

**PATERNITY LEAVE AGREEMENT**  
**(Teaching Staff, Music Instructors, Education Support Officers, Quality Improvement Officers and Educational Psychologists)**

**1. DEFINITIONS**

- 1.1 **Expected Week of Childbirth** refers to the period of seven days in which the childbirth is expected to take place.
- 1.2 **Paternity Pay Period** is the period within Paternity Leave during which paternity payments (subject to certain conditions) may be received.
- 1.3 **Childbirth** is the birth of a living child.
- 1.4 **Week of Childbirth** is the week beginning with midnight between Saturday/Sunday in which the baby is born.
- 1.5 **Nominated carer** is the person nominated by the mother or adopter to assist in the care of the child and to provide support to her/him
- 1.6 **Maternity/Adoption Support Leave (MSL/ASL)** is a week (5 consecutive days) of paid leave which is granted to the spouse or partner or nominated carer of an expectant mother or adopter at or around the time of the birth or placement.
- 1.7 **Ordinary Paternity Leave (OPL)** – if certain conditions are met in relation to continuous service, this is further paid leave of a week (5 consecutive days) which can be taken by an employee who is the spouse or partner of an expectant mother or adopter. It must follow on from Maternity/Adoption Support Leave if that is taken. It must be taken within 56 calendar days of the actual birth/placement.
- 1.8 **'Responsible Person'** - in relation to Additional Paternity Leave (APL) – is the child's father or is married to or the partner or civil partner of the child's mother or the adopter. S/he must have, or expect to have, the main responsibility (apart from any responsibility of the mother or adopter) for the upbringing of the child.
- 1.9 **Post** - for this purpose means the nature of the work an employee is employed to do and the capacity and place in which s/he is employed.
- 1.10 **Leave Year** – this runs from 1 September to 31 August in the following year.
- 1.11 **Accrued Statutory Leave** is leave that may accrue during period/s of Support Leave and/or Paternity Leave which must be taken immediately after the return from Paternity Leave.
- 1.12 **Accrued Occupational Leave** is leave that may accrue during a period of Additional Paternity Leave over and above any accrued Statutory Leave entitlement.

## **2. MATERNITY/ADOPTION SUPPORT LEAVE (MSL /ASL) AND PAY**

- 2.1 Support Leave of one week/5 consecutive days with normal pay, regardless of average earnings or length of service, will be granted to the spouse or partner or nominated carer of an expectant mother or of someone taking adoption leave at or around the time of birth or placement.
- 2.2 Maternity Support Leave (MSL) and Adoption Support Leave (ASL) can be taken from the date of the child/children's birth or placement for adoption or from another date after the birth/s or the placement for adoption (within 56 calendar days).
- 2.3 This leave and normal pay for the leave period is subject to the notification conditions in Section 3 below being met.

## **3. PATERNITY LEAVE**

### **Ordinary Paternity Leave (OPL)**

- 3.1 An employee on a permanent or fixed term contract, regardless of the hours worked, who is the spouse or partner of a person taking maternity leave or of a person taking adoption leave and who has at least 26 weeks continuous' service at the start of the 15<sup>th</sup> week before the baby is due or at the start of the notification week for adoption is entitled, in addition to Support Leave, to a week of Ordinary Paternity Leave (OPL).
  - 3.1.1 During OPL, your contract of employment continues (unless it comes to an end for some other reason, e.g. end of fixed term contract) and you are entitled to the benefit of your normal terms and conditions of employment, except for pay.
  - 3.1.2 OPL can be taken  
  
from the date of the child's/children's birth or date of placement for adoption  
or  
from another date after the child's/children's birth or date of placement for adoption
  - 3.1.3 OPL can start on any day of the week but must be completed within 56 days of the actual birth or placement date. If the birth is early, leave must be taken within the period from the actual date of the birth up to 56 days after the expected week of birth.
  - 3.1.4 There can be only one period of leave to cover Support Leave and OPL. If you elect to take the maximum 2 weeks' leave, these must be consecutive days. Where you elect to take only 1 week of leave, then this will be taken as a complete week of leave or 5 consecutive working days.
  - 3.1.5 You are required to complete Appendix A should you wish Support Leave or OPL.

### **Additional Paternity Leave (APL)**

- 3.2 In addition to Maternity or Adoption Support Leave and pay of one week/5 consecutive days, and Ordinary Paternity Leave (OPL) and pay of one week/5 consecutive days, you may have the right to up to 26 weeks' Additional Paternity Leave (APL), if you have at least 26 weeks' continuous service at the start of the 15<sup>th</sup> week before the expected week of the birth or have at least 26 weeks continuous service prior to the week\* you are notified of being matched with a child for adoption and you remain in continuous employment with the Council until the week before the first week of the APL period begins. (\* for adoption from overseas the relevant date for service qualification is the child's date of entry into Great Britain.)

- 3.2.1 Only one period of leave is available to employees, irrespective of whether more than one child is placed for adoption or in the case of multiple births.
- 3.2.2 APL, where it can be granted, is for a maximum of 26 weeks (leave available is linked to date of partner's return to work from leave). Its purpose is to care for the child.
- 3.2.3 APL can begin from 20 weeks after the child is born or placed with you for adoption; where it begins 26 weeks after the birth or placement, APL must end one year after the birth or placement. It may follow on immediately after OPL but APL can be taken without MSL/ASL and OPL being taken.

## **4 QUALIFYING CONDITIONS**

### **4.2 Ordinary Paternity Leave (OPL)**

In accordance with National Conditions of Service, Ordinary Paternity Leave (OPL) will be granted if you meet all the following conditions:

- 4.2.1 You must inform your Line Manager and Human Resources by the 15<sup>th</sup> week before the week in which the child is expected (where reasonably practicable) of your intention to take OPL.
- 4.2.2 In the case of adoption, you must inform your Line Manager and Human Resources of your intention to take paternity leave within 7 days of being notified by the adoption agency that you have been matched with a child/children, unless this is not reasonably practicable.
- 4.2.3 You must state in writing
- the expected week of childbirth or the date of placement for adoption
  - the date you wish Support Leave and/or OPL to start.

### **4.3 Additional Paternity Leave (APL)**

- 4.3.1 The notification for Additional Paternity Leave (APL) must be given to the Council not less than 8 weeks before the chosen period of leave.
- 4.3.2 In accordance with National Conditions of Service, APL will be granted if the following conditions pertain:
- You are the 'responsible person'
  - The mother or adopter has been entitled to one or more of the following – Statutory Maternity Leave (SML), Statutory Maternity Pay (SMP), Maternity Allowance or Statutory Adoption Leave (SAL) or Statutory Adoption Pay and
  - The mother or adopter has now returned to work from SML or SAL and ceased claiming any Statutory Maternity Pay or Statutory Adoption Pay. (Periods of accrued leave, annual leave, sick leave or parental leave which directly follow maternity or adoption leave will not alter the 'return to work' requirement for this purpose.)

- 4.3.3 To qualify for APL and Additional Statutory Paternity Pay (ASPP) you must provide the Council with
- (a) a completed leave notice (Appendix B) which specifies the following:
    - The expected week of childbirth or the date of notification of being matched with a child for adoption; or for overseas adoption, the date of official notification of the adoption
    - The actual date of birth, if this has already occurred, or date of placement for adoption; or for overseas adoption the date of entry into Great Britain
    - And the date you wish APL to begin and end
  - (b) a signed declaration which states you are the 'responsible person' and the conditions in 4.3.2 above are satisfied.
  - (c) A signed declaration from the child's mother or adopter confirming
    - Their name, address and NI number
    - The date s/he intends to return to work from SML or SAL
    - That the father, husband, partner or civil partner satisfies 4.3.2 above
    - And that the father, husband, partner or civil partner is, to their knowledge, the only person exercising the entitlement to APL in respect of the child
    - That she consents to the Council processing the information s/he has provided
- 4.4 The Council shall, within 28 days of receipt of the leave notice, confirm the dates of APL to you in writing. The Council may request a copy of the child's birth certificate or the name and address of the adoption agency and confirmation of the date of adoption placement as well as the employment details of the mother or adopter who is taking the maternity/adoption leave. You are required to respond to the request within 28 days.
- 4.5 This APL must be taken in multiples of complete weeks and as one continuous period, with the minimum period being 2 weeks.
- 4.6 If you meet the eligibility criteria for APL, as indicated above and, even if you don't meet the criteria for ASPP, you may have the right to take unpaid APL.

## **5 PATERNITY PAY ENTITLEMENT**

**5.1** An employee who is on Ordinary Paternity Leave (OPL) shall receive full pay for that week.

### **5.2 Additional Statutory Paternity Pay (ASPP)**

**5.2.1** For you as the father/partner/civil partner to be entitled to Additional Statutory Paternity Pay (ASPP), the child's mother or the adopter must have returned to work from Statutory Maternity Leave (SML) or Statutory Adoption Leave (SAL) and must have ceased claiming any relevant pay, with at least two weeks of the unexpired Statutory Maternity Pay (SMP) period or Statutory Adoption Pay (SAP) period or Maternity Allowance (MA) period remaining.

**5.2.2** ASPP is only payable during the period of the child's mother's or adopter's 39 week SML, SMP, MA or SAL or SAP period. ASPP must end no later than the date SMP or MA or SAP would have ended. All Additional Paternity Leave (APL) taken after the end of the 39 week SML, SMP, MA or SAL or SAP period is unpaid.

- 5.2.3 ASPP will be payable for such part of the unexpired SMP period or SAP period as is included within the period of APL taken. For example, if the mother or adopter returns to work after having taken only 20 weeks leave, then a further 19 weeks of Additional Statutory Paternity Pay (ASPP) can be claimed by the father/ partner/civil partner, if eligible.
- 5.2.4 If there is a break between the mother/adopter returning to work and you starting Additional Paternity Leave (APL), you will only be entitled to the pay remaining at the date you begin your leave.
- 5.3 If you fulfil the conditions in 5.2 above, you are eligible for ASPP, as long as your average earnings are not less than the lower earnings limit for National Insurance purposes. Where eligible for ASPP, you will receive the lesser of either the weekly rate or the earnings-related rate, which is 90% of your average weekly earnings.
- 5.4 In order to ensure payment of the full entitlement, periods of SMP, MA and ASPP should be taken in complete weeks. Returning to work in the middle of a week will result in the payment due for the whole week of SMP, MA, SAP and ASPP being lost. SMP, MA, SAP and ASPP are not paid in part weeks but for full weeks only.
- 5.5 If you return to work, other than for 'Keeping in Touch' Days, before the end of your full Paternity Leave period then your Paternity Leave and Paternity Pay will cease and your accrued annual leave will be recalculated accordingly. You will receive your contractual salary from the date of your return to work.

## **6 OTHER FACTORS**

- 6.1 You remain entitled to Maternity/Adoption Support Leave (MSL/ASL) and Ordinary Paternity Leave (OPL) and the relevant Pay where the child is stillborn after 24 weeks, or the child has died, or where the child's mother has died within the period of your leave.
- 6.2 If your child dies during Additional Paternity Leave (APL) or during the period of notice that you have given in respect of taking APL, the period of APL will cease at the end of the week that falls 8 weeks after the death of the child. If the notified return date occurs less than 8 weeks after the death of the child, the notified date will remain as the end of the APL period. These conditions also apply where an adoption placement ends, for any reason.

## **7 REASONABLE CONTACT**

- 7.1 Under the regulations, an employer and employee may make reasonable contact during paternity leave to discuss such issues as significant workplace developments and training opportunities. Such contact will not bring your paternity leave period to an end. (See also 'Keeping in Touch' Days, in Section 14.)

## **8 RETURNING FROM PATERNITY LEAVE**

- 8.1 You have the right to return to the post in which you were employed under your original contract of employment and on terms and conditions not less favourable than those which would have been applicable if you had not been absent on Paternity Leave.

- 8.2 Where it is not practicable, by reason of redundancy, for the Council to permit you to return to your post, you are entitled to be offered a suitable alternative post where one exists.
- 8.3 Suitable alternative employment may also be offered in exceptional circumstances other than redundancy (e.g. a general reorganisation) in line with what would have occurred had you not been on Paternity Leave and where these circumstances necessitate a change in the post in which you were employed prior to your leave commencing.
- 8.4 If you are employed on a fixed-term basis you will not have the right to return to your previous post where your contract would have expired during the Paternity Leave period but you will be entitled to all other provisions, provided you meet the criteria as indicated in respect of Paternity Leave and pay. You will remain on payroll until you have exhausted your Paternity Leave. (This will be for administrative purposes only and you will not accrue annual leave or continuous service past the date your contract ended.)
- 8.4.1 Fixed-term contracts should not be ended due to Paternity Leave. If a fixed-term contract is due to be extended, it should be offered regardless of Paternity Leave.
- 8.5 Should you wish to return to work earlier than the end of the APL period, you must give the Council 6 weeks' notice. If the appropriate notice is not given, the Council may postpone your return if it is not reasonably practicable to accommodate the requested change in arrangements. The extent of any such postponement will be limited to the earlier of the end of a 6 week notice period or the original date.

## **9 ACCRUAL OF ANNUAL LEAVE DURING MATERNITY AND ADOPTION SUPPORT LEAVE AND PATERNITY LEAVE**

- 9.1 Annual leave will accrue during any period of Support Leave and Paternity Leave.
- 9.2 A teacher or music instructor will accrue annual leave in accordance with Section 5, paragraphs 5.3 to 5.5, in *The SNCT Conditions of Service Handbook* during Additional Paternity Leave (APL). The annual leave of a full time teacher or music instructor is the balance of days beyond the working year of 195 days and excluding Saturday and Sundays and 'days of school closure'. Public holidays are included in this entitlement as is the maximum Statutory Leave of 28 days.
- 9.3 Education Support Officers, Quality Improvement Officers and Educational Psychologists will accrue leave during the period of Support Leave and Paternity Leave in accordance with their Annual Leave Conditions of Service. (See *SNCT Handbook*, Section 5, paragraphs 5.12 to 5.15)
- 9.4 APL shall either fall within one leave year or span two leave years. Accrued Statutory Leave will be provided by the Council and you must take this leave for each leave year spanned by your period of APL.
- 9.5 If your APL spans two leave years, you shall receive at the end of the first year a statement which indicates the leave taken to the commencement of the paternity leave, the leave accrued during the paternity period in that leave year (contractual entitlement minus leave taken) and the balance to be carried forward.

- 9.6 When you notify the Council of your intended date of return, the Council will issue a statement of your annual leave entitlement effective at that date, including any accrued Statutory Leave which will require to be taken, in that leave year (where possible) on your return from APL. (Should you require to change the date of return you must notify HR as your accrued leave may need to be recalculated.)
- 9.7 Where it is not practicable to take that accrued Statutory Leave in full or in part, any balance will be carried forward into the next leave year but must be taken as leave. The timing of this leave shall take account of the needs of the service.
- 9.8 In the case of teachers and music instructors accrued Statutory Leave should normally be taken in the term in which the return to work takes place or within the following term; in the case of Education Support Officers, Quality Improvement Officers and Educational Psychologists leave should normally be taken as soon as possible following the return to work.
- 9.9 The balance of accrued annual leave - that is, any days beyond the accrued statutory days - is known as occupational leave. Any such leave which accrues from the commencement of the period of Support and/or Paternity Leave for teachers and music instructors can be directed to be taken during days of school closure (see attached document showing days of school closure). For this process, payment is arranged in accordance with Section 5, paragraph 5.7 of *The SNCT Handbook of Conditions of Service* and each day of leave paid in accordance with Section 1, Pay, and paragraph 1.8 of *The SNCT Handbook*. (This will be at your current daily rate of pay.)
- 9.9.1 Should this direction occur, and occupational leave remain thereafter, it may
- be taken as pay in lieu of leave and paid at your normal rate of pay in the next available pay run after your APL period concludes and any days of school closure have been taken. (Please note the payment in lieu of leave is not superannuable); or
  - be taken as paid leave in the term in which the return to work takes place or within the following term with agreement of your Head Teacher / Line Manager; or
  - be taken as combination of both payment and leave with agreement of your Head Teacher / Line Manager.
- 9.10 Where utilising days of school closure is not possible or is considered inappropriate, the options available are as described in 9.9.1 above.
- 9.11 All options are subject to agreement with the Head Teacher / Line Manager in considering the continuity of learning within the school.
- 9.12 In the case of Education Support Officers, Quality Improvement Officers and Educational Psychologists, accrued occupational leave should normally be taken as soon as possible following the return to work.
- 9.13 In order to manage the arrangement and to allow for staffing arrangements to be planned it is essential that you discuss with your Head Teacher / Line Manager during any accrued Statutory Leave period your intention as to how you plan to utilise the any occupational leave entitlement.

- 9.14 If you give written notice to the Council that you do not intend to return to work at the end of your APL period, the Council will make payment in lieu of leave accrued up until your date of resignation, in accordance with Section 5 of *The SNCT Handbook*.
- 9.15 If you have advised that you intend to return to work following Paternity Leave and then decide not to return you must resign, giving the normal period of notice in writing as required by your contract.
- 9.15.1 If your resignation takes effect during the paid period of Paternity Leave this may affect your entitlement to payment.

## **10 PENSION**

- 10.1 Pension contributions shall continue to be deducted at the normal rate for teachers and associated professionals during any period of paid Paternity Leave. Any period of unpaid Paternity Leave shall result in a break in service for pension purposes for those in the Teachers' Scheme. For employees who are in the Local Government Pension Scheme (Lothian Pension Fund), on returning to work after unpaid Paternity Leave you should contact the Payroll Section to advise whether you wish to pay the shortfall of pension and therefore eliminate the break in service.

## **11 CONTINUITY OF SERVICE**

- 11.1 All authorised Paternity Leave will be regarded as continuous service whilst you remain in employment with Midlothian Council.
- 11.2 Paternity Leave shall count in full as credited service in the determination of salary placing in accordance with the salary placement regulations.
- 11.3 In the case of a teacher who returns to work following Additional Paternity Leave (APL), the period from the end of paid paternity leave to the date of return to work shall also be credited in full.
- 11.4 As you may be aware, each April you pay a registration fee to the GTCS and it is deducted automatically from your salary. Should April fall within your unpaid APL period, then this deduction could not be made from your salary. It is your responsibility to ensure that your registration fee is paid immediately to the GTCS when you receive such a request from it.

## **12 OTHER ALLOWANCES**

- 12.1 Whether you are receiving paternity pay or not you will remain entitled to receive the benefit of payments of other allowances (e.g. car user allowance, first aid allowance, acting-up payment) for the duration of Ordinary Paternity Leave and, with the exception of the latter, during any Additional Paternity Leave period. Acting-up payments can only be paid if you are receiving your occupational pay during the leave period.

## **13 JOB VACANCIES**

- 13.1 Whilst on Paternity Leave you should access the *My Job Scotland* recruitment portal for any vacancies arising whilst you are off work.



- 13.2 The Council will ensure that you are kept informed of any acting appointments, in-service or other CPD opportunities. You will also be apprised of changes at the workplace or work organisation which could impact upon you.

#### **14 'KEEPING IN TOUCH' DAYS**

- 14.1 If you wish, you can work up to 10 days with normal pay during Additional Paternity Leave (APL) under your contract of employment without bringing your paternity leave to an end. Normal pay will be an amount inclusive of Additional Statutory Paternity Pay (ASPP), as appropriate. 'Keeping in Touch' Days do not have to be worked consecutively and are useful if you would like to simply keep in touch, attend a particular event or take up a training opportunity. Working for part of a day will count as one 'Keeping in Touch' day worked. (Refer to paragraph 14.3 below for information on pay for part-days worked once ASPP is no longer being paid)). You will not lose any ASPP for working up to 10 days. If you work more than 10 'Keeping in Touch Days', APL will cease.
- 14.2 'Keeping in Touch' days are not a requirement and they are subject to agreement by you and your Head Teacher / Line Manager to both the activity and the timing.
- 14.3 Where Additional Statutory Paternity Pay (ASPP) is no longer being paid, normal contractual pay will be paid for such days (as set out in *The SNCT Handbook*, Part 2, Section 1, Pay) as well as payment for accrued leave (Part 2, Section 5, Annual Leave). Where the period worked is less than a full day, you shall be paid an hourly rate with payment of accrued leave on a pro rata basis.

#### **15 ENQUIRIES**

- 15.1 If you have any enquiries about this policy or about Parental Leave, please contact your Head Teacher / Line Manager in the first instance or Human Resources at Midlothian House or the MNCT Joint Secretary, Teachers' Side.

#### **16 RELATED DOCUMENTS**

Job Share Scheme  
Flexible Working Policy  
MNCT Revised Maternity Leave Agreement  
MNCT Adoption Leave Agreement  
MNCT Code of Practice on Fixed-Term Contracts  
MNCT Keeping in Touch Days

## NOTIFICATION OF MATERNITY/ADOPTION SUPPORT LEAVE/ ORDINARY PATERNITY LEAVE (Teaching Staff and Associated Professionals)

To be completed by all employees who wish to take Maternity/Adoption Support Leave and/or Ordinary Paternity Leave. Please indicate for which type/s of Leave you are applying.

It must be sent to Human Resources no later than the 15<sup>th</sup> week before the child is expected to be born or placed with you for adoption\* if you wish to take Ordinary Paternity Leave (\* it is accepted that in cases of adoption timescales may require to be less).

Before completing this form you should read carefully the information contained in the Paternity Leave Agreement and you may wish talk to your Line Manager or someone from Human Resources. Appendix B should be completed should you wish to take Additional Paternity Leave.

Full Name:			
Home Address:			
		Post Code:	
Home Tel No:		Work Tel No:	

Employee No: (salary)		Council Division:	
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Line Manager Name:		Line Manager Extension No:	
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1. The expected date of birth <b>or</b> The date of notification of being matched with a child for adoption <b>or</b> The date of official notification of the adoption (overseas)	Date:	
	Date:	
	Date:	

2. The actual date of birth (if it has occurred) <b>or</b> The date of placement for adoption <b>or</b> The date of entry into GB for adoption (overseas)	Date	
	Date	
	Date	

3a. I wish to start my Support Leave and/or Ordinary Paternity Leave on <i>(Support Leave normally must be completed within 56 working days of the birth/placement)</i>	Date:	
3b. I wish to end my Support Leave and/or Ordinary Paternity Leave on	Date:	

Cont.

I declare that I am

the baby's biological father **or**  
married to or in a civil partnership with the mother/adopter **or**  
living with the mother/adopter in an enduring relationship but am not an immediate relative

**and**

I will have responsibility for the child's upbringing **and**  
I will take time off work to support the mother/adopter or care for the child

Signature..... Date.....

**NOTIFICATION OF ADDITIONAL PATERNITY LEAVE/ADDITIONAL STATUTORY PATERNITY PAY (Teaching Staff and Associated Professionals)**

To be completed by all employees who wish to take Additional Paternity Leave (APL) or obtain Additional Statutory Paternity Pay (ASPP). **Please indicate for which you are applying.**

This form must be sent to Human Resources no later than 8 weeks before the leave commences.

Before completing this form you should read carefully the information contained in the Paternity Leave Agreement and may if you wish talk to your Line Manager or someone from Human Resources.

Full Name:			
Home Address:			
		Post Code:	
Home Tel No:		Work Tel No:	

Employee No: (salary)		Council Division:	
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Line Manager Name:		Line Manager Extension No:	
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1. The expected date of birth <b>or</b> The date of notification of being matched with a child for adoption <b>or</b> The date of official notification of the adoption (overseas)	Date:	
	Date:	
	Date:	

2. The actual date of birth (if it has occurred) <b>or</b> The date of placement for adoption <b>or</b> The date of entry into GB for adoption (overseas)	Date	
	Date	
	Date	

3a. I wish to start my Additional Paternity Leave on	Date:	
3b. I wish to end my Additional Paternity Leave on	Date:	

**or**

4. I am applying for Additional Statutory Paternity Pay only ( <i>tick</i> )
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I declare that I am

the baby's biological father **or**  
 married to or in a civil partnership with the mother/adopter **or**  
 living with the mother/adopter in an enduring relationship but am not an immediate relative

**and**

I will have responsibility for the child's upbringing **and**  
 I will take time off work to support the mother/adopter or care for the child

Signature..... Date.....

**The mother /adopter requires to complete the form below:**

Full Name:			
Home Address:			
		Post Code:	
Home Tel No:		Work Tel No:	

If you are a Midlothian Council, employee, Employee (salary) No:		Your National Insurance Number if not a Midlothian Council employee and, if employed, the name of your place of work:	
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1. The date I intend to return from Statutory Maternity Leave	Date:	
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2 I confirm I am enclosing a copy of the child's birth certificate/adoption placement certificate ( <i>tick</i> )
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3. I confirm..... is the child's father, or my husband, or partner, or civil partner and will have responsibility for the child's upbringing
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4. I confirm s/he is, to my knowledge, the only person exercising the entitlement to Additional Paternity Leave in respect of my child.
Signed..... Date.....

I confirm I consent to Midlothian Council processing this information

Signed..... Date.....