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Document Title	East Lothian Council COVID 19 Recovery and Renewal Framework Document, Version 1.9

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Designation	Executive Director for Place
Date	27/09/21

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REPORT TO: Members' Library Service

MEETING DATE: September 2021

BY: Executive Director for Place

SUBJECT: East Lothian Council COVID 19 Recovery and
Renewal Framework Document, Version 1.9

1 PURPOSE

- 1.1 This report is intended to inform Councillors of the updates to the East Lothian Council COVID 19 Recovery and Renewal Framework as contained within Version 1.9, dated 27 September 2021.

2 RECOMMENDATIONS

- 2.1 Councillors are asked to note the report and supporting Framework Document Version 1.9, as formally approved by the Multiagency Recovery & Renewal Coordinating Group on 27 September 2021.

3 BACKGROUND

- 3.1 Version 1.0 of the East Lothian Council COVID 19 Recovery and Renewal Framework Document was published in the Members' Library on 1 June 2020, having received formal approval from the Chief Executive and subsequent support from the members of the Multiagency Recovery and Renewal Coordinating Group (MARRCG) at their inaugural meeting on 12 June 2020.
- 3.2 Versions 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, and 1.8 received MARRCG approval on 10 July 2020, 7 September 2020, 5 October 2020, 30 November 2020, 18 January 2021, 15 March 2021, 17 May 2021, and 19 July 2021 respectively, and were subsequently lodged in the publically-available section of the Members' Library.
- 3.3 The Framework is designed to be a flexible and responsive document, and is therefore expected to be published in a number of different iterations as the five Key Activity Areas progress through response, recovery and renewal. Framework Version 1.9 is attached as Appendix 1.
- 3.4 Version 1.9 of the Framework takes the same format as the previously published versions, including a set of strategic aims and objectives, and

sets of Action Cards for the five key areas of the community and business in East Lothian that have been most affected by COVID 19.

3.5 For ease of navigation, the author can advise that the following Action Cards have been updated/refreshed for publication in Framework Version 1.8:

- Appendix F: Economy Action Card;
- Appendix G: Communities Action Card;
- Appendix I: Education & Children's Services Action Card;
- Appendix J: Environment & Infrastructure Action Card; and
- Appendix K: Communications Support Work Stream Action Card;
- Appendix L: Equalities Action Card

3.6 Upon the publication of Framework Version 1.0, a commitment was made to provide Elected Members with regular progress reports throughout the recovery phrase. This report and attached appendix provides an update as to the progress of the Key Activity Areas.

4 POLICY IMPLICATIONS

4.1 There are no direct policy implications associated with the report recommendation, although it is anticipated that recovery and renewal activity may result in significant policy alterations for both the council and other stakeholders. Any such policy implications will be subject to the appropriate governance and approval arrangements of each organisation.

5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report will have significant impacts upon equality, the environment and economy and although there are no direct implications associated with the report recommendation, impact assessment will be major feature of the work undertaken by the five Key Activity Areas.

6 RESOURCE IMPLICATIONS

6.1 Financial – although there will potentially be very significant resource implications for all key stakeholders and organisations involved in recovery, there are no direct financial implications at this stage.

6.2 Personnel – there are no direct implications associated with this report.

6.3 Other – there will be significant resource implications supporting the many aspects of recovery and renewal work outlined in the RRCG Framework and, where possible, these will be contained within existing approved budgets and staffing levels.

7 BACKGROUND PAPERS

- 7.1 Preparing Scotland – Recovering from Emergencies in Scotland: Scottish Government – November 2017
- 7.2 Terms of Reference (ToR) for the East Lothian Recovery and Renewal Coordination Group – pub. Members’ Library, 1 June 2020

Appendix 1: COVID 19 Recovery & Renewal Coordinating Group (RRCG)
Framework, Version 1.9

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DATE	27 September 2021



COVID 19

Recovery & Renewal Coordinating Group (RRCG) Framework, Version 1.9

27 September 2021

Version	Date	Details of Changes	Made by:
1.0	20 May 2020	First full version	ELC Recovery & Renewal Coordinating Group
1.1	10 July 2020	First updated version	ELC Recovery & Renewal Coordinating Group
1.2	7 September 2020	Second updated version	ELC Recovery & Renewal Coordinating Group
1.3	5 October 2020	Third updated version	ELC Recovery & Renewal Coordinating Group
1.4	30 November 2020	Fourth updated version	ELC Recovery & Renewal Coordinating Group
1.5	18 January 2021	Fifth updated version	ELC Recovery & Renewal Coordinating Group
1.6	15 March 2021	Sixth updated version	ELC Recovery & Renewal Coordinating Group
1.7	17 May 2021	Seventh updated version	ELC Recovery & Renewal Coordinating Group
1.8	19 July 2021	Eighth updated version	ELC Recovery & Renewal Coordinating Group
1.9	27 September 2021	Ninth updated version	ELC Recovery & Renewal Coordinating Group

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1. COVID 19 Recovery and Renewal Introduction

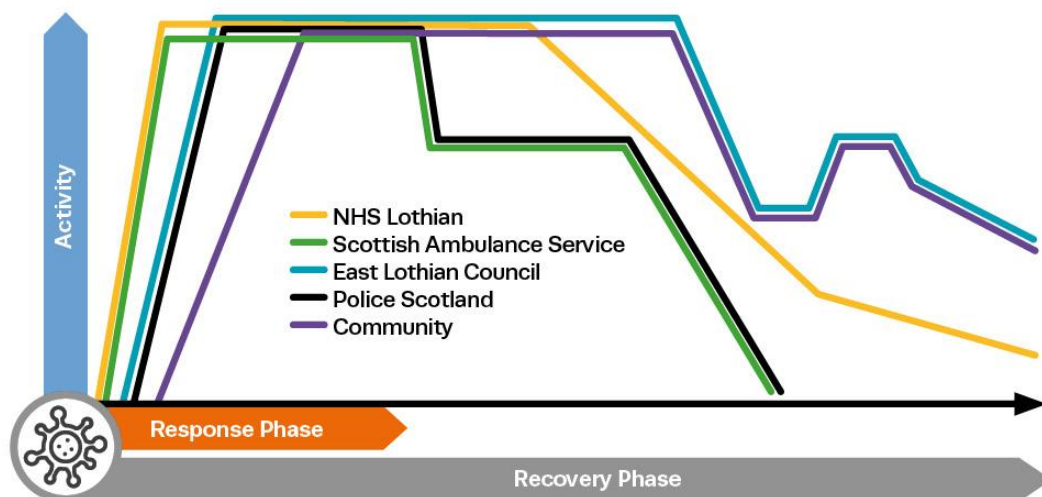
Recovery is the process of rebuilding, restoring and rehabilitating a community, including business for the local economy, following a disruptive incident. It should be considered from the outset, alongside the council's internal response to any incident. COVID 19 is such a disruptive incident.

Renewal may well be part of this process as it is believed the impacts of COVID 19, in several areas, particularly the economy, will be so severe that recovery will not be an option and be replaced with new opportunities new operating models and/or replacement initiatives.

Usually, the primary focus of any recovery process is returning communities and businesses back to normality. This could and almost certainly will be a 'new' normality related to the huge impact COVID 19 has had and will have, on communities and business.

The recovery and renewal from COVID 19 will be led by East Lothian Council (ELC), as is normal practice under the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005, supported by partner agencies. This ELC COVID 19 Recovery and Renewal Framework provides the basic framework, and key considerations through which the council's recovery and renewal activity should be coordinated.

The illustration below shows how the agencies involved with the response to COVID 19 change to deal with the long-term recovery and renewal from this virus. It highlights that NHS Lothian were the first agency to become involved closely followed by East Lothian Council and of course the communities. Police Scotland are involved with the response but they perhaps less directly involved with the recovery and renewal. The Scottish Ambulance Service (SAS) work hand in hand almost with NHS Lothian. It is clear that COVID 19 is unlike the many emergencies ELC deals with. In normal circumstances its involvement with the response phase would be a supporting role changing to lead agency for the recovery. For COVID 19, East Lothian Council has been involved with the response to the virus from a very early stage and will take the lead for the recovery and renewal phase that may last several years. The impact on the council is significant.



Recovery and Renewal from COVID 19 provides an opportunity to include Climate Change as a key activity to allow sustainable change to take place in a 'Green Recovery' context.

2. The Key Principles of Recovery and Renewal

- Successful recovery and renewal is best achieved when early consideration is given, in tandem with incident response;
- The Local Authority assumes the lead for recovery and renewal; Civil Contingencies Act

- Successful recovery and renewal requires affected communities to be the focus of coordinated activity, and are consulted and involved throughout the process;
- Short, medium and long term objectives for the recovery and renewal process should be set and regularly reviewed;
- Community involvement, involving key stakeholders such as residents, local businesses and community leaders in the decision-making process will enhance recovery and renewal;
- Recovery and renewal arrangements should be flexible to meet the diverse needs of the affected community;
- Recovery and renewal can offer the opportunity to go beyond a return to normality, and achieve generation and long-term economic development for affected communities. For example, with respect to the council's workforce and new ways of working, to deliver some statutory services it may be that such practices offer opportunities and benefits;
- Recovery and Renewal should include the principles of a sustainable and Green Recovery providing the opportunity to 'build back better'; and
- The recovery and renewal phase of an incident continues until the disruption has been rectified, service delivery has returned to normal levels, and the needs of those involved have been met.

3. Recovery and Renewal Strategy: COVID 19

Aim

To return East Lothian to normality, or a new normality, with East Lothian Council taking the lead working with partner agencies and all other relevant stakeholders.

Key objectives:

- An **Impact Assessment** (covering impacts on the Economy, Community, Health and Social Care, Education & Children's Services and the Environment & Infrastructure) will be carried out as soon as possible to establish a baseline of impacts. This analysis will be regularly updated through the process of recovery and renewal. For factors likely to be included in an Impact Assessment, see **Appendix A**;
- East Lothian Council and its partner responders will work closely with all stakeholders in the community (including residents, community leaders, elected members and businesses) in the recovery and renewal process;
- Economy, Community, Health and Social Care, Education & Children's Services and Environment & Infrastructure networks will be established and maintained as a priority, drawing upon existing groups where relevant and available;
- A comprehensive framework of support to business will be established in relation to the immediate and longer-term impacts of COVID 19.
- Early consideration will be given to the opportunities for long term regeneration and economic recovery and renewal of affected communities;
- Regular communication will be maintained with stakeholders in all key areas. Where appropriate, guidance on recovery and renewal will be issued through communication channels such as the council website.
- Detailed and auditable records of any financial activity will be maintained by East Lothian Council. Available funding streams to aid the recovery and renewal process should be utilised where possible.

An exit strategy will be formulated that ensures recovery and renewal actions undertaken are sustainable and contribute to the long-term recovery and renewal of affected communities from COVID 19.

4. Activation and Governance of the ELC COVID 19 Recovery and Renewal Coordinating Group

The East Lothian Council (ELC) COVID 19 Recovery and Renewal Coordinating Group (RRCG) was established and activated on 2nd April 2020. The RRCG is chaired by Jim Lamond (Bronze), Head of Council Resources. The chair will be

supported by Douglas Proudfoot, Head of Development. The RRCG is the operational decision-making body for the recovery and renewal process. Tactical decisions will be made by Sharon Saunders (Silver), Head of Communities and Partnerships. Strategic decisions will be made by Monica Patterson (Gold), Chief Executive of East Lothian Council.

The chair of the ELC RRCG will regularly update Sharon Saunders (Silver) on specific and general matters of recovery and renewal. The chair of the RRCG will also provide regular updates to the East Lothian Council, Council Management Team (CMT).

Jim Lamond will become Silver for East Lothian Council once the Response phase has ended.

The structure is displayed in a flowchart as at **Appendix B**.

Regular meetings of the internal ELC RRCG, as well as monthly meetings of the formal Multiagency RRCG, are now taking place. Updates to the Key Activity Area Action Cards are being made on a regular basis and receive formal approval from the Multiagency RRCG before being published in the publically accessible Members' Library as part of the updated versions of this Framework document. An example Multiagency RRCG meeting agenda is provided at **Appendix C**. A Recovery and Renewal Coordination Group Action Card showing the initial tasks¹ completed by the RRCG can be found at **Appendix D**.

RRCG Membership

Membership of the ELC RRCG will include appropriate representation from all of the organisations deemed relevant to the recovery and renewal process. Membership of the RRCG will include representation from:

- East Lothian Council (ELC);
- East Lothian Health and Social Care Partnership;
- NHS Lothian;
- Business and employability links as appropriate;
- Police Scotland; and
- Other community groups, agencies and stakeholders as appropriate.

It should be noted that advice and guidance will be sought from the East of Scotland Regional Resilience Partnership (RRP) group and the Lothian & Borders (L&B) Local Resilience Partnership (LRP) group. The RRP and LRP will share information with, and follow guidance from, the Scottish Strategic Coordination Group (SCG).

Elected Members

Elected Members are playing a vital role in the recovery and renewal process. Elected members should be seen as a focus for community concerns and have significant knowledge that may prove invaluable in the recovery and renewal phase.

An Action Card for Elected Members can be found at **Appendix E**.

5. Key Areas of Recovery and Renewal for COVID 19

The process of recovery and renewal has been divided into five key areas, all of which must be addressed in order to achieve a successful outcome.

¹ Several tasks suggested have already been completed whilst compiling this Framework.

Five Key Areas:

- **Economy**

This may include: assisting business through the ongoing issues associated with COVID 19 lockdown then re-establishing business activity through release of lock down in a phased and incremental fashion; ensuring that national, regional and local plans and the work of government, local government, stakeholders and partner agencies are aligned to facilitate a strong and healthy recovery and renewal; a need for co-ordinated focus on employability, overseeing job matching arrangements and skills sectors ensuring positive employability outcomes and addressing poverty; identifying and engaging specifically with key sectors and geographies like our town centres and rural areas ensuring interventions that rebuild and renew; utilising technology and data driven innovation to strengthen the local economy and build future resilience strengthening future Business Continuity arrangements; and maximising financial assistance and securing inward investment.

An up to date Economy 'Action Card' can be found at **Appendix F**.

- **Community**

This may include: public consultation and involvement in the reconstruction process; Identifying what communities require and support they need and indeed what normal will look like (this will cover areas like health, social care, Education & Children's Services covering pre-school, school and FE, housing, re-establishing social infrastructure, welfare and psychological care and support for those involved in the incident, etc.); and building on community capacity and voluntary/third sector networks and resources to sustain community engagement and cohesion, and to support addressing inequality.

The Community Recovery & Renewal Co-ordinating Group (CRRCG) first met on 30 July 2020. The Group have agreed their Terms of Reference and Action Card; see **Appendix G**.

The CRRCG, informed by feedback from Community Councils and their Resilience Groups, Area Partnerships, Volunteer Centre East Lothian, Council services and statutory partners, have agreed a range of recovery actions grouped under the themes of: General Community Recovery, Public Health, Living Well, Family Life, Children & Young People and Community Life.

An up to date Community 'Action Card' can be found in **Appendix G**.

- **Health and Social Care Partnership**

This will include re-scoping all provision to provide altered delivery models where clinically/operationally safe and where face-to-face contact is no longer the preferred means of communication. In light of this, all direct care will need to be risk assessed and appropriate Personal Protective Equipment (PPE) provided. All health and social care provision which does not require face-to-face contact will need to be delivered by telephone or video technologies, such as 'Near Me', taking into account client access to and ability to use technologies. Assessment of needs, vulnerability, and potential high risk situations will be assessed and appropriate assurance mechanisms put in place. There will need to be a particular focus on the medium to long term assurance for areas covered by public protection. In addition, the commissioned care home and home care provision is subject to additional scrutiny and the operational implications of this scrutiny are considered by local oversight arrangements. Finally, the realistic operational capacity of all services will need to be considered in light of 'Test and Protect' and 'Test and Trace' arrangements, as appropriate. Alterations to services will have been implemented under emergency arrangements, however, medium to long term provision will likely need further engagement.

An up to date Health and Social Care 'Action Card' can be found at **Appendix H**.

- **Education & Children's Services**

This will include following national advice and building public and community confidence in the reopening of schools buildings. It will require close working with parents/carers, children and staff, and broader communities to ensure a coordinated response that focuses on the best interests of children, families and staff. Pupils returned to full time schooling from August 2020. Positive lessons on the use of digital will be important to build on. Work with partners

including other council service areas and third sector will be essential to ensure the continued support to families and staff. There will be a need for broader support for children, families and staff who may have faced significant hardship and trauma and this will require a coordinated approach working with partners including Children's Services, partners in Health and the third sector.

Re-opening of early learning and childcare settings will include working with local authority nursery staff and private and voluntary sector providers, including childminders, both in terms of business support and funding arrangements and practical advice and guidance. It may include work with national organisations such as the Care Inspectorate and Scottish Social Services Council (SSSC).

Strong strategic partnership working will be essential to mitigate the impact of additional disadvantage, inequality, deprivation and trauma that the crisis has caused for vulnerable children, young people, and their families. Integrated and coordinated responses to understanding and addressing the physical and mental health impacts on vulnerable families will be required.

The focus on early and effective intervention and the GIRFEC (Getting it Right for Every Child) response will be critical in meeting children's needs, keeping children included in East Lothian schools and communities. This was a priority before the crisis and will be critical as we move towards recovery. Partner agencies must be ready to meet the increase in demand for services while re-focusing on preventive approaches. The development of the new Children's Strategic Partnership Plan 2020-2023 will be the vehicle for ensuring statutory services are targeted at areas of greatest need and make best use of collective resources.

An up to date Education & Children's Services 'Action Card' can be found at **Appendix I**.

- **Environment & Infrastructure**

This may include Roads, Transportation, Landscape & Amenity Services, Waste Management, Property & Facilities Management, Environmental Health, Food Safety, Trading Standards, Animal Safety services, and the Climate Change Officer. Impacts from COVID 19 have resulted in less air pollution and reduced greenhouse gas emissions partly due to extensive travel restrictions. Other positive impacts have included reduced energy consumption, and increased walking and cycling. There are opportunities for a 'Green Recovery', to learn lessons from the new ways of working and travelling that have arisen due to COVID 19, and support the transition to a low carbon economy and low carbon lifestyles for the longer term that will enable us to continue to tackle the Climate Emergency.

An up to date Environment & Infrastructure 'Action Card' can be found at **Appendix J**.

Sub-groups

Recovery Coordinating Group, Sub-groups *may* be established in these areas of activity to facilitate effective coordination of these elements of recovery. **Action Cards** have been produced to assist officers tasked with identifying and progressing recovery relating specifically to these themes, and are illustrated in this guidance as **stated above**.

Support for the 5 Key Areas:

- **Communications**

Providing clear, concise and timely information – in the right place – will be of prime importance to our customers, partners and stakeholders. As we progress through recovery and renewal, our audiences will need to be involved and engaged with a clear understanding of any changes to service which impact on their lives. Our communications channels will need to be agile and adaptable in ensuring information can be cascaded and shared in the most accessible way to all of our customers and stakeholders. Ongoing collaboration with our partners will be required to ensure we are mutually supportive and working together to ensure alignment of messaging and information sharing on a county-wide basis.

An up to date Communications 'Action Card' can be found at **Appendix K**.

- **Equalities**

The legal requirement to undertake **Impact Assessment** comes from the Equality Act 2010. This requires us to consider the impact of our decisions on those with protected characteristics. The impact of inequality and discrimination is complex and can lead to poorer outcomes for those from these groups.

The Equality Act also requires us to actively consider how we can reduce the inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. This is known as the Fairer Scotland Duty. The work of the East Lothian Poverty Commission highlighted that poverty can be a compounding factor in people's negative experiences and lead to significant inequality in health, educational attainment and employment.

East Lothian Council is also a 'Corporate Parent'. This means that when a child goes into care the council has the responsibility to promote the wellbeing of our looked after children. We know that some looked after young people do achieve positive outcomes. Unfortunately, for most care experienced young people, the outcomes are much less positive and significant under achievement and life chances are largely reduced.

Guidance on carrying out Integrated Impact Assessments is available on the council's intranet

A multi-agency Poverty Working Group will prepare an action plan to set out the actions that the council and Community Planning partners will undertake to mitigate the negative impact of the COVID 19 emergency and response on poverty in East Lothian.

An up to date Equalities 'Action Card' can be found at **Appendix L**.

- **Council Resources**

Providing appropriate support to all key areas will remain critical in ensuring decisions are based on appropriate and informed professional advice and support services. Ensuring a coordinated response to recovery will be complex, and there is a need for decisions and emerging strategies to be outward looking and cross sector, appreciate and respond to associated risks, have in place a sound governance framework which is underpinned by a clear legal framework and effective procurement practices. They must also be informed by a clear understanding of the related financial implications, maximisation of all available funding streams and leveraging any funding that supports economic recovery and our renewal strategies across the county. Where appropriate, all Recovery and Renewal Key Activities will also be supported by professional HR policies and advice as well as technical support and advice from an ICT perspective.

An up to date Council Resources 'Action Card' can be found at **Appendix M**.

6. Financial Recovery and Renewal

It is essential that, as a consequence of COVID 19, all efforts are made to comprehensively access the full range of financial assistance available to East Lothian Council, communities and business within East Lothian and that all sectors, and organisations within them, ensure that cost implications are properly logged. This will be important for each and every organisation with regard to any potential insurance, government or other funding source claim that should be made. The importance of well-disciplined and accurate record keeping in this respect cannot be over-stated.

Government Support

Both UK and Scottish Governments have already mobilised unprecedented levels of financial support in response to the COVID 19 crisis and it is anticipated this will continue to extend and evolve over the coming months and even years to come. The majority of this funding is not being directed via Local Authorities and there is an imperative that all affected organisations seek to maximise any national support that is on offer to help ensure that it has the best possible chance to survive and renew. The Bellwin scheme is an established, government-supported discretionary scheme, however, the Scottish Government has confirmed that the Bellwin Scheme will not be invoked for COVID 19.

7. Handover from Response to Recovery and Renewal

To ensure that all agencies are aware of the implications and arrangements for a handover from response to recovery and renewal a formal meeting should be held at the earliest stage possible. However, due to the complexities of COVID 19 it is difficult to say when a handover should take place. NHS Lothian take the lead for COVID 19 response and the recovery and renewal process led by the council will most likely continue in tandem with the response to COVID 19 as there will not be a clear cut off period as experienced in the majority of emergencies, such as severe flooding or a large explosion/fire.

Discussion within the Multiagency RRCG has noted that that local outbreaks or lockdowns would be iterative processes that would be likely to be rehearsed and experienced multiple times over the coming period. These would provide opportunities for stakeholders to learn from each instance and plan to make improvements for future local outbreaks or lockdowns. An additional strategic escalation structure has been established to oversee any emergence of a local cluster or second spike in COVID 19 cases.

It should be noted that the potential for handover from response to formal recovery mode is kept under constant review.

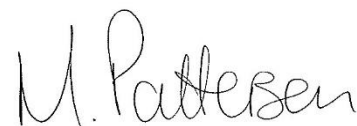
8. Ending the Recovery and Renewal Process

The decision to end the recovery and renewal process will be taken by the Chief Executive (Gold) of East Lothian Council after advice is provided by the chair of the ELC RRCG Bronze, Jim Lamond, in consultation with ELC RRCG Silver, Sharon Saunders, taking into account the needs of affected stakeholders such as the community and businesses. This process should be clearly communicated to partner agencies. However, it may be several years before the recovery and renewal process for East Lothian is completed. This Framework envisages review points of 12, 18 and 24 months where assessment of the status of recovery and renewal would be undertaken. This assessment will inform the consideration of any decision to end the process itself.

9. Evaluation and De-Brief of Recovery and Renewal Phase

It is essential that a formal debrief takes place once the recovery and renewal process has been completed. This is important to allow information on the multiple aspects of the recovery and renewal process to be shared across the many agencies involved in both the recovery and renewal and the response process and to allow agencies to build upon any issues that arose and to carry out the necessary reviewing of Frameworks, processes and protocols within the areas affected. A final debrief report should be produced, which captures all of the aforementioned issues and addresses them accordingly.

Due to the expected longstanding duration of recovery and renewal, structured debriefs should take place on an interim basis, aligned with the key review and assessment milestones as set out in Section 8. Review points of 12, 18, and 24 months are envisaged, measured from the time recovery began i.e. the formal standing up of the Multiagency Recovery and Renewal Coordinating Group in June 2020.



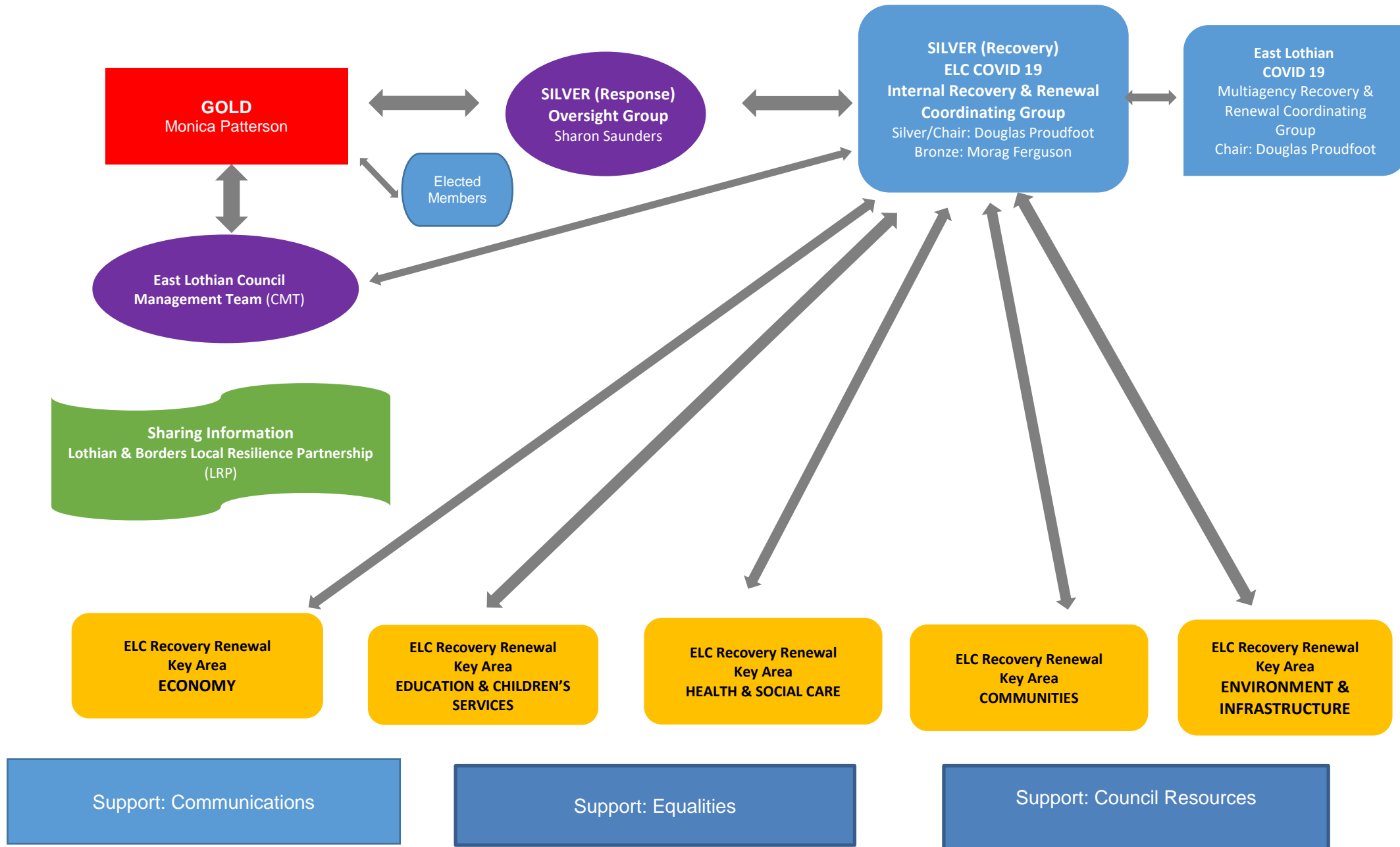
Monica Patterson
Chief Executive

APPENDICES

Appendix A – Impact assessment through to monitoring and evaluation

	Recovery and Renewal Step	Process	What it involves	Who is Impacted upon
1	Define the situation	ELC RRCG to define the situation and decide who should take 'ownership' of the recovery and renewal process. Who is best placed to lead on recovery and renewal for this area?	Establish a picture of what and who has been affected and to what extent. Is it an Economic, Community or Environmental situation?	Economy Local business
2	Assess the impacts	The group assigned to lead on the area of recovery and renewal should assess all impacts.	What has been impacted upon? Use data, expert's advice and guidance available. Who has been impacted by what and is it 'recoverable'? Impacts on vulnerable people, establishments, business, and the environment must be considered.	
3	Identify goals and options	The group assigned to lead on the area of recovery and renewal should identify goals and options and bring these to the ELC RWG for agreement. The RWG will look at all goals and options to ensure they fit in with the overall strategy and are achievable.	Create SMART goals. There must be an emphasis on 'achievable'. Is it a goal to return to a previous 'normality' or to a new position? Engage with interested stakeholders such as communities, business etc. dependent on recovery and renewal under discussion.	
4	Evaluate options	Analysis completed by lead group taking all evidence into account.	Involve all stakeholders including communities in the evaluation of recovery and renewal options. Consider cost, effectiveness, capacity, timescales, reputational damage and public concern.	
5	Decision-making	Clear decision-making processes in place.	Stakeholders, including the community, involved must agree. Community engagement is key. Decisions must be documented. If a decision is made not to progress any recommendation this also must be documented.	Community Education & Children's Services Physical Impacts (including individuals' health, housing and financial needs) Waste Psychological Impacts (personal and community) Deaths Community Cohesion Health & Social Care Partnership
6	Implementation of Recovery and Renewal Strategy	Follow the East Lothian Council Recovery and Renewal framework. Have strong reporting programme and schedule meetings for updates on progress.	Document rationale for decisions including priority of recovery and renewal options. Communicate decisions to stakeholders including timescales, costs, and expected outcomes. Maintain transparency throughout decision-making and implementation.	
7	Monitor and evaluate	To be confirmed by the ELC RRCG.	A long term monitoring programme is needed to evaluate the success of the recovery and renewal strategy. Establish and agree recovery and renewal milestones with the community and other stakeholders. These could be short, medium, or long-term targets.	Education & Children's Services Environment & Infrastructure Public Health Environmental Health Food Safety Trading Standards Public Spaces

Appendix B – ELC Command/Activity Structure for COVID 19 Recovery & Renewal Coordinating Group



Appendix C – ***Suggested Agenda for Initial/Early Recovery & Renewal Coordinating Group Meeting (Multiagency)***

Time: [to be inserted] **Date:** [to be inserted] **Venue:** [to be inserted]

Attendees: [to be inserted]

1.	Introductions
2.	COVID 19 overview
3.	Recovery & Renewal overview
4.	Recovery & Renewal Coordinating Group Strategic Aim and Objectives
5.	Recovery & Renewal Coordinating Group Terms of Reference
6.	Recovery & Renewal Coordinating Group membership (any additional membership)
7.	Requirement to establish Sub-Groups
8.	Impact Assessment tasks for Sub-Groups: <ul style="list-style-type: none">• Identify concerns in priority order• Identify actions to be taken as a matter of urgency• What information is required from incident responders?• What (if any) additional membership is required on sub-groups?• What support is required for other Recovery & Renewal sub-groups?
9.	Schedule of future RRCG meetings

Appendix D – Recovery and Renewal Coordinating Group Action Card

The following is an outline of the initial tasks for the Recovery & Renewal Coordinating Group. It should be noted that several of these tasks have already been completed.

Action	Task	Complete	Date
1.	Confirm appointment of Chair and Depute Chair for sustainability	✓	02/04/20
2.	Confirm Secretariat	✓	22/04/20
3.	Agree/endorse terms of reference for Recovery & Renewal Coordinating Group	✓	07/05/20
4.	Agree the ELC COVID 19 Recovery & Renewal Framework including the Strategic Aim and Objectives	✓	20/05/20
5.	Stand up multi-agency Recovery & Renewal Coordinating Group ¹	✓	12/06/20
6.	Determine if Recovery & Renewal Sub-Groups need to be established and, if so, who will be the Chair of each group ²	✓	12/06/20
7.	Agree reporting mechanisms for the sub-groups ³	✓	12/06/20
8.	Commission/instruct Initial Impact Assessment to establish full situational awareness, and agree how the assessment will be regularly reviewed ⁴	✓	12/06/20
9.	Agree communication and reporting protocols between Recovery & Renewal Coordinating Group, and Recovery & Renewal Sub-Group Chairs ⁵	✓	12/06/20
10.	Strategically oversee the process to ensure the basic principles of Recovery & Renewal are met and that the needs of all are considered throughout		

¹ The first meeting of the Multiagency RRCG (MARRCG) took place on 12 June 2020.

² It was agreed that there would be five key activity area sub-groups and three support sub-groups with lead officers/chairs identified at the MARRCG of 12 June 2020.

³ All key activity leads and support group leads would report back into the meetings of the MARRCG.

⁴ This activity would be led by each of the key activity area sub-groups/chairs.

⁵ This would be carried out through a combination of specific document and data repository established on Resilience Direct and direct reporting into the MARRCG.

Appendix E – Elected Members’ Action Card

Elected members are playing a vital role in the recovery and renewal process. They are seen as a focus for community concerns, and have significant local knowledge that continues to prove invaluable to response, recovery and renewal.

Elected Members are being provided with regular updates on the recovery and renewal process through the following channels:

- Regular reports presented at Council meetings;
- Members’ Briefings on specific topics (e.g. Members’ Briefing on Education, 5 August 2020); and
- Updates to this Framework document, as lodged in the publically-available section of the Members’ Library.

The actions and tasks listed in the table below are being undertaken by various Elected Members on an ongoing basis.

Action	Task
1.	Participate in active workstream roles fulfilling key community and stakeholder linkages as appropriate e.g. Connected Economy Group
2.	Provide a focus for community concerns
3.	Identify problems and vulnerabilities in communities that may require priority attention and feed this into the relevant Recovery & Renewal Key Activity Area Sub-Group/Lead Officer
4.	Utilise knowledge bank of local community representatives and resources
5.	Encourage and support Recovery & Renewal teams coordinating within their community
6.	Enhance local community liaison
7.	Provide visibility and local leadership and where appropriate contact people affected to advise and provide reassurance
8.	Consider recommendations from the Recovery & Renewal Coordinating Group on the strategic choices including normalisation and regeneration to any affected area
9.	Assist the media in relaying messages to the community (following established policy guidelines)
10.	Assist with VIP contacts/visits
11.	Liaise with other elected representatives
12.	Assist and support debrief sessions with the community

Appendix F – Economy Action Card

THE EAST LoTHIAN CONNECTED ECONOMY PARTNERSHIP – CONNECTED ECONOMY GROUP (CEG)

Economic Development Strategy strategic goals – sustain and re-grow existing, and support new, BUSINESSES and JOBS

COVID 19 – Plan for Economic Response, Reset & Restart, Recovery & Renewal.

Headings of Business, Destination Marketing, Town Centres, Rural and Employability

Objectives:

- To identify the key issues affecting businesses and business sectors during and post-COVID 19 outbreak;**
- To maximise financial support from UK Government (UKG), Scottish Government (SG), agencies and other funding sources to affected businesses and individuals;**
- To put in place range of, and promote other, support mechanisms and advice for businesses;**
- To promote understanding of an incremental relaxation of COVID 19 restrictions and work across the council and partnership to enable businesses to open as quickly and appropriately as possible and to adapt to a ‘new normal’; and**
- To reset and raise awareness of East Lothian as a safe visitor destination and secure location for inward investment.**

Impact Assessment Requirement: Data analysis to assess extent of COVID 19 impacts and to aid the targeting of interventions as well as monitoring and reviewing outcomes.

THE EAST LoTHIAN PARTNERSHIP ECONOMIC DEVELOPMENT STRATEGY 2012-22 (Refreshed 2018)

Strategic goals:

- **BUSINESSES:** To increase the number of businesses in East Lothian with growth potential
- **JOBS:** To increase the proportion of East Lothian residents working in and contributing to East Lothian’s economy

Five strategic objectives:

- **To be the best-connected place in Scotland to set up and grow an innovative business**
- **To be Scotland’s leading coastal, leisure, and food & drink destination**
- **To explore and develop regional opportunities to support economic development and to encourage study, work, investment and spend in East Lothian**

	ACTION	WHO	TIMESCALE	RESOURCES	ANTICIPATED OUTCOME
Business	Maximising financial assistance to businesses and individuals and securing inward investment	CEG partners	From April 2020	Staff team and partner input	Optimised financial support from UKG, SG, agencies and other funding sources to affected businesses and individuals helping establish the platform to move forward. End June 2020. 1460 Business Support Grants totaling £16.4m. 103 Hardship Grants, Newly Self-Employed and B&B, totaling £208,000. Scottish Enterprise Pivotal Enterprise Resilience Fund and Creative Tourism & Hospitality Hardship Fund. Letters of support provided to a number of bids. Full details awaited. Over 500 approaches from businesses made to Economic Development with queries and pleas for support. 3861 unique page views on dedicated business support page to end May 2020.
	Develop and update web information for businesses on practices, funding and support. Continue business survival advice.	Economic Development (ED) with partners	From March 2020, ongoing	Staff team and partner input	Widespread awareness of options and opportunities. 3861 unique page views on dedicated business support page to end May 2020. Information and guidance regularly updated in response to feedback and new opportunities.
	Promote available support via networks, social media and web	ED with partners	From March 2020, ongoing	Staff team and partner input	Widespread awareness of options and opportunities. Promoted via social media, e-mail footers, CEG members and other networks
	Communications – promotion of case studies and examples	All	From March 2020, ongoing	Staff team and partner input	Enhanced awareness of opportunities and promotion of service and economy. Response focused on directing businesses to new opportunities and supporting bids.
	1-1 support to local businesses seeking to diversify or restructure	Business Gateway (BG)	From March 2020, ongoing	BG	Options explored and taken forward if feasible. Fewer Business Gateway growth and start-up queries although many existing businesses seeking help with funding and other options, around 20.
	Intelligence-gathering of needs of, and implications for, businesses	Mid & East Lothian Chamber of Commerce (MELCC) for CEG, all partners	From April 2020	Staff team and partner input	For influencing and lobbying, identifying gaps in business support. Collation of evidence and data for Impact Assessment ongoing, ELC. Issues include not being formal rates payer; rateable value > £25k; director dividends meaning ineligible for support; if rates not paid, then no support; no grant for limited companies with no property. Comment about short window of opportunity to apply for Scottish Enterprise schemes.
	Analysis of sectoral implications – e.g. Tourism, Food & Drink, Rural, Town Centres	All	From April 2020	Staff team and partner input	To aid understanding of needs and inform development of any bespoke support and future approach. Establishment of 4 sub-groups through Connected Economy Group around Renewal & Recovery – Tourism, Town Centres, Employability, Rural. Wide representation and chaired by CEG member. Development of bespoke action plans for each linking with Economy Action Card.
Destination Marketing	TOURISM				
	Highlight web info to all businesses, including tourism, supplemented by Visit Scotland (VS) and Scottish Tourism Alliance (STA) guidance	ED/VS	From March 2020 and updated	ED, partners, tourism industry groups	Access to funding support and guidance, especially in relation to bookings and cancellations
	Intelligence-gathering via tourism industry groups and other networks	ED, VS and partners	From April 2020, ongoing	Staff team and partner input	Engagement - golf, attractions, Food & Drink (F&D), other. Ensuring consistent messaging to business community, identifying needs, helping consider options
	Ongoing liaison with VS to understand and align with their future approach	ED	Ongoing	ED/VS	Ensuring VS approach aligns with Visit East Lothian (VEL), intelligence on future approach and business issues
	Marketing of East Lothian as destination post-COVID 19	ED/VEL	From April 2020	Staff team	Focus on imagery and destination post-COVID 19 to retain and enhance awareness of East Lothian
	TOWN CENTRES				
Employability	Engagement with town centre stakeholders/trader associations/retail ensuring guidance clear and supporting alternative mechanisms, e.g. social distancing, food safety/protective services, shop local, social media marketing	ED	From April 2020	ED, other council services, Connected Communities, CEG partners	Begin to make most of interest in shop local ethos, ensure clear guidance on operating
	Supporting employability for those young people and adults who may be experiencing unemployment and/or job uncertainty	East Lothian Works (ELW)	Ongoing	ELW, external funding	Open for business messaging, continued engagement with young people and adults and with businesses
	Establish Triage service to respond to individuals seeking employment	ELW	Launched May 2020	ELW with partners	Responsive service in line with need
	Promotion of Job Matching Service (City Deal project)	Capital City Partnership	Apr-20	Integrated Regional Employability & Skills (IRES) (City Deal)	Promotion to networks and engagement with service
	Engagement with other portals and agencies – e.g. My World of Work (MWoW), tourism, rural	ELW	Apr-20	ELW	Wider promotion of opportunities and engagement with those promoting job openings
Employability	Planning for the senior phase in secondary and whether work with partners, training providers and access to college will be possible	ELW/Education/Edinburgh College	Apr-20	ELW/ Education Schools/Edinburgh College	Consider transitions/courses/promotion/ links to businesses

	ACTION	WHO	TIMESCALE	RESOURCES	ANTICIPATED OUTCOME
	Regular meetings of the Connected Economy Group to monitor progress and new members and expertise brought in when appropriate	Partners	Ongoing	ELC, partners	To ensure CEG members are fully informed about the implications and consequences and can use partnership approach to address issues
	Establishment of four Recovery Sub-Groups chaired by CEG members and involving CEG and others - Tourism, Town Centres, Employability, Rural	Partners	From June 2020	CEG and partners	To ensure that recovery measures are informed by business need
Business	Continue engagement with businesses and industry groups and ensure communication and information clear as to restart (likely to be incremental release of lockdown arrangements with differing sectoral impacts)	CEG, ELC, partners	Ongoing	ELC, partners	To ensure businesses are clear as to operating protocols. To ensure that CEG members are aware of business needs and concerns. To encourage businesses to feedback. Revamped council web pages focusing on business recovery developed end June 2020, regularly updated and feedback and queries encouraged.
	Raise awareness of importance of Business Continuity Planning	ELC	Ongoing	ELC	To promote BCP and provide training/support where required
	Business Gateway start-up service - identify demand for new types of businesses	BG	Ongoing	BG	To assess types of businesses starting up and use this intelligence for planning and lobbying purposes
Tourism	Additional resources to support Tourism Recovery	ELC	July-October 2020	Additional one full-time equivalent member of staff	Existing Project Officers to lead on tourism recovery measures and policy
	Develop (restart) marketing plan for East Lothian and support development of town/community marketing approaches	ELC/VEL	June 2020 onwards	ELC/VEL	Develop appropriate marketing campaign for East Lothian and for communities and industry groups, via the Town Centre and Tourism Recovery Sub-Groups. Comms Plan led by ELC, June 2020 - Stay Safe, Support Local, Love East Lothian, with suite of marketing materials and media. (See Activity Sheet #2 for details)
	Continue engagement with VS and industry groups to identify marketing and business need	ELC/VS	Ongoing	ELC/VS, ELTAG, SGC, SF&DC, industry	To ensure that approaches are aligned, informed by demand and need and in line with phasing and Government guidelines. Good to Go scheme encourages business self-certification - promoted. Business survey planned for July 2020 to assess business sentiment and to establish opening schedules. (See Activity Sheet #3 for details)
	Use social media - liking, posting and sharing - to curate, enhance and amplify messaging in line with guidance/phasing and maintaining and raising awareness of East Lothian as a destination	ELC, partners	Ongoing	ELC, partners	To maintain and raise awareness of East Lothian as a safe and welcoming destination (See Activity Sheet #4 for details)
	Sectoral engagement - Scotland's Golf Coast, Scotland's Food & Drink County, EL Tourism Attractions Group	VS, ELC, partners	Ongoing	ELC, SGC, ELTAG, SF&DC	Encourage cross-promotion and engagement. Strategies developed by groups. Note opening times and phasing. (See Activity Sheet #5 for details)
	Digital business support	ELC	Ongoing	ELC, partners	Highlight webinars and digital support available for businesses. Identify any additional need and develop provision accordingly. Promote benefits of e-commerce. (See Activity Sheet #6 for details)
	Provide clear guidance on reopening protocols	ELC/VS	June 2020 for mid-July opening detailed on council website	ELC, partners	To ensure that businesses are well informed and supported. ELC website updated with new and amended content as required. (See Activity Sheet #7 for details)
	Webinars to support tourism businesses - one led by MELCC July 2020 with VS Chief Executive; interactive one in August managed by ELC and VS	ELC, MELCC, FSB	July-August	ELC, partners	To support and guide tourism businesses, encourage dialogue and engagement between businesses and with ELC and VS. Including National Marketing Strategy and case studies. (See Activity Sheet #8 for details)
	Use VS marketing plan as context to develop and promote East Lothian activity	ELC, VS, partners	Jul-20	ELC, VS, partners	Focus on East Lothian's unique assets and attractiveness to distinct visitor segments. (See Activity Sheet #9 for details)
Employability	Identify inward investment projects – e.g. retail, expanding businesses. Develop programme of 'mock' interviews and through engaging with investors guaranteed interviews for certain groups. Offer interview space if required.	ED/ELW/SDS/DWP	Ongoing	Partners	Maximise local jobs from new employers and raise awareness of partnership approach to support inward investment
	Intelligence gathering of new businesses and skill needs - via BG of start up and growing business needs	ED/BG/ELW	Ongoing	Partners	Review BG starts and growth for trends and analysis
	Promote new opportunities and develop and exploit these - ongoing labour market intelligence as to skills demand	ED/SDS/ELW	Ongoing	Partners	Identify and promote sectoral opportunities, develop provision
	Assess demand and take up of temporary employability services and develop longer-term offer accordingly - analysis of need and take-up as well as outcomes	ELW and partners	Ongoing	Partners	Identify where employability best supported for businesses and potential employees to maximise job outcomes for East Lothian residents
	Provide clear information for businesses reopening - revamped council web pages for Business Recovery with information from range of council services	ELC	Jun-20	ELC	Businesses signposted to the guidance and through SPOC's, see below, encouraged to address queries to council services
	Single point of contact for queries relating to business recovery - council staff seconded to these roles to deal with questions and respond clearly and consistently	ELC	Jun-20	ELC	Businesses and stakeholders able to have a designated contact within the Council for range of queries and be confident that these will be addressed. Town Centre Recovery Sub-Group members advised as well as internal contact points.

Town Centres	Small-scale grant support for business reopening per area partnership	ELC	Jun-20	ELC	Businesses provided with small grants to facilitate reopening, managed by single points of contact. £6000 total per ward.
	Development of marketing plan and activity to encourage visitors (in tandem with Tourism)	ELC/VS	from June 20	ELC/VS/partners	Consistent and joined-up approach to promoting East Lothian and encouraging footfall and spend. Note ELC plan, June 2020 - Stay Safe, Support Local, Love East Lothian.
	Application to STP Towns Recovery Fund	ELC	Jul-20	ELC	Secure additional funding for economic recovery activities, focused on shop local marketing activities and securing additional funds for small scale grant scheme and the ELI gift card. (£24,000 secured).
	Promotion of East Lothian Gift Card	ELC/ELI	from June 20	ELC/ELI	Further opportunity to encourage footfall and spend. Christmas campaign using social media channels, Grab & Load project being mooted to make it easier for retailers to sell cards. Ongoing analysis of use.
	Delivery of Spaces for People project	ELC	from June 20	ELC/Sustrans	Opportunity to provide safer environment for visitors and shoppers supporting businesses in their recovery. £1.4m awarded to ELC, inc. e-bike stations and physical distancing barriers.
	Digital business support	ELC	from June 20	From June 20	Highlight webinars and digital support available for businesses. Identify need and develop provision accordingly. Promote benefits of e-commerce. Webinars through MELCC, FSB, BG.
	Communications plan for business reopening	ELC	from June 20	ELC	Launched 29 June. Stay safe, support local, love East Lothian.
	Explore establishment / collection of metrics to track recovery	ELC / partners	From Sept. 20	ELC and partners	Establish a set of pre-existing / new metrics to track recovery within town centres.
	Support increased networking, information sharing, end engagement by towns groups.	ELC / partners	From Oct 2020	ELC and partners	Regular networking meetings organised and led by towns groups, this group represented at CEG (replaces towns recovery group).
	Roll out Pilot of the SOLE digital High Street / Community Platform to one town.	ELC / STA	From Dec 2020	ELC and partners	Pilot of digital high street that can support town centre with digital footfall whilst restrictions are in place and provide an ongoing single gateway to all local businesses, including online trading / purchase, click and collect, appointment booking, offers and promotions etc. all to promote support local and make it easy to do so.
Rural	Engage with range of stakeholders and identify potential members of sub-group (action point 1)	ELC	Jun-20	ELC	Consider cross section of representatives, geographically and sectorally.
	Convene sub-group and appoint chair (action point 1)	ELC	Jun-20	ELC and partners	Encourage sharing of information
	Develop plan to support rural recovery (action point 1)	ELC	from June 20	ELC and partners	Develop medium to long term planning for rural economic recovery.
	Rural economy event(s) / webinars to promote networking around recovery and rural economic development (action point 1)	ELC / partners	Autumn 2021	ELC and partners	Understanding of the East Lothian rural economy is improved, opportunities for networking, learning, benchmarking, and sharing best practice are created / realised.
	Carry out survey with rural communities / businesses to support plan development (action point 2)	ELC / partners	from August 20	ELC and partners	Identify issues and opportunities linked to COVID recovery (and any other underlying / structural issues)
	Identify and address ongoing or emerging issues facing the rural economy (action point 3)	ELC / partners	from August 20	ELC and partners	
	Rural Wellbeing: Winter Lockdown Project - develop a rural wellbeing project in partnership with Support In Mind Scotland (action point 4)	ELC / Support in Mind	From Dec 20	ELC and partners	Identify one local rural comity to become involved in Support in Mind Scotland's rural wellbeing in lockdown project.
	Planning restrictions and rural development – look at policies which may be preventing rural growth (action point tbc)	Cllrs McMillan / McLennan	TBC	TBC	Consider the impact of planning policy on economic development to identify practices restrictions that may be limiting economic activity and growth in rural areas.
	Address inappropriate and promote positive Countryside Behaviour / awareness to ensure benefit of increased visitor number during and after lock-down (action point 5)	ELC / Partners	August 2020 - ongoing	ELC and partners	Group to spread message about appropriate behaviour in rural areas incl. food waste, responsible parking access code, anti-social behaviour, control of dogs etc.- responsible access is promoted, positive improvement is demonstrated, positive impact of additional visitors is achieved.
	Address over population of rural coastal and inland areas Spring/Summer 2021 (action point 5)	ELC/ partners	Summer 2021	ELC and partners	The countryside areas are more efficiently managed with rural stakeholders working together to help manage the high visitor numbers safely.

**Business Recovery Investment Fund
Recovery Action Plan**

Recovery Action Plan		Updated	24/08/2021	By	Jamie			
		Action	Target Date	% Complete	Date Completed	Red Amber Green	Notes	Responsible
Tourism			Elaine Carmichael & Claire Dutton					
Grant Scheme for Sector Groups	Set guidance & agree application process, including application deadline	09/06/21	100%	21/06/21	<div></div>			
	Invite sectors to apply - golf, attractions, events and outdoor providers.	14/06/21	100%	22/06/21	<div></div>		Scheme also communicated to the wider VEL database and industry via mailshot and social.	
	Closing date for submissions	13/07/21	100%	20/07/21	<div></div>		extended closing date by 1 week to give applicants notice to complete all outstanding elements of their submission.	
	Evaluate and score submissions	20/07/21	100%	06/08/21	<div></div>		Awards confirmed at CEG Chairs 6/8/21	
	Award offer issued	23/07/21	100%	13/08/21	<div></div>			
	Award accepted	25/07/21	50%		<div></div>			
	First payment made	w/c 26/07/2021			<div></div>		ELTAG payment due w/c 30/8/21	
	Project Reports Received	07/03/22			<div></div>			
	2022/23 Proposals received	07/03/22			<div></div>			
	Project evaluation complete	14/03/22			<div></div>			
	2022/23 prosals agreed	21/03/22			<div></div>			
	Final 21/22 payments made	31/03/22			<div></div>			
	2022/23 payments made	31/03/22			<div></div>			
Destination Visitor Marketing	Identify campaigns	30/07/21	100%		<div></div>			Elaine Carmichael & Claire Dutton
	Agree outcomes and sign off activity	20/08/21	50%		<div></div>		Activity identified with VisitScotland	
	Activity delivery	01/09/21			<div></div>			
	Activity report	31/12/21			<div></div>			
Website	Prepare website review brief and PID	07/06/21	100%	07/06/21	<div></div>			Elaine Carmichael & Claire Dutton
	Invite tenders	18/06/21	100%	26/06/21	<div></div>			
	Award contract	30/07/21	100%	28/07/21	<div></div>		Internet Creations appointed	
	Website approved	31/01/22			<div></div>			
Visitor Management	Agree project parameters with Edinburgh University	31/08/21			<div></div>		This project will follow on from the proof of concept pilot taking place this summer.	Elaine Carmichael & Claire Dutton
	Install sensors	31/10/21			<div></div>			
	App Development	28/02/22			<div></div>		App will be built & functionality developed over the course of the period ready for next season.	
Towns and Villages								
ELI Gift Card potential expansion £15,000	Discuss scope / possibilities with ELI	18/06/21	100%	06/08/21	<div></div>			Jamie Baker / Gemma Slight
	Receive proposal for project(s)	02/07/21			<div></div>		awaiting proposals from ELI	
	Evaluate project proposals and agree	w/c 12/7/21			<div></div>			
	Agree monitoring and transfer funds	w/c 19/7/21			<div></div>			
SOLE Digital Communities roll out £42,500	STA Application for CRF	16/06/21	100%	18/06/21	<div></div>			Jamie Baker / Scottish Tech Army
	Outcome of CRF application (if promoted by ELC)	Late July			<div></div>		Outcome due during July, now overdue.	

STA / ELC application for LEADER		Late June TBC		Fund guidance not a good fit for project / other project progressed with EL Works and VCEL	
Outcome of LEADER application (if applicable)		TBC			
Dunbar rollout evaluation + feedback meeting	w/c 5/7/21	50%		<div></div>	Initial meeting has taken place, follow up required.
Decision to roll out / method of rollout agreed	02/08/21			<div></div>	
STA start rollout / engagement with EL Traders	w/c 5/8/21			<div></div>	
Additional SOLE / SOLE East Lothian site(s) live - staged / soft launch	from 01/09/2021			<div></div>	
Ongoing support for rollout	w/c 1/9/21			<div></div>	
Rollout complete	31/12/21			<div></div>	
Trader Group core funds £9,000	Notify established groups of availability	28/06/21	100%	02/08/21	<div></div> Jamie Baker
	Discuss Tranent & PSG Traders Groups with Simon Davie/Emma Brown	w/c 28/06/2021			<div></div> Discussion still to be arranged, summer leave and other priorities for all has delayed.
	Arrange transfer of funds	05/07/21			<div></div> Awaiting confirmation of account info.
	Support for PSG / Tranent groups TBC	TBC			<div></div>
Towns and Villages Fund £36,000	Complete review of guidance and agree assessment procedure	23/06/21	90%		<div></div> Final assesment proceedure TBA Jamie Baker / Regeneration Officer
	Publish application form and guidance incl. closing date	w/c 28/06/2021	100%	19/08/21	<div></div>
	Closing date for submission	17/09/21			<div></div>
	Assess and agree awards	w/c 21/09/21			<div></div>
	Issue award letters with any conditions	w/c 21/09/21			<div></div>
	Payment of awards	w/c 27/09/21			<div></div>
	Project report / evaluations reminder / request made	01/02/22			<div></div>
	Project report / evaluations received	31/03/22			<div></div>
Road Licensing Fees £5,000	Agree route to publicity if any	18/06/21	100%		<div></div> approach agreed with Roads Jamie Baker
	Track requests for and transfer funds as required	Ongoing			<div></div>
Town Centre Investment Support	Develop proposal taking cognisance of available funds incl. LUF / Place	31/08/21			<div></div> Jamie Baker / Regeneration Officer
	Delivery TBC	TBC			<div></div>
Business Support and Growth					
Provide expert support to businesses	Survey design for first contact with businesses (scoping)	11/06/21	100%	11/06/21	<div></div>
	Issue survey to business base	11/06/21	100%	11/06/21	<div></div>
	Survey return complete	27/06/21	100%	28/06/21	<div></div>
	Agree possible routes to procuring	27/06/21	100%	28/06/21	<div></div>
	Confirm design of services / work packages	02/07/21	100%	26/07/21	<div></div>
	Procure	w/c 5/7/21	90%		<div></div> requires data sharing agreement fo consultants, under review with legal
	Services live	TBC			<div></div>
Business Sustainability/Job Creation grant	Complete application and guidance	30/06/21	100%	19/07/21	<div></div> Gemma Slight / Jamie Baker
	Identify long list of candidate businesses	30/06/21	95%		<div></div>
	Start notification of candidates and provide support	01/07/21	20%		<div></div> 2x growth businesses in the process, 1x application received.
	50% fund allocated	29/10/21			<div></div>
	Applications close	31/01/22			<div></div>

Capital expenditure invoiced	31/03/22	<div></div>
100% Funds drawn down	31/03/22	<div></div>

Rural Economy

Rural Toilet Provision £23,500	Confirm scope and cost / Transfer funds to FM	30/06/21		facilities to be open from 30/07/21 - closure date TBC	FM Service	
	Rural facilities open	Ongoing		all facilities open save Fisher Row due to damage by fire (vandalism)		
FEAST Event £20,000	Liaise with BID manager to scope	w/c 5/07/21	50%		Exploring partnership with BID / Rougue Village based on proposal presented for tourism funding	Gemma Slight / Claire Dutton
Drive Digital Connectivity £60,000	Scope need / options / service	w/c 12/07/21	10%		Initial cross-service discussion scheduled for early September (ED/IT/Communities)	Jamie Baker
	Agreed scope and route to procurement	w/c 19/07/21				
	Out to market / recruitment	TBC				
	Service delivery	TBC				

Love East Lothian Marketing

Local Business & Place Promotion / Marketing	Produce comms plan	14/07/21	50%	<div></div>	ED/Comms teams
	Agree route to procurement / delivery	14/07/21	50%	<div></div>	
	Produce content	Autumn 2021		<div></div>	
	Campaign(s) planned / live / live dates agreed	Autum/Spring 21,	10%	<div></div>	
	Campaign(s) live	TBC		<div></div>	
	Campaigns complete	TBC		<div></div>	

Employability

Careers Event	Contact EL Works to advise of available funding	08/06/21	100%	08/06/21	<div></div>	EL Works (Alison Hood)
	Agree scope, KPIs, and evaluation with EL Works	01/07/21	75%		<div></div>	
Vocational Hospitality Training	Contact EL Works to advise of available funding	08/06/21	100%	08/06/21	<div></div>	EL Works (Alison Hood)
	Agree scope, KPIs, and evaluation with EL Works	01/07/2021	75%		<div></div>	

Action

Provide clear information for businesses reopening - revamped council web pages for Business Recovery with information from range of council services

Activity	Lead	Timescale	Indicative Budget	Outcome/Activity to date
ELC webpages kept up to date with current advice, guidance, regulation, and support available	ELC	June (ongoing)		Ongoing updates being carried out as required. Debt advice routes and towns and villages recovery fund details added Sept 20. Support pages revamped Jan/Feb, including info on ELC discretionary fund.
Businesses signposted to web-based guidance and contact with relevant ELC / partner support via SPoCs	ELC	June		SPoCs in place since July 2020 and taking queries / providing support across all wards. SPoCs supporting towns and village fund enquiries / applications

Action

Single point of contact for queries relating to business recovery - council staff seconded to these roles to deal with questions and respond clearly and consistently

Activity	Lead	Timescale	Indicative Budget	Outcome/Activity to date
Allocate SPoC roles	ELC	July		Seconded staff allocated p/t duties to assist from July 2020 = Linda Cockburn, Haddington - Jean Squires, Dunbar - Wendy Malkin, N. Berwick - Jamie Baker, Musselburgh - Lucy Schofield/Jamie Baker, Tranent - Jenny Sheerin, PSG By mid august 2020 circa 20 support enquiries handled.
SPoCs supporting town and village recovery funding EOIs / application:	ELC	August (ongoing)		Application form + guidance issued August 2020 By mid Sept. 2020 enquiries received from Musselburgh, Haddington, N.B. Gin, Filling Station Prestonpans, Tranent, Dunpender CC, Tynninghame Village Hall, Dunbar Traders, Cockenzie Hose and Gardens Trust.
Additional SPoC support wound down	ELC	Jan-21		Additional SPoC resouces released, queries continue to be directed to ED mailbox.

Action

Small-scale grant support for business reopening per area partnership
to support business / community led local economic recovery

Activity	Lead	Timescale	Indicative Budget	Outcome/Activity to date
<i>Develop and produce fund guidance and application procedure</i>	ELC	July	36,000	Completed July 2020
<i>Distribute application form and guidance and promote funding</i>	ELC	August - ongoing		Fund promoted from August 2020 via SPoCs, community councils, area partnerships, business / traders associations, ELC website, and Rural recovery Group.
<i>Assess / determine applications</i>	ELC Recovery Chairs meeting	Sept. - ongoing		To date: Tynninghame Village hall, approved - Dunbar Trades, approved - Battle Trust event, declined - Cockenzie House and Gardens, further development required. Oct 2020. Awards to Dunbar Traders, Tynningham Village Hall, Fraser Centre Trust, Cockenzie House and Gardens Trust, and North Berwick Business Association made. Dec 2020 Awards confirmed to all Towns for a variety of projects including, digital marketing, Christmas trading huts, gift card reward schemes.

Action

Explore establishment / collection of metrics to track recovery

Activity	Lead	Timescale	Indicative Budget	Outcome/Activity to date
Begin discussion on metrics / KPIs / other measures of success for towns recovery & growth	ELC / Partners	Sept - ongoing	TBC	List of existing metrics being compiled to link with tourism, incl. frequency, value / reliability of data, potential partners.
Add metric / KPIs to activities funded by towns and villages recovery funding as appropriate	ELC	Sept - ongoing		Dunbar trades award to include detailed metrics / KPIs to support local recovery and data collection / benchmarking and best practice development of other areas.
Haddington footfall counter (market street) online	ELC / Sustrans	August - ongoing		23,000 Sustrans funding linked to Haddington TC design project funds 2 x 24/7 footfall cameras (Market and High Street) data available from August 2020

Action

Support increased networking, information sharing, end engagement by towns groups.

Activity	Lead	Timescale	Indicative Budget	Outcome/Activity to date
Regular networking meetings organised and led by towns groups, this group represented at CEG (replaces towns recovery group).	ELC / Partners	Oct - ongoing	TBC	First meeting held with input from STP / STA & chair of CEG and towns recovery group Meetings to be set 6 weekly, meeting in Feb 21 confirmed towns groups do not yet have capacity for taking these over.
Towns networking meetings temporarily replaced by cross sector meeting based on CEG membership and wider recovery groups / key partners	ELC / partners	March - Sept		4 meetings held, DONM TBC

Action

Launch SOLE platform pilot

Activity	Lead	Timescale	Indicative Budget	Outcome/Activity to date
<i>Selected pilot location for SOLE digital high street</i>	ELC / STA	Oct-20	£5,000	Dunbar selected
<i>STA to engage with Friends of Dunbar High Street scope, businesses, roll out etc. including mass upload of business info</i>	STA	Oct 20 to Dec 20		Scope agreed, initial marketing and networking with local business underway. Launch planned for spring 2021
<i>SOLE pre-launch social media and marketing + 'claim you profile' underway</i>	STA / FoDHS	Jan - March 21		100 businesses signed up and beta version of the site ready for testing, launch slated for late march (pre-Easter)
Soft launch complete to support continued engagement with local businesses.	STA / DTA / DCC	March-June 21		150 businesses / 100+ community groups signed up, site and app live.
UK CRF application for county wide supported roll-out	STA	June 18th 2021		Application submitted, approved and forwarded to UK Gov. - outcome due end July 21 (overdue)

Action

Develop plan to support rural recovery (action point 1)

Activity	Lead	Timescale	Indicative Budget	Outcome/Activity to date
Engage with range of stakeholders and identify potential members of sub-group (action point 1)	ELC / partners	Summer 2020		Completed
Convene sub-group and appoint chair	ELC / partners	Summer 2020		Group established and chair appointed (Anne Hastie)
<i>Rural recovery group established and defining parameters of a medium - long term recovery plan</i>	ELC / partners	by end 2020	tbc	Group working with internal and external partners to establish scope.
Group considering membership / representation	ELC / partners	July 2020 - ongoing		Additional members added to represent additional rural sectors, need for rural youth representation identified (to be explored Autumn 2021). Membership of the group remains open and new members are encouraged.
<i>Carry out phased research to establish impact of COVID and other / structural issues (see action #4)</i>	ELC / partners	August 2020 - ongoing		Initial survey piloted August 2020. As of 29/04 the survey details are to be updated on the ELC website and new responses are always encouraged.
<i>Develop plans to highlight rural walking and cycle routes (which also promote local rural businesses)</i>	ELC / partners	July 2020 - ongoing		Sub-group established. Routes have been highlighted and were communicated by ELC social media channels in 2020. They will be re-published again in 2021.
Develop a webinar(s) for Rural Recovery - topics include food and drink incl. production, digital skills and marketing, and a networking event	ELC / partners	Winter 2021		Update August 2021: group scoping out topics, with a Longlist to be prepared September 2021. Group hoping to work with STArmy on tech/event co-ordination aspect. AH has had initial chats with STA.
<i>Communications - group to be used as a resource to actively promote/share and discuss best practice, funding opportunities and positive case studies for rural area</i>	ELC / partners	Ongoing		Information shared weekly via email chain or discussed in bi-weekly group meetings.
<i>Explore subject/emphasize importance of a "green" recovery in rural areas. Keep as standing item on agenda and invite guest speakers to discuss case studies, challenges and opportunities</i>	ELC / partners	Ongoing		Dr Martin Valenti (Scottish Enterprise) gave presentation on 26/10 which was very well received by group.
<i>Identifying opportunities for rural businesses - Marketing and Business Engagement Officer from John Muir way to join meeting and discuss marketing opportunities</i>	ELC/AH	May-21		Marketing and Business Engagement Officer from John Muir way presented to the group in May and made group aware of marketing opportunities

Timescale	Indicative Budget	Outcome/Activity to date
Jul-20		2 stage approach identified, short survey to ID recent / current issues and solutions/ quick wins and inform further qualitative engagement to help form longer term planning. Survey reviewed and issued Sept 2020, promotion ongoing
August		Survey live on consultation hub with link on Coronavirus section, promotion underway.
Sept 2020 - ongoing		Survey live on consultation hub with link on Coronavirus section, promotion underway.
Oct-20		Survey promoted in local press
Nov-20		Presentation from Support in Mind Scotland Nov 2020. Further action to identify locale and engage participants
May-21		

Action

Identify and address ongoing or emerging issues facing the rural economy

Activity	Lead	Timescale	Indicative Budget	Outcome/Activity to date
<i>Explore metrics to track recovery - including visits to business debt advice section of ELC website and redundancy statistics for rural areas</i>	ELC/ partners	Ongoing	NA	
<i>Encourage rural businesses and partners to use group as a platform to share and discuss concerns</i>	ELC/partners	Ongoing	NA	Group regularly being used to share concerns, share data (eg. visitor statistics) and best practice for dealing with various issues facing rural economy

Action

Rural wellbeing

Activity	Lead	Timescale	Indicative Outcome/Activity to date
Winter Lockdown Project - develop a rural wellbeing project in partnership with Support In Mind Scotland	ELC (DG)/partners	Ongoing	<p>Latest update as of 29/04: Winter Lockdown project has engaged artist Pam van de Burg to capture all 3 pilot areas by public film/public art and is looking to chat with people who wanted to talk about how communities have been affected by lockdown rather than personal stories. Ros Halley from Support in Mind suggested that AH might be interested to talk to Pam from an East Lothian perspective.</p> <p>The focus is still from a mental health perspective so how communities have coped with mental health during lockdown. AH suggested Communities or Area Partnership Managers may have more knowledge/insight. DG thought this was a good idea and would make contact.</p> <p>The EL/ Haddington project has hit a bump in the road with Hazel the Family Support worker being off sick, she is key to having the relationships with the parents so they are looking to widen the net for the film/ art piece that links the 3 projects together – this has a tighter timescale, the Haddington project can continue beyond the life of the Winter Lockdown project.</p>

Action

Address inappropriate and promote positive Countryside Behaviour / awareness to ensure benefit of increased visitor number during and after lock-down.

Activity	Lead	Timescale	Indicative Budget	Outcome/Activity to date
<p>Group to spread message about appropriate behaviour in rural areas incl. food waste, responsible parking access code, anti-social behaviour, ELC / partners Ongoing</p> <p>control of dogs etc.- responsible access is promoted, positive improvement is demonstrated, positive impact of additional visitors is achieved.</p>				
<p>Group has contributed to creation / distribution of camapign by ELC comms / Lanscape and Countryside and amplified work of partners e.g. NFUS</p>				
<p>Issue of overpopulation/crowding of ELC rural areas, in particular coastal sites has become a regular agenda item. As of 29/04 there are three action points associated with this specific issue</p>				
1. Raise in CEG group and develop comms plan	AH/JM	Spring 2021		Messaging to discourage travel to area during busy times/but still encourage visits to specific hospitality and shopping establishments.
2. Consider article in courier and ways to engage children in issue.	AH/JM	Spring 2021		
	ALL	Ongoing		Rural businesses (eg. The Drift) are providing some space for motorhomes. Other discussions being led by ELC ranger service with local businesses to provide areas for campers etc.
3. Alternatives to/additional overnight parking and camping sites				

Action

Develop (restart) marketing plan for East Lothian and support development of town/community marketing approaches

Activity	Lead	Timescale	Indicative Budget	Outcome	Status	Note/Activity to date
Create and implement a communications plan <i>Stay Safe, Support Local, Love East Lothian, with suite of marketing collateral</i> <i>#LoveEastLothian</i>	ELC	June		Social media campaign - businesses Posters for businesses Info animation for businesses Social media campaign - communities 400 Local Media	Delivered Delivered Delivered Delivered Delivered	Distributed by Comms Original generic animation by Comms Distributed by Comms Advertising placed by Comms Extended in line with phases
Build on the communications plan to reflect a tourism message <i>#LoveEastLothian Now; Responsibly; Safely; Respectfully. Welcome messaging. Know/plan before you go messaging</i>	ELC	July/August		Social media campaign - domestic market 12 posters for local businesses Info animation for domestic market £1,000 Local media	In progress Delivered Delivered Delivered	Emailed to all VEL businesses as well as sent to caravan parks, rangers, on arrival locations, Generic animation on social media Campaign with EN/SM - online EN articles and EN75M twitter and facebook posts #shoplocalchristmas delivered via instagram, twitter and facebook highlighting the giftcard, local businesses and seasonal activities.Ongoing #loveeastlothian messaging. February national destination Instagram campaign 'focus on what we can do'.
Develop and implement tourism marketing messaging plan <i>To include good to go, welcome, open, rural, safe, reassurance, responsible, book now, school holidays, play ahead, staycation and looking to 2021</i> <i>Follow national guidelines and phases - local domestic, Scotland, rest of UK and Ireland, international</i> <i>Create content for target markets and align to existing East Lothian personas (from Visitor Research 2018)</i> <i>Curate content from businesses and sectorial groups</i> <i>Encourage businesses and sectorial groups to amplify the campaign messaging</i> <i>Update VEL website to reflect current messaging and include good to go logo</i> <i>Utilise VEL website Spotlight widget</i> <i>Invite guest bloggers</i>	ELC	August Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	32,400 As detailed in the plan	Social media posts	Delivered Delivered Delivered Delivered Delivered Delivered Delivered Delivered Delivered	Plan is being progressed (all projects below detailed information on tourism marketing messaging plan)
<i>Investigate bespoke package with VS</i> <i>Bespoke package with VS and Expedia Group</i> <i>Work with external agency to create new and repurposed video content</i> <i>Work with social media agency to create bespoke content</i> <i>Contact vloggers/bloggers to create bespoke content</i>	ELC/VS ELC/VS ELC ELC ELC	Autumn Spring November/May November/May November/May		Targetted messaging by VS to VS contacts Targetted campaing using VS channels and contacts Video highlighting overall EL offer Social media campaign for the 2021 main season Content created and posted	Delivered Delivered In progress In progress Delivered	Campaign signed off put on hold in autumn delivered Spring/early summer. Final report awaited. Bespoke VEL page on Hotels.com retargetting warm users. Final report awaited. Tender awarded. Rural Relaxers video promoted. Further 4 videos to follow. Tender awarded. Content created. Campaign launched June 2021. Autumn blog, animal lovers vlog, Christmas blog, families blog, couples promoted. Autumn and Winter vlog being held until appropriate time to use this year.

Action

Continue engagement with VS and industry groups to identify marketing and business need

Activity	Lead	Timescale	Indicative Budget	Outcome	Status	Note/activity to date
Communicate details of the Government phased approach	ELC/VS	Ongoing				
Dedicated page on ELC website, email and social updates, verbal updates at meetings for example from Police Scotland, Licencing, Environmental Health and in relation to STERG	ELC	Ongoing		Page created and updated	Ongoing	
Promote Good to Go scheme and monitor uptake	ELC/VS	Ongoing		Businesses signed up	Ongoing	62 good to go logo accreditation in EL - listed on VEL, businesses can also add logo to their listing, information across social channels
Email and social channels focussed on business users e.g. Biz East Lothian and The Lothians Facebook pages, VEL database	ELC/VS	Ongoing		Information shared and up to date	Ongoing	all relevant grant schemes/business information on EL biz/ELC
Undertake, record and share results of business surveys				Results shared and acted upon (Jul/Aug)	Delivered	Results shared
ELI, sectorial results, MELCC, FSB, VS share survey results	ELC/ELTAG/SGC/SF&DC/FSB/MELCC/VS	Ongoing				
Conduct tourism/retail survey in relation to opening and confidence levels	ELC	July				
Encourage industry groups to share intelligence	ELC/ELTAG/SGC/SF&DC/VS	Ongoing				
Undertake a survey of the accommodation sector re engagement and representation	ELC	November/December		Participation and results		

Action

Use social media - liking, posting and sharing - to curate, enhance and amplify messaging in line with guidance/phasing and maintaining and raising awareness of East Lothian as a destination

Activity	Lead	Timescale	Indicative Budget	Outcome	Status	Note /Activity to Date
Phases 1 - 2 (Already delivered) Following Government Route Map and VS Phased Marketing Plan Follow national marketing messaging and created/share posts from locals, businesses and previous visitors to keep East Lothian front of mind as a safe and welcoming place to visit <i>#stay-safe, #stay-at-home #don't-mov-travel</i> promote local producers, suppliers and food & drink outlets <i>#eatlocal #shoplocal #supportlocal</i> blog - stay at home activities Participate in VS window on Scotland and postcard from Scotland activity Blog "Wish you were there...?" Repurpose planned YCW and Only in Scotland where possible Begin sharing existing video content - avoid festivals/events/people in close contact - focus on scenery, history	ELC, VS, SGC, ELTAG/ SF&DC	July	Ref Action 2	In Progress	The projected phases have not been borne out as the second wave of the pandemic hit. All phased activity is being delivered as appropriate to the current guidance and restrictions	
Phase 3 Follow national marketing messaging and Government guidelines re opening up for locals, encourage to be tourists at home, encourage shop and support local businesses including retail, hospitality and attractions as open up. Extend messaging as appropriate to Scottish domestic markets for overnight stays. <i>#goodto-go, #hametowntourist, #onlyinScotland, #onlyineastlothian, #ycw2020 - extend to reflect #s as appropriate/agree</i> Promote #moveeastlothian support local message. Know/plan before you go - responsible Continuing reassurances on safety, welcome, rural, uncrowded As appropriate (date and government announcements dependent) highlight East Lothian for days out, school holiday activities, staycation breaks to domestic market Scotland, rest of UK	ongoing ongoing ongoing ongoing	ongoing	ongoing	ongoing	Up to date information on VEL and ELC websites	video created, ELTAG, blog posts, social media, campaigns with newspapers, VS
Phase 4 As appropriate (date and government announcements dependent) highlight East Lothian for days out, school holiday activities, staycation breaks to domestic market Scotland, rest of UK, international travel as appropriate <i>Additional #s - #staycation #hiddengems and others tbc</i> <i>Welcome</i>	ELC, VS, SGC, ELC, VS, SGC, ELTAG	August TBC	Ref Action 2			
In conjunction with announcements encourage autumn/winter bookings from further afield/overseas and into 2021	ELC, VS, SGC,	TBC	Ref Action 2			on hold due to current covid restrictions. Opportunities being investigated for domestic travel for 2021

Action						
Sectoral engagement - Scotland's Golf Coast, Scotland's Food & Drink County, EL Tourism Attractions Group (note also events and film)						
Activity	Lead	Timescale	Indicative Budget	Outcome	Status	Note/Activity to date
Sectoral and recovery meetings - provide information on opportunities Highlight businesses opening across channels Feature sectors on VEL website - guest blogs, spotlight widgets Sectors to provide strategies and plans	SGC/ELTAG/SF&DC/ELC/VS SGC/ELTAG/SF&DC/ELC/VS ELC SGC/ELTAG/SF&DC	Ongoing Ongoing Ongoing August	Ref Action 2	Meetings held Content created/curated Content Created Sector Plans Received	Ongoing Delierred Delivered Delivered	ELTAG/SGC/SF&DC have met virtually. Tourism Sub Group has met virtually. Tourism sub group now stood down. Meetings being progressed direct with the sectors and wider business engagement group. updated opening information on VEL, curated posts on social media Content created ELTAG has provided project outline for 2020. SF&DC has provided plans funded by ELC and Scotlands Food & Drink fund
Undertake joint initiatives (and allocate budget where appropriate)						
Scotland's Food & Drink County (led by Coordinator)						
Interface application for QMU support with COVID recovery research Food and drink businesses in East Lothian have adapted as a result of the pandemic. Are the new ways of working sustainable and what can be done to ensure that there is longevity in the local food and drink industry? What have local food and drink businesses learnt as a result of COVID 19, and how has it changed how businesses will prepare in the future?	SF&DC/ELC/QMU	From August	tbc	Project with academic	Not progressing	No suitable project identified at present
Scotland Food & Drink application for funding to support food tourism marketing Match funding from EDU and the BID to enable coordinated marketing	SF&DC/ELC	From August		10,000 Campaign delivered and monitored	In progress	Funding in place October. Activity progressing.
Provide content for storytelling and communications work						
Host a regional food event within 12 months				Reach, 25% grow of social channels, 2 photography projects Event with broad rep from producers and 10 buyers. Measure new connections. Note COVID restrictions impact .3 itineraries created. FAMS held - note COVID restrictions impact Update website content, photo and PR bank, online map, increase web traffic Market insights and data provided Produce material, collaborative projects eg gift box, case studies on use 5 new supporter members (COVID aould impact)		Photography co,,issioned and existing repurposed. Social growth IG +33%, FB +15% T +18%.
FAM visits and itineraries/maps produced						Postponed. Possible virtual meet the buyer event.
Enhance online food and drink directory						On hold.
Provision of research or data for members						Planned revamped website launh August. Quarterly insight update.
Encourage use of East Lothian Food & Drink branding						In porgress. EL Gift Box trialled Christmas 2021. Scheme being relaunched summer 2021.
Raise awareness of Supporter's Scheme						
Evidence of tourism collaboration				Food & drink, attractions, accommodation promoting and using local produce. Visitor facing activity End of project report and future initiatives		VEL, rural recovery group and QUM collaborations.
Project legacy						
Highlight local produce/producers	ELC/SF&DC/VS	Ongoing				
ELTAG (led by coordinator)						
Sharing experiences and best practice via recovery log Provide detailed information on opening plans and offer Review Growth Fund plans in line with current marketing needs (scheme currently on hold) possible VS activity - details tbc Contributed content as attractions open up including posts and blogs The Braanford visit and related video content for VEL youtube 2X Promotion ELTAG video - Rob McDougall	ELTAG ELTAG ELC ELTAG ELTAG ELTAG/ELC	Ongoing From July July From August September September	Ref Action 2	Recovery log created and updated Attractions plans shared Blogs/posts delivered and published Content uploaded to you tube and shared Broadcast and shared	Delivered Delivered On hold Delivered Delivered Delivered	updated regularly by coordinator Completed and updated on VEL on hold and funding redistributed Social pposts created - e.g NMoff and attractions videos Content created and delivered for Foxlake September Broadcast and shared, boosted on facebook, VS icentre Edinburgh, VEL/YouTube related press release and ECFM interview delivered
Race meeting Love East Lothian and themed race for each attraction Develop hidden gems campaign ready for recovery phase - 2021 Assist with VEL blog content	ELTAG ELTAG ELTAG/ELC	October From August Ongoing		Race meeting complete Bloggers facilitated and content curated	In progress In progress Delivered	Themed race meetings. Mini travellers visit facilitated and content curated.
Marketing campaign 2021 - Scotland's Town Partnership Loves Local award	ELTAG/ELC	In progress		blogger/vloggers, advertising campaign local media, soc	In progress	£5,000 awarded from STP
SGC						
VS partner opportunity with SGC/ELC Summary of sector group activity to be added	SGC	tbc	Ref Action 2	2,500		No plans received and offer of match for VS activity not taken up.
Events						
Golf - ASISO and ASILSO Activity in conjunction with European Tour and IMG to promote the tournaments and East Lothian Scotland's Golf Coast	ELC/Event Organisers	July - October		Social content, media, onsite activity. Impact analysis	Delivered	Ladies - Social content - sharing of social media posts, media notes developed for TV. On course boards - 5 static (all branded SGC). 1 additional hour of TV per day x 4 days, Highlights programme on BBC Scotland, 1 team in sponsored Golf Day, Local Junior Q&A activity. Mens -2 off course advertising boards, 8 TV facing advertising boards, 2 TV tower advertising boards (12 in total - all branded SGC) Regional golf feature in the programme - SGC focused. Impacts. LSO - East Lothian \$442,411, 13 hours of exposure; North Berwick specific \$3.8m, 107 hours of exposure, SGC \$1.3m, 35 house of exposure (100% gross TV media value). SO - Net sponsorship value across all ELC related branding \$1.5M average 2m15sec per hour, social media mentions and videos \$17,000 net sponsorship value, (green signage 45% of net sponsorship value, Tee fence 45% of net sponsorship value) Scotland Golf Coast branding 100% gross media value \$4.9 million, net sponsorship value \$1.5 million.
Liaison with key annual events including FBTS, Lammernuir Festival, Racecourse, The Brunton and Christmas Fairy Trail re plans. Advice, assistance and guidance with staging events/activity	ELC/Event Organisers	Ongoing		Number of events held and feedback/impacts	Delivered	SAG meetings and cross council support to facilitate safe return of events. Meetings held with FBTS re 2021. FBTS awarded STP Loves Local £5k. Meeting held with Lammernuir Festival for 2021.
Golf - ASISO 2021 Golf - ASILSO 2021	ELC/Event Organisers ELC/Event Organisers	July		Social content, media, onsite activity. Impact analysis	In progress Not Progressing	July 8th-11th 2021. No onsite precense. Branded on site activity delivered by EDU using SGC banner. PR and marketing activity via website and programme under VEL. Limited spectators. LSO not returning to EL in 2021. Note event has lost ASI as main sponsor.
Film						
Amend ELC guidance for film makers to include COVID 19 restrictions Webinar aimed at rural properties, statley homes re new guidance Webinar on working in the film industry Link to release on DVD of Outlander Season 5	ELC/Film Edinburgh Film Edinburgh Film Edinburgh ELC/VS	July July tbc September	Ref Action 2	Guidance amended and issued, provided to film enquiri Attendance numbers Attendance numbers Content created	Delivered Delivered Delivered	2 businesses attended from East Lothian (total attendees 20) on hold at present Blog post by Mary's Meanders Sept 2020
Occupany study as part of a wider combined commerial needs study	ELC	August		Outcome report delivered	Delivered	comments have been provided on each aspect of the study by Economic Development to Planning

Action

Digital business support

Activity	Lead	Timescale	Indicative Budget	Outcome	Status	Notes /Activity to date
Prepare a list of online support available including webinars	ELC	July		Distribute List	Delivered	
Highlight online support, e-commerce and webinars via social channels	ELC	Ongoing			Delivered	Via business channels
Promote ERDF one to one business support	ELC	Ongoing		Number of businesses on the programme	Delivered	
Work with agencies including Business Gateway, SE and VS to ensure business needs and skills gaps are addressed	VS/ELC/BG	Ongoing			Delivered	
<i>Programme of webinars for autumn 2020 to spring 2021 developed with VS.</i>	ELC/VS	November to April		Number of sessions delivered and attendees	Delivered	5 webinars delivered - attendees 70

Action

Provide clear guidance on reopening protocols

Activity	Lead	Timescale	Indicative Budget	Outcome	Status	Notes /Activity to date
Create and update dedicated page on ELC website <i>include sources of further information</i> <i>sectorial guidance</i> <i>health & safety guidance</i> <i>sources of support (financial and other)</i> <i>signposting and links to Government and sector information</i> <i>downloadable materials e.g. posters/signs</i>	ELC	Ongoing		Created - monitor page views	Ongoing	Updated as required Guidance available in line with changing LA levels.
Invite organisations and ELC department reps to recovery meetings to update and participate in Q&A	ELC			Downloads	Delivered Delivered	VS, Police Scotland, Environmental Health attended meetings.

Action

Webinars to support tourism businesses - one led by MELCC July 2020 with VS Chief Executive; interactive one in August managed by ELC and VS

Activity	Lead	Timescale	Indicative Budget	Outcome	Status	Notes /activity to date
Deliver a webinar Q&A with Malcolm Roughhead, VS Chief Executive	MELCC	22 July		Number of businesse participants	Delivered	25 attendees
Deliver a post-opening webinar for East Lothian businesses	VS/ELC	19 August tbc		Number of participants	Not progressing	Being re formatted and rescheduled to better fit the post opening situation.
Deliver webinar for CEG/Tourism Subgroup with Riddell Graham	VS/ELC	12th Oct		Number of attendees	Delivered	19 attendees

Action

Use VS marketing plan template as context to develop and promote East Lothian activity

Activity	Lead	Timescale	Indicative Budget	Outcome	Status	Notes/activity to date
Research businesses open/offers in line with Government phases and messaging	ELC	Ongoing		Spreadsheet	Delivered	The anticipated phases have not progressed as envisaged the activity linked to those phases is complete and up to date. Should the phases come back into play we will continue to work with VS to implement this activity.
Complete VS marketing template for each phase	ELC	Ongoing		Submit template to VS in time for new guidance	Delivered	
Highlight key priorities/messaging for destination	ELC	Ongoing		Submit template to VS in time for new guidance	Delivered	
Highlight key priorities/messaging by sectors. Sectors and businesses to provide info to VEL email for inclusion.	ELTAG/SGC/SF&DC	Ongoing		Submissions received	Delivered	
Provide VS with sample businesses to include for each phase	ELC	Ongoing		Submit template to VS in time for new guidance	Delivered	
Provide VS with areas of sensitivity for each phase	ELC	Ongoing		Submit template to VS in time for new guidance	Delivered	
Provide VS with key destination/sector #s	ELC	August		Submit template to VS in time for new guidance	Delivered	
Provide VS with VEL listings	ELC	July		Spreadsheet	Delivered	
Share resulting VS content (note is regional Edinburgh & The Lothians)	ELC/SGC/ETLAG/SF&DC	Ongoing		Social posts	Delivered	
Regular meetings with VS/ELC on marketing as Government announcements on the phases are made	ELC/VS	Ongoing		Meetings	Delivered	

OVERARCHING BUSINESS RENEWAL AND RECOVERY GROUP – CONNECTED ECONOMY GROUP
Chaired by Cllr John McMillan
Represented:
ELC staff (Economic Development and Protective Services)
ELC Elected Member(s)
Scottish Enterprise (SE)
Federation of Small Businesses (FSB)
Mid- and East Lothian Chamber of Commerce (MELCC)
Department for Work & Pensions (DWP)
Skills Development Scotland (SDS)
Edinburgh College

EAST Lothian TOURISM RENEWAL AND RECOVERY SUB GROUP
Chaired by Cllr Jeremy Findlay
Represented:
ELC staff (Economic Development)
ELC Elected Member(s)
VisitScotland (VS)
Federation of Small Businesses (FSB)
Mid- and East Lothian Chamber of Commerce (MELCC)
Scotland's Golf Coast
East Lothian Tourism Attractions Group
Food & Drink East Lothian
Other industry partners

TOWN CENTRE RENEWAL AND RECOVERY SUB GROUP
Chaired by Cllr Paul McLennan
Represented:
ELC staff (Economic Development and Protective Services)
ELC Elected Member(s)
Traders'/Business Association representatives
Local stakeholders
Federation of Small Businesses (FSB)
Mid- and East Lothian Chamber of Commerce (MELCC)
Area Partnerships
Community Councils

EMPLOYABILITY RENEWAL AND RECOVERY GROUP
Chaired by Neil Craik-Collins, East Lothian Works
Represented:
ELC staff (Economic Development and EL Works Staff)
ELC Elected Member(s)
Skills Development Scotland (SDS)
Department for Work & Pensions (DWP)
Edinburgh College
Developing the Young Workforce (DWP)
Queen Margaret University
Volunteer Development East Lothian
Scottish Enterprise (SE)
Federation of Small Businesses (FSB)
Mid- and East Lothian Chamber of Commerce (MELCC)

RURAL RENEWAL AND RECOVERY GROUP
Chaired by Anne Hastie
Represented:
ELC Staff
ELC Elected Member(s)
National Farmers Union Scotland
Tyne/Esk LEADER programme
Range of rural stakeholders and business representatives

COVID-19 – COMMUNITY RESPONSE & RECOVERY ACTION CARD V1.5/23082021 - DRAFT

Community Recovery & Renewal Co-Ordinating Group

Objectives: (From the Group's Terms of Reference)

To assess and prioritise the community impacts of and issues arising from the COVID-19 outbreak across communities in East Lothian, focussing on reducing inequalities, taking context from the established priorities within the East Lothian Plan and the 6 Area Partnership Locality Plans and engagement with our communities and residents.

To support development of 'our place' and community in the context of wider strategic objectives e.g. Reducing Inequalities, Digital Inclusion, Climate Change etc.

To provide guidance, and where appropriate, request the Council and partner agencies and key community partners to undertake specific actions in order to provide co-ordinated partnership leadership to community recovery and renewal.

To maintain awareness of community-related recovery and renewal implications and actions being taken by partner agencies and other organisations e.g. Police Scotland, Scottish Fire and Rescue Service, NHS Lothian, Third Sector Organisations et al., and interface the Community Recovery & Renewal Action Care with those of the 4 other Key Areas overseeing recovery and renewal in East Lothian.

To consider and assess the impact of national decisions upon East Lothian community recovery and renewal and identify any local action needed to assist and support most effective recovery within East Lothian.

To advise on public engagement and communications to provide reassurance and advice to the public to facilitate community recovery and renewal whilst being alert to all risks as the incremental relaxation of COVID-19 restrictions change community life and recovery and renewal progresses.

Impact Assessment: Strategic Needs Assessment - Initial Data Overview - issued 15 July 2020

Strategic Goal: (From the East Lothian Partnership – East Lothian Plan) “An even more prosperous, safe and sustainable East Lothian, with a dynamic and thriving economy that enables our people and communities to flourish. The East Lothian Partnership aims to deliver an East Lothian that is increasingly prosperous, community minded and fair.”

To achieve this goal and these aims the East Lothian Partnership focuses on:

- reducing inequalities across our area;
- tackling poverty; and
- working to prevent problems - and acting quickly when problems start.

****NB:** Outcome Measures will be defined following issue of the Strategic Needs Assessment, giving base line data from which to set community recovery and renewal outcome measures.

Key:

AELCC	Association of East Lothian Community Councils
AP	Area Partnership
CABx	Citizen’s Advice Bureaux
CC	Community Council
CCS	ELC Connected Communities Service
CS	ELC Customer Services
CHS	ELC Community Housing Service
CJP	Community Justice Partnership
CPIS	ELC Corporate Policy & Improvement Service
CRRCG	Community Recovery & renewal Co-Ordinating Group
CSP	Children’s Strategic Partnership
DS	ELC Development Service
ECS	ELC Education and Children’s Service
ELPARC	East Lothian Partnership Against Rural Crime
EMPPC	East and Midlothian Public Protection Committee
ERRCG	Economy Recovery & Renewal Co-Ordinating Group
E&CSRRCG	Education and Children’s Services Recovery & Renewal Co-Ordinating Group
ELC	East Lothian Council

	ELP	East Lothian Partnership
	ELTRP	East Lothian Tenants and Residents Panel
	ELW	East Lothian Works
	HSCP	Health & Social Care Partnership
	HSRRCG	Health & Social Care Recovery & Renewal Co-Ordinating Group
	IERRCG	Infrastructure and Environment Recovery & Renewal Co-Ordinating Group
	IJB	Integration Joint Board
	MELDAP	Midlothian and East Lothian Drug and Alcohol Partnership
	PS	Police Scotland
	PrS	East Lothian Property Services
	PsS	East Lothian Protective Services
	SFRS	Scottish Fire and Rescue Service
	SCL	ELC Sport Countryside and Leisure Service
	TS	ELC Transport Services
	VCEL	Volunteer Centre East Lothian
	WFRS	ELC Welfare Rights Service
	WS	ELC Waste Services

COVID-19 – COMMUNITY RESPONSE & RECOVERY ACTION CARD V1/10082020

	Key Workstream	Outcome Sought	Measure	Action	Lead Group	Lead Person	Resources	Timescale	Progress Report
Item	GENERAL								
G1	County Data Profile Updated	Updated County and Ward/Area Partnership Profiles to assist local needs identification and priority setting	**	Produce a new 2020 Strategic Needs Assessment (SNA) profile of EL	CPIS	Paolo Vestri	Staff team Partners' Data	Draft by Oct 2021	2 of 6 Area Profiles drafted, with 4 in development
G2	Impact Assessment	Analysis of SNA informing needs identification and priority setting		Analyse new 2020 SNA at a county and a Ward/Area Partnership level to identify needs – Partnership Workshop/s	CPIS	Paolo Vestri	Staff team	By Jan 2022	In progress subject to completion of G1

G3	Community Engagement Plan	Residents of EL inform COVID-19 community recovery & renewal – countywide and local needs and priority actions		Develop a draft Community Engagement Plan	CPIS	Paolo Vestri	CPIS and CCS Staff Teams	By July 2021 and ongoing	In progress
				Develop a Citizen's Panel COVID-19 'Impact' Survey – On-Line	CPIS	Paolo Vestri	On-line survey/EL Consultation Hub	October 2021	In progress – linked to Residents' Survey 2021 in development for deployment in September/October 2021
				Enhanced by: Area Partnership COVID-19 Local Impact Feedback	Area Partnerships	AP Chairs	AP Network	Ongoing	Regular AP media/social media communications
				Community Councils COVID-19 Local Impact Feedback	AELCC	AELCC Chair	AELCC	Reported to Meeting 1 of CRRCG	Active Social Media and Comms, ELC Community Council web content updated August 2021
				VCEL Third Sector COVID-19 Impact Survey	VCEL	VCEL Chief Executive	VCEL	2 December 2020	Complete - 3rd Sector event held 2 /12/2021, ongoing active social media and communications promotion of VCEL support services and projects
				ELTRP COVID-19 Impact Survey	ELTRP	ELTRP Chair	ELTRP / Community Housing	October 2022	Review of Poverty Impacts September 2021

				Explore options to survey current customers e.g. Library, telecare/community alarm, Contact Centre, Area Office service users.	CS	Eileen Morrison	Customer Services Team	By July 2021	Complete: Survey of Customer Services Library Service Users conducted and closed on 11 July 2021. Analysis underway.
G4	Communications	Residents of EL have a clear understanding of the role of ELC and Community Partners in supporting community recovery & renewal.		Compose a Communications Plan including use of web, social media and local press/ radio	CPIS	Stewart Cooper	Staff Team	Dec 2020	Complete: On going delivery, very active press, social media content
		EL communities are reassured as to the ongoing response and planning for recovery & renewal.		East Lothian Partnership /Council diagram to depict existing community planning partners structure and interfaces	CPIS	Paolo Vestri	Staff team	On going	Complete: COVID Council Report – April 2021 provides update, ongoing public communications in press and social media, ELC web content up to date
		EL communities know current priorities and actions underway to support community response and recovery.		Regular bulletin / briefing for all Community R&R organisations/groups	CPIS	Stewart Cooper	Staff Team	Monthly or as required	Council website content updated reflecting National COVID Policy, Guidance, Legislation

				Regular public bulletin re Recovery & Renewal	CPIS	Stewart Cooper	Staff Team	Monthly or as required	Complete: Council website content updated: V1.8 RRCG Report into Members Library Service July 2021
				Focus on East Lothian Recovery & Renewal in the winter edition of Living magazine	CPIS	Stewart Cooper	Staff Team	Nov 2021	In Progress
				Feature on recovery and renewal as item(s) in Homefront and ELTRP newsletters	CHS	James Coutts/ ELTRP Chair	Staff Team	Each Edition	Complete: COVID 19 updates now regular feature, see Homefront Winter 2020 - East Lothian Council
				Feature on recovery and renewal as item(s) in regular Library Bulletin.	CS	Eileen Morrison	Staff team	Each Edition	Complete: Press and Social media updates issued regularly
G5	Equalities and Diversity	The needs of East Lothian's network of equalities and diversity groups and those with protected characteristics are included in R&R planning		Engage with existing special interest groups in EL	CPIS	Paolo Vestri	Staff Team	Autumn 2021	In Progress: New Equalities Plan drafted and submitted to Members Library Service 24 August 2021, to enable public consultation over September/ October 2021.
				Include Equality and Diversity data in SNA	CPIS	Paolo Vestri	Staff Team	Oct 2021	
				East Lothian Equalities Plan revised – to reflect any COVID-19 needs and priorities identified	CPIS	Paolo Vestri	Staff Team	June 2021	

G6	Elected Member Action Card	Elected Members have clarity over the county-wide and local area community recovery and renewal plans		Elected Member survey to in-gather views to inform community recovery and renewal	CPIS	Paolo Vestri	Staff Team	September 2021	In Progress: COVID-19 Elected Member Structured Debrief takes place on 7 September 2021
	PUBLIC HEALTH								
P1	Social Isolation	Information about East Lothian's wide network of community groups and organisations is easily accessible to the local community		Map and promote East Lothian's network of community groups and organisations Promote national and local Third Sector befriending services Promote local HSCP Adult and Older People services Promote 'virtual' Library Service book groups, active memory groups and book bug groups	CCS VCEL HSCP CS	Caitlin McCorry VCEL Chief Executive Iain Gorman Eileen Morrison	Staff Team / AP Health & Wellbeing Sub Groups Staff team Staff Team Staff Team	April 2021 Ongoing Ongoing Ongoing	Complete: Locality updates issued regularly Complete: Local provision promoted Complete: Active social media coverage Complete: Active social media profiling and targeting breadth of e-resources provision
P2	Wellbeing	People living in East Lothian enjoy good health and wellbeing		Promote and maximise the Third Sector role and service provision in East Lothian e.g. RVS	VCEL	VCEL Chief Executive	Staff Team	Ongoing	Complete: VCEL newsletter, funding opportunities and networks established and promoted monthly

				Promote the benefits for local people of GP's 'social prescribing'	HSCP	Iain Gorman	Public Health Consultant	Ongoing	Complete: Introduction of GP Link workers
				Public Health promotion and awareness raising campaigns	HSCP	Iain Gorman	Public Health Consultant	Ongoing	Complete: Active social media awareness raising – supported by NHS Lothian
				Promote and increase opportunities for residents to enjoy an active lifestyle	SCL	Eamon John	Staff Team / AP Health & Wellbeing Sub Groups	Ongoing	Complete: Active social media awareness raising
				Promote library and museum service particularly reading for health initiatives – theme for Book Week Scotland this year is the future	LCS	Eileen Morrison	Staff Team	Ongoing	Complete: Active promotion of service and e-resources
				Provide info on line re: Books about worries of children	CS	Eileen Morrison	Staff Team	Ongoing	Complete and ongoing: info published
				Promote on line eResources available to support health and wellbeing	CS	Eileen Morrison	Staff Team	Ongoing	Complete and ongoing: social media promotion of service and e-resources
P3	Food Poverty								In Progress: Draft Poverty Plan

P4	Poverty	The current East Lothian Partnership Poverty Plan and Child Poverty Action Plan are being reviewed and merged into a single Poverty Action Plan to take account of progress to date and the impact of COVID. This work, which is being carried out by the ELPs multiagency Poverty Working Group will be completed by 31 March 2021.							submitted into Members Library Service July 2021 and public consultation commenced August 2021 to October 2021.
P5	Public Health Promotion /Programmes	Regular community focussed health and wellbeing promotion campaigns take place		<p>Promote and maximise the uptake of the Flu Programme Winter 2020</p> <p>Once available, promote and maximise the uptake of the Coronavirus Vaccine Programme</p> <p>Promotion of East Lothian Public Health programme</p>	<p>HSCP</p> <p>HSCP</p> <p>HSCP</p>	<p>Iain Gorman</p> <p>Iain Gorman</p> <p>Iain Gorman</p>	<p>Public Health Consultant</p> <p>AP Health & Wellbeing Sub Groups</p> <p>Public Health Consultant</p>	<p>October 2020</p> <p>Ongoing</p> <p>TBC</p>	<p>Complete: Active social media campaigns by the IJB/HSCP</p> <p>In Progress: Ongoing – IJB Reports and active social media campaign re availability of vaccine clinics</p> <p>In Progress – ongoing social media promotion and professional network activity</p>
P6	Living in a COVID World	People living in and visiting East Lothian do so in a safe way following COVID-19 related public health guidance		Continue to promote NHS and Public Health Scotland public health guidance to limit potential for virus transmission and seek to avoid occurrence of a localised cluster of positive cases	HSCP	Iain Gorman	HSCP Team	Ongoing	In Progress: Active and ongoing media and social media publicity and guidance; short videos et al

P7	Primary Care – Access to Prescriptions	Everyone is able to access their prescriptions directly or by delivery		GPs and Pharmacies update and promote patient information re prescriptions’ pick up and home delivery service	HSCP	Melissa Goodbourn	Staff Team	Ongoing	Complete: Pharmacies across East Lothian continue to offer a delivery service
	LIVING WELL								
L1	Active Travel	More Residents and Visitors to East Lothian access and use active travel opportunities		On a continuing basis, promote all EL active travel opportunities e.g. bicycle parks, e-bikes, e-cars, etc. Encourage increased walking and cycling. Implement Spaces for People temporary initiatives to support COVID-19 safe use of outdoor spaces within towns/villages	TS TS / SCL TS	Alan Stubbs Alan Stubbs / Eamon John Alan Stubbs	Area Partnership Active Travel Sub Groups Staff Team Staff Team	Ongoing Ongoing Ongoing	Complete: Initiatives implemented and evaluation planned Complete: Trial of e-bicycles underway Complete: Ongoing and evaluation underway.
L2	Tackling Obesity	More residents of East Lothian live more active life styles		East Lothian Food Friendly Network Re-introduce afterschool activity and sport through Active Schools, Sport	CPI SCL	Paolo Vestri Eamon John	ELFFN Group Staff Team	Ongoing Phased return according to	Complete and Ongoing: Food Network established and delivering community based food programmes Complete and Ongoing: Reintroduction of permitted

				Development and Outdoor Learning Programmes				SGov Guidance	activities, informed by Active School survey, with a focus on support for vulnerable young people. Close working with NHS to provide weight management online resources (May 2021).
				Deliver targeted Physical Activity programmes focusing on healthy weight and early intervention	SCL	Eamon John	Staff Team	Ongoing	Complete and Ongoing: support to sports clubs with application of National Guidance
				Support, facilitate and enable community sport opportunities	SCL	Eamon John	Staff Team	Ongoing	Complete and Ongoing: support to community sports clubs with application of National Guidance
				Promote use of Enjoy Leisure facilities to local residents	SCL	Eamon John	Enjoy Leisure	Ongoing	Complete and Ongoing: promotion of reopened leisure facilities and activities – active press and social media promotion

L3	Housing / Homelessness	People have appropriate good quality affordable housing and advice		Implement national housing options training toolkit	CHS	James Coutts	CH Team /Rapid Rehousing Working Group	Dec 2021	In Progress: Still in development although first few modules imminent
				Ensure targeted tenancy support for ELC and Housing Association tenants is readily available and promoted	CHS	James Coutts	Staff Team	December 2020	Complete: Tenancy Support deployed throughout COVID
				Community Housing and Homelessness support and services are promoted	CHS	James Coutts	Staff Team	December 2020	Complete: Promoted in last issue of Homefront Winter 2020 .
				Remobilisation of full planned and responsive ELC housing repairs services	Property Maintenance	Paul Grant	Service Manager – Property Maintenance	April 2021	Complete: Services operating.
L4	Personal Resilience/ Coping and Personal Contribution	Residents of East Lothian are aware of support agencies available and volunteering / networking opportunities		Promote volunteering opportunities and support within East Lothian Council Services	CCM	Caitlin McCorry	CCS/VCEL	Ongoing	Complete: and Ongoing - Active promotion of volunteering opportunities and recruitment of VCEL community volunteers; Volunteer Awards 2021; Launch of

				Review the East Lothian Council Volunteering Policy	CPI	Paolo Vestri	CPI/CCS	March 2022	VCEL Volunteering task Force initiative in March 2021
				Review the ELP Volunteering Strategy	ELP / VCEL	VCEL Chief Executive / East Lothian Partnership	VCEL/CPI	March 2022	In Progress: Delayed due to capacity, work now underway to review ELC internal employment policy on Volunteering
				Promote community groups and 3 rd Sector organisation volunteer governance and training programmes	VCEL	VCEL Chief Executive	VCEL	Ongoing	Complete: VCEL web content and advice/training/support
				Promote third sector and community group volunteering opportunities	VCEL	VCEL Chief Executive	VCEL	Ongoing	Complete: Recent volunteering campaigns for EL Community Hospital COVID Vaccine Centre, Stoneyhill Community Testing Centre.
L5	Digital Inclusion	Residents of East Lothian are		Deploy the Connecting Scotland initiative	CCS	Caitlin McCorry	Digital Inclusion	December 2020	Complete: 745 digital devices and

		supported to access digital devices and are supported to build digital skills to maximise		<p>Phase 3 of Connecting Scotland launched</p> <p>Refresh and promote community based digital access opportunities e.g. within Libraries and Area Offices and other community settings</p> <p>Promote community based training for digital skills</p> <p>Promote Adult Learning opportunities for accredited digital skills and qualifications</p>	<p>ELW</p> <p>CLS</p> <p>CCS</p> <p>ELC</p>	<p>Neil Craik-Collins</p> <p>Eileen Morrison</p> <p>Caitlin McCorry</p> <p>Neil Craik-Collins</p>	<p>Working Group/3rd Sector</p> <p>East Lothian Works Team</p> <p>Library and Customer Services Staff Team</p> <p>Connected Communities Team</p> <p>East Lothian Works Team</p>	<p>April 2021</p> <p>December 2020</p> <p>April 2021</p> <p>Ongoing</p>	<p>583 Mi-Fi packs issued within the community to-date.</p> <p>Complete: devices allocated.</p> <p>Complete: Active social media promoting e-library resources</p> <p>Complete: Digital Champions programme underway</p> <p>In Progress: Working towards this</p>
L6	Food Network	People experiencing food poverty are able to access appropriate supports	Improved access to sources of support	<p>East Lothian FareShare Hub is made permanent</p> <p>East Lothian Food Friendly Network supports county-wide food insecurity advice and support</p>	<p>CCM</p> <p>CPI</p>	<p>Caitlin McCorry</p> <p>Paolo Vestri/ Caitlin McCorry</p>	<p>Staff Team</p> <p>East Lothian Partnership/ NHSL</p>	<p>April 2021</p> <p>Ongoing</p>	Complete and Ongoing: Fare Share Hub established through EL Food Friendly Network and operating out of Aldhammer House,

									Prestonpans, supporting local food poverty and befriending initiatives/ organisations
	FAMILY LIFE								
F1	Mental Health	People know how to access appropriate family support and other advice		<p>Promote adult mental health support services</p> <p>Promote parental and family learning opportunities to support understanding of young people's mental health</p> <p>Promote community based mental health support groups</p>	<p>HSCP</p> <p>ECS</p> <p>HSCP</p>	<p>Iain Gorman</p> <p>Lesley Brown</p> <p>Iain Gorman</p>	<p>Staff Teams</p> <p>Children's Strategic Partnership</p> <p>Staff Teams</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Complete: Active social media campaign</p> <p>Complete: Range of opportunities promoted through schools and social media including access to Solihull materials</p> <p>Complete: Active social media campaigns; promotion by GP Link workers</p>
F2	Family Learning	People know how to access appropriate family learning opportunities		<p>Promote community based family learning opportunities</p> <p>Provide online family learning opportunities through Council Services including Museums, Libraries, Arts, Archaeology, Landscape and Countryside.</p>	<p>CCS</p> <p>CS/CCS/LCS</p>	<p>Caitlin McCorry</p> <p>Eileen Morrison/ Caitlin McCorry/ Eamon John</p>	<p>Staff Team</p> <p>Staff Teams and Web Manager</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Complete: Connecting families to local projects</p> <p>Complete: Active social media awareness raising of local initiatives/ opportunities</p>

F3	Reducing Domestic Violence - prevention	Zero tolerance of violence against women and girls and all forms of domestic violence in East Lothian		Raise awareness of domestic violence support services	HSCP	Iain Gorman	Staff Team	Ongoing	Complete and Ongoing: Active promotion via East Lothian & Midlothian Public Protection Committee
				Promoting gender equality and zero tolerance to VAWG through Council policy and across all services	ECS	Lesley Brown	Staff Team	Ongoing	
				Victims of domestic violence are signposted to support services	HSCP	Iain Gorman	Staff Team	Ongoing	
				Domestic violence service provision is reviewed against needs assessed	EMPPC	Chair EMPPC	Staff Team	April 2021	
				Develop and implement Equally Safe Housing Policy & associated procedures	CHS	James Coutts	HS Domestic Abuse Project Group	December 2021	In Progress: Development work continuing but may be delayed pending further legislative change and SG guidance.
F4	Early Intervention & Prevention	Residents of East Lothian can easily access early help and support when they need it		GP Link Workers identify patients in need of early support	HSCP	Iain Gorman	Staff Team	Ongoing	Complete: GP Link Workers in post.
				GPs promote social prescribing to connect patients to community	HSCP	Iain Gorman	Staff Team	Ongoing	Complete: GP Link workers referring patients to local provision

				and third sector support networks	ECS	Lesley Brown	Staff Team	Ongoing	Complete: Young people's Get Connected initiative established.
				Schools identify and signpost children and families in need to community and third sector support networks e.g. Citizen's Advice	CSP	Judith Tait	Staff Team	Ongoing	In Progress: Parenting and family support co-ordinator post recruited to. Draft Parenting & Family Support Strategy is near completion; including development of area provision and local contact details (mapping of services)
				Review of Parenting and Family Support					
				Consider development of community Welfare Hubs providing clients with single point of access to key statutory and advisory services e.g. Welfare Rights, Housing, Mental Health Services	HSCP	Iain Gorman	Staff Team	April 2021	In Progress

				Consider development of digital telecare support.	HSCP/CS	Iain Gorman	Staff Team	April 2021	In Progress
F5	Access to Employment	People know how to access advice on training and employment opportunities		Economy Recovery & Renewal Group – Employability sub group	CEG	Neil Craik-Collins	East Lothian Works Team	Ongoing	Complete: Triage established, with refresh of ELW webpages. Ongoing and progressing as part of service development
F6	Anti-social behaviour	Residents of East Lothian are ‘good neighbours’ and respect community life		Promote tenancy obligations to ELC tenants and supports available	CHS	James Coutts	CHS Communications Group	Ongoing	Complete: Promoted in latest issue of Homefront Winter 2020
				Review and promote Neighbourhood Watch Schemes	CC/PrS	Caitlin McCorry/Lynn Crothers	Staff Team	Ongoing	Delayed: due to capacity
				Review the East Lothian Council Antisocial Behaviour Strategy	PrS/HS	Lynn Crothers / James Coutts	Staff Team	September 2021	In Progress
				Support Youth Activity as diversion from youth ASB	CC/PrS	Caitlin McCorry/Lynn Crothers	Staff Team	June 2021	Complete: Diversionary youth work initiatives delivered countywide Spring/Summer 2021

F7	Reducing Substance / Alcohol Misuse	Illegal substances are hard to find in East Lothian		Disrupt the substance misuse/drugs supply chain into and within East Lothian	PS	Neil Mitchell	Staff Team	Ongoing	Complete: Operation Juneau progresses; active media reporting
				Promote Substance Misuse Recovery Services	MELDAP	Martin Bonnar	Staff Team	Ongoing	Complete: Active social media and client referral pathways
F8	Intergenerational Work	Engagement and respect across the generations improves across our communities		Further opportunities are developed to offer intergenerational activities across East Lothian	CCS/HSCP	Caitlin McCorry/Ia in Gorman	Staff Team	Ongoing	Complete: Active social media and client referral pathways
				Re-launch dementia/active memories/reminiscence activities and services	HSCP	Iain Gorman	Staff Team	Ongoing	Complete: Active social media and client referral pathways
F9	Household Income	Residents of East Lothian maximise their income		Promote information and provide services on income maximisation services	ELAC/CABx	CABx	Staff Teams	Ongoing	Complete: CABx services operating online and planning phased return to offices
				Promote information and provide services on accessing benefits	Financial Inclusion Service	Kenny Christie	Staff Teams	Ongoing	Complete: Leaflet developed (and updated) and issued on line
	CHILDREN & YOUNG PEOPLE								
Y1	C&YP Mental Health	Young people easily access mental wellbeing and		Promote local service provision to young people and their parents/carers	ECS	Lesley Brown	Staff Teams	Ongoing	Complete: New resources deployed in Schools, Scottish

		mental health supports		Promote and enable access to school based counselling and mental wellbeing services	ECS	Lesley Brown	Staff Teams	Ongoing	Government funded.
				Mental wellbeing resource materials provided within Libraries and School Libraries	CS	Eileen Morrison	Staff Team	Ongoing	
Y2	Youth Activity Programme	Young people have access to a wide range of COVID-19 safe activities and life skills programmes		Engage young people in development and promotion of a programme of activities	CCS	Caitlin McCorry	CCS Staff Teams	Ongoing	Complete: Online, outdoor, outreach activities available, targeted activities returning indoors wef 9 August 2021
				Promote existing community, sport and voluntary activities for young people	CCS	Caitlin McCorry	Connected Community and Enjoy Leisure	Ongoing	Complete: Holiday provision offered and in Summer of Play 'Get In To Summer' programme delivered over summer 2021
Y3	Youth Awards	Young people are celebrated for their 'public health' contribution to community life in East Lothian		Promote the Duke of Edinburgh Award programme to all young people.	CCS	Caitlin McCorry	Staff Team	Ongoing	Complete: DoE news release issued 16/4/21
				Promote the young people's volunteering	VCEL	VCEL Chief Executive	Staff Team	Ongoing	Complete: Volunteer Awards

				award - Saltire Awards - to all young people. Explore opportunities for Young People to contribute in libraries/museums e.g. in book bug or reminiscence groups, to support Saltire and Duke of Edinburgh scheme.	CS	Eileen Morrison	Staff Team	Ongoing	2021 well received locally In Progress
Y4	Access to Employment	Young people are supported into pathways to further education, training and employment		Economy Recovery & Renewal Group – Employability sub group Education & Children's Services Recovery & Renewal Group	ECS	Neil Craik-Collins	East Lothian Works/ Skills Development Scotland/ DWP/ Edin College	Ongoing	In Progress: No One Left Behind Stage 1 funding, Young Person's Guarantee Funding. Local Employment Partnership (LEP) has been re-established – key partners, chaired by ELW and included SDS; DWP; Connected Communities; DYW; H&SCP; EC. Will oversee strategic aims of YPG with operational sub groups to meet outcomes. Enhanced support

									offered to Summer Leavers and those at risk of negative destination.
Y5	Youth Citizenship	Young people are community leaders and role model 'COVID-19 safe' life choices to their peers		Promote the Police Youth Volunteers Group	PS	Neil Mitchell	Staff Team	Ongoing	Complete and ongoing
				Promote the Youth Parliament	CCS	Caitlin McCorry	CCS Staff Teams	Ongoing	Complete: Active engagement with Secondary Schools
				Promote Young Scot	CCS	Caitlin McCorry	Staff Team	Ongoing	Complete: Active engagement with Secondary Schools
				Increase participation of young people in 'community' decision making	CCS	Caitlin McCorry	Staff Team	Ongoing	Ongoing: promoting October 2021 Community Council Elections to older young people
Y6	Play - Community Run Playgroups	Children's play in East Lothian is delivered in a 'COVID-19' safe way		Review support/provision as part of Children's Strategic Partnership strategy (re: family support, SftS)	CES	Lesley Brown	Staff Team	Ongoing	Complete: Review completed and action plan in place
				Maximise funding opportunities available to community groups	CCS / VCEL	Caitlin McCorry/ Maureen Allan	Staff Team	Ongoing	Complete: Council and VCEL funding updates issued regularly
Y7	Literacy & Numeracy	Any COVID-19 related development		Promote community based learning	CCS	Caitlin McCorry	Staff Team	Ongoing	Complete: Active press and social media promotion

		or attainment gap is reduced		opportunities for family learning Promote library provision and services supporting young people's and family learning Promote Adult Literacy and Numeracy community based learning	CLS ECS	Eileen Morrison Neil Craik-Collins	Staff Team East Lothian Works	Ongoing Ongoing	Complete: Active press and social media promotion Complete: Active press and social media promotion. In progress - still operating remotely.
	COMMUNITY LIFE								
C1	Pride in our Place	Local communities and local people are proud of the place they live in		Area Partnership Locality Plans are updated Community Council Local Priority Plans are updated Promote and engage community in the Climate Change Emergency. Facilitate and support Countryside Volunteer Network in enhancing coast and countryside sites.	AP CC DS SCL	AP Chairs CC Chairs Jennifer Lothian Eamon John	AP Members CC Members Staff Team Staff Team	June 2021 June 2021 Ongoing Ongoing	In progress. In progress. In progress: Active engagement in progress and public communications Complete: Countryside Volunteers supporting operations on the ground

				Provide support to In Bloom Groups within the County.	SCL	Eamon John	Staff Team	Ongoing	Complete: In Bloom Groups receiving amenity support through operational staff and nursery plants provision
C2	Volunteering	Local people are supported to volunteer in a wide range of volunteering opportunities		Promote volunteering opportunities within the work of Area Partnerships	AP	AP Chairs	CCS Staff Team	Ongoing	Complete: Active local community communications/ Facebook pages etc.
				Promote volunteering opportunities within the work of the Community Councils	CC	CC Chairs	CCS Staff Team	Ongoing	Complete: Community Council Elections and Review of Green Book – report to Council June 2021 – Elections process 30 August to 7 October 2021
				Re-launch volunteering in East Lothian's 3 rd sector and communities and consider establishment of an EL Volunteer Task Force	VCEL	VCEL Chief Executive	VCEL Team	April 2021	Complete: EL Volunteer Task Force established February 2021
				Support the work of the Community Council Resilient Community Groups	PS	Lynn Crothers	Staff Team	Ongoing	Complete and Ongoing: advice, support and resource assistance

				Celebrate Volunteering in East Lothian	CS	Caitlin McCorry/ VCEL Chair	CCS Staff Team	March 2021	to Resilience Groups. Complete: Inspiring Volunteers Awards 2021 launched by VCEL
C3	Good Neighbour / Befriending	Local people 'look out' for their neighbours		Relaunch the Neighbourhood Watch Scheme	CC/PrS/ AP/CC	AP and CC Chairs	Connected Communities & Protective Services Teams	September 2021	Delayed due to capacity
				Relaunch the Rural Watch Scheme	Lynn Crothers	ELPARC	ELPARC	April 2021	Complete: ELPARC Plan updated, links to Rural Economy Group
C4	Funding for Community Groups	Community Groups and voluntary organisations in East Lothian enjoy financial security		Maintain up to date information on ELC and VCEL websites detailing funding opportunities	CCS/VCEL	Caitlin McCorry/ VCEL Chief Executive	Connected Communities Team/VCEL	Ongoing	Complete: Monthly updates issued by VCEL and Connected Communities
				Consider ELC's One Council Partnership Fund and its scope for future targeted use to support priorities for communities arising from COVID-19 impacts	CCS	Caitlin McCorry	Connected Communities Team	By November 2020	Complete: 2021 OCPF grant awards issued by 31/3/21, focussed on COVID-19 impacts and needs.
				Promote participatory budgeting	CCS	Caitlin McCorry	Area Partnerships	Ongoing	Complete and Ongoing: Advice and guidance

				Support community and 3 rd sector groups funding application activity	VCEL	VCEL Chief Executive	Connected Communities and VCEL Teams	Ongoing	available from Connected Community Managers
									Complete: Information and advice available from VCEL
C5	Citizen's Charter	People living in East Lothian contribute positively to the county's post-COVID-19 recovery and renewal		Draft and consult on the East Lothian Citizen's Charter	CPI / East Lothian Partnership	Paolo Vestri	Staff Team	March 2022	Delayed due to capacity: consideration of next steps within East Lothian Partnership:
C6	Re-energise local Arts, Culture and Heritage	People living in and visiting East Lothian support and promote East Lothian's culture and heritage		Refresh East Lothian Council's Arts Strategy	CCS	Caitlin McCorry	Arts Service	September 2022	Delayed due to capacity
				Re-energise local Galas and Festivals to enable 'COVID-19 safe' community gatherings	CC/AP	CC and AP Chairs	Connected Communities staff team	Ongoing	Complete and Ongoing: Events and Safety Advisory Group processes underway for 2021/22 events season
				Consider proposals for a COVID-19 Memorial	SCL	Eamon John	TBC	At Appropriate time informed by AP and CC	In Progress: National Initiative underway supported by Scottish Government

				Consider arrangements for capturing for posterity the stories and pictures of the COVID-19 response activity county-wide within the Archives and Museums collection.	CLS	Eileen Morrison	Staff Team	March 2021	In Progress: Social media campaign commenced
				Promote East Lothian's Online Archaeology Heritage Festival 2020	CS	Eileen Morrison	Staff Team	October 2020	Complete: promotion of 2021 festival underway
				Promote and develop Heritage and Museum sites within East Lothian and ongoing support to Volunteer led museums.	CS	Eileen Morrison	Local Heritage/ Archaeology Groups	Ongoing	Complete: Museums reopened during summer 2021 - increased volunteering and opening hours
				Development of Prestongrange Heritage site.	CS	Eileen Morrison	Project Team	Ongoing	In Progress: Project Board meets monthly Prestongrange Heritage Park Project launched Sept 2020
C7	Considerate / Respectful Use of Outdoor Spaces	People living in and visiting East Lothian enjoy our county's open spaces and		Continue to manage coast and countryside sites in an effective manner focussing on	Sport, Countryside & Leisure	Eamon John	Staff Team	Ongoing	Complete: Land Management Rules Consultation completed. Multi-

		leave only footprints behind		<p>the quality of experience.</p> <p>Seek to educate and communicate appropriate wild camping behaviours.</p> <p>Provide effective litter management operation and communicate public personal responsibilities in keeping the County clean and green.</p> <p>Work with a range of stakeholders to support and enhance biodiversity and rewilding opportunities across the County.</p>	<p>Sport, Countryside & Leisure</p> <p>Sport, Countryside & Leisure</p> <p>Sport, Countryside & Leisure</p>	<p>Eamon John</p> <p>Eamon John</p> <p>Eamon John</p>	<p>Staff Team</p> <p>Staff Team</p> <p>Staff Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Agency Group in operation.</p> <p>Complete and ongoing: Rangers engage, educate, encourage. Also utilising national messaging in responsible behaviours.</p> <p>Complete and Ongoing: Amenity/Countryside teams continue to carry out litter mgt. Also support additional litter volunteers.</p> <p>Complete and Ongoing: Biodiversity officer engaging / advising and supporting biodiversity and rewilding activity and interested groups.</p>
C8	Capacity Building	Increase access to support for people who are digitally excluded		<p>Promote the East Lothian Community Training Calendar</p> <p>Training delivered by digital champions as</p>	<p>CCS</p> <p>CCS</p>	<p>Caitlin McCorry</p> <p>Caitlin McCorry</p>	<p>Staff Team</p> <p>Staff Team</p>	<p>September 2021</p> <p>April 2021</p>	<p>Complete: On line resources promoted</p> <p>Complete and ongoing:</p>

				part of the Connecting Scotland programme					Community Digital Champion training in progress; reopening of Library facilities offering pc access and support
C9	Community Buildings	East Lothian's community buildings operate in a 'COVID-19 safe' way		Community Asset approach to local service provision and support to local management committees	CCS	Caitlin McCorry	Staff Team	Ongoing	Complete and In Progress: interested community groups supported with advice/guidance re social enterprise etc.
				Make optimum and best value use of available community buildings, with COVID-19 public health restrictions in operation	CCS	Caitlin McCorry	Staff Team	Ongoing	Complete and On Going: Targeted use of community buildings supporting Education, Children and Adult Social work meetings and case reviews
				Promote and support opportunities for Community Asset Transfers	CCS/VCEL	Caitlin McCorry	Staff Team	Ongoing	Complete and Ongoing: Community groups receiving timely advice and support
				Make optimum and best value use of available Library and	CS	Eileen Morrison	Staff Team	Ongoing	Complete and ongoing: Targeted use of community

				Museum buildings, with COVID-19 public health restrictions in operation					buildings supporting Education, Children and Adult Social work services and key meetings and case reviews
	LINKS TO OTHER R&R KEY AREAS								
Ec	Economy	Focus on business, traders, employability, tourism, rural economy – and keep us updated on recovery activity in these areas							
H	Health & Social Care	Focus on older people care and support, day centres, mental health, substance misuse, domestic abuse support							
ECS	Education & Children's Services	Focus on education, learning, attainment, early years, positive destinations, looked after children, family support, school nursing, yp mental health provision							
EI	Environment & Infrastructure	Focus on roads, transportation, waste, groundcare, outdoor spaces, business regulation							

EAST LOTHIAN COMMUNITY RECOVERY AND RENEWAL CO-ORDINATING GROUP

TERMS OF REFERENCE

1. Recovery & Renewal - East Lothian Context

COVID 19 is very different to the majority of emergencies East Lothian Council (ELC) has dealt with and exercised before, therefore recovery will not be as straight forward as for instance, recovering from flooding, severe weather and/or utility failure. Recovery from COVID 19 may take many years and the ELC Recovery and Renewal Co-ordinating Group (RRCG) will require to remain flexible and responsive to any new challenges that emerge as the process progresses.

Recovery is the process of rebuilding, restoring and rehabilitating a community, including business for the local economy, following a disruptive incident. It should be considered from the outset, alongside the Council's internal response to any incident. COVID 19 is such a disruptive incident.

East Lothian Council has lead responsibility for recovery and renewal in East Lothian working with partner agencies and other relevant organisations.

Renewal may well be part of this process as it is believed the impacts of COVID 19 in several areas, particularly the economy, will be so severe that recovery will not

be an option and will be replaced with new opportunities and/or replacement initiatives.

The East Lothian Council (ELC) multi-agency Recovery and Renewal Co-ordinating Group (RRCG), formed on 12 June 2020, has established 5 key focus areas of recovery in East Lothian. These are:

Key Area	Lead Officer
• Economy	Douglas Proudfoot, Head of Development
• Communities	Sharon Saunders, Head of Communities & Partnerships
• Health & Social Care	Iain Gorman, Head of Operations ELH&SCP
• Education & Children's Services	Lesley Brown, Acting Head of Education
• Environment & Infrastructure	Tom Reid, Head of Infrastructure

The RRCG Framework, approved and published by the Chief Executive of East Lothian Council on 1 June 2020, includes a set of strategic aims and objectives, a suggested format of meeting agenda and a list of 'Action Cards' for the areas of the community and business in East Lothian that have been most affected by COVID 19. This list will be dynamic and will evolve as circumstances dictate. This, in turn, informs the remit and scope of the CRRCG.

2. Communities Recovery and Renewal Co-ordinating Group (CRRCG): Terms of Reference

2.1 Purpose

The CRRCG will:

- Assess and prioritise the community impacts of the COVID19 outbreak across communities in East Lothian, focussed on reducing inequalities, taking context from the priorities within the East Lothian Plan and the 6 Area Partnership Locality Plans and engagement with our communities.
- Support development of 'place' and community in the context of wider strategic objectives e.g. Reducing Inequalities, Digital Inclusion and Climate Change Targets¹
- Provide guidance, and where appropriate, request ELC and partner services and key community partners in order to provide co-ordinated management to community recovery/renewal from Covid-19.
- Maintain awareness and oversight of community recovery implications and actions being taken by partner agencies and other organisations – and interface community recovery and renewal priorities within the 4 other Key Areas overseeing recovery and renewal in East Lothian.
- Consider and assess community recovery implications of national decisions and what local action is needed to assist and support most effective recovery within and across East Lothian's communities.
- Advise on public engagement and communications to assist the provision of reassurance and advice to the public to facilitate community recovery and renewal.
- Be alert to all risks as the recovery and renewal process progresses.

2.2 Remit

The CRRCG's remit will include but not be limited to:

- Production of a COVID19 community strategic needs assessment and data profile outlining how local people and communities have been impacted by COVID19.
- Learning from and building on the COVID 19 Community Resilience Response and embed the network of community volunteering capacity and kindness into recovery and renewal.
- Engagement with the community of East Lothian to gather views over the impacts of COVID 19 within and across East Lothian communities, reporting these to the RRCG.
- Definition of the priority community recovery and renewal workstreams to be addressed – both in respect of particular client groups and geographic communities – to support the overarching East Lothian Plan priority of **reducing inequalities** within and across our communities.

NB: Early workstream themes for consideration, identified from Resilience Groups' SPOCs Feedback and COVID 19 Lessons Learned reporting, include but are not limited to:

- **Public Health:** including poverty (financial, food, fuel, digital), Mental Wellbeing, Resilience
 - **Living Well – All Life Stages:** including physical activity, open/social spaces, culture, befriending
 - **Family Life:** including family learning, resilience, domestic violence, housing, opportunity, early support
 - **Young People – East Lothian's Future:** including youth activity, resilience, employment
 - **Community Life:** including community kindness, volunteering, pride in place, include all e.g. Refugees, Ex-Offenders
- Production of the RRCG Community Recovery Action Card.

NB: it is acknowledged that many of these community themes cross over to other Recovery key areas e.g. Health & Social Care, Economy etc., and it is expected that the Community Recovery Group will identify community priorities to be raised within the work plans of other key area Recovery Groups.
- Engagement with local communities regarding the workstream goals to be achieved and production of SMART options appraisals to assist achievement of those community goals linking to Area Partnership Locality Plans.
- Consideration of, and application to, available funding streams with the potential to support community initiatives.

3. Supporting Partnership Groups/Networks

Existing partnership groups and collaborative networks will be asked to accept responsibility for progressing priority workstream goals set by the CRRCG. These groups will include, but not be limited to:

- The East Lothian Food Friendly Network
- The Poverty Working Group
- The Financial Inclusion Network
- The Children's Strategic Partnership
- The Community Justice Partnership

➤ The Midlothian and East Lothian Violence Against Women and Girls Delivery Sub-Group (of the Public Protection Committee)

- The Area Partnerships
- The Association of Community Councils
- The network of Resilient Community Groups
- Community Centre Management Committees
- The Connected Economies Group
- The IJB Strategic Groups
- Volunteer Centre East Lothian (VCEL) Third Sector Interface Network
- The East Lothian Partnership Against Rural Crime
- The Active Schools Network

4 CRRCG Chair and Governance Arrangements

The ELC Covid-19 Community Recovery and Renewal Co-ordinating Group will be chaired by Sharon Saunders, Head of Communities & Partnerships, reporting to Jim Lamond, Head of Council Resources and Chair of the RRCG. Strategic recovery and renewal decisions will be made by Monica Patterson, Chief Executive of East Lothian Council.

5 CRRCG Group Composition

Membership of the ELC Community Recovery and Renewal Co-ordinating Group will be multi-agency and include appropriate representation from partner organisations and community networks critical to the recovery process.

Membership of the ELC CRRCG will include representation from:

- Area Partnerships
- Association of East Lothian Community Councils / Resilient Community Groups
- East Lothian Tenants and Residents Panel / Housing Associations
- Carers of East Lothian
- East Lothian Advice Consortium/CABx
- EL Youth Council
- Volunteer Centre East Lothian
- Business Community
- Police Scotland
- Scottish Fire & Rescue Service
- East Lothian Council Services: **Connected Communities, Housing, Children's Services,** Customer Services, Sports Development & Community Recreation, Benefits, East Lothian Works, Economic Development, **Community Planning**

- ELC Health & Social Care Partnership: **Adult Social Work**, Justice Social Work, Allied Health Professionals
- NHS Lothian (Health Improvement Service)
- Other groups, partners and stakeholder representation as appropriate (to be agreed)

NB: The East Lothian Council Services and Health & Social Care Services representatives will operate in support of the CRRCG as a Professional Reference Group and service representative will attend meetings as and when business requires attendance. Those services noted in **bold** will be standing members of the CRRCG.

As and when required, advice and guidance will be sought from the East of Scotland Regional Resilience Partnership (RRP) group and Lothian & Borders (L&B) Local Resilience Partnership (LRP) group.

6 Secretariat

Secretarial support will be provided by the ELC PA Executive Hub. All formal meetings will be noted and documents will be uploaded onto Objective Connect for all members of the group to access.

7 CRRCG Stand-up

Recovery begins at the earliest opportunity following an emergency and runs concurrently with other activities. The ELC Covid-19 RRCG was established and held its first planning meeting on 2 April 2020.

Community and Partner agencies were notified of the formation of the ELC Covid-19 RRCG on 1 June 2020 and of its first formal meeting on 12 June 2020.

The first meeting of the CRRCG is expected to take place early on 15 July 2020. The CRRCG will meet monthly until the Group decide otherwise.

8 CRRCG Stand-down

The ELC Covid-19 RRCG and its supporting 5 Key Area co-ordinating groups, including the CRRG, will be closed once there is no longer the need for regular co-ordination in this area. It should be noted that recovery from COVID 19 may well be a long term process that will most likely continue for several months or even years.

9 Reporting Arrangements

CRRCG minutes will be lodged in Objective Connect and reported to the East Lothian RRCG.

Appendix H – Health and Social Care Partnership Action Card

THE INFORMATION IN THE ACTION CARD BELOW REFLECTS A BREIF SUMMARY OF HSCP RESPONSE AND RECOVERY ACTIONS. THE FULL HSCP RECOVERY AND RENEWAL PLAN IS AVAIABLE IF REQUIRED FROM ELHSCP PLANNING AND PERFORMANCE DEPARTMENT.

Ongoing considerations:

- **Long term safety of care homes and care at home sectors** - Oversight arrangements are in place for the East Lothian Care Homes in line with new Government policy to improve governance. This has Clinical Director, senior clinical and communications representation. In addition, a Care Home Review report (looking at management of COVID in care homes in Scotland) will guide local action. A Thursday communications update keeps care homes informed, communications also update ELHSCP and third and independent sector partners on guidance, addressing concerns raised through the PAG meeting. Scottish Government sustainability payments have supported care homes and Care at Home providers at a time of reduced income. Care Homes have received support with recruitment.
- **Feasible delivery of services using non face-to-face contact** - All opportunities are being taken for non-face-to-face delivery to patients and clients across all services to reduce footfall in buildings, while maintaining safe service delivery and directing patients to the best service and professional to meet their need. This has included new East Lothian based arrangements: a physiotherapist-run 'musculoskeletal' (for muscle and joint problems) telephone and video line, a direct access mental health assessment and support telephone line and rollout of the national 'Call MIA' confidential, and video-based, minor injury service for those aged over 8, which is delivered by qualified Nurse Practitioners.
- **Long term rehabilitation needs of post-COVID 19 East Lothian residents** - The likely post-COVID rehab requirements have still to be fully assessed. Known numbers are low at present. A respiratory physiotherapist service is being established.
- **Social care needs in post-COVID 19 environment** - Work is underway to identify and respond to social care needs when these have to be provided through different service delivery arrangements.
- **Monitoring of statutory functions** - This continues across services. A MAPPA (Multiagency Public Protection Arrangements) report was published on 13 November.
- **Delivery of regional COVID vaccine programme** – HSCP leading on local provision of the COVID -19 vaccine from the ELCH and working with local GPs to ensure safe roll out. Housebound individuals are being supported with a joint approach.

Potential areas for action:

- **Provide urgent access to healthcare and or support** - mechanisms exist to prioritise urgent need. National work is underway to redesign 'unscheduled care' services to redirect people from inappropriate attendance at A&E - delivering appropriate support, based on telephone assessment from across services, as close to home as possible.
- **Prepare health monitoring and protection strategy** - This is addressed by the NHS Lothian Public Health and Health Protection statutory services
- **Maintain health service and establish necessary additional services** - Health services are being maintained, albeit with different delivery arrangements. Outpatient Clinics which were closed have reopened and efforts are underway to catch up with backlogs. GP surgeries have remained open (as have community pharmacies) with COVID 19 compliant procedures, resulting in lower footfall, and optometry and dental services are coming back on stream with reduced capacity. The Scottish Government is producing a COVID 19 Dementia Transition and Recovery Plan to assist in agreeing actions to support people with the condition and their family as services recover from the COVID pandemic. An online consultation on this will start later in November and continue into December.
- **Ensure the public are informed of any health implications** - This is maintained through Scottish Government, NHS Lothian and East Lothian Partnership actions. Client groups are also provided with information, for example the HSCP's mental health service 'Snapfax' pocket-sized resource.
- **Assist in informing the community of progress** - Access to Community Facebook sites across East Lothian, HWSG Newsletters, web information, social media, direct work with HWSGs, internal staff communications (council and partnership) Chief Officers' weekly Blog providing updates re the partnership and COVID matters and directing the readership to national info and resources.
- **Coordinate the provision of practical and personal assistance and support for those directly or indirectly affected by the emergency** - The Scottish Government-produced 'Adult Social Care Winter Preparedness Plan', sets out necessary actions for partners across the country, including Health and Social Care Partnership, for delivery of sustainable adult social care through winter 2020-2021.
- **Enable easy access to the required support/assistance to the affected community** - The development and roll-out of Community Link Worker Services from January 2021 will support individuals to access community resources and support, relevant to their health and well-being goals.
- **Establish role for oversight of care homes and home care settings** - See description under long-term safety of care homes and care at home sectors.
- **Create stakeholder links for rapid engagement on significant service changes** - These links are already established and are activated when specific significant service change is planned.
- **Create enhanced access service for mental health needs** - This is being delivered via a review of all mental health services provided by the HSCP.

Action Card - Health & Social Care

Questions	Actions
Who needs and receives help?	All current and newly referred service users
How do we risk assess provision?	Professional risk assessment
What are the impacts on provision of needs?	Additional population needs assessment required and a particular focus on mental health
How do we engage with providers?	Direct engagement from strategy team. Noting sustainability programme requirements
How do we maintain services?	See HSCP Recovery and Renewal plan
What opportunities are there to build on new models of care brought on by COVID 19?	See HSCP Recovery and Renewal plan
What are the main concerns of the staff groups?	Isolation and governance concerns though not working as location based teams.
What carer supports are already supporting people and how do we build on them?	See carers change board update in HSCP recovery and renewal plan
What essential services have been affected?	Adult social care and day centres under significant strain.
How do we ensure hospital admissions remain low?	Daily admission review and focus on new pathways to prevent increases.
How do we support primary care?	Regular engagement with GPs and other primary care models.

Appendix I – Education & Children’s Services Action Card

Potential considerations:

- Assess children’s learning and progress and ensure additional support is in place to support any gaps in learning.
- Refresh advice and guidance on curriculum, learning and teaching approaches and implement national advice as appropriate that seeks to support learners’ wellbeing and overall progress in learning.
- Continue to build on ongoing feedback from wider engagement with children, parents and staff and community to build confidence.
- Continue to work with Head Teachers (HTs) to consider additional support for children including those facing disadvantage e.g. through use of additional SG grant funding and other funding streams such as Pupil Equity Fund (PEF).
- Work with the private and voluntary sector to support early learning and childcare settings to recover where necessary.
- Monitor plans for the examination diet for 2022 and support schools in responding to any changes if required.
- Work with college, training providers, local businesses and national organisations such as Skills Development Scotland (SDS) to plan ongoing support for young people moving on from school to positive destinations and to support wider employability.
- Work collaboratively to anticipate the impact of the financial and emotional trauma on children and young people and how this will affect their capacity to engage in education.
- Continue to strengthen our safeguarding arrangements to respond to any increase in child protection concerns.
- Continue to raise the profile of the Prevent agenda across schools to all staff to ensure they can recognise children and young people who may be at risk of radicalisation.
- Review our strategic commitment to and implementation of approaches to the prevention of domestic abuse and VAWG.

Potential areas for action:

- Implement service and establishment improvement plans that ensure a clear focus on recovery and renewal.
- Focus on building on prior learning, any gaps in learning and supporting all learners to make appropriate progress.
- Ensure plans are appropriately ambitious and seek to ensure that all learners can achieve their full potential.
- Continue to provide appropriate support for children, families and staff that builds resilience to support recovery.
- Continue to strengthen engagement, communication and consultation with parents and wider community to build confidence and give assurance around continued education provision.
- Continue with plans to support and develop trauma-informed practice and nurturing approaches.
- Develop further any specific advice and guidance needed to support children with Additional Support Needs - work with key partners involved in the child’s planning process including NHS, Children’s Services and third sector partners.
- Continue support of early learning and childcare settings that has local authority, private and

voluntary sector as key partners.

- Implement plans to target additional support to vulnerable children and young people to reduce the educational and social inequalities experienced as a result of school closures and other ongoing restrictions.
- Ensure close monitoring of data that captures vulnerable and looked after children's engagement and attainment in school.
- Monitor attendance and exclusion data to ensure appropriate interventions that support all young people's engagement in school.
- Implement the new GIRFEC pathway to ensure services are identifying need and responding effectively.
- Introduce a safeguarding officer role to work closely with schools to strengthen a shared understanding of thresholds of concern and be an effective link with children's services duty and the PPO.
- Continue to focus on the physical health (some personal neglect and neglect of children will be occurring) and mental health needs and effective joint working and good information sharing between council, primary care and adult and children's mental health services.

Challenges:

- Anticipating and planning for future restrictions and any new mitigations that may be required at very short notice.
- Planning for the varying learning needs of all pupils who may have different levels of learning loss.
- Fulfilling the education authority's statutory duty to ensure quality in education.
- Responding to national agencies such as Education Scotland and SQA, for example the reintroduction of inspection and changes to the exam diet.
- Need for each school to continue to work with and engage their community to implement bespoke solutions that meet the needs of each community.
- Capacity of other service areas and partners to cope with the demands of the changing landscape and operation of schools and early learning settings on their work and possible future changes to policy and practice outwith the control of the Council.
- Continuing to support staff and children who may have experienced bereavement and trauma, have been unwell or who may be very concerned/anxious about working in school.
- Continue to engage with Trade Unions to understand concerns and to respond to any issues as they arise.
- Ongoing significant financial impact of the pandemic.
- Financial costs that may impact disproportionately on vulnerable children and families and the services that work with them. Small third sector services that statutory services rely on may not be sustained. Services that were unable to meet demand previously may become stretched too far/have unsafe levels of unmet need.
- Continue to quality assure standards of professional practice where face-to-face engagement with families is impacted by COVID or staff absence.
- Anticipating the workforce impact of Test and Protect, for example on school staffing and in key areas such as Lothian Villa residential house.
- Current crisis in the capacity of care at home providers to deliver packages of support to children with complex needs that will lead to additional carer stress.
- Continuing to develop the service to young carers, recognising the increasing stress experienced by them and the family member they care for.

Thematic Stakeholders:

- Scottish Government (specific reference to SG Education Recovery Group and associated work streams)
- Education Scotland
- Neighbouring authorities as part of the South East Improvement Collaborative
- Care Inspectorate
- Elected members
- Area Partnerships and local communities
- Private and voluntary early learning and childcare providers
- Council staff, parents and pupils
- Trade Unions/Professional Associations
- Scottish Children's Reporter's Administration
- Who Cares Scotland?
- East Lothian
- Volunteer Centre East Lothian and third sector providers
- Champion's Board
- NHS Lothian
- Police Scotland

Action Card - Education & Children's Services

Questions	Actions
<ul style="list-style-type: none"> • What opportunities are there to do things differently, building on the continued learning from previous lockdowns? • How well do we understand children's progress in learning and their attainment? • How effective are our strategies to improve attainment overall? • What will be the ongoing impact on the budgets of education and children's services and school's budgets? • How can we continue to enhance and develop the 'digital offer' through remote learning if required and future curriculum delivery? • How can we work with partners to support continued and enhanced learning? • What continued and ongoing support do we need for children and young people? How will we plan for that across all schools? • What is the impact of absence on supply staffing and on the use and impact of the SG funded teachers? • Are numbers of support staff able to maintain service delivery, especially in regard to pupils with ASN? • What advice and direction are Trade Unions/Professional Associations giving to their members that will impact on their work? • Are specialist provisions able to safely open, operate and meet children's needs? • How will staff plan to assess children's progress and seek to plan for many varying needs across each class? • How will we work differently with child's planning partners to support children's needs? • What do we need to do collectively to meet the needs of our more vulnerable children and young people? • How do we support those young people who have disengaged completely or are at risk of disengaging from school? • How do we support pupils who now have gaps in their learning as a result of the disruption of the last 18 months? • How do we mitigate the impact of the courts 	<ul style="list-style-type: none"> • Plan ongoing approach to engagement, consultation and communication with children, staff, parents and communities that provides accurate information and seeks to build confidence. • Schools to continue to review and update their use of PEF and any other additional funding to provide additional support. • Educational Psychologists to provide advice and guidance. • Continue to support children with additional support needs including those in specialist provisions. Work with key partners to ensure packages of support are in place. • Provide ongoing dedicated support to private and voluntary sector nurseries to support their continued safe operation. • Schools to work with partners to plan for those vulnerable school age and nursery children to support their re-engagement. • Review approach to attendance and exclusions using SG guidance to ensure support is in place for those young people who require most help. Support needs to be put in place derived from both social work and educational resources. • Multiagency planning for individual children must be promoted, supported and protected across services. • The refreshed GIRFEC multiagency pathway must be implemented with associated training, and supported in order to reduce referrals to children's services. • Forward-planning to acknowledge that extra resources will be required to meet the extra demand caused by new cohort of those who find themselves in poverty and debt. Working as a council and with

being closed on permanence plans for children?

- When the economic effects of the pandemic start filtering through to an increase in demand for social support for families (who were previously coping), what services will be available to meet this (new) need?
- It is highly likely that as children return to stable levels of contact and relationships with trusted adults in universal services, the demand for a social work service/child protection response will escalate. How do we ensure that demand can be met?
- Will additional/specialist resources be required to support the emotional/mental health needs of vulnerable young people?
- How can we be confident that we are addressing the recovery needs of our clients within our own service adequately?
- Are we using our data to understand the emerging needs of vulnerable families' children and monitor the effectiveness of our responses?

the third sector to address these hardships.

- Digital opportunities to connect with families virtually must be easily available and accessible by all stakeholders.
- Implement pilot "GIRFEC" team to support early intervention and ensure the early help and support offer is effective in meeting need and reducing vulnerability.

Appendix J – Environment & Infrastructure

Environment & Infrastructure requirement to respond to the challenges of COVID 19 and develop opportunities to revitalise and reset asset management, transportation, leisure, open space, transport and waste management practice across the County.

Service	Strategic Plan	Lead Officer
Road Services	Transport Strategy	A Stubbs
Waste Services	National Waste Strategy	B Moffat
Transportation		B Moffat
Engineering and Building Control		P Iannetta
Strategic Asset and Capital Plan Management	Asset Strategy	E Reid
Facility Management		V Sanal
Sport Leisure and Countryside	Open Space Strategy	E John
Climate Change	Climate Change Strategy	J Lothian
Protective Services		L Crothers

COVID 19 – Plan for Environmental & Infrastructure Reset and Restart, Recovery and Renewal.

Headings of Transport and Active Travel, Assets, Open Space and leisure, Climate Change, Public Protection and Service Support

Objectives:

- To identify the key issues affecting assets, access and use of open space including leisure, transport and active travel, climate change and sustainability, public protection and service support to council services within Education and asset-based provision including partner organisations;
- To maximise financial support from UK Government (UKG), Scottish Government (SG), Agencies and other funding sources;
- To put in place range of and promote other mechanisms and advice;
- To promote understanding of an incremental relaxation of COVID 19 restrictions and work across the council and partnerships to enable a return to a “new normal” with enhanced benefits brought from COVID19 such as reduced travel, reduced pollution, flexible working etc.; and
- To reset and raise awareness of East Lothian as a safe place to live and work and as a visitor destination

Impact Assessment Requirement: Data analysis to assess extent of COVID 19 impacts across strategic service areas and to aid the targeting of interventions as well as monitoring and reviewing outcomes.

Facilities Management	Who / Lead	TIMESCALE	RESOURCES	ANTICIPATED OUTCOME	STATUS
<p>Maintain enhanced cleaning, catering and janitorial services across:</p> <p><i>Schools</i></p> <p><i>Homes for older people</i></p> <p><i>Offices</i></p> <p><i>Community Buildings</i></p> <p>Reinstate LETS during recovery phase - for breakfast & afterschool clubs only</p>	Area Officers	Ongoing	FM Service Team	Service provision maintained	<p>Ongoing</p> <p>Ongoing</p>
Transport & Active Travel					
Management of road, parking, footpath and sustainable transport links.	Roads SG Sustrans Multiagency Task Force	Ongoing	Staff team and partner input	SfP complete Access and logistical movement maintained	Ongoing
Support Public Transport	Transportation and Partners	Ongoing	Staff team and partner input	Work towards rebuilding public confidence and use of public transport – communications and signage	Ongoing
Home to School Transport, Assisted Transport	Transportation and Partners	Ongoing	Staff team and partner input	Work with suppliers to use resource to support hubs and food deliveries.	Ongoing
Assets					
Provide guidance and support on asset	SACPM Team ES&BS Team	Ongoing	Staff Team	Progress on asset provision and	Ongoing

utilisation, rationalisation and recommissioning Offices Schools Public Buildings Leisure Centres	SC&L Team			rationalisation Guidance for asset interior redesign for social distancing. Pathfinder projects on move from office services to hub Support for Education and partners Capital Plan project re-evaluation and in build restart with impact assessment	
Open Space & Leisure					
Management and maintenance of Open Space provision	Amenity Team	Ongoing	Staff team and partner input	Access to leisure and recreation/exercise	Ongoing
Multiagency Coast, Countryside, Open Spaces planning and management.	Multiagency Team	Ongoing	Multi – Agency partners and services.	Access to leisure and recreation/exercise	Ongoing
Enjoy	SLC & Enjoy	Ongoing	Staff Team and Enjoy	All facilities and classes operational.	Ongoing
Climate Change					
Build on opportunity to improve utilisation of assets and reduce footprint including a reduction in energy consumption	JL & SACPM Team, ES&BS Team	Ongoing	Staff member and partner input	Home/Mobile/Flexible working and reduced need for asset based activity Move to virtual office Asset reduction	Ongoing
Sustainable travel and stay local – benefits of exercise/shop/work local	JL & SfP	Ongoing	Staff member and partners	Increased use of walking and cycling, public transport, fleet vehicles	Ongoing

				and promotion of locality based activity	
Public Protection					
Enforcement and promotion of Covid-19 national guidance	Business Regulation Team and partners	Ongoing	EHO & TS	Responding to complaints and enquiries. Provision of advice, guidance and enforcement to protect public health.	Ongoing
Support re-opening of businesses and workplaces to revitalise local economy and protect public health	Business Regulation Team and partners	Ongoing	EHO & TS & Wardens	As above	Ongoing
Assist NHS Health and Health Partnership with Community Testing	ELCAT Working Group	Ongoing	EHO	Provision of test sites and guidance. Co-ordination of resource.	Ongoing
Protect community from rogue traders and scams which take advantage of current crisis	Business Regulation Team and partners	Ongoing	TSO	Responding to complaints and enquiries. Provision of advice, guidance and enforcement to protect local community from financial harm	Ongoing
Support Police Scotland and other agencies in managing public spaces	Community Safety Team and partners	Ongoing	Community Wardens	Responding to complaints and enquiries. Carrying out monitoring and intelligence gathering to support Police Scotland in maintaining social distancing in open spaces.	Ongoing
Monitoring and reporting of local air quality changes	Public Health & Environmental	Ongoing	EHO	Arranging for collection and analysis of air quality	Ongoing

	Protection Team			indicator parameters to provide qualitative info on air quality impacts of lockdown.	
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GROUP & SUB GROUP STRUCTURE:

OVERARCHING RECOVERY GROUP – Infrastructure Managers Group

Represented: ELC staff

EDUCATION

Represented: ELC staff

CAG/CIAMG

Represented: ELC Staff

Multiagency Task Force – Coast & Open Space Management

Represented: ELC staff – Roads, SLC, Police Scotland, Safer Communities, Emergency Planning

Engineering & Building Standards

Questions	Actions	Status
<ul style="list-style-type: none"> Is a strategy required for re-commissioning Buildings? Costs for recovery – will existing capital and revenue budgets remain? How will we catch up on servicing and statutory compliance when lockdown is lifted? If we have been able to operate without particular buildings for this period of time – do we really need them? Will there be a surge in Building Standards applications following lockdown and high demand for warrants with ongoing staff shortages? 	<ul style="list-style-type: none"> Working on re-commissioning plans based on SFG 30. Alter budgets to suit circumstances when outcome of overall budgetary situation is known. Working with contractors to plan servicing schedules for various areas of servicing and compliance. Review working methods and alternative means of carrying out tasks including home and electronic working with touchdown areas etc. Refer to Briefing Note on planning for ‘a new normal’, including implementation of ‘Smarter Working’, prepared by SACPM. Having to deal with ongoing high demand on warrant applications and dangerous building events whilst working from home. Drop in duty service withdrawn meantime. 	<p>Underway – Constantly monitoring Tier 1 status and de-commissioning / re-commissioning properties accordingly</p> <p>Not started – In close consultation with Finance Colleagues re budget situation.</p> <p>Underway – servicing & statutory checks being carried out wherever possible and re-booked if access unavailable. Any housing gas servicing backlog caused by shielding or positive COVID cases being constantly monitored and managed.</p> <p>Underway – Working with SACPM colleagues on Infrastructure Hub plans and Formed Penston House Users Group.</p> <p>Underway – Dealing with return to site by Building Contractors and resumed site inspections.</p>

Sport, Countryside & Leisure

Questions	Actions	Status
Amenities - Open Space Recovery	Squads are operating in full capacity carrying out core activity and aiming to catch up on works affected by the pandemic. [updated 27/08/2021]	All Open Space management is fully operational. All squads are undertaking core business. Aim to catch up on wider activities affected by the pandemic throughout Autumn 2021 and into winter 2022.
Coast & Countryside Management	Multiagency Group overseeing coastal deployment and management throughout 2021 season. [updated 27/08/2021]	Multiagency in operational mode leading into Easter weekend 2021 – through to September weekend 2021 where it will then move to strategic planning for 2022 season.
Active Business Unit	Programmes and delivery taking place across school and community sport for Academic session 2021/22 and season 2021/22. [updated 27/08/2021]	Phased return of Active Schools programmes and inter school sport from August 2021. Community sports clubs underway at community sites.
Enjoy	All sites operational [updated 27/08/2021]	Enjoy now operating in 'beyond level 0' – all sites are open and operational.

Action Card - Facilities Management

Questions	Actions	Status
<ul style="list-style-type: none"> • Looking at staffing levels • Managing AL/sick • Stock availability for food and cleaning supplies 	Worked with PI team & Education	Complete – all Schools now re-commissioned and deep cleaned.
Reinstated cleaning , janitorial across the primary school estate	Working with education and suppliers to plan for pupils returning/Ipay ordering system/communications to stakeholders/parents	Complete
Reinstated secondary & primary school catering provision to include hot options from 22/9	Working with education to meet their needs	Ongoing
Deliver 1140 hours catering 38 week model	Recruitment to support and meet service needs – gaps Redeploy from other areas	Underway – working with the officers and stakeholders (employees will need to be consulted) Report going to CMT 20/5/21. The report has been put on hold. CMT will reconsider in November 2021.
Ensure sufficient staffing is in place to meet stakeholder needs	Working with H&S team	Complete
Update risk assessments	Working with EHO and officers	Complete
Update food safety management system	Continue to deliver services and bridge the staffing gaps	Complete
Homes for Older People deliver catering, cleaning, laundry & handy person services	V3 Plan is well underway working with key stakeholders – work in progress.	Ongoing – staff testing now in HOP
Reinstate public toilet facilities		All 30 open from 26/4/21
Mothballed buildings to be prepared for stakeholders, recommissioned by PI team	Waiting confirmation on which buildings will be re-opened – working progress Continuing to focus on statutory services. Redeploying staff to keep schools open.	Ongoing – engaging with stakeholders – working progress.

Action Card - Environment and Infrastructure

Questions	Actions	Status
<ul style="list-style-type: none"> Has a strategy been decided on? Costs for recovery? Will our suppliers/contractors still be available? Will additional staffing support be available? How will staff holiday leave impact services? Will cost recovery for internal service provision be budgeted on full recovery or partial? Will capital budgets be protected or rolled over if unable to complete spend during FY? Service expectations – if unable to meet objectives what would be the impact? How can we ensure our staff are able to sustain the change/impact of recovery? How can we ensure our staff are resilient to new ways of working? Will budgets be reconfigured? 	<ul style="list-style-type: none"> Plans Mitigation Supplier Support Flexibility on holiday roll over Budget reconciliation to include COVID 19 impact Realistic expectations on services to deliver in relation to KPI's Short term and long term strategy for services Staff input 	

Strategic Asset & Capital Plan Management

Questions	Actions	STATUS
<ul style="list-style-type: none"> Has a strategy been decided on? Costs for recovery? 	<ul style="list-style-type: none"> Plans Mitigation 	<ul style="list-style-type: none"> Not started Underway Complete
PPP		
PPP buildings all being maintained as per the contract – What will be the lead-in time to ensure they are ready for occupation? What will be the timescale and guidance from Scottish Government regarding resumption of Education?	Plan for re-occupation of PPP buildings with Education & Children's Services and other services.	Complete Schools return facilitated for teachers to resume on 10 August and pupils on 12 August 2020, as recent Scottish Government announcement. Team Manager - PPP Project & Schools Estate liaising with Education and other services regarding any additional requirements. Service responding to current lockdown and partial return of schools.
Team Manager – Schools Estate & PPP Project liaising with Education and other services/groups regarding access to PPP buildings –	Assess continuing access requirements with Education and other services.	Underway Team Manager - PPP Project & Schools Estate supported Education with return of schools and contributed to June working group led by Karen Haspolat and 'Physical

What will the continuing access requirements be?		<p>Environment Working Group (School Buildings) - August 2020, chaired by Neil Craik-Collins.</p> <p>The Team Manager - PPP Project & Schools Estate has been dealing with internal requests and external organisations such as Blood Transfusion Service and NHS requesting access to PPP buildings. Queries regarding lets are being forwarded to the Council Management Team – now to be dealt with by database set up by Paul Iannetta? Clarity required from CMT.</p> <p>PPP Team Manager engaging with Education group regarding announcement by First Minister on 19/12/20 – Planning for move to Level 4, delayed school return etc.; Potential Level 4 impacts assessed and shared with Infrastructure Team.</p> <p>Service responding to current lockdown and partial return of schools.</p>
Team Manager – Schools Estate & PPP Project liaising with Finance and PPP Provider regarding the financial implications of COVID 19 on ELC income (e.g. moratorium on deductions, reduced lets, energy reconciliation). What will be the overall effect on income?	Assess overall impact of COVID 19 restrictions on PPP contract – operational and financial.	<p>Underway</p> <p>Team Manager - PPP Project & Schools Estate supporting Finance with information for Council Management Team and Scottish Government. Information for return to COSLA submitted to Finance by deadline of 19 June 2020. Ongoing assessment of costs required – not all known at this stage. Regular liaison regarding cost reporting ongoing with Craig O'Donnell, Finance Business Partner. Team Manager - PPP Project & Schools Estate obtaining approval for any additional costs due to COVID 19 from Alex McCrorie.</p>
Projects		
Design work for capital projects ongoing – construction sites closed and team liaising with contractors regarding delay and restart. When will construction sites be allowed to re-open and what will the Scottish Government restrictions be?	<p>Plan for re-commencement of work on construction sites with contractors.</p> <p>Assess impact of COVID 19 restrictions on programmes for capital projects.</p>	<p>Underway</p> <p>Construction sites have re-started as Scottish Government announcements. Team have prepared risk assessments for site inspections/visits, agreed these with Health & Safety and updated on Sphera. Team liaising with contractors for live sites following re-start of work. Team liaising with Housing regarding re-start of housing adaptations. Works to void properties to be progressed. Housing adaptation projects in occupied put on hold by Housing. Potential Level 4 impacts assessed and shared with Infrastructure Team. Construction work can proceed under Level 4 with measures in place. Essential inspections and site visits</p>

		proceeding, with Covid measures being monitored by team.
What has been the effect of COVID 19 on development and roll projections? What effect will this have on capital projects?	Liaise with Education, Finance, Planning Obligations Officer and other services regarding effects and re-plan capital programme.	Underway Refer to Assets section above School September census information and subsequent roll projections received from Education, informed by work carried out by Planning to assess house completions, feed into Housing Land Audit and engagement with developers regarding phasing programmes. Assessment of capital project programmes and workload ongoing with Education and Finance.
Will the outlook for services e.g. Education have any effect on the briefing requirements for projects? Co-location of public services with Education, intergenerational interaction, continued social distancing?	Liaise with Education and other services regarding effects and assess.	Not Started If the effect of Covid-19 is longer term, this would require a major change in the national approach.
What will be the new date for roll-out of the 1140 hours early learning and childcare programme postponed by the Scottish Government?	Liaise with the Scottish Government and Education regarding proposed timescales and assess effects on infrastructure.	Underway SACPM progressing 1140 hours infrastructure projects as much as possible. New date for roll out of 1140 hours programme confirmed by Scottish Government as August 2021. Infrastructure Tracker prepared by SACPM and issued to Scottish Futures Trust on a regular basis. Programmes and costs for 1140 capital projects being assessed by SACPM and CMT.
Quantity Surveying team liaising with Finance, Procurement and Legal regarding payments to contractors and suppliers during restrictions.	Assess impact of COVID 19 restrictions on cost and procurement of capital projects. Report additional costs to Finance, Procurement and Scottish Government.	Underway Team continuing to liaise with Procurement and Legal regarding contractual position regarding time and cost due to COVID 19. Team liaising with Finance regarding estimates of additional costs incurred. Information for return to COSLA submitted to Finance by deadline of 19 June 2020. Ongoing assessment of costs required – not all known at this stage. Any potential additional costs for projects are being reported to the Council Management Team when known.
Clerk of Works team providing support to vulnerable tenants for Housing. What is the demand for continued support?	Liaise with Housing to plan.	Underway Urgent attendance provided. The need for any future support will be monitored with Housing.
SACPM Projects Team progressing housing adaptations for vulnerable tenants. What will the return to a	Liaise with Housing to plan.	Underway SACPM team have been liaising with Housing to plan return to survey, design and

full programme of Housing adaptations look like? What will the Scottish Government restrictions be?		construction of adaptations to Council Housing. Work to void properties progressing. Housing adaptation projects in occupied put on hold by Housing.
'Business As Usual' moves and 'New Ways of Working' projects suspended. What will the 'new normal' look like? How can we assist planning for the whole Council to take advantage of the opportunities presented by the current remote working across all teams? How can this help us rationalise the property assets? Is 'New Ways of Working' still appropriate? Will there be any continuing restrictions imposed by the Scottish Government?	Liaise with Head of Infrastructure and other services to plan a return to working after the restrictions are lifted by the Scottish Government. Think about options in a radical way. Briefing Note regarding Planning for 'The New Normal' prepared by SACPM on 20 May 2020, setting out recommendations for how to proceed with this work.	Underway Refer to Assets section above.
Estates		
Estates Team processing 'rent holidays' for commercial tenants and supporting local businesses.	Assess impact of COVID 19 restrictions on Estates workload and commercial properties. Assess overall financial impact and report to Finance/CMT.	Underway Team liaising with Finance regarding estimates of financial effect due to Covid-19. Information for return to COSLA submitted to Finance by deadline of 19 th June 2020. Monthly report prepared by Team Manager for status of 'rent holidays'.
Estates Team processing licences for utility companies to enable essential works to progress. What will be the continuing workload from this?	Liaise with utility companies at a high level to establish likely future workload.	Underway Team continuing to deal with requests from utility companies.
Some Estates services suspended – when can these activities resume?	Plan for re-commencement of services suspended within Estates team.	Underway Open Market Acquisitions for Housing underway– risk assessments for this work agreed with Housing – the target is a minimum 10 OMAs to be completed by March 2021 Provision of detailed land and property ownership information – Access to Badger system limited; Appointment made to Senior Estates Technician post – Claire Stuart started in January 2021.. Team liaising with IT to provide the best service possible within the current limitations. Not started Some services currently suspended: Letting of commercial premises Year-end rental income reconciliation work

		for Finance Tenant notifications for lease renewal and rent reviews
General Team Management		
What have been the lessons learned from the enforced period of remote working? What will a return to 'a new normal' look like? What will be the Scottish Government programme and restrictions for the next period during the pandemic?	Plan for SACM team to return to working from ELC offices. Liaise with Head Of Infrastructure and other services regarding the 'bigger picture'.	Underway Refer to Assets section above. Survey questionnaire issued to all staff working from home by Paolo Vestri. Emergency Planning gathering data on 'lessons learned'. Home working surveys returned by staff and results being collated by the Organisational Development team, for discussion at the 'Working Differently' Group. Staff consultation carried out on revised Homeworking policy and comments being collated/analysed by HR. SACPM contributed to assessment of potential impacts of Level 4 restrictions across Scotland with Infrastructure Management Team. Work continuing as part of the Asset Review Project and team liaising with HR colleagues regarding implementation of revised policies.

Roads

Questions	Actions	Status
1. As Roads Authority we have responsibility for maintenance of the Road Network within East Lothian Council. Given COVID-19 and lockdown restrictions we were unable to undertake planned capital works. As a result of this the condition of the Road Network will have deteriorated. This will increase the cost to repair/maintain and renew the road network in the future. We have now started to undertake some capital works, but this has been scaled back due to ongoing restrictions. There is a real risk that the overall condition of the road network will decrease and a higher percentage of the road network will require maintenance and renewal.	1. Need to try to deliver as much of our capital programme as within FY However, this will be extremely challenging given ongoing restrictions and other LA competing to procure additional external contractors to support the delivery of capital programme. Currently we are in level 3	1. The Focus and priority up to April 2021 was ensuring we had resources in place to continue delivering our critical winter maintenance programme. We also continued to carry out emergency repairs and other essential urgent work. With Scotland moving from Level 4 to Level 3 we have been preparing to transition the workforce back to undertaking a wider range of work, albeit not a full works programme of larger capital projects. Throughout the pandemic we have always taken reasonable steps to comply with national guidance as well as public health advice. Working with the frontline staff we put in place additional control measures and adapted our operations accordingly. When assessing all planned work and deciding whether to proceed we will take all relevant factors into consideration – such as whether not going ahead would have a detrimental impact on individuals and on our ability to deliver the

<p>We take a report annually to PPRC titled "Roads Asset Management - Annual Status and Options Report". This report presents a summary of the council's road assets. It:</p> <ul style="list-style-type: none"> • Describes the status of the asset, its current condition, and performance; • Defines the value of the assets; • Details the service that the asset and current budgets are able to provide; • Presents the options available for the future. <p>In accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Transport Infrastructure Assets, road assets are split in to 6 distinct Asset Groups: Carriageways; Footways and Cycleway; Street Lighting Status; Structures; Traffic Management Status and Street Furniture. It basically sets out estimated value of asset, condition and as officers we make a recommendation of investment to be in place to either keep the steady state or improve condition of asset going forward. This feeds into budget setting. To put in perspective I have been putting a capital bid of £9m for the last two years just to deal with street lighting. We got £2m across road services to cover all road assets. This just gives you a perspective at the level of risk for ELC.</p> <p>Given COVID 19 and restrictions, over the last 12 months we have been unable to maintain/renew the road network and associated assets, to the level we would want and the condition will have deteriorated. This will increase capital and revenue costs going forward if we want a reasonable</p>	<p>restrictions and some of the planned work will have to be scaled back and this will have an impact on the delivery of our capital programme. We are having to re-prioritise work streams based on up-to date needs assessment and will have to target those roads that need the most attention.</p> <p>2. Invest in contactless payment at costal carpark to reduce risk of virus spreading via coinage. Approx. £20k to upgrade all pay and display machines.</p> <p>3. Get award of £1.4M Bid and start to deliver projects on.</p>	<p>critical winter maintenance programme. Now that Winter is behind us we will start to do more works, albeit not a full programme.</p> <p>COVID-19 and lockdown restrictions in 2020 resulted in us being unable to undertake many of the planned capital works. Given current COVID 19 restrictions, we are not currently in a position to undertake some larger capital works on the road network and associated assets. This will undoubtable result in a further backlog of work. However, we are working hard to reduce the gap. Now that we have our Budgets for 21/22 we have revised our programme to reflect this and current COVID-19 restrictions.</p> <p>Road Services will continue to support our communities and work hard to deliver as much of our programme as possible. Given the ongoing impact of COVID-19 it is likely that we will need to make some difficult choices and focus on essential works first. We appreciate the impact this may have in some locations, but given the challenging situation we find ourselves in, I am sure you will appreciate the focus is centered on protecting our teams whilst we also continue to carry out road maintenance, emergency repairs and other essential urgent work.</p> <p>We will pay close attention to announcements from Government to ensure we continue to comply with all relevant guidance and requirements and will of course seek to re-commence/re-schedule postponed activities when the situation becomes less restrictive. We will update further as we move forward through the restrictions.</p> <p>2. Coastal car parks have now all reopened and charging has resumed. Utility works continue and more housing sites are opening where we will see an increase in inspections and some income around this. However, it's unlikely we will not achieve some budget targets due to restrictions.</p> <p>3. Spaces for People bid was submitted on the 15th June and we received confirmation of the award for £1.4m. Refer to website for further details:</p>
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<p>good road network. How you want to capture this in a corporate risk register is not straightforward and I welcome a chat to discuss to agree how we can do this.</p> <p>2. Predicted impact of the COVID 19 pandemic on income generation and costs associated with delivering and maintaining services during this time.</p> <p>Four areas for example of business in the Asset and Regulatory Team covering:</p> <ul style="list-style-type: none"> • Decriminalise Parking enforcement (DPE) and coastal car parking income • Roads (Scotland) Act 1984, Road Traffic Regulation Act 1984, and the New Roads and Street Works Act 1991 (NRSWA) as well as Inspections and Fixed Penalty Notices. • Electric Vehicle Charge point income • Road Construction Consent – inspection and monitoring activities • Costs for recovery? <p>3. Spaces for people</p> <ul style="list-style-type: none"> • Exit Strategy <p>4. Winter Maintenance</p>		<p>www.eastlothian.gov.uk/spacesforpeople</p> <ul style="list-style-type: none"> • Exit Strategy- Working on exit strategy of SfP programme. For example temporary reduction in speed limits - do we make permanent or revert back? The reduction in speed limits made it possible to introduce other supporting measures in that supports active travel between towns to get to school and for those who cannot drive. These temporary speed limits will be in place until March 2022 although we will review before this date which will involve additional traffic surveys to compare the speeds limits. Although, we have received positive feedback from communities to keep and extend the new lower speed limits. Further education and behavioural change is required. If this is to be taken forward, a report will be taken to Council with recommendations to our elected officials and it for them to determine if they support this. If they do we will then start the statutory process required which will include a full public consultation process and the making of permanent traffic regulation orders. <p>4. Winter Maintenance 20/21</p> <p>East Lothian Council as Roads Authority has a statutory obligation under the provisions of Section 34 of the Roads (Scotland) Act 1984 to take such steps that are considered reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads.</p> <p>We operate this service over 24 hours when necessary between October and April. Our aim is to provide an effective and efficient service within the resources available to allow pedestrians and vehicles to move safely. The frontline operations staff that undertake maintenance and road works also undertake our winter maintenance operations.</p> <ul style="list-style-type: none"> • We maintain over 1000km of roads • 320km of footways • Six site specific weather stations • Fifteen gritting routes • Ten mini tractors based in six main towns • We use 6mm rock salt • Over 900 grit bins located throughout ELC • A1 is maintained by BEAR Scotland
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		<p>Winter Operations</p> <ul style="list-style-type: none"> • Fifty-five staff required for winter operations, three shifts of 16 operational staff, 6am-6pm and 6pm- 6am and one shift in week off. • One Roads Manager, four duty officers, two duty clerks. • Two weeks on standby, one week off • Based out of Macmerry - Weather Emergency Room <p>It was another very busy winter season for 20/21. Very cold January followed by heavy snowfall and further periods of very cold and wintry weather. With a number of vaccinations centres throughout the team adapted and ensured these roads/footways were kept clear also. Winter maintenance extended into the second week of April 2021. Given the very busy season we overspent our Winter maintenance budget by £409,896.00. Given the winter is normally challenging anyway, when you add in COVID the team did extremely well.</p>
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Transport & Waste

Questions	Actions	Status
<p>Recovery of Waste Service Provision</p> <ul style="list-style-type: none"> • Domestic Waste • Kerbside Recycling and Food • Trade Waste • Bulky Waste • Garden Waste • CA Site Provision • Bring Site Provision • Disposal & Recycling markets 	<p>Lead on maintaining statutory service provision – develop COVID19 safe working protocols – collapse less essential services to protect essential and rebuild as resource returns</p> <p>Work with Private contractors and marketplace to ensure output management.</p>	<p>Domestic and Kerbside recycling – complete. Garden waste returned on interim monthly collection – ongoing. Traded waste operational – reduced users – ongoing. CA site return – complete.</p> <p>Ongoing</p>
<p>Transport</p> <ul style="list-style-type: none"> • Ensure O Licence compliance • Support the local transport /public transport infrastructure and supplier resource base • Ensure support for Education, Social Work and local Transport Plan is provided to allow 	<p>Guidance from DVSA and Traffic Commissioner</p> <p>Procurement working group</p> <p>Education Recovery working group</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

<p>mobility, client support and School transport return</p> <ul style="list-style-type: none"> • Adult Services - delivery of transport provision • Manage Fleet requirements including pool cars <p>VPMU</p> <ul style="list-style-type: none"> • Maintain in house maintenance schedules • Plan to restore MOT • Restore Taxi Testing <p>Additional</p> <ul style="list-style-type: none"> • PPE stock control/ordering and planning 	<p>Adult Services group meetings, potential loss of service.</p> <p>Workplace Working Group. Develop strategy for safe return of provision.</p> <p>Ensure MOT backlog is manageable and services are not adversely impacted by vehicle downtime.</p> <p>Taxi Licensing - suspension of testing for 12 week period</p> <p>Ensure essential PPE is provided to all ELC staff/services where required. Work with Procurement on routes to market. Lead team for PPE control, stock and guidance – working with H&S, procurement, VPMU and Transport teams.</p>	<p>Ongoing</p> <p>Complete</p> <p>Class 4, 5 and 7 testing all up to date – complete. Return of HGV, PSV testing from 4th July – complete.</p> <p>Testing service returned 22/06/2020 – complete.</p> <p>Complete – transfer of PPE procurement back to services is underway along with Education process for school stock and supply control.</p>
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Protective Services

Potential Considerations:

- Social distancing (SD) legislation enforcement as lockdown eases in accordance with the 4E's – engage, explain, encourage and then enforce
- Helping deliver TTIS (Test, Trace, Isolate and Support) as it rolls out across the country – Contact Tracing
- Giving professional advice to local businesses re the prevention of infectious diseases and the use of control measures as businesses change their procedures
- Giving advice as required to Recovery and Renewal Co-ordinating Group, CMT, Council Services in relation to infection control measures and current national advice e.g. in relation to the Road Services 'Spaces for People' project
- Providing ELC with Business Concerns re SD and how businesses are adapting to new ways of working
- Pre-COVID 19 pandemic, some Environmental Health staff have powers under Public Health (PH) legislation, so we may be asked and/or have to use these powers whether that be in relation to COVID 19 or some other notifiable disease as prescribed in PH legislation.
- Loss of income
- Managing expectations of both local businesses and our partner agencies with regards to some of our normal statutory duties being, in effect, suspended. These agencies include HSE, FSS, SEPA, DWQR, DWP, Police and also internal council sections such as Licensing.
- BREXIT - Depending upon the Brexit deal, and with the current shortage of qualified EH and TS staff, we may have to help with allowing businesses both to export their food and also examine incoming imported food.
- Provision of advice to local businesses, customers re scams, cancellation of holidays, feeding stuffs, weights and measures, etc.

Potential Areas for Action

- Resources to meet customer expectations
- Providing a 'pack', in association with Economic Development, for local businesses re SD guidance.
- Providing communications with up to date guidance/advice
- Public Health Scotland and the 'app' – liaising with health boards, national agencies, IT and Communications re the roll out of this app
- Liaising with ELC, especially Connected Communities, re support for people who are required to self-isolate

Likely Challenges

- Maintain current staffing levels, depending upon ELC Finances
- Complying with statutory requirements
- Recommencing routine inspections re Food, H&S, TS as the lockdown eases
- Recommencing the Loving Life project
- Managing customer expectations
- Adopting to new ways of working, and trying to keep up staff morale/mental health

Questions	Actions	Status
<p><i>Does ELC Protective Services have the capacity to carry out additional duties in relation to COVID 19?</i></p> <p>Local authorities together with Police Scotland have new enforcement duties under Health Protection (Coronavirus) (Restriction) (Scotland) Regulations 2020.</p> <p>Capacity in ELC to undertake these duties is currently manageable as other core statutory work (such as food hygiene inspections) has retracted to emergency incidents only.</p> <p>As lockdown continues to ease, service demand may outstrip capacity relatively quickly.</p> <p>A request for additional resource funding has been made to the Scottish Government but there is already ongoing recruitment issues within the professions of Environmental Health and Trading Standards</p>	<ul style="list-style-type: none"> • Use of ELC website and Comms to self-refer businesses to guidance, resources and tools for self-assessing their compliance in the anticipation of demand reduction for the Business Regulation Team. • Make provisions for the implementation of self-assurance scheme being rolled out by Scottish Government • Support bid for additional funding and consider job profiles for resource required to assist Business Regulation • Formulate plan to estimate number of businesses opening over the next phases of lockdown easing and resource requirements. 	<ul style="list-style-type: none"> • Complete/Ongoing – Website ‘re-launched’ to link all aspects of business/ workplace information. • Not started – Awaiting further info from SG. Been advised that this could take a number of weeks • Not Started – Awaiting further info from SG if extra funding will be made available. • Started - Currently mapping premises to SG Route-map over next few weeks to identify and prioritise businesses based on risk. High profile businesses/workplaces include QMU, places of worship, hairdressers etc.
<p><i>What will be the impact of non-COVID related statutory incidents i.e. food poisoning outbreak or fatality in ELC enforced workplace?</i></p> <p>Although most statutory work can reprioritized and /or paused for a period of time, serious incidents will need to be attended, investigated and actioned.</p> <p>Currently no proactive inspections are taking place and so the risk of a food poisoning incident may increase.</p> <p>Such incidents can have significant impact on officer resource for long periods of time.</p>	<ul style="list-style-type: none"> • Consider feasibility of resource form neighbouring local authorities in the event of a serious incident or HSE is workplace accident. • Identify external contractors who may be able to fill resource gaps on a temporary basis. 	<ul style="list-style-type: none"> • Not started – contingency plan needing to be developed. • Not started – will be identified as part of a contingency plan.

<p><i>Can the statutory services continue to be delivered remotely?</i></p> <p>All officers within Protective Services are able to currently work from home and fulfil current service requirements. There are no officers unable to perform working duties at the moment.</p> <p>Some officers are working in the field to engage with local businesses, respond to non-COVID related enquiries or assist partner agencies with social distancing enforcement.</p> <p>Medium to long term considerations may need to be examined to identify restrictions on service delivery of working at home i.e. need to access equipment, documents, etc.</p>	<ul style="list-style-type: none"> • Identify areas of service delivery where access to offices is necessary. • Carry out risk assessment to ensure safe access to and working within offices. 	<ul style="list-style-type: none"> • Ongoing – progress being made with working group on re-opening ELC workplaces. No issues identified with working remotely. Agreement made that TSCC in Penston House can operate with social distancing should need arrive.
<p><i>What will the impacts of a Brexit be on COVID response?</i></p> <p>Negotiations on the UK withdrawal from the EU will not be extended and therefore if a withdrawal deal is not agreed by 30th June 2020, ELC will need to prepare for a no-deal scenario.</p> <p>Such a scenario will have a significant impact on Protective Services particularly in relation to imports and exports, inspection of fishing vessels, sharing of information as well as support to local businesses to help make the transition from a member state to a third party state.</p>	<ul style="list-style-type: none"> • Remain up to date with progress of negotiations. • Keep risk register updated with identified impacts of no deal. • Identify resource requirement and funding available to assist with transition. 	<ul style="list-style-type: none"> • Ongoing – Service Manager attending CoSLA all Council meetings with CoSLA for updates and linked in with Service Manager for Economic Development. Risk register kept up dated with known risk s so far but further information on outcome of EU/UK negotiations required before and assessment can be made on resource demands.

Questions	Actions	Status
<ul style="list-style-type: none"> Public expectation that recovery planning is undertaken in a sustainable way that ensures we continue to tackle the Climate Emergency, which is still the biggest threat facing us over the long term – how will we do that? Polls have shown that people want to see Climate Change tackled with the same urgency as Coronavirus. We have an approved Climate Change Strategy in place, and we are still in a declared state of 'Climate Emergency' in East Lothian. What are the lessons learned from the current crisis that will aid a Green Recovery and tackling the Climate Emergency in the longer term? How do we achieve the key recommendations by the Committee on Climate Change (CCC) to the Scottish Government (6 May 2020)¹ for a 'green recovery' from COVID 19, to aid an economic recovery that is in line with Scotland's statutory net-zero targets and help to rebuild Scotland with a stronger economy and increased resilience? <p>In summary, the CCC has recommended that the Scottish Government "prioritises actions according to six principles for a resilient recovery:</p> <ol style="list-style-type: none"> 1. Use climate investments to support the economic recovery and jobs 2. Lead a shift towards positive long-term behaviours 3. Tackle the wider 'resilience deficit' on climate change 4. Embed fairness as a core principle 	<ul style="list-style-type: none"> Ensure that the principle of a 'Sustainable and Green Recovery' continues to be embedded in COVID Recovery and Renewal planning and implementation across all Key Activity Areas Work with partners including the Scottish Government to set out an Action Plan for a sustainable and 'Green Recovery' from COVID 19, that seeks to build on the lessons learned and 'new ways of working', both for the Council and the wider East Lothian For example, this may include: travelling less; increased walking & cycling; home working; digital working/remote working including virtual meetings e.g. Skype; the importance & benefits of local greenspaces; review of use of and need for buildings/offices over the longer term/energy savings Shopping locally and supporting local supply chains and locally grown food have important benefits to tackling climate change, reducing emissions, and preparing for climate change impacts Opportunities for a sustainable and 'Green 	<ul style="list-style-type: none"> Ongoing: Continue to monitor, embed and implement Green Recovery principles and measures throughout the Recovery and Renewal process, taking opportunities to deliver actions to improve sustainability and tackle climate change. Update: Climate Change Officer participated in the following working groups: <ul style="list-style-type: none"> Working Differently Short Life Working Group: inputting carbon footprint reduction / tackling climate change into revised HR policies; Benefits Realisation planning & tracking Re-opening Workplaces Working Group (carbon footprint reduction / Green Recovery) Economic Recovery Rural Group (in relation to Green Recovery planning) Update: Climate Change Officer attended East Lothian Partnership meetings: ELP Key Officers Group and ELP Governance Group, in relation to Green Recovery planning and embedding tackling climate change. Update: Annual statutory Public Bodies Climate Change Reporting return 2019/20 was submitted to Scottish Government (Nov 2020), showing continued reduction in ELC's overall carbon footprint. Update: Annual report on progress with delivering the actions in the Climate Change Strategy was reported to Cabinet in January 2021. COVID-19 has impacted on the timescale for delivery of some actions; approval was obtained from Cabinet in Jan 2021 for amendments to the target dates of some actions due to COVID. In addition, some new actions were added to the Action Plan. Ongoing: Climate Change Officer continues to liaise at a national level with the Sustainable Scotland Network and the Scottish Government, and will also feed updates through the Climate Change Planning & Monitoring Group (CCPMG). Update: The Scottish Government published its Climate Change Plan Update in December

¹ <https://www.theccc.org.uk/2020/05/06/take-urgent-action-on-six-key-principles-for-a-resilient-recovery/>

<p>5. Ensure the recovery does not 'lock-in' greenhouse gas emissions or increased climate risk</p> <p>6. Strengthen incentives to reduce emissions when considering fiscal changes"</p>	<p>Recovery' for the longer term, including reduced energy use; energy from renewable sources; utilisation of renewable technologies by businesses; business supply chain and diversification opportunities; transport opportunities; use of and need for buildings, particularly as we change the way we work; community resilience planning for the longer term impacts of climate change; enhancing the natural environment and working with nature.</p>	<p>2020: 'Update to the Climate Change Plan 2018-2032: Securing a Green Recovery on a Path to Net Zero',² which is their key strategic document on a Green Recovery from COVID-19, setting out their policies and proposals for a Green Recovery on the path to Net Zero. This is currently being considered in relation to delivering a Net Zero Council and reaching Net Zero in East Lothian in line with our commitments in ELC's Climate Change Strategy.</p> <p>• Update: Ongoing liaison with ESES Region Sustainable Economy colleagues on regional collaboration and looking ahead to the UN COP26 Climate Summit in Glasgow in November 2021.</p>
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² https://www.gov.scot/publications/securing-green-recovery-path-net-zero-update-climate-change-plan-20182032/?mc_cid=862fa4b269&mc_eid=9dfd1488b6

Appendix K – Support: Communications Action Card

Over-arching priorities:

- Development and implementation of overall Communications Strategy in line with the Recovery and Renewal Strategy
- Maintain a proactive approach to the sharing of information across appropriate channels to relevant audiences
- Ensure the affected community is kept informed throughout the recovery and renewal process
- Ensure messaging, whilst based on the national position, is tailored and directly relevant to an East Lothian audience
- Ensure involvement of all stakeholders
- Ensure a consistent overall message is delivered

Key ongoing considerations:

- Ensure that the public, stakeholders and media are fully informed and consulted throughout the entire recovery and renewal process
- If necessary, advise and inform the communications outputs of other sub-groups
- Address any local, regional and national communications issues
- Inform the Recovery and Renewal Coordinating Group of communications/media issues
- Prepare strategic advice on public communications
- Identify the key groups and individuals affected by the emergency, response and recovery and renewal
- Prepare joint statements as required by the Recovery & Renewal Coordinating Group
- Ensure all staff and elected members are briefed to ensure the correct messages are delivered
- Ensure all staff and elected members are informed throughout the recovery and renewal process
- Ensure media organisations are briefed proactively and timeously
- Ensure social media channels are maintained, relevant and engaging
- Ensure website information is up-to-date, informative and accessible
- React appropriately to any negative media stories or misinformation
- Maintain links with partner organisations to ensure co-ordination of public messaging across East Lothian and consistency of key messages

Likely challenges:

- Addressing any potential for misinformation
- Providing messages to particularly vulnerable/hard to reach communities
- Resources/meeting expectations – particularly as ‘normal’ business ramps up
- Ability to ensure corporate messaging reaches all staff – particularly on the frontline/for colleagues who don’t regularly use computers/emails
- Ensuring that, whilst good progress is being made in curbing the spread of the virus, communications work continues to strike the appropriate balance between response and recovery mode, with the potential for the two to overlap.

Thematic Stakeholders:

Additional agencies likely to be involved in this element of the recovery and renewal process include:

- Police Scotland
- NHS Lothian
- Scottish Government
- National Comms Group (with representation from councils across Scotland)
- COSLA

Action Card - Communications:

Questions	Actions
During response were any of the following put into operation: public information help lines, drop in centres, regular bulletins/newsletters, dedicated websites/social media feeds, alert schemes?	Some – a COVID helpline and dedicated COVID 19 pages on the council website were set up. Although dedicated social media feeds have not been established, COVID-related activity has been the dominant theme of the council's general social media output.
What sections of the media have expressed an interest in COVID 19?	While most media interest has been expressed by local outlets in East Lothian, we have received a steady stream of requests from regional and national outlets particularly in relation to national developments and announcements.
Were any specific issues raised during the response phase that has implications on communication during recovery and renewal?	We continue to be in the response phase of the emergency and will ensure any lessons learned are used to inform the recovery and renewal process.
Has the recovery and renewal process been publicised?	While our focus to date has been on highlighting that the council very much remains in the response phase, we have referred to the fact that work on recovery is underway.
Do we have the correct methods and techniques to ensure staff are engaged with effectively?	Yes, however, further consideration should be given to the most effective ways of engaging with staff who do not have regular access to IT/email.
Do we have appropriate processes in place to determine key messaging and deployment?	Yes
What have been the key recent developments on communications in respect of recovery and renewal?	Economic Recovery – refreshing of promotional materials in support of the 'Stay Safe, Support Local, Love East Lothian' campaign to promote and support local businesses, coinciding with the easing of restrictions. We will shortly be commencing work on the economic recovery edition of Living newspaper.

	<p>Protection Levels – Scotland has now moved Beyond Level 0. We have shared appropriate Scottish Government messaging on what this means for the people of East Lothian in terms of what they can and cannot do.</p> <p>Schools – we have continued supporting Education colleagues on the sharing of information for parents/carers to provide re-assurance on steps being taken by the Council to provide a safe learning environment.</p> <p>Testing – the launch of an asymptomatic testing facility in Musselburgh and the deployment of mobile testing units into local communities has been supported by a range of proactive communications. This work is likely to continue for several months.</p> <p>General service updates – ensuring news and information on changes/adaptation/reinstatement of council services is communicated, for example through press releases, social media and updates to the website. Examples include arrangements for Library Services and operation of public toilets.</p>
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Appendix L – Support: Equalities Action Card

Integrated Impact Assessments (IIA) should be carried out on any significant policy proposals that might have an impact on any of the nine protected characteristic groups as defined by the Equality Act 2010:

- Age
- Disability
- Sex
- Pregnancy and maternity (the law provides protection in the area of employment and vocational training only)
- Race
- Religion and Belief
- Sexual Orientation
- Gender Reassignment
- Marriage and civil partnership (the law provides protection in the area of employment and vocational training only)

Guidance on carrying out Integrated Impact Assessments is available on the council's intranet.

Poverty

A multi-agency Poverty Working Group has been established with the following remit:

- To review progress with the Poverty Plan (recommendations from Poverty Commission)
- To review the Child Poverty Action Plan and agree 2020 report
- For both to take account of the impact of the COVID-19 pandemic and the experience of people living in poverty/being negatively impacted by the pandemic
- Merge the two plans into a single East Lothian Poverty Plan (which includes a Child Poverty Plan) 2021 – 2023 – taking into account the impact of COVID-19

Progress on the actions in the Poverty Plan and Child Poverty Plan have been updated.

A Draft Poverty Plan has been prepared and approved as a consultation document by the Council. The Draft Plan is based around seven themes:

- In Work and Not in Poverty – free from in-work poverty
- Financially Included
- Having a Home
- Educated
- Healthy and Well
- Connected
- Empowered and Responsible

The main part of the draft plan is the Action Plan, setting out 49 objectives/actions with a short description of the work already being undertaken by the council and partners, and further actions that should be prioritised over the next two years.

1. In Work and Not in Poverty

The Plan is based on the need to create more jobs and more better paid jobs in East Lothian to reduce unemployment and in-work poverty. The actions under this theme are based around the economic development strategy and the work of the Connected Economy Group, the City Region Deal, and work around employability and the Young Workforce.

2. Financially Included

Ensuring that people who do need financial support through benefits get access to advice and support and can access the benefits they are entitled to. This section also includes actions around Food Poverty and Period Poverty.

3. Having a Home

The actions here are based on the current and emerging new Local Housing Strategy – increasing the supply of affordable, good housing and reducing homelessness and fuel poverty.

4. Educated

Reducing inequalities in schools and closing the poverty-related attainment gap, addressing food insecurity among children, reducing the digital divide, increasing access to sport and activity, and supporting local Support from the Start initiatives.

5. Healthy and Well

The actions in this section mainly relate to priorities that are already part of the IJB's Strategic Plan and the Children's Services Plan, including improving access to adult and children and young people's mental health services. It also includes an action to tackle the growing problem of social isolation.

6. Connected

This section covers connections in communities, digital connectivity and transport.

7. Empowered and Responsible

Starts with the very important commitment to ensure that people with lived experience of poverty have an input in the development of the plan and policies and monitoring their progress. It also includes commitments to community empowerment.

Just over £1m Scottish Government funding for financial insecurity and to support people adversely affected by the pandemic lockdown has been carried forward into 2021/22. This COVID funding, which is non-recurring, is being allocated in line with the guidance from the Scottish Government to address the need to continue to support individuals and families at financial risk due the impact of COVID.

The Draft Plan is out for consultation with stakeholder organisations, community and voluntary groups, the public, and in particular, people with lived experience. The online consultation can

be accessed via: [Draft Poverty Plan Survey - East Lothian Council - Citizen Space \(eastlothianconsultations.co.uk\)](https://eastlothianconsultations.co.uk)

A final draft of the Plan following consultation will be presented to Council for final approval on 26th October 2021.

Equalities

The Council and Integration Joint Board are reviewing their current Equality Plans (2017-2021) and are preparing new Equality Plans for 2021-25. The IJB carried out consultation on new equality outcomes and the Council has used the results of this consultation to inform the development of new outcomes for the new plan.

The Council's Draft Equality Plan for 2021-2025 builds on the work of the Equality Plan 2017-2021. It sets out the Council's commitment to equality and shows how we comply with the requirements of the Equality Act 2010 to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act;
- advance equality of opportunity between people who share a relevant protected characteristic and those who don't; and
- foster good relations between people who share a protected characteristic and those who don't.

The Draft Plan sets out seven high level equality outcomes that the council will work towards during 2021-2025 to ensure it meets its statutory duties under the Equality Act and, also to achieve its overarching commitment to **reduce inequalities within and across our communities**.

The draft of the new Council Equality Plan is currently out for consultation: [Draft Equality Plan Survey - East Lothian Council - Citizen Space \(eastlothianconsultations.co.uk\)](https://eastlothianconsultations.co.uk)

A final draft of the Plan, following consultation, will be presented to Cabinet for final approval on 9th November 2021.

Appendix M – Support: Council Resources Action Card

Provision of continued council support to all of the key work streams within the Framework.

Key Areas of Support / Activity area are summarised below:

- Financial Management and Financial Sustainability
 - On-going monitoring of financial implications arising from COVID, including costs and associated national funding.
 - Very complicated financial year-end now emerging. The Council has received late notification of funding streams available to the Council to manage COVID implications. In addition, the Scottish Government have allowed a package of 'flexibilities' to support and manage the implications of COVID in this year and some available into 2021-22. These include: flexibilities on the use of existing funding streams; and the implementation of a wider package of 'fiscal flexibilities' (details of which are still emerging) principally aligned to changes in accounting treatment on the repayment of debt, accounting for credit arrangements and application of capital receipts.
 - Taken collectively alongside the additional funding, this will allow the council to mitigate the financial deficit in this financial year primarily caused by COVID. Whilst some of the funding streams will be available to be carried forward into 2021-22, most of the funding streams have been provided on a non-recurring basis.
 - In addition, a further £259m of national funding has been provided to support the COVID implications facing Local Government in 2021-22. Current year COVID-19 costs facing the Council are projected at around £16 million with many of these costs likely to be recurring in 2021-22 for an as yet unknown period. To date, we have not yet received the allocation of this funding to East Lothian Council, but it remains unlikely that the national funding announced to date will be sufficient to meet these on-going costs in full should they materialise at similar levels in 2021-22.
 - To date about 90 different funding streams have been announced in this financial year, including COVID related support, business grants and other national funding streams. In addition, there are a range of wider flexibilities in funding streams referenced above. This requires significant and continued support and on-going guidance to implement, monitor and manage COVID related funding streams, many of which has required significant bureaucracy and reporting during the on-going response.
 - Support national discussions through COSLA and professional networks to understand financial implications which support the appropriate reimbursement of COVID related financial funding from UK and Scottish Government.

- Supporting accelerated payments to suppliers, business, and communities
 - Review of internal processes to ensure suppliers can continue to receive timely payments
 - Introduction of accelerated payment process to support the payment of business grants in line with national guidance
 - Reduction in cash handling within the Council, with more transactions now being made electronically and the introduction of hardship payments being made through an accelerated electronic payment process.
- Supporting accelerated payments to individuals
 - Payments to individuals facing financial hardship, made via Scottish Welfare Fund and Discretionary Housing Payment
 - Self-Isolation support grants providing low paid workers with financial support during the 10 day period in which they are unable to work
 - Low Income Pandemic Payments for those meeting certain Council Tax Reduction/Exemption criteria (single payment to be made by end October 2021)
- On-going support provided to individuals to maximise take up of appropriate benefits
- Continued support to ensure the on-going recovery of the Council's income streams including: Business Rates, Council Tax, Housing and Commercial Rent and Fees and Charges due. This includes targeted support provided to individuals who are experiencing financial difficulty in paying revenues due to the Council.
- Continued workforce support and guidance in respect of workforce implications in line with national guidance, and review of new ways of working (NWOW)
- Development of sustainable procurement support, ensuring contractual commitments are managed to best effect ensuring sustainability of key suppliers such they are still able to support both recovery and ongoing delivery.
- Providing on-going support and development of digital platforms to support the requirements of both the Council workforce and NWOW and digital interface with customers

- Enhanced reviews targeted and focussed on management of risk and minimising fraud. These reviews focus on ensuring key controls and mitigations remains in place and are targeted to support new ways of working or new requirements which have been introduced in line with national guidance.
- Minimising the financial liability and risk exposed by the Council in cancellation of school trips which had been scheduled to take place during the global pandemic, through detailed review of contractual requirements
- Dealing with legal requirements arising from the changes in Scottish Government Legislation and Guidelines including working with contractors (particularly in the construction industry) to agree provisions relating to pandemics/Covid-19 for future contracts.
- Providing on-going support to Environmental Health team to ensure that COVID-19 restrictions are appropriately applied to premises/businesses and enforcement action taken when needed.
- Moving into recovery, there is a view that some of the “Trust” funds held by East Lothian Council may be capable of being utilised to support and assist those that have been most affected by the pandemic. Capacity issues within Finance and Legal mean that this has not yet been brought forward. If additional funding was available, the rationalisation of these funds into a modern SCIO with purposes linked to the recovery strategy could be outsourced to an external legal firm to progress.
- In recovery there is potential for a backlog of eviction cases when the current suspension on eviction is lifted.