DATA LABEL: Public

Council Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

15 June 2017

A meeting of the **Council Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Tuesday 20 June 2017** at **11:00am** or at the conclusion of Education Executive whichever is the later.

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence

2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.

3. Order of Business, including notice of urgent business and declarations of interest in any urgent business

4. Confirm Draft Minute of Meeting of Council Executive held on Tuesday 06 June 2017 (herewith).

Public Items for Decision

5. Petition - Public Transport, Bridgend (herewith).

6. Accident Investigation and Prevention (AIP) - Casualty Reduction Programme 2017/18 - Report by Head of Operational Services (herewith).

7. Alcohol Diversionary Activities - Report by Head of Social Policy

(herewith).

8. A new Museum for Linlithgow - Report by Head of Housing, Customer and Building Services (herewith).

9. Proposed Response to the Scottish Government's Consultation on the Energy Strategy - Energy Efficiency and Condition Standards in Private Rented Housing - Report by Head of Housing, Customer and Building Services (herewith).

10. SESplan Budget Ratification 2017/18 and Strategic Development Plan 2 Update - Report by Head of Planning, Economic Development and Regeneration (herewith).

11. Health and Safety Service Plan 2017/2018 - Report by Head of Planning, Economic Development and Regeneration (herewith).

12. Food Service Plan - Report by Head of Planning, Economic Development and Regeneration (herewith).

13. Procurement Arrangements - Supply of Ejector Trailers - Report by Head of Corporate Services (herewith).

14. Procurement Arrangements - Hand-Arm Vibration Monitoring Equipment - Report by Head of Corporate Services (herewith).

15. Procurement Arrangements - Domestic Removals with Delivery to Storage - Report by Head of Corporate Services (herewith).

16. Revised Information Security Policy - Report by Head of Corporate Services (herewith).

17. Civic Centre - Accommodation Alterations - Report by Head of Finance and Property Services (herewith).

18. Draft 2016/17 General Fund Revenue Budget Outturn - Report by Head of Finance and Property Services (herewith).

19. General Services Capital Programme - Report by Head of Finance and Property Services (herewith).

20. Revenue Budget Strategy 2018/19 to 2022/23 - Report by Head of Finance and Property Services (herewith).

21. Housing Revenue Account Outturn Report - Report by Depute Chief Executive (herewith).

22. Housing Capital 2016/17 Outturn and 2017/18 Budget - Report by Depute Chief Executive (herewith).

DATA LABEL: Public

NOTE **For further information please contact Eileen Rollo on 01506 281621 or email eileen.rollo@westlothian.gov.uk**

MINUTE of MEETING of the COUNCIL EXECUTIVE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 6 JUNE 2017.

Present – Councillors Lawrence Fitzpatrick (Chair), Kirsteen Sullivan, Frank Anderson, David Dodds, Peter Heggie, Chris Horne, Carl John (substituting for Peter Johnston), Charles Kennedy, Dave King, Dom McGuire, Cathy Muldoon, George Paul and Damian Timson

Apologies – Councillor Peter Johnston

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. ORDER OF BUSINESS

1) The Council Executive agreed that a new appendix in relation to Agenda Item 11 (Policy on Street Naming and Numbering) had been circulated to members the day before committee and would therefore be considered; and

2) The Chair ruled in terms of Standing Order 11 that Agenda Items 18 to 22 were on the agenda for information only and to facilitate attendance by officers would be considered at the top of the agenda.

3. MINUTE

The Council Executive confirmed the Minute of its meeting held on 25 April 2017. The Minute was thereafter signed by the Chair.

4. PUBLICATION OF ELECTED MEMBER REMUNERATION, EXPENSES AND ALLOWANCE INFORMATION 2016-17

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services advising of levels of Elected Members Remuneration, Allowances and Expenses from 1 April 2015 to 31 March 2016 and to also provide details of training undertaken during this period.

In accordance with the Local Government (Allowances and Expenses) (Scotland) Amendment Regulations 2010, councils were required to record and publish details of the payments made to Elected Members in the previous year from 1 April to 31 March and no later than 1 June each year.

A copy of the payments made in accordance with the Regulations was set out in Appendix 1 attached to the report. All amounts were stated in gross

before any deductions for income tax and national insurance.

Whilst the level of salary was fixed depending on the designation, the amounts of travel, subsistence and expenses claims varied between Elected Member depending on their activities and duties throughout the year.

The analysis also included “other expenses” which must be disclosed under the Scheme; this related to receipted expenditure incurred by the Provost and Depute Provost on civic duties and the costs of conferences and seminars which were paid for directly by the council.

In addition to the levels of payments made, the Regulations also required the council to publish details of training undertaken during the reporting period. Attendance at these events was summarised in Appendix 2 attached to the report.

It was recommended that Council Executive note the terms of the report and display the schedules attached to the report on the council’s website.

Decision

To note the terms of the report

5. EARLY RETIRAL AND VOLUNTRY SEVERANCE - 1 OCTOBER TO 31 MARCH 2017

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services advising of the number of employees who were granted early retiral/voluntary severance or flexible retiral from the council during the 6 month period 1 October to 31 March 2017

The Head of Corporate Services recalled that the council’s policy on Early Retiral and Voluntary Severance required that reports on the application of the policy were submitted regularly to Council Executive. In accordance with that policy, all cases approved during the period of 1 October to 31 March 2017 were dependent on the establishment of a business case which ensured that the costs of releasing the employee were recovered within the stipulated timescales.

Details of all the cases were provided in Appendix 1 attached to the report and it was reported that all 19 approved cases in the reporting period fell within the 3 year payback period with 16 cases paid back within a year.

The Council Executive was asked to note the content of the report which had been prepared in accordance with the reporting requirements of the council’s policy on Early Retiral/Voluntary Severance.

Decision

To note the terms of the report

6. DISABLED PERSONS' PARKING PLACES (SCOTLAND) ACT 2009

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services advising of the content of the Annual Report on the implementation of the Disabled Persons' Parking Places (Scotland) Act 2009.

The Head of Operational Services advised that on 1 October 2009 the Disabled Persons' Parking Places (Scotland) Act 2009 came into force and Section 11 of the Act required that an annual report be prepared detailing functions undertaken by the council.

Attached to the report at Appendix 1 was the full report which contained details of the council's performance in relation to the Disabled Persons' Parking Places (Scotland) Act 2009 over the reporting period. The report summarised actions in terms of works undertaken on-street and off-street in order to provide disabled parking facilities for Blue Badge Holders.

This was the seventh annual report and covered the period 1 April 2016 to 31 March 2017 and the key headlines for the period included :-

- A total of 153 applications had been received in 2016-17
- 107 new bays had been identified in 2016-17
- The average time from identifying a bay to starting the statutory process was 155 days; and
- Van back publicity campaign continued in 2016-17

Disability Scotland had been consulted on the content of the report and comments made were contained in the report.

It was recommended that the Council Executive notes the contents of the Annual Report of functions undertaken as directed by the Disabled Persons' Parking Places (Scotland) Act 2009 for the reporting period 1 April 2016 to 31 March 2017 contained in Appendix 1.

Decision

To note the content of the report

7. ST JOHN'S HOSPITAL STAKEHOLDER GROUP

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive inviting the Council Executive to note the terms of the Minutes of the St John's Hospital Stakeholder Group meetings held on 15 February and 15 March 2017, copies of which were attached to the report.

Decision

To note the terms of the report

8. STANDING ORDER 31 (URGENT BUSINESS)

The Council Executive noted the action taken in terms of Standing Order 31 (Urgent Business) to provide approval for the attendance by five elected members to the Riding of the Marches, Linlithgow on 13 June 2017.

9. 0.23HA AT WAVERLEY STREET, BATHGATE - PROPOSED SALE TO WESLO HOUSING MANAGEMENT LIMITED

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for the sale of 0.23ha or thereby at Waverley Street, Bathgate to Weslo Housing Management Limited.

The Head of Finance and Property Services explained that Weslo Housing Management was a Registered Social Landlord operating in Falkirk and West Lothian Council areas.

Working in partnership with Almond Housing Association, Weslo had reached an agreement in principle with the owner of the Waverley Garage in Waverley Street, Bathgate to purchase the garage site and redevelop it for social housing use.

The land immediately adjoining the garage was owned by the council and was held on the General Services Account. In order to maximise their proposed development site, Weslo had applied to buy the council's land for inclusion in their scheme.

The council's Head of Housing, Customer and Building Services was aware of Weslo's proposed development and was supportive of the project.

The proposed development site extended to 0.45ha in total and had been independently valued by the District Valuer at £240,000. That valuation was based on a proposed social housing development of 27 affordable homes. As the council owned 50.69% of the overall site, this equated to a pro-rata value of £122,136.

The main terms and conditions of the proposed sale were detailed in the report.

It was recommended that Council Executive :-

1. Approves the sale of 0.23ha or thereby at Waverley Street, Bathgate to Weslo Housing Management Limited for £122,136 subject to the terms and conditions set out in the report; and

2. Authorises the Head of Finance and Property Services to carry out

further negotiations with the purchaser in respect of the sale, including any required alteration of the sale price, on the basis that any revised terms and conditions still represented best value to the council.

Decision

To approve the terms of the report

10. PROPOSED SALE OF 60A AND 62 NORWOOD AVENUE, WHITBURN TO MR GARY DRUMMOND

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for the sale of 60a and 62 Norwood Avenue, Whitburn.

The Head of Finance and Property Services advised that the properties at 60a and 62 Norwood Avenue were neighbourhood retail properties forming part of a traditional tenement. No.60a previously formed part of 60 Norwood Avenue which had since been sold. However 60a was not included in the sale of that property due to its condition and in particular water ingress. No.62 Norwood Avenue was previously leased but had been vacant for a number of years.

Both properties had deteriorated through lack of use and in particular from consistent water ingress. Therefore it was estimated that over £40,000 of works would need to be carried out on the properties. Due to the extensive cost of repair the properties were marketed for sale in August 2014 but had had limited interest to date.

Interest from prospective purchasers had highlighted a reluctance on their part to undertake or being unable to justify the complex repair obligations which included the drying area and gardens of the properties.

Gary Drummond viewed the properties in March 2017 and subsequently submitted an offer of £10,000 for both properties. This offer was based on the current condition of the properties and took into account the amount Mr Drummond estimated spending on the property. Mr Drummond had previous experience of extensive refurbishment.

The council had a rates obligation of circa £2,700 per annum for the properties and it could also be necessary to undertaken extensive repairs in the future to ensure public safety. Therefore officers were of the opinion that Mr Drummond's offer represented the best value for the property.

It was recommended that Council Executive :-

1. Approves the sale of 60a and 62 Norwood Avenue subject to the terms and conditions set out in the report; and

2. Authorises the Head of Finance and Property Services to carry out further negotiations with the purchaser in respect of the sale, including any required alteration of the sale price, on the basis that

any revised terms and conditions still represented best value to the council.

Decision

To approve the terms of the report

11. DEVELOPER FUNDED EXTENSION TO WINCHBURGH/HOLY FAMILY PRIMARY SCHOOLS, WINCHBURGH

The Council Executive considered a joint report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration and the Head Finance and Property Services advising of the proposed extension to the Winchburgh/Holy Family Primary Schools to meet additional education capacity requirements as a result of the ongoing development in Winchburgh.

The report explained that Holy Family RC Primary School and Winchburgh Primary School were both housed within one building which was located in Glendevon Park, Winchburgh.

As part of the settlement expansion of Winchburgh through the provision of new housing the Section 75 planning obligation required the main Winchburgh developer to fund the provision of school estate capacity through extensions and new schools at certain milestones throughout the development as it progressed. This was to ensure that sufficient education capacity was available to accommodate increasing demand.

Feasibility work undertaken in 2013-14 identified options to extend the building to accommodate the projected growth from new house building and identified a phased approach. An initial expansion was undertaken which accommodated the initial capacity demand. This involved the utilisation of two classrooms for the provision of nursery capacity.

It was now proposed to build a second extension to provide a new self-contained nursery. This would free up the existing classrooms currently used for nursery accommodation, to enable these to be used for primary education. This would result in a combined school accommodation of a 16 class organisation.

The extension was required to be in place for April 2018 to meet the terms of the planning obligation and ensure that the relevant school capacity was in place for August 2018.

In summary the proposed extension would consist of the following :-

- New 60/60 capacity nursery extension
- Minor internal refurbishment works to facilitate use of existing nursery accommodation as classrooms
- New nursery playground, covered play space and new route to access main school playground

Delivery timescales for the project were summarised in the report.

It was recommended that Council Executive :-

1. Approves the submission of the planning application for the second phase extension at Winchburgh/Holy Family Primary School to support development (including council house development) in Winchburgh;

2. Notes that the extension was fully developer funded and that the funding had already been received by the council; and

3. Notes the projected timescales for the provision of a new denominational primary school should housing development at Winchburgh continue as forecast.

Decision

1) To approve the terms of the report; and

2) To agree that the Depute Chief Executive bring forward a report to a future meeting of the Council Executive outlining the council's strategy towards denominational and non-denominational education at both primary and secondary schools in Winchburgh.

12. DRAFT SCOTTISH ENERGY STRATEGY CONSULTATION RESPONSE

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval of a proposed response to the consultation on the Scottish Government's *Draft Energy Strategy – The Future of Energy in Scotland.*

On 19 January 2017 the Scottish Government published its Draft Climate Change Plan (CCP) or Third Report on Policies and Proposals 2017-2032 (RRP3) for meeting Scotland's annual greenhouse gas emissions targets. The Draft Energy Strategy, published shortly after the Plan, was a stand-alone companion document to the CPP and set out the long term vision for energy supply and use in Scotland out to 2050.

The Draft Energy Strategy was a comprehensive document set out over six chapters. The Strategy took a whole system view of where our energy came from and how it was used for electricity, heat and transport.

Generally the strategy set out a logical progression to a decarbonised energy future, although there was a significant reliance on new and developing technologies such as Carbon Capture and Storage (CCS) which had been highlighted as a risk in the proposed response.

The council's proposed response was attached to the report at Appendix 1 and Council Executive was invited to :-

1. Notes the contents of the response at Appendix 1; and

2. Approve the response for submission to the Scottish Government

Decision

To approve the terms of the report noting that due to the timescales involved officers had previously submitted a draft response subject to approval.

13. PROPOSED RESPONSE TO THE SCOTTISH GOVERNMENT'S CONSULTATION ON THE ENERGY STRATEGY - SCOTLAND'S ENERGY EFFICIENCY PROGRAMME (SEEP)

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services seeking approval of a proposed response to the Scottish Government's consultation on the *Energy Strategy – Scotland's Energy Efficiency Programme (SEEP).*

In laying out its approach to addressing Climate Change the Scottish Government had developed a draft Energy Strategy with several separate topics being consulted on. One consultation was on the proposed development of Scotland's Energy Efficiency Programme (SEEP) and the Scottish Government was seeking comment on the approach they had detailed.

SEEP was an ambitious energy efficiency programme that looked to closer integrate the approaches taken to increasing the energy efficiency levels of both the domestic and non-domestic building stock through supporting measures that would reduce energy demand and decarbonise energy used for heating.

The consultation was seeking comment on the draft approach to developing SEEP by asking specific questions, with further details attached to the report at Appendix 1. As SEEP was at an early stage of design and development the questions were very broad ranging and were not seeking specific details on how the programme would be implemented. As a result the response had been developed to mainly support the ambitions of the programme whilst providing specific evidence from a West Lothian Council perspective where possible to do so.

A main theme from the consultation response was that the council supported the view that local authorities should be responsible for managing and administering SEEP for their own regions but that support would be required from Scottish Government for the increased dependence on council resources to deliver SEEP.

Also at several points in the response it had also been recommended that the existing HEEP:ABS programme was not replaced and should remain to be supported by the Scottish Government to support energy efficiency measures to private home owners and private sector tenants,

It was recommended that Council Executive :-

1. Notes that the deadline for submission was 7 June 2017; and

2. Approves the proposed response attached to the report at Appendix 1.

Decision

To approve the terms of the report

14. SCOTTISH HOME AWARDS 2017 ATTENDANCE

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services seeking approval for attendance by the appropriate councillors to the Scottish Home Awards 2017 on Tuesday 15 June 2017.

The Head of Housing, Customer and Building Services explained that West Lothian Council had been shortlisted for three developments; these being Rosemount Court and Gardens and School Road, Broxburn in the Development of the Year Category and in the Small Affordable Housing Development of the Year, Avalon Place, Linlithgow.

The awards ceremony and dinner would take place on Thursday 15 June at The Hilton Hotel, Edinburgh.

Motion

To approve attendance by Councillor Paul and Councillor Doran

- Moved by the Chair and seconded by Councillor Muldoon

Amendment

To approve attendance by Councillor Frank Anderson

- Moved by Councillor Anderson and seconded by Councillor John

A Roll Call Vote was taken which resulted as follows :-

Motion	Amendment
David Dodds	Frank Anderson
Lawrence Fitzpatrick	Carl John
Peter Heggie	
Chris Horne	
Charles Kennedy	
Dave King	

Dom McGuire

Cathy Muldoon

George Paul

Damian Timson

Kirsteen Sullivan

Decision

Following a vote the motion was agreed by 11 votes to 2 and it was agreed accordingly.

15. POLICY ON STREET NAMING AND NUMBERING

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Service seeking approval of an up-to-date Street Naming and Numbering Policy and Procedure and to introduce a charging regime for the provision of street signs for new developments.

The allocation of an address to a property was a statutory function of the council as the local authority. It was necessary to ensure that properties could be found quickly by emergency services and so mail could be delivered. Street naming and numbering also added to the character of an area.

The policy and procedures document attached to the report at Appendix 1 outlined how the process was managed and information was also contained in the policy for the areas listed below :-

- Approvals process
- Street Naming Policy
- Property Numbering Policy
- Postcodes
- House Names
- Street Renaming
- Property Renumbering
- Street Names Plates Policy

There was no proposal to change the current procedures for consultation with local members on the naming of streets. If a clear view for a street name was not expressed by local members during the consultation

process then the views of the Executive Councillor for the Environment portfolio would be sought and would be used to resolve the matter,

The Head of Operational Services continued to explain that for new developments the street nameplates were secured through the Road Construction Consent process and erected by developers at their expense. However the management of the process with developers had not been straight forward with some delays and difficulties experienced. Therefore it was being proposed that the council manage the process by controlling the erection of the sign and charging developers for this service.

The proposed charges for the provision of street nameplates for new developments were contained in Appendix 2 attached to the report. The pricing reflected the costs to the council of the purchase and erection of new street nameplates. Developers would be advised of the council's minimum requirements for signage at the time of their application.

Both the policy document and proposed charging were considered by the Environment Policy Development and Scrutiny Panel on 13 September 2016 and there were no comments on the proposals which were recommended to Council Executive for approval.

It was recommended that Council Executive approve :-

1. The Policy and Procedures on Street Naming and Numbering (Appendix 1); and

2. The Introduction of a charge from 1 June 2017 for erecting name plates for new developments (Appendix 2)

Decision

To approve the terms of the report

16. SMARTER CHOICES PROGRAMME AND ACTIVE TRAVEL PROGRESS

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services advising of the council's Smarter Choices Smarter Places Programme (SCSP) of activity in 2017-18.

The Head of Operational Services explained that this would be the third year of grant funding allocated by the Scottish Government under the SCSP initiative and that in 2016-17 the council had successfully submitted an application to gain access to the indicative allocation of £163,000.

The guidance on qualifying projects was specific and the purpose of the grant was to target initiatives and measures to distinct communities and to encourage, support and promote modal shift through behaviour change. The grant funding was not available to deliver new infrastructure.

The report provided a summary of the projects that the 2016-17 programme focussed on.

For 2017-18 the council had successfully submitted an application for £163,255 which would be used to build on work developed and initiatives undertaken during the previous two years of the programme. The council had also worked with internal teams and with external partners to identify at least 50% matched funding/investment upon which SCSP initiatives would build. This matched funding was required to gain access to the SCSP funding allocation.

Contained within the report was a table which demonstrated the three key areas that the funding would be allocated to and included :-

- Workplace Support - £32,000
- School Support - £93,000
- Mapping & Signage - £38,000

In addition to the measures identified through Smarter Choices Smarter Places, the council would continue to deliver a programme of new active travel infrastructure using match funding support from the Sustrans Community Links Programme. A further report on the community links programme would be presented to a future meeting of Council Executive.

The report concluded that the opportunity to access targeted grant funding (SCSP) provided an opportunity to develop and build on behavioural change initiatives to encourage and promote the use of sustainable transport infrastructure and initiatives which the council had delivered over recent years. It was also an example of successful partnership working across teams within West Lothian Council and with external organisations.

It was recommended that the Council Executive :-

1. Notes the content of the report and the level of funding successfully accessed by West Lothian Council; and
2. Approves West Lothian Council's Smarter Choices Smarter Places programme for 2017-18.

Decision

To approve the terms of the report

17. PROPOSED STOPPING-UP ORDER - FOOTPATH AND EXISTING RIGHT OF WAY, WEST CALDER

The Council Executive considered a report (copies of which had been circulated) seeking approval to initiative the statutory procedures to stop up a footpath/right of way which currently existed in West Calder across

the Edinburgh to Glasgow rail line via Shotts. This was to allow development to take place in accordance with approve planning permission granted to Network Rail to remove the bridge across the railway as part of the electrification of the rail route.

The Head of Operational Services explained that a north south footpath/right of way existed running from Hermand Park Cemetery to the A71 adjacent to the Community Garden centre on the east side of West Calder. The path was rural and unsurfaced and crossed an existing masonry bridge over the railway.

As part of the electrification works to upgrade the Edinburgh to Glasgow via Shotts rail route works were required to deliver clearance for the electrification wires and Network Rail were granted planning permission to remove the masonry bridge.

The path in question was currently closed because of works to construct the new West Calder High School which was adjacent to the route of the path. A new road and bridge to access the school had been constructed over the railway. This route would be adopted once the road was opened to the public and would provide a replacement pedestrian route crossing over the railway providing access to the A71.

On completion of the stopping up procedure and the construction works associated with the new school there would be an alternative route provided for pedestrians.

Police Scotland and local ward members had been consulted and any comments provided were contained within the report.

It was recommended that the Council Executive approve the initiation of the statutory procedure to stop up the affected section of footpath in West Calder as identified on the plan attached to the report.

Decision

To approve the terms of the report

18. U37 POLBETH ROAD, POLBETH - 7.5 TONNE WEIGHT LIMIT ORDER

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services seeking approval to commence the statutory procedures to introduce a 7.5 tonne maximum gross weight limit on the U37 Polbeth Road from the C26 Gavieside Road to the A71 in Polbeth.

The Head of Operational Services explained that the U37 was mainly a rural road which linked the C26 Gavieside Road to the A71 at Polbeth. At the southern end, it entered the village of Polbeth and provided access to the Fire Station and St Mary's Primary School. Historically, in 1975, a 5 tonne weight restriction order was implemented on the whole length of the route to prohibit any vehicle over 5 tons.

Through time as vehicles and traffic signs legislation had evolved, a restriction of five imperial tons had ceased to be enforceable and there were no longer any prescribed signs to indicate this type of restriction. Therefore it was necessary to update the traffic regulation order to reflect current legislation in relation to large goods vehicles and traffic signs.

The current equivalent restriction to the old five ton weight restriction was 7.5 metric tonnes. Therefore a new order would be promoted to supersede the outdated order. The new weight restriction would convey the same message to motorists regarding the weight restriction on this particular route.

Local ward members and Police Scotland had been consulted on the proposal and had made no comment on the proposal.

It was recommended that the Council Executive approve the initiation of statutory procedures for the promotion of a traffic regulation order to install a 7.5 tonne maximum gross weight limit on the U37 Polbeth Road from the C28 Gavieside Road to the A71 on Polbeth.

Decision

To approve the terms of the report

19. WHITEHILL SERVICE CENTRE - UTILITIES DIVERSIONS - SCOTTISH BUSINESS STREAM

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval for diversions by Scottish Water Business Stream of their existing equipment in order to accommodate parts of the new Whitehill Service Centre.

The Head of Corporate Services explained that work on the new Whitehill Service Centre was proceeding well with the project due for completion and being fully operational by late summer 2017. Part of the development works was the need for a number of service diversions. As these involved parts of existing public utilities networks the works were covered by statute and therefore required to be carried out by the statutory undertakers themselves. In these circumstances there was no opportunity to procure them from other agencies, providers or contractors.

Generally the value of such works lay below £55,000 and in terms of the councils standing orders a business case exemption could be obtained through existing procedures. However for expenditure in excess of £50,000 standing order required Council Executive to provide approval for expenditure where works could not be comparatively tendered.

One of the service diversions required at Whitehill related to infrastructure for water supplies owned by Scottish Water. They had provided a detailed estimate for the works which in total amounted to £55,000. In order to avoid any adverse effects on the overall delivery timescales and delays which could lead to contractor claims for disruption to the development

programme it was important that these utilities works were instructed as quickly as possible.

It was recommended that the Council Executive :-

1. Approves the direct award of a contract to Scottish Water Business Stream for the necessary diversion of supply forming part of their network at a cost of approximately £55,000 (excluding VAT) in order to accommodate part of the new Whitehill Service Centre development; and

2. Grants delegated powers to the Head of Finance and Property Services to approve any change to the final cost of the works on the basis that this could be met from the existing project budget.

Decision

To approve the terms of the report

20. PROCUREMENT ARRANGEMENTS - EDUCATION SERVICES

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to make a direct award to the Tapestry Partnership for the provision of an extended teaching support programme to establish teacher learning communities to improve classroom practice.

The Head of Corporate Services explained that Standing Orders for the Regulation of Contracts provided that in exceptional circumstances the Head of Corporate Services could approve that the provisions of the council's Standing Orders in relation to the procurement of contracts did not apply. Those circumstances included a contract where there was a sole or unique supplier and the value of the proposed contract was between £5,000 and £49,999.

In February 2017 a Business Case Exemption (BCE) was submitted to the Head of Corporate Services seeking exemption from the council's Standing Orders to allow the council to award a contract directly to the Tapestry Partnership.

The Head of Corporate Services explained that the Tapestry Partnership was a unique partnership which brought together knowledge and expertise from leading world renowned educationalists and would include a tailor-made programme for West Lothian and a masterclass conference with leading academic, Professor Dylan William. Accordingly it would not be possible to procure the requirement through standard open market competition.

The BCE was valued at £41,250 and was approved in line with the provisions of the council's Scheme of Delegation, Standing Orders and Procurement Procedures.

Since this time and based on experience of the services delivered so far

under the initial BCE, significant additional demand from Head Teachers had given rise to a second unforeseen requirement. This additional requirement amounted to £49,050, which also included an additional £3,300 for copyright charges not stated in the original the BCE. Therefore the aggregated value of this additional requirement, in addition to the original BCE amounted to £90,300. Accordingly the requirement now exceeded the value of business which the Head of Corporate Services could approve.

The Head of Corporate Services concluded that in all other respects the services to be provided and the merits of the direct award (which was approved by the Head of Corporate Services in the original BCE) remained unchanged. No additional risks associated with the proposed increased value of the business had been identified.

It was recommended that the Council Executive approves the direct award of a contract to The Tapestry Partnership.

Decision

To approve the terms of the report

21. EQUALITY OUTCOMES REPORT AND EQUALITY MAINSTREAMING REPORT

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services presenting the council's Equality Mainstreaming Plan and Corporate Equality Outcomes for 2017-2021

The Head of Corporate Services explained that the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 required public bodies to develop and publish an equality mainstreaming report and to report on progress against the report every two years. The council's Mainstreaming Equality Report and Corporate Equality Outcomes for the period 2013-17 were published in April 2013 with subsequent updates published in 2015

The Council Executive was advised that the council was committed to tackling discrimination, advancing equality of opportunity and promoting good relations both within the workforce and wider community. Mainstreaming equality was the long term approach by which the council would integrate an equality perspective into the everyday work of the council.

Significant data, information and research had been resourced and utilised in the development of the council policy and practice related to equality. The council's Equality Mainstreaming Plan 2017-2021 was attached to the report at Appendix

The council's Equality Outcomes reflected the commitment of fulfilling the council's statutory duties as well as pro-actively meeting the needs of the diverse community that it served.

The council's Corporate Equality Outcomes for the next four year period of 2017-2021 was attached to the report at Appendix 2. The Equality Outcomes had been developed through evidence gathering and engagement work. The engagement work was through face-to-face consultation with Community Equality Groups and an online survey which had resulted in small but meaningful changes to the Equality Outcomes.

Each Outcome had been designated to a responsible Head of Service with the outcomes being managed through the council's performance management system (covalent). This would allow the Equality Outcomes to be managed electronically and mainstreamed within council management plans.

It was recommended that the Council Executive approve the terms of the Equality Mainstreaming Plan and Equality Outcomes for the period 2017-2021.

Decision

To approve the terms of the report

Bridgend Bulletin Group

c/o 3 Auldhill Road, Bridgend, Linlithgow EH49 6PD

16 May 2017

Graham Hope
Chief Executive
West Lothian Council
Civic Centre
Howden Road South
Livingston

Dear Mr Hope

Transport petition from Bridgend

In the absence of a Community Council in Bridgend the Bulletin Group has taken up this issue. I enclose a petition from residents of Bridgend relating to the lack of DIRECT public transport between Bridgend & Livingston, including St John's Hospital, various WLC services, West Lothian College, Skills Development Scotland, and Job Centre Plus.

No doubt you are aware of this situation and that certain officers and councillors are working to address the problem. We understand that a recent potential solution had to be abandoned on account of the contractor's demands. Now we hear that some very creative 'thinking outside the box' is going on. We can only applaud this and urge that this initiative is given every support and opportunity to succeed as soon as possible.

If ever there was a community whose age, income, employment, health and deprivation profiles required good access to employment support/jobs, and to hospital, Bridgend must be an index case. The most effective way to raise the income of residents of Bridgend in the short and long term will be to facilitate accessibility to employment, including Skills Development Scotland, Job Centre Plus, and West Lothian College.

To be expecting elderly/unwell people to be taking a MINIMUM two hour journey involving two buses, frequently in inclement weather, and including long waits for connections, BOTH ways, in order to attend medical appointments or visit loved ones in hospital only 8 miles away, is totally unacceptable. In a close knit community like Bridgend, those with cars are generous in giving lifts, but they can be at work at the vital times. Many older people are often proud and do not like to ask repeatedly for favours.

I should stress that we are not suggesting that the bus service should be taken away from Philpstoun, as we believe that a solution needs to be found to include both villages.

Bridgend Villagers and I look forward to hearing from you about progress on this matter.

Yours sincerely

[redacted]

Moira Foss,
Chair Bridgend Bulletin Group
[redacted]

WEST LOTHIAN COUNCIL
- 9 JUN 2017
CHIEF EXECUTIVE

c.c. Councillors Tom Conn, Tom Kerr, David Tait.

PETITION FROM BRIDGEND RESIDENTS
FOR NO. 31 BUS REINSTATEMENT

10ℬ NAMES
SIGNED PETITION SLIPS

NAME	POST CODE
KIRSTY MCLEOD	EH49 6NR
MARGARET STEIN	EH49 6NW
CINDY GRANT	EH49 6NX
MARGARET MCCABE	EH49 6NP
DAVID HERCUS	EH49 6NR
ANGELA HERCUS	EH49 6NR
HELEN MEIN	EH49 6NH
AGNES MCCABE	EH49 6NP
ANNE B THOMSON	EH49 6NH
AMANDA PERRIE	EH49 6NP
DESMOND RIDD	EH49 6PF
HELEN HARRISON	EH49 6NW
DOROTHY GRANT	EH49 6NT
JAMES CHALMERS	EH49 6PE
ISABELLA C BERTRAM	EH49 6PF
AMANDA MCKAY	EH49 6PF
JIM MEIN	EH49 6NH
CHRISTINE PAXTON	EH49 6PG
JANIS MCCULLOCH	EH49 6NZ
SHEILA FORREST	EH49 6NH
DAVID FORREST	EH49 6NH
ARTHUR KINRADE	EH49 6PD
EILEEN KINRADE	EH49 6PD
M R STUART	EH49 6NW
GEORGE C SANDERCOMBE	EH49 6PF
BARBARA SANDERCOMBE	EH49 6PF
MARGARET SMITH	EH49 6NZ
JENNIFER MCINTOSH	EH49 6PE
A MCINTOSH	EH49 6PE
GARY HUNTER	EH49 6PB
CHARLES HERRIOT	EH49 6NX
A LEONARD	EH49 6PT

NAME	POST CODE
RACHEL ORR	EH49 6PA
DUNCAN MUIR	EH49 6PB
J BURNS	EH49 6PB
HANNAH GARDNER	EH49 6PB
HELEN HARRISON	EH49 6NW
D RAEBURN	EH49 6NT
NICOLE JEFFREY	EH49 6NT
E O'NEIL	EH49 6NR
LUCY ARNOTT	EH49 6NX
SEAN HAY	EH49 6PB
JACK GINN	EH49 6NN
LEAH MEICHAN	EH49 6NX
M WARDROBE	EH49 6NZ
MELISSA BURNS	EH49 6PB
THOMAS MULLAN	EH49 6NT
JAMIE HUME	EH49 6NT
AUDREY SIMPSON	EH49 6NX
BECCA WILSON	EH49 6NX
JOHN ORR	EH49 6PA
MARK ROBERTSON	EH49 6NP
DONNA STIRTON	EH49 6NP
JASON WILSON	EH49 6NY
AMY SHARKEY	EH49 6NN
LISA PATON	EH49 6NY
HEATHER MACKAY	EH49 6PF
DUNCAN MUIR	EH49 6NY
LISA SHARKEY	EH49 6NY
SAMMY SIMPSON	EH49 6NX
KAREN MUIR	EH49 6PB
CHLOE-JADE MACDONALD	EH49 6NT
CHRISTINA PATON	EH49 6NY
DOREEN ROBERTSON	EH49 6NP

PETITION FROM BRIDGEND RESIDENTS
FOR NO. 31 BUS REINSTATEMENT

ROBERT HANNAH	EH49 6PF
HAZEL MEEK	EH49 6PE
FAY HOGGAN	EH49 6PE
BETTY MCCABE	EH49 6PF
ELIZABETH WILLIAMSON	EH49 6NW
MARGARET DUNLEVIE	EH49 6NT
MARY COCHRANE	EH49 6PF
MOORE MCCARTNEY	EH49 6NL
MAUDELINE MCCARTNEY	EH49 6NL
MARY RIDD	EH49 6PF
FRANCES PATERSON	EH49 6PE
DEBORAH MCAULEY	EH49 6NS
SARAH RIDD	EH49 6PF
JOYCE MCPHIE	EH49 6NR
MARGARET MCLEOD	EH49 6NR
JOHN MURRAY	EH49 6NP
EMMA MURRAY	EH49 6NP
PATRICIA MACARTHUR	EH49 6NH
DUNCAN MACARTHUR	EH49 6NH
J PAYNTER	EH49 6NX
M MULDOON	EH49 6PG



STACEY WILSON	EH49 6NY
MARION JANET SWARBRICK	EH49 6NX
LINDA COCKBURN	EH49 6NY
MICHELLE LAMBIE	EH49 6NX
DONNA KELLY	EH49 6PF
CASSANDRA BAIRD	EH49 6NT
MARY COCKBURN	EH48 4JL
AMANDA LEE SWARBRICK	EH49 6NX
CHLOE ARNOTT	EH49 6NX
JOHN CLIFTON	EH49 6PE
LISA MACAULEY	EH49 6NR
WILLIAM WHYTE	EH49 6NW
NATASHA SIMPSON	EH49 6NX
LAURA FALCONER	EH49 6NP
MOIRA FOSS	EH49 6PD
JOSEPH FOSS	EH49 6PD
EWAN MURRAY	EH49 6NP
CHRISTINE ROBB	EH49 6NY
HAZEL MCCARTNEY	EH49 6PF

DATA LABEL: PUBLIC



West Lothian Council

COUNCIL EXECUTIVE

ACCIDENT INVESTIGATION AND PREVENTION (AIP)
CASUALTY REDUCTION PROGRAMME 2017/18

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to seek approval for the list of proposed prioritised casualty reduction schemes for the 2017/18 programme.

B. RECOMMENDATION

It is recommended that the Council Executive approves the list of prioritised casualty reduction schemes for implementation in 2017/18.

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Making best use of our resources and working in partnership	
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	**Policy:**	The Accident Investigation and Prevention (AIP) casualty reduction programme is identified in the Community Safety Strategy and in the Road Safety Plan. The council has a statutory responsibility for road safety under the Road Traffic Act 1988.
		Legal:	None
III	**Implications for Scheme of Delegations to Officers**	None	
IV	**Impact on performance and performance Indicators**	The AIP casualty reduction programme contributes to the casualty reduction performance indicators.	
V	**Relevance to Single Outcome Agreement**	The AIP casualty reduction programme contributes to the outcome: "We live in resilient, cohesive and safe communities."	
VI	**Resources - (Financial, Staffing and Property)**	**Financial:**	The proposed schemes will be funded from the council's road casualty reduction budget with £270,000 allocated in 2017/18.

Maintenance costs relating to the schemes will be accommodated in future Roads and Transportation revenue budgets.

Schemes will be designed to minimise these future revenue costs as far as is practicable.

VII	**Consideration at PDSP**	Not applicable
VIII	**Other consultations**	Consultation will be carried out with Police Scotland on the programme as a whole and with any frontagers directly affected by any of the proposed schemes. Schemes which require a traffic regulation order will have additional statutory consultation and a period for objections. Further reports will be prepared for the council executive in these cases.

D. TERMS OF REPORT

Background

The council's Road Safety Plan and the Community Safety Strategy identify the need for a road casualty reduction programme utilising accident investigation and prevention (AIP) techniques.

Research for the Department for Transport has found that local safety schemes which tackle proven casualty problems represent very good value for money and make a significant contribution to casualty reduction.

Progress to date

The current casualty reduction programme commenced in 2007/08 and since then, a total of 79 schemes have been completed.

It is too early to assess fully the effects of all of these schemes on casualty reduction. However, full monitoring (more than 36 months of after data) has now been carried out for the schemes introduced in 2007/08, 2008/09, 2009/10, 2010/11, 2011/2012 and 2012/13. Initial monitoring (less than 36 months of after data) has been carried out on schemes introduced in 2013/14 and 2014/15.

The results of the first seven years are provided in Table 1.

The results of this monitoring continue to be very encouraging and indicate an overall reduction in accidents at treated sites of approximately 54% giving a first year rate of return of 422%. A full explanation of the first year rate of return calculation is given in Appendix 1.

Year	Number of schemes	Accident reduction at schemes	First year rate of return
2007/08 (full monitoring)	9	38%	863%
2008/09 (full monitoring)	12	54%	323%
2009/10 (full monitoring)	13	40%	468%
2010/11 (full monitoring)	11	41%	647%
2011/12 (full monitoring)	7	58%	241%
2012/13 (full monitoring)	5	68%	449%
2013/14 (initial results)	4	83%	326%
2014/15 (initial results)	4	50%	61%
2007-2015 Overall	**65**	**54%**	**422%**

Table 1 – AIP programme monitoring results

Prioritised schemes for 2017/18

For the 2017/18 programme, officers identified so-called 'sites for concern' in four ways. Firstly, over 60 single sites where there were four or more accidents in a five year period were identified. Secondly, the accident rates on all rural class A and B class routes and on urban routes were analysed with the 10 urban and rural routes with the highest accident rates investigated in detail. Finally, all residential areas in West Lothian were mapped, the accident rates calculated and detailed investigations carried out on the top five areas.

The investigation / analysis work undertaken involved using the recorded injury accident data collected by the police to identify sites for concern and analyse crash patterns to develop remedial measures. The process is used nationally and is endorsed by The Royal Society for the Prevention of Accidents (RoSPA) through its Road Safety Engineering Manual.

The accident patterns at each of these sites for concern were investigated and a total of 9 sites taken forward for development of remedial measures. These remedial measures have been prioritised based upon value for money criteria. Appendix 1 shows the list of schemes taken forward and prioritised.

The available funding will allow the introduction of around 6 schemes in 2017/18, subject to final scheme costs. As the accident data is analysed on an annual basis, the programme will be re-ordered next year to take account of up-to-date accident problems.

It is anticipated that results from the 2015/16 programme will be available in early 2018 and the 2016/17 programme will be available in early 2019.

E. CONCLUSION

The AIP programme is the council's main opportunity to make a significant impact in meeting casualty reduction targets and this is backed up by national research and local results.

The schemes prioritised for this financial year maximise the council's investment through first year rate of return prioritisation and will deliver improvements across West Lothian.

F. BACKGROUND REFERENCES

Department for Transport (2009). Road Safety Research Report No. 108 – Contribution of Local Safety Schemes to Casualty Reduction. DfT, London. Available from: http://www.dft.gov.uk/pgr/roadsafety/research/rsrr/theme5/rsrr108.pdf

Appendices/Attachments:

Appendix 1 – Casualty Reduction Schemes 2017/18 – Prioritised list

Contact Person: Gordon Brown, Senior Engineer - Road Safety & Traffic Management, Operational Services, Whitehill House, Bathgate.

Tel: 01506 282340, e-mail: Gordon.brown@westlothian.gov.uk

Jim Jack, Head of Operational Services

Date of meeting: 20 June 2017

APPENDIX 1 – CASUALTY REDUCTION SCHEMES 2017/18 – PRIORITISED LIST

Schemes have been prioritised using an economic assessment method known as First Year Rate of Return (FYRR). It is a simple way of calculating whether a scheme can be justified in economic terms.

The FYRR is calculated using the formula:

$$\%\text{FYRR} = \frac{\text{Annual\_Accident\_Savings} \times 100}{\text{Scheme\_cost}}$$

The annual accident savings are calculated using accident costs from Road Accidents Scotland 2014 and are weighted based upon whether the site is in an urban or rural location. This mechanism reflects that the cost to society of road accidents is higher in rural areas. As a decreasing number of identified sites include fatal or serious accidents, the severity weighting applied in previous years has not been used.

An estimated FYRR of more than 100% indicates that the scheme benefits will outweigh the costs within the first year. An estimated FYRR of less than 100% indicates that the scheme is still beneficial but the benefits take more than a year to outweigh the costs.

Schemes will be implemented in priority order until the available funding is exhausted. It will not be possible to implement every scheme in 2017/18 due to budget constraints. It is anticipated that around 6 schemes will be implemented this year.

Rank	Ref	Location	Ward	Proposals	Estimated Scheme Cost	Estimated Annual Cost Saving to Society[1]	Estimated FYRR (%)
1	AIP/2017/005	Livingston East Roundabout	3	Alterations to signal timings and lane markings	£10,000	£19,673	196.7
2	AIP/2017/076	B7008 south of Harburn Golf Course	6	Surfacing at existing bend, signage and hazard marker posts	£34,000	£52,034	173.4
3	AIP/2017/020	A89 West Main Street/Clarkson Road signalised junction, Broxburn	2	Split phases for N/B and S/B traffic with some minor junction re-allignment.	£40,000	£29,631	74.1
4	AIP/2017/025	Campus Roundabout	4	Resurface circulatory carriageway	£40,000	£24,045	60.1
5	AIP/2017/048	Ladywell East Road junction with Howden East	4	Resurface junction. Remark filter lane and arrows.	£25,000	£14,573	58.3

[1] The cost savings identified are not directly recouped by the council but are savings to society as a whole. The costs include both human costs and direct economic costs.

Rank	Ref	Location	Ward	Proposals	Estimated Scheme Cost	Estimated Annual Cost Saving to Society[1]	Estimated FYRR (%)
6	AIP/2017/006	Houston Road/Grange Road/Nettlehill Drive	5	Signalised staggered junction	£100,000	£48,818	48.8
7	AIP/2017/065	B792 Bathgate Road from A705 to 40mph limit to north of Blackburn, Blackburn	7	Traffic Calming	£110,000	£43,718	39.7
8	AIP/2017/014	A706/A801 junction at Avon Gorge	1	Potential for traffic signals.(Other options include- One way routing and roundabout)	£250,000	£63,072	25.2

DATA LABEL: PUBLIC

West Lothian Council

COUNCIL EXECUITIVE

ALCOHOL DIVERSIONARY ACTIVITIES

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

The purpose of this report is to inform the Council Executive of the application submitted to the Alcohol Diversionary Fund and to seek agreement that funds are released to undertake the activities detailed within the application.

B. RECOMMENDATION

It is recommended that the Council Executive agrees to the release of £30,976 the Alcohol Diversionary Fund to support the application made by West Lothian Youth Action Project.

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	None
III	**Implications for Scheme of Delegations to Officers**	None
IV	**Impact on performance and performance Indicators**	Reduction in the number of underage drinking and antisocial behaviour calls registered with the Community Safety Unit.
V	**Relevance to Single Outcome Agreement**	People most at risk are protected and supported to achieve improved life chances. We live longer, healthier lives and have reduced health inequalities.
VI	**Resources - (Financial, Staffing and Property)**	The budget for 2017/18 is £100,000
VII	**Consideration at PDSP**	As the activities detailed within the application are for implementation over the summer holiday period the timeline for the release of the funding has meant that the report has not been considered by the Social Policy PDSP which is

not scheduled to take place until 29th June 2017.

VIII Other consultations — ADP Alcohol Diversionary Fund Sub-Group on 2nd May 2017

D1 TERMS OF REPORT

Background

A new governance process for the Alcohol Diversionary Funding was approved by the Council Executive on 21st January 2014, placing the responsibility for this funding within Social Policy.

The report submitted and approved by the Council Executive, referenced the Council Executive role within the new process.

The application detailed in this paper has met the West Lothian Alcohol Drug Partnership (ADP) Joint Commissioning Plan outcomes as assessed by the Alcohol Diversionary Fund Subgroup meeting on 2nd May 2017.

D2 CURRENT POSITION

There is one application recommended by the ADP Alcohol Diversionary Fund Subgroup. Brief details are:

ADP Partner	Project Name	Funding Request 17/18
WLYAP	Intensive Support Programmes	£30,976

The funding request can be accommodated within the budget.

E. CONCLUSION

The Council Executive is asked to note the ADP Subgroup recommendations for Alcohol Diversionary Funding and to agree that the applications contained within this report are approved for funding.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1 – Application form for “”Intensive Support Programmes” WLYAP

Contact Person: Alan Bell, Senior Manager, Community Care Support and Services

alan.bell@westlothian.gov.uk

Tel: 01506 281937

Jane Kellock, Head of Social Policy

Jane.Kellock@westlothian.gcsx.gov.uk

Date of meeting: 20th June 2017

Application Form

The West Lothian ADP Youth Alcohol Diversionary Fund application form is split into several sections covering different aspects of your initiative or project. Please take some time to ensure the main points are covered in the appropriate place.

Section 1 – Submission details	
TADP Partner	**West Lothian Youth Action Project**
Name of Key Contact	**Helen Davis** [redacted]
Project Title / Name	**Intensive support Programmes – Male and female**
Have you applied for funding for this same initiative before?	**Yes – 2016/17 – Evaluation report submitted**
If so, an evaluation must have been carried out AND attached before completing the following sections	

Section 2 – The Project	
What outcome targets are set for the project?	**Changing young people's attitudes to alcohol and associated risks.** **Young people at risk are informed about substance use and associated consequences** **Improved levels of self-esteem, confidence and aspiration levels of group participants assisting positive life choices.** **Improved attitudes and behaviour reducing the risk of involvement in crime.** **Increased attendance at a structured educational**

	programme – increasing their opportunities to gain acrredited certification. **Increased practical and life skills** **Increased resilience and knowledge of coping mechanisms reducing the risk of poor mental health** **Provision of Alcohol Brief Interventions, 1-1 support and referrals to other specialised agencies if required.**
What ward areas will the project cover?	**West Lothian wide**
Who are the intended beneficiaries of the project?	**This application contains details of programmes for young men and young women aged 12- 18 years, two programmes each per week**
Which of the National Outcomes does the project cover?	**Our young people are successful learners, confident individuals, effective communicators and responsible citizens.** **We live longer happier lives and have improved chances for people at risk** **We live our lives free from crime, disorder and danger.**
What local priorities/ outcomes does the project cover?	**Young people have an alternative to drinking alcohol or taking other substances, and an increased awareness of healthy alternatives.** **Young people's alcohol and drug consumption is reduced** **Improved levels of mental health and wellbeing** **Improved levels of confidence and positive contributions to society** **The outcomes of these programmes will have a strong link to the Whole Systems Approach and Early Intervention strategies adopted by West Lothian Council.** **Priority 3 – Improving attainment and positive destinations for children of school age.** **Priority 6 – Reducing crime and improving community safety.**

Section 2 – The Project	
How does the project meet the Equalities and Diversity Agenda?	**The project will be open and inclusive; anti discriminatory practice will be at the core of the service. We will strive to ensure that young people participating in the project will be from a wide range of ethnic and social economic backgrounds. The partners involved have a history of welcoming young people from the LGBT and ethnic minority communities and intends to continue this.** **Colleagues should be mindful that this is a targeted programme, therefore referral based, with criteria provided to a wide range of partners and self-referrals will be considered.**
How does the project demonstrate positive engagement with the local community?	**The project will support some of the most vulnerable and at risk young people in our communities. Referrals can be made to the programme from community groups, voluntary and statutory sector organisations. The numbers involved in the programme are small but as a preventative measure, local communities will benefit as these young people without support, can become a drain on resources and public sector funding. Early Intervention has been evidenced to reduce escalating criminal behaviour, therefore reducing expenditure to Social work, Police, Youth Justice and many other services. For those most vulnerable and experimenting with alcohol and drugs, intervention can reduce the risk of harmful long term substance use. Increased positive mental health will be of benefit to group participants but also to a much larger network of people such as family and peers.**
How will your project be advertised/ publicised?	**The project will be advertised through Education and Social Policy colleagues, voluntary organisations, through the Early and Effective Intervention group, WFSS, educational psychology, local youth providers networks, community buildings, street work staff, youth workers, police etc. and though Social media sites and our project Website.**
Explain what is new and innovative about this project?	**The project is an approach to working with young people who are displaying signs of risk taking behaviour, or who are vulnerable or socially isolated due to their life circumstances. The young people will have been identified as experiencing poor life choices, difficulties in school, community or family settings by a range of workers. It has been evidenced that single sex work is appropriate and beneficial for some young people; the young people identified may have poor parental/ adult role models in their life, therefore, this programme will aim to establish trusting and positive relationships with the workers.** **The Youth Action Project have operated successful group work programmes for targeted young men and women from**

	2016 to March '17, the 35 young people who have benefitted from this programme throughout this period, have had very good attendance, some of whom had no or little attendance at school. Youth Justice, Education, Social workers, WFSS colleagues etc. are consistently referring young people to these groups for a wide variety of reasons. Most of the young people referred have many complex needs. **An aspect of the programme will involve the use of materials developed in the Cool, Calm and Collected pack, In addition to the above programme materials being delivered, the young men's programme will include a more practical element than the proposed young women's group. We intend to use our workshop facility to encourage the young men referred to use their energies in construction, painting, design, bike maintenance, gardening etc. Staff will assist the young men to identify their practical skills but also their ability to communicate, work together, take instruction and deal with their own emotions and frustrations within a work setting. The issues that arise within the workshop sessions can be used as examples to explore in depth** **The Young women's programme will include some practical skills if they choose, together with exercise sessions. Relaxation techniques, personal safety, positive relationships and aspirational work, as it has been evident through our previous courses that many young women do not have positive career goals** **All group members will be monitored in relation to their alcohol and drug use, it is not realistic to separate substances when working with young people such as this client group as poly use is common.**
Is this a short term or long term solution/intervention?	**The intention is to continue this intervention for the most vulnerable/ at risk young people of West Lothian for as long as funding can be realistically sustained.** **For this particular funding stream the projects will run from July 2017 – March 31st 2018. The opportunity to engage some of this client group during the summer months will be a new aspect to previous programmes.**
Please give an outline of the project that will be undertaken including how the project need was identified and its relevance to the West Lothian ADP	**The Intensive programmes will be run by experienced youth workers and specialised instructors where required. The programme will be based predominantly within Riverside Youth Wing and workshop in Craigshill, Livingston, however, other facilities will be accessed as needs are identified by the group. Referrals will be taken for young people who reside**

(maximum 500 words)	**West Lothian wide as transport will be provided, particularly for those out with Livingston. We recognise that some young people are prohibited from taking part in programmes such as these due to geographical, economic or social factors. Self - travel will be encouraged where realistic.** **It has become apparent in recent months following referrals to the Youth Action Project, that there is a need for intensive support groups for young people both male and female. Particularly for those young people who have complex family situations and poor mental health; several of the referrals have identified, self - harming issues, poor self-esteem, poor peer associations, risky behaviour with substance use, not always prolonged but often as a reaction and inappropriate use of social media, as some of the core concerns expressed by colleagues in a variety of agencies.** **This application is a response to the identified need for groupwork – following discussion with a range of colleagues the applications have been made for single sex group work programmes.** **The Cool, Calm and Collected training materials will be utilised along with other appropriate materials during this groupwork programme.** **We intend to use our workshop facility to encourage the young men referred to use their energies in construction, painting, design, bike maintenance etc. Staff will assist the young men to identify their practical skills but also their ability to communicate, work together, take instruction and deal with their own emotions and frustrations within a work setting. The issues that arise within the workshop can be used as examples to explore within the Cool Calm and Collected programme.** **The two programmes will differ slightly in content to reflect the age and stage of the young male participants.** **The aims of the group will be to provide:-** • **A rolling programme within a safe environment so that appropriate young people can join the group when required, this will ensure that the group manage changing group dynamics, something that many struggle with , the group will be monitored closely by workers to ensure all members feel consistently welcomed.** • **To increase awareness of participants emotions,**

	understanding their bodies and psychological behavioural patterns. • **To increase communication and resilience skills** • **To raise realistic aspirations and improved access to further education, training and employment for participants.** • **To provided direct information on issues affecting the group and their peers, - E.G. Substance use Inc. NPS, alcohol and cannabis, sexual health and relationship inputs** • **A supportive environment where participants feel they can learn life skills and enjoy their time with a caring staff team and other like - minded peers.** • **Where appropriate – the opportunity to gain accredited certificates – Youth Achievement awards/ First Aid certificates, joiner module etc.** **An additional positive aspect to this programme will be the opportunity to shop, prepare and cook a meal/ snack together, there will also be planned activities / visits planned in conjunction with the group, therefore these cannot be specified at this point, however, YAP have a proven track record of combining activities, groupwork approaches and 1-1 individual support within programmes.** **Staff facilitating the group will deliver ABI's as appropriate.**		
Project Start Date	**July 1st 2017**	Project End Date	**31st March 2018**

Section 3 – Resources	
How much are you applying for the Fund?	**1. <u>Intensive Support Initiatives</u>** **<u>Costs are rounded to the nearest whole pound</u>** **<u>Staff Costs</u>** **<u>Qualified Youth Workers</u> – Flexible hours as required to suit the initiatives @ £ 16.00 p hr. Groups require a minimum of two workers for each group.** **Total hours per week – 32 for 40 week period July '17 – March '18 inc.**

	(Divide between x4 part time workers) £ 20,480 **Counsellor – 240 hours over 40 week period (6 hours per week available) @ £ 18.15 - £ 4356** **Practise supervision costs – 1 session per month @ £40 x9 = £ 360 (£180 only requested for part time hours)** **Equipment And Resources – for programme activities** **Safety Equipment – Googles/ Overalls Etc.- £ 360 – Not requested These costs we will source from another fund.** **Wood, Paint, Art & craft materials, Gardening Equipment – Based on previous Schools Workshop Programmes Etc. £ 1800** **Activity costs** **The groups will choose and plan 1 activity as part of their programme** **Based on £ 25 per individual – (estimated 32 participants in x 4 project groups, average 8 per group +2 staff per group)** **£ 25 x 40 = £ 1000** **Transport Costs – Some participants will struggle to Self-Travel, although they will be encouraged to so, however, it is anticipated that staff will have to collect and return some young people to and from the groups venue throughout West Lothian, there will also be occasional transport costs associated with Programmed Sessions.** **Diesel Costs For Minibus – Average 100 Miles Per Week X 40 @ 0.40p Per Mile = £ 1600** **Staff mileage costs 25 miles per week x40 @ 0.40p per mile = £400** **Travel costs = £ 2000** **Refreshments/ Cooking Ingredients – The group will make lunch when appropriate for the whole group to eat together. The meals will be practical, easy to cook, Realistically Healthy Options, Planned, prepared and cooked by the group.** **Many of the young people worked with in these programmes have poor eating habits and in general do not have an income to purchase their own lunches/ evening meals. Families are often not in a position to provide packed lunches or additional money for their children, YAP belongs to the Fairshare and Tesco food distribution schemes to assist with the provision of items for**

	these cooking groups, however there is no guarantee that all supplies can be provided through these schemes. **Costs Based on £ 3 Per Head Per Group Session with an average of 8 attending, Therefore an average of £ 30 Per Session X 40 Weeks = £ 960 (Groups will not cook every week) These costs omit any staff – young people only.** **Evaluation / Outcome Report At End Of Project** **Staff Member cost plus Administration/ Database Worker Support Costs – 8 Hours = £ 200** **Request for £ 30,976**
What is the total cost of the project?	**£ 30,976**
What other funding sources have you obtained, including in-kind / matched funding?	**Substantial in - kind contributions from sources (such as WLC Health Improvement team, Youth Justice, Community Safety Unit/ West Lothian College etc.** **In kind support/ management / finance and additional staff – YAP if required.**
What staffing resources are required to deliver the project?	**X4 youth workers + Counsellor (These will be additional hours for current part time staff within YAP).** **Additional workers and Management – in kind as required.**
What partner organisations are involved and what will be their contribution?	**WLYAP – provide youth workers, experienced in practical skills and delivery of groupwork programmes to support the young men in all aspects of the project, including Alcohol Brief interventions as appropriate.** **WLC Arts Services- Provision of Creative arts / furniture upcycling sessions** **West Lothian College – Appropriate visits and SVQ accreditation if joiner module is completed.** **Many other partners will contribute to specific one off or short intervention sessions e.g. Police, LGBT, YIP, SDS, DASAT etc. Requests for inputs into the programme will be determined by the needs of the young men involved.**
Highlight how applicants will work together to reduce duplication of service and resources.	**The Early and Effective Intervention group, Monthly TAC meetings, local screening groups, ADP and mental health working groups will play an important role in ensuring appropriate referrals are made to this project, the Youth Action project are represented on these groups. All partners and those providing specific inputs into the project will work in a cohesive**

	and joined up approach. The reason for this application being planned as a West Lothian wide initiative is to avoid duplication, to ensure that the provision is widely available and filling gaps in provision. The Programme will compliment others, such as the Young Almond Project, providing an Early Intervention programme. The Youth Action Project will be the administrator of the fund but will work in close partnership with other agencies in the delivery of the service ensuring we adhere to the GIRFEC principles.
Please provide evidence of how this project demonstrates preventative spend?	**This project will provide intervention with a targeted group of young people who are deemed vulnerable or at risk due to many reasons, providing education and preventative approaches that will contribute to a cultural change within our communities around drug and alcohol misuse and antisocial behaviour.** **The practical skills training will ensure these young people are more able to sustain employment or training, requiring less interventions in future life from public services, ensuring that they are more able to become successful contributors and a benefit to society.** **The positive approaches adopted within the Cool, Calm and Collected work programme will assist the young men to move into adulthood more resilient and independent, therefore reducing the potential future drain on a wide range of public resources.** **This is in line with leading thinking and the recommendations of the Christie Commission report which calls for Local Authorities to reduce inequalities and prioritise early intervention.**

Section 4 – Monitoring and Evaluation	
How will you evaluate this project?	**As this is a multi - agency partnership project involving young people at a key age in their lives we will use a variety of evaluation tools.** **Each educational input by partners will be individually evaluated.** **Baseline evaluations will be carried out with young people as well as follow up evaluations designed to measure impact and changes in attitude; these will cover both Quantitative and Qualitative methodologies. – The evaluation process will be agreed with ADP/Social Policy staff if funding is approved.** **Police statistics will be used to measure impact in terms of**

	youth crime. **Trained youth workers will carry out ABI's with appropriate young people.** **Individual case studies evidencing progress/ distance travelled..**
What monitoring data will be collected for the project?	**Performance monitoring will be carried out to gather a range of data including attendance, age, address, referrals, levels of awareness and achievements.** **Baseline evaluations will be completed along with distance travelled questionnaires in order to show individual impact on young people.** **The number of ABI's carried out** **Information relating to WLC KPI's and Outcome measures will also be collected and session recording reports will be completed after each session.** **An evaluation report will be produced at the end of the funding period detailing evidence on data from surveys/ questionnaires, self-evaluations from beneficiaries together with a sample of case studies. – The framework for this will be guided by Social Policy/ ADP Officers.**
What outcomes will you achieve?	**A change in young people's attitudes towards drugs and alcohol and related behaviours.** **Young people will have increased awareness of alcohol misuse and related behaviour including consequences.** **A reduction in engagement in ASB/ criminal behaviour** **Increased awareness of the risks associated with substance misuse.** **Increased levels of confidence and self - awareness amongst participants.** **Accredited learning for some participants** **Increased knowledge of practical skills.**
What impact will the project have?	**This project will have a positive impact on the participants, their families and the local community. An increase in knowledge, new skills, participation and self-efficacy amongst young people involved in the projects. Reduced incidents of self harm or risk taking behaviour.** **The strong partnerships between referring agencies will ensure**

	the maximum impact of the project, services will not work in isolation with just one intervention, and we will operate collectively to improve the lives of young people, their families and community. **We intend to reduce the number of young people involved in regular or harmful alcohol/ drug use and anti - social behaviour. If required referrals for young people or family support services will be made to YIP/ Circle.**
Note any possible barriers or threats.	**The targeted young people are hard to reach and it is possible that the project may be unable to engage with all those individuals referred; particularly those from families who are entrenched in substance use or involved in persistent offending. This barrier is very real but local and experienced workers will endeavour to create a culture change and provide an opportunity for these young people who are some of those most vulnerable and may cause significant harm to themselves in the future or become a prolonged drain on public services/ resources in years to come. Staff will also flag up any family concerns to agencies such as The Whole Family Support Service etc.**

Section 5 – Validation

This part of the application verifies that all partners are happy with the content and intention contained within the application. For electronic copies received without a signature, the funding panel will assume that all the relevant permissions/approvals and evidence have been sought and attached by the applicant.

Signed on behalf of the project

Name	**Organisation**	**Position**
Helen Davis	**West Lothian Youth Action Project**	**Project Director**
Signed	**Date**	**Telephone number**
	18-04-2017	[redacted]

Section 6 – Your Organisation

ADP / CPP Partner	**West Lothian Youth Action Project**

DATA LABEL: PROTECT

Appendix 1- Intensive Support Programmes Application

Name of Key Contact	**Helen Davis**
Position in Partnership/ Organisation	**Project Director**
Correspondence Address	**C/o Craigsfarm** **Maree Walk, Craigshill, Livingston** **(Postal address redirection is in place – we are temporarily located at 117&120 Eucal Business Centre, Craigshill EH54 5DT)**
Post Code	**EH54 5BP**
Tel Number	[redacted]
Email Address	[redacted]
Website	[redacted]

Section 7– Evaluation (POST PROJECT)

A full evaluation of 16/17 activities has been submitted and available from Council Officers on request.

DATA LABEL: PROTECT

Appendix 1- Intensive Support Programmes Application

For Office Use Only

Reference Number	
Date Received	
Form of Submission	☐ *Email* ☐ *Post*
Checked for Completion by *(all relevant information is included in form)*	
Date Summary Completed	
LAC meeting date	
LAC decision	☐ Progress ☐ Unsuccessful
Op ADP date	
Op ADP recommendation	☐ Progress ☐ Unsuccessful
Final Outcome post Council Executive	
Date Evaluation Received (post project completion)	

West Lothian Council

COUNCIL EXECUTIVE

A NEW MUSEUM FOR LINLITHGOW

REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

This report updates the Council Executive on the project to transfer Annet House Museum Linlithgow, to a new, larger space in Linlithgow Partnership Centre, and identifies the ongoing support Linlithgow Heritage Trust will require to ensure a positive transition.

B. RECOMMENDATION

The Council Executive is asked to;

1. Note the contents of the report;
2. Note the ongoing commitment to fund Linlithgow Heritage Trust;
3. Agree in principle to support the cash flow requirements for the Trust in relation to the move into the new museum space on the understanding that any monies will be repaid once the Trust has claimed all grants that have been awarded. This will be subject to the full funding package being in place as detailed in D.3 and Appendix 1; and
4. Note that a further report will be submitted to the Council Executive to update on the full funding package and seek formal approval to cash flow funding once the Trust has secured the necessary funding to meet the full cost of the project.

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	None
III	**Implications for Scheme of Delegations to Officers**	None
IV	**Impact on performance and performance Indicators**	None
V	**Relevance to Single Outcome Agreement**	We live in resilient, cohesive and safe communities.

VI	**Resources - (Financial, Staffing and Property)**	Existing revenue budget of £12,000 grant funding to Linlithgow Heritage Trust. Once the Museum has relocated Annet House will be disposed of. Council staff will continue to support the Linlithgow Heritage Trust with advice and practical help.
VII	**Consideration at PDSP**	Council Executive agreed a 25 year lease with funding package to support this at its meeting on 25 April 2017.
VIII	**Other consultations**	Linlithgow Heritage Trust is consulting a range of Linlithgow residents, local organisations, community groups and individuals to establish what people would like to see in the new museum. The Councils Financial Management Unit have been consulted on the Trusts financial plans.

D. TERMS OF REPORT

D.1 Background

Linlithgow Heritage Trust (LHT) is a charity whose purposes include the advancement of education; the advancement of citizenship or community development; and the advancement of the arts, heritage, culture or science. LHT's main activity is operating the Annet House museum in Linlithgow High Street and taking the museum to new audiences e.g. schools and community groups.

The Trust has been identified as a key partner in the development of a new museum as part of the refurbishment of County Buildings and creation of a Partnership Centre in Linlithgow.

The Trust were successful in attracting a Heritage Lottery Grant of £16,200 to develop plans to move the Museum and create new exhibitions and activity plans to ensure their collections are seen by greater numbers of people, and more people engage in activities within and out-with the museum space.

D.2 Progress with the project

Since August 2016 the Trust have been developing a Business Plan, consulting with a wide range of groups and individuals in order to inform an activity plan, and have been working up the detailed plans for the exhibition spaces within the Partnership Centre. Part of the development had been to identify potential funding sources for much of the development work.

In order to develop the new museum space the Trust plan to submit a second stage application to the Heritage Lottery Fund as well as seeking funding from a variety of other sources detailed below. At a meeting with the Heritage Lottery Fund (HLF) on 6 June 2017 the Trust presented its suite of plans, including the financial projections, to the HLF Mentor and case worker. The HLF agreed that the Trust could progress to

submitting the stage 2 application by 11 August 2017. The HLF were clear that the Council needed to commit to supporting the Trust financially over the period of the project and for at least until 2023. The Council currently supports the Trust through an annual grant that covers both the rent of Annet House and operating costs. This revenue support will continue.

The Partnership Centre will open to the public at the end of this summer and the museum will move to its new location next summer. The delay is due to the fact that acquiring the Heritage Lottery Funding is key to the success of the overall project and HLF will not make their decision until December 2017, and won't permit any work to start until all funding is in place.

D3 Costs of the project

The total cost of the project is £566,207. This will be met through a variety of mechanisms including direct grant applications, fund raising by the Trust, and "in-kind" contributions from the Council and volunteers. The table below summarises the funding position.

Source of funding	**Amount (£)**
Heritage Lottery Fund	239,357
Other grant applications	250,350
Grants already secured	44,000
Fundraising	25,800
Fundraising events	6,700
Total	**566,207**

The Trust has been successful in gaining grants of £44,000 so far. Other grant applications in progress are detailed in Appendix 1.

The Trust will make a Stage 2 application to HLF for £239,357. The Trust needs to raise £280,350 in match funding. A detailed fundraising strategy outlines the work that will be undertaken by the Trust to meet those project costs not covered by HLF.

The funding package is involves a wide range of funders, many of these fund in arrears or at the completion of the project and this will create a cash flow problem for the Trust.

A detailed cash flow forecast suggests that the critical period for the Trust will be around November / December 2018 when the key capital works are complete and the final payment from HLF is awaited. This challenge could be supported if the council agrees to help with the cash-flow issue on the basis that any monies are repaid to the council once all grants are awarded. This support will be predicated on the basis that a full funding package is in place before work commences, and is also a ey requirement of the HLF grant award.

D.4 Support in kind

LHT is a small voluntary organisation with no full time staff but many volunteers across all aspects of the trust's activities. The Board has recently undertaken training delivered by the Scottish School of Social Entrepreneurs to ensure that it is able to undertake a project of this scale.

The Council is supporting the project through the funding of the rent and service charge for the space, as well as through the support of a range of professional staff including the Museums Officer, Business Gateway Advisors and Corporate Communications. Currently the Museums Officer is working full time on the development of the HLF Stage 2 application, and will commit two days per week in the delivery of the project aligned to the curatorial activities of the museum.

The Council has spent around £75,000 undertaking the basic fit out of the space that the museum will inhabit once it moves to the Partnership Centre.

E CONCLUSION

The Linlithgow Heritage Trust has ambitious plans to create a new museum in Linlithgow. The Council is supporting the organisation to realise its plans, key to which is securing Heritage Lottery Funding. The Heritage Lottery has requested that the Council commits to providing support to the Trust in order to minimise the risk of the overall project failing.

F. BACKGROUND REFERENCES

Council Executive 25 April 2017 – 25 year lease for Linlithgow Heritage Trust

Appendices/Attachments: One

Appendix 1 - Range of funding applications

Contact Person: Karen Cawte, Customer and Community Services Manager, 01506 821082.

Karen.cawte@westlothian.gov.uk

Alistair Shaw
Head of Housing, Customer and Building Services
20 June 2017

Appendix 1 – Linlithgow Heritage Trust Fundraising plans

Funding secured

Grant Awarding Body	Funding Stream	Date of Award	Value £	Work
Museum Galleries Scotland	Capital Fund	October 2016	40,000	Purchase of display cases for new museum
Association of Independent Museums	Collections Care scheme	16th May 2017	4,000	Environmental Monitoring Equipment

Funding applied for

Source	Potential Max Amount £	Status
LEADER	60,000	Application scheduled for June 2017
Landfill Trust applications	70,000	Application scheduled Summer 2017
West Lothian Council Ambition Fund	20,000	Application scheduled Summer 2017
Creative Scotland	30,000	Application scheduled for Summer 2017
Robertson Trust	10,000	Application scheduled for Summer 2017
Small Trusts and Foundations	10,350	During FY 2017/18
Clore Duffield Foundation	50,000	Preliminary Application scheduled for June 2017
Corporate Giving	13,800	During FY 2017/18
Crowdfunding	5,000	June – August 2017
Direct Giving	7,000	During FY 2017/18
Total	**276,150**	

Planned events

Event	Date of Event (s)	Value £
Antique Fair	23rd September 2017	1,500
Linlithgow String Orchestra Concert	25th November 2017	1,750
Children's Christmas Event	2nd December 2017	250
Local History Talk x 3 (including tea and cake)	October – December 2017	300

Event	Date of Event (s)	Value £
Annual Annet Lecture themed around the Year of History, Heritage and Archaeology	October 2017	250
Quiz night hosted by Platform 3	September 2017	250
An Evening with Mary Queen of Scots	8th December 2017	400
Corporate Dinner	October/November 2017	2,000
Total		**6,700**

DATA LABEL: PUBLIC

West Lothian Council

COUNCIL EXECUTIVE

PROPOSED RESPONSE TO THE SCOTTISH GOVERNMENT'S CONSULTATION ON THE ENERGY STRATEGY – ENERGY EFFICIENCY AND CONDITION STANDARDS IN PRIVATE RENTED HOUSING

REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

To seek approval on the proposed response to the Scottish Government's consultation on the Energy Strategy – Energy Efficiency and Condition Standards in Private Rented Housing (PRH).

B. RECOMMENDATION

It is recommended that council executive;

1. Notes that the deadline for submission is the 30th of June 2017;
2. Approves the proposed response attached as Appendix 1;

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	None
III	**Implications for Scheme of Delegations to Officers**	None

IV	**Impact on performance and performance Indicators**	None
VI	**Resources - (Financial, Staffing and Property)**	Enforcing standards for Private Rented Housing will potentially require increased resources to administer
VII	**Consideration at PDSP**	The proposed consultation response was considered at PDSP on the 6th June 2017
VIII	**Other consultations**	Finance and Property Services

D. TERMS OF REPORT

D.1 Background

In laying out its approach to addressing Climate Change, the Scottish Government has developed a draft Energy Strategy with several separate topics being consulted on. One consultation is on the proposed development of Energy Efficiency and Condition Standards in Private Rented Housing (PRH) and the Scottish Government are seeking comment on the approach they have detailed.

Private Rented Housing is being targeted as improving the energy efficiency standard of privately rented housing will reduce its carbon footprint which supports the overall aims Scottish Government is taking to address Climate Change and fuel poverty.

D.2 Consultation Response

The consultation seeks comment on the draft approach to developing minimum energy efficiency and condition standards for private rented housing – please refer to the appendix detailing the questions and the proposed responses to these.

The consultation document is separated into two parts. Part one details the approach to implementing a minimum standard of energy efficiency that private rented housing properties would be required to meet. Part two details current standards that exist for housing, such as the repairing and tolerable standards, and proposed updates to these standards that could be applied to private rented housing in combination with a minimum energy efficiency standard. The response has been developed to mainly support the ambitions of the proposed approach whilst providing specific evidence from a West Lothian Council perspective where possible to do so.

Part one of the consultation details the proposal that all private rented housing properties meet a minimum energy efficiency rating based on an Energy Performance Certificate (EPC) that is carried out on every property. An EPC is produced when a suitably qualified surveyor gathers relevant information about a property which is then input into a Standard Assessment Protocol (SAP) software programme that calculates the EPC Band and SAP Score for that property. An EPC rates a property into Bands for its energy efficiency from “A” (being the best) to “G” (being the worst); within each Band there is a range of SAP Scores. These are shown in the table below;

EPC Band	SAP Score
A	92 +
B	81 – 91
C	69 – 80
D	55 – 68
E	39 – 54
F	21 – 38
G	1 – 20

It has been a requirement from 2009 that an EPC is to be carried out for a domestic property before it can either be rented or sold. Currently there is only a requirement for a privately rented property to have an EPC, but not to meet a minimum rating; this is what part one of the consultation proposes aims to rectify.

Part one of the consultation proposes that all private rented housing will be required to meet a minimum EPC Band E rating by 31st March 2022 and then an EPC Band D rating by 31st March 2025. Part one also details the proposed approach to implement and administer the standard. The proposed consultation response from the council is of overall support for implementing a minimum energy efficiency standard for private rented housing; but that the proposed minimum levels are not sufficient enough within the timescales proposed to meet the overall ambitions to address climate change and fuel poverty levels.

Social Landlords will be required to meet the Energy Efficiency Standard for Social Housing (EESSH) by December 2020 which will require all social housing to meet the EPC SAP scores detailed in the table below;

Dwelling Type	Gas	Electric
Flats	C 69	D 63
Four-in-a-block	D 65	D 62
Houses (other than detached)	C 69	D 62
Detached	D 60	D 57

Based on data from the Scottish Government, in 2012-13 there were 595,554 social housing properties and at 31st March 2016 316,553 properties were owned by Local Authorities. The proposed targets in the consultation will bring approximately 95,000 private rented properties (approximately 27% of the 350,000 private rented properties) to an EPC Band D by 31st March 2025. The council's proposed response recommends the standard should require private rented housing properties meet the same minimum SAP scores, based on property type and heating source, as those required of social housing under the EESSH standard by 31st March 2025. A key difference in the targets for private rented housing is that they are based on EPC Bands, whereas EESSH is based on SAP Scores. Therefore private rented housing can gain compliance by 31st March 2025 with a SAP Score of 55; for a social rented property this would fail EESSH.

The proposed response recognises the modelling work and costs detailed in the consultation document but notes that the influence of EESSH on developing local supply chains has not been fully considered. As this proposed standard will effect approximately 95,000 properties by 31st March 2025, it is argued that the justification for setting weaker targets within a longer timeframe than EESSH for private rented housing is not sufficient enough considering the

number of properties effected by EESSH and the greater benefits setting higher standards will create (see response to Part One consultation question 29).

Part two of the consultation proposes changes and updates to the repairing standard in order to bring regulation of private rented housing closer to the standards for social housing. The proposed updates to the repairing standard involve several aspects of the Scottish Housing Quality Standard being applied to private rented housing and the proposed council response is to agree with the majority of what is proposed except from;

- Requiring landlords to carry out asbestos surveys. The council propose to recommend these only be required where significant repairs/upgrades are being carried out under good working practices.
- Requiring landlords to provide cookers, fridges and freezers.
- Amending the repairing standard to include flooring materials to reduce sound transmission.

A main theme from the consultation response is that the council supports the view that Local Authorities should be responsible for managing, administering and enforcing standards for their own regions but that support will be required from Scottish Government for the increased dependence on council resources to do so. It is also noted that reference to the role of Letting Agents has not been made in the consultation and it is proposed to recommend that they need to be involved in enforcing standards.

An overall comment of the council's consultation response is that more should be done to closer align the Energy Efficiency Standard for Social Housing (EESSH) and Social Housing Quality Standard (SHQS) with the proposed minimum standards for private rented housing, as there is not sufficient argument and evidence included in the consultation to justify the difference in standard levels and timescales to be achieved by social housing and private rented housing.

E. CONCLUSION

The design and development of implementing minimum standards for private rented housing is well advanced with reasonable proposals and approaches detailed in the consultation document. Officers have aimed to provide responses that support the overall ambitions of the programme, where possible, whilst recommending that the level of minimum energy efficiency standards be higher than those proposed in the consultation document. In relation to enhancing the repairing standard to include elements of the SHQS, officers have provided more specific details when possible based on the existing knowledge and experience of the council when meeting SHQS.

F. BACKGROUND AND REFERENCES

Services for the Community PDSP June 2017 – Proposed Response to the Scottish Government's Consultation on the Energy Strategy – Energy Efficiency and Condition Standards in Private Rented Housing

Services for the Community PDSP February 2017 – Update on Home Energy Efficiency Programmes for Scotland: Area Based Schemes (HEEPS:ABS) 2017/18 and SEEP projects

Services for the Community PDSP October 2016 – Update on Energy Efficiency Programmes and Proposals

Services for the Community PDSP June 2016 – Update on Energy Efficiency Programmes and Proposals

Council Executive November 2015 Home Energy Efficiency Programmes for Scotland (HEEPS) 2015/16

Council Executive June 2014 Home Energy Efficiency Programmes for Scotland (HEEPS) 2014/15

Services for the Community PDSP April 2014 Home Energy Efficiency Programmes for Scotland (HEEPS) 2014/15

Council Executive March 2014. Home Energy Efficiency Programmes for Scotland (HEEPS)

Services for the Community PDSP April 2013 Home Energy Efficiency Programmes for Scotland

Council Executive February 2015 – Update on Home Energy Efficiency Programmes for Scotland (HEEPS) and SEEP Projects

Appendices/Attachments: Draft Consultation Response

Contact Person: Euan Marjoribanks, Housing Investment Officer (Energy Efficiency), 01506 283766
Email: euan.marjoribanks@westlothian.gov.uk

Alistair Shaw

Head of Housing, Customer and Building Services

20 June 2017

Energy Strategy – Energy Efficiency and Condition Standards in Private Rented Housing

RESPONDENT INFORMATION FORM

Please Note this form **must** be completed and returned with your response.

Are you responding as an individual or an organisation?

☐ Individual

X Organisation

Full name or organisation's name

West Lothian Council

Phone number

01506 283766

Address

West Lothian Civic Centre, Howden South Road, Livingston

Postcode

EH54 6FF

Email

Euan.marjoribanks@westlothian.gov.uk

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

X Publish response with name

☐ Publish response only (without name)

☐ Do not publish response

Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

X Yes

☐ No

PART 1

1. *Do you think that only tenancies covered by the repairing standard should have to meet minimum energy efficiency standards? If not, what other privately rented tenancies do you think should be included?*

   West Lothian Council agrees that tenancies covered by the repairing standard should meet minimum energy efficiency standards on the premise, as proposed in part 2 of the consultation, that the repairing standard be extended to include agricultural tenancies, rented crofts and small landholdings.

2. *We propose to link the minimum energy efficiency standard to the energy performance certificate as we think this is the most suitable mechanism. Do you agree?*

   West Lothian Council agrees with this proposal.

3. *(a) Do you think there are elements of the energy performance certificate assessment that would need to be altered to support a minimum energy efficiency standard?*

   No.

   (b) If so, what areas do you think would need to be changed and what evidence can you offer to support your view?

   n/a

4. *Do you think that the minimum energy efficiency standard for private rented properties should be set at an energy efficiency rating of E in the first instance?*

   Yes.

   West Lothian Council would agree that an energy efficiency rating on E should be applied as the first target but that the deadline for compliance is brought forward to 31st March 2021. We would note that EPC Band E allows for a SAP score of 39 – 54, where compliance can be achieved by gaining a minimum SAP score of 39, and that a deadline of 31st March 2022 is too generous for the modelled 30,000 properties to meet. We would also note that a proposed initial compliance date of 31st March 2021 would do more to closer align this standard with the Energy Efficiency Standard for Social Housing (EESSH) than a date of 31st March 2022.

5. *Do you think that the minimum energy efficiency standard should first of all apply only to those properties where there is a change in tenancy, and after that to all private rented properties?*

   Yes.

   West Lothian Council recognises that an initial period to allow private landlords to become familiar with the minimum energy efficiency standard is required and agrees that in the short term the point of a change of tenancy is a natural opportunity for landlords to take action.

6. *Do you think that 1 April 2019 is the right date to start applying the minimum standard of E when there is a change in tenancy?*

   Yes.

   West Lothian Council agrees that a date of 1st April 2019, providing a period of 2 years from this consultation, as sufficient for the minimum energy efficiency standard to be developed, implemented and made aware to private landlords.

7. *Do you think that 31 March 2022 is the right date by which all privately rented properties would need to meet the minimum standard?*

   No.

   West Lothian Council would argue that the 31st March 2022 is too generous a timescale for private landlords to become aware of the standard, investigate the measures they need to undertake and have these carried out to the modelled 30,000 properties in order to achieve a minimum SAP score of 39. We would recommend a date of 31st March 2021 as more suitable and will help to closer align the several housing standards, as desired, more so than the date proposed.

8. *Where a property has an EPC of F or G at the point of rental:*
   (a) Do you think that we should require the owner to carry out a minimum standards assessment before renting the property out?

   Yes.

   West Lothian Council agree with the proposal that properties with an F or G rating are required to carry out a minimum standards assessment. We would recommend that this assessment not only focus on energy efficiency but on the repairing and tolerable standards also. This will provide landlords with the information needed to determine what improvements are required for a property to be brought up to standard and it may be that addressing one standard can improve another therefore creating more efficient investment for the landlord.

   (b) Do you think that we should allow a period of six months from the date of the minimum standards assessment to carry out the improvement identified by the assessment?

   Yes.

   West Lothian Council agrees that a period of 6 months from the date of assessment provides sufficient time for landlords to arrange for improvement works to be carried out. We would note that the period should be a maximum of 6 months and not longer.

   (c) Do you think that the owner should have to provide a post-improvement EPC to prove that the necessary improvements have been made?

   Yes.

   West Lothian Council would argue that a post-improvement EPC is the only suitable evidence for improvement works being carried out and therefore support the proposal it be

required.

9. *We think that all privately rented properties should have to meet the minimum standard by 31 March 2022. Where a property does not have an EPC of E:*
(a) Do you think that we should require the owner to carry out a minimum standards assessment by 30 September 2021 (the backstop assessment date)?

No.

West Lothian Council agrees that properties not meeting the standard be required to lodge a minimum standards assessment however, as detailed above, we would recommend a compliance date of 31st March 2021 and therefore a date of the 30th September 2020 for a minimum standards assessment.

(b) Do you think that we should allow a period of six months from the backstop assessment date to carry out the improvement identified by the minimum standards assessment?

Yes.

West Lothian Council agrees that a period of 6 months is sufficient time for landlords to get their properties up to the minimum standard.

(c) Do you think that the owner should have to provide a post-improvement EPC to prove that the necessary improvements have been made?

Yes.

West Lothian Council would argue that a post-improvement EPC is the only suitable evidence for improvement works being carried out and therefore support the proposal it be required.

10. *We are proposing that there should be a new minimum standards assessment based on the EPC methodology that will tell an owner how to bring their property up to standard. Please tell us your views on the following elements of that proposal:*
(a) that the assessment would use EPC methodology, since that is how we are proposing that the standard is set;

West Lothian Council agree that the EPC methodology is appropriate for producing a minimum standards assessment; however as mentioned previously we would recommend this assessment be extended to include the repairing and tolerance standards.

(b) that the assessment would work out the lowest cost technically appropriate package of measures to bring the property up to standard, based on the average of costs used in EPC methodology;

West Lothian Council agree that the assessment should provide the landlord with information on a lowest costs basis to meet the standard but should also include information on costs to exceed the minimum standards to demonstrate the benefit to landlords of carrying out improvement works once, instead of phased, in order to keep meeting increasing standards criteria.

(c) that the assessment would set out the package to meet an energy efficiency rating of E, and separately of D, from the property's current rating;

As stated above the assessment should provide cost options to exceed the standard detailing the required measures and indication of costs to meet each EPC band for consideration of landlords.

(d) that the assessment would include a calculation of the property's EPC rating before identifying the appropriate measures, where there is no EPC under the current version of the EPC methodology;

West Lothian Council would suggest a pre works EPC be carried out on a property as part of the minimum standard assessment to form the basis of the recommendations. It is unclear how a calculation can be made of a properties EPC score that would somehow be cheaper and quicker yet still be as accurate as actually carrying out an EPC survey.

(e) that the assessment could include measures which are not currently in the EPC assessment, but which can be measured in the RdSAP methodology. If you agree with this proposal, please provide suggestions for what these measures might be, and what costs should be used for these;

Whilst West Lothian Council would agree to the assessment having the ability to include measures measured in RdSAP, we are not in a position to prescribe what these may be and potential costs.

(f) that the assessment would cost in the region of £120-£160.

West Lothian Council are not in a position to comment on the potential costs of the assessment.

11. *Do you think that the assessment should only recommend a package of measures which improves both the energy efficiency and the environmental impact scores of the property?*

No.

As stated previously West Lothian Council would recommend that the assessment allow for an assessment of a properties compliance with the repairing and tolerable standards and the assessment provide recommendations to meet these standards also.

12. *We propose to develop a new role of minimum standards assessor.*
(a) Do you think that a new role of a minimum standards assessor is needed?

Don't know.

Whilst West Lothian Council recognise that the proposed minimum standard assessment would require more information to be provided than a standard EPC, we are unable to comment as to whether a new role is required in order to do this.

(b) If so, what additional skills beyond those of an EPC assessor would be needed?

If our recommendation to incorporate the repairing and tolerance standards into the assessment is included then we would suggest that assessors will require knowledge of these standards and the elements of a property that may fail and need improved.

(c) How long do you think it would take to get this in place?

West Lothian Council are not in a position to comment on the length of time it may take to implement this.

(d) Who do you think should maintain the register of assessors?

West Lothian Council would recommend that the body that currently maintains the register of EPC assessors for Scotland maintain the register of assessors.

13. *What are your views on the existing advice and information provision provided by Scottish Government for landlords and tenants? What changes, if any, do you think are required?*

West Lothian Council would note that the existing advice and information provisions are sufficient and have no recommended changes. However, we would highlight the need to include Letting Agents in raising awareness of the standard as they will manage a property on behalf of some landlords.

14. *What financial or fiscal incentives support – such as grant and loans, tax or otherwise - would you find most useful to help to accelerate the installation of energy efficiency measures and help landlords meet any proposed standards?*

West Lothian Council would note that previous experience suggests grant funding is the most useful way to incentivise owners/landlords to take part in energy efficiency improvement works. Landlords will be more likely to consider undertaking energy efficiency improvement works the lower the cost.

We note that it would be unfeasible to grant fund all the costs of the proposed work required to bring PRH up to the proposed standards and support the current levels of grant and loan funding available to landlords. We would recommend grant funding be promoted for landlords with properties that will be more expensive to bring up to standard (for example by external wall insulation).

15. *What impact do you think the introduction of minimum standards would have on local supply chains for energy efficiency works?*

West Lothian Council would note that as the proposed minimum standards would only target 9% of PRH by 31st March 2022 (30,000 properties) that the impact on local supply chains will be minimal. Considering the energy efficiency work that Social Landlords will have to carry out to comply with EESSH, which is to a higher minimum standard over a shorter time period, this will have more of an impact on local supply chains and will develop these more than the proposed minimum standards for PRH.

16. *Do you think it would be helpful for assessors and installers to have a traditional buildings qualification that raises awareness and understanding of energy efficiency measures for older, traditional or vulnerable buildings built prior to 1919?*

Don't Know.

West Lothian Council recognises that older, non-traditional housing or vulnerable housing can present more complex issues for assessors to consider and would support the idea that assessors are able to gain a qualification to be suitably trained to assess these issues. However, we would not consider it a requirement that all assessors have this qualification but suggest to make it a requirement that pre 1919, non-traditional or vulnerable housing is assessed by someone with this qualification. Therefore, assessors can decide themselves if they wish to achieve this extra qualification but if not can still continue to assess other properties.

We would also suggest that assessors with this qualification are the only ones able to produce the proposed minimum standard assessment and that in gaining this qualification assessors are also trained on the repairing and tolerable standards.

17. *Do you think there are additional consumer protection safeguards the Scottish Government should consider for the private rented sector?*

Yes.

West Lothian Council would note that there needs to be consideration of the tenants of PRH as consumers and safeguards be put in place for them in the instance landlords fail to meet the minimum standard. The proposed approach for landlords who fail to meet the standard is the Local Authorities can impose a financial penalty; however this does not consider that the tenant continues to occupy a below standard property and therefore will be paying more for energy than if the property met the minimum standard. We would recommend consideration be given to the ability for tenants to be financially compensated, either through rent restrictions or freezes, until the property is brought up to the minimum standard by the landlord.

18. *Do you think that local authorities should be responsible for enforcing the standard?*

Yes.

West Lothian Council would agree that Local Authorities are best placed to enforce the standard for PRH in their area but note that this could have an impact on the resources of Local Authorities asked to take on more duties and responsibilities with an already constrained budgetary position and provision for increased resource support from Scottish Government needs to be allowed for.

The council would also highlight that no reference has been made to the role that Letting Agents can play in implementing and enforcing minimum standards for properties that they represent and recommend consideration be given to how this can be achieved.

19. *Do you think that the penalty for not complying with the standard should be a civil fine against the owner?*

Yes.

20. *We have proposed the following fines:*
    - *£500 for failing to have a minimum standards assessment*

- *£1000 for failing to carry out the works within six months of the assessment.*

Do you think these proposed fines are appropriate and proportionate?

Yes.

21. *We have proposed some specific situations where owners should have longer than six months to bring their properties up to the minimum standard. Do you have any comments on these proposed situations in relation to:*
(a) the proposed reasons?

West Lothian Council would agree to the proposed reasons for exceptions to landlords meeting the minimum standard.

(b) what evidence you think the landlord would need to provide for each?

West Lothian Council would agree to the proposed evidence detailed in the consultation document that landlords would be required to provide in order to grant an extension.

(c) should there be other situations, such as the completion of condition works?

West Lothian Council would agree with the proposal that condition work costs are not included in the £5,000 cap for energy efficiency work.

22. *We have proposed some situations where we think owners should not be penalised for not carrying out the full improvement identified by the minimum standards assessment. Do you have any comments in these in relation to:*
(a) technical reasons

No – West Lothian Council agrees with the proposed exceptions based on technical reasons.

(b) legal reasons

No – West Lothian Council agrees with the proposed exceptions based on legal reasons.

(c) excessive cost reasons

No – West Lothian Council agrees with the proposed exceptions based on excessive cost reasons.

(d) the proposal that this would remain valid for a period of not more than 5 years?

No – West Lothian Council agrees with the exceptions to meeting the standard for the proposed reasons should not exceed 5 years.

23. *For local authorities to be able to enforce and monitor the proposed minimum standards:*
a) what processes do you think local authorities will need to have in place for;
(i) normal compliance

In order to ensure compliance for non-council tenancies that local authorities can have an impact on, the requirements must be a mandatory part of the Private Sector Landlord Registration Scheme and the Houses in Multiple Occupation licencing

scheme. This is the route that should be encouraged for all responsible private landlords and HMO's.

An easy way to do this would be to have mandatory set criteria to register as a landlord, and to include a fit and proper person test, and a fit and proper building criteria based on acceptance of the tolerable standard to compliment this which would include submission of supporting certificates and documentation as part of the registration process.

(ii) monitoring extended periods for compliance

If there is a defined criteria of a tolerable standard, adoption of an aligned repairing standard to set out the level of quality to which repairs have to be carried out are in place is required.

The deployment and monitoring element of enforcing this however requires a dedicated resource. This demands a degree of specialist knowledge including housing experience, building standards/condition/surveying and legal expertise. It requires a partnership approach through working arrangements or a partnership team.

This monitoring must be supported by a secure and robust record management system containing the details of landlords, building condition surveys which include energy efficiency information, failures of components and the means to record monitoring findings.

(iii) monitoring situations where not all of the improvements are made?

The monitoring of non-compliance should be managed in a partnership approach as described in the response to 23(ii). In order to refer cases of non-compliance with repairs orders, there needs to be a clear, evidence based referrals process back to the first-tier tribunals system to take further punitive action against non-compliant landlords. Additionally, the Private Sector Landlord portal should not allow for reregistration in these cases – which is currently does.

The process for monitoring this should be that the relevant team within the appropriate authority are informed of all tribunals orders and instructions, in order that the timescale for the completion of work is met by the landlord, and that the repairing standard is met.

(b) what implications would this have for local authorities?

Monitoring and enforcing compliance with expanded and updated standards for private rented housing will require increased resources from Local Authorities mainly in additional staff required to perform this duty.

24. *What opportunities do you think there are to combine enforcement of minimum energy efficiency standards with other action in the private rented sector?*

As noted in previous answers, West Lothian Council would highlight the benefit of combining the purpose of the proposed Minimum Standards Assessment not focus only on energy

efficiency but also consider the repairing and tolerable standard. This would provide landlords with one report detailing information of all the potential works required to be carried out to a property to ensure it complies with minimum standards.

The enforcement of minimum efficiency standards should be embedded within the key statutory, regulatory and strategic drivers for the sector. Where there are regulatory standards such as the Social Housing Regulator Annual Return of the Charter (ARC) in place, the technical guidance and return should be aligned in order to drive full compliance. This should include qualitative and quantitative information. If there is set criteria for compliance with an agreed standard, local authorities should evidence how they are delivering upon this, and their key approaches should be set out as part of service priorities and measured through reported performance.

However, it should be noted that if this work is a priority then the funding to deliver this should be clearly outlined as this represents a new function for already stretched services. The implication of rectifying dangerous buildings where no action is taken to rectify the property condition is also unknown in terms of cost. Any regulation must reflect what the escalation of these cases will be and where the cost for making this safe will be – and the legal route of enforcement and recovery lies.

25. *Do you think that we should set out now the minimum energy efficiency standard after 2022?*

Yes.

West Lothian Council would recommend that landlords be provided with as much notice as possible of future minimum standard levels in order for them to consider the best approach to comply with them.

26. *Do you think that the next standard should be to meet an EPC of D at point of rental from 1 April 2022, and in all privately rented properties by 31 March 2025?*

No.

West Lothian Council would argue that the minimum energy efficiency standard from 1st April 2021 and in all privately rented properties by 31st March 2025 should be the same as the minimum energy efficiency standards as EESSH for social landlords. As stated previously the proposed targets in the consultation are not sufficient to generate the benefits Scottish Government have outlined as aiming to achieve by implementing this minimum standard.

West Lothian Council would also note that under EESSH, Social Landlords are required to get their properties to a minimum SAP score and not an EPC band and therefore recommend that this requirement should be applied to private rented properties.

As an aim of the Scottish Government is to closer align standards for all housing types, applying the same minimum standards as EESSH will go towards achieving this; whereas the proposed minimum energy efficiency standards do not.

27. *When increasing the standard to EPC D, we propose that the cost cap will be £5000 for properties with an EPC of E, and £10,000 for properties with an EPC of F or G (which would include any spend made to improve the property previously following a minimum standards*

assessment). Please tell us your views about this proposed cap.

West Lothian Council would agree with the proposed cap.

28. *What are your views on the provisions in general for exceptions to the D standard, including that a property which has an exception from meeting E should not automatically be excepted from meeting D?*

West Lothian Council would note our proposed requirement that landlords with properties that fail to meet the standard be required to carry out the minimum standards assessment that details information and costs on achieving higher EPC band scores than just the applicable minimum standard at the time.

We are unclear how a property that may be exempt from meeting the proposed E band not also be exempt from meeting D as it is unlikely a property will have a completely different set of recommended measures to achieve an E rating compared to D. However we would agree with the provisions in general for exception to the D standard.

29. *What do you think the main benefits would be of introducing a minimum standard higher than D?*

West Lothian Council supports the recommendations of the Scottish Governments Strategic Working Group on Fuel Poverty of a milestone EPC C by 2025 and would encourage the Government to do the same. We would argue that the main benefits of introducing a minimum standard higher than D are;

- Greater reduction in the rate of households living in fuel poverty
- Greater reduction in carbon emissions from housing
- Decreased energy consumption for households leading to cost savings for PRH tenants
- Decreased energy demand reducing constraints on national gas and electricity grid infrastructure
- Increased investment in the energy efficiency industry leading to greater confidence for business and economic activity therefore encouraging more innovation leading to greater energy efficiency gains
- Increased quality of living standards for tenants
- Reduction on local and national health services due to improvement of living conditions
- Increased levels of attainment for children no longer living in energy inefficient homes

We would argue that the reasoning set out in Section 11 of the consultation not to set the minimum standard higher than D as insufficient and is not fully justified considering the benefits detailed above that increased minimum energy efficiency standards will provide. This section does not allow for the influence EESSH will have on local supply chains.

30. *We think that any increase in the standard beyond D would bring new challenges in the form of cost, technical considerations and alignment with the Climate Change Plan.*
(a) Are there other new challenges you are aware of?

West Lothian Council would note that considering the impact of social landlords meeting

EESSH standards will have on local supply chains, in conjunction with the existing support mechanisms in place for private landlords, the council disagrees with the rationale for not setting standards beyond EPC Band D based on cost, technical considerations and alignment with the Climate Change Plan.

The council would argue that considering ongoing political and economic uncertainty a challenge in not setting higher standards now is that the same energy efficiency measures performed now may be more expensive for landlords in the future. Higher minimum standards can support increased public and private sector investment in industry to build confidence and capacity in local supply chains providing a boost to the economy whilst providing suitable support for the future Climate Change Plan.

(b) How do you think we could address these challenges if we raised the minimum standard beyond energy efficiency rating of D?

West Lothian Council would argue that setting a higher minimum standard would provide increased certainty and confidence to industry to drive investment in local supply chains through; upskilling workers, building capacity, enhancing technology and energy efficiency measure development that would actually address the challenges detailed in the consultation and are not hindered by them as suggested.

31. *Please tell us about any potential economic or regulatory impacts, either positive or negative, that you feel the legislative proposals in Part 1 of this consultation document may have, particularly on businesses (including landlords).*

West Lothian Council would note that the potential economic impact introducing a minimum energy efficiency standard for private rented housing would be positive. However, any economic gain will be minimal and secondary considering that the proposed minimum levels and timescales to meet them are significantly lesser than those for social landlords to meet EESSH which will do more to encourage investment in industry and develop local supply chains than these proposals will.

We would note that the potential impact on landlords can be both positive and negative. A positive impact will be that the standard will result in an improvement to the property which can result in the property's value increasing whilst allowing the possibility for the landlord to increase rents (where justifiable). Improving the energy efficiency of a property can also result in tenants saving on fuel bills which allow increased availability to keep up to date with rent payments and can promote sustained tenancies or get properties let quicker if they meet a recognised standard. A negative impact would be that meeting the standard may result in a cost to the landlord; however we would note that the proposed advice and support mechanisms in place for landlords along with adequate deadlines for compliance would negate this impact in the majority of instances.

A further negative economic impact is the risk that landlords sell properties they cannot afford to improve and that the supply of private rented housing declines.

32. *In relation to the interim Equality Impact Assessment, please tell us about any potential impacts, either positive or negative, that you feel the proposals in Part 1 of this consultation document may have on any groups of people with protected characteristics. We would particularly welcome comments from representative organisations and charities that work with groups of people with protected characteristics.*

West Lothian Council supports the proposal of implementing a minimum energy efficiency standard for private rented housing as the benefits and positive impact it will have for tenants is considerable – including people with protected characteristics. We would highlight that a potential negative impact of any increased regulatory requirements of landlords may result in increased rents for tenants to cover costs of compliance. However, we note that the measures and approaches detailed in the consultation relating to costs being passed on to tenants are sufficient to ensure tenants have suitable protection from, and opportunities to challenge, rent rises they may deem to be unreasonable.

33. *To help inform the development of the Child Rights and Wellbeing Impact Assessment, please tell us about any potential impacts, either positive or negative, that you feel the proposals in Part 1 of this consultation document may have on children's rights and welfare? We would particularly welcome comments from groups or charities that work with young people.*

    West Lothian Council would argue that the impact on children's rights and welfare from implementing a minimum energy efficiency standard for private rented housing would be overall positive. We would also note that this positive impact could be enhanced if the proposed minimum energy efficiency standards are increased as we have recommended.

34. *Do you have any suggestions for the monitoring and review framework?*

    West Lothian Council would agree that the proposed approach to monitoring and reviewing the standard is sufficient and have no further suggestions or comments.

35. *Do you have any other comments on the proposals set out in Part 1 of this consultation?*

    West Lothian Council recognises and supports the aim to closer align the standards applicable to social housing and private rented housing relating to energy efficiency but would argue that the proposed approach in this consultation falls short in achieving this. EESSH requires social landlords to meet a more stringent minimum standard in a far shorter timeframe with minimal support from Scottish Government compared to that available for private landlords.

    As detailed in our response, we would recommend that the minimum energy efficiency standard levels in EESSH be applied to private rented housing as this will work toward closer aligning standards across housing tenures. The council would also have recommended that the timescales for compliance be reduced to move closer to the December 2020 EESSH target but recognise the delay in producing this consultation, and then the implementation of this minimum standard, will realistically make this unachievable.

    The council would also highlight the lack of reference to Letting Agents and recognising the potential role they could play in implementing and enforcing standards. Letting Agents will represent a sizeable percentage of private rented housing and requiring them to only let properties meeting minimum standards can be a more efficient method to enforce the standard than Local Authorities targeting individual properties.

PART 2

1.	*Do you think that ensuring a house complies with the tolerable standard should be part of a private landlord's duties under the repairing standard?* Yes. West Lothian Council supports the view that a property that does not meet the tolerable standard is not fit for living in and agrees that meeting this standard should be part of a private landlord's duties under the repairing standard.
2.	*Do you think that private rented housing should meet a minimum standard for safe kitchens?*

Yes.

3. *If this is introduced, what exceptions (if any) do you think would be needed?*

   Exceptions would be required where the cost to meet the minimum standard for safe kitchens is excessive, for example where major structural work is required to extend the available space.

4. *Do you think that private rented housing should have a minimum standard for food storage space?*

   Yes.

5. *If this is introduced, what exceptions (if any) do you think would be needed?*

   Exceptions would be required where the cost to meet the minimum standard for food storage space is excessive, for example where major structural work is required to extend the available space.

6. *Do you think that private rented housing should have a fixed heating system?*

   Yes.

7. *If this is introduced, what exceptions (if any) do you think would be needed?*

   In situations where there is no fixed heating system, but an updated repairing standard requires one, then the most likely option for landlords is to install either electric panel heaters or storage heaters. It should be noted that electric heating tends to be the most expensive form of heating and therefore a provision should be made that a minimum level of energy efficiency rating should be applied to electric panel heaters and storage heaters installed to meet the repairing standard to ensure tenants are not subject to excessive heating costs.

8. *Do you think that private rented housing should be free of lead pipes from the boundary stopcock to the kitchen tap?*

   Yes.

9. *If it is not possible to establish whether or not there are any lead pipes from the boundary stopcock to the kitchen tap, do you think a water quality test should be carried out before the tenancy commences?*

   Yes.

10. *Do you think that private rented housing should meet a minimum standard for (a) safe access and (b) safe use of common facilities provided with the tenancy?*

    Yes.

11. *If this is introduced, what exceptions (if any) do you think would be needed?*

West Lothian Council are unable to suggest any exceptions that may be needed.

12. *Do you think that private rented housing should meet a minimum standard for safe and secure common doors?*

    Yes.

13. *Do you think that baths and bidets in private rented housing should be fitted with thermostatic mixing valves (or similar measures)?*

    Yes.

14. *Do you think that electrical installations in private rented housing should be fitted with residual current devices?*

    Yes.

15. *A qualified specialist must be employed for any work that involves removing or disturbing asbestos. Asbestos surveys ensure that a landlord knows when a qualified specialist must be used. Do you think that asbestos surveys should be carried out in private rented housing?*

    Yes but not in all circumstances. West Lothian Council would suggest that asbestos surveys only be required to be carried out when significant repair and/or upgrade works are being carried out and that completing an asbestos survey would contribute to good working practices. We would also suggest that only properties built before the year 2000 require an asbestos survey as properties built after this date will not have asbestos present.

16. *Do you think that the repairing standard should be amended to include a duty on landlords of private rented properties with a private water supply, covering (a) risk assessment of the supply, and (b) annual water quality testing?*

    Yes.

17. *Do you think that the repairing standard should be amended to include capacity for a fridge/freezer in order to ensure people are able to store food?*

    Yes.

18. *Do you think that private landlords should be required to provide cookers, fridges and freezers?*

    No. West Lothian Council would support and agree with the requirement that private landlords should be required only to provide capacity for cookers, fridges and freezers and not be required to provide these. As stated in the consultation, Scottish Government considers the negative impact of introducing this requirement would be disproportionate to the need.

19. *Do you think that the repairing standard should be amended to include a specific reference to safety of heating systems using other fuels in addition to gas and electricity?*

Yes.

20. *Do you think that the repairing standard should be amended to include flooring materials to reduce sound transmitted to other homes?*

    No.

    West Lothian Council does not consider regulating, monitoring and enforcing flooring types to reduce sound levels as proportionate to the need considering the level of investigation and resources, and therefore cost, it would require of a Local Authority.

21. *What (if any) other measures to reduce sound transmission should be considered?*

    Private landlords should be encouraged to consider improvements that can be made to reduce sound levels when they are carrying out improvement works and measures – but these should not be prescribed or required. It should be noted that although soft floor coverings, such as carpet, reduce noise levels compared to hard floor coverings; these tend to have a shorter lifespan and require to be replaced more frequently therefore increasing the cost of maintaining the property for landlords.

22. *Do you think anything else should be added to the repairing standard?*

    West Lothian Council do not have further additions we suggest for the repairing standard.

23. *Do you think that agricultural tenancies, rented crofts and small landholdings should be subject to the repairing standard?*

    Don't know. There is not enough information provided in the consultation document to base a decision on.

24. *Do you think that we need to clarify whether holiday lets (or certain types of holiday lets) should be subject to the repairing standard?*

    Yes.

25. *Do you think that there should be a lead-in time of at least 5 years for landlords to comply with any changes to the repairing standard?*

    Yes.

26. *Do you think that different lead-in times for different measures would cause any difficulties for (a) landlords or (b) tenants? Please tell us what difficulties you think could be caused.*

    West Lothian Council would suggest a difficulty for landlords that different lead-in times for different measures creates added complexity and a compliance date of 31st March 2025, to align with the minimum energy efficiency standard, should be applied with allowance for the exemptions and exceptions prescribed in the consultation document.

    A difficulty for tenants could be continued disruption by landlords to undertake different measures at different times meeting different compliance dates and an overall compliance date will reduce this disruption to tenants.

We would also highlight a difficulty in having different lead-in times for different measures for Local Authorities is in managing and enforcing these whereas a specific date that properties have to meet an overall minimum standard is more practical for both Local Authorities and private landlords to work to. The council would also note that the deadlines for compliance should be aligned with the proposed targets for the minimum energy efficiency standard detailed in Part One of the consultation.

27. *Do you think that the timetable for changes should be linked to wider government milestones on climate change?*

    Yes.

28. *Are the current enforcement routes via the housing tribunal appropriate for the proposed new measures in the repairing standard?*

    Yes.

29. *Do you think that rules on exceptional circumstances (where landlords are not required to comply with the repairing standard) should be revised to ensure situations such as technically infeasible work, unreasonable costs and withheld consents are covered?*

    Yes.

30. *Do you have any other views on the measures proposed in relation to:*
    (a) costs

    No.

    (b) timing

    As previously stated the dates of compliance should be aligned with the suggested date of 31st March 2025 as in part one of the consultation.

    (c) enforcement?

    As previously stated enforcement of this compliance will require additional resource for Local Authorities and there needs to be consideration to the role Letting Agents can play in enforcing standards.

31. *Please tell us about any potential economic or regulatory impacts, either positive or negative, that you feel the legislative proposals in Part 2 of this consultation document may have, particularly on businesses.*

    West Lothian Council would note that the potential economic impact introducing a minimum standard for private rented housing would be overall positive. Introducing a minimum standard would increase economic activity as improvement work will be required to be performed and paid for by landlords. However, a potential negative impact would be increasing costs could limit the growth of the sector therefore limiting the supply of private rented housing.

We would note that the potential impact on landlords can be both positive and negative. A positive impact will be that the standard will result in an improvement to the property which can result in the property's value increasing whilst allowing the possibility for the landlord to increase rents (where justifiable). A negative impact would be that meeting the standard may result in a cost to the landlord; however we would note that the proposed advice and support mechanisms in place for landlords along with adequate deadlines for compliance would negate this impact in the majority of instances.

A further negative economic impact is the risk that landlords sell properties they cannot afford to improve and that the supply of private rented housing declines.

32. *In relation to the interim Equality Impact Assessment, please tell us about any potential impacts, either positive or negative, that you feel the proposals in Part 2 of this consultation document may have on any groups of people with protected characteristics. We would particularly welcome comments from representative organisations and charities that work with groups of people with protected characteristics.*

West Lothian Council supports the proposal of implementing a minimum standard for private rented housing as the benefits and positive impact it will have for tenants is considerable – including people with protected characteristics. We would highlight that a potential negative impact of any increased regulatory requirements of landlords may result in increased rents for tenants to cover costs of compliance. However, we note that the measures and approaches detailed in the consultation relating to costs being passed on to tenants are sufficient to ensure tenants have suitable protection from, and opportunities to challenge, rent rises they may deem to be unreasonable.

33. *To help inform the development of the Child Rights and Wellbeing Impact Assessment, please tell us about any potential impacts, either positive or negative, that you feel the proposals in Part 2 of this consultation document may have on children's rights and welfare. We would particularly welcome comments from groups or charities that work with young people.*

West Lothian Council would argue that the impact on children's rights and welfare from implementing a minimum standard for private rented housing would be overall positive as the living conditions for children in properties that will be effected by this consultation will be improved.

DATA LABEL: PUBLIC

West Lothian Council

COUNCIL EXECUTIVE

SESplan BUDGET RATIFICATION 2017/18 AND STRATEGIC DEVELOPMENT PLAN 2 UPDATE

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to advise the Council Executive of the need to ratify SESplan's 2017/18 operating budget following its approval by the SESplan Joint Committee on 13 March 2017 and to provide and update on the preparation of Strategic Development Plan 2 (SDP 2).

B. RECOMMENDATION

It is recommended that the Council Executive:

1. notes the decision by the SESplan Joint Committee on 13 March 2017 to agree the amended proposed operating budget for SESplan over the financial year 2017/18, noting that member contributions for this financial year have been reduced to £44,000 per member authority;

2. ratifies the amended proposed operating budget for SESplan over the financial year 2017/18, and specifically West Lothian Council's share of the budget (£44,000), as agreed by the SESplan Joint Committee on 13 March 2017; and

3. notes progress made to date on the preparation of the second South East Scotland Strategic Development Plan (SDP 2).

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Focusing on our customers' needs; being honest, open and accountable; and making best use of our resources.
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	SDP 2 will form part of the development plan once approved. The SDP is the subject of a SEA and Equality and Human Rights Impact Assessment.

		The report does not raise any equality or health issues.
III	**Implications for Scheme of Delegations to Officers**	None.
IV	**Impact on performance and performance Indicators**	Preparation of strategic development plans (SDPs) and local development plans (LDPs) are statutory requirements. Progress with the preparation of the SDP and LDP are monitored by Scottish Government as a performance indicator for local authorities. Local Authorities are required to review and update plans at least every five years. SDP 2 will be a material consideration in the determining of planning applications.
V	**Relevance to Single Outcome Agreement**	Outcome 3 - Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. Outcome 8 - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI	**Resources - (Financial, Staffing and Property)**	As one of six planning authorities comprising SESplan, the council makes annual budget provision to contribute towards the SESplan operating budget. The council's proposed requisition payment to SESplan in 2017/18 of £44,000 is provided for in the 2017/18 General Fund Revenue Budget.
VII	**Consideration at PDSP**	The report was considered by the Development and Transport Policy Development and Scrutiny Panel on 12 June 2017. The panel was supportive of the recommendation.
VIII	**Other consultations**	Consultation has been undertaken with the Head of Property and Finance.

D. TERMS OF REPORT

D1 SESplan Operating Budget

Background

The SESplan Financial Rules set out that Operating Budgets for the financial year should be approved by the SESplan Joint Committee and that decision ratified by the member authorities by the end of the calendar year preceding the new financial year in question.

The SESplan operating budget for the financial year, 2017/18, was approved in principle by the SESplan Joint Committee on 28 December 2016. Members of the SESplan Joint Committee highlighted that in view of Councils not receiving their own budget settlements until 15 December 2016 it would be prudent to only approve the SESplan Operating Budget for 2017/18 in principle at that stage and agreed that a further report on the final budget position would be presented at their next meeting in March 2017. Nowithstanding this, member authorities were asked to ratify the proposed budget at that time to ensure that contributions would be in place by the start of the financial year 2017/18.

In the event, the Council Executive, at a meeting on 20 December 2016 agreed to ratify SESplan's 2017/18 operating budget, noting that contributions from member authorities for the year would be set no greater than £46,550 (excluding VAT) per authority, but that this would be subject to review in March 2017. The Council Executive also noted the progress that had been made to date on the preparation of the second South East Scotland Strategic Development Plan (SDP 2).

At a meeting of the SESplan Joint Committee on 13 March 2017, an amended budget of £299,000 (previously identified as £320,000) was agreed, with each member authority contributing equal contributions of £44,000. This represents a reduction of £2,550 on what had been projected in December 2017 and has been achieved through a combination of savings in IT, staff costs, drawing on reserves and an assumption that significant economies will be achieved within the 2018/19 Operating Budget. The revised operating budget is set out in Appendix One.

Looking to the future, the Scottish Government recently launched a consultation into Scotland's planning system '*Places, People and Planning'* which included proposals to align community and spatial planning, and better coordinate infrastructure planning locally and nationally.

The consultation proposes that strategic development plans should be removed so that strategic planners can support more proactive regional partnership working and infers that SDPAs should be repurposed. It remains to be seen whether the Scottish Government adopts this recommendation, but if it does the future funding of SESplan will require to be revisited. The findings of the consultation will help the Scottish Government in bringing forward their new Planning Bill in late 2017 or early 2018.

The 2018/19 SESplan Operating Budget will be drafted to take account of any changes to the purpose of the SDPA. It is intended that this will be brought to the November 2017 meeting of the SESplan Joint Committee.

D2 Strategic Development Plan (SDP 2) Update

The Strategic Development Plan (SDP 2) Proposed Plan was published for consultation on 13 October for six weeks with the consultation having ended on 24 November 2016. SESplan has since reviewed all representations received and prepared responses to these, set out in Schedule 4s. A number of unresolved issues remain. The Joint Committee has agreed that no modifications are to be made to the Proposed Plan. Delegated authority has been given to the SDP Manager and Project Board Chair to undertake any editorial changes and finalise the Schedule 4s and related material, including the proposed plan itself for submission to Scottish Ministers for Examination.

However, the Joint Committee agreed that it would not be appropriate to immediately submit the Proposed Plan for Examination as the full ramifications of a draft Cross Boundary Study on transport matters had yet to be assessed. The result of this is that the transport impact of some of the proposals set out in the Proposed Plan have still to be fully realised. Submission of the Proposed Plan for Examination has therefore been deferred to facilitate this and the Joint Committee has agreed to reconvene on 26 June 2017 to approve the final submission package prior to the Proposed Plan being sent to the Scottish Government for Examination.

D3 Development Plan Scheme No.9

A new timetable for progressing SDP 2, Development Plan Scheme 9 (DPS No.9), was approved by the Joint Committee on 13 March 2017 and is available on the SESplan website at www.sesplan.gov.uk. DPS No.9 indicates that SDP 2 Proposed Plan will be submitted to Scottish Government for Examination in June 2017 with approval being secured in spring 2018. The Proposed Plan and all supporting documents are available to view/download on the SESplan web page at http://www.sesplan.gov.uk

E. CONCLUSION

Preparation of the SDP is a statutory requirement. SDP 2 will replace the current SDP approved in 2013. SDP 2 Proposed Plan sets the direction of development to 2038 providing a long term vision for the area. SDP 2 will also set the context for the preparation of the next Local Development Plan by the council.

Funding is required to enable SESplan to continue to progress SDP 2. The expenditure which has been identified is considered necessary and proportional but the modest reduction in SESplan Operating Budget for financial year 2017/18 is welcomed.

F. BACKGROUND REFERENCES

- Adopted Strategic Development Plan for Edinburgh and South East Scotland 2013
- Proposed Plan 2016 for Strategic Development Plan for Edinburgh and South East Scotland (SDP 2)
- Report to Council Executive 20 December 2016
- Report to D&T PDSP 12 June 2017

Appendices/Attachments: One

Appendix One: SESplan Operating Budget 2017/18

Contact Person: Stephen Lovell, Principal Planning Officer, Development Planning, 01506 282430
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Craig McCorriston
Head of Planning, Economic Development & Regeneration

20 June 2017

APPENDIX 1

Operating Budget 2016/17and Operating Budget 2017/18

Updated at February 2017

SUBJ	DESCRIPTION	16/17 Budget	16/17 Forecast	16/17 Variance	17/18 Budget
610201	SINGLE STATUS BASIC PAY incl Agency	227,199	204,519	-22,680	160,931
614405	TRAINING COSTS	1,000	1,000	0	1,000
620305	RENTS PAYABLE, incl service charges	9,613	7,376	-2,237	7,487
630401	TRAVEL EXPENSES	5,100	4,200	-900	4,200
640805	IT HARDWARE	0	0	0	0
640810	IT SOFTWARE	16,000	11,000	-5,000	12,800
640815	IT MAINTENANCE	0	2,807	2,807	2,755
640830	MOBILE LINE RENTAL	524	100	-424	102
640701	PROFESSIONAL FEES	3,400	3,400	0	3,400
	EVENT COSTS	0	900	900	
641505	MISCELLANEOUS EXPENSES	1,500	1,500	0	1,500
	Fixed	**264,336**	**236,802**	**-27,534**	**194,175**
	Technical Support				
640605	PRINTING/PHOTOCOPYING COSTS	2,500	5,500	3,000	1,000
640702	CONSULTANT FEES	16,000	8,434	-7,566 0	90,000
640845	POSTAGES/FRANKING	500	500	0	500
641030	ADVERTISING/MARKETING	1,000	1,716	716	4,000
640707	OTHER SERVICES (Contingency 10%)	2,000	3,500	1,500	9,550
	Variable	**22,000**	**19,650**	**-2,350**	**105,050**
	Expenditure	**286,336**	**256,452**	**-29,884**	**299,225**
502001	INCOME-OTHER LOC AUTH(VAT)	-279,300	-279,300	0	-264,000
506001	SALES-PLANNING	-250	0	250	0
504002	INCOME-INTEREST ON REV BALANCE	-1,000	-200	800	-200
	Income	**-280,550**	**-279,500**	**1,050**	**-264,200**
	Net	**5,786**	**-23,048**	**-28,834**	**35,025**
90939	(TAKE FROM)/ADD TO RESERVES	-5,786	23,048	28,834	-35,025
	NET TOTAL	**0**	**0**	**0**	**0**
	Usable reserve balance	-36,889	-65,723	-28,834	-30,698
	Usable reserve balance at 1/4/16	-42,675			
	Usable reserve as % of expenditure		-25.6%		-10.3%

From 2016/17 Sesplan could maintain a target of having at least one month's operating costs in reserves

DATA LABEL: PUBLIC

West Lothian Council

COUNCIL EXECUTIVE

HEALTH AND SAFETY SERVICE PLAN 2017/2018

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to make the Council Executive aware of the obligation upon the council to approve an annual health and safety service plan, and to seek approval for the Health and Safety Service Plan 2017/2018.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. notes the content of the report and accompanying Health and Safety Service Plan; and,

2. approves the Health and Safety Service Plan 2017/2018.

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership.
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	Health and Safety at Work etc. Act 1974, Section 18, National Local Authority Enforcement Code requires local authorities to develop and approve an annual health and safety service plan. The Public Health (Scotland) Act 2008 places a duty on the NHS Lothian to produce a joint health protection plan in collaboration with relevant local authorities. The VTEC/E. coli O157 action plan for Scotland 2013-2017 outlines roles and responsibilities for many different agencies including local authority environmental health services. The plan does not require a strategic environmental assessment. The plan deals with issues of equality and risk.

III	**Implications for Scheme of Delegations to Officers**	There are no implications for the scheme of delegation.
IV	**Impact on performance and performance Indicators**	The Health and Safety Service Plan identifies how work will be prioritised to ensure a high level of performance in work that has greatest impact on protecting public health. Performance indicators are reported internally and publically through covalent.
V	**Relevance to Single Outcome Agreement**	SOA 3 Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. SOA 7 We live longer, healthier lives and have reduced health inequalities.
VI	**Resources - (Financial, Staffing and Property)**	The service plan has been developed to be delivered within current resources.
VII	**Consideration at PDSP**	The Health and Safety Service Plan 2017/2018 was presented to the Environment PDSP on 8 June 2017. The panel were advised that the plan would be presented to the Council Executive with a recommendation for approval.
VIII	**Other consultations**	None.

D. TERMS OF REPORT

In order to meet the requirements of the National Local Authority Enforcement Code (national code), West Lothian Council is required to develop and approve an annual health and safety service plan. The national code is given legal effect under Section 18 of the Health and Safety at Work etc. Act 1974.

D1 Purpose of the plan

The plan outlines how health and safety will be monitored and enforced within West Lothian businesses and other regulated activities. Whilst the main responsibility for ensuring health and safety remains with the businesses and individuals who create the risk, environmental health officers have a statutory duty in ensuring effective risk management, supporting businesses, protecting the West Lothian community, and contributing to the wider public health agenda.

Although elements of health and safety activity will be reflected in the service management plan for Planning, Economic Development and Regeneration the creation of a detailed health and safety service plan is a distinct requirement. The proposed plan for 2017/2018 is attached for review and consideration.

D2 Protection

The key role of the service is public health protection. The service plan gives an overview of how this is delivered in West Lothian. The mission statement for the service is – "*To protect and enhance the health, safety and welfare of people living and working in West Lothian by ensuring risks in the changing workplace are properly controlled* ."

The service shares enforcement and regulatory responsibilities for health and safety with the Health and Safety Executive (HSE). The main demands on the service are driven by routine risk rated inspections and interventions, accident reports and investigations, and concerns and requests for service regarding health and safety. The term health and safety has taken on a very negative and trivialised interpretation due to risk averse and claims conscious organisations using it as a broad brush excuse for avoiding certain activities. However, the real issues which officers have to address in protecting public health include:

- Prevention of serious and fatal accidents.
- Preventing injuries from falls from height, slips, trips and falls, manual handling and upper limb disorders.
- Preventing exposure to harmful substances (chemicals, asbestos, fine particulates, carbon monoxide etc.)
- Preventing injuries from vehicles and machinery (e.g. fork lift trucks).
- Preventing health impact issues (e.g. asthma, dermatitis, infectious diseases, legionella, stress, violence, skin piercing / tattooing etc.)

Service priorities have been established to ensure the best practical service in addressing the safety and public health needs of our communities. They also reflect guidance issued by the HSE in regard to prioritising safety inspections and enforcement activity. Service priorities are outlined in the plan.

The financial and human costs of work related illness and injury are vast and impact individuals, businesses and taxpayers. In 2014/2015 the cost to the UK was £14.1 billion. The largest costs impact on the individuals effected, not just in terms of financial cost but quality of life or loss of life. The impact is valued at over £8 billion. The cost to employers is £2.8 billion, and the tax payer costs are £3.3 billion.

D3 Performance and Performance Management

Everyone working within the service has a responsibility for ensuring the delivery of the best service possible. To help deliver a positive and productive performance culture the service ensures targets are established which focus on outcomes and outputs.

Performance is monitored and assessed by various methods and reported internally and publically. Performance expectations and standards are outlined and reported in the following ways:

- Legislation, enforcement and technical guidance.
- Internal working documents and procedures.
- Health and Safety Service Plan.
- Internal monitoring of performance.
- Performance review and personal development planning.
- Training and professional development of officers and management.
- Reporting to external agencies.
- Internal reporting to elected members and corporate management.
- Public reporting through Covalent.

The changing nature of demands upon the service requires a flexible approach to balancing priorities. Workplace safety and public health protection will always provide challenges. Officers and managers continue to take a constructive and professional approach to such matters, and through prioritisation, effective work planning and delivery, the service has ensured good performance in a number of areas.

The delivery of the 2016/2017 service plan was impacted by an ongoing vacancy within the commercial team, and a balancing of workload priorities throughout other parts of the environmental health service. A number of attempts were made during 2016/2017 to fill the vacant post through advertising, but a lack of response and suitable candidates means that further consideration is now being given and actively pursued in resolving this gap in staff resource. An appropriate focus has been maintained in the highest risk aspects of work, and this will continue in 2017/2018.

D4 Challenges

The following have been identified as the key challenges for 2017/2018 and ongoing:

- Ongoing demands on officers from challenging premises and incidents in terms of workplace safety and public health issues.
- Ensuring that officers are supported, developed and capable of dealing with challenging, time consuming and high risk workload.
- Establishing and targeting workload priorities with available resources which deliver and maintain the best achievable levels of public health protection, whilst balancing a business friendly and supportive culture.
- Managing customer expectations for service requests, accidents and incidents in line with service priorities.
- Further development of alternative approaches to business engagement to attain maximum benefit for the council and businesses.

The plan for 2017/2018, and beyond, is to ensure the service focuses resources at priority areas of work, and takes correct action to protect public health when risks are identified.

E. CONCLUSION

The Health & Safety Service Plan 2017/2018 aims to reflect the ongoing work of environmental health officers in protecting safety and public health in West Lothian.

F. BACKGROUND REFERENCES

1. Report to Council Executive – Health and Safety Service Plan 2016/2017, 21 June 2016.
2. Report to Environment Policy Development and Scrutiny Panel – Health and Safety Service Plan 2017/2018, 8 June 2017.

Appendices/Attachments: Health & Safety Service Plan 2017/2018

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Craig McCorriston
Head of Planning, Economic Development & Regeneration

20 June 2017



Planning, Economic Development & Regeneration

Environmental Health & Trading Standards

Health and Safety Service Plan

2017/2018

OVERVIEW:

In order to meet the requirements of the National Local Authority Enforcement Code (national code), West Lothian Council is required to develop and approve an annual health and safety service plan. The national code is given legal effect under Section 18 of the Health and Safety at Work etc. Act 1974.

The plan outlines how health and safety will be monitored and enforced within West Lothian businesses. Whilst the main responsibility for ensuring health and safety remains with the businesses and individuals who create the risk, environmental health officers have a statutory duty in ensuring effective risk management, supporting businesses, protecting the West Lothian community, and contributing to the wider public health agenda.

The service plan covers:

- service aims and objectives;
- authority background;
- service delivery;
- partnership and working with others;
- staff development and performance management;
- quality assessment; and
- service plan review.

A safe working environment is something many would take for granted. There is unfortunately significant confusion created by those who use health and safety as an excuse to avoid any type of risk. Very little of this has any bearing on real issues of health and safety and the necessary controls which should be in place to protect workers and members of the public. Ridiculous health and safety excuses grab headlines whilst essential work in protecting workers and the public goes largely unnoticed. Local authority enforcement officers and the Health and Safety Executive have shared responsibility for ensuring public and worker protection throughout the UK. The consequences of workplace accidents, ill health and fatalities are a significant burden on public health and the economy. Sensible, proportionate and firm management of health and safety is essential for everyone's benefit.

SECTION 1 ~ SERVICE AIMS AND OBJECTIVES

1.1 Corporate Plan & Single Outcome Agreement Links

Priority 7: Delivering positive outcomes on health.
Priority 8: Protecting the built and natural environment.
(web link http://www.westlothian.gov.uk/article/1952/Corporate-Plan)
SOA7 We live longer, healthier lives and have reduced health inequalities.

1.2 Commitment

Our commitment is to protect and enhance the health, safety and welfare of people living and working in West Lothian by ensuring risks in the changing workplace are properly controlled.

In delivering this service plan we acknowledge and contribute across the six strategic themes of '*Helping Great Britain Work Well*' – HSE, Health and Safety Strategy:

- Encouraging and recognising improvements, being increasingly joined up to deliver improved outcomes and minimise unnecessary burdens on businesses;
- Continuing to promote the risk-based, goal-setting regulatory regime that has served health and safety in Great Britain so well;
- Working with partners in the system to make workplaces safer and healthier, providing a level playing field for responsible employers with regulators and co-regulators, by advising, promoting, and where necessary, enforcing good standards of risk control;
- Using proportionate, risk-based regulation to support better outcomes, innovation and the safe use of new technologies;
- Developing services and products that contribute to improved management and control of risks, sharing our knowledge, and
- Continuing the dialogue and conversation with stakeholders to make the system better, always looking to provide simple, pragmatic advice and support.

A safe and healthy working environment also contributes to the health and wellbeing of the population within West Lothian. This is recognised within the Joint Health Protection Plan for Lothian agreed by NHS Lothian, and West Lothian Council, City of Edinburgh Council, East Lothian Council and Midlothian Council.

1.3 Our priorities

The service has to be delivered on a priority basis. This reflects the nature of the work undertaken and that the service cannot be divided up into uniform time units for completing tasks. Each inspection, accident, and service request will have its own complexity and issues which determine the amount of work and time required to address.

The priorities are based on both reactive and proactive work and the potential public health impact of each. Delivery of service priorities will be within the context of resources available and staff skills, knowledge, experience and capacity.

Service priorities have been established to ensure the best practical service in addressing the safety and public health needs of our communities. They also reflect guidance issued by the Health and Safety Executive in regard to prioritising safety inspections, interventions and enforcement activity. Service priorities are outlined in Appendix 3.

The Costs of Health and Safety

The financial and human costs of work related illness and injury are vast and impact individuals, businesses and taxpayers. In 2013/2014 the cost to the UK was £14.1 billion. The largest costs impact on the individuals effected, not just in terms of financial cost but quality of life or loss of life. The impact is valued at over £8 billion. The cost to employers is just under £3 billion, and the tax payer costs are just over £3 billion.

http://www.hse.gov.uk/statistics/index.htm

SECTION 2 ~ AUTHORITY BACKGROUND

2.1 Profile

West Lothian is a mixed rural and urban authority covering a geographical area of 42,504 Ha. The population is approximately 178,550*. The Environmental Health & Trading Standards service is located in County Buildings Annex, Linlithgow. There are 2521** premises within the area ranging from offices, retailers, service sector, warehouses, leisure and public events. (*National records of Scotland 2015, **As of 01/04/17)

2.2 Organisational Structure

The service structure is as per appendix 1. The plan will be delivered by officers within the commercial team.

The commercial team is part of the Environmental Health & Trading Standards service which is part of Planning, Economic Development and Regeneration.

2.3 Scope of the Service

The scope of the service is outlined as follows:

- *To inspect business premises within West Lothian, in accordance with recognised inspection frequencies in order to secure a safe and healthy workplace environment in accordance with relevant legislation, approved codes of practice, EC directives and other initiatives;*

- *To investigate accidents, work-related diseases and dangerous occurrences reported to the service, as required by the local accident investigation criteria, taking enforcement action where necessary and giving advice as appropriate;*

- *To react to public and business complaints and enquiries in relation to health, safety and welfare within West Lothian workplaces;*

- *To provide health, safety and welfare advice and guidance and to ensure compliance of new business and businesses transferred to new owners;*

- *To ensure activities that are necessary to support, compliment and develop the work of the health and safety service are carried out; and*

- *To prepare relevant reports, statistical, and other relevant information to local businesses and other service units within West Lothian Council, Central Government, professional bodies and any other interested parties as appropriate.*

2.4 Demands on the Service

The service shares enforcement and regulatory responsibilities for health and safety with the Health and Safety Executive. The main demands on the service are driven by routine risk rated inspections and interventions, accident reports and investigations, and concerns and requests for service regarding health and safety. The term health and safety has taken on a very negative and trivialised interpretation due to risk averse and claims conscious organisations using it as a broad brush excuse for avoiding certain activities. However, the real issues which officers have to address in protecting public health include:

- Prevention of serious and fatal accidents.
- Preventing injuries from falls from height, slips trips and falls, manual handling and upper limb disorders.
- Preventing exposure to harmful substances (chemicals, asbestos, fine particulates, carbon monoxide etc.)
- Preventing injuries from vehicles and machinery (e.g. fork lift trucks).
- Preventing health impact issues (asthma, dermatitis, infectious diseases, legionella, stress, violence etc.)

Services are available from 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.00pm Friday. The team, however, has to accommodate working out with these times due to operating times of businesses. On occasion evening and early morning work is necessary to carry out the inspection and intervention programmes. There is generally no proactive work for events at weekends. Emergency contact details have been provided to appropriate partner agencies in regards to incident management should these occur out with normal working hours.

There is a regular turnover in many of the businesses with new owners and changes in operation of the business. In the last five years there has been an 11% increase in registered food businesses (25% in the last 10 years). However, the overall business profile for health and safety enforcement has only increased by 1%.

In line with the enforcement policy, officers are required, when necessary, to take appropriate enforcement action. This may include service of notices, prohibition of activities and equipment, and reports to the Procurator Fiscal leading to prosecutions and time in court.

The principles of better regulation have been a key aspect of how the service is delivered for a number of years. As well as workplace safety inspections and interventions, officers in the commercial team will also carry out a number of food safety and smoking enforcement inspections. This is done to ensure best use of resources and avoid unnecessary additional visits to premises. It is encouraging to note the positive feedback from business consultation exercises in relation to their experience of inspections and enforcement activities.

It is, however, vitally important to remember that the principal purpose of the service in West Lothian is public health protection. In previous years a number of changes were made to the approach taken to inspections e.g. prioritisation of workload, changes in inspection reporting and recording, changes to inspection and workload allocation and geographical distribution, better use of flexible working and council buildings. Further streamlining of the service will be required during 2017 and beyond. We will ensure that attention continues to be given to positive outcomes irrespective of the breadth of service provision in future. Some of these issues are highlighted in 6.3.

The Importance of Health and Safety to Business

A survey of employees and employers by the Health and Safety Executive highlighted the importance of health and safety in the workplace. Employers tended to see the importance more acutely than employees in many cases (where other work considerations were a higher priority) – however this may be reflective of the general sense that workplaces are in the main safe and controlled environments. There were however a number of responses from employees which raised concerns that their current working environments were not safe. Although a smaller percentage it still amounts to a significant number of workplaces if translated across the whole of the UK.

The majority of employers say that health and safety requirements benefit their company as a whole (73%), save money in the long-term (64%) and defend them against unjustified compensation claims (57%). Most employers also disagree with the contentions that health and safety requirements hamper their business (78%) and are biased against small businesses (54%).

The response from West Lothian business customers has always been favourable for any contact with officers from this service. Customer survey responses are outlined in appendix 5.

http://www.hse.gov.uk/research/misc/attitudes.pdf

2.5 Enforcement Policy

In terms of the national local authority enforcement code the service has a written enforcement policy which has been approved by the Council. The policy has undergone an equality impact assessment, and is followed by officers. The policy has also been cited as a good example in the recently approved Scottish Regulators Code of Practice. A copy of the policy is available to anyone on request and is also available on the West Lothian Council website. (http://www.westlothian.gov.uk/environmental-health)

SECTION 3 ~ SERVICE DELIVERY

Officers in the commercial team contribute to the development and implementation of this plan. This section outlines areas of work to which they contribute.

In order to meet ever changing demands, the service is always looking at ways of working most effectively. Performance management is a key factor in ensuring this can be achieved (see section 4.4). The quality of the service delivered is essential in protecting public health, and the service is working to ensure that everyone plays a part in delivering the best service possible.

3.1 Inspections and interventions

There are currently 2521 businesses and work places within West Lothian which are allocated to the service for the purpose of monitoring and enforcing health and safety. Inspections and interventions are determined in line with the national local authority enforcement code and LAC 67/2 (rev 6) issued by the Health and Safety Executive. An annual inspection and intervention policy is outlined in appendix 2 and is based on national and local priorities for health and safety.

To ensure best use of resources, inspections and interventions are linked, where possible, to the food safety inspections due and are set as an internal performance indicator. Non-food premises will be targeted in a way which is proportionate to the relevant risk nature of the business. This will range from full and unannounced inspections, to targeted issue specific interventions, and general advisory letters / communications to the very lowest risk establishments.

Officers will also have an input to on site safety at public events. There will be input through discussion with organisers, the licensing process and meetings with other council services.

Premises profiles and intervention information is outlined in appendix 3.

3.2 Accidents – investigation / prevention

There is a statutory duty on employers to report injuries, diseases and dangerous occurrences within certain criteria and timeframes. A risk based and proportionate approach is taken by the service to the investigation of any reports received. It is often said that accidents just happen, however that is not true and the reality is that every accident has a cause. The nature and frequency of the issues

reported is used to help identify local priorities for intervention, and any more immediate follow up response required.

A key part of any inspection or intervention is to identify the approach being taken by business operators and staff to reduce the likelihood of accidents and address any issues resulting from these engagements with businesses.

Information on accidents reported in West Lothian is found in Appendix 3.

3.3 Requests for service and concerns regarding safety

Officers will investigate concerns raised by employees or others regarding health and safety in West Lothian premises. The nature of concerns can vary from failure to provide basic welfare provisions for staff, to serious concerns regarding dangerous working practices.

These will be responded to on a priority basis. Appendix 4 has a breakdown of business types and risk bands in relation to service requests received. This information will help inform local elements of the health and safety intervention policy.

3.4 Advice and support to Business

All officers will be involved in giving advice to businesses on workplace safety issues as part of routine visits. Advice can also be given to new businesses. This is an important aspect of work as it helps to ensure that businesses which request help can be set up complying with the necessary legal requirements. It has been established as one of our priorities for higher risk businesses and fits the model of targeting upstream intervention.

The service recognises that a well run and viable business will most likely be a safe business. Officers will direct business owners to support and help from colleagues working through Business Gateway. Information sheets are left at every inspection with details of where businesses can get further help and support in this and other aspects of workplace safety. This all works towards protecting public health and reducing the financial impact of compliance on businesses.

The ongoing work with established businesses is assisted by a number of helpful information sheets, guidance booklets, and other educational resources. A great deal of useful information is available on the Health and Safety Executive website, and through organisations such as Healthy Working Lives. The service web pages provide links to these and other web sites.

3.5 Primary Authority Partnership

West Lothian Council has no formal agreements in place to act as a primary authority partner.

There are however a number of national companies trading in West Lothian who have made such arrangements with an appropriate local authority, and due consideration is given to the context of these partnership arrangement in terms of our interventions and potential enforcement activity.

3.6 Liaison with Other Organisations

It is important to realise that the commercial team does not work in isolation from other internal services or external organisations. Internally, the team works with planning, building standards, economic development, licensing, legal, occupational health, and corporate communications, to provide a joined up service.

The national code requires local authorities to work together, liaise and carry out appropriate peer review in terms of ensuring consistent application of statutory requirements and aspects of the national code itself. West Lothian Council is part of the Lothian and Borders Health and Safety Liaison Group. This group meets approximately 4 times a year and group members will continue discussion through email and other forms of communication to ensure shared understanding and consistency of application on various issues. The group also has representation from the Health and Safety Executive, and discussions can take place with the designated local authority unit staff as and when required.

SECTION 4 ~ RESOURCES

4.1 Financial Allocation

There is no specific budget allocation for delivery of the health and safety service. The service delivery is shared by officers within the commercial team along with delivery of other environmental health functions.

4.2 Staffing

The service is staffed as per the structure indicated in appendix 1.

The current FTE allocation available for service delivery is 1.25 officers. However, currently 7 members of staff are authorised and contributing to the workload along with other environmental health functions.

Health and safety is only one element of the role of environmental health. The pressures on the whole service increase year on year with changes in legislation, increasing population and demand on the service having to be managed on a priority basis. We are therefore targeting priority areas of work, delivering aspects of the service differently, reducing or removing aspects previously delivered, and continuing to work as effectively as possible to protect public health.

4.3 Staff Development Plan

As per the national code and the Health and Safety at Work etc. Act 1974, the service has a statutory duty to "make adequate arrangements for enforcement" and to legally appoint suitably qualified officers. The service has to ensure that officers have suitable and ongoing competence in order to exercise duties and powers in terms of the Act.

'Section 26 of the Health and Safety at Work etc. Act 1974' allows local authorities to indemnify inspectors appointed under that Act under specified circumstances. It is the policy of this authority to indemnify inspectors appointed under that Act against the whole of any damages and costs or expenses which may be involved, if the authority is satisfied that the inspector honestly believed that the act complained of was within their powers and that their duty as an inspector entitled them to do it, providing the inspector was not wilfully acting against instructions.'

People Strategy 2013/2017
West Lothian Council has a people strategy which aims to ensure the council is a customer focused and high performing organisation.
The development of officers, as well as being a legal requirement, is an essential component of providing a quality service to West Lothian.
Training and development needs however have to be prioritised service wide and opportunities for training are sometimes limited. Training requirements are currently being met due to the low cost training programme provided by the local liaison groups and REHIS. Staff development has also been assisted through accompanied visits, peer review visits, involvement in working groups, special projects etc. It is hoped to continue this type of development activity in 2017/2018.

Training and development needs are therefore assessed during individual Appraisal and Development Review meetings held in accordance with the council's Investor in People accreditation, and during monthly 1-2-1 meetings with line manager.

A health and safety competency framework for officers is being developed to help give more detail to skills and knowledge pertinent to the different work areas. This was produced in support of national guidance – the Regulators Development Needs Assessment (RDNA). It will provide officers with links to necessary legislation, guidance, technical information, scientific papers etc. and will continue to develop over time. The framework is also being extended to other areas of the environmental health service.

4.4 Performance Management

Everyone working within the service has a responsibility for ensuring the delivery of the best service possible. To help deliver a positive and productive performance culture the service ensures targets are established which focus on outcomes and outputs.

Performance is monitored and assessed by various methods and reported internally and publically. Performance expectations and standards are outlined and reported in the following ways:

- Legislation, enforcement and technical guidance.
- Internal working documents and procedures – e.g. enforcement policy, customer service standards, council HR policies and procedures etc.
- Health and safety service plan.
- Internal monitoring of performance – e.g. team meetings, one to one discussions, monthly reporting to senior officers, public reporting of performance through Covalent, accompanied visits, customer survey and service complaints.
- Performance review and personal development planning.
- Training and professional development of officers and management.
- Reporting to external agencies – e.g. LAE1 to HSE.
- Internal reporting to elected members – performance committee, Environment PDSP, Council Executive.

SECTION 5 ~ QUALITY ASSESSMENT

5.1 Quality Assessment

The Environmental Health & Trading Standards service participates in the West Lothian Assessment Model. This is West Lothian Council's adaptation of the European Foundation for Quality Management. This is being used to help deliver continuous improvement of the service in years to come. The service is assessed as part of the corporate Customer Service Excellence award.

CUSTOMER SERVICE EXCELLENCE The Government Standard

Internal monitoring of procedures and customer feedback is also used to assess the quality of the service provided. Customer consultation is a key development issue and a customer and business consultation survey is carried out once a year.

SECTION 6 ~ SERVICE PLAN AND OPERATIONAL PLAN REVIEW

6.1 Review against Service Plan.

The service plan will be reviewed in six months.

Internal plans, policies and procedures are reviewed annually, or as and when required.

6.2 Identification of any Variance from the Service Plan

The current strain in the commercial team from not being able to find a suitably qualified officer for an ongoing vacancy impacted on the delivery of the 2016/2017 service plan. There was a re-alignment of workload across this plan and the food service plan commitments within the team based on a scheme of prioritisation. This left the focus for health and safety mainly on routine interventions and service request related activities.

The targeting of inspections and interventions has been tackled on a priority basis. During 2016/2017 87.7% of interventions were completed by the due date. This was a drop in performance for inspections by due date and there was a reduced number of on-site inspections from previous year.

There was an improved performance in terms of response to service requests, but there was noticeable drop in the number of requests for service having to be dealt with.

There was an increase in accidents reported to the service. This is the first increase in accident reports in 3 years.

There was an increase in the number of businesses being written to rather than receiving a site visit.

The business satisfaction responses for those businesses we engage with remains very positive.

Performance and workload comparisons are made in appendix 3.

6.3 Areas for Improvement / Challenges.

The following have been identified as the key challenges for 2017/2018 and ongoing:

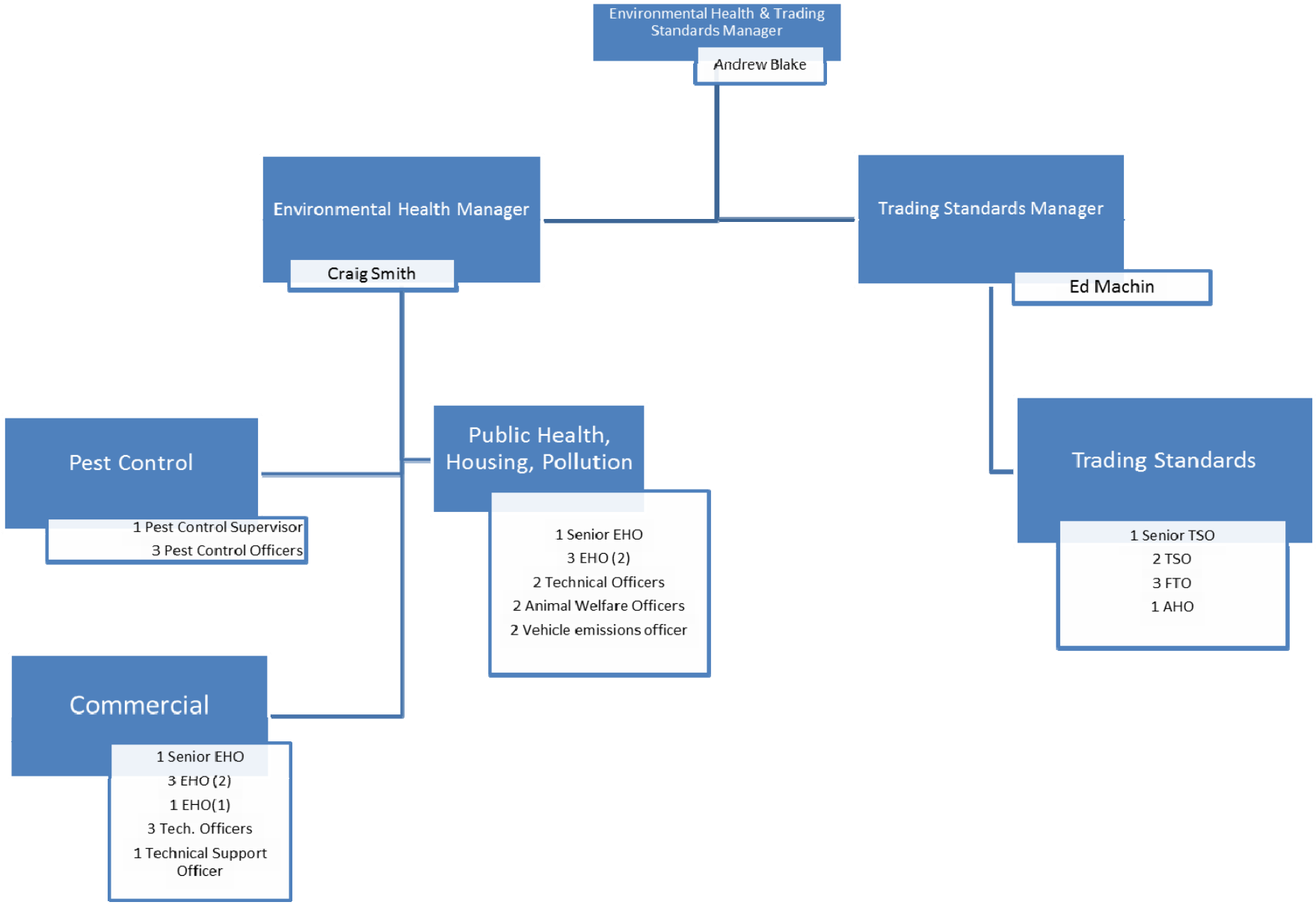
- Ongoing demands on officers from challenging premises and incidents in terms of workplace safety and public health issues.
- Ensuring that officers are supported, developed and capable of dealing with challenging, time consuming and high risk workload.
- Ensuring workload priorities are appropriately aligned with available resources to deliver and maintain the best achievable levels of public health protection, alongside a culture of positive business engagement.
- Managing customer expectations for service requests, accidents and incidents in line with service priorities.
- Further development of alternative approaches to business engagement to attain maximum benefit for the council and businesses, including improving web content information and links to assist local businesses.

All inspections and focused interventions for 2017/2018 are outlined in appendix 3.

The plan for 2017/2018, and beyond, is to ensure the service focuses resources at priority areas of work, and takes the correct action to protect public health when risks are identified.

Appendices:
Appendix 1: Environmental Health and Trading Standards Structure
Appendix 2: West Lothian Health and Safety Intervention Policy and Matrix
Appendix 3: Workload comparison and priorities
Appendix 4: Accident reports and service request review
Appendix 5: Business customer satisfaction
Appendix 6: Customers / partners / stakeholders
Appendix 7: VTEC / E coli O157 action plan update.

Appendix 1 – Environmental Health and Trading Standards Structure (April 2017)



Appendix 2

EH&TS West Lothian Council
Health & Safety Intervention Policy & Matrix

Introduction

The purpose of this document is to outline how officers will engage with businesses on health and safety matters whilst following LAC 67-2 Rev 6 and the National Local Authority Enforcement Code (the code). The objective is to promote safe and healthy workplaces by encouraging compliance with health & safety legislation through various interventions, taking enforcement action where appropriate and proportionate.

Local Authorities are required to visit premises under various pieces of non-health & safety legislation. Where West Lothian Council also enforces health and safety in these premises it will be an opportunity review the level of health & safety compliance, having regard to current guidance. Officers are expected to deal with matters of evident concern or other major health & safety issues. Advice or guidance on general health & safety matters may also be given. Additionally where a visit coincides with the due date under the risk rating scheme, the risk rating will be reviewed and where necessary re-rated.

West Lothian Council is also required to keep its premises database as accurate and up to date as possible. Regular contact with businesses is therefore essential and as such all premises due for review under the risk rating scheme will receive a mailshot as a minimum intervention.
In line with the National Local Authority Enforcement Code new business will be provided with an advisory visit.

West Lothian Council, and its officers, will use health & safety powers appropriately and not abuse powers of entry to gain access to premises, or information, to follow up non-health and safety issues.

National Local Authority Enforcement Code

The Code sets out what is meant by 'adequate arrangements for enforcement'. It replaces the existing S18 Standard and concentrates on the following four objectives:

a) Clarifying the roles and responsibilities of business, regulators and professional bodies to ensure a shared understanding on the management of risk;

b) Outlining the risk-based regulatory approach that LAs should adopt with reference to the Regulator's Compliance Code, HSE's Enforcement Policy Statement and the need to target relevant and effective interventions that focus on influencing behaviours and improving the management of risk;

c) Setting out the need for the training and competence of LA H&S regulators linked to the authorisation and use of HSWA powers; and

d) Explaining the arrangements for collection and publication of LA data and peer review to give an assurance on meeting the requirements of this Code.

LAC 67-2 Rev 6 - Targeting local authority interventions

Summary of Appropriate Interventions

Proactive Inspections

Proactive inspection should only be used:

a) For high risk activities within the specific LA enforced sectors published by HSE (See List of activities/sectors for proactive inspection by LAs); or
b) Where there is intelligence showing that risks are not being effectively managed.

Businesses risk rated Category A under Annex F (LAC 67-2 Rev 6) will be reviewed at the beginning of the financial year when the appropriate intervention will be allocated.

Intervention Types (Details in LAC 67-2 Rev 6 – Annex C)

All other risk rated premises will be reviewed at the beginning of the financial year, and based on nature of establishment, local intelligence and other elements of LAC 67-2 Rev 6, will be allocated a suitable intervention from those outlined below;

Influencing and Engaging with Stakeholders, Others in Industry and Large Employers

1. Partnership
2. Motivating senior managers
3. Supply chain
4. Design and supply
5. Sector and industry-wide initiatives
6. Intermediaries

Engaging with the workforce

7. Working with those at risk

Working with Other Regulators and Government Departments

8. Working with other Regulators

Creating Knowledge and Awareness of Health & Safety Risks and Encouraging Behaviour Change

9. Education and awareness

Promoting Proportionate and Sensible Health and Safety

10. Encouraging compliance
11. Recognising compliance

Inspection and investigation

12. Inspection (as per the code and a) above)

13. Incident and ill health investigation (HSE Incident Selection Criteria)

14. Dealing with issues of concern and complaints

Enforcement

15. Enforcement (WLC, EH&TS Enforcement Policy)

16. Other Interventions

List of activities/sectors for proactive inspection by LAs1 – only these activities falling within these sectors or types of organisation should be subject to proactive inspection

No	Hazards	High Risk Sectors	High Risk Activities
1	Legionella infection	Premises with cooling towers/evaporative condensers	Lack of suitable legionella control measures
2	Explosion caused by leaking LPG	Premises (including caravan parks) with buried metal LPG pipework	Buried metal LPG pipe work (For caravan parks to communal/amenity blocks only)
3	E.coli/ Cryptosporidium infection esp. in children	Open Farms/Animal Visitor Attractions2	Lack of suitable micro-organism control measures
4	Fatalities/injuries resulting from being struck by vehicles	High volume3 Warehousing/Distribution	Workplace transport
5	Fatalities/injuries resulting from falls from height/ amputation and crushing injuries	Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants	Workplace transport/work at height/cutting machinery /lifting equipment
6	Industrial diseases (occupational deafness/cancer/ respiratory diseases)	Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants/ in-store/craft bakeries4, stone wholesalers'	Noise (steel stockholders), use of loose flour(in-store/craft bakeries4), exposure to respirable crystalline silica (outlets cutting/shaping their own stone)
7	Falls from height	High volume3 Warehousing/Distribution	Work at height
8	Manual Handling	High volume Warehousing/Distribution	Lack of effective management of manual handling risks
9	Unstable loads	High volume Warehousing/Distribution Industrial Retail/Wholesale/builders/timber merchants	Vehicle loading and unloading
10	Crowd management & injuries/fatalities to the public	Large scale public gatherings e.g. cultural events, sports, festivals & live music	Lack of suitable planning, management and monitoring of the risks arising from crowd movement and behaviour as they arrive, leave and move around a venue
11	Carbon monoxide poisoning	Commercial catering premises using solid fuel cooking equipment	Lack of suitable ventilation and/or unsafe appliances
12	Violence at work	Premises with vulnerable working conditions (lone/night working/cash handling e.g. betting shops/off-licences/hospitality) and where intelligence indicates that risks are not being effectively managed	Lack of suitable security measures/procedures. Operating where police/licensing authorities advise there are local factors increasing the risk of violence at work e.g. located in a high crime area, or similar local establishments have been recently targeted

Table 1 - Intervention Planning & Approach

Category	Comments	Intervention	Re-rate Y/N
Category A	Suitable for proactive inspection where: a) Activities within the specific LA enforced sectors published by HSE, or b) Where there is intelligence showing that risks are not being effectively managed.*	Identify the risk and consider the use of **all** interventions to address that risk, including proactive inspection. Where a food hygiene inspection or other visit is combined, officers will have regard to matters of evident concern or matters of potential major concern.	**Y**
Category B1	Premises in this category are generally not suitable for proactive inspection, however a combination of the remaining interventions in Annex C may be used. May be suitable for proactive intervention where: a) Activities within the specific LA enforced sectors published by HSE, or b) Where there is intelligence showing that risks are not being effectively managed.*	Where a food hygiene inspection or other visit is combined, officers will have regard to matters of evident concern or matters of potential major concern. Where that inspection or visit coincides with the due date under the risk rating scheme, the risk rating will be reviewed and where necessary re-rated. Where no visit, for non health & safety purposes, or other intervention is planned and local intelligence shows risk concerns then a focused advisory visit will be allocated. In other circumstances the business will be subject to the other intervention strategy**. The premises will be re-rated with the previous risk score for the date of intervention.	**Y**
Category B2	Premises in this category are generally not suitable for proactive inspection, however a combination of the remaining interventions in Annex C may be used. May be suitable for proactive intervention where: a) Activities within the specific LA enforced sectors published by HSE, or b) Where there is intelligence showing that risks are not being effectively managed.*	Where a food hygiene inspection or other visit, officers will have regard to matters of evident concern or potential major health & safety concerns. Where that inspection or visit coincides with the due date under the risk rating scheme, the risk rating will be reviewed and where necessary re-rated. Where no visit, for non health & safety purposes, or other intervention is planned and local intelligence shows risk concerns then a focused advisory visit will be allocated. In other circumstances the business will be subject to the other intervention strategy**. The premises will be re-rated with the previous risk score for the date of intervention.	**Y**
Category C	Premises in this category are generally	Where a food hygiene inspection or other visit, officers will have regard to	**Y**

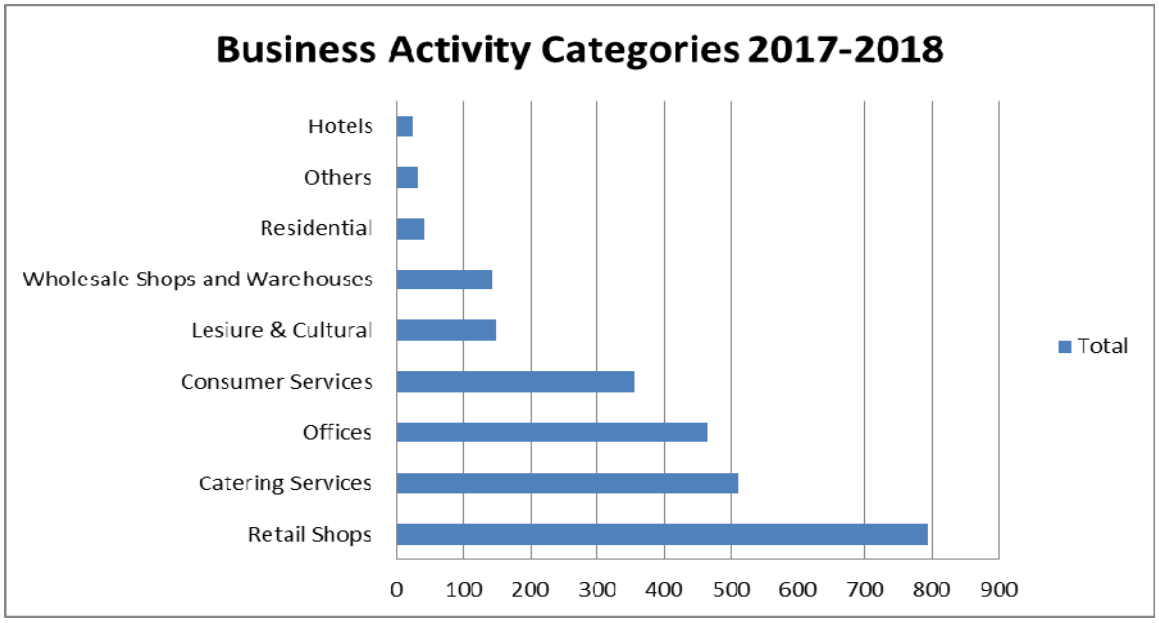
	not suitable for proactive intervention, however a combination of the remaining interventions in Annex C may be used. May be suitable for advisory visit where there is intelligence showing that risks are not being effectively managed.*	matters of evident concern or potential major health & safety concerns. Where that inspection or visit coincides with the due date under the risk rating scheme, the risk rating will be reviewed and where necessary re-rated. Where no visit, for non health & safety purposes, or other intervention is planned and local intelligence shows risk concerns then a focused advisory visit may be allocated. In other circumstances the business will be subject to the other intervention strategy**. The premises will be re-rated with the previous risk score for the date of intervention.	**(where premises was due or significant change to business or fall in standards)**
New Business	LAs are able to rate a new premise by desktop assessment, an advisory visit, or in exceptional cases a proactive inspection. Often the information available in relation to the new premises will be minimal and as such a visit is usually necessary.	Advisory Visit. Any matters of evident concern, or matters of potential major concern will be addressed in line with enforcement policy.	**Y**
Revisits	Used to follow up enforcement action and advisory visits	All enforcement activity will be followed by a revisit to confirm compliance or institute further action. Where requested or agreed, and where appropriate, further visits may be made to follow up advisory visits and other interventions.	**Y (where significant improvement in standards)**
Accidents and service requests (premsies complaints, etc)	In relation to RIDDOR reports, follow the HSE Accident selection criteria.	All accidents recorded, reviewed. Investigations as appropriate. All service requests are recorded, reviewed and investigated in line with council policies, but having regard to the code.	**N**

**for local planning purposes business sectors identified as more significant in terms of accident reports, and service request demands will be focus of proactive inspection or intervention visit.*

*** Other intervention strategy can include visits (project / advisory), but mainly will consist of non-visit communication and information provision.*

Appendix 3 – Workload Comparisons and Priorities

Activity	2013/2014	2014/2015	2015/2016	2016/2017
On site inspections / interventions completed	278	295	326	219
Alternative interventions (non-site visit)	94	231	135	178
Revisits and other visits	138	141	243	118
Number of enquiries (not licensing)	118	105	79	86
Number of licensing enquiries	329	385	322	258
Enquiries responded to on time (Target 85%)	93%	88.2%	94.5%	95.9%
Number of registered premises	2557	2526	2535	2538
Reports to Procurator Fiscal	0	0	0	0
Improvement Notices	2	9	3	2
Prohibition Notices	0	2	2	2
Accident reports	116	103	86	95



Inspection and InteverventionWorkload

Table 1. 2017/2018 Planned Interventions

Risk Category	Premises Category	Intervention Description	Number planned
A	All categories	Visit	0
B1	Wholesale shops & warehouses	Visit	1
	Retail shops	Visit	15
	Catering services	Visit	5
	Other categories	Other intervention strategy	7
B2	Wholesale shops & warehouses	Visit*	10
	Retail shops	Visit*	56
	Catering services	Visit*	20
	Other categories	Other intervention strategy	59
C	Wholesale shops & warehouses	Visit*	6

	Retail shops	Visit*	30
	Catering services	Visit*	32
	Other categories	Other intervention strategy	55
Newly registered	All categories	Visit	69

*For 2017/2018 may be visit only if allocated with other type of higher risk food safety intervention. Otherwise will be subject to other intervention strategy.

Workload Priorities

Priority	Category	Description
1	Emergencies and threats to public health	• Fatalities / serious accidents. • Public health incidents. • Revisits to secure compliance. • Formal action to protect public health (prohibition notices etc.) • Serious workplace safety concerns.
2	Highest consequence proactive	• Routine workplace safety inspections: o Risk band A and B1.
3	High consequence proactive / reactive	• Guidance to potentially high risk new establishments. • Project / support activities to address high consequence public health issues.
4	Medium consequence proactive / reactive	• Routine health and safety interventions: o Unrated. o Risk band B2. • Street traders certificates of compliance, and Section 50 certificates (Licensed establishments). • Project / support activities to support service delivery and customer / business information access.
5	Lower consequence proactive / reactive	• Alternative enforcement interventions: o Risk band C. • Consultations / comments – licensing of events, planning etc. • Guidance to low risk new establishments.

Appendix 4 – Accident Notifications and Requests for Service Review

A review of accidents reported and requests for service to the team between 2012 – 2015 was used to identify issues for consideration as part of the intervention policy and matrix. A review of the nature of accidents and injury types was considered against business types and risk grades for businesses. The three year period was felt appropriate in order to get enough data to do a meaningful assessment. It will therefore form part of the intervention policy for the next three years (2016 – 2019), and thereafter on a rolling 3 year assessment and plan.

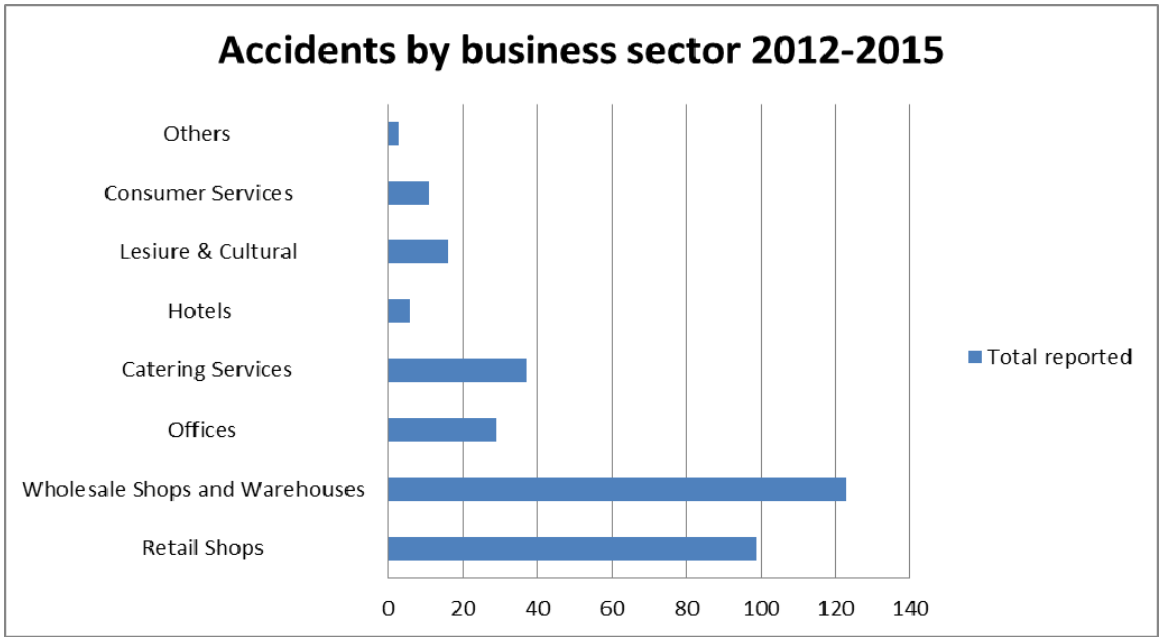


Table 1.

Of the accidents reported most came from the wholesale shops and warehouses, and retail shops sectors (see table 1). Catering services sector was the next highest reporter.

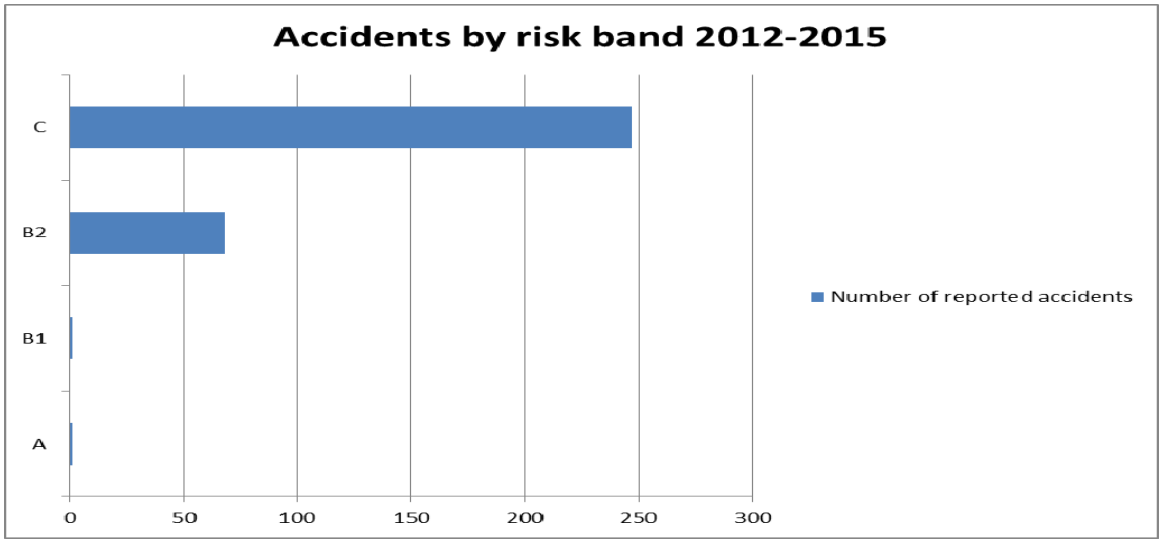


Table 2.

The highest number of reported accidents came from businesses within risk band C. (Table 2) These are generally the premises rated as lowest risk following inspections. These along with B2 rated premises (next highest reported) are not highlighted within HSE guidance as routinely requiring inspection. However, this local data would suggest further intervention and consideration is required.

The types of accident being reported and types of injury resulting were also analysed for all premises and those within risk bands B2 and C. The results highlight the same 3 prominent issues for accident types and for injury types in all cases. See table 3 and 4 below.

3 most reported accident types:

- Slips, trips and falls (same level)
- Handling / lifting etc.
- Hit by moving / flying object.

3 most reported injury types:

- Contusion / bruising.
- Fracture.
- Cut or abrasion.

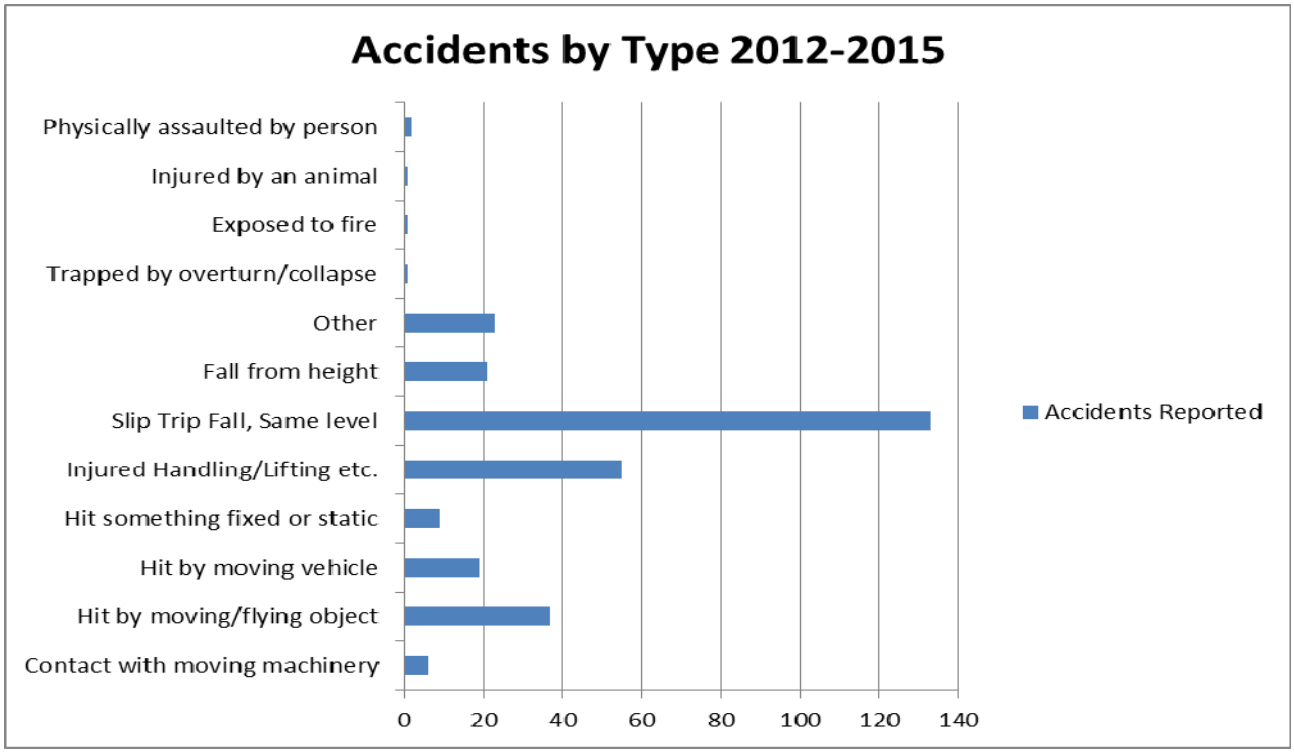


Table 3.

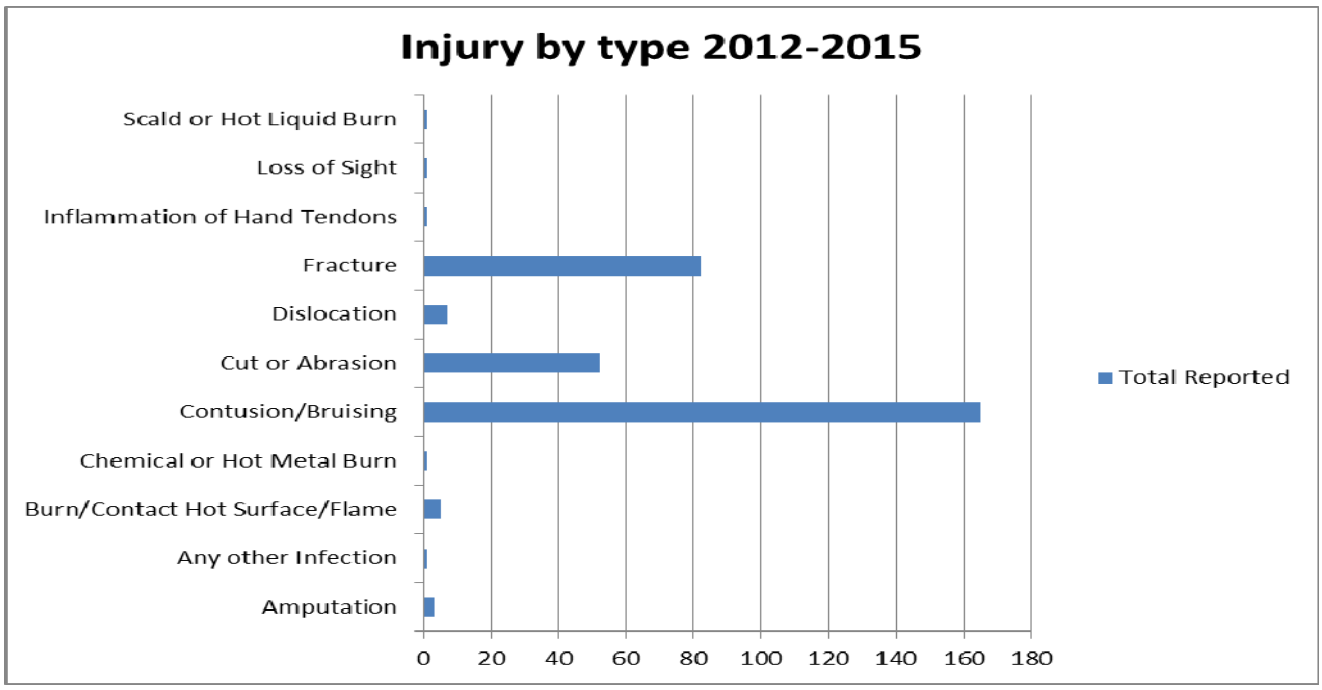


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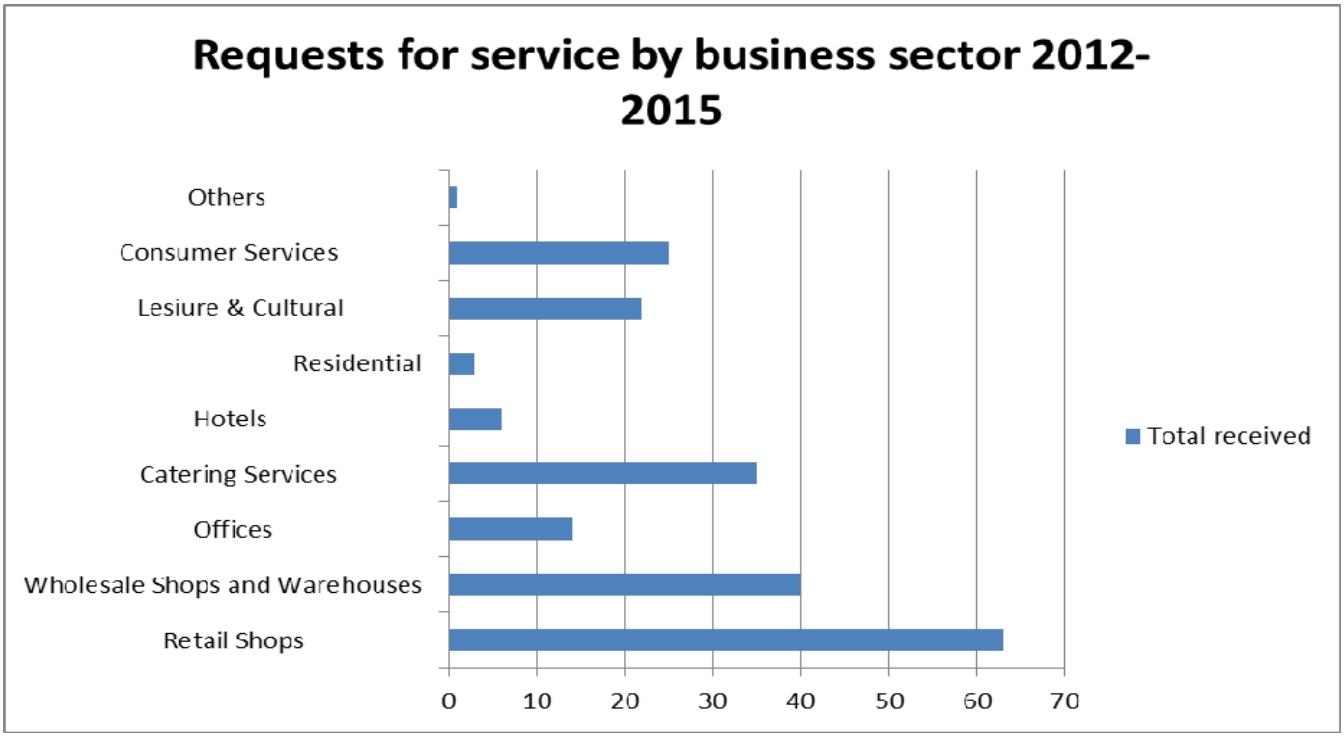


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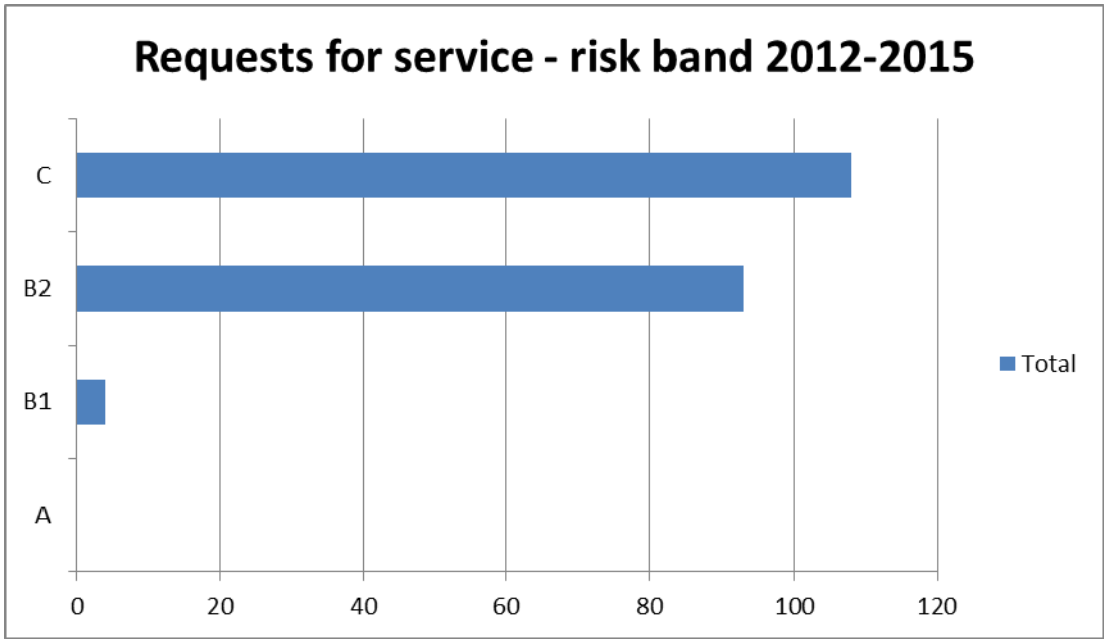


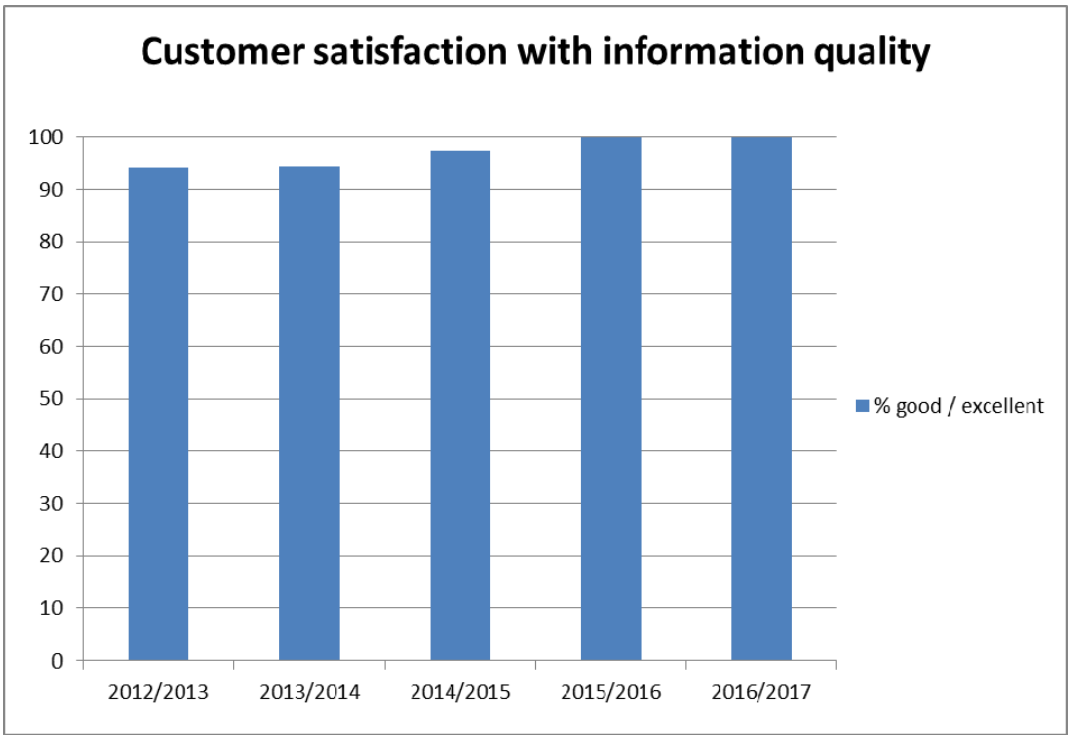
Table 6.

Table 5 and 6 look at the requests for service received by business sector and risk band. A large number of requests dealt with by the service did not have an allocated business type. However, the information supports the data in regard to the top 3 business sector categories and risk banding for accidents outlined above.

This data helps provide a focus for the local intervention strategy within West Lothian.

Appendix 5 – Business customer satisfaction

2. Business Customer Satisfaction. (Percentage of businesses who rated officer's explanation of how to comply with legislation as good or excellent)



Overall customer satisfaction remains high. It is encouraging to note that officers input to business visits is viewed so positively. Business customers are surveyed annually to help us ensure that officers are providing the best service possible. It remains a difficult balance when officers are having to take enforcement action and convey challenging information. Other information gathered in our annual surveys is highlighted in the table below.

	2016/2017	2015/2016	2014/2015
Staff overall knowledge and professionalism (good/excellent)	100%	90.9%*	96.6%*
Overall level of service (good / excellent)	90%*	90.9%*	100%
Treated fairly at all times (good /excellent)	100%	90.9%*	100%
*all other responses rated satisfactory			

This feedback would tend to support the view that local businesses support the visits to their premises and the assistance offered by officers.

Appendix 6 – Customers / Partners / Stakeholders

GROUP	RELATIONSHIP	COMMUNICATION EXAMPLES	PROPOSED FOR 2017/2018
Businesses within West Lothian	Inspections; application of legislation; advisory activities; investigation into incidents, accidents, education, training, enforcement, motivation. New business support.	Provide guidance, training, technical information, guidance notes, information leaflets, talks, seminars. Use of mail shot to lowest risk establishments.	Improve email contact details for businesses. Improve web content on relevant health and safety issues.
Public	We protect them. We investigate concerns on their behalf. We provide guidance and information.	Customer feedback on requests for service / accidents etc. Production of health and safety service plan and publication on website.	No change to current approach.
HSE	They provide direction and guidance on a partnership basis. We report to them annually (LAE1 return)	We consult them on technical guidance and policy. They consult with us on legal, policy and technical matters. Representation on local liaison and national working groups.	No change to current approach.
Elected Members (Councillors)	We respond to concerns and enquiries and provide information as required.	Reports to Environment PDSP, and Council Executive. Advice to licensing board. Annual Service Plan is presented to Council Executive for approval.	No change to current approach.
Other LA Services – Planning, Building Standards, Economic Development, Legal & Licensing, Education services, Operational services.	Act as statutory consultee. Provide and receive guidance and support. Work in partnership in specific areas of interest.	Planning and building warrant application comments. Licensing applications and comments. Reports as required. Highlight issues of concern as required.	No change to current approach.
Lothian NHS	We work together on investigation and	EHO/HPT meetings.	No change to current approach.

	control of infectious diseases.	Sporadic and outbreak plans. Agreed joint health protection plan.	
Other local authorities	Share information and best practice. Sampling initiatives. Developing guidance and working standards to ensure consistency of approach. Contribution to national policies and legislation development.	Liaison groups. National working groups.	No change to current approach.
PF and legal system.	Take legal action based on reports sent by us.	We send reports. Work together on content of report. We provide technical guidance. Send reports electronically.	No change to current approach.
Care Inspectorate	Act as Consultee / Advisor	Written reports and telephone calls to Care Inspectorate Officers	No change to current approach.

Appendix 7

VTEC/E. Coli O157 – Action Plan for Scotland 2013-2017
Outline of action points and implications for environmental health service.

In 2001 the joint Scottish Executive/Food Standards Agency (Scotland) Task Force reported on E. coli O157 and made 104 recommendations to reduce the incidence and severity of verotoxin producing Escherichia coli (VTEC) infections in Scotland. Despite these recommendations incidence rates of E. coli O157 infection have remained largely unchanged since 2001 and are consistently higher in Scotland than in other UK countries.

Therefore in 2010, Scottish Ministers decided to convene a multidisciplinary VTEC/E. coli O157 Action Group. The group's main remit has been to produce an Action Plan for Scotland. The group brought together all relevant agencies with expertise and regulatory responsibilities in controlling potential sources of human infection. The Action Plan aims to reduce the number of infections with VTEC/E. coli O157 through 86 recommendations attributed to key agencies.

The number of recommendations does not imply that the agencies responsible for controlling that step are not already taking action – the criteria for making a recommendation include:
• The importance of the step (i.e. could a failure have severe consequences);
• Whether developments are realistic (i.e. practical and likely to be effective).

The theme that links the recommendations is that the key to reducing VTEC infection in Scotland is hygiene:
• On the farm;
• In the provision of drinking water supplies;
• In food production and processing, and in both commercial and domestic kitchens;
• In the countryside;
• And in the home.

There is a significant role for local authorities through environmental health officers to ensure public health protection and improvement. Of the 86 recommendations, 15 are the direct responsibility of environmental health, and a further 20 will have future implications following work by other agencies.

The Action Plan is intended for the action of those agencies to whom recommendations are directed, and to other interested bodies or individuals for information. It is also intended to aid Scottish Government to co-ordinate responses by the relevant agencies in Scotland, with the overall aim of minimising risk of infection to the Scottish population.

As the Action Group was commissioned to produce the Action Plan on behalf of the Scottish Government, the agencies represented on the group therefore endorse the Action Plan and the implementation of its recommendations. The Action Plan has been presented to Scottish Ministers as the culmination of this phase of the Action Group's work, and Ministers have been asked to respond to the Action Plan and its recommendations. The Action Group recognises the obvious implications for the resources that need to be committed to implement the Action Plan, and call upon Scottish Ministers, and the agencies to which the recommendations are directed, to ensure that the required resources are provided. The document can be found on the Scottish Government website http://www.scotland.gov.uk/Publications/2013/11/8897

Table 1 outlines the relevant recommendations from the action plan for environmental health along with current work practice and future implications. It has now been updated with comments on

implementation issues and progress in certain areas. It is clear that elements which were routinely being addressed as part of service delivery continued, however actions requiring specific attention conflicted with other work demand and resource pressures within the service.

Table 1. Action Plan Recommendations – Environmental Health Implications and Action Points.

VTEC/ E coli Action Plan Step	VTEC / E coli Action Plan Recommendation	EH Involvement	EH considerations / future role/ action points	*Progress to 01/04/2017*
Step 3 - Controlling contamination of the environment from contaminated animal faeces	**3.2** SG and LAs, in liaison with HSE, should consider measures to ensure that animal visitor attractions make their activities known to LAs.	Enforcement role under health and safety legislation for visitor attractions. Have also been involved in public health information dissemination to colleagues in education providing education field trips. Impact in West Lothian is small due to small number of sites (currently only 2). There is a duty to register with local authority in terms of health and safety legislation.	***ACTION POINT (3.2): Planning applications and business enquiries will continue to be reviewed and new developments registered.***	*No updates to current position within West Lothian. Will be an ongoing consideration as part of normal duties.*
	3.5 SG, in liaison with LA representatives, should establish national systems to monitor compliance with issuing and implementation of SG guidance on clearing pasture before/after recreational events involving animals that are registered with an LA (e.g. galas, agricultural shows).	Environmental health will be made aware of events requiring a public entertainment licence via colleagues in legal. Guidance would be issued where appropriate. There will not be proactive measures for all events, and very little monitoring of events (if any). However, there has been a need to prioritise the types of public entertainment events EH can comment on due to resource reductions in recent years. Standard conditions	***ACTION POINT (3.5) : To discuss with legal services and propose update regarding standard conditions for licensed public events.***	*There have been no changes to standard conditions applied in such circumstances.*

		were established to be applied by legal services. They don't specifically cover this type of scenario.		
Step 7 – Controlling the contamination of treated food from contaminated animal faeces, untreated food, or the environment	**7.5** SG should liaise with REHIS and SoCOEHS to ensure that LAs continue to disseminate the new Industry Code of Practice 'Preventing or controlling ill health from animal contact at visitor attractions' to all relevant businesses in Scotland.	EH have been involved in ensuring local centres are aware of guidelines (2012). There is an enforcement role under health and safety / public health legislation. Previously updates and guidance have been sent to education colleagues for consideration in planning field trips with school pupils.	***ACTION POINT(7.5): Update reminder to local establishments regarding code of practice and E coli action plan. As part of web development review – provide information and links to necessary guidance. Also further update to education services for dissemination to schools in West Lothian.***	*Web development work has not been completed for this. There have been no further updates provided to other council services.*

DATA LABEL: PUBLIC

West Lothian Council

COUNCIL EXECUTIVE

FOOD SERVICE PLAN 2017/2018

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to make the Council Executive aware of the obligation upon the council to approve an annual Food Service Plan, and to seek approval for the Food Service Plan 2017/2018.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. notes the content of the report and accompanying Food Service Plan; and

2. approves the Food Service Plan 2017/2018.

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership.
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	The Food Law Code of Practice (Scotland) determines the requirements upon local authorities for the delivery of food safety and public protection activities. The statutory requirements outlined in section 1 of the code are to be brought to the attention of local authority officials and or elected members responsible for agreeing budgets or other service arrangements relevant to the delivery of official controls. The Public Health (Scotland) Act 2008 places a duty on the NHS Lothian to produce a joint health protection plan in collaboration with relevant local authorities. The Drinking Water Quality Regulator maintains an overview and direction for local authority duties in regard to private water supplies.

		The VTEC/E. coli O157 action plan for Scotland 2013-2017 outlines roles and responsibilities for many different agencies including local authority environmental health services. The plan does not require a strategic environmental assessment. The plan deals with issues of equality and risk.
III	**Implications for Scheme of Delegations to Officers**	There are no implications for the scheme of delegation. In terms of the Food Law Code of Practice (Scotland) the designated lead food officer is the Environmental Health Manager.
IV	**Impact on performance and performance Indicators**	The Food Service Plan identifies how work will be prioritised to ensure a high level of performance in work that has greatest impact on protecting public health. Performance indicators are reported internally and publically through covalent.
V	**Relevance to Single Outcome Agreement**	SOA 3 Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. SOA 7 We live longer, healthier lives and have reduced health inequalities.
VI	**Resources - (Financial, Staffing and Property)**	The service plan has been developed to be delivered within current resources. This requires prioritisation and changes to the extent and method of service delivery. This means not all aspects of the service can be delivered in line with all external requirements and expectations.
VII	**Consideration at PDSP**	The Food Service Plan 2017/2018 was presented to the Environment PDSP on 8 June 2017. The panel were advised that the plan would be presented to the Council Executive with a recommendation for approval.
VIII	**Other consultations**	None.

D. TERMS OF REPORT

D1 Background

Since the 1 April 2015, Food Standards Scotland (FSS) is responsible for all strategic and policy aspects of food standards, food safety and feed safety in Scotland. This is a responsibility previously undertaken for the whole of the UK by the Food Standards Agency.

There are specific legal obligations placed on local authorities in regard to delivering food safety official controls. Section 1 of the Food Law Code of Practice (Scotland) requires the statutory obligations covered to be brought to the attention of local authority officials and or elected member bodies responsible for agreeing budgets or other service arrangements relevant to the delivery of official controls.

The obligations that apply to the delivery of official controls by local authorities include ensuring:

- The effectiveness and appropriateness of official controls.
- That controls are applied at an appropriate risk-based frequency.
- That they have a sufficient number of suitably qualified and experienced competent staff and adequate facilities and equipment to carry out their duties properly.
- That staff are free from conflicts of interest.
- That they have access to an adequate laboratory capacity and capability for testing.

The Food Service Plan outlines how these obligations are being met and pursued within West Lothian. Appendix 1 to this report gives a summary of the issues and approach taken.

FSS is responsible for ensuring that appropriate and adequate arrangements are in place to meet official control obligations in Scotland. This role includes the production of statutory Codes of Practice approved by Ministers setting standards for the delivery of official controls by local authorities and the monitoring of service delivery through annual returns and audit of relevant local authority services

D2 Purpose of the Plan

Safe food and drink is something which the vast majority of the population take for granted. The safety of this fundamental human need relies on a competent, trustworthy and properly regulated and managed supply monitored mainly by environmental health professionals working within local authorities. This essential work often goes unnoticed. The consequences of a failure in the safety of the food and drink we consume can be catastrophic in costs to human health, the food industry, governments, reputation, public confidence and trust. One of the purposes of the Food Service Plan is to outline how such controls are delivered in West Lothian within current resources.

The plan, however, also incorporates other closely linked elements of public health protection undertaken by officers within the environmental health service. A major element to the service plan is the Scottish Government's VTEC/E coli O157 action plan for 2013-2017. The service currently has a significant role in the delivery of this plan however, there are also pending issues which may have an impact on the service in the future. Appendix 8 of the Food Service Plan highlights the relevant issues for environmental health.

Although elements of the food service will be reflected in the service management plan for Planning, Economic Development and Regeneration, the creation of a detailed food service plan is a distinct requirement. The structure of the service plan is determined by guidance contained within the framework agreement, and a copy of the proposed plan for 2017/2018 is attached for review and consideration.

D3 Protection

The key role of the service is public health protection. The service plan gives an overview of how this is delivered in West Lothian. The mission statement for the service is – "*To protect public health and contribute to a healthy community in West Lothian by ensuring the safety, wholesomeness and quality of food and water through education and enforcement*."

The service plan identifies the different aspects and approaches of service delivery to ensure a rounded, balanced and effective approach to public health protection.

The plan reflects the risk based prioritisation of the service and recognises that not all aspects can be delivered in line with the requirements of the Food Law Code of Practice (Scotland). For example, not all food safety inspections can be targeted by their due date. This and other aspects have been outlined in previous service plans.

The service plan reflects a number of positive outcomes in terms of improvements to food safety standards within West Lothian food establishments including increasing levels of compliance and maintaining high levels of customer satisfaction from business operators.

D4 Performance and Performance Management

The Food Service Plan details important elements of performance by presenting statistics and case studies to illustrate the balance between the output and outcomes of service delivery.

Everyone working within the service has a responsibility for ensuring the delivery of the best service possible. To help deliver a positive and productive performance culture the service ensures targets are established which focus on outcomes and outputs.

Performance is monitored and assessed by various methods and reported internally and publically. Performance expectations and standards are outlined and reported in the following ways:

- Public reporting through Covalent.
- Audit by Food Standards Scotland (formerly Food Standards Agency).
- Legislation, enforcement and technical guidance.
- Internal working documents and procedures.
- Food Service Plan.
- Internal monitoring of performance.
- Performance review and personal development planning.
- Training and professional development of officers and management.
- Reporting to external agencies.
- Internal reporting to elected members and corporate management.

The changing nature of demands upon the service requires a flexible approach to balancing often competing priorities. Food safety and public health protection will always provide challenges. Officers and managers continue to take a constructive and professional approach to such matters, and through prioritisation, effective work planning and delivery, the service has ensured good performance in a number of areas.

In addition to the routine delivery of service demands the following activities were successfully delivered during 2016/2017:

- Maintaining a high level of performance in meeting inspection targets for highest risk premises.
- An increased percentage of premises achieving a Pass rating in the food hygiene information scheme.
- An increase in the percentage of premises which are rated as broadly compliant with food safety standards.
- A significant increase in the number of service requests responded to.
- Engagement in a national pilot project to overhaul the current inspection rating scheme for food safety. This has also resulted in officer involvement in a national working group to develop a new approach for inspections and interventions.
- A response was made to the consultation on Food Standards Scotland regulatory strategy.
- Improving web content to provide more information for business operators and members of the public on food safety issues.

D5 Challenges

Dealing with risks to public health along with an increasing workload remains a significant challenge for the service, as does capacity and resilience in the event of a major incident. However, the challenge and demand continues to be positively managed and also supported by officers. This is achieved through established work priorities, improved efficiency and effectiveness in work planning and actions, ensuring appropriate and balanced enforcement action, supporting businesses where possible to work safely, and supporting officers in dealing with difficult and complex public health protection work. The priority focus remains on outcomes and not just output. This approach has been in place for many years with some adjustments and refinements over time.

The biggest impact on the delivery of the 2016/2017 service plan was a vacant technical officer (food safety) post within the commercial team. A number of attempts were made during 2016/2017 to fill the vacant post through advertising, but a lack of response and suitable candidates means that further consideration is now being given and actively pursued in resolving this gap in staff resource.

The plan for 2017/2018, and beyond, is to ensure the service focuses resources at priority areas of work, and takes correct action to protect public health when risks are identified.

E. CONCLUSION

The Food Service Plan 2017/2018 aims to reflect the ongoing work of Environmental Health & Trading Standards in protecting food safety and public health in West Lothian.

F. BACKGROUND REFERENCES

1. Report to Council Executive – Food Service Plan 2016/2017, 21 June 2016.
2. Report to Environment Policy Development and Scrutiny Panel – Food Service Plan 2017/2018, 8 June 2017.

Appendices/Attachments: Two

Appendix 1 Summary of official control obligations.

Food Service Plan 2017/2018.

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Craig McCorriston
Head of Planning, Economic Development & Regeneration

20 June 2017

Appendix 1

The Food Service Plan 2017/2018 deals with the following matters in more detail and depth. However the following provides a summary of how the service is working towards delivering the necessary obligations in terms of official controls.

Obligation on local authorities	Summary of service delivery in West Lothian
The effectiveness and appropriateness of official controls.	The service has been audited by Food Standards Agency Scotland (now Food Standards Scotland). No major concerns were highlighted during audits. There is a balanced approach to enforcement and education, and a high level of business compliance, and business satisfaction with the approach taken by officers. The enforcement policy for the service is cited as a good example in the Scottish Regulators Code of Practice. In 2016/2017: • For all risk rated food establishments in West Lothian, 90.9% were broadly compliant for food hygiene, and 99.6% were broadly compliant for food standards. • 96% of relevant establishments within the food hygiene information scheme held a Pass award.
That controls are applied at an appropriate risk-based frequency.	It has been highlighted in previous food service plans that not all controls are completed in accordance with the timescales determined within the Food Law Code of Practice (Scotland). Prioritisation is given to the highest risk premises for inspection. There was an impact on service delivery from a vacancy within the service. This impact is ongoing. In 2016/2017: • 100% of highest risk establishments were inspected by due date. • 91% of all establishments were inspected by due date for food hygiene and 87% for food standards. • There was a big impact on medium risk establishments inspections, with only 78.2% completed, and an increase in premises not inspected for food hygiene or food standards. • There was a significant increase in the number of establishments subject to alternative enforcement and not inspection by a qualified officer. • There was a large increase in service requests. 92.9% were responded to by due date. There is a significant increase in highest risk establishments following changes to the Food Law Code of Practice (Scotland) risk rating definitions.
That they have a sufficient number of suitably qualified and experienced	There is no official standard provided for determining sufficient numbers of staff. However, in recent years the

competent staff and adequate facilities and equipment to carry out their duties properly.	service has delivered a high standard of output and outcomes. The professional development requirements for officers in terms of the code of practice are being met, and officers have the necessary facilities to complete their work. It is recognised within the service plan that work is not easily quantifiable and impacts on workload delivery will vary depending on circumstances. Resources available to support service delivery continue to be kept under review. There is an ongoing vacancy within the team from April 2016. Numerous adverts have so far failed to find a suitably qualified officer. Other elements of the environmental health service were altered to minimise the impact on food safety official controls. Alternative options to filling this gap in staff resource are being actively pursued. West Lothian has one of the lowest costs per 1,000 population for environmental health (Scottish average is £16,849, and West Lothian is £8,625 – figures from Local Government Benchmark Framework 2015/2016). Although there is some variability in the levels of service provision there is no real evidence of detriment to food safety and public health in West Lothian at this time.
That staff are free from conflicts of interest.	This is addressed through the councils' code of conduct for employees.
That they have access to an adequate laboratory capacity and capability for testing.	Edinburgh Scientific Services have been appointed to provide laboratory services. They are an official control laboratory and meet the necessary requirements. The contract is in place until March 2018. This is the final year of this contract and it will be subject to tender during 2017/2018 for a new contract starting in 2018/2019. A food sampling plan is included within the service plan.



Planning, Economic Development & Regeneration

Environmental Health & Trading Standards

FOOD SERVICE PLAN

2017/2018

OVERVIEW:

In order to meet the requirements of the Food Law Code of Practice (Scotland) and guidance within the Framework Agreement on Local Authority Food Law Enforcement, West Lothian Council is required to develop and approve an annual food service plan. The structure of the food service plan is determined by the guidance contained within the framework agreement.

The plan outlines how food safety and animal feedingstuffs will be monitored and controlled. The plan also covers other public health functions undertaken by the commercial team within environmental health. Food safety is the responsibility of environmental health. Animal feedingstuffs and hygiene at primary production are the responsibility of trading standards.

The service plan covers seven sections:

- food service aims and objectives;
- authority background;
- service delivery;
- resources;
- quality assessment;
- service plan and operational plan review; and
- animal feedingstuffs and hygiene at primary production.

The majority of the service plan relates to the work covered by the commercial team within environmental health. Section 7 covers the specific work undertaken by trading standards.

Safe food and drink is something which the vast majority of us take for granted. The safety of this fundamental human need relies on a competent, trustworthy and properly regulated and managed supply, monitored mainly by environmental health professionals working within local authorities. This essential work often goes unnoticed. The consequences of a failure in the safety of the food and drink we consume can be catastrophic in costs to human health, the food industry, governments, public confidence and trust. The purpose of this service plan is to outline how such controls are delivered in West Lothian.

SECTION 1 ~ FOOD TEAM AIMS AND OBJECTIVES

1.1 Mission Statement

To protect public health and contribute to a healthy community in West Lothian by ensuring the safety, wholesomeness and quality of food and water through education and enforcement.

1.2 Corporate Plan & Single Outcome Agreement Links

Priority 7: Delivering positive outcomes on health.
Priority 8: Protecting the built and natural environment.
(web link
http://www.westlothian.gov.uk/Council_and_government/Council_generalinformation/Council_strategicplanning)
SOA7 We live longer, healthier lives and have reduced health inequalities.

1.3 Aims and Objectives

Our priority customers for the work we undertake are the public and businesses within West Lothian. We support the following objectives of the Food Standards Scotland Corporate Plan 2016-2019:

1. Food is safe.
2. Food is authentic.
3. Consumers have healthier diets.
4. Responsible food businesses flourish.

We also recognise the recommendations and aims of the VTEC / E. coli O157 action plan for Scotland 2013 - 2017. The key to reducing VTEC infection in Scotland is hygiene:
• On the farm;
• In the provision of drinking water supplies;
• In food production and processing, and in both commercial and domestic kitchens;
• In the countryside;
• And in the home.

The objectives of the food service are outlined in appendix 2b.

1.4 Our priorities

The food service has to be delivered on a priority basis. This reflects the nature of the work undertaken and that the service cannot be divided up into uniform time units for completing tasks. Each inspection or service request will have its own complexity and issues which determine the amount of work and time required to address.

The priorities are based on both reactive and proactive work and the potential public health impact of each. Delivery of service priorities will be within the context of resources available and staff skills, knowledge, experience and capacity.

Service priorities have been established to ensure the best practical service in addressing the food safety and public health needs of our communities. They also reflect guidance issued by the Scottish Food Enforcement Liaison Committee and Food Standards Scotland in regard to prioritising food inspections. Health and safety enforcement and public health priorities have been included to reflect the combined work undertaken by officers. (A separate health and safety service plan is also prepared and published). Service priorities are outlined in Appendix 5.

The purpose of the service is to intervene and prevent the human and financial costs of foodborne illness impacting downstream on society, businesses, health care services etc. The financial costs are estimated to impact substantially on the UK economy and NHS (£1.5 billion annually), with 500 deaths, and 20,000 hospital admissions*. Food borne illness has a significant impact on lost working days and, for small food businesses, it can be financially disastrous. The focus of the food service in West Lothian is to do everything possible within available resources to minimise that impact.

*Food Standards Agency – Foodborne Disease Strategy 2010 – 2015.

SECTION 2 ~ AUTHORITY BACKGROUND

2.1 Profile

West Lothian is a mixed rural and urban authority covering a geographical area of 42,504 Ha. The population is approximately 178,550*. The Environmental Health & Trading Standards service is located in County Buildings Annex, Linlithgow. There are 1713** food premises within the area ranging from farms, retailers and caterers, to large manufacturers. (*National records of Scotland 2015, **As of 01/04/17)

2.2 Organisational Structure

The service structure is as per appendix 1.

The commercial team is part of the Environmental Health & Trading Standards service which is part of Planning, Economic Development and Regeneration.

The authority has appointed Edinburgh Scientific Services to provide analytical and food and feed examination services.

The Trading Standards team within Environmental Health & Trading Standards service undertakes animal feedingstuffs enforcement. The team will also undertake hygiene inspections of primary producers as part of a Food Standards Scotland funded inspection programme.

2.3 Scope of the Food Service

The scope of the food service and feedingstuffs enforcement is set out in appendix 2.

2.4 Demands on the Service

Services are available from 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.00pm Friday. The team, however, has to accommodate working out with these times due to operating times of businesses. Routine evening and early morning working is necessary to carry out the inspection and sampling programmes. Emergency contact details have been provided to appropriate partner agencies in regards to incident management and food alerts, should these occur out with normal working hours.

There are eight approved premises in West Lothian in terms of Regulation (EC) 853/2004 (premises dealing with manufacture of food products of animal origin). A number of premises currently meet the exemption criteria for approval but may well require to be approved in the future.

There is a regular turnover in many of the catering businesses with new owners and changes in operation of the business. In the last five years there has been an 11% increase in registered food businesses (25% in the last 10 years). There are a number of ethnic language food workers which requires the assistance of interpretation and translation services during visits to premises as appropriate.

In line with the enforcement policy, officers are required, when necessary, to take appropriate enforcement action. This may include service of notices, closure of premises, and reports to the Procurator Fiscal leading to prosecutions and time in court. The level of action required has been relatively consistent in recent years. Previous case studies of enforcement action showed the time spent dealing with one problematic food business equated to approximately five routine inspections.

The principles of better regulation have been a key aspect of how the food service is delivered for a number of years. As well as food hygiene and food standards, officers in the commercial team will also carry out a number of workplace safety and smoking enforcement inspections. This is done to ensure best use of resources and avoid unnecessary additional visits to premises. It is encouraging to note the positive feedback from business consultation exercises in relation to their experience of inspections and enforcement activities.

The food service (food safety) cost per head of population has remained constant in recent years even though West Lothian's population continues to increase. Most recent government figures (2014)[1] estimate that the UK public spend £42.43 per person per week on food and drink. The inspecting, sampling, monitoring, enforcing and all other services provided by the service cost the West Lothian population £0.04 per person per week. [1]Family food 2015 – A national statistics publication by DEFRA.

It is, however, vitally important to remember that the principal purpose of the food service in West Lothian is public health protection. In previous years a number of changes were made to the approach taken to inspections e.g. prioritisation of workload, changes in inspection reporting and recording, changes to inspection and workload allocation and geographical distribution, better use of flexible working and council buildings. Further adaptation of the service will be required during

2017 and beyond. We will ensure that attention continues to be given to positive outcomes irrespective of the breadth of service provision in future. Some of these issues are highlighted in 6.3.

Consumer Expectations

National surveys continue to show the importance of food safety for consumers. The top three food safety issues for consumers are:
1. Food hygiene when eating out.
2. Food poisoning.
3. The use of additives.

- **72% of consumers said that cleanliness and hygiene were important factors when deciding to eat out.**
- **76% believed they were unlikely to get food poisoning from eating at home.**
- **43% of consumers indicated that a good hygiene rating was important when deciding where to eat out.**

FSA Biannual Public Attitudes Tracker Report – November 2016.
FSA 2016 Food and You Survey.

2.5 Enforcement Policy

In terms of the framework agreement on food law enforcement the service has a written enforcement policy which has been approved by the council. The policy has undergone an equality impact assessment, and is followed by officers. The policy has also been cited as a good example in the Scottish Regulators Code of Practice. A copy of the policy is available to anyone on request and is also available on the West Lothian Council website. (http://www.westlothian.gov.uk/environmental-health)

Alternative enforcement arrangements are allowed within the code of practice for certain risk rated food hygiene and food standards inspections. Visits and alternative interventions will be carried out in accordance with internal procedures outlined in Appendix 5.

SECTION 3 ~ SERVICE DELIVERY

All officers in the commercial team contribute to the development and implementation of this plan. This section outlines areas of work to which they contribute. Framework policies and procedures relating to animal feeding stuffs inspections, sampling etc. are implemented and monitored by officers in trading standards. These matters are discussed in section 7.

In order to meet ever changing demands, the service is always looking at ways of working most effectively. Performance management is a key factor in ensuring this can be achieved (see section 4.4). The quality of the service delivered is essential in protecting public health, and the service is working to ensure that everyone plays a part in delivering the best service possible.

3.1 Food Premises

There are currently 1713 food premises within West Lothian which require to be inspected by the team. Inspections will be carried out for food hygiene and food standards (composition, labelling etc.). Inspection frequencies are determined by the nature of the business and performance against specific criteria set out in the food law code of practice.



To ensure best use of resources, food standards inspections are linked, where possible, to the food hygiene inspections due and are set as an internal performance indicator.

Food premises profiles, inspection targets and revisit information are outlined in Appendix 3.

The approach to premises inspections has been reviewed and new procedures have been introduced to ensure better recording of activities following inspection and also ensure that significant failures are followed up appropriately. This allows officers to target problem premises. An overview of the "Food Safety Interventions Policy" can be found in appendix 5.

The service participates in the Food Hygiene Information Scheme. This is a national scheme to advise customers at point of use of the food hygiene performance of the food businesses they use. Each business is rated following the routine hygiene inspections completed by officers. Information on whether the business receives a Pass or Improvement Required award will be published to the website hosted by the Food Standards Agency, and a certificate is provided for the business to display on the premises.

3.2 Food Complaints and Food Fraud



The commercial team receives a number of complaints about unsatisfactory food or food premises. These are investigated in line with our procedures on dealing with complaints.

Investigating food complaints can be quite involved and often requires working with colleagues in other local authorities. This, along with the time taken to receive reports from the public analyst etc., can increase the time taken to resolve the complaint. Complaints about food very rarely result in formal action, mainly due to the lack of evidence which could be relied on in court. However, they do help identify failings in food processing and handling which require to be rectified to prevent further problems occurring in the future, and can be the starting point of food recalls.

Food fraud and food crime came to public attention during the discovery of undeclared horse meat in various meat products in early 2013. During routine inspections and sampling, officers are looking for evidence of any attempts to mislead consumers or provide food which is dangerous. Food Standards Scotland have established a food crime investigation unit to work more closely with local authorities in improving intelligence, detection and enforcement in regard to food fraud and criminal activity. The expectations, focus and demands of this work are likely to increase. The Food Standards Agency and Food Standards Scotland published a baseline report on food crime in the UK. This can be found on the Food Standards Agency web site https://www.food.gov.uk/sites/default/files/fsa-food-crime-assessment-2016.pdf

3.3 Home Authority Principle / Primary Authority Partnership

West Lothian Council has no arrangements in place for being home authority or primary authority (not relevant in Scotland at this time) with any business activity.

These are formal arrangements made between local authorities and large scale business operating regionally or nationally. The intention is to reduce the regulatory burden on the business and agree a consistent application of legal interpretation by focusing concerns raised by other local authority enforcement officers through the local authority rather than the business. It is fair to say there are a number of concerns with these arrangements and the burdens placed on the home or primary authority.

3.4 Advice and support to Business

All officers will be involved in giving advice to businesses on food safety and workplace safety issues. This is an important aspect of work as it helps to ensure that businesses which request help can be set up complying with the necessary legal requirements. It has been established as one of our priorities for higher risk food establishments and fits the model of targeting upstream intervention.

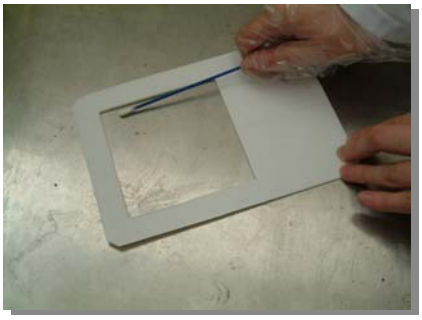
The service recognises that a well run and viable business will most likely be a safe business. Officers will direct business owners to support and help from colleagues working through Business Gateway. Information sheets are left at every inspection with details of where businesses can get further help and support in this and other aspects of food safety and workplace safety. This all works towards protecting public health and reducing the financial impact of compliance on businesses.

The ongoing work with established businesses is assisted by a number of helpful information sheets, guidance booklets, and other educational resources. Much of the information used is produced within the team and aims to give businesses the necessary information for complying with the law and improving hygiene and safety standards. We aim to include all new premises in our inspection programme within three months of registering. It is recognised that this is out with the timeframe expectations of the food law code of practice. We are looking at ways of improving these timeframes during 2017/2018 where this can be achieved in accordance with other priorities.

Appendix 3 shows a comparison of enquiries received over recent years. Business satisfaction survey results are also found in Appendix 3

3.5 Sampling – Food and Drink

The team develops an annual sampling plan. Sampling is necessary to monitor the quality and safety of food and drink being produced and sold within West Lothian. Sampling of food prior to a hygiene inspection is a useful indicator of how the business is operating.



The range of samples taken is split into chemical and microbiological. The current target for chemical samples is 0.8 samples per 1000 population and for microbiological the target is 1.1 samples per 1000 population.

Samples can fail for various reasons and require to be followed up by officers. A national report on sampling by Scottish local authorities identified a failure rate of 6.4% for chemical, and 11.9% for microbiological during a 12 month period. Scottish local authorities are now working in a more co-ordinated way in terms of sampling priorities. This is being done in association with Food Standards Scotland (FSS).



As all local authorities are facing similar challenges work has been done to target local resources towards even more focused national sampling initiatives. The targeted sampling is based on data collected over recent years for all samples taken in Scotland and means that each year all local authorities will contribute to providing better information on existing and emerging food safety issues. Local sampling targets still form part of each local authority sampling plan and remain useful for a limited range of issues.

This joint focused approach will have some potential impact on local sampling as, overall, smaller numbers of samples may be taken due to costs of focused sampling activities. It is however a good example of how environmental health professionals are trying to ensure a public health focus in achieving the best results in difficult times.

Appendix 3 has details of samples taken. The sampling plan for 2017/2018 is found in appendix 3.

Case Study 1

Helping to shape the future of food safety

Officers within the service will contribute to the many developments in food safety and public health protection being considered at a national level. Food Standards Scotland have identified a significant change in staff resources allocated to food safety throughout Scotland and along with local authorities are looking at new ways of providing public health protection and new priorities for attention. Whilst our main focus will always be the impacts of food safety at a local level we also recognise the importance of helping to shape future developments to ensure we can maintain the best level of protection for the people of West Lothian. We are currently actively involved in developing a new national approach to food safety inspections, and inspection rating systems for businesses. We are also involved in discussions with Food Standards Scotland regarding their proposed regulatory strategy.

3.5.1 Sampling – Water Quality

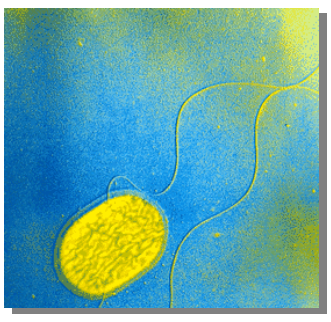
Sampling of drinking and recreational water is also undertaken. This involves sampling mains and private water, as well as swimming pools, spa pools etc. The private water regulations place a requirement upon local authorities, and those responsible for private supplies, to ensure drinking water standards meet those of public water. The team is involved in sampling and monitoring local private supplies and undertaking risk assessments on them. Sampling is required on an ongoing annual basis. An annual return on sampling, enforcement and water quality standards is made to the Scottish Government (Drinking Water Quality Regulator). These results are then published in a publically available report on the DWQR web pages http://dwqr.scot/information/annual-report/ .

There is no routine sampling of mains water supplies with any concerns being directed to Scottish Water and the Drinking Water Quality Regulator. This is necessary to accommodate other workload and sampling plan priorities. The council does however retain the statutory right to sample if required.

The sampling of swimming pools, spa and recreational waters will be reactive to any concerns or incidents. The safety and quality of water should be part of the routine management and monitoring carried out by facility operators. Management controls of such environments are assessed during routine inspections by officers.

3.6 Control and Investigation of Outbreaks of Food Related Infectious Disease

Controlling and preventing the further spread of infectious disease is a key part of the service provided by the commercial team. This work is done in partnership with Lothian NHS and the Consultant in Public Health Medicine. Notifications of food poisonings and infectious diseases such as, *salmonella, campylobacter, cryptosporidium, E. coli O157* etc., are passed to the team by Lothian NHS. The role of the service is to investigate cases looking for possible sources, or outbreaks, and in doing so take preventative measures to stop the further spread of infection. Recent statistics are shown in appendix 3.



A major outbreak plan has been developed by Lothian NHS and the local authorities of West Lothian, Edinburgh, Midlothian and East Lothian. Procedures for dealing with sporadic cases are also in place. As part of the review of sporadic procedures it has been agreed that cases of campylobacter will no longer be investigated routinely by this service. Notified cases will be sent guidance and information about the illness by Lothian NHS, Health Protection Team. Statistics will be reported to the team annually by Lothian NHS. Case numbers will be reviewed regularly and any issues will be discussed between Lothian NHS and the local authorities.

VTEC/E. Coli O157 – Action Plan for Scotland 2013-2017
Although the number of cases of E. Coli O157 in Scotland is small compared to other infections – the numbers have remained constant in recent years despite previous action plans. The consequences are devastating to public health – particularly within vulnerable groups. The service already makes a significant contribution to aspects of the work required. Appendix 7 outlines the current and potential role of the service under the latest action plan. Much of this will develop and continue beyond the scope of the action plan.

3.7 Food Emergencies and Safety Incidents

Food safety emergencies and incidents which pose a serious risk to public safety are identified as a priority issue for the commercial team. Procedures are in place to ensure that warnings issued by Food Standards Scotland (FSS), and local incidents which need to be reported to FSS, are dealt with properly.

Most alerts are for information only but a number of press releases and trade notifications have to be completed by the team in relation to the warnings. As well as food alerts, FSS has a system for notifying local authorities of allergy alerts. These were previously part of the main alert scheme. The main reasons for such alerts is the failure to declare the presence of one of the many allergens now listed in the food information regulations.

Emergency contact details for the service have been provided to FSS to allow notification of any incidents.

3.8 Liaison with Other Organisations

It is important to realise that the food team does not work in isolation from other internal services or external organisations. Internally, the team works with planning, building standards, economic development, licensing, legal, education, occupational health, corporate communications, social policy, and the community health care partnership to provide a joined up service.

The framework agreement with Food Standards Scotland (FSS) and food law code of practice requires local authorities to work together and with national bodies to contribute to consistency of enforcement. Externally, the team works with other local authorities, through Lothian and Borders Food Liaison Group, and Scottish Food Enforcement Liaison Committee's Food Safety sub–group and Food Standards sub–group. The team maintains links with Lothian NHS and Scottish Water through the Health Protection Liaison group. A Joint Health Protection Plan has been developed and

approved by Council Executive. A positive working relationship has been developed with the Procurator Fiscal service. The service is audited by FSS.

Appendix 4 lists the team's main customers, partners and stakeholders.

Case Study 2

Dealing with irresponsible food business operators

During 2016 there were 2 successful prosecutions of food business operators resulting in the court taking action to ban these individuals from operating a food business in future. The current system is very limited in controlling who can operate a food business and if there is a business which continually fails to comply with food safety requirements, and other legal sanctions don't achieve the necessary results, then we will have no option but to seek the prohibition or banning of the business operator.

One of the cases received a significant amount of social media attention. Whilst most comments recognised the importance of the issues leading to the ban, there were some concerns expressed regarding the action we had taken. We however continue to do this to ensure that public health is protected, and secondly to let those businesses who work hard to comply with the law and keep their customers safe see that action will be taken against those who don't.

Thankfully such poorly performing businesses remain in the minority.

3.9 Food Safety and Standards Promotion

It is clear that inspection of premises and enforcement of the law will not in itself bring about the necessary improvements in public health. There needs to be a balance of education with enforcement. Although limited, the team's input to education and promotion of food safety is recognised as an important tool and will be provided as resources permit.



We are a registered training centre for the REHIS elementary food hygiene certificate, and our officers have assisted other training providers in the delivery of their courses. We have also tailored training to the specific needs of different groups as required. Our involvement in training is always balanced against other workload commitments. In recent times this has significantly reduced, and is generally limited to providing input to other training providers courses two or three times a year.

Officers are the main source of support for most small businesses within West Lothian. They have a key role during inspections of ensuring business operators and food workers understand all the necessary requirements placed upon them. Feedback from businesses as part of our annual survey is very positive and is one of the publically reported key performance indicators for the service.

Officers have worked with our colleagues in the Health Improvement Team to assist catering establishments introduce healthier options onto their menus. Officers also promote the Healthy Living Awards, as appropriate, within catering businesses. This is likely to be a significant issue in terms of public health as the costs of treating poor health caused by poor diet rise substantially in years to come.

20 businesses in West Lothian hold the Eatsafe award for hygiene standards. We hope more businesses will be able to meet these requirements in coming years.



Our food hygiene DVD "Food Safety is Everybody's Business" continues to be used with catering businesses to help them train staff. It is currently available in English, Polish, Italian, Urdu, Punjabi and Cantonese. Some of the materials have also been provided through the council website with video material uploaded and available on the food safety web pages.

Case Study 3

Food hygiene information scheme – improving food safety

During 2016 we carried out a review of the impact the food hygiene information scheme was having on West Lothian businesses. Whilst a lot of work is still needed to promote the scheme with consumers it is clear that improvements in business compliance is evident as a result of the scheme being in operation. Since the scheme was introduced in West Lothian the percentage of businesses achieving a Pass rating has increased (currently around 96%). It was also clear where inspections found issues of non-compliance the significant majority of those businesses (73%) were taking appropriate action to achieve a Pass rating.

SECTION 4 ~ RESOURCES

4.1 Financial Allocation

The annual budget for current and previous financial year:

	Budget 16/17	Budget 17/18
Staff	£378,062*	£408,306*
Travel and Subsistence	£0	£0
Equipment	£500	£500
Sampling	£22,000	£22,000
Feedingstuffs	£600	£600
Total	**£401,162**	**£431,406**

**Staffing is estimated as there is no specific budget for food service plan delivery. Staffing within commercial team deliver more than food service plan activities. A FTE figure is provided in appendix 3.*

West Lothian has one the lowest costs per 1,000 population for environmental health (Scottish average is £16,849, and West Lothian is £8,625 – figures from Local Government Benchmark Framework 2015/2016). There will, however, be some variability between local authorities in terms of the level of service delivered.

4.2 Staffing

The service is staffed as per the structure indicated in appendix 1.

Food safety is only one element of the role of environmental health. The pressures on the whole service increase year on year with changes in legislation, increasing population and demand on the service having to be managed on a priority basis. We are therefore identifying and targeting priority areas of work, delivering aspects of the service differently, reducing or removing aspects previously delivered, and continuing to work as effectively as possible to protect public health.

4.3 Staff Development Plan

The Food Law Code of Practice (Scotland) requires a minimum of 10 hours food safety training to be completed by every officer annually. Officers who are members of the Royal Environmental Health Institute of Scotland are also required to complete 20 hours training and development every year as part of the Continuous Professional Development scheme.

People Strategy 2013/2017
West Lothian Council has a people strategy which aims to ensure the council is a customer focused and high performing organisation.
The development of officers, as well as being a legal requirement, is an essential component of providing a quality service to West Lothian.
Training and development needs however have to be prioritised service wide and opportunities for training are sometimes limited. Training requirements are currently being met due to the low cost training programme provided by Food Standards Scotland. Staff development has also been assisted through accompanied visits, peer review visits, involvement in working groups, special projects etc. It is hoped to continue this type of development activity in 2017/2018.

Training and development needs are assessed during individual Appraisal and Development Review meetings held in accordance with the council's Investor in People accreditation. Monthly 1-2-1 performance meetings are also held with officers.

A competency framework for the food service has been developed to help give more detail to skills and knowledge pertinent to the different work areas. This was produced in support of national guidance which provided a simple framework but lacked detail. It will provide officers with links to necessary legislation, guidance, technical information, scientific papers etc. and will continue to develop over time. The framework is also being extended to other areas of the environmental health service.

4.4 Performance Management

Everyone working within the service has a responsibility for ensuring the delivery of the best service possible. To help deliver a positive and productive performance culture the service ensures targets are established which focus on outcomes and outputs.

Performance is monitored and assessed by various methods and reported internally and publically. Performance expectations and standards are outlined and reported in the following ways:

- Legislation, enforcement and technical guidance.
- Internal working documents and procedures – e.g. framework policies and procedures, enforcement policy, customer service standards, council HR policies and procedures etc.
- Food service plan.
- Internal monitoring of performance – e.g. team meetings, one to one discussions, monthly reporting to senior officers, public reporting of performance through Covalent, accompanied visits, customer survey and service complaints.
- Performance review and personal development planning.
- Training and professional development of officers and management.
- Reporting to external agencies – e.g. Food Standards Scotland, Scottish Government.
- Internal reporting to elected members – performance committee, Environment PDSP, Council Executive.
- Audit by Food Standards Scotland.

SECTION 5 ~ QUALITY ASSESSMENT

5.1 Quality Assessment

The Environmental Health & Trading Standards service participates in the West Lothian Assessment Model. This is West Lothian Council's adaptation of the European Foundation for Quality Management. This is being used to help deliver continuous improvement of the service in years to come. The service is assessed as part of the corporate Customer Service Excellence award.

The food safety and animal feeding stuffs work is subject to audit by the Food Standards Scotland. All audit reports can be found at www.food.gov.uk. The service was last audited in February 2014. Audit reports are sent to the Chief Executive and are reported to appropriate elected member forums.

Internal monitoring of procedures and customer feedback regarding hygiene inspections and food complaints is also used to assess the quality of the service provided. Customer consultation is a key development issue and a customer and business consultation survey is carried out once a year.

SECTION 6 ~ SERVICE PLAN AND OPERATIONAL PLAN REVIEW

6.1 Review against Service Plans and Team Plans.

The food service plan will be reviewed in six months.

Internal plans, policies and procedures are reviewed annually, or as and when required.

6.2 Identification of any Variance from the Service Plan

The changing nature of demands upon the service requires a flexible approach to balancing priorities. Food safety and public health protection will always provide challenges. Officers and managers continue to take a constructive and professional approach to such matters, and through prioritisation, effective work planning and delivery, the service has ensured good performance in a number of areas.

The biggest impact on the delivery of the 2016/2017 service plan was the vacant officer post within the team. A number of attempts to fill this post through advertising were unsuccessful, and it will continue to be pursued in 2017/2018. Work has been re-aligned and there has been an impact on other elements of service delivery within environmental health.

The impacts on the food service plan have been on medium risk and unrated (newly registered) inspection programme, inability to participate in a national food crime initiative, and limited input to work streams identified in E coli action plan.

A larger number of lower risk businesses were dealt with by alternative enforcement. Unless there is a higher risk visit required to the business, these businesses will be dealt with by sending out a standard letter containing some basic food safety information, and a request that they update the service with any changes to business operation. This approach will continue due to higher priority demands on officers.

However, even in challenging times it is important to acknowledge the positive aspects of team work addressed and delivered during 2016/2017. These include:

- Maintaining a high level of performance in meeting inspection targets for highest risk premises.
- An increased percentage of premises achieving a Pass rating in the food hygiene information scheme.
- An increase in the percentage of premises which are rated as broadly compliant with food safety standards.
- A significant increase in the number of service requests responded to.
- Engagement in a national pilot project to overhaul the current inspection rating scheme for food safety. This has also resulted in officer involvement in a national working group to develop a new approach for inspections and interventions.
- A response was made to the consultation on Food Standards Scotland regulatory strategy.
- Improving web content to provide more information for business operators and members of the public on food safety issues.

Performance and workload comparisons are made in Appendix 3.

6.3 Areas for Improvement / Challenges.

The following have been identified as the key challenges for 2017/2018 and ongoing:

- Ongoing demands on officers from challenging premises and incidents in terms of food safety, workplace safety and public health issues.
- Ensuring that officers are supported, developed and capable of dealing with challenging, time consuming and high risk workload. Maintaining capacity in skills and knowledge, as well as officer resource.
- Establishing and targeting workload priorities with available resources which deliver and maintain the best achievable levels of public health protection.
- Developing and implementing IT changes that will impact from the Scottish National Database being introduced by Food Standards Scotland.
- Adapting to changes in the food safety landscape resulting from implementation of the Food Standards Scotland regulatory strategy.
- Addressing proposed changes in private water supply legislation.
- Review of public analyst contract, and tendering process for new contract starting in 2018/2019.

There are no specific projects identified for attention in 2017/2018.

The biggest demand on the food service remains dealing with risks to public health balanced against an increasing workload. The challenge and demand continues to be positively managed and also supported by officers. This is achieved through established work priorities, improved efficiency and effectiveness in work planning and actions, ensuring appropriate and balanced enforcement action, supporting businesses where possible to work safely, and supporting officers in dealing with difficult and complex public health protection work. The priority focus remains on outcomes and not just output. This approach has been in place for many years with some adjustments and refinements over time.

The plan for 2017/2018, and beyond, is to ensure the service focuses resources at priority areas of work, and takes the correct action to protect public health when risks are identified.

SECTION 7 ~ ANIMAL FEEDING STUFFS AND PRIMARY PRODUCTION



7.1 Service Delivery

The control and monitoring of animal feeding stuffs is undertaken by Trading Standards. 0.3 FTE staff are responsible for registration, inspection and sampling activities in relation to all feedstuffs establishments within West Lothian. There are currently 150 premises that have applied for registration/approval or made a declaration of conformity. There are currently proposals to transfer the official control of feeding stuffs to Food Standards Scotland, who will in turn contract with a limited number of lead authorities to deliver feed stuffs enforcement on a regional basis. West Lothian Council are not currently being considered as a lead authority for this initiative.

7.2 Inspection

The inspection procedure is as detailed in the document "West Lothian Council, Planning and Economic Development Services, Feeding Stuffs Inspection Procedure". Feeding stuff premises are currently subject to the NTSB/SCOTSS premises risk assessment scheme and (in relation to primary production) Annex 10 of the Food Law Code of Practice, which determine the risk category and inspection frequency. During 2016/17, a total of 2 programmed visits were made to premises where feed hygiene inspections were carried out. No major non-compliances were discovered. There are no plans to undertake any programmed visits to primary producers in 2017/18.

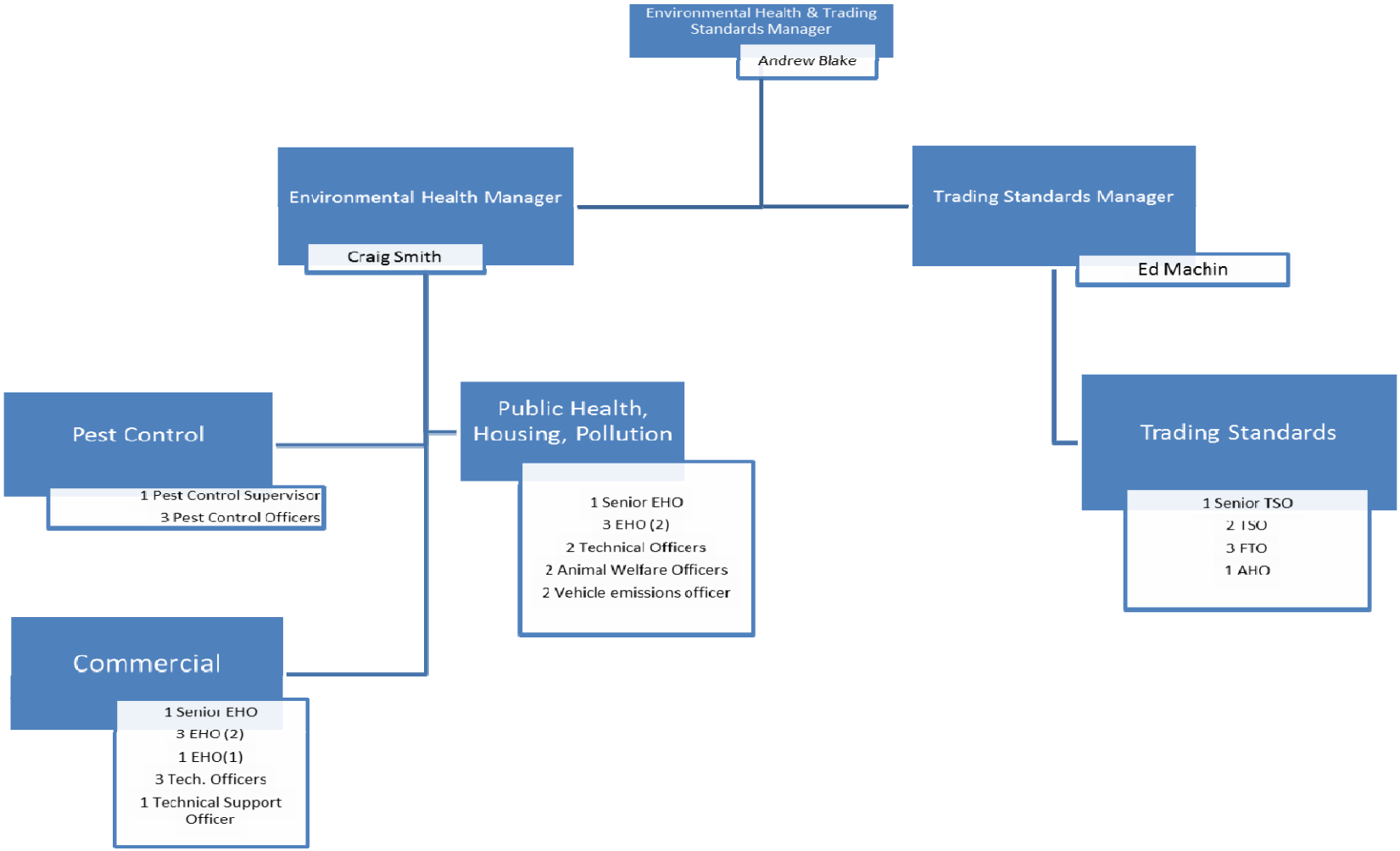
7.3 Staffing

The Trading Standards section currently comprises four Trading Standards Officers, two Fair Trading Officers and one Enforcement Officer. All Trading Standards Officers are authorised to enforce the Agriculture Act 1970 and subordinate and associated legislation, with 0.3 FTE staff specifically allocated to this function. Two Trading Standards Officers are authorised to undertake Level 2 duties as specified in the Feed Law Code of Practice 2015.

Appendices:

Appendix 1 – Service structure.
Appendix 2 – Scope of food service.
Appendix 2a – Extended public health links from food safety controls.
Appendix 2b – Objectives of the food service.
Appendix 3 – Workload and performance comparisons.
Appendix 4 – List of customers / partners / stakeholders.
Appendix 5 – Overview of food interventions policy.
Appendix 6 – Service requests / complaints – service standards and prioritisation.
Appendix 7 – VTEC/ E.Coli O157 Action Plan

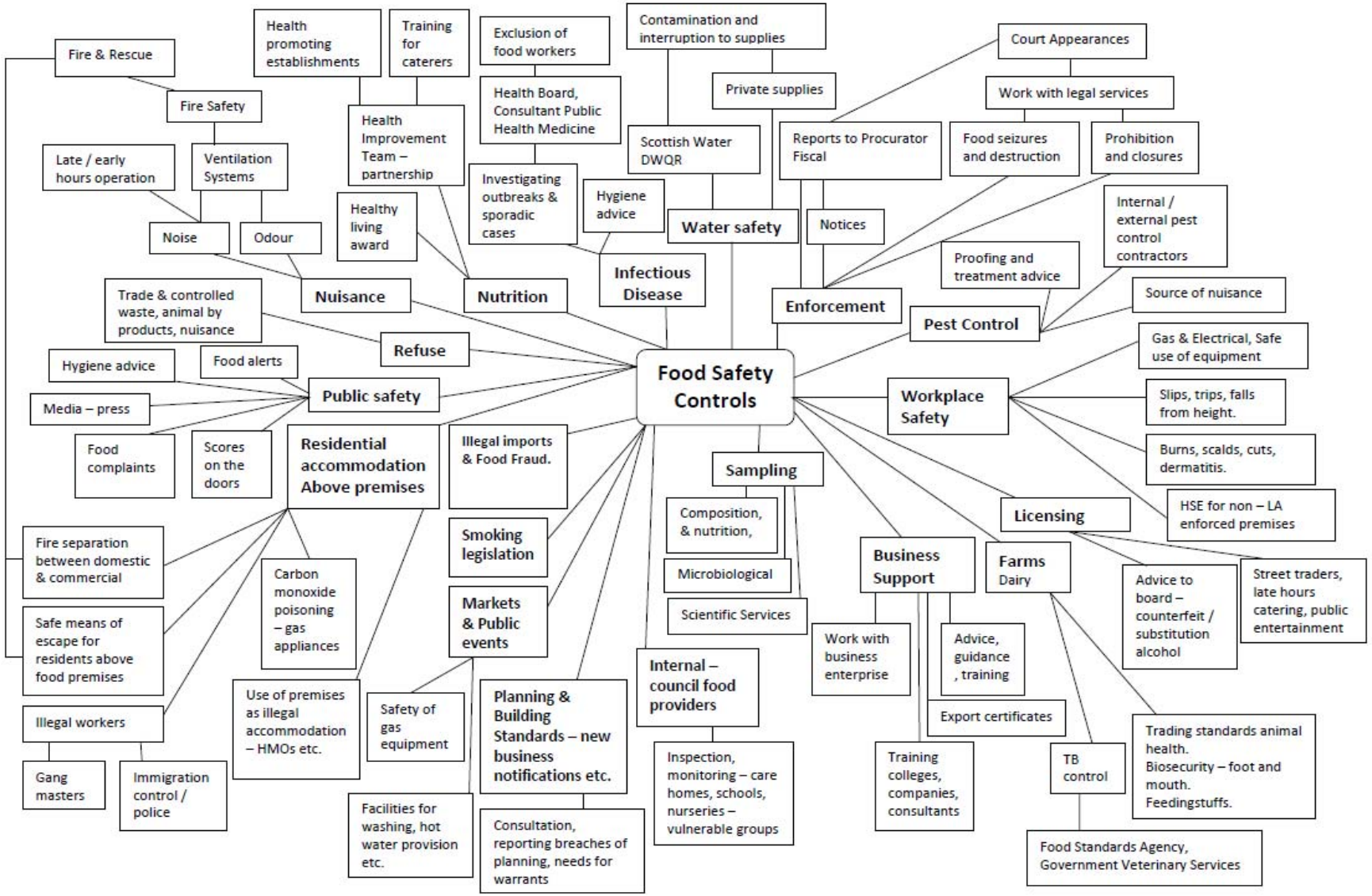
Appendix 1 – Environmental Health and Trading Standards Structure (April 2017)



Appendix 2 – Scope of Food Service

Function	Activities
Food hygiene	• To inspect premises in line with The Food Law Code of Practice (Scotland) and prioritise the inspection of premises on a basis of high to low risk. • To adhere to relevant team policies and procedures. • To ensure compliance with the law by means of education, training, motivation and enforcement. • To ensure that re – visits are made to premises when necessary, and in line with our inspection procedures. • To ensure compliance with legal requirements in terms of licensing and approval of premises.
Food safety and standards	• To inspect premises in line with The Food Law Code of Practice (Scotland). • To adhere to relevant team policies and procedures. • To ensure compliance with the law by means of education, training, motivation and enforcement. • To ensure that re – visits are made to premises when necessary. • To ensure that a sampling programme is devised and followed.
Food enquiries and investigations	• To react to emergencies and immediate threats to public health. • React to and investigate, where appropriate, enquiries and complaints relating to food safety and quality, and hygiene in food premises. • React to and respond appropriately to food alerts. • To adhere to team policies and procedures. • When necessary seize, detain and arrange for condemnation of food not meeting food safety requirements. • Respond to requests for verification of voluntary surrender of food for condemnation. • Respond to requests for export certificates.
Business and consumer advice	• Carry out visits to premises to give guidance or to follow up complaints. • Provide guidance and advice to new businesses to help comply with food law. • Provide training and education for trade and other groups in West Lothian. • Deal with general enquiries for help and guidance on relevant food matters.
Reporting and liaison – working together	• To ensure that policies and procedures are in place and followed as per the Framework Agreement on Food Law enforcement. • Prepare reports and returns to various groups and agencies. • Work together with others to improve food safety and the service provided. • Work together as a team.
Water quality and safety	• To ensure that a sampling plan is in place and carried out to measure the safety and quality of private and public drinking water supplies in West Lothian. • To ensure that a sampling plan is in place and carried out to measure the safety and quality of recreational water, such as swimming pools, spas etc. • To ensure that appropriate follow up action is taken when problems are identified with water safety and quality. • To respond to requests, where appropriate, from people concerned about the safety and quality of water in West Lothian.
Infectious disease control	• To investigate notified cases of food poisoning, and food or water – borne disease. • To notify Public Health Medicine of possible outbreaks / cases for exclusion. • To adhere to relevant team policies and procedures. • To provide good advice to patients and public to prevent further spread of infection. • To be involved in any incident or outbreak control team.
Support activities and miscellaneous	• To manage the work of the food service. • To provide technical and administrative support. • To instigate special projects and initiatives to tackle particular food related issues. • To use and maintain a system database to manage the inspection programme and process service requests. • To maintain the competence of inspection staff and develop their skills and knowledge, by means of peer review, training and monitoring. • To ensure that premises files are updated with appropriate information.
Feedingstuffs	• To ensure the registration of feedingstuffs premises. • To ensure registered premises are inspected. • To ensure that feedingstuffs are sampled. • To respond to complaints and concerns regarding quality and safety of feedingstuffs. • To ensure compliance with all legal requirements in relation to feedingstuffs.

Appendix 2a –Extended public health links from food safety controls



Appendix 2b – Objectives of food service

1. ***To ensure the safety of food by means of a programme of inspections designed to check compliance with current laws and codes of practice, and to educate, train and motivate all parts of the food industry. To enforce the law when necessary in the interests of public health.***
2. ***To protect the public and ensure the quality and safety of food and drink in West Lothian by inspection and sampling for analysis and examination. To inspect premises to ensure food standards legislation is being applied and improve compliance through a balance of education and enforcement.***
3. ***To react to emergencies and immediate threats to public health. To investigate food related enquiries and complaints. Reacting to food safety alerts issued by FSA and other bodies to secure the withdrawal of any suspect foods from premises within West Lothian. To ensure that food not meeting food safety requirements is removed from sale to the public. To issue appropriate export certification in relation to food being exported to countries out with the EU.***
4. ***To provide guidance and raise awareness of food safety within the business community and general population of West Lothian to ensure compliance with food law and help develop a better educated population.***
5. ***To work together with colleagues in West Lothian Council, other local authorities, professional bodies, central government and other interested parties to ensure a co – ordinated approach to food related matters. To provide relevant reports and statistics as required regarding the operation of the food service.***
6. ***To ensure the wholesomeness, safety and quality of drinking and pool waters in West Lothian.***
7. ***To be proactive and reactive in controlling and investigating instances of food or water – borne diseases and infections within West Lothian. To provide appropriate information to patients and work with partners in public health medicine to control the further spread of infection.***
8. ***To ensure activities which are necessary to support, compliment and develop the work of the food service are carried out (e.g. staff development and health and safety, performance monitoring and reporting service prioritisation, balancing better regulation and public health protection).***

Appendix 3 – Workload Comparisons

Activity	**2013/2014**		**2014/2015**		**2015/2016**		**2016/2017**	
	Completed	Missed	Completed	Missed	Completed	Missed	Completed	Missed
Food hygiene inspections	856	16	753	10	868	4	777	45
(By alternative enforcement)	174	4	139	0	99	0	208	0
	Completed	Missed	Completed	Missed	Completed	Missed	Completed	Missed
Food standards inspections	368	3	362	0	451	2	601	27
(By alternative enforcement)	80	0	56	0	135	0	146	0
Revisits / other visits	813		700		735		776	
Number of premises	1621		1639		1662		1698	
Broadly Compliant Hygiene	86.7%		87.1%		89.9%		90.9%	
Broadly Compliant Standards	99.5%		99.7%		99.8%		99.6%	
Food hygiene inspection perfomance indicators (inspections completed by due date) *** Indicator now measures %age completed within the year.* *[#] Approved premises no longer counted separately. Category E premises not routinelyinspected (use of alternative enforcement) so not counted here.*	Category	% on time	Category	% on time	Category	% on time	Category	% on time
	Approved	66.7	A (6 months)[#]	100	A (6 months)[#]	100	A (6 months)[#]	100
	6 months	100	B (12 months)[#]	98.7	B (12 months)[#]	100	B (12 months)[#]	98.5
	12 months	100	C (18 months)[#]	98.8**	C (18 months)[#]	98.4	C (18 months)[#]	94.7
	> 12 months**	97	D (24 months)[#]	91.2**	D (24 months)[#]	97.8**	D (24 months)[#]	78.2**
Food standards inspection performance (inspections completed by due date) *** See food hygiene* *[#] Category C (completed by alternative enforcement routinely) no longer counted here.*	A	100	A	50	A	100	A	100
	B & C (Lower risk)**	99.5	B	100**	B	97.5**	B	94.4**
	Unrated	98.5	Unrated	98.7	Unrated	98.5	Unrated	91.1
Number of enquiries	535		626		528		695	
% Enquiries responded to on time (Target 85%)	87.3%		87.3%		97.9%		92.9%	
Number of food complaints	41		64		50		43	
Number of premises complaints	141		92		69		140	
Food alerts	7		3		1		10	
Advisory visits	23		24		19		32	
Infectious disease investigations	226		215		221		215	
Export certificates	46		51		64		52	
Food condemnations	0		0		0		0	
Workplace safety interventions (food establishments)	176		203		190		154	
Samples taken	Type	No.	Type	No.	Type	No.	Type	No.
	Food Chem	183	Food Chem	229	Food Chem	183	Food Chem	163
	Food micro	233	Food micro	257	Food micro	251	Food micro	266
	Water mains	0	Water mains	2	Water mains	2	Water mains	0
	Water private	20	Water private	23	Water private	33	Water private	42
	Swimming pool	56	Swimming pool	68	Swimming pool	0	Swimming pool	0
Reports to fiscal	3		0		2		1	
Hygiene improvement notices	61		37		13		5	
Remedial action notices	18		23		18		22	
Emergency Closures (including voluntary)	6		4		0		0	
Number of staff available	7.5		7		7.2		7	
£ Cost / Head of population / year (Per Week)	£2.13 (£0.04)		£2.17 (£0.04)		£2.26 (£0.04)		£2.24 (£0.04)	

Appendix 3 Inspection Workload Targets

Inspection Workload 2017/2018

Table 1. Food Hygiene Inspections 2017/2018.

COP Risk Category	Total No in Category	Required Inspection Frequency	Planned Inspections for 17/18
A	70	every 6 months	70
B	235	every 12 months	235
C	318	every 18 months	203
D	288	every 24 months	164
E	684	every 36 months	214
Newly registered	87		87
Alternative Enforcement	17	Every 36 months	8
TOTALS	1699		981

Table 2. Food Standards Inspections 2017/2018.

COP Risk Category	Number in Category	Required inspection frequency	Planned inspections 17/18
A	8	12 months	8
B	220	24 months	67
C	1376	60 months	148
Newly registered	87		87
Alternative enforcement	22	60 months	3
TOTALS	1713		313

Appendix 3 – Infectious Disease Notifications and Sampling Performance Measures

1. Sampling Outcomes 2016/2017

Sample Type	% Pass
Food microbiology	72%
Food Chemical	88%
Private water supply	81%

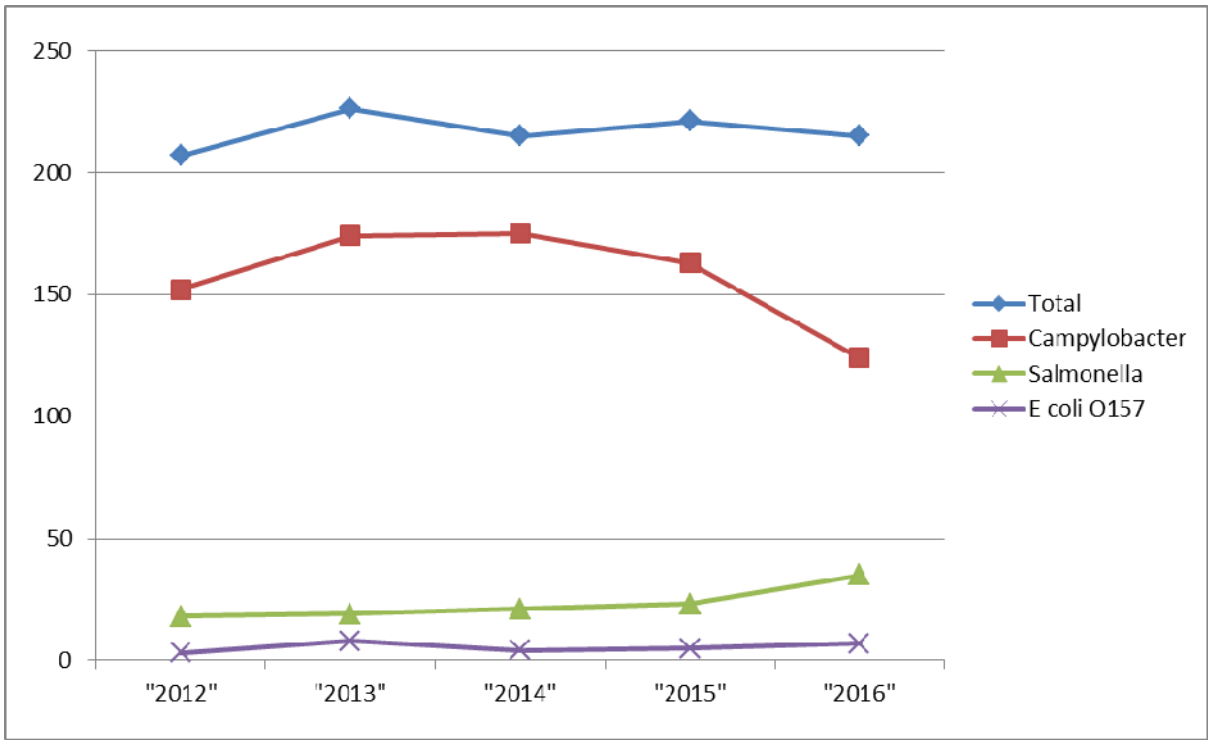
2. Sampling Plan 2017/2018

Sample (Food Chemical)	**Number**
Catering Meals – meat species ID	8
Fish - species ID	16
Venison - species ID	4
Meat products - composition and labelling	10
Minced meat - composition and labelling	10
Chutneys and relishes - preservatives	2
Non-dairy alternatives - presence of lactose	4
Gluten-free foods - presence of gluten	20
Meat pastries - comp and labelling	13
Prepacked foods - nutritional information	12
Catering meals - undeclared nuts	15
Prepacked food - undeclared nuts	10
Consumer complaints	10
Colours in food	15
Reactive/resampling	9
Total	158

Water samples	**Number**
Private Water Supply (PWS) A Micro	11
PWS A chemical	11
PWS B Micro	0
PWS B Chemical	0
Pool Micro	0
Pool chemical	0
Total	22

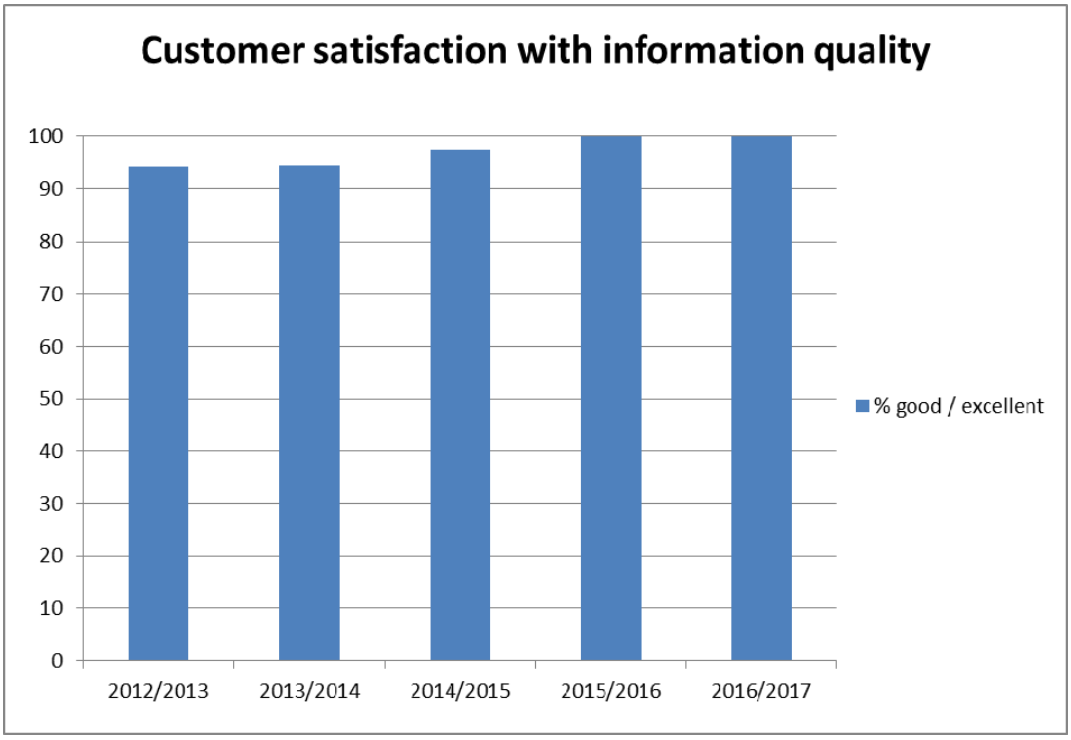
Sample (Food Microbiology)	Number
Catering meals	112
Catering rice/noodle	65
Salad	15
Sandwiches	27
Ice cream	1
Cooked meat	10
Meat pastries	12
Swab	8
Vacuum packed ready to eat food	8
Herbs	4
Ready to eat fish	8
Total	270

3. Infectious Disease Notifications – West Lothian



Appendix 3 – Business Customer Satisfaction

Business Customer Satisfaction. (Percentage of businesses who rated officer's explanation of how to comply with legislation as good or excellent)



Overall customer satisfaction remains high. It is encouraging to note that officers input to business visits is viewed so positively. Business customers are surveyed annually to help us ensure that officers are providing the best service possible. It remains a difficult balance when officers are having to take enforcement action and convey challenging information. Other information gathered in our annual surveys is highlighted in the table below.

	2016/2017	2015/2016	2014/2015
Staff overall knowledge and professionalism (good/excellent)	100%	90.9%*	96.6%*
Overall level of service (good / excellent)	90%*	90.9%*	100%
Treated fairly at all times (good /excellent)	100%	90.9%*	100%
*all other responses rated satisfactory			

This feedback would tend to support the view that local businesses support the visits to their premises and the assistance offered by officers.

Appendix 4 – Customers / Partners / Stakeholders

GROUP	RELATIONSHIP	COMMUNICATION EXAMPLES	PROPOSED FOR 2017/2018
Businesses within West Lothian	Inspections; application of legislation; advisory activities; investigation into incidents, sampling, education, training, enforcement, motivation. New business support.	Provide guidance, training, technical information, guidance notes, information leaflets, talks, seminars. Use of Interpretation and Translation for ethnic languages, press releases, mail shots etc. Consultation – e.g. new inspection reports, dairy guidance, hygiene inspections evaluation. Use of interpretation and translation and improve training opportunities for non- – English speaking food handlers. Improved communication in relation to new hygiene regulations, cooksafe, animal by products, illegal meat / imported food. Greater focus on new businesses. Establish mail shots on regular basis to keep businesses aware of issues for their attention. Improved web content and links to other sources of information.	No change to current approach.
Public	We protect them. We investigate complaints on their behalf. We provide guidance and information.	Press releases, infectious disease information sheets. Customer feedback on food complaints.	No change to current approach.

		Food hygiene information scheme. Web information on food safety issues.	
FSS	They provide direction and guidance on a partnership basis. We report to them annually. They audit our performance.	Audit reports. We consult them on technical guidance and policy. They consult with us on legal, policy and technical matters.	No change to current approach.
Elected Members (Councillors)	We respond to complaints and enquiries and provide information as required.	Reports to Environment PDSP, and Council Executive. Advice to licensing board. Annual Service Plan is presented to Council Executive for approval. Email local members when premises in area is closed.	No change to current approach.
Other LA Services – Planning, Building Standards, Economic Development, Legal & Licensing, Facilities Management, Education services, Community Health Care Partnership, Social policy.	Act as statutory consultee. Provide and receive guidance and support. Work in partnership in specific areas of interest.	Planning and building warrant application comments. Licensing applications and comments. Reports as required. Meetings e.g. Food & Health Steering Group. Meetings with facilities management, as required, to discuss common issues from inspections. Highlight implications of Welsh E coli inquiry with other council services providing food. Developed social policy food safety and infection control procedures document.	Ongoing communication where changes in legislation or policy likely to impact on services.

Lothian NHS	We work together on investigation and control of infectious diseases.	EHO/HPT meetings. Sporadic and outbreak plans. Agreed joint health protection plan.	No change to current approach.
Other local authorities	Share information and best practice. Sampling initiatives. Developing guidance and working standards to ensure consistency of approach. Contribution to national policies and legislation development.	Liaison groups. Scottish Food Enforcement Liaison Committee. National working groups.	No change to current approach.
PF and legal system.	Take legal action based on reports sent by us.	We send reports. Work together on content of report. We provide technical guidance. Send reports electronically.	No change to current approach.
Care Inspectorate	Act as Consultee / Advisor	Written reports and telephone calls to Care Inspectorate Officers	No change to current approach.

Appendix 5

Overview of food interventions policy:

The Food Law Code of Practice (Scotland) advocates achieving compliance through the use of a range of interventions and allows local authorities some flexibility in the type of intervention used at a food business.

West Lothian Council recognises that different approaches are required to ensure a business complies with the law in terms of food hygiene and food standards. It is however important to recognise that the approach used by officers will be determined by the circumstances identified at the time of a visit and not in advance.

It is recognised that the code of practice expects a risk based approach to inspections is put in place by local authorities. With this in mind West Lothian Council has always established a priority basis for workload, as follows:

Priority	Category	Description
1	Emergencies and threats to public health	• Food alerts for action (issued by Food Standards Scotland) – high threat to public health. • Fatalities / serious accidents. • Communicable disease outbreaks and public health incidents. • Communicable disease investigations. • Revisits to secure compliance. • Formal action to protect public health (remedial action notices, hygiene emergency prohibition, seizure and detention of food, prohibition notice etc.) • High priority food and water concerns and monitoring. • Serious workplace safety concerns.
2	Highest consequence proactive	• Routine food hygiene inspections: o Risk band A, B and approved establishments. o Risk band C and unrated – where cross contamination consideration required. • Routine food standards (authenticity, composition and labelling) inspections: o Risk band A. • Routine workplace safety inspections: o Risk band A and B1.
3	High consequence proactive / reactive	• Routine food hygiene inspections: o Risk band C and unrated not included above. • Guidance to potentially high risk new establishments. • Project / support activities to address high consequence public health issues.
4	Medium consequence	• Routine food hygiene inspections: o Risk band D (priority given to those handling open high risk food).

	proactive / reactive	• Routine food standards inspections: o Risk band B. • Routine health and safety interventions: o Unrated. o Other categories associated with hygiene and standards inspections above. • Street traders certificates of compliance, and Section 50 certificates (Licensed establishments). • Export certificates. • Project / support activities to support service delivery and customer / business information access.
5	Lower consequence proactive / reactive	• Alternative enforcement interventions: o Hygiene risk band E. o Standards risk band C. • Consultations / comments – licensing of events, planning etc. • Guidance to low risk new establishments. • Low priority food and water concerns.

The priorities reflect the combined work areas of food safety, workplace safety and public health.

Food Hygiene

Category	Inspection target	Intervention
A	By due date (+ 28days)	Inspection
B	By due date (+ 28days)	Inspection
C	By due date (+ 28days)	Inspection*
D	Within financial year	Inspection
E	Within financial year	Alternative enforcement**
Unrated	Inspection set within 3 months registration. Inspection completed by due date (+ 28days)	Inspection
853/2004 establishment	By due date (+ 28days)	Inspection
*Priority being given to premises where there is potential cross contamination issues. **Includes premises with no inspectable risk (already categorised as alternative enforcement)		

Food Standards

Category	Inspection target	Intervention
A	By due date (+28 days)	Inspection
B	Within financial year	Inspection
C	Within financial year	Alternative enforcement
Unrated	Inspection set within 3 months	Inspection

	of registration. Inspection completed by due date (+ 28days)	

Inspections and Interventions

All inspections and interventions will be carried out in accordance with West Lothian Council's inspection procedures and enforcement policy. Inspections will be conducted in accordance with chapter 4.2 of the Food Law Code of Practice (Scotland) and will utilise the appropriate West Lothian Council inspection aide memoire. Not all inspections are able to be targeted by the due date as required by the code of practice.

Alternative Enforcement – Food Hygiene & Food Standards

In line with the principles of the Food Law Code of Practice (Scotland) West Lothian Council ensures that priority is given to food premises which present a greater risk to public health and food safety. In order to do this a hierarchical approach to inspections and visits has been established. In order to ensure the best use of the staff resources we have available and also ensure that we maintain a level of intelligence regarding premises within our area it has been appropriate to remove a number of food premises from our routine inspection programme and target them through an alternative enforcement approach.

Premises which are subject to alternative enforcement have been identified above. Alternative enforcement will be considered as follows:

- Alternative enforcement visits

Officers undertaking alternative enforcement visits within such premises will not need to be qualified as per code of practice requirements. The purpose of this approach will be to establish the operating arrangements of such premises and distribute appropriate guidance to food business operators. A record of such visits will be completed and held electronically. Should there be a change in the business operation likely to change the inspection rating of the premises then such matters will be referred back for a qualified officer to pursue.

The purpose is to link in with work already being done by other non-food officers and ensure a better system for gathering information and maintaining business contact.

Where the premises is deemed to be operating in a way which requires no further intervention by a qualified officer then a rating will be applied to maintain the premises within its current category and ensure a further visit is made within the time frame for such premises outlined in the code of practice – i.e. 3 years for food hygiene, and 5 years for food standards.

Premises which are visited by a non-qualified officer in terms of this approach cannot be included within the scope of the food hygiene information scheme.

Premises which are allocated to qualified officers due to link with higher risk inspection, can be inspected as normal.

- Alternative enforcement – non-visit business contact

Premises identified as falling within the alternative enforcement strategy which are not linked to a higher risk inspection, and where other workload activities prevent site visit will be contacted by letter or email. The purpose will be to provide basic food safety guidance, and request that the business operator advises this service of any material change in business ownership or operation. Any notified change in ownership or significant change in business operation will be followed up by a visit by a qualified officer in due course.

This approach will be kept under review.

Non – Broadly Compliant Premises

Following an inspection any business that does not meet the broadly compliant criteria should be subject to further intervention. Such action should normally be implemented no later than 1 month after the initial inspection (dependant on nature of non-compliance). Officers will determine the most appropriate action giving consideration to the West Lothian Council enforcement policy and inspection procedures.

Interventions will be recorded by officers, and may include:

- further inspection and audit;
- verification and surveillance;
- advice and education; and
- formal sampling.

Change of Ownership / Premises

An officer will inspect a changed business for food hygiene, food standards, and health and safety irrespective of what the initial planned inspection was for. Risk ratings will be applied against the new premises details.

Food Hygiene Information Scheme

Officers will ensure that they follow nationally issued guidance and internal procedures when inspecting businesses and assessing in terms of the FHIS. Only businesses which have been inspected and rated by a qualified officer will be included within the scope of the scheme.

Officers will be mindful of the response times for visit requests in terms of the scheme and ensure these are met.

Appendix 6

Service Requests and complaints – service standards and prioritisation:

Response times and updates:

We will aim to respond to 85% of enquiries within 2 working days of receipt. We will aim, if required, to update customers of progress within 28 days of receipt. Our response may be by phone, mail or email.

New business advice

We will provide initial advice over the phone, by email or letter. We will provide written guidance to assist (if required), and / or, direct customers to other sources of information.

Further assistance such as review of plans, or site visits will no longer be possible for routine new business work due to other workload demands.

Licensed premises – Section 50 Certificates

We will provide initial advice over the phone, by email or letter. We will provide written guidance to assist (if required), and / or, direct customers to other sources of information.

There will be no routine site visits. Final site visits will be carried out only after notification that the appropriate building warrant has been issued and premises are in finished condition ready for operation. The site visit will be carried out within 15 working days of request by the customer to the appropriate officer. If the premises is visited and not complying with requirements then further visits will be carried out. Revisits will be carried out within 15 working days of notification by the customer that works have been completed.

The timeframes reflect the need to balance other higher priority workload within the service.

Street trader application – Vehicle inspections – New Licences

We will provide initial advice over the phone, by email or letter. We will provide written guidance to assist (if required), and / or, direct customers to other sources of information.

Inspections of new vehicles to issue a hygiene certificate will be carried out within 15 working days of the customer requesting a visit with the appropriate officer. These inspections will only take place on a specified afternoon or morning once a week.

The timeframes reflect the need to balance other higher priority workload within the service.

Investigation of consumer concerns – food and drink, premises etc.

Concerns will be prioritised and addressed relevant to the nature of the concern.

The following types of concern are examples of those considered high priority:

- Cases of confirmed food poisoning linked to food establishment or food stuff.
- Numbers of unconfirmed illness associated with food establishment or food stuff.
- Foods subject to serious contamination or in a condition likely to be a risk to public health.
- Concerns regarding poor hygiene conditions within premises likely to give rise to contamination of food being prepared.
- Concerns regarding illness or infection associated with drinking or recreational water.

The following types of concern are examples of those considered low priority. They are likely to be subject to referral to a future inspection or other intervention:

- Notification of out of date food being sold. Unless there is a poor history within the premises, or after a number of similar complaints in a short period of time.
- Concerns about front of house hygiene conditions in premises. Unless there is a poor history within the premises, or after a number of similar notifications in a short period of time.
- Concerns about drinking and recreational water not linked to illness or infection. Concerns about mains water will be referred to Scottish Water and the Drinking Water Quality Regulator.
- Concerns regarding quality and nature of food and drink sold in food premises. Unless there is a poor history within the premises, or after a number of similar notifications in a short period of time.

Appendix 7

VTEC/E. Coli O157 – Action Plan for Scotland 2013-2017
Outline of action points and implications for environmental health service.

In 2001 the joint Scottish Executive/Food Standards Agency (Scotland) Task Force reported on E. coli O157 and made 104 recommendations to reduce the incidence and severity of verotoxin producing Escherichia coli (VTEC) infections in Scotland. Despite these recommendations incidence rates of E. coli O157 infection have remained largely unchanged since 2001 and are consistently higher in Scotland than in other UK countries.

Therefore in 2010, Scottish Ministers decided to convene a multidisciplinary VTEC/E. coli O157 Action Group. The group's main remit has been to produce an Action Plan for Scotland. The group brought together all relevant agencies with expertise and regulatory responsibilities in controlling potential sources of human infection. The Action Plan aims to reduce the number of infections with VTEC/E. coli O157 through 86 recommendations attributed to key agencies.

The number of recommendations does not imply that the agencies responsible for controlling that step are not already taking action – the criteria for making a recommendation include:
• The importance of the step (i.e. could a failure have severe consequences);
• Whether developments are realistic (i.e. practical and likely to be effective).

The theme that links the recommendations is that the key to reducing VTEC infection in Scotland is hygiene:
• On the farm;
• In the provision of drinking water supplies;
• In food production and processing, and in both commercial and domestic kitchens;
• In the countryside;
• And in the home.

There is a significant role for local authorities through environmental health officers to ensure public health protection and improvement. Of the 86 recommendations, 15 are the direct responsibility of environmental health, and a further 20 will have future implications following work by other agencies.

The Action Plan is intended for the action of those agencies to whom recommendations are directed, and to other interested bodies or individuals for information. It is also intended to aid Scottish Government to co-ordinate responses by the relevant agencies in Scotland, with the overall aim of minimising risk of infection to the Scottish population.

As the Action Group was commissioned to produce the Action Plan on behalf of the Scottish Government, the agencies represented on the group therefore endorse the Action Plan and the implementation of its recommendations. The Action Plan has been presented to Scottish Ministers as the culmination of this phase of the Action Group's work, and Ministers have been asked to respond to the Action Plan and its recommendations. The Action Group recognises the obvious implications for the resources that need to be committed to implement the Action Plan, and call upon Scottish Ministers, and the agencies to which the recommendations are directed, to ensure

that the required resources are provided. The document can be found on the Scottish Government website http://www.scotland.gov.uk/Publications/2013/11/8897

Table 1 outlines the relevant recommendations from the action plan for environmental health along with current work practice and future implications. It has now been updated with comments on implementation issues and progress in certain areas. It is clear that elements which were routinely being addressed as part of service delivery continued, however actions requiring specific attention conflicted with other work demand and resource pressures within the service.

Table 1. Action Plan Recommendations – Environmental Health Implications and Action Points.

VTEC/ E coli Action Plan Step	VTEC / E coli Action Plan Recommendation	EH Involvement	EH considerations / future role/ action points	*Progress to 01/04/2017*
Step 3 - Controlling contamination of the environment from contaminated animal faeces	**3.2** SG and LAs, in liaison with HSE, should consider measures to ensure that animal visitor attractions make their activities known to LAs.	Enforcement role under health and safety legislation for visitor attractions. Have also been involved in public health information dissemination to colleagues in education providing education field trips. Impact in West Lothian is small due to small number of sites (currently only 2). There is a duty to register with local authority in terms of health and safety legislation.	***ACTION POINT (3.2): Planning applications and business enquiries will continue to be reviewed and new developments registered.***	*No updates to current position within West Lothian. Will be an ongoing consideration as part of normal duties.*
	3.5 SG, in liaison with LA representatives, should establish national systems to monitor compliance with issuing and implementation of SG guidance on clearing pasture before/after recreational events involving animals that are registered with an LA (e.g. galas, agricultural shows).	Environmental health will be made aware of events requiring a public entertainment licence via colleagues in legal. Guidance would be issued where appropriate. There will not be proactive measures for all events, and very little monitoring of events (if any). However, there has been a need to prioritise the types of public entertainment events EH can comment on due to resource reductions in recent years. Standard conditions were established to be applied by legal services. They don't specifically cover this type of scenario.	***ACTION POINT (3.5) : To discuss with legal services and propose update regarding standard conditions for licensed public events.***	*There have been no changes to standard conditions applied in such circumstances.*
Step 5 - Controlling the contamination of treated water from contaminated animal faeces, untreated water or the environment	**5.8** SG, the DWQR, SoCOEHS and REHIS should determine local authorities' training needs for their statutory duties relating to PWS, and should develop and deliver	All officers involved in this area of work have the necessary professional competence, and have attended subsequent training events organised by SG and other	Professional input to further developments will be made through our involvement in SoCOEHS and REHIS. Attendance at	*Officer development is ongoing as appropriate.*

(Private Water Supplies)	training as appropriate.	organisations.	training events is beneficial – resource impact is usually minimal, but ongoing reduction in financial budgets for staff training will have an impact. ***ACTION POINT (5.8): Ensure ongoing officer competence / development relating to private water supplies.***	
	5.9 DWQR, in liaison with SERL and LAs, should issue guidelines to LAs and to laboratories analysing PWS samples, on the forwarding of E. coli isolates to SERL for typing.	Not currently required. E coli is one the indicators looked for in water samples taken by officers. Typing is not an issue as the presence of any E coli requires follow up action.	Difficult to envisage any impact other than confirming arrangements with lab service provider to ensure isolates are forwarded for further testing, and further recording / reporting of results. ***ACTION POINT (5.9): Nothing at this time pending guidance.***	*There has been no further update or guidance issued to require changes to approach.*
	5.10 SG, in partnership with LAs, DWQR, and public health professionals should develop a strategy to further promote the benefits of the risk assessment and risk management approach for PWS and the PWS grants scheme to deliver real and lasting improvements to PWS and consequential health benefits. This strategy should include: (a) Methods for improving awareness of the potential health risks from PWS to owners and users and their visitors, and the need for correct installation, operation and	We currently monitor a number of private water supplies in West Lothian. Most are type B (approximately 40 supplies) and don't require direct monitoring by us (request only or in case of incident). Type A supplies (approximately 9 supplies) are monitored annually. Risk assessments have been carried out, and regular contact is maintained with these supplies through the annual sampling plan. Grants for supply improvement have been paid where appropriate. Failures are followed up.	A more proactive approach in engaging users and owners of PWS will require staff resource, and potential financial resources for sampling if owners and users request monitoring. Elements of work are cost recoverable (but not full costs). ***ACTION POINT(5.10): Complete small project to ensure records for type B supplies are still correct. Use this opportunity to promote good***	*There have been no updates provided from other parties.* *Type B supply information has been reviewed. However further work has been restricted due to other demands on service.* *New content for website has been drafted and is pending completion.*

	maintenance of treatment systems. (b) SG updating section 11 of the PWS Technical Manual (Waterborne Hazard Response for PWS) to include more information on dealing with waterborne incidents; and increase the range and detail on treatment options for small supplies following consultation with LAs, REHIS, DWQR and HPS. (c) SG, in liaison with DWQR, should review the 'Information Guide' for owners and users of PWS in line with recommendations from recent research by Aberdeen University.		***practice in supply management with relevant persons and supply users.***	
	5.13 SG should liaise with LAs, REHIS and SoCOEHS, and consult with DWQR, to consider methods of improving: (a) Compliance by owners/users of PWS serving public or commercial activities, with legislation requiring them to display notices informing the public that a PWS is in use. (b) The extent to which PWS owners/users are complying with the advice from LA risk assessments and sampling, on how to improve/protect their supplies.	Type A supplies in West Lothian are determined due to link to commercial activity. There is currently a legal requirement to display notices, and grants for improvement of supply have only been paid once elements requiring attention within risk assessment have been addressed. Issues of ongoing compliance are not routinely checked. This would only be done if sample failure. There is no proactive inspection to identify potential failures.	Proactive and routine inspection for compliance would be additional resource burden on service. Although a small number of supplies are involved there is potential for significant time on site. A proactive approach is sensible but would require redirection of staff resource from other environmental health matters. ***ACTION POINT (5.13):*** ***Review the purpose and scope of sampling visits to type A supplies. Consider impact of expanding scope of visit in line with other workload / service delivery priorities. Re-align***	*There was an initial review of processes, however other demands on service have prevented any further work being done.*

			priorities accordingly and reflect in future service plan activities.	
Step 6 – Controlling the contamination of untreated food from contaminated animal faeces or the environment	**6.2** FSAS should continue to support initiatives which promote best practice for controlling microbiological risks including VTEC contamination across all areas of the fresh produce sector.	EH have inspection and enforcement responsibility for fresh produce businesses. The nature of the establishments are generally considered within the lower risk categories of establishments inspected. Most are likely to be within our alternative inspection approach. This means that they will not be subject to routine inspection by officers – they will receive a contact visit to check business details only.	Information and guidance will be communicated by officers during inspections or via other business contact methods. Checking and monitoring compliance can only be done by site visits and inspections. ***ACTION POINT (6.2): Nothing at this time pending action by FSAS.(Future work to direct business operators to FSA guidance and best practice).***	*No updates provided by FSAS (now Food Standards Scotland).*
	6.5 FSAS and SG should support the EC as it develops proposals for controls to reduce the food safety risks associated with VTEC contamination of sprouted seeds intended to be consumed raw/untreated, and feed back to the VTEC/E. coli O157 Action Group.		Inspections of these businesses would be responsibility of EH. Currently no such establishments in West Lothian. However will also have impact in other parts of food chain being supplied by these businesses. EH will have to ensure food businesses have proper controls in place for handling products. ***ACTION POINT(6.5): Nothing at this time pending developments.***	*Still no action required in West Lothian regarding this sector.*
Step 7 – Controlling the contamination of treated food from contaminated	**7.1** FSAS should ensure that LAs receive appropriate training on FSA UK cross-contamination	FSAS rely on local authority business data and involvement for disseminating	***ACTION POINT(7.1): Ongoing work to control and educate***	*This activity is ongoing and part of routine business*

animal faeces, untreated food, or the environment	guidance and that guidance is disseminated to all relevant industry sectors in Scotland.	information. The guidance on control of cross contamination has been in place since November 2011. Officers have been ensuring business awareness and compliance during routine inspections. There have also been mailshots to businesses. There has been inhouse discussion and meetings to ensure consistency of approach. There has been increasing levels of enforcement since 2011 – new powers to serve RANS were introduced since 2011. A number of officers have attended FSA run training events, and have been involved in discussion on development and update of guidance locally and nationally.	***business sectors in terms of cross contamination. Officers to maintain inspection focus, where appropriate, and direct businesses to appropriate guidance and updates.***	*engagement processes.* *Further updates to guidance and web content have been completed.*
	7.2 FSAS should ensure that effective cross-contamination control is prioritised in LA enforcement of retail and catering businesses handling raw/untreated and RTE food (i.e. handling both potentially contaminated foods, and foods not subject to subsequent treatment); and that implementation of cross-contamination controls is subject to ongoing review through the LA audit programme.	Consideration of cross contamination has always been an important focus of inspections. The food service plan was updated to reflect the focused approach to businesses most likely to be a concern for cross contamination. It has been necessary to ensure more detailed recording of inspections to ensure evidence of assessment is available. This impacts on officer time on site and for admin purposes in the office.	There has been no focused audit of the service in this area to date. Audits are valuable but have time resource implications in providing information prior to audit, attention and work with auditors during 2-3 day on site audit, follow up reporting and action planning etc. Outcomes of audit are published for public attention. ***ACTION POINT (7.2): Continue internal monitoring and assessment of officer action and response to cross contamination.***	*Priorities in terms of inspection allocation reflect businesses handling raw and ready to eat food.* *Internal monitoring continues. Officers are recording inspection outcomes in regard to cross contamination issues.*

	7.3 FSAS and LAs should ensure that, where possible, catering specifications for schools, care homes and hospitals take into account the principles of the cross-contamination guidance.	EH service has always kept other council services aware of developments and changes within guidelines and legislation. Specific work has been done with education, social policy and facilities management in developing food safety policies, and also in terms of cross contamination guidance in more recent years. Establishments operated by other council services are subject to routine inspection by officers in line with all private commercial operations. Issues for attention are reported to management for each service.	Previous assistance for other services in developing food safety policies and procedures has been time consuming and any future assistance will be very limited due to reduced officer resource and other work demands. ***ACTION POINT(7.3): Any updates to guidance and legislation will be communicated with other council services.***	
	7.4 FSAS and REHIS should ensure that the principles of the cross-contamination guidance are embedded in training materials and guidance for food businesses in Scotland.	EH provide a range of information sheets for food business education. There is limited resource to develop materials and use of FSA materials is welcomed. In recent years input to business training / seminars have all but stopped due to reductions in staff resource and time. There is also less time for officers to discuss matters with business operators on site. This is a lost opportunity to work with businesses and improve business knowledge.	The best access to businesses is through the EH service. Direct contact through officers, or indirect through mail contacts etc. Business education will be more limited in future, and restricted more and more to mail shots. Whilst helpful they are not useful for all business types. ***ACTION POINT(7.4): Review business advice/education activities within service. Look for opportunities to improve where possible. Ensure businesses are supported and directed to***	*Web content has been updated.*

			appropriate approved training providers / resources.	
	7.5 SG should liaise with REHIS and SoCOEHS to ensure that LAs continue to disseminate the new Industry Code of Practice 'Preventing or controlling ill health from animal contact at visitor attractions' to all relevant businesses in Scotland.	EH have been involved in ensuring local centres are aware of guidelines (2012). There is an enforcement role under health and safety / public health legislation. Previously updates and guidance have been sent to education colleagues for consideration in planning field trips with school pupils.	***ACTION POINT(7.5): Update reminder to local establishments regarding code of practice and E coli action plan. As part of web development review – provide information and links to necessary guidance. Also further update to education services for dissemination to schools in West Lothian.***	*Web development work has not been completed for this. There have been no further updates provided to other council services.*
	7.6 FSAS should feed back to the VTEC/E. coli O157 Action Group the outcome of its evaluation of the impact of the cross-contamination guidance in Scotland.	EH currently log non compliance issues with cross contamination guidance. This approach was introduced in recent months to start building up a picture of common issues of non compliance – aim being to help target future approaches. It was not necessarily intended to provide feedback to others.	The information required for feedback will have to come from local authority environmental health services. Providing data is often very time consuming, and depending on nature of request not always possible. Early discussion with the FSAS and other local authorities will be essential in ensuring that consistent feedback is possible. ***ACTION POINT(7.6): Matter to be raised and discussed with colleagues in Lothian & Borders Food Liaison Group subject to raising with Scottish Food Enforcement Liaison Committee and FSAS.***	*There has been no further discussion with local authority colleagues, and no indication at this time from Food Standards Scotland regarding the monitoring / evaluation of these issues*.
Step 8 – Controlling the infection of	**8.2** SG should request Health Boards to ensure	EH are a core member of incident management	In most incidents there needs to be an	*There have been no*

humans from contaminated treated drinking water or untreated water	that IMT reports documenting outbreaks of VTEC infection due to contaminated drinking water should include not only an estimate of the speed with which control measures were applied, but also an estimate of their effectiveness.	teams and have main role in investigation of incidents. There has been no specific requirement to consider this information to date. There have thankfully been no major incidents of this nature within West Lothian. Private water supplies remain the most likely source of such concerns.	effective and determined control measure in place. It is unlikely this requirement (when required) will have a significant impact on service. It is important to demonstrate that appropriate action was taken as a result of an incident. ***ACTION POINT(8.2): Raise matter with local authority colleagues and NHS Lothian to have incident plans updated with agreed approach to determining and reporting this information in future.***	*incidents to date, and no further discussion with NHS colleagues.*
Step 10 – Controlling the infection of humans from contaminated untreated or treated food	**10.1** FSAS and LAs should review the display of point of sale information for unpasteurised cheeses sold loose in Scotland (including those served in restaurants) to ensure consumers are able to make an informed choice.	EH would have the responsibility of ensuring this during inspections.	***ACTION POINT(10.1): Review of food standards inspection paperwork to highlight focus on unpasteurised cheese information. Develop information sheet for retail and catering outlets.***	*No further action has been taken on this. Currently being reviewed by Food Standards Scotland.*
Step 12 – Controlling the infection of humans from contaminated human faeces via food, water, the environment or directly	**12.1** SG should investigate the options for collecting and publishing any existing local data on compliance with current control measures to prevent human infections from contaminated human faeces via food, water the environment or directly, using a national format; or, if that is insufficient, conducting occasional surveys of compliance e.g. by	There is an element of data collection in regard to EH service input. EH also report annually to the FSA regarding food enforcement activities (including food sampling), and also to the DWQR regarding sampling / monitoring results for private water supplies.	Any requirements for reporting will have an impact on resources. Whilst data may be recorded it is not always requested in a retrievable format. Very often factors are difficult to quantify and qualitative data is time consuming to reproduce. There is already a significant	*No developments to take forward.*

	front line NHS staff, HPTs or LAs, or via special studies of confirmed cases e.g. of nurseries, care homes, etc.		burden on EH service in terms of reporting to other agencies. ***ACTION POINT(12.1): Nothing at this time pending any developments.***	
	12.2 SG should investigate the options for evaluating effectiveness to prevent human infections from contaminated human faeces via food, water the environment or directly, using either: (a) any existing local data that could be collected and published using a national format; or (b) occasional surveys e.g. of front line NHS staff, HPTs or LAs, or special studies of confirmed cases, nurseries, care homes etc.		Any further survey, questionnaire, audit requirements will impact on EH service delivery. (For similar reasons to those given above). ***ACTION POINT(12.2): Nothing at this time pending any developments.***	*No developments to take forward.*
SECTION VIII – PROPOSALS FOR RISK COMMUNICATION AND HEALTH EDUCATION	**C1** SG should convene a Communications Strategy Group to develop and support the implementation of a comprehensive communication strategy for VTEC involving all the key agencies, and feed back to the VTEC/E. coli O157 Action Group.		EH are likely to have a role in communicating and disseminating information. Very likely that an EH profession representation will be on the proposed group. This service will facilitate through involvement in other national food safety and public health working groups. ***ACTION POINT (C1): Nothing at this time pending any developments. (Comment and contribute as appropriate when required).***	*No developments requiring local input.*
	C4 FSAS and LAs should	EH engagement with food	Supporting FSAS	

	continue to highlight the risks associated with undercooked minced meat products, and promote advice on safe cooking.	businesses allows for education and enforcement on such matters. There is however a limited input by EH to public /consumer education. This has declined in recent years due to reducing resources and other work demands.	campaigns at local level would require review and adaptation to other aspects of EH service workload. ***ACTION POINT (C4): Improve public food safety education information available through web site. Increase public information activity through local media etc. e.g. Food Safety Week etc. Re-align priorities accordingly and reflect in future service plan activities.***	*Web content has been updated to provide food safety advice for consumers.* *No further involvement in other promotional activities due to other work demands being of higher priority.*
	C5 FSAS should ensure that consumers and caterers continue to be reminded of the potential risks associated with vegetables and fruit that are not supplied as RTE, and how these products should be prepared prior to consumption.	Whilst FSAS will be involved in producing materials / guidance - engagement with catering establishments occurs during routine inspections and other opportunities by EH. This is mainly limited to mailshots as there is now less resource and time to spend educating food businesses. Consumer education is very limited indeed.	Supporting FSAS campaigns at local level would require review and adaptation to other aspects of EH service workload. ***ACTION POINT(C5): Discussion can continue to be incorporated into business inspections, and mailshots, improved information sheets and web information provided in support. Information for general public can be incorporated as per public education action points above.***	*Web content has been updated to provide food safety advice for consumers and business operators.* *Some further guidance has been provided for businesses in regard to cross contamination controls.*
	C6 FSAS should continue to ensure that the practices that lead to effective cross contamination control are promoted in food hygiene	The service does not contribute to food safety week activities due to other workload commitments. Previous	Supporting FSAS campaigns at local level would require review and adaptation to other	*No further involvement in other promotional*

	communication activities, including annual Food Safety Week initiatives.	engagement included use of local media, Council Bulletin etc. for consumer information. It was important to provide a local context to a national campaign.	aspects of EH service workload. ***ACTION POINT(C6): Participate in provision of information as part of food safety week and other public education opportunities. Re-align priorities accordingly and reflect in future service plan activities.***	*activities due to other work demands being of higher priority.*
	C7 FSAS, in partnership with other stakeholders such as REHIS, should ensure that hand hygiene is prioritised in strategies for improving health education for food handlers in catering and domestic kitchens.	EH service has participated in previous SG hand hygiene campaigns disseminating information to food businesses etc. Personal hygiene practices are a key element of inspections of businesses. Public education in recent years has been very limited.	Any extension of information and guidance and input to providing to others will require time and resource. ***ACTION POINT(C7): Discussion can continue to be incorporated into business inspections, and mailshots, improved information sheets and web information provided in support. Information for general public can be incorporated as per public education action points above.***	*Will continue to be part of routine discussions during inspections etc.* *Web content has been updated.*
	C8 SG should liaise with REHIS and SoCOEHS to ensure that LAs and HPTs continue to provide information and guidance on preventing contamination of food by human faeces in both private households and commercial premises.	Communication and guidance is provided to households involved in infectious disease investigations to minimise risk of further spread. Communication with commercial premises is addressed during routine inspections and activities.	Investigation of infectious diseases is being conducted more and more by telephone (due to staffing, pool car access for prompt response etc.) This means unable to directly provide guidance material and assess any issues	*Public information is available and mailed / emailed as appropriate.* *Web content has been updated to provide information regarding control of infectious disease.*

			with hygiene etc. in the home environment. ***ACTION POINT(C8): To review arrangements and consider other means of providing public health education.***	
	C9 SG, LAs and REHIS, with input from DWQR and HPS, should develop educational materials to promote risk awareness and management for all PWS owners or users.	Along with 32 other local authorities there is officer representation on the REHIS public health and housing working group. This is most appropriate group to take this forward.	Officer time will be required for considering / commenting on materials produced by working group. Will be future role in disseminating the information to local supplies. ***ACTION POINT(C9): Raise with REHIS public health and housing working group and allow officer time for appropriate contribution. Promote this work with group for purpose of consistency between local authorities, and in consideration of action point 5.10.***	*Work still to be completed on this. Limited ability to influence the work of other groups. DWQR are involved in updating technical guidance for PWS owners and local authorities.* *Some elements of this will be taken forward when this work is complete.*
	C10 SG should ensure that their resources for PWS owners and users include advice on early reporting of diarrhoeal illness (as this is the best way to promote early identification of contaminated supplies); prompt issuing and implementation of boil water notices; and guidance on risk communication for Health Protection Teams and LAs.	EH will respond to lab confirmed notifications of infectious disease. Isolated non-confirmed reports of GI symptoms will not result in response from EH. Individual will be advised to contact GP to seek medical advice and be tested. Two or more non-confirmed reports of illness from same supply / source would most likely involve further	If there is a change to the guidance and an expectation that all reports of illness involving PWS are followed up this will have an impact on EH service. There would be an impact on officer time, and also additional sampling would be required as part of the control and monitoring of	*There have been no developments to take forward.*

		investigation by EH (along with advice to visit GP etc.)	the supply. ***ACTION POINT(C10): Nothing at this time pending further guidance from SG and discussion with Health Protection Team and other local authorities.***	
	C13 SG, in liaison with HPS and FSAS should consider options for raising awareness of the importance of hand hygiene, both generic and targeted at specific settings such as childcare.	EH are involved in the routine inspection of childminders, nurseries, out of school care, etc. for purposes of food safety. Personal hygiene is a key element of all such inspections. There is also a role for EH in investigating outbreaks and incidents in such settings. There is regular liaison with the care inspectorate – such matters are a regular topic of discussion.	It is likely that EH are a potential means of communicating with such care providers. ***ACTION POINT(C13): Provide information to childcare settings registered with service in regard to hand hygiene and other control factors relevant to action plan.***	*Would be discussed during routine visits to such establishments.*
	C15 SG should provide advice for frontline NHS and LA staff on achieving early diagnosis of infectious diarrhoea; on the need for low thresholds for suspecting and testing for VTEC, especially in acute onset bloody diarrhoea; on the issues for cases with non-O157 strains, who may initially have been told they were negative, based on local laboratory results; and on the need to forward locally negative stools from clinically suspicious cases, to the Scottish E. coli O157/VTEC Reference Laboratory.	EH will receive enquiries from individuals reporting illness. Usual advice is to visit GP. Diagnosis cannot be determined without GP visit and submission of faecal sample to lab. NHS labs will be involved in the examination and determination of illness. They will also be responsible for forwarding to reference labs.	Will need to look at future contacts and need to provide better public health advice as precautionary approach. ***ACTION POINT(C15): Raise with NHS Lothian and local authority colleagues to determine suitable advice and approach to isolated self reported GI notifications to promote early diagnosis and limit secondary infection.***	*No developments or action taken to date.*
	C16 SG should advise frontline NHS and LA staff to provide cases, families and health/social care staff	Basic advice is provided for households of confirmed cases.	Non-confirmed direct reports to EH are not always provided with follow up public	*No developments or action taken to date.*

	with advice on hygiene and preventing secondary spread, as soon as infectious diarrhoea is suspected (whether VTEC or other aetiology), without waiting for laboratory confirmation.		health advice. Often contact is limited to telephone conversation. Will need to revise approach to ensure information is provided in all cases. ***ACTION POINT(C16): Raise with NHS Lothian and local authority colleagues to determine suitable advice and approach. Also need to review methods of providing information as per action point C8.***	
SECTION IX – PROPOSALS FOR RESEARCH AND SURVEILLANCE	**RS3** SG should then consider resourcing, and where appropriate requiring, relevant agencies or groups to implement any proportionate controls identified by their review on reducing environmental contamination (see Recommendation RS2 in report).		Potential impact on EH service depending on outcomes of SG review. ***ACTION POINT(RS3): Nothing at this time pending any review.***	*No developments to take forward.*
	RS5 FSAS should consider funding research to improve understanding of the potential VTEC risks associated with unwashed and unpeeled fruit and vegetables on retail sale and the food safety implications of internalisation of VTEC by plants.	EH are involved in sampling food and water as part of annual sampling plan. Microbiological examination looks for a range of pathogens including E coli. In recent years there has been a significant reduction in budget available to support sampling. Staff reductions in recent years have also impacted on delivery of sampling plan.	Any direction from FSAS on nature of sampling will impact on service. Sampling for this type of research will draw resources away from other areas of the food chain. Requiring additional samples will impact not just on budget but on staff resource available to procure samples and administer the data relating to the samples. ***ACTION POINT(RS5):***	*Sampling priorities have been established. E coli continues to be a pathogen for attention in routine microbiological sampling.* *If sampling data or incidents highlight a need for specific focus on such foodstuffs this will be identified.*

			To raise discussion with FSAS through SFELC and food standards sub committee to determine approach and whether implications for local authority food sampling budgets, plans and resources.	
	RS6 HPS should consider research to investigate the contribution to VTEC infection in Scotland, of emerging food risks, including fresh produce and sprouted seeds.		Potential impact on EH depending on outcomes of HPS research. ***ACTION POINT(RS6): Nothing at this time pending any outcomes from research conducted.***	*No developments to take forward.*
	RS7 FSAS and LAs should ensure that surveillance of VTEC in foods is intelligence led and targeted to evaluating the effectiveness of controls applied to the production of foods which are a known VTEC risk.	Local food sampling already has a risk based approach. This is being further strengthened through regional and national sampling plans and surveys.	The challenge in the future will be ensuring risk based sampling in light of budget pressures. (Same points as also made above RS5) ***ACTION POINT(RS7): To raise discussion with FSAS through SFELC and food standards sub committee to determine approach and whether implications for local authority food sampling budgets, plans and resources.***	*National sampling priorities are established.*
	RS8 FSAS and LAs should ensure that food surveillance programmes include microbiological sampling at food premises producing 'at risk' RTE foods, to evaluate the effectiveness of cross	This is already part of the sampling plan for EH service, although reducing numbers of premises included as budget has reduced in recent years.	Future considerations will be as points made above for RS5 and RS7. ***ACTION POINT(RS8): To raise discussion***	*Would be part of routine sampling plans as appropriate. ATP meters were not successful and use was not continued.*

	contamination controls undertaken at butchers and catering businesses.		***with FSAS through SFELC and food standards sub committee to determine approach and whether implications for local authority food sampling budgets, plans and resources. Review use of ATP meters provided by FSA to assess effectiveness of cleaning and disinfection controls.***	
	RS14 SG should investigate the options for conducting occasional surveys of compliance with exclusion and other infection control guidance e.g. by front line NHS staff, HPTs or LAs, or via special studies of confirmed cases e.g. of nurseries, care homes, etc.	EH have a legal duty under public health legislation to deal with premises involved in public health incidents. Most common involvement relates to control of norovirus. Any exclusion of individuals is responsibility of NHS. EH are sometimes requested to assist with monitoring of exclusion.	There is potential with this recommendation for additional reporting /auditing. ***ACTION POINT(RS14): Raise discussion with NHS Lothian and local authority colleagues to determine appropriate way forward.***	*No action taken to date.*

DATA LABEL: PUBLIC

West Lothian Council

COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS – SUPPLY OF EJECTOR TRAILERS

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive's approval to commence tendering procedures for the procurement for the supply of ejector trailers for waste haulage.

B. RECOMMENDATION

It is recommended that the Council Executive approves:

1) The use of the Open Procedure whereby all suppliers expressing an interest in the contract will be invited to tender.

2) The award criteria as set out in Section D of the report.

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Focusing on our customers' needs Being honest, open and accountable Providing equality of opportunities Making best use of our resources Working in partnership
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	Tenders will be issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2015.
III	**Implications for Scheme of Delegations to Officers**	None
IV	**Impact on performance and performance Indicators**	None
V	**Relevance to Single Outcome Agreement**	None
VI	**Resources - (Financial, Staffing and Property)**	Related Contract expenditure over the life of the contract is expected to be £600,000. Resources will be funded through Revenue - General Fund budgets.

VII	**Consideration at PDSP**	None
VIII	**Other consultations**	The Corporate Finance Manager was consulted on budget implications. The Community Benefits lead officer was consulted on community benefits. Consultation with Waste and Fleet services was undertaken to confirm specifications and the award criteria to be used.

D. TERMS OF REPORT

Background

The report sets out the proposal for the supply of ejector trailers for waste haulage to be used by Waste Services at the Whitehill Waste Transfer Station.

At present, residual waste haulage is sub-contracted by Levenseat Waste Management, the council's contracted supplier for residual waste processing and disposal. Waste is currently hauled by the sub-contractor from Deans Waste Transfer Station to Levenseat Waste Management's facility. A decision has been taken by the council to commence its own waste haulage when the Whitehill Waste Transfer Station opens in autumn 2017, as there will be suitable capacity to store tractor units and ejector trailers and cost efficiencies have been demonstrated by bringing waste haulage in-house.

In House Capability

The council does not have in-house capability to supply ejector trailers.

Procurement Approach

The requirement will be advertised in accordance with the European Union Directives and it is proposed that the Open Procedure is used, whereby all suppliers expressing an interest in the contract will be invited to tender. It is anticipated that use of the open procedure will encourage a wide range of potential bidders.

The following award criteria will be applied at the tender stage:

Price	- 50%
Quality	- 50%

There are no significant concerns to report and market analysis indicates a sufficient number of potential suppliers to provide a viable response to the tender.

Sustainability Considerations

In accordance with the Community Benefits in Procurement Procedure approved by Council Executive on 4 June 2013, bidders will be required to detail any social, economic and environmental benefits provided as part of their offer.

For this contract it is proposed to incorporate a generic, non-evaluated Community

Benefits clause into the contract documentation. While this element does not form part of the Quality Scoring criteria, the council will expect the successful contractor to deliver such benefits as part of the contract and will be monitored as such.

The tender will require bidders to demonstrate any technical sustainable benefits or innovations as part of their respective submissions.

Budget Implications

Preliminary market research indicates the cost may exceed the stated budget of £600,000, which the tender aims to address through the evaluation criteria and other elements.

During tender evaluation, the Corporate Procurement Unit will assess if there are any savings against existing budgets.

E. CONCLUSION

It is recommended that Council Executive approves the application of the evaluation methodology detailed in Section D above for the tendering of the contract for the supply of waste haulage ejector trailers. The procurement of these supplies will meet the council's requirements over the contract term, deliver best value, enhanced community benefits and ensure a positive experience for users.

F. BACKGROUND REFERENCES

A copy of the specification for this contract is available on request from Corporate Procurement.

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Julie Whitelaw

Head of Corporate Services

Date: 20 June 2017

DATA LABEL: PUBLIC

West Lothian Council

COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS – HAND-ARM VIBRATION MONITORING EQUIPMENT

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive approval to make a direct award to REACTEC for the provision of hand-arm vibration monitoring equipment to minimise operatives' exposure to hand arm vibration and ensure the council's statutory compliance with the Control of Vibration at Work Regulations 2005.

B. RECOMMENDATION

It is recommended that the Council Executive approves a direct award to REACTEC for £53,214, noting the aggregated value of £72,108, which includes a previous award to REACTEC.

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Focusing on our customers' needs, Being honest, open and accountable, Providing equality of opportunities, Making best use of our resources, Working in partnership.
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	Direct awards will be made in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2015.
III	**Implications for Scheme of Delegations to Officers**	None.
IV	**Impact on performance and performance Indicators**	None.
V	**Relevance to Single Outcome Agreement**	None.

VI	**Resources - (Financial, Staffing and Property)**	The Corporate Finance Manager was consulted on budget implications. The Community Benefits lead officer was consulted on community benefits. Consultation with the Health and Safety Team, IT Services, Building Services and Operational Services on the supplies required.
VII	**Consideration at PDSP**	None.
VIII	**Other consultations**	None.

D TERMS OF REPORT

D.1 Background

The Control of Vibration at Work Regulations 2005 places a statutory duty on the council to manage risk associated with operatives' exposure to hand-arm vibration and the potential development of hand-arm vibration syndrome (HAVS). As well as having the duty of care to prevent employees developing HAVS, the council has an additional duty of care to those currently affected, to ensure their condition does not deteriorate.

The current system for monitoring and controlling operatives' exposure to hand-arm vibration is paper based with operatives recording the duration of their exposure to hand-arm vibration during the use of applicable equipment. The current recording system is subjective and relies on operatives accurately recording their "trigger time" exposure.

D.2 Monitoring solution implemented for Building Services

An initial requirement for wrist mounted hand-arm vibration monitoring solution was identified by Building Services in conjunction with the Health and Safety Team and IT Services. A wrist mounted hand-arm vibration monitoring solution is considered superior to an equipment mounted monitor because a wrist monitor measures the vibration on operatives' wrists rather than vibration occurring on the surface of the tool, which is a more accurate measure of the actual impact on the user. A procurement was carried out via a Request For Quotations (RFQ) and the contract was awarded to REACTEC, which was the only bidder able to offer a wrist mounted solution. The contract award value was £18,894. The implementation has been successful and Operational Services now wishes to implement the same hand-arm vibration monitoring solution for its operatives and a quote has been received from REACTEC for £53,214.

D.3 Standardisation of the monitoring solution

A number of benefits have been identified with standardising the approach to hand-arm vibration monitoring and control. The continuation of the same hand-arm vibration solution in Operational Services will standardise the vibration exposure risk management approach across all relevant council services. This will be particularly useful for sharing information, best practice, and where

required, equipment during repair and maintenance phases. A standard operating system will also ensure continuity of performance reporting across both services and promote transferrable knowledge and skills

The standardisation of the REACTEC solution will ensure accurate "trigger times" are recorded and enable real-time monitoring of operatives' exposure during their use of applicable equipment during the working day. This will enable remedial action to be taken quickly where concerns are identified.

D.4 Sustainability Considerations

In accordance with the Community Benefits in Procurement Procedure approved by Council Executive on 4 June 2013, REACTEC will be required to detail any social, economic and environmental benefits provided as part of their offer.

D.5 Budget Implications

The cost identified for the Operational Services' implementation over a five year programme is £53,214. The combined cost of the Building Services' implementation and the prospective Operational Services' implementation is £72,108. Standing Orders for the Regulation of Contracts and the Public Contracts (Scotland) Regulations 2015 require procurement values of similar requirements are aggregated and considered in the context of Standing Orders and the Regulations. While the regulations are not prescriptive for values under the regulated spend threshold for supplies at £164,176, Standing Orders require procurements with a value exceeding £49,999 are tendered.

D.6 Procurement Approach

The aggregated value of hand-arm vibration monitoring equipment for Building Services and Operational Services is £72,108, therefore permission is sought from the Council Executive to make a direct award to REACTEC without further competition to realise the benefits identified and comply with council's statutory duties under the Control of Vibration at Work Regulations 2005.

During the five year contract, the market will be monitored to maintain current knowledge of developing and emerging technologies to ensure the council is in a strong position to re-tender its requirements at the end of the contract.

E. CONCLUSION

It is recommended that the Council Executive approves a direct award of £53,214 to REACTEC for provision of hand-arm vibration monitoring equipment, with an aggregated value of £72,108.

F. BACKGROUND REFERENCES

None.

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Julie Whitelaw
Head of Corporate Services
Date: 20 June 2017

DATA LABEL: PUBLIC

West Lothian Council

COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS – DOMESTIC REMOVALS WITH DELIVERY TO STORAGE

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive's approval to commence tendering procedures for the procurement of a three year contract for a domestic removals service with delivery to storage, employing the evaluation methodology and criteria detailed in the recommendation below.

B. RECOMMENDATION

It is recommended that the Council Executive approves:

1) The use of the Open Procedure whereby all suppliers expressing an interest in the contract will be invited to tender.

2) The award criteria set out in Section D of the report

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Focusing on our customers' needs Being honest, open and accountable Providing equality of opportunities Making best use of our resources Working in partnership
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	Tenders will be issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2015.
III	**Implications for Scheme of Delegations to Officers**	None
IV	**Impact on performance and performance Indicators**	None

V	**Relevance to Single Outcome Agreement**	None
VI	**Resources - (Financial, Staffing and Property)**	Annual expenditure in 2016/17 for Domestic Removals and Storage for West Lothian Council was £ 165,648.
VII	**Consideration at PDSP**	None
VIII	**Other consultations**	The specification has been developed by Housing Services and the Corporate Procurement Unit, who will also participate in the evaluation. The Corporate Finance Manager was consulted on budget implications.

D. TERMS OF REPORT

Background

There is a requirement to provide services to remove and store furniture and personal belongings for council tenants in temporary accommodation.

The proposed contract will supplement the current contract for commercial removals and house to house moves. The proposed contract will be for a period of three years to align with the previously mentioned commercial removals contract and allow the aggregated requirement to be tendered.

In House Capability

There is no in-house capability to accommodate the requirement.

Procurement Approach

The requirement will be advertised in accordance with the European Union Procurement Directives. It is proposed that the Open Procedure is used whereby all suppliers expressing an interest in the contract will be invited to tender.

The following award criteria will be applied at the tender stage:

- Price - 50%
- Quality - 50%

The award criteria are proposed following consultation with the service areas concerned.

The anticipated start date for the contract is 01 August 2017.

Sustainability Considerations

For this contract it is proposed that a generic, non-evaluated Community Benefits clause is used. While this element does not form part of the quality scoring criteria, the council will expect the successful contractor to deliver such benefits as part of the contract and will be monitored as such.

Budget Implications

The cost incurred by West Lothian Council during financial year 2016/17 with the current supplier was £165,647.69.

During tender evaluation, the Corporate Procurement Unit will assess if there are any savings against existing budgets. Related contract expenditure over the contract term of three years is anticipated to be approximately £500,000.00

E. CONCLUSION

It is recommended that the Council Executive approves the application of the evaluation methodology detailed in Section D above for the tendering of the Contract for Domestic Removals with delivery to storage. The procurement of this service will meet the council's requirements over the contract term, deliver best value, enhanced community benefits and ensure a positive experience for users.

F. BACKGROUND REFERENCES

A copy of the specification for this contract is available on request from Corporate Procurement.

Appendices/Attachments: None

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Julie Whitelaw

Head of Corporate Services

Date: 20 June 2017

DATA LABEL: PUBLIC

West Lothian Council

COUNCIL EXECUTIVE

REVISED INFORMATION SECURITY POLICY

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To present a revised Information Security Policy to the Council Executive for approval.

B. RECOMMENDATION

It is recommended that the Council Executive approve the revised Information Security Policy.

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	The Information Security policy supports the legal framework that governs the council's information assets. This is broadly indicated by the following legislation: • Public Records (Scotland) Act 2011 • Data Protection Act 1998 • Freedom of Information (Scotland) Act 2002
III	**Implications for Scheme of Delegations to Officers**	None.
IV	**Impact on performance and performance Indicators**	There will be no impact on existing performance indicators.
V	**Relevance to Single Outcome Agreement**	Improvements in the use and sharing of information supports all outcomes and is particularly relevant to Outcome - 15 "Our public services are high quality, continually improving, efficient and responsive to local people's needs"
VI	**Resources - (Financial, Staffing and Property)**	All activity is financed within existing service budgets and resource allocations.
VII	**Consideration at PDSP**	The revised Information Security Partnership was considered at Policy and Resources Policy development and Scrutiny Panel on 28 April and

	was approved for submission to Council Executive for approval.
VIII Other consultations	Consultation with a wide range of council stakeholders through the Information Management Working Group.

D. TERMS OF REPORT

D1 Background:

The services delivered by the council are becoming increasingly information dependent. Effective management, understanding and sharing of this information can offer service improvements and efficiencies. The council's Policies relating to information management establish principles for the management of the Council's information assets ensuring legal compliance, public confidence and best practice.

The council is required to conduct annual reviews of its policies relating to information management. The policies have been reviewed by the Information Management Working Group and the ICT Programme Board to ensure that they continue to support the council's compliance with statutory requirements, that they take account of modernising and developing business processes.

D2 Information Security Policy

The annual review of the Information Security Policy identified that Cyber Security breaches are an increasing threat to the council's information and data infrastructure. A revision to the current Information Security Policy is presented (Appendix 1) which sets out the security standards and arrangements required to protect council information. The revised policy takes account of the requirement for increased awareness around cyber security and has been updated to ensure that appropriate information management and security policies are referred to. The policy provides a framework for corporate and service based information security guidelines and procedures. A security health check was successfully concluded by the Cabinet Office in August 2016 as part of the Public Services Network (PSN) compliance audit.

D3 Consideration at PDSP

The revised Information Security Partnership was considered at Policy and Resources Policy development and Scrutiny Panel on 28 April and was approved for submission to Council Executive for approval.

E CONCLUSION

The revised Information Security Policy will continue to ensure ongoing compliance with legislation and regulation and provides a framework for the efficient and effective use and sharing of information that will, in turn, support the Councils Corporate Plan and desired outcomes

DATA LABEL: PUBLIC

F BACKGROUND REFERENCES

None

Appendices/Attachments: 1

1. Information Security Policy (Appendix 1)

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Julie Whitelaw, Head of Corporate Services

Date of meeting: 23 May 2017

West Lothian Council

WEST LOTHIAN COUNCIL

INFORMATION SECURITY

POLICY



DATA LABEL: PUBLIC

West Lothian Council

CONTENTS

1. INTRODUCTION 3
2. MAIN OBJECTIVES 3
3. LEGISLATION 4
4. SCOPE 4
5. STANDARDS 4
6. RESPONSIBILITIES 4
7. ASSET MANAGEMENT 7
8. INFORMATION CLASSIFICATION 7
9. PHYSICAL AND ENVIRONMENTAL SECURITY 8
10. USER ACCESS MANAGEMENT 8
11. EQUIPMENT SECURITY 8
12. NETWORK SECURITY MANAGEMENT 9
13. MOBILE COMPUTING AND TELEWORKING 9
14. PUBLICLY AVAILABLE INFORMATION 9
15. EXTERNAL PARTIES 9
16. HUMAN RESOURCES 10
17. DISCIPLINARY PROCESS 10
18. PROTECTION AGAINST MALICIOUS CODE (VIRUSES) 10
19. INFORMATION HANDLING 11
20. EXCHANGE OF INFORMATION/INFORMATION SHARING 11
21. ENCRYPTION (CRYPTOGRAPHIC CONTROLS) 11
22. ELECTRONIC COMMERCE SERVICES AND PCI DSS 11
23. ICT OPERATIONAL MANAGEMENT 11
24. BUSINESS CONTINUITY 12
25. INFORMATION SECURITY INCIDENT MANAGEMENT 12
26. INFORMATION SECURITY POLICY RESPONSIBILITY 13
27. INFORMATION SECURITY WITHIN THE INFORMATION MANAGEMENT WORKING GROUP AND ICT PROGRAMME BOARD 13
28. CYBER SECURITY 14
29. MONITORING AND REPORTING 15
30. REVIEW 15

1. INTRODUCTION

The services delivered by West Lothian Council are becoming increasingly information dependent. Effective management, understanding and sharing of this information can offer service improvements and efficiencies. However, such information is increasingly subject to legislation, Government guidelines, scrutiny, audit, risks and threats.

Information within the Council takes many forms and includes data stored on computers, transmitted across networks, presented on web pages, printed or written on paper, sent by fax, stored on tapes, CDs, DVDs or spoken in conversation or over the telephone.

The potential impact of damage or loss of this information includes disruption to services, risk to citizens, damage to reputation, legal action, personal distress, loss of confidence, and may take considerable time and cost to recover.

The risk of damage or loss is mitigated by applying Information Security controls intended to prevent or minimise the impact of such events.

Information security management within West Lothian Council is concerned with preserving the: Availability (protecting against loss or damage and ensuring maximum uptime and reducing service outages); Confidentiality (ensuring compliance with the Data Protection Act); Integrity (ensuring accuracy and completeness) of information by protecting against unauthorised access or modification.

This policy sets out the overall security principles that apply to information management and all other information security documentation within the Council e.g. Corporate and service based guidelines and procedures.

2. MAIN OBJECTIVES

- To ensure that the Council complies with information related legislation and government guidance.
- To maintain effective but proportionate security controls that are designed to protect information and give confidence to information subjects, owners, users and auditors.
- To ensure that everyone with access to the Council's information systems are aware of information security responsibilities and good practice.
- To ensure that the Council's information assets and associated technologies are protected from all known threats, including internet (cyber) threats on a cost/benefit basis that is relative to the associated risks.
- To ensure that all breaches in information security, actual or suspected are reported, investigated, reviewed and acted upon.

3. LEGISLATION

The Council is obliged to abide by all relevant UK and European Union legislation. The requirement to comply with this legislation shall be devolved to staff and agents of the Council, who may be held personally accountable for any breaches of information security where they are personally responsible. The Council shall comply with the following legislation and other legislation where appropriate:

The Data Protection Act (1998)
The Freedom of Information (Scotland) Act 2002
The Public Records (Scotland) Act 2011
The Computer Misuse Act (1990)
The Copyright, Designs and Patents Act (1998)
The Health & Safety at Work Act (1974)
The Human Rights Act (1998)
The Regulation of Investigatory Powers (Scotland) Act 2000
The Re-Use of Pubic Sector Information Regulations 2005
The Environmental Information (Scotland) Regulation 2004
The Insurance Act 2015

4. SCOPE

The Information Security Policy applies to all employees and Elected Members of West Lothian Council, consultants, contractors, agents and partner organisations provided with authorised access to the Council's equipment, systems, information and paper records.

5. STANDARDS

Information Security Management within West Lothian Council will comply with the British Standard: **BS ISO/IEC 27001:2013**

This standard specifies requirements for establishing, implementing, operating, monitoring, reviewing, maintaining and improving a documented information security management system (ISMS) within the context of the Council's overall business risks. It specifies requirements for the implementation of security controls customised to the needs of the Council. ISO27032 and The Government's Cyber Essentials provide security standards for the Internet (referred to as "Cyberspace" or "Cyber").

6. RESPONSIBILITIES

The Chief Executive and Corporate Management are ultimately responsible for Information Security Management within West Lothian Council:

The Chief Executive is the Senior Information Risk Officer (SIRO) for the council.

Depute Chief Executives and Heads of Service are responsible for:

- ensuring that this policy is communicated to all individuals, including third parties, who are authorised to use information facilities;
- ensuring that information security principles and standards of operation are consistently enforced, in line with the terms of this policy, across all service areas;

- ensuring service-level representation on the Information Management Working Group;
- applying higher level access for staff where it is appropriate for business purposes.

Service Managers

Service Managers are responsible for:

- Information created, held, stored, processed and destroyed in their service;
- Owning and managing risks associated with information, systems and applications in their service;
- ensuring that business continuity plans are in place that covers the loss of information and systems within their service;
- ensuring that appropriate information handling arrangements are in place within their service;
- determining, on the basis of business needs, those staff who require access to information to assist them in the performance of their duties;
- ensuring that appropriate local access controls are in place (e.g. application passwords, lockable storage etc.);
- ensuring appropriate resources for the response/investigation/management/resolution of security incidents in their service areas.

Line Managers

Line Managers are responsible for:

- ensuring that authorised users are given appropriate training and are fully briefed in good practice, legitimate and lawful use of the systems in accordance with the standards set down in this policy;
- new employees are appropriately vetted and made aware of this policy during their induction training;
- ensuring that authorised users are made aware of the possible disciplinary and/or legal consequences of any breach of this policy and any associated procedures or codes of practice;
- reviews are carried out to ensure compliance with the terms of this policy;
- complying with procedures for removing or amending the access rights of their staff who change jobs or leave the Council;
- reporting security incidents to the IT Service Desk;

All authorised users (including Elected Members, staff, consultants, contract and agency staff)

General responsibilities of any and all authorised users:

- comply with the terms of this policy in relation to good practice and legitimate and lawful use of West Lothian Council information systems and physical records;
- manage the security of their own work in accordance with the Council's Data Protection and Information Security Procedures;
- ensure they exercise security (in line with guidelines) of all personal or sensitive information they handle on behalf of West Lothian Council;
- comply with all other guidelines relating to information security including password use, clear desk/clear screen guidelines, anti-virus guidelines, internet and email use policy etc;
- must not circumvent or alter security facilities (such as anti virus software), access control facilities (e.g. network passwords, firewall rules etc.) without prior permission;
- report all suspected cases of misuse/breach of this policy to their line manager;

Business Change/Programme and

Project Managers

- ensuring that information security (including Cyber Security) is specified and included in project plans and contracts;
- ensuring new implementations and timely upgrades to existing information systems are fully risk assessed, tested and that audit arrangements are put in place;
- ensuring that project and corporate Risk Logs are kept up to date with developments;
- ensuring that all external project staff and suppliers are aware of their information security responsibilities during project implementation and ongoing operations.

IT Manager

IT Manager is responsible for:

- maintaining all security issues associated with central systems facilities such as servers, databases, software and network facilities;
- Identify, monitoring, mitigating and managing system and application vulnerabilities and cyber-attacks in conjunction with services, partners and suppliers.
- providing all ICT based security facilities such as firewalls, anti-virus software, intrusion detection, encryption facilities;
- manage and apply baseline security build and configuration for all approved ICT hardware and devices including security patch management;
- maintaining Internet network security, user accounts and filtered user access, and for monitoring and reporting on inventories and access logs;

- providing backup and disaster recovery facilities for systems (as per service's business continuity plans);
- providing backup and disaster recovery as well as business continuity facilities for all central systems including email, internet, electronic file storage, firewalls etc.;
- reviewing the technical, operational and security aspects of this policy, in consultation with Service Units;
- issuing procedural guidance and codes of practice in support of this policy;
- providing evidence and log information for periodic audits, 'code of connection' requirements and security accreditations.

Information Security Officer

- provision, maintenance and review of the Information Security Policy, guidelines and procedures;
- provision of ICT Security training material and online content (for all users);
- provision of advice and assistance in planning on security issues to the Information Working Group, ICT Programme Board and across services, programmes and projects;
- sign-off authority on firewall and network security changes and updates.

7. ASSET MANAGEMENT

- Information Assets e.g. Databases, documents etc. will be identified and managed within the Records Management Policy;
- All ICT and information assets will be clearly identified and included in a central inventory (maintained by IT Services);
- All assets will have an identified 'owner', either Head of Service or IT Services (for central systems);
- The West Lothian Council Software Use Guidelines are available on the Council's intranet;

Additional ICT Asset Management guidelines form part of the Council's Corporate Asset Management Strategy 2013/14-2017/18**.**

8. INFORMATION CLASSIFICATION

All information within West Lothian Council will be identified and classified by the criteria set out in the Council's Records Management Plan, Policy and associated Guidelines. Information will be classified and labelled as per each service's File Plan and the Council's classification scheme. This will ensure that appropriate levels of protection are afforded when handling information. Higher levels of protection will be applied to personal or sensitive information or where there is a specific legal requirement.

In some instances it will be necessary to adopt even higher levels of security where information relates to Central Government Classifications (Official, Secret and Top Secret). Specific arrangements will be put in place for such information.

9. PHYSICAL AND ENVIRONMENTAL SECURITY

Depending upon the function and the nature of use, accommodation that stores information will be equipped with perimeter barriers, walls, gates manned reception desks, CCTV and entry controls. Public areas, deliveries etc. will be isolated from information processing areas.

Offices that deal with personal and/or sensitive information will have entry controls and lockable storage facilities. The above relates to operational offices and to off-site storage facilities.

10. USER ACCESS MANAGEMENT

All users will be granted/revoked access to systems via a formal user registration and de-resignation process. User access will be granted on a role-based, least privilege basis (users will only be granted access to the areas of the network, systems and applications that their job role requires). A Password Management guideline and a Password Management Policy for IT Systems is in place that defines the standards and best practice for ensuring strong passwords. User access rights will be reviewed, monitored and audited on a regular basis (at least annually). User activity will be regularly logged and reviewed for unusual activity.

11. EQUIPMENT SECURITY

In order to mitigate the risks of loss, damage, theft or compromise of equipment and to protect equipment from environmental threats and hazards, and opportunities for unauthorised access:

- Central equipment (servers, network equipment, storage etc.) will be protected from power failures and disruptions caused by failures in supporting services;
- Power and telecommunications cabling shall be protected from interception or damage;
- All equipment shall correctly maintained to ensure correct (specified) operation and uptime;
- Secure disposal of equipment – all items containing storage media shall be checked to ensure that any sensitive data and licensed software has been removed or securely overwritten prior to disposal;
- Security settings and software must not be altered without prior authorisation from IT Services;
- Equipment, information or software shall not be taken off-site without prior authorisation;
- Security shall be applied to off-site equipment taking in to account the different risks of working outside the Council's premises; and
- Specific guidance and procedures will be issued by IT Services.

12. NETWORK SECURITY MANAGEMENT

IT Services will specify, implement manage and maintain central network management facilities e.g. cabling, switches, wireless devices, hubs, firewalls and intrusion detection systems.

IT networks will be protected against internal and external cyber threats and attacks and security controls will be monitored and tested.

Networks will be adequately managed and controlled in order to be protected from threats, and to maintain security for the systems and applications using the network, including information in transit.

Security features, service levels and management requirements of all network services shall be identified and included in any network services agreement, whether these services are provided in-house or by a third party.

Users will only be permitted access to areas of the network they have been specifically authorised to use.

Appropriate authentication methods will be used to control access of remote users.

Automatic equipment identification will be maintained as a means of authenticating connections. Physical and logical access to diagnostic and configuration ports will be controlled. Networks will be segregated to ensure security between groups of users.

Routing controls will be maintained to ensure security of business applications.

All network connections and third party access must comply with this policy and have been approved by IT Services.

Network security will be compliant with the requirements of key external networks e.g. the 'Code-of-Connection' agreements of the 'Janet' and 'PSN' (Public Services Network), SWAN (Scottish Wide Area Network) networks.

13. MOBILE COMPUTING AND TELEWORKING

Mobile working and teleworking will be supported but will also be subject to prior approval and must conform to guidelines and procedures.

The guidelines/procedures include specific and appropriate security measures for the protection from the specific risks of cyber threats, teleworking, mobile computing and communication facilities.

14. PUBLICLY AVAILABLE INFORMATION

The integrity of information being made available on publicly available system (e.g. the Council's Web Site) will be protected to prevent unauthorised modification or loss. Information published on behalf of the Council must follow agreed publishing procedures.

15. EXTERNAL PARTIES

To maintain the security of the Council's information and information processing facilities that are accessed, processed, communicated to or managed by external parties:

- The risks to the organisation's information and information processing facilities from business processes involving external parties shall be identified and appropriate controls implemented before granting access.
- All identified security requirements shall be addressed before giving access to the organisation's information or assets.
- A documented third party access agreement/Data Sharing Agreement will be required of all service providers providing any aspect of information management and must cover all security requirements, including those relating to cyber security.
- Service delivery/Data Sharing agreements will be regularly monitored and reviewed and will cover the security controls and standards required. All services will be reviewed upon significant change or upgrade.

16. HUMAN RESOURCES

Managers will ensure that all staff, contractors and third party users understand their responsibilities with regard to information security. User will be required to sign network access agreements as part of their employment. Line managers must ensure all employees completing appropriate awareness training and regular updates as relevant to their job function. In high risk areas, it will be necessary to conduct screening and background verification checks (conducted by Human Resources). This Information Security Policy forms part of the Council's employment policy framework as referenced in Council contracts of employment. Upon termination of employment line managers must ensure the return of assets and the removal of all access rights.

17. DISCIPLINARY PROCESS

Any misuse of information or information systems will be investigated under the Council's Disciplinary Procedure. Any resulting disciplinary action, and the level of that action, will depend on the extent of misuse identified in each case. However, serious misuse including knowingly accessing or attempting to access systems or information without authorisation, handling security marked information (such as personal information) without regard to guidelines or procedures or deliberately causing security incidents will be treated as gross misconduct in accordance with the Council's Disciplinary Code.

In certain circumstance, breaches of this policy may be deemed unlawful and the individual(s) concerned will become subject to criminal proceedings.

18. PROTECTION AGAINST MALICIOUS CODE (VIRUSES)

A central anti-virus security system will be managed by IT Services. This will include malware and activity relating to cyber-attacks, anti-virus updates, monitoring, alerting and responding. This will include all security patching on central servers and systems as well as PC based antivirus. Users will be required to comply with Anti-virus guidelines and requirements.

19. INFORMATION HANDLING

Information handling will be in strict accordance with the Information Handling Guidelines of West Lothian Council. Local procedures will be in place for all removable media and information in transit. Council information, that is subject to the Data Protection Act (1998), must not be stored or transmitted on USB memory drives, removable drives, CDs and DVDs. Only Council approved methods of information transit will be permitted. Electronic data devices such as Laptops, CDs, Memory Sticks and other removable memory devices must be protected, using council approved encryption methods, from unauthorised disclosure, loss or misuse. High risk areas will be identified, recorded on the council's risk register and additional procedures, staff training and awareness will be applied.

20. EXCHANGE OF INFORMATION/INFORMATION SHARING

Formal guidelines, procedures, protocols and controls must be in place to protect the exchange of information of West Lothian Council and external bodies. Individual exchange/Data Sharing agreements must be in place for each instance. These exchange agreements will detail the Council's information security requirements.

Each service must maintain a register of all information exchanged. This will be recorded in the council's corporate risk register. The management of these risks will be the responsibility of service managers. All channels will be tested and assessed on an annual basis or where a significant change/upgrade occurs.

21. ENCRYPTION (CRYPTOGRAPHIC CONTROLS)

Procedures and guidelines for the use of encryption technologies will be provided by IT Services in order to protect data both in transit and at rest. These controls will be used, reviewed and kept up to date in accordance with all relevant agreements, legislation and regulations.

22. ELECTRONIC COMMERCE SERVICES AND PCI DSS

Information involved in electronic commerce (such as online payments, electronic purchasing etc.) passing over public networks shall be protected from fraudulent activity, contract dispute and unauthorised disclosure and modification. All payment card information processed, stored and transmitted will be in accordance with current PCI DSS standards (Payment Card Industry Data Security Standard). Where such services are provided by a third party, contracted agreements on security requirements must be in place. Service levels will be monitored and audits will be conducted to ensure compliance with the Council's security requirements.

23. ICT OPERATIONAL MANAGEMENT

IT Services will ensure documented operating procedures for all ICT (Information and Communications Technology). This includes network equipment, central servers,

backup facilities, central databases, central storage and web facilities. Such equipment and systems will be subject configuration and change management.

Access and areas of responsibility will be segregated to reduce opportunities for unauthorised or unintentional modification or misuse of the system. System and administrator passwords will be issued on an individual basis and used in a secure manner to maintain least privilege access control. Access to databases, system files/facilities and operating systems will be strictly controlled.

The capacity of these facilities will be managed and optimised – the use of resources shall be monitored, tuned, and projections made of future capacity requirements to ensure required system performance.

Audit logs of activities on servers etc. will be maintained to assist in security monitoring and investigations.

Incidents and system faults will be logged with the IT Service Desk.

Development, Test and operational facilities shall be separated to reduce the risks of unauthorised access. System acceptance criteria will be drawn up to ensure consistent criteria for the testing of new systems/changes/upgrades.

Back-up copies of information, databases, configurations and software shall be taken and tested regularly in accordance with the agreed backup plan.

24. BUSINESS CONTINUITY

Facilities and systems shall be in place to counteract interruptions to business activities and to protect critical business processes from the effects of major failures or disasters and to ensure their timely resumption.

Business continuity plans, procedures and facilities shall be in place for all of the Council's critical systems. This will be in accordance with the Council's risk management practices. A contingency disaster recovery facility is supported by IT Services. This facility provides recovery of critical business activities/systems in the event of a disaster at the Civic Centre.

All backup, business continuity and disaster recovery arrangements will be regularly reviewed and tested in line with Council service Business Continuity Plans.

25. INFORMATION SECURITY INCIDENT MANAGEMENT

All staff, contractors and third party users of information systems and services are required to note and report any observed or suspected security weaknesses in systems or services. All must comply with the subsequent requirements and directives in order to rectify or eliminate the security risk.

Security incidents must be logged with the IT Service Desk who will ensure the timely notification to management and the Information Security Officer.

IT Services will give security incidents priority over normal service work until an agreed and acceptable level of security is restored.

All on-going security risks must be recorded on the council's risk register.

Security incident resolutions will be managed by the Council's Information Security Officer in conjunction with managers and staff in services, as required.

All security incidents will be reported by the IT Service Desk on a monthly basis. The security incident reports will be presented s to the Information Management Working Group and quarterly to the ICT Programme Board.

The Information Security Incident Procedure will be made available to all parties.

26. INFORMATION SECURITY POLICY RESPONSIBILITY

The Head of Corporate Services will serve as the designated officer responsible for ensuring the development, publishing and maintenance of the information security policy and information security management systems within West Lothian Council.

The IT Manager is responsible for the operation, implementation and resourcing of this policy including operational controls, security systems and the provision of evidence in accordance with the ISO27001 standard.

The Information Strategy and Security Manager will serve as the designated officer responsible for administering the Information Security Policy. Appropriate contacts with professional associations and security forums will be maintained (e.g. SocITM Security Group and CISSP – Certified Information Security System Professional Group).

This policy will be subject to regular audit and review by Internal Audit and Audit Scotland.

27. INFORMATION SECURITY WITHIN THE INFORMATION MANAGEMENT WORKING GROUP AND ICT PROGRAMME BOARD

The groups will be kept abreast of Information Security by the Head of Corporate Services. Each Council service will be represented at an appropriate level and may choose to have multiple representatives to suit the services internal structure.

The Group will meet on an annual basis to review and update the Policy.

The group members will meet at two month intervals to review the ongoing implementation and development of the Information Security Policy but specifically:

- To review security incidents
- To approve recommendations of new initiatives relating to Information Security to the corporate management team.
- To review through a process of risk management the Council's exposure to risk, assessing the risks to Council's information assets. A review of the existing risk register together with the inclusion of new risks to Information Security will be

considered. Risks will be rated on the vulnerability of a system, the likelihood of occurrence of the threat and the potential impact to the Council.

- To ensure that the Information Security Policy is adopted by all Council services.
- The group will review the Council's legal, statutory, regulatory and contractual requirements for the Council, its suppliers and appointed third parties.
- The group will review Information Processing strategies to ensure that security is central to the processing of information.
- To find and review methods of continually promoting the education of Information Security throughout the Council.
- To assess the adequacy of the security controls implemented for specific new systems and services.
- On a regular basis, to agree and approve reports to Corporate Management Team regarding information security.

28. CYBER SECURITY

In order to protect council systems and information from internet based (cyber) threats, and crime, IT services will lead on the operation of a 'Cyber Security Strategy' for the council. This strategy will form part of the council's ICT strategy and support service areas in the provision of cost effective online digital services. Clearly defined roles and responsibilities will be assigned to security systems and processes. The strategy will encompass the following:

- **Inventory** – Identification of information, systems, applications and hardware assets most at risk from internet borne threats.
- **Risks** - Are recorded and roles assigned i.e. Business Owner (budget holder), Systems Administrator, IT Manager, Suppliers etc. Risk will be recorded in the council's risk register.
- **Identity Management** – protecting the online identity of council staff and customers though the implementation of effective user access controls and authentication.
- **Threat Analysis and Intelligence** – Identifying the threats to the councils business and systems through network analysis and notifications from internet authorities and reporting forums such as the Cyber-security Information Sharing Partnership (CiSP), Warning Advice and Reporting Point (WARP), Partners and suppliers.
- **Configuration and patch management** – Management of software and updates from suppliers including priority patching where required.
- **Monitoring, Alerting and Reporting** – Monitoring the council's boundary firewalls, internet gateways and other critical systems to ensure early identification, containment and alerting of cyber based vulnerabilities, risks and incidents.

- **Incident Handling and Recovery** – Appropriately resourced response teams to work systematically with internal teams, suppliers, partners, law enforcement agencies and authorities to recover council systems in the event of incidents and attacks.

29. MONITORING AND REPORTING

Monitoring activities will be carried out by services on an annual basis. Compliance must be monitored as part of the statement of compliance of the Council within its Code of Corporate Governance. Where non-compliance to this policy is discovered suitable remedial and long term actions will be implemented to ensure resolution.

30. REVIEW

Date Last Reviewed: March 2017
Date of Next Review: September 2017

DATA LABEL: Public

West Lothian Council

COUNCIL EXECUTIVE

CIVIC CENTRE – ACCOMMODATION ALTERATIONS

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To advise Council Executive of the proposed alterations to accommodation occupied by elected members and their administrative support units.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Considers the proposed alterations to accommodation for elected members and their administrative support units;
2. Considers the proposed temporary accommodation arrangements;
3. Notes the proposed timescales for undertaking alteration works; and
4. Advises on action required by officer.

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Being honest, open and accountable and making best use of our resources.
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	None.
III	**Implications for Scheme of Delegations to Officers**	None.
IV	**Impact on performance and performance Indicators**	None.
V	**Relevance to Single Outcome Agreement**	None.
VI	**Resources - (Financial, Staffing and Property)**	Cost of works will be funded from existing resources.
VII	**Consideration at PDSP**	None.

VIII Other consultations None.

D. TERMS OF REPORT

Following the outcome of the recent council elections the breakdown of councillors based on political parties has altered. As a consequence, changes are required to be made to the existing office accommodation layout which is occupied by councillors and their support units.

The objective is to enable each of the political groups and the independent councillor to continue to be accommodated within the first floor of the Civic Centre in a secure environment. A further consideration has been to minimise construction works timescales and to limit disruption in being undertaken during the summer recess.

Appendix 1 provides an indicative new layout.

Separate temporary accommodation for elected members based on political groups cannot be provided during the works without significant disruption to the day to day operation of the Civic Centre and both council and partners service delivery. It is however, proposed that the following temporary arrangements are implemented during works to enable elected members and the administrative support units to continue to function with as minimal disruption as possible.

- The council chambers will be made available as a temporary “hot desk” facility for elected members to drop in and access e-mails. This will be managed on a booking basis with each political group designated times where their elected members can use the facility; and

- Administrative support teams will require to be temporarily relocated during the works. This will be done on a phased basis using conference room two as decant accommodation.

Following Council Executive consideration of the indicative layout, officers can finalise design detail and commence the appropriate statutory consents, procurement and implementation of the works. The proposed timescales are as follows:

- Approval of proposed layout – 20 June 2017
- Submission of statutory consents – 21 June 2017
- Procurement of works – 21 June 2017 to 3 July 2017
- Works commence – 10 July 2017
- Works complete – 31 July 2017

Whilst some disruption will occur during works, by undertaking these during the summer recess and having temporary arrangements, it is hoped this will be kept to a minimum.

E. CONCLUSION

Layout alterations are required to accommodate each of the political groups and the independent councillor within accommodation that can support their activities whilst recognising the need to minimise disruption. Council Executive is asked to consider an approve actions required to progress this matter.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1 – Proposed Accommodation Layout Alterations.

Contact Person:

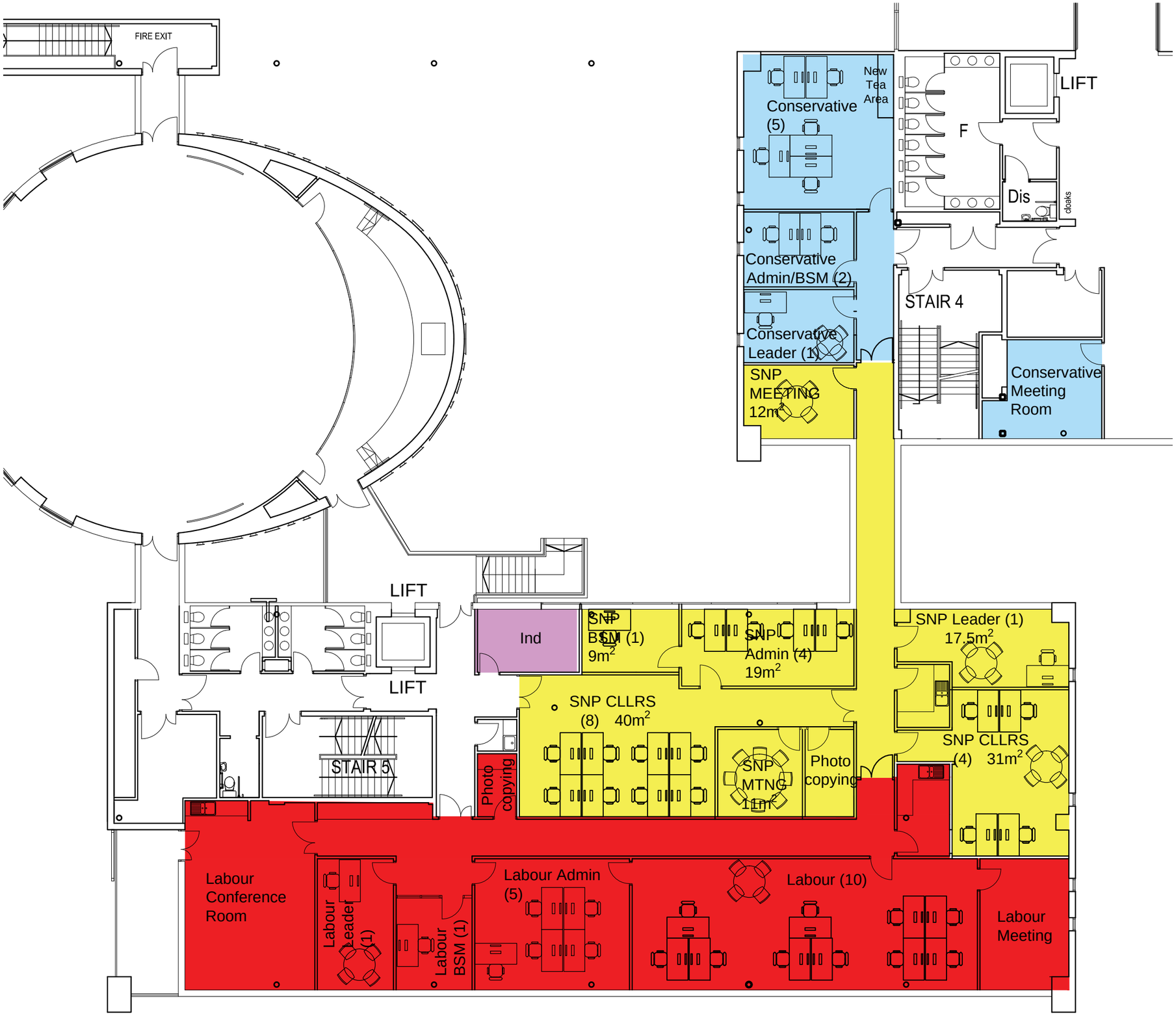
Paul Kettrick, Corporate Estates Manager

e-mail: paul.kettrick@westlothian.gov.uk

Tel: 01506 281826

Donald Forrest, Head of Finance and Property Services

Date of meeting: 20 June 2017



Existing				
	ROOM	Number of Occupants	AREA in m^2	m^2 / person
LABOUR	Leader	1	14.5	14.5
	Cllrs	14	99	7.07
	BSM	1	10	10
	Admin	5	29.5	5.9
	Meeting x 2	2 x	64	
		Total	217	
SNP	Leader	1	12	12
	Cllrs	15	95	6.3
	BSM	1	8.5	8.5
	Admin	3	19.5	6.3
	Meeting		28	
		Total	163	
Independant		1	9.3	9.3
			9.3	
Total			389.3	

Proposed				
	ROOM	Number of Occupants	AREA in m^2	m^2 / person
LABOUR	Leader	1	14.5	14.5
	Cllrs	10	66	6.6
	BSM	1	10	10
	Admin	5	29.5	5.9
	Conference		36	
	Meeting		17	
		Sub Total	173	
SNP	Leader	1	17.5	17.5
	Cllrs	12	71	5.91
	Admin	4	19	4.75
	BSM	1	9	9
	Meeting 1		11	
	Meeting 2		12	
		Sub Total	139.5	
Independant		1	9.3	9.3
		Sub Total	9.3	
Conservative	Leader	1	11.4	11.4
	Cllrs	5	33.25	6.5
	BSM/Admin	1 + 1	12	6
	Meeting	1	15	
		Sub Total	71.65	
		TOTAL	393.45	

APPENDIX 1 - PROPOSED ACCOMMODATION LAYOUT

DATA LABEL: PUBLIC

West Lothian Council

COUNCIL EXECUTIVE

DRAFT 2016/17 GENERAL FUND REVENUE BUDGET OUTTURN

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To provide the Council Executive with a report on the draft outturn for the 2016/17 General Fund Revenue Budget.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Notes the draft revenue budget outturn for 2016/17, as set out in Section D2 of the report;
2. Notes the proposed earmarking of the 2016/17 variance relating to funding received for future spend commitments;
3. Notes the uncommitted general fund balance of £2.075 million is £75,000 in excess of the agreed minimum balance of £2 million;
4. Notes the updated position for council reserves and balances as set out in Section D4 of the report;
5. Approves the submission of the council's 2016/17 Efficiency Statement to COSLA, as set out in Appendix 2.

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Focusing on customer's needs, being honest, open and accountable, making best use of resources, working in partnership.
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	None.
III	**Implications for Scheme of Delegations to Officers**	None.
IV	**Impact on Performance and Performance Indicators**	None.
V	**Relevance to Single Outcome Agreement**	None.
VI	**Resources - (Financial, Staffing and Property)**	The 2016/17 draft revenue outturn is an underspend of £1.811 million of which £1.736 million relates to the timing of receipt of government grant funding. After taking account of earmarked amounts for time limited

investment, school DSM balances and other service commitments, the uncommitted general fund balance as at 31 March 2017 will be £2.075 million.

VII Consideration at PDSP Not applicable.

VIII Consultations Depute Chief Executives and Heads of Service.

D. TERMS OF REPORT

D.1 Introduction

This report sets out the overall financial performance of the General Fund Revenue Budget for 2016/17 and provides information on the outturn position. The proposed allocation of available resources is set out along with the updated position in respect of the General Fund reserves as at 31 March 2017.

D.2 2016/17 General Fund Outturn Position

The table below summarises the position in relation to the draft 2016/17 General Fund outturn.

	2016/17 Budget £'000	**2016/17 Actual £'000**	**Variance £'000**
Schools, Education Support	207,730	207,370	(360)
Planning, Econ. Dev & Regeneration	6,999	5,263	(1,736)
Operational Services	68,160	68,160	0
Housing, Customer & Building	10,796	11,456	660
Corporate Services	17,609	17,609	0
IJB – Adults and Elderly Services	60,584	60,584	0
Non IJB – Children's Services	30,010	30,100	90
Chief Executive, Finance and Property	32,632	32,167	(465)
Joint Boards	1,214	1,214	0
Service Expenditure – Total	**435,734**	**433,923**	**(1,811)**
Non Service Expenditure	8,687	8,687	0
TOTAL EXPENDITURE	**444,421**	**442,610**	**(1,811)**
FUNDING			
Scottish Government Revenue Grant	(306,587)	(306,587)	0
Council Tax	(71,452)	(71,452)	0
TOTAL FUNDING	**(378,039)**	**(378,039)**	**0**
NET OUTTURN POSITION	**66,382**	**64,571**	**(1,811)**

D.3 Summary of 2016/17 Outturn Position

The table above reflects the draft outturn for the year taking account of budget and actual spend adjustments for areas such as insurance, pension and capital financing charges.

The overall budget underspend for 2016/17 is £1.811 million, subject to any changes before finalising submission of the draft annual statement of accounts. This position takes account of staffing costs related to voluntary severance and early retirement which were met within service budgets without any requirement to be funded from the council's Modernisation Fund.

This is consistent with the criteria for utilising the Modernisation Fund for such costs. The position also takes account of all expenditure movements in earmarked general fund reserves including an increase of £2,000 in earmarked school carry forward balances. This brings the accumulated Devolved Schools Management (DSM) reserves balance to £1.060 million.

The previously reported outturn forecast based on the month 9 monitoring was a breakeven position against budget. The change in the 2016/17 budget position since month 9 largely reflects additional funding received from the Scottish Government in March 2017 of £1.736 million to fund investment linked to employability and economic regeneration which will be carried forward to fund expenditure in 2017/18. The remaining underspend available of £75,000 is the net effect of the following movements in a number of demand led areas since the month 9 forecast.

- A more favourable position of breakeven was achieved in Operational Services compared to the £179,000 overspend forecast at month 9. This largely related to the mild winter which resulted in savings within the winter maintenance budget.

- This was partially offset by an overspend of £90,000 in Social Policy Children's services compared to the breakeven forecast. This was due to additional residential school and secure unit placements during the latter part of the financial year.

- There are further significant demand led pressures across social care which include growth in elderly care numbers and requirements and growth in learning disability clients. Further action will be required during 2017/18 to ensure social care risks are managed within available budget resources.

- In addition, the final overspend in homelessness, within Housing, Customer and Building Services, increased by £14,000 to £660,000 compared to the forecast position at month 9. An action plan has been implemented to manage the costs of homelessness on a recurring basis and the progress against this plan will be reviewed on a regular basis during 2017/18.

It will be important that all key demand led areas of the budget are closely monitored during 2017/18 and any overspend risks are highlighted on a timely basis to ensure action can be taken to mitigate pressures.

Non Service Expenditure

A breakeven position was achieved in the overall budget for non-service expenditure.

Funding

Scottish Government Grant funding and council tax income for the year were in line with budget assumptions and a breakeven position was achieved for the year.

Taking account of the draft outturn position for 2016/17 set out above, the proposed allocation of the underspend of £1.811 million is shown below:

	£'000
Draft Outturn Position	(1,811)
Ring-fenced Scottish Gov. funding for Employment & Economic Regeneration	1,736
Remaining Uncommitted Balance	(75)

D.4 General Fund Reserves

For technical accounting and auditing purposes, the overall outturn for the year is a variance of £347,000. This is the position shown in the council's unaudited accounts and Appendix 1 provides a reconciliation of the revenue budget outturn to this figure. The following table takes account of all movements in general fund reserves up to 31 March 2017, taking account of the net variance in 2016/17 of £1.811 million, and 2016/17 expenditure of £2.158 million funded from earmarked general fund balances. Overall, the general fund balance including earmarked amounts decreased by £347,000 in 2016/17.

Taking account of the uncommitted 2016/17 underspend of £75,000, the uncommitted general fund balance is £2.075 million. The agreed minimum balance value is £2 million.

Table 2 - 2016/17 Revenue Budget Outturn – Movement in General Fund Reserves

Description	Balance 1 Apr 2016 £'000	Movement for Year £'000	Balance 31 Mar 2017 £'000
Education – Delegated Schemes	1,058	2	1,060
Energy Efficiency Fund	351	(2)	349
Modernisation Fund	4,372	(608)	3,764
Time Limited Investment	3,988	1,421	5,409
Weather Emergency Fund	1,000	(1,000)	0
Scottish Government Grant	5,198	340	5,538
Support for Local Buses	1,080	(575)	505
TOTAL – EARMARKED BALANCES	**17,047**	**(422)**	**16,625**
Uncommitted Balance	2,000	75	2,075
TOTAL GENERAL FUND BALANCE	**19,047**	**(347)**	**18,700**

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D.5 2016/17 Efficiency Statement

Scottish local authorities are required to provide an annual statement to COSLA each year providing details on budget efficiencies achieved. It should be noted that the Efficiency Statement only includes the element of budget reductions that relate to efficiencies. In 2016/17, the council's budget efficiencies totalled £12.498 million.

Council Executive is asked to approve the proposed 2016/17 Efficiency Statement for submission to COSLA, a copy of which is attached in Appendix 2.

E. CONCLUSION

The overall 2016/17 general fund outturn, taking account of committed underspends, results in an uncommitted general fund balance of £2.075 million which is £75,000 higher than the agreed minimum balance value.

The 2016/17 Efficiency Statement sets out the details of efficiency measures achieved in 2016/17 and Council Executive is asked to approve its submission to COSLA.

F. BACKGROUND REFERENCES

2016/17 General Fund Revenue Budget – Month 9 Monitoring Report by Head of Finance and Estates to Council Executive

Appendices/Attachments: Two

Appendix 1: 2016/17 General Fund Revenue Outturn
Appendix 2: 2016/17 Efficiency Statement

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Donald Forrest
Head of Finance and Property Services
Date: 20 June 2017

Appendix 1

RECONCILIATION OF 2016/17 GENERAL FUND OUTTURN POSITION TO UNAUDITED FINANCIAL STATEMENTS

1. SERVICE EXPENDITURE	2016/17 Budget £'000	2016/17 Actual £'000	2016/17 Variance £'000
Education, Planning & Area Services			
Schools, Education Support	207,730	207,370	(360)
Planning, Economic Development & Regeneration	6,999	5,263	(1,736)
Education, Planning & Area Services - Total	**214,729**	**212,633**	**(2,096)**
Corporate, Operational & Housing Services			
Operational Services	68,160	68,160	0
Housing, Customer & Building Services	10,796	11,456	660
Corporate Services	17,609	17,609	0
Corporate, Operational & Housing Services - Total	**96,565**	**97,225**	**660**
Social Policy			
IJB - Adult and Elderly Services	60,584	60,584	0
Non IJB - Children's Services	30,010	30,100	90
Social Policy - Total	**90,594**	**90,684**	**90**
Chief Executive, Finance & Estates	**32,632**	**32,167**	**(465)**
Joint Boards	1,214	1,214	0
SERVICE EXPENDITURE - TOTAL	**435,734**	**433,923**	**(1,811)**
2. NON SERVICE EXPENDITURE			
Pensions, NDR Relief and Benefit Payments	8,687	8,687	0
TOTAL EXPENDITURE	**444,421**	**442,610**	**(1,811)**
3. FUNDING			
Revenue Support Grant	(306,587)	(306,587)	0
Council Tax	(71,452)	(71,452)	0
TOTAL FUNDING	**(378,039)**	**(378,039)**	**0**
BUDGET OUTTURN	**66,382**	**64,571**	**(1,811)**
MOVEMENT IN RESERVES AND ACCOUNTING ENTRIES			
***YEAR END ACCOUNTING ENTRIES TO RESERVES**	**(66,382)**	**(64,224)**	**2,158**
MOVEMENT IN RESERVES AND ACCOUNTING ENTRIES - TOTAL	**(66,382)**	**(64,224)**	**2,158**
ACCOUNTING OUTTURN	**0**	**347**	**347**

* Relates to insurance, capital financing and pension and other technical accounting entries that under the Code of Practice on Local Authority Accounting need to be included in the council's revenue outturn

CONFIRMATION OF EFFICIENCIES DELIVERED IN 2016/17

1	**Local Authority Name**	West Lothian Council
2	**Total cash efficiency achieved for 2016/17 £'000**	£12.498 million
3	**Summary of efficiency activity** e.g. The main initiatives the local authority has taken over the year to ensure a strategic approach to increased efficiency and productivity and the improvements achieved in these areas. The main information that the local authority uses to assess productivity, service quality and performance and how the scope, usefulness or reliability has been improved during the year. Specific steps the local authority has taken during the year to improve collaboration and joint working to deliver efficient and user-focussed services and the improvements achieved.	The 2016/17 budget efficiencies were developed as part of a medium term financial strategy which incorporates the council's corporate plan and capital and revenue budgets for the five years 2013/14 to 2017/18. The financial strategy is underpinned by eight priorities which were approved in January 2013 and are shared with the West Lothian Community Planning Partnership. The development of the council's medium term financial strategy included consultation with a wide range of stakeholders in Autumn 2012 and 2014. The results of these consultations demonstrated wide spread support for the council's priorities and efficiency measures with over 57,000 comments received by 6,420 respondents over the two consultations. The feedback received was used to inform the council's medium term strategy, including the budget efficiencies for 2016/17. As identified in previous years, the council's ongoing commitment to efficiency has meant that the majority of 'easier to deliver' budget efficiencies have already been achieved. This makes it increasingly more challenging to identify measures that will not adversely impact on service delivery. The council's measures, in addition to the development of a medium term strategy and Corporate Plan priorities, has allowed the council to continue to focus on outcomes. In these circumstances, and following feedback received from the consultations, officers have been innovative about service redesign to ensure that outcomes are not compromised and the council continues to deliver the agreed priorities. The key efficiency areas pursued in 2016/17 included: • New models of service delivery and provision • Service restructures and workforce management measures • Revision of certain discretionary charges in line with other local providers and public bodies • Modernisation and more effective deployment of assets • Integration of service delivery internally and with other partners • Energy efficiency measures • Revised procurement contract terms, conditions and prices

4	**Breakdown of efficiency saving by Procurement, Shared Services or Asset Management £'000** (only where relevant – not all efficiencies will fall into these categories, so the figures here do not have to match the overall total)	Procurement = £570,000
		Shared Services = £2,920,000
		Asset Management = £1,648,000
5	**Evidence**: What performance measures and/or quality indicators are used to ensure that efficiencies were achieved without any detriment to services?	The 2016/17 results in relation to performance and customer satisfaction from the council's self evaluation model, key performance indicators in the performance management system, external audit reviews and governance inspections provide a substantial volume of evidence that the council's performance was either maintained or improved across the full range of council services.

Signed ……..……..……..…… (Graham Hope, Chief Executive)

Signed ……..……..……..…… (Cllr Lawrence Fitzpatrick, Council Leader)

Date:

DATA LABEL: PUBLIC

West Lothian Council

COUNCIL EXECUTIVE

GENERAL SERVICES CAPITAL PROGRAMME 2017/18

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To enable the Council Executive to agree an updated General Services capital programme for 2017/18.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. Approves the updated capital programme for 2017/18, as set out in appendix 1 of the report;
2. Approves the capital funding for 2017/18, as set out in section 4 of the report.

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Focusing on our customers' needs, being honest, open and accountable, making best use of our resources, working in partnership.
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	The council's General Services capital programme is managed within the stringent requirements set out in the Prudential Code. Expenditure has been in compliance with the council's Best Value Framework, approved on 10 June 2014, aimed at ensuring compliance with the provisions contained within the Local Government in Scotland Act 2003.
III	**Implications for Scheme of Delegations to Officers**	None.
IV	**Impact on performance and performance Indicators**	Effective capital implementation is vital to service performance.
V	**Relevance to Single Outcome Agreement**	None.
VI	**Resources - (Financial, Staffing and Property)**	Capital budgets for 2017/18 total £48.420 million.
VII	**Consideration at PDSP**	Asset Lead Officers will provide asset performance reports to relevant Policy Development and Scrutiny Panels (PDSP's).

VIII Other consultations Depute Chief Executives, Heads of Service and Asset Lead Officers.

D. TERMS OF REPORT

D.1 Background

The Council, on 29 January 2013, approved a five year asset management and General Services capital programme for 2013/14 to 2017/18. Block budgets were allocated to specific projects at this time for 2013/14 and 2014/15. The remaining block budgets were allocated to specific projects for the period 2015/16 to 2017/18 and approved by Council Executive in April 2014 following Local Area Committee (LAC) consultation. This report sets out capital budgets for 2017/18, taking account of latest circumstances, as well as advising of the 2016/17 outturn.

D.2 2016/17 Capital Outturn

The approved capital budget for 2016/17 was £63.296 million. The final outturn position was £69.608 million as shown in the table below with accelerated spend of £6.312 million.

Asset Type	**2016/17 Budget £'000**	**2016/17 Actual Spend £'000**	**2016/17 Actual Variance £'000**
Property	44,206	50,249	6,043
Roads	11,034	8,231	(2,803)
Open Space	6,039	5,214	(825)
ICT	6,017	5,914	(103)
Overprogramming	(4,000)	0	4,000
Total Expenditure	**63,296**	**69,608**	**6,312**

The expenditure incurred in 2016/17 equates to 110% of the approved budget which demonstrates excellent progress in delivering capital investment.

D.3 Updated Capital Programme – 2017/18

The capital programme has now been updated to take account of the 2016/17 outturn and latest circumstances. A budget update exercise was undertaken as part of the capital planning process with asset lead officers ensuring that project phasing is realistic and achievable. Total proposed General Services capital investment for 2017/18 is £48.420 million with details provided in Appendix 1. The appendix also includes committed investment for 2018/19 and future years. The proposed investment by asset category is as follows:

Asset Category	**2017/18 Proposed Budget £'000**
Property Assets	21,152
Roads and Related Assets	15,742
Open Space Assets	4,492
ICT Assets	7,034
Total	**48,420**

The proposed budgets take into consideration detailed asset conditions surveys and projected expenditure levels. Key items within each asset category are summarised as follows:

Property Assets

As a result of improved resource deployment, a number of planned improvements progressed more quickly than anticipated during 2016/17, these included:

- Toronto Primary School – renovation, asbestos removal, minor works and the installation of new fencing. These works were completed towards the end of 2016.
- Housing with Care - bathroom and kitchen replacements.
- Deans Primary School –initial mechanical and electrical improvements originally programmed for 2017/18 were undertaken during 2016/17.

The planned improvement budget has been managed to cover cost pressures arising from additional planned improvements, ensuring that property assets are maintained in accordance with sound asset management principles. Following successful works in 2016/17 to improve home economics classrooms in Linlithgow Academy, a further phase of improvements to the science classrooms is to be undertaken during 2017/18.

Additional planned improvements required in 2017/18 include; a replacement roof and external works at St Kentigern's Academy, and the commencement of planning and design for planned improvements at East Calder and Peel Primary Schools. Both of these primary schools are currently rated as satisfactory but any further deterioration could result in them being re-graded as category "C" (poor).

Significant progress is being made to deliver partnership centres in West Lothian, with work at Linlithgow and East Calder partnership centres due for completion in July and October 2017 respectively.

The main construction works for West Calder High School are progressing well with phase one of the ground engineering works, foundations, initial utilities diversions and installations all completed. The project remains on target with planned timescales for completion forecast for June 2018 with pupils attending from August 2018.

Work on the new Whitehill Service Centre is proceeding well with the building contract due for completion by the end of August 2017.

A second extension to the Holy Family/ Winchburgh primary school, which will provide a new self-contained 60/60 capacity nursery, will commence in 2017/18. This extension will enable existing classrooms currently used for nursery accommodation to be used for primary education, resulting in a combined school accommodation of 16 classes. The extension is required for April 2018 to meet the terms of the planning obligation and to ensure that the relevant school capacity is in place for August 2018. The cost of the providing the extension is fully funded through developer contributions.

Roads and Related Assets

Detailed asset condition surveys have been undertaken, along with analysis of road and footpath condition statistics. Investment in roads and other related assets is aimed at maintaining key infrastructure assets based on the condition survey data.

While budgets have been based on previous condition surveys, circumstances do change, resulting in a number of projects being reprioritised within existing budgets to ensure the assets are maintained and meet infrastructure requirements. On that basis it is proposed that three new surface dressing projects are progressed in 2017/18 (A779 Starlaw Road, A904 West of Newton and C21 Dechmont Hill Road). In addition, it is proposed that playground works are undertaken at Parkhead and St Nicholas' Primary Schools.

Open Space Assets

Planning conditions associated with Eastfield Road housing development require the reinstatement of Eastfield Park as a Neighbourhood Park. Developer contributions totalling £140,000 are available for this project with the balance of investment being delivered through reprioritisation of council open space budgets. The project will incorporate a new grass pitch, replacement fencing, resurfacing of the car park and the provision of recreational activities such as play or fitness facilities.

ICT Assets

Contracts for the council's integrated HR and Payroll system, the SWIFT system used by Social Policy and Workspace Manager are all due to expire within the next three years. Feasibility studies will be required during 2017/18 to ensure cost effective solutions are identified and in place before the various contracts expire.

D.4 Updated Capital Resources - 2017/18

To fund the General Services capital investment there are various sources of projected funding as follows:

Revised Funding Source	**2017/18 £'000**
Borrowing	6,382
General Capital Grant	15,630
Other Grants and Contributions	17,008
Capital Receipts	5,400
Overprogramming	4,000
Total Resources	**48,420**

In overall terms, I would assess that the revised resource projections are achievable. Other contributions include application of the council's Capital Fund, developer contributions and specific grants from other bodies.

The capital budget for 2017/18 includes £4 million of overprogramming. Given the risks inherent within a budget made up of a significant number of individual projects, this level of overprogramming is considered realistic. Resources will continue to be carefully monitored and updates provided in line with reporting requirements.

D.5 Corporate Asset Management

The Corporate Asset Management Strategy was agreed by the Council in January 2013. Asset management provides appropriate structures and governance arrangements to ensure the council's assets are utilised appropriately in support of service delivery. In the current financial climate, it is important that resources are prioritised in order to ensure investment has the most positive impact for the local community. The Corporate Asset Management Plan helps to demonstrate best value, continuous improvement, sound performance management, partnership working and sustainable development.

In line with agreed procedures, performance reports for each asset category will be submitted to the relevant PDSP on an annual basis.

D.6 Other Factors to be taken into Account

The Prudential Code requires the council to take account of a number of factors when agreeing capital spending plans. In overall terms I would assess the capital budget for 2017/18 as being affordable. The revenue implications are incorporated within agreed revenue budgets and loan charge projections continue to indicate plans are prudent, affordable and sustainable. All aspects of the programme are geared to securing Best

Value however it may be necessary, on occasion, to re-phase budgets for operational reasons or to ensure best value.

The Capital and Asset Management Board continues to coordinate operational work on capital planning and asset management at officer level. Officers will manage risk and uncertainties via ongoing monitoring and control arrangements. This ensures focus is on delivery of the capital programme within approved budgets and timescales.

D.7 Future Capital Programme

As agreed at full council on 20 February 2017, work is underway in developing a new ten year capital programme. An updated Corporate Asset Management Strategy and Asset Management Plans will be prepared in conjunction with the new ten year capital programme. The future capital programme will take a longer term approach to asset investment and planning and will be part of the council's medium term approach to corporate and financial planning. Further reports will be presented to elected members in due course on proposals.

E. CONCLUSION

This report sets out the updated capital investment programme for 2017/18. Approval of the revised programme will allow the ongoing implementation of the capital plan to proceed resulting in significant improvements to services provided by the council and to the overall asset infrastructure throughout West Lothian.

F. BACKGROUND REFERENCES

Asset Management and General Services Capital Programme 2013/14 to 2017/18 – Report by Head of Finance and Estates to West Lothian Council on 29 January 2013

General Services Capital Programme 2017/18 – Report by Head of Finance and Property Services to West Lothian Council on 20 February 2017

General Services Capital Programme Update – Report by Head of Finance and Property Services to Council Executive on 28 March 2017

Appendices/Attachments:
Appendix 1 – General Services Capital Plan 2017/18

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Donald Forrest
Head of Finance and Property Services
20 June 2017

DATA LABEL: PUBLIC

GENERAL SERVICES CAPITAL PLAN - 2017/18

Asset Type	2017/18 £'000	2018/19 & Future Years £'000
Property Assets		
Planned Improvements and Statutory Compliance	3,428	164
Property Projects	17,724	19,308
Property Assets - Total	**21,152**	**19,472**
Roads and Related Assets		
Roads and Footways	5,699	0
Flood Prevention and Drainage	1,308	4,127
Road Lighting	2,731	0
Structures and Transportation	3,981	2,482
Town Centres and Villages Improvement Fund	2,023	0
Roads, Structures, Lighting and Water Related Assets - Total	**15,742**	**6,609**
Open Space Assets		
Open Space and Sports Facility Projects	1,490	167
Open Space and Sports Facility Planned Improvements	1,453	0
Open Space Parks Drainage	54	0
Children's Play Areas	506	0
Synthetic Turf Pitches	891	0
Cemeteries	98	0
Open Space Assets - Total	**4,492**	**167**
ICT Assets		
Corporate and Modernisation	5,324	196
School Specific Spend	1,710	0
ICT Assets - Total	**7,034**	**196**
CAPITAL PLAN - TOTAL	**48,420**	**26,444**

PROPERTY ASSETS - CAPITAL BUDGET 2017/18

	2017/18 £'000	2018/19 & Future Years £'000
Planned Improvements and Statutory Compliance		
Schools Planned Improvements		
Nursery Schools		
Internal Improvements and Minor Works	5	0
Nursery Schools - Total	**5**	**0**
Primary Schools		
Addiewell/St Thomas Primary School - electric heating (school only)	55	0
Armadale Primary School - Entrance	6	0
Deans Primary School - lighting, windows and external works	30	30
Dedridge Primary School - Feasibility Work for rennovation including toilets, roof, windows, M&E etc	10	54
East Calder Primary School Feasibility Works	30	20
Howden St Andrew's Primary School - roof, roughcast, ceilings, porch	100	0
Internal Improvements and Minor Works - Primary Schools	50	0
Mid Calder Primary School - roof, lighting (fittings)	49	0
Our Lady of Lourdes Primary School, Blackburn - External works, next phase toilets and reception	50	0
Peel Primary School Feasibility Works	10	40
St Anthony's Primary School, Armadale - toilets	25	0
St Joseph's Primary School, Whitburn - Brickworks and drainage	30	0
St Nicholas' Primary School, Broxburn - roof	40	0
Toronto Primary School - asbestos removal and ceilings	100	0
Whitdale Primary School - ceiling tiles inc lighting, class 4, corridor, stairwell, roof	15	0
Primary Schools - Total	**600**	**144**
Secondary Schools		
Decoration/Floorcovering Programme - common areas and halls	10	0
Internal Improvements & Minor Works - Secondary Schools	20	0
Inveralmond CHS - internal improvements	5	0
Linlithgow Academy - Science Classrooms	200	0
St Kentigern's Academy - roof and external works	276	0
Secondary Schools - Total	**511**	**0**
Special Schools		
Decoration/Floorcovering Programme - common areas and halls	20	0
Internal Improvements and Minor Works - Special Schools	10	0
Pinewood - roof and internal works	10	0
Special Schools - Total	**40**	**0**
School Estate Wide Improvements (Kitchens)	50	0
Schools Planned Improvements - Total	**1,206**	**144**

PROPERTY ASSETS - CAPITAL BUDGET 2017/18

	2017/18 £'000	2018/19 & Future Years £'000
Operational Buildings Planned Improvements		
Care Homes		
Bathroom Upgrade Programme (Limecroft and Whitdale)	50	0
Care Homes - Decoration and Floor Coverings	10	0
Care Homes Minor Improvements	60	0
Care Homes - Total	**120**	**0**
Cemeteries - Boundary Walls	40	0
Community Centre & Halls		
Craig Inn Community Centre - roof	6	0
Decoration/Floorcovering Programme	20	0
Internal Improvements and Minor Works	5	0
Lanthorn Community Centre - roof and render	200	0
Old Town Centre Broxburn	0	20
Community Centre & Halls - Total	**231**	**20**
Country Parks		
Country Parks Minor Improvements	3	0
Country Parks - Total	**3**	**0**
Partnership Centres		
Fauldhouse Partnership Centre - Roof Feasibility	12	0
Internal Improvements and Minor Works	5	0
Partnership Centres - Total	**17**	**0**
Youth Residential Units		
Newlands House, Bathgate - roof works	23	0
Internal decoration	15	0
Youth Residential Units - Total	**38**	**0**
Social Policy		
Housing with Care - Bathrooms & Kitchens	50	0
Social Policy - Total	**50**	**0**
Miscellaneous		
Almond Valley Heritage Trust Grant	20	0
Museums General Improvements and Repairs to Artworks	8	0
Operational Property Minor Works	5	0
Painterwork	5	0
West Lothian Leisure (WLL) Landlords Service Leased Maintenance	100	0
Miscellaneous - Total	**138**	**0**
Operational Buildings Planned Improvements - Total	**637**	**20**
Operational Offices Planned Improvements		
Whitburn Area Office - lintels	10	0
Operational Offices Planned Improvements - Total	**10**	**0**
Tenanted Non Residential Properties Planned Maintenance	150	0
Planned Improvements Total	**2,003**	**164**

PROPERTY ASSETS - CAPITAL BUDGET 2017/18

	2017/18 £'000	2018/19 & Future Years £'000
General Statutory Compliance		
Accessibility Works	400	0
Asbestos Management	150	0
Automatic Doors & Roller Shutter Doors Servicing	40	0
Boundary Walls and Fences Compliance	20	0
Building Warrant Works School Estate	15	0
Chimney Safety Inspections and Lightning Protection	25	0
Control of Legionella	75	0
Door Access Systems	50	0
Ductwork	50	0
Electricity at Work	50	0
Fire Alarm Upgrade Programme	40	0
Fire Precautions	300	0
Gas Network Safety	15	0
Hazardous Substances Detection	20	0
Intruder Alarm Upgrade Programme	30	0
Lath and Plaster Ceilings	20	0
Lift Upgrade Programme	10	0
Pressure Vessels	30	0
Rainwater Goods and Drainage	25	0
School Window Replacement Programme	50	0
Water Quality and Hydrants	10	0
General Statutory Compliance Total	**1,425**	**0**
Planned Improvements and Statutory Compliance Total	**3,428**	**164**

PROPERTY ASSETS - CAPITAL BUDGET 2017/18

	2017/18 £'000	2018/19 & Future Years £'000
Property Projects		
Schools		
Schools General Projects		
Additional Support Needs Review (Pinewood)	0	100
Bathgate Academy School Capacity	0	1,340
Blackridge Primary School	5	0
Boghall Primary School - Nursery Extension	572	0
Deans CHS - New Nursery	25	0
Broxburn Primary School Hall	180	0
Carmondean Primary School Hall	25	0
Peel Primary School Hall	155	0
Howden St Andrew's School Improvements	100	0
Mid Calder Nursery Replacement	450	0
Renewables (School Estate)	100	0
Riverside Primary School - Nursery Reconfiguration and New Entrance	0	50
School Estate Feasibilities Assessments	25	0
St Mary's Primary School Bathgate Sports Provision	600	0
Torphichen Primary School - Extension & Improvements	800	0
Torphichen Primary School - New Nursery	314	0
West Calder High School	484	1,300
West Calder High School - Inspired Learning	100	0
Schools General Projects - Total	**3,935**	**2,790**
Schools Projects - Developer Funded		
Armadale Primary School Temporary Units	0	36
Broxburn Primary School Multi Use Games Area (MUGA)	46	0
East Calder Primary School Capacity Alterations	0	250
Livingston Village Primary School Capacity Extension	0	700
Misc Schools Feasibility Projects	100	400
New Primary School, South Armadale, Phase 1	100	0
Parkhead Primary School, West Calder - Capacity	0	787
Pumpherston and Uphall Station Primary School - Capacity	10	1,729
St Anthony's Primary School, Armadale, Phase 2 Extension Hall and Classroom	379	90
St Paul's Primary School, East Calder, Phase 1 Extension and Footpath	10	99
Winchburgh Secondary School Feasibility	74	0
Winchburgh/ Holy Family PS - Phase 4 - Two Class Extension & Nursery	375	375
Schools Projects - Developer Funded - Total	**1,094**	**4,466**
Schools Total	**5,029**	**7,256**
Operational Buildings and Depot Modernisation		
Armadale Partnership Centre	100	841
Beecraigs Visitor Centre	30	0
Blackburn Partnership Centre - WLC IT, Furniture, Moves and Demolition	400	0
East Calder Park Upgrade	0	95
East Calder Partnership Centre	1,500	300
General Operational Buildings Feasibilities and Design	25	0
Kirknewton Changing Pavilion	250	67
Kirknewton Development Trust Site Remediation	72	0
Linlithgow Partnership Centre	850	0
Outdoor Changing Pavilions - Armadale	5	0
Uphall King George V Changing Pavilion	0	170
Watson Park Pavilion - Armadale	0	947
Whitburn Partnership Centre	50	4,900
Whitehill Service Centre	8,403	1,000
Winchburgh Community Facilities	0	900
Operational Buildings Projects - Total	**11,685**	**9,220**
Energy Savings Investment - Biomass, Renewables & Other Investments		
Energy Saving Investment including Renewables	400	0
General Energy Saving Projects and Feasibilities	200	2,236
Energy Savings Investment - Biomass, Renewables & Other Investments - Total	**600**	**2,236**

PROPERTY ASSETS - CAPITAL BUDGET 2017/18

	2017/18 £'000	2018/19 & Future Years £'000
Miscellaneous Projects		
Asset Management System	30	60
Craigsfarm Community Asset Transfer	50	0
Dangerous and Defective Buildings	0	404
Mill Centre Blackburn Reconfiguration	0	132
Miscellaneous Projects Feasibilities	20	0
Xcite Capital Investment (Prudential)	180	0
Xcite Capital Investment Broxburn	130	0
Miscellaneous Projects - Total	**410**	**596**
Property Projects Total	**17,724**	**19,308**
TOTAL PROPERTY ASSETS	**21,152**	**19,472**

ROADS AND RELATED ASSETS - CAPITAL BUDGET 2017/18

	2017/18 £'000	2018/19 & Future Years £'000
Roads and Footways		
A Class Roads - Backlog and Lifecycle Investment		
A70 The Beeches (Two Areas)	135	0
A706 Manse Road from the Cross South	68	0
A779 Starlaw Road	88	0
A800 Drehorn Cottage	19	0
A899 Livingston Road	29	0
A899 Main Street Broxburn	31	0
A904 West of Newton	40	0
A Class Roads - Backlog and Lifecycle Investment - Total	**410**	**0**
B Class Roads - Backlog and Lifecycle Investment		
B7002 Whitburn Road, Bathgate	77	0
B7008 at X C24	189	0
B7008 Harburn	74	0
B7015 Bents	58	0
B7015 From Junction with Rosebank Road to Simpson Parkway	63	0
B7031 Kirknewton	44	0
B8020 Beatlie Road	49	0
B8020 Niddry Road (Two Areas)	60	0
B8028 Strathloanhead	70	0
B Class Roads - Backlog and Lifecycle Investment - Total	**684**	**0**
C Class Roads - Backlog and Lifecycle Investment		
C14 Near Bridgecastle House	35	0
C19 Faucheldean (Two Areas)	86	0
C21 Dechmont Hill Road	125	0
C24 West from B7008	133	0
C26 West Calder to B7015	164	0
C8 North of Blackridge	22	0
C9 Bangour Farm Cottages	135	0
C9 Mounteerie	47	0
C Class Roads - Backlog and Lifecycle Investment - Total	**747**	**0**

ROADS AND RELATED ASSETS - CAPITAL BUDGET 2017/18

	2017/18 £'000	2018/19 & Future Years £'000
U Class Roads - Backlog and Lifecycle Investment		
Avontoun Park, Linlithgow	20	0
Baird Road, Armadale	22	0
Blyth Road, Broxburn	26	0
Burns Avenue, Armadale	21	0
Drove Road, Armadale	32	0
Heather Park, Seafield	27	0
Irvine Crescent, Bathgate	31	0
Preston Crescent, Linlithgow	35	0
Shaw Avenue, Armadale	23	0
Stewartfield Road, Broxburn	21	0
The Glebe, West Calder	22	0
The Green, Bathgate	15	0
U12 Bathgate to Armadale	20	0
U15 Beecraigs	44	0
U15 Beecraigs Carpark	25	0
U15 Beecraigs Sawmill	34	0
U15 Blackcraig Farm	19	0
U15 South Mains Farm	21	0
U15 South of Beecraigs Sawmill	41	0
U16 Kingscavil	29	0
U18 Junction B8020 Braeview	25	0
U18 Winchburgh at Canal	15	0
U29 at Station House Harburn	25	0
U29 Broadshaw Harburn	34	0
U29 Skivo	68	0
U31 Humbie Holdings	19	0
U31 Knowetop	21	0
U31 Knowetop, Kirknewton	19	0
U32 Leyden Road	28	0
U32 Leyden Road, Latch Farm Cottage	42	0
U32 Leyden Road, Ormiston Farm	29	0
U34 Morton Road	68	0
U34 Morton Road, Corston	30	0
U34 Morton Road, Over Rail Bridge	64	0
U38 Blackhall, Harburn	29	0
U38 Camilty Near Blackhall Farm	27	0
U38 Harburn	30	0
U38 Junction C24	28	0
U38 Sawmill Cottage, Harburn	41	0
West Burnside, Broxburn	23	0
U Class Roads - Backlog and Lifecycle Investment - Total	**1,193**	**0**

ROADS AND RELATED ASSETS - CAPITAL BUDGET 2017/18

	2017/18 £'000	2018/19 & Future Years £'000
Non Adopted Roads and Footways		
Armadale PS, Armadale - School Playground	45	0
Balbardie PS, Bathgate - School Playground	61	0
Deans PS, Livingston - School Playground	18	0
East Calder PS, East Calder - School Playground	23	0
Eastertoun PS, Armadale - School Playground	24	0
Inveralmond Community High - School Playground	79	0
James Young High - School Playground	79	0
Knightsridge PS, Livingston - School Playground	63	0
Linlithgow Academy - School Playground	79	0
Mid Calder PS, Mid Calder - School Playground	49	0
Non Adopted Roads and Footways General	40	0
Our Lady's PS, Stoneyburn - School Playground	52	0
Parkhead Primary School - School Playground	60	0
Riverside PS, East Livingston - School Playground	32	0
Seafield PS, Seafield - School Playground	23	0
St Anthony's PS, Armadale - School Playground	23	0
St Joseph's PS, Whitburn - School Playground	21	0
St Kentigern's Academy - School Playground	79	0
St Margaret's Academy - School Playground	79	0
St Nicholas PS, Uphall - School Playground	20	0
Toronto PS, Livingston - School Playground	15	0
Westfield PS, Westfield - School Playground	14	0
Non Adopted Roads and Footways - Total	**978**	**0**
Adopted Footways - Backlog and Lifecycle Investment		
Addiewell - Various Locations	8	0
Blackburn - Various Locations	24	0
Blackridge - Various Locations	47	0
Boghall - Various Locations	19	0
Breich - Various Locations	115	0
Craigshill - Various Locations	43	0
Deans - Various Locations	34	0
Fauldhouse - Various Locations	35	0
Houston Industrial Estate	48	0
Howden - Various Locations	11	0
Kirknewton - Braekirk Avenue	13	0
Ladywell - Various Locations	14	0
Linlithgow - Various Locations	41	0
Livingston Village - Millfield	3	0
Longridge - Various Locations	58	0
Polbeth - Various Locations	23	0
West Calder - Various Locations	19	0
Westfield/Bridgehouse - Various Locations	73	0
Westwood View, West Calder	60	0
Whitehill Industrial Estate	172	0
Winchburgh - Various Locations	46	0
Adopted Footways - Backlog and Lifecycle Investment - Total	**906**	**0**

ROADS AND RELATED ASSETS - CAPITAL BUDGET 2017/18

	2017/18 £'000	2018/19 & Future Years £'000
Roads Projects		
Accessibility Schemes	155	0
Blackridge Primary School Lighted Pedestrian Crossing	40	0
Car Park Upgrade Pumpherston	100	0
Handrail for Steps, Boghall	5	0
Maintenance of Coloured Textured Surfaces	131	0
Pedestrian Crossing Main Street, Longridge	35	0
Pedestrian Guardrails	23	0
Replacement Steps Meadowhead Terrace, Addiewell	20	0
Resurface Crosshill Drive, Bathgate	80	0
Roads and Footways General Feasibilities	80	0
Safety Fences	72	0
Widen Housing Estate Road Raisiehill, Breich	40	0
Roads Projects - Total	**781**	**0**
Roads and Footways Total	**5,699**	**0**
Flood Prevention and Drainage		
Almond Barriers	273	873
Bathgate Watercourse Restoration	100	1,900
Broxburn Flood Prevention Scheme	235	936
Local Flood Risk Management Plan Studies	165	0
Reservoir Safety Compliance - Beecraigs Reservoir	80	170
Risk Management (Scotland) Act Investment	455	248
Flood Prevention and Drainage - Total	**1,308**	**4,127**
Road Lighting		
Bells Burn / Huntburn / Carseknowe (Linlithgow)	130	0
Birniehill/ Morrisons - New lighting on cycle path	65	0
Deans North Road (Livingston)	165	0
Deanswood Park (Deans, Livingston)	250	0
Granby Avenue (Howden, Livingston)	250	0
Huron Avenue (Howden, Livingston)	25	0
Kirk Rd / Marjoribanks St (Bathgate)	140	0
Kirkton North Road (Livingston Village)	170	0
LED Streetlighting	1,231	0
Minor Works	60	0
Road Lighting General Feasibilities	50	0
Road Traffic Signs	111	0
Slow Down LED Sign, Greenrigg	5	0
Traffic Signals	79	0
Road Lighting - Total	**2,731**	**0**
Road Safety		
Cycling, Walking and Safer Streets	958	0
Road Casualty Reduction Schemes	256	0
School Travel Schemes	20	0
Road Safety - Total	**1,234**	**0**

ROADS AND RELATED ASSETS - CAPITAL BUDGET 2017/18

	2017/18 £'000	2018/19 & Future Years £'000
Traffic Management		
A801 Dualling	60	0
Active and Sustainable Travel Infrastructure Improvements	381	0
Bus Passenger Infrastructure	3	0
Cappers Bridge Footpath	54	0
Disabled Parking Act Implementation	40	0
Linlithgow Parking Strategy	24	0
Traffic Management - Total	**562**	**0**
Structures		
Adopted Bridges - Assessment and Strengthening of Weak Bridges		
Kinnenhill Bridge Strengthening	30	202
Adopted Bridges - Assessment and Strengthening of Weak Bridges - Total	**30**	**202**
Adopted and Non Adopted Bridges - Backlog and Lifecycle Investment		
Almond Valley Bridge	500	0
Bathgate Branch Railway Bridge	330	0
Black Bridge	10	0
Brunton Farm Bridge	15	0
Cleuchbrae Bridge (West Calder)	30	0
Cross Bridge	20	0
Cuthill Bridge	262	0
Drumcross Bridge	5	0
Easter Foulshiels Bridge	10	0
Easter Longridge Bridge	5	0
Easton Culvert	7	0
Guildiehaugh Railway Bridge (Bathgate)	326	0
New Farm Bridge	15	0
Retaining Walls	69	0
Riccarton Bridge	32	0
Skolieburn Bridge	220	2,280
Strathloanhead Culvert	9	0
Structures General Feasibilities	80	0
Underpass Refurbishment (various locations in Livingston)	210	0
Adopted and Non Adopted Bridges - Backlog and Lifecycle Investment - Total	**2,155**	**2,280**
Structures - Total	**2,185**	**2,482**
Town Centres and Villages		
Armadale Town Centre	168	0
Bathgate Town Centre	291	0
Broxburn/Uphall Town Centre	222	0
Linlithgow Town Centre	125	0
Shop Front Improvement Scheme	96	0
Villages Improvement Fund	1,015	0
Whitburn Town Centre	106	0
Town Centres - Total	**2,023**	**0**
TOTAL ROADS AND RELATED ASSETS	**15,742**	**6,609**

OPEN SPACE ASSETS - CAPITAL BUDGET 2017/18

	2017/18 £'000	2018/19 & Future Years £'000
Open Space and Sports Facility Projects		
Air Quality Monitoring	21	0
Bridgend Park, Linlithgow	170	0
Car Parking Provision (Country Parks)	7	0
Country Parks - Internal Pathways/ Roadways/ Car Parking Provision	97	0
General Open Space Feasibilities	240	167
Improved Visitor Access and Facilities at Almondell Country Park	3	0
Kettilstoun Mains Project	307	0
Linlithgow All Weather Pitch	79	0
Management and Regeneration Woodlands	162	0
Meadowpark Avenue, Bathgate - Connect missing link of cycle path	15	0
Non Adopted Hard Landscaping Areas	50	0
Outdoor Access Projects Programme	154	0
Public Art Fund (Developer Contribution)	51	0
Rural Paths	38	0
Skate Park, West Calder	60	0
St John the Baptist Pitch	10	0
Waste Containers - 140 litre bins	14	0
Zero Waste Project	12	0
Open Space and Sports Facility Projects - Total	**1,490**	**167**
Open Space and Sports Facility Planned Improvements		
Almond Park Pond	18	0
Almondvale Park, Livingston	30	0
Balbardie Park of Peace	115	0
Bankton Mains Park, Murieston	95	0
Boghall Quarry - Land Decontamination	21	0
Bowling Green Banks	12	0
Clement Rise Park, Dedridge	57	0
Country Parks Project Fund	23	0
Craigspark, Craigshill	131	0
Drumshoreland Park, Pumpherston	174	0
Eastfield	189	0
Glebe Park, Uphall	54	0
Land Decontamination - Various Works	53	0
Learmont Gardens, Linlithgow	9	0
Linlithgow Loch Park	81	0
Marchwood Crescent Park, Bathgate	40	0
Marrfield Park, Uphall Station	100	0
Meadow Crescent Park, Fauldhouse	13	0
Park Furniture	33	0
St Anthony's Park, Armadale	35	0
Stonebank, Ladywell	56	0
Watson Park, Armadale	101	0
Wildflower Meadows	13	0
Open Space and Sports Facility Planned Improvements - Total	**1,453**	**0**
Open Space Parks Drainage		
East Calder Park	54	0
Open Space Parks Drainage	**54**	**0**

OPEN SPACE ASSETS - CAPITAL BUDGET 2017/18

	2017/18 £'000	2018/19 & Future Years £'000
Children's Play Areas		
Badgers Brook Play Area and Skatepark, Broxburn	81	0
Chestnut Grove, Craigshill	36	0
Ecclesmachan	68	0
Fells Road, Polbeth	68	0
Glenmavis, Bathgate	68	0
Millerfield, Linlithgow	36	0
Millgate Park, Winchburgh	80	0
Puir Wives Brae, Bathgate	69	0
Children's Play Areas - Total	**506**	**0**
Synthetic Turf Pitches		
East Calder 3G Pitch	586	0
Secondary School Synthetic Turf Pitch Replacement Programme	237	0
Synthetic Kick Pitch Rejuvenation Programme (Non Schools)	68	0
Synthetic Turf Pitches - Total	**891**	**0**
Cemeteries		
Glasgow Road Cemetery Wall	98	0
Cemeteries - Total	**98**	**0**
TOTAL OPEN SPACE ALLOCATION	**4,492**	**167**

ICT ASSETS - CAPITAL BUDGET 2017/18

	2017/18 £'000	2018/19 & Future Years £'000
Corporate and Modernisation		
Automated Cash Machines	59	0
Business Application Server Refresh	372	0
Financial Ledger Upgrade	62	0
Community WiFi	28	0
Customer Relationship Management System	332	0
Desktop PC Replacement	227	0
General Provision - IT Future Technology Developments	400	0
HR & Payroll System Replacement Feasibility	96	0
Library Books (including ebooks and reader development)	188	0
Library/CIS Integration	72	0
Local Area Network Refresh	757	0
Looked After Children Device Replacement	141	0
Malware Software Prevention	194	0
MS Office Upgrade	0	196
Multi Functional Device Software	370	0
Objective Electronic Content Management (ECM) system.	1,083	0
Office Modernisation ICT	135	0
Online Services - Development & Management	282	0
Replacement of Featurenet	222	0
Revenues System Upgrade	21	0
Swift System Replacement Feasibility	125	0
Telephone Upgrade/ Customer Contact Centre	77	0
Workplace Manager Replacement Feasibility	81	0
Corporate and Modernisation - Total	**5,324**	**196**
Schools		
Desktop PC Replacement	1,059	0
Education Wireless Local Area Network Refresh	526	0
Scottish Wide Area Network (SWAN) Bandwidth Upgrade - Education Sites	125	0
Schools - Total	**1,710**	**0**
TOTAL ICT ALLOCATION	**7,034**	**196**

West Lothian Council

COUNCIL EXECUTIVE

REVENUE BUDGET STRATEGY 2018/19 TO 2022/23

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To provide the Council Executive with an update on the estimated revenue budget position facing the council as a result of ongoing unavoidable spending pressures and government funding constraints, and to set out a proposed approach to priority based revenue planning for the five year period 2018/19 to 2022/23 which meets the financial planning parameters agreed by West Lothian Council on 20 February 2017.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. Notes that Council agreed in February 2017 that the council should continue to integrate corporate planning and financial planning, should prepare a priority based revenue financial plan for 2018/19 to 2022/23, and that officers should prepare a consultation with West Lothian citizens;
2. Notes the revenue budget planning scenario set out in section D.3 of the report, including the estimated budget gap of £65.7 million for the years 2018/19 to 2022/23;
3. Notes the risks and uncertainties that could potentially impact on future financial plans;
4. Notes the proposed approach to developing corporate and financial planning, as set out in section D.5 of the report;
5. Agrees that officers should continue to prepare information that will assist in developing a future Corporate Plan, a revenue plan, a capital plan and a treasury plan;
6. Agrees that officers should report to Council Executive in late summer/early autumn on proposals for a public consultation, including proposed priorities, future spending plans and savings options, and proposed council tax levels;
7. Agrees that officers should present to Council for approval the Corporate Plan, revenue plan, capital plan and treasury plan by no later than mid February 2018.

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Being honest, open and accountable, making the best use of resources, working in partnership.
II	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	The council is required to approve a balanced revenue budget for each financial year. Audit Scotland and CIPFA best practice guidance recommends medium term financial plans are prepared for at least five years in duration.
III	**Implications for Scheme of Delegations to Officers**	No implications at this stage.

IV	**Impact on performance and performance Indicators**	Ongoing government restraint has implications for the council's budget and performance.
V	**Relevance to Single Outcome Agreement**	The revenue budget provides resources necessary to help deliver the Single Outcome Agreement. Effective prioritisation of resources is essential to achieving key outcomes.
VI	**Resources - (Financial, Staffing and Property)**	Based on initial assumptions, it is forecast that West Lothian Council will have a very significant revenue budget gap of £65.7 million over the five year period 2018/19 to 2022/23.
VII	**Consideration at PDSP**	Not applicable.
VIII	**Other consultations**	Corporate Management Team.

D. TERMS OF REPORT

D.1 Background

On 20 February 2017, West Lothian Council agreed that the established integrated approach to corporate and financial planning should continue for the five year period 2018/19 to 2022/23. The budget motion agreed that:

- The council will continue to adopt the approach of integrating corporate planning and financial planning over the next five year period 2018/19 to 2022/23, with a Corporate Plan, revenue plan, capital plan and treasury management plan to be considered at the same Council meeting, to ensure a joined up approach is taken.

- In accordance with Audit Scotland and CIPFA best practice, the council will prepare a priority based revenue financial plan for 2018/19 to 2022/23, to set out how the Corporate Plan priorities will be delivered over this period.

- Officers should prepare a consultation with West Lothian citizens, to include council tax levels to be set over the next five years.

This report set out proposals to progress the strategic priority based approach to financial planning agreed by the Council in February.

D.2 Overall Economic Position

With so many external influences impacting on the economy, forecasting remains very difficult. Although UK economic recovery since 2008 has been slow, the Bank of England raised the 2017 UK growth forecast from 1.4% to 2.0% and the 2018 forecast from 1.5% to 1.6% in February 2017. This increase reflects stronger than expected domestic demand, however real consumer spending is expected to slow over the coming years due to higher import prices and continued moderation in pay growth.

The Office for Budget Responsibility (OBR) forecasts include a 0.6% increase in previous growth assumptions for 2017 and lower than previously forecast growth until 2020. The lower than expected growth forecasts for 2018 is attributed to a more gradual materialisation of the anticipated negative effects of leaving the EU. By contrast, global economic growth is expected to be 3.0% in 2017 and 3.6% in 2018.

UK inflation, as measured by the Consumer Prices Index (CPI), was 2.9% in the year to May 2017, an increase from 2.7% in March 2017, and the highest level in four years. Commentators expect that manufacturer cost pressures have still to be fully passed to consumers, therefore it is expected that CPI inflation could increase to 3% before falling later in 2017.

The Fraser of Allander Institute latest economic commentary noted that the forecast for Scottish growth remains fragile as the effects of the downturn in the North Sea and weak levels of consumer confidence impact on spending levels.

The formation of a UK Government following the General Election and progress with Brexit negotiations which are due to commence on 19 June, remain uncertain, and the economic implications of the decision to leave the EU may not be clear for some time. It there is a downturn in economic activity within the UK this could lead to further public sector expenditure restraint.

D.3 Revenue Budget Planning Scenario and Budget Model

As noted in the 2017/18 revenue budget report approved by Council on 20 February 2017, the council will continue to face spending pressures and funding constraints. The nature of long term forecasting means it is challenging to identify with certainty expenditure pressures and sources of income for future years. Despite this, it is essential that forecasts are made and officers have made an initial assessment of potential costs and funding for the five year period 2018/19 to 2022/23.

Based on information currently available, officers have prepared a budget model. In summary, the main elements of the budget model for each of the five years are as follows. This shows that the council will face a projected budget gap of £65.7 million for 2018/19 to 2022/23.

Table 1: Budget Model Summary 2018/19 to 2022/23 – Estimated Movements in Expenditure and Income

	18/19 £'m	**19/20 £'m**	**20/21 £'m**	**21/22 £'m**	**22/23 £'m**	**Total £'m**
Expenditure						
Staffing	4.4	4.5	3.7	3.6	3.6	**19.8**
Demographics/Demand Led Pressures	5.4	5.4	5.7	5.9	6.0	**28.4**
Revenue Consequences	0.4	0.2	0.2	0.2	0.2	**1.2**
Service Pressures/ Developments	4.2	3.1	3.7	2.0	2.2	**15.2**
Inflation and Indexation	3.1	3.2	3.5	3.6	3.7	**17.1**
Gross Expend Increases	**17.5**	**16.4**	**16.8**	**15.3**	**15.7**	**81.7**
Income						
Council Tax	(3.3)	(3.2)	(3.4)	(3.5)	(3.5)	**(16.9)**
LG Finance Settlement	5.8	3.6	(3.6)	(2.4)	(2.5)	**0.9**
Income Movements	**2.5**	**0.4**	**(7.0)**	**(5.9)**	**(6.0)**	**(16.0)**
Forecast Budget Gap	**20.0**	**16.8**	**9.8**	**9.4**	**9.7**	**65.7**

The main assumptions included within the draft budget model are as follows:

Spending

- A pay rise of 1.25% for all staff for 2018/19 and 2019/20 and an annual pay increase of 1% thereafter.
- An allowance for the council continuing to pay the living wage.
- Demographic increases are based on the projections for the population and schools rolls. The schools figures assume continuation of the pupil teacher ratio.
- It is assumed that Scottish Government commitments in relation to increased childcare, free lunches for two to four year olds and foster and kinship care are fully funded. The estimated additional costs of delivery are included along with associated funding.

Funding

- Scottish Government grant funding continues to be subject to a significant degree of uncertainty. The assumed reduction of £8 million for 2018/19 and £7 million in 2019/20, along with a freeze for the remaining three years, is based on forecasts by the Fraser of Allander Institute. This represents a reduction in grant funding of just over 5% over the five years.
- Funding will be provided to cover the cost of any new legislative changes, national commitments and provision of the living wage to social care providers.
- Council tax assumptions have been updated using the band D council tax report from February 2017 and at this stage officers have assumed a 3% per annum increase for all five years. This will be subject to consultation and levels of council tax will be approved annually by elected members.
- The number of council tax properties will increase in line with current housing projections.

D.4 General Risks, Uncertainties and Potential Planning Scenarios

There are significant risks and uncertainties associated with the long term financial assumptions outlined in this report. Whilst acknowledging that the assumptions provided are subject to uncertainty due to the planning time horizon, some of the general risks and uncertainties are:

- The impact of the General Election result, EU Brexit negotiations, and any potential for a Scottish independence referendum.
- Economic growth is not in line with the OBR forecasts, resulting in further reductions in public spending.
- EU funding to support business competitiveness, employability, poverty and social inclusion, where the council is set to receive £1.888 million to December 2018.
- Funding is not providing to fully cover the costs of introducing new legislation.
- Policy changes by the UK or Scottish governments which restrict the council's flexibility to decide how to deliver services locally.
- If the Scottish Government decides to introduce more ring fencing of grant funding, constraining how local authorities allocate their resources to delivering local priorities.
- Structural reform of local government is pursued providing uncertainty for service provision and funding.

In addition, potential planning scenarios around other areas of risk within the budget model are:

- Changes and increases to pay award, employers National Insurance (NI) and pension contributions above the rates forecast. The current assumption is a 1.25% pay increase in 2018/19 and 2019/20 with a 1% pay increase each year thereafter. Any increases above this assumption would result in total additional costs over the five year period as follows:
    - A pay increase of 0.5% above assumptions each year (1.75% and 1.5% pay award) - £6 million additional costs
    - A pay increase of 1.0% above assumptions each year (2.25% and 2% pay award) - £12 million additional costs
    - A pay increase of 1.5% above assumptions each year (2.75% and 2.5% pay award) - £18 million additional costs
    - A pay increase of 2.0% above assumptions each year (3.25% and 3% pay award) - £24 million additional costs
- The increase in costs associated with demand led services, such as social care for the elderly, is greater than population assumptions. The two areas of greatest pressure for Social Care are Community Care for Older People and Community Care for People with Learning Disabilities. The current demographic increases

assumed are that demographic pressures will increase annually by 2.5% for Older People Residential Care, 10% for Older People Care at Home, 7.5% for Learning Disability Residential Care and 12.5% for Learning Disability Care at Home. Any increases above this assumption would result in total additional costs over the five year period as follows:

- Additional annual increases of 0.5% - £1.2 million total additional costs
- Additional annual increase of 1.0% - £2.3 million total additional costs
- Additional annual increases of 1.5% - £3.5 million total additional costs
- Additional annual increases of 2.0% - £4.8 million total additional costs

- Inflation increases following the lower value of the pound. The budget model incorporates a number of inflation and indexation assumptions based on the nature of specific items of expenditure, therefore an average total additional cost over the five year period for inflation assumptions is:

  - Additional annual increases of 0.5% - £0.72 million total additional costs
  - Additional annual increases of 1.0% - £1.44 million total additional costs
  - Additional annual increases of 1.5% - £2.16 million total additional costs
  - Additional annual increases of 2.0% - £2.88 million total additional costs

- Actual pupil numbers do not reflect the school pupil forecasts, having an impact on delivery of the pupil teacher ratio. The current budget model includes an increase of just over 1,900 pupils over the five year period. Based on existing provision, and maintaining a pupil teacher ratio of 14.1, an average total additional cost for every additional 50 pupils over the five years across all sectors is £235,000.

- House building assumptions of 900 per year are not realised resulting in changes to the council tax and school demographic assumptions. It is acknowledged that any variation in house building assumptions will have a corresponding impact on both income and expenditure assumptions and will require further refinement as information is known.

As there continues to be a high degree of uncertainty around financial planning assumptions, officers will continue to keep the budget model under review and will update assumptions as further information is known.

D.5 Proposed Approach to Future Corporate and Financial Planning

As outlined in section D.3, the financial outlook for the council over the next five years is extremely challenging with an estimated budget gap of £65.7 million. This is in addition to savings of £91.9 million already delivered between 2007/08 and 2017/18.

In January 2013, the council implemented a new approach to corporate and financial strategy incorporating eight priorities and an integrated approach to corporate and financial planning. Priorities were used to underpin the strategies, helping to ensure that constrained resources were allocated to achieve desired outcomes and value for money. This assisted in the prioritisation and allocation of resources to activities that have the greatest impact on outcomes for the five years 2013/14 to 2017/18. It has also allowed the council to generate savings whilst aiming to minimise the impact on direct services.

Audit Scotland and the Chartered Institute of Public Finance and Accountancy (CIPFA) have both identified the need for public bodies to focus on their medium to long term financial sustainability. They have advised that public bodies should develop strategies that are based on defined priorities, providing a clear road map for service delivery within constrained budgets.

The continued constrained financial position faced by the council means that resources will have to be prioritised on an ongoing basis. Given the magnitude of the

challenge faced in delivering essential services whilst financial resources are constrained, as agreed by full Council on 20 February 2017, it is recommended that the council over the next five years continues to adopt a priority based revenue financial plan for 2018/19 to 2022/23, to set out how the Corporate Plan priorities will be delivered over this period.

No budget measures are currently agreed for the five year period, therefore it is proposed that officers develop the revenue budget strategy for 2018/19 to 2022/23 as follows:

Prioritisation

- Priority analysis of services against the council's current priorities and enabler themes.
- Review of each activity with reference to the following:
  - Should the service continue to be provided?
  - If the activity should continue, should it be at a greater, similar or lower level?
- Prioritisation savings to be identified based on contribution to priorities.

Modernisation and Efficiencies

- Following prioritisation, consideration will be given to how services can continue to be delivered in the most efficient way.
- As required by Best Value legislation, this will include consideration of whether the council delivers the service directly, commissions the service or procures the service from a third party.
- Consideration will be given as to whether services should continue to be delivered in the same way or if they could be redesigned.
- This will allow options for efficiency savings to be identified.

Budget Savings Options

- Budget savings options incorporating the results of the analysis in the two stages identified above will be developed.

To ensure the council has balanced budgets, fundamental changes may be required to some services which contribute less to the delivery of council priorities. This is consistent with the findings of the Accounts Commission in the latest local government overview report where they stated that all options for change need to be investigated with councils rigorously challenging all options and alternative approaches to service delivery.

Following approval of this report establishing the estimated budget gap and the process to be followed, it is proposed that officers continue to develop the five year corporate and financial strategy. This will take account of social care functions delegated to the West Lothian Integrated Joint Board (IJB) where the IJB Chief Officer and Chief Finance Officer will help inform the financial strategy from an overall health and social care perspective.

It is proposed that the council would consult with West Lothian citizens on proposed priorities, future spending plans and savings options and proposed council tax levels as was agreed at Council on 20 February 2017. To meet the requirements of the agreed budget motion, it is proposed that officers develop outline proposals on how a corporate and financial strategy consultation would be undertaken for the five year period 2018/19 to 2022/23, with the details of the consultation exercise reported to Council Executive in late summer/early autumn 2017 for approval.

Officers will develop a detailed timetable identifying the key tasks for delivery however the council's Corporate Plan, revenue plan, capital plan and treasury management plan, including the results of the prioritisation exercise and consultation process, would need to be considered by Council by no later than mid February 2018.

E. CONCLUSION

This report provides the Council Executive with the draft budget model for 2018/19 to 2022/23 which estimates a budget gap of £65.7 million. It also outlines the proposed approach for development of the council's financial strategy, which incorporates the planning requirements as agreed by West Lothian Council on 20 February 2017. The report seeks agreement of the Council Executive for the next steps in the process.

F. BACKGROUND REFERENCES

Revenue Budget 2017/18 – Report by Head of Finance and Property Services to West Lothian Council on 20 February 2017

Appendices/Attachments: None.

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Donald Forrest
Head of Finance and Property Services
20 June 2017

DATA LABEL: PUBLIC

West Lothian Council

COUNCIL EXECUTIVE

2016/17 HOUSING REVENUE ACCOUNT – OUTTURN REPORT

REPORT BY DEPUTE CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To provide the Council Executive with a report on financial performance in relation to the Housing Revenue Account (HRA) as at 31 March 2017.

B. RECOMMENDATION

It is recommended that Council Executive notes the final outturn position for financial year 2016/17.

C. SUMMARY OF IMPLICATIONS

I	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	None
II	**Implications for Scheme of Delegations to Officers**	None
III	**Impact on performance and performance Indicators**	None
IV	**Relevance to Single Outcome Agreement**	Outcome 10 – We live in well designed, sustainable places where we are able to access the services we need.
V	**Resources - (Financial, Staffing and Property)**	A breakeven position was achieved in 2016/17.
VI	**Consideration at PDSP**	Not applicable
VII	**Other consultations**	Head of Finance & Property Services.

D. TERMS OF REPORT

D.1 Introduction

This report provides information on the final outturn in relation to the HRA as at 31 March 2017.

D.2 Financial Position

The HRA achieved a breakeven position for 2016/17. Full year capital financing charges were less than budgeted resources, with less material underspends noted in employee costs and supplies & services. These underspends were offset, in part, by an overspend in premises costs and an under recovery of income.

Overall, this allowed an increased contribution in Capital Funded from Current Revenue (CFCR). The enhanced CFCR provision ensures not only a breakeven position, but provides a cost effective means of financing housing capital investment.

Table 1 summarises the position across income and expenditure categories, with comments on the most material issues noted in the text below.

Table 1	**2016/17 Budget £'000**	**Out-turn £'000**	**Variance £'000**
Employee Costs	4,550	4,305	(245)
Premises Costs	15,001	15,405	404
Transport Costs	153	138	(15)
Supplies & Services	3,418	3,150	(268)
Third Party Payments	694	684	(10)
Transfer Payments	900	804	(96)
Support Services	2,552	2,552	0
Capital Financing	13,888	11,875	(2,013)
CFCR	6,223	7,802	1,579
Expenditure	**47,379**	**46,715**	**(664)**
Income	**(47,379)**	**(46,715)**	**664**

Employee Costs

The service employees 81 staff and employee costs were underspent by £0.245 million during 2016/17 mainly as a result of staff turnover and vacancies.

Premises Costs

Expenditure on Premises costs totalled £15.405 million with the majority of spend on repairs and maintenance works undertaken by Building Services. Savings of £0.165 million were delivered in gas servicing & maintenance. These savings reflect a combination of ongoing investment in new boilers as well as service efficiencies and savings. However spend on reactive repairs was in excess of the available budget and this has resulted in an overall overspend of £0.404 million in premises costs, largely in relation to work on void properties.

Supplies & Services

Expenditure on Supplies and Services totalled £3.150 million, with a number of areas showing underspends compared with budgeted resources. The most material savings related to IT costs, legal expenses, consultancy costs, and in the bad debt provision for accounts receivable.

Transfer Payments

Transfer payments comprise void losses, irrecoverable rents and bad debt provision for rents. Irrecoverable rents to the value of £0.533 million were written off during 2016/17, against budget of £0.420 million. The overall level of arrears at 31 March 2017, both for current and former tenants, was broadly similar to the position at 31 March 2016. Consequently the level of bad debt provision was reduced slightly and a budget saving of £0.226 million realised.

Capital Financing & CFCR

Capital Financing Charges and Capital Funded from Current Revenue (CFCR) reflect the level of borrowing required to finance the Housing Capital investment programme. Loans fund charges during the year are predominantly determined by the level of borrowing and associated interest rates, however it should be noted that the level of charge to the HRA can also be influenced by the proportionate split between HRA and General Fund services.

Due to the level and timing of HRA activities, relative to the overall council borrowing requirements, HRA capital financing charges were underspent by £2.013 million. This in part related to slippage within the Housing Capital programme and higher than anticipated council house sales, which offset the borrowing requirement. The £7.802 million CFCR entry in the HRA revenue out-turn, is also replicated in the Housing Capital out-turn funding position.

Income

HRA income primarily relates to the level of rent and other miscellaneous charges due to the HRA revenue account. Grant funding relating to the Home Energy Efficiency Programme for Scotland (HEEPS) scheme is also administered through the HRA. Actual income posted to the HRA account is total rent due from tenants and includes rents received and rents being pursued as housing arrears. Account is taken of housing stock changes such as: new build completions, mortgage to rent, council house sales and demolitions.

During the year, 105 new build completions were recorded in 2016/17 as part of the 1,000 new houses project. Delays and slippage in the project have impacted on rental income. Right to Buy ended on 31 July 2016 and in the run up to the deadline there was a significant increase in the number of applications, with 166 house sales recorded in 2016/17. Council House sales reduce rental income due to HRA. In addition, 30 properties were identified for use as temporary accommodation to address a shortage in Homelessness provision with a resultant loss of rental income, and costs, to the HRA. Consequently, income out-turned £0.664 million less than originally budgeted.

Arrears at the end of the financial year 2016/17 amounted to £1.219 million for current tenants and £1.033 million for former tenants.

E. CONCLUSION

A breakeven position was achieved in 2016/17. The income shortfall was more than offset by expenditure savings, resulting in an increased CFCR contribution in 2016/17, thereby reducing the borrowing requirement to fund the HRA capital programme.

Appendices/Attachments: None

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Graeme Struthers
Depute Chief Executive
20 June 2017

DATA LABEL: PUBLIC

West Lothian Council

COUNCIL EXECUTIVE

HOUSING CAPITAL 2016/17 OUTTURN AND 2017/18 BUDGET

REPORT BY DEPUTE CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To provide the Council Executive with a report on the financial outturn in relation to the Housing Capital Programme for 2016/17 and an updated 2017/18 Housing Capital Budget.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Notes the final out-turn position for financial year 2016/17.

2. Approves the updated 2017/18 Housing Capital Budget.

C. SUMMARY OF IMPLICATIONS

I	**Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**	The council's Housing Capital Programme is managed within the stringent requirements set out in the Prudential Code.
II	**Implications for Scheme of Delegations to Officers**	None
III	**Impact on performance and performance Indicators**	None
IV	**Relevance to Single Outcome Agreement**	*"Outcome 10 – We live in well designed, sustainable places where we are able to access the services we need."*
V	**Resources - (Financial, Staffing and Property)**	£49.787 million was invested in the Housing Capital Programme in 2016/17, and a £57.452 million budget is proposed for 2017/18.
VI	**Consideration at PDSP**	Not applicable
VII	**Other consultations**	Consultation has taken place with Housing Customer and Building Services and Finance & Property Services.

D. TERMS OF REPORT

D.1 Introduction

This report provides information on the financial position in relation to the Housing Capital programme as at 31 March 2017. It also sets out an updated budget position for 2017/18, to take account of the out-turn position, latest circumstances and funding assumptions.

D.2 Summary of Financial Information

A revised Housing Capital Programme for 2016/17 of £62.450 million was approved by Council Executive on 21 June 2016. Actual expenditure to 31 March 2017 was £49.787 million.

With the exception of the New Build programme, expenditure is broadly in line with the month 9 position reported to Council Executive on 14 February 2017, Table 1 below summarises the final outturn position over broad expenditure headings. A more detailed commentary on each of the main expenditure headings is also provided for information. The investment programme comprises new build social housing and refurbishment of existing stock and energy efficiency works, with a number of large scale housing projects undertaken by Building Services.

Table 1	**2016/17 Revised Budget £'000**	**2016/17 Out-turn £'000**	**2016/17 Variance £'000**
New Build Houses	44,598	27,309	(17,289)
Major Refurbishment	4,246	3,895	(351)
Major Elemental Repair	3,202	3,005	(197)
Planned Programmes	6,952	7,143	191
Environmental / External	670	386	(284)
Miscellaneous	2,782	8,049	5,267
Total	**62,450**	**49,787**	**(12,663)**

New Build 1,000 Houses

Expenditure on the 1,000 Houses New Build Programme amounted to £27.309 million in 2016/17. There were 105 new build completions during the financial year across West Lothian, including: Pumpherston, Bridgend, West Main Street in Broxburn, Redhouse in Blackburn, Glasgow Road in Bathgate as well as Kirkhill, Philpstoun and Mill Road, Linlithgow Bridge. Construction works are progressing well across a range of locations, with handovers expected in Livingston, Broxburn, Blackburn, Fauldhouse, Drumshoreland and East Calder in the coming months.

This major investment will provide new houses in areas across West Lothian of different sizes and styles, with many designed to support the occupation by people with limited movement ability including wheelchair users.

Major Refurbishments

Major refurbishment encompasses major works on streets, beyond traditional roof and render renewal works, and investment totalled £3.895 million during the year. The upgrade to 13 houses in Main Street / Bridge Street, Fauldhouse, which incurred £1.330 million of expenditure in 2016/17, has been completed; extensive disrepair and failing elements of the structure were replaced and extensions were added to improve

the accommodation. The environmental upgrade and drainage works at Park Road Blackridge are now complete, including some reinstatement of works following local vandalism.

Major works continued at Mayfield, Armadale, with investment of £1.289 million during 2016/17. This work forms part of a five year refurbishment programme across 312 properties, upgrading 218 properties in Mayfield Drive, 60 in Calder Crescent, 10 in Lower Bathville and 24 in Wotherspoon Crescent. It includes works to address rising damp, retention of stale air and, if required, work to solums and substructure walls. Positive Input Ventilation is added to any property where condensation or dampness is prevalent. These works are expected to complete in 2017/18, with some further resources required beyond that period to remediate the site after the longstanding contract.

Despite issues with utilities, and obtaining service diversions to allow safe working onsite, £1.158 million was spent on refurbishment of properties at Bathville Cross, Armadale. Despite delays, and unanticipated work relating to asbestos management, Building Services are progressing well. A total of 56 flats are being externally upgraded with redesign of stairs to reduce antisocial behaviour and increase the privacy and security of tenants.

Major Elemental Repair

Expenditure of £3.005 million, representing a small underspend on budgeted resources, was incurred on major elemental repairs projects. Projects largely encompass roof and roughcasting work undertaken, or managed, by Building Services.

Works to 165 properties in the Lanrigg area of Fauldhouse continue from previous years and, like the Mayfield project, are expected to complete towards the end of 2017/18. Major works in the Glebe Road and Jubilee Road area of Whitburn, encompassing the upgrade of 306 properties and common car parking areas, also continue from previous years. Works in Wilkieston and Newton, providing new roofs and PV panels, are complete. The PV panel work in Breich has proved more problematic and been subject to ongoing infrastructure issues with the upgrade of the substation and electricity network by Scottish Power. These works are estimated to be completed and connected in the summer of 2017.

Building fabric upgrades, and works to the courtyard, increasing safety and accessibility at St Helen's Place, Armadale are complete. Upgrades to the BISF houses in Blackburn have recently commenced, having experienced delays following the discovery of asbestos in the loft space, resources of £168,000 have been carried forward to enable work to be completed in 2017/18.

Planned Programmes

Planned programmes maintain the safety of houses and components such as windows and doors. Expenditure of £7.143 million was incurred across the programme during 2016/17, and expenditure included a range of energy efficiency measures, central heating replacements, electrical testing and repairs, painting, window replacements, new kitchens and bathrooms, fencing programmes and high value repairs. External funding of £421,231 was received to support the purchase of energy efficient boilers.

Environmentals / External Upgrades

Expenditure on environmental programmes and external upgrading amounted to £386,000 during 2016/17. A number of environmental projects and street improvement projects, planned in conjunction with tenants, have required significant consultation prior to design and procurement stages. This slippage was recognised during the month 9 monitoring exercise, and all slippage will be carried forward into the updated Housing Capital programme for 2017/18.

Miscellaneous

As reported to Council Executive in February 2017, resources totalling £4.25 million were set aside for open market acquisitions of 45 properties during 2016/17. A total of 45 properties were purchased during the financial year, but expenditure amounted to £3.725 million and resources will be carried forward into 2017/18 to support the continuation of open market acquisitions. The Council Executive also approved purchase of HRA land at sites at Eagle Brae and Guildyhaugh during 2016/17, funded directly by Scottish Government grants, and £1.7 million of associated expenditure has been incurred.

Elsewhere within this project category, expenditure has been broadly in line with budgeted resources. Extension of the Blackburn Homeless Unit was completed during 2016/17, and work continues at Deans South to enable development of the site. Expenditure on Aids and Adaptations to council houses, as well as Home Safety and Security measures for older people, were broadly in line with budgeted resources, while an overspend of £93,000 was noted in relation to Asbestos Management. Mortgage to Rent applications have shown a sustained reduction year on year, with three applications processed during the financial year.

D.3 Capital Resources

Table 2 below shows the capital resources used to fund the housing capital programme in 2016/17. It can be seen that the investment programme is funded through a mix of borrowing, Capital Funded from Current Revenue (CFCR), and government grants, alongside council house sales, council tax on second homes and developer contributions.

Table 2	**2016/17 Revised Budget £'000**	**2016/17 Out-turn £'000**	**2016/17 Variance £'000**
House Sales	1,500	7,284	5,784
Borrowing	42,447	22,487	(19,960)
CFCR	6,223	7,802	1,579
Government Grants	10,345	10,262	(83)
Council Tax 2nd Homes	185	202	17
Developer Contributions	1,750	1,750	0
Total Income	**62,450**	**49,787**	**(12,663)**

House Sales

Final demand from tenants wishing to buy their houses was high, with applications made prior to 31 July 2016 continuing to be processed. During 2016/17, 166 properties progressed through to completion with associated receipts of £7.284 million.

Borrowing

Borrowing requirements were significantly less than budgeted estimates, in part due to slippage in the Housing Capital programme, but also due to unanticipated receipts from house sales, which reduced the overall borrowing requirement.

CFCR

The final Capital Contribution from Current Revenue was £7.802 million, based on affordability to the Housing Revenue Account after all other service issues had been taken into consideration, including lower than anticipated capital financing charges.

Government Grants

Total Scottish Government grants of £10.262 million were received, inclusive of £1.7 million for purchase of HRA land for sites at Eagle Brae and Guildyhaugh and £1.350 million to support open market acquisitions. A further contribution of £60,000 has been received in support of external wall insulation works from the Energy Savings Trust.

Other Contributions

Council Tax from second homes, as well as Developer Contributions continue to be directed towards the construction of new build housing and £1.952 million was applied in 2016/17.

D.4 2017/18 Housing Capital Programme

On 20 February 2017, the Council approved a Housing Capital Programme of £77.152 million for 2017/18. An assessment of potential slippage and acceleration were taken into account when setting the approved budget, and these factors have been reviewed in light of the 2016/17 outturn position. An assessment has also been made of latest project phasing assumptions and emergent budget pressures, with the main movements encompassing:

- £38.596 million is anticipated to be spent on the 1,000 Houses New Build project in 2017/18, with £22.586 million deferred to later years.
- Savings of £425,000 identified for Open Market Acquisitions will be carried into 2017/18 to further augment resources available for purchase of properties. The total number of properties to be purchased in 2017/18 will be increased from 20 to 30 following confirmation of additional grant funding.
- Slippage across energy budgets will enable £140,000 of resources to be identified for replacement roofs in Breich. Fitting of PV panels has been delayed due to the poor state of existing roofs.
- An additional £300,000 investment in energy efficiency is planned to accelerate works required for EESH compliance.
- £193,000 slippage has been brought forward for projects including: major elemental repairs at Strathlogie, Tenants Street Improvements, Firewalls and Bin Store Improvements.
- An additional £480,000 investment, to augment existing planned programmes, including periodic electrical testing, kitchens and bathrooms as well as window refurbishment and renewal, funded through council house sales.
- Following receipt of affordable housing developer contributions, £0.5 million has been allocated to enable future new build feasibility and due diligence to be carried out on potential sites.

The updated programme for 2017/18 is detailed on Table 3 below.

Table 3	**2017/18 Revised Budget £'000**
New Build Houses	39,096
Major Refurbishment	2,508
Major Elemental Repair	2,817
Planned Programmes	7,552
Environmental / External	913
Miscellaneous	4,566
Total	**57,452**

There are also a number of changes to funding assumptions that require to be taken into consideration. The rent freeze approved by council in February 2017 will reduce the level of CFCR available to fund the programme to £6.317 million. While the total number of house sales is not anticipated to vary greatly from assumptions in February 2017, an increased number of council house sales processed prior to 31 March 2017 has consequently reduced estimated receipts in 2017/18 to £5.500 million. Latest assumptions indicate that £5.637 million of government grant funding will be available for the new build programme, while funding assumptions for Open Market Acquisitions have increased to £0.900 million. Receipt of Affordable Housing developer contributions, which were not factored into the 1,000 Houses funding assumptions, has enabled £0.5 million to be earmarked to support further new build feasibility studies and due diligence on sites. Resources are detailed in Table 4 below.

Table 4	**2017/18 Revised Budget £'000**
CFCR	6,317
Borrowing	37,679
Council House Sales	5,500
Government Grants	6,537
Council Tax on Second Homes	206
Developer Contributions	1,213
Total	**57,452**

The Prudential Code requires the council to take account of a number of factors when agreeing capital spending plans, In overall terms, the revised Housing Capital budget for 2017/18 is affordable and revenue implications can be incorporated within the agreed HRA Revenue budget. Loan charge projections continue to indicate that plans are prudent, affordable and sustainable.

E. CONCLUSION

There was material investment in the Housing Capital 2016/17 programme with unprecedented expenditure of £49.787 million in the financial year, including £27.309 million investment in new build housing. There were 105 completions at a number of individual sites across West Lothian, and more handovers of new stock are anticipated in the coming period. Significant investment was also made in the housing stock to both improve the overall standard of the stock and to meet energy efficiency standards. Much of the focus of refurbishment projects and planned programmes, during 2016/17 continued to be on work undertaken within the terms of the Best Value framework, by Building Services.

Looking forward to 2017/18, material investment continues on the new build programme, alongside work on major refurbishment and elemental repairs projects. Additional resources have been identified to support planned programmes of work in the existing housing stock, including: kitchens and bathrooms, periodic testing and repairs as well as window refurbishment and renewals. Affordable Housing contributions will enable some initial feasibility work to be undertaken to determine the suitability of potential sites for future development, while additional grant funding will enable the number of planned open market acquisitions to be increased from 20 to 30 properties. Compliance with EESH targets remains a priority for the Housing Capital programme, with an additional £300,000 identified to support related works. The total planned programme of works for 2017/18 includes £39.096 million for new build housing and £18.356 million investment in the core housing stock. The total proposed programme of investment amounts to £57.452 million for 2017/18.

Appendices/Attachments: Two

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Graeme Struthers
Depute Chief Executive
20 June 2017

DATA LABEL: PUBLIC **Appendix 1**

West Lothian Council

Housing Capital Programme: Outturn 2016/17

	2016/17 Revised Budget	2016/17 Actual	2016/17 Variance	Slip	Acc	Under	Over	Other
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
New Build								
New Build 1,000 houses	44,598	27,309	(17,289)	(17,289)	0	0	0	0
NEW BUILD TOTAL	**44,598**	**27,309**	**(17,289)**	**(17,289)**	**0**	**0**	**0**	**0**
Major Refurbishment		0						
Mayfield Area, Armadale Roof and render repair.	1,200	1,289	89	0	0	0	89	0
Harrison Houses - Whitburn Roof.Stair and balcony repairs.	0	1	1	0	0	0	1	0
Main Street, Fauldhouse Major upgrades.	1,249	1,330	81	0	0	0	81	0
Moorelands Project	0	24	24	0	0	0	24	0
Park Road Flats, Blackridge	200	93	(107)	(35)	0	(72)	0	0
Bathville Flats, Armadale Roof and render repairs etc.	1,597	1,158	(439)	(695)	0	0	256	0
MAJOR REFURBISHMENT TOTAL	**4,246**	**3,895**	**(351)**	**(730)**	**0**	**(72)**	**451**	**0**
Major Elemental Repair								
Paterson Court Broxburn	45	44	(1)	0	0	(1)	0	0
Lanrigg Area, Fauldhouse	400	456	56	0	0	0	56	0
Empire St, Baillie St, Bog Rd, Park View, Dean St, Whitburn	400	391	(9)	0	0	(9)	0	0
Riddochill Area, Blackburn	60	67	7	0	0	0	7	0
Miscellaneous Whitburn*	600	665	65	0	0	0	65	0
Cuthill, Stoneyburn	270	310	40	0	0	0	40	0
Crossgreen Drive, Wyndford, Holygate Uphall	333	290	(43)	0	0	(43)	0	0
Strathlogie, Westfield	50	1	(49)	(49)	0	0	0	0
Beech Place / Dean Place, Seafield Roof and render repairs	100	100	0	0	0	0	0	0
Orchardfield Terrace Wilkieston	231	209	(22)	0	0	(22)	0	0
Auldhill Bridgend	0	0	0	0	0	0	0	0
St Helen's Place Roof and render	125	124	(1)	0	0	(1)	0	0
Felt Roofs (School Place, Uphall)	250	177	(73)	0	0	(73)	0	0
Rashiehill Roofs Roughcast	0	1	1	0	0	0	1	0
Newton Roofs	150	147	(3)	0	0	(3)	0	0
Ladeside, Blackburn	188	29	(159)	(168)	0	0	9	0
Loganlea Addiewell	0	(6)	(6)	0	0	(6)	0	0
ROOFS AND ROUGHCAST TOTAL	**3,202**	**3,005**	**(197)**	**(217)**	**0**	**(158)**	**178**	**0**
Planned Programmes								
Firewalls	50	7	(43)	(43)	0	0	0	0
Repairs to walls and footpaths etc in HRA areas	139	74	(65)	(65)	0	0	0	0
Periodic testing and repairs / Electric Wiring	700	817	117	0	0	0	117	0
Central Heating	2,212	2,451	239	0	239	0	0	0
Kitchens and Bathrooms	445	498	53	0	0	0	53	0
Windows Refurbishment / Renewal	485	542	57	0	0	0	57	0
Hard wired smoke detectors	225	223	(2)	0	0	(2)	0	0
Painting - External	275	262	(13)	0	0	(13)	0	0
Painting - Assisted Decoration Scheme	300	349	49	0	0	0	49	0
Common Stair Upgrades	250	236	(14)	0	0	(14)	0	0
Rhone Cleaning and Repair	250	285	35	0	0	0	35	0
Fencing	200	74	(126)	(140)	0	0	14	0
Energy Efficiency / PV Panels	361	336	(25)	(25)	0	0	0	0
Insulation	100	0	(100)	(100)	0	0	0	0
External Wall Insulation	460	497	37	0	37	0	0	0
Planned Maintenance/ HIO Investment	500	492	(8)	0	0	(8)	0	0
PLANNED PROGRAMMES TOTAL	**6,952**	**7,143**	**191**	**(373)**	**276**	**(37)**	**325**	**0**
Environmental / External Upgrading								
Tenants Street Improvements	236	1	(235)	(235)	0	0	0	0
Environmental Projects - Area Schemes	5	20	15	0	0	0	15	0
Programmed Drainage	66	124	58	0	0	0	58	0
Play Areas Play areas in council housing areas.	40	51	11	0	0	0	11	0
St Helen's Courtyard, Armadale	105	33	(72)	0	0	(72)	0	0
North Reeves	0	11	11	0	0	0	11	0
Almondell	50	20	(30)	(30)	0	0	0	0
Bin Store Improvements	168	126	(42)	(42)	0	0	0	0
ENVIRONMENTAL / EXTERNAL UPGRADING TOTAL	**670**	**386**	**(284)**	**(307)**	**0**	**(72)**	**95**	**0**
Miscellaneous								
Homelessness Upgrade of Blackburn Homeless Unit	152	84	(68)	0	0	(68)	0	0
Homelessness / Buy Back	0	3,725	3,725	0	0	0	0	3,725
Purchase of Land for HRA: Eagle Brae	0	600	600	0	0	0	0	600
Purchase of Land for HRA: Guildyhaugh	0	1,100	1,100	0	0	0	0	1,100
Deans South	443	373	(70)	0	0	(70)	0	0
Aids & Adaptions	700	757	57	0	0	0	57	0
Asbestos Management	550	643	93	0	0	0	93	0
Legionella Upgrades	90	83	(7)	0	0	(7)	0	0
Feasibility Surveys	106	126	20	0	0	0	20	0
Home Safety Service for Older People	170	170	0	0	0	0	0	0
Home Security for Older People	45	31	(14)	0	0	(14)	0	0
Demolitions	21	2	(19)	0	0	0	(19)	0
Demolitions Greendykes Broxburn	0	49	49	0	0	0	49	0
Cost of House & Land Sales Valuations	0	37	37	0	0	0	37	0
Capita Housing it System	105	166	61	0	0	0	61	0
Mortgage to Rent	400	103	(297)	0	0	(297)	0	(297)
MISCELLANEOUS TOTAL	**2,782**	**8,049**	**5,267**	**0**	**0**	**(456)**	**298**	**5,128**
TOTAL EXPENDITURE	**62,450**	**49,787**	**(12,663)**	**(18,916)**	**276**	**(795)**	**1,347**	**5,128**

West Lothian Council
Housing Capital Programme Budget 2017/18

	Approved Feb 2017	Revised June 2017
Detailed Project Analysis	**2017/18 £'000**	**2017/18 £'000**
EXPENDITURE		
New Build		
New Build 1,000 Houses	60,659	38,596
Future New Build	0	500
NEW BUILD TOTAL	**60,659**	**39,096**
Major Refurbishment		
Mayfield Area, Armadale Roof and render repair.	1,179	1,179
Harrison Houses - Whitburn Roof.Stair and balcony repairs.	368	368
Park Road Flats, Blackridge	35	35
Bathville Flats, Armadale Roof and render repairs etc.	926	926
MAJOR REFURBISHMENT TOTAL	**2,508**	**2,508**
Major Elemental Repair		
Aitken Orr Drive Broxburn	70	70
Lanrigg Area, Fauldhouse	488	488
Empire St, Baillie St, Bog Rd, Park View, Dean St, Whitburn	513	513
Miscellaneous Whitburn*	509	509
Cuthill, Stoneyburn	300	300
Strathlogie, Westfield	304	353
Auldhill Bridgend	64	64
Ladeside, Blackburn	520	520
ROOFS AND ROUGHCAST TOTAL	**2,768**	**2,817**
Planned Programmes		
Firewalls	25	68
Repairs to walls and footpaths etc in HRA areas	164	164
Periodic testing and repairs / Electric Wiring	694	844
Central Heating	2,115	1,965
Kitchens and Bathrooms	464	644
Windows Refurbishment / Renewal	548	698
Hard wired smoke detectors	240	240
Painting - External	354	354
Painting - Assisted Decoration Scheme	300	300
Common Stair Upgrades	123	123
Rhone Cleaning and Repair	146	146
Fencing	175	175
Energy Efficiency / PV Panels	300	765
Insulation	50	50
External Wall Insulation	516	516
Planned Maintenance/ HIO Investment	500	500
PLANNED PROGRAMMES TOTAL	**6,714**	**7,552**
Environmental / External Upgrading		
Tenants Street Improvements	326	385
Environmental Projects - Area Schemes	20	20
Programmed Drainage	50	50
Play Areas Play areas in council housing areas.	39	39
Almondell	277	277
Bin Store Improvements	100	142
ENVIRONMENTAL / EXTERNAL UPGRADING TOTAL	**812**	**913**
Miscellaneous		
Open Market Acquisitions	1,600	2,475
Deans South	139	139
Aids & Adaptions	700	700
Asbestos Management	650	650
Legionella Upgrades	102	102
Feasibility Surveys	50	50
Home Safety Service for Older People	170	170
Home Security for Older People	45	45
Capita Housing it System	35	35
Mortgage to Rent	200	200
MISCELLANEOUS TOTAL	**3,691**	**4,566**
TOTAL PROGRAMME EXPENDITURE	**77,152**	**57,452**

* Streets included are Glebe Rd, Union Rd, Union Drive, Jubilee Rd, Armadale Rd, Manse Av.