



Council Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

13 December 2017

A meeting of the **Council Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Tuesday 19 December 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 Minute of Meeting of Council Executive held on Tuesday 28 November 2017 (herewith)

Public Items for Decision

5. Petition - Bus Service L1 & 31 - Kinloch View Residents (Please note the petition can be viewed by contacting Committee Services).
6. Petition - Traffic Management System - Kirk Road/Marjoribanks Street, Bathgate (Please note the petition can be viewed by contacting Committee Services).
7. Draft West Lothian Local Fire and Rescue Plan 2017 - Report by Head of Housing, Customer and Building Services (herewith).

8. New Build Council Housing Update - Report by Head of Housing, Customer and Building Services (herewith).
9. Procurement Arrangements - Two Month Extension to Legionella Quick Quote - Report by Head of Corporate Services (herewith).
10. Procurement Arrangements - Supply of Portable Appliance Testing (PAT Testing) - Report by Head of Corporate Services (herewith).
11. Procurement Arrangements - Provision of Specialist Professional Technical Services for Capital Projects - Report by Head of Corporate Services (herewith).
12. Procurement Arrangements - Implementation of Sustrans I Bike Project - Report by Head of Corporate Services (herewith).
13. Paediatric Services at St John's Hospital - Report by Chief Executive (herewith).
14. Regal Community Theatre, Bathgate - Report by Head of Finance and Property Services and Head of Education (Learning, Policy and Resources) (herewith).
15. PRIVATE SESSION - The Clerk considers that the following business is likely to be taken in private (exempt under the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973).

Private Items for Information

16. Social Work Complaints Committee Recommendations - Report by Head of Social Policy

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

MINUTE of MEETING of the COUNCIL EXECUTIVE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 28 NOVEMBER 2017.

Present – Councillors Lawrence Fitzpatrick (Chair), Frank Anderson, Harry Cartmill, David Dodds, Chris Horne, Peter Johnston, Charles Kennedy, George Paul, Andrew McGuire (substituting for Cathy Muldoon), Dom McGuire (substituting for Tom Conn) and Damian Timson

Apologies – Councillors Kirsteen Sullivan, Tom Conn, Peter Heggie and Cathy Muldoon

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. ORDER OF BUSINESS, INCLUDING NOTICE OF URGENT BUSINESS AND DECLARATIONS OF INTEREST IN ANY URGENT BUSINESS

The Chair ruled in terms of Standing Order 7 that an urgent item of business concerning the “Autumn Budget 2017” would be considered by Council Executive at the conclusion of Agenda Item 23, as the position with regards to the budget had only recently been announced by the UK Government.

The Council Executive unanimously agreed to hear a deputation request that had been received in relation to agenda item 5 (Petition on Care for Adults).

3. MINUTE

The Council Executive approved the Minute of its meeting held on 14 November 2017. The Minute was thereafter signed by the Chair.

4. PETITION - CARE FOR ADULTS

The Council Executive considered a petition that had been received containing 1521 signatures and which concerned a proposal in relation to Care for Adults.

Having previously agreed to hear a Deputation Request in relation to the petition the Council Executive then heard from Ms Angela Knox, Ms Marlin Young and Ms Maureen Wright all speak in relation to the Ability Centre in Livingston.

Firstly Ms Maureen Wright spoke about the service that had been provided to her daughter and how they had greatly helped her daughter during a time in her life when she needed extra support and assistance. Ms Wright explained that the service she had received had been

invaluable.

Ms Knox then spoke about the range of services the Ability Centre provided and how those services actively supported people who had been through a difficult time in their lives to get back into a normal routine and how they helped people back into work. She advised that the service provided to those attending the centre was unique and tailored-made to those individuals attending the centre.

Ms Young explained that she had been the manager at the centre until she had taken retirement in December 2015. Ms Young explained that the centre was very much at the heart of the community with many groups making good use of the meeting rooms available. There was also a café on site that was not only used by the users of the centre but also the local community.

There then followed a series of questions and answers.

Motion

1. To note the contents of the petition;
 2. To note the presentations made by Ms Maureen Wright, Ms Angela Knox and Ms Marlin Young; and
 3. To agree that at this time no action would be taken as the council had agreed a process for dealing with the “Transforming Your Council” consultation.
- Moved by the Chair and seconded by Councillor George Paul

Amendment

“Council notes that the Ability Centre, the Eliburn Adult Training Centre and Pathways provide essential services for our elderly, those with multiple physical disabilities and for adults with learning difficulties.

Council accepts these centre support those who are amongst the most vulnerable in our community.

Council notes the plans to save £2.5 million, by closing the Ability centre and Eliburn centre and directing people, with very different needs, to a single facility has been put forward without any engagement with the users of these centres.

In the SNP view this closure plan must be dropped immediately from the list of proposed council savings.

We believe that it is absolutely essential for our council to, instead of telling people what is to be done to them, to genuinely work with the users of these centres to talk with them, listen to their views and to work with them, to agree how their needs can be best met and to then, jointly shape our services to deliver the best outcomes for these vulnerable people and for our community.

Council therefore agrees to drop all plans to close the Ability Centre and the Elburn Adult Training Centre.

- Moved by Councillor Peter Johnston and seconded by Councillor Frank Anderson

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

<u>Motion</u>	<u>Amendment</u>	<u>Abstain</u>
Harry Cartmill	Frank Anderson	Chris Horne
David Dodds	Peter Johnston	Charles Kennedy
Lawrence Fitzpatrick		Damian Timson
Andrew McGuire		
Dominic McGuire		
George Paul		

Decision

Following a vote the motion was successful by 6 votes to 2, with 3 abstentions and it was agreed accordingly.

5. 2018 REVIEW OF UK PARLIAMENTARY CONSTITUENCIES - PUBLIC CONSULTATION ON REVISED PROPOSALS

The Council Executive considered a report (copies of which had been circulated) by the Chief Executive advising that the Boundary Commission for Scotland (BCS) had published its revised proposals for UK Parliament constituencies in Scotland for consultation and that the revised proposals were unchanged from the initial proposals for West Lothian.

The review of the UK Parliament constituencies was announced in February 2016 and was being carried out simultaneously in each of the four constituent parts of the UK. The BCS was carrying out the review in Scotland. The legislation governing the review specified that there was to be 600 constituencies in total, a reduction from the current 650. Scotland had been allocated 53 constituencies, down from the current 59.

The review was based on electorates as at 1 December 2015 and there was no provision in the legislation for taking account of any changes in the electorate after this date.

The revised proposals for West Lothian were unchanged from the initial proposals as summarised in the report. The BC proposals split West Lothian across two constituencies; these being Linlithgow (78,026 electors) and Edinburgh Pentland and Livingston (78,164 electors)

The initial proposal was published for a 12 week consultation on 20

October 2016 to which the Council Executive agreed a response, the details of which were contained in the report.

The revised proposals had been published for an 8 week period commencing on 17 October 2017. The BCS would take into account any representations and decide whether any further modifications were required.

Once the review had been completed the BCS would submit its recommendations in a report to the Secretary of State for Scotland who would then be responsible for laying them down before the UK Parliament.

It was recommended that Council Executive :-

1. Consider the proposals for UK Parliament Constituencies in West Lothian; and
2. Agree a consultation response if considered necessary.

Decision

To unanimously agree that the Boundary Commission for Scotland be advised that the council's preference was for the second constituency to be known as "Livingston and Edinburgh Pentland" as the majority of voters resided in the Livingston area.

6. COMMUNITY COUNCIL SPECIAL PROJECT GRANTS

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services inviting consideration of applications for special project grants received from various community councils as detailed in Appendix 1 attached to the report.

A special project grant scheme operated for community councils in West Lothian to allow them to carry out projects in their areas. Community Councils could apply for a maximum of £750 special project funding in each financial year. There was no minimum grant. The total budget for the current financial year 2016-17 was £3,000 with applications being dealt with on a first come first served basis.

There were 4 valid applications which required determination. The balance currently remaining in the budget for the current financial was £3,000. The total amount requested was £2,850.

If the pending applications were granted then £150 would remain in the special project grant scheme budget for distribution

It was recommended that Council Executive determines the valid applications received from community councils as detailed.

Decision

To approve all 4 applications

7. LOVING CUP AND SILVER SALVER - DISPLAY AT LINLITHGOW PARTNERSHIP CENTRE

The Council Executive considered a report (copies of which had been circulated) by the Chief Executive seeking approval to permanently display the Loving Cup and Silver Salver at the new Linlithgow Museum in the Linlithgow Partnership Centre when it opened.

The Council Executive was advised that officers from the council's Libraries and Heritage Service had been working in partnership with Linlithgow Heritage Trust to deliver a new museum for Royal Linlithgow which would facilitate the move of the museum from Annet House to Linlithgow Partnership Centre.

As part of the display at Linlithgow Partnership Centre the project intended to provide information on the story of Linlithgow Marches, given the importance of the event in Linlithgow's history and its continued significance. The Loving Cup and Silver Salver have been identified as items which could potentially play a key part in the interpretation of this community celebration.

The Loving Cup and Silver Salver were currently in secure storage with the cup being uplifted on an annual basis by the Court of the Deacons of the Ancient and Royal Burgh of Linlithgow for use on Marches Day. It was proposed that both items form part of displays, in high security conservation grade cases.

Officers had contacted the council's insurers with the planned security arrangements and had received confirmation that they were content with what was proposed.

It was recommended that Council Executive notes and agrees the proposal for the Loving Cup and Silver Salver to be put on permanent display in the Linlithgow Museum in the Linlithgow Partnership Centre.

Decision

1. To approve the terms of the report; and
2. To agree that the Chief Executive investigate if it would be possible to put other council memorabilia on display at council premises.

8. SCHEME OF DELEGATION TO OFFICERS - PRIVATE LANDLORD REGISTRATION

The Council Executive considered a report (copies of which had been circulated) by the Chief Executive seeking approval to changes to the Scheme of Delegations to Officer to reflect the transfer of responsibility for the private landlord registration scheme from Corporate Services to

Housing, Customer and Building Services.

The committee were advised that the council's Private Landlord Registration Scheme was originally the responsibility of Housing Services. In 2011 it was transferred to Corporate Services to be administered in Legal Services alongside civic government licensing.

In 2016 an officer working group considered improvements to the scheme and service provision and in doing so agreed that it would be appropriate to return to the service to Housing Services to provide better benefits to tenants, landlords and the community.

Following consultation with the Services for the Community Policy Development and Scrutiny Panel it was agreed to move the scheme from Corporate Services to Housing Services. Whilst that move was effected through general powers delegated to senior officers changes were now required to the Scheme of Delegations to Officer to reflect that change. The scheme included a regulatory function so it was important that authority to make decisions and bring reports and recommendations to committee was formally and clearly assigned.

Details of the changes to be made to the Scheme of Delegations to Officer were attached to the report at Appendix 1.

It was recommended that Council Executive amend the Scheme of Delegations of Officers as shown in Appendix 1 to reflect the transfer of responsibility for the council's private landlord registration scheme to the Head of Housing, Customer and Building Services.

Decision

To approve the terms of the report

9. APSE PERFORMANCE NETWORKS SEMINAR 2017, 7 AND 8 DECEMBER 2017, BLACKPOOL

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services seeking approval for the attendance of the appropriate elected member to attend the APSE Performance Networks Seminar taking place in Blackpool on 7 and 8 December 2017.

The purpose of the seminar was to enable Chief Executives, Directors, Heads of Service, Managers and elected members to further keep up to date with housing, construction and building service development as well as discuss and debate the ongoing challenges faced by local government with their peers.

Also at the event the 2017 Performance Networks Seminar would be held and Building Services had been shortlisted in the category for Best Performing Building Services with the winner being announced on 7 December 2017 at the awards event.

The cost associated with full seminar attendance including the evening wards dinner was £269 plus VAT. Travel and accommodation would be an additional cost.

It was recommended that Council Executive :-

1. Notes that Building Services had been shortlisted in the category for Best Performer; and
2. Approves the attendance of the Executive Councillor for Services for the Community at the APSE Performance Networks Seminar on 7 and 8 December 2017 which included the Performance Networks Awards.

Motion

To nominate attendance by Councillor George Paul

- Moved by the Chair and seconded by Councillor Andrew McGuire

Amendment

To nominate attendance by Councillor George Paul and Councillor Frank Anderson

- Moved by Councillor Peter Johnston and seconded by Councillor Frank Anderson

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

Motion

Harry Cartmill

David Dodds

Lawrence Fitzpatrick

Andrew McGuire

Dom McGuire

George Paul

Amendment

Frank Anderson

Chris Horne

Peter Johnston

Charles Kennedy

Damian Timson

Decision

Following a vote the motion was successful by 6 votes to 5 and was agreed accordingly

10. ALCOHOL DIVERSIONARY ACTIVITIES

The Council Executive considered a report (copies of which had been circulated) by the Head of Social Policy seeking approval for funds to be

released from the Alcohol Diversionary Fund to undertake the activities detailed within the applications received.

The Head of Social Policy advised that the applications detailed in the report and attached as a series of appendices met the West Lothian Alcohol Drug Partnership Joint Commissioning Plan outcomes.

Therefore it was recommended that the Council Executive agree to the release of £4,000 from the Alcohol Diversionary Fund to support the applications made by Deans Community High School.

Decision

To approve the terms of the report

11. SELF-DIRECTED SUPPORT POLICY

The Council Executive considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on the progress of the Self-Directed Support (SDS) implementation and seek approval for the implementation of the proposed SDS Policy.

The Social Care (Self Directed Support) Act 2013 came into effect on 1 April 2014. The Act made legislative provision related to the arranging of care and support in order to provide a range of choices to individuals as to how they were to be provided with their support.

The recent Audit Scotland Self-Directed Support 2017 Progress Report contained a number of key messages and recommendations for local authorities and included :-

1. A need to local authorities to ensure that SDS was reflected in all policies and guidance; and
2. A need for local authorities to provide clear guidance to enable effective discussion with staff and supported people and carers on the balance between innovations, choice, risk and local policy.

To date West Lothian had not had a policy on SDS, favouring instead the embedding of the principles of SDS and the need for flexibility through social work practice and supervision model.

Therefore the proposed policy, a copy of which was attached to the report at Appendix 1, provided West Lothian with a framework that would demonstrate the commitment to SDS for supported people and their carers and would also provide social work staff with a framework to ensure that resources were applied in an equitable and consistent manner.

It was recommended that Council Executive :-

1. Considers the contents of the proposed SDS Policy; and

2. Approve the implementation of the proposed SDS Policy.

Decision

To approve the terms of the report

12. WEST LOTHIAN COUNCIL OCCUPATIONAL HEALTH AND SAFETY POLICY

The Council Executive considered a report (copies of which had been circulated) by Head of Corporate Services presenting a revised Health and Safety Policy, a copy of which was attached to the report.

The committee were advised that the council through its elected members, Chief Executive, Depute Chief Executives and Heads of Service had a duty of care for ensuring the health, safety and welfare of all its employees whilst at work.

The council-wide Occupational Health and Safety Policy detailed how the Corporate Management team would lead Health and Safety with the objective of developing a positive health and safety culture.

It was proposed to revise the existing policy and have one overarching health and safety policy covering all legislation affecting health and safety at work, primarily made under the Health and Safety at Work Act and Fire Scotland Act 2005.

The revised policy would continue to follow general guidance published by the Health and Safety Executive and presented an opportunity to achieve high standards of health, safety and welfare.

The content and format differed from the previous policy in that :-

- Safety arrangements were now grouped;
- The addition of Part 3 – Guidance Documents; and
- A commitment to produce an annual health and safety report

Alignment of policy, guidance and procedural notes would allow services to implement procedures that were topic specific and prescriptive to their business needs.

It was recommended that Council Executive :-

1. Note and approve the revised council-wide Health and Safety Policy attached to the report at Appendix 1; and
2. Agree that the revised Health and Safety Policy be implemented with immediate effect.

Decision

To approve the terms of the report

13. CHANGES TO COUNCIL TAX FOR LONG TERM UNOCCUPIED DWELLINGS AND SECOND HOMES

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval to remove the current 10% Council Tax discount and increase charges by 100% for long term unoccupied dwellings and to remove the current 10% Council Tax discount for dwellings that were used as second homes from 1 April 2018.

Under the Local Government Finance Act 1992, Council Tax was charged on the basis of two elements; the dwelling being prescribed as chargeable and the number of residents (aged over 18 years) in the dwelling. There were a number of statutory exemptions and discounts available to reduce the amount of Council Tax payable which depended on the circumstances with the dwelling or of the residents within the dwelling.

The Council Tax (Discount for Unoccupied Dwellings) (Scotland) Regulations 2005 gave local authorities the discretionary power to reduce the statutory 50% discount applicable to dwellings that had been unoccupied for a long term (over 12 months) and for those used as second homes. Under these regulations the level of discount could be reduced to no less than 10%.

A reduction in the level of discount to 10% for these dwellings was subsequently approved and had been in place from 1 July 2007. The additional income raised by reducing the discount from 50% to 10% was ring fenced for affordable housing.

An unoccupied dwelling was a dwelling which was no one's sole or main residence but was not a second home. A second home was a dwelling which was no one's sole or main residence, was furnished and was occupied for at least 25 days during a 12 month period.

Under the regulations there was a discretionary power to remove the current 10% discount and increase the Council Tax charge up to a maximum of 100% for those dwellings that had been continuously unoccupied for a period of more than 12 months unless specifically excluded from doing so. The specific exclusions were detailed in the report. In addition to those dwellings that were specifically excluded, the regulations also gave discretionary powers to exclude or charge a different rate for other dwellings.

At this time there was no proposal to add to the list of specifically excluded dwellings or charge a different rate for other dwellings but this would be kept under review.

The proposal was to remove the current 10% discount and increase the Council Tax charge by the maximum of 100% for dwellings that had been unoccupied for a continuous period of more than 12 months and that were

not specifically excluded. Details of the effect on council tax bands and the number of properties affected was summarised in the report. The increase would apply to Council Tax charges only.

With regards to second homes the proposal was to remove the current 10% discount for all properties in West Lothian prescribed as second homes. As of 1 November 2017 there were 76 such dwellings in West Lothian that would be affected with details summarised in a table in the report. The amount due for water service charges that were levied by Scottish Water but included in the Council Tax bill would not be affected by the removal of the discount.

In a recent consultation issued through the Institute of Revenues, Rating and Valuation, of the 21 authorities that responded 11 had removed the 10% discount, 5 were considering removal of the discount and 5 had no current plans to remove the discount.

If the proposal was agreed it was the intention to communicate with owners of these dwellings as part of the planned review of second homes which would take place in early January 2018.

It was recommended that Council Executive :-

1. Approves the proposed removal of the current 10% Council Tax discount and to increase the charge by 100% for long term unoccupied dwellings from 1 April 2018;
2. Agrees that the discretionary power to add to the list of dwellings to be excluded from the increase charge for long term unoccupied dwellings be kept under review;
3. Agrees that the owners of long term unoccupied dwellings should be advised of the change as part of the planned review in January 2018;
4. Approves the proposed removal of the current 10% Council Tax discount for dwellings used as second homes from 1 April 2018; and
5. Agrees that owners of second homes should be advised of the change as part of the planned review in January 2018.

Decision

To approve the terms of the report

14. STRATEGY FOR THE COUNCIL'S COMMERCIAL PROPERTY PORTFOLIO

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services to seek approval of the proposed Strategy for the Council's Commercial Property Portfolio.

The committee was informed that in March 2011 Council Executive had approved a strategy for the council's Non-Operational Property Portfolio, which included the Tenanted Non-Residential Property Portfolio (TNRP) and its largest component, the Commercial Property Portfolio (CPP). Due to the passage of time, changes in management focus and legislation, the strategy was no longer fit for purpose and it was therefore proposed to be replaced by a new strategy for the CPP covering the period 2018-19 to 2022-23.

The proposed strategy was attached as Appendix 1 to the report and a summary of the strategy was outlined within the report. In particular, the Head of Finance and Property Services provided commentary in relation to: - Scope, Strategic Aims and Outcomes, Delivery, Risks and Review and Improvement Activities.

The Head of Finance and Property Services concluded that the proposed strategy set out in the report would direct the management of the Commercial Property Portfolio to meet the aims and objectives of the council.

Council Executive was asked to approve the proposed strategy for the council's Commercial Property Portfolio (CPP) as outlined in the report.

Decision

To approve the terms of the report

15. THE COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 - COMMUNITY ASSET TRANSFER POLICY & GOVERNANCE REVIEW

The Council Executive considered a report (copies of which had been circulated) seeking approval for revisions to the council's Community Asset Transfer Procedures, Scheme of Administration and Scheme of Delegation to enable compliance with the Community Empowerment (Scotland) Act 2015.

The report provided a summary of asset transfer under Part 5 of the Act. It also examined the council's existing Asset Transfer Policy (prior to Part 5 of the Act).

Section D.4 of the report provided policy context and included responses to the following questions:-

Which assets may be subject to asset transfer requests?

Who is eligible to apply for asset transfer?

What information will applicants be asked to provide?

Section D.5 outlined the application process and Section D.6 provided the terms of asset transfer.

The Head of Finance and Property Services concluded that the council was committed to working in partnership with its communities and empowering them to facilitate community ownership through the transfer of property assets.

Officers believed that the proposed changes to the council's existing asset transfer policy and its supporting governance arrangements set out in the report would enable the council to comply with the statutory requirements of Part 5 of the Community Empowerment (Scotland) Act 2015. The proposed asset transfer policy and procedures reflected the Scottish Government's published guidelines and in doing so were fit for purpose, proportionate, and transparent.

It was recommended that Council Executive :-

1. Notes the provisions of the Community Empowerment (Scotland) Act 2015 (Part 5) relating to community asset transfer;
2. Approves the proposed changes to the council's existing Community Asset Transfer Policy, procedures and supporting governance arrangements as set out in the report, which were considered necessary to ensure the council was compliant with the requirements of the Community Empowerment (Scotland) Act 2015 (Part 5)
3. Notes the proposal to amend the council's Scheme of Administration to enable the creation of two new committees (the Asset Transfer Committee and the Asset Transfer Review Body) to enable implementation of the new Community Asset Transfer Policy, recognising that any amendment to the Scheme of Administration and population of any new committees would require approval by full council;
4. Approves amendments to the council's Scheme of Delegation to Officers whereby the Head of Finance and Property Services would be responsible for the development and implementation of the revised Community Asset Transfer Policy and procedures, with responsibility for asset transfer requests and policy;
5. Agrees that the Head of Finance and Property Services would chair a Community Asset Transfer Board (Officer Board) which would be established to initially consider and administer applications, prepare reports and make recommendations to the Asset Transfer Committee; and
6. Agrees that the Head of Finance and Property Services was provided delegated authority to update and amend as necessary the operational procedures and documentation that formed Appendices 1, 2, 4 and 5 attached to the report.

Prior to Council Executive approving the recommendations contained within the report the council's Governance Manager advised the members that the detail and constitution of the two new committees was a matter

that would be dealt with at a future meeting of West Lothian Council.

Decision

To approve the terms of the report

16. SURPLUS PROPERTY PROCEDURES

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval of the proposed Surplus Property Procedures for dealing with property assets no longer required for service delivery.

The report recalled that Council Executive on 28 October 2014 approved a procedure for surplus properties as part of a paper on Policies and Practices employed in the management of the council's non-operational property assets. These had since been reviewed and updated to reflect current legislative and corporate requirements.

The process for all property assets that were surplus to service and council requirements was outlined in Appendix 1 attached to the report. In summary the process consisted of the following key stages; these being Identification, Appraisal, Marketing, Expressions of Interest and Implementation of Decision. The report provided a narrative on each of these stages.

The report concluded that the proposed Surplus Property Procedure was seeking to ensure that all property no longer required for the delivery of services were considered within a standard and transparent framework.

It was recommended that the Council Executive approve the proposed Surplus Property Procedures outlined in the report.

Decision

To approve the terms of the report

17. SURPLUS PROPERTY

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval to formally declare surplus a number of properties outlined in the report which were no longer required for service delivery.

The Head of Finance and Property Services advised that there were a number of property assets that were no longer required for the delivery of services and it was proposed that these be declared surplus.

In accordance with the recently approved Surplus Property Procedures (see previous item of business) property assets that were no longer required for service delivery needed to be formally declared surplus and then be subject to a standard process to ensure transparent and

consistent decisions on their future.

The report advised of a number of properties that had been identified as no longer required for service delivery and were therefore surplus to council requirements and would now be progressed in accordance with the recently updated procedures.

The properties outlined in Appendix 1 attached to the report had been identified as being surplus to service requirements and consisted of mainly two types of properties :-

- a) Properties that were no longer required for the delivery of services; and
- b) Properties that had been replaced by new property assets where the lease, sale or demolition of the previous asset formed part of a new business case for the new asset

Each property listed had been subject to an initial appraisal to assess marketability or asset transfer. These findings were also included in Appendix 1.

Where a property had been identified as having potential for a community asset transfer it was intended that local community groups would be advised of their availability and would be invited to submit proposals in accordance with the council's approved policy for community asset transfer. For a property where a community body was already in occupancy the group would be approached with the option to progress an asset transfer.

Where the property was beyond economic viability to sustain it then it was proposed to demolish that property.

It was therefore recommended that Council Executive approve the properties listed in Appendix 1 as surplus to council requirements.

Decision

To approve the terms of the report.

18. LAND ADJACENT TO VETS, HOWDEN SOUTH ROAD, LIVINGSTON - PROPOSED SALE TO TOP VETS LTD TRADING AS RIVERSIDE VETS PRACTICE

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 346.5 square metres of land adjacent to Riverside vets Practice, Howden South Road, Livingston.

The Head of Finance and Property Services explained that the owners of the Riverside Vets Practice had contacted the council in April 2017 with a request to purchase an area of additional land to increase the parking area further to cope with the number of clients and staff cars visiting the

site.

The land that was proposed to be sold to the vets practice was part of the southern boundary of Howden Park and was listed as “land safeguarded for open space” and “area of special landscape control” in the West Lothian Local Plan.

Local ward members were consulted on the proposals and had made no adverse comments.

The council's Trees and Woodland Team had also been consulted and the proposed layout adjusted on their advice to ensure that there would be no adverse effects on the mature trees adjacent to the proposed site.

The sale of the land would be conditional on the applicant obtaining planning consent for a change of use for the land.

It was recommended that :-

1. Council Executive approved the sale of 346.5 square metres to Riverside Vets Practice Ltd 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 property on the basis that any revised terms and conditions still represented the achievement of best value for the council.

Decision

To approve the terms of the report

19. PROCUREMENT ARRANGEMENTS - DIRECT AWARD TO ACUMA SOLUTIONS LTD

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to make a direct award to Acuma Solutions Ltd for the support and maintenance of Business Objects Business Intelligence (BI) Suite.

The Head of Corporate Services explained that West Lothian Council currently utilised Business Objects BI Suite from SAP (software company) to provide scheduled, secure crystal reports to all levels for council reporting including General Ledger & budget monitoring, CRM reporting, Objective reporting, Social Policy reporting and IT Service Performance Indicator reporting.

SAP chose to only provide year on year support and maintenance costs to customers as they reserved the right to vary the underlying licence costs which the supported costs were based on, on an annual basis. The support costs equated to 20% of the licence costs based upon the number of licences which the council had.

In addition SAP imposed a 90 day notice period on any change in support partner and would only release the licence costs upon request from the council's current partner.

To date the costs each year had been £49,995 and was unlikely to decrease. Projecting a 5 year support model would require £249,975 to be agreed at current rates. The council would also be requesting the ability to vary the support partner if it was determined that they were not continuing to provide the required high level of service.

The budget for the costs was divided between services that required a dedicated licence for report development.

The report concluded that the council had used crystal reports for a number of years and had updated the licences as per changes made by SAP licensing over the period. SAP originally provided the council with the details of three key support partners who were initially contracted for support via Quick Quote. SAP has been the council's sole provider due to the complicated method of re-licencing and their ability to meet the council's continued needs.

It was recommended that Council Executive :-

1. Approves a one off direct award for BI Suite Support and maintenance to Acuma Solutions Ltd (a SAP Gold Partner) for 2018-18; and
2. Approves a direct award for BI Suite support and maintenance to a SAP Gold Partner, annually, for a further 4 years.

Decision

To approve the terms of the report

20. PROCUREMENT ARRANGEMENTS - DIRECT AWARD TO CRB CUNNINGHAMS

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to make a direct award to CRB Cunningham's (Education Solutions) for the supply and installation of the Cashless Catering System at the new West Calder High School.

All West Lothian secondary schools used the cashless catering equipment supplied and maintained by CRB Management Technology. The system was originally installed in 1994.

The replacement West Calder High School building was currently under construction and rather than relocate the old equipment it was proposed that new units were purchased. This would allow the new school to have the most up-to-date equipment installed from the outset.

If the service was procured as part of a DBFM contract a Change Order Request would have to be submitted under the DBFM contract process and the costs would significantly increase. The savings being achieved as a result of the direct award were £12,137.

The budget for the purchase was included in the new school capital budget. In addition a revenue budget was available for ongoing servicing and maintenance, along with software licences, of the cashless catering equipment across all secondary schools in West Lothian.

It was recommended that Council Executive :-

1. Approves a one off direct award to CRB Cunningham's (Education Solutions) for the Cashless Catering System at West Calder High School of £38,776.38; and
2. Approves the ongoing annual maintenance and servicing of the Cashless Catering Systems at all 11 secondary schools and provision of on line payment software licence (iPayimpact) for the next 3 years - £45,000 and software licence - £15,000.

Decision

To approve the terms of the report

21. PROCUREMENT ARRANGEMENTS - DIRECT AWARD TO AES LTD

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to make a direct award to AES Ltd for the relocation, servicing, partial renewal and commissioning of Craft Design and Technology (CDT) equipment and LEV (local extraction ventilation) at the new West Calder High School.

The members were advised that the CDT equipment at the existing West Calder High School was currently maintained, repaired and serviced by AES Ltd who had carried out the work for the past 9 years. AES supplied the current equipment and the LEV system which was unique to their company and installed throughout all West Lothian secondary schools.

As AES were responsible for the current maintenance contact they were in a unique position of being familiar with the equipment and had confirmed that most of the existing equipment was suitable for relocation to the new school.

If the service was procured as part of a DBFM contract a Change Order Request would have to be submitted under the DBFM contract process and the costs would significantly increase. The savings being achieved as a result of the direct award were £106,000.

It was recommended that Council Executive approve a one off direct award to AES Ltd for the CDT equipment and localised extraction ventilation at West Calder High School of £116,146.93.

Decision

To approve the terms of the report

22. PROCUREMENT ARRANGEMENTS - PROVISION OF ALMONDVALE STADIUM COUNCIL HOUSING ELECTRICITY SUPPLY

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval for the provision of Almondvale Stadium council housing electricity supply.

The proposed procurement was for the provision of a new electricity supply from the point of connection to Almondvale Stadium, as part of the utility requirements for the new build council housing project at the stadium and also to address existing electricity supply issues at the council's training pitch facility. The development of new council housing at Almondvale Stadium required the existing electricity supply to be upgraded with an additional 100kw capacity.

It was proposed a direct award was made to Energetics as the sole supplier available for the required electricity supply. Securing exclusive use of the supply for new council housing would mitigate the risk of supply degradation through additional consumers accessing the supply in the future.

Energetics had submitted a cost of £54,548 for the new supply which Housing, Customer and Building Services had confirmed was acceptable and would be met through the Housing Revenue Account as part of the new build council house project

It was recommended that Council Executive approves the proposed direct award to Energetics Electricity Connections Ltd to the value of £54,548.

Decision

To approve the terms of the report

23. AUTUMN BUDGET 2017

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 announcements contained in the Chancellor of the Exchequer's Autumn Budget 2017 and to provide an indication of the measures that could have financial implications for the council.

The Head of Finance and Property Services explained that the Chancellor delivered his Autumn 2017 to the House of Commons on 22 November 2017. The Autumn Budget 2017 was meant to build on actions announced by the UK Government in the Spending Review 2015 and previous budget announcements and was also a response to analysis of the UK's fiscal position.

The Chancellor confirmed that the UK Government faced challenges to protect the UK economy and respond to predictions of challenging times ahead. The Autumn Budget 2017 also prioritised preparation for Brexit along with providing support for the NHS in England and measures to encourage home ownership.

The Chancellor's Autumn Budget 2017 included the OBR's updated projections for the economy, growth and government borrowing. In summary the key economic announcement were as follows :-

- Public Sector net borrowing was forecast to be lower than previously forecast in Spring 2017; and
- Growth forecasts for 2017 through to 2022 had been scaled back from March 2017.

The report then provided a summary of the general economic outlook including unemployment.

Other key announcements in the budget included City Deals, Benefits & Welfare Reform, National Living Wage, Income Tax, VAT Threshold, Fuel Duty, Housing, Scottish Police & Fire Service and Health & Social Care.

The Head of Finance and Property Services then provided a narrative on the implications for Scotland and subsequently for West Lothian Council, noting that it was expected that the Scottish Budget 2018 and the Local Government Finance Settlement 2018-19 would both be announced on 14 December 2017 which would provide further allocations for Scotland.

The Head of Finance and Property Services also confirmed that he would report back to Council Executive on 19 December 2017 after the Scottish Budget 2018 and the Local Government Finance Settlement 2018-19 had been published.

It was recommended that Council Executive :-

1. Notes the latest economic position outlined in the Autumn Budget 2017, as set out in Section D.2 of the report;
2. Notes the revised UK public spending figures for Revenue and Capital, as set out in Section D.3 of the report;
3. Notes the other key announcements, as set out of Section D.4;
4. Notes that the total 2018-19 Scottish block revenue grant would increase by £188 million on a cash basis;
5. Agrees that the Head of Finance and Property Services should report to Council Executive on 19 December 2017 on the outcome of the Scottish Budget and Local Government finance settlement which were due to be announced on 14 December 2017; and
6. Notes that the overall economic and financial position remained

broadly consistent with assumptions made by the council for financial planning purposes and that there continued to be a requirement to undertake medium term financial planning, based around agreed priorities.

Decision

To approve the terms of the report

24. ST JOHN'S HOSPITAL STAKEHOLDER GROUP

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive inviting the Council Executive to note the terms of the Minute of the St John's Hospital Stakeholder Group meeting held on 20 September 2017, a copy of which was attached to the report.

Decision

To note the terms of the report

17.11.2017

Julie Walton

Development Manager

Kinloch View, Blackness Road

Linlithgow EH49 7HT

FAO JIM JACK – HEAD OF OPERATIONAL SERVICES

Please find enclosed 59 votes against the forthcoming threat to stop the L1 and 31 bus service.

I have 82 residents within Kinloch View, however some are on holiday or in hospital. It is difficult to gather all forms back in time.

Please accept these for now, I will forward on any others at a later date.

Can you please advise by email the last date for submission?

[REDACTED]

Yours Sincerely

Julie Walton

Development Manager

WEST LoTHIAN COUNCIL

26 NOV 2017

CHIEF EXECUTIVE



BATHGATE EAST TENANTS & RESIDENTS

22 November 2017

Mr Graham Hope – Chief Executive
West Lothian Civic Centre
Howden South Road
Livingston
United Kingdom
EH54 6FF



HAND DELIVERED

Ref: Traffic Management System Kirk Road / Marjoribanks Street, Bathgate

Dear Mr Hope

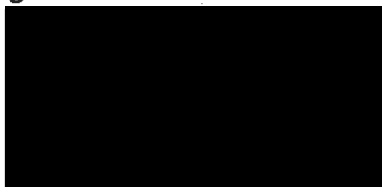
We write further to our letter which was emailed to you on 29 March 2017 in regards to the above to formally request a five minute slot at an upcoming Executive Meeting in order to speak to the committee and put forward our case for a traffic management system along the above road. Also attached was an electronic copy of our Petition showing over 900 signatures. We are disappointed to note a response has never been received.

So, with that in mind we once again, formally request, by hand delivered letter a slot at a future Executive Meeting. We have enclosed a hard copy of our petition signatures and a USB flash drive of the main portion of our presentation.

We look forward to hearing from you by return.

Yours sincerely

Bathgate East Tenants and Residents



John Ball
Chairman





COUNCIL EXECUTIVE

DRAFT WEST LOTHIAN LOCAL FIRE AND RESCUE PLAN 2017

REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

This report presents the draft Scottish Fire and Rescue Service (SFRS) Local Fire and Rescue Plan for West Lothian 2017, which is currently out to consultation.

B. RECOMMENDATION

Council Executive is asked to support the aims and content of the current draft Plan which is subject to ongoing consultation. The Executive is asked to note that a final version of the Plan will be presented for approval at a future meeting of the Council Executive.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable; Focusing on our customers' needs; 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 production and Council approval of the Local Police and Local Fire and Rescue Plan is a statutory requirement of the Police and Fire Reform (Scotland) Act 2012.
III Implications for Scheme of Delegations to Officers	None at this stage.
IV Impact on performance and performance Indicators	There is no direct impact however this report is part of the agreed process for strategic performance reporting.
V Relevance to Single Outcome Agreement	This report will have a positive impact on the following SOA indicators: We live in resilient, cohesive and safe communities. People most at risk are protected and supported to achieve improved life changes.
VI Resources – (Financial, Staffing and Property)	The council contributes to directly and in partnership to the delivery of the plan.

VII Consideration at PDSP	Services for the Community PDSP of 12 th December.
VIII Other Consultations	Consultation is currently on going with key stakeholders and residents of West Lothian.

D. TERMS OF REPORT

Under the Police and Fire Reform (Scotland) Act 2012 Section 41E, SFRS is required to have in place a Local Fire and Rescue Plan for each Local Authority area that outlines the local priorities and outcomes that the SFRS will deliver against in the coming years. The plan requires the approval of the Local Authority.

In accordance with the Police and Fire Reform (Scotland) Act 2012, the plan sets out the following:

- Priorities and objectives for SFRS in connection with the carrying out duties in West Lothian of SFRS's functions;
- The reasons for selecting each of those priorities and objectives;
- How SFRS proposes to deliver those priorities and objectives;
- In so far as is reasonably practicable, outcomes by reference to which delivery of those priorities and objectives can be measured;
- How those priorities and objectives are expected to contribute to the delivery of any other relevant local outcomes which are identified by community planning; and
- Such other matters relating to the carrying out of SFRS's functions in West Lothian as SFRS thinks fit.

Following the review of the Local Fire and Rescue Plan for West Lothian 2014-17, the Local Fire and Rescue Plan for West Lothian 2017 has been developed to a stage where it has been released for consultation with key stakeholders and members of the community in West Lothian.

There are seven priorities identified within the Local Fire and Rescue Plan for West Lothian 2017, these being:

- Local Risk Management and Preparedness;
- Domestic Fire Safety;
- Deliberate Fire Setting;
- Non-Domestic Fire Safety;
- Road Safety;
- Unintentional Harm and Injury; and
- Unwanted Fire Alarm Signals.

The priorities of the plan align to those of the Community Safety Strategy and the strategic themes of the Local Outcome Improvement Plan.

The Plan includes key performance targets which will allow for the scrutiny of performance by members of the Services for the Community PDSP.

E. CONCLUSION

The Local Fire and Rescue Plan for West Lothian 2017 is seen to meet the requirements of the Police and Fire Reform (Scotland) Act 2012 Section 41E, that are placed upon SFRS and the Local Senior Officer for Falkirk and West Lothian.

F. BACKGROUND REFERENCES

None.

Appendices: Draft West Lothian Local Fire and Rescue Plan 2017

Contact Person:

Alison Smith, E: alison.smith@westlothian.gcsx.gov.uk T: 01506 281367.

CMT Member:

Alistair Shaw
Head of Housing, Customer and Building Services

Date of Meeting: 19th December 2017



LOCAL FIRE AND RESCUE PLAN

FOR WEST LoTHIAN

2017



DRAFT PLAN FOR CONSULTATION

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Introduction

Welcome to the Scottish Fire and Rescue Service's (SFRS) Local Fire and Rescue Plan [the plan] for the West Lothian Council area. This plan has been created with a focus on placing our communities at the heart of everything we do, and to improve local outcomes for the people of West Lothian. This plan is the mechanism through which the aims of the Scottish Government's Fire and Rescue Framework 2016-19, the SFRS's Strategic Plan 2016-19 and the West Lothian Community Planning Partnership (CPP) Local Outcome Improvement (LOIP) Plan 2013-23 are delivered locally to meet the agreed needs of the West Lothian communities.

This plan has been developed to support the delivery of agreed local outcomes for West Lothian communities, working in partnership with community planning partners to improve community safety, to enhance the well-being of those who live, work in, and visit West Lothian, whilst tackling issues of social inequality.

This Plan sets out my priorities and objectives for the SFRS within West Lothian for 2018 and beyond, and allows Local Authority partners to scrutinise the performance outcomes of these priorities. SFRS will continue to work closely with partners in West Lothian to ensure we are all "Working together for a safer Scotland" through targeting the risks to our communities at a local level.

As a public service organisation and as a member of the CPP, SFRS recognises that the demographics of our society are changing which will challenge us to continually improve on how we deliver our services to our communities. This Plan will therefore seek to focus on those areas of risk and demand to maximise the potential to work in partnership and by using our capacity flexibly, more effectively and innovatively to ensure we direct our resources to the point of need within our communities to protect those most at risk and harm.

Through our on-going involvement with local community safety groups in West Lothian, we will continue to develop our understanding of local needs and proactively seek out consultation opportunities with all sections of the community. Using this approach we will ensure that the services we deliver are driven by consultation, in line with public expectations and helps to build strong, safe and resilient communities.

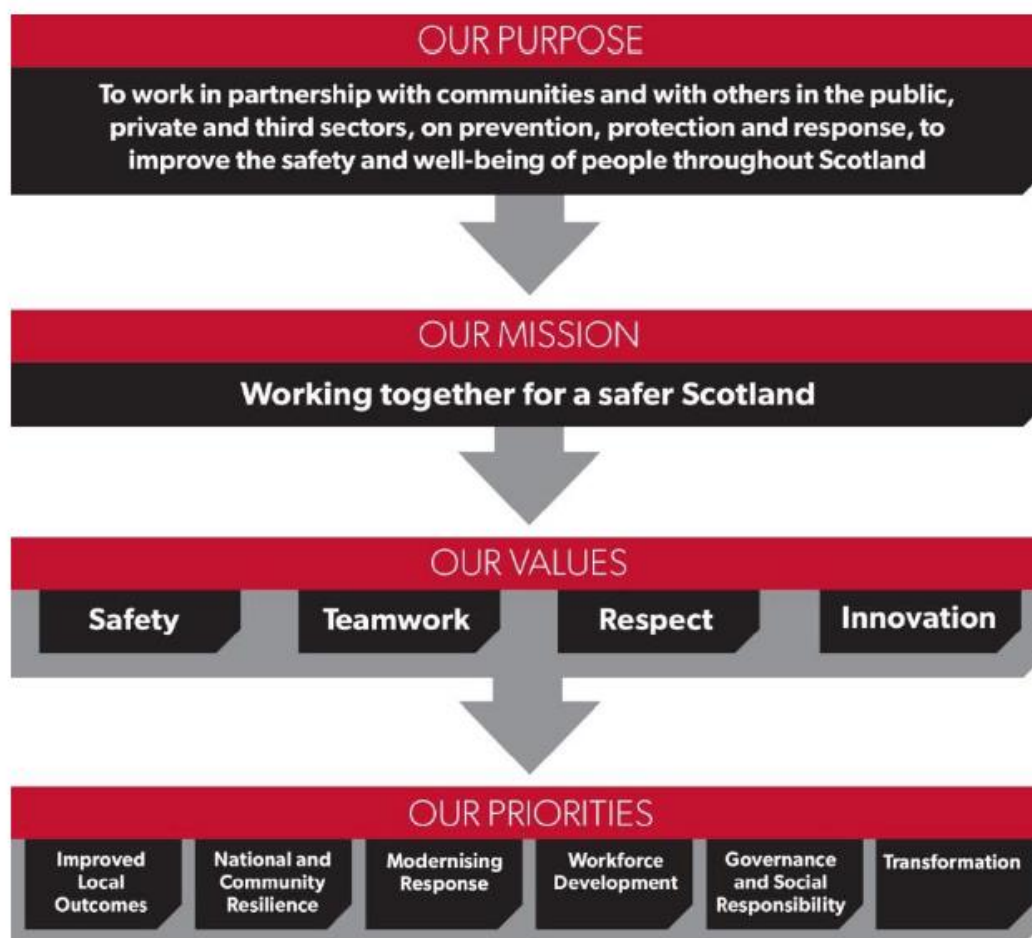
This Plan also takes cognisance of the strategic direction of the SFRS Board insofar that the Service needs to transform to meet the changing world around us in terms of threats from terrorism, severe weather events and the need to care for an ageing population in their homes. This changing environment is set against intense budgetary pressures being experienced across the public sector and the ambition to do more to reduce demand on services. Therefore this Plan has been developed using a flexible approach that permits change and adaptation as required

David Lockhart
Local Senior Officer
Falkirk and West Lothian

National Context

Scottish Ministers set out their specific expectations for the Scottish Fire and Rescue Service in the Fire and Rescue Framework for Scotland 2016. This provides the outline we should follow to ensure our resources and activities are aligned with the Scottish Government's purpose and national outcomes.

Our Strategic Plan 2016-19 has been designed to meet these national expectations. Set against a complex and evolving backdrop, our Strategic Plan encapsulates our mission, values and strategic priorities.



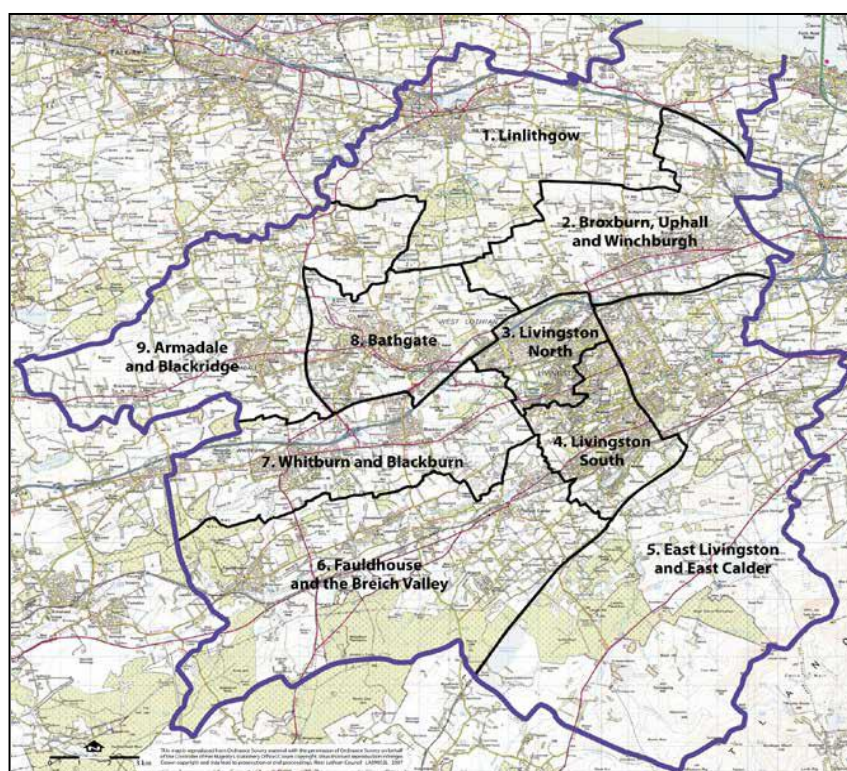
These have been shaped with due regard to the challenges we face and to what we need to achieve to be a highly effective, sustainable public service. Operating within a climate of significant financial uncertainty and public service reform means we need to transform how we operate. This will particularly include how we prepare for and respond to changing societal needs, the impact of climate change and the threat of terrorism.

Strong leadership, supported by sound governance and management arrangements are at the very core of our foundations. These arrangements will direct and provide assurance that we comply with our statutory responsibilities. In addition, they provide the Local Senior Officer with supporting mechanisms to deliver services specifically tailored to local needs.

Local Context

Understanding West Lothian and the profile of the community is of vital importance in helping the SFRS to develop this Plan and to identify priorities and objectives to ensure everyone has the opportunity to access our service and reduce their risk from fire and other hazards.

West Lothian covers a geographical area of approximately 428 square kilometres and is situated between the two main cities in Scotland, Edinburgh and Glasgow. West Lothian has a population of about 177,150, accounting for 3.3% of Scotland's total population. This Plan has been prepared within the wider context of the West Lothian CPP and sets out the local priorities for delivering local fire and rescue service priorities for West Lothian. Underpinning this Plan are the key principles of community planning namely; prevention and early intervention; integration of public services around the whole systems approach; transparency, accountability and innovation in our approaches to fire and rescue service provision.



Ward Area	Community Fire Station Locations
Ward 1 – Linlithgow	Linlithgow
Ward 2 – Broxburn, Uphall and Winchburgh	Broxburn
Ward 3 – Livingston North	Livingston
Ward 4 – Livingston South	Livingston
Ward 5 – East Livingston and East Calder	West Calder (Polbeth)
Ward 6 – Fauldhouse and the Breich Valley	West Calder (Polbeth)
Ward 7 – Whitburn and Blackburn	Whitburn
Ward 8 – Bathgate	Bathgate
Ward 9 – Armadale and Blackridge.	Bathgate

The area has one of the fastest growing and youngest population in the country, with an average age of 39 compared with 41 across Scotland. West Lothian rate of increase in population from 1991 to 2011 is at 21.55%, the highest of all Scottish local authority areas.

According to the 2011 census 12.2% of the population of the area are Non White/Scottish. Since the 2001 census there has been an increase in the minority ethnic population with an emphasis on people coming into the area from Eastern European countries. People from minority or ethnic backgrounds can be more vulnerable due to feeling isolated within communities due to a number of reasons, including language barriers and cultural differences.

By 2035 the population of West Lothian is projected to be 205,345, an increase of 19.3% compared to the 2010 population. The population aged under 16 is projected to increase by 13.3% over the 25 year period, however the biggest area of growth is in the older population, with growth in people of pensionable age anticipated to be 52% with particular increases in the over 75s.

Risk to people is increased when age is combined with other factors, such as living alone and / or in poverty and isolation. Physical and mental health issues associated with aging can also contribute to an increase in risk.

West Lothian's projected population change is different to most other comparator local authorities, and the Scottish average, in that most of this projected change is estimated to be through natural change e.g. the birth rate being higher than the mortality rate.

Community Planning Partners put significant emphasis on reducing health inequalities across West Lothian and recognise that inequalities can lead to poorer health and earlier death. There is a correlation between health inequalities such as smoking and alcohol/drugs misuse and the increased vulnerability to the risks of fire.

The number of households in West Lothian is predicted to grow significantly. In 2010, there were around 72,500 households in West Lothian and around 74,500 houses. By 2033 there are expected to be 97,100 households in West Lothian, an increase of around 34%.

The 2016 Scottish Index of Multiple Deprivation (SIMD) shows that West Lothian is ranked 17th in the share of local authority deprived data zones, with 16 data zones in the most deprived 15%. This equated to 7% of all data zones in West Lothian. Historically it is recognised that there will be an increase in fire related activity in areas of deprivation.

Our six Community Fire Stations include two stations at Livingston and Bathgate which are staffed by Wholetime Duty System (WDS) and Retained Duty System (RDS) personnel with four stations at Broxburn, West Calder, Whitburn and Linlithgow staffed by RDS personnel. Wholetime stations are permanently staffed 24/7 throughout the year whilst our RDS personnel operate on an "on call" basis and are alerted by pager for emergency calls. Across the six stations we have 12 Fire appliances and one specialist Water Rescue vehicle.

Frontline personnel are supported by a team of local instructors from the Training and Employee Development (TED) Function. The local TED instructors provide dedicated support to operational personnel in terms of acquiring new skills, maintaining existing skills and ensuring role competency.

Our local Prevention and Protection (P&P) team consist of Fire Safety Enforcement officers, who deal with legislative matters including the auditing of relevant premises and a Community Action Team, who carry out a community engagement role through a diverse and wide reaching range of preventative activities. In addition to this, a SFRS Local Authority Liaison Officer acts as a coordinator for engagement activities and liaison with external partners.

An Area Manager, or Local Senior Officer (LSO), has overall responsibility for discharging the functions of the SFRS within West Lothian. Day to day management is devolved to a team of two Group Managers (GM) and two Station Manager (SM) responsible for Service Delivery. The Senior Management team also consists of a further two SM's who have responsibility for P&P and TED across the LSO area of Falkirk and West Lothian.

Local Priorities, Actions and Outcomes

In identifying the priorities for this Plan [listed below] we previously engaged with communities in the West Lothian area. The engagement process involved asking the views of citizens in relation to what the SFRS priorities should be in the local area, what additional work should SFRS undertake and should the SFRS target those most at risk. This proved valuable in ensuring that the services the SFRS delivers meets the needs and expectations of the local community.

- Priority i: Local Risk Management and Preparedness
- Priority ii: Domestic Fire Safety
- Priority iii: Deliberate Fire Setting
- Priority iv: Non Domestic Fire Safety
- Priority v: Road Safety
- Priority vi: Unintentional Harm and Injury
- Priority vii: Unwanted Fire Alarm Signals

Through analysis of our Community Planning Partners priorities that are detailed in the West Lothian Local Outcome Improvement Plan (LOIP) 2013-23 (rev 2017) it is possible to identify where the priorities within this Plan compliment and support the LOIP priorities. The table below depicts the identified links:

West Lothian LOIP Outcomes	Local Fire and Rescue Plan for West Lothian Priorities						
	i	ii	iii	iv	v	vi	vii
1) Our children have the best start in life and are ready to succeed	√	√	√		√	√	
2) We are better educated and have access to increased and better quality learning and employment opportunities	√	√	√			√	
3) Our economy is diverse and dynamic, and West Lothian is an attractive place for doing Business	√		√	√			√
4) We live in resilient, cohesive and safe Communities	√	√	√		√	√	√
5) People most at risk are protected and supported to achieve improved life chances.	√	√	√	√	√	√	
6) Older people are able to live independently in the community with an improved quality of life		√	√			√	
7) We live longer, healthier lives and have reduced health inequalities.	√	√				√	
8) We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.	√	√	√	√		√	√

In addition, the priorities within this Plan align to the Scottish Government National Outcome, SFRS Strategic Priorities and Outcomes and CPP key documents that support the LOIP, these being:

- The West Lothian Community Engagement Plan 2013-23
- The West Lothian Prevention Plan 2013-23
- The West Lothian Anti-Poverty Strategy 2014-17
- The West Lothian Regeneration Framework 2013-34
- West Lothian Community Safety Strategy 2015-18.

Priority i: Local Risk Management and Preparedness

The SFRS is a key partner within the Resilience Partnership structure in Scotland as a Category 1 Responder, as set out in the Civil Contingencies Act (2004) and Civil Contingencies Act (2004) (Contingency Planning) Regulations (2005). The West Lothian area forms part of the Lothian and Borders Local Resilience Partnership (LBLRP) which supports the East of Scotland Regional Resilience Partnership (EoSRRP). The SFRS works closely with partners including Police Scotland, Scottish Ambulance Service, Scottish Environment Protection Agency, NHS Lothian, MET Office, Maritime and Coastguard Agency and West Lothian Council, to develop and maintain plans based on identified risks across the LBLRP and EoSRRP area.

The SFRS has a statutory duty to reduce the risks to our communities to make certain that they receive the best possible service. The management of risk within our community means:

- Identifying the risks to the community that fall within the specific scope of responsibility of the SFRS
- Undertaking a process to prioritise these risks
- Ensuring that appropriate local and national resource capability are available and trained personnel are in place.

The SFRS is committed to working in partnership with communities, which includes empowering and supporting communities to build community resilience and cohesion. Through this work, we will work with communities to harness their resources and expertise. Examples of this work includes; making communities aware of the risks that they face, simple steps to improve their own safety.

We will achieve it by:

- *Fulfilling our statutory duties in relation to the Civil Contingencies Act*
- *Ensure all known risk information is obtained, communicated and exercised*
- *Working locally with partner organisations and agencies to ensure effective response plans are developed for identified risks*
- *Ensuring our training, staff development and equipment is fit for purpose to meet our current risk profile and adaptable to changing circumstances*
- *Continually reviewing our response arrangements*
- *Adapt and evolve our response and service delivery models to meet future emerging risks.*

We will monitor progress against the following targets:

- *We will visit high risk premises on a regular basis to ensure our staff are aware of the hazards and risks posed by these premises*
- *We will participate fully in all multi agency training and exercising events*
- *We will use internal SFRS reporting systems to monitor the operational competence of our personnel.*

In doing so we will add value by:

- *Keeping members of the public and our staff safe, should any incident occur*
- *Reducing the financial burden and disruption caused to our communities when emergencies occur*
- *Improving the wealth and prosperity of our area*
- *Proactively helping the wider community by preventing emergencies and planning to mitigate their effects when they occur.*

Priority ii: Domestic Fire Safety

Accidental dwelling fires and associated fire casualties and fatalities resulting from them, have a significant impact on the families affected, as well as the wider community.

Analysis of accidental dwelling fire data identifies cooking as the most common cause of fires within the home, with the most common contributory factor being distracted whilst cooking.

Cigarettes and smoking materials are identified as the primary ignition source in a number of serious injury/fatal fires with alcohol consumption and/or drugs misuse being identified as a contributory factor, which affects the occupant's ability to react appropriately in a fire situation.

In addition, there are direct links to social deprivation, age and mobility with evidence suggesting that elderly members of the community and young people are more likely to be exposed to the risk of fire in the home.

Through our Home Safety Visit programme, community engagement and education activities, we aim to reduce the risk and impact of fire and the associated losses and improve fire safety in domestic premises.

We will achieve reductions by:

- *Active participation in West Lothian Community Planning arrangements and adopting a partnership approach to risk reduction*
- *Sharing information with Health Care, Social Work and relevant partners to help protect the most vulnerable*
- *Developing new partnerships to identify and support at those at most risk groups*
- *Identifying opportunities for engagement with vulnerable members of our community to promote fire safety and good citizenship*
- *Delivery of targeted fire safety related educational programmes and community engagement activities*
- *Carrying out Post Domestic Incident Response following any accidental dwelling fire.*

We will monitor progress against the following targets:

- *We aim to reduce Accidental Dwelling Fires in West Lothian by 3% per year*
- *We aim to reduce Accidental Dwelling Fires Fatalities in West Lothian to a level that is as low as reasonably practicable*
- *We aim to reduce Accidental Dwelling Fires Casualties in West Lothian by 2% per year.*

In doing so we will also add value by:

- *Promoting confident and safe communities where residents feel positive about where they live*
- *Protecting our citizens*
- *Making our communities safer*
- *Reducing the potential financial burden on society through the education of residents.*

Priority iii: Deliberate Fire Setting

Deliberate fire setting is a significant problem for the SFRS and is responsible for a large number of fires that are attended across West Lothian. Whilst some of these incidents occur in buildings, or involve vehicles, the vast majority can be identified as fires involving outdoor refuse/grass/shrub land fires and wheelie bins. SFRS classifies these as 'secondary fires'.

Deliberate secondary fires is a form of anti-social behaviour and by focusing our attention on deliberate fires, this will reduce the demand on the SFRS, the burden upon partners and in turn enhance community wellbeing and reduce negative environmental impact.

Analysis shows that the greatest amount of deliberate fire setting activity takes place in Livingston South and East Livingston and East Calder wards and activity increases significantly each year in April and May, and is at its lowest in December and January.

We will achieve reductions by:

- *Engaging in a multi-agency approach to tackle deliberate fire setting and fire related anti-social behaviour by the targeting resources to areas of demand and high activity*
- *Work with partners to develop new strategies to reduce deliberate fire setting*
- *Deliver youth engagement programmes to reduce anti-social behaviour through diversionary activities and education*
- *Deliver school based programmes to reduce deliberate fire setting*
- *Identify and develop partnerships with organisations who engage with young people.*

We will monitor progress against the following target:

- *We aim to reduce Deliberate Fire Setting in West Lothian by 5% per year.*

In doing so we will also add value by:

- *Promoting safe and attractive communities in which people want to live*
- *Diverting those persons away from anti-social behaviour by encouraging them to be good citizens*
- *Reducing the adverse effects that deliberate fire setting has on peoples' lives*
- *Supporting the national focus towards early and effective intervention.*

Priority iv: Non Domestic Fire Safety

All fires in workplaces and business premises are classed as Non-Domestic Fires and come under the scope of the Fire (Scotland) Act 2005.

Fire Safety Enforcement Officers carry out audits to ensure statutory responsibilities are met and provide advice to businesses on fire safety. The types of premises encompassed by the Act can be wide-ranging and include industrial, commercial and those premises providing sleeping accommodation, such as residential care premises.

We proactively work as part of a partnership, with local industry to ensure that Businesses Continuity Planning and Emergency Preparedness Arrangements are appropriate, to ensure we can mitigate the impact of fires and other emergencies on business and that we are prepared to respond to adverse safety events.

In addition to industrial, commercial and sleeping/care premises a number non domestic premises types linked to domestic premises (e.g. garages, sheds and huts) can be at risk from fire. During our engagement with home owners we can raise awareness of this type of incident and offer fire safety information to mitigate risk in there types of property.

We will achieve reductions by:

- *Using a risk based approach to audit business and commercial premises by Fire Safety Enforcement Officers*
- *Work with the West Lothian Council licensing department to ensure all multiple occupation houses comply with the required standards in relation to Fire Safety*
- *Consultation with West Lothian Council Building Standards Officers and architects*
- *Carrying out Post Fire Audits following any fire within relevant premises*
- *Engaging in a multi-agency approach to tackle Non Domestic Fires*
- *Deliver youth engagement programmes to reduce anti-social behaviour through diversionary activities and education*
- *Deliver school based programmes to reduce deliberate fire setting*
- *Identify and develop partnerships with organisations who engage with young people.*

We will monitor progress against the following target:

- *We aim to reduce fires in Non-Domestic Premises in West Lothian by 3% per year.*

In doing so we will also add value by:

- *Improving the wealth and prosperity in our area*
- *Improving the quality of our infrastructure and promote growth of the local economy*
- *Safeguarding the wellbeing of residents and employees within relevant premises*
- *Supporting business continuity and employment within our area.*

Priority v: Road Safety

A core part of the SFRS's role is responding to Road Traffic Collisions (RTCs). Firefighters are trained to a high standard and have at their disposal the most modern equipment for extricating people from vehicles involved in a collision and administering first aid to casualties.

Whilst attendance at RTCs is a core role for the SFRS, primary responsibility for road safety lies with Transport Scotland, Police Scotland and local authorities. The SFRS has a crucial role in support of these organisations activities at a local level and can provide access to hard-hitting education programmes aimed at the most at risk groups, to highlight the consequences of dangerous driving and RTCs. National statistics identify that the most at risk group is young drivers who are targeted through the multi-agency educational programme, which is aimed at 4th year secondary school pupils and supports Scotland's Road Safety Framework to 2020 'Go Safe'.

We will achieve reductions by:

- *Continuing our involvement in multi-agency educational programmes, particularly aimed at high risk groups within our communities*
- *Develop innovative ways of delivering the road safety agenda in collaboration with partners*
- *Working with our partners within West Lothian to ensure that all agencies can map road incident hotspots.*

We will monitor progress against the following target:

- *We aim to reduce fatalities and casualties from Road Traffic Collisions in West Lothian by 2% per year.*

In doing so we will also add value by:

- *Protecting our citizens*
- *Making our communities safer*
- *Reducing the number of hospital admissions, and the associated costs to the NHS and other organisations due to RTC related injuries*
- *Encouraging young drivers and other groups to be responsible road users through active engagement and education.*

Priority vi: Unintentional Harm and Injury

Unintentional harm in the home environment, for example, slips, trips, falls and scalds to the very young and old, is now widely recognised as presenting significant issues to the health of the public, as well as the impact these injuries have on our public services.

Analysis shows that our very young and elderly, particularly in more deprived communities, are most at risk of suffering from an unintentional injury. Analysis also shows that a number of agencies are often involved with those most vulnerable to these injuries.

Working with our community safety partners, both within West Lothian and across Scotland, SFRS has a significant role to play in contributing towards identifying those at risk, and the risks they are exposed to, and reducing or eliminating those risks, either directly through SFRS intervention, or indirectly through partner interventions.

We will achieve reductions in accidental harm by:

- *Work with our partners to understand the signs and causes of unintentional harm in the home, and educate Fire and Rescue Service personnel to identify these and deliver appropriate interventions*
- *Utilising our Home Safety Visit programme to assess for risk in the home, with a focus on the young and elderly, referring those deemed at risk from harm or injury to partners to provide additional support*
- *Focus resources where demand has been identified and deliver key community safety messages*
- *Work with partners to mitigate the negative outcomes of adverse health issues.*

We will monitor progress by:

- *Reviewing and reporting upon the number of Special Service casualties (excluding RTCs).*

In doing so we will also add value by:

- *Promoting confident and safe communities where citizens feel positive about where they live*
- *Protecting our citizens*
- *Making our communities will be safer*
- *Reducing the potential financial burden on society through the education of citizens.*

Priority vii: Unwanted Fire Alarm Signals

Unwanted Fire Alarm Signals (UFAS) are those occasions when an automated fire alarm system activates and results in the mobilisation of SFRS resources, when the reason for that alarm turns out to be something other than a fire. UFAS are categorised into three categories: False Alarm Good Intent, False Alarm Malicious or False Alarm Equipment Failure.

Within West Lothian, UFAS incidents in non-domestic properties account for a large number of the total incidents attended. UFAS has a negative impact on the SFRS through the deployment of resources to incidents where lifesaving services are not required. This negative impact is also experienced by businesses through loss of production, business continuity or service delivery. Attendance at UFAS creates a negative financial burden upon SFRS as well as increasing the road risk and environmental impact within West Lothian.

We will achieve reductions in Unwanted Fire Alarm Systems by:

- *Working with Duty Holders to reduce occurrences of UFAS*
- *Implement intervention systems such as staff alarm response or technical interventions including changes to the detector type, or double activation systems where required*
- *Where required, implement the SFRS policy on UFAS, and reduce the operational response to premises which continue have UFAS incidents*
- *Identify premises which attract a significant operational response, and re-assess the response required.*

We will monitor progress against the following target:

- *We aim to reduce Unwanted Fire Alarm Signals in West Lothian by 5% per year.*

In doing so we will also add value by:

- *Protecting our citizens*
- *Making our communities safer*
- *Improving the wealth and prosperity in our area*
- *Reducing the negative impact of UFAS on local business.*

Review

To ensure this Plan remains flexible to emerging local or national priorities a review may be carried out at any time but will be reviewed at least once every three years. A review may also be carried out if the Scottish Minister directs it or if a new Strategic Plan is approved, following which, the Local Senior Officer may revise the Plan.

Tell us what you think

This draft Local Fire and Rescue Plan sets out what our broad ambitions will be on behalf of the people of our area. It sets our local direction for the SFRS and it will determine the details contained in all our other plans for that period.

We would like you to tell us what you think of our plan. The formal consultation for this draft Local Fire and Rescue Plan opens on 31 October 2017 and will run until 22 December 2017. To ensure we review and manage all responses consistently you are invited to provide comment in our online survey. This can be accessed at <https://firescotland.citizenspace.com/planning-and-performance/west-lothian-draft-local-fire-plan>. After the consultation is closed we will publish the results.

If you cannot access our online survey, or if you would like more information about the Scottish Fire and Rescue Service in your area you can:

Write to: Scottish Fire and Rescue Service
Falkirk and West Lothian LSO Area HQ
Westfield,
Falkirk
FK2 9AH

Phone: 01324 629121

Visit our website: www.firescotland.gov.uk

Follow us on Twitter @fire_scot

Like us on Facebook Scottish Fire and Rescue Service

References

The Scottish Fire and Rescue Service Strategic Plan for 2016-2019
<http://www.firescotland.gov.uk/about-us/strategic-plan.aspx>

Police and Fire Reform (Scotland) Act 2012
<http://www.legislation.gov.uk/asp/2012/8/contents/enacted>

Fire (Scotland) Act 2005
<http://www.legislation.gov.uk/asp/2005/5/contents>

The Scottish Government National Performance Framework
<http://www.scotland.gov.uk/About/Performance/scotPerforms>

The Scottish Government National Outcomes
<http://www.scotland.gov.uk/About/Performance/scotPerforms/outcome>

The Scottish Fire and Rescue Service Equality Outcomes
http://www.firescotland.gov.uk/media/340295/equality_outcomes.pdf

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
<http://www.legislation.gov.uk/sdsi/2012/9780111016718/contents>

Fire and Rescue Framework for Scotland 2016
<http://www.gov.scot/Publications/2016/09/8011>

West Lothian's Community Plan and Single Outcome Agreement 2013-2023
[https://www.westlothian.gov.uk/media/13834/West-Lothian-Single-Outcome-Agreement/pdf/West_Lothian_SOA_\(Updated_Sept_2016\).pdf](https://www.westlothian.gov.uk/media/13834/West-Lothian-Single-Outcome-Agreement/pdf/West_Lothian_SOA_(Updated_Sept_2016).pdf)

West Lothian Community Planning Partnership: Community Plan 'Towards 2020'
http://www.westlothian.gov.uk/media/downloadoc/1799465/lcp/CommunityPlan_2010-2020

West Lothian Community Planning Partnership, Strategic Assessment
https://www.westlothian.gov.uk/media/3358/CP-Strategic-Assessment-Summary/pdf/CP_StrategicAssessment_Summary.pdf

West Lothian Community Safety Partnership, Community Safety Unit, Community Safety Priorities (2015-18)
<http://coins.westlothian.gov.uk/coins/viewDoc.asp?c=P62AFQDX2U81DXDX>

Lothian and Borders Local Resilience Partnership Community Risk Register
http://alcoholisnotanexcuse.co.uk/files/Information/Strategic%20Plans/Community-Risk-Register_2012.pdf

The Civil Contingencies Act 2004 (Scotland) Regulations 2005
<http://www.scotland.gov.uk/Publications/2005/02/20630/51567>

Scotland's Road Safety Framework to 2020
<http://www.roadsafetyobservatory.com/Pdf/SCOTLAND%20RS%20FRAMEWORK%202020.pdf>



SCOTTISH
FIRE AND RESCUE SERVICE

Working together for a safer Scotland

www.firescotland.gov.uk



COUNCIL EXECUTIVE

NEW BUILD COUNCIL HOUSING UPDATE

REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to update the Council Executive on the council's new build programme and to seek approval for a change at Deans South.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Note the progress being made on the council's current new build housing programme; and
2. Approves the removal of 26 units from the Lovell Partnerships' site at Deans South and agrees to replace these with 26 Open Market Acquisitions.

C. SUMMARY OF IMPLICATIONS

- | | |
|---|---|
| I Council Values | <ul style="list-style-type: none">• Focusing on our customers' needs;• Being honest, open and accountable;• Providing equality of opportunity;• Making best use of our resources; and• Working in partnership. |
| II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | <p>The policy of building new council houses is covered in the West Lothian Local Housing Strategy.</p> <p>Environmental and equality assessments will be carried out as appropriate.</p> <p>The Housing (Scotland) Act 1987 gives the council powers to provide accommodation.</p> |
| III Implications for Scheme of Delegation to Officers | None. |
| IV Impact on performance indicators | None. |
| V Relevance to Single | Our economy is diverse and dynamic and West |

Outcome Agreement	<p>Lothian is an attractive place to do business.</p> <p>We live in resilient, cohesive and safe communities.</p> <p>We make the most efficient use of our resources by minimising our impacts on the built and natural environment.</p>
VI Resources - (Financial, Staffing and Property)	<p>The Housing Capital Programme 2013/14 to 2017/18 approved by West Lothian Council on 29 January 2013 approved £90 million for the New Build Council Housing Programme.</p> <p>Taking account of Government Grant and other sources of funding, a total budget of £115.225m has been identified. The position will continue to be assessed for further developer contributions and government funding.</p> <p>Land to the value of £8.396m has been transferred from General Services to HRA to support the new build programme. Scottish Government has approved the transfer of 14 sites to HRA.</p>
VII Consideration at PDSP	<p>The Services for the Community PDSP considered a report on new build council housing on 12 December 2017.</p>
VIII Other consultations	<p>Finance and Property Services; Legal Services.</p>

D. TERMS OF REPORT

D.1 Background

The approved West Lothian Housing Strategy 2017 - 2022 recognises the need to increase the supply of affordable housing in West Lothian to meet need and demand. Included within the strategy is a target of 3,000 affordable homes being provided in West Lothian over the 10 year period to 2022.

The council's Corporate Plan 2013 to 2017 commits the council to increasing the number of council houses available for rent through the New Build Council Housing Programme.

Over the period 2012/13 to 2016/17, 1,056 affordable homes were delivered in West Lothian. The breakdown is as follows:

WLC new build - 646 units
RSL new build – 267 units
Rosemount Court – 30 units
Open Market Acquisitions / Mortgage to Rent – 113 units

In addition to the 1,056 affordable home completions over the five year period to 2016/17, there is commitment to build a further 1,029 affordable homes over the next two years. The majority of these are part of the council's current new build programme.

D.2 West Lothian Council's current new build programme

192 units are complete and 704 units are under construction.

The following sites are complete:

Adelaide Street, Livingston – 6 units
Glasgow Road, Bathgate – 9 units
Mill Road, Linlithgow Bridge – 15 units
Auldhill, Bridgend – 5 units
Philpstoun – 5 units
West Main Street, Broxburn – 18 units
Pumpherston – 14 units
Almond Link, Livingston – 20 units
Raw Holdings, East Calder – 15 units
Appleton, Livingston – 10 units

Development is underway at Kirkhill (Broxburn), Redhouse (Blackburn), Winchburgh CDA, Lammermuir (Livingston), Eastfield (Fauldhouse), Mayfield (Armadale), Drumshoreland (Pumpherston), Deans South (Livingston), Almondell (East Calder), Almondvale Stadium (Livingston), Bathville (Armadale) and Wester Inch (Bathgate).

Kirkhill is the largest site in the programme (230 units). Development started in August 2015. The first handovers took place in September 2016 and a total of 50 houses have been handed over.

Redhouse is the second largest site in the programme (100 units). Development started in June 2015. The first 25 handovers have taken place.

Wester Inch is the third largest site in the programme (86 units). The main contract commenced in June 2017. The first handovers are expected in June 2018.

Development at Lammermuir commenced in June 2016. The first handovers are expected in February 2018.

Mayfield started on 29 August 2016. The first handovers are expected in February 2018.

Development at Almondell started on 9 January 2017. The first handovers are expected in May 2018.

Development at Eastfield commenced in August 2016. Works on site are well advanced and the first handovers are expected in January 2018.

McTaggart Construction commenced the main build contract at Winchburgh CDA in May 2017. The first handovers at Winchburgh are expected in March 2018.

McTaggart Construction commenced enabling works at Deans South in February 2017. The main contract started in November 2017.

Development at Drumshoreland commenced in October 2016. The first handovers are expected in March 2018.

Three new build units at Bathville are expected to be completed by Building Services in January 2018.

The issues with title deed changes at Bathville phase 4 have been resolved. Enabling works at phase 4 have commenced. The main works at phases 3 and 4 will commence in spring 2018 after Building Services tender for sub-contractors.

The changes to the title deeds at Bathville phase 5 have been agreed by the homeowner and lender. Work will now be progressed to remedy a gap in the title. Once these legal issues are fully resolved, phase 5 will be tendered.

Development has yet to start at the following sites:

Nelson Park, Armadale – Taylor Wimpey has agreed to provide the permissions needed to allow the access to be formed and for land in their control to be used for a site compound and haul road. Once these permissions have been formalised, and a Scottish Power cable is diverted, a site start can be made.

Deans South (Eastern part of the estate) – Lovell Partnership has undertaken extensive survey work to inform proposals for the eastern part of Deans South. It is anticipated that proposals will be submitted for planning approval early in the new year.

Following discussions with Lovell Partnerships, it is considered that the number of units at the eastern part of the Deans South estate should be reduced from 63 to 37 (see Appendix 1 for the location of the proposed 37 houses). This change will make the development of the site easier as it will avoid developing adjacent to existing privately owned houses and will reduce the need to divert existing services to facilitate the next phase of development. It is recommended that the 26 new build units removed from Deans South be replaced with 26 Open Market Acquisitions.

E. CONCLUSION

Progress is being made with the current new build programme. The rate of handovers is expected to accelerate in the new year. A change is recommended at Deans South to make it easier to develop the next phase of new build housing on the estate.

F. BACKGROUND REFERENCES

Services for the Community PDSP - 12 December 2017 - New Build Council Housing update

Appendices/Attachments: One

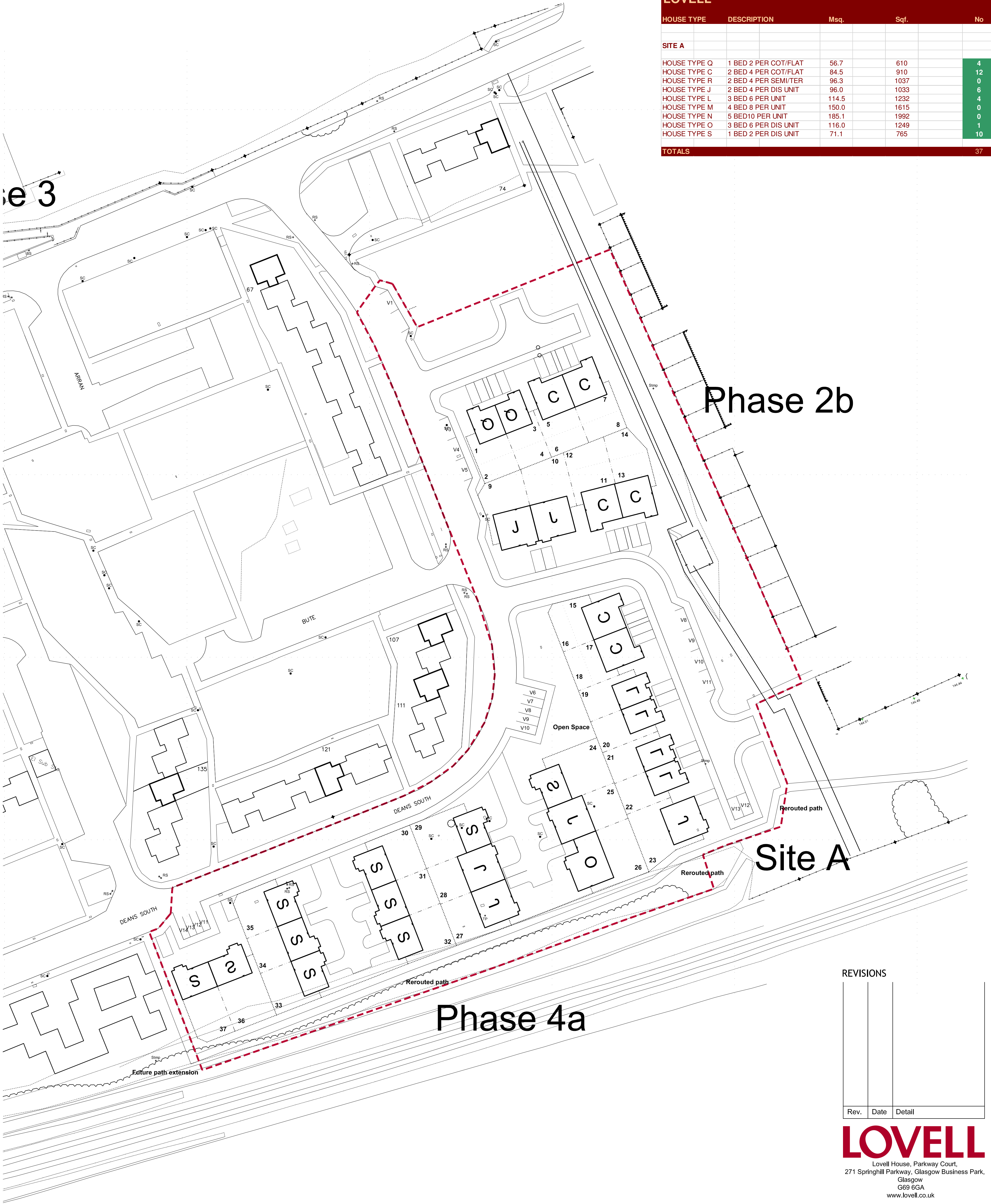
Contact Person: Colin Miller, Housing Strategy and Development Manager, 01506 281379

Email: colin.miller@westlothian.gov.uk

Alistair Shaw

Head of Housing, Customer and Building Services

19 December 2017



ACCOMMODATION SCHEDULE					
LOVELL					
HOUSE TYPE	DESCRIPTION	Msq.	Sqf.	No	
SITE A					
HOUSE TYPE Q	1 BED 2 PER COT/FLAT	56.7	610	4	
HOUSE TYPE C	2 BED 4 PER COT/FLAT	84.5	910	12	
HOUSE TYPE R	2 BED 4 PER SEMI/TER	96.3	1037	0	
HOUSE TYPE J	2 BED 4 PER DIS UNIT	96.0	1033	6	
HOUSE TYPE L	3 BED 6 PER UNIT	114.5	1232	4	
HOUSE TYPE M	4 BED 8 PER UNIT	150.0	1615	0	
HOUSE TYPE N	5 BED10 PER UNIT	185.1	1992	0	
HOUSE TYPE O	3 BED 6 PER DIS UNIT	116.0	1249	1	
HOUSE TYPE S	1 BED 2 PER DIS UNIT	71.1	765	10	
TOTALS				37	

PROPOSED SITE LAYOUT 1:500

REVISIONS

Rev.	Date	Detail

LOVELL

Lovell House, Parkway Court,
271 Springhill Parkway, Glasgway Business Park,
Glasgow
G69 6GA
www.lovell.co.uk

T: 0141 773 5710 F: 0141 773 2574

Project

WEST LOTHIAN COUNCIL
PHASE 3 NEW BUILD
LOT 5

Drawing

DEANS SOUTH
LIVINGSTON
DAFT SITE PLAN
AS PROPOSED

Scale

1:500 @A1 A.G.C.

Date

OCT 17

Drawn By

Checked

Drawing No

DSL_SITE_A_01

- 55 -



COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS – Two Month Extension to Legionella Quick Quote

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive's approval to extend the Quick Quote award to SPIE Group for Legionella Services to allow completion of a full tendering exercise.

B. RECOMMENDATION

It is recommended that the Council Executive approves an extension to the existing contract with SPIE Group, for an additional two month period, and notes the estimated total aggregated contract value would thereby increase to £50,400.

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)	Quick Quote was issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2015, when it was conducted in June 2017
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)	In the period SPIE have been employed since August 2017, WLC have spent in the region of £6,300 per month. To extend this to eight months from the initial six would entail a total cost of £50,400.
VII	Consideration at PDSP	None

VIII Other consultations

The specification was provided by construction services and H & S, who carried out the initial Quick Quote

D. TERMS OF REPORT

D1. Background

The council has a statutory requirement to monitor its buildings for legionella bacteria to ensure their staff and the public are protected. Following the failure of the incumbent supplier, the council procured the services of SPIE via the Quick Quote process for an initial six month period. Preparations to retender the contract have been underway for some time, however it would be advantageous to extend the interim contract by a further two month period in order that the new contract can start at the beginning of the new financial year. The current contractor is providing an excellent service and this extension would help to ensure a smooth transition to the new contract. The total aggregated value of business including this proposed extension would exceed the delegated approval threshold for the Head of Corporate Services, and accordingly requires to be considered by Council Executive.

D2. In House Capability

Due to the speciality in this type of service the requirement cannot be met in house which is down to the lack of necessary skills and resources.

D3. Procurement Issues

The initial six month requirement was carried out via Quick Quote in accordance with Standing Orders and Procurement Procedures. To date, the council has spent in the region of £6,300 per month; to extend this to eight months from the initial six would entail a total estimated cost of £50,400.

D4. Regulatory Considerations

The frequency of the testing required is specified by law.

D5. Budget Implications

In the four months to date £6,300 has been spent per month. Six months equates to £37,800, and accordingly it is estimated that the total cost for the full eight months would equate to £50,400.

There are not specific budgets for legionella testing and monitoring; rather costs are charged to the cyclical maintenance subjective for the relevant property.

E. CONCLUSION

It is recommended that the Council Executive approves the proposed extension to the existing contract with SPIE, for an additional two month period, noting the estimated total aggregated contract value would thereby increase to £50,400.

F. BACKGROUND REFERENCES

A copy of the specification for this contract is available on request from Corporate Procurement.

Appendices/Attachments: None

Contact Person: Catriona Peden, Procurement Specialist,

T: 01506 283312, E: Catriona.peden@westlothian.gov.uk

Julie Whitelaw

Head of Corporate Services

Date of meeting: 19 December 2017



COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS – SUPPLY OF PORTABLE APPLIANCE TESTING (PAT Testing)

REPORT BY HEAD OF CORPORATE

A. PURPOSE OF REPORT

To seek Council Executive approval to commence tendering procedures for the procurement of a three year contract for portable appliance testing, employing the evaluation methodology and criteria detailed in the recommendation below.

B. RECOMMENDATION

It is recommended that the Council Executive approves the application of the evaluation methodology detailed in Section D for the tendering of the contract for PAT testing services.

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)	Tenders will be issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2015.
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	None
VI	Resources - (Financial, Staffing and Property)	In financial year 2016/17 the council incurred costs of approximately £110,000 on the portable appliance testing with the existing contracted supplier.

VII	Consideration at PDSP	None
VIII	Other consultations	The specification has been provided by construction services and H & S, who will also participate in the evaluation. The Corporate Finance Manager was consulted on budget implications.

D. TERMS OF REPORT

D.1 Background

PAT testing is required to ensure portable appliances are safe to operate.

D.2 In House Capability

Due to the speciality in this type of service the requirement cannot be met in house which is down to the lack of necessary skills and resources.

D.3 Procurement Approach

The requirement will be advertised in accordance with the European Union Directives. It is proposed that the Open Procedure is used whereby all suppliers expressing an interest in the contract will be invited to tender.

The following award criteria will be applied at the tender stage:

Price	- 70%
Technical & Professional Capability	- 30%

The evaluation criteria are proposed following consultation with Construction Services.

The anticipated start date for the contract is 1 April 2018.

D.4 Sustainability Considerations

The frequency of the Portable appliance testing will be carried out in accordance with the Electricity at Works Regulations.

D.5 Budget Implications

In financial year 2016/17 the council incurred costs of approximately £110,000 on the portable appliance testing with the existing contracted supplier. The majority of expenditure was met from General Fund revenue budgets.

There are no specific budgets for portable appliance testing; rather costs are charged to cyclical maintenance for the relevant property.

E. CONCLUSION

It is recommended that the Council Executive approves the application of the evaluation methodology detailed in Section D for the tendering of the contract.

F. BACKGROUND REFERENCES

A copy of the specification for this contract is available on request from Corporate Procurement.

Appendices/Attachments: None

Contact Person: Catriona Peden, Procurement Specialist

Telephone: 01506 283312 Email: Catriona.peden@westlothian.gov.uk

Julie Whitelaw

Head of Corporate Services

Date of meeting: 19 December 2017



COUNCIL EXECUTIVE

**PROCUREMENT ARRANGEMENTS – PROVISION OF SPECIALIST PROFESSIONAL
TECHNICAL SERVICES FOR CAPITAL PROJECTS**

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive approval to commence tendering procedures for the procurement of a framework agreement for specialist professional technical services.

B. RECOMMENDATION

It is recommended that the Council Executive approves commencement of tendering procedures for the procurement of a framework agreement for specialist professional technical services employing the evaluation methodology and criteria outlined in Section D of the report.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs. Being honest, open and accountable. Providing equality of opportunities. Making best use of our resources. Working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Tenders will be issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2015.
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	None

VI	Resources - (Financial, Staffing and Property)	Professional Services fees will be funded through projects within the approved Council's Capital Budget.
VII	Consideration at PDSP	None
VIII	Other consultations	The specification has been provided by Construction Services, who will also participate in the evaluation. The Corporate Finance Manager was consulted on budget implications. The Community Benefits Lead Officer was consulted on Community Benefits. Consultation with Estates, Construction, Building Services and Housing on the service required and the criteria to be used has taken place.

D. TERMS OF REPORT

D.1 Background

Running parallel with in-house resources, several council areas require the provision of external specialist professional technical services to undertake Capital Projects on an ad hoc basis.

The external specialist services include Architectural, Quantity Surveying, Building Surveying, Mechanical and Electrical, Structural Engineering, Clerk of Works, etc.

The council will issue a consolidated tender document for a four year Framework Agreement, divided into Lots, each reflecting their own specialist requirement in order to encourage the participation of Small and Medium sized Enterprises (SMEs.)

It is anticipated that there will be between three and five providers bidding for each Lot and providers with multi-discipline resources may be successful in securing a place on more than one Lot.

The current fourteen-lot framework ends on 12 October 2018.

D.2 In House Capability

Whilst the council retains an in-house capability for some of these specialist professional technical services, it has been historically necessary to augment this capability with external resources and the proposed approach is consistent with previous practice within the council. The timing of work due to building access results in peak periods such as summer programme and therefore the use of consultants during higher times of demand within the year is an ongoing requirement to support the investment programme. It should be noted that in-house resource capability is always reviewed prior to the appointment of external

consultants and this is consistent with Best Value guidance.

D.3 Procurement Approach

The requirement will be advertised in accordance with the European Union Directives. It is proposed that the Open Procedure is used whereby all suppliers expressing an interest in the contract will be invited to tender. Initially suppliers will be considered on examples of work via the European Single Procurement Document. If they are considered capable their full tender will be evaluated.

The following award criteria will be applied at the tender stage:

Price	- 40%
Quality	- 60%

The evaluation criteria are proposed following consultation with the service areas concerned.

The anticipated start date for the contract is 13 October 2018.

D.4 Sustainability Considerations

Experience from previous contracts and market assessments suggest little or no scope to pursue meaningful and appropriate community benefits from this framework. However we propose to incorporate a generic, non-evaluated Community Benefits clause into the contract documentation. While this element does not form part of the scoring criteria, the Council will expect the successful Contractor to deliver any such benefits as may be secured, and these would be managed in line with other contractual obligations.

Issuing a single tender divided into specific Lots will deliver efficiency savings internally (by reducing the time and resources expended in preparation of tender documents), and reduce supplier costs (by avoiding repetitive tendering activities).

This type of contract will also encourage bids from Small and Medium sized Enterprises (SMEs), a number of which are situated in and around the West Lothian area.

All service areas will have access to the Framework, thereby greatly reducing the need to carry out individual quotations or tenders.

D.5 Budget Implications

Funding for the professional services within this framework will be met from within the proposed future capital budgets. Professional services fees are currently charged against individual projects which are approved as part of the budget setting process. The costs for professional services are included within overall project costs in the capital budget.

Cost of professional services fees extrapolated from historical spend data and projected over a four year period would be in the region of £4 million, dependent on the level of capital spend during the framework period.

E. CONCLUSION

It is recommended that the Council Executive approves the application of the evaluation methodology detailed in Section D above for the tendering of the Framework.

F. BACKGROUND REFERENCES

A copy of the specification for the current contract is available on request from Corporate Procurement.

Appendices/Attachments: None

Contact Person: Catriona Peden, Procurement Specialist

Telephone: 01506 283312 Email: Catriona.peden@westlothian.gov.uk

Julie Whitelaw

Head of Corporate Services

Date of Meeting: 19 December 2017



COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS – IMPLEMENTATION OF SUSTRANS I BIKE PROJECT

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive's approval for a direct award to Sustrans for the implementation of Sustrans I Bike project.

B. RECOMMENDATION

It is recommended Council Executive approves the proposed direct award to Sustrans up to a maximum value of £59,000 for the implementation of the I Bike Project.

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)	The procurement 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)	None
VII	Consideration at PDSP	None
VIII	Other consultations	Operational Services and Education Planning Services were consulted to confirm the specification of the service.

D. TERMS OF REPORT

D.1 Background

The use of I Bike officer support from Sustrans was identified in the Smarter Choices Smarter Places (SCSP) report to Council Executive on 6 June 2017 and is funded solely by funding from the SCSP grant.

The I Bike officer works with Education and Community Health Development Put Your West Foot Forward to support and seek to increase walking cycling and scooting activity and promoting active travel journeys to schools.

The funding supports the provision of one Sustrans officer for a period of up to 12 months whose aim is to develop a sustainable model for ongoing encouragement of active travel at schools. The funding enables direct engagement of the I Bike officer with a number of primary and secondary schools within an area to encourage, promote and develop active travel initiatives.

The I Bike officer through engagement with the schools will identify:

- Current levels of active travel;
- Develop programme of activities for the schools;
- Encourage and support active travel;
- Undertakes cycle training;
- Undertake led cycle rides; and
- Measure the change in travel activity.

Subject to future grant funding this approach could be developed throughout West Lothian.

Sustrans is a charity dedicated to making it easier for people to walk and cycle. Sustrans provides support to Local authorities and in particular schools through the I Bike project, which is a unique to Sustrans. The I Bike project benefits from the experience and knowledge of the Sustrans organisation, which has a proven record of engagement and experience in delivery support in all areas of cycling. Since 2009, I Bike has reached over 41,200 pupils in 206 schools across Scotland.

The I Bike project works with schools throughout Scotland to help embed a culture of active travel and create safer, happier and healthier school communities. A number of local authorities throughout Scotland have used and continue to use the

I Bike project to deliver specialised targeted support.

A key element of the I Bike project is the provision of an I Bike officer. The I Bike officer will deliver a structured programme of practical activities for the whole school community. These activities work to enable more pupils, parents and teachers to travel actively by building their skills and confidence, encouraging greater road awareness and highlighting safer routes to school.

The effectiveness of the resource is assessed annually. The I Bike Report 2017 covering initiatives in 2015/2016 shows that the project is achieving its aims to get more pupils traveling actively, with a 2.4% increase in pupils travelling to school by an active mode, a 9.5% increase in pupils sometimes cycling to school, and a 2.0% decrease in pupils traveling to school by car.

D.2 Procurement Approach

It is recommended a direct award is made to Sustrans to a maximum value of £59,000. The award would comprise £32,000 initially, with a maximum aggregated award of £59,000, if additional funding becomes available.

D.3 Sustainability Considerations

The I Bike project has successfully delivered measurable improvements in a number of local authority areas and has a well-defined structure of engagement with schools and a method of monitoring and measuring success. The I Bike project is considered the most efficient and effective way to deliver this element of the council's Active Travel Plan.

D.4 Budget Implications

The cost of funding I Bike will be met by funding of £32,000 from Smarter Choices Smarter Places (SCSP). To secure this funding the council has identified an equivalent level of spend within its capital budgets and match funding. Additional funding to an aggregated maximum of £59,000 may be made available at a future date from SCSP.

E. CONCLUSION

It is recommended that the Council Executive approves a direct award to Sustrans for the provision of I Bike service to a maximum value of £59,000. The provision of this service will promote cycling among school pupils and contribute to the objectives set in the council's Active Travel Plan.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: None

Contact Person: Peter Cameron, Category Manager

Email: Peter.Cameron@westlothian.gov.uk

Tel: 01506 282614

Julie Whitelaw

Head of Corporate Services

Date: 19 December 2017



COUNCIL EXECUTIVE

PAEDIATRIC SERVICES AT ST JOHN'S HOSPITAL

REPORT BY CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To update Council Executive of the reduction in Paediatric Services at St John's Hospital in Livingston on 3 December 2017 and 9 December 2017.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. Notes the closure of the children's short stay assessment unit at St John's Hospital on Sunday 3 December 2017 and Saturday 9 December 2017; and
2. Decides what action should be taken by the council in relation to this issue.

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)	Local Government (Scotland) Act 1973, sections 69, 87 and 88; Local Government Act 1986, sections 2-6
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	Not required

D. TERMS OF REPORT

The NHS Lothian External Communications Manager wrote to the council's Corporate Communications team by email on 1 December 2017 to advise that a decision had been taken to close the children's short stay assessment unit at St John's Hospital on Sunday 3 December 2017. The council was notified on 7 December 2017 of a further closure to the children's short stay assessment unit on Saturday 9 December 2017.

This follows a reduced service in Paediatric Services at St John's Hospital in 2012, 2015 and from 7 July 2017.

The Chief Executive has written to the Deputy Chief Executive of NHS Lothian to express the council's concern at this decision and in particular the communication from NHS Lothian given the commitment by NHS Lothian at the cross-party meeting held on 4 July 2017, regarding communication with key stakeholders. A copy of the response from the Deputy Chief Executive of NHS Lothian is attached as appendix 1.

E. CONCLUSION

Council Executive is asked to note the decision taken to close the children's short stay assessment unit at St John's Hospital on Sunday 3 December 2017 and Saturday 9 December 2017, and also to decide what action should be taken by the council in relation to this issue.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: Letter from Jim Crombie, Deputy Chief Executive of NHS Lothian

Contact Person: Morgan Callachan, Project Officer, Chief Executive Office
morgan.callachan@westlothian.gov.uk; 01506 281080

Graham Hope
Chief Executive

Date of meeting: 19 December 2017



Mr Graham Hope
West Lothian Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

Date 06 December 2017
Your Ref
Our Ref JC/KAB

Enquiries to Jim Crombie
Extension 35833
Direct Line 0131 465 5833
Email j.crombie@nhs.net
EA Karen.burnside@nhslothian.scot.nhs.uk

Dear Mr Hope 

SJH CHILDREN'S WARD

Thank you for your letter of 05 December concerning the unplanned closure of the paediatric assessment unit at St John's Hospital on 03 December 2017.

It was regrettable that this service required to be closed at short notice on 03 December, the background to this decision is further long term sickness absence among the core paediatric team at St John's since the summer. This absence has been managed during the autumn by the service, by means of moving staff about and offering extra shifts to staff. It became clear on Thursday 30 November that there would be an uncovered daytime shift during the weekend of 02/03 December due to short notice child care responsibilities for a staff member. Despite significant effort to find cover, unfortunately we were unsuccessful.

A colleague helpfully volunteered to move from Sunday day shift to Saturday day shift to provide more time for communication and a decision was made at the weekly Friday 13.00 business meeting on 01 December that the assessment unit would need to be closed on Sunday 03 December. The afternoon of 01 December was spent ensuring appropriate clinical and non-clinical communication to relevant colleagues and stakeholders.

This episode highlights a number of issues that I would be happy to discuss further with you. These include the ongoing fragility of the paediatric service at St John's, ongoing staffing issues due to sickness, difficulties in recruitment and the enormous efforts made by staff in the unit to cover gaps on a weekly basis. It also raises the question of how much notice of an inability to staff the unit should be given to stakeholders. You will appreciate that when gaps are known about there is a balance between making a decision to close the assessment unit in good time balanced against the possibility that cover may be found at a late stage. However, there will always be short notice unplanned absences that due to the current fragility in staffing present the risk of an unanticipated closure if cover cannot be found as happened last weekend.

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Chair Mr Brian Houston
Chief Executive Tim Davison

Lothian NHS Board is the common
name of Lothian Health Board



Our Values
Into Action



We are currently looking at the safe and sustainable staffing model of the weekend paediatric assessment unit balanced with the risk of unplanned short notice service reduction.

Yours sincerely



JIM CROMBIE

Deputy Chief Executive



COUNCIL EXECUTIVE

REGAL COMMUNITY THEATRE, BATHGATE

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES AND HEAD OF EDUCATION (LEARNING, POLICY AND RESOURCES)

A. PURPOSE OF REPORT

The purpose of this report is to advise Council Executive of progress with the community consultation to explore the potential for a viable community use for the building.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Notes that the council will continue to meet the costs of managing the Regal Theatre until 31 March 2018;
2. Notes the outcome of the community consultation;
3. Agrees that council officers should engage with West Lothian Leisure and Reconnect Scotland to explore and develop the options for future use;
4. Agrees that a further report will be presented to Council Executive on the outcome of this engagement.

C. SUMMARY OF IMPLICATIONS

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

VI Resources - (Financial, Staffing and Property) Within existing budget provision.

VII Consideration at PDSP

VIII Other consultations None

D. TERMS OF REPORT

The Regal Community Theatre in North Bridge Street, Bathgate is owned by the council. The property was leased to, and managed by, a registered charity named Regal Community Theatre Bathgate Limited (RCTBL). On 20 September 2017 RCTBL was placed into liquidation on the instruction of its directors resulting in the termination of their lease of the building and the appointment of KPMG as liquidators.

Following the liquidation of RCTBL, the council immediately put measures in place to assume responsibility for the operation of the building to allow community lets to continue without disruption. Existing staff were retained by the council on a supply basis and the costs for statutory compliance liabilities and additional administration and facilities management costs are being met by the Head of Finance and Property Services from existing 2017/18 revenue budgets.

Council officers were instructed to undertake consultation with the community to investigate the potential for a viable community use for the building. The council received expressions of interest from three organisations: West Lothian Leisure, Reconnect Scotland and West Lothian Music Hub. These organisations were asked to submit a brief outline business plan demonstrating how their ideas were consistent with the council's outcomes and the information provided was used to inform the community consultation. The purpose of the consultation was to explore alternative uses for the building and gauge the local community's preference for the ideas proposed.

The consultation took the form of an electronic survey using the council's internet-based survey tool. The survey was published on the council's website and social media sites, on the Regal Theatre's website and social media sites and emailed to over 150 voluntary arts organisations in West Lothian, every community council, current and former users of the Regal and former board members. In addition, Corporate Communications sent a media release to the local press and it was covered by The Courier.

The consultation closed on 10 November and the council received 762 responses to the e-survey, four hard copy submissions and one written statement from Bathgate Community Council. Consultees were asked to express their preference on the available options and West Lothian Leisure was the preferred option achieving 47% of first choice votes. Reconnect Scotland was the next most popular with 36% of first choice votes.

Council officers will engage with West Lothian Leisure and Reconnect Scotland to explore and develop the ideas presented in their respective outline business plans. Consideration will have to be given to the implications of the ministerial recommendations on the Barclay Review before a decision can be made.

E. CONCLUSION

There was a very positive response to the community consultation and the feedback gathered has enabled the council to gauge the local community's support for the

Regal. Officers will engage with West Lothian Leisure and Reconnect Scotland to explore and develop the options for future use of the building.

F. BACKGROUND REFERENCES

Review of Options of Regal Community Theatre Bathgate Ltd – Council Executive 20 June 2017

Regal Community Theatre, Bathgate – Council Executive 29 August 2017

Appendices/Attachments: None

Contact Person: Laura Tyrrell, Community Arts and Instrumental Music Manager
laura.tyrrell@westlothian.gov.uk

Donald Forest, Head of Finance and Property Services

James Cameron, Head of Education (Learning, Policy and Resources)

Date of meeting: 19 December 2017