended by 22 members throughout the time. 	Attended by 22 members throughout the time.
<ul style="list-style-type: none"> June 1st - North Berwick Market 	15 members
<ul style="list-style-type: none"> RHAS 20th-23rd July 	7 members in attendance and subsidised.
<ul style="list-style-type: none"> 29th June – Haddington Show 	15 members in attendance
<ul style="list-style-type: none"> July 13th - Meeting with Heathrow Airport about potentially working with ELFD members and Logan Air 	Work in Progress.
<ul style="list-style-type: none"> July 31st – Visit from taste of Shetland to North Berwick 	Offering Business support and advice.
<ul style="list-style-type: none"> 7th August – Cooking demo at Fringe by the Sea with Nick Nairn 	Over 300 tickets sold and our demo kitchen was used.
<ul style="list-style-type: none"> August 24th – North Berwick Market 	15 Members attended,

<ul style="list-style-type: none"> September 18th – North Berwick high School and DYW Careers night 	Careers night interacting with the School children about jobs in the food and drink industry.
<ul style="list-style-type: none"> October – Regional Food Fund grant received for £5,000 for an East Lothian Recipe Book! 	Work in Progress
<ul style="list-style-type: none"> Our next Market is planned for November 2nd in North Berwick. 	So far we have 17 tables allocated
<ul style="list-style-type: none"> November 13th – Musselburgh Grammar School and DWY Careers night 	Careers night interacting with the School children about jobs in the food and drink industry
<ul style="list-style-type: none"> Social Media grew up until October 2024: 	Instagram 2,043 to 2,316 Facebook 2,879 to 2,916 TIKTOK 48 – brand new account!

Projections for 2025 and 2026	
Activity	Details
<ul style="list-style-type: none"> Paperwork for BID re-ballot needs to be started in January 2025 	
<ul style="list-style-type: none"> January 2025 We have training courses planned for 12 members that is Food Hygiene certificate and also personal license training – dates to be confirmed 	
<ul style="list-style-type: none"> 15th January – Knox academy and DYW Careers night 	8 members in attendance and subsidised.
<ul style="list-style-type: none"> Subject to funding - We are hoping to attend ScotHot in February 26th-27th at Glasgow SECC 	Members have already shown interest.

<ul style="list-style-type: none"> • March 30th– we will hold our very first Larder of the Lowlands awards ceremony March 31st - B2B Larder of the Lowlands event (third year running due to its success) funding from SF&D for the lowlands regions £5K as well as funding from Dumfries council. 	<p>Eventbrite is open and bookings have already been made.</p>
<ul style="list-style-type: none"> • April 1st-3rd – Learning journey with Regional Food Groups and Scotland food and Drink to Sussex 	
<ul style="list-style-type: none"> • Funding dependant June 2025 – We are hoping to attend RHAS 	<p>Members already showing interest and initial chats with the RHAAS team have begun.</p>
<ul style="list-style-type: none"> • June 2025 – Haddington Show 	
<ul style="list-style-type: none"> • August 2025 Fringe by the Sea – we will work with FBTS again and we think the cooking demo worked well so possibly do this again 	<p>We will work with FBTS again and we think the cooking demo worked well so possibly do this again</p>
<ul style="list-style-type: none"> • We aim to have 4 markets throughout the year in North Berwick 	<p>Dates to be announced</p>
<ul style="list-style-type: none"> • Looking for photographers and videographers at present as we need to update this and offer new photography to our new members. 	<p>Photographers have been approached.</p>
<ul style="list-style-type: none"> • Updates to the Map – members have left and new members have joined. • Supporter membership needs to be tweaked – this is a project for 2025 	

<ul style="list-style-type: none"> January 2026 Scotland Specialty Show January 2026 	We alternate years with this and Scotthot
<ul style="list-style-type: none"> Larder of the Lowlands B2B Event March/ April 2026 (4th Year running) 	
<ul style="list-style-type: none"> RHAAS June 2026 	
<ul style="list-style-type: none"> Haddington Show June 2026 	
<ul style="list-style-type: none"> Re-ballot will commence in end 2025 	

12.0 East Lothian Food and Drink Members profit from attending Trade Shows 2023/2024 funded by ELC

Producer profits	Details
<ul style="list-style-type: none"> Producer One 	Royal Highland Show (RHS) 2023 - £3,000 RHS 2024- £3,400
<ul style="list-style-type: none"> Producer Two 	RHS 2023 - £10,000 RHS 2024 - £21,000
<ul style="list-style-type: none"> Producer Three 	RHS 2023 - £6,200 Scotland Specialty Show Glasgow 2024 £0 (TRADE EVENT) <u>Wholesale Gains</u> Edinburgh Woolen Mill £25,000 Paper Tiger £15,000 Green Welly Stop £3000 Luss Estates £4000 Baxters (white label) £15,000 Dunbar Garden Centre £15,000 Islander UK £3000 Dunrobin Castle £6,000

	<p>Johnsotnes of Elgin £3000 Capercaillie Gifts £2000 Island Blue £1000 Green City £25,000 Cress Co £25,000 TOTAL: £142,000</p> <p><u>RHS 2024 - £7,100</u> Wholesale Gains: Harvie & Brockless £15,000 Chocolatarium £25,000 Mackays of Durness £4000 Total £44,000</p>
<ul style="list-style-type: none"> • Producer Four 	<p>By attending both Scothot and Scotland Speciality Show Brose Oats got a listing with Scotmid and Cress Company, as well as Scotland's second largest door-step delivery service company – Mills Milk as of November.</p>
<ul style="list-style-type: none"> • Producer Five 	<p>ScotHot 2023 - 52 leads – 8 new customers £105,000 in turnover</p> <p>Speciality Food Fair 2024 - 23 leads - 3 new customers £26,000 turnover from new customers, West Moorland who we initially met at the show are also just about to come on board for their 3 service station and delicatessens.</p>

Leads and Contacts made by East Lothian Food and Drink attending Events 2023-2024

Event Attended	Details
<ul style="list-style-type: none"> • Scothot 2023 	<p>This was the first Scothot post covid and a fabulous event. We connected with many regions and producers as well as Chef Tom Kitchin and Chef Paul Wedgewood who took the time</p>

	<p>to chat with us about future collaborations using member produce – this has lead to orders at Brand Family Larder for their pork and lamb and eggs as well as Belhaven Smokehouse and JK Thomsons</p>
<ul style="list-style-type: none"> • RHS 23 	<p>We showed John Lamont MP around the East Lothian Food and Drink Members stand and spent an hour chatting about our region and the producers. This lead to being invited to Westminster and Dover House for a reception celebrating Scottish businesses and we represented East Lothian. This has since led to many MSP and MP meetings</p>
<ul style="list-style-type: none"> • 2024 - Scotland Speciality Show 	<ul style="list-style-type: none"> • This is the first time we had an East Lothian Food and Drink and Visit East Lothian area. This worked really well and were inundated with general public and stand holders alike taking leaflets and chatting about East Lothian. We forged a lot of connections with other Regional Food Groups and has lead to invitations to visit these areas and see how their producers work and gain ideas to bring back to East Lothian.
<ul style="list-style-type: none"> • <u>RHS 24</u> 	<ul style="list-style-type: none"> • We were approached by Heathrow airport on the day and the Scottish Chamber of Commerce. This lead to a meeting with the marketing department of Heathrow Airport with the proviso of holding a market at the airport as well as supplying Logan Air with our members products. This is ongoing and could be very exciting.

--	--

13.0 Contact Information

If you would like more information please visit our website at <https://www.scotlandsfooddrinkcounty.com> or contact the BID Project Manager to arrange a meeting with her or a member of the Board of Directors.

BID Project Manager:

Emma Bouglet

+44 7377 721459

Email manager@scotlandsfooddrinkcounty.com

Visit www.scotlandsfooddrinkcounty.com

Appendix 2 – ELF&D Indicative BID Ballot Dates

<u>Proposed BID Ballot Dates</u>	
Location	<u>ELF&D</u>
Ballot Date	17th June 2026
Days to Ballot	<u>Before</u>
196 days - 28 Weeks	3rd December 2025
Notice of intention to put BID Proposals to ballot	
126 days - 18 Weeks	11th February 2026
BID Proposal Review	
98 days - 14 Weeks	11th March 2026
Submission of BID Proposals to LA and SG	
70 days - 10 Weeks	8th April 2026
Last day LA can veto BID Proposals	
56 days - 8 Weeks	22nd April 2026
BID proposer can request LA to issue ballot instructions	
42 days - 6 Weeks	6th May 2026
Issue of ballot papers	
Date of Ballot	17th June 2026
Ballot Day	Wednesday
<u>Post Ballot Operational Date</u>	1st August 2026 - 31st July 2031

