



Council Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

1 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 6 June 2017** at **10:00am**.

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 Minutes of Meeting of Council Executive held on Tuesday 25 April 2017 (herewith)

Public Items for Decision

5. 0.23ha at Waverley Street, Bathgate - Proposed Sale to Weslo Housing Management Limited - Report by Head of Finance and Property Services (herewith)
6. Proposed Sale of 60a and 62 Norwood Avenue, Whitburn to Mr Gary Drummond - Report by Head of Finance and Property Services (herewith)
7. Developer Funded Extension to Winchburgh/Holy Family Primary

Schools, Winchburgh - Joint Report by Head of Planning, Economic Development and Regeneration and Head of Finance and Property Services (herewith)

8. Draft Scottish Energy Strategy Consultation Response - Report by Head of Finance and Property Services (herewith)
9. Proposed Response to the Scottish Government's Consultation on the Energy Strategy - Scotland's Energy Efficiency Programme (SEEP) - Report by Head of Housing, Customer and Building Services (herewith)
10. Scottish Home Awards 2017 Attendance - Report by Head of Housing, Customer and Building Services (herewith)
11. Policy on Street Naming and Numbering - Report by Head of Operational Services (herewith)
12. Smarter Choices Programme and Active Travel Progress - Report by Head of Operational Services (herewith)
13. Proposed Stopping-up Order - Footpath and Existing Right of Way, West Calder - Report by Head of Operational Services (herewith)
14. U37 Polbeth Road, Polbeth - 7.5 Tonne Weight Limit Order - Report by Head of Operational Services (herewith)
15. Whitehill Service Centre - Utilities Diversions - Scottish Business Stream - Report by Head of Corporate Services (herewith)
16. Procurement Arrangements - Education Services - Report by Head of Corporate Services (herewith)
17. Equality Outcomes Report and Equality Mainstreaming Report - Report by Head of Corporate Services (herewith)

Public Items for Information

18. Publication of Elected Member Remuneration, Expenses and Allowance Information 2016-17 - Report by Head of Corporate Services (herewith)
19. Early Retiral and Voluntry Severance - 1 October to 31 March 2017 - Report by Head of Corporate Services (herewith)
20. Disabled Persons' Parking Places (Scotland) Act 2009 - Annual Report for period 1 April to 31 March 2017 -
21. St John's Hospital Stakeholder Group - Report by Depute Chief Executive (herewith)
22. Note the Action Taken in Terms of Standing Order 31 (Urgent Business) to approve attendance by five elected members to the Riding of the Marches on Tuesday 13 June 2017 (herewith)

DATA LABEL: Public

**NOTE For further information please contact Val Johnston, Tel No.01506
281604 or email val.johnston@westlothian.gov.uk**

MINUTE of MEETING of the COUNCIL EXECUTIVE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 25 APRIL 2017.

Present – Councillors John McGinty (Chair), Cathy Muldoon, Frank Anderson, David Dodds, Lawrence Fitzpatrick, Carl John (substituting for Peter Johnston), Dave King, Danny Logue, Anne McMillan and George Paul

Apologies – Councillors Tom Conn, Jim Dixon and Peter Johnston

1. DECLARATIONS OF INTEREST

- a) Agenda Item 24 (Sale of land at Hamilton Square, Murieston to Dr Edward Russell-Smith) – Councillor Lawrence Fitzpatrick declared a non-financial interest in that the person to whom the land was being sold was his personal GP, however he would participate in the item of business; and
- b) Agenda Item 24 (Sale of land at Hamilton Square, Murieston to Dr Edward Russell-Smith) – Councillor Danny Logue declared a non-financial interest in that he was Chair of the IJB and an NHS employee.

2. ORDER OF BUSINESS

The Council Executive agreed to hear the deputation request received from Mr Ian Mate in relation to Agenda Item 6 (Edinburgh Airport Phase 2 Consultation on Airspace Change).

3. MINUTE

The Council Executive approved the Minute of its meeting held on 28 March 2017. The Minute was thereafter signed by the Chair.

4. DEPUTATION REQUEST BY EDINBURGH AIRPORT WATCH, IAN MATE, IN RELATION TO EDINBURGH AIRPORT PHASE 2 CONSULTATION ON AIRSPACE CHANGE

Mr Ian Mate addressed the members of Council Executive with regards to the contents of the consultation that had been issued by Edinburgh Airport in relation to airspace change.

Mr Mate explained that a great deal of meetings had been held in communities affected by the proposals contained within the consultation and that many local residents had concerns for the continued expansion of the airport and proposed changes to the airspace above those affected communities.

Mr Mate continued by explaining that some of economic arguments being

made by the airport in the consultation and their need to continue to expand could easily be explained away and in fact the airport took business away from Scotland by taking money out of the local economy. He also advised that the airport was employing less people than it did ten years ago and that would only continue to decrease as more processes associated with booking flights and holidays were automated.

Mr Mate also expressed his concerns for the content of the consultation document noting that it was a very complex document and most people would struggle to understand it. Also a lot of essential information had been missed out along with whole communities disregarded when it came to being notified about the ongoing consultation.

He also requested that the council give consideration to sending a copy of the consultation along with the council's proposed response to the Consultation Institute, MP's, MSP's and list MSP's.

The Chair thanked Mr Mate for his presentation.

5. EDINBURGH AIRPORT PHASE 2 CONSULTATION ON AIRSPACE CHANGE

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising that a second consultation on airspace change had now been issued by Edinburgh Airport Ltd and which had a response date of 30 April 2017.

The report recalled that in 2011 Edinburgh Airport laid down the development trajectory for the airport and highlighted the potential future increase in airspace capacity to cope with traffic growth by the introduction of new technology. In summer 2015 Edinburgh Airport carried out a trial of an additional new departure route known as "Tutor" with the intention to gather data for a possible west bound departure flight path from the airport. Edinburgh Airport subsequently stated that the trial had been successful but alluded to a more comprehensive look at all flightpaths.

In June 2016, Edinburgh Airport launched "Let's go Further", its airspace change programme. Following initial activities the airport embarked on a two phase public engagement and consultation process with Phase 1 aiming to gather views from communities involved and Phase 2 proposing specific flightpaths.

West Lothian Council had already approved a response to Phase 1 of the consultation and a copy of this was attached to the report at Appendix 4. The proposed response to the second round of consultation would make reference to the phase 1 response, highlighting areas where opinion appeared not to have been considered.

It was to be noted that the council's proposed response to the phase 2 consultation had been subject to much discussion through the council's

local area committee's and policy development and scrutiny panel's at which a number of issues were raised. These were further explored in the report and included the need for change by the airport, noise pollution, air pollution, finances, accuracy of the consultation and economic development.

The Head of Planning, Economic Development and Regeneration continued to explain that the consultation included a survey tool which allowed for the electronic recording of opinion. The survey tool also asked a series of questions all designed to give responders the option to select which route they favoured over others. It did not provide an opportunity to reject a proposal or route. Therefore with this tight restriction it was proposed that the electronic response attached to the report at Appendix 2 would be sent to the airport and where the route change did not impact West Lothian the response would be left blank.

It was also proposed that a copy of the council's response would be copied to not only to Edinburgh Airport Ltd, but also to the Aviation Minister, Civil Aviation Authority and The City of Edinburgh Council as Planning Authority.

It was recommended that the Council Executive :-

1. Notes the content of the report and accompanying proposed consultation response;
2. Approves the response at Appendix 1 as the council's response to the consultation;
3. Approves the proposal that a letter be sent to Edinburgh Airport Ltd, the Civil Aviation Authority and the Minister for Aviation expressing concern about the bias of the consultation, the inaccuracies of data used, the lack of a status quo option and the negative impact upon West Lothian residents; and
4. Approves that should the airport progress with a proposal to the Civil Aviation Authority (CAA) to change the airspace and West Lothian were invited to comment, that the engagement of an independent consultant be considered to assist with interpretation of flight path information and impact on the community wellbeing.

Decision

1. Approved the terms of the report and the consultation response; and
2. Agreed that a copy of the consultation response be sent to the Consultation Institute, local MP's, local MSP's and Lothian list MSP's.

6. WHITEHILL INDUSTRIAL ESTATE AND BLACKBURN ROAD, BATHGATE - WAITING/LOADING RESTRICTIONS AND REDETERMINATION OF FOOTWAY TO CYCLEWAY

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services seeking approval to commence the statutory process to install waiting/loading restrictions on the B792 Blackburn Road and in Whitehill Industrial Estate and to also re-determine the footpath along the B792 Blackburn Road to a shared footway/cycleway.

The Head of Operational Services explained that as part of the council's commitment to develop the new Whitehill Service Centre for Operational Services in Whitehill Industrial Estate, an increase in parking in the surrounding area would result in additional on street parking on the main access roads. There would also be new access points into the new service centre which would also require waiting restrictions to prevent access/egress visibility being obscured by parked vehicles.

As part of the new service centre the existing junction of the B792 Blackburn Road and Inchmuir Road would be re-designed to incorporate a traffic signalised junction, however waiting restrictions were required on the approaches to this junction to ensure safety and effective operation.

The report continued by providing an explanation on where the waiting restrictions would be installed and the re-determination of the existing footway on the B792 to shared use as a cycleway.

It was recommended that the Council Executive approve the initiation of statutory procedures for the promotion of a traffic regulation order to install additional waiting and loading restrictions on the B792 Blackburn Road and Whitehill Industrial Estate and to re-determine the footway on the B792 Blackburn Road to a shared use footway/cycleway.

Decision

To approve the terms of the report

7. ANNUAL INTERNATIONAL TWINNING GRANTS

The Council Executive considered a report (copies of which had been circulated) by the Head of Education (Learning, Policy and Resources) proposing to provide financial assistance to support the range of international activity planned between West Lothian Council and its twinning partners in financial year April 2017 to March 2018.

The Council Executive was advised that West Lothian Council supported a number of twinning partners including Grapevine (Texas, USA) Hochsauerlandkries (German), Guyancourt (France), Cran Gevrier (France) and more recently Mtarfa (n Malta).

The aim of twinning was to promote mutual understanding through educational, cultural, sporting and recreational exchanges. West Lothian Council supported twinning associations and encouraged these organisations to promote opportunities for individuals and community groups to participate in reciprocal exchange programmes with their

twinning partners.

The Council Executive was asked to approve the following :-

1. Financial assistance be provided to support international activity in West Lothian in 2016-17 as follows :-
 - West Lothian/Grapevine, USA - £7,317
 - West Lothian/Hochsauerlandkreis, Germany - £7,317
 - Linlithgow/Guyancourt, France - £3,250
 - Bathgate/Cran Gevrier, France - £3,250
 - Pumpherston/Mtarfa, Malta - £3,250

Decision

To approve the terms of the report

8. 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 providing an update on the council's Equality Mainstreaming commitments, progress made against the council's Corporate Equality Outcomes for 2013-2017 and a revised Equal Pay Statement.

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 that report every two years. The council's Mainstreaming Equality Report was published in April 2013 with a subsequent update in 2015.

The 2015-2017 progress report was required to include data related to the specific duties on employment monitoring information including recruitment, development and retention of employees by protected characteristic. In addition the council was required to publish information on the percentage difference, among its employees, between the average hourly pay of men and the average hourly pay of women.

The council's employment equality information and analysis for the period 1 January 2015 to 31 December 2016 and revised Policy Statement on Equal Pay was provided for at Appendix 1 attached to the report.

Another of the key specific duties required public bodies to develop and publish a set of Equality Outcomes and to report on progress against these outcomes every two years. The council developed 10 Corporate Equality Outcomes in 2013 and these were outlined within the Equality Outcomes Progress Report, a copy of which was attached to the report at

Appendix 2.

It was recommended that the Council Executive approves the terms of the Equality Mainstreaming Report, a revised Policy Statement on Equal Pay and the Equality Outcome Report.

Decision

To approve the terms of the report

9. SCOTTISH GOVERNMENT CONSULTATION - A SEVERANCE POLICY FOR SCOTLAND

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval of a response to a Scottish Government consultation on the severance arrangements across the devolved public sector in Scotland.

The Head of Corporate Services explained that following the UK Government's reform of public sector exit payments, the Scottish Government had issued a consultation document on 31 March 2017 to all devolved public sector bodies to hear views on whether recent powers should be used or other reforms taken forward, to exit payment arrangements.

The UK Government's reform included; the ending of six figure exit payments for public sector workers by capping the total costs of an exit payment to £95,000; and the recovery (claw back) on public sector exit payments when a high earner (defined as someone who was on a salary of £80,000 or more) returned to work in the public sector within 12 months.

These reforms were likely to be delivered through regulations under the Small Business and Enterprise and Employment Act 2015 (the Act 2015). Scottish Ministers had powers under the 2015 Act to decide whether to adopt an exit payment cap and/or recovery measures similar to those being implemented by the UK Government or set a different level of cap and/or salary ceiling in relation to recovery provisions.

The report then provided a narrative on the aim of the consultation, a range of options available to the Scottish Government, the council's own position and details of the council's proposed response with full details attached to the report at Appendix 1 which was to maintain the status quo (option 1).

It was recommended that the Council Executive approve the proposed response to the consultation.

Decision

To approve the terms of the report and the consultation response

10. COMMEMORATION OF JIM SIBBALD

The Council Executive considered a report (copies of which had been circulated) by the Chief Executive providing an update on proposals to name a facility or public building after former Armadale councillor, Jim Sibbald.

The Council Executive were advised that former councillor Jim Sibbald passed away on 2 July 2016, aged 71. Jim Sibbald had served as an elected member for the Armadale community on West Lothian District Council, Lothian Regional Council and West Lothian Council for a period encompassing four decades between 1997 and 2007.

At its meeting on 16 August 2016, West Lothian Council agreed to name, in consultation with the family and local community, an appropriate public building or a room or a hall in a public building or a street, in Armadale, in memory of Councillor Sibbald in recognition of his service to the Armadale and wider West Lothian community.

During Councillor Jim Sibbald's time in office he sat on West Lothian Leisure Advisory Committee and supported the 1995 refurbishment of Armadale Swimming Pool. Therefore it was considered that naming the swimming pool at Xcite Armadale would be a fitting tribute to him.

Discussions took place with Councillor Sibbald's family who were happy that the council proceed with the proposal to name the swimming pool after him. Officers also contacted Armadale Community Council and feedback from them was awaited.

Therefore the following proposals were presented for consideration by Council Executive who were asked to agree the proposal for the naming of a facility or public building after former Armadale councillor Jim Sibbald :-

- Jim Sibbald Pool, Xcite Armadale
- Jim Sibbald Swimming Pool, Xcite Armadale
- Sibbald Swimming Pool, Xcite Armadale

Motion

"Council Executive note the terms of the report and agrees to :-

1. Name the public swimming pool in Armadale the "Jim Sibbald Swimming Pool, Xcite, Armadale.
2. Invite a member of the late Jim Sibbald's close family to perform the official renaming ceremony of the Armadale Swimming Pool.

Decision

To unanimously agree the terms of the motion

11. NAMING OF PARTNERSHIP CENTRE IN LINLITHGOW

The Council Executive considered a report (copies of which had been circulated) by the Chief Executive providing an update on a proposal to name the new Partnership Centre in Linlithgow after the late Tam Dalyell MP.

The Council Executive were advised that Tam Dalyell served as a Member of Parliament from 1962 to 2005 for Labour during which he represented West Lothian from 1962 to 1983, then Linlithgow from 1983 to 2005.

In 2002 West Lothian Council granted the Freedom of West Lothian to Mr Dalyell to mark the 40th anniversary of his election to Parliament.

Tam Dalyell passed away on 26 January 2017 and on 7 March 2017 West Lothian Council approved a Notice of Motion recalling Mr Dalyell's unique contribution to West Lothian life and his long record of outstanding service to West Lothian's communities, his distinguished parliamentary service, including serving as Father of the House of Commons and his contributions as a school teacher, author and journalist.

The Notice of Motion approved by council agreed that a report should be considered by Council Executive with a proposal to permanently mark Tam Dalyell's contribution to West Lothian. Council Executive then agreed on 28 March 2017 that the new Linlithgow Partnership Centre provided an ideal opportunity to name a council facility after the late Tam Dalyell.

Therefore the following proposals were presented for consideration by Council Executive who were asked to agree the proposal for the naming of the new Partnership Centre in Linlithgow :-

- Tam Dalyell Partnership Centre, County Buildings, Linlithgow
- Linlithgow Partnership Centre, Tam Dalyell House
- Linlithgow Tam Dalyell Partnership Centre, County Buildings

Motion

"Council Executive note the terms of the report and agrees to :

1. Name the new Linlithgow Partnership Centre, "Linlithgow Partnership Centre, Tam Dalyell House.
2. Invite Kathleen Dalyell, or in the event of her unavailability, a member of the late Tam Dalyell's close family to perform the official opening ceremony of the new Linlithgow Partnership Centre.
3. Place the Council held portrait of the late Tam Dalyell on permanent public display in a prominent public area of the new Linlithgow Partnership Centre.

4. Place on the wall beside the portrait, a copy of the dedication contained in the late Tam Dalyell's autobiography "The Importance of Being Awkward".

Decision

To unanimously agree the terms of the motion.

12. MUSEUMS SERVICE ACCREDITATION

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 suite of documents to allow museum services to reapply for the National Museums Accreditation Scheme.

The Head of Housing, Customer and Building Services advised that it was a necessary requirement of the Accreditation Scheme for Museums and Galleries in the United Kingdom for the council to hold a suite of documents which included an approved Development Plan covering a period of three to five years. Also required were Conservation and Collections Care Policy Statement, a Document Policy Statement and an Acquisition Policy Statement. Copies of all such documents were attached to the report as a series of appendices.

The report provided a narrative on each of the policy documents.

It was recommended that the Council Executive approve the suite of documents as set out in Appendices 1 to 4 to allow the museum services to reapply for accreditation approval.

Decision

To approve the terms of the report

13. 2026 SERVING A CHANGING SCOTLAND - 10 YEAR STRATEGY FOR POLICING CONSULTATION

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services advising of the Police Scotland and Scottish Police Authority (SPA) consultation with Local Authorities on *2026 Serving a Changing Scotland – 10 Year Strategy for Policing*. Attached to the report was a proposed response to the consultation and noted that the consultation would close on 29 May 2017.

The 10 Year strategy for Policing in Scotland explained why Police Scotland would make further changes and transform from the current model to one that would better support the quality of service provided whilst ensuring that there was sufficient capacity to maintain the delivery of service and improve on outcomes for the safety and wellbeing of communities.

The seven Policing priorities consisting of Localism, Inclusion, Prevention, Response, Collaborative Working, Accountability and Adaptability, would be at the core of the delivery by Police Scotland. They would work to these priorities whilst focusing their strengths around five new strategic areas that had been identified as being; Protection, Prevention, Communities, Knowledge and Innovation.

The implementation of the 10 year strategy would enable Police Scotland to transform and reshape their corporate support and would prioritise their budget on frontline policing activities. They would look to benefit from economies of scale by joining up services with other public sector agencies in order to pool capacity and spending power. The transformational plan would generate more policing hours that were more productive for officers by freeing them from administrative duties. It had been recognised that these changes and improvements along with further introduced efficiencies and new technology would be key to achieving a financially sustainable position by the end of 2019/20 without reducing the operational capability or capacity of service delivery.

Council Executive was asked to approve the proposed response to Police Scotland and the Scottish Police Authority (SPA) consultation.

Decision

To approve the terms of the report and the consultation response.

14. CONSULTATION ON THE SCOTTISH GOVERNMENT'S DRAFT ONSHORE WIND POLICY STATEMENT

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of a consultation by the Scottish Government on a Draft Onshore Wind Policy Statement, a copy of which was attached to the report at Appendix 1.

The members were advised that the consultation document had been published alongside the Draft Scottish Energy Strategy (SES) which followed on from and was a major plank in the implementation of the Scottish Government's Draft Climate Change Plan (CCP). All three documents were released in January 2017

The CCP set out wide-ranging policies to meet reduction targets for greenhouse gas emissions in accordance with the requirements of Section 35 of the Climate Change (Scotland) Act 2009. Relevant to the consultation on onshore wind energy policy, challenging targets were to be met by 2032 by Scotland; a fully decarbonised electricity sector able to remove CO₂ from the atmosphere and 80% of domestic heat to be provided by low carbon heat technologies.

The report provided a summary of the issues and implications for West Lothian and it was recommended that Council Executive :-

1. Welcomes the opportunity to comment on the draft policy statement;
2. Notes that the draft policy statement had some potential to impact on the council's draft supplementary guidance on wind energy which was required in support of the West Lothian Local Development Plan (LDP) which was now under examination by the Scottish Government;
3. Notes that the implications of the direction of the policy statement would likely result in renewed pressures for wind turbines on higher ground in West Lothian including those areas benefitting from the protection of local landscape designation; and
4. Agree the proposed response to the consultation document as set out in Appendix 1 attached to the report.

Decision

To approve the terms of the report and the consultation response.

15. REVISED SUPPLEMENTARY GUIDANCE: PLANNING AND NOISE

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration seeking approval of revised Supplementary Guidance (SG): on Planning and Noise.

The report recalled that Supplementary Guidance *Planning and Noise* was adopted by the council in 2008 in support of the West Lothian Local Plan. Since that time updated guidance had been published in the form of Planning Advice Note (PAN 1/2011) Planning and Noise. In addition, the council had prepared the Proposed Plan for the West Lothian Local Development Plan (LDP) which would replace the WLLP.

The Head of Planning, Economic Development and Regeneration explained that to reflect the requirements of PAN1/2011, and in support of the LDP, a draft supplementary guidance on noise was prepared to update the council's current guidance. Following consideration by the Development and Transport Policy Development and Scrutiny Panel the document was consulted on.

Following consultation, to which four responses were received, there was a need to amend the SG to provide greater clarity and address more fully considerations related to noise and the natural environment and assessment of proposals under the closed window testing. The proposed amendments were set out in the appendix attached to the report.

It was recommended that the Council Executive approves the content of the revised guidance and notes its compliance with Scottish Planning Policy (SPP) 2014 and Planning Advice Note 1/2011 *Planning and Noise*.

Decision

To approve the terms of the report

16. LINLITHGOW PUBLIC REALM DESIGN GUIDE

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of the outcome of the consultation on the draft Public Realm Design Guide for Linlithgow, a copy of which was attached to the report at Appendix 1.

A Public Realm Design Guide for Linlithgow had been prepared by Brindley Associates and EK:JN Architects in response to a brief prepared by the council and provided guidance and set out a vision for the public realm in the town.

The guide provided detail on considerations related to the public realm and was to be read in context of the West Lothian Local Plan and the emerging West Lothian Local Development Plan which provided the overall context for development in the town.

Consultation on the draft design guide was undertaken over an eight week period in Autumn 2016, from which four responses were received. A summary of the comments made and the proposed responses to these were summarised in Appendix 2 attached to the report. It was proposed to make some minor amendments to reflect the comments received and to update the Action Plan.

Some of the comments received related to concerns over the council's policy on window replacement for building within the conservation area. Therefore it was proposed that the policy, which dated from 1998, be reviewed and reported to the Council Executive at a later date.

It was to be noted that since the design guide was drafted a number of proposals/schemes identified in the Action Plan had been implemented; for example, restoration of the Cross Well. The guide would also be updated to reflect this and provide an update on progress on actions identified. A revised Action Plan was attached to the report at Appendix 3.

With regards to the funding of improvement works the council's 10 year capital investment programme contained a capital budget for traditional town centres in each year of the programme. This would provide some opportunities to carry out works but it was to be noted that much of that funding had already been committed. Similarly the design guide identified a number of projects which were aspirational and could only be delivered with significant levels of external funding. These had been highlighted in the Action Plan.

The report concluded that the design guide provided a sound basis for improving the public realm and building design within Linlithgow and identified priority actions for future public and private sector investment in

the town. The guide acted as an enabling document to focus investment decisions by partners and act as a bidding tool to lever in external funding. It was not the intention that it would be the council who would fund projects. It was also to be noted that the guide could raise expectations about improvements which could be difficult to deliver in the current financial climate.

It was recommended that the Council Executive :-

1. Note the comments received following consultation on the draft Public Realm Design Guide and proposed response to them;
2. Approves the Linlithgow Public Realm Design Guide as planning guidance in support of the West Lothian Local Development Plan; and
3. Notes that some references in the guide did not capture the changed circumstances or progress made since it was originally drafted and agrees that minor no-material edits could be made prior to publication to remedy these.

Decision

To approve the terms of the report

17. SCOTTISH GOVERNMENT CONSULTATION: TALKING "FRACKING" A CONSULTATION ON UNCONVENTIONAL OIL AND GAS

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of a consultation by the Scottish Government entitled "Talking Fracking – A Consultation on Unconventional Oil & Gas" (UOG).

The Head of Planning, Economic Development and Regeneration provided an explanation of the regulation, licensing and development of unconventional oil and gas exploration and it was noted that at the moment the UK Government issued Petroleum and Development Licences (PEDL) for which three had been issued for Scotland. One of these licences covered a substantial area and included land within the administrative council areas of Falkirk, East Dumbartonshire, North Lanarkshire and West Lothian. Appendix 1 attached to the report provided some of the key terminology associated with "fracking".

The report continued by providing information on community benefits and the evidence and research recently published in support of the consultation, further details of which were attached to the report at Appendix 2.

The Scottish Government's position was to take a cautious, evidence-led approach while it gathered and considered evidence and therefore the consultation paper did not advocate a preferred position or policy. Instead it stated that the Scottish Government wanted to create a space for

dialogue to allow for different perspectives to come forward.

When the consultation closed on 31 May 2017 and the results had been independently analysed and published, the Scottish Government would use the evidence to inform its position on whether or not UOG technologies had a role in Scotland's energy mix. It would then ask the members of the Scottish Parliament to vote on its preferred approach and a final decision on the future of UPG was anticipated before the end of 2017.

A copy of the proposed response on behalf of West Lothian was attached to the report at Appendix 3.

It was recommended that the Council Executive agrees the report and Appendix 3 as the council's response to the consultation.

Motion

"Council Executive note the terms of the report and agrees to replace the draft response contained in the report with the following to be submitted as the Council response to the Scottish Government consultation:

Council Executive recognises significant levels of public concern over proposals for shale gas exploration by the method of "fracking", particularly in view of the known workable substantial deposits of torbanite in West Lothian.

It notes that in the past annual report, Chief Scientific Adviser to the UK Government Professor Sir Mark Walport warned that government had not given proper consideration to fracking's health risk. It further notes that several European countries have either banned or imposed a moratorium on the hydraulic fracking technique of extracting oil and gas.

Council Executive notes that no definitive guidance has been issued to planning authorities in Scotland as regards the relationship between fracking and public health.

West Lothian Council sees no need for fracking in a country which has many sustainable renewable resources.

To protect the wellbeing of West Lothian residents Council Executive agrees to respond to the Scottish Government consultation by calling for a full moratorium on "fracking" and stating the Council's absolute opposition to fracking in Scotland".

Decision

To unanimously agree the terms of the motion.

18. TIME LIMITED THIRD SECTOR AMBITION FUND

The Council Executive considered a report (copies of which had been

circulated) by the Head of Planning, Economic Development and Regeneration to obtain approval for a funding application process and the means of disbursement of the monies held on the Third Sector Ambition Fund, which had been established following the allocation of £200,000 of time limited funding in the council's revenue budget for 2017-18.

Following approval by Council Executive to establish a time limited funding allocation of £200,000 in 2017-18, a short term working group was established comprising of council officers and representatives from the Third Sector to inform the efficient and effective operation of the fund. The working group was chaired by the Head of Planning, Economic Development and Regeneration and the Voluntary Sector Gateway was invited to appoint three representatives. Council officers from Economic Development & Regeneration and Finance also attended the working group..

The working group agreed that the following should be recommended to the Council Executive as the basis of the funding stream :-

- The funding was open to voluntary and third sector organisations based or working in West Lothian
- Applicants were to have a Constitution and/or Articles of Association; a bank account in the name of the organisation; confirmation that a minimum of two people were required to sign and counter-sign cheques; provide audited or independently examined annual accounts; and confirm that surpluses or profits were retained and not distributed
- That there would be two levels of funding (1) £5,000 to £20,000 and (2) over £20,000.
- Any application for more than £20,000 would have to demonstrate that it could lever in significant levels of match funding.

The funding available was to be committed in 2017-18. Therefore subject to Council Executive approval there would be a three month period, commencing in early May, for bids to be developed and submitted to the council. Projects were then expected to commence in 2017-18 and be completed within 12 months of funding approval. Details of what would be required through the application process were outlined in the report.

Any applications received would be scored by a panel comprising of council officers and representatives of the third sector.

It was recommended that the Council Executive :-

1. Notes the availability of the Third Sector Ambition Fund; and
2. Approves the application process and proposed means of assessing applications and disbursing funds as set out in the report.

Decision

To approve the terms of the report.

19. SUPPORTING BOWLING IN WEST LoTHIAN

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration to consider a proposal to provide one off time limited financial assistance of £10,000 to support the range of activities in support of West Lothian's Bowling Community in 2017-18 and 2018-19.

The members were advised that West Lothian had a very active indoor and outdoor bowling community with outdoor bowling having 34 active clubs. Bowling also had a long history in West Lothian with the association being formed under the name of Linlithgowshire Bowling Association in April 1882.

In addition health professionals recommended playing bowls as it provided a number of health benefits including improved fitness, improved coordination, increased confidence, enhanced mental wellbeing and community connectedness.

West Lothian clubs had been successful in competitions over recent years at both national and international level and an opportunity had arisen for West Lothian Council to sponsor a West Lothian cup for the men's, women's and junior bowlers. In addition "Invest in West Lothian" would be printed on the bowler's shirts giving a great opportunity to market West Lothian.

To also support future generation experience of bowling, the council through the Active Schools and Community Service, were working in partnership with East Calder Bowling Club and local schools to introduce the sport to pupils. The pilot programme would utilise skills and experiences of local bowlers who would be supported to deliver activities within the curricular time for East Calder and St Pauls RC primary schools.

A bowling festival was also planned for 1 June 2017 to encourage children to continue participation in bowls in a community setting.

It was anticipated that the pilot project would be used as a template to further support the delivery of bowls within other localities in West Lothian and promote increased school and community participation in the sport.

It was recommended that Council Executive agrees :-

1. The establishment of a £10,000 time limited development fund to the West Lothian Bowling Association for 2017-18 which included £1,000 for the provision of indoor bowling equipment to support the delivery of bowls within primary and secondary schools across West Lothian;
2. The sponsorship of a Gents, Ladies and Juniors Bowling Cup; and

3. Promotion of Invest in West Lothian in the club tournaments shirts

Decision

To approve the terms of the report

20. BUDGET PROCESS REVIEW GROUP CONSULTATION

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for a submission from the council in response to the Finance and Constitution Committee consultation on the Scottish Parliament's budget process.

The Finance and Constitution Committee had established a review group to examine the Scottish Parliament's budget process following the devolution of further powers in the Scotland Act 2012 and Scotland Act 2016.

The Budget Process Review Group had been tasked with developing a revised budget process which incorporated an increased level of responsibility arising from the devolution of new powers. The review group had published an interim report which was subject to public consultation to help inform the review.

The Head of Finance and Property Services then provided an overview of the five themes emerging from the review report.

It was recommended that Council Executive :-

1. Notes the content of the Budget Process Review Group – Interim Report, as set out in Section D1 of the report;
2. Notes the content of the proposed consultation response from West Lothian Council, as set out in Appendix 1 attached to the report; and
3. Agree the content of the consultation response and agrees that the response was provided to the Finance and Constitution Committee on behalf of the council by the Head of Finance and Property Services

Decision

To approve the terms of the report and the consultation response

21. INDUSTRIAL LAND 0.83 HA (2.05 ACRES) BLACKBURN ROAD, BATHGATE - PROPOSED SALE TO A1 AUTOMOTIVE

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 0.83ha (2.05 acres) industrial open storage land at Blackburn Road, Bathgate.

The land at Blackburn Road, Bathgate was situated to the rear and adjoining the former Paterson's cement works which had now been bought by A1 Automotive Limited. The land was effectively landlocked and it was believed was originally acquired for the proposed development of a link road between Bathgate and Blackburn which was subsequently superseded by the development of the M8 motorway.

The site which extended to 0.83ha (2.05 acres) was irregularly shaped and consisted of undeveloped land. Therefore due to the nature of the site and its lack of access, the site was considered to of little use to anyone other than A1 Automotive Ltd as adjoining owners.

The main terms and conditions which had been provisionally agreed with the company were outlined in the report.

It was recommended that the Council Executive :-

1. Approves the sale of 0.83ha of land at Blackburn Road, Bathgate to A1 Automotive Limited for the sum of £90,000; and
2. Authorises the Head of Finance and Property Services to carry out any further negotiations with the purchaser in respect of the transaction, including any required alteration to the sale price, on the basis that any revised terms and conditions still represented the highest capital receipt available to the council.

Decision

To approve the terms of the report

22. CARMONDEAN HOUSE, CARMONDEAN CENTRE SOUTH, LIVINGSTON

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 Carmondean House, Carmondean Centre South, Livingston to Mrs Eileen Stahl in accordance with the details set out in the report.

Carmondean House was a single-storey detached office pavilion comprising of office space plus associated car parking space. The property was owned by the council and formed part of the Tenanted Non-Residential Property (TNRP) portfolio.

Despite being openly advertised for lease by the council for some time there had been no meaningful interest in the property. Also as the building was vacant, the council as owner was liable for the ongoing payment of vacant non-domestic rates.

With minimal prospect of letting the property commercially the property

was re-advertised on the open market for sale and had a closing date of noon on 24 February 2017 for any offers.

The highest offer received by the closing date was from Mrs Eileen Stahl with the main terms and conditions of the offer summarised in the report.

Analysis of the offer received and being recommended for approval confirmed that the proposed purchase price of £177,000 compared favourably with values being achieved locally in the area for similar properties.

Therefore it was recommended that the Council Executive :-

1. Approves the sale of Carmondean House, Carmondean Centre South, Livingston to Mrs Eileen Stahl for the sum of £177,000 subject to the main terms and conditions set out in the report; and
2. Authorises the Head of Finance and Property Services to carry out any further negotiations with the purchaser in respect of the sale of the property, on the basis that any revised terms and conditions still represented the best capital receipt for the council.

Decision

To approve the terms of the report

23. 0.29 HS (0.79 ACRES) OF LAND AT HAMILTON SQUARE, MURIESTON - PROPOSED SALE TO DR EDWARD RUSSELL-SMITH

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 0.29ha of land at Hamilton Square, Murieston, Livingston.

The land at Hamilton Square, off Alderstone Road was formally used as a site for the temporary Murieston Health Centre, which had since moved to the land adjacent.

The land was allocated in the West Lothian Local Plan for local area uses. Further discussions with the planning department indicated that this included small scale business, retail, leisure, recreational and residential developments.

The site was formally vacated by the previous health centre in March 2017 and was subsequently marketed with a closing date of 28 March 2017.

At the closing date the council had received seven offers to purchase the site with the main details of the highest offer received outlined in the report.

Therefore it was recommended that the Council Executive :-

1. Approves the sale of 0.29ha (0.79 acres) of land at Hamilton Square, Murieston, Livingston to Dr Edward Russell-Smith for £250,000 subject to the main term and conditions summarised in the report; and
2. Authorises the Head of Finance and Property Services to carry out any further negotiations with the purchaser in respect of the sale of land, including any required alteration of the sale price, on the basis that any revised terms and conditions still represented the highest capital receipt available to the council.

Decision

To approve the terms of the report

24. B8084 WHITBURN TO ARMADALE CYCLEPATH - PROPOSED COMPULSORY PURCHASE ORDER

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for the use of compulsory purchase powers to acquire an area of land for the provision of a new cyclepath between Armadale and Whitburn.

The Council Executive was advised that the council was awarded grant funding from Sustrans (Scotland) in 2014 in order to assist in the development and delivery of a number of missing cycle links between communities throughout West Lothian. One of the key routes identified was between Armadale and Whitburn, which would not only provide a link between communities but also to Armadale railway station and the national cycle network (NCN75).

In order to implement the proposals the council would need to acquire land from the current owner EWP Investments Ltd.

The Head of Finance and Property Services continued to advise that Property Management and Development had been in negotiation with representatives of the landowner since mid-2014 to acquire the land by agreement. Terms were agreed in January 2016 for the purchase of the land and solicitors were appointed. However no further communication had been forthcoming since this time, despite reminders. Officers were concerned that the owner has since abandoned the deal without any further negotiation.

Officers have therefore contacted the landowner advising that it would seek to progress a compulsory purchase if there was no confirmation of a concluded transaction by them by 24 April 2017. It was also to be noted that the council had successfully agreed terms of the acquisition of further land required for the scheme from neighbouring owners.

Given the current circumstances and in order to minimise any further delays, it was proposed that the council should begin proceedings to

acquire the land using compulsory purchase powers under Section 189 of the Town and Country Planning (Scotland) Act 1997. Once a compulsory purchase order was made, the procedure included applying to Scottish Ministers for confirmation of the order.

If the council was successful then any compensation payable to the land owner whose land had been compulsorily acquired would be determined by statute. In situations where no agreement had been possible with an owner then either party was able to refer any dispute to the Lands Tribunal for Scotland for determination.

It was recommended that the Council Executive :-

1. Approves the promotion of a compulsory purchase order to acquire the land shown on the plan attached to the report at Appendix 1, extending to 1.68 acres (0.68ha) under Section 189 of the Town and Country Planning (Scotland) Act 1997; and
2. Grants delegated powers to the Head of Finance and Property Services and the Chief Solicitor to take matters forward, including any negotiations regarding the payment of statutory compensation or amendments to the statement of reasons and associated submission.

Decision

To approve the terms of the report

25. LINLITHGOW PARTNERSHIP CENTRE - PROPOSED LEASE TO LINLITHGOW HERITAGE TRUST

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for a 25 year lease of an area within Linlithgow Partnership Centre to Linlithgow Heritage Trust.

Linlithgow Heritage Trust (LHT) was based in Annet House, High Street, Linlithgow and operated the property as a museum. The property was owned by the council and had been leased to the Trust since the late 1980's. LHT's internal repairing lease of Annet House reached its natural expiry date on 31 March 2014 and since then had continued to run on a year to year basis. Whilst the LHT had occupied Annet House for a significant number of years there had always been an accessibility issue due to the configuration over multiple floors and no lift.

LHT was identified as a potential partner for the new Linlithgow Partnership Centre in the early stages of planning the new building. LHT would occupy a prominent area on the first floor of the building overlooking the High Street and The Cross. The new location would be more readily accessible to visitors being in the heart of the historic town and also to visitors less able-bodied as there would be lifts to the first floor of the building, together with the provision of accessible toilets.

Additionally the co-location of the Linlithgow Library, Local History Library, Family History Library and LHT all centrally based in the Linlithgow Partnership Centre would be of a benefit to locals and tourists alike. LHT also planned to stage events such as reminiscence days which could be of interest to many residents including those older residents attending the day care centre also located within the building.

LHT planned to make an application to the Heritage Lottery Fund to assist them in their proposed relocation and to assist with the set-up of exhibitions and specialised effects and lighting. This was a staged process which meant that should the LHT be successful in their application they would not be in a position to relocate until Spring 2018. LHT has successfully passed Stage one and were due to submit their Stage two application very soon.

The main terms and conditions of the proposed lease were summarised in the report.

It was recommended that Council Executive :-

1. Approves the lease of 210 square metres of office/exhibition space plus ancillary storage for a period of 25 years subject to the terms and conditions set out in the report; and
2. Grants delegated powers to the Head of Finance and Property Services to agree to any changes required to the current terms and conditions in order to conclude the transaction, on the basis that any revised terms and conditions still complied with approved leasing procedures.

Decision

To approve the terms of the report

26. INDEPENDENT INQUIRY INTO THE CONSTRUCTION OF EDINBURGH SCHOOLS UPDATE

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update in relation to the recommendations set out in the independent enquiry into the Construction of Edinburgh Schools and to provide an indication of the measures already in place within the council in relation to the council's construction project processes.

The members were advised that the Independent Inquiry into the Construction of Edinburgh Schools was undertaken following the collapse of part of an external wall at Oxbgangs Primary School in January 2016 and subsequent investigative surveys indicating defects in the construction of the external walls in 16 schools, a secure unit and a community centre, all of which had been built as part of the same Public Private Partnership (PPP) contract.

The inquiry was led by Professor John Cole CBE, an architect and retired Civil Servant supported by Stewart Macartney, a structural engineer specialising in forensic investigations and director of a multi-disciplinary engineering consultancy together with Chris Philips, a lawyer and partner in an established legal practice.

The remit of the inquiry was summarised in the report.

The findings of the inquiry had been categorised into a number of specific areas including procurement, independent certification, client's relationship with the design team, information sharing, construction, training and recruitment, building standards, further inspections and those areas specific to Edinburgh City Council.

In summary the findings indicated that the primary cause of the Oxbgangs school wall collapse was poor quality construction in the building wall. In particular the brickwork and positioning of the wall ties, the direct supervisions of the laying of the bricks and the positioning of the wall ties and the quality assurance processes employed by the sub-contractor and main contractor were all deficient.

Following presentation and publication of the inquiry report on 9 February 2017 officers from Finance and Property Services and Building Standards reviewed the findings and provided comment on the position in relation to the council's delivery of large construction projects, the ongoing management of property assets and in particular PPP schools and regulatory requirements of Building Standards. The council's current position in relation to the recommendations within the report were summarised under the headings of Procurement, Independent Certifier, Clients Relationship with Design Team, Information Sharing, Construction, Training & Recruitment, Building Standards and Further Investigation.

Therefore it was confirmed that the council already had in place a robust approach which ensured quality assurance was paramount through the delivery of large scale construction projects. However there were also a number of recommendations which officers had considered and these had been incorporated into the council's procedures; these were summarised in the report.

And finally the Head of Property and Finance advised that following a review of the findings by the Scottish Government Buildings Division a separate report would be presented which would relate primarily to the implications for the council's Building Service.

It was recommended that Council Executive notes :-

1. The recommendations contained within the Independent Inquiry into the Construction of Edinburgh Schools and the council's position in relation to these;
2. The areas of good practice already in place in relation to the management of construction projects and quality assurances

processed; and

3. The additional measures outlined in the report that had been progressed by officers as part of the ongoing management of the council's construction project.

Decision

To note the contents of the report

27. NOTE ACTION TAKEN IN TERMS OF STANDING ORDER 31 (URGENT BUSINESS) TO APPROVE THE SUBMISSION OF AN ALTERNATIVE SEEP PROJECT

The Council Executive noted the action taken in terms of Standing Order 31 (Urgent Business) in that approval had been provided for an application to be submitted to the Scottish Government for the SEEP Call for Pilot Project Phase 2 for a total of £325,000 to fund a number of projects in West Lothian.

28. CLOSING REMARKS

The Chair wished to record a note of thanks to all the officers for their assistance over the past five year. He also wished to record a note of thanks to all councillors who had participated in meetings of the Council Executive. He also wished good luck to those members standing in the forthcoming council elections and thanked Councillor Tony Boyle who was standing down after five years' service.



COUNCIL EXECUTIVE

0.23 HA AT WAVERLEY STREET, BATHGATE **PROPOSED SALE TO WESLO HOUSING MANAGEMENT LIMITED**

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To obtain Council Executive approval for the sale of 0.23 Ha. or thereby at Waverley Street, Bathgate to Weslo Housing Management Limited.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Approves the sale of 0.23 Ha. 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 any further negotiations with the purchaser in respect of the sale of the land, including any required alteration of the sale price, on the basis that any revised terms and conditions still represent the highest capital receipt available to the council.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable. 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	The sale of this site will contribute towards the council's 2017/18 approved capital receipts target and, in doing so, will assist the associated capital receipts performance indicator.
V	Relevance to Single Outcome Agreement	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)	The capital receipt of £122,136 will contribute to the council's approved capital receipt programme for the financial year 2017/18.
VII Consideration at PDSP	Not applicable.
VIII Other consultations	The local elected members for the ward have received a copy of this report for their information.

D. TERMS OF REPORT

Weslo Housing Management Limited (Weslo) is a Registered Social Landlord operating in the Falkirk and West Lothian Council areas. The company's key objective is to provide affordable, good quality, rented housing to the people of West Lothian and Bo'ness.

Working in partnership with Almond Housing Association, Weslo has 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 is owned by the council and is held on General Services account. In order to maximise their proposed development site, Weslo has applied to buy the council's land for inclusion in their scheme.

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

The proposed development site extends to 0.45 Ha. in total and is shown outlined in black on the attached plan. The Waverley Garage site extends to 0.22 Ha. and is shown hatched in black on the plan. The council's surrounding ownership extends to 0.23 Ha. and is shown cross-hatched in black on the plan.

The entire 0.45 Ha. development site has been independently valued by the District Valuer at £240,000. That valuation is based upon a proposed social housing development of 27 affordable homes. The council owns 50.89% of the overall site, equating to a pro-rata value of £122,136.

An agreement in principle has been reached between the parties for the sale of the council's land on the following terms:

1. The subjects of sale comprise the 0.23 Ha. at Waverley Street, Bathgate shown cross-hatched in black on the attached plan.
2. The purchaser will be Weslo Housing Management Limited.
3. The purchase price will be £122,136 (one hundred and twenty two thousand pounds one hundred and thirty six pounds).
4. The sale will be conditional upon the purchaser securing planning permission for a social housing development of 27 units.
5. The sale will be conditional upon the purchaser carrying out site investigation works and being satisfied as to their findings.
6. Each party shall bear their own legal costs.

It is recommended that Council Executive approves the sale of this land to Weslo Housing Management Limited on the terms set out above. It is also recommended that delegated powers be granted to the Head of Finance and Property Services to conclude any further negotiations that may be required with the purchaser, including any required amendment to the purchase price, provided always that the amended purchase price would still represent the best capital receipt for the Council.

E. CONCLUSION

It is considered to be in the council's best interests that the council owned land extending to 0.23 Ha. or thereby at Waverley Street, Bathgate be sold to Weslo Housing Management Limited in accordance with the terms set out in this report.

F. BACKGROUND REFERENCES

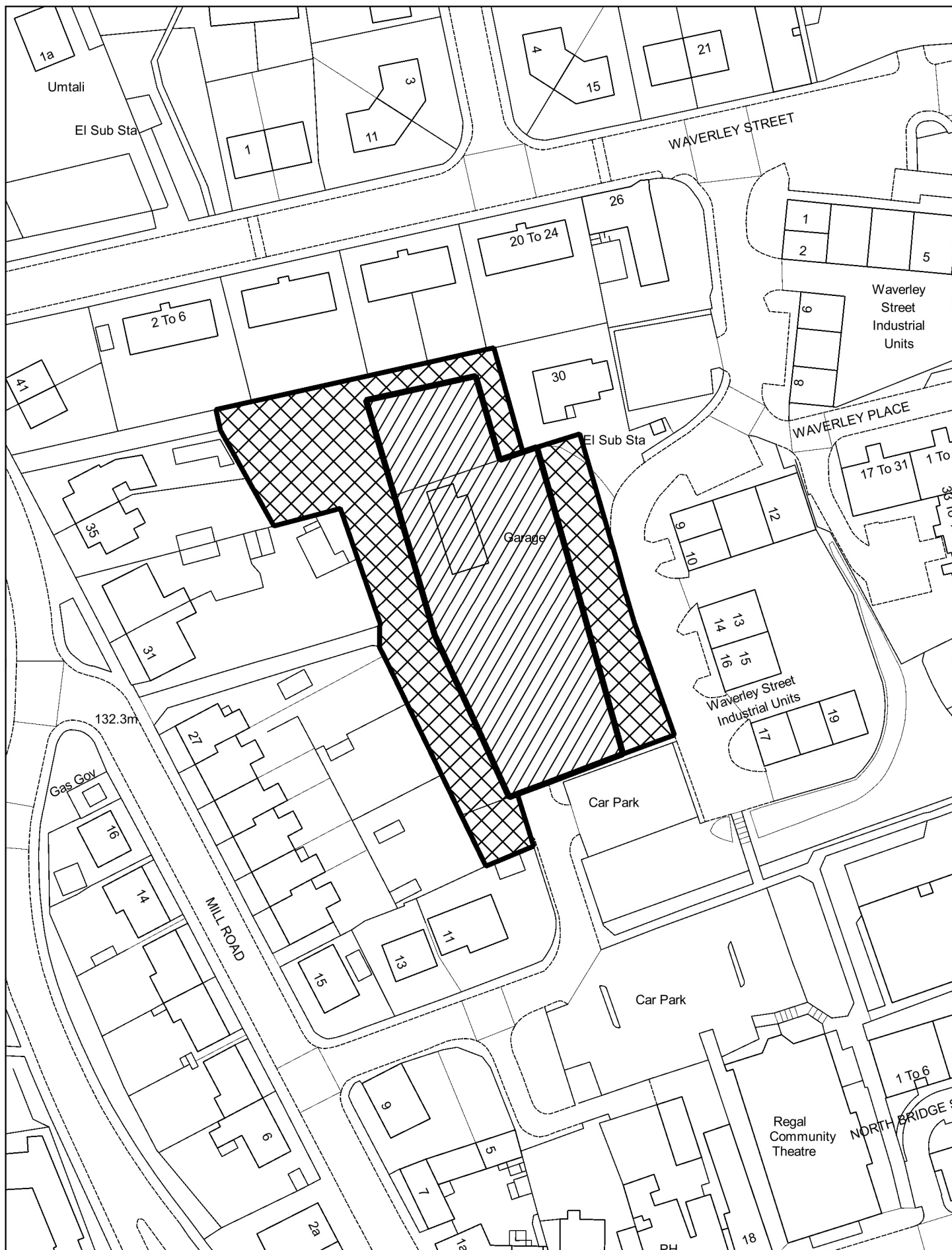
None

Appendices/Attachments: Location plan attached.

Contact Person: Scott Hughes (Property Management & Development Unit)
Tel. (01506) 281825, Email: Scott.hughes@westlothain.gov.uk

Donald Forest, Head of Finance and Property Services

Date: 6 June 2017



 West Lothian Council	Land at Waverley Street, Bathgate Property Management and Development, West Lothian Civic Centre, Livingston, EH54 6FF	1:1,000 9/5/2017	A4	
--	---	-------------------------	----	---

Reproduced from the Ordnance Survey mapping with the permission of Her Majesty's Stationary Office. Unauthorised reproduction infringes crown copyright and may lead to prosecution or civil proceedings. © Crown copyright. All rights reserved. Licence 100037194 2017



COUNCIL EXECUTIVE

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

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To obtain Council Executive approval for the sale of 60A and 62 Norwood Avenue, Whitburn.

B. RECOMMENDATION

It is 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 any 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 represents best value to the council.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable; 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	The sale of the properties would contribute towards the councils commitment to reduce vacant rates and improve overall performance.
V	Relevance to Single Outcome Agreement	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)	The capital receipt of £10,000 will be recycled into investment into the Tenanted Non

	Residential Portfolio.
VII Consideration at PDSP	Not applicable.
VIII Other consultations	The local elected members for the ward have received a copy of this report for their information.

D. TERMS OF REPORT

Background

The properties at 60A and 62 Norwood Avenue are neighbourhood retail properties forming part of a traditional tenement. No. 60A (shown in bold on the attached plan) previously formed part of 60 Norwood Avenue which was sold. It was not included in the sale of that property due its condition and, in particular, water ingress. 62 Norwood Avenue (shown hatched) was previously leased but has been vacant for a number of years due to its condition and has not been able to be let despite marketing.

Both properties have deteriorated through lack of use and, in particular, from consistent water ingress for a number of years. It is estimated that over £40,000 of works need to be carried out on the properties. In addition to this, full internal refurbishment including electrics is needed.

Due to the extensive cost of repair, the properties were marketed for sale in August 2014 and have to date had limited interest.

Current Position

Interest from prospective purchasers has highlighted a reluctance on their part to undertake or being unable to justify the complex repair obligation which includes the drying area and gardens of the housing properties above. These houses are in private ownership.

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 has previous experience of extensive refurbishment.

It is likely that the property will be brought back into use relatively quickly as a consequence of Mr Drummond's investment.

Financial Assessment

The council has a rates obligation of circa £2,700 per annum for the properties and it may also be necessary to undertake expensive repairs in the future to ensure public safety. Therefore, officers are of the opinion that Mr Drummond's offer represents the best value for the properties.

E. CONCLUSION

It is considered to be in the council's best interests that the properties in question at Norwood Avenue be sold to Gary Drummond in accordance with the terms set out in this report.

F. BACKGROUND REFERENCES

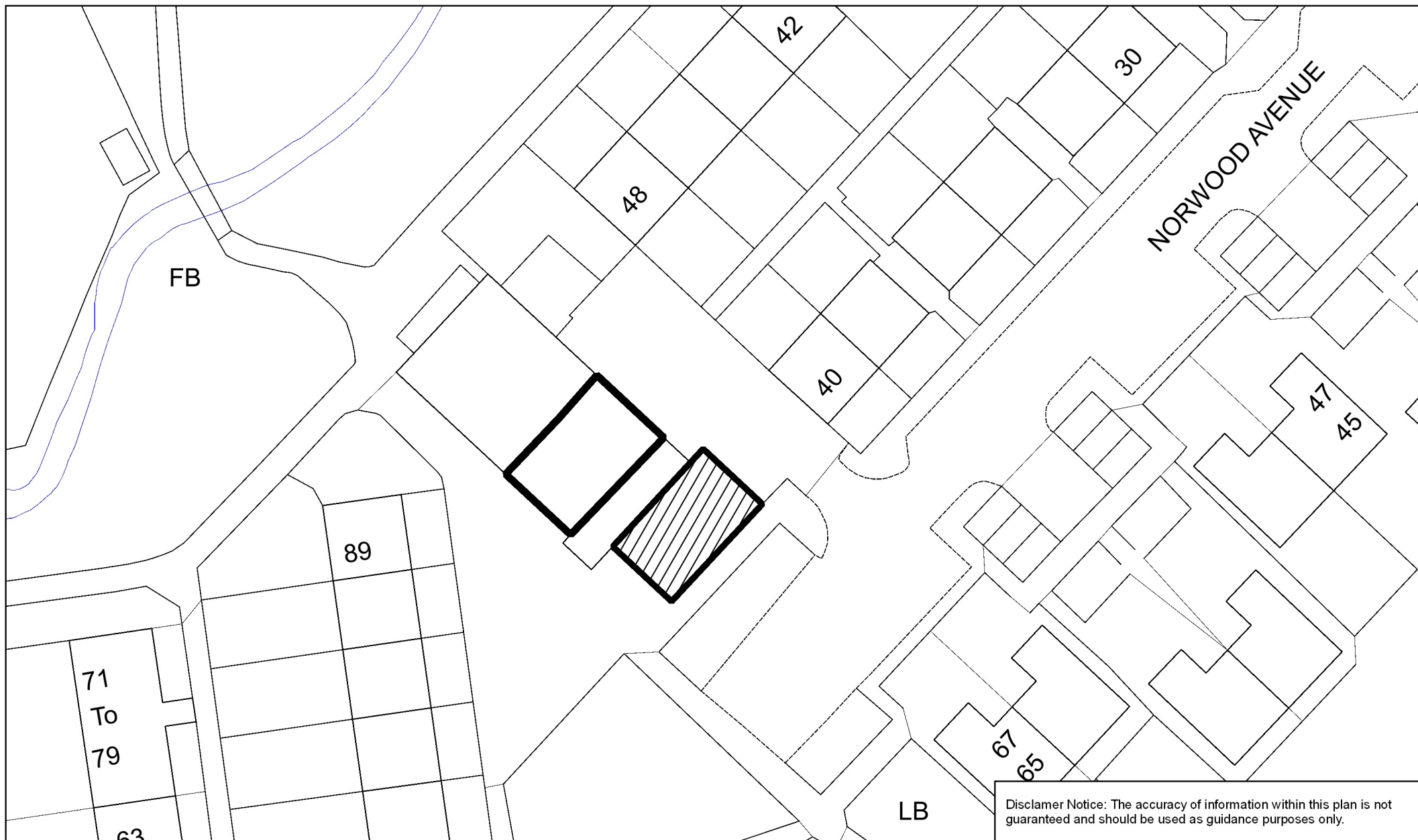
None

Appendices/Attachments: Location Plan Attached

Contact Person: Hannah Sturgess (Property Management & Development Unit)
Tel. (01506) 283405, Email: Hannah.Sturgess@Westlothian.gov.uk

Donald Forest, Head of Finance and Property Services

Date of meeting: 6 June 2017



Location Plan: 60A & 62 Norwood Avenue

1:500



Property Management, West Lothian Civic Centre, Livingston, EH54 6FF

2017-05-08T16:30:12

Reproduced from the Ordnance Survey mapping with the permission of Her Majesty's Stationary Office. Unauthorised reproduction infringes crown copyright and may lead to prosecution or civil proceedings. ©Crown copyright. All rights reserved. Licence 100037194 2017



COUNCIL EXECUTIVE

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

REPORT BY HEAD OF PLANNING AND ECONOMIC DEVELOPMENT AND FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to advise the Council Executive of the proposed extension to the Winchburgh/Holy Family Primary Schools, to meet education additional capacity requirements as a result of the ongoing development in Winchburgh.

B. RECOMMENDATION

It is 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 is fully developer funded and that the funding has already been received by the council; and
3. Note the projected timescales for the provision of a new denominational primary school should housing development at Winchburgh continue as forecast.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; and working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The implementation of the West Lothian Local Plan (WLLP) and the emerging Local Development Plan (LDP) require substantial funding for education infrastructure which will be funded through developer contributions. It is a key requirement of the WLLP and LDP that development should not proceed beyond existing infrastructure capacity and that planning permission should not be granted until relevant infrastructure is provided or committed. Policy 9

of the approved Strategic Development Plan (SDP) for Edinburgh and South East Scotland identifies a similar provision.

Policy IMP 3 of the WLLP requires developer contributions to help overcome education constraints and this is mirrored in Policy 9 of the SDP.

Policy IMP 17 of the WLLP indicates that planning agreements (now planning obligations) will be entered into where appropriate and that developer contributions will be sought in accordance with circular 12/1996 - Planning Agreements (this circular has been replaced by circular 3/2012).

The proposal will support housing development identified in the WLLP and LDP and is fully funded therefore meeting the requirements of Policy 9 of the SDP and WLLP policies IMP3 and IMP17.

There are no SEA, equality, health or risk assessment issues.

III	Implications for Scheme of Delegation to Officers	None.
IV	Impact on performance and performance indicators	The proposal will ensure that suitable and sufficient school estate capacity is delivered which are property asset management performance measures.
V	Relevance to Single Outcome Agreement	<p>Our children have the best start in life and are ready to succeed.</p> <p>We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>Making best use of our resources use of resources by minimising our impact on the built and natural environment.</p>
VI	Resources - (Financial, Staffing and Property)	<p>The council has already received the full capital funding required to undertake this extension.</p> <p>The provision of additional pupils and accommodation will have revenue consequences for the council. These will be incorporated into future revenue budgets.</p>
VII	Consideration at PDSP	The specific matter of extending the school has not been reported to a PDSP. Updates on

progress with implementing the development strategy have been reported at key stages.

VIII Other Consultations

Education, Education Planning, Finance and Property and Housing, Customer and Building Services have been consulted in the preparation of this report.

D. TERMS OF REPORT

D1 Background

Holy Family RC Primary School and Winchburgh Primary School are both housed within one building, which is located in Glendevon Park, Winchburgh. Two classrooms within the building are currently used to provide nursery accommodation. The location of the school is shown outlined in Appendix 1.

As part of the settlement expansion of Winchburgh through the provision of new housing the Section 75 planning obligation requires 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 progresses. This is to ensure that sufficient education capacity is available to accommodate increasing demand.

The first contribution in respect of the Holy Family/Winchburgh Primary School (HFWPS) building was paid in April 2012 and allowed for a three classroom extension and a new Multi Use Games Area to be constructed. This allowed for the occupation of 350 residential units within the housing development areas.

Further developer contribution payments were triggered on the occupation of 350 residential units. This second trigger was reached in mid-2016. At that time, the developer requested to pay further contributions, which would then allow for the occupation of a minimum of 550 units. This was agreed and the developer paid just over £1.2 million in August 2016 to facilitate the necessary extension(s) which would allow the increase in capacity to occur. The contribution amounts/rates were set out in planning obligations contained in the approved S75 agreement. Planning obligations now require the council to commit to providing the next extension (unless all parties agree otherwise) within 18 months of the receipt of the payment.

Education Planning have assessed school roll forecasts and have concluded that two additional classrooms will be required to allow for the occupation of a minimum of 500 houses (and potentially up to a maximum of 550) in total within the Winchburgh development area.

D2 Proposed Extension

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. As outlined above, an initial extension was undertaken at the time which accommodated the initial capacity demand. This involved the utilisation of two classrooms for the provision of nursery accommodation.

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

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

Construction Services is in the process of finalising proposed plans in order to submit the necessary planning and building warrant applications. The final draft plans are included within Appendix 2.

In summary the proposed extension will consist of the following:

- New 60/60 capacity nursery extension (does not include under two year old provision);
- Minor internal refurbishment works to facilitate use of existing nursery accommodation as classrooms; and
- New nursery playground, covered play space, and new route to access main school playground.

Construction Services has confirmed that the proposed project will cost £750K. This will be fully funded from developer contributions already received.

D3 Delivery Timescales

Subject to approval to progress the planning application the proposed project delivery timescales and relevant milestones are as follows:

- Planning application submitted – June 2017
- Planning permission granted – Mid July 2017
- Building Warrant: May-Aug 2017
- Tender issued – Mid June 2017
- Tender return and evaluation – End of July to Early Aug 2017
- Tender award – Aug 2017
- Construction start – Sept 2017
- Construction completion – June 2018
- Extension operational – August 2018

E. CONCLUSION

An extension to the Holy Family/Winchburgh Primary School building is required to accommodate the further development. The cost of providing the extension has been secured in full through developer contributions and the council is required to commence and complete construction.

F. BACKGROUND REFERENCES

Planning Permission ref : 1012/P/05 and associated Section 75 planning obligation for the settlement expansion at Winchburgh

Appendices/Attachments:

- 1 Location Plan
- 2 Draft Plans for the Extension

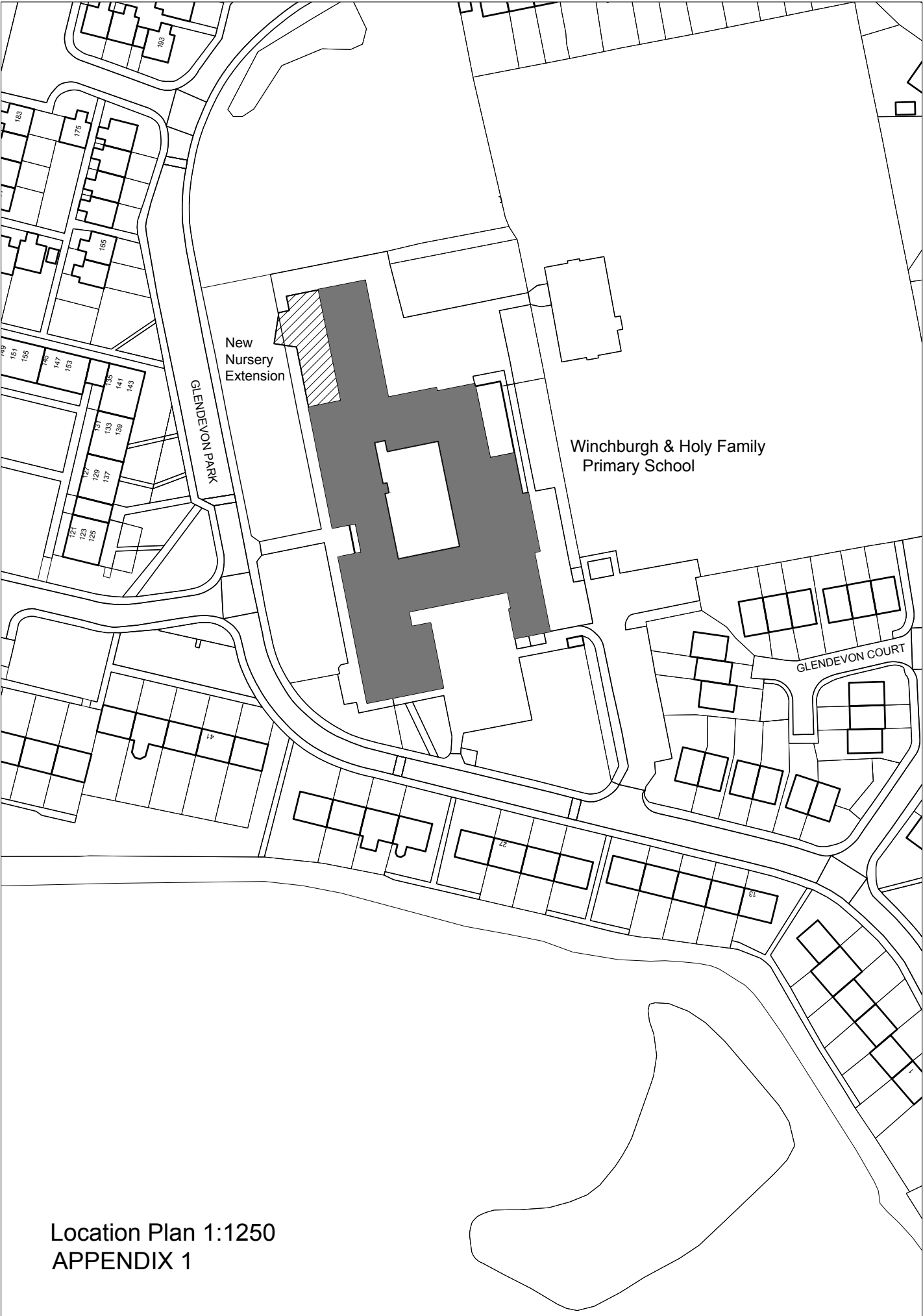
Wendy McCorriston
Development Management Manager
Planning, Economic Development and Regeneration Services
e-mail: wendy.mccorrison@westlothian.gov.uk
Tel: 01506 282406

Paul Kettrick
Corporate Estates Manager
Finance and Property Services
e-mail: paul.kettrick@westlothian.gov.uk
Tel: 01506 281826

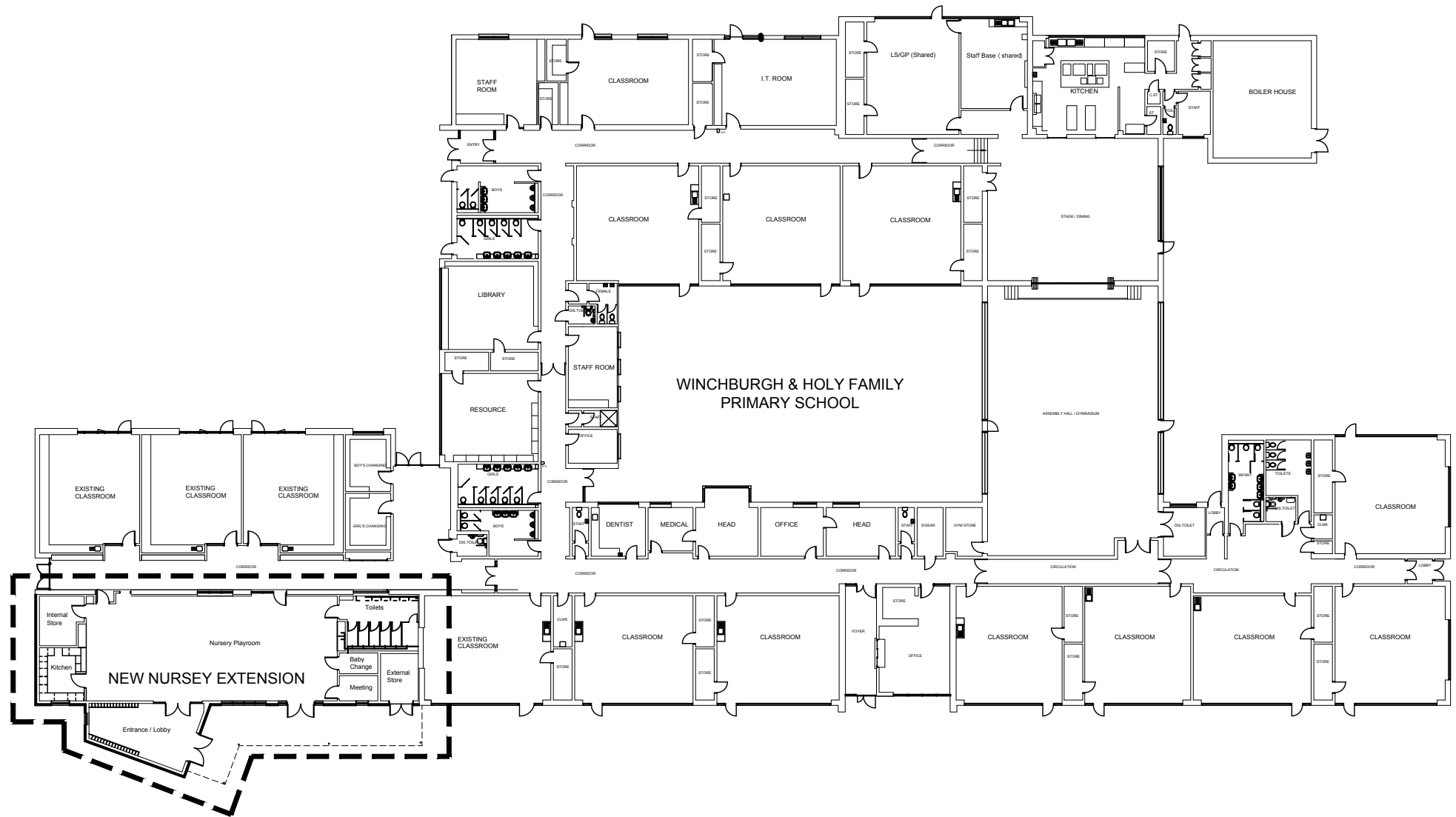
Craig McCorriston
Head of Planning, Economic Development and Regeneration Services

Donald Forrest
Head of Finance and Property Services

6 June 2017



Location Plan 1:1250
APPENDIX 1



Proposed Nursery Floor Plan NTS
APPENDIX 2



COUNCIL EXECUTIVE

SCOTTISH ENERGY STRATEGY CONSULTATION RESPONSE

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to advise Council Executive of the response to the consultation on the Scottish Government's Draft Energy Strategy – The Future of Energy in Scotland.

B. RECOMMENDATIONS

It is recommended that Council Executive:

1. Notes the contents of the response at Appendix 1, and;
2. Notes that due to the required deadline of 30 May, the response has been submitted to the Scottish Government.

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)	<p>The Draft Energy Strategy has the potential to have a wide ranging influence on a number of areas including national planning policy which will require to be reflected in development planning policies. The Climate Change and Housing Strategies are also likely to be impacted. Future impacts on infrastructure and economic development are likely but unquantifiable at this stage.</p> <p>The response does not raise any equality issues and an SEA is not required</p>
III. Implications for Scheme of Delegations to Officers	None.
IV. Impact on performance and performance indicators	Action to reduce energy consumption and greenhouse gas emissions, adapt to climate change and promote sustainability links to a number of performance indicators under the Single Outcome Agreement and across all

council services.

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)	None.
VII. Consideration at PDSP	The consultation response was considered and agreed for submission to Council Executive at Environment Policy Development and Scrutiny Panel on 27 April 2017 (PDSP).
VIII. Other consultations	Colleagues in Finance and Property Services, Planning, Economic Development and Regeneration, Housing and Operational Services.

D. TERMS OF REPORT

D1 Background

On 19 January 2017 the Scottish Government published its Draft Climate Change Plan (CCP), or Third Report on Policies and Proposals 2017-2032 (RPP3) for meeting Scotland's annual greenhouse gas emissions targets. The Draft Energy Strategy, published shortly after the Plan, is a stand-alone companion document to the CPP and sets out the long term vision for energy supply and use in Scotland out to 2050. The consultation, which closed on 30 May 2017, sought views on this vision for Scotland's future energy system and how it will be achieved.

D2 Summary of the Draft Scottish Energy Strategy

The Draft Energy Strategy is a comprehensive document, set out in six chapters:

Chapter 1: A 2050 Vision for energy
Chapter 2: Understanding Scotland's energy system
Chapter 3: Meeting our energy supplies
Chapter 4: Transforming Scotland's Energy Use
Chapter 5: Delivering smart, local energy systems
Chapter 6: Delivery, monitoring & engagement

The Strategy takes a whole system view of where our energy comes from and how it is used for electricity, heat and transport. The relevant chapters for the consultation response are 3 to 6, with each of these setting out a specific vision to 2050 and outlining a number of priorities and proposed actions required to achieve it.

Generally, the Strategy sets out a logical progression to a decarbonised energy future, although there is a significant reliance on new and developing technologies such as Carbon Capture and Storage (CCS) which has been highlighted as a risk in our response.

D3 Consultation Response

The Council's consultation response is attached as Appendix 1. There are 17 questions in total, with a significant focus on the priorities and actions set out in the Strategy, particularly whether the actions set out are necessary and sufficient. The response is comprehensive and seeks to provide recommendations and suggestions where appropriate.

The consultation response was considered at the Environment PDSP on 27 April 2017 where it was agreed that the consultation could proceed to Council Executive for approval with no adverse comments or amendments received. Due to the Scottish Government deadline for returns being set at 30 May, the response has since been submitted to them.

E. CONCLUSION

The targets set out in the Draft Climate Change plan and the visions, priorities and actions detailed in the associated Energy Strategy will have a significant impact on Scotland's energy consumers for many years to come. As local authorities are expected to be key partners in the delivery of the overall objectives set out, it is important that our views are taken into account throughout the consultation process. The overall aims and objectives of the Strategy are to be supported, but with due consideration to the risks and issues identified in our response.

F. BACKGROUND REFERENCES

Scottish Government Consultation on the Draft Energy Strategy:

<https://consult.scotland.gov.uk/energy-and-climate-change-directorate/draft-energy-strategy/>

Scottish Government Draft Climate Change Plan (RPP3):

<http://www.gov.scot/Resource/0051/00513102.pdf>

Appendices/Attachments: One

Appendix 1: Draft Energy Strategy Consultation Response

Contact Person: Peter Rogers, Energy & Climate Change Manager, peter.rogers@westlothian.gov.uk, 01506 281107

Donald Forrest,

Head of Finance and Property Services

6 June 2017

Scottish Energy Strategy: The Future of Energy in Scotland**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
☒ Organisation

Full name or organisation's name

West Lothian Council

Phone number

01506 280000

Address

West Lothian Civic Centre, Howden South Road, Livingston

Postcode

EH54 6FF

Email

Peter.rogers@westlothian.gov.uk

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

- ☒ 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?

- ☒ Yes
☐ No

1. What are your views on the priorities presented in Chapter 3 for energy supply over the coming decades? In answering, please consider whether the priorities are the right ones for delivering our vision.

West Lothian Council notes that there are a number of challenges and uncertainties in balancing the challenges of meeting future demand with the pressing need to decarbonise our energy supplies.

The reliance on continued recovery and use of North Sea oil and the assumed future usage of currently unavailable abatement technologies such as Carbon Capture & Storage (CCS) seems contrary to the emissions targets and climate change goals set out in the draft Climate Change Plan (RPP3), although there are strong economic arguments for oil to remain as part of the energy mix. Where will funding to develop CCS be found, and will this be to the detriment of development resources for other low carbon technologies? There is a significant risk of not achieving emissions targets if CCS is not developed within the required timeline.

The council agrees that there should be an increased focus on new low carbon energy sources and renewable energy generation, particularly in partnership with communities, to create sustainable local networks. As organisations that are often required to take the lead in delivering innovation, it is critical that local authorities are supported to help deliver these aims, both technically and financially. As a significant amount of policy relating to renewable energy is reserved to the UK government, the Scottish Government should seek innovative ways to support developing technologies.

Increasing the flexibility, efficiency and resilience of the energy system is vital, but this should be looked at in conjunction with significant demand reduction programmes.

2. What are your views on the actions for Scottish Government set out in Chapter 3 regarding energy supply? In answering, please consider whether the actions are both necessary and sufficient for delivering our vision.

Priority	Actions	Necessary/ Sufficient	Comments
Continuing to support the recovery of North Sea oil and gas as a highly regulated source of hydrocarbon fuels	Continue to work with the Oil & Gas authority (OGA), the UK Government and industry to avoid premature cessation of production and maximise economic recover of oil and gas through the encouragement of innovation and investment, in line with Scotland's Oil and Gas Strategy, the OGA Corporate Plan and its Sector Strategies	Necessary & Sufficient	No comment
	With input from the Energy Jobs Task Force, provide continued ongoing support for the oil and gas industry as it adapts to the current economic challenges, ensuring that the sector can be competitive for decades to come.	Necessary & Sufficient	No comment
	Maximise opportunities for the transfer of skills and knowledge from the offshore oil and gas sector to support the development of manufacturing and low carbon industries - through the Energy jobs Taskforce and the Energy Skills Action Groups and supported by the transition Training Fund, and through the implementation of the Skills Investment Plan	Necessary & Sufficient	No comment
	Support investment in the Oil and Gas Technology Centre, creating the conditions which help realise the ambition for Scotland to be the "go to" place for oil and gas technology solutions	Necessary & Sufficient	No comment
	Work with our enterprise agencies to implement the Decommissioning Action Plan, maximising the economic benefits from decommissioning of oil and gas assets for the Scottish supply chain - developing the infrastructure and capability to secure Scotland as an international decommissioning	Necessary & Sufficient	Where possible, decommissioning work and the associated economic benefits should be retained within Scotland. Innovative solutions should be sought for the re-use and recycling of decommissioned materials.

	centre of excellence.			
Supporting the demonstration and commercialisation of Carbon Capture and Storage and CO2 utilisation	Work with industry to assess opportunities for small scale CCS demonstration and CO2 utilisation projects in Scotland across a range of sources including the application of CCS within industrial processes	Necessary but insufficient	With the emphasis placed on CCS in the Energy Strategy and draft Climate Change Plan, significant progress needs to be made urgently if targets are to be achieved	
	Explore the opportunity to combine bioenergy production and CCS - with a view to maximising the benefits for the energy system as a whole.	Necessary & Sufficient	The use of bioenergy and CCS with the potential for negative emissions should be explored, but as noted above, progress on the development of CCS would need to be dramatically accelerated to be available at a scale where this is practical.	
	Maintain pressure on the UK Government to align its CCS strategy with Scottish energy priorities.	Necessary & Sufficient	UK Government should continue to be made aware of the wider benefits of the development of CCS to the whole UK energy market and its own carbon emissions targets.	
	Support the commercialisation of CCS through securing a demonstrator project, building on the conclusions of the Scottish and UK Government funded research into CCS.	Necessary but insufficient	Specific timescales and funding mechanisms need to be identified as a priority. As above, significant emphasis on CCS in achieving future targets	
	Work with industry and the Oil and Gas Authority to ensure the retention of existing critical infrastructure, including key oil and gas pipelines suitable for use with CCS.	Necessary & Sufficient	While this is necessary for the development of CCS, the oil and gas industry's responsibility for decommissioning assets should not be overlooked or significantly changed.	
Exploring the role of new energy sources in Scotland's energy system	Following publication of the final Climate Change Plan, review the role for new technologies and energy sources as transitional fuels for use in transport, heat and industry, with practical demonstrations where necessary	Necessary & Sufficient	Finding sustainable low carbon solutions for heat, industry and transport is of major importance due to the significant proportion of overall emissions that they account for.	

	Consider how planning can support the future energy system, through policies within the current and future iterations of Scottish planning Policy and the National Planning Framework.	Necessary & Sufficient	A strategic, country-wide approach to renewables and low carbon technologies should be developed by the Scottish Government in conjunction with local authorities and other relevant partners.
	Collaborate with UK government, local government, industry and academia on the UK hydrogen routemap, establishing the strategic basis for hydrogen in the energy system, whilst continuing to fund innovative projects involving hydrogen.	Necessary & Sufficient	Encouraging the development of new demonstrator projects and expanding the hydrogen fuelling networks would be a positive first step in expanding the role of hydrogen. Building on existing research, the role of hydrogen in decarbonising mains gas and the economies of scale this would lead to in terms of hydrogen production should be investigated with a view to early uptake.
Increasing renewable energy generation	Call on the UK Government to provide a stable, supportive regulatory regime to provide certainty to renewable investors and developers - giving appropriate support for investment in renewable energy, establishing a route to market for onshore wind, and clarifying the future for the Levy Control Framework.	Necessary & sufficient	While the regulatory regime is a reserved matter, the Scottish Government must do everything possible to encourage stability and consistency of support to allow low carbon and renewable technologies to reach maturity and grid parity before incentives are removed.
	Seek to address grid constraints in Scotland for distributed power generation at local, regional and national level, through engaging with local authorities, Ofgem, National Grid and Distribution Network Operators.	Necessary & sufficient	Grid constraints are a significant barrier to development and should be addressed as a matter of urgency. DNO's should be encouraged to work closely with local authorities and others to identify future requirements and priorities.
	Put in place measures which ensure that at least half of newly consented renewable energy projects will have an element of shared ownership by 2020.	Necessary & sufficient	Clarity should be provided on how this will be achieved from a regulatory perspective. Will support for community energy through organisations such as CES continue long term?
	Support the future development of a wide range of renewable technologies through addressing current and future challenges, including market and wider policy barriers.	Necessary & sufficient	This is fundamental to achieving the aims of the Climate Change Plan and Energy Strategy and should be seen as a high priority.
	Building on the successes of REIF, design future support to meet energy priorities.	Necessary & sufficient	No comment

	Following the final Climate Change Plan, begin work on a Bioenergy Action Plan to enhance our understanding of the opportunities of bioenergy for Scotland's energy system	Necessary & sufficient	While bioenergy should be considered as part of the mix, it is important that this is not to the detriment of other priority agricultural areas.
	Continue to offer financial support and advice to domestic and business customers of all sizes to uptake renewable heat technologies and asks that the RHI continues to cover a wide range of technologies including biomass, heat pumps, and solar thermal renewables to allow all potential Scottish investors and customers to obtain the benefits of the RHI scheme	Necessary & sufficient	A consistent, long-term and co-ordinated approach is required to encourage consumers to take up renewable heat technologies, including clearer messages of the benefits provided. Focus should initially be on areas off the mains gas grid, and additional support should be considered for these areas.
	Work closely with the UK Government to ensure adequate incentives are put in place to continue to encourage the uptake of emerging renewable heat technologies post 2021 when the current RHI will end	Necessary & sufficient	The Scottish Government should work to ensure that RHI subsidies are delivered at the correct level and to the right technologies post 2021. Consideration should be given to what incentives could be offered on a Scottish only basis.
	Carefully consider with local government the role for regulation in the development of District Heating Networks on a large scale, and for the development of Local Heat and Energy Efficiency Strategies as part of Scotland's Energy Efficiency Programme	Necessary but not sufficient	While local government has a significant role to play in the development of regulation, other sectors including large utilities providers and those Energy Supply Companies (ESCOs) with direct experience of implementation of heat networks should also be involved. Local Heat and Energy Efficiency Strategies (LHEES) are a fundamentally good idea and should be supported through SEEP. Scottish Government should consider setting up a consultancy framework for authorities to access to ensure consistency of approach.
	Following the current consultation, work with the UK Government to ensure the RTFO provides an important long term contribution to the decarbonisation of transport	Necessary & sufficient	No comment

Increasing the flexibility, efficiency and resilience of the energy system as a whole.	Work in collaboration with BEIS and Ofgem in developing the Smart Energy Plan for the UK; seeking a fair treatment for storage and flexibility mechanisms, including pumped hydro storage (PHS)	Necessary & sufficient	No comment
	Reiterate the proposal for the UK Government to implement a "cap and floor" regime to provide a more appropriate regime for PHS and work with key stakeholders to realise the opportunities and overcome the barriers to deploying new PHS capacity in Scotland	Necessary & sufficient	Sufficient storage capacity is critical to the development of smart grids, and a "cap and floor" mechanism could give developers the certainty required to progress new PHS schemes. This should be considered alongside possible changes in Capacity Market rules to provide security due to the long lead in time and lifespan of PHS.
	Support innovation and demonstration of new forms of storage - including support for the Power Networks Demonstration Centre (PNDC) - a unique world-class facility designed to accelerate the adoption of new "smart" technologies within advanced power grids - and work under the Energy Technology Partnership	Necessary & sufficient	Synergies should be found with other areas of the Energy Strategy and investigated to see whether multiple benefits could be achieved, such as electric vehicles providing energy to homes at peak times to reduce grid demand. This Vehicle To Home (V2H) technology has been trialled elsewhere successfully. Householders could be paid a premium for using battery power at peak periods which would help offset the early costs of EV ownership.
	Work with industry, academia, local authorities and environmental groups to consider proposals for re-powering existing large-scale electricity generating sites - recognising their potential strategic role in future system design and planning as part of the transition to a low carbon energy system		Clarity is sought over "re-powering" proposals – what technologies would be considered, and what would the potential impact of these be on the targets set out in the draft Climate Change Plan? Is there a further reliance on CCS, and if so, what timescales are being considered?

3. What are your views on the proposed target to supply the equivalent of 50% of all Scotland's energy consumption from renewable sources by 2030? In answering, please consider the ambition and feasibility of such a target.

An ambitious target for energy consumption generated from renewable sources is to be generally welcomed. The removal of specific sectoral targets specifically for heat and transport, however, is not. As these two sectors make up the majority of energy use in Scotland, it would be more appropriate for each sector to have a specific target (potentially as part of the overall 50% target). This would ensure that proportionate focus is maintained on all sectors, encouraging innovation instead of creating an over-reliance on the domestic sector and decarbonising the electricity network with the overall benefits that this brings.

The feasibility of achieving the target is dependent on a wide range of variables and will require significant modal shifts in behaviours alongside policy, regulatory and technological advances. The slow progress towards the current target for decarbonising heat shows how challenging this can be.

4. What are your views on the development of an appropriate target to encourage the full range of low and zero carbon energy technologies?

Establishing the correct mix of renewable and low carbon technologies to meet our energy needs is vital due to the seasonal and intermittent nature of some of the technologies. It is therefore crucial that an appropriate target (or targets) is set to ensure a wide range of existing and new technologies as possible are implemented.

Targets should be achievable and take into account realistic expectations with regards to uptake, not relying solely on established technologies such as onshore wind.

5. What ideas do you have about how we can achieve commercial development of onshore wind in Scotland without subsidy?

Developing a strategic approach to wind farm development, along with appropriate guidance for local authorities and developers, would create a more transparent planning process and a more stable environment for projects to be brought forward – giving more certainty and reducing costs to improve the viability of new developments.

Other ways of creating a viable subsidy free industry would include improving access and reducing costs to connect to the electricity network, identifying innovative methods of funding (including community involvement) and simplifying processes such as sleeving for small generators.

6. What are your views on the potential future of Scotland's decommissioned thermal generation sites?

While West Lothian does not have any decommissioned thermal generation sites within its boundaries, consideration should be given as to whether these sites could be re-purposed as electrical storage facilities to support the development of smart grids/greater network flexibility or to create renewable technology “hubs”, possibly linked to further development of hydrogen production and storage.

Where these sites are proposed to be re-used as conventional generation facilities, serious consideration should be given to the impact of these on the emissions reductions targets in the absence of carbon abatement technology such as CCS.

7. What ideas do you have about how we can develop the role of hydrogen in Scotland's energy mix?

Hydrogen is likely to have an increasing role in our energy mix, particularly in the areas of energy storage and transport, but also to help decarbonise natural gas supplies to properties with studies showing that 5-15% of hydrogen could be mixed with natural gas with little impact on end use devices. Significant efforts should be made to link hydrogen production to renewable energy generation, not only creating “clean” fuels for vehicles whose only by-product is water vapour, but also providing valuable storage capacity to help balance the grid and ensure that renewable energy generated can be used more effectively.

Increased support should be considered for demonstrator projects such as that at the Hydrogen Office in Fife Energy Park and to the rollout of more hydrogen fuelling stations throughout the

country. The current lack of facilities for refuelling hydrogen vehicles is a significant bar to their increased take up.

Local authorities could be offered incentives for acting as early adopters for hydrogen vehicles and the refuelling facilities required to encourage others, particularly in the commercial sector, to consider hydrogen vehicles as part of their fleets.

8. What are your views on the priorities presented in Chapter 4 for transforming energy use over the coming decades? In answering, please consider whether the priorities are the right ones for delivering our vision.

The priorities set out in Chapter 4 are generally suitable for delivering the 2050 vision, however these must be backed up with targeted and resourced behaviour change programmes as improvements in technology and assumptions on increased uptake of measures by householders and businesses cannot effectively deliver the required changes without significant changes in attitudes and behaviours by end users.

9. What are your views on the actions for Scottish Government set out in Chapter 4 regarding transforming energy use? In answering, please consider whether the actions are both necessary and sufficient for delivering our vision.

Priority	Actions	Necessary/ Sufficient	Comments
Addressing the need to reduce demand and increase energy efficiency through the development of Scotland's Energy Efficiency Programme	Make significant investment and employ targeted regulation to make Scotland's buildings near zero carbon by 2050, in a way that is socially and economically sustainable and supports Scotland's long term inclusive growth	Necessary but potentially insufficient (related to Draft CCP targets)	This seems contrary to the objectives set out in Section 2 of the Draft Climate Change Plan which sets out the objective of near zero carbon building stock by 2032. The recognition that energy efficiency is a National Infrastructure Priority is an important step in ensuring that the necessary policy, regulation and funding sources are developed. The SEEP programme is welcomed as a long term support for energy efficiency projects, and it is right that local authorities lead on this. Clarity should be provided on the types of legislation to be brought forward.
	Consult upon district heating regulations and local heat and energy efficiency strategies.	Necessary & sufficient	West Lothian Council are preparing responses to these consultations separately.
	Consult upon the minimum standards of energy efficiency in private rented sector housing.	Necessary & sufficient	Any consultation should be followed by positive action to improve energy efficiency in the private rented sector and the associated benefits that

			this brings.
	Review the assessment of Energy Performance of Non-domestic buildings (Scotland) Regulations 2016, with the intention of further regulations from 2020 to improve the performance of existing non-domestic buildings	Necessary & sufficient	While we agree that further regulation is necessary to drive energy efficiency, any new regulations should take account of the challenges involved in dealing with older non-domestic buildings and the impact on those organisations, including local authorities, with significant commercial portfolios. Regulation should not be to the detriment of businesses, but based on potential efficiencies for building users. Consideration should be given to incentivising landlords through reductions in vacant rates obligations, potentially helping bring the hardest to let vacant properties back into productive use using energy efficiency as a positive in marketing.
	Continue to provide funding and support streams to drive domestic, commercial and public sector energy efficiency retrofit.	Necessary & sufficient	The advent of collaborative schemes such as SEEP is welcomed, but the Government should do more to promote and raise awareness of the opportunities within the commercial and the remaining public and third sectors to work collaboratively with local authorities. It is suggested that when SEEP is formally launched in 2018/19, there is more flexibility in application windows – either with several over the year, or open throughout with capped funding amounts each year.
Helping energy consumers to manage their bills, harnessing smart technology in the home and supporting new business models in the retail energy market	Engage with UK Government, Ofgem and consumer groups to secure effective regulation of the retail energy market	Necessary & sufficient	With expectations that prices are likely to rise in future, it is important that the costs of developing new technologies and smart grids are not disproportionately passed to the end consumers. It is important that the electricity market in particular is strictly regulated as it is going to

			play an increasing role in the decarbonised energy mix.
	Support the development of robust new business models that offer reduced costs to energy consumers, through existing support mechanisms		The protection of costs to consumers is of high importance. While the visions set out in the CCP and Strategy are welcomed, this should not be to the detriment of consumers who could potentially suffer from the conflicting priorities of development costs of new technologies and networks and the need to control fuel poverty.
	Work collaboratively with energy suppliers to explore ways of helping low income households with their energy bills		Reducing fuel poverty through a combination of improved energy efficiency and reduced cost of fuel bills is a priority. It is important to recognise the significant add-on benefits such as improved health and attainment in younger people. Suppliers should be more pro-active in identifying long term, sustainable solutions for consumers where fuel poverty is an issue.
	Explore opportunities to achieve synergies between energy efficiency programmes and the smart meter roll out	Necessary & sufficient	No comment
	Support Home Energy Scotland to improve consumers' understanding of their consumption patterns and help reduce energy bills, to enhance the consumer experience of smart meter roll out	Necessary & sufficient	Significant behaviour change programs linked to the ISM (Individual, Social & Material) model should be widely rolled out to ensure as wide an impact as possible from the smart meter programme.
Supporting the introduction of viable, lower carbon alternatives across all modes of transport	Fund active travel infrastructure and behaviour change programmes at record levels until at least 2021	Necessary & sufficient	Active travel will play a critical part in reducing transport emissions. Significant interconnected infrastructure improvements are required to encourage the shift to walking and cycling as viable alternatives to vehicle use.
	Refresh "Switched On Scotland - A Roadmap to Widespread Adoption of Plug-in Vehicles" by Spring 2017	Necessary & sufficient	No comment

	With the EU and UK Government, negotiate stretching emission standards for new cars (and vans) beyond 2020 (2021).	Necessary & sufficient	Due to the significant percentage of emissions that vehicle transport contributes, targets should be challenging and based on real usage.
	With the UK Government, negotiate vehicle excise duty differentials between ultra-low emission vehicles (ULEV's) and conventional vehicles to support and encourage the uptake of ULEVs	Necessary but not sufficient	Changes to road tax in 2017 are likely to have a significant impact on hybrid vehicle sales as these are no longer exempt from VED. While all electric ULEVs are improving, many consumers prefer the security that the additional range of hybrids brings and these should have been encouraged as a valuable stepping stone to full EV use. Pressure should be put on the UK Government to amend the rules to reflect this.
	Enhance the capacity of the electric vehicle charging network (ChargePlace Scotland)	Necessary & sufficient	No comment
	Provide interest-free loans through the Energy Saving Trust to enable the purchase of EV's by both consumers and businesses until at least March 2020	Necessary & sufficient	No comment
	With local authorities, review licensing regulations and consider introducing incentives to promote the uptake of ULEVs in the taxi and private hire sector, with loan funding for vehicle purchase until at least March 2020.	Necessary & sufficient	While supported, funding for incentives and any drop in licensing revenues would need to be identified.
	Promote the benefits of EV's to individuals and fleet operators and increase awareness and confidence in the viability of EV's as an alternative to petrol and diesel vehicles.	Necessary & sufficient	No comment
Delivering enhanced competitiveness and improved energy efficiency in Scotland's manufacturing and industrial sectors.	Support business, industry and public sector collaboration through working with Scottish Enterprise, H&I Enterprise, SEPA and the Scottish Manufacturing Advisory Service - providing a platform to explore ways to improve industrial competitiveness and productivity as a key route to decarbonisation	Necessary & sufficient	No comment

	Provide new incentives and packages of business support to help facilitate industrial decarbonisation through Scotland's Manufacturing Plan and SEEP	Necessary & sufficient	As noted previously in this response, a concerted awareness raising campaign to industry regarding the opportunities available (particularly around SEEP) should begin as soon as possible.
	Seek to provide leadership and advice to industry through the Scottish Energy Advisory Board and associated leadership groups, pooling expertise from the key industrial sectors in Scotland and providing a strategic framework for managing this transition	Necessary & sufficient	No comment
	Work with the UK Government and EU institutions to minimise the impact of Brexit on progress towards industrial decarbonisation - maintaining a level playing field on regulation	Necessary & sufficient	The approach to industrial decarbonisation must be consistent across the UK & Europe to ensure that companies based in Scotland are not disadvantaged by higher targets and costs.
	Enable local authorities to take a strategic approach to decarbonising heat and improving energy efficiency at local level, including identifying and developing opportunities to reduce or utilise energy waste from industrial processes.	Necessary & sufficient	Enabling local authorities must come with the required support and resources to do so. A strategic, local approach to decarbonising heat and energy efficiency is a logical approach to the issue, but it is important to recognise the unique nature of local authorities – approaches in cities will be vastly different to those predominantly rural or less dense urban areas where solutions such as district heating may not be practical. Support for local authorities should be consistent and long term if a strategic approach is to be taken.

10. What ideas do you have about what energy efficiency target we should set for Scotland, and how it should be measured? In answering, please consider the EU ambition to implement an energy efficiency target of 30% by 2030 across the EU.

Any energy efficiency target set should be realistic, achievable and take into account the specific challenges faced in Scotland, building on the positive results achieved previously. As set out in the Energy Strategy, to be meaningful the target should take into account variables such as weather,

economic cycles and energy prices as these can have a significant impact on final energy consumption.

Monitoring of targets should be done in accordance with a verifiable international standard.

11. What are your views on the priorities presented in Chapter 5 for developing smart, local energy systems over the coming decades? In answering, please consider whether the priorities are the right ones for delivering our vision.

New and innovative projects will be required to achieve the targets set out in the Draft Climate Change Plan and Energy Strategy, and therefore it is correct that directly supporting these should be a priority. This could be through existing schemes as set out in the strategy document, but also in partnership with public and private sector bodies. Utilities companies should be encouraged, and potentially regulated, to be major players in the development of smart systems.

A strategic approach, as with most of the strategy and CCP is required due to the long term nature and wide scope of the objectives and priorities set out.

12. What are your views on the actions for Scottish Government set out in Chapter 5 regarding smart, local energy systems? In answering, please consider whether the actions are both necessary and sufficient for delivering our vision.

Priority	Actions	Necessary/ Sufficient	Comments
Directly supporting the demonstration and growth of new and innovative projects.	Continue to support low carbon investors through a variety of existing Scottish Government grant and loan support schemes - including REIF - carefully assessing projects in order to maximise the wider system benefits of low carbon investment	Necessary & sufficient	No comment
	Under CARES, continue to support community and local renewable energy schemes.	Necessary & sufficient	The CARES scheme has supported a wide range of organisations and projects and should continue to be supported in the long term, particularly with targets on community ownership to be developed. Support and regulation to provide a sustainable regime for white labelling and sleeving (linking energy generators direct with consumers) of community generated energy should be implemented.
Developing a strategic approach to future energy systems in partnership between communities, the private and public	Explore the potential to create a Government owned energy company (GOEC) to help the growth of local and community energy projects	Necessary & sufficient	A Government-owned Energy Company has the potential to play a significant role in the development and growth of local and community energy projects.

sectors.			Barriers currently exist around the development of infrastructure and the regulation around consumer protection. As a not-for profit energy supplier that can be seen as a trusted alternative to conventional energy suppliers, a GOEC could provide the necessary security that consumers require to build confidence in the sector. Developing energy infrastructure in a highly regulated and long-term strategic manner along the lines of gas and electricity networks would reduce risks to developers and encourage connections to local systems.
	Explore the development of a regulatory framework for Local Heat and Energy Efficiency Strategies that will support area-based energy efficiency programmes, in conjunction with COSLA and local authorities.	Necessary & sufficient	The council is responding to the LHEES and District Heating Regulations consultation separately.

13. What are your views on the idea of a Government-owned energy company to support the development of local energy? In answering, please consider how a Government-owned company could address specific market failure or add value.

As outlined in the table above, a Government-owned Energy Company could play a significant role in the development and take up of local energy, particularly for district heating. Having a national, strategic and long term approach to network development would encourage developers to connect to networks, while for consumers the knowledge that energy supplies are coming from a regulated, not-for-profit organisation would provide the confidence and security to make the change from conventional energy suppliers. This is particularly relevant where a “sole supplier” situation exists.

14. What are your views on the idea of a Scottish Renewable Energy Bond to allow savers to invest in and support Scotland’s renewable energy sector? In answering, please consider the possible roles of both the public and private sectors in such an arrangement.

The idea of a Scottish Renewable Energy Bond merits further investigation, with the proviso that risk to investors should be carefully managed to ensure that confidence in the sector is maintained. Bonds could be a useful financing tool for community energy projects, particularly where local consumers are engaged in the process.

15. What ideas do you have about how Scottish Government, the private sector and the public sector can maximise the benefits of working in partnership to deliver the vision for energy in Scotland?

Local authorities are already working in collaboration with the Scottish Government, the private & third sectors and others in the public sector to deliver real changes. Going forward, the delivery of key programmes such as SEEP and the close ties this will need to bring to be successful should further strengthen those relationships to help deliver the vision for energy. While there is a high level of awareness of key schemes within local authorities and other public sector bodies, Government needs to assist in this by raising the profile of schemes such as SEEP and the potential benefits they bring to the private and third sectors.

The membership of the Scottish Energy Advisory Board should be expanded to bring in representatives from local authorities and other public bodies to ensure that the particular challenges faced are being discussed at the highest level.

16. What ideas do you have about how delivery of the Energy Strategy should be monitored?

The principles of the Annual Energy Statement set out in the Energy Strategy are sufficient.

17. What are your views on the proposed approach to deepening public engagement set out in chapter 6?

Consumers need to be made more aware of the challenges faced in both meeting our energy needs and reducing our emissions. While this is not a priority for all, rising energy costs, reducing resources and adapting to a changing climate, as well as the required shifts of behaviour in transport and energy delivery and consumption will need a long term and concerted behaviour change campaign with a consistent message to be delivered.



West Lothian
Council

COUNCIL EXECUTIVE

**PROPOSED RESPONSE TO THE SCOTTISH GOVERNMENT'S CONSULTATION ON
THE ENERGY STRATEGY – SCOTLAND'S ENERGY EFFICIENCY PROGRAMME
(SEEP)**

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 – Scotland's Energy Efficiency Programme (SEEP).

B. RECOMMENDATION

It is recommended that Council Executive:

1. Notes that an extension to the deadline for submission has been provided by the Scottish Government to the 7th 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	Will assist in improving the energy efficiency of the general housing stock

VI	Resources - (Financial, Staffing and Property)	SEEP will potentially require increased resources to administer the programme
VII	Consideration at PDSP	The time required to develop the response did not allow for consideration at the Services for the Community PDSP. The panel has been previously updated on the council's SEEP pilot projects.
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 Scotland's Energy Efficiency Programme (SEEP) and the Scottish Government are seeking comment on the approach they have detailed.

SEEP is an ambitious energy efficiency programme that looks 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 will reduce energy demand and decarbonise energy used for heating.

D.2 Consultation Response

The consultation seeks comment on the draft approach to developing SEEP by asking specific questions – please refer to the appendix detailing the questions and the proposed responses to these.

As SEEP is in the early stages of design and development the questions asked are broad ranging and do not seek specific details on how the programme will be implemented. As a result the response has 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 is that the council supports the view that Local Authorities should be responsible for managing and administering SEEP for their own regions but that support will be required from Scottish Government for the increased dependence on council resources to deliver SEEP.

At several points in the response it has also been recommended that the existing HEEPS:ABS programme is not replaced and remains to be supported by the Scottish Government as this is an established programme that is proven to support energy efficiency measures to private home owners and private sector tenants.

It has also been recommended that an allowance of financial support be included in SEEP for Local Authorities to help meet the requirements of the Energy Efficiency Standard for Social Housing (EESH) as this will allow for a greater area based approach when identifying and performing energy efficiency measures to our stock alongside future HEEPS:ABS programmes.

E. CONCLUSION

The design and development of SEEP is at the early stages with the consultation from the Scottish Government looking for high level input on how to further develop SEEP so that it can be implemented in 2018. Officers have aimed to provide responses that support the ambitions of the programme where possible and have provided more specific details when possible based on the previous knowledge and experience of the council when delivering energy efficiency programmes.

F. BACKGROUND AND REFERENCES

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

6 June 2017

Energy Strategy – Scotland’s Energy Efficiency Programme (SEEP)

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
☒ 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:

- ☒ 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?

- ☒ Yes
☐ No

1. *Thinking about current Government schemes and the delivery landscape, we would welcome stakeholder's views on:*

a) *What currently works well, including aspects of existing schemes that should be retained?*

The HEEPS:ABS programme is a good example of an energy efficiency improvement programme working well. It is now an established programme and process within Local Authorities and within West Lothian Council we have identified a programme of works focusing on houses of "No Fines" construction of which we estimate there are approximately 4,000 – 5,000 in West Lothian that would be eligible for HEEPS:ABS funding.

West Lothian Council would strongly recommend that the HEEPS:ABS be retained when SEEP is launched as it is a proven scheme that allows for privately owned properties to receive energy efficiency measures as part of a Local Authority lead programme. This in itself provides assurance to home owners that the measures installed will be to a high standard as contractors will be sufficiently procured and monitored by Local Authorities to ensure these high standards are met.

b) *What are the main delivery challenges faced at present and how might these be overcome?*

A main challenge facing West Lothian Council is on the volume of domestic properties that are of Non-Traditional construction types owned either privately or by Social Landlords. There will be a range of energy efficiency improvement measures, mainly focused on insulation, that are more costly compared to traditional housing measures (e.g. cavity insulation and loft top-up) which makes it more difficult for owners of these properties to fund the measures recommended.

One recommendation would be the closer alignment of the requirements of Energy Efficiency Standard for Social Housing and HEEPS:ABS so that programmes can be designed to complement each other instead of individual approaches. The HEEPS Cashback grant for Social Landlords is beneficial as it can increase the scope of properties Social Landlords can include in a HEEPS:ABS programme. We would recommend that an element of grant match funding be made available to Social Landlords to help with more expensive measures (such as External Wall Insulation).

In many cases it is likely that domestic and non-domestic buildings will require different energy efficiency measures to be installed. Consideration needs to be given that, if looked at in isolation (i.e. not considering SEEP,) it is likely a different approach to a domestic building will be taken to that for a non-domestic building. Forcing integration of these approaches could make projects unachievable or more costly if they were done separately. Therefore the council would recommend less emphasis on the physical measures between domestic and non-domestic properties and more on an area based approach with the overall aim being reduction in energy demand by supporting the most effective ways for each building to achieve this.

West Lothian Council notes from its experience with the SEEP pilot projects that it has been difficult to develop projects to meet the thematic requirements of the pilots as these have focused on innovation and integration therefore discounting more traditional energy efficiency measures. West Lothian Council recommends consideration be given that SEEP still allows for support to traditional energy efficiency measures (such as insulation for hard to treat properties) as there is still a large amount of work needing to be done to these properties.

Projects and programmes of work would benefit from longer term financial incentives and budgeted support from Government than in annual cycles. Programmes with less than 5 years of consistent regulation and finance can cause significant uncertainty and interfere with business planning and impact on costs and delivery.

Consideration needs to be given to the procedures of Local Authorities to attain approval of developed projects and submissions for funding. Previously there has not been sufficient time to allow Local Authorities to develop a funding application to then have sufficient scrutiny from committee and final approval from the Council Executive.

2. How can Scotland best meet this vision and underpinning objectives in a way that is both socially and economically sustainable and supports long-term inclusive growth?

For West Lothian to decarbonise the heating for both domestic and non-domestic buildings is going to rely on the decarbonisation of the mains gas network. As the future of the mains gas network will be decided by the UK Government it is difficult to say how future unknown decisions will be made to support the vision and objectives of SEEP. Until a decision is made by the UK Government, support should be focused on fabric improvements to properties and on energy demand reduction measures/technologies as these will work towards ensuring buildings consume the least amount of energy required irrespective of the energy generation source.

The need to focus on demand reduction first and foremost needs to be emphasised more when SEEP is launched. Focusing on demand reduction allows for the economic benefits of a measure to be considered by either a home owner and commercial building owner prior to carrying out a measure and these cost savings provide social benefit as savings to households and businesses provide greater opportunity for this money to be spent locally and remain in Scotland.

Funding, policies and targets need to be maintained over many years to maintain consistency of strategy, methodology and delivery mechanisms and ensure confidence is established in the industry. Long term programmes will also encourage training and apprentice positions which will develop and maintain the expertise required to deliver quality. The alignment of EESSH, SEEP, HEEPS and REEPS so that programmes can be designed to complement each other would be more economically beneficial than individual approaches.

3. We would welcome stakeholder's views on how to set appropriate milestones for energy efficiency improvement and heat decarbonisation of buildings to ensure that the level of emissions reduction ambition (i.e. near-zero carbon buildings) is achieved.

In order to be able to manage emissions from buildings it is required to monitor them first. The majority of Local Authorities do not currently measure the carbon footprint of their housing stock; one of the reasons for this is that they are not in control of individual properties energy consumption and it is therefore difficult to propose reduction targets. Initially we would recommend that, as part of the LHEES, Local Authorities are required to develop a Carbon Management Plan specifically focusing on their domestic properties in order for a baseline to be determined in order for this to influence any reduction targets that may be imposed.

There is a need for consistent strategies, regulation and funding to ensure consistency of target aims, delivery methods and procurement. Longer term overall targets are preferable to phased short term targets as these allow for better decision making.

4. How might regulation and standards be used most effectively across the different sectors and when should they be applied across the lifetime of the programme?

For the domestic sector EESSH is a good standard of energy efficiency that should be an indicator for all housing regardless of tenure. With the proposed targets described in the consultation on Energy Efficiency and Condition Standards in Private Rented Housing it seems insufficient that properties owned by a Social Landlord must meet more stringent standards than if the same property was owned by a Private Landlord. Considering Private Landlords are eligible for more financial incentives to improve their properties energy efficiency then there is no reason they should have to meet more relaxed standards than Social Landlords who receive little to no financial incentive to meet their targets.

When Local Authorities are delivering Energy Efficiency improvement measures to domestic properties there needs to be support available to private owners to also receive measures as part of the same project where possible. An example of this is External Wall Insulation under current HEEPS:ABS – if Local Authorities can increase the scope of their project they can realise increased gains from economies of scale through procurement ensuring the number of measures installed can be maximised.

5. What should be the trigger points for buildings to meet standards? Should this differ between domestic and non-domestic buildings, and if so, how?

In order to promote a more joined up approach between domestic and non-domestic buildings it would be beneficial if trigger points for buildings to meet standards were aligned with one another across sectors. This would allow SEEP projects to be more successfully developed if all potential parties involved had a target to meet; for example a SEEP project that requires non-domestic buildings to be included in order to secure funding to perform measures to domestic properties to meet targets may be reluctant to be included in a project if there is no upcoming standard they themselves need to meet. However, West Lothian Council notes that due to the broad spectrum of properties to be targeted by SEEP and the differing nature in the approaches taken for domestic and non-domestic buildings targets may be difficult to effectively align.

For rented domestic properties EESSH should be the eventual equivalent standard to be achieved by private rented housing. Private owners should be encouraged to take part in improvement programmes whenever possible with Government supported financial incentives.

6. What do you think are the benefits of using financial and fiscal incentives to support energy efficiency in domestic and non-domestic buildings? Please give examples, from Scotland or elsewhere, of where incentives have been used in this way to good effect.

Financial and fiscal incentives encourage building owners to undertake, or take part in, energy efficiency improvement programmes. The HEEPS:ABS is a good example of this; for West Lothian Council's 2016/17 HEEPS:ABS EWI programme the rate of owner sign-up was 91% due to the EWI work being subsidised. If HEEPS:ABS funding was not available then owner inclusion would be drastically reduced.

Incentives encourage uptake of energy efficiency measures – overtime these need to be balanced with penalties for not improving energy efficiency to be applied to the landlords of domestic properties and the owners of non-domestic buildings.

7. *What is the best approach to assessing energy efficiency and heat decarbonisation improvements to buildings? How could existing approaches best be used or improved and at what level and scale (e.g. unit, building or area) should assessment be carried out?*

For domestic properties Energy Performance Certificates and SAP scores is an established methodology for calculating a properties energy efficiency rating. Whilst not perfect it is unlikely this system is going to be replaced and therefore it should be continue to be used but with ongoing updates and improvements and the ability to base results on more localised data than the current SAP methodology.

8. *How should the installation of energy efficiency improvements and lower carbon heat supply through SEEP be funded? In particular, where should the balance lie between grant funding and loans for home owners, landlords and businesses?*

Where appropriate, grant funding should continue to be provided to private home owners who would be unable to pay for energy efficiency improvements without incentives. Private Rented Sector Landlords should be encouraged to undertake energy efficiency improvements through loans firstly with some grant availability for more expensive measures.

Grants for non-domestic properties should be focused on smaller businesses who may not be able to invest in energy efficiency improvements without such support with loans focused on larger businesses who have greater capacity to invest in energy efficiency measures without 100% grant support.

There should be a grant allowance for match funding for Social Landlords for meeting EESSH.

For non-domestic buildings there needs to be further consideration that in most instances electricity consumption can be a higher cause of carbon emissions than heat supply and therefore SEEP should emphasise its support for energy demand reduction and not solely lower carbon heat supply.

9. *What is needed to encourage private investment in energy efficiency and heat decarbonisation, including the take-up of loans by a wider range of owners and occupiers?*

For the majority of building owners, both domestic and non-domestic, cost will be the determining factor to investing in energy efficiency and heat decarbonisation measures. This is true for both the cost of the measures to install and also the cost savings they can provide.

For the non-domestic sector the benefits – i.e. energy reductions and therefore cost savings – need to be accurate and guaranteed. For smaller businesses investing in energy efficiency measures may not be seen as an investment priority and therefore any proposed savings to be made would need to be guaranteed (potentially through insurance) so that if the energy efficiency improvements do not deliver the forecast savings then the company does not lose out as a result.

10. Of the current sources of finance which are currently available for energy efficiency and lower carbon heat supply, which are working well and which are not? Are there successful examples of attracting private sector finance to support energy efficiency improvements that could be explored? Are there any others which should be developed and made available?

For the domestic sector the HEEPS:ABS source of funding is successfully delivering improved energy efficiency measures to private owners as part of Local Authority lead programmes. We would encourage the HEEPS:ABS programme to be retained with increased budget to continue to provide measures to the domestic sector.

The Feed in Tariff and Renewable Heat Incentive have proven to have increased investment in lower carbon energy generating technology – however they have undergone considerable changes since first introduced resulting in uncertainty for those looking to invest in renewable energy technologies. West Lothian Council notes that the Feed in Tariff and Renewable Heat Incentive are not devolved powers and controlled centrally by the UK Government but would encourage SEEP to provide further longer term support to renewable energy projects in Scotland.

11. How do we ensure that householders and owners are well advised and supported in making decisions on how to improve the energy efficiency of their building and install lower carbon heat support through SEEP?

West Lothian Council would note that the current Scottish Government supported organisations Home Energy Scotland, Resource Efficient Scotland and Scotland Futures Trust currently provide an established route of advice and support for homeowners and building owners and these should continue to be supported.

West Lothian Council operates its own Advocacy Service for residents of West Lothian and would recommend that any SEEP promotional drives by the Scottish Government (and its supported organisations) work alongside Local Authority supported advocacy services.

12. Are the current mechanisms for providing advice sufficient? What changes, if any, do you think are required?

West Lothian Council would note that the current support mechanisms, as described in the answer to question 11, are sufficient and do not have any suggested changes to these.

13. What are the opportunities to link SEEP delivery with other initiatives, including the UK Government's smart meter rollout, so that we maximise the benefits for the people of Scotland?

As the roll out of smart meters is partly promoted and controlled by the utility companies it would be prudent to require utility companies to include sign posting and referencing to SEEP to its customers in its communication with them. This would allow for an increased promotion and awareness level of SEEP and would also help those receiving smart meters realise the full benefits they can provide. However, West Lothian Council recognises that the regulation of utility companies is controlled by the UK Government therefore the ability to require utility companies to do this is uncertain.

It would also be recommended to encourage all Local Authorities to include sign posting and referencing to SEEP in other communications it provides; for example leaflets can be

included in Council Tax or Business Rates bills when posted to home owners or building occupants.
<p><i>14. How can SEEP be designed and promoted to build consumer confidence (as a trusted 'brand')? What are the risks and opportunities associated with particular approaches?</i></p> <p>West Lothian Council would recommend that SEEP be designed and promoted as a scheme designed to deliver energy efficiency savings to home owners and building owners that is delivered by Local Authorities whilst backed by Scottish Government and designed to suit the needs of residents and businesses living and operating in those areas.</p> <p>The risk in promoting the scheme as Government backed is the potential for residents and businesses to consider SEEP to be a similar scheme to the failed Green Deal; so the long term ambition of the scheme needs to be emphasised as the opportunity this approach presents is that home owners and businesses can find information from Local Authorities more trust worthy than that provided solely from private enterprise.</p>
<p><i>15. Is there a tried and trusted form of consumer redress that should be adopted or, if not, what should such a mechanism look like?</i></p> <p>An example of consumer redress for External Wall Insulation is the provision of an installer guarantee that is supported by an industry guarantee provided by SWIGA. This provides two levels of assurance to home owners that in the event an issue needs addressed the installer is required to rectify it. In the event the installer is unable to rectify the issue then the industry guarantee provider arranges for remedial work by a suitable contractor.</p> <p>When developing SEEP there needs to be consideration that both the measure itself and the potential savings it will provide are supported by a guarantee. West Lothian Council are not in a position to prescribe this format but would emphasise that owners and small business owners need increased levels of consumer protection and redress.</p>
<p><i>16. How should SEEP look to integrate the findings of the Each Home Counts Review – e.g. could it be used as a basis for developing a consumer protection framework for SEEP?</i></p> <p>West Lothian Council accepts the proposals of the 'Each Home Counts' review. It shares our opinion of the securing of quality, robust quality monitoring, consumer protection, better use of data and information and ensuring the ability to incorporate the newest technologies.</p>
<p><i>17. How can local supply chains be expanded and up-skilled to ensure that maximum economic benefits and job creation is secured across all of Scotland?</i></p> <p>Providing funding to Local Authorities for longer than 12 month periods will allow for larger, more ambitious energy efficiency improvement programmes to be developed and undertaken which will generate more certainty for contractors to maintain, increase and improve their workforce.</p>
<p><i>18. How can communities best benefit from the expected job creation?</i></p> <p>West Lothian Council would recommend a requirement for all SEEP supported projects that require the procurement of a service provider include Community Benefit clauses in the tender process. These will be included in the awarding of contracts as this will ensure that</p>

<p>communities where SEEP supported projects are to be carried out benefit.</p> <p>West Lothian Council notes that the HEEPS:ABS programme requires contractors procured pay their employees the Living Wage and we would recommend this is continued and included in SEEP procurement requirements.</p> <p>It would be envisaged that the benefits to local communities from job creation would be an increase in peoples income spent in local economies with a potential reduction in local unemployment levels. These have broader benefits to communities such as increases in living standards, reduction in use of local health services and reductions in levels of poverty to name a few examples.</p>
<p><i>19. What provision could be made at a national level to ensure companies increase the capacity of the supply chain across all of Scotland to support the delivery of SEEP, particularly in the rural and remote areas?</i></p> <p>Ensuring companies in the supply chain increase their capacity will be down to certainty. Companies will need assurance from Scottish Government that SEEP will be a long term project and that support will remain in place in the medium to long term to encourage them to increase capacity.</p>
<p><i>20. What do companies need to do to increase their skills base to deliver a programme of this nature?</i></p> <p>In order for companies to increase their skill base they will be required to invest in their own resources; especially their employees. However in order to achieve this companies need certainty that there will be sufficient levels and opportunities for work that the short term cost upskilling employees merits investment long term.</p>
<p><i>21. What roles should national and local bodies play respectively in delivering SEEP and how can national and local schemes best be designed to work together towards meeting the Programme's objectives?</i></p> <p>West Lothian Council would recommend that Local Authorities be the body that controls and administers SEEP for their own area as they will have the local knowledge required to develop the different aspects of potential SEEP projects. This will also provide increased levels of certainty to homeowners and the non-domestic sector looking to be involved in SEEP projects.</p> <p>We would highlight the need to allow enabling support for Local Authorities from the Scottish Government, through SEEP, as this will have an increase on the current resources of Local Authorities.</p> <p>Any reduction targets and trigger points should be set at a National level by the Scottish Government with Local Authorities then responsible for the buildings within each of their own regions. This will allow for consistency for all home owners and building owners across Scotland but will provide flexibility to Local Authorities to support the work that will achieve these targets best for their region.</p>
<p><i>22. What are your views on the relative benefits of area-based schemes as against those targeted at particular sectors or tenures in delivering SEEP? What other targeting approaches might be</i></p>

effective?

Area based schemes are more easily manageable and provide potentially increased economies of scale by focusing investment in specific areas instead of at a specific sector characteristic which may result in multiple parts of a project being delivered across a region. An example is doing EWI through HEEPS:ABS to a street of mixed tenure properties as the contractor can focus works on the specific street and all tenures are included ensuring the area as a whole benefits.

The advantage of using a targeted approach is that it can be designed and aimed at users with high energy consumption in order to support and facilitate energy efficiency measures that may produce greater carbon reductions than that of an area based approach.

23. How best can we align nationally set standards with local, area-based delivery?

Minimum standards should be set at a National level by the Scottish Government with Local Authorities then responsible for the buildings within each of their own regions meeting these standards. This will allow for consistency for all home owners and building owners across Scotland but will provide flexibility to Local Authorities to support the work that will achieve these standards best for their region.

24. What should the overall balance be between national and local target setting? Should local authorities set local targets with the flexibility to determine whatever methods they want to meet the Programme vision? Or should there be a greater degree of setting the target(s) and delivery methods by national government?

Targets should be set at a national level with Local Authorities responsible to manage and deliver programmes that enable targets to be met. Local Authorities should have the flexibility to determine the methods to be supported in their region but this should be in support of achieving national standards.

25. What would a good governance structure to oversee any framework of responsibilities between national and local government look like? What examples are you aware of within the UK or elsewhere?

An example of a good governance structure is that of Local Authorities providing annual submissions on the condition of their housing stock to the Housing Regulator; the relevant aspect of this to SEEP would be the information relating to EESSH compliance. This example demonstrates targets that have been set at national level by the Scottish Government with each Local Authority developing specific approaches suitable for their own stock to ensure compliance.

Any potential framework would need to have a facility for Local Authorities to report on the progress of targeted areas and buildings that receive measures supported by SEEP to a specific government organisation/body for scrutiny.

26. What should be included in a monitoring framework to ensure that the Programme is effectively monitored and evaluated?

As one of the main objectives of the Programme is to decarbonise the heating sector then carbon emissions need to be measured first before they can be managed. Measuring and

managing the emissions from the domestic sector is not sufficiently developed and practiced to accurately support and therefore deliver on the objectives of the Programme.



COUNCIL EXECUTIVE

SCOTTISH HOME AWARDS 2017 ATTENDANCE

REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

The purpose of the report is to seek approval from the Council Executive for the attendance of appropriate elected member(s) to attend the Scottish Home Awards 2017 on Thursday 15th June.

B. RECOMMENDATION

It is recommended that Council Executive advise on the appropriate elected member attendance at the Scottish Home Awards and Dinner 15th June 2017.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; 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 cost of a table for 12 people is £1560 + VAT, a table of 10 people is £1300 + VAT, and individual tickets are £143 + VAT each.
VII	Consideration at PDSP	None.

D. TERMS OF REPORT**D1 Background**

The national awards programme which promotes excellence in new build housing is celebrating a record high standard of entries in its tenth year of operation.

West Lothian Council have been shortlisted for three developments. In the Development of the Year (age exclusive) category, Rosemount Court and Gardens and School Road, Broxburn have been announced as finalists. Furthermore in the Small Affordable Housing Development of the Year (less than 40 units) category Avalon Place, Linlithgow has been nominated as a finalist.

The Scottish Home Awards and Dinner will take place on Thursday 15th June 2017 at the Hilton Hotel, Glasgow.

D2 Associated Costs

The cost associated with an individual seat at this event is £143 plus VAT.

E. Conclusion

In conclusion it is proposed that the Council Executive approve the attendance of appropriate elected member(s) to attend the Scottish Home Awards 2017 on Thursday 15th June, at the Hilton, Glasgow.

F. Background References

Scottish Home Awards 2017 <http://kdmedia.co.uk/homeawards/finalists-2/>

Appendices/Attachments: None

Contact Person: Courtney Gemmell - 01506 283486

courtney.gemmell@westlothian.gov.uk

Alistair Shaw

Head of Housing, Customer and Building Services

26th May 2017



COUNCIL EXECUTIVE

POLICY ON STREET NAMING AND NUMBERING

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To seek 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.

B. RECOMMENDATION

It is recommend 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 July 2017 for erecting name plates for new developments (Appendix 2).

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Roads (Scotland) Act 1984. Section 97 of the Civic Government (Scotland) Act 1982 An Equality Relevance Assessment has been undertaken and an Equality Impact Assessment is not required.
III Implications for Scheme of Delegation to Officers	None.
IV Impact on performance and performance indicators	None.
V Relevance to Single Outcome Agreement	Outcome 4: We live in resilient, cohesive and safe communities. 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)	The proposed introduction of a charge for new street signs will be cost neutral to the council.
VII Consideration at PDSP	The report was considered at the Environment PDSP on 13 September 2016.
VIII Other Consultations	None.

D. TERMS OF REPORT

Background

The allocation of an address to a property is a statutory function of the Council as the local authority. It is necessary to ensure that properties can be found quickly by the emergency services and so that mail can be delivered.

Street Naming & Numbering in itself contributes to the character of an area, and this policy document identifies the process whereby street names are identified and approved by the council.

The allocation of a statutory address is an important part of the development process because it is needed at an early stage by utility companies and mortgage providers. It is also important to allow the ongoing updating and maintenance of the Corporate Address Gazetteer used by the council for the delivery of many council services. The service for allocating statutory addresses is currently provided free of charge.

Terms of Report

Policy and Procedures

The policy and procedures document is attached as appendix 1 to this report. It outlines how the process is managed and information is 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 Name Plates Policy

There is 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 is not expressed by the local members during the consultation process then the views of the Executive Councillor for the Environment portfolio will be sought and will be used to resolve the matter.

Proposed Charges - Street Signs For New Developments

For new developments the street nameplates are currently secured through the Road Construction Consent process and erected by the developers at their expense. However, the management of this process with developers has not been straight forward with some delay and difficulties experienced. Therefore, it 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 are contained in Appendix 2. The pricing reflects the costs to the Council of the purchase and erection of new street nameplates. Developers will be advised of the Council's minimum requirements for signing 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 and there were no comment on the proposals which were recommended to Council Executive for approval.

E. Conclusions

The approval of the Street Naming and Numbering Policy and Procedures sets out clear guidelines on how this process is managed and identifies the costs associated with the provision of this service.

The proposed charges in Appendix 2 are considered to be reasonable and comparable to those applied by other Councils. Charging for the erection of new street names signs for new development ensures that the council controls when signs are erected. The charges will be initiated once financial systems are in place.

F. BACKGROUND REFERENCES

None

Contact Person: Jim Stewart,
Development Management and Transportation Planning Manager, 01506 282327
Email: jim.stewart@westlothian.gov.uk

Jim Jack
Head of Operational Services

06 June 2017

STREET NAMING AND NUMBERING SERVICES FEES

New Developments

Item	Charge (£)
Provision and Erection of Street Name Signs	190



**West Lothian
Council**

Street Naming and Numbering

Policy and Procedures

1.0 Background

The allocation of an address to a property is a statutory function of the Council as the local authority. It is necessary to ensure that properties can be found quickly by the emergency services and so that mail can be delivered.

The allocation of a statutory address is an important part of the development process because it is needed at an early stage by utility companies and mortgage providers. It is also important to allow the ongoing updating and maintenance of the Corporate Address Gazetteer used by the council for the delivery of many council services.

Street Naming & Numbering in itself contributes to the character of an area, and this policy document identifies the process whereby street names are identified and approved by the council.

In drawing up these procedures, reference has been made to the British Standard 7666 standard for addresses.

2.0 Statutory Address Allocation

The Council is responsible for the naming of streets and numbering of property in new developments. It is also responsible for the renaming or renumbering of existing properties when required. The allocation of statutory addresses is governed by legislation and Section 97 of the Civic Government (Scotland) Act 1982 empowers the Council to allocate statutory addresses. The Council may, in relation to any street or road to which the public have access:

- give such name to it as they think fit;
- after advertising in a newspaper circulating in their area any proposal to alter its name and taking into account any representations thereupon made to them within 28 days after the date of the first publication of the advertisement, alter any such name;
- affix, paint or mark its name on any premises, fence, lamp post, pole or other structure in it so as to be readily legible to members of the public there, and erect poles or other structures there for that purpose;
- give each of the premises in it such distinguishing number as they think fit; alter that number when necessary; and require the owner of each of the premises, by notice served on him, to affix or paint that number on his premises so that it is readily legible from the nearest part of the public place giving access to the premises.

The policy and procedures document set out how this function is managed by the council to ensure that street names are not duplicated and that new streets and properties are named and numbered in a logical manner to facilitate easy identification in the event of an emergency.

3.0 Street Naming and Numbering Policies and Processes

The guidance in this document applies to the naming and numbering of new streets and properties. It also applies to the renaming of existing streets and renumbering of existing properties. The processes for managing these aspects of the naming and numbering of roads and properties are contained in Appendix A.

3.1 Approvals Process

The process of allocating street names and numbers is time sensitive. Developers require statutory addresses before utilities companies will provide services. Royal Mail cannot allocate postcodes to properties until statutory addresses are allocated. In order to allocate statutory addresses and street names, the Council must receive an application from the developer to apply for the addresses. Application forms are available on the Council's web site or on request to Roads and Transportation.

The decision on naming streets is delegated under standing orders to the Head of Operational Services subject to a consultation procedures being undertaken with local elected members for the ward within which the street lies. Following research by the Council Historian a shortlist with a preferred option is sent out for consultation.

- All local members in the ward will be consulted and offered the same opportunity to comment;
- If there is a clear view expressed amongst the local members (unanimously or by majority) the officers will take the necessary action and decisions under powers delegated to the Head of Operational Services but in accordance with that clear view; and
- If there is a split decision between the local members then the views of the Executive Councillor for the Environment portfolio will be sought to reach a determination on the street name. Officers will take the necessary action and decisions under powers delegated to the Head of Operational Services but in accordance with those views.

Where possible, we will communicate electronically to speed up procedures.

3.2 Street Naming Policy

It is important for public safety that street names and property numbering sequences make it easy for emergency services to find and identify properties.

In general, new streets should be named after people, places or events associated with the local area, or West Lothian as a whole. New street names can preserve history for future generations, reinforcing the sense of place. Names should meet at least one of the following:

- commemorate local history, places, events or culture, and in particular any that pertain to the site;
- honour and commemorate noteworthy persons associated with the local area, or West Lothian as a whole;
- celebrate cultural diversity in West Lothian;
- commemorate national and international noteworthy persons;

Street Naming and Numbering – Policy and Procedures

- commemorate national and international events;
- strengthen neighbourhood identity; or
- recognise native wildlife, flora, fauna or natural features related to the community or the West Lothian as a whole.

The following guidance should also be applied when considering new street names.

To be avoided;

- New street names should try to avoid duplicating any similar name already in use in a town/village or in the same postcode area ;
- Multiple use of the same prefix, distinguished only by a different suffix eg. Road, Street, Avenue etc is not good practice due to the confusion this can cause in emergency situations;
- Each new section of street between major junctions will be given a separate street name if it is considered necessary to avoid extremely lengthy sections of street with a single name;
- Streets are not named after individual living persons, as there is potential for this to become undesirable at a future date. Use of a person's first name should be avoided in street names, unless additional identification is necessary to prevent duplication or confusion.
- Names should be easily understood over the telephone in the event of an emergency (they should be easy to spell and pronounce).
- Names ending in End, Cross, Park, Burn and Stream; and
- The use of abbreviations, punctuation and similar sounding names is avoided where possible to avoid confusion.

Other endings that have a specific meaning should be used in only in the correct circumstances. This applies to;

- Named pedestrian walkways should end with either Walk, Path, Way, Close, Pend, Wynd or Lane;
- Crescent (for crescent shaped roads);
- Avenue (for roads that could be described as tree lined);
- Lane, Close, Grove, Place or Court (for small streets and cul-de-sacs); Wynd (for small streets or paths that are not straight);
- Square (for a square only);
- Hill, Brae, Heights, Knowe, Mount or Rise (for a street on a gradient, or atop a hill);
- Circus (for a roundabout or square only);
- Terrace or Row (for a street that is predominately serving a terrace of houses); and
- Green or Gardens (for streets dominated by an area of grass/park).

3.3 Property Numbering Policy

The numbering and renumbering of properties can be complex and Appendix B contains guidance on the detailed numbering process for different categories of properties.

The numbering of new properties does not require consultation and can be carried out quickly if no new street name or renumbering of existing properties is required. The main principles in determining the numbering of properties apply to all types of development and are as follows:

- Streets will be numbered in a logical manner to facilitate the identification of properties. In general odd numbers are on the left and even numbers on the right.
- The phasing of the development, access points and local circumstances will be considered in deciding where numbering should start.
- Cul-de-sacs will be numbered consecutively in the same direction as the main access road, low to high.
- All properties and premises, including lockups where appropriate, shall be numbered from the street on to which the principal access is gained.
- In all instances the number 13 is never omitted.

It is the responsibility of the property owner to display the correct statutory address for a property. The number should be clearly visible from the road on to which the property is addressed.

3.4 Postcodes

The Council is responsible for the number and street name elements of the statutory address. The Council supplies this information to Royal Mail, who then allocate a postcode and postal town against this address. The addition of a postal town is to aid the routing of mail. The Royal Mail postal town can often differ from the statutory address town. The statutory address issued by the Council includes all the elements of the address, including the postcode.

3.5 House Names

House names are not covered by the Civic Government (Scotland) Act 1982, and responsibility for a name lies with the property owner. Where West Lothian Council have not numbered a property, the house name forms part of the statutory address, and will be maintained as such by West Lothian Council.

In areas where numbers have been applied, house names can be added to the address held, but only in addition to the allocated number.

Where house names could be construed as offensive or alarming, West Lothian Council reserves the right not to use them in, or add them to, the statutory address.

Upon request from a property owner for the addition or amendment of a house name, Roads and Transportation will amend the Council records, and inform Royal Mail.

3.6 Street Renaming

Only in exceptional circumstances will West Lothian Council consider any proposal from Community Groups, developers, or members of the public to alter the name of an existing street. However, where there is justification, West Lothian Council may propose the renaming of an existing street.

Such circumstances are likely to be when substantial redevelopment is to take place, where there are issues of poor perception of an existing name, or where there are issues of confusion and ambiguity regarding the existing street name.

When application is made by Community Groups, developers or members of the public, the case for renaming and a summary of the opinion of “the requisite number” of existing residents should be supplied to West Lothian Council. The requisite number has the same meaning in relation to that street as identified in section 1(7) of the Roads (Scotland) Act 1984.

Any proposed new name must adhere to the same principles as those set out above for new streets.

Existing properties on affected streets will be consulted with directly, and Statute lays down a period of 28 days within which representations can be made following advertisement in the local press.

In all cases, West Lothian Council will endeavour to minimise inconvenience, and will take into account all representations made to them before any final decision is reached.

A minimum of eight weeks will elapse before new statutory addresses take effect.

3.7 Property Renumbering

Renumbering may be necessary when new development occurs on an existing street, or when West Lothian Council become aware of issues regarding existing statutory addresses. In all cases West Lothian Council will endeavour to minimise inconvenience and achieve consensus.

When an individual owner directly approaches the Council to renumber their property, we will consider the impact of the request in line with the numbering guidelines. Renumbering of properties for illogical and irrational purposes will be resisted. Where residents experience issues/problems with delivery and registration services due to differences between their statutory address (as issued by the council) and the postal address as used by Royal Mail and other delivery services, renumbering can be considered. When requested, the Council can instruct the Royal Mail to update their records to that of the Council’s statutory address. We cannot update the Council’s statutory address to that held by Royal Mail. Should an owner wish for their statutory address to be that used by Royal Mail, a consultation must be carried out with all property owners affected. In the case of a change to a flat within a block, the whole block must be consulted, and agree to the change to the numbering. If 100% agreement is reached, the renumbering process as described will be implemented. Should full agreement not be reached, the matter will not be taken further.

Alternatives to renumbering should be found if practicable.

Any alteration to an existing numbering scheme should follow the same principles as those set out above for new developments.

Affected parties will be consulted with directly, and a minimum of 28 days will be given for representations to be made.

A minimum of eight weeks will be given before new statutory addresses take effect.

3.8 Corporate Address Gazetteer

All addresses are passed to the Council's Corporate Address Gazetteer team to be included or amended on the Corporate Address Gazetteer which is maintained to the Scottish Standards as defined by the One Scotland Gazetteer. Our key customers are informed of new / amended addresses on a regular basis. Our key customers are outlined in a separately published schedule and will be published on the council website.

4.0 Street Name Plates Policy

The Council is responsible for the erection of street name-plates in compliance with the Civic Government (Scotland) Act 1982. To ensure timely erection of the signs and a consistent sign type and style for new developments it is considered that this function should be undertaken by the council with the developer being charged the reasonable costs of the erection of the signs.

The proposed fees for this service are outlined on the table of fees which is published separately.

Sign Location

Street name-plates should be erected at the point nearest to where road junctions intersect. For most new developments street name-plates will be freestanding signs. However, at appropriate locations signs will be located on buildings/structures between ground and first floor level to maximise visibility. Street name-plates signs may also be placed on existing walls and fences. Each location will be assessed on its merits.

New Signage

The Council is responsible for the erection and maintenance of all street nameplate signage in the Council area. There is a charge for this service. The Council maintains the responsibility for all signage to ensure uniformity and quality are maintained across the West Lothian and ongoing maintenance once developers have vacated the site.

Developers are asked to submit an application form and plans to enable the Council to determine the minimum number of new signs required.

The purchase, production, delivery and fitting of street name plates take an average of 8 weeks. Orders for plates are placed at regular intervals according to demand. Specialist nameplates used at particular locations can take longer to manufacture and erect.

There is no statutory requirement to inform the owner of a property prior to fixing or erecting a nameplate on their property. As a courtesy, where a new sign is to be erected where there was previously no sign, owner/occupiers will be given a minimum of 10 day notice period that a sign is to be erected on their property.

The Council will undertake all ongoing maintenance and replacement of signage thereafter.

5.0 Complaints

In the first instance complaints should be made to Roads and Transportation. However, if the complaint is not resolved to your satisfaction West Lothian Council has a formal complaints procedure, details of which can be found online <http://www.westlothian.gov.uk/complaints>

6.0 Contacts

CONTACTS STREET NAMING TEAM

Team Email: new address to be set up and confirmed.

Roads & Transportation Services

Whitehill House

7 Whitestone Place

Whitehill Industrial Estate

Bathgate

West Lothian

EH48 2HA

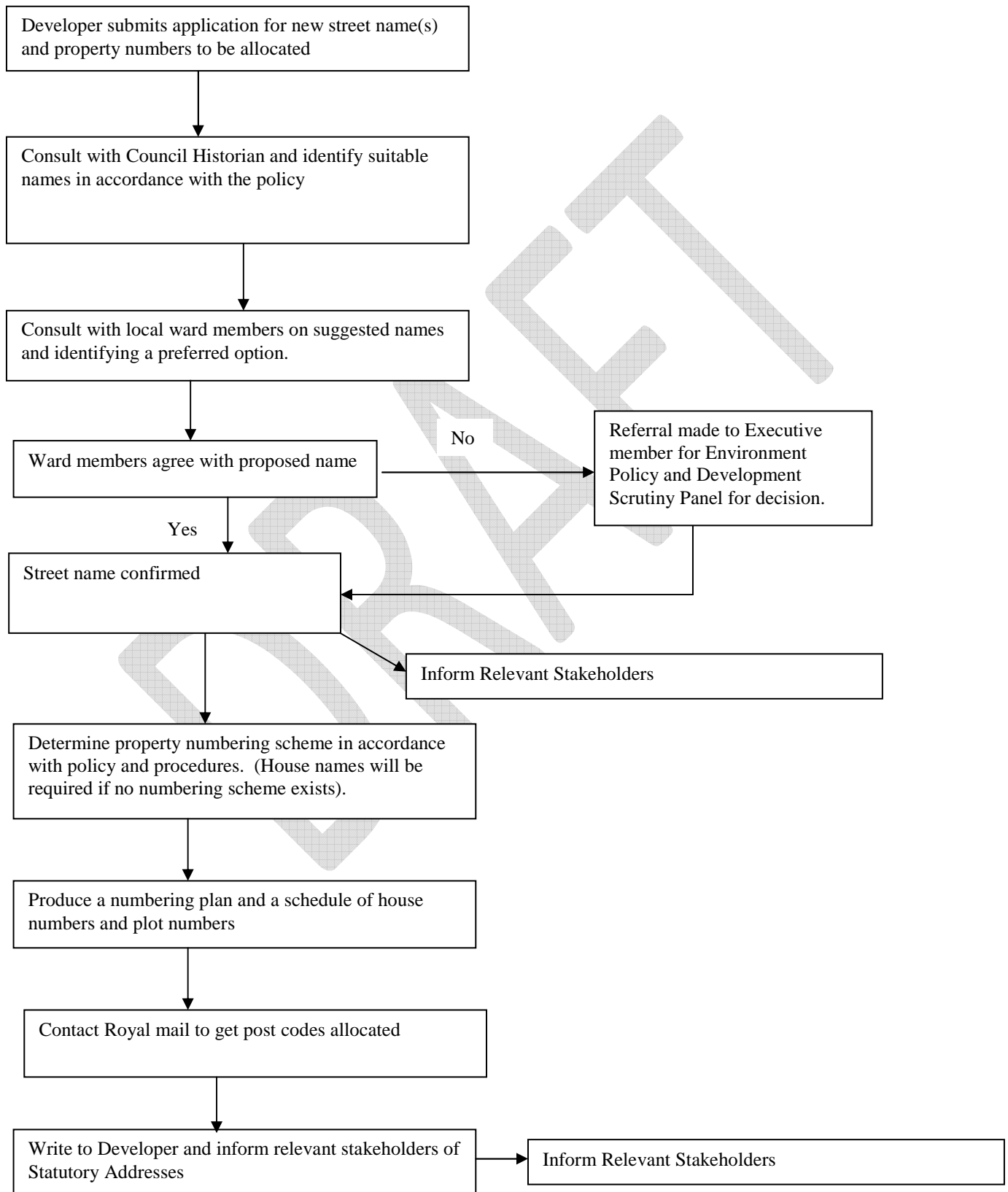
United Kingdom

Tel: 01506 280000

STREET NAMING AND NUMBERING

NEW DEVELOPMENT

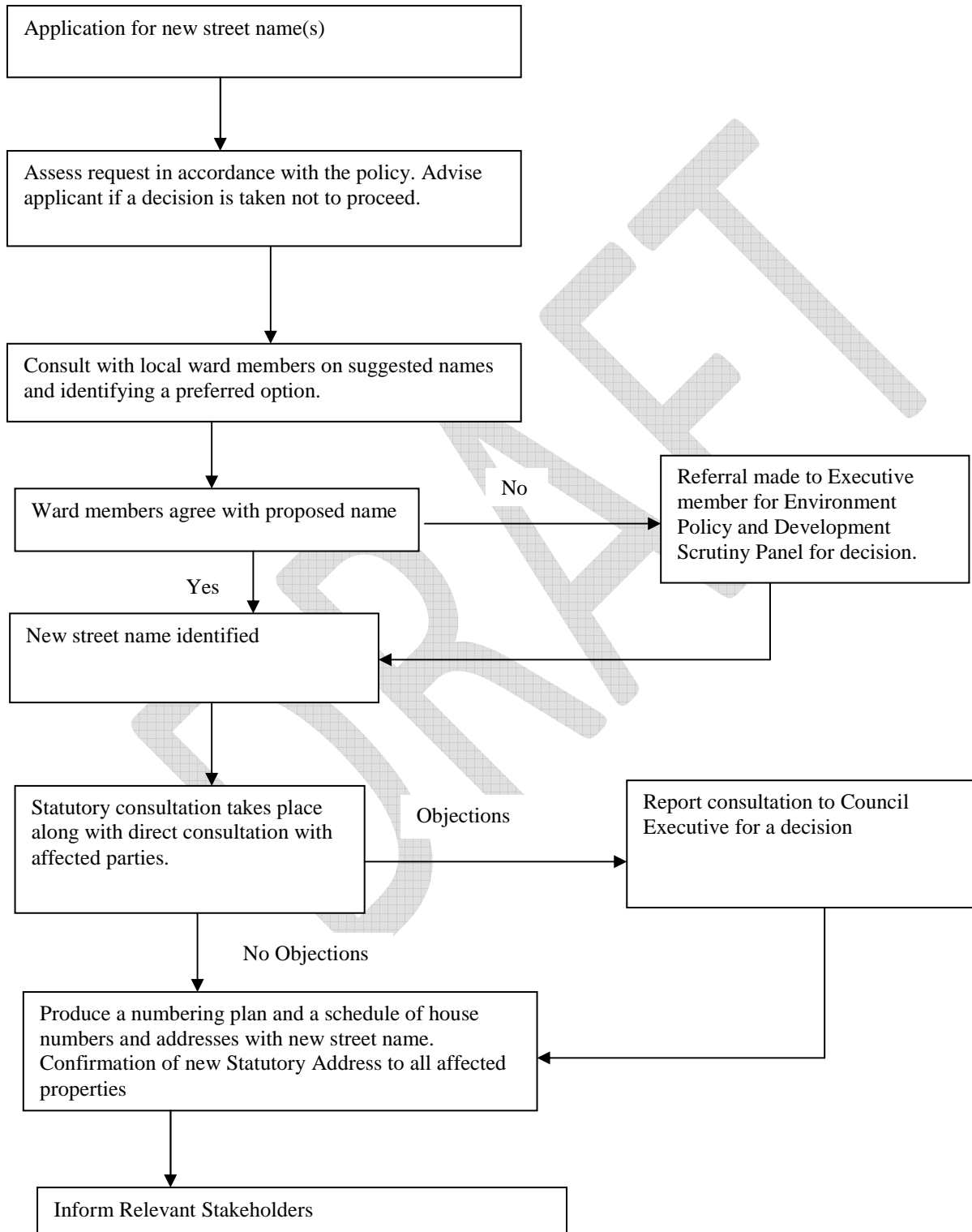
NAMING AND NUMBERING PROCESS

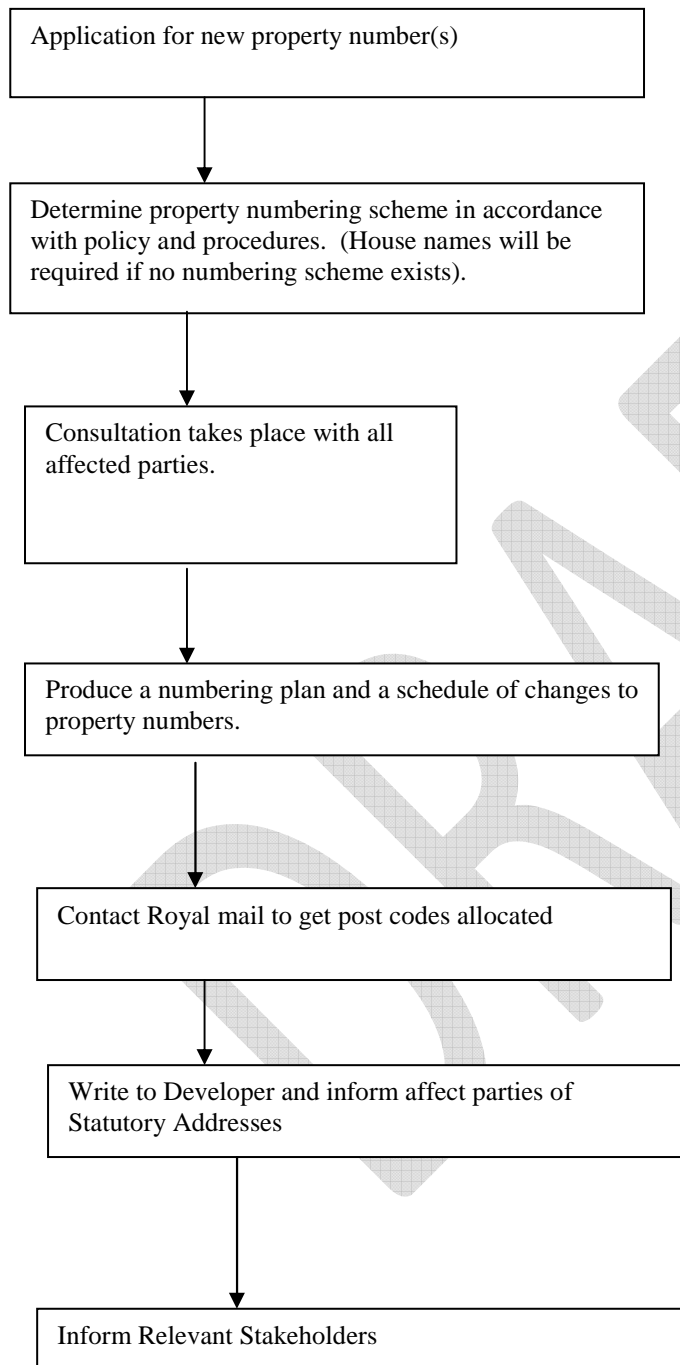


Transportation Quality System	Activity : Property Renumbering	Version 1	Created : September 2016 By : J Stewart Next Review : September 2017

STREET NAMING AND NUMBERING

STREET RENAMING PROCESS





Transportation Quality System	Activity : Property Renumbering	Version 1	Created : September 2016 By : J Stewart Next Review : September 2017

PROPERTY NUMBERING ON STREETS

The origin of the street is the end of the street nearest to the town centre

Numbers increase moving away from the origin.

Odd numbers are on the left side of the street.

Even numbers are on the right side of the street

No numbers will be omitted unless there is a need to do so for future numbering requirements.

Residential Properties

Gap Sites and Property Subdivision

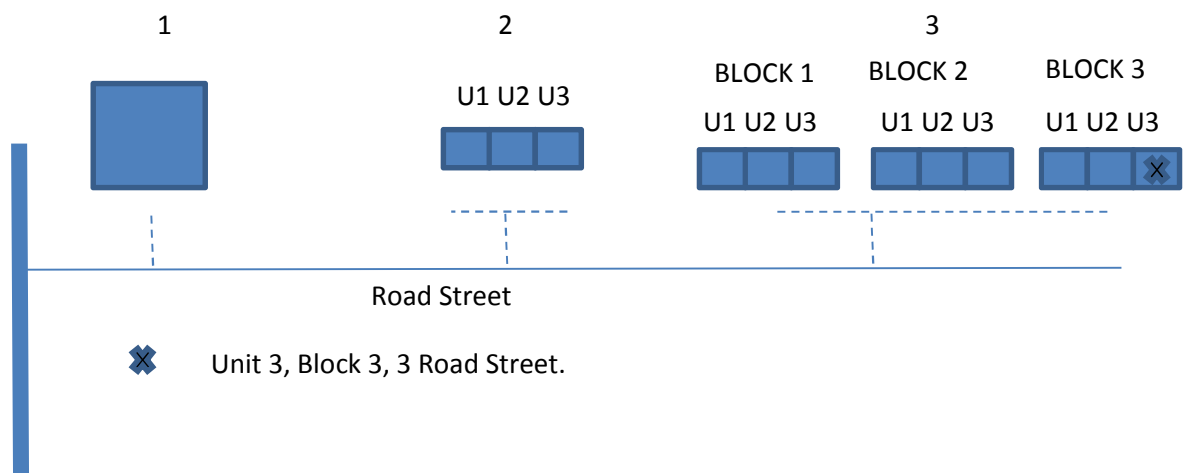
Properties should be given individual numbers. It may be necessary to use a suitable suffix.

If possible subdivision should avoid whole numbers on their own e.g. 1 and 1A should be avoided in favour of 1A and 1B if possible.

Industrial Area

Separate numbers should be allocated where possible to each individual unit.

If there are a number of blocks with multiple units then each block should be given a unique number and each unit will be numbered separately for each block. (See below)



If existing units are being joined the new address is based on the location of the new main access and uses the allocated existing number of the property at the new access point.

Multi - storey Blocks

Each property should have an individual number or letter where possible. The use of the word FLAT to describe each property is good practice.

Each block should have a number or be named off the street.

The numbers can apply internally to the block or named building.

Shopping Malls

Numbering should start at the main entrance and the units should be numbered in a clockwise direction from the left. Numbering should if practical allow for a future subdivision of larger double units.



COUNCIL EXECUTIVE

SMARTER CHOICES PROGRAMME AND ACTIVE TRAVEL PROGRESS

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to advise the Council Executive of West Lothian Council's Smarter Choices Smarter Places programme of activity in 2017/18.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. notes the content of this 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.

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 and working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Promoting sustainable transport choices is consistent with the Council's Local Transport Strategy, Local Plan and emerging Local Development Plan, emerging Climate Change Strategy and Carbon Management Plan. It is also consistent with Scottish Government policy as stated within the National Transport Strategy.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	Delivery of behaviour change to more sustainable modes of travel could have a positive, direct impact on the West Lothian SOA indicators as follows: Tonnes of CO2 emissions per capita for the West Lothian district, % of primary school children travelling actively to school, % of secondary school children travelling actively to school, number of people killed or seriously injured in road accidents, % of residents with access to an hourly or more frequent bus service. Supporting people to make

journeys by affordable modes such as walking and cycling could also have indirect positive impacts on other SOA indicators including those pertaining to jobs and economic growth.

V	Relevance to Single Outcome Agreement	<p>Outcome 2: We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>Outcome 3: Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p> <p>Outcome 4: We live in resilient, cohesive and safe communities.</p> <p>Outcome 6: Older people are able to live independently in the community with an improved quality of life.</p> <p>Outcome 7: We live longer, healthier lives and have reduced health inequalities.</p> <p>Outcome 8: We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.</p>
VI	Resources - (Financial, Staffing and Property)	<p>The Programme is funded by a Scottish Government (Transport Scotland) grant over the 2017/18 financial year. Match funding has been demonstrated during the bid process, and includes Council revenue funding and in-kind staff time. The Council's Finance team was consulted during the application process and continue to be involved in the financial planning of the project.</p>
VII	Consideration at PDSP	<p>This Report has not been taken to PDSP as it presents a programme of activity in line with Council policy on sustainable transport, as contained within the published Local Transport Strategy, Local Plan and emerging Local Development Plan.</p>
VIII	Other consultations	<p>The Programme was developed in partnership by staff from Operational Services, Planning and Economic Development and Social Policy.</p>

D. TERMS OF REPORT

D1: Smarter Choices Smarter Places (SCSP) 2016/17.

The 2016/17 SCSP represents the second year of grant funding allocated by Scottish Government under the SCSP initiative. This programme built on work initiated in the first round of funding allocated in 2015/16. West Lothian Council successfully submitted an application to gain access to the indicative allocation of £163,000 for 2016/2017

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

The funding from Smarter Choices Smarter Place is secured by identifying existing in kind staff costs and council expenditure on initiatives directly related to active travel. The value of this spend is then matched by the Smarter Choices Smarter Places grant funding and approved for the initiatives identified in the programme. This grant funding is therefore additional funding otherwise not available to the council and adds value to the work we already undertake. The programme of works for 2016/17 was delivered in accordance with the council procurement procedures.

The SCSP 2016/17 programme focussed on three key areas:

- Active travel signage and mapping, and public transport user information: developing community mapping to promote sustainable travel choices, delivering real time bus information, continuing work on active travel signage
- Consistent behaviour change support for workplaces and schools: support for schools to promote walking, cycling and scooting to school and workplace engagement programmes including Love to Ride (online cycling challenge).
- Building the case – data collection: further data on rail passengers at Armadale, Fauldhouse, Uphall Station, Kirknewton and West Calder.

The funding has delivered the following initiatives in 2016/2017.

- Real Time Information screens at Civic Centre, installation
- Real time Information across West Lothian
- Talking timetables across West Lothian
- Rail station travel surveys
- Love to ride local cycling challenge
- Local Active Travel Network Plans (LATNP) mapping work /Community mapping
- Vehicle travel data collection for Air Quality Action Plans
- Air Quality Supplementary Planning Guidance

D2: Smarter Choices Smarter Places (SCSP) 2017/18.

The 2017/18 SCSP represents the third year of grant funding allocated by Scottish Government under the SCSP initiative.

The guidance on qualifying projects remains unchanged from previous years and the grant funding is not available to deliver new infrastructure.

West Lothian Council successfully submitted an application to gain access to the indicative allocation of £163,255 for 2017/18. This programme will build on work developed and initiatives undertaken during the first two years of the programme.

The Council has worked across internal teams and with external partners to identify at least 50% matched funding/investment, upon which SCSP initiatives will build. This identification of matched investment is required to gain access to the SCSP funding allocation. Moreover, applications were required to demonstrate evidence of partnership working. Internal match funding has been sourced from existing projects committed in the Council's capital and revenue budgets. In-kind staff contribution of up to 25% of the overall SCSP project is allowable.

The table below shows the indicative distribution of the SCSP allocation within the three key areas of the bid.

A: Workplace support	
1) Put Your West Foot Forward Walking & Cycling activity with workplaces	Includes in-kind time spent by the Health Improvement Team (HIT) on creation of social enterprise for bike lending libraries in 2017.
2) Love to Ride West Lothian	Love to Ride West Lothian website as part of regional challenge with Falkirk Council and Clackmannanshire Council plus incentives and materials
	Sub -Total £32,000
B: Schools support	
1) iBike Officer managed by Sustrans	Funding provides external support through Sustrans to encourage active travel to schools linking to health improvement objectives.
2) Parksmart review	Consultancy work to review Parksmart campaign, update and provide fresh materials for schools
3) Put Your West Foot Forward Walking & Cycling activity with schools	Includes provision of cycle training courses for Cycle Friendly Schools (staff and older pupils in secondary schools) e.g. Cycle Ride Leader, Walk Once a Week (WoW) participation by a small number of schools
	Sub -Total £93,000
C: Mapping and signage	
1) Produce sustainable travel maps for Whitburn and Armadale, and complete production and printing of leaflet maps for Broxburn, Bathgate, Stoneyburn,	New maps for Whitburn and Armadale, plus printing costs for existing maps created under 16/17 SCSP programme
2) Produce a signing strategy for West Lothian walking and cycling networks, and deliver in one town	Development of new signing strategy for West Lothian. Alternative to this if delay in Transport Policy Officer replacement is to procure signage for Quiet Roads (cycling, walking and horserider friendly roads, initial network being developed currently via Community Links)
	Sub -Total £38,000
	Total £163,000

D3. Active Travel Infrastructure

In addition to the measures identified above through Smarter Choices Smarter Places, the council continues 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 will be presented to Council Executive.

E. CONCLUSION

The opportunity to access this specifically targeted grant funding (SCSP) provides the opportunity to develop and build on behavioural change initiatives to encourage and promote the use of sustainable transport infrastructure and initiatives which the Council has delivered over recent years. It is also an example of successful partnership working across teams within West Lothian Council, and with external organisations.

In summary, West Lothian's SCSP programme continues to seek to deliver measurable behaviour change in 2017/18 as well as further contribute to the removal of barriers to active travel.

F. BACKGROUND REFERENCES

Further information on Transport Scotland's SCSP programme (administered by Paths for All) is available here - <http://www.pathsforall.org.uk/pfa/get-involved/smarter-choices-smarter-places-fund.html>. Information on the Transport Scotland and Sustrans Community Links programme is available here <https://sustranscommunitylinks.wordpress.com/>.

Appendices/Attachments: None

Contact Person: *Jim Stewart*, jimstewart@westlothian.gov.uk, 01506 282327.

Jim Jack, Head of Service, Corporate Operational and Housing Services.

Date of meeting: Council Executive 23rd May 2017



COUNCIL EXECUTIVE

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

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to initiate the statutory procedures to stop up a footpath/right of way which currently exists in West Calder across the Edinburgh to Glasgow rail line via Shotts. The procedure is to permit development to take place in accordance with approved planning permissions granted to Network Rail to remove the bridge across the railway as part of the electrification works on this rail route.

B. RECOMMENDATION

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

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs: and Being honest, open and accountable
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Policy – none Legal – Promotion of the stopping-up order under the Town and Country Planning (Scotland) Act 1997.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	The introduction of the stopping-up order will support Outcome no. 4 – We live in resilient, cohesive and safe communities.
VI Resources - (Financial, Staffing and Property)	Promotion of the stopping-up order and associated works will be funded by the developer.

VII Consideration at PDSP	None.
VIII Other consultations	Police Scotland and the local ward members have been consulted. There is a statutory consultation required as part of the procedures to stop up the footpath.

D. TERMS OF REPORT

A north south footpath/right of way exists running from Hermand Park Cemetery to the A71 adjacent to the Community Garden centre on the East side of West Calder. The path is rural and unsurfaced and crosses 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 have been granted planning permission to remove the masonry bridge

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

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

Police Scotland has been consulted and they have no objections to the proposed stopping up order.

The local ward members have been consulted there were no adverse comments. Public consultation was raised and members were advised that a statutory consultation is required as part of the process.

E. CONCLUSION

The procedure is to permit development to take place in accordance with approved planning permissions. In order for this to happen it is necessary to stop-up and remove rights of access to the section of footpath giving access across the existing masonry railway bridge.

F. BACKGROUND REFERENCES

Planning Approvals (Ref: 0094/ACT/17, 0083/FUL/16, 0675/FUL/15)

Appendices/Attachments: Drawing No. DM/W6/STOP/D1

Contact Person: Jim Stewart, Development Management & Transportation Planning Manager, Operational Services, Whitehill House, Bathgate.

Tel: 01506 282327, e-mail: jim.stewart@westlothian.gov.uk

Date: 6 June 2017



COUNCIL EXECUTIVE

U37 POLBETH ROAD, POLBETH **7.5 TONNE WEIGHT LIMIT ORDER**

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is 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.

B. RECOMMENDATION

It is 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 C26 Gavieside Road to the A71 in Polbeth.

C. SUMMARY OF IMPLICATIONS

- | | | |
|------------|--|--|
| I | Council Values | Focusing on our customers' needs and working in partnership. |
| II | Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | Policy: None
Legal: The installation of a 7.5 tonne maximum gross weight limit will require the promotion of a traffic regulation order under the Road Traffic Regulation Act 1984. |
| III | Implications for Scheme of Delegations to Officers | None |
| IV | Impact on performance and performance Indicators | None |
| V | Relevance to Single Outcome Agreement | The scheme will contribute to single outcome agreement:

10 - We live in well-designed, sustainable places where we are able to access the services we need. |
| VI | Resources - (Financial, | The proposed scheme including the promotion |

Staffing and Property)	of the traffic regulation orders will be funded through the Roads and Transportation Revenue Budget 2017/18.
VII Consideration at PDSP	None
VIII Other consultations	Statutory consultation will be carried out in accordance with procedures set out in the Road Traffic Regulation Act 1984.

D. TERMS OF REPORT

Background

The U37 is a mainly rural road which links the C26 Gavieside Road to the A71 at Polbeth. At the southern end, it enters the village of Polbeth and provides access to the Fire Station and St Mary's Primary School. Historically, in 1975, a 5 ton weight restriction order was implemented on this route on the whole length to prohibit any vehicle over 5 tons (not just heavy good vehicles). This order was effectively an 'environmental weight restriction' and was not put in place to protect the small bridge at the north side of Polbeth.

Through time as vehicle and traffic signs legislation has evolved, a restriction of five imperial tons has ceased to be enforceable and there are no longer any prescribed signs to indicate this type of restriction.

It is therefore necessary to update the traffic regulation order to reflect current legislation in relation to large goods vehicles and traffic signs.

Required measures

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

Consultation

Police Scotland have been consulted and had no comments to offer.

Local ward members have been consulted (update will be given at agenda setting).

E. CONCLUSION

Updating the current weight restriction on the U37 Polbeth Road to a 7.5 tonne will bring this route up to current standards and ensure compliance with existing signage regulations.

The traffic regulation order will be advertised and objections invited. Any unresolved objections will be reported back to council executive for final determination.

F. BACKGROUND REFERENCES

None.

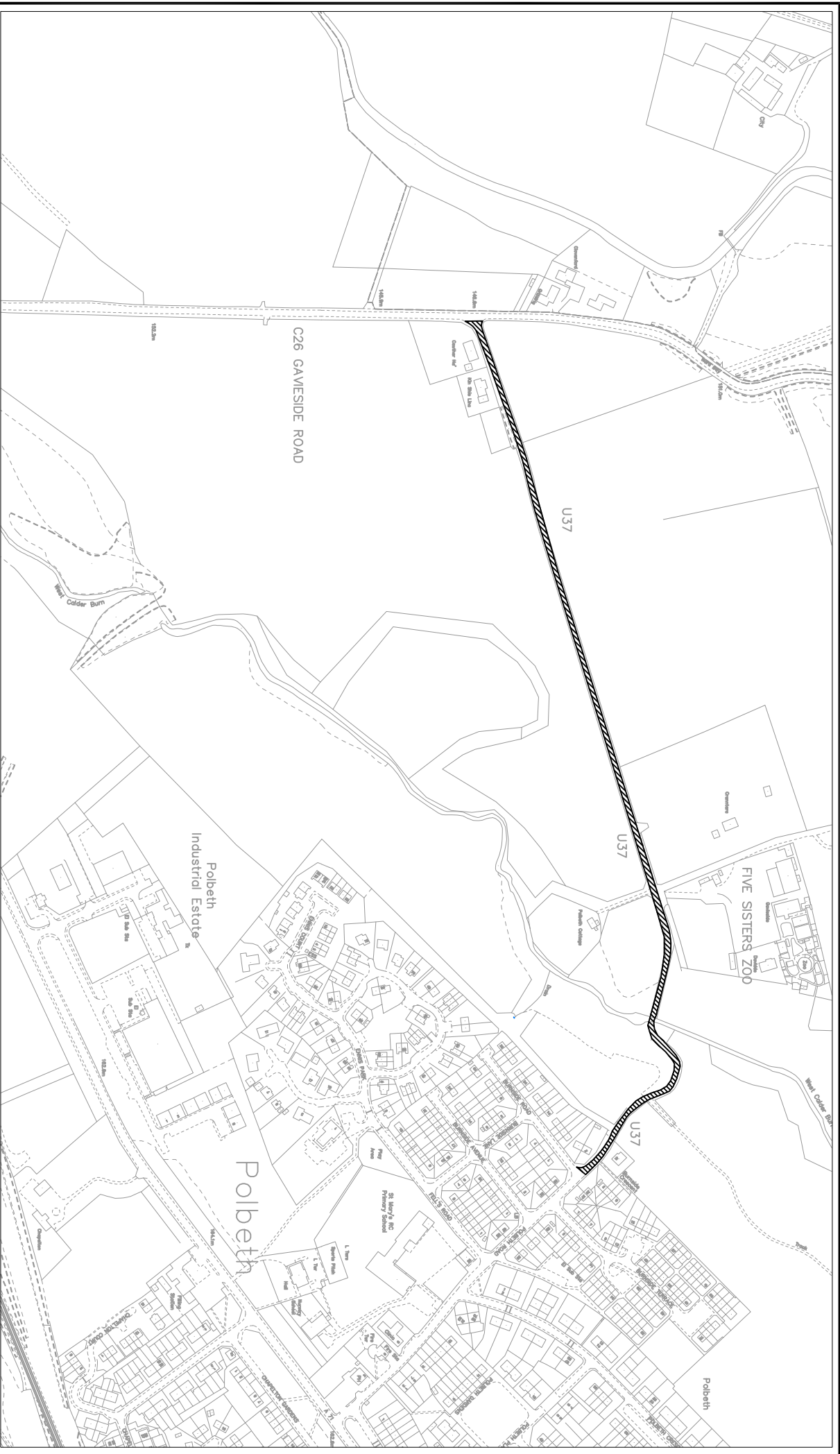
Appendices/Attachments:

- Drawing number RSTM-U37WR-D1

Contact Person: Gordon Brown, Senior Engineer, Road Safety and Traffic Management, Operational Services, Whitehill House, Whitehill Industrial Estate, Bathgate EH48 2HA. Tel: 01506 282340.

Jim Jack, Head of Operational Services, Whitehill House, 7 Whitestone Place, Whitehill Industrial Estate, Bathgate EH48 2HA

Date: 6 June 2017



DATA LABEL:- Public

Based upon the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorized reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.
Licence No.: LA09052L

WEST LOTHIAN COUNCIL

OPERATIONAL SERVICES

ROADS & TRANSPORTATION MANAGER
WHITEHILL HOUSE
WHITEHILL INDUSTRIAL ESTATE
BATHGATE EH48 2HA
TEL 01506 282351

TRANSPORTATION
ROAD SAFETY AND
TRAFFIC REGULATION ORDER

U37 - C26 GAVESIDE ROAD TO POLBETH
TRAFFIC REGULATION ORDER
PROPOSED 7.5T WEIGHT RESTRICTION

DATE:- MAY 2017
SCALE:- 1:5000
DRAWN BY:- GJB
CHECKED BY:- KKH

Drq. No.:- RSTM-U37WR-D1



COUNCIL EXECUTIVE

WHITEHILL SERVICE CENTRE – UTILITIES DIVERSIONS – SCOTTISH WATER BUSINESS STREAM

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive approval for diversions by Scottish Water Business Stream of their existing equipment in order to accommodate parts of the new Whitehill Service Centre.

B. RECOMMENDATION

It is 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 can be met from the existing project budget.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable; 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)	The expenditure of £55,000 will be funded from the existing project budget.

VII Consideration at PDSP	Not applicable.
VIII Other consultations	None

D. TERMS OF REPORT

Background

Work on the new Whitehill Service Centre is proceeding well with the project due for completion and being fully operational by late summer 2017. Part of the development works is the need for a number of service diversions. As these involve parts of existing public utilities networks (e.g. gas, electricity, water etc.) the works are covered by statute and therefore require to be carried out by the statutory undertakers themselves. In these circumstances, there is no opportunity to procure them from other agencies, providers or contractors.

Generally, the value of such works lies below £50,000 and, in terms of the council's standing orders, a business case for exemption can be obtained through existing procedures. However, for expenditure in excess of £50,000, Standing Orders dictate that Council Executive has to grant approval for any expenditure where works cannot be competitively tendered. The relevant extract is copied below:

1.5.2 - The Council Executive, and no other committee, may in exceptional circumstances, such as arising from geographical, sole provider, technical, artistic or urgency factors, authorise a contract to be entered into without subjecting the contract to competition where the aggregated estimated value is £50,000 or greater but less than the OJEU Procurement Thresholds.

Current Position

One of the service diversions required at Whitehill relates to infrastructure for water supplies owned by Scottish Water. They have provided a detailed estimate for the works which in total amounts to approximately £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 is important that these utilities works are instructed as quickly as possible.

E. CONCLUSION

Given that the service diversion works involved can only be carried out by Scottish Water Business Stream and to avoid any unnecessary delays to the Whitehill Service Centre project, it is in the council's best interests to approve the expenditure noted above as an exemption to Standing Orders.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: None

Contact Person: Paul Kettrick, Corporate Estates Manager

Tel: 01506 281826 email: paul.kettrick@westlothian.gov.uk

Julie Whitelaw, Head of Corporate Services

Date of meeting: 6 June 2017



COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS – EDUCATION SERVICES

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive 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.

B. RECOMMENDATION

It is recommended that the Council Executive approves the direct award to the Tapestry Partnership.

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)	Funding for the requested additional services will be provided by Scottish

VII	Consideration at PDSP	None.
VIII	Other consultations	None.

D. TERMS OF REPORT

Background

The Tapestry Partnership is a unique organisation which brings together knowledge and expertise from leading world renowned educationists to build capacity in staff. The particular programme is called 'Assessment in the Context of Poverty - Leading Learning Improving Pedagogy' and is based on the work of Professor Dylan William, Emeritus Professor of Assessment, University College, London. He works exclusively with the Tapestry Partnership because he recognises the quality of their organisational skills and trusts the experience of their tutors to deliver his key messages.

The programme included in this request is tailored to West Lothian staff. All teachers from our 85 schools will take part in the professional learning activities. The funding is from the Pupil Equity Fund which was allocated directly to schools by Scottish Government. National and local guidance is in place to ensure that the use of the fund focuses on reducing the poverty related attainment gap and the use of the Tapestry Partnership accords with the rationale underpinning the Pupil Equity Fund aims. Headteachers have used performance data to identify stages in which a focus on improving strategies for learning and teaching could make a difference to outcomes for young people, particularly through focusing on Professor William's key messages. The programme is supported by Tapestry Partnership tutors over an 18 month period which is designed to embed and sustain these tried and tested approaches to making a difference to young people's lives. It would not be possible to procure this requirement through standard open market competition.

An initial requirement was identified in February 2017, for which a Business Case Exemption (BCE) request was submitted to the Head of Corporate Services. This BCE was valued at £41,250, and was approved in line with the provisions of the Council's scheme of delegations, Standing Orders, and Procurement Procedures. Funding for this initial requirement was provided by the West Lothian Council central teacher professional learning budget. At the time of submission, this initial BCE correctly outlined the total extent and value of the services which were anticipated.

Additional Requirement

Subsequent to the initial BCE, and based on experience of the services delivered so far under that approval, significant additional demand from Head Teachers has given rise to a second, previously unforeseen, requirement. This further requirement, amounting to an additional £49,050, is hereby submitted for consideration. Whilst the value of this second requirement is within the delegated approval value of the Head of Corporate Services, the aggregated value of this additional requirement, combined with the original BCE, amounts to £90,300. The scheme of delegations, Standing Orders, and Procurement Procedures requires that the same or similar services performed by a single provider be considered and approved on the basis of total aggregated value, and accordingly the requirement now exceeds the value of business which the Head of Corporate Services

may approve.

No additional risks associated with the proposed increased value of business have been identified.

This request seeks the approval of Council Executive for the additional requirement, amounting to £49,050.

E. CONCLUSION

It is recommended that the Council Executive approves a second direct award to the Tapestry Partnership for services amounting to £49,050, and notes that the total value of services directly awarded to this provider will thereby amount to £90,300.

F. BACKGROUND REFERENCES

Appendices/Attachments: None

Contact Person: David Brown, Chief Procurement Officer

Email: david.brown@westlothian.gov.uk

Tel: 01506 283259

Julie Whitelaw

Head of Corporate Services

Date: 23 May 2017

COUNCIL EXECUTIVE

EQUALITY OUTCOMES REPORT AND EQUALITY MAINSTREAMING REPORT

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE

To present the Council's Equality Mainstreaming plan and Corporate Equality Outcomes for the period 2017 - 2021.

B. RECOMMENDATIONS

It is recommended that the Council Executive approve the terms of the Equality Mainstreaming plan and Equality Outcomes for the period 2017- 21.

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	The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 requires public bodies to develop and publish an equality mainstreaming report and Equality Outcomes and to report on progress every two years. In addition the council is required to publish a revised Equal Pay Statement every two years.
III. Implications for Scheme of Delegations to Officers	None
IV. Impact on performance and performance indicators	The Outcomes have been built into the Council's performance management information system.
V. Relevance to Single Outcome Agreement	Indicators have been mainstreamed and aligned with existing activity towards the Council's Corporate Plan, People Strategy and the West Lothian Single Outcome Agreement where appropriate.
VI. Resources (Financial, Staffing and Property)	N/A

VII. Consideration at PDSP/Executive Committee required

The report was considered at the Partnership and Resources PDSP on 28 April 2017.

VIII Details of consultations

All services through representation on the Corporate Working Group for Equality and all Heads of Service have been consulted to identify progress against Equality Outcomes.

D. TERMS OF REPORT

D.1 Background

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 that report every two years.

The Council's Mainstreaming Equality report and Corporate Equality Outcomes for the period 2013 – 2017 were published in April 2013 with subsequent updates published in 2015. The 2015 – 17 progress reports were reported to Council Executive on 25 April.

D.2 Equality Mainstreaming

The Council is committed to tackling discrimination, advancing equality of opportunity and promoting good relations both within our workforce and the wider community. Mainstreaming equality is the long term approach by which the Council will integrate an equality perspective into the everyday work of the council. This approach involves managers and policy makers across council services, as well as equality specialists and community planning partners.

The Council's Corporate Management Team remain directly involved in decision making regarding the strategic management of equality and diversity within the Council. A member of the Corporate Management Team is both Chair of the Corporate Working Group on Equality (CWGE) and lead diversity champion for the Authority.

CWGE service representatives continue to coordinate service level activity and distribute service wide communications related to equality and diversity policy, initiatives and events. They can assist to resolve equality issues as they arise within individual services and feed into the corporate equality function where necessary.

Significant data, information and research has been sourced and utilised in the development of Council policy and practice related to equality. Work towards the Corporate Equality Outcomes has improved the availability of local data across council services and community planning partners with regard to the impact of equality. The Council's Equality Mainstreaming Plan 2017 – 21 is attached at Appendix 1.

D.4 Equality Outcomes

The Council's Equality Outcomes reflect the commitment to fulfilling both our statutory duties as well as pro-actively meeting the needs of the diverse community that it serves.

The Council's Corporate Equality Outcomes for the next four year period of 2017 – 2021 are attached at Appendix 2. The Equality Outcomes have been developed through evidence gathering and engagement work. The engagement work, through face to face consultation with our Community Equality Groups and an online survey, has resulted in some small meaningful changes to our Equality Outcomes.

Each Outcome has been designated to a responsible Head of Service. The Outcomes are managed through the Council's performance management system (Covalent). This allows performance related to the Equality Outcomes to be managed electronically and mainstreamed within Council management plans.

E. CONCLUSION

The Public Sector Equality Duty requires the council to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. The specific duties are focused on outcomes and encourage the integration of equality considerations in the core business of public authorities. They set a supporting framework for the general duty, based on data collection and evaluation, transparency and accountability.

F. BACKGROUND REFERENCES

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
Corporate Equality Outcomes 2013 -17
Corporate Equality Outcomes Progress Report 2015
Equality Mainstreaming Report 2013-17
Equality Mainstreaming Report 2015

Appendices/Attachments:

Appendix 1 – Equality Mainstreaming Report 2017 - 21
Appendix 2 – Corporate Equality Outcomes 2017 - 21

Contact Person: Maggie Archibald, HR Adviser (Equalities)
email: Maggie.archibald@westlothian.gov.uk
Tel: 01506 281343

Julie Whitelaw
Head of Corporate Services

Date of Meeting : 6 June 2017



West Lothian
Council

Equality Mainstreaming Plan 2017 – 2021

Corporate Services
April 2017

Contents

Section	Page
1. Foreword	3
2. West Lothian Context	4 - 6
3. Legal Context	8
4. Why Mainstreaming Equality is Important	9
5. Equality Outcomes	9 - 11
6. Progress on Mainstreaming Equality	11 - 15
Appendix 1 – Corporate Equality Outcome Plan 2017 - 2021	

1. Foreword

This document presents West Lothian Council's Equality Mainstreaming Report for the period 2017 - 2021.

The council is committed to tackling discrimination, advancing equality of opportunity and promoting good relations both within our workforce and the wider community. Mainstreaming equality is the process by which we will work towards achieving this as an organisation.

Our objective in mainstreaming equality is to integrate an equality perspective into the everyday work of the council, involving managers and policy makers across all council services, as well as equality specialists and community planning partners to ensure that 'Equality, Diversity and Inclusion is at the heart of everything we do'.

Equality mainstreaming is a long term approach that aims to make sure that policy making within the council is fully sensitive to the diverse needs and experiences of everyone affected. The approach will help to provide better information, transparency and openness in the way we make decisions about our services and resources.

The council recognises that mainstreaming requires leadership and commitment over the long term to the principles and processes of mainstreaming equality, as well as ownership and integration within every service and team across the Authority.

Our Mainstreaming Reports during the period 2013 – 2017 outlined and evidenced our key commitments to ensuring that equality mainstreaming was further embedded into the way we do business.

Graham Hope
Chief Executive

April 2017

2 West Lothian Context

- 2.1 West Lothian is a great place to live, work and do business, West Lothian Council aims to improve the quality of life and opportunities for all citizens. We are a top performing Council with a reputation for innovation, partnership working and customer focus.

The Council is central to the provision of services that affect people's everyday lives, for example, housing, education, libraries, leisure and benefits. We therefore recognise that all services provided by the Council need to reflect and consider the impact that they may have on equality. We aim to provide improved services that meet the needs and priorities of local communities.

2.2 The diversity of our Community

- 2.2.1 West Lothian is the ninth largest local authority in Scotland serving a population of approximately 178,500, accounting for 3.3% of Scotland's population and one of the fastest growing and youngest in the country.
- 2.2.2 In 2015 there was 1969 births (11 per 1,000 compared to 10 in Scotland) and 1479 deaths (8 per 1,000 compared to 11 for Scotland) in West Lothian.
- 2.2.3 According to the National Records of Scotland, 20% of West Lothians population is aged under 15, 59% is aged 15 to 60 and 21% is aged 60 or over.
- 2.2.4 The gender split across each age group in West Lothian is as follows;

Gender	Male	Female
Age 0 to 15	51%	49%
Age 15 to 60	49%	51%
Age 60+	47%	53%
Total*	48%	52%

* The total represents all age bands that live within the West Lothian

- 2.2.5 The National Records of Scotland (Census 2011) details that 29% of the West Lothian population have a disability and/or a long term health condition (deaf or partially hearing impaired; blind or partially vision impaired; learning disability; learning difficulty; developmental disorder; physical disability; mental health condition; or other long-term health condition).
- 2.2.6 The Scottish Survey Core Questions 2015 identifies that 1% of the adult population of West Lothian identifies as Lesbian, Gay, Bisexual (LGB) and other.

2.2.7 The Scottish Survey Core Questions 2015 details the ethnicity of the West Lothian population as follows:

Ethnicity	West Lothian	Scotland
White: Scottish	77%	78%
White: Other British	12%	12%
White: Polish	5%	2%
White: Other**	3%	4%
Asian	3%	2%
Other ethnic groups	1%	1%

*Note that percentages are rounded and may not add to 100%. Data confidence levels can affect estimates with small sample size of the survey.

**includes White: Irish, Gypsy/Traveller, Other White Ethnic

2.2.8 The Scottish Survey Core Questions 2015 details the religion and/or belief of the West Lothian population as follows;

Religion	West Lothian	Scotland
None	52%	47%
Church of Scotland	24%	28%
Roman Catholic	17%	15%
Other Christian	4%	7%
Muslim	1%	2%
Other Religion	2%	2%

*Note that percentages are rounded and may not add to 100%. Data confidence levels can affect estimates with small sample size of the survey.

2.2.9 17% of children in West Lothian live in low income households (Her Majesty's Revenue & Customs 2014 - published 2016)

2.2.10 The Scottish Household Survey 2015 details that 29% of households in West Lothian are in fuel poverty with 7% in extreme fuel poverty.

2.2.11 The National Records for Scotland details the life expectancy of the people of West Lothian is as follows:

	West Lothian		Scotland	
	Male	Female	Male	Female
At Birth	79.3	82.5	77.1	81.1
At Age 65	18.4	20.6	17.4	19.7

2.2.12 The Office of National Statistics / ASHE 2016* details the average earnings of those living in West Lothian is as follows:

Gross Weekly Pay

Male F-Time Workers = **£539** (Scotland = £570)

Female F-Time Workers = **£438** (Scotland = £482)

*Figures are for average earnings of those living in West Lothian

2.2.13 SEEMIS the Education Information System details that over 66 different languages are spoken in West Lothian schools. The ten most popular languages spoken in our schools are;

English	Latvian
Polish	Romanian
Urdu	Arabic
Punjabi	Russian
Hungarian	Slovak

2.3 Our Services

2.3.1 Chief Executive's Office

The Chief Executive is responsible for carrying out the agreed policies of the council and the overall management of council services. The Chief Executive Office works collaboratively with senior management to support the Chief Executive in his role. The key functions of the office include Corporate Code of Governance, complaints and enquiries, Elections Administration, Emergency Planning, Standards Commission complaints, Standing Orders and West Lothian Lord-Lieutenant. In addition, the office is responsible for organising and coordinating a range of activities related to the development and implementation of corporate priorities, policies, strategies, initiatives and governance.

2.3.2 Education Services

West Lothian Council's 67 primary schools, 11 secondary schools, 14 pre-school establishments and five additional support needs schools deliver Education Services to over 26,000 pupils and over 4,000 pre-school children, their parents/carers and the wider community.

2.3.3 Housing, Customer and Building Services

Housing, Customer and Building Services' vision is to improve lives and properties by designing and maintaining communities, homes and buildings. The service covers the functional areas of Housing Operations, Housing Need, Customer and Community Services, Customer Service Centre and Building Services.

2.3.4 Operational Services

Operational Services plays a key role in the managements and direct delivery of front line services to those who reside, visit and work in West Lothian. This service is grouped in to seven functional areas; Facilities Management, Fleet and Community Transport, Inprint and Support Services, Nets, Land and Countryside, Public Transport, Roads & Transportation and Waste Services.

2.3.5 Corporate Services

Corporate Services plays a key role as an enabling service and provides a wide range of services covering all aspects of Information and Communication Technology, Human Resources, Legal Services, Corporate Communications.

2.3.6 Finance and property Services

Finance and Property Services plays a key role in providing positive leadership so that the council along with our Community Planning Partners continue to modernise and provide high quality services, fulfil the needs of our communities, and secure targeted outcomes.

2.3.7 Planning, Economic Development and Regeneration

The Council's Planning, Economic Development & Regeneration Service grouping covers the functional areas of Economic Development, Employability, Environmental Health & Trading Standards, Planning Services which includes the Education Planning, Environment and Climate Change teams, and Regeneration. The service has also supports the West Lothian Community Planning Partnership.

2.3.8 Social Policy

Social Policy encompasses a wide range of services planned with and delivered to a large number of people with a spectrum of differing needs: Children and Families, Adults with a Disability, Older People, those with a Learning Disability, those with Mental Health problems, as well as the Criminal and Youth Justice Service.

3. Legal context

3.1 Public Sector Equality Duty

Section 149 of The Equality Act 2010 came into force in April 2011, introducing a new Public Sector Equality duty. The Public Sector Equality Duty (often referred to as the 'general duty') requires public bodies in the exercise of their functions, to have due regard to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct
2. Advance equality of opportunity between those who share a protected characteristic and those who do not; and
3. Foster good relations between those who share a protected characteristic and those who do not

3.2 What are the Protected Characteristics?

Everyone is protected by the Act. Every person has one or more of the protected characteristics, so the Act protects all of us against unfair treatment.

The protected characteristics are:

1. Age
2. Disability
3. Gender reassignment
4. Pregnancy and maternity
5. Race – this includes ethnic or national origin, nationality and also includes Gypsy/Travellers.
6. Religion or belief – this includes a lack of belief
7. Gender(Sex)
8. Sexual orientation
9. Marriage and civil partnership (but only in respect of the duty to consciously consider the need to eliminate discrimination, harassment, victimisation and other conduct prohibited by The Equality Act 2010).

3.3 The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

The Scottish Government has introduced a set of specific equality duties to support the better performance of the general duty by public bodies. These duties include requirements to:

- Develop and publish a mainstreaming report
- Publish equality outcomes and report on progress (at least every two years)
- Assess and review policies and practices
- Gather and use employee information
- Publish gender pay gap information
- Publish statements on equal pay
- Consider award criteria and conditions in relation of public procurement
- Publish in a manner that is accessible

The Councils Equal Pay statement and our employment and gender pay gap information are provided in Appendix 1.

The Councils Equality Outcome plan which details the equality outcomes for 2017 – 2021 is provided in Appendix 2.

4 Why mainstreaming equality is important

Mainstreaming equality simply means integrating equality and diversity into the day-to-day workings of the council. We aim to do this by taking equality into account as we exercise our functions and deliver our services.

Mainstreaming equality has a number of benefits including:

- It helps ensure that council services are fit for purpose and meet the needs of our community.
- It helps attract and retain a productive workforce, rich in diverse skills and talents.
- It helps the council work toward social inclusion and supports the communities we serve to improve the lives of everyone who lives in West Lothian.
- It helps the Council to continually improve and better perform through growing knowledge and understanding of the benefits of an inclusive organisation.

- 4.1** The Council as an Education Authority must also meet the requirements of the Equality Act 2010 and the (Specific Duties) (Scotland) Regulations 2012. The Council also administers the Licensing Board and must meet the requirements of the Act and Regulations when undertaking its duties in this regard. Accordingly, the Education Service and the Licensing Board will publish a Mainstreaming Report and Equality Outcomes for the period of 2017 – 2021.

5. What is an Equality Outcome

An equality outcome is defined by the Equality and Human Rights Commission as a change that provides results for individuals or communities as a consequence of the action the council has taken.

Outcomes include short-term benefits such as changes in awareness, knowledge, skills and attitudes, and longer-term benefits such as changes in behaviours, decision-making, or social and environmental conditions.

5.1 Council Equality Outcomes

Under the Equality Act in Scotland, the council has a specific duty to produce a set of equality outcomes which are informed by engagement with different equality groups and stakeholders. The outcomes are designed to help the council achieve its vision and meet the general duty to eliminate discrimination and harassment; promote equality of opportunity and promote good relations.

The Council's Corporate Equality Outcomes for the next four year period of 2017- 2021 have been developed through evidence gathering and engagement work. The engagement work through face to face consultation with our Community Equality Groups and an online survey has resulted in some small meaningful changes to our Equality Outcomes. The Council's Corporate Equality Outcomes are:

1. Employability and skills opportunities are accessible to the communities of West Lothian
2. Improved awareness of gender based violence and protection against violence
3. Raise awareness of Hate Crime to improve knowledge and confidence to report hate incidents
4. People with disabilities experience greater independence in their lives
5. Improve engagement and involvement of our communities in the decisions made by the Council that affect them
6. West Lothian Council is recognised internally and externally as an equal opportunities employer
7. Children and young people in West Lothian's schools feel safe, supported and able to be themselves
8. Improve awareness of carers and the issues they face when accessing services
9. Improve awareness of and access to information, assistance, advice and support to alleviate poverty and increase disposable income

5.2 Corporate Plan 2013/2017

In setting the Equality Outcomes, the council have been mindful of the issues of proportionality, scale, severity and concern. Furthermore to maintain a consistent approach, our equality outcomes were developed to address the priorities of the Corporate Plan and furthermore align themselves with the priorities set out in our Single Outcome Agreement 'Achieving Positive Outcomes'. Our corporate priorities are as follows:-

- Delivering positive outcomes and early interventions for early years
- Improving the employment position in West Lothian
- Improving attainment and positive destinations for school children
- Improving the quality of life for older people
- Minimising poverty, the cycle of deprivation and promoting equality
- Reducing crime and improving community safety
- Delivering positive outcomes on health
- Protecting the built and natural environment

6. Progress on Mainstreaming Equality

- 6.1 The Council's Executive and Corporate Management Teams continue to be directly involved in decision making regarding equality and diversity. The Council's Corporate Working Group for Equality has taken forward responsibility for the monitoring and implementation of measures and actions to work towards the Equality Outcomes.

The Chair of the Corporate Working Group for Equality who is a member of the Corporate Management Team and Head of Corporate Services regularly updates the Human Resources Programme Board regarding our progress towards achieving our Equality Outcomes.

The Council has made good progress in mainstreaming equality since the publication of our first Equality Mainstreaming Report in 2013. A summary of activities undertaken by the Council is set out in this section under the key headings of Consultation and Engagement, the Council as an Employer, Learning and Development and Partnership Working.

6.2 Consultation and Engagement

6.2.1 Corporate Activity

The Council has identified communication and engagement as a key activity in promoting and mainstreaming equalities in West Lothian. The Council has communicated and engaged with a wide range of services, partners and organisations to raise awareness share experiences and explore the challenges people face on a day to day basis.

In particular, the Council has worked with the following organisations:-

- Stonewall Scotland who provide expertise to help the council support its lesbian, gay, bisexual and transgender employees. The council are ranked 1st out of all Scottish Local Authorities who submitted to the Stonewall Workplace Equality index and work with Stonewall to identify opportunities to increase awareness of LGBT issues in the workplace and to increase engagement and inclusion by members of staff who identify as LGBT.

- LGBT Youth Scotland who provide expertise to help the council support lesbian, gay, bisexual and transgender young people in the community of West Lothian who access our services.
- The West Lothian Access Committee, a sub group of Disability West Lothian. Disability West Lothian works across the private, public and third sector to remove physical and attitudinal barriers to equality and to promote all aspects of independent living within the West Lothian community. The council continues to consult with this group regarding disability access issues particularly in relation to new build council housing and refurbishments and the facilitation of the West Lothian Access Fund. This fund is available to charitable and voluntary organisations to improve access to and use of facilities or premises.
- The Race Forum acts as a consultation forum on race equality and issues around culture and religion in the development of policies and services.
- The Faith Group acts as a consultation forum on religion and belief based equality issues to inform policy and service development.
- The Council's Community, Learning and Development services support the LGBT Youth Group Glitter Cannons to work collectively to support other young people in the West Lothian Community, raise awareness of LGBT issues and promote equality, diversity and inclusion.

In April 2016 the council held its fifth Let's Talk Equalities event. This event brought together members from the community equality forums, partners and other groups and individuals operating in West Lothian with an interest in equalities such as Guide Dogs, Carers of West Lothian and Mental Health Service Users Forum. The focus of this event was to raise awareness, share experiences and explore the challenges people face on a day to day basis.

A wide range of services, partners and organisations working in areas relevant to our equality outcomes, covering the following sectors – independent living, carers, crime prevention, education, housing, health and social care and employability took part in the event. Feedback was extremely positive with all participants agreeing that the structure and content of the event was appropriate, that the presentations were informative and made them think about how they can become more involved in advancing equalities in West Lothian.

6.2.2 Service Activity

Engagement on service specific activity takes place across the council to bring about agreement on and solutions to local issues in a number of ways, examples of which are:-

- The Licensing Team changed their customer survey form to include a question relating to whether customers felt that they were treated fairly in terms of their protected characteristic.
- Consultation with the Access Committee has resulted in a review of the Hire Car

Conditions to improve the specification relating to Hearing Loops in taxis.

- Extensive engagement activity with local communities, equality forums and employees where new partnership centres are proposed, including consultation around the changes to frontline service delivery and accessibility.
- Social Policy continues to consult with Looked After Children about their views for their planned meetings, reviews and Children's Hearings.
- Consultation regarding building access and the introduction of gender neutral changing and toilet facilities at the New Service centre at Whitehill House has been undertaken at design stage with the Access Committee and the LGBT Youth Group Glitter Cannons. This will allow our employees to move freely around the building and enable them to make positive choices when accessing facilities and spaces that meet their needs and ensure members of the community can access services located at Whitehill House.
- Continued support of Library User Groups, which enable library users to have a say on how libraries are run.
- Housing launched a Tenant Participation Facebook page to allow us to engage with more tenants and increase the communication channels available to tenants.
- The Alcohol and Drug Partnership developed a Community Rehabilitation Programme in response to requests to provide a more intensive programme of intervention for those who might not wish to use residential rehabilitation out of the area.

6.3 The Council as an Employer

- 6.3.1** The Council's People Strategy 2013 – 2017 acknowledges the critical role that a motivated, skilled and capable workforce plays in every aspect of service delivery and continuous improvement and sets out a plan for the key activities and actions which will support and drive the development and effective leadership of our employees.

Underpinning the People Strategy is a commitment to promote and celebrate diversity throughout the council by consulting, engaging and acting on the views and concerns of employees and embedding these issues into service delivery, policy development and employment practice.

Outcome 4 of the People Strategy – Ensuring Equality for All – confirms the Council's commitment to providing equality of opportunity both as a service provider and an employer.

The council recognises the benefits of a diverse workforce and is committed to the goal of eliminating discrimination and promoting equality and diversity across the organisation. Underpinning the People Strategy is a commitment to promote and celebrate diversity throughout the council by consulting, engaging and acting on the

views and concerns of employees and embedding these issues into service delivery, policy development and employment practice.

6.3.2 Employee Health and Wellbeing Framework

The Council implemented an Employee Health and Wellbeing Framework that provides for a proactive and structured approach to supporting employee wellbeing.

The council has retained a Healthy Working Lives Gold accreditation since 2009. The criterion for retaining this includes a specific focus on health inequalities.

6.3.3 Stonewall Diversity Champion

The council has been a Stonewall Diversity Champion for a number of years enjoying a supportive partnership with the organisation. Champion status provides access to training, information and benchmarking opportunities and ensures we offer an inclusive environment for LGBT people. We continue to work very closely with Stonewall Scotland and submit to the Stonewall Workplace Equality Index to ensure we maintain our status as the top performing Local Authority in Scotland. For example we have changed a number of our HR policies to ensure they are more inclusive of gender identity as evidenced in our Equality Outcome Plan 2015-2017 and we will make further improvements moving forward to ensure we have an inclusive workplace as possible.

6.3.4 Disability Symbol Scheme

The council continues to be accredited as a “Positive about Disabled People” employer. We recently successfully applied to be a disability level 2 Employer in the newly introduced Disability Confident Scheme which maintains our commitment to demonstrating that we take positive action to attract, recruit and retain disabled people.

6.3.5 Flexible Working Hours Scheme

The Council’s Flexible Working Hours scheme continues to provide flexibility in the patterns of working hours to support employees in the workplace. The scheme is supplemented by the:

- Reduced Working Hours Policy
- Job Sharing Scheme
- Right to Request Flexible Working Policy

6.3.6 Corporate Working Group for Equality

Service representatives on the Corporate Working Group for Equality continue to take lead responsibility for coordinating service level activity. Service representatives regularly attend service senior management team meetings and distribute service wide communication in relation to equality and diversity policy, initiatives and events.

Service representatives also act as a direct link to the decision making process where specific issues related to equality may arise within individual services. They can assist to resolve issues and concerns as they arise and feed in to the corporate equality function as necessary.

6.4 Learning and Development

6.4.1 The council is committed to continuous improvement in service delivery and recognises that the continuing ability, skills and commitment of our employees is at the heart of what we do. The council has invested in a variety of ways to train and raise awareness of issues relating to equality and diversity including:

- Displaying of 'many hands, many stories' posters to raise awareness of domestic abuse
- Revision of the equality and diversity section of the corporate induction
- Various e-learning and face to face courses for employees and managers regarding mental health
- Displaying of Stonewall posters in staff areas to raise awareness of LGBT people in the workplace
- Roll out to all council employees of the corporate equality and diversity training

6.5 Partnership Working

6.5.1 The council has a strong history of partnership working in all of its service areas.

Listed below are some examples of those partnerships and initiatives that promote equality:-

- West Lothian Working Together Partnership is a collaboration between the Council, Jobcentre Plus, Skills Development Scotland and the West Lothian Chamber of commerce to develop the young workforce by developing links between education and industry, helping to transform how education and industry collaborate and encouraging businesses to employ young people
- Work in partnership with Stonewall Scotland to ensure our policies, procedures and working practice are inclusive of LGBT people
- Work in partnership with Police Scotland to raise awareness of hate crime and encourage reporting
- Work in partnership with Capability Scotland to provide, an information and advice service to people with a disability
- Continue to have a strong partnership with West Lothian Citizens Panel to ensure

they can comment on the satisfaction of services

- Work in partnership with Tenants Information Service, Scotland's Housing Network and Scottish Housing Regulator to ensure all tenants can be involved



Outcome Plan 2017 – 2021

Equality outcome 1: Employability and skills opportunities are accessible to the communities of West Lothian
Relevant Protected Characteristics: Age (young people), Gender (women), Disability, Ethnicity, Sexual Orientation (LGB), Gender Reassignment (Transgender/Trans)
<p>Context</p> <p>Unemployment, particularly amongst young people, is a key priority for the Council. Statistics highlight the disproportionate number of young people not in employment, education or training in West Lothian compared against the total population. The ongoing economic situation is also having a disproportionate impact on other groups, specifically women, people with disabilities and people from black and ethnic minority backgrounds. Given the economic growth projections, this issue is likely to remain a key mainstream and equalities priority over the four year period of the equality outcome cycle.</p>
Performance Indicators (Indicative)
<p>% of West Lothian residents supported by West Lothian Council employability Services who are female</p> <p>% of internal work placements taken by applicants aged 16-24</p> <p>% of West Lothian residents supported by West Lothian Council employability services that progress into a positive destination (employment, training or education) who are from an Ethnic Minority</p> <p>% of West Lothian residents supported by West Lothian Council employability services that progress into a positive destination (employment, training or education) who are female</p> <p>% of females who are part of the Modern Apprenticeship Scheme</p>
Outputs/Actions
<ul style="list-style-type: none"> • Implement an equality monitoring process covering all protected characteristics for all people accessing or exiting employability and skills programmes resourced or supported by the council. • Implement an equality monitoring process covering all protected characteristics for all people who apply and enter the Modern Apprenticeship Programme. • Develop and implement the Skills Development Scotland Equality and Diversity Action Plan in relation to Modern Apprenticeships. • Develop and deliver bespoke equality and diversity training for employees who managing/delivering the Modern Apprenticeship Scheme with specific focus on raising awareness and improving knowledge of the protected characteristics and Unconscious Bias.

- Continue to deliver the B4 and ON2 Work Service to support people into work experience and employment.
- Engage with pupils from disadvantaged backgrounds, those in supported learning, looked after children and those excluded from school through the Career Ready and My Skills My Future Programmes.
- Work in partnership with external partners to develop the Project Search Programme to support those with a learning disability into work.
- Continue to deliver the Women N2 Work project as part of the wider Access2Employment Programme.

Equality outcome 2: Improved awareness of gender based violence and protection against violence
Relevant Protected Characteristics: Age (younger and older women), Gender, Disability, Race (Ethnicity), Sexual Orientation, Gender Reassignment (Transgender/Trans), Pregnancy and Maternity, Religion and Belief
<p>Context</p> <p>Gender based violence is a function of gender inequality and results in physical, sexual and psychological harm or suffering to women and children, or affront to their human dignity, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life. Violence against women includes: domestic abuse; rape; sexual harassment and intimidation at work and in the public sphere; commercial sexual exploitation, including prostitution and trafficking; child sexual abuse; forced and child marriages; female genital mutilation.</p>
Performance Indicators (Indicative)
<p>% of employees from each relevant service area who have received up to date training on Violence against women (VAW)</p> <p>% of women and children feeling safe following intervention from Domestic Abuse and Sexual Assault Team (DASAT)</p>
Outputs/Actions
<ul style="list-style-type: none"> • Devise and implement a violence against women (VAW) training strategy to be integrated into the existing Learning and Development structure. • Develop gender based violence training for all employees including more specialist training on issues such as Forced Marriage, LGBT experiences of gender based violence, Female Genital Mutilation (FGM) and so called 'honour based violence'. • Develop DASAT Service to ensure they are inclusive of LGBT clients. • Revise and implement Equality Monitoring Data questions that cover all protected characteristics. • Enable the voice of children affected by domestic abuse to be heard with the continued support of a Court Contact Rights Officer.

Equality outcome 3: Raise awareness of Hate Crime to improve knowledge and confidence to report hate incidents
Relevant Protected Characteristics: Race (Ethnicity), Sexual Orientation, Transgender Identity, Disability, Religion
<p>Context</p> <p>Evidence shows that victims of non-biased crime can experience a decrease in symptoms such as anxiety, depression and post-traumatic stress within two years. Victims of bias, or hate crime, may need as long as five years to overcome their ordeal. Whilst all crime can increase the fear of being targeted in people other than the victim, fear of hate crime escalates dramatically in those who share with an immediate victim, the same group identity that has made a victim a target. Hate crime therefore has a deep rooted effect in our communities and impacts upon all three elements of the General Equality Duty.</p>
Performance Indicators (Indicative)
% of hate crimes reported in West Lothian
Outputs/Actions
<ul style="list-style-type: none"> • Promote and raise awareness of the existing 3rd party reporting sites that are in West Lothian. • Increase awareness of Hate Crime amongst our employees and the wider communities of West Lothian. • Involve Equality Groups in the development of an action plan to increase awareness and knowledge of hate crime. • Undertake Environmental Visual Audits (EVAs) with partners to highlight any safety risks within the built environment. • Raise awareness of Hate Crime in our schools and record and report any incidents.

Equality outcome 4: People with disabilities experience greater independence in their lives
Relevant Protected Characteristics: Disability, Age
<p>Context</p> <p>Evidence shows that providing greater independence for people with disabilities assists to reduce inequality and improve the standard of living for those affected by disability. Suitability of housing, transportation, access to public amenities, accessibility of the built environment, care packages, aids and adaptations and access to education, employment and training all have an impact on the ability of people with disabilities to achieve improvements in living independently. While this outcome is broad, the council will focus on the areas of most relevance and impact within our influence to support people with disabilities.</p>
<p>Performance Indicators (Indicative)</p> <p>% of council housing properties with needs based equipment and adaptations installed or carried out % of public service buildings that are suitable for and accessible to disabled people % of residents who have access to an hourly or more frequent bus service</p>
<p>Outputs/Actions</p> <ul style="list-style-type: none"> • Set up a working group to identify future options in the review of affordable housing options. • Consult with adults with long term mental health conditions regarding their care and support needs. • Conduct a review of service provision for people aged 55+ with a learning disability to ensure their needs are being met. • Continue to provide community transport service and subsidised and concessionary travel to ensure disabled people can live independently. • Continue to consult with Community Equality Groups regarding any new build or refurbishment projects including schools. • Evaluate the 'Strengthening the Commitment' project and develop an action plan to promote the uptake of health screening for people with a learning disability. • Establish a service/user led organisation specifically for people with a learning disability to develop natural networks and friendships. • Develop provision in local communities in partnership with housing to ensure people with a learning disability have access to good quality, local accommodation and are supported to live independent lives.

Equality outcome 5: Improve engagement and involvement of our communities in the decisions made by the council that affect them
Relevant Protected Characteristics: Age, Disability, Race (Ethnicity), Gender, Gender Reassignment (Transgender/Trans), Religion and Belief, Pregnancy and Maternity, Sexual Orientation
<p>Context</p> <p>As well as being an essential element of the Public Sector Equality Duty in Scotland, effective involvement of people from the equality protected characteristics in the policies and practices of the council that affect them adds significant value to the council, ensuring that we are meeting the needs and aspirations of individuals that access our services. Engaging individuals from, or with expertise in, particular areas of equality in our mainstream opportunities for community engagement will assist to widen the responsiveness of our services.</p>
Performance Indicators (Indicative)
<p>% of individuals who are involved in community councils who are women</p> <p>% of individuals who are involved in community councils who are from a BAME background</p> <p>% of people on the West Lothian Citizens Panel who are disabled</p> <p>% of people on the West Lothian Citizens Panel who feel involved in their Community by age</p>
Outputs/Actions
<ul style="list-style-type: none"> • Continue to consult with Community Equality Forums regarding new or refurbished building projects to ensure they are accessible and any key changes that the Council may make that could affect them. • Revise and implement Equality Monitoring Data questions covering all protected characteristics across all services to ensure consistent approach to analysing data. • Develop and support a variety of Tenant Participation Groups to ensure our tenants are involved in decisions that may affect them. • Promote the Senior People's Forum to enable older people to have direct access to policy makers and participate in consultations on issues that affect them. • Provide an Independent advocacy service for people with mental health and/or addiction problems who reside or are in hospital in West Lothian or HMP Addiewell. • Continue to provide an Engagement Plan that will allow Looked After Children (LAC) to contribute to the planning and review of services.

- Introduce a bi-annual consultation event specifically for people with a learning disability and their families to allow them to have their views heard and shape future service delivery.
- Implement the Pupil Voice Strategy to ensure young people can have a say regarding decisions that may affect them.
- Devise and implement parent/guardian surveys to support and improve parental engagement in schools to ensure parents are playing an active role in their child's learning.
- Establish a Refugee Forum to support refugees, raise awareness of refugee issues and encourage integration.
- Consult with adult mental health and substance misuse groups' regarding their care and support needs to inform and identify future priorities.
- Improve knowledge about services for individuals, parents, families and communities affected by their own or someone else's substance misuse by increasing community engagement in service redesign.

Equality outcome 6: West Lothian Council is recognised internally and externally as an equal opportunities employer
Relevant Protected Characteristics: Age, Disability, Race (Ethnicity), Gender, Gender Reassignment (Transgender/Trans), Religion and Belief, Pregnancy and Maternity, Sexual Orientation
<p>Context</p> <p>The council has made significant progress in relation to implementation of structures, processes and employee engagement on equality and diversity in recent years. Further focus on increasing the diversity of our workforce and raising employee and management awareness and capacity to understand the specific needs of customers within the equality protected characteristics is required to ensure that we have a workforce which is confident and in a position to be authentic in the workplace.</p> <p>Occupational segregation is a significant cause of women and children's poverty. Poverty is a likely outcome of low-paid employment over a lifetime. Women with children also face constraints in finding work that is commensurate to their skills and aspirations as well as flexible in terms childcare and other caring responsibilities. A lack of options can force women into part-time, low paid work, thus affecting the lives, health, and opportunities of their children. Resulting from the impact of the economy, there is growing evidence of a disability and ethnicity pay gap which requires to be monitored.</p>
Performance Indicators (Indicative)
<p>Increase placing on the Stonewall Workplace Index</p> <p>% of employees who have completed Equality and Diversity training</p> <p>% of council employees in the top 5% of earners that are women</p> <p>% of council internal work placements taken by applicants 16 - 24</p> <p>% of females who are part of the Modern Apprenticeship Scheme</p>
Outputs/Actions
<ul style="list-style-type: none"> • Complete the roll out of mandatory Equality and Diversity training for all employees. • Develop e-learning modules covering general Equality and Diversity as well as bespoke modules for each of the protected characteristics. • Review induction process to provide equality and diversity training to all new employees. • Develop and implement an Online Integrated Equality Impact Assessment toolkit. • Develop and implement training for all relevant employees relating to the Online Integrated Equality Impact Assessment Toolkit. • Revise and implement Equality Monitoring Data questions covering all protected characteristics across all services to ensure

consistent approach to analysing the data.

- Implement a corporately supported programme of equality events/days and promote both internally and externally.
- Continue to submit to the Stonewall Workplace Equality Index to promote and focus on the inclusion of LGBT people in our workforce.
- Relaunch employee network groups to further support employee engagement.
- Develop further the employee equality and diversity survey
- Review policies to ensure Transgender Inclusion.
- Continue to offer a suite of policies relating to flexible working to ensure we have an inclusive workforce which recognises the contribution of all employees.
- Review Recruitment and Selection processes and practices to ensure that we continue to be an equal opportunities employer.
- Deliver promotional talks and information days in schools to breakdown the barriers associated with Modern Apprenticeships.
- Continue to develop the Girls into Work Model to increase the amount of young females working in construction/non- traditional roles.
- Promote equality, support good practice and monitor compliance of commissioned services.

Equality outcome 7: Children and young people in West Lothian's schools feel safe, supported and able to be themselves
Relevant Protected Characteristics: Age (Young people), Disability, Race (Ethnicity), Gender, Gender Reassignment (Transgender/Trans), Religion and Belief, Sexual Orientation
<p>Context</p> <p>National research highlights that bullying in schools as a result of having a protected characteristic, remains a persistent and significant equality issue. Bullying has a severe impact on all pupils who are victims. However, in a similar context to hate crime, a pupil bullied because they are black or from an ethnic minority, have a disability or are perceived to be Lesbian, Gay, Bisexual or Transgender/Trans (LGBT) are likely to face more severe impacts on their attainment and future life chances. Bullying related to gender remains a growing issue which requires to be considered a priority within the four year equality outcomes cycle.</p>
Performance Indicators (Indicative)
<p>% of Pupils in Primary Seven Rating the Equality & Fairness in Their School as Good or Excellent</p> <p>Customer Satisfaction:</p> <p>% of Students in Secondary Schools Rating the Equality & Fairness in Their School as Good or Excellent.</p>
Outputs/Actions
<ul style="list-style-type: none"> • Develop a process for ensuring that bullying and harassments incidents relating to all the relevant protected characteristics are recorded and monitored effectively within all West Lothian Schools. • Increase awareness in our schools of gender based bullying and harassment, inclusive of those identifying as LGBT. • Improve participation in physical activity particularly amongst pupils who are disabled, BAME, female and LGBT.

Equality outcome 8: Improve awareness of carers and the issues they face when accessing services
Relevant Protected Characteristics: Age, Disability, Race (Ethnicity), Gender, Pregnancy and Maternity
<p>Context</p> <p>Whether caring for children or adult dependents, unpaid care work has a significant impact on the ability of carers to access mainstream council services. Carers may require services to be provided on a flexible basis or at specific times which work around caring responsibilities. Caring responsibilities are likely to impact significantly on the ability of carers to interact and access council services, as well as having a significant impact on life chances, including health and employment.</p>
<p>Performance Indicators (Indicative)</p>
<p>% of carers who feel supported and able to continue in their role as a carer</p> <p>% of community care service users and carers satisfied with their involvement in the design of care packages</p>
<p>Outputs/Actions</p>
<ul style="list-style-type: none"> • Review the current Human Resources (HR) processes and practice in place to ensure employees who are carers are supported effectively. • In partnership with the NHS deliver training to Carers that will help improve the oral health of people with a learning disability. • Promote and raise awareness of the full range of Self Directed Support (SDS) options that are available to ensure people have access to the right information and support to enable them to make informed choices. • Improve access to information on the availability of older people services by creating a central information hub. • Improve access to information on the availability of services for adult mental health and substance misuse care groups by providing a knowledge base resource.

Equality outcome 9: Improve awareness of and access to information, assistance, advice and support to alleviate poverty and increase disposable income
Relevant Protected Characteristics: Age, Disability, Race (Ethnicity), Gender, Pregnancy and Maternity, Sexual Orientation, Gender Reassignment (Transgender/Trans)
<p>Context</p> <p>The combined effects of the economic situation and reform to welfare are having a detrimental impact on poverty. Ensuring that people affected by poverty have information and support to ensure that they are making the most of financial opportunities available to them is a key priority for the council going forward. Awareness and access to these opportunities by people within the relevant protected characteristics is critical to promoting equality. Given economic projections, this issue is likely to remain a key mainstream and equalities priority over the four year period of the equality outcome cycle.</p>
Performance Indicators (Indicative)
<p>Number of customers receiving disability related benefits</p> <p>Total quarterly amount the Advice Shop has gained in extra benefits for older people (Aged 60 and over).</p>
Outputs/Actions
<ul style="list-style-type: none"> • Revise and implement Equality Monitoring Data questions covering all protected characteristics for all people accessing income maximisation initiatives resourced or supported by the council to ensure consistent approach to analysing data. • Work in partnership with The Advice Shop to support vulnerable tenants to sustain tenancies, elevate rent arrears and possible eviction by signposting them to the various services that are available. • Continue to implement the 'Better Off' Anti-Poverty Strategy to help minimise the impact of poverty on the most vulnerable people in West Lothian. • Create a network of outreach locations across West Lothian to ensure that the services of The Advice Shop can be accessed by all members of the community.

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 01506 280000

এই তথ্য আপনি ব্রেল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 01506 280000

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：01506 280000

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਠੇਡੂਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫ਼ਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਸ਼ੁੱਧ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : 01506 280000

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
براؤمر بانی انٹرپرائزنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 01506 280000 پر رابطہ قائم کریں۔

Informacje te mogą być przełożone na język Braille'a, dostępne na taśmie magnetofonowej lub wydane dużym drukiem oraz przetłumaczone na języki mniejszości narodowych.

Prosimy o kontakt z Usługami Tłumaczeniowymi pod numerem 01506 280000

Information is available in braille, tape, large print and community languages. Contact the interpretation and translation service on **01506 280000**.

Text phones offer the opportunity for people with a hearing impairment to access the council. The text phone number is **18001 01506 464427**. A loop system is also available in all offices.

Published by West Lothian Council



COUNCIL EXECUTIVE

PUBLICATION OF ELECTED MEMBERS REMUNERATION, EXPENSES AND ALLOWANCE INFORMATION 2016/17

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To inform the Council Executive of the levels of Elected Members Remuneration, Allowances and Expenses paid from 1 April 2016 to 31 March 2017 and to provide details of training undertaken during this period.

B. RECOMMENDATION

To note the terms of the report and to display the attached schedules as per the Appendices on the Council's website.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The Council has a legal obligation to publish payments made to individual members by 1 June each year.
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)	None
VII	Consideration at PDSP	None
VIII	Other consultations	Internal only.

D. TERMS OF REPORT

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

A copy of the records of payments made in accordance with the Regulations from 1 April 2016 to 31 March 2017 is set out in Appendix 1. All amounts are stated gross before any deductions for Income Tax and National Insurance.

While the levels of salary are fixed depending on the designation, the amounts of travel, subsistence and expenses claimed vary between Elected Members depending on their activities and duties throughout the year.

The analysis includes "other expenses" which must be disclosed under the scheme. This relates to receipted expenditure incurred by the Provost or Depute Provost on civic duties and the costs of conferences and seminars which are paid for directly by the council.

In addition to the levels of payments made, the regulations also require the council to publish details of training undertaken during the reporting period. Attendance at learning events is reported in Appendix 2.

E. CONCLUSION

The Council will discharge its legal obligations by publishing the schedules contained in the Appendices.

F. BACKGROUND REFERENCES

The Local Government (Allowances and Expenses) (Scotland) Amendment Regulations 2010.

Appendices/Attachments: 2

Contact Person: Katrina Daly, HR Operations Manager
Email: katrina.daly@westlothian.gov.uk
Tel: (01506) 281402

Julie Whitelaw
Head of Corporate Services
Date of meeting: 6 June 2017

NAME		POSITION HELD	COMMITTEE RESPONSIBILITIES	SALARY	CIVIC HEAD EXPENSES	CAR AND VAN MILEAGE EXPENSES	COST OF USING POOL CAR	OTHER TRAVEL	SUBSISTENCE EXPENSES ACCOMMOD ATION	SUBSISTENCE EXPENSES MEALS	TELEPHONE & INFORMATION COMMUNICATION TECHNOLOGY (ICT) EXPENSES	OTHER ALLOWANCES AND EXPENSES	COST OF TRAINING, CONFERENCES & SEMINARS	TOTAL EXPENSES	SALARY & EXPENSES TOTAL
(A)				(C)	ce	(D1)	(D2)	(D3)	(E1)	(E2)	(F)	(G1)	(G2)	(H)=ce+D+E+F+G	(I)=C+H
				£	£	£	£	£	£	£	£	£	£	£	£
Frank	Anderson	Councillor		16,893.00	0.00	1,354.50	0.00	150.38	64.00	0.00	129.76	2,129.12	478.80	4,306.56	21,199.56
Stuart	Borrowman	Councillor		16,893.00	0.00	1,831.95	0.00	0.00	0.00	0.00	93.97	0.00	35.00	1,960.92	18,853.92
Tony	Boyle	Senior Councillor	Licensing Committee	25,341.00	0.00	283.52	0.00	0.00	0.00	0.00	3.80	0.00	0.00	287.32	25,628.32
Willie	Boyle	Councillor		16,893.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,893.00
Diane	Calder	Councillor		16,893.00	0.00	947.42	0.00	0.00	0.00	0.00	12.69	0.00	140.00	1,100.11	17,993.11
Janet	Campbell	Councillor		16,893.00	0.00	0.00	0.00	0.00	0.00	0.00	10.94	0.00	0.00	10.94	16,903.94
Harry	Cartmill	Councillor	Audit and Governance Committee*	18,109.00	0.00	968.40	0.00	0.00	0.00	0.00	37.40	0.00	35.00	1,040.80	19,149.80
Tom	Conn	Senior Councillor	Environment	25,341.00	0.00	0.00	0.00	0.00	0.00	0.00	8.76	0.00	1,225.33	1,234.09	26,575.09
Alex	Davidson	Senior Councillor	Development Management Committee	25,341.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,341.00
Robert	De Bold	Councillor		16,893.00	0.00	102.15	0.00	5.80	0.00	0.00	64.71	0.00	0.00	172.66	17,065.66
Jim	Dickson	Councillor		16,893.00	0.00	2,023.20	0.00	0.00	0.00	0.00	2.44	0.00	0.00	2,025.64	18,918.64
Mary	Dickson	Councillor		16,893.00	0.00	1,300.50	0.00	0.00	0.00	0.00	0.82	0.00	0.00	1,301.32	18,194.32
Jim	Dixon	Senior Councillor	Voluntary Organisation	25,341.00	0.00	1,176.30	0.00	19.05	0.00	0.00	112.01	0.00	144.20	1,451.56	26,792.56
David	Dodds	Councillor		16,893.00	0.00	975.15	0.00	52.25	0.00	0.00	6.89	0.00	35.00	1,069.29	17,962.29
Lawrence	Fitzpatrick	Senior Councillor	Education	25,341.00	0.00	938.00	0.00	67.80	87.50	25.50	48.99	0.00	393.80	1,561.59	26,902.59
Carl	John	Councillor		16,893.00	0.00	1,173.15	0.00	10.50	0.00	0.00	78.78	0.00	70.00	1,332.43	18,225.43
Peter	Johnston	Councillor		16,893.00	0.00	2,430.90	0.00	96.90	0.00	0.00	36.70	202.90	478.80	3,246.20	20,139.20
Tom	Kerr	Provost	Civic Head	25,341.00	2,331.60	2,564.55	3,165.38	0.00	0.00	0.00	172.44	0.00	0.00	8,233.97	33,574.97
Dave	King	Senior Councillor (Depute Provost)	Culture and Leisure	25,341.00	438.16	1,582.65	438.82	0.00	0.00	0.00	1.73	0.00	478.80	2,940.16	28,281.16
Sarah	King	Councillor		16,893.00	0.00	689.68	0.00	0.00	0.00	0.00	10.03	0.00	0.00	699.71	17,592.71
Danny	Logue	Senior Councillor	Social Policy	25,341.00	0.00	0.00	0.00	0.00	0.00	0.00	218.15	0.00	0.00	218.15	25,559.15
Greg	McCarra	Councillor		16,893.00	0.00	2,002.50	0.00	17.90	0.00	0.00	101.21	0.00	0.00	2,121.61	19,014.61
John	McGinty	Leader of the Council		33,789.00	0.00	0.00	6.41	0.00	0.00	0.00	17.23	0.00	478.80	502.44	34,291.44

NAME		POSITION HELD	COMMITTEE RESPONSIBILITIES	SALARY	CIVIC HEAD EXPENSES	CAR AND VAN MILEAGE EXPENSES	COST OF USING POOL CAR	OTHER TRAVEL	SUBSISTENCE EXPENSES ACCOMMODATION	SUBSISTENCE EXPENSES MEALS	TELEPHONE & INFORMATION COMMUNICATION TECHNOLOGY (ICT) EXPENSES	OTHER ALLOWANCES AND EXPENSES	COST OF TRAINING, CONFERENCES & SEMINARS	TOTAL EXPENSES	SALARY & EXPENSES TOTAL
(A)				(C)	ce	(D1)	(D2)	(D3)	(E1)	(E2)	(F)	(G1)	(G2)	(H)=ce+D+E+F+G	(I)=C+H
				£	£	£	£	£	£	£	£	£	£	£	£
Anne	McMillan	Senior Councillor	Health and Care	25,341.00	0.00	0.00	0.00	20.30	110.00	0.00	37.45	0.00	35.00	202.75	25,543.75
Andrew	Miller	Councillor		16,893.00	0.00	0.00	13.05	0.00	0.00	0.00	11.67	0.00	0.00	24.72	16,917.72
Angela	Moohan	Councillor		16,893.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,893.00
John	Muir	Councillor		16,893.00	0.00	0.00	0.00	0.00	0.00	0.00	0.42	0.00	0.00	0.42	16,893.42
Cathy	Muldoon	Senior Councillor	Development and Transport	25,341.00	0.00	788.40	4.50	0.00	110.00	0.00	32.13	0.00	513.80	1,448.83	26,789.83
George	Paul	Senior Councillor	Services for the Community	25,341.00	0.00	1,591.20	6.41	24.90	78.00	0.00	752.57	0.00	1,829.86	4,282.94	29,623.94
Barry	Robertson	Councillor		16,893.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,455.84	0.00	2,455.84	19,348.84
David	Tait	Councillor		16,893.00	0.00	0.00	0.00	0.00	0.00	0.00	0.34	0.00	0.00	0.34	16,893.34
Frank	Toner	Senior Councillor	Audit and Governance Committee*	24,125.00	0.00	167.40	0.00	0.00	0.00	0.00	8.14	0.00	0.00	175.54	24,300.54
Jim	Walker	Councillor		16,893.00	0.00	724.50	0.00	0.00	0.00	0.00	108.88	0.00	35.00	868.38	17,761.38

TOTALS				675,741.00	2,769.76	25,616.02	3,634.57	465.78	449.50	25.50	2,121.05	4,787.86	6,407.19	46,277.23	722,018.23
---------------	--	--	--	------------	----------	-----------	----------	--------	--------	-------	----------	----------	----------	-----------	------------

		Payment	Amount
Frank	Anderson	APSE	2,129.12
Tom	Kerr	Civic Head Expenses	2,331.60
Dave	King	Civic Head Expenses	438.16
Barry	Robertson	Valuation Joint Board	2,455.84

*Councillor Harry Cartmill was in receipt of a senior councillor payment from 1st April 2016 to 23 May 2016 for the role of Chair of the Audit and Governance Committee

*Councillor Frank Toner was in receipt of a senior councillor payment from 24th May 2016 to 31st March 2017 for the role of the Chair of the Audit and Governance Committee

Learning Events Attended by Elected Members from April 2016 to March 2017

The list includes Core Training and Ongoing Personal Development.

Members attended topics relevant to their role and individual learning requirements.

Learning Event	Attendees
Placement in Schools Refresher training	7
Health & Social Care Integration	5
Sharing Good Practice event	16
Attainment in WLC Schools	16
West Lothian College Record of Achievements	5
Code of Conduct	22
Conferences/Seminars	10
Enterprising 3 rd Sector	7
MacMillan in West Lothian	9
Rent Arrears	6
Nurture Group Work event	6
Visit West Lothian	29
Protocols	16
Changes to Standing Orders	24
Educational Attainment	17
Curriculum for Excellence	5

Personal Safety Awareness	6
Parental Engagement in Schools	16
Re-aligning Children's Services	6



COUNCIL EXECUTIVE

EARLY RETIRAL AND VOLUNTARY SEVERANCE – 1 OCTOBER TO 31 MARCH 2017

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To advise the Council Executive of the number of employees who were granted early retiral / voluntary severance or flexible retiral from the council during the 6 month period from 1 October to 31 March 2017.

B. RECOMMENDATION

The Council Executive is asked to note the content of the report which has been prepared in accordance with the reporting requirements of the council's policy on Early Retiral and Voluntary Severance.

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)	The council's policy on Early Retiral and Voluntary Severance requires early retiral and severance cases to be reported to Council Executive on a regular basis.
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,	Each early retiral / voluntary severance reported

Staffing and Property)	has been approved on the basis of a robust business case and has been approved in accordance with council policy.
VII Consideration at PDSP	None
VIII Other consultations	Consultation has taken place with the Head of Finance and Estates and Lothian Pension Fund.

D. TERMS OF REPORT

The council's policy on Early Retiral and Voluntary Severance requires that reports on the application of the policy are submitted regularly to Council Executive. This report records cases of early retiral / voluntary severance and flexible retirals approved during the period 1 October to 31 March 2017.

In accordance with the policy, all cases approved during this period were dependant on the establishment of a business case which ensured that costs of releasing the employee were recovered within the stipulated timescales. All 19 cases approved fell within a 3 year payback period with 16 cases being paid back within a year.

Details of these cases are provided in Appendix 1.

E. CONCLUSION

All instances of early retiral / voluntary severance and flexible retirals recorded in Appendix 1 to the report have been approved in accordance with council policy.

The Council Executive is asked to note the content of the report which has been prepared in accordance with the reporting requirements of the Council's Policy on Early Retiral and Voluntary Severance.

F. BACKGROUND REFERENCES

Policy on the Application of Early Retiral and Voluntary Severance.

Appendices/Attachments: Early Retiral / Voluntary Severance Summary 1 October to 31 March 2017

Contact Person: Katrina Daly, HR Manager - Operations

Email: Katrina.daly@westlothian.gov.uk

Tel: 01506 281402

Julie Whitelaw

Head of Corporate Services

Date: 6 June 2017

Early Retiral / Voluntary Severance Summary 1st October 2016 to 31st March 2017

	Social Policy	Chief Executive, Finance & Property	Corporate Services	Education Services		Housing, Customer & Building Services	Operational Services	Planning & Economic Development	Total
				Non Teaching	Teaching				
No of Employees	9		2	6		1	1		19
Category									
Early Retiral	-	-	-	-	-	-	-	-	-
Flexible Retirement	2	-	1	-	-	-	1	-	4
Reduced Severance	-	-	-	-	-	-	-	-	-
Voluntary Severance	7	-	1	6	-	1	-	-	15
Employer's Discretion	-	-	-	-	-	-	-	-	-
Total	9	-	2	6	-	1	1	-	19
Estimated Payback Period									
Less than 1 year	9	-	2	3	-	1	1	-	16
1-2 years	-	-	-	3	-	-	-	-	3
2 -3 years	-	-	-	-	-	-	-	-	-
Total	9	-	2	6	-	1	1	-	19
Added Years Granted									
Nil (Enhanced Lump Sum)	-	-	-	-	-	-	-	-	-
1 year	-	-	-	-	-	-	-	-	-
2 years	-	-	-	4	-	-	-	-	4
3 years	-	-	-	-	-	-	-	-	-
4 years	-	-	-	-	-	-	-	-	-
Total	-	-	-	4	-	-	-	-	4

Cost Summary

Service Area	Number of Employees	Net Salary Savings	Total Exit Costs
Social Policy	9	£ 148,510	£ 86,158
Chief Exec, Fin & Property	-	£ -	£ -
Corporate Services	2	£ 45,880	£ 21,649
Education Services Non Teaching	6	£ 235,576	£ 269,539
Education Services Teaching	-	£ -	£ -
Housing-Customer & Building Services	1	£ 65,835	£ 38,851
Operational Services	1	£ 4,169	£ -
Planning & Economic Development	-	£ -	£ -
Total	19	£ 499,970	£ 416,197

Early Retiral/Voluntary Severance Summary 1st October 2016 to 31st March 2017

DATA LABEL: Public



West Lothian
Council

COUNCIL EXECUTIVE

DISABLED PERSONS' PARKING PLACES (SCOTLAND) ACT 2009
ANNUAL REPORT FOR PERIOD 1 APRIL 2016 TO 31 MARCH 2017

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to inform the Council Executive of the content of the 2016/17 Annual Report, prepared by West Lothian Council, on the implementation of the Disabled Persons' Parking Places (Scotland) Act 2009.

B. RECOMMENDATION

It is recommended that the Council Executive notes the contents of the Annual Report on 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.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs
	Being honest, open and accountable
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Policy: None. Legal: Requirement of the Disabled Persons' Parking Places (Scotland) Act 2009.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	The provision of residential on-street disabled persons' parking places supports the following "Older people are able to live independently in the community with an improved quality of life"
VI Resources - (Financial, Staffing and Property)	Financial: None Staffing: None. Property: None.

VII Consideration at PDSP	None
VIII Other consultations	Disability West Lothian has been advised of the content of the annual report.

D. TERMS OF REPORT

Introduction

On 1 October 2009, the Disabled Persons' Parking Places (Scotland) Act 2009 came into force. Section 11 of the Act requires that an annual report be prepared detailing functions undertaken by the council.

Overview of functions undertaken by the council

The Disabled Persons' Parking Places (Scotland) Act 2009 places duties on the council to provide disabled persons' parking places when an application is made by a qualifying person, as defined within the Act. If the application is considered to comply with both the Disabled Persons' Parking Places (Scotland) Act 2009 and West Lothian Council's Residential On-Street Implementation Policy then a parking place can be provided on the publically adopted road that offers convenient access to the individuals address. The council will then subsequently start the statutory process to promote a Traffic Regulation Order. The council can only designate the parking bay for use by any blue badge holder and not an individual applicant. Enforcement of the associated Traffic Regulation Orders in relation to disabled parking places is within the remit of Police Scotland.

Content of the Annual Report

Appendix 1 contains the full report which details West Lothian Council's performance in relation to the Disabled Persons' Parking Places (Scotland) Act 2009 over this reporting period. The report is in the format requested by the Scottish Government.

The report summarises actions in terms of works undertaken on-street and off-street in order to provide disabled parking facilities for Blue Badge holders. This is the seventh annual report and covers the period 1 April 2016 to 31 March 2017.

Key headline facts

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

Consultation

Disability West Lothian has been advised of the content of the annual report and provided the following comments. Officer's responses are provided below each of the comments.

Comment

Relevance to single outcome agreement - It was noted that is made to 'Older people are able to live independently' this gave the impression that there is no consideration in the single outcome agreement for people with disability who have not yet reached an older persons status.

Officer's Response

The West Lothian Outcome 'Older people are able to live independently in the community with an improved quality of life' includes the National Health and Wellbeing Outcome 'People, including those with disabilities or long term conditions or who are frail are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community'. The outcome focuses on the building capacity within communities to maintain independence and optimise opportunities for success, which is not limited to older people.

Comment

Key headline facts – The average time for identifying 155 days. Is there a target for the time which we could know locally? Is this a good or bad or as expected status?

Officer's Response

There is currently no defined target for the time taken to start the statutory process following the identification and marking of an advisory bay. The reported figure is lower than that reported in the previous year but remains higher than timescales achieved in the reporting period for 2014/15 (69 days). It is anticipated that the timescales within the 2017/18 period are likely to be closer to those achieved in the 2014/15 period. The reported figure relates to an internal performance indicator and does not affect the service experienced by any individual applicant.

E. CONCLUSION

The Disabled Person's Parking Places Annual Report is a statutory requirement set out in the Disabled Person's Parking Places (Scotland) Act 2009 and details the work carried out by the council for the reporting period 1 April 2016 to 31 March 2017. The report will be submitted to Scottish Ministers and published on the council's website.

F. BACKGROUND REFERENCES

Disabled Persons' Parking Places (Scotland) Act 2009

Appendices/Attachments:

APPENDIX 1

ANNUAL REPORTS ON LOCAL AUTHORITIES' FUNCTIONS IN RELATION TO PARKING PLACES FOR DISABLED PERSONS' VEHICLES:

REPORTING PERIOD 2016 – 2017

DISABLED PERSONS' PARKING PLACES (SCOTLAND) ACT 2009:

Contact Person: Graeme Noble, Engineer, Road Safety and Traffic Management, 01506 776527

E-mail: graeme.noble@westlothian.gov.uk

Jim Jack, Head of Operational Services, Whitehill House, Whitestone Place, Bathgate, West Lothian

Date: 23rd May 2017

**ANNUAL REPORTS ON LOCAL AUTHORITIES' FUNCTIONS IN RELATION TO PARKING PLACES FOR DISABLED PERSONS' VEHICLES:
REPORTING PERIOD 2016 – 2017
DISABLED PERSONS' PARKING PLACES (SCOTLAND) ACT 2009:**

PART 1(1) (Note: Part 1(1)(c) and Part 1(1)(e) are initial duties and will not be reported in the Scottish Ministers' report)

(a) Duties under Section 1

	Details of action taken in fulfilment of duty under section 1	<p>West Lothian Council has provided information through various sources in order to reach as much of the community as possible. The following methods have been used to convey information.</p> <ul style="list-style-type: none"> • Information on the council web page at all times. • The back doors of council vans have been vinyl wrapped with a message promoting the correct use of disabled parking places.
--	---	---

(b) Designated Parking Places

	Number of parking places designated as being for use only by a disabled person's vehicle by virtue of the 2009 Act (excluding Section 9)	During the 16/17 period 93 parking places for use only by disabled persons' vehicle were designated within West Lothian.
--	--	--

(d) Duties under Section 5

--	--

(i)	Number of requests received under section 5(1)	During the 16/17 period West Lothian Council received a total of 153 applications in relation to 5(1) of the act.
(ii)	Number of parking places identified under section 5(2)(b)	During the 16/17 period West Lothian Council identified a total of 107 disabled parking spaces in relation to 5(2)(b) of the act.
(iii)	Reasons for any decision under section 5(3)(a)	Nil
(iv)	Number of parking places for which the procedure under section 5(3)(b) was started.	During the 16/17 period West Lothian Council started the process detailed in Section 5(3)(b) for 174 parking places.
(v)	Periods between identifying a parking place under section 5(2)(b) and starting the related procedure under section 5(3)(b)	The average period between marking the a parking place as outlined in Section 5(2)(b) and commencing the related procedure as per Section 5(3)(b) was 155 days.

(f) Duties under Section 7

(i)	Number of developments for which a planning permission mentioned in section 7(1) was granted.	3
(ii)	Its reasons for any decision under section 7(3) that it would not have the power to make a disabled off-street parking order.	West Lothian Council would not start the process without an agreement with the landowner.
(iii)	Number of premises that include a parking place for which the Council sought arrangements under section 7(5).	0
(iv)	The reasons why it was unsuccessful in making any such arrangements.	No agreements have been reached on starting the process.
(v)	Number of parking places in relation to which the procedure under section 7(6) was started.	0

(g) Duties under Section 8

(i)	Its reasons for any decision under section 8(2) that the Council would not have the power to make a disabled off-street parking order.	None
(ii)	Number of premises that include a parking place for which the Council sought arrangements under section 8(4)	None
(iii)	The reasons why it was unsuccessful in making any such arrangements.	None
(iv)	The number of parking places in relation to which the Council started the statutory procedure under section 8(5).	None

(h) Disabled street parking and disabled off-street parking orders

(i)	The number of such orders the making of which the Council started the statutory procedure in accordance with the 2009 Act	1
(ii)	The number of parking places designated as being for use only by a disabled person's vehicle under such an order.	93
(iii)	In relation to each such order, the period between the start of the statutory procedure and the making of the order.	PTO/16/01 – 215 days
(iv)	In respect of each case in which it started the statutory procedure but did not make the order the reasons why not.	None

PART 1(2)

	A report prepared by a local authority under section 11(1)(a) may contain any other information about its performance of its functions in relation to parking places for disabled persons' vehicles during the reporting period that the authority considers appropriate.	
--	---	--



West Lothian
Council

COUNCIL EXECUTIVE

ST JOHN'S HOSPITAL STAKEHOLDER GROUP

REPORT BY DEPUTE CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To update members on the business and activities of St John's Hospital Stakeholder Group.

B. RECOMMENDATION

To note the terms of the minutes of meetings of St John's Hospital Stakeholder Group held on 15 February 2017 and 15 March 2017 attached as appendices to the report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs
	Being honest, open and accountable
	Working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Council requires the activities of certain outside bodies to be reported to elected members on a regular basis, as part of its Code of Corporate Governance.
III Resources - (Financial, Staffing and Property)	None.
IV Consultations	None required.

D. TERMS OF REPORT

On 29 June 2010 the Council Executive decided that the activities of certain outside bodies should be reported within the council to ensure all elected members are aware of the business of those bodies and to help to ensure their activities are more effectively scrutinised.

In accordance with that decision the business of St John's Hospital Stakeholder Group was to be reported to this meeting by the production of its minutes. The relevant documents are produced as appendices to this report.

E. CONCLUSION

This report ensures that members are kept apprised of the activities of St John's Hospital Stakeholder Group as part of the council's Code of Corporate Governance.

F. BACKGROUND REFERENCES

West Lothian Council Code of Corporate Governance.

Council Executive, 29 June 2010

Appendices/Attachments: 2

Minutes of meetings of St John's Hospital Stakeholder Group held on 15 February 2017 and 15 March 2017.

Contact Person: Jim Forrest, Depute Chief Executive, CHCP
01506 281977

Jim.Forrest@westlothian.gov.uk

Date: 6 June 2017

MINUTE of MEETING of the ST JOHN'S HOSPITAL STAKEHOLDER GROUP of WEST LoTHIAN COUNCIL held within BOARD ROOM 1, ST JOHN'S HOSPITAL, LIVINGSTON, on 15 FEBRUARY 2017.

Present

Councillor Anne McMillan, Appointed Representative (Chair)
Councillor Dave King, Appointed Representative
Councillor Lawrence Fitzpatrick (substituting for Councillor John McGinty)
Martin Hill, Non-Executive member, NHS Lothian
Alex Joyce, Non-Executive members, NH Lothian
Jacquie Campbell, Interim Chief Officer, Acute, NHS Lothian (by video link)
Fiona Mitchell, Director of Women's and Children's Services, NHS Lothian
Anne Smith, Site General Manager, NHS Lothian
Aris Tyrothoulakis, St John's Hospital Interim Site Director
Maureen Anderson, Patient Representative
Jim Forrest, Depute Chief Executive, Health and Social Care Partnership
Agnes Ritchie, Associate Nurse Director, NHS Lothian

Apologies

Councillor John McGinty, Appointed Representative
Caroline McDowall, Partnership Lead St John's Hospital

In Attendance

Val Johnston, Committee Officer, West Lothian Council

1. DECLARATIONS OF INTEREST

Agenda Item 6 – Paediatric Services/Paediatric Outpatient Clinic Waiting Times – Martin Hill declared an interest due to him being a member of the Paediatric Programme Board

2. MINUTE

The group confirmed the Minute of its meeting held on 18 January 2017 as a correct record.

3. PAEDIATRIC SERVICES/PAEDIATRIC OUTPATIENT CLINIC WAITING TIMES

The Stakeholder Group noted the update provided by Fiona Mitchell, Director of Women's and Children's Services on the current position within paediatric services at St John's Hospital.

The group heard that as at the end of January 2017 the number of children waiting 12 weeks or more was 9.

Additionally 3 new paediatric consultants had taken up post with the remainder due to start in March 2017. There were also two consultant posts remaining unfilled but an advert for these had been placed in the appropriate journals and the closing date was Sunday 19 February 2017.

Management remained confident that there would be a good response to these adverts.

In relation to a question asked on the rota now being more stable as a result of the new consultant taking up post, Fiona responded that the rota could not be considered fully stable until all vacant posts had been filled. However the rota had remained satisfactorily covered for the whole of January, February and March. A few gaps remained in the April rota but with regular meetings taking place it was hoped that this would be an improving picture.

In relation to a further question from the group in terms of outpatients waiting times improving as a result of the new consultants coming online, Fiona responded by stating that NHS Lothian fully expected to see an rapid improvement in waiting times as a result of further consultants coming into post.

The group thanked Fiona for the update.

Decision

To note the update provided by Fiona Mitchell Director of Women and Children's Services, NHS Lothian.

4. ST JOHN'S HOSPITAL QUALITY DASHBOARD

The group considered a report (copies of which had been circulated) by Agnes Ritchie, Associate Nurse Director providing details of a number quality measures as at the end of January 2017.

The group were advised that the quality measures were split into three categories; these being Person Centred, Safe and Effective. The report then provided a series of charts and graphs demonstrating a range of outcomes. It was to be noted with regards to Person Centred outcome the measure on "Tell us Ten Things" was on hold for the moment due to the "getting to know you" documentation.

Agnes amplified a number of statistics in the report including advising the group that the number of falls had increased because the hospital was dealing with more frail elderly patients and that she was actively working with the Fall Co-ordinator on this. The group were also advised that St John's Hospital remained a high performer in unscheduled care.

Ms Ritchie then responded to questions from members of the group.

Decision

To note the contents of the report

5. WORKPLAN

The group considered the contents of the workplan (copies of which had

been circulated)

The Clerk then advised the group that there were a number of items on the workplan that required further clarity from the group on what information was required simply due to the passage of time and some NHS Lothian staff having moved onto other roles within the organisation.

A question was also raised with regards to future meetings of the group on the lead-up to the local government election in May 2017.

The Clerk confirmed that both matters would be investigated and reported back to the group in due course.

The Chair then confirmed that for the next meeting of the group, subject to it going ahead, that the agenda would consist of the following items of business :-

- Paediatric Services update
- Diabetes update
- Reduction of pressure ulcers; and
- Hospital weekend working (but this was to be subject of confirmation of what exactly was required by the group)

Decision

- 1) To note the contents of the workplan;
- 2) To request that the Clerk clarify with members of the group what further information was required in relation to some of the workplan items of business; and
- 3) To request that the Clerk confirm if meetings of the group would proceed on the lead-up to the local government elections in May 2017.

6. DATE OF NEXT MEETING

The group noted the date of the next meeting scheduled to be held on 15 March 2017.

MINUTE of MEETING of the ST JOHN'S HOSPITAL STAKEHOLDER GROUP held within BOARD ROOM 1, ST JOHN'S HOSPITAL, LIVINGSTON, (AND BY VIDEO CONFERENCE CALL FROM WAVERLEY GATE) on 15 MARCH 2017.

Present

Councillor John McGinty, Appointed Representative (chair)
Jacquie Campbell, Interim Chief Officer, Acute, NHS Lothian (by video link)
Aris Tyrothoulakis, St John's Hospital Interim Site Director
Caroline McDowall, Partnership Lead St John's Hospital
Fiona Mitchell, Director of Women's and Children's Services, NHS Lothian (by video link)
Joan Donnelly, Service Director for Outpatients & Associated Services, NHS Lothian
Nicola Zammitt, Clinical Director (ECED), Clinical Co-chair Lothian Diabetes MCN
Ian Sneddon, Transport Manager, St John's Hospital site
Maureen Anderson, Patient Representative

Apologies

Councillor Dave King, Appointed Representative
Councillor Anne McMillan, Appointed Representative
Alex Joyce, Non-Executive member, NHS Lothian
Martin Hill, Non-Executive member, NHS Lothian
Lynsey Williams, Non-Executive member, NHS Lothian
Jim Forrest, Depute Chief Executive, Health and Social Care Partnership
Agnes Ritchie, Associate Nurse Director, NHS Lothian
Anne Smith, Site General Manager, St John's Hospital

In attendance

Elaine Dow, Committee Officer, West Lothian Council

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. ORDER OF BUSINESS

Agenda Item 7 – Identifying Ways to Reduce Pressure Ulcers in Hospital Patients Update

The Chair agreed that this item be deferred and considered at the next meeting scheduled to be held on 19 April 2017 due to apologies being received from the Associate Nurse Director.

3. MINUTE

The group noted the minute of the meeting held on 15 February 2017, which required to be formally agreed at the next meeting scheduled to be held on 19 April 2017, due to the fact that the meeting was inquorate.

4. DIABETES IN LoTHIAN

The Stakeholder Group welcomed Nicola Zammitt, Clinical Director (ECED) and Clinical Co-Chair Lothian Diabetes MCN, to the meeting who provided a presentation about Diabetes in Lothian.

Background information was provided relating to diabetes in Lothian. The Western General Hospital (WGH), Royal Infirmary Edinburgh (RIE) and St John's Hospital (SJH) were previously managed by three separate Diabetes/ Endocrinology departments. In October 2010 the Edinburgh Centre for Endocrinology (ECE) comprised of the RIE and WGH and in February 2014 incorporated SJH, which allowed a pan-Lothian approach, unifying clinical protocols and providing robust cross/cover for sub-specialty services.

The Diabetes Managed Clinical Network (MCN) was established as part of the diabetes strategy to support joined up care between diverse professionals and patients. Aims of the network were to minimise complications and premature death in diabetes and maximise quality of life by detecting and treating the disease and its complications at an early stage, providing equal access to high quality diabetes care for all. It was important that people with diabetes were given the right treatment by the right person at the right time in the right place.

As part of the National Diabetes Improvement Plan 2014, the priorities for improvement in Scotland were aimed at improving the experience and clinical outcomes for patients living with Diabetes. Prevention and early detection of diabetes and its complications, particularly Type 1 Diabetes, were a priority in Scotland. Supporting and developing staff by providing courses for registered and non-registered staff in the management of Diabetes were provided with improved technology available to support patients.

Finally, the 2020 Vision for Health and Social Care was to improve the quality of care provided, with a particular focus on increasing the role of primary care and general practice. Safe, effective and person-centred care was a priority to support people to live as long as possible at home or in a homely setting. Moving forward with pan-Lothian working included pan-Lothian services, education, research and training. A professional lead was available on each hospital site (SJH, WGH, RIE) with three site representation on the operational group as well as linking in with the four Lothian Integration Joint Boards to encourage joined up approaches across the Lothians.

Ms Zammitt then responded to questions from members of the group.

The Chair thanked Ms Zammitt for the excellent presentation which the group found to be very informative.

5. PAEDIATRIC SERVICES/PAEDIATRIC OUTPATIENT CLINIC WAITING TIMES - UPDATE

The Stakeholder Group noted the update provided by Fiona Mitchell, Director of Women's and Children's Services, on the current position within paediatric services at St John's Hospital.

The group heard that interviews were being carried out for the two posts advertised for Paediatric Consultants. An update on the outcome of the interviews would be provided to the next meeting. It was noted that six Paediatric Consultants had previously been appointed however one Paediatric Consultant was successful in obtaining another position within the hospital therefore five Paediatric Consultants remained in post. Although the situation within the paediatric service remained challenging the paediatric rota remained satisfactorily covered and members of staff within the Children's ward continued to be supportive.

In relation to the position relating to outpatient paediatric clinic waiting times, the group noted that the situation had improved since the appointment of the additional Paediatric Consultants with 94% of all patients being seen within twelve weeks and a high proportion being seen within eight weeks.

In response to a question from Councillor McGinty regarding the arrangements in place to sustain the interim model while progressing the longer term model (option 1) discussed at previous meetings, Ms Mitchell advised that the Paediatric Programme Board was due to meet week commencing 20 March 2017 and would discuss this in more detail. She confirmed that members of staff were committed to continue to provide cover to ensure existing services were sustained within St John's Hospital until all the Paediatric Consultant posts were in place.

The Chair thanked Ms Mitchell for the update. The group also expressed their appreciation to staff within the paediatric service for their continued support.

Decision

To note the update provided by Fiona Mitchell, Director of Women and Children's Services, NHS Lothian.

6. CAR PARKING AT ST JOHN'S HOSPITAL - UPDATE

The Stakeholder Group noted the update from Ian Sneddon, Transport Manager, St John's Hospital, on the proposals to improve and reduce the risks within the car park at St John's Hospital.

The group was advised that St John's Hospital Traffic Management Group meet on a monthly basis with traffic management walkabouts carried out quarterly. Following a recent walk about, St John's Hospital was graded as being a 'red risk' due to a significant number of incidents being reported. An audit was carried out which highlighted that a large number

of staff were using car park 'P', the patient car park. Car park 'A' was previously the dedicated car park for staff which then became an overflow car park for patients. Ten disabled car parking spaces have been closed to protect pedestrians and a number of proposals in place to reduce the level of risk.

It was proposed that number recognition cameras would be fitted in car park 'P' by the end of March 2017, which would become operational in July 2017 and would highlight cars being parked irregularly. A communication plan was in place to inform staff and stakeholders of the planned changes to ensure that they were aware of what options were available to them. Other means of travel would also be promoted for staff, i.e. 'active travel', local transport and 'trip share'. It was hoped that the introduction of the proposed changes would remove the 'red risk' from the site.

The Chair then acknowledged that car parking within St John's Hospital site was challenging, however, this reflected that St John's was a busy hospital and well used by people within the community. He undertook to provide support to the hospital by advertising the changes on the council's web site. Caroline McDowall agreed to provide the FAQ relating to the proposed changes to Elaine Dow when available to forward on to the council's Corporate Communication service to advertise on the council's web site.

The Chair then thanked Mr Sneddon for the update.

Decision

1. To note the update from the Transport Manager; and
2. To note that the Chair undertook to support the hospital by advertising the FAQ relating to the proposed changes on the council's web site.

7. WORKPLAN

The group considered the contents of the workplan (copies of which had been circulated).

It was agreed that the report relating to 'Identifying ways to reduce pressure ulcers in hospital patients' – Agnes Ritchie, would be considered at the next meeting on 19 April 2017. The following reports/updates were also included for consideration at the meeting on 19.04.17:

- Paediatric Services/Paediatric Outpatient Clinic Waiting Times Update – Fiona Mitchell; and
- Hospital Weekend Working and Staffing Requirements – Aris Tyrothoulakis

Decision

1. To note the contents of the workplan; and

2. To agree the items for consideration at the next meeting on 19 April 2017.

8. DATE OF NEXT MEETING

The group noted the date of the next meeting scheduled to be held on 19 April 2017.

COURT OF THE DEACONS OF THE ANCIENT AND ROYAL BURGH OF LINLITHGOW

Provost
JIM CARLIN,
31 Clarendon Road,
LINLITHGOW
West Lothian
EH49 6AN

Telephone: 01506 845927
e-mail: jim.carlin31@gmail.com



Clerk to the Court
ROSS McINTOSH
19 Royal Terrace
LINLITHGOW
West Lothian
EH49 6HQ

Telephone: 01506 844810
e-mail: rosswmcintosh@btoopenworld.com

10th April 2017

West Lothian Council
Civic Centre,
Howden South Road,
Livingston,
EH54 6FF

Dear Jacqui,

Riding of Linlithgow Marches – Tuesday 13th June 2017
Nomination of Councillors to Attend

As is now normal practice, I would be obliged if you could arrange for the Council to nominate up to five Elected Members to attend this year's Riding of the Marches.

I look forward to hearing from you.

Best Regards,

Clerk to the Court