East Lothian Council

MINUTES OF THE MEETING OF THE CABINET

TUESDAY 11 MARCH 2014
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON

1

Committee Members Present:
Councillor S Akhtar
Councillor D Grant
Councillor N Hampshire
Councillor W Innes (Convener)
Councillor J McMillan
Councillor M Veitch

Other Councillors Present:
Councillor J Caldwell
Councillor S Currie
Councillor A Forrest
Councillor J Gillies
Councillor J Goodfellow
Councillor P MacKenzie
Councillor F McAllister
Councillor K McLeod
Councillor J McNeil
Councillor J Williamson

Council Officials Present:
Mrs A Leitch, Chief Executive
Ms M Patterson, Depute Chief Executive – Partnerships and Community Services
Mr A McCrorie, Depute Chief Executive – Resources and People Services
Mr D Small, Director of East Lothian Health and Social Care Partnership
Mr J Lamond, Head of Council Resources
Mr D Nightingale, Head of Education
Mr R Montgomery, Head of Infrastructure
Mr M Leys, Head of Adult Wellbeing
Mrs M Ferguson, Service Manager – Legal Services
Ms E Morrison, Service Manager – Customer Services
Mr A Stubbs, Service Manager – Roads
Mr K Christie, Service Manager – Revenues
Ms J Mackay, Media Manager
Mr H Mark, Debt Management and Business Rates Team Leader
Mr K Black, Safer Communities Team Leader
Ms F Currie, Committees Assistant

Clerk:
Ms A Smith

Apologies:
Councillor T Day

Declarations of Interest:
Councillor McLeod declared an interest in the private report, in relation to personal acquaintance, and stated he would leave the Chamber before this item.

Prior to commencement of business the Convener made reference to the 30th anniversary of the Miners' Strike. This strike had a significant impact on local communities in East Lothian, particularly in the west of the county; many families had been severely affected by this year long strike. A number of events were being held across Scotland and East Lothian to mark this anniversary. This was an important part of local history.

Councillor Currie stated the SNP wished to be associated with those remarks.

1.   MINUTES OF THE MEETING OF THE CABINET OF 14 JANUARY 2014

The minutes of the meeting of the Cabinet of 14 January 2014 were approved.

2.   FINANCIAL REVIEW 2013-14, QUARTER 3

A report was submitted by the Depute Chief Executive (Resources and People Services) informing Cabinet of the financial position of the Council at the end of the third quarter of the financial year 2013-14.

The Head of Council Resources, Jim Lamond, presented the report, informing Members that as at the end of December, the General Services revenue recorded an underspend of around £0.333 million; details listed in Appendix A. The majority of budget pressures were those identified last quarter, with Children's Wellbeing and Adult Wellbeing being at greatest risk of overspend. He reported that the Council was on track to use around £1 million fewer reserves than planned but stressed that all services, particularly those deemed high risk, would need to be carefully managed. He summarised the position in respect of the General Services Capital programme and the Housing Revenue Account.

Mr Lamond responded to questions from Councillor Currie regarding control measures within Children's Wellbeing and also reallocating the primary school group overspend.

In response to further questions, Morag Ferguson, Service Manager-Legal Services, clarified the position in relation to affordable housing allocation.

The Chief Executive, Angela Leitch, made reference to the One Council approach. There was a need to manage risk but she was confident there were opportunities to improve existing processes in each service area; a greater drive for efficiencies was needed.

Councillor Currie voiced the SNP's concerns about the position in relation to both Children's Wellbeing and Adult Wellbeing. He also raised issues regarding affordable housing and the community partnerships overspend.

Councillor Grant, responding to Councillor Currie's comments, paid tribute to Murray Leys and David Small for their efforts to keep the Adult Wellbeing budget largely on track. He made reference to the volume of people now needing these services and the level of service provision required. There would be challenges but he was confident that budgets would be managed.

Councillor Innes thanked Mr Lamond and his team. The control measures put in place were proving satisfactory and the Council's finances were beginning to come back under control. There were challenges to be faced but it was important to ensure that control was regained.

Decision

The Cabinet agreed:

i.   to note the financial performance of services at the end of December 2013 and also the continued actions being taken by management to ensure that services were delivered within approved budgets; and

ii.   to approve the budget adjustments outlined at section 3.24.

3.   INVESTING IN OUR COMMUNITIES – SUPPORT TO COMMUNITY COUNCILS

A report was submitted by the Depute Chief Executive (Resources and People Services) seeking approval for the proposed levels of funding made available to Community Councils in East Lothian for the financial year 2014/15.

Mr Lamond presented the report, drawing attention to the proposed funding for Community Councils, in terms of Administration Grants and Local Priorities Scheme, as set out in Appendices 1 and 2 to the report.

In response to a query about details of projects undertaken by Community Councils, Mr Lamond confirmed this information would be provided to all Members.

A number of Members welcomed the report. The very important work carried out by Community Councils across the county was acknowledged. It was noted that Community Councils in East Lothian received one of the highest grants from a Scottish local authority. The introduction of Area Partnerships and the key role of Community Councils was raised. Tributes were paid to all volunteers and also to Lilian Pryde, Democratic Services Officer, for her work in supporting the Community Councils.

Decision

The Cabinet agreed to approve the allocation of Community Council Administration Grants and Local Priorities Scheme Budgets for 2014/15, as detailed in Appendices 1 and 2.

4.   PARTNERSHIP ARRANGEMENTS WITH PRE-SCHOOL PROVIDERS

A report was submitted by the Depute Chief Executive (Resources and People Services) to provide guidance on how East Lothian Council chooses to enter into partnership with any new private pre-school education providers and to provide clarity on funding for existing pre-school providers, all in order to manage and meet the obligation on East Lothian Council to provide pre-school places for children.

The Head of Education, Darrin Nightingale, presented the report, drawing Members' attention to the salient points and the report recommendations.

In response to questions regarding the background paper, the minute of last September's Petitions Committee, Mr Nightingale clarified that this report supported the inclusion of Fenton Barns Nursery as a partnership provider.

Councillor MacKenzie welcomed the paper and acknowledged the role of partnership nurseries. However, this was a stop-gap measure, in the long term a better solution was needed, perhaps introducing catchment areas for nursery schools.

Councillor Goodfellow welcomed the report and welcomed that Fenton Barns Nursery would be allowed to come into partnership with the Council.

Councillor Veitch stated this was an excellent paper. He recognised the excellent job carried out by partnership nurseries. The proposals set out in the report provided a good balance.

Councillor Akhtar reiterated comments made by Cabinet colleagues. She stressed the importance of pre-school nursery education. She added that it would be beneficial to have a strategic management approach.

Decision

The Cabinet agreed:

i.   to approve guidance on how East Lothian Council chooses to enter into partnerships with private or voluntary pre-school education providers, as set out in paragraphs 3.5 and 3.6; and

ii.   that the Partnership Pre-School Provider Contracts entered into between East Lothian Council and the private or voluntary pre-school education providers should provide as determined by East Lothian Council, for the setting of an annually allocated number of pre-school education places at each nursery in each school year.

5.   **UPDATE ON PARKING – REMOVAL OF TRAFFIC WARDEN SERVICE**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) to update Cabinet on the current situation with regard to parking and future options available within East Lothian.

The Head of Infrastructure, Ray Montgomery, presented the report. He detailed the background and the position across Scotland. He drew attention to the criteria for introducing decriminalised parking. He advised that a joint group had been set up to deal with this issue. He reported that in East Lothian, following discussion with senior officers, Police Scotland would engage locally through the joint tasking and co-ordinating process and would initiate responses to any problems about abuse of timed parking, dangerous parking, causing an obstruction and abuse of double lines and disabled parking arrangements.

Councillor Currie, referring to sections 3.5 (i) and 3.6 of the report, asked if an offer had been made to the Council to retain traffic wardens at a cost of £2,000 per month. Mr Montgomery advised that a formal offer had not been made.

Mrs Leitch informed Members that she and Monica Patterson, Depute Chief Executive, had met with the local Chief Superintendent. When the withdrawal of the traffic warden service was announced they had been advised that both East Lothian traffic wardens had accepted voluntary severance. The Council paid a significant amount for local policing and she had asked Police Scotland to consider how to use that resource more flexibly; it was on that basis that the proposal, detailed in section 3.8 of the report, had come forward.

Mr Montgomery responded to questions from Councillor Hampshire regarding the business case requirements and confirmed that introducing parking charges would be an option.

Councillor Veitch stated the removal of traffic wardens would cause considerable problems across East Lothian, particularly for traders. This was an ill thought out decision by Police Scotland and hard pressed local authorities were left to take responsibility which, given the current financial climate, would be very difficult. He was grateful to the Chief Executive and Depute Chief Executive for the work done to get the agreement from Police Scotland, detailed at section 3.8 of the report. Obviously a permanent solution was required. Introducing decriminalised parking was a lengthy and bureaucratic process. All options would need to be considered before a decision was taken on the next course of action.

Councillor Currie stated that decriminalised parking needed to happen and as swiftly as possible. Regarding the business case, he understood that the amount of money collected would cover the operating cost. Returning to the issue of the offer made to the Council, it was the SNP's position that the Council should have taken up this offer from Police Scotland to continue with the traffic warden service at a cost of £2,000 per month. Information from Police Scotland was that all local authorities had been offered this option.

Councillor Hampshire asserted that Police Scotland's decision was a disgrace and would cause havoc in town centres across Scotland. In relation to decriminalised parking he cautioned that if the Council decided to introduce this, the cost would need to be completely recovered, as referred to in the report.

Mrs Leitch stressed that it was important that discussions continued around the sizeable contribution the Council made to Police Scotland. Within that contribution was a requirement for proper enforcement of traffic infringement in towns in East Lothian. She reiterated that the proposal from Police Scotland, following discussions, was as detailed in the report.

Councillor Innes reiterated that the Council did not have the option to retain its current traffic wardens. He stressed that officers had done everything possible; the proposed way forward was the best solution at present.

Decision

The Cabinet agreed to note the content of this report and that officers would bring a detailed report forward on the options available and implications of the introduction of decriminalised parking in due course.

6.   **ANTISOCIAL BEHAVIOUR STRATEGY 2014-2016**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) presenting the Antisocial Behaviour Strategy 2014 – 2016, which set out the way in which East Lothian Council, Police Scotland and their partners would deal with antisocial behaviour within the local authority area.

The Safer Communities Team Leader, Kenny Black, presented the report. He provided Members with background information and drew attention to the consultation process and development. He outlined the aim of the strategy, which was attached at Appendix 1.

Councillor Currie praised Mr Black; he was an outstanding team leader and his team did an excellent job, the work they carried out gave confidence to communities across East Lothian.

Decision

The Cabinet agreed to approve the Draft Antisocial Behaviour Strategy 2014 – 2016.

7.   PUBLIC MINUTES OF THE MEETINGS OF THE LICENSING SUB-COMMITTEE HELD ON 12 DECEMBER 2013 AND 13 FEBRUARY 2014

The public minutes of the meetings of the Licensing Sub-Committee held on 12 December 2013 and 13 February 2014 were approved.

8.   MINUTES FOR NOTING

The minutes of the 3 Supporting Partnerships, the Sustainable Economy Partnership, the Safe and Vibrant Communities Partnership and the Resilient People Partnership were noted.

SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION

The Cabinet unanimously agreed to exclude the public from the following business containing exempt information by virtue of Paragraphs 3 and 6 (information relating to any particular applicant for, recipient or former recipient of a service provided by the Authority; information concerning the financial or business affairs of any particular person other than the Authority) of Schedule 7A to the Local Government (Scotland) Act 1973.

Sub-Committee Minutes

The private minutes of the meetings of the Licensing Sub-Committee held on 12 December 2013 and 13 February 2014 were approved.

The private minutes of the meetings of the Homelessness Appeals Sub-Committee held on 16 January and 20 February 2014 were approved.

The private minute of the meeting of the Employee Appeals Sub-Committee held on 6 February 2014 was approved.

Financial Matters

A private report submitted by the Depute Chief Executive (Resources and People Services) concerning the write off of bad debt was approved.

Sederunt – Councillor McLeod left the Chamber

East Lothian Council

REPORT TO: Cabinet

MEETING DATE: 13 May 2014

BY: Depute Chief Executive (Resources and People Services)

2

SUBJECT: Summary of Contracts Awarded by East Lothian Council, 7 January to 30 April 2014

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1   PURPOSE

1.1   To advise Members of all contracts awarded by the Council from 7 January to 30 April 2014 with a value of over £150,000.

2   RECOMMENDATIONS

2.1   To note the award of contracts with a value of over £150,000 from 7 January to 30 April 2014, as listed in Appendix 1 to this report.

3   BACKGROUND

3.1   Details of all contracts awarded by the Council are lodged in the Members' Library Service. Appendix 1 to this report contains details of all contracts with a value of £150,000 and above which have been awarded since the last meeting of the Cabinet.

3.2   Members are asked to note that reports relating to contracts can be accessed via the following link to the Members' Library Service on the Council's eGov system:

http://www.eastlothian.gov.uk/site/scripts/meetings_committees.php?headerID=102

4   POLICY IMPLICATIONS

4.1   None

5   EQUALITIES IMPACT ASSESSMENT

5.1   This report is not applicable to the wellbeing of equalities groups and an Equalities Impact Assessment is not required.

6   RESOURCE IMPLICATIONS

6.1   Financial - None.

6.2   Personnel - None

6.3   Other - None

7   BACKGROUND PAPERS

7.1   None

AUTHOR'S NAME	Lel Gillingwater
DESIGNATION	Democratic Services Manager
CONTACT INFO	lgillingwater@eastlothian.gov.uk x7225
DATE	30 April 2014

East Lothian
Council

**SUMMARY OF CONTRACTS AWARDED WITH A VALUE OF £150,000 AND ABOVE
FOR THE PERIOD 7 JANUARY – 30 APRIL 2014**

Originator	Report Title/Project Summary	Contract Awarded To	Contract Value	Members' Library Reference
Depute Chief Executive (Partnerships and Community Services)	Proposed Upgrade to Comms Room, John Muir House, Haddington	Arthur McKay Ltd, Edinburgh (no other tenders at final stage)	£194,859.49	Ref: 60/14 (Mar 14 Bulletin)

30 April 2014

East Lothian Council

REPORT TO: Cabinet

MEETING DATE: 13 May 2014

BY: Depute Chief Executive (Resources and People Services)

3

SUBJECT: Freedom of Information (Scotland) Act 2002
Data Protection Act 1998 – Compliance Statistics

1 PURPOSE

1.1 To report on the Council's compliance with the 20 working day timescale laid down by the Freedom of Information (Scotland) Act 2002 for the period from 1 October 2013 to 31 March 2014.

1.2 To report on the Council's compliance with the 40 calendar day timescale laid down by the Data Protection Act 1998 for the period from 1 October 2013 to 31 March 2014.

2 RECOMMENDATIONS

2.1 To note the report.

3 BACKGROUND

3.1 **Freedom of Information (Scotland) Act 2002** - During the period 1 October 2013 to 31 March 2014, East Lothian Council operated in accordance with the statutory requirements, particularly:

Requests for information – to be answered within 20 working days

Requests for review – to be answered within 20 working days by a Chief Officer

If requesters remained dissatisfied after completing this process, then they had a legal right to appeal to the Scottish Information Commissioner (SIC).

3.2 Freedom of Information (FOI) statistics are recorded by Licensing, Administration and Democratic Services. Guidance on how to handle information requests, and requests for review, are on the Council's intranet, accessible to all employees.

3.3 The total number of FOI requests received from 1 October 2013 to 31 March 2014 was **654**, an increase from the previous half year (528). Overall numbers of FOI requests have been increasing steadily since the Freedom of Information (Scotland) Act 2002 came into force.

This figure includes information requests processed under the Environmental Information (Scotland) Regulations 2004 (EIR). A split of the FOI and EIR requests is provided at 3.5 of this report.

3.4 The total number of requests for review received from 1 October 2013 to 31 March 2014 was **4**, a decrease from the previous half year (14).

This figure includes reviews processed under the Environmental Information (Scotland) Regulations 2004 (EIR). A split of the FOI and EIR reviews is provided at 3.6 of this report.

3.5 Since January 2013, the recording system used has distinguished between FOI requests and requests falling within the Environmental Information (Scotland) Regulations 2004 (EIR). The table below provides a breakdown of the response timescales for both FOI and EIR requests between 1 October 2013 to 31 March 2014:

	FOI		EIR	
On time	428	94%	173	99.5%
Late	28	6%	1	0.5%
Lapsed/Written Off	0		0	
Date of Completion Unknown	0		0	
Cancelled/Withdrawn	3		2	
Suspended	11		4	
Ongoing	**4**		**0**	
TOTAL ACTIONED	**470**		**180**	

3.6   The table below provides a breakdown of the response timescales for FOI and EIR requests for review between 1 October 2013 to 31 March 2014:

	FOI		EIR	
On time: Within 20 Working Days	4	100%	0	-
Late	0	-		
Upheld	2			
Partially Upheld	0			
Overturned	2			
Additional Info Provided	0			
Total Received	4			
Total Actioned	4			
Still Outstanding	0			
Grand Total of Internal Reviews	**4**			

3.7   The top three enquirers were:

1) General Public
2) Commercial Organisations
3) Journalists

3.8   **Data Protection Act 1998** – East Lothian Council operates in accordance with the statutory requirements, particularly:

Requests for personal information ("Subject Access Requests") – to be answered within 40 calendar days

3.9   Data Protection (DP) statistics are recorded by Licensing, Administration and Democratic Services. Guidance on how to handle requests for personal information ("Subject Access Requests") are on the Council's intranet, accessible to all employees.

3.10   The total number of DP "Subject Access Requests" received from 1 October 2013 to 31 March 2014 was 42, equivalent to the previous half year (42).

Completed on time (within 40 calendar days)	27	82%
Late	6	18%
Suspended	9	
Withdrawn	0	
Ongoing	**0**	
Total Actioned	**42**	

4   POLICY IMPLICATIONS

4.1   None.

5   EQUALITIES IMPACT ASSESSMENT

5.1   This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

6   RESOURCE IMPLICATIONS

6.1   Financial - None

6.2   Personnel - None

6.3   Other – None

7   BACKGROUND PAPERS

7.1   None

AUTHOR'S NAME	Dr Renate Gertz
DESIGNATION	FOI & DP Compliance Officer
CONTACT INFO	X 7993, email: rgertz@eastlothian.gov.uk
DATE	24 April 2014

REPORT TO: Cabinet

MEETING DATE: 13 May 2014

BY: Depute Chief Executive (Partnerships and Community Services)

4

SUBJECT: Council House Allocations Targets for 2014/15

1 PURPOSE

1.1 To seek Cabinet approval for Council House Allocation targets for the period 1 April 2014 to 31 March 2015.

1.2 To seek Cabinet approval for a review of the targets within six months predicated on the development of local lettings plans.

1.3 To explain the context, legal position and rationale for the proposed targets.

2 RECOMMENDATIONS

2.1 That Cabinet approves the recommended targets detailed in Section 3.25 of this Report.

2.2 That Cabinet approves a review of the targets within six months subject to the possible requirement for local lettings plans.

2.3 That Cabinet notes that performance against these targets is reviewed on a weekly basis and that such review forms part of the analysis in setting future targets in 2015/16 and beyond.

2.4 That Cabinet notes that ongoing regular monitoring of performance has been embedded within the Community Housing Performance Management Framework.

3 BACKGROUND

3.1 The Council operates a Groups and Points Allocations Policy, which has been operational since its introduction in July 2007 following a major

review of the previous Policy. A further review has recently completed and further detail of this can be found in the report submitted to Council in February 2014.

3.2   The main objective of the Allocations Policy is to meet the Council's legal obligations specified in the Allocations and Homelessness Legislation. The Policy, along with other associated actions will also help the Council make best use of Council housing stock. In addition, the Policy also assists the Council to achieve, along with other complimentary actions, balanced and sustainable communities through Local Lettings Plans.

Legal Obligations

3.3   In setting any targets against each group the Council must give reasonable preference to certain statutory groups when allocating Council houses. These include applicants living in overcrowded or unsatisfactory housing conditions and those applicants who are homeless or threatened with homelessness.

3.4   Most of the statutory groups are found in the General Needs Group, although some applicants may fall into the Transfer Group, such as those who need re-housing because of overcrowding or whose health is being negatively impacted upon in their current accommodation.

The Homelessness etc (Scotland) Act 2003 – Abolition of Priority Need

3.5   The above Act which took effect from 1 January 2013 has abolished the "priority need" test and now places a duty on local authorities to provide settled accommodation to anyone found to be unintentionally homeless. This in turn places further demands on the Council's housing list.

Children and Young People (Scotland) Bill 2013

3.6   This new legislation specifically impacts on the provision of accommodation to young people leaving the care system.

3.7   The Council "Starter Flat" approach, which allocates these tenancies within the General Needs Group has already helped the Council deliver its corporate parenting objectives. The new legislation extends these responsibilities to former looked after children up to the age of 26.

Target Principles

3.8   Scottish Government Allocations Guidance (2011) states that all targets should contain sufficient flexibilities to allow the landlord to continue to meet significant housing need when a target has been reached. The functionality to review targets against changing housing demand forms part of a responsive allocations policy.

3.9   With this in mind, the allocations targets will be reviewed within six months to ensure that they continue to reflect the greatest housing

demand. If, after analysis, a change to the targets is deemed necessary, a paper outlining the change will be submitted to Cabinet for approval.

3.10 The recommended targets in this report are set against both existing stock and new build properties. Originally new build properties were let through separate Bespoke Lettings Plans, as and when new developments came forward.

3.11 The Council had provision through the Allocations Policy to set separate Allocations Targets, where appropriate, for initial new build lets.

3.12 This provision allowed the Council to set high transfer targets within Bespoke Lettings Plans for each new development to help maximise transfer activity and make best use of stock. However, this has led to transfer demand being exhausted in some areas and reduced to those with no housing or low housing need in others. This practice has been identified by the Scottish Housing Regulator (SHR) as disadvantageous for those who have a higher priority for housing in their last on-site inspection of East Lothian Council. The SHR inspection report and the Council's response can be found in an earlier report to Council in April 2013.

3.13 This coupled with the need to address the abolition of priority need impact means it is not sustainable to routinely set higher transfer allocation targets for new build developments.

Making Best Use of Council Stock

3.14 Significant effort has been made in the last few years to encourage transfer activity in order to make best use of stock i.e. by creating vacancy chains, which free up additional houses to those initially let to transfer applicants.

3.15 To help facilitate this, the Council has also 'incentivised' transfers for existing tenants in larger family-sized properties to move to smaller and more appropriately sized accommodation.

3.16 New housing benefit changes with effect from April 2013 affected those who have a "spare" bedroom. This has led to some tenants wanting to downsize, in turn creating greater demand for smaller sized accommodation.

3.17 As at the end of March 2014, 33% of allocations against these reported groups have gone to transfer applicants as against the target of 35% previously agreed by Cabinet.

3.18 As of the same date, 37% of new build allocations have gone to transfer applicants.

Sustainable Communities

3.19 Good practice states that landlords should not exclude any prospective tenants from accessing housing.

3.20 Good practice also dictates that Local Lettings Plans can only be used when there is demonstrably good reason to do so e.g. high turnover, anti-social behaviour etc., and to promote and enable balanced and sustainable communities.

3.21 The Council must set appropriate targets for those with low housing need at such a level that make sufficient material and positive impact to Local Lettings Plans, but at the same time continue to allow the Council to meet its overriding legal obligations to the reasonable preference groups as defined in housing legislation. As such, this flexibility within the lettings targets to positively and materially impact on housing allocations should be retained.

3.22 Each local housing team has been asked to consider potential lettings plans during 2014/15 to help achieve balanced and sustainable communities. These will be taken to their respective Local Housing Partnerships for further consideration and support. As a result, the Local Lettings Plan position will be reviewed in six months time to allow a possible target to be set predicated on proposals for Local Lettings Plans being developed and agreed.

2013/2014 Allocations against reported groups

3.23 The following table shows the numbers and percentages of allocations for the following groups from the start of the financial year 1 April 2013 to 31 March 2014

Type	Number	Percentage	Targets 2013/14
General Needs	**281**	**67%**	**65%**
Transfers	**140**	**33%**	**35%**
Sustainable Communities	**0**	**0%**	**0%**
Total	**421**	**100%**	**100%**

3.24 The attached Appendix 1 shows additional performance against new build lets and a consolidated table against all lets (both reported and new build).

2014/15 Allocations Targets

3.25 Taking account of the 2013/14 data, legal obligations such as the increased homelessness duties in 2013, optimum stock utilisation and sustainability objectives, senior management within Housing propose the following percentage targets for the first six months of 2014/15 as set out in the table below.

Group	Proposed Targets
General Needs	65%
Transfers	35%
Sustainable Communities	0%

4   POLICY IMPLICATIONS

4.1 The proposed targets should enable the Council to meet its legal obligations under the Housing (Scotland) Act 2001 and Homelessness etc (Scotland) Act 2003.

5   EQUALITIES IMPACT ASSESSMENT

5.1 A Combined Impact Assessment was undertaken as part of the implementation of the new Allocations Policy and was separately lodged in the Members' Library.

5.2 The Combined Impact Assessment has found no negative impacts.

6   RESOURCE IMPLICATIONS

6.1 Financial – None.

6.2 Personnel - None.

6.3 Other - None.

7   BACKGROUND PAPERS

7.1 Attached Appendix 1 – Consolidated Allocations Activity 2013/14.

7.2 Council Report – Review of the Housing Allocations Policy – February 2014.

7.3   Housing Allocations Policy available in the Members' Library (Reference: 23/14, February 2014 bulletin).

7.4   Council Report – Scottish Housing Regulator Report and Improvement Plan – April 2013

AUTHOR'S NAME	Tom Shearer
DESIGNATION	Head of Communities and Partnerships
CONTACT INFO	James Coutts x 7483
DATE	April 2014

Appendix 1

Consolidated Allocations Activity 2013/14 (1 April 2013 to 31 March 2014)

New Build Lets (Individual targets for each new development)

Type	Number	Percentage
General Needs	71	63%
Transfers	41	37%
Total	112	100%

All Lets (Reported Groups and New Build)

Type	Number	Percentage
General Needs	352	66%
Transfers	181	34%
Sustainable Communities	0	0%
Total	533	100%

East Lothian
Council

REPORT TO: Cabinet

MEETING DATE: 13 May 2014

BY: Depute Chief Executive (Partnerships and Community **6**
                    Services

SUBJECT: Flood Risk Management

1   PURPOSE

1.1   To update Cabinet on the implementation of the Flood Risk Management
        (Scotland) Act 2009 and specifically the Flood Risk Management
        Strategy procedure.

2   RECOMMENDATIONS

2.1   That Cabinet note the requirements of the Flood Risk Management
        (Scotland) Act 2009 and approve the Characterisation Reports as part of
        the ongoing Flood Risk Management Strategy process.

3   BACKGROUND

3.1   The Flood Risk Management (Scotland) Act 2009 (the FRM Act)
        received royal assent on the 16th June 2009. This legislation has
        important implications for local authorities.

3.2   The purpose of the FRM Act is to improve the assessment and
        sustainable management of flood risk across Scotland. This is supported
        by a new duty on local authorities, SEPA, Scottish Ministers and others
        to co-operate with each other and exercise their flood risk related
        functions with a view to reducing overall flood risk.

3.3   An important new element of flood risk management established under
        the FRM Act is a requirement to prepare plans to manage flood risk.
        These plans will provide a framework for coordinating actions across
        catchments to deal with all forms of flooding and its impacts. They will
        also help ensure flood management decisions balance local and national
        priorities and provide a basis for long-term planning.

3.4   As part of this process, the FRM Act requires the preparation of a series of assessments and maps to underpin the production of Flood Risk Management Strategies by SEPA by December 2015 and then, the preparation of local Flood Risk Management Plans by local authorities by June 2016. See Figure 3 of the attached appendix entitled Flood Risk Management Strategies and Local Flood Risk Management Plans December 2011 (Appendix 1), for a timeline.

Local Plan Districts and Potentially Vulnerable Areas

3.5   The National Flood Risk Assessment was completed in December 2011 and the formation of Local Plan Districts (LPD) and Potentially Vulnerable Areas (PVA) was the first stage of delivering the new planning arrangements set out in the FRM Act.

3.6   Local Plan Districts are the geographical areas for which Flood Risk Management Plans will be produced. There are 14 LPDs covering all of Scotland. East Lothian is part of the Forth Estuary LPD (LPD 10). The boundaries for LPDs are shown in Figure 3 of Appendix 1.

3.7   Based on the National Flood Risk Assessment, and following public consultation, SEPA has identified those areas where the scale of potential flood impacts is sufficient to justify further strategic planning. These areas are termed Potentially Vulnerable Areas, and will be the focus for Flood Risk Management Strategies and Local Flood Risk Management Plans.

3.8   There are 6 PVAs in East Lothian: 10/20 Edinburgh Coastal (small area in East Lothian); 10/21 Musselburgh Coastal; 10/22 River Esk; 10/23 East Lothian Coastal (Prestonpans to Aberlady); 10/24 River Tyne; 10/25 East Lothian Coastal (Dunbar & West Barns). The extent of the PVAs is shown on the attached location plan.

Flood Risk Management Strategies & Local Flood Risk Management Plans

3.9   SEPA published the new Flood Maps on their website on 15 January 2014 and, in consultation with Local Authorities and Scottish Water, is undertaking strategic appraisals of flood risk management measures to inform the development of Flood Risk Management Strategies across Scotland.

3.10   The Flood Risk Management Strategies will identify the main flood hazards and impacts, setting out objectives for reducing risk and the best combination of actions to achieve this, such as the appropriateness of an alleviation scheme or improving flood warning arrangements.

3.11   The Local Flood Risk Management Plan takes these objectives and explains what actions will be taken by whom and at what time to deliver them within a six-year planning cycle. The first cycle will run from 2015 to 2021. In the interim, flood risk will be addressed by the Council's Severe Weather Response Plan.

3.12 The first stage of the Strategic Appraisal process is the production of Characterisation Reports for the LPD which identify the main flood hazards and impacts from each source of flooding – Coastal, River (Fluvial) and Surface Water (Pluvial).

3.13 Each stage of the appraisal process requires to be 'signed off' by each Local Authority. The Characterisation Report for coastal flooding is attached. This is entitled Section 3: Main catchments and coastal areas within Forth estuary local plan district. The Report for river flooding is still in early draft stage.

3.14 Approval is required for the level of flood risk, the existing measures to manage flood risk and the significant historical flood events identified in the Reports.

3.15 SEPA have intimated that the exact content of the Reports may change prior to publication in December but there will be no fundamental changes without any prior consultation with the local authorities.

4 POLICY IMPLICATIONS

4.1 The Flood Risk Management (Scotland) Act 2009 places a statutory responsibility on the Local Authority to exercise their flood risk related functions with a view to reducing overall flood risk and complying with the EC Floods Directive. A key responsibility is the preparation of a Flood Risk Management Strategy & Local Flood Risk Management Plan in accordance with the Directive.

5 EQUALITIES IMPACT ASSESSMENT

5.1 This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

6.1 Financial - The financial provision for the preparation of the Flood Risk Management Strategy and Plans will be allocated from the 2014/15 Flooding and Coastal Protection budgets.

Provision for Flood Protection Schemes identified in the Flood Risk Management Plan will be required in future years and will be influenced by future settlements from the Scottish Government

6.2 Personnel - None

6.3 Other - None

7 BACKGROUND PAPERS

7.1 None

AUTHOR'S NAME	David Northcott
DESIGNATION	Senior Structures Officer
CONTACT INFO	dnorthcott@eastlothian,gov.uk
DATE	28/4/14

Flood Risk Management Strategies and Local Flood Risk Management Plans

December 2011

Flood Risk Management (Scotland) Act 2009

Flood Risk Management Strategies and Local Flood Risk Management Plans

This document is being published alongside Scotland's first National Flood Risk Assessment. It provides detail on the content and production of Flood Risk Management Strategies and Local Flood Risk Management Plans. These strategies and local plans take forward the Flood Risk Management Planning process set out by the Scottish Government in the Flood Risk Management (Scotland) Act 2009, and taken together will deliver the requirement for Flood Risk Management Plans. Extensive arrangements will be published in early 2012.

The approach described in this document was developed in partnership with the Scottish Advisory and Implementation Forum for Flooding (SAIFF), which has representation from the Scottish Government, local authorities and Scottish Water. This document is aimed at responsible authorities and other stakeholders with an interest in flooding issues across Scotland. Designated responsible authorities are currently local authorities and Scottish Water.

Flood Risk Management Planning in Scotland

The National Flood Risk Assessment
The publication of the first National Flood Risk Assessment in December 2011 represents a major milestone in improving Scotland's understanding and management of flood risk. The assessment is the first of its kind in Scotland, assessing the likelihood of flooding from rivers, groundwater and the sea, as well as flooding caused when heavy rainfall is unable to enter drainage systems or the river network. The likelihood of flooding is considered alongside the estimated impact on people, the economy, cultural heritage and the environment. This combined understanding of where flooding is likely to occur, and the impact when it does, will allow Scotland to target its effort in managing the future risks to people and property.

Local Plan Districts and Potentially Vulnerable Areas
The completion of the National Flood Risk Assessment and the agreement of Local Plan Districts and Potentially Vulnerable Areas is the first stage of delivering the new planning arrangements set out in the Flood Risk Management (Scotland) Act 2009 (FRM Act). Local Plan Districts are the geographical areas for which Flood Risk Management Plans will be produced. There are 14 Local Plan Districts covering all of Scotland. The boundaries for Local Plan Districts are shown in **Figure 1**.
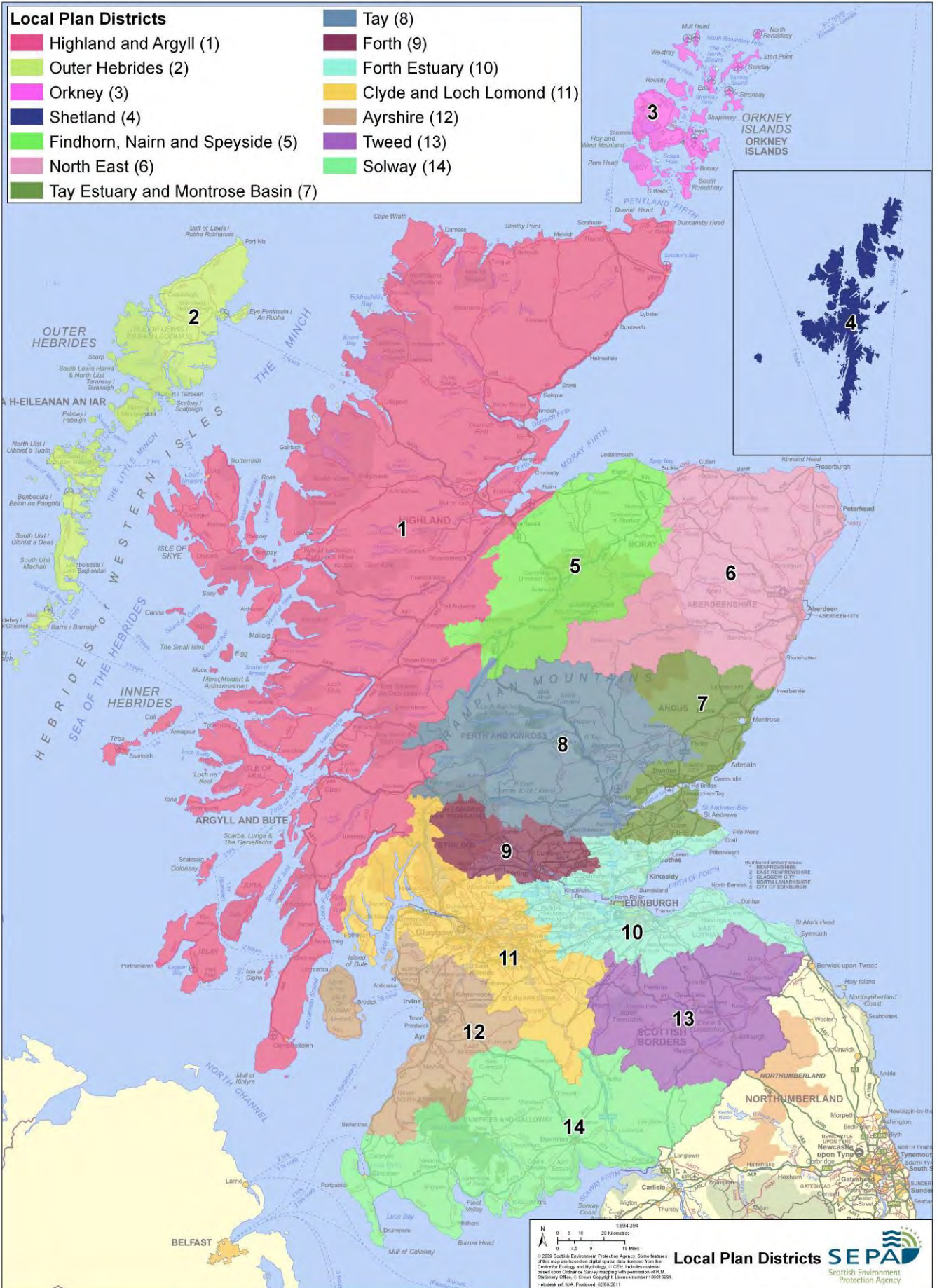
Based on the National Flood Risk Assessment, and following public consultation, SEPA has identified those areas where the scale of potential flood impacts is sufficient to justify further strategic planning. These areas are termed Potentially Vulnerable Areas (PVAs), and will be the focus for Flood Risk Management Strategies and Local Flood Risk Management Plans.

Local partnerships and advisory group arrangements
For each Local Plan District a lead local authority will be identified, a partnership formed between the local authorities, Scottish Water and SEPA, and a local advisory group established to draw upon the knowledge of the wider stakeholder community. More information on the lead local authorities, local partnerships and the local advisory group arrangements will be available in *Flood Risk Management Planning in Scotland: Arrangements for 2012 – 2016* (to be published in early 2012).
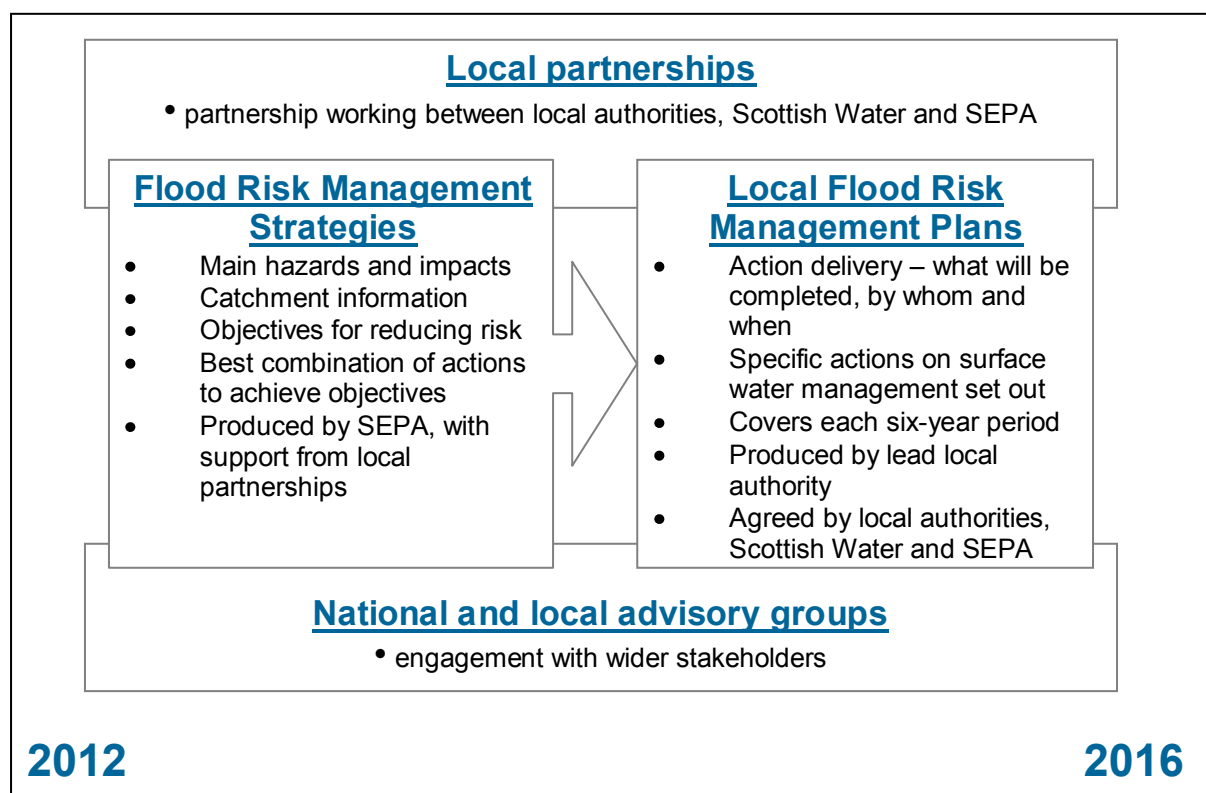
Figure 1: Local Plan Districts

Local Plan Districts

■	Highland and Argyll (1)	■	Tay (8)
■	Outer Hebrides (2)	■	Forth (9)
■	Orkney (3)	■	Forth Estuary (10)
■	Shetland (4)	■	Clyde and Loch Lomond (11)
■	Findhorn, Nairn and Speyside (5)	■	Ayrshire (12)
■	North East (6)	■	Tweed (13)
■	Tay Estuary and Montrose Basin (7)	■	Solway (14)

Local Plan Districts **SEPA**
Scottish Environment
Protection Agency

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Flood Risk Management Strategies and Local Flood Risk Management Plans

The FRM Act requires the production of Flood Risk Management Plans covering each Local Plan District. There will be two sets of complementary plans, Flood Risk Management Strategies produced by SEPA and Local Flood Risk Management Plans produced by lead local authorities.

The Flood Risk Management Strategies will identify the main flood hazards and impacts, setting out objectives for reducing risk and the best combination of actions to achieve this, such as the appropriateness of an alleviation scheme or improving flood warning arrangements[1]. The Local Flood Risk Management Plan takes these objectives and explains what actions will be taken by whom and at what time to deliver them within a six-year planning cycle. The first cycle will run from 2015 to 2021.

National consistency and strategic decision-making will be balanced with local knowledge and accountability in the preparation, approval and implementation of these documents. These plans, taken together, will form a single point of reference to describe public bodies' response and commitment to address flooding issues. **Figure 2** shows the relationship between Flood Risk Management Strategies and Local Flood Risk Management Plans, and how their development is supported by local partnerships and advisory groups.

Figure 2: Requirements for each Local Plan District

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[1] The Flood Risk Management Act uses the term 'measures' to describe flood risk management activity. This document uses the term 'actions'.

Flood Risk Management Strategies

The purpose of a Flood Risk Management Strategy is to summarise the main flooding issues and impacts within each Local Plan District. The strategies will set out the best combination of actions to address the impacts identified in each Potentially Vulnerable Area within a Local Plan District using a nationally consistent approach.

Flood Risk Management Strategies will be led and prepared by SEPA in a consistent format with close consultation with local authorities and Scottish Water. The strategies will contain catchment-based information on, for example: the number of people at risk, economic impacts of flooding, catchment hydrology, land-use, geomorphology, climate change and long-term development plans. This background information will be drawn together by SEPA by the end of April 2012.

The Flood Risk Management Strategies will also include more detailed assessments such as flood hazard and flood risk maps, and an assessment of the potential contribution of natural flood management techniques. These assessments and maps will be drawn together by SEPA with input from the local partnerships by December 2012. This is in advance of the dates required in legislation, but will allow sufficient time for the appraisal of actions and agreement of priorities within the strategies to inform the drafting of the Local Flood Risk Management Plans from 2013 onwards.

Working jointly with the local partnership, SEPA will agree objectives for addressing the main flooding impacts in each Local Plan District. Actions to meet the agreed objectives will then be appraised to ensure the right combinations are identified and prioritised. It is these risk-based objectives and actions that will be used by government and local authorities to help target investment to areas where impacts are greatest and which have the greatest potential for public benefit to be achieved.

Objectives and actions set out in the Flood Risk Management Strategies will be developed around the principles published in the Scottish Government's guidance on *Delivering Sustainable Flood Risk Management* (June 2011):
- Avoid an increase in flood risk, eg provide enhanced flood risk advice on planning applications;
- Protect by reducing the likelihood of flooding, eg by investing in new or by enhancing existing flood defences, and;
- Prepare to reduce the impacts of flooding, eg by raising public awareness or improving property-level resilience.

Working with local authorities and Scottish Water, SEPA will have set objectives and identified, appraised and prioritised the actions for each Local Plan District by the end of December 2014. The prioritisation process that assigns actions to a particular planning cycle will be based on a combination of the underlying evidence of proposed costs and benefits prepared by SEPA, local needs expressed through the local partnerships, and the availability of funding to deliver actions.

All 14 Flood Risk Management Strategies will be co-ordinated at a national level, and taken together will:
- Provide a national picture of flood risk and flood impacts for Scotland;
- Develop objectives for the management of flood risk based on long-term sustainable approaches, and;
- Ensure a nationally consistent and co-ordinated approach to flood risk management.

Flood Risk Management Strategies will be produced with advice from the national and local advisory groups. A draft of the Flood Risk Management Strategies will be prepared for consultation in December 2014 with a final set published in December 2015.

Refer to **Figure 3** for the key dates involved with the production of a Flood Risk Management Strategy and the alignment with the production of Local Flood Risk Management Plans.

Local Flood Risk Management Plans

The 14 Local Flood Risk Management Plans turn short term actions from each Flood Risk Management Strategy into a clear programme of work for each Potentially Vulnerable Area over the six-year period within each cycle. To ensure continuity with the Flood Risk Management Strategy, in addition to describing the implementation arrangements for the delivery of actions, the Local Flood Risk Management Plan will also summarise the key parts of the Strategy.

Local partnerships for Local Plan Districts will need to be established early in 2012. Preparatory work and information gathering to inform the production of the Flood Risk Management Strategy, including further local assessments and targeted modelling and mapping work, will be completed by the end of December 2013. This will need to include work to assess and prioritise surface water flooding issues.

Local Flood Risk Management Plans will take forward the objectives and actions set out in the relevant strategy, translating them into a short-term delivery plan. Where a proposed action has already undergone a detailed appraisal of its costs and benefits (and where it attracts local and national support and has been through the statutory approval process for funding), the timing, funding and co-ordination arrangements for its delivery will be described in the Local Flood Risk Management Plan. For example, the construction of a flood alleviation scheme will state where flooding will be reduced and the number of properties and infrastructure that will benefit from a reduction in flood risk. Where a detailed appraisal of actions has not yet been carried out by local stakeholders, the Local Flood Risk Management Plan will describe the arrangements by which organisations commit to investigate the costs and benefits of actions prioritised in the strategy.

Importantly, in addition to the prioritised actions set out in the Flood Risk Management Strategy, other local flood risk activity underway or planned by local authorities will be reported or referenced in the Local Flood Risk Management Plan. This will ensure that the Local Flood Risk Management Plan provides a comprehensive summary of local activity to manage flood risk within each Local Plan District.

The lead local authority for each Local Plan District will co-ordinate the production, consultation and publication of the Local Flood Risk Management Plan in consultation with relevant local authorities, Scottish Water and SEPA. Draft plans will be prepared by the end of December 2014 for consultation, although discussion and consultation on the implementation arrangements is expected to continue between local partners throughout 2015. A final set will be published by June 2016. These plans will only be finalised with the agreement of all the local authorities within the Local Plan District, Scottish Water and SEPA, thus placing emphasis on the importance of good working relations between all partners.

Refer to **Figure 3** for the key dates involved with the production of a Local Flood Risk Management Plan and alignment with the production of Flood Risk Management Strategies.
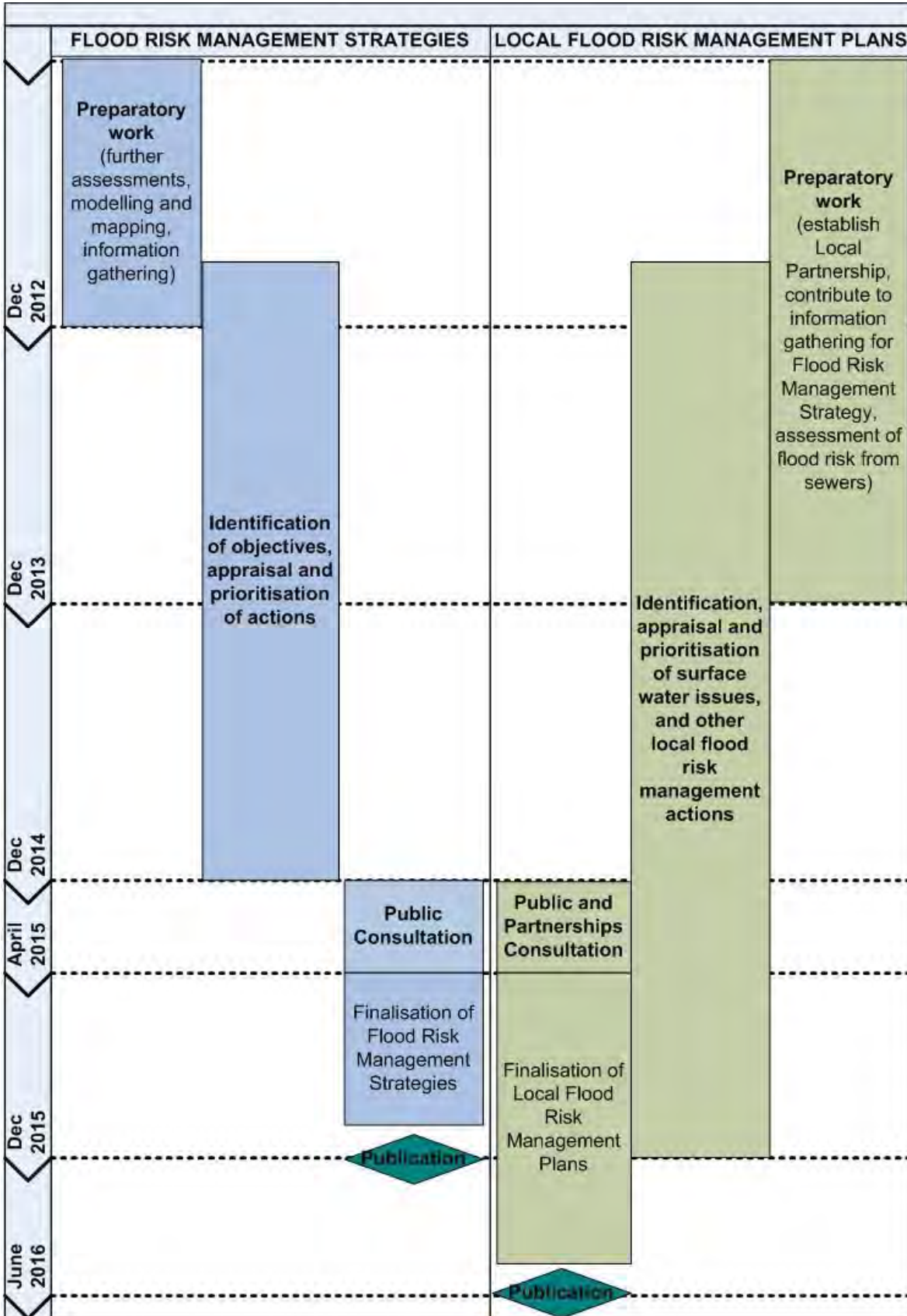
Next steps

More information on the flood risk management planning process will be available on SEPA's website in early 2012. A *Flood Risk Management Planning Arrangements 2012 – 2016* document will include information on the production of Flood Risk Management Plans, local partnerships, local advisory groups and co-ordination with River Basin Management Planning and development planning.

If you have any queries, you can contact the Flood Risk Management Planning team by email: FRMplanning@sepa.org.uk

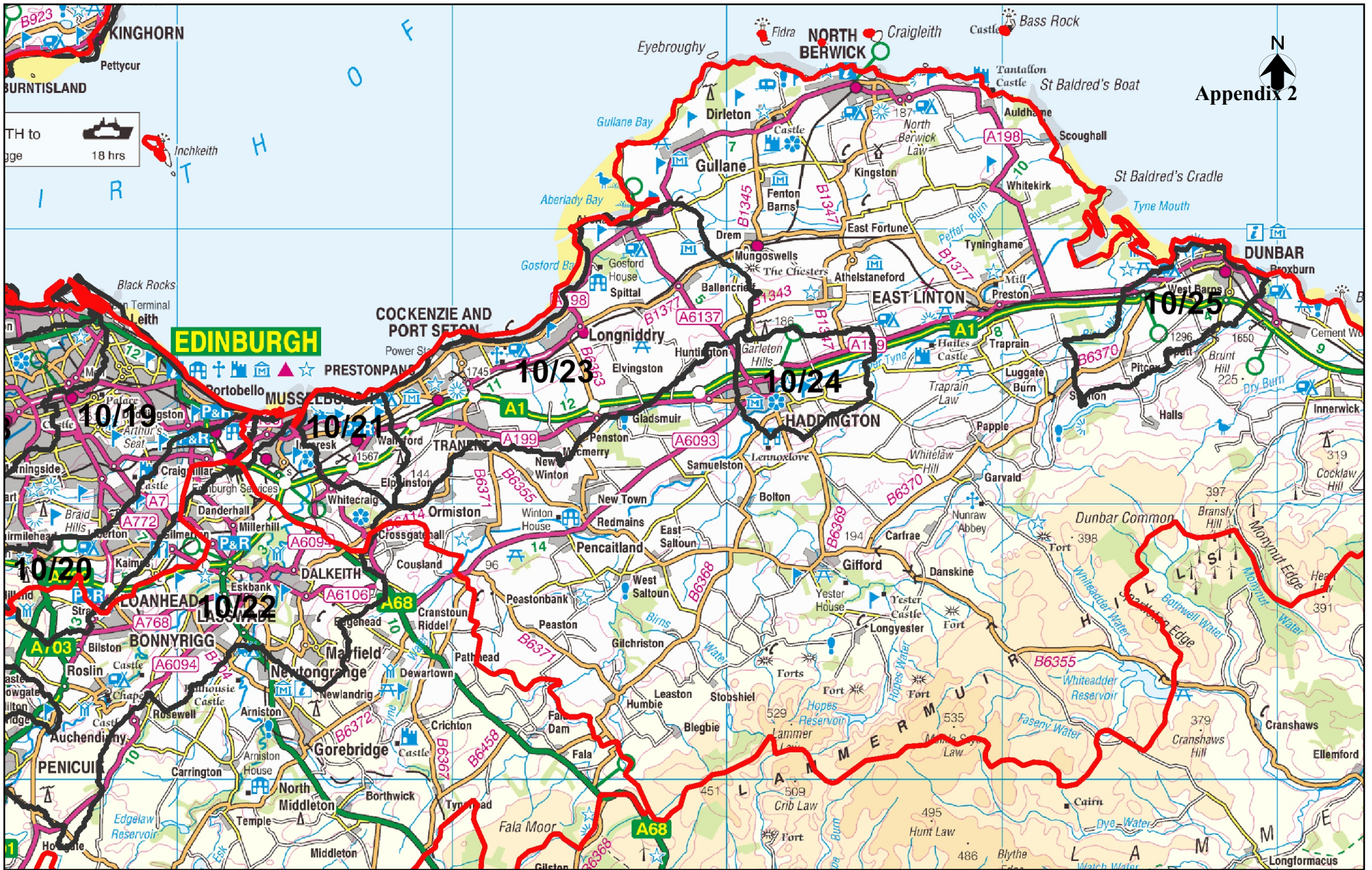**Figure 3: Key dates in the production of Flood Risk Management Strategies and Local Flood Risk Management Plans**

FLOOD RISK MANAGEMENT STRATEGIES	LOCAL FLOOD RISK MANAGEMENT PLANS

Preparatory work (further assessments, modelling and mapping, information gathering)

Identification of objectives, appraisal and prioritisation of actions

Preparatory work (establish Local Partnership, contribute to information gathering for Flood Risk Management Strategy, assessment of flood risk from sewers)

Identification, appraisal and prioritisation of surface water issues, and other local flood risk management actions

Dec 2012
Dec 2013
Dec 2014
April 2015
Dec 2015
June 2016

Public Consultation

Public and Partnerships Consultation

Finalisation of Flood Risk Management Strategies

Finalisation of Local Flood Risk Management Plans

Publication

Publication

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SEPA Corporate Office
Erskine Court
Castle Business Park
Stirling, FK9 4TR

Tel: 01786 457700
Web: www.sepa.org.uk

Appendix 2

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East Lothian
Council

SECTION 3:

MAIN CATCHMENTS AND COASTAL AREAS WITHIN FORTH ESTUARY LOCAL PLAN DISTRICT

CHAPTER 4.x: COASTAL FLOODING

The Forth Estuary Local Plan District has 375km of coastline stretching from Fife Ness in the north to the Scottish Borders in the South. The coastline includes the Firth of Forth and areas of coast exposed to the North Sea. Several urban areas are situated along the coastline including Grangemouth, Bo'ness, Edinburgh, Musselburgh, North Berwick and Eyemouth. 20 PVAs in the LPD have a risk of coastal flooding (Figure 1).

Within the LPD approximately 2,000 residential properties and 440 non-residential properties are at risk of coastal flooding during the 1 in 200 year event. This represents approximately 1 in 320 homes and 1 in 130 businesses. The total Annual Average Damages caused by coastal flooding in the LPD are approximately £5,000,000. It is estimated that 98% of residential and non-residential properties at risk of coastal flooding in the 1 in 200 year event are location within the PVAs.

The information on coastal flooding in this report is based on SEPA modelling that uses still water level projections. The modelling does not take into account all structures that may reduce the risk of coastal flooding, nor does it take into account the impact of wave overtopping or the interactions between river and coastal flooding. As these factors can often have a large influence on coastal flooding this should be taken into account when interpreting the information contained in this report.
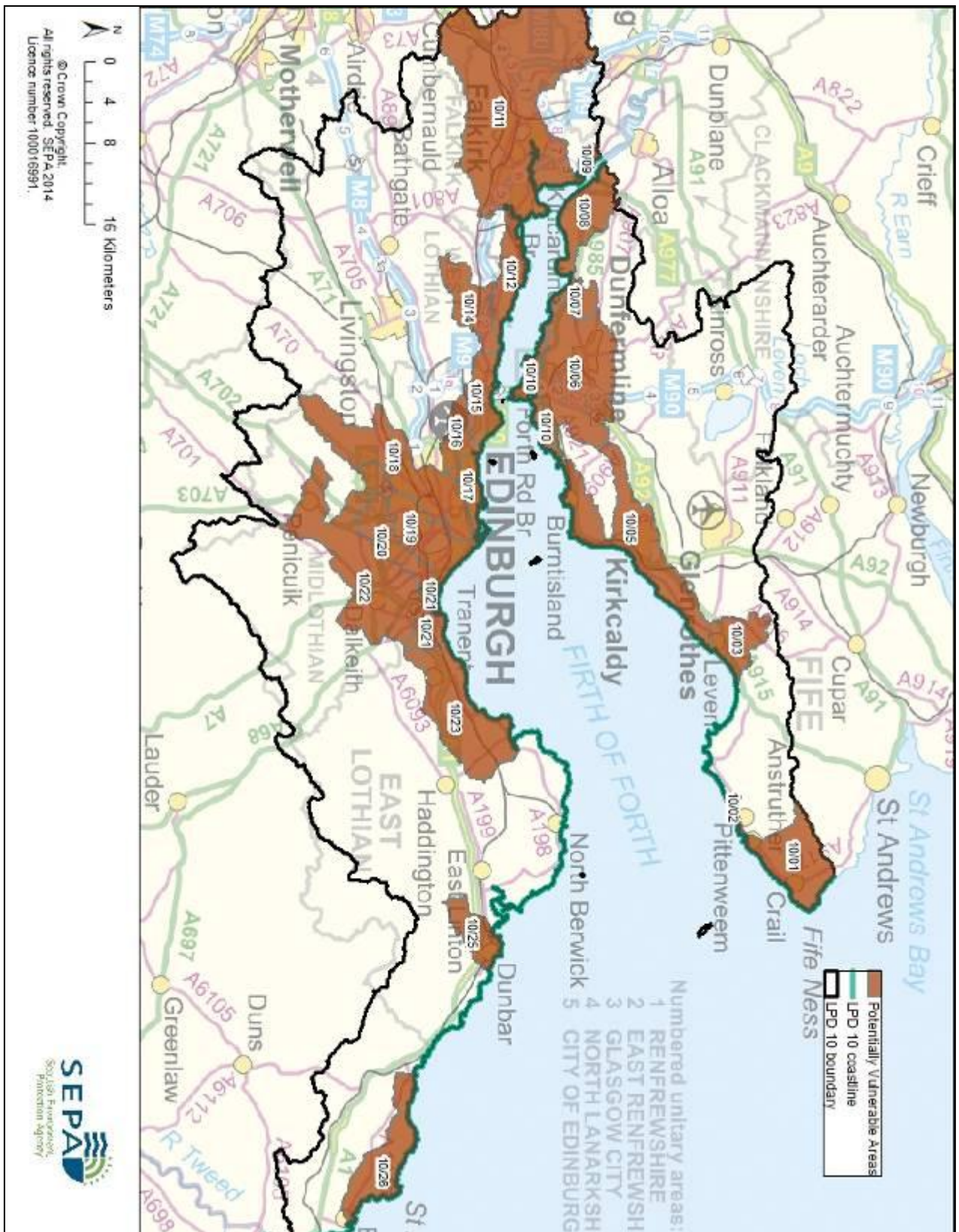
Figure 1 – Map of coastal area and PVAs with a risk of coastal flooding

Main urban centres and infrastructure at risk

The main urban areas with a risk of coastal flooding can be seen in Table 1. Table 1 shows the number of residential properties at risk and the total annual average damages caused by coastal flooding, which includes damages to residential properties, non-residential properties, transport and agriculture. Figure 2 shows the number of residential properties at risk of coastal flooding throughout the LPD.

Table 1 – Main urban areas with a risk of coastal flooding

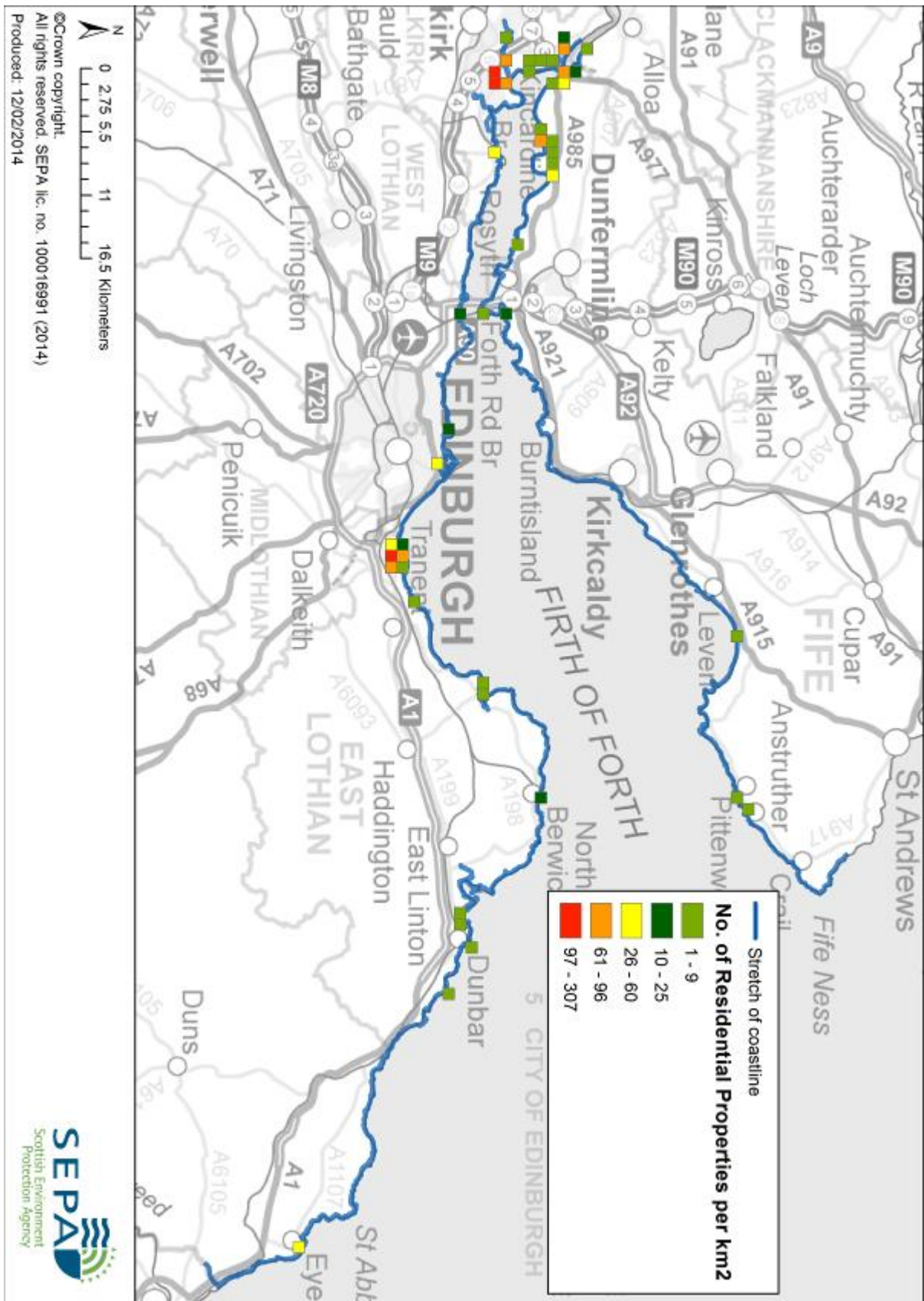| Locations	No of residential properties at flood risk (at the 1 in 200 year flood event)	Total Annual Average Damages
Grangemouth	670	£1,600,000
Airth	110	£670,000
Musselburgh	380	£660,000
Kincardine	150	£350,000
Culross	130	£320,000
Eyemouth	30	£200,000
Carron-Carronshore	<10	£110,000
Bo'ness	60	£110,000
Edinburgh	40	£100,000
Inverkeithing – North Queensferry	20	£42,000
Dunbar	<10	£26,000
Anstruther - Pittenweem	<10	£22,000
Prestonpans, Cockenzie & Port Seton	<10	£20,000
Queensferry	10	£20,000
North Berwick	20	£13,000
Limekilns	<10	£6,000

Figure 2 – Residential properties with a risk from coastal flooding during the 1 in 200 year event

Within the LPD approximately 70 infrastructure assets are at risk from coastal flooding during the in 200 year event. This consists of:

- Utility Assets
    - 40 energy production sites

- Community Facilities
    - <10 schools
    - <10 care facilities

- Transport Routes (approximately 31% of total infrastructure assets at risk)
    - 20 Roads (15 A roads affected at 51 locations, 5 B roads affected at 30 locations)
    - 1 Railway routes (Fife circle, Dalmeny to Winchburgh and Haymarket West Junctions affected at 3 locations)

History of Flooding

The following coastal flooding events have been identified as significant:
- 04 January 2014 – A tidal surge combined with a storm surge affected coastal areas across the East of Scotland, particularly around the Forth Estuary. SEPA issued flood alerts from Tayport to Eyemouth.
- 5th December 2013 - A 1.0m North Sea surge combined with a high spring tide of 5.4m caused flooding along the East Coast and in particular Eyemouth was affected. Almost all of Harbour Road in Eyemouth was inundated. Approximately 10 properties were flooded, less than may have been expected as a result of Council and property owner preventative action.
- 15 December 2012 - A combination of wind and high tides caused large waves and coastal flooding along the East coast of Scotland, in the Forth Estuary LPD there was significant damage to North Berwick Harbour and damage to the communal slipway at Dunbar Harbour.
- 30 / 31st March 2010 – A tidal surge coinciding with the highest mean tides of the year caused extensive flooding along the East Coast of Scotland, with the Firth of Forth being one of the worst affected areas. Locations within this coastal area affected included Leith, Musselburgh, Prestonpans, Port Seton, Dunbar, Eyemouth and North Berwick. Impacts included flooding of properties, damage to harbours, seawalls and roads with Edinburgh City Council estimating the cost to repair damages in the region of £650,000.
- 30 March 2010 – The Mercat and Acorn Pets, Kirkcaldy closed after flooding to Esplanade Road.
- 14th October 2010 Musselburgh - flooding from wave overtopping from the sea occurred at the Promenade, Musselburgh and the picnic areas at White Sands Dunbar. Minor erosion to the coastal walkway at Prestonlinks, Prestonpans also occurred.
- 22 October 2002 – A storm caused combined fluvial and coastal flooding in Eyemouth. Impacts included flooding of properties in Harbour Road and the High Street. Sea levels at Eyemouth were at 3.128m
- 18h March 1969 - 2 boats sunk in Kirkcaldy harbour and esplanade flooded under 2 feet of water. Transport services interrupted
- 30 September 1959 – Grangemouth Docks flooded with highest tides on record at 4.47mAOD
- 04 April 1958 - 40 families evacuated in Kirkcaldy. Homes and businesses flooded, cars washed away and civil infrastructure damaged. Flooding affected other areas along the Fife coastline including Anstruther (Shore Street) and Pittenweem. Portobello Promenade and nearby houses were also flooded during this event01 October 1947– Waves up to 30 feet affected Kirkcaldy with properties and cars damaged from flood waters

- 17 October 1898 – Newhaven Pier, Edinburgh washed away
- 28 November 1897 - at North Berwick it was recorded that sailors drowned with many shipwrecks and damage to boats and roads.
- 1881 – the "Eyemouth Disaster", 191 fisherman died at Eyemouth
- 1877 – Sea wall washed away between Portobello and Joppa

Economic activity

The total Annual Average Damages (AADs) caused by coastal flooding in the Forth Estuary LPD is approximately £5,000,000. This consists of:

- 65% Residential properties (£2,000,000 direct damages, £1,200,000 indirect damages)
- 26% Non-residential properties (£1,300,000direct damages)
- 2% Vehicles (£120,000direct damages)
- 5% Emergency services (£270,000 indirect damages)
- 1% Roads (£50,000 direct damages)
- 1% Agriculture (£25,000 direct damages)

Out of the economic damages assessed the highest damages in the LPD are to residential properties followed by damages to non-residential properties. Figure 3 shows the total AADs throughout the LPD.

High damages are seen around the Grangemouth area due to the large coastal residential settlement and the industrial sites.

High damages are also seen in the Musselburgh area due to the large number of both residential and non-residential properties along the coastline.

High damages seen are identified to be to the industrial units located in and around Rosyth Dockyard, whilst significant damages are identified in Lower Largo and Lundin Links due to the number of residential properties along the coastline.

High damages are seen in Eyemouth due to commercial properties around the Harbour whilst local council and agency buildings also account for large proportions of the economic damages in the Eyemouth area.
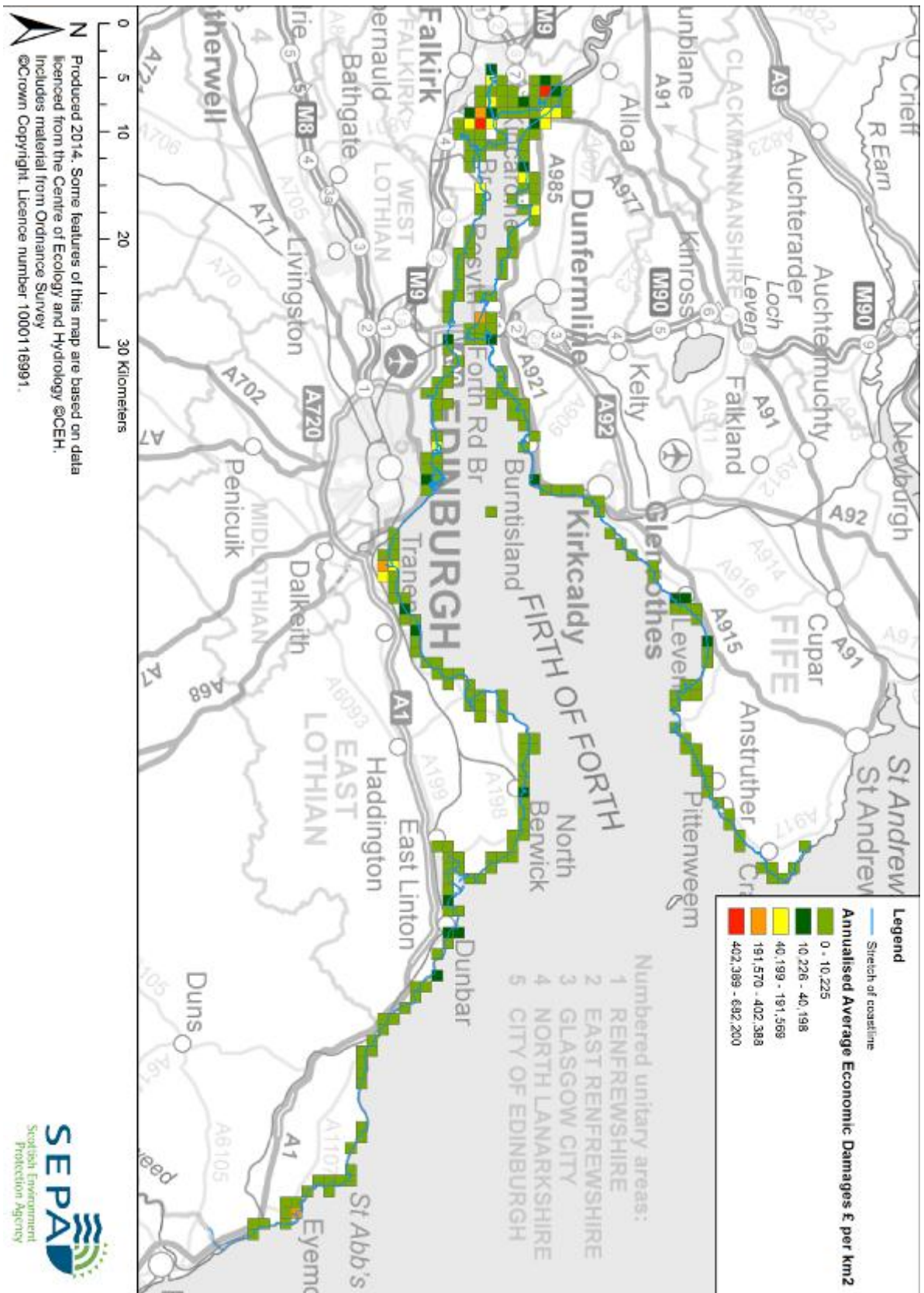
Figure 3 – Annual Average Damages from coastal flooding

Areas of Environmental and Cultural Importance at risk of flooding

Within the LPD approximately 55 cultural heritage sites are at risk of coastal flooding during the 1 in 200 year event. This includes 30 Scheduled Monuments, 20 Gardens and Designated Landscape sites, 4 Battlefield sites and 1 World Heritage Site.

Approximately 12 environmental sites are at risk of coastal flooding during the 1 in 200 year event. This includes; 1 Special Areas of Conservation site, 5 Special Protection Areas and 6 Sites of Special Scientific Interest.

4.x.2   Managing flood risk along the coastline

Existing flood protection schemes

There are 3 coastal flood protection / prevention schemes that were constructed under the Flood Prevention (Scotland) Act 1961 within the LPD:

- Bo'ness: Coastal flood protection scheme, construction was completed in 2011 and has a standard of protection of 1 in 200yr
- Grangemouth: The Grange Burn FPS serves the area of Grangemouth. This is mainly a fluvial protection scheme but also has some coastal protection benefits. It commences at an overflow on the Grange Burn immediately downstream of the M9 Motorway & Beancross Road. It discharges to the River Avon immediately upstream of Wholeflats Road Bridge. It has an unknown standard of protection.
- Prestonpans: The Prestonpans coastal flood protection scheme has a standard of protection of 1 in 200 years.

Other measures exist that were not constructed under the 1961 Act but do reduce the impact of coastal flooding, this may include other structures, natural features and natural flood management measures. These other measures can be seen in the Technical Annex in Table 3.

Existing coastal flood warning schemes

SEPA's Floodline service provides flood alerts and flood warnings throughout Scotland to the public and to organisations that have flooding related duties.

Flood alerts are issued over wide geographical areas (normally matching local authority boundaries). Information is used from the Met Office and SEPA to determine if flooding is possible within the flood alert area.

Where SEPA has a river or coastal flood monitoring system, flood warnings can be issued for a local target area that can more accurately predict the likelihood and timing of flooding.

There are 19 coastal Flood Warning Target Areas within the Forth Estuary LPD, as shown in Table 2 and Figure 4.

Table 2 – Flood Warning Target Areas

Flood Warning Target Area	No. of properties within FWTA	% of properties registered – January 2014
Anstruther to Elie	124	15
Blackness	24	8
Burntisland to Aberdour	26	15

Culross, Longannet & Kincardine	615	9
Dunbar including West Barns	198	30
Eyemouth Coastal	88	20
Grangemouth	1,340	12
Granton and Leith	3,545	7
Kinghorn	50	6
Kirkcaldy	156	7
Leven and Methil	285	9
Lower Largo	38	39
Musselburgh Coastal	2,085	13
North Berwick	48	58
North Queensferry and Inverkeithing Bay	184	15
Portobello Esplanade	162	10
Prestonpans, Cockenzie & Port Seton	297	10
Rosyth, Limekilns and Charlestown	106	13
Torryburn and Newmills	29	10

Figure 4 – Map of coastal Flood Warning Target Areas

Awareness raising campaigns & community flood action groups

SEPA and the local authorities work closely with many other organisations that have flooding related duties such as the police, fire & rescue services, the Scottish Government and the Scottish Flood Forum. SEPA and the local authorities, often in partnership with these organisations, undertake various awareness raising campaigns that include community events, information leaflets, educational plays in schools, the use of social media and advertising.

In addition the following community groups that help with flood resilience are known to operate within this LPD:

- Burnmouth Resilient Community Group
- Coastal Regeneration Group for Port Seton and Cockenzie
- Cockburnpath Resilient Community Group.
- Dunbar Shore and Harbour Neighbourhood Group
- East Lothian Bio-diversity Group and Local Community Councils
- Eyemouth Resilient Community Group
- Friends of the River Tyne
- Musselburgh Waterfront Group
- North Berwick Environment Group
- St Abbs Resilient Community Group,

Property level resilience/ resistance measures

Each local authority has their own policies regarding property level protection. Contact your local authority or view their website for more information.

The following incentives or subsidies have been put in place to provide property owners with property level resilience / resistance measures:

- East Lothian Council strategically deploy temporary flood barriers and sand bags when properties are threatened by flooding
- Fife Council provide Aquasacs for use in emergencies and these area available from stores (flood pods) throughout Fife.
- Scottish Borders Council operates a subsidised flood protection products scheme for residential and non-residential property owners in flood risk areas.
- Scottish Borders Council has provided and maintains dedicated sandbag stores in areas of flood risk to ensure sandbags are available to the public in the event of a flood.

Flood Risk Management Studies

The following coastal flood risk management related studies have been identified in the LPD:

- East Lothian Shoreline Management Plan (East Lothian Council)
- Fife Shoreline Management Plan (Fife Council)
- Assessment of the implications of the Firth of Forth ship-to-ship transfer oil spill contingency plan (Maritime and Coastguard Agency)
- Leith Docks to Port Seton Heavily Modified Water Bodies
- Sea defence survey (HR Wallingford, 01-04-1997)
- St Abb's Head to River Tyne Shoreline Management Plan (Posford Dvivier – September 1998)

- Portobello Beach - review of past performance and options for improvement (HR Wallingford, 01-11-2002)
- Granton waterfront, Wave and water level conditions report (HR Wallingford, 01-12-2002)
- Coastal defence survey, East Lothian Shoreline Management Plan (2002).
- Causes of beach lowering at Dunbar, Eastern Scotland, UK, Maritime Engineering 01/2006;59(MA4):157-166 (Pontee, 2006)
- Grangemouth (Sir Frederick Snow and Partners, 2006)
- Portobello seawall Standard of flood protection study , (HR Wallingford, 04-05-2007)
- Eyemouth Seawall – Inspection, Testing and Options Report (Royal Haskoning – August 2009)
- Asset Management Plan (Edinburgh), Jacobs, 2009
- Grangemouth Flood Study (2011 & 2012, Halcrow Group Ltd)
- SEPA (2012) Coastal Flood Warning Improvement Project Phase 3: Firth of Forth and Tay 7th December 2012 (Royal Haskoning)
- Review of coastal flooding documents (City of Edinburgh Council , 05-01-2013)
- Eyemouth Overtopping and Flood Study (Royal Haskoning – March 2013)

Although not specifically relating to coastal flooding, the following documentation may contain relevant information relating to coastal flood management:

- Water of Leith FPS modelling (model includes Fluvial and Coastal interface at Leith)
- Musselburgh Flood Study (Jacobs)

4.x.3   Climate Change and future flood risk

UK Climate Projections (UKCP09) predicts future climate change may lead to increased sea levels. The predicted magnitude of sea level rise due to climate change varies around the coastline based on UKCP09 2080 horizon projections. Coastal flooding has been modelled as a still water level projection, without wave action; therefore there has been no consideration of the impacts of future climate on wave overtopping or storminess which could increase the number of people affected by coastal flooding.

The predicted average increase around the Forth Estuary LPD ranges from 0.47m – 0.5m by 2080. Within the Forth Estuary LPD it is estimated that the 1 in 200 year plus climate change scenario will increase the number of residential properties at risk of coastal flooding from approximately 2,000 to approximately 10,000 and the number of non-residential properties from approximately 440 to approximately 1,400. This represents a change of 400% and 220% respectively.

The predicted average sea level increases, and the predicted increases in coastal flood risk around the coastal line are outlined below:

North Queensferry to Fife Ness
The predicted average sea level increase is 0.49m by 2080.
The 1 in 200 year plus climate change scenario may increase the number of residential properties at risk of coastal flooding from approximately 30 to approximately 140 and the number of non-residential properties from approximately 40 to approximately 1,700. This represents a change of 390% and 270% respectively, with the urban centres of Kirkcaldy and Buckhaven-Methil-Leven now affected by coastal flooding.

Mid Firth of Forth (North and South coast of mid Firth of Forth from Clackmannanshire Bridge to North and South Queensferry)

The predicted average sea level increase is 0.47m by 2080.

The 1 in 200 year plus climate change scenario may increase the number of residential properties at risk of coastal flooding from approximately 1,100 to approximately 8,000 and the number of non-residential properties from approximately 150 to approximately 700. This represents a change of 630% and 370% respectively with the urban centre of Falkirk now affected by coastal flooding.

South Queensferry to North Berwick
The predicted average sea level increase is 0.49m by 2080.

The 1 in 200 year plus climate change scenario may increase the number of residential properties at risk of coastal flooding from approximately 480 to approximately 2,200 and the number of non-residential properties from approximately 100 to approximately 440. This represents a change of 350% and 340% respectively. The largest increases in properties at risk will be seen in Edinburgh and Musselburgh with the urban centre of Cockenzie and Port Seton also being affected by coastal flooding.

North Berwick to English Border
The predicted average sea level increase is 0.50m by 2080.

The 1 in 200 year plus climate change scenario may increase the number of residential properties at risk of coastal flooding from approximately 50 properties to approximately 100 properties and the number of non-residential properties from approximately 45 properties to approximately 70 properties. This represents a change of 100% and 50% respectively.

4.x.4 Coastal processes

The Forth Estuary Local Plan District has 375km of coastline stretching from Fife Ness in the north to the Scottish Borders in the South. The coastline includes the Firth of Forth and the coastline from North Berwick to the English border exposed to the North Sea.

The Firth of Forth is the largest estuary on the East Coast of Scotland and extends 95km from Stirling in the West, where the River Forth flows into estuary, to Fife Ness in the East where it meets the North Sea. The Forth Estuary LPD includes the mid and outer Firth of Forth, the inner Firth of Forth (from Stirling to Dunmore) is included in the Forth LPD.

The main influences of coastal flooding in the Firth of Forth are storm surges and locally generated winds, due to the sheltering effects of the estuary the Firth of Forth is less affected by swell waves but the influence of these increases towards the outer Firth of Forth.

The coast from around North Berwick to the Scottish Border is out with the Firth of Forth and is exposed to the North Sea. In this area storm surges, swell waves and locally generated waves all influence coastal flooding.

Sediments in the inner Firth of Forth are generally characterised by finer sediments and mud, creating habitats such as mudflats, salt marshes and reed beds, these habitats can be seen at Skinflats North of Grangemouth and the Alloa Inches. Over the last two hundred years, much of the mudflat areas of the inner and mid Firth of Forth have been drained and lost to agricultural or filled in for industry. Toward the outer Firth of Forth the sediments in the estuary become coarser creating habitats such as sandy beaches and dunes e.g. at Gullane Bay and Aberlady Bay.

SEPA have undertaken an assessment of the natural susceptibility to coastal erosion, it gives a high level indication of the natural susceptibility to erosion around the coastline and does not take into account the presence of any structures that might be in place to manage coastal erosion. Maps of the natural susceptibility to coastal erosion can be seen in the Technical Annex in figures A1.1 – A1.10, and maps of structures that help to manage

coastal erosion can be seen in the Technical annex in figures A2.11 – A2.11 (please note that these maps do not include all existing structures). The findings of this assessment indicate:

Most of the coastline along North Queensferry to Fife Ness has a low susceptibility to coastal erosion. However, Burntisland and Methil are considered to be more susceptible to coastal erosion. Although the areas around Burntisland, Kirkcaldy and Methil are shown to be naturally slightly more susceptible to coastal erosion, there are a number of structures that help manage coastal erosion present that mostly coincide with the urban areas of Kirkcaldy, Burntisland, Inverkeithing, Methil, Buckhaven and Anstruther, (Figure A1.2.x and Figure A2.2.x in the Technical Annex).

Most of the coastline around the mid Firth of Forth has a medium and medium to high susceptibility to coastal erosion. Areas including to the West of Grangemouth, Bo'ness and Kincardine are particularly susceptible to coastal erosion. Although the areas around Grangemouth, Bo'ness and North Queensferry are shown to be naturally slightly more susceptible to coastal erosion, structures that help manage coastal erosion are present along much of the coastline, (Figures A1.5. A2.5.) in the Technical Annex).

Most of the coastline along South Queensferry to North Berwick has a medium susceptibility to coastal erosion, however, there are isolated areas, notably between Leith and Portobello that are more susceptible to coastal erosion. Although the area around Edinburgh is shown to be naturally slightly more susceptible to coastal erosion, structures that help manage coastal erosion are present particularly between Cramond and Prestonpans, (see, Figure A1.7 and Figure A2.7 in the Technical Annex).

Most of the coastline along North Berwick to the English Border has a low to medium susceptibility to coastal erosion with areas including the coastline between Dunbar and Thorntonloch noted as being particularly susceptible to coastal erosion. Although the areas around Dunbar, St Abb's and Burnmouth are shown to be naturally more susceptible to coastal erosion, structures that help manage coastal erosion are present in the West Barns area of Dunbar, at the Torness Nuclear Power Station, at St Abb's and at Burnmouth, (Figure A1..10x and A2.11 in the Technical Annex).

4.x.5   Potential for Natural Flood Management

Natural Flood Management (NFM) refers to the restoration, enhancement or alteration of natural features and characteristics. This assessment provides a high level strategic assessment of those areas where the implementation of certain types of NFM measures would be most effective and where further investigation may be merited.

Two types of natural flood management measures have been considered for coastal flooding; estuarine surge attenuation and wave energy dissipation. The maps showing potential for natural flood management can be seen in the Technical Annex (Figures A3.1-A3.5 show the potential for estuarine surge attenuation, Figures A4.1-A4.11 show the potential for wave energy dissipation).

The findings of the assessment indicate:

There is potential for the attenuation of estuarine surge (to reduce impacts of coastal surges) to be used to reduce flood risk in and around Kincardine and Rosyth (see figure A3.2 & A3.3).

Figures A3.1 and A3.2 in the Technical Annex show that there is a medium potential for estuarine surge attenuation (to reduce impacts of coastal surges) which could provide flood

risk benefits along much of the mid Firth of Forth, particularly around parts of Grangemouth, Bo-ness and Queensferry. As shown in Figures A4.1 and A4.2 there appears to be a greater potential for wave dissipation (opportunities to reduce erosion through reducing wave power), which could provide possible flood risk benefits, particularly around Grangemouth and Queensferry, with lesser (but still medium) potential at Bo-ness. The feasibility of implementing any NFM schemes may however be limited due to the large amount of industry along this coastline.

Figure A3.x in the Technical Annex shows there is limited to no potential for estuarine surge attenuation (reduce impacts of coastal surges) to provide flood risk benefits along North Berwick to English Border, however, Figures A4.1 to A4.3 (see Technical Annex) illustrate that there may be potential for wave dissipation (opportunities to reduce erosion through reducing wave power) to provide flood risk benefits, particularly around Dunbar and within PVA 10/26.

Figure A3.x in the Technical Annex shows that there is medium to high potential for estuarine surge attenuation (reduce impacts of coastal surges) to provide flood risk benefits to the west of Edinburgh at Queensferry. There is also high potential for wave dissipation (opportunities to reduce erosion through reducing wave power) to provide flood risk benefits along most of the South Queensferry to North Berwick coastline (shown in Figure A4.x in the Technical Annex.

Figure A3.x in the Technical Annex shows that whilst the potential for estuarine surge attenuation (reduce impacts of coastal surges) to provide flood risk benefits along the North Queensferry to Fife Ness coastline is limited, there is potential for benefits around North Queensferry and Inverkeithing. The potential for wave dissipation (opportunities to reduce erosion through reducing wave power) to provide flood risk benefits is more widespread with medium to high potential along most of the coastline (shown in Figure A4.x in the Technical Annex).

4.x.6   Links with River Basin Planning

North Queensferry to Fifeness

There are 3 coastal and no estuarine water bodies defined under the Water Framework Directive in this area. The ecological status of the physical condition of beds and shores for all of these is good or better. This means any opportunities to improve the physical condition of the shoreline that could also reduce flood risk would not improve the overall ecological status. However, SEPA recognise there are gaps in our understanding of the physical condition of the shoreline and current classification may underestimate these impacts.

Alterations to the physical condition of the shoreline identified as pressures include approximately 8.6km of shoreline protection structures. Approximately 1.40km^2 of land has also been reclaimed from the sea for ports and harbours. These areas could be providing important protection functions or provide opportunities for natural flood management to improve the physical condition of the shoreline and reduce flood risk.

Port Edgar to North Queensferry

There are no coastal and 3 estuarine water body defined under the Water Framework Directive in this area. The Middle Forth Estuary water body is at moderate ecological status due to the physical condition of the beds and shores. This is not heavily modified which means there are still opportunities to improve the physical condition of the shoreline. These

could also provide opportunities to reduce flood risk. The other 2 water bodies are all at good or better ecological status. This means any opportunities to improve the physical condition of the shoreline that could also reduce flood risk would not improve the overall ecological status. However, SEPA recognise there are gaps in our understanding of the physical condition of the shoreline and current classification may underestimate these impacts.

Alterations to the physical condition of the shoreline identified as pressures include approximately 1.6km of flood protection embankments and 9.4km of shoreline protection structures. Approximately 15.40km^2 of land has also been reclaimed from the sea, with 36.0% for agricultural use. These areas could be providing important protection functions or provide opportunities for natural flood management to improve the physical condition of the shoreline and reduce flood risk.

Inner Forth Estuary

This coastal area is located within the Upper Forth Estuary water body. The physical condition of the beds and shores is at poor ecological status, but it is not designated as heavily modified. This means there are opportunities to improve the physical condition of the shoreline. These could also provide opportunities to reduce flood risk.

Alterations to the physical condition of the shoreline identified as pressures include approximately 3.2km of shoreline protection structures. Approximately 5.30km^2 of land has also been reclaimed from the sea, with 101.0% for agricultural use. These areas could be providing important protection functions or provide opportunities for natural flood management to improve the physical condition of the shoreline and reduce flood risk.

Examples of projects being undertaken to improve ecological status that potentially relate to flood risk management include the Tidal exchange and Skinflats, Black Devon Wetland and the realignment of the Kincardine power station

North Berwick to Port Edgar

There are 4 coastal and 1 estuarine water bodies defined under the Water Framework Directive in this area. The Leith Docks to Port Seton water body is at moderate ecological status due to the physical condition of the beds and shores. This is designated as heavily modified because changes required to return the physical condition to good ecological status would impact significantly on sustainable developments including flood protection. However, it is not at good ecological potential which means there are still opportunities to improve the physical condition of the shoreline. These could also provide opportunities to reduce flood risk. The other 4 water bodies are all at good or better ecological status. This means any opportunities to improve the physical condition of the shoreline that could also reduce flood risk would not improve the overall ecological status. However, SEPA recognise there are gaps in our understanding of the physical condition of the shoreline and current classification may underestimate these impacts.

Alterations to the physical condition of the shoreline identified as pressures include approximately 16.3km of shoreline protection structures. Approximately 4.00km^2 of land has also been reclaimed from the sea for industrial land use and ports and harbours. These areas could be providing important protection functions or provide opportunities for natural flood management to improve the physical condition of the shoreline and reduce flood risk.

Border to North Berwick

There are 3 coastal and 1 estuarine water bodies defined under the Water Framework Directive in this area. The ecological status of the physical condition of beds and shores for all of these is good or better. This means any opportunities to improve the physical condition

of the shoreline that could also reduce flood risk would not improve the overall ecological status. However, SEPA recognise there are gaps in our understanding of the physical condition of the shoreline and current classification may underestimate these impacts.

Alterations to the physical condition of the shoreline identified as pressures include approximately 2.4km of flood protection embankments and 1.9km of shoreline protection structures. These areas could be providing important protection functions or provide opportunities for natural flood management to improve the physical condition of the shoreline and reduce flood risk.

Further information on the current ecological status of coastal waters and targets to improve these can be viewed on SEPA's website: [link to spotfire page]. SEPA is consulting on the second river basin management plans until May 2015. This includes proposals for heavily modified water body designations and how targeting improvements to the physical condition of water bodies should be prioritised.

East Lothian
Council

MINUTES OF THE MEETING OF THE
LICENSING SUB-COMMITTEE OF THE CABINET

THURSDAY 13 MARCH 2014
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON

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Committee Members Present:

Councillor J McNeil (Chair)
Councillor J Caldwell
Councillor D Grant
Councillor J Williamson
Councillor F McAllister

Council Officials Present:
Ms C Molloy, Legal Adviser
Ms M Winter, Licensing Administration Officer

Others Present
Insp A Harborow, Police Scotland
PC H Bowsher, Police Scotland
Ms F Corsar, Solicitor (Item 1, Legal Representative of Mr Mohammed Ilyaas Ahmed)

Clerk:
Mrs F Stewart, Committees Assistant

Apologies:
Councillor J McMillan

Declarations of Interest:
None

SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION

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

1.   **Applications for Grant of Taxi/Private Hire Car Driver's Licence**

The Sub-Committee had received three applications for grant of a licence and all three were granted.

2.   **Applications for Renewal of Taxi/Private Hire Car Driver's Licence**

The Sub-Committee considered four applications for renewal of a licence and all four were agreed.

MINUTES OF THE MEETING OF THE
SUSTAINABLE ECONOMY PARTNERSHIP

WEDNESDAY 8 JANUARY 2014
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON

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Partnership Members Present:
David Leven, Scottish Enterprise (Chair) (DL)
John McMillan, East Lothian Council (JMcM)
Stuart Currie, East Lothian Council (SC)
Angela Leitch, East Lothian Council (AL)
Andrew White, Federation of Small Businesses (AW)
Sheila Durie, Voluntary Action East Lothian (SD)
Manuela Calchini, Visit Scotland (MC)
Niall Corbett, Scottish Natural Heritage (NC)
Jim McGonigle, Jobcentre Plus (JMcG)

ELC Officers Present:
Richard Jennings, Head of Development (RJ)
Esther Wilson, Service Manager-Economic Development & Strategic Investment (EW)
Alison Smith (clerk)

Apologies:
Norman Hampshire
George Archibald
Ray McCowan
Grant McDougall

WELCOME/INTRODUCTIONS
David Leven welcomed everyone to the third meeting of the Sustainable Economy Partnership.

Richard Jennings updated partners with regard to the economic development service in the context of the recent ELC restructuring; he introduced Esther Wilson and outlined their roles at the SEP.

SUMMARY OF ACTION NOTES FROM THE NOVEMBER MEETING
David Leven proposed setting aside the formal agenda and rather that the SEP review and discuss the tabled summary of action notes from the previous meeting in relation to the 5 priorities; this was agreed. He added that his preference would be for a similar action note to become the agenda for these quarterly meetings.

INFRASTRUCTURE INVESTMENT AND ASSETS

Comments

- AL informed partners that the East Lothian Partnership had agreed to look at a Joint Asset Management Strategy. In relation to SFT mapping, she advised that a review had been completed.
- SC indicated it would be useful if short, medium and long term projects were mapped out. The SFT report had identified significant savings potential and highlighted issues; there were often forgotten sources of revenue - this should be pursued but would require interface with partners' Capital Plans.
- DL also made reference to mapping out key priorities/actions and how these could be achieved.
- RJ advised that this linked into his/EW's roles. He remarked that some key infrastructure partners were not present/part of this forum. Transport Scotland for example was essential to the economy - he referred to road improvement works and whether it would be useful to see their East Lothian plan.
- DL suggested, in relation to taking ownership, progressing actions and reporting back, that there should be a lead person acting on behalf of the SEP, rather than acting on behalf of their own partner organisation.
- AL stressed that communities needed to be sustainable in the long term. The Main Issues Report was about to be finalised, the physical infrastructure would then be looked at; key issue - what did East Lothian need to grow? Firstly, were there assets that each partner organisation held, or were potentially disposing of, that were of benefit to East Lothian's infrastructure.
- JMcM stated that all partners acknowledged that job creation/expansion was paramount. He referred to the need for some short term responses.
- RJ indicated it would be useful to ascertain the number of private sector assets, including empty business park space.
- AW advised that the FSB should be able to provide this information.
- DL emphasised the need to focus on 2/3 key actions, he asked partners if there was clarity on these action points.
- RJ suggested Old Craighall and broadband connectivity.
- DL proposed, given the discussion, 3 areas of action - developing a Joint Asset Management Strategy, Old Craighall/transport and broadband connectivity.
- AL suggested that RJ/EW take the lead, take forward initially with officers (ELC) and report back to the next meeting.

Decision/Action

3 priority areas of action

Develop a Joint Asset Management Strategy

- build on initial piece of work carried out by SFT in South East region
- map asset plans of all public sector bodies
- map revenue costs associated with management of assets

Transport/Old Craighall junction

- current block to development/assess solutions for consideration

Broadband connectivity

- identify options to enhance connectivity rapidly

Lead – RJ/EW (ELC) will initially take forward with relevant ELC officers

EMPLOYABILITY

Comments

- JMcG informed partners that the Jobcentre Plus in Musselburgh was the only office in East Lothian. He indicated that how best to share information was currently being reviewed; a united approach would be beneficial.
- AL suggested focusing on some individuals in the Musselburgh area, which would tie in with the 'Total Place' concept. JMcG was the ideal lead for this priority. In relation to identifying people she suggested rather than the SEP selecting individuals, that partners should collectively look at areas of multiple deprivation and associated issues, adding that for partners such as health, police, ELC, this consumed a huge amount of resources.
- RJ referred to positive destination/tracking processes and suggested utilising the information available from this cohort.
- SC remarked that for Musselburgh East/Wallyford and Whitecraig wards, transport was one of the biggest issues. He suggested discussions with Lothian Buses.
- JMcG stated he was willing to lead on this employability priority. He agreed with AL's suggested way forward. He informed partners that looking at areas of multiple deprivation and taking a collective approach to employment issues was being looked at in England; he was not aware of any area in Scotland adopting this approach yet.
- SD stressed that the complexity of these issues should not be underestimated. Partners needed to consider how best to combine resources. There could be a role for the social enterprise sector, which would give people work experience, social contact and develop key skills for employability.
- JMcG agreed, this would also give potential employers more confidence about taking on these individuals.
- SC agreed that the social enterprise aspect was worthwhile but the mechanisms would need looked at. In relation to small/medium businesses he asked the FSB if these types of employers had tribunal concerns.
- AW confirmed this was an issue.
- JMcG stated that the SEP could make the argument to organisations about how best to proceed and promote innovative ways of working.

Decision/Action

Pilot a Total Place/Early Intervention Model incorporating EL Works approach

Action – Pilot Musselburgh East *(Note-dependant on ELP decision on how to proceed)*

Lead – JMcG (Jobcentre Plus)

TOWN CENTRE REGENERATION

Comments

- DL indicated the key question was how to prioritise town centres and business growth and link these to the SOA objectives.
- AL informed partners that ELC had committed finance to physical improvements to Musselburgh. There was a wealth of volunteering in Dunbar around regeneration of the town centre. There had also been some progress made in relation to Tranent through a successful Town Centre Housing Fund bid. It would not be feasible to look at all 6 towns; the SEP had to prioritise and tie in with Local Area Partnerships.
- Partners discussed which town should be prioritised. It was agreed that Dunbar should be prioritised for the following reasons:

- o Level of community activity/support
- o Work already done by local community/local businesses
- o Rail link
- o Potential to move forward
- o Specific areas in the town ideal for business opportunities
- o Potential around the harbour area
- o Housing growth
- RJ proposed that he/EW meet with relevant ELC officers initially and report back. Key point - what was the collective community view from Dunbar that would help it grow from all the key perspectives?
- SC stressed the need to have communities on board. He also made reference to the resource issue required to progress.
- JMcM agreed that the SEP needed to hear what the people of Dunbar wanted. He referred to the strong sense of community in various towns across East Lothian; different communities would have different priorities - appropriate strategies were needed for each of the towns.
- AL concurred; the SEP had to recognise the effort already made and consider how best to support volunteers to take matters forward. She referred to the National Green Network, which was extending to the Southern Upland Way. She suggested using the launch of the John Muir trail in 3 months' time as a catalyst.
- MC agreed with this suggestion; she stated that John Muir was huge in the USA but not here, the Scottish Government was keen to give this a higher profile.

Decision/Action

Develop a proposal for a more consolidated approach towards town regeneration

Action – Prioritise Dunbar

Lead – RJ/EW (ELC) will initially meet with relevant ELC officers

BUSINESS GROWTH

Comments

- AW reiterated that he would clarify how many and what type of businesses were operating in East Lothian. He advised that business support focused primarily from QMU. He stressed that connectivity was key.
- SC referred to small businesses that wanted to be on the High Street and online and associated cost issues. He highlighted the arcade approach, which had the benefits of lower rates and mitigation of risk.
- AW stated there had been a change in the last 3/4 years; an increase in small/micro businesses and people relocating to East Lothian from Edinburgh, usually in creative industries - all looking for empty premises.
- AL clarified, in response to question from DL that Business Gateway led on this; they had a base at QMU and in Haddington and were looking to establish an outreach base in Dunbar.
- RJ advised, in response to a query about a single point of contact, that work on the customer front end was needed. He had met with officers from the 3 service areas (ELC) that received the most enquiries (Planning/Estates/Economic Development) and would take this forward. Giving this information a larger focus and linking it to partner organisations had to be looked at.
- JMcM stressed the need to focus on what businesses needed now and how to understand and address their concerns.

- AL referred to last year's successful *"Meet the…"* series of events, which had involved representatives from partner organisations.
- DL advised that different tactics of engagement would be required for different groups; he agreed that the SEP needed to find out what businesses wanted. He suggested identifying/approaching a small number of companies with the potential for growth and provide positive intervention.
- JMcG agreed; he also referred to the need to link in with employability issues.
- RJ stated that a lot of small business support work was provided; there was however a need to check alignment and clarify a common set of priorities. East Lothian would continue to feed into the Edinburgh employment market until it increased its own market. There were established businesses and some high profile individuals in East Lothian, these people could perhaps be approached.
- DL agreed it could be beneficial to get the views of this group of people.
- AL suggested approaching 20 businesses with the potential for growth for initial discussions with a few partners representing the SEP - a business growth sub group for example. She also agreed it could be useful to approach some high profile business leaders.

Decision/Action

Develop an enhanced proactive intervention programme to support growth

Action – Identify 20 companies with potential for growth and provide proactive intervention to support. Approach some high profile business leaders.

Lead – private sector (tbc)

SCOTTISH ENTERPRISE PRESENTATION

David Leven gave partners an update on his tabled paper outlining Scottish Enterprise's strategic objectives, growth sectors and strategic priorities. He drew attention to Scotland's 5 strategic priorities. He highlighted East Lothian's key sectors - renewables, food and drink and tourism. He made reference to the need to utilise opportunities to work at national and local levels.

PROPOSITION DEVELOPMENT AND MARKETING

Comments

- AL indicated that the key question was how did East Lothian package itself and how did the county attract larger companies.
- DL advised by illustrating/demonstrating how East Lothian was relevant to national/international companies then how it was relevant to the City Region agenda.
- RJ stated there was no grade A office space in East Lothian. He questioned what the game changer could be for the county.
- AW referred to identifying opportunities from thriving businesses, looking at an area and its key sectors. He referred to opportunities to create a business park.
- SC referred to recent planning applications for supermarkets in the county, stating these provided opportunities to get on board with developers.
- RJ highlighted QMU's potential and their key areas of energy and food and drink. The SEP had to consider how to influence marketing East Lothian to the rest of Scotland and beyond. Also, the SEP had to clarify what businesses were actually looking.

- DL advised that the focus should be on assisting companies that wanted to grow, that were trying to access international markets. The East Lothian/Newcastle dimension should be looked at; also boundary areas around East Lothian/Edinburgh. He added that there was a perception that East Lothian was at the wrong side of Edinburgh.
- JMcG agreed; West Lothian had excellent connectivity, East Lothian did not. He added that there was an issue in that Edinburgh could not accommodate all potential employers, so there were opportunities here.
- SC raised the potential of the ports and reclaimed land at Cockenzie.
- AW remarked that the power station could be the game changer.
- JMcM stated that the SEP needed to work with potential investors; lobby regarding the A1 and the east coast train line and form high level strategies. He suggested East Lothian should have a business growth tzar.
- DL stated that a plan of action had to be drawn up; a development proposal had to be in place before a marketing plan was developed.
- RJ stated he would take this on initially with appropriate partners.

Decision/Action
Develop a proposal to refresh and enhance current proposition and associated marketing.

Action – Illustrate and demonstrate how East Lothian was relevant to national and international companies. 2 key areas – consider ways to engage with the City Region agenda and the Scottish sector agenda.

Lead – RJ (ELC) involving the private sector (partner organisations tbc)

OTHER ITEMS OF BUSINESS
Earth Hour
Angela Leitch informed partners that Earth Hour would take place at 8.30pm on 29 March 2014. A Scottish Earth Hour Tool Kit was available on the WWF's website – http://earthhour.wwf.org.uk/about-wwfs-earth-hour

NEXT MEETING
Wednesday 30 April 2014 (2pm at ELC/Council Chambers)