



## ***Council Executive***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

1 March 2018

A meeting of **Council Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Tuesday 6 March 2018** at **10:00 a.m.**

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
3. Order of Business, including notice of urgent business and declarations of interest in any urgent business
4. Confirm Draft Minutes of Meeting of Council Executive held on Tuesday 20 February 2018 (herewith).
5. Correspondence

#### **Public Items for Decision**

6. Petition by Linlithgow & Linlithgow Bridge Community Council in Support of the L1 and 31 Bus Service - The full petition is available to view by contacting Committee Services.
7. Petition - LBS 1 and LBS 31 Local Bus Services - Report by Head of Operational Services (herewith).
8. Scottish Government Electoral Reform Consultation - Report by Chief Executive (herewith)

9. Scheme of Elected Members Remuneration, Allowances and Reimbursement of Expenses - Report by Head of Corporate Services (herewith).
10. West Lothian Eligibility Criteria for Carer Support - Report by Head of Social Policy (herewith).
11. West Lothian Local Development Plan - Development Plan Scheme No.10 - Report by Head of Planning, Economic Development and Regeneration (herewith).
12. Public Body Reporting on the Scottish Biodiversity Duty: 2015-17 - Report by Head of Planning, Economic Development and Regeneration (herewith).
13. Local Fire and Rescue Plan for West Lothian 2018 - Report by Head of Housing, Customer and Building Services (herewith).
14. Update on Home Energy Efficiency Programmes for Scotland: Area Based Schemes (HEEPS:ABS) 2017/18 and 2018/19 - Report by Head of Housing, Customer and Building Services (herewith).
15. Surplus Property - 9 School Lane, Mid Calder - Report by Head of Finance and Property Services (herewith)
16. Surplus Properties - Former Library, The Vennel, Linlithgow: Former Public Toilets, The Vennel, Linlithgow And County Buildings Annexe, 89/91 High Street, Linlithgow - Report by Head of Finance and Property Services (herewith)
17. Land at 31 East Main Street, Blackburn - Proposed Sale to JR Construction (Scotland) Limited - Report by Head of Finance and Property Services (herewith).
18. Timetable of Meetings 2018 - 2019 - Report by Chief Executive (herewith).

### **PRIVATE SESSION**

19. 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 Decision**

20. Closing Order for a House - 2 Hillside Drive, Blackridge, Report by Head of Planning, Economic Development and Regeneration (herewith) (exempt in terms of Paragraph 13)

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DATA LABEL: Public

NOTE     **For further information please contact Eileen Rollo on 01506 281621  
or email [eileen.rollo@westlothian.gov.uk](mailto: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 20 FEBRUARY 2018.

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

Apologies – Councillor Cathy Muldoon

1. DECLARATIONS OF INTEREST

Agenda Item 8 (Registration and Licensing of Animal Sanctuaries and Rehoming Activities in Scotland) – Councillor Harry Cartmill declared an interest in that he was a volunteer with Dogs Trust West Calder.

2. MINUTE

The Council Executive confirmed the Minute of its meeting held on 6 February 2018. The Minute was thereafter signed by the Chair.

3. PETITION - "CUTS TO INSTRUMENTAL MUSIC SERVICES IN WEST LOTHIAN PRIMARY AND SECONDARY SCHOOLS"

The Council Executive considered a petition which concerned proposals for a reduction to the Instrumental Music Service delivered throughout West Lothian primary and secondary schools. The petition had been signed by 2,420 people.

The Council Executive heard advice from the council's Governance Manager that in light of recent decisions of West Lothian Council it would be advisable for the matter to be referred to a future meeting of the Education Policy Development and Scrutiny Panel.

Decision

To agree that the petition be referred to a future meeting of the Education Policy Development and Scrutiny Panel when the decision made on 13 February 2018 in relation to instrumental music tuition would be taken forward.

4. PROCUREMENT ARRANGEMENTS - DIRECT AWARD TO BARNARDO'S SCOTLAND

The Council Executive considered a report (copies of which had been circulated) seeking approval to make a direct award to Barnardo's Scotland for the provision of a Social, Emotional and Behavioural Needs Early Intervention Scheme for children under 12 and those going through

transition into secondary mainstream school and their families.

The Head of Corporate Services explained that West Lothian Council Education Services currently utilised Barnardo's Scotland to provide an early intervention service for children under the age of 12 and those going through transition into secondary mainstream and their families with the aim of :-

- Supporting children to be successful learners;
- Supporting families to have a more positive family life;
- Supporting children to deal positively with peers and emotional issues; and
- Preventing children being educated out with the authority

The service was an early intervention service which aimed to work with families before they hit crises point, where possible.

Previously a Business Exemption Case was approved allowing derogation from the council's Standing Order for the Regulation of Contracts. However as the total aggregated expenditure had exceeded the approval authority of the Head of Corporate Services, Council Executive was being asked to consider the report.

The Head of Corporate Services continued to advise that a Strategic Commissioning Plan was being developed to ensure that all partners planned services which met the needs of and improved the quality of life for children and families in West Lothian. The comprehensive Strategic Needs Assessment which was being undertaken for this purpose would identify any future need for the early intervention service currently provided by Barnardo's Scotland.

It was therefore recommended that Council Executive approved a one-off direct award for Barnardo's Scotland of £39,910.00 for the delivery of a Social, Emotional and Behavioural Needs Early Intervention Service for West Lothian's children and their families.

### Decision

To approve the terms of the report

## 5. WEST LOTHIAN COUNCIL RESPONSE TO THE SECOND CONSULTATION ON LOCAL HEAT AND ENERGY EFFICIENCY STRATEGIES AND REGULATION OF DISTRICT AND COMMUNAL HEATING

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for a response to be submitted to the Scottish Government's second consultation on Local Heat and Energy Efficiency Strategies and

### Regulation of District and Communal Heating.

The report recalled that in 2017 the Scottish Government designated Energy Efficiency as a National Infrastructure Priority. The key delivery mechanism for this would be Scotland's Energy Efficiency Programme (SEEP) with a long term objective of a near zero-carbon building stock by 2035. In order to deliver the SEEP objectives it was recognised that a strategic approach to heat networks was required.

The Scottish Government had previously consulted on their approach to Local Heat and Energy Efficiency Strategies (LHEES) and District Heating in early 2017. Following analysis of the responses and as part of the development of the wider draft Energy Strategy and Climate Change Plan a second consultation with more detail had been issued

The consultation was set out in two broad areas – one focusing on LHEES and the other on District Heating and Licensing Connection. The report provided a summary of these two parts.

The consultation document also outlined what support for local authorities would be provided and this could take two forms. Firstly a potential National Delivery Mechanism was proposed and building capacity support for LHEES.

It was recommended that Council Executive :-

1. Note the contents of the report and proposed consultation response attached to the report at Appendix 1 attached to the report; and
2. Approved the response for submission to the Scottish Government

### Decision

To approve the terms of the report

## 6. REGISTRATION AND LICENSING OF ANIMAL SANCTUARIES AND REHOMING ACTIVITIES IN SCOTLAND

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of the Scottish Government consultation on proposed additions to the animal welfare licensing regime and to approve a response to the consultation.

The report advised that proposed licensing of rehoming centres and animal sanctuaries had been discussed by the Scottish Government with stakeholders alongside concerns surrounding pet breeding and sale. The concept of licensing was supported by the larger rehoming organisations, noting the differences between rehoming and sanctuaries.

The Programme for Government 2017-18 committed the Scottish Government to preparing legislation for registration and licensing of

animal sanctuaries and rehoming activities, allowing for independent accreditation of applicants. The overall aim was to regulate :-

- To protect animal welfare in a way that was not unduly burdensome for those doing a good job at present;
- To be effective in dealing with cases where welfare was not being sufficiently protected; and
- Where such rescue activities were effectively operating commercially in the guise of a charity.

The report then provided a summary of the proposals contained in the consultation document. Attached to the report at Appendix 1 was a proposed response that had been prepared by officers.

It was recommended that Council Executive :-

1. Notes the terms of the report and the proposed new additions to the animal welfare licensing regime in Scotland;
2. Agrees the terms of the report as West Lothian Council's formal response to the Scottish Government consultation; and
3. Agrees to submit the response to the Scottish Government

### Decision

To approve the terms of the report

## 7. 2017-18 GENERAL FUND REVENUE BUDGET - MONTH 9 MONITORING

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing the financial position in relation to the General Fund Revenue Budget, following completion of the 9 month monitoring exercise.

The report set out the overall financial performance of the General Fund Revenue Budget for the period to 31 December 2017 and provided a year-end financial forecast which took account of relevant issues identified in individual service budgetary control returns.

The report also provided a table summarising the position in relation to service expenditure and provided a forecast outturn.

It was recommended that Council Executive :-

1. Notes the outcome of the month 9 monitoring exercise was a forecast one-off underspend of £1.700 million, an increase of £650,000 reported at month 6;
2. Notes that Council Executive previously agreed to utilise £290,000

for the funding of time limited funding for buses in 2018-19;

3. Notes that Council Executive has agreed that £835,000 was preserved in the unallocated general fund balance pending consideration of the West Lothian Leisure position
4. Agrees that the additional £650,000 underspend at month 9 was also preserved in the unallocated general fund balance;
5. Notes the recurring pressures of approximately £2.558 million and that actions were being taken to address these pressures;
6. Notes the progress in delivering approved savings for 2017-18;
7. Agrees that Head of Service take all management action necessary to ensure 2017-18 expenditure was managed within the forecast position, and approved budget reductions were being achieved including amber savings; and
8. Agrees that Heads of Service identify and implement actions to ensure that recurring budget pressures were managed within available budgets in 2018-189 and future years.

#### Decision

1. To approve the terms of the report; and
2. To agree that the Head of Finance and Property Services provide all Council Executive members with the following information :-
  - Reasons for the underspend on care at home for older people and any link to the overspend in residential care for older people;
  - Details of the bus routes that would benefit from the one-off £290,000 time limited funding
  - A breakdown of the £1.5m Non-Service Expenditure; and
  - What options were in place to reduce overspend on bed & breakfast costs.

#### 8. 2017-18 GENERAL SERVICES CAPITAL BUDGET - MONTH 9 MONITORING

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing information on the financial position in relation to the General Services Capital Programme following completion of the month 9 monitoring exercise.

The report provided an update on the 2017-18 General Services Capital

Programme based on the results of a comprehensive monitoring exercise. The approved 2017-18 capital budget was £44.992 million which assumed £4 million of over programming.

Good progress was being made on the capital programme with the committed expenditure as a percentage of projected outturn at 79%. In overall terms the monitoring exercise indicated that the projected outturn was on budget at £44.992m based on further over-programming of £813,000 being assumed. However if the programme progressed with no further slippage, the balance in resources would be funded by accelerated borrowing which could be accommodated within Treasury Management forecasts.

The report provided a summary of the forecast for each asset type and details of material movements and pressures that had been identified under the headings of Property, Roads and Other Related Assets, Open Space, and ICT.

Risks, resources, developer contributions and other strategic issues were covered in the report.

It was recommended that Council Executive

1. Notes the outcome of the month 9 monitoring exercise and the projected outturn;
2. Agrees that Asset Lead Officers and the Head of Finance and Property Services keep under review factors that impacted on delivery of the approved capital programme; and
3. Notes the progress on the key capital projects; and

#### Decision

To approve the terms of the report

#### 9. 2017-18 HOUSING REVENUE ACCOUNT - MONTH 9 MONITORING REPORT

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive providing financial performance in relation to the Housing Revenue Account (HRA) following the month 9 monitoring exercise.

The report provided a summary of the position for the main expenditure heads and provided a projected out-turn.

It was noted that employee costs were forecast to underspend by £186,000 mainly as a result of vacant posts and staff turnover. Other costs were also summarised in the report and included premises costs, supplies & services, third party payments, capital borrowing and income.

The report concluded that a breakeven position was forecast on the basis

of the information available.

It was recommended that the Council Executive note the outcome of the month 9 monitoring exercise and the projected outturn.

Decision

To approve the terms of the report.

10. 2017-18 HOUSING CAPITAL REPORT - MONTH 9 MONITORING REPORT

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive providing the financial position in relation to the Housing Capital Programme following the completion of the month 9 monitoring exercise.

A table contained within the report demonstrated that there had been investment of £33.035m in housing stock as at 31 December 2017. The forecast expenditure for the year was £51.098m. The report then provided a summary of the new build council house programme and planned maintenance and refurbishment programmes.

With regards to house sales, it was anticipated that final receipts from tenants purchasing properties under Right to Buy legislation would total £4.147 million in 2017-18. A total of 91 properties were expected to be sold to tenants who had submitted applications prior to 31 July 2016. No further sales were expected beyond 2017-18.

It was recommended that the Council Executive note the outcome of the month 9 monitoring exercise and projected out-turn.

Decision

To approve the terms of the report

11. FORMER WINCHBURGH DAY CARE CENTRE AND FORMER BEATLIE SCHOOL, MAIN STREET, WINCHBURGH - PROPOSED SALE TO JAMAL JABIR AND SHEAMUS GOONAN

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 the former Winchburgh Day Centre, the former Beatlie School and the former Caretaker's Cottage sites, Main Street, Winchburgh to Jamal Jabir and Sheamus Goonan.

The report recalled that the former Winchburgh Day Centre was declared surplus to requirement in 2003. The building formed part of a larger campus comprising three distinct properties; namely the former day centre, the former Beatlie School and the former caretaker's cottages.

Having been declared surplus to requirements the council's intention had

been to market the whole site for private residential development. However due to prevailing educational constraints at the time the proposal was not progressed.

Then in 2014 Housing proposed to redevelop the former day centre building for social housing as part of the council's new build programme. However following a detailed assessment of the building it was concluded that the projected redevelopment costs were prohibitive. Therefore the proposed social housing redevelopment did not proceed.

Towards the end of 2016, officers were approached by the newly formed Winchburgh Community Development Trust (WCDDT) who expressed a tentative, informal interest in acquiring the former day care centre building via community asset transfer. At that time WCDDT were advised that any proposal would have to be supported by a very robust business plan, including a full community consultation. In the meantime the property would be openly advertised for sale as a development opportunity with a number of notes of interest received by the closing date of 26 October 2017.

Having been made aware of the council's marketing of the property and the setting of a closing date in January 2018 WCDDT contacted the council to confirm that following further consideration of their application by the Board they had decided to formally withdraw the asset transfer request.

At the closing date of 26 October 2017 two offers for purchase had been received with the highest offer from Jabal Jabir and Sheamus Goonan. The offer was unconditional and for the sum of £280,000. In addition to their offer for the former day centre, of their own accord, Jabal Jabir and Sheamus Goonan also submitted an offer of £200,000 to purchase the council's remaining adjacent ownership, namely the former Beatlie School and former caretaker's cottages.

The committee were further advised that Jabal Jabir and Sheamus Goonan had recently completed a residential redevelopment of a similar former school site in Edinburgh and their development would be a welcome move to improve and bring back into use a very prominent site on the village's Main Street.

It was recommended that Council Executive :-

1. Agrees that the former Winchburgh Day Care Centre would return to General Services from the Housing Revenue Account for £1 plus work costs incurred by Housing as it was no longer required for the development of affordable housing;
2. Approves the sale of the former Winchburgh Day Care Centre site, shown as A on the site plan, to Jamal Jabir and Sheamus Goonan for £280,000 subject to the terms and conditions set out in the report;
3. Approves the sale of the former Beatlie School, shown as B and former caretaker's cottages, shown as C on the site plan, to Jamal



Jabir and Sheamus Goonan for £200,000 subject to the terms and conditions set out in the report; and

4. Authorises the Head of Finance and Property Services to carry out any further negotiations with the purchaser in respect of the sale of both properties, 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

#### 12. SITE AT NAIRN ROAD, DEANS INDUSTRIAL ESTATE, LIVINGSTON - PROPOSED SALE TO PICARDY ENTERPRISES LTD

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 sites at Nairn Road, Livingston to Picardy Enterprises Ltd.

The Head of Finance and Property Services explained that the proposal was to dispose of two yards at Nairn Road, Deans Industrial Estate. The sites were currently used for the councils Civic Amenity Centre and associated overflow car parking.

However both yards would be vacated in the coming months as part of the move of the council's modernisation of depots and stores with the yards relocating to Whitehill Service Centre.

The yards had been marketed since November 2017 and following sufficient market interest a closing date was set of 26 January 2018 with four offers received. After an evaluation of the offers, officers were recommending that the offer received from Picardy Enterprises represented the highest and best value for the council.

It was recommended that Council Executive :-

1. Approves the sale of sites at Nairn Road, Livingston to Picardy Enterprises for £141,000 subject to the terms and conditions set out in the report; and
2. Authorised the Head of Finance and Property Services to carry out any further negotiations with the purchaser in respect of the sale of both properties, 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

#### 13. POLICE SCOTLAND 2018-189 ANNUAL POLICE PLAN

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services advising of the consultation process on the proposed strategic policing priorities as set out in the Police Scotland 2018-19 Annual Plan.

The Head of Housing, Customer and Building Services explained that West Lothian Council had been invited to participate in the consultation process which would conclude on 21 February 2018. The Police & fire Reform (Scotland) Act 2012 required Police Scotland to produce an Annual Report outlining the arrangements for the policing of Scotland. The plan was to be laid before the Scottish Parliament prior to 1 April each year and was also published online for the public to view.

The consultation contained 7 questions regarding Police Scotland's activities for 2018-19. The plan was also influenced by several factors including their engagement with the public and the communities of Scotland.

The Police Scotland priorities for 2018-19 were as follows :-

- Violence, Disorder and Antisocial Behaviour;
- Serious Organised Crime;
- Counter Terrorism & Domestic Extremism;
- Protecting People at Risk from Harm
- Road Safety & Road Crime; and
- Acquisitive Crime

It was recommended that Council Executive approve the submission of a response to the Police Scotland consultation regarding the Annual Police Plan 2018-19.

#### Decision

To approve the terms of the report

#### 14. 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 18 October 2017, a copy of which was attached to the report.

#### Decision

To note the terms of the report





**DATA LABEL: PUBLIC**

**Corporate Services**

**Shona Robison MSP  
Cabinet Secretary for Health and Sport  
St. Andrew's House  
Regent Road  
Edinburgh  
EH1 3DG**

Copy to:  
Jeremy Balfour MSP  
Miles Briggs MSP  
Angela Constance MSP  
Kezia Dugdale MSP  
Neil Findaly MSP  
Fiona Hyslop MSP  
Alison Johnstone MSP  
Gordon Lindhurst MSP  
Andy Wightman MSP

**Committee Services  
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Contact: Eileen Rollo  
Tel: 01506 281621

**8 February 2018**

**Dear Cabinet Secretary**

**PAEDIATRIC SERVICES AT ST JOHN'S HOSPITAL**

At a meeting of West Lothian Council Executive held on 6 February 2018, the Council Executive agreed a motion by the Leader of the Council concerning the above. A copy of the motion is attached.

I would be grateful if you could consider the terms of the motion and I would ask that your response be directed to Graham Hope, Chief Executive, West Lothian Council.

Yours sincerely



**for Graham Hope  
Chief Executive**

**Enc**

## ***WEST LoTHIAN COUNCIL LABOUR GROUP***

**Notice of Motion from Councillor Lawrence Fitzpatrick  
for the Council Executive Meeting on 6<sup>th</sup> February 2018**

### **Agenda Item 6 – Paediatric Services at St John’s Hospital**

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Council Executive notes with increasing regret the ongoing closure of the children’s short stay assessment and fully shares the distress and anxiety caused to parents’ and children directly affected.

Councillors are increasingly alarmed at the distressing tales related by parents who have had to travel often in the middle of the night for their children to obtain urgent medical attention and that latest figures reveal that 432 children have had to be transferred to the Sick Kids since the reduced service was introduced. In many cases parents have had to meet expensive taxi fares for these journeys. In such cases, Council Executive requests NHS Lothian to provide free transport.

Council Executive agrees that five closures since 2012 is totally unacceptable.

Once again Council Executive calls on Shona Robison to work to provide at the earliest date the option 1 arrangement set out by the Royal College for Paediatricians and commit to a full return of the service at the earliest possible date, all on the premise that Council Executive considers that NHS Lothian can only provide a permanent resolve with the absolute urgent commitment of Scottish Government.

Council Executive also agrees to write to the West Lothian local MSPs and the Lothian List MSPs to support our council’s position.

**Councillor Lawrence Fitzpatrick  
Group Leader  
West Lothian Council Labour Group**



The Scottish Parliament  
Pàrlamaid na h-Alba

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

09/02/2018

Dear Mr Hope,

**Paediatric Services at St John's Hospital**

I am writing to you today in light of West Lothian Labour Group's recent motion regarding paediatric services at St John's Hospital.

I would like to convey my whole-hearted support for this motion. Far too many sick and vulnerable children and their families, who live locally, have been affected by this ongoing restriction of local services. I too call upon the Scottish government to listen carefully to these serious concerns and to act urgently to re-open the ward at the earliest possible date.

Yours sincerely

**Neil Findlay**  
**MSP for the Lothians (Labour)**

Cc Councillor Lawrence Fitzpatrick  
Group Leader, West Lothian Labour Group

WEST LOTHIAN COUNCIL  
12 FEB 2018  
CHIEF EXECUTIVE

**Neil Findlay MSP for the Lothians (Labour)**  
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## **Petition In support of the L1 and 31 Buses**

### **Linlithgow and Linlithgow Bridge Community Council**

**Linlithgow and Linlithgow Bridge Community Council (LLBCC) believe that the L1 Linlithgow town bus and the 31 service to St John's hospital and Livingston are absolutely vital services and we petition West Lothian Council to reconsider its proposal to remove the subsidies that enable these services to operate.**

**Linlithgow can feel somewhat isolated from the rest of West Lothian, and the 31 bus is one vital service that helps connect Linlithgow with the rest of West Lothian. As WLC states in its own consultation document (Transforming Your Council) "A public transport review is proposed to focus on connecting communities and businesses ....." and Linlithgow and Linlithgow Bridge Community Council (LLBCC) agrees with that need to focus on connecting communities. Many rely on this bus to attend St John's hospital and Livingston shopping centre, while others use it to get to the railway station or to get to work at the hospital or in Livingston.**

**On two Saturdays in January for a total of 6 hours and on Tuesday the 30<sup>th</sup> January while spending time on the two buses, LLBCC have collected 996 signatures on top of the several hundred on-line responses in support of these services. While listening to people's stories we were struck by just how vital these services are to the people of Linlithgow. What follows is a very small sample of those stories.**

**John** [REDACTED]

**John has arthritis in his spine. He is unable to walk much further than 100yds and believes he would be housebound without the L1 bus. He is totally dependent on it for everything in Linlithgow**

**Nancy** [REDACTED]

**She and her husband gave up their car when they moved into Templar's Court last year. Her husband has since died and she now relies on the L1 to get to her grandchildren in Springfield. She also uses the L1 in order to access the supermarkets, Dr surgery and post office. She uses the 31 to attend St John's hospital.**

**Ann** [REDACTED]

**Ann has three children under 4 yrs old, but can't drive because she suffers from Epilepsy. She is totally reliant on the L1 to get herself and three infants to nursery, to classes at the leisure Centre, to play groups and the shops**

**Julie** [REDACTED]

**Julie is waiting for her knees to be replaced and so she can't walk significant distances. She also has arthritis in her shoulder and so can't carry shopping far at all. She doesn't drive and is totally dependent on the L1 bus for everything.**

**Maria** [REDACTED]

Maria has ME, doesn't drive and can't always walk. She moved to Linlithgow from Edinburgh partially based on the L1 bus. She chose a flat based on proximity to a bus stop and wouldn't ever leave the house without it. She had a Dr appointment on that day and one at St John's later in the week; both would be impossible without the two buses

**Alison** [REDACTED]

Alison's husband is in Middleton Hall Care Home in Broxburn and she uses the 31 bus to visit him. Without it she would have to move him to an alternative home, or perhaps move herself.

**Jane** [REDACTED]

Jane has COPD (as well as other conditions) and is a regular attendee at St John's; sometimes for prolonged periods. She relies on the 31 as do all who visit her. She also uses the L1 extensively to visit friends at the end of the town and to shop.

**Rosemary** [REDACTED]

Rosemary moved to Linlithgow from London and chose Linlithgow carefully based on public transport links. She uses the 31 to attend St John's Hospital at least once every two months and to get to Bathgate to swim with friends. The L1 is also a lifeline as she has damaged her knee and is unable to walk far; and not at all if carrying shopping.

**Jean** [REDACTED] and her brother [REDACTED]

Neither of them drive and they are totally dependent on the L1 bus for everything, but particularly for shopping and the Post Office.

**Carol** [REDACTED]

Carol is the carer for her 2yr old grandson with Downs Syndrome in Broxburn and relies on the 31 bus to get there. Since the route change she now has to walk from Uphall, but that is much better than any alternatives.

**Mary** [REDACTED]

Mary and her husband don't drive and don't know how they would get to the supermarket (or anywhere else) without the L1 bus. The L1 bus also forms a large part of their social life and they consider it to be the best service (and driver) that they've ever had.

**Helen** [REDACTED]

She uses the L1 to get up and down the hill when not able to use her mobility scooter and would find it impossible to get into the high street without the L1 where she does her food shopping, attends the Dr Surgery and the Post Office.

She uses the 31 to attend St John's Hospital



## **COUNCIL EXECUTIVE**

### **PETITION – LBS 1 AND LBS 31 LOCAL BUS SERVICES**

#### **REPORT BY HEAD OF OPERATIONAL SERVICES**

##### **A. PURPOSE OF REPORT**

The purpose of this report is to consider a petition submitted by residents within Linlithgow regarding the Local Bus Services L1 and LBS31 in the Linlithgow area.

##### **B. RECOMMENDATION**

It is recommended that Council Executive:

1. Note the submission of the petition.
2. Note the current West Lothian Public Transport Strategy and policy in place.
3. Note the motion agreed by Council Executive on 6 February and the outcome of the budget setting meeting on 13 February.
4. Instruct officers to respond to the petition stating that officer proposals to remove local bus subsidies have been withdrawn from the Transforming Your Council budget proposals.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources;
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The council's procedures on dealing with petitions require that petitions are considered by Council Executive.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Public Transport services contribute to a number of Single Outcome Agreement aims such as providing access to increased and better quality learning and employment opportunities.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	The current approved budget for Public Transport is £9.554 million. This budget is fully committed in financial year 2017/18.

**VII Consideration at PDSP**

The petition was considered by D&T PDSP on 19 February 2018.

**VIII Other consultations**

Financial Management Unit.

**D. TERMS OF REPORT****D1 Petition**

A petition signed by 64 people, all believed to be residents of Linlithgow, has been received by the council. The population of Linlithgow is approximately 16,000 residents.

The petition is voting 'against the forthcoming threat to stop the L1 and 31 bus services' in particular concerned about how residents get to "the doctor's surgery, to the library, to the shops and St John's Hospital".

**D2 West Lothian Passenger Transport Strategy**

West Lothian Council's Public Transport Strategy was approved by Council Executive in June 2015 and outlines the council's commitment to maintaining a public transport network to meet the majority of transport needs for local people, while creating the savings which are necessary to ensure that the service is sustainable and affordable for the future. A key feature of the Public Transport Strategy is to remove duplication of bus services and make best use of resources. The council does not necessarily seek to use its financial support to provide service users with a choice of travel destinations or service type; preferring instead to seek to provide accessibility for as many people as possible to locations at which social needs can reasonably be met.

In April 2016, the council redesigned and retendered subsidised local bus contracts based on the outcomes of the public transport strategy. The contracts were awarded on an initial two year basis with an option to extend up to a further 3 years. The initial two year period ends on 31 March 2018 at which point the contracts could be extended for any period of 1 month up to 3 years.

**D3 Bus Services**

Both the LBS 1 and LBS 31 have been in operation since April 2016 and are fully subsidised by West Lothian Council. LBS 1 operates as a Linlithgow town service and LBS 31 provides a Livingston to Bathgate service via Linlithgow.

In July 2016, Council Executive approved funding to provide additional services on selected routes including additional hours on town service routes and additional stops on the LBS 31 until March 2018.

A summary of financial and passenger usage information can be found in the table below:

Contract No	Route Description	Gross Annualised Cost	Income Target	Net Annualised cost	Average Monthly Passengers
LBS 1	Linlithgow Town Service	£89,484	(27,800)	£61,684	4084
LBS 31	Livingston to Bathgate Via Linlithgow	£553,776	(199,780)	£353,996	15316

Please note that the financial information above is inclusive of the additional services operating from September 2016.

#### **D4 Transforming Your Council Consultation**

It is expected that West Lothian Council will have to make estimated savings of £65.3 million over the next five years, resulting in changes to local services. The Transforming Your Council consultation confirmed that the Passenger Transport Strategy would be reprioritised and a public transport review is proposed to focus on connecting communities and businesses in a way which is affordable and effective. This will include ceasing some services and exploring alternative transport models.

At a meeting of the Council Executive on 6<sup>th</sup> February a motion was agreed to instruct officers to remove the proposal to cease local bus subsidies. Officers have been instructed to review existing bus services and consider future options, with the Head of Operational Services to report to the Development and Transport PDSP on the findings.

#### **E. CONCLUSION**

A petition has been received from residents in Linlithgow regarding the threat to remove the L1 and 31 bus services. The Council Executive carried a motion on 6 February to remove officer proposals to cease local bus subsidies from the Transforming Your Council budget proposals.

#### **F. BACKGROUND REFERENCES**

None.

Appendices/Attachments:

None

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

Date of meeting: 6 March 2018





**COUNCIL EXECUTIVE**

**SCOTTISH GOVERNMENT ELECTORAL REFORM CONSULTATION**

**REPORT BY CHIEF EXECUTIVE**

**A. PURPOSE OF REPORT**

To advise the Executive of the Scottish Government's consultation on electoral reform

**B. RECOMMENDATION**

The Executive is recommended to

1. Consider the consultation paper
2. Agree whether the council should respond to the consultation and, if so, agree a response.

**C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities;; making best use of our resources; working in partnership
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Scotland Act 2016
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	Voter turnout is a performance indicator in the SOA
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Voter turnout is a performance indicator in the SOA
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	
<b>VII</b>	<b>Consideration at PDSP</b>	
<b>VIII</b>	<b>Other consultations</b>	None

## **D. TERMS OF REPORT**

### **D1 Background to the Consultation**

In light of the new powers that the Scottish Parliament recently gained over the conduct of Scottish Parliamentary elections and electoral registration, alongside its existing devolved responsibility for local government elections, the Scottish Government has launched a consultation on Electoral Reform. The consultation will be open from 19 December 2017 – 12 March 2018, during which time they are seeking feedback on all aspects of elections.

### **D2 Scope of the Consultation**

The full consultation paper is available at:

<http://www.gov.scot/Resource/0052/00529431.pdf>

It covers:

- How often elections should be held
- Who runs elections and how they are run
- Who can register and vote
- Accessibility of voting and elected office

The content of the consultation is set out below. Where the council has previously agreed a position, or where there is a view from the perspective of administering the poll, this has been included.

### **D3 How often elections should be held**

The idea that electoral “clashes” should be avoided is well-established and to prevent this the consultation identifies that it may be sensible to move all elections onto a 5-year cycle. This would mean that scheduled elections would not fall on the same day however there is always the risk of an early general election changing the scheduling, which would re-introduce clashes.

This consultation provides an opportunity to consider the most appropriate term length for the Scottish Parliament and local government in light of wider objectives, such as increasing democratic participation. It is noted that the vast majority of parliaments around the world have term lengths of four or five years. Supporters of shorter terms would argue that they provide more opportunities for the electorate to be involved and to hold the government to account.

**Question 1:** Do you think that the term length for the Scottish Parliament and local government should be: (a) 4 years (b) 5 years (c) other length (please specify)

**Question 2:** Do you have any other comments or suggestions on term lengths?

The council has previously supported measures to avoid holding more than one poll on the same day.



## **D4 Who runs elections and how they are run**

### **D4.1 Electoral Management Board**

The Electoral Management Board (EMB) was originally established in 2008 as an advisory body, but the Local Electoral Administration (Scotland) Act 2011 formalised its role on a statutory basis. The May 2012 local government election was the first occasion that the EMB had a statutory role for an election in Scotland.

The EMB's statutory remit includes the operational detail of planning the delivery of the local government elections at the national level, promoting best practice by providing advice, guidance and information and providing strategic consideration of legislation and policy. The EMB and its Convener provide a central focus of practitioner advice. The Scottish Government is minded to propose enhancement of the existing non-statutory role of the EMB by giving it the following functions:

- Assisting Returning Officers and Electoral Registration Officers in carrying out their duties in relation to Scottish Parliament elections
- Promoting best practice in Scottish Parliament elections by providing information, advice and training.

**Question 3:** Do you agree that the Electoral Management Board and the Board's Convener should be given the same functions in relation to Scottish Parliament elections as they already have for local government elections?

**Question 4:** Do you have any other views on the future role of the Electoral Management Board?

From an officer perspective the EMB has worked well in ensuring a consistent approach amongst Returning Officers in the areas where this is important. It does need to be adequately funded and resourced and the division of responsibility between the EMB and Electoral Commission needs to be made clear.

### **D4.2 Returning Officers**

Legislation allows for a local authority to appoint an officer of the authority to act as RO, but does not otherwise restrict who may be appointed. The employment of a Returning Officer is on a personal basis and is additional to their council employment and so past practice has been to pay each RO a fee which is calculated on the basis of the number of electors in their area. The high level of personal responsibility placed on ROs during an election is acknowledged and the committee recognises a need to retain a system of direct responsibility to ensure appropriate levels of accountability. However, the committee also feels that "while all staff involved in elections should be remunerated appropriately, the current system of payments to ROs should end".

**Question 5:** Should the Returning Officer appointment for Scottish Parliament elections continue to be on an appointment on a personal basis, independent from Scottish Government and local authority control?

**Question 6:** Should the role of the Returning Officer become part of the job description of local authority Chief Executives? (This is not currently the case and would require renegotiation of terms and conditions.)

**Question 7:** Do you have any other comments or suggestions about who should have the role of Returning Officer or how Returning Officers should be paid?

#### **D4.3 Candidate's names and addresses**

The Scottish Local Government Elections Order 2011 sets out the details to be included on ballot papers as including candidates' names and addresses however the requirement for addresses to appear has been questioned in recent years. For some, this appears to be an unnecessary security risk. This situation does not arise with ballot papers used for Scottish Parliament elections as candidates' addresses are not shown on ballot papers (they were removed due to concerns over the size of the papers). Similarly, addresses were removed from Westminster election ballot papers following concerns about candidates' security. It is therefore proposed that addresses be removed from local government papers. ROs will be responsible for checking that all candidates meet the address requirements and will publish a statement to this effect. This is in line with practice for Scottish Parliament elections and will improve security and consistency.

**Question 8:** Do you agree that candidates' addresses should not be required to appear on ballot papers for local government elections?

**Question 9:** Do you have any other comments to make on this issue?

From an officer perspective a consistent approach across elections is desirable.

#### **D4.4 Ballot Paper Ordering**

This issue concerns the order in which candidates' names appear on the ballot paper at local government elections. At present, electoral regulations throughout the UK require that the names of candidates are listed alphabetically, by surname. However, it has been suggested that alphabetical listing discriminates against those candidates with surnames starting with letters towards the end of the alphabet. Several alternative ideas have been put forward:

1. Grouping candidates on the ballot paper by party
2. Random ordering (eg where candidates have their position on the ballot paper determined by lottery)
3. A combination of 1 and 2 with candidates grouped by party and where there is more than one party candidate on the ballot paper, the party group position is determined by lottery
4. Candidate name rotation. This involves printing multiple versions of each ward ballot paper, with candidates' names ordered differently on each version. While systems of rotation have their attractions, it has been pointed out that there may be difficulties with this such as higher print costs, new software for vote counting and (most importantly) voter confusion.

**Question 10:** Do you agree that, in order to counteract the list order effect, a change should be made to the way in which candidates are listed on election ballot papers?

**Question 11:** Do you have any other comments to make on this issue?

The council has previously expressed concern that introducing rotation could restrict the number of printers able to produce the ballot papers. It has also agreed that voters are used to the alphabetical ordering of candidates. Randomising the order could cause confusion for voters. Any change to the current alphabetical ordering would need to be based on further research and clear evidence that it was needed and that it would benefit voters.

#### **D4.5 Electronic Voting**

The Digital Strategy for Scotland has undertaken to explore and trial the potential of electronic voting solutions to increase voter participation, provide voters with choice and flexibility over how they vote, reduce the costs of elections, support the rotation of candidates' names on ballot papers and reduce the number of rejected ballot papers.

There are two main ways in which votes could be cast electronically: voting machines or internet/mobile phone voting.

Electronic voting may assist groups of people who find it hard to vote in STV elections; people such as those who are visually impaired, those whose first language is not English, those who are abroad. An electronic system could also include checks to prevent voters submitting invalid papers, reduce the number of buildings which need to be used for the poll could mean fewer staff would be required to administer the poll.

Electronic voting is widely used internationally, in America, India, Canada, Australia, Estonia and Belgium. However, concern still exists about the security of online voting systems.

**Question 12:** Would you be happy to use an electronic voting machine in a polling place instead of a traditional ballot paper?

**Question 13:** Would you like voting to be possible on more than one day?

**Question 14:** Would you like to be able to vote at any polling place in Scotland?

**Question 15:** Do you have any other comments?

**Question 16:** If internet or mobile phone voting was available would you choose to use that rather than vote at a polling place or by post?

**Question 17:** If internet or mobile phone voting was available, would you be more likely to vote?

**Question 18:** Would you like voting to be possible on more than one day?

**Question 19:** Do you have any other comments?

From an officer perspective, any moves towards electronic voting must support the principles of transparency, accessibility and putting the voter first.

#### **D4.6 Boundary Reviews**

Reviews of council electoral arrangements currently takes place every 8 to 12 years with all council areas being reviewed at the same time. It has been suggested that there could be advantages if, rather than reviewing all areas at the same time, a number of council areas could be reviewed each year or period of years. For example, rather than having a single review of all 32 council areas ever 8-12 years, reviews would start and finish at different times, perhaps 2 or 3 a year, with the aim of reviewing all local councils within a set period. Conducting reviews in this way could help deliver a more locally-focussed approach

Under the existing rules for local government electoral arrangements, Scottish Ministers have the power to implement, with or without changes, or not to implement, the Commission's recommendations. The Parliament has no substantive role in that process. In the case of Scottish Parliament boundaries, the Scottish Ministers have no power to amend the Commission's recommendations and Parliament has to either accept or reject (but cannot modify) those recommendations.

It has been suggested that council wards should, in exceptional circumstances, have 2 or 5 members, rather than the current requirement of either 3 or 4 members. This would apply to all council areas and would be in addition to the Islands Bill. The argument is that this would give the Commission greater flexibility to take account of community ties and local geography when reviewing ward boundaries

**Question 20:** Do you think we should move to a rolling programme of reviews of local government electoral arrangements?

**Question 21:** Should Scottish Ministers be able to change the recommendations of the Local Government Boundary Commission for Scotland on Scottish Parliament constituencies and council wards?

**Question 22:** Should the Scottish Parliament be able to challenge the recommendations of the Boundary Commission on Scottish Parliament constituencies and council wards?

**Question 23:** Should the recommendations of the Commission be implemented without change?

**Question 24:** Please comment on your previous answer.

**Question 25:** Should the Local Government Boundary Commission for Scotland be allowed the flexibility to recommend wards which have been 2 and 5 councillors, instead of 3 or 4 councillors as at present?

From an officer perspective it is important that the timetable for boundary reviews, whether on a rolling programme or under the current arrangements, allows sufficient time for any changes to be fully incorporated early in the election planning process. This is to ensure that changes to the electoral register and polling scheme can be made without jeopardising the ability to meet key election deadlines.

## **D5 Who can register and vote**

### **D5.1 Extending the franchise**

The Scottish Government proposes to extend the franchise in Scottish Parliament and local government elections. At present, someone can vote in local government and Scottish Parliament elections if they are over 16 and are: a British citizen or a qualifying Commonwealth citizen or a citizen of the Irish Republic or European Union. For example, someone from Canada could vote in Scottish elections but someone from the USA could not.

The Scottish Government is also aware that the Scottish Parliament's Equalities & Human Rights Committee is currently taking evidence on the issue of prisoner voting – these recommendations will be responded to in due course.

**Question 26:** Do you agree that the franchise should be extended to include everyone legally resident in Scotland?

**Question 27:** Do you have any views on how long should someone be resident in Scotland before they become eligible to vote?

**Question 28:** Do you have any other comments to make on this issue?

## **D5.2 Anonymous registration**

The ability to register anonymously has been available for over 10 years. The scheme is intended to protect those whose safety might be at risk if their name and address appeared in the electoral register, such as victims of harassment, stalking or abuse. However, the report is aware that some of these victims have encountered difficulties with providing the required evidence or having access to the people who could attest about the risk to their safety. The proposals being brought forward will call for:

1. a lower ranked police officer to be able to attest applications
2. to add additional professionals to the list of those who can attest
3. to add some new court orders to the list of documentary information that can be used to support an application.

It should be noted that the UK Government will be bringing forward similar legislation.

**Question 29:** Do you think that we should make it easier for individuals who may be at risk from any form of abuse to register anonymously, whilst maintaining the integrity of the electoral register?

From an officer perspective these measures would not cause any issues in delivering the poll.

## **D5.3 Should electors be able to vote more than once at a local government election?**

Current legislation allows for an individual to register and vote in more than one local council area, but it is against the law to do so at any other election or referendum. However, there is always a risk that someone will vote in twice in other types of elections if they are registered in two places. This mainly affects owners of second homes and the reasoning is that since they pay council tax at both addresses they have an interest in the services provided in both locations.

**Question 30:** Should a voter be allowed to register in more than one local authority area?

**Question 31:** Do you agree that a voter should only be allowed to vote once in local government elections in Scotland?

## **D6 Improving accessibility of voting and elected office**

At both local and national levels, the diversity of Scotland's population is not properly reflected in structures of governance. It is important that those individuals and communities who are at greatest risk of lower representation are enabled to contribute to decision-making, in order to reach relevant solutions and build capacity and wellbeing.

A number of steps to remove barriers have already been taken such as the introduction of the Access to Elected Office Fund for disabled people who are standing for selection to cover additional costs. There are also specific actions within the Scottish Government's British Sign Language National Plan and in their Race Equality Framework with a view to increasing participation and representation of minority groups at local and national levels.

On polling day, not everyone is able to attend their polling station to cast their vote. Postal and proxy voting help to ensure that those who are entitled to vote are able to do so. In addition, electoral administrators take care when setting up polling places to ensure appropriate signage, parking provision and low-level polling booths. It is also a legal requirement to have a tactile device at every polling station. The voter can also choose to bring a companion or can be assisted by the Presiding Officer

At present, women make up 51% of the Scottish population yet only 35% of MSPs are women and 29% of councillors are women. Neither political parties nor candidates are subject in themselves to the Equality Act 2010, however they are encouraged to play a voluntary role in promoting equality.

**Question 32:** What other action could the Scottish Government take to widen access to and remove barriers to voting and elected office?

**Question 33:** Is there anything else that could be done to increase the accessibility of elections?

The provision of disabled parking at polling places is important.

**Question 34:** How can the Scottish Government best support gender balance in those elected as MSPs or local councillors?

## **D7 Consideration at Partnership and Resources PDSP**

The Partnership and Resources PDSP considered the consultation at its meeting on 19 January 2018.

In relation to electronic voting (**question 12 to 19**) significant concerns were raised over the security and the perceived security of any system, and on the potential impact on public confidence in any poll where electronic voting was used. Comments were also made in support of electronic voting, recognising that it could potentially lead to a higher turnout. There was still an acknowledgement of a requirement for all stakeholders to have confidence in the security and operation of the system, and that this could take time to build.

In relation to the franchise (**questions 26 to 28**), there was discussion about whether everyone legally resident in Scotland should be entitled to vote and support expressed for this position. A comment was also made that service voters should not be disenfranchised from voting in elections affecting Scotland due to where they have been posted.

In relation to being able to register and vote in more than one local government area (**questions 30 and 31**) there was concern expressed that voters were able to vote in more than one local authority area.

**E. CONCLUSION**

The Scottish Government has issued a consultation paper on Electoral Reform and the Executive is asked to consider how it wishes to respond to the issues raised.

**F. BACKGROUND REFERENCES**

Scottish Government Electoral Reform Consultation, Partnership and Resources PDSP 19 January 2018

Election Preparations , Council Executive 21 September 2010

Elections Update, Council Executive 03 June 2008

Improving Elections, Council Executive 26 Feb 2008

Appendices/Attachments: Appendix 1 Summary of Comments

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Graham Hope, Chief Executive

Date of meeting: 6 March 2018

## **Appendix 1: Summary of comments**

### **Timing of elections**

**Question 2:** Do you have any other comments or suggestions on term lengths?

The council has previously supported measures to avoid holding more than one poll on the same day

### **Who runs elections**

**Question 4:** Do you have any other views on the future role of the Electoral Management Board?

From an officer perspective the EMB has worked well in ensuring a consistent approach amongst Returning Officers in the areas where this is important. It does need to be adequately funded and resourced and the division of responsibility between the EMB and Electoral Commission needs to be made clear.

### **Candidates addresses appearing on ballot papers**

**Question 9:** Do you have any other comments to make on this issue?

From an officer perspective a consistent approach across elections is desirable.

### **Ballot paper ordering**

**Question 11:** Do you have any other comments to make on this issue?

The council has previously expressed concern that introducing rotation could restrict the number of printers able to produce the ballot papers. It has also agreed that voters are used to the alphabetical ordering of candidates. Randomising the order could cause confusion for voters. Any change to the current alphabetical ordering would need to be based on further research and clear evidence that it was needed and that it would benefit voters

### **Electronic Voting (Comments from Partnership and Resources PDSP)**

In relation to electronic voting (**question 12 to 19**) significant concerns were raised over the security and the perceived security of any system, and on the potential impact on public confidence in any poll where electronic voting was used. Comments were also made in support of electronic voting, recognising that it could potentially lead to a higher turnout. There was still an acknowledgement of a requirement for all stakeholders to have confidence in the security and operation of the system, and that this could take time to build.

### **Boundary Reviews**

**Questions 20 to 25:** From an officer perspective it is important that the timetable for boundary reviews, whether on a rolling programme or under the current arrangements, allows sufficient time for any changes to be fully incorporated early in the election planning process. This is to ensure that changes to the electoral register and polling scheme can be made without jeopardising the ability to meet key election deadlines.

### **Extending the Franchise (Comments from Partnership and Resources PDSP)**

**Questions 26 to 28:** there was discussion about whether everyone legally resident in Scotland should be entitled to vote and support expressed for this position. A comment was



also made that service voters should not be disenfranchised from voting in elections affecting Scotland due to where they have been posted

### **Anonymous Registration**

**Question 29:** Do you think that we should make it easier for individuals who may be at risk from any form of abuse to register anonymously, whilst maintaining the integrity of the electoral register?

From an officer perspective these measures would not cause any issues in delivering the poll.

### **Should electors be able to vote more than once at a local government election?**

**Question 31:** Do you agree that a voter should only be allowed to vote once in local government elections in Scotland?

There was concern expressed that voters were able to vote in more than one local authority area.

### **Accessibility of Elections**

**Question 33:** Is there anything else that could be done to increase the accessibility of elections?

The provision of disabled parking at polling places is important.





## **COUNCIL EXECUTIVE**

### **SCHEME OF ELECTED MEMBERS REMUNERATION, ALLOWANCES AND REIMBURSEMENT OF EXPENSES**

#### **REPORT BY HEAD OF CORPORATE SERVICES**

##### **A. PURPOSE OF REPORT**

To allow the adoption of a Scheme of Elected Members Remuneration, Allowances and Reimbursement of Expenses for 2018/19.

##### **B. RECOMMENDATION**

The Council Executive is asked to adopt the revised Scheme of Elected Members Remuneration, Allowances and Reimbursement of Expenses for 2018/19 as set out in Appendix 1.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Being honest, open and accountable
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The council's Code of Corporate Governance requires the Scheme to be reviewed annually by Committee.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	None
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	Elected Members remuneration, allowances and expenses will be resourced from within the 2018/19 Revenue Budget.
<b>VII</b>	<b>Consideration at PDSP</b>	None
<b>VIII</b>	<b>Other consultations</b>	In accordance with the Council's Financial Regulations, the Head of Finance and Estates has been consulted.

## **D. TERMS OF REPORT**

### **D.1 Background**

The Council's Code of Corporate Governance requires the Scheme of Elected Members Remuneration, Allowances and Reimbursement of Expenses (the Scheme) to be reviewed annually by Committee.

The Scheme is based on the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 and Amendment Regulations 2008, and the Local Government (Allowances and Expenses) (Scotland) Regulations 2007 and Amendment Regulations 2018 and the Finance Act 2018.

### **D.2 2018/19 Pay Levels**

Elected members remuneration is set by the Scottish Government who agreed an increase of 0.4% for 2018/19. Therefore from 1 April 2018 Elected Members will be paid the following:

<b>Post</b>	<b>2017/18 Salary (£)</b>	<b>2018/19 Salary (£)</b>	<b>Increase (£)</b>
Leader of the Council	33,857	33,992	135
Civic Head	25,392	25,494	102
Senior Councillors	24,686	24,785	99
Councillors of Joint Boards			
- Convenors	21,160	21,245	85
- Vice Convenors	20,103	20,183	80
Councillors	16,927	16,994	67

### **D.3 2018/19 Scheme**

The council's Code of Corporate Governance requires the Scheme of Elected Members Remuneration, Allowance and Reimbursement of Expenses (the scheme) to be reviewed annually.

There are no further amendments to the scheme for 2018/19.

## **E. CONCLUSION**

The Council is required to adopt a Scheme of Elected Members Remuneration, Allowances and Reimbursement of Expenses for the incoming year.

The Council will be fulfilling the obligations set out in the Code of Corporate Governance by reviewing the Scheme and adopting the proposed changes.

## **F. BACKGROUND REFERENCES**

The Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 and Amendment Regulations 2008, and the Local Government (Allowances and Expenses) (Scotland) Regulations 2007 and Amendment Regulations 2018 and the Finance Act 2018.

Appendix 1: Scheme of Elected Members Remuneration, Allowances and Reimbursement of Expenses 2018/19.

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**Julie Whitelaw**  
**Head of Corporate Services**

**Date of Meeting: 6 March 2018**



## WEST Lothian Council

### SCHEME OF ELECTED MEMBERS REMUNERATION, ALLOWANCES AND REIMBURSEMENT OF EXPENSES 2018/19

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## WEST LoTHIAN COUNCIL

### SCHEME OF ELECTED MEMBERS REMUNERATION, ALLOWANCES AND REIMBURSEMENT OF EXPENSES

#### 1 INTRODUCTION

The scheme is based on the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 and Amendment Regulations 2008, and the Local Government (Allowances and Expenses) (Scotland) Regulations 2007 and Amendment Regulations 2018 and the Finance Act 2018.

#### 2 ELECTED MEMBER POSITIONS AND REMUNERATION ARRANGEMENTS

##### 2.1 Positions

Remuneration levels for Elected Members are dependent on the responsibilities held. With the exception of the position of basic Councillor, levels of payment are determined by a banding system. For remuneration purposes West Lothian Council is placed in Band B.

**Leader of the Council** – Each local authority will have one Council Leader post.

**Civic Head** – Each local authority will have one Civic Head post and has scope to determine the level of salary paid up to a maximum of 75% of the remuneration paid to the Council Leader.

**Senior Councillor** – Individual authorities have the flexibility to determine which positions should be considered Senior Councillor meriting a higher level of remuneration. In doing so, the restrictions set out in the regulations that should be considered are:

- the limit on the number of posts that each council may have (West Lothian Council limit of 14);
- the total budget available for paying Senior Councillors;
- that payment cannot be more than 75% of the remuneration paid to the Leader.

**Councillors** - Elected Members who do not hold the position, for remuneration purposes, of Leader, Civic Head or Senior Councillor will receive remuneration set at the basic level.

##### 2.2 West Lothian Council – Levels of Remuneration

The scope for determining levels of remuneration for Elected Members is set out in the regulations. The Council's Code of Corporate Governance requires the Scheme of Elected Members Remuneration, Allowances and Reimbursement of Expenses to be reviewed annually by committee. Any increases notified by the Scottish Government within the annual reporting cycle will be applied administratively.



## **2.3 Joint Boards and Community Justice Authorities**

Conveners of joint boards and community justice authorities shall be paid a total yearly amount of £21,245 (this includes the salary they receive as a councillor). The vice-convenor will be paid a total yearly amount of £20,183 (this includes the salary they receive as a councillor). If the convener or vice-convenor receives greater remuneration as a Senior Councillor, the greater amount will be payable.

## **2.4 Renouncing all or part of a salary**

Any Elected Member, regardless of level of payment, will be able to renounce receipt of all or any part of his/her salary if he/she wishes to do so. If an Elected Member chooses to renounce all or part of the payment due they should advise the Head of Corporate Services in writing.

# **3 CLAIMING ALLOWANCES & EXPENDITURE**

## **3.1 West Lothian Council Business**

Elected Members are required to complete the standard form, as set out in the regulations, for claims for reimbursement of travel, subsistence and expenses costs. Claim forms are available from the Member Services Administration team or can be downloaded from <http://www.westlothian.gov.uk/media/1856/Elected-Members-Claim-Form/excel/claimformelectedmember.xlsx>

Completed forms should clearly indicate the approved duty undertaken. For ease of administration the reference letters allocated in Appendix 1 can be used. It is only necessary to detail times if a claim for subsistence is made.

Claim forms should be completed and submitted on a monthly basis. Dates for submitting forms for payment will be provided to the Member Services Administration team and are published on <http://www.westlothian.gov.uk/media/3089/Elected-Members-Payment-Dates/pdf/ElectedMembersPaymentDates.pdf>

## **3.2 Joint Board Business**

For councillors who are also members of joint boards, there is a requirement to report expenses relating to this business separately. The standard claim form for reimbursement of travel, subsistence and expenses costs for joint board business is available from the Member Services Administration team or can be downloaded from <http://www.westlothian.gov.uk/media/1859/Joint-Board-Travel-and-Subsistence-Claim-Form/excel/claimformjointboard.xlsx>

## **3.3 Submission and Publication**

It is the responsibility of each individual Elected Member to complete forms accurately and duly sign the declaration. Completed forms should be passed to Corporate Services for processing.

As the Council is required to publish information on Elected Members' salaries, allowances and expenses by 1 June each year, expenses claims for that year must

be submitted no later than 10 April. Expenses claims submitted after this date will only be reimbursed in exceptional circumstances to be determined by the Head of Corporate Services.

## **4 TRAVEL ALLOWANCES**

Elected Members are expected to adopt the most cost effective method of travel.

Payment of travel allowances will be paid to Elected Members in accordance with the Local Government (Allowances and Expenses) (Scotland) Regulations 2007 and Amendment Regulations 2010.

Travel allowances will be paid at the rates set by the regulations for journeys necessarily incurred for the purpose of performing approved duties. The list of approved duties is set out in Appendix 1.

### **4.1 Private Car, Van, Motorcycle or Bicycle**

#### **Work Travel**

Where the method of travel is by private car, van, motorcycle or bicycle the mileage claimed should commence from the point of departure on Council business and should be on the basis of excess mileage incurred on approved duties.

Rates of mileage allowance are set in the Regulations and are as follows:

Mode of Transport	Amount Per Mile
Car or Van	45p
Motorcycle	24p
Bicycle	20p
Additional passenger rate (per passenger)	5p

HM Revenue and Customs have set the maximum statutory tax free rate of mileage allowance at 45p per mile. PAYE will not be payable on mileage allowance claims.

In addition to mileage, the following associated costs will be reimbursed:

- Parking charges – receipted costs of expenditure incurred
- Road and bridge tolls
- Road pricing/congestion charges – receipted costs of expenditure incurred
- Ferry fares for car, motorcycle or bicycle - receipted cost of expenditure incurred

#### **Home to Work Travel**

Home to work mileage claims for Elected Members who live more than 20 miles outside the council's boundary will be the subject of taxation.

Mileages incurred should be so detailed to provide a suitable trail for audit purposes. In this respect, details of each port of call must be entered on the claim form.

Elected Members have an obligation to claim the shortest route for each journey undertaken irrespective of the miles actually travelled.

## 4.2 Public Transport

Where the method of travel is by public transport, the following expenses may be claimed:

- Buses and trams – expenses incurred, including season ticket/passes where this is considered more cost effective.
- Taxis, trains, air travel, ferry travel – receipted cost of fare.

Travel by taxi should only be in cases of urgency or when no public service is reasonably available. If an Elected Member requires to travel by taxi on a regular basis, the principle of this should be agreed beforehand with the Head of Corporate Services.

It is expected that travel by public transport should be by standard or economy class.

## 5 SUBSISTENCE

### 5.1 Meals

Where an Elected Member is required to carry out Council business outwith his or her own ward, or outwith council premises in the local authority area of which they are a member, actual receipted cost of reasonable expenses may be reimbursed up to the levels detailed below:

Breakfast*	£8
Lunch	£12
Dinner	£25

\*Reimbursement of breakfast costs cannot be claimed in addition to overnight subsistence and are only payable when there is a requirement to travel some distance.

### 5.2 Overnight Subsistence

In the case of an absence overnight from the usual place of residence the maximum rates of receipted reimbursement are:

Standard	£110
London	£131

This reimbursement covers the cost of bed and breakfast whether accommodation is booked on a “room only” or “bed and breakfast” basis.

Friends or Family	£25
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Where overnight accommodation away from home is taken with friends or family a rate of £25 per night is payable. Any claim relating to this allowance must include the accommodation address and the name(s) of the friends or family with whom the Elected Member stayed. In the circumstances where a claim of this kind is made, no other overnight allowance is payable.

Where the Council itself purchases places for Elected Members at a residential conference or other event, no overnight subsistence will be payable.

### **5.3 Overseas Accommodation**

Where travel overseas is required, the maximum level of receipted reimbursement will generally be equivalent to the London rate.

Overseas	£131
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## **6 CIVIC HEAD ALLOWANCE**

The Civic Head, or persons deputising for the Civic Head, may be reimbursed actual and receipted expenditure incurred in carrying out civic duties up to a maximum of £3,000 in a 12-month period running from the date of election.

## **7 TELEPHONES, COMPUTERS AND OTHER EQUIPMENT**

Guidance on the provisions available in relation to telephone, computers and other equipment and the costs that will be reimbursed and the arrangements for doing so is set out in Appendix 2.

## **8 PAYMENT ARRANGEMENTS**

The payment of travel and subsistence allowances and Civic Head expenses will be paid monthly on the last Thursday of the month. Payments will be made directly to the Elected Member's bank account.

## **9 TAXATION**

Any Elected Member wishing information on the tax implications of specific allowances should seek advice from the HR Operations Section of Corporate Services.

## **10 CHECKS AND CONTROLS**

Elected Members should annually submit a valid driving licence and car insurance certificate for inspection at the start of each financial year to Corporate Services. The car insurance should cover Council business use.

Total claims for subsistence and mileage will be reported to the Leader of the Council on a 3-monthly basis. Elected Members will also be provided with details of their own cumulative claim totals.

Corporate Services staff will ensure the arithmetical accuracy of the form and will vouch travel allowances claimed for Committee attendance.

Corporate Services staff will ensure that all claims submitted adhere to the details contained in this Scheme otherwise the claim will be returned to the Elected Member.

## **11 PUBLICATION**

Information on Elected Members salaries, allowances and expenses will be published on the Council's website by 1 June each year. This information will include any ICT related costs and costs for transport, subsistence and attendance at conferences paid for directly by the Council on behalf of Elected Members. This information will also be available for inspection at council offices when requested in writing by a member of the public. Appendix 3 sets out the template for publicising Elected Members Remuneration, Allowances and Expenses.

CORPORATE SERVICES  
POINTS OF CONTACT

Name	Designation	Telephone	Location
Katrina Daly	HR Operations Manager	01506 281402	Civic Centre
Jackie Wilson	Team Leader - Payroll	01506 281463	Civic Centre

## WEST LoTHIAN COUNCIL

### APPROVED DUTIES

Allowances are payable for the purpose of an approved duty, the Local Government (Scotland) Act 1973 defines an approved duty as:

- Attendance at meeting of the body or any of its committees or sub-committees, and
- The doing of any other thing approved by the body, or anything of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the body or of any of its committees or sub-committees.

The term body used above includes the Convention of Scottish Local Authorities, West Lothian Council and Joint Boards of which the council is a participant.

The “approved duties” approved by the council in terms of section 46 of the Local Government (Scotland) Act 1973 are listed hereunder, viz:

REFERENCE	APPROVED DUTY
a)	Attendance at a duly constituted meeting of the Council and Committees or Sub – Committees thereof, Policy Development & Scrutiny Panels and Local Committees.
b)	Attendance in the capacity as a member of the Council at meetings, functions or ceremonies at the invitation of non-party political organisations.
c)	Attendance by Chair of Committee or Sub-Committee of the council, or an Executive Elected Member (portfolio holder), as the Council’s representative at any event, function or visit whose matter is closely related to the function of that committee or Sub-Committee or Portfolio.
d)	Attendance at scheduled surgeries.
e)	Attendance at surgeries outwith a member’s own ward, where necessary.
f)	Attendance by an Elected Member at specified place and at a pre-arranged time for the purpose of being available for consultation by constituents on problems arising in connection with the discharge of the functions of the council or any of its committees or sub-committees. Attendance for consultation with constituents at a place within the area of West Lothian Council other than at fixed or specified locations.
g)	Attendance at meetings of other bodies as a duly appointed delegate of the council.

REFERENCE	APPROVED DUTY
h)	Attendance at a conference or course as a duly appointed delegate of the Council.
i)	Attendance by a Chair of a Committee or Sub-Committee of the Council, or an Executive Elected Member (portfolio holder), or their nominees at meetings which have to be arranged on occasions with officials of the Council.
j)	Attendance by the Provost, Deputy Provost and Leader of the Council at his or her office to undertake official duties.
k)	Attendance at any other function or ceremony with prior approval of the Council or appropriate Committee or Sub-Committee.
l)	Attendance of a local member of the Council at a meeting called by the Provost or Chair of Committee or Sub-Committee of the Council, or an Executive Elected Member (portfolio holder), and/or an officer of the council to discuss business of a competent nature.
m)	Undertaking a duty in connection with the Council's functions, provided it has been approved in advance by the appropriate Committee or Sub-Committee, with the proviso that when a duty of an emergency nature arises which cannot be dealt with by telephone or correspondence, that emergency duty will be reported to the next meeting of that Committee or Sub-Committee for consideration as an "approved duty".
n)	Attendance at duly notified meetings of Elected Members of the political group.
o)	Attendance of Elected Members of the Council at area offices following a surgery in pursuance of any enquiry made to the local member by a constituent at the surgery.
p)	Attendance of Elected Members of the Council at properly constituted meetings of Community Councils and Parent Councils established within their ward.
q)	Attendance at Council premises for the purpose of carrying out clerical research and correspondence duties in relation to matters raised with Elected Members by constituents. Such duties will occur as required, but shall constitute "approved duties" on not more than one occasion in each working day.
r)	Attendance of political group officers, namely, Leader, Deputy Leader, Secretary and Whip to carry out work on behalf of the group on the basis of not more than five occasions in a calendar month.



## **WEST LOTHIAN COUNCIL**

### **ELECTED MEMBER TELEPHONE, COMPUTER AND OTHER EQUIPMENT ALLOWANCES**

#### **CLAIMS PROCEDURE AND GUIDANCE NOTE**

This guidance note sets out the provision available in relation to the costs that will be reimbursed and the arrangements for doing so.

#### **1. Computers**

Each Elected Member will be provided with a desktop PC or laptop computer for business use.

#### **2. Home Telephones**

Elected Members may choose to have either:

- A secondary (business) home telephone line installed and administered by the Council; or
- 50% of receipted line rental and itemised billing charges reimbursed for a home telephone which is used for both business and personal use.

Where a telephone package involves payment of line rental and a fixed sum in relation to call charges, reimbursement will be for 50% of the line rental charges plus any identified business call costs only.

#### **3. Mobile Telephone and iPad**

The Council will provide a mobile telephone and an iPad to Elected Members from a supplier of the Council's choice. The Council will be responsible for the following costs:

- Telephone equipment
- Line rental/charge
- The actual cost of business

The use of mobile telephones and iPads is restricted to Council business only. On receipt of these devices Elected Members will be required to provide a written undertaking regarding restrictions of use. In exceptional circumstances, an Elected Member may use the mobile telephone for a private call. In such cases he or she will be required to repay the full cost of the call to the Council.

As international roaming is not included in the contract for iPads, if an Elected Member requires to use their iPad whilst abroad, this must only be done in areas where free wifi is available. Elected Members must contact IT Services prior to

taking the iPad abroad in order to get the international bar lifted. This bar must be reinstated on return.

#### **4. Broadband Internet Services**

Broadband internet services will be made available to Elected Members based on business need to be determined in conjunction with the Head of Corporate Services.

When requesting installation Elected Members will be required to provide an written undertaking regarding restrictions of use.

#### **5. Remote Secure Access (RSA) Tokens**

RSA Tokens will be made available to Elected Members based on business need in circumstances where an Elected Member requires secure remote access to network drives. Business need shall be determined in conjunction with the Head of Corporate Services.

#### **6. Payment of Accounts**

- Home Telephones for Business and Personal Use

The Elected Member will be responsible for paying accounts for home telephones used for business and personal use to the provider of the service.

- Secondary Phone Line for Business Use

The Council will administer the payment of secondary phone lines installed for business use only.

- Mobile Telephones and iPad

The Council will administer the payment of mobile telephone and iPad accounts.

- Broadband Internet Services

Where broadband internet services are provided via a home telephone package the Elected Member will be responsible for paying accounts for the broadband internet service. The Council will administer the payment of broadband internet services installed for business use only.

#### **7. Reimbursement of Costs**

Elected Members must submit a receipted telephone account and/or broadband internet service account to Corporate Services, before any reimbursement of costs can be made. Where an Elected Member has opted to use one phone line for business and personal use, then receipted accounts must be accompanied by a statement of business calls being claimed.

Elected Members paying telephone and/or broadband internet service accounts by direct debit or budget account must submit the payment invoice received from the provider of the service.

Reimbursement will be made through the payroll system.

## **8. Taxation**

- **PAYE**

- **Home Telephones**

Reimbursements of home telephone rentals are subject to tax under PAYE. Tax is calculated at the time of payment and is deducted at source from the rental cost. Business telephone calls are not liable to tax. This however is subject to appropriate controls being in place.

Elected Members are required to keep records of private and business calls and they have a responsibility to keep itemised call billing statements and any other supporting evidence where reimbursement is being sought for business calls.

- **Mobile Telephones**

No tax charge arises from the use of mobile telephones. The Council will retain copies of mobile telephone accounts and itemised call billing statements for inspection purposes.

- **Broadband Internet Services**

No tax charge arises for the reimbursement of broadband internet service accounts which are provided for business purposes. The council will retain copies of billing statements for inspection purposes.

- **VAT**

Elected Members will be reimbursed for the VAT component of rental and business calls subject to provision of a receipted telephone account and/or broadband internet service account. The actual receipted account must be submitted, as copies are not sufficient for the Council to reclaim the VAT element. Where Elected Members pay telephone accounts and/or broadband internet service accounts by direct debit or budget account, the actual payment invoice received from the provider of the service must be submitted.

## **9. Other Matters**

Elected members may wish to have home telephone features that are additional to the basic services listed above. Where this is the case, Elected Members will be responsible for meeting the full cost of these features with no reimbursement being provided by the Council.

Additional mobile telephones purchased for private use will be the responsibility of Elected Members, with no reimbursement of any aspect of the cost being made, even where occasional business use is incurred.

2018-2019 Elected Members Register.xlsx  
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## **COUNCIL EXECUTIVE**

### **WEST LOTHIAN ELIGIBILITY CRITERIA FOR CARER SUPPORT**

#### **REPORT BY HEAD OF SOCIAL POLICY**

#### **A. PURPOSE OF REPORT**

To update the Council Executive on the outcome of the public consultation on the proposed eligibility criteria for carer support conducted in line with the council's duties under the Carers (Scotland) Act 2016 and to present the finalised eligibility criteria for approval.

#### **B. RECOMMENDATION**

It is recommended that the Council Executive:

1. notes the council's duties in relation to setting eligibility criteria for carer support;
2. notes West Lothian Integration Joint Board's duties in relation to setting eligibility criteria for carer support where functions are delegated;
3. notes the outcome of the public consultation with carers and representatives of carers on the proposed eligibility criteria;
4. notes the finalised eligibility criteria; and
5. approves the eligibility criteria for young carers and carers of children with additional care or support needs.
6. approves the eligibility for paid support to carers to be set at Level 3 – Duty to support.

#### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	<p>Carers (Scotland) Act 2016</p> <p>Carers (Scotland) Act 2016 - Statutory Guidance - Local eligibility criteria - Part 3, Chapter 1, Sections 21 and 22</p> <p>Public Bodies (Joint Working) (Prescribed Local Authority Functions etc.) (Scotland) Amendment Regulations 2017</p> <p>An equality relevance assessment concluded that the local eligibility criteria will be applied to both those with protected characteristics and those who do not in the same way and,</p>

therefore, will not lead to inequalities in relation to access to support.

<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Our children have the best start in life and are ready to succeed  Older people are able to live independently in the community with an improved quality of life  We live longer, healthier lives and have reduced health inequalities
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	All activities will be carried out within relevant available budgets.
<b>VII</b>	<b>Consideration at PDSP</b>	11 January 2018 – Social Policy PDSP
<b>VIII</b>	<b>Other consultations</b>	Public consultation on Draft Local Eligibility Criteria for Carer Support (27 December 2017 to 28 January 2018)

## **D. TERMS OF REPORT**

### **D.1 Background**

The Carers (Scotland) Act 2016 (the Act) comes into effect on 1 April 2018.

The Act details the advice, information and support which carers are entitled to in order to support them in their caring role enabling them to maintain their health and well-being and to have a life alongside caring.

Carers are defined by the Act as people who provide help and support to someone they know, such as a family member or friend, but who are not employed to do this or working as a volunteer for an organisation.

Carers are the largest group of care providers in Scotland providing vital support to the people they care for. Carers should be recognised as equal partners in care and have the opportunity to be involved in the support planning of the people they care for. Carers should also be able to decide how much care they wish to offer and to know what support is available to them.

### **D.2 Local eligibility criteria for adults and young carers**

From 1 April 2018, the council must:

- Identify the support needs of carers
- Prepare an adult carer support plan or a young carer statement if someone asks for one
- Provide support to carers based on local eligibility criteria
- Involve carers in planning services
- Establish information and advice services for carers



And the NHS in Scotland must:

- Involve carers in the hospital discharge planning of the people they care for
- Partnerships must also prepare a local Carers' Strategy and a Short Breaks Services Statement.

Public bodies have a responsibility to make young carers aware that they are entitled to be children first and that the duties within the Act apply to them.

The council is required to develop local eligibility criteria to determine what type of support carers will be offered. The proposed West Lothian eligibility criteria for unpaid carers are based on the National Carer Organisations best practice framework as included in statutory guidance and consider:

- The impact of caring on the carer
- The level of need for support
- The thresholds to be met to be eligible for support

The finalised criteria are attached as Appendix 1 to this report and show that eligibility for paid support to carers is set at level 3 – Duty to support. The criteria are joint criteria, as recommended in the statutory guidance, and can apply to both adults and young carers. This also assists in keeping the assessment process for support consistent through transition from young carer to adulthood.

### **D.3 Delegated functions**

Implementation of the Act also has implications for Integration Authorities. The Public Bodies (Joint Working) (Prescribed Local Authority Functions etc.) (Scotland) Amendment Regulations 2017 covers section 21 of the Carers Act and places a duty on Integration Authorities to set local eligibility criteria for carer support in relation to adult services and, where appropriate, the delegated functions relating to children's services.

West Lothian Integration Joint Board (IJB) has not been delegated functions relating to children's services, therefore, the governance route for the approval of the joint criteria is the West Lothian IJB for adults and Council Executive for young carers and carers of children with additional care needs, for example, a disability.

### **D.4 Consultation**

The Act further requires that the council consults carers and carer representatives on its eligibility criteria.

An online public consultation, supported by Carers of West Lothian and other stakeholders, was launched on Wednesday 27 December 2017 and ended on Sunday 28 January 2018. People were also invited to respond by e-mail or by post if they preferred.

### **D.5 Response to the consultation**

There were 23 responses to the online consultation and a further 3 e-mail responses.

The consultation asked three questions:

1. Do the eligibility criteria cover all the areas of someone's life where their caring responsibilities could have an impact?

70% of respondents said they did.

2. Do the eligibility criteria explain how the impact of caring will be measured and used to identify the level of support need a carer has?

74% of respondents said they did.

3. Is there anything that you think should be added or changed?

52% of respondents provided comments and suggestions.

The majority of the comments and suggestions provided by respondents could be grouped under the following areas:

Carer health and wellbeing	6 comments
Carer relationships, social life and a break from caring	8 comments
Carer employment issues, cost of caring, financial issues	10 comments
Access to support / need for eligibility criteria	10 comments
Consultation process	7 comments

Other than the comments on the consultation process itself, the comments raised by respondents in relation to the other areas above can all be covered within the seven outcome areas which make up the proposed eligibility criteria –

- Health and wellbeing
- Relationships
- Living environment
- Employment and skills
- Finance
- Life balance
- Future planning

Given that the West Lothian eligibility criteria are based on the National Carer Organisations recommended framework as included in statutory guidance and that the majority of respondents to the consultation felt the criteria covered all the areas of a carer's life where caring could have an impact and explained how this will be measured and used to identify their support needs, the proposed eligibility framework is deemed appropriate for introduction.

## **E. CONCLUSION**

The council has a duty to set and publish eligibility criteria for carer support ahead of the Carers (Scotland) Act 2016 coming into effect on 1 April 2018. For adult carers, this duty rests with the West Lothian IJB but statutory guidance recommends that joint criteria are appropriate.

Following consultation on the proposed eligibility criteria and analysis of responses, it is proposed that the finalised eligibility framework attached as Appendix 1 to this report be approved by Council Executive in relation to young carers and carers of children with additional care needs.

The same eligibility criteria will be presented to the West Lothian IJB for approval on 13 March 2018, in relation to adult carers.

## **F. BACKGROUND REFERENCES**

[Carers \(Scotland\) Act 2016](#)

[Carers \(Scotland\) Act 2016 - Statutory Guidance - Local eligibility criteria - Part 3, Chapter 1, Sections 21 and 22](#)

[Integration Scheme between West Lothian Council and NHS Lothian](#)

Appendices: Appendix 1 – West Lothian Eligibility Criteria Framework – Carer Support

Contact Person: Jane Kellock,  
Head of Social Policy

Tel: 01506 81920

Email: Jane.Kellock@westlothian.gov.uk

Jane Kellock, Head of Social Policy

Date of meeting: 6 March 2018



## West Lothian: Eligibility Criteria for Carer Support

Adults & Older People's Services	Children's services	Universal support		Power to support	Duty to support		National health and wellbeing outcome reference
		Level 1: Pre-assessment		Level 2: Assessment and carers support plan	Level 3: Post assessment support		
		Caring has no impact	Caring has low impact	Caring has moderate impact	Caring has substantial impact	Caring has critical impact	
		No risk	Low risk	Moderate risk	Substantial risk	Critical risk	
Health & wellbeing	Healthy	Carer in good health	Carer's health beginning to be affected.	Carer's health at risk without intervention	Carer has health need that requires attention	Carer's health is breaking/ has broken down	1,6 & 7
		Carer has good emotional wellbeing	Caring role beginning to have an impact on emotional wellbeing	Some impact on carer's emotional wellbeing	Significant impact on carer's emotional wellbeing	Carer's emotional wellbeing is breaking/ has broken down	
Relationships	Healthy, safe and nurtured	Carer has a positive relationship with the cared-for person and is able to maintain relationships with other key people	Carer has some concerns about their relationship with the cared-for person and their ability to maintain relationships with other key people	The carer has identified issues with their relationship with the cared-for person and/or they are finding it difficult to maintain key relationships	The carer's relationship with the person they care for is in danger of breaking down and/or they are no longer able to maintain key relationships.	The carer's relationship with the person they care for has broken down and their caring role is no longer sustainable and/or they have lost touch with other key people in their life.	3,4 7 & 8
Living environment	Safe	Carer's living environment is suitable, posing no risk to the physical health and safety of the carer and the cared for person.	Carer's living environment is mostly suitable but could pose a risk to the health and safety of the carer and cared-for person in the longer term.	Carer's living environment is unsuitable but poses no immediate risk.	Carer's living environment is unsuitable and poses an immediate risk to the health and safety of the carer and/or the cared-for person.	Carer's living environment is unsuitable and there are immediate and critical risks to the health and safety of the carer and /or the cared-for person.	2
Employment and skills	Achieving & responsible	Carer has no difficulty in managing caring and employment and/or education.  Carer does not want to be in paid work or education.	Carer has some difficulty managing caring and employment and there is a risk to sustaining employment and/or education in the long term.  Carer is not in paid work or education but would like to be in the longer term.	Carer has some difficulty managing caring and employment and there is a risk to sustaining employment and/or education in the medium term.  Carer is not in paid work or education but would like to be in the medium term.	Carer has significant difficulty managing caring and employment and there is a risk to sustaining employment and/or education in the short term,  Carer is not in paid work or education but would like to be soon.	Carer has significant difficulty managing caring and employment and/or education and there is an imminent risk of giving up work or education.  Carer is not in paid work or education but would like to be now.	5,6
Finance	Included	Caring is not causing financial hardship e.g. carer can afford housing costs and utilities.	Caring is causing a risk of financial hardship e.g. some difficulty meeting housing costs and utilities.	Caring is causing some detrimental impact on finances e.g. difficulty meeting either housing costs OR utilities,	Caring is having a significant impact on finances e.g. difficulty meeting housing costs AND utilities.	Caring is causing severe financial hardship e.g. carer cannot afford household essentials and utilities, not meeting housing payments.	5,6

## West Lothian: Eligibility Criteria for Carer Support

Adults & Older People's Services	Children's services	Universal support		Power to support	Duty to support		National health and wellbeing outcome reference
		Level 1: Pre-assessment		Level 2: Assessment and carers support plan	Level 3: Post assessment support		
		Caring has no impact	Caring has low impact	Caring has moderate impact	Caring has substantial impact	Caring has critical impact	
		No risk	Low risk	Moderate risk	Substantial risk	Critical risk	
Life balance	Active, achieving and included	Carer has regular opportunities to achieve the balance they want in their life.	Carer has some opportunities to achieve the balance they want in their life.	Due to their caring role, the carer has limited opportunities to achieve the balance they want In their life.	Due to their caring role, the carer has few and irregular opportunities to achieve the balance they want in their life	Due to their caring role, the carer has no opportunities to achieve the balance they want in their life	2,4,5 & 6
		They have sufficient opportunity to participate in activities which promote physical, mental and emotional wellbeing	They have some opportunity to participate in activities which promote physical, mental and emotional wellbeing.	They have some limitations to opportunity to participate in activities which promote physical, mental and emotional wellbeing.	They have very little opportunity to participate in activities which promote physical, mental and emotional wellbeing.	They have no opportunity to participate in activities which promote physical, mental and emotional wellbeing.	
Future planning	Achieving	Carer is confident about the future and has no concerns.	Carer is largely confident about the future but has minor concerns	Carer is not confident about the future and has some concerns	Carer is anxious about the future and has significant concerns.	Carer is very anxious about the future and has severe concerns.	6



**COUNCIL EXECUTIVE**

**WEST LOTHIAN LOCAL DEVELOPMENT PLAN – DEVELOPMENT PLAN SCHEME  
No.10**

**REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION**

**A. PURPOSE OF REPORT**

The purpose of this report is to advise members of an updated Development Plan Scheme (DPS No.10) for the West Lothian Local Development Plan (LDP).

**B. RECOMMENDATION**

It is recommended that Council Executive approves the content of Development Plan Scheme No.10.

**C. SUMMARY OF IMPLICATIONS**

- |   |   |
|---|---|
| <b>I Council Values</b>   | Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership.   |
| <b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b> | <p>Preparation of a Strategic Development Plan (SDP) and Local Development Plan (LDP) are statutory requirements under the terms of the Planning etc. (Scotland) Act 2006. Once adopted the LDP will form part of the development plan for West Lothian alongside the SDP.</p> <p>The development plan requires to be the subject of a Strategic Environmental Assessment (SEA) but there is no need for SEA on the DPS.</p> <p>There are no equality, health or risk assessment issues associated with the DPS</p> |
| <b>III Implications for Scheme of Delegations to Officers</b>   | None  |
| <b>IV Impact on performance and performance Indicators</b>  | Planning Authorities are assessed by Scottish Government on their performance in preparing their development plans against national headline indicators, as set out in the Planning Performance Framework.  |

Development plans require to be updated every 5 years. The West Lothian Local Plan was adopted in January 2009. With the revised timescale set out in DPS No.10, it is anticipated that adoption of the LDP is likely to be Spring 2018.

The West Lothian Local Development Plan Proposed Plan (LDP) and the council's response to representations received, was submitted to the Scottish Government's Planning and Environmental Appeals Division (DPEA) in October 2016 for Examination. A reporter has been appointed and the Examination commenced on 18 January 2017. The report of the examination was published on 13 December 2017.

- |   |   |
|---|---|
| <b>V     Relevance to Single Outcome Agreement</b>          | <p>Outcome 3 – Our economy is diverse and dynamic and West Lothian is an attractive place for doing business.</p> <p>Outcome 8 – We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.</p> |
| <b>VI    Resources - (Financial, Staffing and Property)</b> | <p>The emerging development plan for West Lothian will have financial implications for the council in terms of capital and revenue expenditure. These cannot be quantified at this stage. There may also be consequences for capital receipts.</p>            |
| <b>VII   Consideration at PDSP</b>                          | <p>The DPS was considered by the Development and Transport PDSP on 19 February 2018. The panel was supportive of the terms of the report and raised no concerns.</p>  |
| <b>VIII   Other consultations</b>                           | <p>No consultations were required in the preparation of this report.</p>  |

## **D.    TERMS OF REPORT**

### **D1    Background and Purpose of the DPS**

Section 20B of the Planning etc. (Scotland) Act 2006 requires planning authorities to prepare a development plan scheme (DPS) at least annually for the local development plan (LDP). The DPS sets out the programme for preparing, reviewing and consulting on the LDP. The DPS must be in place by 31 March each year.



Scottish Ministers have powers under the Planning etc. (Scotland) Act 2006 (section 16(7)) as set out in paragraph 25 of Planning Circular 6/2013: Development Planning to direct a planning authority to prepare and submit a report as to why it has failed to replace its LDP within five years. These powers have not been exercised at West Lothian Council.

## **D2 Proposed Development Plan Scheme No.10 for the West Lothian Local Development Plan**

A draft DPS (DPS No.10) has been prepared and is attached as Appendix 1. This will replace the timetable for the preparation of the West Lothian LDP as previously set out in DPS No.9 and members are asked to note that timescales for the LDP have changed slightly. DPS No. 9 envisaged the Examination Report to be published in Summer 2017. However the Examination Report was not published until December 2017. Consequently DPS 10 states the adoption of the LDP is now anticipated in Spring 2018 rather than Autumn / Winter 2017, as set out on DPS No.9.

Following the anticipated adoption of the LDP, attention will be directed on producing Supplementary Guidance's (SG) and Planning Guidance's (PG) to support and provide further information and detail in respect of policies and proposals set out in the LDP. Appendix Four of the LDP lists 31 SG's and PG's. Furthermore the Action Programme associated with the LDP also requires to be published.

DPS 10 introduces timescales for the next LDP (LDP2). The next LDP requires to be consistent with the second Strategic Development Plan (SDP2). It is anticipated SDP2 will be adopted in Summer 2018.

The indicative timetable for LDP2 is set out below. The project stage duration estimates are based on 'Circular 6/2013 Development Planning'.

Main Issues Report	Spring 2020
Proposed Plan	Winter 2020
Submission to Ministers	Summer 2021
Examination Report	Winter 2021
Adoption	Spring 2022

Prior to the publication of the Main Issues Report, Development Planning will require to carry out several evidence gathering exercises and will need to prepare a participation statement and monitoring statement.

## **D2 Planning Reform**

Members will be aware from other reports to PDSP and Council Executive that a review of the Planning System in Scotland is underway. This is likely to make changes to the operation of the planning system including format and timescales for development plans. This may result in changes to the timelines set out in DPS No.10. If that is the case a mid-year update will be prepared or, depending on timescales for the review, picked up in DPS No.11.

## **E. CONCLUSION**

The DPS for the LDP is required to be published annually, or more frequently as major issues arise in the process, as required by legislation. The DPS sets out a timeline for preparation and adoption of the LDP. The LDP is anticipated to be adopted in Spring 2018.

## **F. BACKGROUND REFERENCES**

Adopted West Lothian Local Plan 2009:

<https://www.westlothian.gov.uk/WLLP>

West Lothian Local Development Plan Proposed Plan, October 2015

<https://www.westlothian.gov.uk/proposedplan>

West Lothian Local Development Plan Scheme No.9 – March 2017

<https://www.westlothian.gov.uk/media/2400/West-Lothian-Local-Development-Plan-Scheme-No9/pdf/DPS9-web.pdf>

Appendices / Attachments: One

Appendix 1 – Draft Development Plan Scheme No.10 for the West Lothian Local Development Plan

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**Craig McCorriston**  
**Head of Planning and Economic Development**

**6 March 2018**

WEST LoTHIAN LOCAL DEVELOPMENT PLAN

# Development Plan Scheme No.10

March 2018



West Lothian  
Council





## Contents

- 1 What is a Development Plan Scheme (DPS)?
- 2 What is a Development Plan?
- 4 The emerging Local Development Plan
- 6 The West Lothian Local Development Plan timetable
- 7 Engagement and participation
- 8 Local Development Plan 2
- 9 Keeping you informed



# What is a Development Plan Scheme (DPS)?

The Town and Country Planning (Scotland) Act 1997 (as amended by the Planning etc. (Scotland) Act 2006), the Town and Country Planning (Development Planning) (Scotland) Regulations 2008 and Circular 6/2013, require planning authorities to prepare a DPS each year.

It must be updated annually and include:

- An explanation of what a Development Plan is;
- A programme for preparing and reviewing Development Plans;
- A summary of what is involved at the various stages of preparing the Local Development Plan (LDP);
- A proposed updated timetable for preparing the LDP; and
- A Participation Statement, with information on when and how you can get involved.

This is the tenth edition of the West Lothian DPS, replacing the previous scheme (March 2017). This latest version reflects progress made over the last twelve months and sets out an updated programme for the remaining stages of work to complete and deliver the West Lothian Local Development Plan (LDP).



# What is a Development Plan?

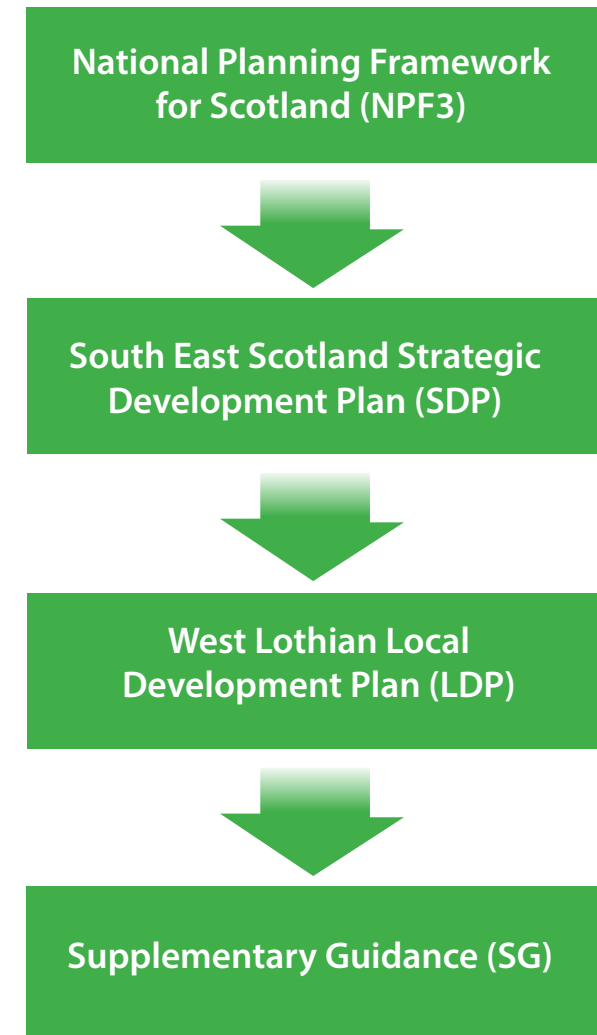
Development Plans set out policies and proposals for the future development and use of land, where development should, or should not happen and how development affects its surroundings and are the basis for decision making on planning applications.

The current Development Plan for West Lothian comprises the **South East Scotland Strategic Development Plan (SDP)** (approved with modifications by Scottish Ministers on 27 June 2013), the **West Lothian Local Plan (WLLP)** (adopted 13 January 2009) together with a suite of **Supplementary Planning Guidance**. These are informed by the **Third National Planning Framework for Scotland (NPF3)** which is prepared by Scottish Government.

Because the WLLP is now more than five years old it requires to be replaced.

## The Third National Planning Framework for Scotland (NPF3)

Produced by the Scottish Government, NPF3 sets out at the national level the Scottish Government's strategy for development and includes development proposals identified in schemes of national importance. NPF3 was published in June 2014.



## Strategic Development Plan (SDP)

SDPs are produced for Scotland's four largest city regions. SDPs set out a long term (20 years or more) land use planning strategy indicating, in broad terms, where future development will be located and what is needed to deliver it.

The SDP for South East Scotland is prepared by the Strategic Development Plan Authority for Edinburgh and South East Scotland (SESplan). The six councils which are members of SESplan are City of Edinburgh, East Lothian, Fife, Midlothian, Scottish Borders and West Lothian.

## Local Development Plan (LDP)

LDPs are produced by local planning authorities and set out detailed policies and proposals to guide development. They must conform to the approved SDP and seek to implement requirements on a more detailed site-specific basis than exists within the SDPs. LDPs should be adopted within two years of the approval of a relevant SDP.

## Supplementary Guidance (SG)

SG on a specific planning topic may be prepared and form part of the statutory plan, but only where it has been specifically identified as required in an SDP or LDP.





# The Emerging Local Development Plan

The West Lothian LDP will replace the West Lothian Local Plan (WLLP). It will contain a spatial strategy, proposals map, action programme for identified developments and a schedule of the local authority's land interests affected by LDP policies or proposals. It will focus on specific proposals for the period up to Year 10 from the date of adoption.

The purpose of the LDP is to:

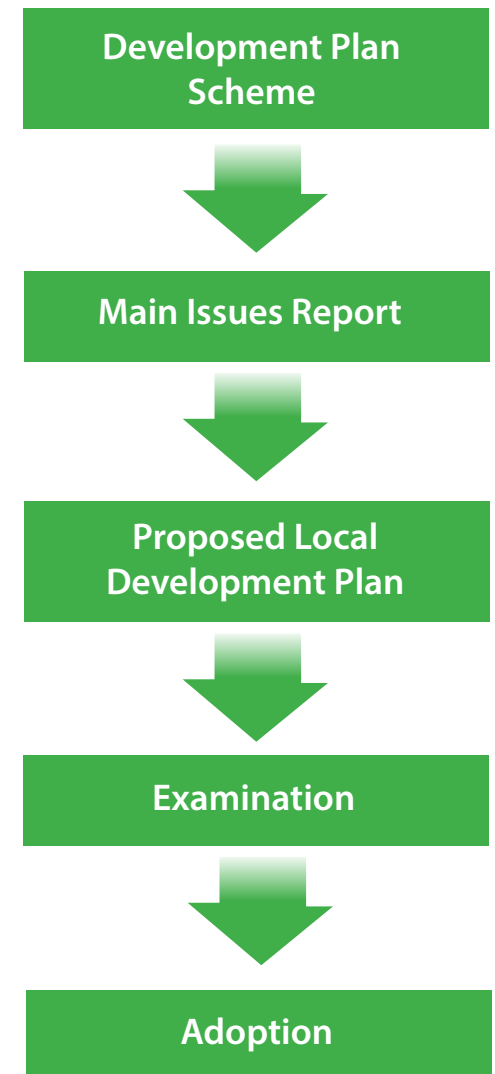
- provide a clear basis for determining planning applications; and
- allocate land to meet the needs and targets set out in the Strategic Development Plan for the wider city region (the SESplan area).

The process of preparing LDPs is prescribed by Scottish Government and set out in detailed regulations which the council is required to observe. The key components are as follows:

## **Publish the Development Plan Scheme (DPS)**

## **Main Issues Report (MIR)**

The MIR is accompanied by an Environmental Report and Monitoring Statement. It is a consultation document that sets out the options for the West Lothian LDP. A wide range of stakeholders are consulted at this time including members of the public, community councils, community groups, businesses, infrastructure providers, key consultation agencies, neighbouring authorities and the Scottish Government. The MIR is the main consultation stage of the LDP process.





## Proposed Local Development Plan

The Proposed LDP provides a stronger view of proposed development locations proposed by the council, informed by consultation responses at the previous stage. There is a formal consultation period following the publication of the Proposed LDP which provides an opportunity for formal representations (both in support and against the plan).

## Examination

Following the consideration of representations, the Proposed LDP and a summary of unresolved issues is submitted to the Scottish Government's Planning and Environmental Appeals Division (DPEA) for examination. The examination process is largely expected to be undertaken by way of written submissions but it is not uncommon for there also to be a number of hearing sessions to which interested parties are invited by the examination Reporter to attend.

## Adoption

The LDP is published and adopted with changes recommended by the Reporter.

An Action Programme is also adopted and published. The Action Programme identifies what developments are to be taken forward, who is responsible for delivery of these and when they will be delivered.

To ensure the LDP takes account of effects on the environment and does not adversely affect protected European nature conservation sites or any particular social group, we have undertaken the following assessments as a part of the LDP preparation:

- Strategic Environmental Assessment (SEA)
- Equalities and Human Rights Impact Assessment
- Habitats Regulations Appraisal
- Monitoring Statement
- Action Programme
- Transport Appraisal



## The West Lothian Local Development Plan Timetable

It is a requirement that the LDP must be in compliance with the currently approved Strategic Development Plan and it is for this reason that preparation of the West Lothian LDP has followed in the wake of the SDP for South East Scotland (SDP) which was approved by Scottish Ministers in June 2013. The SDP is supported by Supplementary Guidance on housing land and was approved by Scottish Ministers in October 2014.

The timetable for producing the West Lothian LDP is set out in the following table;

<b>Publication of Development Plan Scheme 1</b>	<b>March 2009</b>
<b>Call for sites / Expressions of interest</b>	<b>January – May 2011</b>
<b>Publication of Main Issues Report, Monitoring Report and Strategic Environmental Assessment (SEA)</b>	<b>August 2014</b>
<b>Main Issues Report consultation period</b>	<b>25 August – 17 October 2014</b>
<b>Publication of Proposed Plan including Environmental Report and Action Programme</b>	<b>October 2015</b>
<b>Proposed Plan Consultation period</b>	<b>12 October – 22 November 2015</b>
<b>Submission of Proposed LDP, representations and a summary of unresolved issues submitted to the DPEA for examination</b>	<b>28 October 2016</b>
<b>Examination commences</b>	<b>Commenced January 2017</b>
<b>Examination Report received</b>	<b>December 2017</b>
<b>Modify Plan in accordance with Reporter's recommendations</b>	<b>January - March 2018</b>
<b>Anticipated Adoption of Plan</b>	<b>Spring 2018</b>
<b>Action Programme</b>	<b>Summer 2018</b>
<b>Production of Supplementary Guidance and Planning Guidance</b>	<b>Throughout 2018</b>



# Engagement and Participation

A Participation Statement was submitted to the DPEA at the same time the West Lothian LDP was submitted for examination. The Participation Statement sets out when and with whom consultation on the LDP took place.

There were several consultation periods in the preparation of the LDP. Input was obtained through a range of different techniques such as questionnaires, newspaper advertisements, writing to key agencies and stakeholders, neighbouring planning authorities, Scottish Government, Community Council's and West Lothian Citizen Panel. Various events were arranged for members of the public including drop in events at partnership centres, shopping centres and libraries, as well as tailored meetings with community councils.

The council's website, Facebook and Twitter pages are continuously updated to advise of progress on the LDP.



## Local Development Plan 2

Planning Authorities are required to review their LDP at least every five years.

The next Local Development Plan for West Lothian (LDP2) requires to be consistent with the second Strategic Development Plan (SDP2). The Proposed SDP2 sets out the vision and broad development patterns and levels for the city region over a 20 year period from 2018. The Main Issues Report was published in July 2015, the Proposed Plan was published in October 2015 and was submitted to Scottish Ministers for examination in June 2017. It is anticipated SDP2 will be adopted in Summer 2018.

The indicative timetable for LDP2 is set out below. The project stage duration estimates are based on Circular 6/2013 Development Planning.

Main Issues Report	Spring 2020
Proposed Plan	Winter 2020
Submission to Ministers	Summer 2021
Examination Report	Winter 2021
Adoption	Spring 2022





## Keeping you informed

West Lothian Council is committed to notifying the public, interested parties and stakeholders at periodic stages throughout the LDP process. We believe your views are important and help enrich the process of the preparation of the LDP.

The LDP is now at the later stages of preparation and there is no opportunity for comment unless requested by the Scottish Government Reporter appointed to examine the LDP.

For the forthcoming LDP, the early stages will focus on seeking the views of the community and other stakeholders.

In the interim there are various methods to keep you informed:

- Our Local Development Plan website
- Subscribe to our e-newsletter by emailing us [wlldp@westlothian.gov.uk](mailto:wlldp@westlothian.gov.uk)
- Phone us on 01506 280000
- Write to us at **Development Planning, Planning and Economic Development,  
West Lothian Civic Centre, Howden South Road, Livingston, West Lothian EH54 6FF**

We welcome feedback and comments on our service and encourage comments to be emailed to us.





## **COUNCIL EXECUTIVE**

### **PUBLIC BODY REPORTING ON THE SCOTTISH BIODIVERSITY DUTY: 2015-17**

#### **REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION**

##### **A. PURPOSE OF REPORT**

The purpose of this report is to inform the Council Executive about the requirement for public body reporting on the Scottish Biodiversity Duty between 2015-2017.

##### **B. RECOMMENDATION**

It is recommended that the Council Executive:

notes the contents of the general review of West Lothian's commitment to biodiversity (as detailed in Appendix 1) and agrees to forward this report to the Scottish Government as evidence that the council, as a public body, has met its reporting duty on biodiversity over the 3 year period (2015 to 2017) and publicises this report on the council's website as requested by the Scottish Government.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Working in partnership, focusing on our customers' needs and making best use of our resources.
<b>II Policy and Legal (including SEA, Equality Issues, Health or Risk Assessment)</b>	<p>Legal: The Nature Conservation (Scotland) Act (2004) requires all public bodies in Scotland to further the conservation of biodiversity when carrying out their responsibilities. The Wildlife and Natural Environment (Scotland) Act (2011) requires public bodies in Scotland to provide a publicly available report, every three years, on the actions which they have taken to meet this biodiversity duty.</p> <p>Policies: West Lothian Local Plan (2009) ENV 1-5 support biodiversity, nature conservation and enhancement. The emerging Local Development Plan has similar, related policies.</p> <p>There are no SEA, equality, health or risk assessment issues.</p>
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	None

<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Outcome 8: We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
<b>VI</b>	<b>Resources - Financial Staffing and Property</b>	The Wildlife Information Centre (TWIC) Service Level Agreement with Planning Services is met from within existing revenue budgets.
<b>VII</b>	<b>Consideration at PDSP</b>	The initial 3 year report (2011-14) was not considered at a PDSP due to timescales at that time, but members of the Environment PDSP were invited to comment on the report before it was considered by the Council Executive in December 2014. The Panel had no major comments at its February 2018 meeting.
<b>VIII</b>	<b>Other Consultations</b>	NETs, Land & Countryside Services.

## **D. TERMS OF REPORT**

### **D1 Background**

Under the Nature Conservation (Scotland) Act (2004), all public bodies in Scotland are required to further the conservation of biodiversity when carrying out their duties. The Wildlife and Natural Environment (Scotland) Act (2011) requires public bodies in Scotland to provide a publicly available report, every three years, on the actions which they have taken to meet this biodiversity duty. The first West Lothian report, covering the period 2011-2014, was published in January 2015.

The Scottish Executive published "Scotland's Biodiversity: It's in Your Hands" in 2004 which aims to "*conserve biodiversity for the health, enjoyment and well-being of the people of Scotland, now and in the future*". This Scottish Biodiversity Strategy was updated in June 2013 with the "2020 Challenge for Scotland's Biodiversity". This update to the strategy reflects international commitments and the European Union's Biodiversity Strategy for 2020. It focuses on the desired outcomes for 2020 to halt the loss of biodiversity in Scotland and to restore the essential services and benefits to society that a healthy natural environment provides.

The second West Lothian Biodiversity Duty Report which is appended to this report sets out actions taken by the council for the period 2015- 2017. The report demonstrates the great variety and range of the work being carried out.

The attached report follows a layout suggested by the Scottish Natural Heritage and covers the following key areas:

- a) **governance** – leadership and management of biodiversity matters;
- b) **mainstreaming** – examples of how biodiversity has been incorporated into corporate policy, plans and projects;
- c) **action** – actions an organisation has taken to protect and enhance biodiversity and contribute to the Scottish Biodiversity Strategies "2020 Challenge";
- d) **partnership** – working with other stakeholders; and
- e) **communication** – raising awareness, building capacity and working with communities.

The main activities under these headings are as follows.



## **D2 Governance**

The council has an ongoing service level agreement with The Wildlife Information Centre (TWIC) to provide screening of planning applications and a GIS layer of notifiable species. TWIC also co-ordinates and informs the annual West Lothian Local Biodiversity Sites steering group.

Over a 3 year period, between 2015-17 TWIC have checked 2,551 planning applications, of which 871 had a biodiversity issue identified. Of the 130 potential Local Biodiversity Sites (pLBS) across West Lothian within the local development plan, a further 30 have been assessed and confirmed. The remaining 60 pLBS will be assessed as ecological information becomes available.

## **D3 Mainstreaming**

Supplementary Planning Guidance (SPG) on "*Planning for Nature – Development Management & Wildlife*" was adopted in Spring 2015 following public consultation. It aims to help developers fully consider the wildlife and habitat implications of proposals which need planning permission. The guidance is a material consideration when local authority development management officers consider planning applications.

In addition, revised SPG on "*Residential Design Guidance*" (2017), that among other aspects addresses biodiversity issues, has been adopted, while two further SPG on "*West Lothian placed-based green networks*" (that includes sections on biodiversity and geodiversity) and "*Flooding and the Water Environment*", underwent public consultation on 2016/17 and due for adoption after the adoption of the LDP.

## **D4 Action: West Lothian biodiversity projects**

There are various biodiversity projects that have occurred in West Lothian over the last three years. Several examples include:

- securing further grant aid from Scottish Natural Heritage (SNH) for peat restoration projects at Easter Inch Moss, between Blackburn and Seafield and Black Moss at Armadale (£20k);
- revising Harperigg Reservoir Local Nature Reserve Management Plan (2016-21) and undertaking further amenity woodland planting around the reservoir; and
- revising six geodiversity leaflets, maintaining Kirkton Quarry, by Boghall and confirming 50 geodiversity sites, that represent the best in West Lothian's geological heritage, in the local development plan and creating a West Lothian Geodiversity Action Plan.

## **D5 Partnership**

The council was a signatory of an updated concordat with the Central Scotland Green Network Trust (CSGNT) in 2016.

CSGNT have continued to undertake a wide range of projects across West Lothian including creating new woodlands, managing existing woodlands and establishing paths. For example, in 2015/16 approximately £252k was levered out by CSGNT from external grants and other sources for green space work at Lanthorn Park, Dedridge.

Similarly, in 2016/17, for a WLC investment of £74k, additional funds derived for West Lothian were in the order of £94k, involving 25ha of woodland maintained; 562m paths (new or upgraded); 0.95ha of greenspace improved; and 1,737m paths maintained.

Lothian & Fife Green Network Partnership (L&FGNP) & CSGNT have been involved with WLC Planning Services in assessing green network opportunities in south west West Calder. This is also related to L&FGNP work with the council on implementing the Lothians & Fife Forest & Woodland Strategy (2012-17).

After a major Loch summit was held in November 2015 and a national conference in April 2016, extensive partnership working continues to try and resolve the complex biodiversity issues associated with the Linlithgow Loch catchment. A major nutrient source apportionment study, funded by Historic Environment Scotland, got underway in 2017 and will conclude in late 2018 with the recommendations available in 2019.

## **D6 Communication**

The rangers within the council's NETs, Land & Countryside Services have been active over the last three years with a wide range of projects that raise the awareness of biodiversity. Among the numerous examples are the continuation of:

- environmental education with pre-school, school age and tertiary education;
- species monitoring of badgers, bats, orchids and butterflies and their recording continues in Beecraigs and other Country Parks; and
- the "Wild Wednesday" programme and other related events.

## **E. CONCLUSION**

The Biodiversity Duty report appended sets out in detail the action, activities and outcomes with respect to the council's statutory duty to further the conservation of biodiversity. It sets out a range of positive interventions to both protect and enhance the varied biodiversity of West Lothian over the 2015-17 period that, despite challenges to council's capital and revenue budget, are anticipated to be continued.

## **F. BACKGROUND REFERENCES –**

Scottish Government publications:

[2020 Challenge for Scotland's Biodiversity](#) 2013

First West Lothian Report on the Scottish Biodiversity Duty (2011-14)

<https://www.westlothian.gov.uk/media/6171/West-Lothian-Report-on-the-Scottish-Biodiversity-Duty-2011---2014/pdf/ReportontheScottishBiodiversityDuty2011-14.pdf>

Appendices / Attachments: one -

Second West Lothian report on the Scottish Biodiversity Duty (2015-17)

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**Craig McCorrison**

**Head of Planning, Economic Development & Regeneration**

**6 March 2018**



West Lothian Council on the

# Scottish Biodiversity Duty 2015 -17

## *Second Report*

### 1 Introduction

Under the Nature Conservation (Scotland) Act (2004), all public bodies in Scotland are required to further the conservation of biodiversity when carrying out their responsibilities. The Wildlife and Natural Environment (Scotland) Act (2011) requires public bodies in Scotland to provide a publicly available report, every three years, on the actions which they have taken to meet this biodiversity duty. The first report was published in January 2015 covering the period 2011-2014.

The Scottish Government published *Scotland's Biodiversity: It's in Your Hands in 2004* which aims to "conserve biodiversity for the health, enjoyment and well-being of the people of Scotland, now and in the future". This Scottish Biodiversity Strategy was updated in June 2013 with the 2020 Challenge for Scotland's Biodiversity. This update to the Strategy reflects international commitments and the European Union's Biodiversity Strategy for 2020. It focuses on the desired outcomes for 2020 to halt the loss of biodiversity in Scotland and to restore the essential services and benefits to society that a healthy natural environment provides.

The following is West Lothian Council's report on how, as an organisation, it has addressed its biodiversity duty over the period 2015-17. It follows a layout suggested by the Scottish Natural Heritage.

Data Label: Official

Mains Burn, Bathgate Hills





*Geodiversity site at Hopetoun Foreshore*

## Governance, Leadership and Management

West Lothian Council is a local authority with responsibility for an area west of the capital, Edinburgh, between the Firth of Forth on its north boundary, the River Avon to the west, the River Almond on its east boundary and the Pentland Hills along its south boundary.

The council is made up of 33 elected councillors representing nine wards. The council is currently led by a minority Labour Group administration. The council operates through a system of committees and sub-committees with officers reporting to committees on relevant matters.

All committee reports include a section on Policy & Legal aspects, including SEA and sustainability issues.

The council is also a re-signatory to the renewed Central Scotland Green Network concordat, the Climate Change Declaration, Scotland's Geodiversity Charter (2018-23), which was recently re-signed in November 2017 and is considering the Woodland Trust's *Charter for Trees*.

## West Lothian Council: Environment Policy Development and Scrutiny Panel

West Lothian's main source of governance on biodiversity matters is the Environment Policy Development and Scrutiny Panel (PDSP) that comprises elected members who, through officers develop new policies for the council, or review existing policies if changes are considered necessary.

While it does not have the power to make decisions, it can make recommendations to the Council Executive. The Environment PDSP has responsibility for consideration of a wide range of environmental reports, including biodiversity, as well as the emerging Climate Change Strategy and associated Action Plans, including the annual Scottish Climate Change Declaration report.

The Chair of the Environment PDSP, currently Cllr Tom Conn, is the executive member with portfolio responsibility for environmental matters.

While West Lothian Council does not have an ecologist, or local biodiversity officer in post, it has entered into a Service Level Agreement (SLA) with The Wildlife Information Centre (TWIC) since 2006 to provide some of these services. There are three components to the SLA:

### 1) Planning screening

This system involves checking the boundaries of planning applications within West Lothian against a range of potential biodiversity constraints and providing reports to Development Management listing all constraints per application. The systematic checking of all planning applications for impacts on biodiversity contributes to the fulfilment of a local authority's biodiversity duty as required in the Scottish Biodiversity Strategy. The checking system involves cooperation between local authority and TWIC staff as follows. On a weekly basis:

- a) council's nominated officer will extract new applications for that period and e-mails the data (site boundaries and application details in GIS format) to TWIC;
- b) TWIC checks all applications for biodiversity constraints and e-mails a report listing constraints to the council's nominated officer.

The statistics for the previous three years are as follows:

Year	TWIC screened planning applications	Potential biodiversity constraint identified	Potential biodiversity constraint identified
2014/15	741	279	37.7%
2015/16	900	350	38.9%
2016/17	910	292	32.1%

### 2) Notable / protected species (Geographic Information System) GIS data

This is a licensed product supplied by TWIC to the council as a GIS layer and associated database. The licence includes an up-to-date dataset at the beginning of financial year (first quarter), a minimum of one further update during the year (normally the third quarter) and the ability for West Lothian Council to request an update once during the year to ensure the most current data available at a specified point in time.



Binny Craig

### 3) Local Biodiversity Sites system management

TWIC co-ordinate and manage the Local Biodiversity Sites system in West Lothian on behalf of the council. Specifically, TWIC undertake, within the agreed time, the following work:

1. co-ordination of the LBS Steering Group to develop work programmes, site selection and review and to provide the secretariat for one meeting in the year.
2. management of LBS data – maintaining list of LBS sites, updating records as new information becomes available.
3. maintenance and provision of GIS layer of LBS sites.
4. assessing sites (target six sites annually) as required and notifying owners when required.
5. once sites are confirmed as LBS producing sites statements and notifying landowners.

The existing *West Lothian Local Plan* was adopted in 2009 with the commitment to review the 29 **Local Wildlife Sites** (now termed potential **Local Biodiversity Sites**) listed in the local plan. The pLBS Working Group is chaired by the council and administered by TWIC and consists of the council's Planning Services & Parks and Woodland Service, Scottish Natural Heritage, Scottish Wildlife Trust and several local biodiversity experts.

Regionally Important Geological & Geomorphological sites (RIGS) now called **Geodiversity Sites** (LGS) are reviewed separately with the help of British Geological Survey, Lothian & Borders Geo-conservation Group and Almond Valley Heritage Trust. 52 sites have been identified in the emerging *West Lothian Local Development Plan* (2015) and their detail shown in the Supplementary Planning Guidance of 2016 *West Lothian placed-based Green Networks (including Local Biodiversity and geodiversity sites)*.

It is estimated there are approximately 130 potential Local Biodiversity Sites (pLBS) across West Lothian, but only approximately 65 of these have had an ecological survey that have allowed assessment and confirmation under the LBS criteria. These LBS and pLBS are shown in the local development plan and discussed with landowners. Site Management Briefs will be prepared, potentially with the assistance of Scottish Natural Heritage, which will identify key management actions and potential sources of grant funding.



## 2 Mainstreaming

The conservation of biodiversity is generally embedded in the delivery of council services such as Planning, Economic Development & Regeneration Services and NETs, Land & Countryside Services. This ensures that land use planning and the management of council-owned land deliver protection and enhancements for biodiversity. The role of the natural environment and biodiversity is reflected in the council's *Climate Change Strategy*. The council is currently working towards producing an *Adaptation Action Plan* in 2018 after reviewing internal procedures on climate change issues.

The adopted *West Lothian Local Plan* (2009) and the emerging *West Lothian Local Development Plan* (2015) policy framework supports the protection and enhancement of designated nature conservation sites, protected species and biodiversity in the wider landscape.

The statutory *Strategic Development Plan* (SESplan 2015), *Local Development Plan* and non-statutory planning guidelines reflect the overarching aims of the Central Scotland Green Network of delivering connected green corridors, and protecting and enhancing the natural environment.

The inclusion of biodiversity in assessments and standards such as Parks Quality Standards and certification under the UK Woodland Assurance Scheme are also integral to the management of council land.

The council also encourages residents to have a greater appreciation of the importance of conserving and enhancing the biodiversity of the area through the council's own management and also through individual action. It does this through its Education Service with the majority of schools being involved in the Eco-schools programme which seeks to engage the whole school in good environmental practice including caring for their school grounds. Schools are often assisted by the Ranger Service which offers a range of sessions for local schools and groups to explore and learn about their local habitats (Approximately 50 per year).

Example of schools engaging in Greenspace project:

- The James Young High School
- St Ninian's Roman Catholic Primary School
- Riverside Primary School
- Letham Primary School
- St Columba's Roman Catholic Primary School
- Murrayfield Primary School
- St Mary's Roman Catholic Primary School
- Bridgend Primary School
- Dedridge Primary School

Eco Schools are now embedded in West Lothian schools, who take responsibility for sustainability. Also relevant is that Outdoor Learning is inherent in HIGIOS 4 – ‘How good is our school’, so schools are increasingly engaging in the outdoors. There are currently 117 schools registered with the Eco-Schools programme in the West Lothian area.

The Rangers also run ‘*Forest Schools*’ with a number of classes e.g. at Dechmont Infant School and Inveralmond Community High School, Greenrigg Primary School and Harrysmuir Primary in 2016. Grounds for Learning have also worked directly with WLC schools to improve their grounds as spaces for active play using natural materials and also to create features which provide opportunities to learn about the natural world.

The rangers also provide environmental education to the wider public through four ‘*Wild Wednesday*’ activity days during the summer holidays at different greenspaces around the district, a programme of themed walks and other activities in Country Parks, on-site interpretation and also on-line posts on the council’s website and facebook page.

West Lothian best sites for nature are identified as Local Biodiversity Sites.

The council has three country parks at Almondell & Calderwood, Beecraigs and Polkemmet managed by the Parks and Woodland Team, with Calderwood being a Site of Special Scientific Interest. There are two publically owned Local Nature Reserves at Easter Inch Moss & Seafield Law and Harperigg Reservoir.

Programmes such as Eco-schools and the outdoor play the Learning in Local Greenspace project (SNH / Learning through Landscapes) are helping to deliver biodiversity gains within schools and education.

A list of WLC plans, policies and strategies which reflect biodiversity objectives are given below:

- *West Lothian Open Space Strategy* (Interim Review – 2015) – and is under review for publication in 2020 to align with capital programme;
- *Allotment Strategy* – that is under review to become a “Food Growing Strategy”;
- *West Lothian Climate Change Strategy* (2016);
- *Local Development Plan* (2015) – that should be adopted in Spring 2018;
- *Edinburgh & Lothian Forestry & Woodland Strategy* (2012-17)- that is still valid and the Action Plan has just been updated;
- *Sustainable Procurement Policy*; and
- *Tree Safety and Management Plan* (2017).





Woodland, Harperrig

### 3 Action s taken to improve biodiversity conservation

#### West Lothian Local Biodiversity Action Plan: *Planning for Biodiversity Action 2005-09*

This was the second biodiversity action plan for West Lothian. However, this plan had not been updated but its eight priority strategic habitats remain valid:

1. Rivers and streams
2. Farmland- grass and cultivated land
3. Woodland
4. Lowland raised bog
5. heather moorland
6. Coastline
7. Oil shale bings
8. Union Canal

and informs the various project work as outlined:

#### Easter Inch Moss & Seafeld Law Local Nature Reserve (LNR)

West Lothian's first LNR was designated in 2006. The local management group made up of interested locals, councils officials from Planning Services and Parks and Woodland Service and occasionally the Police, continue to meet twice a year, albeit this is a reduction in the original quarterly meetings that have proved hard to resource.

Central Scotland Green Network Trust (CSGNT) in 2011 funded the revision of the original Management Plan. This involved a hydrological survey and a Phase 1 habitat survey.

The council was successful in obtaining an initial £35k grant from the SNH Green Stimulus: Peatland Restoration Fund in 2013 for phase 1 damming works on the Moss and a further £26k in 2014 from the same fund for further damming and scrub clearance work. Data loggers relating to water depth have been installed. Level sensors located in boreholes coupled with GPS-enabled data loggers allow the monitoring and recording of water table levels in real time and will inform the success of measures to improve the retention of water within this locally rare raised bog. Extensive damming work has also been carried out by conservation volunteers. A further application has been submitted in 2017 to the SNH Peatland Restoration Fund for more damming work.

The Ranger Service organised a 'Moss Fun Day' in September 2014 that attracted over 200 local people and continue to work with local primary schools especially in Blackburn, including Murrayfield Primary School where they planned a special visit all about peat bogs. (2015).



Black Moss, Armadale

### Black Moss, Armadale

Similar to Easter Inch, the council was successful in obtaining a £20k grant from SNH Green Stimulus: Peatland Restoration Fund for the council owned Black Moss. This allowed a hydrological survey and Management Plan to be prepared. In tandem, SNH acted as Agent and oversaw the initial damming works on the Moss via a contractor in early 2015.

There have been discussions with the adjacent landowner about managing the part of the Moss in private ownership. Central Scotland Green Network Trust carried out a Phase 1 habitat survey on both private and public parts of the moss in September 2014 due to the need to carry out the survey at an appropriate time in the survey season.

The *Draft Management Plan* was discussed with representatives of Armadale Community Council and an associated Action Plan produced that will allow various interested parties to lead on biodiversity conservation works related to enhancing the bog over the next five years.

Due to numerous local fires on the moss, a Fire Plan was produced with Lothians Fire Service.

### Harperrig Reservoir Local Nature Reserve (LNR)

While the Local Nature Reserve has been through the committee designation process, it had not formally been implemented as the LNR Management Group disagreed on the status of the car park at the west end of the reservoir. However, a successful application to West Lothian Land Trust for car park improvements was obtained in 2014 via Kirknewton Community Development Trust and implemented in 2016.

The initial Management Plan (2009-14) was revised, underwent public consultation and agreed at the council's Environment Panel in December 2015. This contains a number of biodiversity elements e.g.; further works on the Wildlife Refuge to the west of the causeway bridge.

The residents, land owners and land and reservoir managers continue to meet on a bi-annual basis facilitated by Planning Service and Pentland Hills Regional Park Service Rangers as the reservoir is located within the Regional Park.



## Geodiversity

An important strand of biodiversity is geodiversity. While the council signed the original *Scottish Geodiversity Charter* in December 2012 it re-signed the revised Charter (2018-23) in November 2017. The Charter encourages determined and collective action from all sectors – public bodies, commercial businesses, land owners and managers, academics, teachers, voluntary organisations and individuals – to fulfil the vision and so ensure that Scotland's geodiversity is adequately considered and conserved.

In addition, to re-signing the revised Charter, a *West Lothian Geodiversity Action Plan* has been prepared and the West Lothian Geodiversity Working Group involving British Geological Survey (BGS), SNH, Almond Valley Heritage Trust and Lothian and Borders Geo-Conservation Group.

Following the BGS comprehensive field survey of over 200 potential sites representing a wide range of geological eras across West Lothian in 2005/06, the best 51 sites have been identified and listed in the Local Development Plan. More details are given in the *West Lothian place-based green networks* supplementary planning guidance (2015).

All the interpretation leaflets relating to Kirkton Quarry, Petershill by Bathgate and Binny Craig and Witchcraig site in the Bathgate Hills along with Auchinoon Quarry, by Harperigg have all been updated and placed on the council's website. Work with Edinburgh University Geosciences Graduate Outreach Project has produced a geodiversity trail and leaflet at Society Point, Hopetoun. In addition, Kirkton Quarry, owned by WLC, had scrub woodland removed from its rock faces after SNH raised concerns about the poor condition of this SSSI in 2017.

### Supplementary Planning Guidance: *Planning for Nature – Development Management & Wildlife* (2015)

In spring 2015, West Lothian Council adopted [Supplementary Planning Guidance: \*Planning for Nature – Development Management & Wildlife\*](#). This was instigated by Scottish Natural Heritage as a case study for the production of a best practice example of supplementary planning guidance (SPG) for other local authorities to help developers assess and understand natural heritage issues and the planning process.

This resulting guidance (see link below) sets out how the biodiversity (wildlife and habitats) and geodiversity (rocks, soils and fossils) of the West Lothian area will be taken into account when considering all development proposals.



### [Supplementary Planning Guidance: \*Residential Development Guide\* \(RDG\) \(2017\)](#)

The *Residential Development Guide* Supplementary Planning Guidance (SPG) was updated in 2017 and addresses, among a wide array of development issues related to house building, biodiversity issues that need considered.

Developers will be required to assess the biodiversity status of sites by undertaking an ecological survey, and the outcomes, which can sometimes have a profound effect on developability and the development programme, should be used to influence the design of the residential development in order to conserve, enhance and create further opportunities for biodiversity.

#### [Residential Development Guide \(2013\)](#) (pages 60-62)

(NB: link to 2013 Guidance above as 2017 revised guidance, while approved at Council Executive, is awaiting the adoption of the new *Local Development Plan* in spring 2018 before being formally released as a material consideration for planning applications).

The RDG makes links to detailed biodiversity guidance that is also available from the council in a separate document entitled '*Planning for biodiversity action in West Lothian*'. The aim of this *Local Biodiversity Action Plan* (LBAP) is "*to enhance and increase the mosaic of habitats and the key species of which they are composed to address their importance in the environmental, social and economic values of West Lothian*". However, it is acknowledged this detailed second LBAP for West Lothian from 2005-09 is now out of date. However, the priority species and habitats it identified remain relevant.

Due to staff and budget resource issues, there are currently no plans to update this LBAP.

#### [West Lothian Placed-based Green Networks \(including Local biodiversity and geodiversity sites\) \(2017\)](#)

This guidance was out for public consultation in 2016 and finalised in 2017, but is awaiting the adoption of the new *Local Development Plan* in spring 2018 before being considered by the Council Executive for adoption. Section 9 outlines Local Biodiversity Sites, the process they undergo before designation within the local development plan, with a list of all the sites and their locality / grid reference and approximate area with a wider strategic map of West Lothian showing their general location.

## Edinburgh and Lothians Forestry & Woodland Strategy

The purpose of the *Edinburgh and Lothians Forestry & Woodland Strategy* 2012-17 (ELFWS) is to guide woodland expansion and management across the Lothians in a way that optimises its contribution to the region's people, economy and environment. It aims include expansion of the region's woodland resource and securing resilience to climate change as well as addressing biodiversity in the range and types of woodland planted and managed.

The ELFWS was developed by the Lothians and Fife Green Network Partnership (in which West Lothian Council is a partner) and covers the four Lothian local authorities' areas. The council uses the Strategy and its associated spatial data in responding to consultations on woodland creation proposals and in assessing development proposals that could affect woodland (e.g. wind farms). Various council services participated in the updating of the Action Plan in 2017 that will allow monitoring of the strategy to 2022.

### Open Space Management

In relation to the council's management of parks, open space and cemeteries, NETs, Land and Countryside Services have, over the last few years, implemented the following regimes that benefit biodiversity:

- reduced maintenance frequencies including spraying herbicide in channels, on roads / pavements and around shrubberies (frequency reduced from three to two sprays per annum);
- reduced hedge cutting (from two cuts to one cut per annum - unless there is a specific health and safety concern);
- reduced grass cutting (from 14 cuts to 12 cuts per annum); and
- in churchyards and cemeteries wood / bark mulch, recycled from arisings from council tree operations are being used, instead of weed killer around headstones and other structures.

The council runs an annual garden competition across the county. It has a 'Wildlife Friendly' category which encourages the public to garden in a more environmentally friendly way.

Through Open Space & Cemeteries team updating and open space improvement programmes, the council is improving the quality, condition and accessibility of West Lothian parks and play areas, including increasing biodiversity through wildflower meadows and reduced mowing, raising awareness of these facilities and encouraging community engagement through 'Place-making.' Improved paths, new signage, more varied and better urban habitats and community involvement will all encourage people to get closer to nature, and to make better use of their 'local' (within 500m) and 'neighbourhood' (within 1km) parks, for learning and health.

In addition, having these parks so close to people's homes will encourage people to walk/ cycle to their local facility, with the associated health and environmental benefits, rather than travelling by car to facilities further afield.

Where possible improvement programmes will include improvement / increase in semi-natural areas which are good for wildlife itself and also enrich visitors' experience.



## Planning, Economic Development & Regeneration

This is a key service which leads the delivery of the WL LBAP. It also delivers biodiversity conservation through, protection and designation of local sites.

### SESPlan and the *Local Development Plan*

The *Strategic Development Plan* and *Local Development Plan* (LDP) include a range of planning policies to deliver biodiversity protection and enhancements. Locally important sites are protected through the Local Biodiversity Sites system within the LDP, together with two Local Nature Reserves (LNR) as outlined above. LDP policies also recognise the value and potential of biodiversity outside designated sites. The Plans aims to enhance, safeguard and avoid fragmentation of the wider green network.

### Revised *West Lothian Open Space Strategy* (2020-25)

The new strategy will take a co-ordinated approach to protecting and improving West Lothian's network of open space, helping to deliver West Lothian's contribution to the development of the Central Scotland Green Network. The strategy is aligned with the *Local Development Plan* and co-ordinates with related strategies, including those for parks and gardens, allotments, play, sports facilities, active travel, climate change adaptation and biodiversity.

Key proposals in the draft are likely to include:

- country parks and trees and woodland;
- continuing to manage the parks to a good standard and preparing management plans and funding bids to improve them;
- creating a network of good quality green corridors, large and local parks;
- improving the value of existing greenspaces for people and wildlife; and
- supporting communities to establish allotments, community gardens and, orchards.

### In-house and External Training

Training and advice are provided to council departments on a range of biodiversity topics. For example, training sessions on biodiversity related issues have been offered to Planning, Building Standards staff e.g. on rain gardens via CSGNT biodiversity officer and also SEPA Planning liaison officer and Forestry Commission Scotland on their 'right tree in the right place policy' and felling licences.

Council staff have attended SNH 'Sharing Good Practice' courses on a range of biodiversity related topics, while Planning & NETs & Land Services staff participated in an ecosystems approach to the Pentland Hills through a consultant's study funded by SNH in 2016/17 to prepare for the new *Regional Park Strategic Management Plan*. Knowledge gained from this project has also informed the council's revised urban park audit.

Individual staff members endeavour to advance their biodiversity knowledge and keep up to date with various aspects of habitat management through reading, attending seminars and sharing ideas with other local authorities and organisations.



### External Partnerships

Planning officers represent the council on external partnerships and groups which have a biodiversity remit, such as the Lothian and Fife Green Network Partnership, and also work closely with Central Scotland Green Network Trust on a wide range of woodland creation projects and other improvement projects. While Rangers are involved with CSGNT on the John Muir Way urban pollinator project and Operational Services with the River Forth Fishery Trust and their Almond / Avon River Life project.

### Flood Risk Management

The council is also represented on the Forth Estuary Local Plan District. This group published the *Forth Estuary Local Flood Risk Management Plan* in 2016 which includes a number of prioritised and costed methods aimed at reduce flood risk in the most sustainable way, including natural flood management measures.

### NETs, Land & Countryside Services

This is a key service in the delivery of biodiversity conservation through greenspace management and habitat creation projects. NETs, Land & Countryside Services are also involved with land management policies and implementing the Open Space and related strategies as well as extensive woodland management programmes within the country parks and the significant woodland holding across Livingston.



Bathgate Hills

## Tree and Woodland Management

The West Lothian Council - *Tree and Woodland Safety and Management Plan* was completed in 2017. This guides the management of council owned trees and woodland and reference is made to the importance of individual trees and woodland areas for biodiversity, in particular veteran trees and woodland of high biodiversity value, and the basis on which decisions regarding tree felling and other management are to be made.

Most of the council's woods will be managed for multiple benefits including recreation, visual amenity, shelter, pollution and noise abatement, income production and not least their biodiversity value.

Calderwood (part of Almondell & Calderwood Country Park) is the only woodland SSSI owned by WLC but is the largest remnant of ancient woodland in the Lothians. An Urban Woodland Management Plan (UWMP) was recently prepared by CSGNT and approved by Forestry Commission Scotland (FCS).

CSGNT have also completed an UWMP for the Long-established woods around Polkemmet Country Park and a further UWMP for the woods along the River Almond at Almondell, prepared in-house, is under review by FCS.

The council's largest area of woodland is at Beecraigs Country Park. This comprises mainly conifer woodland but much of it is being managed on extended rotations and has greater structural diversity and hence biodiversity value than many. A long-term forest plan for Beecraigs was completed and approved by FCS in 2014. This sets out the plan to restructure the 270ha forest and gradually to increase its species and structural diversity and through choice of species and management regime help the habitat become more resilient to climate change. The woodland management and the timber produced from Beecraigs are independently certified under the UK Woodland Assurance Scheme and Forestry Stewardship Council.

The majority of the woods planted over the last two decades are of predominantly native species many of them on reclaimed sites which are gradually being colonised by native ground flora and associated flora.

Work has commenced to start to prepare management plans for all the remaining significant woods owned by the council.



## Other Habitat Management

The management of a number of other habitats has been improved at Beecraigs Country Park including:

**Balvormie Meadow:** neutral grassland area (scarce within West Lothian) stock fenced with new paths created to allow seasonal grazing by native breed cattle and sheep to conserve rich flora including Butterfly orchid. An initial survey was carried out by volunteer ecologists and Oatridge students And subsequent surveys carried out by Ranger Service have shown an increase in species diversity.

A simple Farm Conservation Plan for the 60ha Animal Attraction was prepared and approved by SGRPID which then allowed the council to apply for Agri-Environment and Climate Change grants for the following:

**Top Meadow:** unimproved grassland was fenced and the existing fairly diverse sward enriched with wildflower seeding. This is now being seasonally grazed by native breed cattle and sheep as above. A new path was created to form a key route within the Country Park passing this area. These meadow improvements will encourage snipe and woodcock nesting.

**Hedge Management:** a number of old hedges have been “laid” (i.e. thickened up and their species diversity improved) and others replanted.



*Tree planting, Bathgate Hills*

## NETS, Land and Countryside: site management and community involvement

The service, through its Rangers and Open Space Officers and other staff, organises volunteer activities including practical conservation tasks and wildlife surveys. The volunteers include individuals offering to assist with particular projects and groups such as the Lothian Conservation Volunteers, The Conservation Volunteers, corporate groups and special interest groups such as Lothian Amphibian and Reptile Group, Lothian Badger Group and local bat surveyors. All these, together with the Friends groups below, make a significant contribution to the monitoring of species and habitats and assisting with habitat improvement, providing approximately the following volunteer time:

Year	Volunteer days	Volunteer hours
2015	84	308
2016	46	863
2017	40	800

which was spent on biodiversity activities:

- tree planting at Little Boghead and Beecraigs
- wildflower planting at Little Boghead
- scrub removal at Easter inch Moss and Blackmoss
- damming work at Blackmoss
- removing Himalayan Balsam at Almondell.
- removing New Zealand Pygmy weed from Balvormie pond
- rhododendron control at Polkemmet
- woodland management at Oakbank and Ravenscraig
- rosebay willow herb control at Beecraigs and Polkemmet
- hedge laying at Beecraigs (that will allow a greater number of birds)
- badger sett surveys at Beecraigs
- bride wort control at Polkemmet

These activities were carried out by various groups including

- Lothian Conservation Volunteers,
- The Conservation Volunteers,
- Butterfly Conservation Bog Squad,
- Friends of Little Boghead and Friends of Almondell,
- WLC Volunteer Ranger Service,
- Cub and Scout groups and individual volunteers.



### Pentland Hills Woodland expansion

While there were four phases of woodland creation around Harperigg Reservoir reported in the earlier biodiversity report, there has been another phase of woodland creation in the Pentland foothills that forms part of this important green network. Further woodland creation is under design and should be implemented in the coming years in this area.

### Friends of Parks

West Lothian has a network of Friends of Parks groups, supported by NETs Land & Countryside staff. These groups are made up of volunteers who work closely with the council and play a key role in enhancing and protecting local parks, woodlands and green spaces.

Biodiversity improvement projects with which various Friends groups have assisted over the last few years include:

- Friends of Little Boghead, Bathgate – site management of this semi-natural woodland and wetland area adjacent to a recent housing development, including tree and wildflower planting litter clearance and removing vegetation from the ponds. The Friends also made a successful application to Tesco Bags of help which has funded new signage, seating and educational visits for schools.
- Friends of Almondell & Calderwood – creation of a new wildlife pond within the garden, plans for a butterfly bank, cutting back invasive species including *Rhododendron ponticum*, commencement of Calderwood Fen SSSI management agreed with SNH in 2017.
- Dedridge Environmental Project (DEEP) – have engaged consultants to prepare an Urban Woodland Management Plan. The area is being transferred back to the council.
- Murieston Environment Group – clear overgrown paths and undertake minor maintenance repairs.
- Polkemmet Environment Group – are a fledgling group of approximately 12 individuals and growing. Looking to arrange a number of community events initially to get the community on board and using the park.





### Allotments

Implementation of the *Allotments Strategy* by NETs, Land & Countryside Services staff supported a local group in the creation of a new allotment site on council land at Killandean Burn Greenway. An extension to the allotment site has been allocated in the *Local Development Plan*. Support has also been given to the Polbeth & West Calder Community Garden and Fauldhouse Community Development Trust who have a desire to establish a community growing area at Falahill in the village as well as Murieston Community Council for a community growing space on the Murieston Greenway in Livingston.

### Urban Pollinators

To support pollinators in West Lothian urban parks, trial wildflower meadows are being established in larger parks, as well as allowing some grassy areas to grow longer, where there is an indication that there may be some noteworthy flora amongst the grasses.

### Livingston South Blue / Green Network

The council worked together with three local environment groups and Central Scotland Green Network Trust (CSGNT) in Livingston South using both capital and external funding from the CSGNT Development Fund and the Avondale Environmental and West Lothian Council through the Landfill Communities Fund to restore Campbridge Park Pond, reduce the risk of flooding and improve water quality on the Dedridge Burn through the construction of a new wetland, improving the condition of footpaths and trails, replacing essential street furniture including park benches and litter bins and reconnecting fragmented habitats through extensive new tree and shrub planting at Bankton Mains Park.

### Livingston North Blue / Green Network

A further £20k grant was secured from CSGNT in 2017 to undertake a survey of five burn corridors in the north part of the town and prepare a master plan for improvements, when further external grant funding can be raised, as well as scope for community volunteer projects along the green network. Community consultation is planned for early 2018.



### Linlithgow Loch and catchment

A Loch summit, chaired by Historic Environment Scotland was held in November 2015 among all the major interested parties in the loch.

- West Lothian Council (Flood Risk, Planning, Environmental Health Services);
- Scottish Environment Protection Agency (Ecologist / Area Officer);
- Historic Environment Scotland (Area Manager / Rangers);
- Scottish Natural Heritage;
- Scottish Water;
- Forth Area Federation of Anglers;
- The Natural Environment Research Council(NERC) Centre for Ecology & Hydrology;
- Scottish Agricultural College and
- Linlithgow & Linlithgow Bridge Community Council and Civic Trust.

A Strategic Management Group was established and four other more ad-hoc working groups e.g.; involving Lochside projects. The UK & Ireland Lake Network annual conference was held in Linlithgow in April 2017 and various aspects of the loch were debated.

A major nutrient source apportionment study got underway in 2017 and is due to report in 2018 with the results being available in 2019.



## River Almond, Livingston

Work has taken place to address severe erosion on stretches of the River Almond as it flows through Livingston using natural boulders rather than traditional civil engineering techniques. In addition to halting erosion, the boulders provide improved habitat and allow vegetation to establish behind and between, helping to improve both geomorphology and biodiversity.

## Dedridge Environment Ecology Project

West Lothian Council have continued to work with the group of local people behind Dedridge Environment Ecology Project (DEEP) to deliver environmental improvements to the woodland, ponds and watercourse comprising the Dedridge Burn corridor in the reach between the A71 upstream to the confluence with the River Almond downstream. The work, which has taken ten years overall, includes measures to reduce the risk of flooding, the restoration of three ponds, woodland management, a park upgrade, the improvement of footpaths, creation of pond-dipping platforms and public artworks, engagement and interpretation and the generally improving the quality of public greenspace.

## Invasive Non-Native Plant Species

The council has supported the Forth Invasive Non Native Species Programme (FINS) pioneered by River Forth Fisheries Trust to help in their aim of 'Conserving, Protecting and Enhancing the Rivers'. The programme seeks to prevent, monitor and control the introduction, spread and extent of Invasive Non-Native plant Species in a sustainable manner on a catchment-wide scale across the catchment of the River Forth and its tributaries. The programme has primarily targeted the control of Japanese knotweed, Himalayan balsam and giant hogweed on tributaries of the Rivers Almond and Avon.

## Examples of Individual Projects across West Lothian

Many community parks and greenspace projects which support biodiversity conservation are delivered across West Lothian, supported by NETs, Land & Countryside Services staff. Some examples are:

- Almondvale Park, Livingston comprehensive upgrading with several large areas of wild flowers planted and adjacent woodlands, along the greenway, managed;
- Livingston South Blue / Green Network - CSGNT helped lever in substantial grant funding for works along several riparian corridors;
- Livingston North Blue / Green Network – again with the help of a CSGN grant an audit has been undertaken and a feasibility plan drawn up for improvements that can also be implemented by community volunteers;
- Bulb planting in naturalised grass areas across localities;
- Annual and perennial meadows across various sites in West Lothian;
- Community clean ups in new woodlands and along watercourses; and
- Tree planting – trees planted as an extension to Tile Wood, Beecraigs to celebration 40 years of West Lothian being twinned with the Hochsauerland in Germany.

## 4 Partnership working and biodiversity communications

### Partnership working

The council has a Service Level Agreement with The Wildlife Information Centre to access wildlife data to support decision making.

Council officers also work in partnership with a wide range of statutory and other agencies as well as environmental charities and trusts on projects aimed at improving the environment and enhancing biodiversity:

- Scottish Natural Heritage
- Forestry Commission Scotland
- Historic Environment Scotland
- Central Scotland Green Network Partnership
- Central Scotland Green Network Trust
- Lothian and Fife Green Network Partnership
- River Forth Fisheries Trust
- Scottish Environment Protection Agency
- Scottish Water
- Scottish Canals
- City of Edinburgh Council
- Edinburgh University
- Sustrans
- Lothian and Borders Geo-Conservation Group
- Amphibian Reptile Conservation Trust
- Greenspace Scotland
- Keep Scotland Beautiful
- Various other Ranger Services
- Woodland Trust Scotland
- Buglife Scotland (mud snails translocation project)
- Learning through Landscapes
- Scottish Wildlife Trust

## Central Scotland Green Network Trust

The council was a signatory of a concordat with the Central Scotland Green Network Trust in December 2012 and an updated concordat in 2016. Green Networks promoted through the Main Issues Report and emerging Local Development Plan (LDP) will increase resilience to climate change of the natural and built environment, including the expansion of woodland planting which will also enhance biodiversity and create more attractive, healthier places to live.

### West Lothian sites - physical outputs and funding in 2015/16 involving CSGNT:

WLC outputs for 15/16 fiscal year

SITE		PHYSICAL OUTPUTS							FUNDING		
	Ownership	New woodland planted (ha)	Woodland bought under management (ha)	New paths/ Path upgraded (m)	Greenspace upgraded (ha)	Woodland maintained (ha)	Greenspace maintained (ha)	Path routes maintained (m)	WLC funding (£)	Other funding (£)	Total funding (£)
<b>Cairns Farm</b>	Private	2.9								XX	XX
<b>Dalmahoy Farm</b>	Private	16.87								XX	XX
<b>Lanthorn Park</b>	WLC					1.5				252,585	252,585
<b>Total</b>		19.77	0	0	0	1.5	0	0		252,585	252,585
Expressed as percentage of total value (excluding private Clients where WLC did not contribute to funding package)									0.0%	100%	100%

### West Lothian sites - physical outputs and funding in 2016/17 involving CSGNT:

WLC outputs for 16/17 fiscal year

SITE		PHYSICAL OUTPUTS								FUNDING			
	Ownership	New woodland planted (ha)	Woodland bought under management (ha)	New paths/ Path upgraded (m)	Greenspace created (ha)	Greenspace upgraded (ha)	Woodland maintained (ha)	Greenspace maintained (ha)	Path routes	WLC funding (£)	Other funding (£)	Other funding as % of project funding	Total funding (£)
<b>Sommers Park, Raw Strip &amp; Lizzie Brice's Strip</b>	WLC		7.55	562		0.95	7.55	0.95	562	38,000	31,506.08	45.3%	69,506
<b>Knowes Colliery Ph2</b>	WLC						17.5		1175	39,043	63,146	61.8%	102,189
<b>Total</b>		0	7.55	562	0	0.95	25.05	0.95	1737	77,043	94,652.33		

The tables above indicate the outline figures for West Lothian woodlands created and managed, as well as paths established, along with grants secured by CSFT / CSGNT in 2015/16 and 2016/17. For example, in 2015/16 approximately £252k was levered out by CSGNT from external grants and other sources for green space work at Lanthorn Park, Dedridge. Similarly, in 2016/17, for a WLC investment of £74k, additional funds derived for West Lothian were in the order of £94k, involving 25ha of woodland maintained; 562m paths (new or upgraded); 0.95ha of greenspace improved; and 1,737m paths maintained.



### River Forth Fisheries Trust and the Scottish Environment Protection Agency (SEPA)

Since the last report, the council has been working together with registered charity, the River Forth Fisheries Trust, Scottish Government and the Scottish Environment Protection Agency on a suite of projects under River Life: Almond & Avon, a four-year initiative to deliver physical improvements to these two rivers and their tributaries. The project is funded jointly by the council, Scottish Government's Water Environment Fund (WEF) and a £1.67m grant to the Trust from the Heritage Lottery Fund. At the time of writing, the first barrier located on the Almond at the Almond Valley Heritage Centre, Kirkton, Livingston has just been completed allowing the passage of fish to the upper reaches of the river.

The council also continues to work with Historic Environment Scotland (HES), the Centre for Ecology & Hydrology (CEH), the Scottish Environment Protection Agency (SEPA), Scottish Natural Heritage (SNH) and a number of other stakeholders to deliver improvements aimed at reducing nutrient inputs into Linlithgow Loch from the surrounding catchment and addressing the high-level of residual nutrient within the water body.

To date, Drainmarkers® have been attached, with the help of local people, to road gullies throughout the loch catchment and flyers have been delivered to every home in the catchment raising awareness of the plight of the loch and encourage people to ensure that only rain goes down the drain. Inter-agency work has also started to take samples of water from drains and watercourses entering the loch to inform a nutrient apportionment study aimed at prioritising future investment in measures that will improve quality of water entering the loch.

### Communication and engagement

Awareness-raising, communication and engagement are a key element of biodiversity work within West Lothian. The council has undertaken a range of work to promote biodiversity, including:

- Publication of web-based information and use of social media; to raise awareness of biodiversity work carried out by Parks & Woodland
- Use of e-newsletters to promote projects and events;
- Co-ordination of 'Friends of Parks' programme and support for community projects within parks;
- A programme run by The Ranger Service of annual events, conservation tasks and wildlife surveys including "Wild Wednesdays" and summer programmes for school children during the holiday period;
- Adoption of the Supplementary Planning Guidance in Spring 2015 for *Planning & Nature: Development Management & Wildlife* that contains guidance and information related to protected species, for internal and external use by Development Management staff, developers and their architects.



## 5 Biodiversity highlights and challenges

### Biodiversity highlights

The report above demonstrates the breadth of activities delivered by the council which help to protect and increase West Lothian's biodiversity. Particular strengths in West Lothian are the high level of community involvement in greenspace projects, and the extent of partnership working both within and out with the council.

Specific initiatives that are highlights of biodiversity delivery from the last three years are:

- Adoption of the Supplementary Planning Guidance for *Planning & Nature: Development Management & Wildlife* in Spring 2015;
- Securing funding for peatland restoration at Easter Inch Moss LNR and also Black Moss Armadale;
- Adoption of a *Geodiversity Action Plan* that contains over 50 actions;
- Multiple examples of local community greenspace projects; e.g. securing Tesco Bags of Help funding for pond project at Little Boghead, Bathgate and a West Lothian Land Trust grant for "gazing meadows" project at Balvormie; also to restore the Frog Pond and Almond Park ponds in Livingston;
- Investment of £1.2m in Almondvale Park at the heart of Livingston in 2016/17 (50% funding from Sustrans); and
- The start of on-site work to deliver physical improvements to the water environment of the River Almond.

### Challenges

For West Lothian, the main challenges in the next three years will be the continued pressure on council resources across all services in relation to capital and revenue budgets, yet with increased public expectations around biodiversity action but also any changes to the regulatory framework currently in place for the natural environment, arising from Brexit negotiations. Some of the measures associated with reduced cyclic maintenance may also represent an opportunity to enhance biodiversity.

## 6 Monitoring

The status of biodiversity, and activity on biodiversity conservation, in West Lothian is monitored through:

- The Environmental Quality Indicators report;
- Occasional reports on Nature Conservation produced by the NETs, Land & Countryside Service; and
- A programme of species monitoring and survey work is carried out by Council Rangers, volunteers and partners to provide the baseline data to The Wildlife Information Centre (TWIC). This includes regular surveying such as Badger, Greater Butterfly Orchid, grassland and Bats, as part of national monitoring programmes, and surveys to support the production of species atlases, as well as site-based monitoring. This data is managed by TWIC and from there passed to the NBN Gateway.

## 7 Contribution to national targets

Targets/key steps from Chapter 1 (Healthy ecosystems) of the “2020 Challenge for Scotland’s Biodiversity”	Contribution to key step?	Justification
1.1 Encourage and support ecosystem restoration and management, especially in catchments that have experienced the greatest degradation	Yes	Through the West Lothian Biodiversity Action Plan (albeit somewhat dated)  Support for RFFT Almond /Avon River Life Project opening up fish passage on River Almond by removing major weir barriers and improving riverbank habitats along Killandean Burn and further developing projects on the Bog Burn, Bathgate and Lochshot Burn, Livingston.  Blue / Green Network projects in South and North Livingston.
1.2 Use assessments of ecosystem health at a catchment level to determine what needs to be done	Yes	Part-take in ecosystems approach study for preparation for Pentland Hills Strategic Management Plan.
1.3 Government and public bodies, including SNH, SEPA and FCS, will work together towards a shared agenda for action to restore ecosystem health at a catchment-scale across Scotland	Yes	As project opportunities arise, e.g. as part of landscape scale woodland creation in Pentland Hills Regional Park c Harperigg Reservoir.
1.4 Establish plans and decisions about land use based on an understanding of ecosystems. Take full account of land use impacts on the ecosystems services that underpin social, economic and environmental health	Yes	Through the West Lothian Local Biodiversity Action Plan, the Local Development Plan and TWIC system for designating Local Biodiversity Sites. Open space strategy and associated plans for management of WLC’s own land.

Targets/key steps from Chapter 3 (Biodiversity, health and quality of life) of the “2020 Challenge for Scotland’s Biodiversity”		Contribution to key step?	Justification
3.1	Provide opportunities for everyone to experience and enjoy nature regularly, with a particular focus on disadvantaged groups	Yes	Wide range of work such as supporting Friends of parks groups, food growing projects, outdoor learning for schools, community engagement with Local Nature Reserves and projects such as “Green Gym” at Howden Walled Garden, Livingston, working with disadvantaged and special needs people on nature conservation practical projects, particularly within the three Country Parks.
3.2	Support local authorities and communities to improve local environments and enhance biodiversity using green space and green networks, allowing nature to flourish and so enhancing the quality of life for people who live there	Yes	Supporting Friends of Groups to enhance their local parks; e.g. Little Boghead Village Nature Park, Bathgate. Providing biodiversity guidance and audits for improvements to greenspaces.
3.3	Build on good practice being developed by the National Health Service (NHS) and others to help encourage greenspace, green exercise and social prescribing initiatives that will improve health and wellbeing through connecting people with nature	Yes	Health walks groups established and use local greenspaces on a regular basis e.g.; health walks in parks (Bankton Mains, Lanthorn South, Almondvale Park) – path upgrades and signage encourage people to walk - routes designed so people can progress and increase their activity levels.  Potential project identified via Livingston North / Blue Green Network feasibility study to work between Howden Park and NHS Lothian estate at St John’s Hospital.
3.4	Increase access to nature within and close to schools, and support teachers in developing the role of outdoor learning across the Curriculum for Excellence	Yes	Active eco-schools project, supporting teachers through CPD. Integrating biodiversity into design of new school grounds e.g. Learning through Local Greenspace and Rangers working with a number of schools to provide areas suitable for Forest school type activities in woods / other greenspace close to the school.  Outdoor pursuit’s team, now part of West Lothian Leisure, also facilitate outdoor learning.
3.5	Encourage public organisations and businesses to review their responsibilities and action for biodiversity, and recognise that increasing their positive contribution to nature and landscapes can help meet their corporate priorities and performance	No	

Targets/key steps from Chapter 4 (Wildlife, habitats and protected places) of the “2020 Challenge for Scotland’s Biodiversity”		Contribution to key step?	Justification
4.1	Ensure that the management of protected places for nature also provides wider public benefits	Yes	The process of creation and management of Local Biodiversity Sites includes an analysis of wider public benefits such as access for education and recreation.  Woodland management plan for Calderwood SSSI includes path improvements so that the site can continue to be enjoyed by the public.
4.3	Integrate protected areas policy with action for wider habitats to combat fragmentation and restore key habitats	Yes	Local Development Plan (2015) policy takes a habitat network approach to ensure fragmentation is minimised.
4.5	Involve many more people than at present in this work and improve understanding of the poorly known elements of nature	Yes	Community engagement and encouraging wildlife recording through Ranger Service programme of events, “Wild Wednesdays” and support for Friends of Groups.  Consultation events for woodland management plans or other new projects e.g. meadow management are used as opportunities to inform the wider public about the biodiversity issues which are being considered.

Targets/key steps from Chapter 5 (Land and freshwater management) of the “2020 Challenge for Scotland’s Biodiversity”		Contribution to key step?	Justification
5.1	Promote an ecosystem approach to land management that fosters sustainable use of natural resources and puts biodiversity at the heart of land-use planning and decision-making	Partially	West Lothian Local Development Plan (2015) identifies Local Biodiversity Sites. Management of Local Nature Reserves. Operational Services / NETs colleagues given initial training on integrating biodiversity into their parks and greenspaces maintenance through audits, advice.
5.2	Ensure that measures taken forward under the Common Agricultural Policy (CAP) encourage land managers to develop and retain the diversity of wildlife habitats and landscape features	No	
5.3	Support ‘High Nature Value’ farming and forestry	Partially	WLC beginning to adopt Less intensive Silvicultural Systems at Beecraigs and has hosted visits. Also undertaking conservation on two areas of the Animal Attraction which are visited by students.
5.4	Put in place the management necessary to bring Scotland’s protected areas into favourable condition and improve the ecological status of water bodies	Yes	LDP Policies support SSSI and SPA protection. Land management on Council estate and through our contribution to the River Basin Management Planning process led by SEPA

Targets/key steps from Chapter 5 (Land and freshwater management) of the “2020 Challenge for Scotland’s Biodiversity”		Contribution to key step?	Justification
5.5	Ensure that biodiversity and ecosystem objectives are fully integrated into flood risk management plans, and restore wetland habitats and woodlands to provide sustainable flood management	Yes	Broxburn Flood Prevention Scheme had an element of utilising widened and incised channels and for introducing tree planting in the upper catchment to help reduce runoff and ensure protected species at Drumshoreland, by Pumpherston were considered through design & construction stages of the new distributor road and social housing development and follow up work with ARC Trust and SNH.
5.6	Restore and extend natural habitats as a means of building reserves of carbon and to help mitigate climate change	Partially	While incorporated in Planning policy, will be addressed to a greater degree in forthcoming WL Adaptation Action Plan.  Conservation and restoration of raised bogs will help reduce the release of carbon from peat reserves; e.g. on WLC land at Easter Inch and Black Moss Peatland projects. Choice of species for restocking woodland areas takes into account Forest Research’s Ecological Site Classification predictions for future suitable species and the known diseases currently affecting trees in the UK.
5.7	Provide clear advice to land and water managers on best practice	Yes	Advising colleagues in Roads & Transportation on managing drains for Great Crested Newts at Drumshoreland using good practice from ARC-Trust Environmental factors included in risk assessments and method statements for tree and woodland and path construction work.

Targets/key steps from Chapter 6 (Marine and coastal) of the “2020 Challenge for Scotland’s Biodiversity”		Contribution to key step?	Justification
6.4	Achieve good environmental status for Scottish seas	No	Very small proportion of Forth estuarial coastline in West Lothian.









## **COUNCIL EXECUTIVE**

### **LOCAL FIRE AND RESCUE PLAN FOR WEST LOTHIAN 2018**

#### **REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES**

##### **A. PURPOSE OF REPORT**

To inform Council Executive of the Scottish Fire and Rescue Service (SFRS) Local Fire and Rescue Plan for West Lothian 2018.

##### **B. RECOMMENDATION**

Council Executive is asked to approve the Scottish Fire and Rescue Service (SFRS) Local Fire and Rescue Plan 2018 for West Lothian.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Being honest, open and accountable; Focusing on our customers' needs; Making best use of our resources; and Working in partnership
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	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.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None at this stage.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	There is no direct impact however this report is part of the agreed process for strategic performance reporting.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	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.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	The council contributes to directly and in partnership to the delivery of the plan.
<b>VII</b>	<b>Consideration at PDSP</b>	Services for the Community PDSP on the 12 December 2017. Agreed to submit to Council

Executive for final approval.

**VIII Other consultations**

Consultation was undertaken 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. The consultation closed on 20 December 2017. 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.

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 2018 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 2018, 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 2018 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/Attachments: Appendices: Local Fire and Rescue Plan For West Lothian 2018

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**Alistair Shaw**  
**Head of Housing, Customer and Building Services**

**Date of meeting: 6 March 2018**





**SCOTTISH**  
**FIRE AND RESCUE SERVICE**  
Working together for a safer Scotland

# **LOCAL FIRE AND RESCUE PLAN FOR WEST LoTHIAN 2018**



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## Introduction

Welcome to the Scottish Fire and Rescue Service (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 help 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

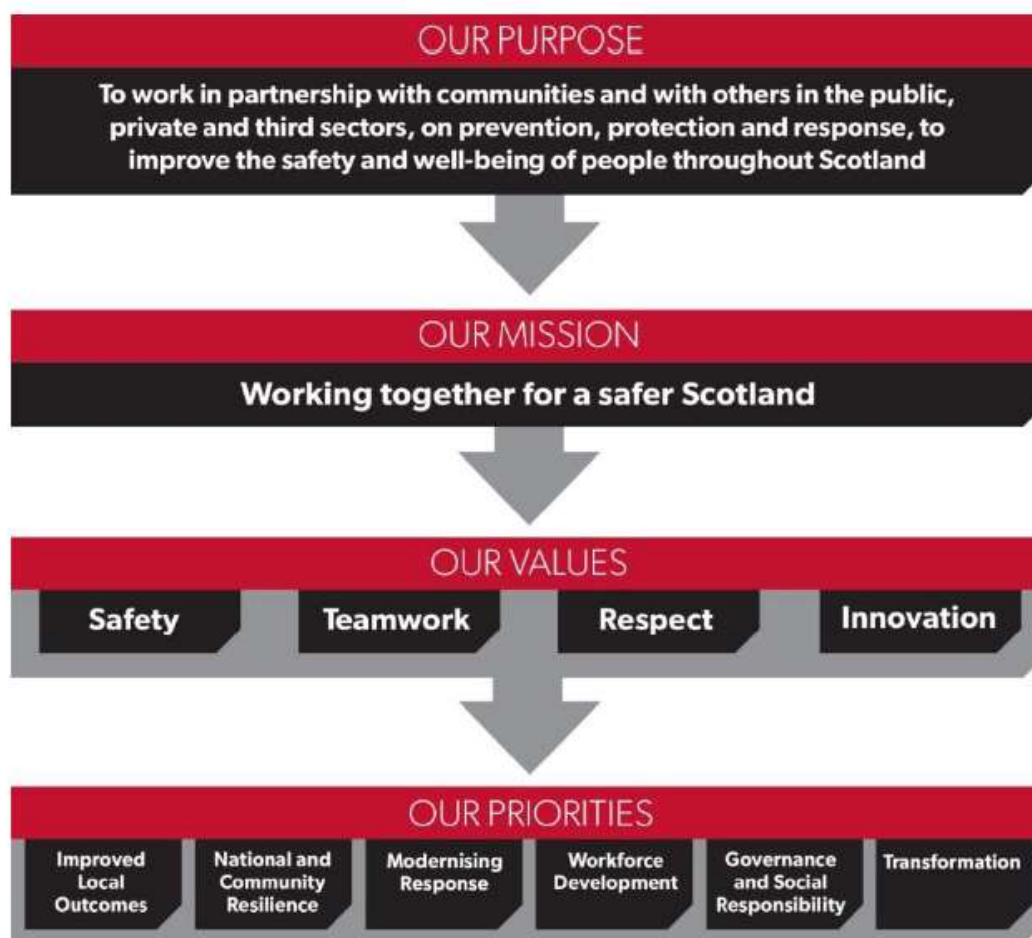
David Lockhart  
Local Senior Officer  
Falkirk and West Lothian



## 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.



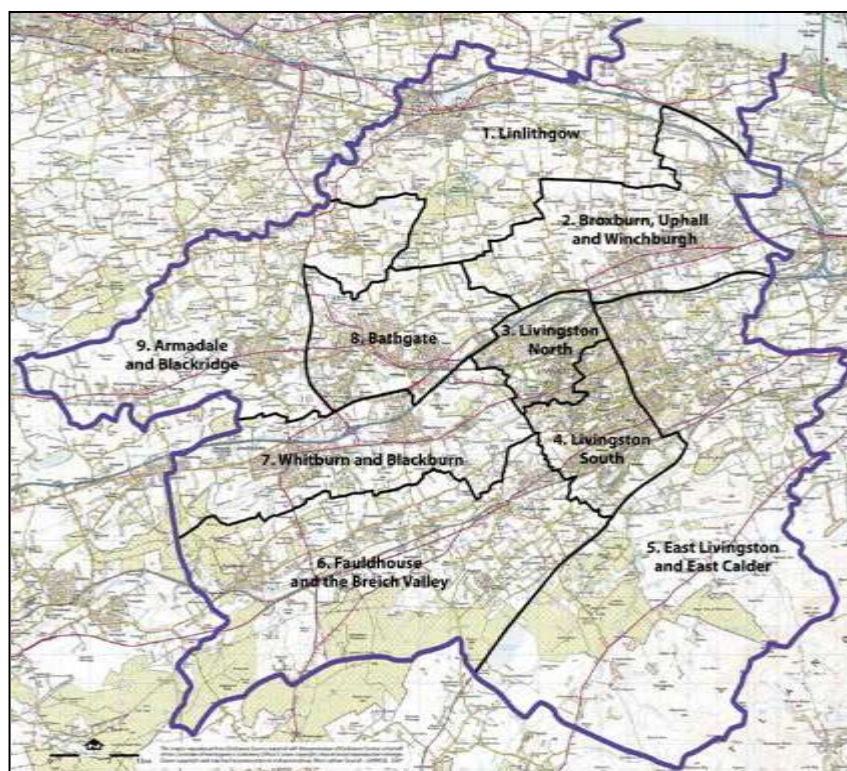
These have been shaped with due regard to the challenges we face and to what we need to achieve to be a highly effective, sustainable public service. Operating within a climate of significant financial uncertainty and public service reform means we need to transform how we operate. This will particularly 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	<ul style="list-style-type: none"> <li>• Linlithgow</li> <li>• Broxburn</li> <li>• Livingston</li> <li>• West Calder (Polbeth)</li> </ul>
Ward 2 – Broxburn, Uphall and Winchburgh	
Ward 3 – Livingston North	
Ward 4 – Livingston South	
Ward 5 – East Livingston and East Calder	
Ward 6 – Fauldhouse and the Breich Valley	<ul style="list-style-type: none"> <li>• Whitburn</li> <li>• Bathgate</li> </ul>
Ward 7 – Whitburn and Blackburn	
Ward 8 – Bathgate	
Ward 9 – Armadale and Blackridge.	

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's 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. This can be for 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 75's. 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 17<sup>th</sup> in the share of local authority deprived data zones, with sixteen 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 hours a day, 7 days a week 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 eight 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 Managers (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 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 SFRS should undertake and asking if SFRS should target those most at risk. This proved valuable in ensuring that the services 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 (revised 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:

	Local Fire and Rescue Plan West Lothian Priorities						
West Lothian LOIP Outcomes	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 Outcomes, 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 have 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 and making simple steps to improve their own safety.

### We will achieve it by:

- *Fulfilling our statutory duties in relation to the Civil Contingencies Act*
- *Ensuring 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*
- *Adapting and evolving 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 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 Fire 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 are 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 tackling deliberate fire setting and fire related anti-social behaviour by the targeting resources to areas of demand and high activity*
- *Working with partners to develop new strategies to reduce deliberate fire setting*
- *Delivering youth engagement programmes to reduce anti-social behaviour through diversionary activities and education*
- *Delivering school based programmes to reduce deliberate fire setting*
- *Identifying and developing 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 of 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 these types of property.

### **We will achieve reductions by:**

- *Using a risk based approach to audit business and commercial premises by Fire Safety Enforcement Officers*
- *Working with the West Lothian Council licensing department to ensure all multiple occupation houses comply with the required standards in relation to Fire Safety*
- *Consulting 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 tackling Non Domestic Fires*
- *Delivering youth engagement programmes to reduce anti-social behaviour through diversionary activities and education*
- *Delivering school based programmes to reduce deliberate fire setting*
- *Identifying and developing 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 promoting the growth of our 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, the primary responsibility for road safety lies with Transport Scotland, Police Scotland and local authorities. The SFRS has a crucial role in supporting these organisations at a local level. This includes providing 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. This is aimed at fourth 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*
- *Developing 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 unintentional harm or 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:**

- *Working with our partners to understand the signs and causes of unintentional harm in the home, and educating SFRS 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 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 to 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 Local Fire and Rescue 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 a review the Local Senior Officer may revise the Plan.

## Contact Us

We are fully committed to continually improving the service we provide to our communities and recognise that to achieve this goal we must listen and respond to the views of the public and our partners.

We use all feedback we receive to monitor our performance and incorporate this information into our planning and governance processes in order to continually improve our service. We are proud that the majority of feedback we receive is positive and we are keen to hear examples of good practice and quality service delivery that exemplifies the standards of service that we strive to provide for the communities of Scotland.

If you have something you'd like to share with us or you would like more information, you can get in touch in a number of ways:

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](http://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>

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<http://www.scotland.gov.uk/About/Performance/scotPerforms/outcome>

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[http://www.firescotland.gov.uk/media/340295/equality\\_outcomes.pdf](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](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](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](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>







## COUNCIL EXECUTIVE

### **UPDATE ON HOME ENERGY EFFICIENCY PROGRAMMES FOR SCOTLAND:AREA BASED SCHEMES (HEEPS:ABS) 2017/18 AND 2018/19**

#### **REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES**

##### **A. PURPOSE OF REPORT**

To provide an update on the progress made for the 2017/18 HEEPS:ABS programme of External Wall Insulation and seek approval on proposals for the 2018/19 programme.

##### **B. RECOMMENDATION**

It is recommended that Council Executive:

1. Notes that the final funding allocation for the 2017/18 HEEPS:ABS programme is £1,048,359;
2. Notes that the Scottish Government has advised the HEEPS:ABS allocation for the 2018/19 programme is £983,645;
3. Notes that the Scottish Government has decided that there should be a transition into Scotland's Energy Efficiency Programme (SEEP) and it is no longer being launched in April 2018;
4. Approves the proposed increase to the contribution to the EWI works from private home owners, with owners of flats / bungalows being charged £525 rather than £420 and owners of houses being charged £1,050 rather than £840;
5. Approves the proposal to focus the HEEPS:ABS funding to home owners in the Deans area and note that the EWI work the council will be doing to its own stock will also focus on Deans; and
6. Approves the recommendation for the continuation of delegated powers to the Head of Housing, Customer and Building Services for non-substantive changes following approval of the 2018/19 programme by Council Executive.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	No policy or legal risks have been identified and all Health and Safety and Risk Assessment issues will be managed by adhering to CDM Regulations
<b>III</b>	<b>Implications for</b>	None

## Scheme of Delegations to Officers

<b>IV</b>	<b>Impact on performance and performance Indicators</b>	Will assist in improving the energy efficiency of the general housing stock and reduce the number of households living in Fuel Poverty
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Will help to reduce households living in Fuel Poverty
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	A WLC capital budget of £1,726,000 to support the EWI work for the council owned houses was approved by West Lothian Council on 13th February 2018. Staffing costs are met through the HEEPS:ABS funding budget allocation for 2018/19 of £983,645
<b>VII</b>	<b>Consideration at PDSP</b>	Services for the Community last considered a report on HEEPS:ABS on 20th February 2018.
<b>VIII</b>	<b>Other consultations</b>	Finance

## **D. 1 TERMS OF REPORT**

### **Background**

The 2018/19 proposed HEEPS programme will be the sixth year HEEPS:ABS funding is available to West Lothian Council. The HEEPS:ABS programme has now been successfully managed in-house from January 2016 following the end of the management contract with Changeworks. By May 2018 a total of 958 privately owned properties will have received EWI through HEEPS funding; whilst an additional 221 WLC properties have received EWI as part of Capital upgrade programmes. Appendix 1 attached summarises where these properties are as well as areas where further investment in EWI will be possible subject to funding being available.

Following this report being presented to PDSP the Scottish Government advised that Scotland's Energy Efficiency Programme (SEEP) will not be fully launched in April 2018. Instead a transition period will be put in place where funding will be available for councils to develop a Local Heat and Energy Efficiency Strategy (LHEES); further details are to be provided from Scottish Government on how this will be implemented. Therefore HEEPS:ABS will continue for 2018/19 and Scottish Government have advised the council's HEEPS:ABS allocation is £983,645.

### **Sources of Funding**

HEEPS:ABS brings together several sources of funding in order to deliver the EWI programme to streets of mixed tenure stock. The different funding sources are:

- HEEPS:ABS
- Energy Company Obligation (ECO)
- Warmer Homes Scotland (WHS)
- Home Owners Contribution
- WLC Capital Funding

HEEPS:ABS funding is provided by the Scottish Government to all Local Authorities on an annual basis to deliver energy efficiency improvement works, with a focus on

solid wall insulation, to privately owned homes to reduce levels of fuel poverty. Funding is capped at £7,500 for detached/semi-detached homes, £7,000 for terraced homes and £6,500 for flats. Funding cannot be used for a local authority's own stock.

ECO funding is provided by large utility companies (those with over 250,000 customers) to households to install energy efficiency measures in order to reduce CO2 emissions and is a UK Government initiative. ECO funding can be used for any property regardless of tenure.

Warmer Homes Scotland has been developed to provide energy efficiency measures to private households determined to be the most vulnerable to living in fuel poverty. This is separate from the HEEPS:ABS programme, however it is possible for a household to receive grant funding for EWI through this scheme. There is a set of eligibility criteria that households have to meet (see Appendix 2) in order to receive support through Warmer Homes Scotland.

Home Owners are required to pay a contribution toward the works as, on average, the total cost of the EWI measure is not covered by the HEEPS:ABS and ECO funding alone.

The council's own Capital is used to meet the cost of the works to the council's own stock.

### **Progress on HEEPS:ABS 2017/18**

For 2017/18 the council has been awarded £1,048,359 HEEPS:ABS funding which is being used to target privately owned properties of No Fines construction and will be fully spent in:

- Erskine and Gordon Way – Knightsridge
- Woodend Walk – Armadale
- Nelson Avenue – Howden

Everwarm Ltd has been awarded the contract to perform the External Wall insulation to the properties and work commenced on site the week commencing 8<sup>th</sup> January 2018.

A total of 111 owners will be offered HEEPS:ABS funding. A further £94,350 is anticipated in Energy Company Obligation (ECO) funding as well as £88,800 in contributions from home owners.

The council will be including 70 of its own properties in the project with £516,000 budgeted for in the Housing Capital Programme that will be fully spent by March 31<sup>st</sup> 2018. This bringing together of works will leverage a further estimated £59,500 in ECO funding.

An advisor from the Advice Shop has been performing visits to home owners and tenants included in the programme and to date (including the 2016/17 programme) has managed to secure £78,600 through income maximisation and benefit checks done in conjunction with providing energy efficiency advice.

### **Proposed programme for 2018/19**

It is proposed to provide HEEPS:ABS funding the council is awarded to support home owners where the council will be doing EWI to its own households of No Fines construction in the Deans area.

Officers have identified these properties requiring EWI in order to improve their energy efficiency performance in order to achieve compliance with the Energy Efficiency Standard for Social Housing (EESH). A Capital budget of £1.726m for 225 WLC properties has been approved for these works.

Including private home owners in the streets the council will be doing EWI will allow for increased economies of scale to be achieved and allow for more efficient contract management rather than running separate contracts for the same work in different areas.

In order to align this approach with the main focus of HEEPS:ABS, which is to address and reduce levels of fuel poverty, officers have assessed the streets proposed to be included to determine the most vulnerable households to fuel poverty; this is based on information from SIMD, the EPC Register, Council Tax Banding and Home Analytics.

It is proposed to prioritise funding to households in the streets that are identified to have the highest probability of households living in fuel poverty. It is proposed to prioritise funding to streets in the order below:

1. Lenzie Avenue
2. Kenmore Avenue
3. Elie Avenue
4. Jubilee Avenue
5. Deanswood Park
6. Huntly Avenue

It is recommended that the Head of Housing, Customer and Building Services retain delegated powers over the management of the programme for non-substantive changes.

### **Changes to Current Approach**

In order to offer HEEPS:ABS funding to as many households as possible, it is proposed to initially direct home owners towards Warmer Homes Scotland so that those eligible will receive funding through the WHS scheme. By doing so, it is intended to identify those households not eligible for WHS funding so that they can be offered HEEPS:ABS funding and can then contact the council's Advice Shop to register their interest in the scheme. The combined use of these programmes would allow for more households to be offered funding overall.

Currently home owners are required to pay a contribution (inclusive of VAT at 5%) toward the works of £420 for flats/bungalows and £840 for houses. It is proposed to increase these contributions to £525 and £1050 respectively which will allow more households to be offered funding. By initially directing eligible households to the WHS those households not eligible are deemed "able to pay" a contribution towards the HEEPS:ABS programme. The Energy Saving Trust could provide an interest free loan to help home owners in meeting this contribution. Officers have consulted with neighbouring Local Authorities about owner contribution levels which range from £500 to £1,050.

In the event that HEEPS:ABS funding is not sufficient to allow for all home owners to be offered funding, it is proposed to initially target houses that are in the same terraces as the council's own stock as this will allow for contractual savings due to more efficient installation on site. There are a total of 408 private houses within the six streets listed above and it is unlikely that funding will be available to install EWI

at all of these houses.

In 2019/20, through the Housing Capital Programme, it is proposed to begin a new EWI scheme for council houses in Knightsridge. The focus for HEEPS:ABS funding for 2019/20 is therefore likely to be directed to Knightsridge to achieve economies of scale and continue with the area based approach.

## **E. CONCLUSION**

The council continues to successfully deliver the HEEPS:ABS scheme to help alleviate fuel poverty in West Lothian and officers have proposed minor changes in the way the scheme is managed in order to maximise the benefit from the funding received.

SEEP will now not be fully launched in April 2018 and instead a transition period will be implemented where funding will be available to Local Authorities to develop an LHEES. A further report will be provided to PDSP once the Scottish Government has provided the full details.

## **F. BACKGROUND REFERENCES**

Services for the Community PDSP February 2018 – Update on Home Energy Efficiency Programmes for Scotland: Area Based Schemes (HEEPS:ABS) 2017/18 and 2018/19

Council Executive February 2017 - Update on Home Energy Efficiency Programmes for Scotland: Area Based Schemes (HEEPS:ABS) 2016/17 and SEEP Projects

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

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Council Executive February 2015 – Home Energy Efficiency Programmes for Scotland (HEEPS)

Appendices/Attachments: Two

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

**Alistair Shaw**

**Head of Housing, Customer and Building Services**

Date of meeting: 6<sup>th</sup> March 2018



**Appendix 1**

## AREAS OF NO FINES PROPERTIES RECEIVED EWI

Street	WLC Properties	Owner Properties	Area
East Glen Avenue	21	34	Deans
West Glen Avenue	9	26	Deans
Birkenshaw Way	29	75	Armadales
Woodend Walk	0	90	Armadales
McCallum Court	18	33	Armadales
Denholm Grove	5	27	Armadales
Peveil Rise	23	88	Dedridge
Templar Rise	4	38	Dedridge
Kirk Brae	20	29	Longridge
Heaney Avenue	22	46	Pumpherson
Erskine Way	38	19	Knightsridge
Gordon Way	31	31	Knightsridge
Calgary Avenue	0	38	Howden
Edmonton Avenue	0	34	Howden
Fergus Avenue	0	80	Howden
Labrador Avenue	0	9	Howden
Nelson Avenue	1	81	Howden
Quebec Avenue	0	14	Howden
Toronto Avenue	0	42	Howden
Vancouver Avenue	0	40	Howden
Granby Avenue	0	72	Howden
Cunigar Gardens	0	12	Mid Calder
<b>TOTAL</b>	<b>221</b>	<b>958</b>	

## AREAS OF NO FINES PROPERTIES TO HAVE EWI

Street	WLC Properties	Owner Properties	Area
Lenzie Avenue	69	142	Deans
Jubilee Avenue	48	124	Deans
Huntly Avenue	44	79	Deans
Kenmore Avenue	33	59	Deans
Elie Avenue	30	73	Deans
Deanswood Park	29	169	Deans
Sutherland Way	87	234	Knightsridge
Ferguson Way	43	41	Knightsridge
Fells Rigg	32	103	Knightsridge
Davidson Way	26	28	Knightsridge
Camps Rigg	24	196	Knightsridge
Quentin Rise	29	73	Dedridge
Palmer Rise	21	69	Dedridge
Staunton Rise	13	139	Dedridge
Talisman Rise	4	66	Dedridge
Gowanbank	28	107	Ladywell
Eagle Brae	10	62	Ladywell
Quarry Road	19	98	Fauldhouse
Beech Place	32	101	Elburn
Langside Gardens	59	239	Polbeth
Letham Grove	3	17	Pumpherson
<b>TOTAL</b>	<b>683</b>	<b>2219</b>	



## **APPENDIX 2 - WARMER HOMES SCOTLAND**

### **Who is the scheme for?**

Warmer Homes Scotland is designed to help vulnerable people make their homes warmer and more comfortable by installing a range of energy saving measures. The Scottish Government is offering assistance to homeowners and private sector tenants struggling to heat their home, who have lived in their property for at least twelve months, and who meet the qualifying criteria. For more information about the scheme, and to check if you qualify, please contact Home Energy Scotland on **0808 808 2282** and an energy advisor will be happy to assist you.

### **What support is available?**

The measures offered will depend on a survey of the property. If you have had assistance through a Government programme before, you can still apply for Warmer Homes Scotland if you meet the qualifying criteria.

Assessors will come to your home to survey it and will recommend measures suitable for the property, which could include a range of insulation and heating measures and in most cases costs will be met by the Scottish Government.

There will be a need for customer contributions in some instances for certain more expensive measures, such as solid wall insulation. If you are a private sector tenant your landlord will be made aware of the measures that are able to be funded by the Scottish Government and which ones they may be required to fund. Their permission is required to be given prior to any measures being installed.

Potential measures include:

- Wall insulation
- Loft insulation
- Draught-proofing
- Central heating
- Renewables

An interest free loan is available to help meet the costs of the customer contribution. The loan, which is managed by the Energy Saving Trust, is subject to a credit check, and successful loans will include an administration fee. Further details on the loan will be provided if your offer includes a customer contribution.

From 1 August 2017, restrictions will be applied to the measures available under Warmer Homes Scotland (WHS) to customers living in privately rented properties. Private Rented Sector properties covered by the statutory Repairing Standard will no longer receive measures that a landlord is legally obliged to provide. These customers will still be eligible for other measures available under the scheme if they are recommended for the property.

### **Who is eligible?**

The eligibility criteria is summarised below. If you do not meet the criteria for Warmer Homes Scotland you might be eligible for assistance through the interest free loan scheme or one of the many area-based schemes. One call to Home Energy Scotland on 0808 808 2282 will put you in touch with an advisor who can advise on what support you can benefit from.

The household must meet all of the following criteria.

- Be homeowners or the tenants of a private-sector landlord;
- Live in the home as their main residence;
- Have lived there for at least 12 months (unless in receipt of a DS1500 certificate);
- Live in home with an energy rating of 64 or lower and which is not more than 230 square metres in floor size.

Meet one of the following conditions

- Be of pensionable age, have no working heating system and be in receipt of a passport benefit;
- Be aged over 75 and in receipt of a passport benefit;
- Pregnant and/or have a child under 16 and in receipt of a passport benefit;
- Have a disability and be in receipt of any level of Personal Independent Payment (PIP);
- Have a disability and be in receipt of high rate Disability Living Allowance (DLA) (care or mobility component);
- Have a disability and be in receipt of low/medium rate Disability Living Allowance (DLA) (care or mobility component) and be in receipt of an income related benefit;
- Be a carer in receipt of Carers Allowance;
- Have been injured or disabled serving in the Armed Forces and be in receipt of Armed Forces Independence Payment/War Disablement Pension;
- Have an injury or disability from an accident or disease caused by work and be in receipt of Industrial Injuries Disablement Benefit.

The passport benefits are:

- Guarantee element of the Pension Credit;
- Attendance Allowance;
- Universal Credit or any of the benefits due to be replaced by Universal Credit (Income Based JSA, Child Tax Credit, Working Tax Credit, Employment and Support Allowance, Income Support, Housing Benefit);
- Council Tax Reduction (excluding 25% discount for single occupancy);
- Carer's Allowance;
- Disability Living Allowance (DLA) or Personal Independence Payment (PIP)
- Armed Forces Independence Payment;
- War Disablement Pension;
- Industrial Injuries Disablement Benefit.

### What is the process?

Simply call the **Home Energy Scotland hotline** on **0808 808 2282** to see what you are eligible for and they will guide you through the complete process that will include booking the survey of your property and referring you to the Warmer Homes Scotland managing agent (Warmworks Scotland).



## **COUNCIL EXECUTIVE**

### **SURPLUS PROPERTY - 9 SCHOOL LANE, MID CALDER**

### **REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES**

#### **A. PURPOSE OF REPORT**

To update Council Executive on the vacant property at 9 School Lane, Mid Calder and to advise of proposals to market the building for lease.

#### **B. RECOMMENDATION**

It is recommended that Council Executive:

1. Notes the updated position in relation to the property at 9 School Lane, Mid Calder;
2. Approves that the property is formally declared surplus and not required for direct service delivery and is marketed for lease and community interest;
3. Notes that any new lease or management arrangement will continue to enable access to the changing facilities used by the community; and
4. Delegates powers to the Head of Finance and Property Services to enter into a lease of the property.

#### **C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Making best use of our resources. Being honest, open and accountable.
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Disposal of Land by Local Authorities (Scotland) Regulations 2010.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	The lease of this property will contribute towards the council's targets of reducing expenditure on community buildings.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	Rent received would contribute to the councils rent income for the for 2018/19

**VII Consideration at PDSP**

Not applicable.

**VIII Other consultations**

The local elected members for the ward have received a copy of this report for their information.

**D. TERMS OF REPORT****D1 Background**

The property at 9 School Lane, Mid Calder (also known as the Jak Truman Hall and Mid Calder Auld School) comprises sports changings rooms and a community hall, along with a fitted kitchen. The property was substantially refurbished in 2011/12 and is shown located on the attached plan.

The property was until recently leased as a café with the terms of the agreement making the tenants responsible for managing the property including lets to the community and use by the Mid Calder Colts. The tenant has recently ceased trading and the property returned to the council as a consequence.

The property is not used for the direct delivery of services by the council and it is therefore surplus to operational requirements. Community use of the property occurs in the form of providing changing facilities for Mid Calder Colts, community meetings and activities.

The council is currently responsible for maintenance, utilities and non-domestic rates costs whilst it remains vacant. In addition the property is no longer generating rental income. To continue to make the building available to the community, additional staffing resource and costs would be incurred to manage the property and this will result in additional budgetary pressures being realised. For this reason the building is currently closed and groups have been relocated.

In order to mitigate the ongoing costs of the property and to make proper use of the premises, it is recommended the following occurs:

1. The property is declared surplus to requirements and no longer required for the direct delivery of services and progressed in accordance with the approved surplus property procedures.
2. Market the property for a limited period of time on a lease only basis, inviting both commercial and community interests. It is not recommended that the property is sold at this time.

Declaring the property surplus and marketing will ensure that all interested parties have the opportunity to present proposals for the use, lease and management of the property.

**D2 Community Use**

It is important to note any party entering into a lease or management arrangement for the building will require to take on responsibility for managing the property and ensuring the changing rooms are made available for let by the community.

The surplus property procedures specify that the council achieve best value and all offers would be evaluated and reported to Council Executive for consideration.

## **E. CONCLUSION**

It is considered to be in the council's best interests to declare the property surplus and market the property on the basis of a lease interest to retain ownership of the property and ensure it continues to support community activities.

## **F. BACKGROUND REFERENCES**

None

Appendices/Attachments: Location plan attached.

Contact Person:

Hannah Sturgess, Commercial Property Surveyor

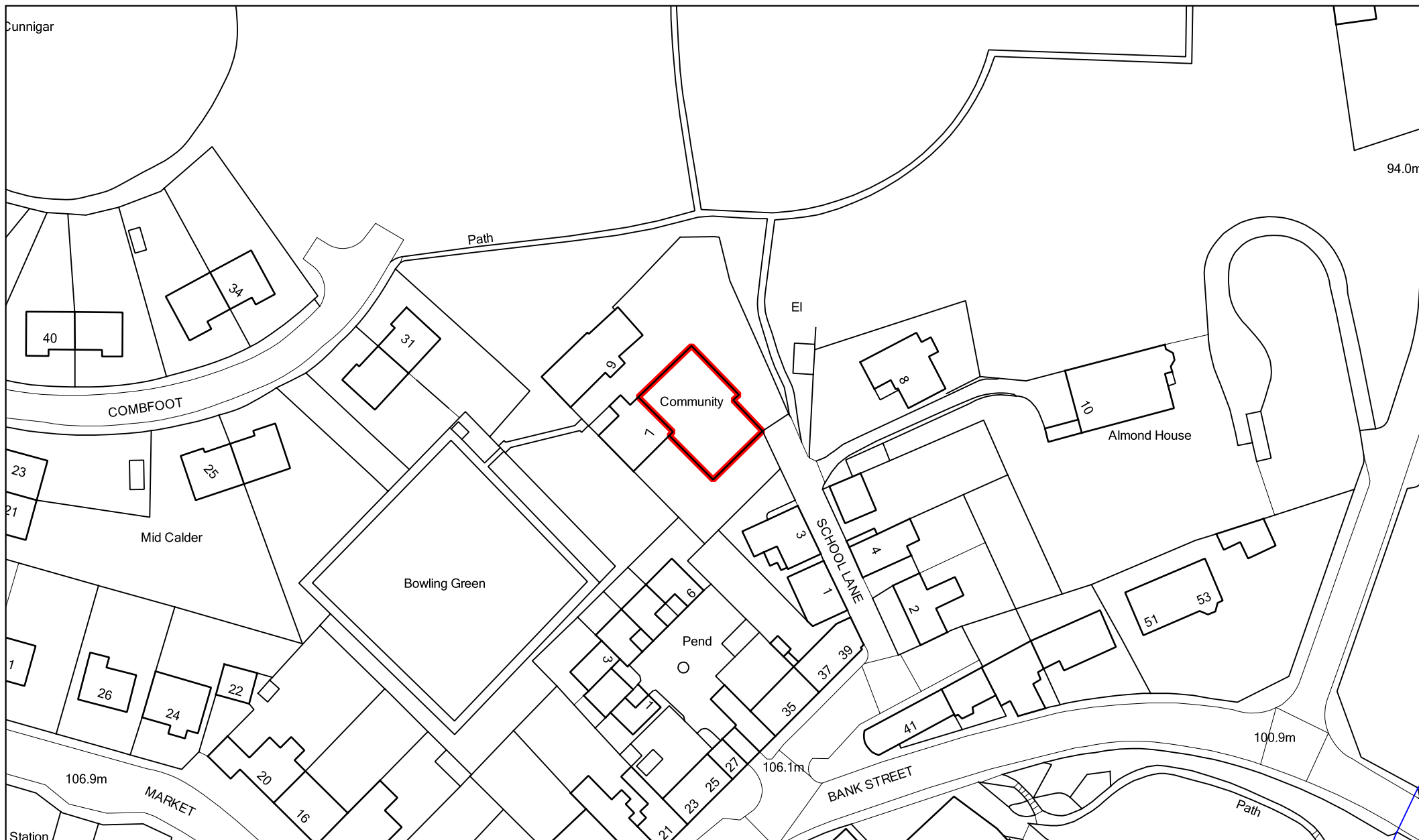
Tel. (01506) 283405 e-mail: [Hannah.Sturgess@westlothian.gov.uk](mailto:Hannah.Sturgess@westlothian.gov.uk)


**Donald Forrest, Head of Finance and Property Services**

Date of meeting: 6 March 2018







 <p>West Lothian Council</p>	<p><b>9 School Lane, Mid Calder</b></p>	<p>1:1,000</p>	<p>N ↑</p>
<p>Property Management and Development, West Lothian Civic Centre, Livingston, EH54 6FF</p>	<p>2015-05-13T09:44:13</p>	<p>Reproduced from the Ordnance Survey mapping with the permission of Her Majesty's Stationary Office © Crown Copyright. Unauthorised reproduction infringes crown copyright and may lead to prosecution or civil proceedings. West Lothian Council Licence LA09052L</p>	





## **COUNCIL EXECUTIVE**

### **SURPLUS PROPERTIES – FORMER LIBRARY, THE VENNEL, LINLITHGOW; FORMER PUBLIC TOILETS, THE VENNEL, LINLITHGOW AND COUNTY BUILDINGS ANNEXE, 89/91 HIGH STREET, LINLITHGOW**

## **REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES**

### **A. PURPOSE OF REPORT**

To seek approval to formally declare surplus a number of properties outlined in the report which are no longer required for service delivery.

### **B. RECOMMENDATION**

It is recommended that Council Executive:

1. Approves that the properties listed in the report and appendix 1 are declared surplus to council requirements; and
2. Instructs officers to dispose or lease the properties concerned in accordance with previously approved Surplus Property Procedures and as outlined in the report.

### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Being honest, open and accountable; and Making best use of our resources
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	<p>Forms part of the council's approved Asset Management Strategy and Property Asset Management Plan.</p> <p>Complies with legal requirement to obtain "Best Value" under the 1973 and 2003 Local Government (Scotland) Acts and also the Disposal of Land by Local Authorities (Scotland) regulations 2010 and the Community Empowerment (Scotland) Act, 2015. Complies with Community Empowerment (Scotland) Act 2015 (Part 5) relating to community asset transfer.</p>
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	The disposal of surplus properties may contribute to performance in different areas e.g. capital receipts; revenue income from the Tenanted Non Residential Portfolio (TNRP) or community asset transfer.

<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Effective management of property resources influences many key outcomes contained in the single outcome agreement.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	The letting, sale, asset transfer or demolition of assets identified as surplus will allow resources used for these to be re-directed to other retained property assets. They are likely to produce revenue income stream and/or a capital receipt which will contribute to relevant targets in the year 2018/19.
<b>VII</b>	<b>Consideration at PDSP</b>	None.
<b>VIII</b>	<b>Other consultations</b>	Relevant services have been consulted on the proposals; Legal Services; Planning. The local elected members for the ward have received a copy of this report for their information.

## **D. TERMS OF REPORT**

### **D1 Introduction**

The report advises of a number of property assets that are no longer required for the delivery of services and are proposed to be declared surplus. These are proposed to be dealt with in accordance with the Surplus Property Procedures which were approved by the Council Executive on 28 November 2017.

### **D2 Background**

The council is committed to the efficient and effective management of assets to support the delivery of services. Property assets are managed as a corporate resource and those no longer required for the delivery of services should not be retained as these represent both financial and management resource burdens. Properties that are vacant or not effectively used also represent a risk of dereliction and are an ongoing statutory compliance burden on the council.

In accordance with the updated Surplus Property Procedures property assets that are no longer required for service delivery need to be formally declared surplus and then be subject to a standard process to ensure transparent and consistent decision making on their future.

This report advises on a number of properties that have been identified as no longer required for service delivery and are therefore surplus to council requirements and will now be progressed in accordance with the updated procedures.

The properties identified are proposed to be marketed for short term lease or disposal as outlined in Appendix 1.

### **D3 Surplus Property**

The properties outlined in Appendix 1 include the former Library and former public toilets at the Vennel, together with County Buildings Annexe which have all been identified as being surplus to service requirements as the services are now being delivered from the new Linlithgow Partnership Centre / Tam Dalyell House.

Surplus properties generally consist of two main types, these are:

1. Properties that are no longer required for the delivery of services; and
2. Properties that have been replaced by new property assets where the lease, sale or demolition of the previous asset formed part of the business case for the new asset.

All of the properties meet both of the criteria outlined above and therefore it is appropriate that these are declared surplus to requirements and processed in accordance with the councils approved surplus property procedures.

## **E. CONCLUSION**

The properties outlined in this report are no longer required for service delivery and are therefore surplus to the Council's operational requirements. It is in the council's best interest to proceed with the marketing of each property in accordance with the updated Surplus Property Procedures and as outlined in the report.

## **F. BACKGROUND REFERENCES**

Council Executive – 25 January 2015 – Linlithgow Partnership Centre – Options Appraisal Partnership and Resources PDSP – Surplus Property Procedures Report 3 Nov 2017

Appendices/Attachments:

Appendix 1 - List of properties to be declared surplus

Contact Person: Jack Orr, Group Surveyor, Finance and Property Services  
Tel: (01506) 281829 - Email: [jack.orr@westlothian.gov.uk](mailto:jack.orr@westlothian.gov.uk),

**Donald Forrest**  
**Head of Finance and Property Services**

Date of meeting: 6 March 2018





## APPENDIX 1 - List of Surplus Properties & Appraisal Recommendations

Property	Reason for Declaring Surplus	Current Position	Recommendation
Staffed Public Toilets, The Vennel, Linlithgow	No longer required for service delivery. Proposal approved by West Lothian Council at its meeting of 29 January 2015 as part of agreed revenue budget for 2015/16-2017/18.	Former public toilets closed on 28 February 2018.	Market for short term lease for commercial uses, pending redevelopment of the building as part of the wider Vennel area.
Former Public Library, The Vennel, Linlithgow	No longer required for service delivery. Relocation of existing service to new Linlithgow Partnership Centre approved by Council Executive at its meeting of 27 January 2015.	Currently vacant following the relocation of Linlithgow Library to the new Linlithgow Partnership Centre. Some expressions of community interest received.	Market for short term lease for commercial uses, pending redevelopment of the building as part of the wider Vennel area.
County Buildings Annexe, 89/91 High Street, Linlithgow	No longer required for service delivery. Declared surplus by Council Executive on 23 June 2009 as part of Ten Year Office Strategy.	About to be vacated as part of planned transfer of staff to new Linlithgow Partnership Centre.	Market for sale to obtain a capital receipt as part of current capital receipts programme.





**COUNCIL EXECUTIVE**

**LAND AT 31 EAST MAIN STREET, BLACKBURN - PROPOSED SALE TO JR CONSTRUCTION (SCOTLAND) LIMITED**

**REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES**

**A. PURPOSE OF REPORT**

To seek Council Executive approval for the sale of land at 31 East Main Street, Blackburn to JR Construction (Scotland) Limited.

**B. RECOMMENDATION**

It is recommended that Council Executive:

1. Approves the sale of land at 31 East Main Street, Blackburn as shown in the Appendix to JR Construction Limited for £160,000 subject to the terms and conditions set out in the report;
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 represent the achievement of best value for the council.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Making best use of our resources. Being honest, open and accountable.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Disposal of property governed by S74 (2) of the Local Government (Scotland) Act 1973 and the Disposal of Land by Local Authorities (Scotland) Regulations 2010.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	The sale of this property will contribute towards the council's 2018/19 approved capital receipts target and in doing so will assist the associated capital receipts performance indicator.
<b>V Relevance to Single Outcome Agreement</b>	We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
<b>VI Resources - (Financial, Staffing and Property)</b>	A capital receipt of £160,000 will be received during the 2018/19 financial year.

**VII Consideration at PDSP**

Not applicable.

**VIII Other consultations**

The local elected members for the ward have received a copy of this report for their information.

**D. TERMS OF REPORT**

**D1 Background**

The land located at 31 East Main Street, Blackburn is the site of the former adult training centre, which was demolished in 2011. The site, which has an area of 0.9 acres, is shown hatched black on the attached plan.

The site has been marketed as a small residential development site since December 2017. Following a number of interests were noted, a closing date was set for 9 February 2018 with three offers received.

After evaluation of the offers, officers recommend the offer from JR Construction (Scotland) Limited for £160,000 represents both the highest and best value offer received.

**D2 Proposed Sale Terms**

The proposed purchaser is JR Construction (Scotland) Limited for a purchase price of £160,000. The offer is subject to conditions such as the proposed purchaser undertaking site investigations, obtaining planning consent for residential development and agreeing a partnership with a Registered Social Landlord.

It is proposed that the Head of Finance and Property Services is authorised to carry out any further negotiations with the purchaser in respect of the sale conditions, on the basis that any revised terms still represent the achievement of best value for the council and are not material.

**E. CONCLUSION**

It is considered to be in the council's best interests to sell the property on the basis of the recommendation given in this report.

**F. BACKGROUND REFERENCES**

None

Appendices/Attachments: Location plan attached.

Contact Person:

Niall McCabe, Property Assistant

Tel. (01506) 281824 e-mail: [Niall.McCabe@westlothian.gov.uk](mailto:Niall.McCabe@westlothian.gov.uk)

**Donald Forrest, Head of Finance and Property Services**

Date of meeting: 6 March 2018







## **COUNCIL EXECUTIVE**

### **TIMETABLE OF MEETINGS 2018-2019**

#### **REPORT BY CHIEF EXECUTIVE**

##### **A. PURPOSE OF REPORT**

The approval of a timetable of meetings to July 2018 of the council, its committees and working groups (including Policy Development and Scrutiny Panels) which meet according to a regular timetable.

##### **B. RECOMMENDATION**

1. To note and approve the arrangements shown in Appendix 1 of meetings of the council, its committees and working groups from August 2018 until July 2019.
2. To note that dates proposed for meetings of Policy Development and Scrutiny Panels may be subject to change after consideration by Chairs and Lead Officers, and that any changes shall be incorporated into the calendar.
3. To authorise the Chief Executive to adjust the arrangements in Appendix 1 in the event of any changes being advised by Lead Officers for Local Area Committees; and
4. To note and approve the proposed dates for elected member training.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs, being honest, open and accountable, making best use of our resources
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Council's Standing Orders and Scheme of Administration Code of Corporate Governance
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impacts on performance and performance indicators</b>	None
<b>V Relevance to Single Outcome Agreement</b>	None
<b>VI Resources – (Financial,</b>	None



## **Staffing and Property**

<b>VII</b>	<b>Consideration at PDSP</b>	None
<b>VIII</b>	<b>Other Consultations</b>	Chairs and Lead Officers of Policy Development and Scrutiny Panels and Local Area Committees  Local Area Committee meetings

### **D. TERMS OF REPORT**

The council is required to agree a timetable of meetings for the council, its committees and working groups that meet according to a regular timetable. On 14 March 2017 the Council Executive approved that timetable for the period until July 2018. In accordance with a recommendation by Internal Audit, and recent practice, a timetable of meetings for the next year is produced in Appendix 1 for consideration and approval. It has followed past practice so far as practicable in the general pattern and frequency of meetings of bodies in the council's decision-making structure. To assist members, the same information found in Appendix 1 is presented in alternative formats in Appendices 2 and 3.

Additionally meetings have been arranged in accordance with a decision taken by council on 26 September 2017 which concerned Family Friendly Working Arrangements and 7 November 2017 which concerned Changes to Standing Orders. Also the setting up of new committees to deal with asset transfer requests is pending at full council; meeting dates for those new committees will have to be reported and approved separately.

Meetings fixed by some other bodies, for instance, the Licensing Board, West Lothian Integration Joint Board, St John's Hospital Stakeholder Group, Community Planning Partnership Board and Community Safety Board are set independently and they have been shown in Appendix 1, where known, for information purposes only.

Under the council's Scheme of Administration, meetings of Policy Development and Scrutiny Panels are to be fixed by the Clerk in consultation with the Chairs and Lead Officers. Those arrangements are presently being made, and are included in the appendices where known. They are however subject to change from time to time.

Local Area Committees are required to agree each year a schedule of regular meetings for the succeeding twelve months to be submitted to the Council Executive for approval. Some of those have been agreed, but some remain outstanding, and provisional dates are included for those bodies in the appendices. These arrangements will be finalised as soon as possible at scheduled meetings of Local Area Committees.

It is recommended that authority is delegated to the Chief Executive to make any changes required for Local Area Committees and to incorporate those details in the timetable in the appendices. Any changes needed to the dates proposed for PDSPs will be incorporated as well. That will allow all meeting arrangements to be finalised for the next year and to be published and publicised for internal and public information purposes. It will also help with the booking of accommodation in the Civic Centre.

In addition to committee meeting dates a number of dates have also been identified for the purpose of elected member training. These are proposed as follows :-

- Thursday 6 September 2018

- Thursday 1 November 2018
- Thursday 21 January 2019
- Thursday 14 March 2019
- Thursday 9 May 2019

#### **E. CONCLUSION**

Setting dates and times for meetings of full council, committees and other bodies will ensure compliance with the Code of Corporate Governance and Internal Audit's recommendations, and will assist in the forward planning of council business.

#### **F. BACKGROUND REFERENCES**

Standing Orders and Scheme of Administration.

<http://coins.westlothian.gov.uk/coins/agenda.asp?meetingid=7161>

Appendices:    1 List of Meetings 2018/2019  
                       2 Calendar of Meetings 2018/2019  
                       3 Summary of meeting arrangements 2018/2019

Contact Person: Carol Johnston, Chief Solicitor

Graham Hope, Chief Executive

6 March 2018



**SCHEDULE OF MEETINGS 2018/2019**

<b>DATE</b>	<b>MEETING</b>	<b>TIME</b>	<b>VENUE</b>
	<b><u>AUGUST 2018</u></b>		
08/08/2018	Development Management Committee	10.00am	Council Chambers
09/08/2018	IJB Strategic Planning Group (Provisional)	2.00pm	Strathbrock PC
10/08/2018	Licensing Board	10.00am	Council Chambers
14/08/2018	WL Integrated Joint Board (Provisional)	2.00pm	Strathbrock PC
15/08/2018	Local Review Body	11.00am	Council Chambers
21/08/2018	Council Executive	10.00am	Council Chambers
22/08/2018	West Lothian Council Planning Committee	10.00am	Council Chambers
22/08/2018	West Lothian Council (Planning)	11.00am	Council Chambers
23/08/2018	Asset Transfer Committee	2.00pm	Council Chambers
24/08/2018	Partnership & Resources PDSP	9.30am	Council Chambers
27/08/2018	Asset Transfer Appeals Committee	10.00am	Council Chambers
27/08/2018	Governance & Risk Committee	2.00pm	Council Chambers
28/08/2018	Linlithgow LAC	9.30am	Linlithgow
28/08/2018	Education PDSP	2.00pm	Council Chambers
29/08/2018	Licensing Committee	9.30am	Council Chambers
30/08/2018	Culture & Leisure PDSP	9.30am	Council Chambers
30/08/2018	Health & Care PDSP	2.00pm	Council Chambers
31/08/2018	Employee Appeals Committee	10.00am	Council Chambers
	<b><u>SEPTEMBER 2018</u></b>		
03/09/2018	Community Planning Partnership Board	10.00am	Council Chambers
03/09/2018	Performance Committee	2.00pm	Council Chambers

## Appendix 1

04/09/2018	Development & Transport PDSP	9.30am	Council Chambers
04/09/2018	Environment PDSP	11.00am	Council Chambers
04/09/2018	Education Quality Assurance Committee	2.00pm	Council Chambers
05/09/2018	Development Management Committee	10.00am	Council Chambers
06/09/2018	Social Policy PDSP	9.30am	Council Chambers
07/09/2018	Livingston South LAC	9.30am	Council Chambers
10/09/2018	Whitburn & Blackburn LAC	10.00am	Whitburn
10/09/2018	Joint Consultative Group (Teaching)	2.00pm	Council Chambers
11/09/2018	Education Executive	10.00am	Council Chambers
11/09/2018	Council Executive	11.00am	Council Chambers
12/09/2018	Local Review Body	11.00	Council Chambers
12/09/2018	IJB Audit, Risk & Governance Committee (Provisional)	2.00pm	Council Chambers
13/09/2018	Livingston North LAC	9.30am	Council Chambers
13/09/2018	East Livingston & East Calder LAC	10.00am	Council Chambers
14/09/2018	Licensing Board	10.00am	Council Chambers
17/09/2018	Bathgate LAC	10.00am	Bathgate PC
17/09/2018	Community Safety Board	2.00pm	Council Chambers
18/09/2018	Fauldhouse & Breich Valley LAC	9.30a	Council Chambers
18/09/2018	Services for the Community PDSP	2.00pm	Council Chambers
19/09/2018	West Lothian Planning Committee	10.00am	Council Chambers
19/09/2018	West Lothian Council (Planning)	11.00am	Council Chambers
20/09/2018	Voluntary Organisations PDSP	9.30am	Council Chambers
20/09/2018	Armadale & Blackridge LAC	2.00pm	Council Chambers
21/09/2018	Broxburn, Uphall & Winchburgh LAC	9.30am	TBC

## Appendix 1

21/09/2018	Licensing Board Review	10.00am	Council Chambers
24/09/2018	Asset Transfer Appeals Committee	10.00am	Council Chambers
24/09/2018	WL Integrated Joint Board (Provisional)	2.00pm	Strathbrock PC
25/09/2018	West Lothian Council	10.00am	Council Chambers
26/09/2018	Licensing Committee	9.30am	Council Chambers
27/09/2018	Broxburn, Uphall & Winchburgh LAC	9.30am	Strathbrock PC
28/09/2018	Employee Appeals Committee	10.00am	Council Chambers
	<b><u>OCTOBER 2018</u></b>		
01/10/2018	Joint Consultative Group (Non-Teaching)	2.00pm	Council Chambers
03/10/2018	Development Management Committee	10.00am	Council Chambers
04/10/2018	IJB Strategic Planning Group (Provisional)	2.00pm	Strathbrock PC
05/10/2018	Partnership & Resources PDSP	9.30am	Council Chambers
08/10/2018	Audit Committee	2.00pm	Council Chambers
09/10/2018	Council Executive	10.00am	Council Chambers
10/10/2018	Local Review Body	11.00am	Council Chambers
11/10/2018	Health & Care PDSP	2.00pm	Council Chambers
12/10/2018	Licensing Board	10.00am	Council Chambers
23/10/2018	Council Executive	10.00am	Council Chambers
23/10/2018	Education PDSP	2.00pm	Council Chambers
24/10/2018	West Lothian Planning Committee	10.00am	Council Chambers
24/10/2018	West Lothian Council (Planning)	11.00am	Council Chambers
24/10/2018	St John's Hospital Stakeholder Group	2.00pm	St John's Hospital
25/10/2018	West Lothian Leisure Advisory Committee	10.00am	Council Chambers
25/10/2018	Asset Transfer Committee	2.00pm	Council Chambers

## Appendix 1

26/10/2018	Employee Appeals Committee	10.00am	Council Chambers
29/10/2018	Asset Transfer Appeals Committee	10.00am	Council Chambers
29/10/2018	Governance & Risk Committee	2.00pm	Council Chambers
30/10/2018	Services for the Community PDSP	2.00pm	Council Chambers
31/10/2018	Licensing Committee	9.30am	Council Chambers
	<b><u>NOVEMBER 2018</u></b>		
01/11/2018	Social Policy PDSP	9.30am	Council Chambers
02/11/2018	Licensing Board Review	10.00am	Council Chambers
05/11/2018	Performance Committee	2.00pm	Council Chambers
06/11/2018	Development & Transport PDSP	9.30am	Council Chambers
06/11/2018	Environment PDSP	11.00am	Council Chambers
07/11/2018	Development Management Committee	10.00am	Council Chambers
08/11/2018	Livingston North LAC	9.30am	Council Chambers
09/11/2018	Licensing Board	10.00am	Council Chambers
12/11/2018	Joint Consultative Group (Teaching)	2.00pm	Council Chambers
13/11/2018	Education Executive	10.00am	Council Chambers
13/11/2018	Council Executive	11.00am	Council Chambers
14/11/2018	Local Review Body	11.00am	Council Chambers
19/11/2018	Asset Transfer Appeals Committee	10.00am	Council Chambers
20/11/2018	West Lothian Council	10.00am	Council Chambers
21/11/2018	West Lothian Council Planning Committee	10.00am	Council Chambers
21/11/2018	West Lothian Council (Planning)	11.00am	Council Chambers
21/11/2018	WL Integration Joint Board (Provisional)	2.00pm	Strathbrock PC
22/11/2018	Asset Transfer Committee	2.00pm	Council Chambers

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23/11/2018	Livingston South LAC	9.30am	Council Chambers
26/11/2018	Community Planning Partnership Board	10.00am	Council Chambers
27/11/2018	Linlithgow LAC	9.30am	Linlithgow
28/11/2018	Licensing Committee	9.30am	Council Chambers
29/11/2018	Culture & Leisure PDSP	9.30am	Council Chambers
29/11/2018	West Lothian Leisure Advisory Committee	10.00am	Council Chambers
30/11/2018	Employee Appeals Committee	10.00am	Council Chambers
	<b><u>DECEMBER 2018</u></b>		
03/12/2018	Whitburn & Blackburn LAC	10.00am	Whitburn
04/12/2018	Council Executive	10.00am	Council Chambers
05/12/2018	Development Management Committee	10.00am	Council Chambers
06/12/2018	East Livingston & East Calder LAC	10.00am	Council Chambers
06/12/2018	Asset Transfer Committee	2.00pm	Council Chambers
07/12/2018	Partnership & Resources PDSP	9.30am	Council Chambers
10/12/2018	Bathgate LAC	10.00am	Bathgate PC
10/12/2018	Community Safety Board	2.00pm	Council Chambers
12/12/2018	West Lothian Council Planning Committee	10.00am	Council Chambers
12/12/2018	West Lothian Council (Planning)	11.00am	Council Chambers
13/12/2018	Voluntary Organisations PDSP	9.30am	Council Chambers
13/12/2018	Armadale & Blackridge LAC	2.00pm	Council Chambers
13/12/2018	IJB Strategic Planning Group	2.00pm	Strathbrock PC
14/12/2018	Broxburn, Uphall & Winchburgh LAC	9.30am	TBC
14/12/2018	Licensing Board	10.00am	Council Chambers
17/12/2018	Asset Transfer Appeals Committee	10.00am	Council Chambers



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17/12/2018	Performance Committee	2.00pm	Council Chambers
18/12/2018	Council Executive	10.00am	Council Chambers
18/12/2018	Education PDSP	2.00pm	Council Chambers
19/12/2018	Licensing Committee	9.30am	Council Chambers
20/12/2018	Social Policy PDSP	9.30am	Council Chambers
20/12/2018	Health & Care PDSP	2.00pm	Council Chambers
21/12/2018	Licensing Board Review	10.00am	Council Chambers
	<b><u>JANUARY 2019</u></b>		
09/01/2019	Fauldhouse & Breich Valley LAC	9.30am	Council Chambers
09/01/2019	Local Review Body	11.00am	Council Chambers
10/01/2019	Livingston North LAC	9.30am	Council Chambers
11/01/2019	Licensing Board	10.00am	Council Chambers
14/01/2019	Audit Committee	2.00pm	Council Chambers
15/01/2019	Education Executive	10.00am	Council Chambers
15/01/2019	Council Executive	11.00am	Council Chambers
15/01/2019	Education Quality Assurance Committee	2.00pm	Council Chambers
16/01/2019	Licensing Committee	9.30am	Council Chambers
18/01/2019	Licensing Board Review	10.00am	Council Chambers
21/01/2019	Asset Transfer Appeals Committee	10.00am	Council Chambers
22/01/2019	West Lothian Council	10.00am	Council Chambers
23/01/2019	Development Management Committee	10.00am	Council Chambers
24/01/2019	Asset Transfer Committee	2.00pm	Council Chambers
25/01/2019	Employee Appeals Committee	10.00am	Council Chambers
28/01/2019	Joint Consultative Group (Non-Teaching)	2.00pm	Council Chambers

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29/01/2019	Development & Transport PDSP	9.30am	Council Chambers
29/01/2019	Environment PDSP	11.00am	Council Chambers
29/01/2019	WL Integrated Joint Board (Provisional)	2.00pm	Council Chambers
30/01/2019	West Lothian Council Planning Committee	10.00am	Council Chambers
30/01/2019	West Lothian Council (Planning)	11.00am	Council Chambers
31/01/2019	IJB Strategic Planning Group	2.00pm	Strathbrock PC
	<b><u>FEBRUARY 2019</u></b>		
01/02/2019	Partnership & Resources PDSP	9.30am	Council Chambers
04/02/2019	Performance Committee	2.00pm	Council Chambers
05/02/2019	Council Executive	10.00am	Council Chambers
05/02/2019	Services for the Community PDSP	2.00pm	Council Chambers
06/02/2019	Local Review Body	11.00am	Council Chambers
07/02/2019	Social Policy PDSP	9.30am	Council Chambers
08/02/2019	Licensing Board	10.00am	Council Chambers
11/02/2019	Joint Consultative Group (Teaching)	2.00pm	Council Chambers
13/02/2019	Licensing Committee	9.30am	Council Chambers
14/02/2019	Health & Care PDSP	2.00pm	Council Chambers
15/02/2019	Livingston South LAC	9.30am	Council Chambers
20/02/2019	Development Management Committee	10.00am	Council Chambers
21/02/2019	Asset Transfer Committee	2.00pm	Council Chambers
22/02/2019	Employee Appeals Committee	10.00am	Council Chambers
25/02/2019	Asset Transfer Appeals Committee	10.00am	Council Chambers
25/02/2019	Governance & Risk Committee	2.00pm	Council Chambers
26/02/2019	Education Executive	10.00am	Council Chambers

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26/02/2019	Council Executive	11.00am	Council Chambers
27/02/2019	West Lothian Council Planning Committee	10.00am	Council Chambers
27/02/2019	West Lothian Council (Planning)	11.00am	Council Chambers
28/02/2019	Culture & Leisure PDSP	9.30am	Council Chambers
28/02/2019	West Lothian Leisure Advisory Committee	10.00am	Council Chambers
	<b><u>MARCH 2019</u></b>		
04/03/2019	Whitburn & Blackburn LAC	10.00am	Whitburn
05/03/2019	Linlithgow LAC	9.30am	Linlithgow
05/03/2019	Education Quality Assurance Committee	2.00pm	Council Chambers
06/03/2019	Local Review Body	11.00am	Council Chambers
06/03/2019	IJB Audit, Risk & Governance (Provisional)	2.00pm	Council Chambers
07/03/2019	East Livingston & East Calder LAC	10.00am	Council Chambers
08/03/2019	Broxburn, Uphall & Winchburgh LAC	9.30am	TBC
08/03/2019	Licensing Board	10.00am	Council Chambers
11/03/2019	Bathgate LAC	10.00am	Council Chambers
12/03/2019	Fauldhouse & Breich Valley LAC	9.30am	Council Chambers
12/03/2019	WL Integrated Joint Board (Provisional)	2.00pm	Strathbrock PC
13/03/2019	Licensing Committee	9.30am	Council Chambers
14/03/2019	Livingston North LAC	9.30am	Council Chambers
14/03/2019	IJB Strategic Planning Group (Provisional)	2.00pm	Strathbrock PC
15/03/2019	Licensing Board Review	10.00am	Council Chambers
18/03/2019	Performance Committee	2.00pm	Council Chambers
19/03/2019	West Lothian Council	10.00am	Council Chambers
19/03/2019	Services for the Community PDSP	2.00pm	Council Chambers

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20/03/2019	Development Management Committee	10.00am	Council Chambers
21/03/2019	Voluntary Organisations PDSP	9.30am	Council Chambers
21/03/2019	Armada & Blackridge LAC	2.00pm	Council Chambers
25/03/2019	Asset Transfer Appeals Committee	10.00am	Council Chambers
25/03/2019	Audit Committee	2.00pm	Council Chambers
26/03/2019	Council Executive	10.00am	Council Chambers
26/03/2019	Education PDSP	2.00pm	Council Chambers
27/03/2019	West Lothian Council Planning Committee	10.00am	Council Chambers
27/03/2019	West Lothian Council (Planning)	11.00am	Council Chambers
28/03/2019	Asset Transfer Committee	10.00am	Council Chambers
29/03/2019	Employee Appeals Committee	10.00am	Council Chambers
	<b><u>APRIL 2019</u></b>		
02/04/2019	Development & Transport	9.30am	Council Chambers
02/04/2019	Environment PDSP	11.00am	Council Chambers
03/04/2019	Local Review Body	11.00am	Council Chambers
04/04/2019	Social Policy PDSP	9.30am	Council Chambers
04/04/2019	Health & Care PDSP	2.00pm	Council Chambers
05/04/2019	Partnership & Resources PDSP	9.30am	Council Chambers
10/04/2019	West Lothian Council Planning Committee	10.00am	Council Chambers
10/04/2019	West Lothian Council (Planning)	11.00am	Council Chambers
12/04/2019	Licensing Board	10.00am	Council Chambers
17/04/2019	Development Management Committee	10.00am	Council Chambers
23/04/2019	Education Executive	10.00am	Council Chambers
23/04/2019	Council Executive	11.00am	Council Chambers

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24/04/2019	Licensing Committee	9.30am	Council Chambers
25/04/2019	Asset Transfer Committee	2.00pm	Council Chambers
26/04/2019	Employee Appeals Committee	10.00am	Council Chambers
29/04/2019	Asset Transfer Appeals Committee	10.00am	Council Chambers
29/04/2019	Joint Consultative Group (Non-Teaching)	2.00pm	Council Chambers
30/04/2019	Education Quality Assurance Committee	2.00pm	Council Chambers
	<b><u>MAY 2019</u></b>		
01/05/2019	Local Review Body	11.00am	Council Chambers
02/05/2019	West Lothian Leisure Advisory Committee	10.00am	Council Chambers
03/05/2019	Licensing Board Review	10.00am	Council Chambers
07/05/2019	Services for the Community PDSP	2.00pm	Council Chambers
09/05/2019	Livingston North LAC	9.30am	Council Chambers
10/05/2019	Licensing Board	10.00am	Council Chambers
13/05/2019	Performance Committee	2.00pm	Council Chambers
14/05/2019	West Lothian Council	10.00am	Council Chambers
15/05/2019	Development Management Committee	10.00am	Council Chambers
16/05/2019	IJB Strategic Planning Group	2.00pm	Council Chambers
21/05/2019	Council Executive	10.00am	Council Chambers
22/05/2019	Licensing Committee	9.30am	Council Chambers
23/05/2019	Voluntary Organisations PDSP	9.30am	Council Chambers
23/05/2019	Asset Transfer Committee	2.00pm	Council Chambers
24/05/2019	Livingston South LAC	9.30am	Council Chambers
27/05/2019	Asset Transfer Appeals Committee	10.00am	Council Chambers

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28/05/2019	Fauldhouse & Breich Valley LAC	9.30am	Council Chambers
28/05/2019	Linlithgow LAC	9.30am	Linlithgow
28/05/2019	Education PDSP	2.00pm	Council Chambers
29/05/2019	West Lothian Council Planning Committee	10.00am	Council Chambers
29/05/2019	West Lothian Council (Planning)	11.00am	Council Chambers
31/05/2019	Employee Appeals Committee	10.00am	Council Chambers
	<b><u>JUNE 2019</u></b>		
03/06/2019	Whitburn & Blackburn LAC	10.00am	Whitburn
03/06/2019	Joint Consultative Group (Teaching)	2.00pm	Council Chambers
04/06/2019	Development & Transport PDSP	9.30am	Council Chambers
04/06/2019	Environment PDSP	11.00am	Council Chambers
04/06/2019	Education Quality Assurance Committee	2.00pm	Council Chambers
05/06/2019	Local Review Body	11.00am	Council Chambers
05/06/2019	IJB Audit, Risk & Governance	2.00pm	Council Chambers
06/06/2019	East Livingston & East Calder LAC	10.00am	Council Chambers
07/06/2019	Partnership & Resources PDSP	9.30am	Council Chambers
10/06/2019	Bathgate LAC	10.00am	Council Chambers
10/06/2019	Joint Consultative Group (Non-Teaching)	2.00pm	Council Chambers
11/06/2019	Education Executive	10.00am	Council Chambers
11/06/2019	Council Executive	11.00am	Council Chambers
12/06/2019	Development Management Committee	10.00am	Council Chambers
13/06/2019	Social Policy PDSP	9.30am	Council Chambers
13/06/2019	Armada & Blackridge LAC	2.00pm	Council Chambers
14/06/2019	Broxburn, Uphall & Winchburgh LAC	9.30am	TBC

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14/06/2019	Licensing Board	10.00am	Council Chambers
17/06/2019	Governance & Risk Committee	2.00pm	Council Chambers
19/06/2019	Licensing Committee	9.30am	Council Chambers
20/06/2019	Culture & Leisure PDSP	9.30am	Council Chambers
20/06/2019	West Lothian Leisure Advisory Committee	10.00am	Council Chambers
20/06/2019	Health & Care PDSP	2.00pm	Council Chambers
21/06/2019	Licensing Board Review	10.00am	Council Chambers
24/06/2019	Asset Transfer Appeals Committee	10.00am	Council Chambers
24/06/2019	Audit Committee	2.00pm	Council Chambers
25/06/2019	Council Executive	10.00am	Council Chambers
26/06/2019	West Lothian Council Planning Committee	10.00am	Council Chambers
26/06/2019	West Lothian Council (Planning)	11.00am	Council Chambers
26/06/2019	WL Integrated Joint Board (Provisional)	2.00pm	Council Chambers
27/06/2019	Livingston North LAC	9.30am	Council Chambers
27/06/2019	Asset Transfer Committee	2.00pm	Council Chambers
28/06/2019	Employee Appeals Committee	10.00am	Council Chambers
	<b><u>JULY 2019</u></b>		
10/07/2019	Licensing Committee	9.30am	Council Chambers
12/07/2019	Licensing Board	10.00am	Council Chambers
17/07/2019	Development Management Committee	10.00am	Council Chambers
31/07/2019	West Lothian Council Planning Committee	10.00am	Council Chambers
31/07/2019	West Lothian Council (Planning)	11.00am	Council Chambers

# August 2018

August 2018							September 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

	Monday	Tuesday	Wednesday	Thursday	Friday
30 Jul	31	1 Aug	2	3	
		SCHOOL HOLIDAY			
6	7	8	9	10	
SCHOOL HOLIDAYS To 17 Aug					
		10:00 Development Management Committee	14:00 IJB Strategic Planning Group (Provisional)	10:00 Licensing Board	
13	14	15	16	17	
SCHOOL HOLIDAYS					
	14:00 WL Integrated Joint Board (Provisional)	11:00 Local Review Body			
20	21	22	23	24	
SCHOOL HOLIDAY	10:00 Council Executive	10:00 West Lothian Council Planning Committee 11:00 West Lothian Council (Planning) 14:30 St John's Hospital Stakeholder Group	09:30 Placing In Schools Appeals Committee 14:00 Community Asset Transfer Committee	09:30 Partnership & Resources PDSP	
27	28	29	30	31	
10:00 Community Asset Transfer Appeals Committee 14:00 Governance & Risk Committee	09:30 Linlithgow LAC 14:00 Education PDSP	09:30 Licensing Committee	09:30 Culture & Leisure PDSP 10:00 West Lothian Leisure Advisory Committee 14:00 Health & Care PDSP	COSLA 10:00 Employee Appeals Committee	



# September 2018

September 2018							October 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 7 Sep	<b>3 Sep</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	10:00 Community Planning Partnership Board  14:00 Performance Committee	09:30 Development & Transport PDSP 11:00 Environment PDSP 14:00 Education Quality Assurance Committee	10:00 Development Management Committee	09:30 Social Policy PDSP	09:30 Livingston South LAC
10 - 14 Sep	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
	10:00 Whitburn & Blackburn LAC 14:00 Joint Consultative Group (Teaching)	10:00 Education Executive 11:00 Council Executive	11:00 Local Review Body 14:00 IJB Audit, Risk & Governance (Provisional)	09:30 Livingston North LAC 10:00 East Livingston & East Calder LAC	10:00 Licensing Board
17 - 21 Sep	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	SEPTEMBER HOLIDAYS 10:00 Bathgate LAC 14:00 Community Safety Board	09:30 Fauldhouse & Breich Valley LAC 09:30 Placing In School Appeals Committee 14:00 Services for the Community PDSP	10:00 West Lothian Council Planning Committee 11:00 West Lothian Council (Planning)	09:30 Voluntary Organisations PDSP 14:00 Armadale & Blackridge LAC	09:30 Broxburn, Uphall & Winchburgh LAC 10:00 Licensing Board Review
24 - 28 Sep	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	10:00 Community Asset Transfer Appeals Committee 14:00 WL Integrated Joint Board (Provisional)	10:00 West Lothian Council	09:30 Licensing Committee	14:00 Community Asset Transfer Committee	COSLA MEETING 10:00 Employee Appeals Committee

# October 2018

October 2018						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2018						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 5 Oct	<b>1 Oct</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	14:00 Joint Consultative Group (Non Teaching)		10:00 Development Management Committee	14:00 IJB Strategic Planning Group (Provisional)	09:30 Partnership & Resources PDSP
8 - 12 Oct	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
	14:00 Audit Committee	10:00 Council Executive	10:00 Local Review Body	09:30 Placing In School Appeals Committees 14:00 Health & Care PDSP	10:00 Licensing Board
15 - 19 Oct	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	SCHOOL HOLIDAYS				
22 - 26 Oct	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
	SCHOOL HOLIDAY	10:00 Council Executive 14:00 Education PDSP	10:00 West Lothian Council Planning Committee 11:00 West Lothian Council (Planning) 14:00 St John's Hospital Stakeholder Group	10:00 West Lothian Leisure Advisory Committee 14:00 Community Asset Transfer Committee	COsLA MEETING 10:00 Employee Appeals Committee
29 Oct - 2 Nov	<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Nov</b>	<b>2</b>
	10:00 Community Asset Transfer Appeals Committee 14:00 Governance and Risk Committee	14:00 Services for the Community PDSP	09:30 Licensing Committee		

# November 2018

November 2018							December 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>29 Oct</b>	<b>30</b>	<b>31</b>	<b>1 Nov</b>	<b>2</b>
29 Oct - 2 Nov				09:30 Social Policy PDSP	10:00 Licensing Board Review
	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
5 - 9 Nov	14:00 Performance Committee	09:30 Development & Transport PDSP 11:00 Environment PDSP 14:00 14:30 Education Quality Assurance Committee	10:00 Development Management Committee	09:30 Livingston North LAC	10:00 Licensing Board
	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
12 - 16 Nov	14:00 Joint Consultative Group (Teaching)	10:00 Education Executive 11:00 Council Executive	11:00 Local Review Body	09:30 Placing In School Appeals Committee	
	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
19 - 23 Nov	10:00 Community Asset Transfer Appeals Committee	10:00 West Lothian Council	10:00 West Lothian Council Planning Committee 11:00 West Lothian Council (Planning) 14:00 WL Integration Joint Board	14:00 Community Asset Transfer Committee	09:30 Livingston South LAC
	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
26 - 30 Nov	10:00 Community Planning Partnership Board	09:30 Fauldhouse & Breich Valley LAC 09:30 Linlithgow LAC	09:30 Licensing Committee	09:30 Culture & Leisure PDSP 10:00 West Lothian Leisure Advisory Committee	<b>COSLA MEETING</b> 10:00 Employee Appeals Committee

# December 2018

December 2018							January 2019						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 7 Dec	<b>3 Dec</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	10:00 Whitburn & Blackburn LAC	10:00 Council Executive 14:00 Placing In School Appeals Committee	10:00 Development Management Committee	10:00 East Calder & East Livingston LAC 14:00 Community Asset Transfer Committee	09:30 Partnership & Resources PDSP
10 - 14 Dec	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
	10:00 Bathgate LAC 14:00 Community Safety Board	14:00 Services for the Community PDSP	10:00 West Lothian Council Planning Committee 11:00 West Lothian Council (Planning) 14:00 IJB Audit, Risk & Governance (Provisional)	09:30 Voluntary Organisations PDSP 14:00 Armadale & Blackridge LAC 14:00 IJB Strategic Planning Group (Provisional)	09:30 Broxburn, Uphall & Winchburgh LAC 10:00 Licensing Board
17 - 21 Dec	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	10:00 Community Asset Transfer Appeals Committee 14:00 Performance Committee	10:00 Council Executive 14:00 Education PDSP	09:30 Licensing Committee	09:30 Social Policy PDSP 14:00 Health & Care PDSP	10:00 Licensing Board Review
24 - 28 Dec	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	School Holiday				
31 Dec - 4 Jan	<b>31</b>	<b>1 Jan 19</b>	<b>2</b>	<b>3</b>	<b>4</b>
	School Holiday				

# January 2019

January 2019						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2019						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Monday		Tuesday		Wednesday		Thursday		Friday	
31 Dec		1 Jan 19		2		3		4	
		School Holiday							
7		8		9		10		11	
				09:30 Fauldhouse & Breich Valley LAC 11:00 Local Review Body		09:30 Livingston North LAC		10:00 Licensing Board	
14		15		16		17		18	
14:00 Audit Committee		10:00 Education Executive 11:00 Council Executive 14:00 Education Quality Assurance Committee		09:30 Licensing Committee		09:30 Placing In School Appeals Committee		10:00 Licensing Board Review	
21		22		23		24		25	
10:00 Community Asset Transfer Appeals Committee		10:00 West Lothian Council		10:00 Development Management Committee		14:00 Community Asset Transfer Committee		COSLA MEETING 10:00 Employee Appeals Committee	
28		29		30		31		1 Feb	
14:00 Joint Consultative Group (Non Teaching)		09:30 Development & Transport PDSP 11:00 Environment PDSP 14:00 WL Integrated Joint Board		10:00 West Lothian Council Planning Committee 11:00 West Lothian Council (Planning)		14:00 IJB Strategic Planning Group (Provisional)			

# February 2019

February 2019							March 2019						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28				25	26	27	28	29	30	31

	Monday	Tuesday	Wednesday	Thursday	Friday
28 Jan - 1 Feb	<b>28 Jan</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Feb</b>
					09:30 Partnership & Resources PDSP
4 - 8 Feb	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
	14:00 Performance Committee	10:00 Council Executive 14:00 Services for the Community PDSP	11:00 Local Review Body	09:30 Social Policy PDSP	10:00 Licensing Board
11 - 15 Feb	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
	14:00 Joint Consultative Group (Teaching)	14:00 Education PDSP	09:30 Licensing Committee	09:30 Placing In School Appeals Committee 14:00 Health & Care PDSP	09:30 Livingston South LAC
18 - 22 Feb	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
	FEBRUARY HOLIDAYS		10:00 Development Management Committee	14:00 Community Asset Transfer Committee	10:00 Employee Appeals Committee
25 Feb - 1 Mar	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>1 Mar</b>
	10:00 Community Asset Transfer Appeals Committee 14:00 Governance & Risk Committee	10:00 Education Executive 11:00 Council Executive	10:00 West Lothian Planning Committee 11:00 West Lothian Council (Planning)	09:30 Culture & Leisure PDSP 10:00 West Lothian Leisure Advisory Committee	

# March 2019

March 2019							April 2019						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

	Monday	Tuesday	Wednesday	Thursday	Friday
25 Feb - 1 Mar	<b>25 Feb</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>1 Mar</b>
4 - 8 Mar	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
	10:00 Whitburn & Blackburn LAC	09:30 Linlithgow LAC 14:00 Education Quality Assurance Committee	11:00 Local Review Body 14:00 IJB Audit, Risk & Governance (Provisional)	10:00 East Livingston & East Calder LAC	09:30 Broxburn, Uphall & Winchburgh LAC 10:00 Licensing Board
11 - 15 Mar	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
	10:00 Bathgate LAC	09:30 Fauldhouse & Breich Valley LAC 09:30 Placing In School Appeals Committee 14:00 WL Integrated Joint Board (Provisional)	09:30 Licensing Committee	09:30 Livingston North LAC	10:00 Licensing Board Review
18 - 22 Mar	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
	14:00 Performance Committee	10:00 West Lothian Council 14:00 Services for the Community PDSP	10:00 Development Management Committee	09:30 Voluntary Organisations PDSP 14:00 Armadale & Blackridge LAC	
25 - 29 Mar	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
	10:00 Community Asset Transfer Appeals Committee 14:00 Audit Committee	10:00 Council Executive 14:00 Education PDSP	10:00 West Lothian Planning Committee 11:00 West Lothian Council (Planning)	10:00 Community Asset Transfer 14:00 IJB Strategic Planning Group (Provisional)	<b>COSLA MEETING</b> 10:00 Employee Appeals Committee

# April 2019

April 2019						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2019						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 5 Apr	<b>1 Apr</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		09:30 Development & Transport PDSP 11:00 Environment PDSP	11:00 Local Review Body	09:30 Social Policy PDSP 14:00 Health & Care PDSP	09:30 Partnership & Resources PDSP
8 - 12 Apr	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
	EASTER HOLIDAYS				
			10:00 West Lothian Planning Committee 11:00 West Lothian Council (Planning)		10:00 Licensing Board
15 - 19 Apr	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	EASTER HOLIDAYS				
			10:00 Development Management Committee		
22 - 26 Apr	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
	EASTER HOLIDAYS	10:00 Education Executive 11:00 Council Executive	09:30 Licensing Committee	14:00 Community Asset Transfer Committee	COSLA MEETING 10:00 Employee Appeals Committee
29 Apr - 3 May	<b>29</b>	<b>30</b>	<b>1 May</b>	<b>2</b>	<b>3</b>
	10:00 Community Asset Transfer Appeals Committee  14:00 Joint Consultative Group (Non-Teaching)	09:30 Placing In School Appeals Committee 14:00 Education Quality Assurance Committee			



# May 2019

May 2019							June 2019						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

	Monday	Tuesday	Wednesday	Thursday	Friday
29 Apr - 3 May	<b>29 Apr</b>	<b>30</b>	<b>1 May</b>	<b>2</b>	<b>3</b>
			11:00 Local Review Body	10:00 West Lothian Leisure Advisory Committee	10:00 Licensing Board Review
6 - 10 May	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	MAY DAY HOLIDAYS	14:00 Services for the Community PDSP		09:30 Livingston North LAC	10:00 Licensing Board
13 - 17 May	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
	14:00 Performance Committee	10:00 West Lothian Council	10:00 Development Management Committee	14:00 IJB Strategic Planning Group	
20 - 24 May	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
	VICTORIA DAY (PUBLIC HOLIDAY)	10:00 Council Executive	09:30 Licensing Committee	09:30 Voluntary Organisations PDSP 14:00 Community Asset Transfer Committee	09:30 Livingston South LAC
27 - 31 May	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
	09:30 Placing In School Appeals Committee 10:00 Community Asset Transfer Appeal Committee	09:30 Fauldhouse & Breich Valley LAC 09:30 Linlithgow LAC 14:00 Education PDSP	10:00 West Lothian Planning Committee 11:00 West Lothian Council (Planning)	09:30 Placing In School Appeals Committee	COSLA MEETING 10:00 Employee Appeals Committee

# June 2019

June 2019							July 2019						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 7 Jun	<b>3 Jun</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	<b>NEWLANDS DAY</b>  10:00 Whitburn & Blackridge LAC  14:00 Joint Consultative Group (Teaching)	09:30 Development & Transport PDSP 11:00 Environment PDSP 14:00 Education Quality Assurance Committee	11:00 Local Review Body 14:00 IJB Audit, Risk & Governance (Provisional)	10:00 East Livingston & East Calder LAC	09:30 Partnership & Resources PDSP
10 - 14 Jun	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
	09:30 Placing In School Appeals Committee 10:00 Bathgate LAC 14:00 JCG (Non Teaching)	10:00 Education Executive 11:00 Council Executive	09:30 Placing In School Appeals Committee 10:00 Development Management Committee	09:30 Social Policy PDSP 14:00 Armadale & Blackridge LAC	09:30 Broxburn, Uphall & Winchburgh LAC 10:00 Licensing Board
17 - 21 Jun	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	09:30 Placing In School Appeals Committee  14:00 Governance and Risk Committee	<b>LINITHGOW MARCHES</b> 09:30 Placing In School Appeals Committee	10:00 Licensing Committee	09:30 Culture & Leisure PDSP 09:30 Placing In School Appeals Committee 10:00 West Lothian Leisure Advisory Committee 14:00 Health & Care PDSP	10:00 Licensing Board Review
24 - 28 Jun	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	09:30 Placing In School Appeals Committee 10:00 Community Asset Transfer Appeal Committee 14:00 Audit Committee	10:00 Council Executive	09:30 Placing In School Appeals Committee 10:00 West Lothian Planning Committee 11:00 West Lothian Council (Planning) 14:00 WL Integrated Joint Board (Provisional)	09:30 Livingston North LAC 09:30 Placing In School Appeals Committee 14:00 Community Asset Transfer Committee	<b>COSLA MEETING</b> 10:00 Employee Appeals Committee

# July 2019

July 2019						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2019						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 5 Jul	1 Jul	2	3	4	5
8 - 12 Jul	8	9	10 09:30 Licensing Committee	11	12 10:00 Licensing Board
15 - 19 Jul	15	16	17 10:00 Development Management Committee	18	19
22 - 26 Jul	22	23	24	25	26
29 Jul - 2 Aug	29	30	31 10:00 West Lothian Planning Committee 11:00 West Lothian Council (Planning)	1 Aug	2

**COMMITTEE TIMETABLE 2018-19 - SUMMARY**

<b>Asset Transfer Committee</b>	Thursday afternoons; 23/08/18, 27/09/18, 25/10/18, 22/11/18, 06/12/18, 24/01/19, 21/02/19, 28/03/19, 25/04/19, 23/05/19 and 27/06/19 (proposed – still tbc by full council)
<b>Asset Transfer Appeals Committee</b>	Monday mornings; 27/08/18, 24/09/18, 29/10/18, 19/11/18, 17/12/18, 21/01/19, 25/02/19, 25/03/19, 29/04/19, 27/05/19 and 24/06/19 (proposed – still tbc by full council)
<b>Armadale and Blackridge Local Area Committee</b>	Thursday afternoons; 20/09/18, 13/12/18, 21/03/19 and 13/06/19
<b>Audit Committee</b>	Monday afternoons; 8/10/18, 14/01/19, 25/03/19 and 24/06/19
<b>Avoidance of Disputes Committee</b>	Ad hoc
<b>Bathgate Local Area Committee</b>	Monday mornings; 17/09/18, 10/12/18, 11/03/19 and 10/06/19
<b>Broxburn, Uphall and Winchburgh Local Area Committee</b>	Thursday mornings; 21/09/18, 14/12/18, 08/03/19 and 14/06/19
<b>Community Planning Partnership Board</b>	Monday mornings; 03/09/18 and 26/11/2018
<b>Community Safety Board</b>	Monday afternoons; 17/09/18 and 10/12/18
<b>Council Executive</b>	Tuesday mornings; 21/08/18, 11/09/18, 09/10/18, 23/10/18, 13/11/18, 04/12/18, 18/12/18, 15/01/19, 05/02/19, 26/02/19, 26/03/19, 23/04/19, 21/05/19, 11/06/19 and 25/06/19
<b>Culture and Leisure Policy Development and Scrutiny Panel</b>	Thursday mornings; 30/08/18, 29/11/18, 28/02/19 and 20/06/19
<b>Development and Transport Policy Development and Scrutiny Panel</b>	Tuesday mornings @ 9.30am; 04/09/18, 06/11/18, 29/01/19, 02/04/19 and 04/06/19
<b>Development Management Committee</b>	Wednesday mornings; 08/08/18, 05/09/18, 03/10/18, 07/11/18, 05/12/18, 23/01/19, 20/02/19, 20/03/19, 17/04/19, 15/05/19, 12/06/19 and 17/07/19
<b>East Livingston and East Calder Local Area Committee</b>	Thursday mornings; 13/09/18, 06/12/18, 07/03/19 and 06/06/19
<b>Education Executive</b>	Tuesday mornings; 21/08/18, 11/09/18, 09/10/18, 23/10/18, 13/11/18, 04/12/18, 18/12/18, 15/01/19, 05/02/19, 26/02/19, 26/03/19, 23/04/19, 21/05/19, 11/06/19 and 25/06/19
<b>Education Quality Assurance Committee</b>	Tuesday afternoons; 04/09/18, 06/11/18, 15/01/19, 05/03/19, 30/04/19 and 04/06/19
<b>Education Policy Development and Scrutiny Panel</b>	Tuesday afternoon; 28/08/18, 23/10/18, 18/12/18, 12/02/19, 26/03/19 and 28/05/19
<b>Employee Appeals Committee</b>	Friday mornings; 31/08/18, 28/09/18, 26/10/18, 30/11/18, 25/01/19, 22/02/19, 29/03/19, 26/04/19, 31/05/19 and 28/06/19
<b>Environment Policy Development and Scrutiny Panel</b>	Tuesday mornings @ 11.00am; 04/09/18, 06/11/18, 29/01/19, 02/04/19 and

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	04/06/19
<b>Fauldhouse and The Breich Valley Local Area Committee</b>	Tuesday mornings except Jan 2019 mtg; 18/09/18, <b>Weds 09/01/19</b> , 12/03/19 and 28/05/19
<b>Governance and Risk Committee</b>	Monday afternoons; 27/08/18, 29/10/18, 25/02/19 and 17/06/19
<b>Health and Care Policy Development and Scrutiny Panel</b>	Thursday afternoons; 30/08/18, 11/10/18, 20/12/18, 14/02/19, 04/04/19 and 20/06/19
<b>Joint Consultative Group (Non-Teaching)</b>	Monday afternoons; 01/10/18, 28/01/19, 29/04/19 and 10/06/19
<b>Joint Consultative Group (Teaching)</b>	Monday afternoons; 10/09/18, 12/11/18, 11/02/19 and 03/06/19
<b>Licensing Committee</b>	Wednesday mornings; 29/08/18, 26/09/18, 31/10/18, 28/11/18, 19/12/18, 16/01/19, 13/02/19, 13/03/19, 24/04/19, 22/05/19, 19/06/19 and 10/07/19
<b>Linlithgow Local Area Committee</b>	Tuesday mornings; 28/08/18, 27/11/18, 05/03/19 and 28/05/19
<b>Livingston North Local Area Committee</b>	Thursday mornings; 13/09/18, 08/11/18, 10/01/19, 14/03/19, 09/05/19 and 27/06/19
<b>Livingston South Local Area Committee</b>	Friday mornings; 07/09/18, 23/11/18, 15/02/19 and 24/05/19
<b>Local Review Body</b>	Wednesday mornings; 15/08/18, 12/09/18, 10/10/18, 14/11/18, 09/01/19, 06/02/19, 06/03/19, 03/04/19, 01/05/19 and 05/06/19
<b>Miscellaneous Appeals Committee</b>	Ad hoc
<b>Partnership and Resources Policy Development and Scrutiny Panel</b>	Friday mornings; 24/08/18, 05/10/18, 07/12/18, 01/02/19, 05/04/19 and 07/06/19
<b>Performance Committee</b>	Monday mornings; 03/09/18, 05/11/18, 17/12/18, 04/02/19, 18/03/19 and 13/05/19
<b>Senior Officer Appointment Committee</b>	Ad hoc
<b>Services for the Community Policy Development and Scrutiny Panel</b>	Tuesday afternoons; 18/09/18, 30/10/18, 11/12/18, 05/02/19, 19/03/19 and 07/05/19
<b>Social Policy, Policy Development and Scrutiny Panel</b>	Thursday mornings; 06/09/18, 01/11/18, 20/12/18, 07/02/19, 04/04/19 and 13/06/19
<b>Social Work Complaints Review Committee</b>	N/a
<b>St John's Hospital Stakeholder Group</b>	Wednesday afternoons; 22/08/18 and 24/10/18 (administration of this group moves to NHS Lothian in the summer of 2018)
<b>Voluntary Organisations Policy Development and Scrutiny Panel</b>	Thursday mornings; 20/09/18, 13/12/18, 21/03/19 and 23/05/19
<b>West Lothian (Placing In Schools) Appeals Committee</b>	23/09/18, 18/09/18, 11/10/18, 15/11/18, 04/12/18, 17/01/19, 14/02/19, 12/03/19 and 30/04/19 plus block appeals 30/05/19, 10/06/19, 12/06/19, 17/06/19, 20/06/19, 24/06/19, 26/06/19 and 27/06/19

## Appendix 3

<b>West Lothian Integration Joint Board</b>	<b>14/08/18, 24/09/18, 21/11/18, 29/01/19, 12/03/19 and 26/06/19 (to be agreed by the IJB)</b>
<b>West Lothian Integration Joint Board Appointments Committee</b>	Ad hoc
<b>West Lothian Integration Strategic Planning Group</b>	<b>Thursday afternoons; 09/08/18, 04/10/18, 13/12/18, 31/01/19, 14/03/19 and 16/05/19 (to be agreed by the SPG)</b>
<b>West Lothian Integration Audit, Risk &amp; Governance</b>	Wednesday afternoons; 12/09/18, 12/12/18, 06/03/19 and 05/06/19
<b>West Lothian Council</b>	Tuesday mornings; 25/09/18, 20/11/18, 22/01/19, 19/03/19 and 14/05/19
<b>West Lothian Council (Planning)</b>	Wednesday mornings @ 11.00; 22/08/18, 19/09/18, 24/10/18, 21/11/18, 12/12/18, 30/01/19, 27/02/19, 27/03/19, 10/04/19, 29/05/19, 26/06/19 and 31/07/19
<b>West Lothian Council Planning Committee</b>	Wednesday mornings @ 10.00; 22/08/18, 19/09/18, 24/10/18, 21/11/18, 12/12/18, 30/01/19, 27/02/19, 27/03/19, 10/04/19, 29/05/19, 26/06/19 and 31/07/19
<b>West Lothian Leisure Advisory Committee</b>	Thursday morning; 30/08/18, 25/10/18, 29/11/18, 28/02/19, 02/05/19 and 20/06/19
<b>West Lothian Licensing Board</b>	Friday mornings; 10/08/18, 14/09/18, 12/10/18, 09/11/18, 14/12/18, 11/01/19, 08/02/19, 09/03/19, 12/04/19, 10/05/19, 14/06/19 and 12/07/19
<b>Whitburn and Blackburn Local Area Committee</b>	Monday mornings; 10/09/18, 03/12/18, 04/03/19 and 03/06/19