



Communities and Economy Service Plan 2018-2019

- A focus on excellent services getting the basics right -

Ian Johnson
Head of Communities and Economy
Midlothian Council
Fairfield House
8 Lothian Road
Dalkeith
EH22 3AA

Contents

1.0	Vision of the Service.....	3
2.0	Service Performance in 2017/18.....	6
3.0	Key Challenges, Aims and Objectives for 2018/19	10
4.0	Service Objectives.....	11
APPENDIX A:	Single Midlothian Plan 3 year priorities 2016/19.....	12
APPENDIX B	Communities and Economy Service Plan 2018/19.....	14
APPENDIX C:	Integrated Impact Assessment Form	21

Communities and Economy Service Plan 2018/19

1.0 Vision of the Service

The overarching aim of the Communities and Economy Service is to support, protect and develop the communities in Midlothian through demonstrable improvements in their economic, physical and social environments.

1.1 Functions and Resources

The Communities and Economy Service comprises the following functions and remits:

Building Standards:	a regulatory function which provides statutory services in relation to the operation and enforcement of building standards legislation, including responsibilities concerning dangerous buildings/structures, and licensing of premises. This service has <i>Investors in People</i> and <i>Customer Service Excellence</i> status.
Communities:	responsible for the Council's statutory co-ordinating role in the Community Planning Partnership; and preparation of the Single Midlothian Plan. The team has the lead role in developing and empowering communities particularly through neighbourhood planning, the Council's grants programme, and participatory budgeting, as well as asset transfer and participation requests. The welfare rights team also provides the Council's welfare rights service as part of its anti-poverty remit.
Economic Development:	responsible for promoting economic development across Midlothian, through the implementation of the Council's Economic Development Plan: key items being to capitalise on the opening of the Borders Rail Line, and maintaining a focus on key employment sectors such as tourism and life/bio/animal sciences. This function also includes the Business Gateway team which provides direct support to new and growing small and medium sized businesses. It also includes the EU funded LEADER Programme team.

Environmental Health:	delivers public health protection through regulation and enforcement; more specifically the public health team covers housing standards as well as general public health, environmental crime, contaminated land and licensing. The food and safety team delivers food safety, occupational health and safety, infectious diseases control, and licensing matters.
Planning:	responsible for the delivery of services in accordance with town and country planning legislation, primarily the preparation of strategic and local development plans, the handling and determination of planning applications, planning appeals, the enforcement of planning control, and the conservation/enhancement of Midlothian's natural and heritage resources.
Trading Standards:	provides enforcement of customer protection legislation including annual health/welfare, weights and measures, internet selling, safety of consumer products, age restricted sales, counterfeit goods and consumer credit. The team also provides comprehensive civil advice to local consumers.

The allocated budget and staffing resource for 2018/19 is as follows:

Communities and Economy

SERVICE FUNCTION	Budget	
	2017/18	2018/19
	£	£
Building Standards	34,952	(48,221)
Planning	931,392	792,842
Economic Development	252,996	208,361
Service Management	98,314	100,554
Environmental Health	735,931	615,804
Trading Standards	175,623	200,708
Communities	1,356,752	1,369,729
NET EXPENDITURE	3,585,960	3,239,777
SUBJECTIVE ANALYSIS		
Employee Costs	3,426,820	3,252,188
Premises Costs	2,000	2,000
Transport Costs	120,711	120,656
Supplies and Services Costs	135,628	127,588
Third Party Payments	1,676,149	1,590,905
Transfer Payments	0	0
GROSS EXPENDITURE	5,361,308	5,093,337
INCOME	(1,775,348)	(1,853,560)
NET EXPENDITURE	3,585,960	3,239,777

1.2 Consultation and Engagement

The identification of priorities at a detailed level within each function is undertaken through regular team meetings throughout the year. The finalisation of this process and the establishment of the priorities for the following year is undertaken by the Service's Senior Management Team in February.

1.3 Equalities

The context for the identification of priorities is the Single Midlothian Plan, which is subject to its own equalities assessment. In addition the content of this Service Plan is accompanied by an equalities assessment.

1.4 Sustainability

An integral part of the range of strategies, policies and priorities set out in this Service Plan is to enhance and maintain a high level of environmental, economic and social sustainability across all of Midlothian and its communities.

2.0 Service Performance in 2017/18

The Service Plan for 2017/18 set out its 'Primary Objectives'. These are listed below with a brief commentary on progress.

2.1 Implementation of the Council's agenda for "Delivering Excellence" across all functions of Communities and Economy

Preparation of input to the Council's Financial strategy, 'Shaping Our Future' consultation; and instigation of actions following Council decisions on its 2018/19 budget on 13 February 2018.

2.2 Complete a service review of the Economic Development and Communities teams

Economic Development service review delayed pending Council budget setting for 2018/19; now restarted and due for completion in summer 2018. Communities review no longer required.

2.3 Develop further customer accreditation in the regulatory and development services

Not progressed due to other higher priorities and limited resources. Lack of accreditation had no adverse impact on the delivery of services.

2.4 Review the operation of Business Gateway

Review of operations and performance completed. Service is performing well and meeting targets.

2.5 Further establish the Trading Standards Partnership with East Lothian Council

With three Trading Standards staff retiring in 2017 in East Lothian, leaving a total complement of five staff between the two authorities, the service is severely stretched and the main priority is to recruit for the Principal Trading Standards Officer post. This will provide East Lothian with an experienced officer in a range of duties, who will line-manage and mentor the two remaining officers, but also undertake Weights and Measures enforcement, a duty which currently falls to Midlothian's officers. A further priority is to look at tobacco control enforcement across the two authorities and to make progress on the recruitment of a 'joint' officer to undertake this task, especially as the Scottish Government has allocated funding to local authorities for this work. Some good work has been undertaken in a number of areas and one is the adoption of APSE benchmarking measures which should lead to uniform performance management within the two teams. The teams have not co-located in Dalkeith as had been planned and as there are currently proposals from East Lothian to change the scope of the partnership, this could mean co-location is no longer an option. It is thus highly likely the partnership will be re-defined as 2018 progresses.

2.6 Action to implement the provisions of the Community Empowerment Act 2015, especially in the area of community asset transfer

Council policies and procedures are in place for asset transfer and participation requests. The role of the communities team is to support community organisations in preparing such requests, and developing the capacities required

to take forward either asset transfers or co- decision making. 6 asset transfer requests are at various stages of development/ submission, 2 participation requests have been received and dealt with to date. The wider Council has the statutory duty to provide technical and specialist advice required to make decisions on such requests and to assist community bodies. As well as presentations to senior managers and elected members, an on line training package has been developed by the communities' team to assist other staff in the Council to adapt their approach to the new legislative requirements. 3 Locality outcome improvement plans have been published, fulfilling the statutory duty to do so. One of these is currently being updated (for Mayfield/Easthouses). The statutory food and growing strategy is in development involving third sector partners , NHS public health, Council landscape management , planning and communities staff.

- training completed for community councils
- community action plans completed
- simplified grants application forms prepared.

2.7 Preparation of a corporate Climate Change Action Plan

No progress due to competing priorities and limited resources. Included as an action for completion in 2018/19.

2.8 Continued input to achieving City Deal status for the Edinburgh and South East Scotland City Region

City Deal Heads of Terms signed off by all partners and the Governments in July 2017. Further work undertaken to establish full terms of the City Deal due for signing off in March 2018. Working with University of Edinburgh on business case for Easter Bush which includes the A701/A702 road proposals.

2.9 Active involvement in the masterplanning work at Stobhill and Newtongrange Town Centre

Sustained planning and economic development input throughout 2017/18. Communities' team have contributed to the community engagement supporting and facilitating public and stakeholder engagement.

2.10 Contribution to community development work at Mayfield/Easthouses and Dalkeith Central/Woodburn and Gorebridge

The Communities team allocates a post holder to each target community and all 3 communities have published their statutory locality outcome improvement plans. Area data profiles have been completed and published; mapping of all community accessible spaces has been completed and published as a web resource. Participatory budgeting (PB) exercises have been completed in all 3 communities using resources diverted from the small grants anti-poverty budget stream with Councillor agreement, drawing in match funding from NHS Lothian, Scottish Government and Coalfield Regeneration Trust. £48,000 was distributed to 34 community projects in the three targeted areas ranging from £230 to £3000 per project. This included £10k match funding secured from NHS Lothian. 650 local residents attended community events, with 473 votes cast. External evaluation carried out by the Scottish Community Development Centre described this as a very successful process. In a second round of participatory budgeting, an external evaluation structure was put in place with NHS Lothian health specialists to evaluate

local impact of projects on reducing food related inequalities, the report is not yet finalised. A third PB exercise is underway focussing on reducing the cost of the school day, involving 11 primary and 3 secondary schools across the target communities. Scottish Government has expressed interest in this innovative approach to engaging school communities and a number of staff visited Gorebridge Primary School to engage with the practitioners taking this forward.

2.11 Retain a focus on town centres, to secure Stage 2 HLF and HES funding at Penicuik, new masterplanned opportunities at Newtongrange and BiDs development, including at Dalkeith

As part of a Penicuik Heritage Regeneration project a Stage 2 application to Heritage Lottery Fund (HLF) for a Townscape Heritage (TH) will be submitted in March 2018. A successful application to HLF is also expected to release funding from Historic Environment Scotland's (HES) Conservation Area Regeneration Scheme (CARS) programme. The project would commence in summer 2018, run for five years and potentially represent an investment in excess of £3m in Penicuik town centre.

The very successful five year Gorebridge CARS project that has focussed on Gorebridge town centre finishes in March 2018. Following grant awards, the Gorebridge Connected Project, with public realm improvement, heritage trail and restoration of Gorebridge train station, will start in summer 2018.

2.12 Complete the review of the Midlothian Biodiversity Action Plan

A draft replacement Local Biodiversity Action Plan (LBAP) has been prepared and is subject to consultation with the Council's external biodiversity partners. External partners have requested an extension of time to respond formally to the consultation, this request will result in the LBAP being adopted in 2018/19. Following the consultation process the plan will be reported to Elected Members for consideration and adoption. The plan will supersede the 2008 LBAP.

2.13 Action to satisfactorily conclude the CO₂ gas ingress incidents at Gorebridge

In September 2013, 64 Midlothian Council residential properties were demolished as a result of having been affected by carbon dioxide (CO₂) from a mining source. The Incident Management Team (IMT) set up to protect human health published its final report in December 2017 which contained a number of recommendations. Redevelopment of the site as residential property is currently being planned and Environmental Health are engaged in the process in terms of Part IIA of the EPA 1990. The IMT report made a number of recommendations some of which require to be taken forward by Midlothian Council, including consultation with NHS Lothian regards redevelopment of the Newbyres Crescent site at the appropriate time.

In September 2016, 32 residential properties (28 Residential Social Landlord (RSL) & 4 private sector (shared equity) were identified as being affected by the ingress of carbon dioxide from a mining source. The properties have been monitored and alarms to enable early warning of increasing levels of CO₂ have been installed in those properties identified as having elevated levels. Given the specific circumstances the RSL is undertaking trials to seek to identify remedial measures and should a suitable solution be identified this will be shared with the private sector owners. Meantime the IMT for this event will be required to produce a final IMT report. Midlothian Council will be required to take cognisance of this report and in particular any relevant recommendations.

2.14 Tackle the strategic local transport issues at Easter Bush to enable further unconstrained development

Meetings of the Easter Bush Development Board, together with ongoing liaison with Transport Scotland has maintained a continuing programme of planning consents at Easter Bush. Development of City Deal proposals are intended to ensure continued agreement of Transport Scotland in allowing the phased programme of development.

2.15 Managing the consequences of changes in the benefits system through Welfare Reform

The Welfare Rights service within the Council has achieved £2.5 million income to local residents referred to it primarily by colleagues within the Council adult health and care, children's services, housing, homelessness, arrears and lifelong learning & employability teams. The Macmillan Cancer charity funds 50% of a post solely dedicated to supporting adults with a cancer diagnosis and their families to address the financial consequences. Successful outcomes have led to Macmillan confirming funding for the next financial year. This year has seen a sharp rise in cases involving the transfer of people with disabilities from Disability Living Allowance to Personal Independence Payments. Around 60% of cases supported to appeal have been won, overturning the initial assessments undertaken by the contractors employed by Department for Work and Pensions. The full service roll out of Universal Credit began in March 2017, and the year has seen significant increases in housing debt and council tax debt due to Midlothian Council. This is in common with other council areas' experience. Midlothian staff have supported the cross council working group efforts to target vulnerable residents with information and advice regarding changes. The external review of advice services commissioned in 2016/17 concluded and reports have been submitted to suggest consideration of a one-stop shop approach to streamline and co-ordinate the range of welfare rights and advice services currently delivered by internal and external providers..

2.16 Deliver effective scheme of participatory budgeting

Midlothian Council and NHS Lothian provided a £48,000 Participatory Budget (PB) in 3 areas (£16,000 each) to support groups to improve health through promoting healthy eating activities such as, healthy food for children living in poverty, the provision of fresh drinking water, breastfeeding, community gardening, accredited training and other food related activities.

Building on the success of two projects initiated in 2015 and 2016 for families experiencing financial hardship, this PB programme 'Food Glorious Food', involved local people in deciding the criteria for funding, generating ideas, and deciding and voting on the allocation of resources. The steering groups comprised of local residents, partner organisations, and local community groups.

The steering groups were supported by local Communities Officers and Health Promotion staff. This PB project has provided further opportunities for the officers to build stronger links between local communities and public bodies. The involvement of Neighbourhood Planning groups, Community based groups and Community Councils provided an opportunity to raise the profile and increase engagement in local democratic structures. An estimated 650 people attended the events with 473 residents voting on their preferred projects. Participants were encouraged to support a broad range of groups by being required to vote for three separate projects. 34 projects were allocated funding.

A survey was sent to all applicants asking for their feedback on the PB programme. In addition the Communities Team undertook an evaluation session, the Scottish Community Development Centre evaluated two events and feedback was received by phone, email and in person. A local student was also supported to produce three short videos, gathering feedback from the participants. Both the external and participant feedback has been positive:

3.0 Key Challenges, Aims and Objectives for 2018/19

3.1 Context

In setting priorities and objectives the Service has taken cognisance of the provisions of the Single Midlothian Plan (SMP), a product of the work of the Midlothian Community Planning Partnership. Previous priority themes from the SMP have been promoting early years development, positive destinations for school leavers and young adults, and promoting economic development/business support. In terms of the economic and social geography of Midlothian the defined priority areas are Dalkeith/Woodburn, Mayfield/Easthouses, and Gorebridge. These themes and priority areas remain relevant; as does recognition of the emphasis required on increasing co-production activity and building up the capacity of communities, preventative actions, and extending localised access to services. The review of the SMP in 2015 revised the three priorities for the period 2016 to 2019, which are to reduce inequalities in health outcomes, to reduce inequalities in income levels, and to reduce inequalities in the levels of skills/qualifications. These new SMP priorities are complementary to the previous ones, such that all of them have influenced the process of selecting service priorities for 2018/19.

3.2 Overarching Aims

- Focus on priorities and, in a climate of increasing demand and reducing resources, get the basics right.
- Partnership working and engagement with stakeholders/customers.
- Developing and empowering communities.
- Growing the economy.
- Meeting housing need (especially the affordable sector).
- Protecting/enhancing the environment.
- Maintain and improve the performance of regulatory and development services.
- Focus on priority communities whilst recognising challenges in the remainder of Midlothian.

3.3 Primary Objectives for 2018/19

The focus this year is on a mix of strategic overall priorities and more specific action- orientated objectives. They are not in any order of priority.

- Implementation of the Council's agenda for "Delivering Excellence" and the approved Financial Strategy across all functions of Communities and Economy.
- Complete a service review of the Economic Development Section.
- Further establish the Trading Standards Partnership with East Lothian Council.
- Action to implement the provisions of the Community Empowerment Act 2015.
- Preparation of a corporate Climate Change Action Plan
- Complete business cases to enable implementation of projects under the

- City Deal for the Edinburgh and South East Scotland City Region.
- Action on the masterplanning and related work towards redevelopment of Mayfield Town Centre.
- Retain a focus on town centres, to commence the TH and CARS scheme at Penicuik, implement the provisions of the master plan at Newtongrange, and BiD development at Dalkeith.
- Complete the review of the Midlothian Biodiversity Action Plan
- Continue to work with partners to tackle the strategic local transport issues at Easter Bush to enable further unconstrained planned development.
- Managing the consequences of changes in the benefits system through Welfare Reform.
- Finalise and implement the terms and operation of a scheme of effective participatory budgeting.
- Service review of the Environmental Health service to implement the Council's Financial Strategy.
- Service review of the Planning service to implement the Council's Financial Strategy.
- Completion of a new Midlothian Economic Development Strategy.
- Promote and secure the provision of small business units.
- Maintain performance levels in Business Gateway.
- Complete allocation of LEADER funding to eligible projects.
- Maintain performance levels in Building Standards.
- Improve performance in the handling of major planning applications.
- Maintain progress in the programme of preparation of supplementary guidance, and planning guidance.
- Action to implement the changes consequent on the review of food safety regulation in Scotland.
- Review of pest control service to maximise income.

3.4 These objectives are not an exclusive list. The functions of the Service cover a great many other responsibilities and requirements which are included in operational team and individual plans.

4.0 Service Objectives

The following tables contain:

- Appendix A: The overall set of Single Midlothian Plan outcomes and priorities for 2016/19
- Appendix B: Key service priorities, actions and indicators for 2018/19
- Appendix C: Equalities Impact Assessment

APPENDIX A: Single Midlothian Plan 3 year priorities 2016/19

Midlothian Community Planning Partnership Board agreed that all partners will focus for the 3 years on how they can contribute to:-

- 1 Reducing inequalities in the health of our population
- 2 Reducing inequalities in the outcomes of learning in our population
- 3 Reducing inequalities in the economic circumstances of our population

Each Thematic group has identified their 3 year priorities which link to the 3 agreed priorities stated above.

ADULT HEALTH AND CARE (AHC)

- 1 People are able to look after and improve their own health and wellbeing and live in good health for longer
- 2 People, including those with disabilities/long term conditions or are frail are able wherever possible, to live independently and in their own homes
- 3 Health and Social Care have contributed to reducing health inequalities
- 4 Unpaid carers are supported to look after their own health and wellbeing

COMMUNITY SAFETY (CS)

- 1 Fewer people are victims of crime, abuse or harm
- 2 People feel safe in their neighbourhoods and homes
- 3 Our communities take a positive role in shaping their future

GETTING IT RIGHT FOR EVERY MIDLOTHIAN CHILD (GIRFEMC)

- 1 Children in their early years and their families are being supported to be healthy, to learn and to be resilient
- 2 All Midlothian children and young people are being offered access to timely and appropriate support through named person service
- 3 All care experienced children and young people are being provided with quality services
- 4 Children and young people are supported to be healthy, happy and reach their potential
- 5 Inequalities in learning outcomes have reduced

IMPROVING OPPORTUNITIES MIDLOTHIAN (IOM)

- 1 Poverty Levels in Midlothian overall are below the Scottish average
- 2 Midlothian residents are successful learners and young people go on to positive destinations when they leave learning
- 3 There is a reduction in inequality in health outcomes
- 4 Citizens are engaged with service development and delivery

SUSTAINABLE GROWTH (SG)

- 1 New jobs and businesses are located in Midlothian
- 2 Midlothian's economic growth rate consistently outperforms the Scottish average
- 3 Midlothian is an attractive place to live, work and invest in
- 4 The gap between average earnings of the working age population living and working in Midlothian and the Scottish average has decreased
- 5 Environmental limits are better respected, especially in relation to waste, transport, climate change and biodiversity
- 8 More social housing has been provided taking account of local demand
- 9 Homelessness has reduced, and people threatened with homelessness can access advice and support services

APPENDIX B Communities and Economy Service Plan 2018 -19

Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
Service Priority Only (not included in the SMP) Delivering Excellence						
Implement Delivering Excellence across the service	31/07/18	Conducting service reviews, prioritising resources to essential actions and ensuring financial discipline	Tbc			Head of Service
		<ul style="list-style-type: none"> • number of reviews • extent of savings achieved 	data only			Head of Service
Complete a service review of Economic Development	31/07/18	Completion of review	100%			Head of Service
Complete a review of the Environmental Health Service	31/12/18	Completion of review	100%			Head of Service
Complete roll-out of e-Building Standards	31/03/19	Processing of applications handled electronically at all stages	100%			Building Standards
Work with partner authorities to implement a City Deal for the Edinburgh and South East Scotland Region	31/03/19	Extent of direct City Deal investment in Midlothian		achieve a least 6.5% share of regional investment		Head of Service
		Extent of indirect City Deal investment in Midlothian				
Service Priority Only: Maximise economic development and business investment from the opening of the Borders Rail Line						
Engage with adjacent Local Authorities and other partners e.g. Scottish Enterprise to implement the range of actions contained in the Borders Rail Line Blueprint document. Active involvement in the implementation of masterplans at Stobhill and at Newtongrange Town Centre.	31/03/19	Number of new business start-ups in Midlothian area of Borders Rail Line corridor	Tbc (June 2018)			Economic Development
	31/03/19	Number of tourism businesses assisted in Midlothian area of Borders Rail Line corridor	Tbc (June 2018)			Economic Development
	31/03/19	Number of new businesses locating in Borders Rail Corridor	Tbc (June 2018)			Economic Development

Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
	31/03/19	Number of inward investment / indigenous investment enquiries received for sites / premises in Midlothian area of Borders Rail Line corridor	Tbc (June 2018)			Economic Development
Service Priority Only: Implement the Tyne Esk LEADER Programme 2014 / 20 in East Lothian and Midlothian eligible areas						
Implement the Tyne Esk LEADER Programme 2014 /20 in East Lothian and Midlothian eligible areas	31/03/19	Number of LEADER projects funded	Tbc (June 2018)			Economic Development
	31/03/19	Number of businesses participating in LEADER projects (by submitting EOI)	Tbc (June 2018)			Economic Development
	31/03/19	Number of new jobs created through LEADER	Tbc (June 2018)			Economic Development
	31/03/19	Number of training opportunities created through LEADER	Tbc (June 2018)			Economic Development
	31/03/18	Amount of leader funding allocated	Tbc (June 2018)			Economic Development
Service Priority Only: Promote and implement support for businesses in Midlothian						
SG - New jobs and businesses are located in Midlothian						
Continue to promote and implement the business support provisions highlighted in Ambitious Midlothian (Midlothian Economic Recovery Plan)	31/03/19	Number of business start-ups assisted	200			Economic Development
	31/03/19	Number of account managed businesses accepted by Scottish Enterprise	2			Economic Development
	31/03/19	Number of business related training workshops held	30			Economic Development
Prepare and publish full review of Midlothian Economic Development Strategy	31/07/18	Completion of review				Head of Service

Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
Service Priority Only: Maintain progress on the implementation of the Easter Bush Master Plan						
Continue to liaise with the Scottish Government on transport infrastructure solutions to serve the planned development of Easter Bush. Provide the programme and secretariat function for the running of the Easter Bush Development Board.	31/03/19	Number of Easter Bush Development Board meetings held per annum	2			Economic Development
CS - Fewer people are victims of crime, abuse or harm						
Deliver the Council's regulatory functions with respect to health and safety priority areas	31/03/19	Carry out Health and Safety intervention campaigns within the year in accordance with the latest HSE guidance on local priorities; likely to be continuation of the control of risk around warehouses, and in the beauty industry.		2.5		Environmental Health
Deliver the Council's regulatory functions with respect to food hygiene and standards regulations	31/03/19	% of food businesses deemed broadly compliant with food safety legislation	84%	82%	80%	Environmental Health
Implement the new Residential Caravan Site Licensing Regime	31/03/19	% of residential sites licensed	100%	N/A	N/A	Environmental Health
Identify mechanisms to further promote good dog control. Seek to introduce a Commercial Dog Walkers Registration Scheme	31/03/19	Number of accredited dog walkers registered	100%	N/A	N/A	Environmental Health
IOM - There is a reduction in inequality in health outcomes						
Protect public health through the development of a mechanism to assist private sector owners to progress common repairs	31/03/19	Investigate a scheme to secure common repairs on private sector or mixed tenure residential property and make it available to private sector owners	Yes/No	N/A	N/A	Environmental Health
Ensure the Council works towards meeting the Clean Air for Scotland (CAFS) objectives	31/03/19	Convene a joint working group with relevant Council services including Development Management, Building Standards, Transportation, Environmental Health with a view to maintaining air quality thereby protecting human health	100%	N/A	N/A	Environmental Health
Deliver statutory duty to identify and secure remediation of contaminated land	31/03/19	Review and update contaminated land procurement framework for the provision of peer review assessment of Environmental Reports - particular emphasis on quality and reporting times	100%	N/A	N/A	Environmental Health

Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
Deliver specific parts of the Joint Health Inequalities Partnership Plan	31/03/19	Number of actions completed as a percentage	100%			Communities
Support and meet the demands of the overarching challenge of driving forward sustainable economic development in Midlothian. Set challenging time based performance targets for applications for building warrants which are for the benefit of those in recognition of their value to economic development.	31/03/19	Local target for building warrant assessment at 10 days rather than nationally adopted target of 20 days. (Average time below 10 days)	80%			Building Standards
	31/03/19	Undertake annual focus group meetings with local architects.	100%	N/A		Building Standards
	31/03/19	Undertake annual one to one meetings with major developers currently constructing within Midlothian.	100%	N/A		Building Standards
Continue to deliver a high quality customer focused Building Standards service.	31/03/19	Measure satisfaction relating to key areas including those on delivery, timeliness, information, access and the quality of customer service.	85%			Building Standards
Service Priority Only (not included in the SMP) Select this option and then type in here:						
Further establish the Trading Standards Partnership with East Lothian; look at the possibility of database integration.	31/03/19	Focus on recruitment - % of staff appointed	100%			Trading Standards
	31/03/19	Level of integrated practices achieved	% TBC			Trading Standards
Development of new performance measures and benchmarking within the Partnership, in conjunction with national Trading Standards' performance measures currently being considered.	31/03/19	The evaluation of both authorities' current performance measures and an agreement by both to move to one set of identical indicators.	1	single set of indicators for both Councils		Trading Standards
Work relating to incidences of rogue trading (e.g. complaints about driveways, roofing etc.), intervening, disrupting, investigating and working with the police to combat.	31/03/19	Number of active interventions.	20	20		Trading Standards
Intelligence gathering. To maintain a good level of intelligence logging onto the Memex database.	31/03/19	Number of logs made.	350	350		Trading Standards
Routine risk assessed primary inspections to traders.	31/03/19	Number of primary inspections conducted.	125	125		Trading Standards
Pro-active Trading Standards investigations i.e. initiated by officers and not initially resulting from a consumer complaint.	31/03/19	Number of criminal investigations instigated.	10	10		Trading Standards

Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
Resolution of consumer complaints.	31/03/19	Percentage of consumer complaints completed within 14 days.	80%	80%		Trading Standards
Enhanced tobacco enforcement.	31/03/19	Percentage of tobacco retailers visited annually.	10%	10%		Trading Standards
Collaborative work with the Community Safety Partnership, on consumer safety issues.	31/03/19	Participation in safety initiatives.	3	3		Trading Standards
Develop the pest control service by expansion to non-residential property	31/03/19	Increase in income	£17k	£10k		Environmental Health
SG - Midlothian is an attractive place to live, work and invest in						
To determine 80% of planning applications within target (2 months for a local application and 4 months for a major application).	31/03/19	The time to determine planning applications over the stated period is the key measure in defining customer service as set by the Scottish Government.	80%	0%	81% in 2016/17	Planning
Complete adoption of Local Biodiversity Action Plan (LBAP) which through its implementation seeks to raise the profile of biodiversity issues in Midlothian.	31/03/19	Adoption of the LBAP	Yes/No		N/A	Planning
Draft a corporate climate change action plan.	31/03/19	Adoption of the plan	Yes/No		N/A	Planning
Investment and actions in town centre	31/03/19	Implementation of the 2 year Gorebridge Connect project to enhance the public realm, develop a heritage trail and renovate the former railway station building.	50%		N/A	Planning
	31/03/19	Implementation of the 5 year Penicuik Heritage Project following the submission of stage 2 Heritage Lottery Fund (HLF) and Historic Environment Scotland (HES) funding bid in March 2018.	20%		N/A	Planning
	31/03/19	Draft Supplementary and Planning Guidance as required by the Midlothian Local Development Plan with regard: 1) Food and drink and other non-retail uses in town centres, 2) Shop front design guide, 3) Dalkeith THI homeowner's guide and 4) Dalkeith shop front design guide	100%		N/A	Planning
Manage the CO ₂ gas ingress to properties in Gorebridge	31/03/18	Full attention at all times to monitoring of gas levels, with any necessary action being taken timeously	data only			Environmental Health

IOM - Poverty Levels in Midlothian overall are below the Scottish average						
Implement the review of welfare rights service provision	31/03/19	Implement the actions in the review	100%			Welfare Rights Team
Welfare Rights Team (WRT) will generate an additional benefit income maximization	31/03/19	£500k per quarter.	£2 million	£1.5million	£1.5 million	Welfare Rights Team
Welfare Rights Team will train advice staff and volunteers on welfare rights issues, in particular, the new requirements of the Welfare Reform Act	31/03/19	Numbers of staff participating	100	50	50	Welfare Rights Team
		Of the staff and volunteers that undertake training 80% will report an improved understanding of Welfare Rights and will report that they feel better equipped to support the people they work with	80%	80%	80%	Welfare Rights Team
Welfare Rights team will meet targets for ESF funded activities	31/03/19	Numbers of support and guidance sessions for working aged adults who suffer from mental health issues that contribute to their financial deprivation	126	0	0	Welfare Rights Team

Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
Service Priority Only (not included in the SMP) : Delivering Excellence						
Reduce barriers to learning by poverty proofing the school day with the Child Poverty Action Group in 11 primary schools in the priority areas. Extend this offer to all primary schools.	31/03/19	Number of schools that receive additional funding (£80k) to poverty proof the school day.	11	0	New measure	Communities Team
Research in-school child poverty measures and interventions.	31/03/19	Undertake 2 primary research projects with Edinburgh University to identify ways of increasing uptake of free school meals and maximising Pupil Equity Funding	2	1	New measure	Communities Team
Deliver the actions in the child poverty plan, and prepare new plan to meet the requirements of the Child Poverty Act.	31/03/19	Relative to Scotland, Midlothian can demonstrate a 1% reduction in child poverty. Currently the Scottish Average is 22% and Midlothian is 22.5%.	21.5%	22.5%	22.5%	Communities Team
Complete Neighbourhood Plans in all of the 16 Community Council areas. Agree a schedule of Neighbourhood Plan reviews.	31/03/19	Each of the Neighbourhood Plans can demonstrate 2 tangible improvements as result of the process.	30	46	43-2016 46-2017	Communities Team
Provide support to Third Sector and community groups to increase their capacity.	31/03/19	Provide bespoke 1-1 support to community and voluntary groups on funding, capital projects, governance, income generation, influencing and organisational development.	80		New measure	Communities Team
Test new approaches to funding that enable more community involvement in budgeting decisions.	31/03/19	Attract external funding to test at least 1 new approach that enables public engagement in the decision making processes.	1	1		Communities Team

Manage clear processes for community groups to improve access the CPP decision making as part of the Community Empowerment Act, Including Participation Requests and Asset Transfers.	31/03/19	No more than one formal Participation Requests per quarter, early high quality engagement will prevent the need for formal Participation Requests.	4	2		Communities Team
Manage a clear process for Asset Transfers.	31/03/19	15 organisations are supported through an expressions of interest and all organisations that apply for a formal transfer are responded to within the statutory timescales. An Asset Transfer Framework is approved by Council.	15	0	New measure	Communities Team
Manage at least three capital programmes.	31/09/19	Additional funding secured, capital projects delivered.	3	1	New measure	Communities Team
Agree and implement a revised 3-year grants programme.	31/03/19	Have a simplified, transparent grants programme that supports the outcomes in the Single Midlothian Plan.	1	1	New measure	Communities Team
Deliver a community action plan in each of the priority areas in partnership with the community planning partners.	31/03/19	Robust plans that comply with the Locality Outcome Improvement statutory guidance.	3	3		Communities Team
Provide bespoke and online training via a new Learn Pro module on the Community Empowerment Act.	31/03/19	Training offered to 3500 staff and volunteers, with a take up of at least 150.	150	41	New measure	Communities Team
Work with Mayfield In It Together group to undertake assessment of options for redevelopment of Mayfield town centre.	31/03/19	Completion of masterplan report, following community consultation, and identification of resources.	Y/N			Communities Team

Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability



Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability

Title of Policy/ Proposal	Communities and Economy Service Plan 2018 - 2019
Completion Date	8 th March 2018
Completed by	Ian Johnson
Lead officer	Ian Johnson

Type of Initiative:

- Policy/Strategy
- Programme/Plan
- Project
- Service
- Function
- Other Statement of Intent.....
- New or Proposed
- Changing/Updated
- Review or existing

1. Briefly describe the policy/proposal you are assessing.

Set out a clear understanding of the purpose of the policy being developed or reviewed (e.g. objectives, aims) including the context within which it will operate.

The Service Plan identifies the priority aims and objectives for the service and the specific actions to be taken during the 2018/19 financial year.

2. What will change as a result of this policy?

As the Service Plan aligns with the Single Midlothian Plan 2016 -2019 there are no marked changes in direction from the service plan implemented in 2017/18.

3. Do I need to undertake a Combined Impact Assessment?

High Relevance	Yes/no
The policy/ proposal has consequences for or affects people	Yes
The policy/proposal has potential to make a significant impact on equality	Yes
The policy/ proposal has the potential to make a significant impact on the economy and the delivery of economic outcomes	Yes
The policy/proposal is likely to have a significant environmental impact	Yes
Low Relevance	
The policy/proposal has little relevance to equality	No
The policy/proposal has negligible impact on the economy	No
The policy/proposal has no/ minimal impact on the environment	No
If you have identified low relevance please give a brief description of your reasoning here and send it to your Head of Service to record.	

If you have answered yes to high relevance above, please proceed to complete the Integrated Impact Assessment.

4. What information/data/ consultation have you used to inform the policy to date?

Evidence	Comments: what does the evidence tell you?
Data on populations in need	Steady yet rapid rise in population and households, and greater proportions in the older age groups.
Data on service uptake/access	Customer feedback on regulatory and development services generally refers to a desire for speedy and competent handling of applications etc.
Data on quality/outcomes	Service plan performance indicators
Research/literature evidence	No
Service user experience information	Feedback through community fora. Customer feedback on regulatory and development services
Consultation and involvement findings	As above.
Good practice guidelines	Established statutory and other consultation procedures.
Other (please specify)	None
Is any further information required? How will you gather this?	None

5. How does the policy meet the different needs of and impact on groups in the community?

	Comments – positive/ negative impact
Equality Groups	For all of these categories the impact should be either positive or neutral.

<ul style="list-style-type: none"> • Older people, people in the middle years, • Young people and children • Women, men and transgender people (includes issues relating to pregnancy and maternity) • Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems) • Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers) • Refugees and asylum seekers • People with different religions or beliefs (includes people with no religion or belief) • Lesbian, gay, bisexual and heterosexual people • People who are unmarried, married or in a civil partnership 	<p>Although there are service reviews programmed with potential reductions in resources, the aim will be to ensure no significant lessening of the front line service capacity and provision.</p> <p>Examples :</p> <ol style="list-style-type: none"> 1. Targeting of grants to specific groups within communities. 2. Fast tracking of applications for building warrants and grants for disability adaptations in the home. 3. Requiring new development layouts to reduce the risks of crime, particularly to more vulnerable groups/individuals.
<p>Those vulnerable to falling into poverty</p>	<p>.Planning : contributing to the amount of new affordable housing to</p>

<ul style="list-style-type: none"> • Unemployed • People on benefits • Single Parents and vulnerable families • Pensioners • Looked after children • Those leaving care settings (including children and young people and those with illness) • Homeless people • Carers (including young carers) • Those involved in the criminal justice system • Those living in the most deprived communities (bottom 20% SIMD areas) • People misusing services • People with low literacy/numeracy • Others e.g. veterans, students 	<p>reduce levels of homelessness.</p> <p>Welfare Rights team : providing direct support to vulnerable individuals and households who need to access benefit entitlements.</p> <p>Economic Development : seeking to increase the size of the local economy and labour force, thereby providing job opportunities...by attracting inward investment, encouraging new start ups and growing existing companies (work of Business Gateway).</p> <p>Communities team : supporting our most disadvantaged communities through neighbourhood planning, participatory budgeting, actions to implement the Child Poverty Action Plan.</p>
<p>Geographical communities</p> <ul style="list-style-type: none"> • Rural/ semi rural communities • Urban Communities • Coastal communities 	

6. Are there any other factors which will affect the way this policy impacts on the community or staff groups?

No

7. Is any part of this policy/ service to be carried out wholly or partly by contractors?

If yes, how have you included equality and human rights considerations into the contract?

There may be some commissioning of services (possibly for example the Citizens' Advice Bureaux) but the required service level agreement can ensure protection of equalities. Otherwise, it is not expected that there will be notable amounts of contracting. Any contract procurement process would include full consideration of equalities.

8. Have you considered how you will communicate information about this policy or policy change to those affected e.g. to those with hearing loss, speech impairment or English as a second language?

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audiotape or BSL. For more information please contact the Equality, Diversity & Human Rights Officer on 0131 271 3658 or equalities@midlothian.gov.uk

9. Please consider how your policy will impact on each of the following?

Objectives	Comments
Equality and Human rights	
Promotes / advances equality of opportunity e.g. improves access to and quality of services, status	Communities section work directly addresses this (see examples at part 5 above)
Promotes good relations within and between people with protected characteristics and tackles harassment	Limited impact, and the range of functions within Communities and Economy only have indirect influence in this area.
Promotes participation, inclusion, dignity and self control over decisions	Communities section work directly addresses this (see examples at part 5 above).

Builds family support networks, resilience and community capacity	Welfare rights advice function directly addresses this.
Reduces crime and fear of crime	Communities team work and planning by design can have a significant impact.
Promotes healthier lifestyles including <ul style="list-style-type: none"> • diet and nutrition, • sexual health, • substance misuse • Exercise and physical activity. • Lifeskills 	Communities team work will have a significant positive impact.
Environmental	
Reduce greenhouse gas (GHG) emissions in East Lothian (including carbon management)	The work of the Planning, Environmental Health, and Building Standard teams will have a positive impact on all of these factors.
Plan for future climate change	
Pollution: air/ water/ soil/ noise	
Protect coastal and inland waters	
Enhance biodiversity	
Encourage resource efficiency (energy, water, materials and minerals)	
Public Safety: Minimise waste generation/ infection control/ accidental injury /fire risk	
Reduce need to travel / promote sustainable forms or transport	
Improves the physical environment e.g. housing	

quality, public and green space	
Economic	
Maximises income and /or reduces income inequality	The work of the Economic Development team, together with that of the Business Gateway and the associated work of the Welfare Rights team will all have a significant positive impact on these factors.
Helps young people into positive destinations	
Supports local business	
Helps people to access jobs (both paid and unpaid)	
Improving literacy and numeracy	
Improves working conditions, including equal pay	
Improves local employment opportunities	

10. Is the policy a qualifying Policy, Programme or Strategy as defined by The Environmental Impact Assessment (Scotland) Act 2005?

No.

11. Action Plan

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
None noted.				

12. Sign off by Head of Service/ NHS Project Lead

Name : Ian Johnson

Date : 13th March 2018