



# Communities and Economy Service Plan 2019-2020

- A focus on excellent services ..... getting the basics right -

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# Communities and Economy Service Plan 2019/20

## 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 Strategy: key items being to capitalise on the Edinburgh and South East Scotland City Region Deal, the Borders Railway Blueprint, and maintaining a focus on key employment sectors such as tourism and life/bio/animal sciences. This function also includes Business Gateway (Midlothian) which provides direct support to new and growing small and medium sized businesses. The EU funded LEADER programme also sits within the service, and focuses on developing the rural economy.

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, air quality, contaminated land and licensing, dog and pest control. 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:	responsible for enforcing consumer protection legislation including animal health and welfare, weights and measures, fair trading, internet selling, safety of consumer products, petroleum, fireworks safety, age restricted sales and counterfeit goods. The team also provides comprehensive civil advice to local consumers. There is also a small calibration facility for the standards of weights and measures.

The allocated budget and staffing resource for 2019/20 is as follows:

## Communities and Economy

<b>SERVICE FUNCTION</b>	<b>Budget</b>	
	<b>2018/19</b>	<b>2019/20</b>
	<b>£</b>	<b>£</b>
Building Standards	(45,246)	(135,625)
Planning	856,452	702,722
Economic Development	210,384	315,467
Environmental Health	616,576	616,285
Trading Standards	201,018	198,904
Communities & Performance	1,377,562	1,323,946
<b>NET EXPENDITURE</b>	<b>3,216,748</b>	<b>3,021,699</b>
<b>SUBJECTIVE ANALYSIS</b>		
Employee Costs	3,178,245	3,261,536
Premises Costs	3,881	3,881
Transport Costs	111,224	86,193
Supplies and Services Costs	128,658	160,349
Third Party Payments	1,645,298	2,221,648
Transfer Payments	0	0
<b>GROSS EXPENDITURE</b>	<b>5,067,307</b>	<b>5,733,608</b>
<b>INCOME</b>	<b>1,850,560</b>	<b>2,711,909</b>

## **1.2 Consultation and Engagement**

The context for the identification of priorities is the Single Midlothian Plan, which is subject to extensive consultation with local communities, partners and in discussion at the Single Midlothian Plan subgroups.

The identification of priorities at a detailed level within each service 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 2018/19**

The Service Plan for 2018/19 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 Environmental Health sections to implement the Council's Financial Strategy.**

The Economic Development service review is underway and due for completion in summer 2019 following the recruitment of the Economic Development Manager.

The Environmental Health service review is ongoing and scheduled for completion in Q1 2019.

### **2.3 Further establish the Trading Standards Partnership with East Lothian Council**

After a self-evaluation and review of the service in September 2018, the Chief Executives of Midlothian and East Lothian agreed that the operating arrangements in place for Trading Standards over the past few years, should be re-aligned into 2019. The proposal is to move to a Trading Standards Collaboration. Each Council will take responsibility for its own service, but there will be joint business planning to produce core Trading Standards initiatives across both Council areas.

### **2.4 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. Four asset transfer requests have been validated and are the process of assessment. Two participation requests were accepted and Outcome Improvement Plans developed.

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. Three 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.

Communities' team has provided Intensive support for community groups such as Y2K, Penicuik Y, Gorebridge Development Trust, and Rosewell Development Trust. The team has managed the grants programme to more than 130 community groups including reviewing and revising compliance, governance and following the public pound systems.

The team enabled £80k to be secured for community led Mayfield Town Centre Masterplanning, and authored Regeneration Capital Grant Fund bids resulting in Rosewell Hub £884k funding and Apex Scotland Track 2 Train £360k funding.

Supporting and developing capacity in Community Councils our Communities team has enabled CC's to complete 2 boundary changes, co deliver 2 x annual CC training days, update 16 constitutions in line with revised scheme, achieve additional funding for example; to implement neighbourhood plan actions, WWI centenary commemoration . National recognition was given by Scottish Government for the partnership work of the Federation of Community Councils.

## **2.5 Preparation of a corporate Climate Change Action Plan**

A draft plan is being prepared and it is anticipated that an internal consultation will be undertaken in Q1 2019/20.

## **2.6 Complete business cases to enable implementation of projects under the City Deal for the Edinburgh and South East Scotland City Region**

Signed off in August 2018, The Edinburgh and South East Scotland City Region Deal will deliver £1.3 billion pounds of inclusive economic growth across the city region through housing, innovation, transport, skills and culture. For Midlothian, key investments are in Data Driven Innovation £120 m of investment to Sheriffhall roundabout, and through the an Integrated Regional Employability & Skills Programme to reduce skills shortages and gaps and deliver opportunities for people across the area.

Also to add is the construction of the new A701 relief road and A702 spur road which will open up investment into the Bush Estate (MSZ)

## **2.7 Action on the masterplanning and related work towards redevelopment of Mayfield/Easthouses, 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.

Leading the Child poverty working group, Communities team successes include - Reducing the Cost of the School Day toolkit designed for Midlothian schools and £268k secured in partnership with Surestart from Hunter Foundation and Scottish Government Child Poverty Innovation Fund.



**Stobhill/Newtongrange** – Planning service to support Resources section in preparation of a Cabinet report for discussion. The report will detail the preferred option on Masterplans with a likely recommendation that they are referred back to communities for discussion/consultation.

The Planning Service has provided advice on land use planning matters and has actively been involved in finding solutions to the resulting challenge of finding an education solution to the additional demand on services.

**2.8 Retain a focus on town centres, to commence TH and CARS scheme at Penicuik, implement the provisions of the master plan at Newtongrange and BiD development at Dalkeith.**

£3.13m has been secured towards the Penicuik Heritage Project. This comprises an award of £1.69m from the Heritage Lottery Fund, £0.98m from Historic Environment Scotland and a contribution from the Council of £0.46m. Environmental improvements and 5 high priority buildings, 14 medium priority buildings and 20 reserve buildings have been identified for improvement. The 5 year project has commenced with £0.4m being spent on public realm improvements. The adoption of the Midlothian Local Development Plan 2017 advances planning policies to protect and enhance Midlothian's town centres.

One Dalkeith are utilising development funding to lead an 18 month programme of consultation to determine the viability of a Business Improvement District within Dalkeith Town Centre. BID Ballot planned for late 2019.

Penicuik town centre BID in year 3 of delivering projects and activities as highlighted within their 5 year Business Plan.

**2.9 Complete the review of the Midlothian Biodiversity Action Plan**

The LBAP was adopted by Planning Committee at its meeting in February 2019. The LBAP will be implemented in partnership with other external agencies over a 5 year period. The action programme set out in the LBAP will be monitored by a Biodiversity Partnership.

**2.10 Continue to work with partners to tackle the strategic local transport issues at Easter Bush to enable further unconstrained planned 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.

**2.11 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.

**2.12 Finalise and implement the terms and operation of a scheme of effective 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.

**2.13 Completion of a new Midlothian Economic Development Strategy.**

The Midlothian Economic Development Strategy is currently being consulted upon and will be drafted in Q1 2019/20 following review of the service.

**2.14 Maintain performance levels in Business Gateway.**

Review of operations and performance completed and will be up-dated as part of Economic Development Strategy.

**2.15 Complete allocation of LEADER funding to eligible projects.**

7 grants were awarded totalling £312.723 in grants leveraging in a total of £415,991 in additional match funding.

Allocated 89.63% of the Tyne Esk LEADER budget of £3,490,769 to projects and admin expenditure leaving only £322,000 left to allocate, which includes a forecast admin underspend of £100,000.

Successful LEADER Application approved to continue Midlothian and Borders Tourism Action Group (MBTAG) tourism activities. New project will focus on developing tourism activities/experiences and dedicated programme of support to drive international visitors.

£150k collaboration project approved between Tyne Esk and Borders LEADER. This was matched by successful application to Blueprint for £150k match. New £300k tourism project.

#### **2.16 Maintain performance levels in Building Standards.**

Building Standards services have maintained and improved their high service performance in-line with the new e-building standards.

#### **2.17 Improve performance in the handling of major planning applications.**

Planning service are on target to meet planning applications timescale targets, 84% of all planning applications have been determined within the target (2 months for a local application and 4 months for a major application).

#### **2.18 Maintain progress in the programme of preparation of supplementary guidance and planning guidance.**

*Planning service has progressed much of the supplementary and planning guidance as noted below.*

- i) Green Networks Supplementary guidance adopted;
- ii) Special Landscape Areas Supplementary guidance referred to Scottish Ministers
- iii) Food and drink and other non-retail uses in the town centre subject to consultation;
- iv) Resource Extraction subject to consultation;
- v) Housing Development in the Countryside and Green Belt subject to consultation.

#### **2.19 Action to implement the changes consequent on the review of food safety regulation in Scotland.**

Environmental Health service have adapted the new food safety regulations into practice including the new timetables for:

- High risk food hygiene inspections
- High and medium risk food standards
- Service requests responses
- Food sampling

#### **2.20 Review of pest control service to maximise income.**

Due to staff absence and workload prioritisation this review has not been progressed in 2018/19, the work and review will roll over into 2019/20 and be held after the high pest season in Q3.

## **2.21 Action to satisfactorily conclude the CO<sub>2</sub> 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 (CO<sub>2</sub>) 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 also 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 CO<sub>2</sub> have been installed in those properties identified as having elevated levels. Given the specific circumstances the RSL continues to undertake trials to seek to identify permanent remedial measures. 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.

In light of this second incident Midlothian Council introduced a mandatory requirement for the installation of gas protection measures in that geographical area in all circumstances. Midlothian Council will be required to take cognisance of this report and in particular any relevant recommendations.

### **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 year's 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 is 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 2018 revised the three priorities for the period 2019 to 2022, which are:-

- Reduced inequalities in the health of our population
- Reduced inequalities in the outcomes of learning in our population
- Reduced inequalities in the economic circumstances of our population

These new SMP priorities are complementary to the previous ones, such that all of them have influenced the process of selecting service priorities for 2019/20.

#### **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.
- Assist in creating safe and healthy communities
- 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 2019-20**

- Improve the delivery of the requirements of the Community Empowerment Act in respect of Locality and Local Outcome Improvement Plans, Community Asset Transfer, and Participation Requests.
- Deliver effective participatory budgeting programmes, including the implementation of the ward based environmental funds with elected members.
- Ensure the effective delivery, monitoring and improvement of the voluntary sector grants programme.
- Deliver high quality and improving community development services with communities as required by the Community Leading and Development Regulations.

- Manage the delivery of Regeneration Capital Funded projects in Newtongrange and Rosewell and attract additional capital funding with communities.
- Support an increasing number of community groups to develop local community managed services that meet resident's needs.
- Develop a sector leading Child Poverty Local Action Plan with NHS Lothian and the Child Poverty Working Group as by the Child Poverty Act.
- Change the Trading Standards Partnership with East Lothian Council to one of 'Collaboration' only.
- Review and develop further e-building standards back office processes to reduce impact on resource.
- Continue to deliver on the Borders Railway Blueprint
- Complete allocation and drawdown of LEADER funding to eligible projects.
- Implement a heritage project in Penicuik.
- Implement the Midlothian local Biodiversity Action Plan and raise the profile of biodiversity and the natural environment.
- Service review of the Planning service.
- Improve performance in the handling of major planning applications.
- Determine 80% of planning applications within statutory time targets.
- Continue to monitor regulatory standards in Food safety and Hygiene across Midlothian
- Deliver Scottish Governments Clean Air for Scotland (CAPS) objectives
- Protect and develop safe communities through risk assessment and improvement of sub-standard private water supplies,
- Deliver Joint Health Protection Plan
- Protect and contribute to enhancement of the environment through introducing responsible dog walker registration scheme.
- Continue to work with partners to tackle the strategic local transport issues at Easter Bush to enable further unconstrained planned development.

**3.3** 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

**Midlothian Community Planning Partnership Board agreed that all partners will focus for the 3 years from 2019 until 2022 on how they can contribute to the following outcomes:-**

- Reduced inequalities in the health of our population
- Reduced inequalities in the outcomes of learning in our population
- Reduced inequalities in the economic circumstances of our population

Each Thematic group has identified their draft 2019/20 priorities which link to the 3 agreed outcomes stated above.

#### **ADULT HEALTH AND CARE (2019/22)**

A new 3 year IJB strategic document is being drafted in a parallel process, no 3 year outcomes are as yet available, but topic areas that have been focused on in the public engagement are

- Prevention
- Short Term/Urgent Support
- Long Term Support
- Choice and Control
- Information about services/support

#### **COMMUNITY SAFETY and JUSTICE draft outcomes (2019/22)**

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

#### **GETTING IT RIGHT FOR EVERY MIDLOTHIAN CHILD (2019/20 – will be revised with new children and young people’s service plan 2020/23)**

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

#### **IMPROVING OPPORTUNITIES FOR PEOPLE IN MIDLOTHIAN (2019/22)**

- Poverty levels in Midlothian are reduced
- Midlothian residents are successful learners and young people go on to positive destinations when they leave learning
- Health inequalities are reduced and the health of people in Midlothian is improved
- The public is informed and engaged in service development and delivery

#### **SUSTAINABLE GROWTH in MIDLOTHIAN (2019/22)**

- The local economy is more productive and inclusive
- The benefits of the Borders Railway have been maximised
- Midlothian Science Zone has developed benefitting the local economy and community
- Sustainable town centre regeneration is visible
- More social housing has been provided taking account of local demand
- Homelessness has reduced, and people can access advice and support
- Environmental limits are better respected, especially in relation to waste, transport, climate change and biodiversity





## APPENDIX B Communities and Economy Service Plan 2019-20

Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
<b>Service Priority Only (not included in the SMP) Delivering Excellence</b>						
Implement Delivering Excellence across the service	31/03/2020	Conducting service reviews, prioritising resources to essential actions and ensuring financial discipline	Tbc			Head of Service
		<ul style="list-style-type: none"> <li>• number of reviews</li> <li>• extent of savings achieved</li> </ul>	data only			Head of Service
Complete roll-out of e-Building Standards	31/03/2020	Processing of applications handled electronically at all stages	100%		100%	Building Standards
Work with partner authorities to implement a City Deal for the Edinburgh and South East Scotland Region	31/03/2020	Extent of direct City Deal investment in Midlothian	TBC	achieve a least 6.5% share of regional investment		Head of Service
		Extent of indirect City Deal investment in Midlothian	TBC			
<b>Service Priority Only: Maximise economic development and business investment from the opening of the Borders Rail Line</b>						
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.	31/03/2020	Number of new business start-ups in Midlothian area of Borders Rail Line corridor	Tbc			Economic Development
	31/03/2020	Number of tourism businesses assisted in Midlothian area of Borders Rail Line corridor	Tbc			Economic Development
	31/03/2020	Number of new businesses locating in Borders Rail Corridor	Tbc			Economic Development
	31/03/2020	Number of inward investment / indigenous investment enquiries received for sites / premises in Midlothian area of Borders Rail Line corridor	Tbc			Economic Development

Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
<b>Service Priority Only: Implement the Tyne Esk LEADER Programme 2014 / 20 in East Lothian and Midlothian eligible areas</b>						
Implement the Tyne Esk LEADER Programme 2014 /20 in East Lothian and Midlothian eligible areas	31/03/2020	Number of LEADER projects funded	Tbc			Economic Development
	31/03/2020	• Number of businesses participating in LEADER projects (by submitting EOI)	Tbc			Economic Development
	31/03/2020	Number of new jobs created through LEADER	Tbc			Economic Development
	31/03/2020	Number of training opportunities created through LEADER	Tbc			Economic Development
	31/03/2020	Amount of leader funding allocated	Tbc			Economic Development
<b>Service Priority Only: Promote and implement support for businesses in Midlothian SG - New jobs and businesses are located in Midlothian</b>						
Continue to promote and implement the business support provisions highlighted in Ambitious Midlothian (Midlothian Economic Recovery Plan)	31/03/2020	Number of business start-ups assisted	Tbc			Economic Development
	31/03/2020	Number of account managed businesses accepted by Scottish Enterprise	Tbc			Economic Development
	31/03/2020	Number of business related training workshops held	Tbc			Economic Development

Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
<b>Service Priority Only: Implement the Tyne Esk LEADER Programme 2014 / 20 in East Lothian and Midlothian eligible areas</b>						
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.	31/03/2020	Number of Easter Bush Development Board meetings held per annum	2			Economic Development
<b>CS - Fewer people are victims of crime, abuse or harm</b>						
Deliver the Council's regulatory functions with respect to food hygiene and standards regulations	31/03/2020	% of food businesses deemed broadly compliant with food safety legislation	84%			Environmental Health
Implement the new Residential Caravan Site Licensing Regime	31/03/2020	% of residential sites licensed	100%	N/A	N/A	Environmental Health
<b>IOM - There is a reduction in inequality in health outcomes</b>						
Ensure the Council works towards meeting the Clean Air for Scotland (CAFS) objectives	31/03/2020	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	31/03/2020	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

Action s	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
<b>IOM - There is a reduction in inequality in health outcomes</b>						
Deliver specific parts of the Child Poverty Action Plan	31/03/2020	Consult, Develop, Draft and finalise Midlothian Child Poverty Action Plan	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.	31/03/2020	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
	31/03/2020	Undertake annual focus group meetings with local architects.	100%	N/A	100%	Building Standards
	31/03/2020	Undertake annual one to one meetings with major developers currently constructing within Midlothian.	100%	N/A	100%	Building Standards
Continue to deliver a high quality customer focused Building Standards service.	31/03/2020	Measure satisfaction relating to key areas including those on delivery, timeliness, information, access and the quality of customer service.	85%	93%		Building Standards
<b>Service Priority Only (not included in the SMP) Select this option and then type in here:</b>						
Work relating to incidences of rogue trading (e.g. complaints about driveways, roofing etc.), intervening, disrupting, investigating and working with the police to combat.	31/03/2020	Number of active interventions.	TBC	20		Trading Standards
Intelligence gathering. To maintain a good level of intelligence logging onto the Memex database.	31/03/2020	Number of logs made.	TBC	350		Trading Standards
Routine risk assessed primary inspections to traders.	31/03/2020	Number of primary inspections conducted.	TBC	125		Trading Standards
Pro-active Trading Standards investigations i.e. initiated by officers and not initially resulting from a consumer complaint.	31/03/2020	Number of criminal investigations instigated.	TBC	10		Trading Standards

Action s	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
Resolution of consumer complaints.	31/03/2020	Percentage of consumer complaints completed within 14 days.	TBC	80%		Trading Standards
Enhanced tobacco enforcement.	31/03/2020	Percentage of tobacco retailers visited annually.	TBC	10%		Trading Standards
Develop the pest control service by expansion to non-residential property	31/03/2020	Increase in income	£17k	£10k		Environmental Health
<b>SG - Midlothian is an attractive place to live, work and invest in</b>						
To determine 80% of planning applications within target (2 months for a local application and 4 months for a major application).	31/03/2020	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%	80%	86% in 2017/18	Planning
Draft a corporate climate change action plan.	31/03/2020	Adoption of the plan	100%		N/A	Planning
Investment and actions in town centre	31/03/2020	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%	100% by 31/03/20	50% complete 2018/19	Planning
Manage the CO <sub>2</sub> gas ingress to properties in Gorebridge	31/03/2020	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%	100% by 31/03/23	20% complete 2018/19	Planning
	31/03/2020	Full attention at all times to monitoring of gas levels, with any necessary action being taken timeously	data only			Environmental Health
Review and assess air quality in Midlothian to take into account of exposure in proximity to schools located near busy roads.	31/03/2020	Consultation with SEPA and Scottish Government and completion of review	100%		N/A	Environmental Health
Protect communities by undertaking risk assessments of 'regulated' private water supplies in accordance with new legislative requirements and provide guidance and support to improve sub-standard water quality, taking proportionate enforcement action where necessary.	31/03/2020	Risk Assess 1/3 of regulated private water supplies ( all regulated supplies to be risk assessed by 2022),	100%		N/A	Environmental Health

Action s	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
<b>IOM - Poverty Levels in Midlothian overall are below the Scottish average</b>						
Welfare Rights Team (WRT) will generate an additional benefit income maximization	31/03/2020	£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	31/03/2020	Numbers of staff participating	100	50	50	Welfare Rights Team
Welfare Rights team will meet targets for ESF funded activities	31/03/2020	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



# Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability



## Integrated Impact Assessment Form Promoting Equality, Human Rights and Sustainability

<b>Title of Policy/ Proposal</b>	Communities and Economy Service Plan 2019 - 2020
<b>Completion Date</b>	25 February 2019
<b>Completed by</b>	Mary Smith
<b>Lead officer</b>	Mary Smith

**Type of Initiative:**

- |                 |                                     |                    |                                     |
|-----------------|-------------------------------------|--------------------|-------------------------------------|
| Policy/Strategy | <input type="checkbox"/>            | New or Proposed    | <input type="checkbox"/>            |
| Programme/Plan  | <input checked="" type="checkbox"/> | Changing/Updated   | <input checked="" type="checkbox"/> |
| Project         | <input type="checkbox"/>            | Review or existing | <input type="checkbox"/>            |
| Service         | <input checked="" type="checkbox"/> |                    |                                     |
| Function        | <input type="checkbox"/>            |                    |                                     |
| Other           | Statement of Intent.                |                    |                                     |

**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 2019/20 financial year.



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

As the Service Plan aligns with the Single Midlothian Plan 2019 -2022 there are no marked changes in direction from the service plan implemented in 2018/19.

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

<b>High Relevance</b>	<b>Yes/no</b>
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
<b>Low Relevance</b>	
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
<b>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.</b>	

**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?**

<b>Evidence</b>	<b>Comments: what does the evidence tell you?</b>
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	Not applicable
Data on quality/outcomes	Service plan performance indicators
Research/literature evidence	Not applicable
Service user experience information	Feedback through community fora. Customer feedback on regulatory and development services
Consultation <b>and involvement</b> findings	As above.
Good practice guidelines	Established statutory and other consultation procedures.
Other (please specify)	None
Is any further information required?	None

How will you gather this?	
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**5. How does the policy meet the different needs of and impact on groups in the community?**

	<b>Comments – positive/ negative impact</b>
<p><b>Equality Groups</b></p> <ul style="list-style-type: none"> <li>• Older people, people in the middle years,</li> <li>• Young people and children</li> <li>• Women, men and transgender people (includes issues relating to pregnancy and maternity)</li> <li>• Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems)</li> <li>• Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers)</li> <li>• Refugees and asylum seekers</li> <li>• People with different religions or beliefs (includes people with no religion or belief)</li> <li>• Lesbian, gay, bisexual and heterosexual people</li> <li>• People who are unmarried, married or in a civil partnership</li> </ul>	<p>For all of these categories the impact should be either positive or neutral. 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><b>Those vulnerable to falling into poverty</b></p> <ul style="list-style-type: none"> <li>• Unemployed</li> <li>• People on benefits</li> <li>• Single Parents and vulnerable families</li> <li>• Pensioners</li> </ul>	

<ul style="list-style-type: none"> <li>• Looked after children</li> <li>• Those leaving care settings (including children and young people and those with illness)</li> <li>• Homeless people</li> <li>• Carers (including young carers)</li> <li>• Those involved in the criminal justice system</li> </ul>	
<ul style="list-style-type: none"> <li>• Those living in the most deprived communities (bottom 20% SIMD areas)</li> <li>• People misusing services</li> <li>• People with low literacy/numeracy</li> </ul> <p>Others e.g. veterans, students</p>	
<p><b>Geographical communities</b></p> <ul style="list-style-type: none"> <li>• Rural/ semi rural communities</li> <li>• Urban Communities</li> <li>• Coastal communities</li> </ul>	

**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.

**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?**

The Service Plan can be put into any relevant format to accord with the terms of the Council's

corporate communications policies and procedures.

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

<b>Objectives</b>	<b>Comments</b>
<b>Equality and Human rights</b>	
Promotes / advances equality of opportunity e.g. improves access to and quality of services, status	Communities section work directly addresses this.
Promotes good relations within and between people with protected characteristics and tackles harassment	Limited impact
Promotes participation, inclusion, dignity and self control over decisions	Communities section work directly addresses this.

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"> <li>• diet and nutrition,</li> <li>• sexual health,</li> <li>• substance misuse</li> <li>• Exercise and physical activity.</li> <li>• Lifeskills</li> </ul>	Communities team work will have a significant positive impact.
<b>Environmental</b>	
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	
<b>Economic</b>	
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
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**11. Action Plan**

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
N/A				

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

Name; Mary Smith

Date