



Council Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

10 May 2018

A meeting of the **Council Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Tuesday 15 May 2018** at **10:00am**.

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
3. Order of Business, including notice of urgent business and declarations of interest in any urgent business
4. Confirm Draft Minutes of Meeting of Council Executive held on Tuesday 17 April 2018 (herewith)

Public Items for Decision

5. Council Collection Items - Display at Linlithgow Partnership Centre - Report by Chief Executive (herewith)
6. Linlithgow Marches - Riding of the Marches - Report by Chief Executive (herewith)
7. Access Fund Applications - Report by Head of Corporate Services (herewith)
8. Procurement Arrangements - Replacement HR and Payroll System -

Report by Head of Corporate Services (herewith)

9. Support for Locating Channel 4 National Headquarters in Glasgow - Report by Head of Planning, Economic Development and Regeneration (herewith)
10. West Lothian Villages Improvement Fund - Applications - Report by Broxburn, Uphall and Winchburgh Lead Officer (herewith)
11. West Lothian Villages Improvement Fund - Applications - Report by Whitburn and Blackburn Lead Officer (herewith)
12. Police and Fire Reform (Scotland) Act 2012 - Post-Legislative Scrutiny - Report by Head of Housing, Customer and Building Services (herewith)
13. Scottish Government Consultation : Review of Landlord Registration Applications and Fees - Report by head of Housing, Customer and Building Services (herewith)
14. Proposed Footway Murieston Road, Livingston - Report by Head of Operational Services (herewith)
15. Petition - Traffic Management System on Kirk Road and Majoribanks Street, Bathgate - Report by Head of Operational Services (herewith)
16. Proposed Change of Speed Limit - 30mph to 20mph Zone, Winchburgh - Report by Operational Services (herewith)
17. Organisational Duty of Candour - Report by Head of Social Policy (herewith)
18. Strathbrock Cafe - Partnership with West Lothian College - Joint Report by Head of Social Policy and Head of Finance and Property Services (herewith)
19. Breich Village Hall, Breich - Proposed Sale to Square Value Properties Limited - Report by Head of Finance and Property Services (herewith)
20. 0.93ha at Heartlands Business Park, Whitburn - Proposed Sale to Lark Energy Limited - Report by Head of Finance and Property Services (herewith)
21. 2.17 acres at East Mains Industrial Estate, Broxburn - Proposed Sale to Gordon Bow Engineering Limited - Report by Head of Finance and Property Services (herewith)

Public Items for Information

22. St John's Hospital Stakeholder Group - Report by Depute Chief Executive (herewith)
23. Social Policy Contract Activity Update - Report by Head of Social Policy

DATA LABEL: Public

(herewith)

NOTE **For further information please contact Val Johnston, Tel no.01506
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MINUTE of MEETING of the COUNCIL EXECUTIVE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 17 APRIL 2018.

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

Apologies – Councillors Frank Anderson, Tom Conn, Chris Horne and George Paul

1. DECLARATIONS OF INTEREST

- a) Agenda Item 10 (Edinburgh Airport “Noise Action Plan” Consultation) – Councillor Andrew McGuire declared that he was a council appointed member of the Edinburgh Airport Consultative Group but would participate in the item of business; and
- b) Agenda Item 24 & 25 (West Lothian Leisure) – Councillor Harry Cartmill declared an interest in that he was a council appointed member of the Board of West Lothian Leisure but would participate in the item of business.

2. ORDER OF BUSINESS

The Council Executive unanimously agreed to hear a deputation request that had been received from Mr John Gardner in relation to Agenda Item 6 (Petition on Wheeled Bins).

3. MINUTES :-

- a) The Council Executive approved the Minute of its meeting held on 6 March 2018;
- b) The Council Executive approved the Minute of its special meeting held on 22 March 2018; and
- c) The Council Executive approved the Minute of its special meeting held on 26 March 2018

The Minutes were thereafter signed by the Chair.

4. CORRESPONDENCE

The Council Executive noted correspondence arising from previous decisions.

5. PETITION - WHEELED BINS ACCESS, ALDERBANK, BRIARBANK AND

BURNBANK, LADYWELL

The Council Executive considered a petition which concerned the storage of wheeled bins belonging to those householders living in Alderbank, Briarbank and Burnbank, Ladywell.

The Council Executive then heard from Mr John Gardner, who resided at 9 Briarbank, speak about his concerns for the lack of storage space for the wheeled bins belonging to those residing in Alderbank, Briarbank and Burnbank, Ladywell.

Mr Gardner amplified his concerns for the health and safety of those living in the properties in that as the bins could not be stored in the rear gardens of the properties due to a lack of a suitable access point they were stored at the front very often close to the gas box and that this was an accident waiting to happen.

The Chair thanked Mr Gardner for his presentation.

Decision

- 1) To note the contents of the petition;
- 2) To note the concerns of local resident Mr John Gardner; and
- 3) To refer the petition to a future meeting of the Services for the Community Policy Development and Scrutiny Panel and to note the undertaking of the Head of Housing, Customer and Building Services to organise a multi-agency meeting and to include a member of Ladywell Community Council, to discuss a way forward with the situation.

6. PETITION - ROSEMOUNT COURT, ROSEMOUNT GARDENS AND JANE PLACE, BATHGATE - GRITTING PATHWAYS AND JANITORIAL PETITION

The Council Executive considered a petition which concerned the prioritising of gritting the footpaths at Rosemount Court, Rosemount Gardens and Jane Place, Bathgate and for the provision of janitorial staff to maintain the appearance of the main entrance area to the site.

Decision

- 1) To note the contents of the petition; and
- 2) To refer the matter to the Head of Operational Services so it could be taken into consideration as part of the council's overall review of its winter maintenance policy.

7. SCOTTISH GOVERNMENT'S CONSULTATION ON THE PROPOSED REFORM OF THE ADULTS WITH INCAPACITY (SCOTLAND) ACT 2000

The Council Executive considered a report (copies of which had been circulated) by the Head of Social Policy seeking approval of a response to a Scottish Government consultation on the proposed reform of the Adults with Incapacity (Scotland) Act 2000.

The Head of Social Policy explained that the Adults with Incapacity (Scotland) Act 2000 was one of the first major pieces of legislation passed by the Scottish Government and introduced a system for safeguarding the welfare and managing the finances and property of adults who lacked the capacity to make some or all decisions for themselves. The Act came into force in 2001 with some additional measures being introduced later in 2001 and again in 2002.

However much had changed since then with other legislation and guidance and most notably European legislation having afforded much greater rights for service users than had previously been the case.

Therefore the consultation proposed to modernise legislation in Scotland, improve the extent to which it empowered disabled adults and sought to simplify the complex process of Guardianship Orders. In addition the reforms would further enhance the rights of services users to enable a person to raise proceedings to challenge continuation of a placement or conditions of that placement.

The proposed response was attached to the report at Appendix 1 and it was reported by the Head of Social Policy that following finalising the consultation response the council had been contacted by Social Work Scotland and CoSLA in relation to their concerns in relation to the risk of conflict of interest if organisations other than local authorities applied to become a guardian.

Therefore in addition to the draft response it was proposed that the following additional paragraph be included :-

“In relation to the proposal that organisations, other than local authorities, can apply to become Guardians this appears to present potential issues in relation to conflict of interest. There is concern that were an organisation to be providing care to an adult and sought to become their Welfare and Financial Guardian that they have a pecuniary interest in maintaining the ‘status quo’ in relation to the care of the adult which may not comply with principles in legislation.

There are also concerns that while a named individual in an organisation may assume responsibility for the role of Guardian decisions could perhaps be delegated to individual care staff with little day-to-day scrutiny – potentially placing vulnerable adults at risk. Effective checks and balances in relation to the power of Guardians in this regard may be more tenable in relation to Financial rather than Welfare Guardianship via bonds of caution and supervision by the OPG”.

It was recommended that the Council Executive :-

1. Notes and considers the proposed response to the Scottish Government consultation on the reform of the Adults with Incapacity (Scotland) Act 2000; and
2. Approves the proposed response, including the additional paragraph relating to guardianship and agrees to its submission to the Scottish Government.

Decision

To approve the terms of the report

8. B7066 GREENRIGG TO HEARTLANDS - REDETERMINATION OF FOOTWAY TO CYCLEWAY

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Service seeking approval to re-determine the footway along the B7066 between Greenrigg and Heartlands to a shared use footway/cycleway.

The report recalled that on 26 April 2016, Council Executive approved the Active Travel Plan for West Lothian 2016-2021. Included in this plan was a Community Links Project to extend the existing A89 shared uses corridor to include the A706, A7066 and B7066. Part of the B7066 proposal included a scheme to upgrade the existing footway to shared use footway/cycleway between Greenrigg and Heartlands.

To allow the existing footway on the B7066 between Greenrigg and Heartlands to be used by cyclists, a traffic regulation order was required to be promoted to re-determine the footway to a shared use. If approved the traffic order would be advertised and objections invited. Any unresolved objections would then have to be remitted to Scottish Ministers for determination.

Local ward members and statutory consultees would be consulted as part of the formal consultation process.

It was recommended that the Council Executive approve the initiation of statutory procedures for the promotion of a traffic regulation order to re-determine the footway along the B7066 between Greenrigg and Heartland to a shared use footway/cycleway.

Decision

To approve the terms of the report

9. EDINBURGH AIRPORT "NOISE ACTION PLAN" CONSULTATION

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

circulated) by the Head of Planning, Economic Development and Regeneration advising of the recent Edinburgh Airport consultation on its proposed statutory Noise Action Plan and to note the officers response submitted to meet the closing date.

The Council Executive was advised that the Noise Action Plan (NAP) was a statutory strategic document which outlined how Edinburgh Airport would attempt to minimise noise impact on the community. The consultation was seeking comments on the proposed NAP.

Noise and changes to flight routes had been of significant concern to the local community and opportunities had already been taken to bring these concerns to the attention of Edinburgh Airport. However the draft NAP was not dealing with the flightpath changes.

The consultation was launched on 20 February 2018 however was neither significantly promoted nor was any contact made with Environmental Health. This lack of promotion was highlighted in the officer consultation response. The closing date for responses was 2 April 2018 and whilst an extension was requested in recognition of Council Executive meeting cycles this was declined. Therefore officers submitted a draft response, a copy of which was attached to the report at Appendix 1.

It was recommended that the Council Executive notes the content of the report and the accompanying officer consultation response.

Decision

To note the contents of the report

10. PROPOSED STOPPING-UP ORDER - EXISTING RIGHT OF WAY, J4M8 DISTRIBUTION PARK, BATHGATE

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration seeking approval to initiate the statutory procedures to stop up a designated but disused right of way within the J4M8 distribution park in Bathgate.

The Head of Planning, Economic Development and Regeneration explained that the original right of way ran in a north to south direction between Site 3 and Site 4 of the J4M8 distribution park. An alternative path had been built to maintain a public right of way, therefore there was no path that existed on the designated right of way with the land being overgrown and largely inaccessible.

The re-aligned right of way, which formed part of the planning permission in principle for the erection of storage and distribution, office, ancillary retail and hotel had been constructed to an adoptable standard and was in use.

Aldi Stores Limited had recently obtained permission to extend their regional distribution centre on Site 4 to the west into the adjacent Site 3,

which included the former path, and had requested that the original right of way be removed.

As an alternative route had been constructed to an adoptable standard and was in use and there was no formal path over the original right of way, there were no physical works required to enact the stopping-up order.

It was recommended that Council Executive approves the initiation of the statutory procedures to stop up the right of way in J4M8 distribution park as identified in the plans attached to the report.

Decision

To approve the terms of the report.

11. CITY REGION DEAL - WINCHBURGH AND CALDERWOOD CORE DEVELOPMENT AREAS SCHOOL ESTATE INVESTMENT

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration seeking approval for the submission of a formal request to the Scottish Government to enter into a risk sharing agreement with the Scottish Government and Winchburgh Development Ltd (WDL) in relation to the council's borrowing costs for the delivery of a non-denominational secondary school at Winchburgh.

The report recalled that on 10 October 2017 Council Executive had approved an option for funding for the delivery of new denominational and non-denominational secondary schools at Winchburgh, together with a denominational primary school. The report set out that the Heads of Term to the City Region Deal had identified that a risk sharing facility would be developed with the Scottish Government to deliver up to £150m of infrastructure investment in Winchburgh to support delivery of up to 5,000 houses. Given the terms of the proposed City Region Deal, Council Executive had agreed, in principle, to borrow to deliver the non-denominational school subject to the Scottish Government providing a risk sharing facility in relation to the debt service costs.

Since that time council officers had been working with the Scottish Government, Scottish Futures Trust and WDL to complete the Business Case for the overall approach.

It was proposed that given the scale of the projects these would be delivered through the council's development partnership (Hubco) as this would provide greater certainty on delivery timescales and financial risk controls over traditional procurement routes. Through the joint procurement of these schools via Hubco economies of scales would be delivered.

A copy of the draft Business Case was attached to the report at Appendix 1. The Business Case estimated the borrowing costs of the first phase of the non-denominational secondary school, with interest charges over 25

years, as £20.621m based on a borrowing cost of £15.18m plus interest over 25 years. This cost was net of developer contributions already received or expected to be received prior to construction of the school.

The report continued by providing information in relation to the operation of the facilities including the call-in procedure if less than 150 houses were occupied in any one year. Information was also included in relation to the proposed schools themselves and other infrastructure.

It was proposed that officers would submit the proposed Business Case and funding submission to the Scottish Government to seek their approval and obtain assurances over the deliverability of the other infrastructure. Following receipt the Scottish Government would progress the request for support through its own governance and approval arrangements.

Officers were recommending engagement with Hubco to progress the bundle of projects through the appropriate initial design development, procurement and cost appraisal stages. Upon approval commissioning of Hubco would take place to progress the project to the New Project Request Stage.

It was recommended that Council Executive :-

1. Notes the update on negotiations with the Scottish Government and Winchburgh Developments Ltd (WDL) with respect to funding agreements for the delivery of two secondary schools and a denominational primary school at Winchburgh;
2. Notes the update on negotiations with the lead developer at Calderwood with respect to funding arrangements for a new, wholly developer funded, non-denominational primary school at Calderwood;
3. Notes that it was proposed that the first phase of the non-denominational secondary school in the Winchburgh and East Broxburn Core Development Area would be funded by a 'per house contribution' (also known as a roof tax) with the council undertaking borrowing for the required capital investment and with that borrowing underwritten partly by the Scottish Government, through the City Region Deal, accelerated developer contributions and guarantees and security delivered by Winchburgh Developments Ltd;
4. Notes that it was proposed that the first phase of the denominational secondary school in the Winchburgh and East Broxburn Core Development Area would be funded by a 'per house contribution' with the council undertaking borrowing for the required capital investment;
5. Approves the Business Case, which was appended to this report, as the basis for a funding arrangement for the schools at Winchburgh and for submission of this to the Scottish Government as a formal request for support;

6. Notes that the Business Case outlined that the cost of borrowing would be fully recoverable from developer contributions, with the exception of the council's £4m contribution towards the non-denominational secondary school;
7. Delegates the Head of Planning, Economic Development and Regeneration, in consultation with the Leader of the Council, to make any non-material changes to the Business Case, prior to formal submission to the Scottish Government;
8. Delegates the Head of Planning, Economic Development and Regeneration to present the case to the Scottish Government and to accept any offer of support from the Scottish Government, provided that the offer of support met the terms of the submitted Business Case;
9. Agrees that a further extension of St Margaret's Academy to increase denominational education capacity was not progressed given the proposal for a new denominational secondary at Winchburgh;
10. Notes that a report would be presented to Education Executive to consider the statutory consultations required as a consequence of the new school proposals outlined in the report;
11. Notes the council's participatory relationship as a partner in the Hub South East Territory Partnership;
12. Instructs officers to commence engagement with Hubco and their supply chain to provide strategic support services to progress the design development and cost appraisals of the new schools required at Winchburgh and Calderwood; and
13. Notes that officers would present a report to Council Executive prior to formally issuing a new project request (NPR) to Hubco which would confirm the affordability cap for each of the schools.

Decision

To approve the terms of the report

12. THE EDINBURGH AND SOUTH EAST SCOTLAND CITY DEAL - GOVERNANCE ARRANGMENTS

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration seeking approval in principle to the proposed governance arrangements for the Edinburgh and South East Scotland City Deal following the signed Heads of Terms in July 2017.

The report recalled that in June 2016 the six local authorities (City of

Edinburgh, West Lothian, Midlothian, East Lothian, Fife and Scottish Borders) agreed in principle to establishing a joint committee for the City Deal Region Programme. Although a shadow joint committee (known as the Leaders' Group) had been meeting since June 2016 it had not been formally established. Therefore it was now proposed to formally establish the joint committee with the remit and membership set out in the report and in the appendices attached to the report.

The report summarised the powers that enabled the joint committee to be established, how the membership would constitute the Council Leader from each of the six local authorities and the Minute of Agreement which set out the arrangements of how the Joint Committee would operate, voting rights, period of office, quorum and who would chair the meeting.

The Head of Planning, Economic Development and Regeneration continued to explain that the establishment of committees and delegating powers to them was reserved to full council. Therefore following the meeting of Council Executive the proposal to enter into the joint committee would be reported to full council for formal approval.

It was not yet clear when the inaugural meeting of the joint meeting would take place. Therefore as this could happen before the council's internal decision-making procedure was complete, then agreement was being sought to allow the Council Leader to attend to secure the council's interests and participation from the outset. The report also included details of the Standing Orders that would apply to the joint committee along with other administrative arrangements.

It was recommended that Council Executive :-

1. Agrees that the council should become a member of a Joint Committee under Section 57 of the Local Government (Scotland) Act 1973 with representation on the committee comprising City of Edinburgh, East Lothian, Fife, Midlothian and Scottish Borders Councils, representatives from the higher education and further education sector, and business to oversee the governance arrangements for the Edinburgh and South East of Scotland City Region Deal;
2. Agrees that the terms of reference for the Joint Committee should be as set out in the Governance Arrangements (Appendix 1) and the Minute of Agreement (Appendix 2);
3. Notes that a Project Management Office, hosted by City of Edinburgh Council, had been established to support finalisation of the deal and future implementation;
4. Notes that formal approval for the proposed joint committee would be sought from Full Council;
5. Agrees that the Leader of the Council be appointed to represent the Council on the Joint Committee should Full Council agree to the setting up of the committee;

6. Agrees that should the inaugural meeting of the Joint Committee take place before the matter was considered by Full Council, the Leader of the Council should attend on an interim basis to represent and protect the council's interests; and
7. Notes that a further report would be presented to Council Executive when the terms of the City Region Deal had been finalised.

Decision

To approve the terms of the report

13. CIVIC GOVERNMENT (SCOTLAND) ACT 1982 - MANAGEMENT OF OFFENDERS (SCOTLAND) BILL

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services presenting a draft response for approval to a Scottish Parliament's Justice Committee's call for evidence in relation to changes proposed by part 2 of the Management of Offenders (Scotland) Bill to the Rehabilitation of Offenders Act 1974 in relation to the time periods when convictions became spent.

Attached to the report at Appendix 1 were the proposed changes to the Bill and attached to the report at Appendix 2 was a draft response.

It was recommended that the Council Executive approves the response to the call for evidence contained in Appendix 2 attached to the report.

Decision

To approve the terms of the report

14. EQUALITY CALENDAR OF EVENTS

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval of an Equalities Calendar that supported events throughout the year across a range of protected characteristics.

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

In order to build on the mainstreaming of equalities which had been achieved to date it was recommended that a calendar of corporate activities be agreed for the following twelve month period, to celebrate equality and diversity and to recognise dates of particular relevance in the equalities calendar.

The Council's Equality Officer had engaged with service equality representatives to identify equality events which were supported on a service specific basis across the council. These events, together with recognised equality events, were set out in Appendix 1 to the report.

The programme proposed events which could be supported corporately and those that could be supported locally by services and as far as possible the calendar was proposing corporate support for events in each calendar month.

It was recommended that the Council Executive approve the calendar of equality events.

Decision

To approve the terms of the report

15. PERSONAL SAFETY AT WORK GUIDANCE - REPORT BY HEAD OF CORPORATE SERVICES (HEREWITH).

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services providing a revised Personal Safety at Work Guidance document and a suite of measures in relation to the management of violence and aggression incidents across the council.

It was advised that general provision was made in the Health and Safety at Work Act 1974 (HASWA) to ensure so far as was reasonably practicable the health, safety and welfare of employees including the provision of information, instruction and training.

The Management of Health and Safety at Work Regulations 1999 (MHSWR) placed a duty on employers to consider and manage the risks to employees including the risk of reasonably foreseeable violence.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) employers must notify the HSE of an accident at work to any employee resulting in death, specified injury, or incapacity for normal work for seven or more days. This included any non-consensual physical violence occurring to a person at work.

It was noted that overall the number of incidents recorded in West Lothian Council in 2016-17, and the number of incidents related to violence and aggression had significantly increased to 661 from 554 in 2012-13.

A violence and aggression working group (VAWG) was established to undertake a review of the exposure by staff to violence and aggression and the measures which were in place to support and protect staff. The group identified a number of key actions to assist in the prevention and management of violence and aggression in the workplace.

Effective management required an appropriate framework of response to

be implemented that provided solutions to identify, prevent and manage all forms of violence at work.

The personal safety at work document was revised taking into account comments from council services and trade unions. The updated guidance outlined the responsibilities of managers and employees in relation to personal safety, lone working and violence and aggression. The policy also made reference to the Unacceptable Actions Policy and Procedures, the use of lone worker devices and RIVO, the electronic incident reporting system. Appended to the report was the revised guidance.

It was explained that the focus of a Communication Strategy was to ensure that customers were in no doubt that the council would not tolerate aggressive or threatening behaviour towards staff. Sample posters were developed and attached as appendix 2.

In conclusion it was noted that the council had measures in place to minimise the risk of staff being exposed to violence and aggression, and the revised Personal Safety at Work Guidance proposed measures to assist the council in demonstrating sound principles in the management of the safety of employees.

It was recommended that Council Executive

1. Note and approve the revised Personal Safety at Work Guidance document in the appendix to the report;
2. Note the measures currently in place across the council to manage, prevent and report violence and aggression in the workplace;
3. Agree that the revised guidance document be implemented with immediate effect; and
4. Agree that the Head of Corporate Services, in consultation with the Health and Safety Manager, may make minor administrative changes to the documents comprised in the Appendix that could arise from legislative and procedural changes.

Decision

To approve the terms of the report

16. PROCUREMENT ARRANGEMENTS - DIRECT AWARD TO THE NATIONAL YOUTH CHOIR OF SCOTLAND

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to make a direct award to the National Youth Choir of Scotland for the delivery of youth music Initiative projects Active Learning and Go for Bronze.

The Head of Corporate explained that the National Youth Choir of Scotland had been delivering Go for Bronze and Active Learning for a

number of years in West Lothian schools and as a national organisation could offer young people additional opportunities to further develop their vocal skills through area and national choirs.

The National Youth Choir of Scotland (NYCoS) were the only national organisation who provided opportunities for young people, teachers and choir directors to support and develop choral singing across Scotland.

The requirement would not be advertised as NYCoS were the only organisation who could provide a national infrastructure for young people, teachers and choir directors to deliver this project and offer development and additional opportunities. Whilst other organisations would be able to provide choral services, only NYCoS had the prestige and distinction which was so important to inspiring young people and teachers.

Funding of £181,215 over a three year period from September 2018 to August 2021 would be awarded to the NYCoS and this would be funded annually from a Creative Scotland grant and was therefore subject to funding from them.

It was recommended that the Council Executive approves a direct award to the National Youth Choir of Scotland (subject to annual confirmation of funding from Creative Scotland) up to a maximum total value of £181,215 over a three year term.

Decision

To approve the terms of the report

17. PROCUREMENT ARRANGEMENTS - SHERIFF OFFICE AND DEBT COLLECTION SERVICES

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services to commence tendering procedures for a four year contract with the option to extend for a further three years for the procurement of Sheriff Officer and Debt Collection Services, employing the methodology and criteria detailed in the report.

The Head of Corporate Service advised that West Lothian Council had a contract in place for Sheriff Officers and Debt Collection Services; the contract was tendered for collaboratively with Falkirk Council. The contract had led to a decrease in debt recovery fees and improved contract management through joint quarterly supplier meetings.

West Lothian Council was seeking to secure the services of an external contractor to carry effective debt recovery and diligence services in the pursuit of Council Tax, Non Domestic Rates, Housing Benefit Overpayments, Sundry Debt invoices, Housing Rent Arrears and Commercial Rent Arrears. The service again would be pursued in collaboration with Falkirk Council.

The council did not have the in-house capability to provide the requirement.

The requirement would be advertised in accordance with the European Union Directives and it was proposed that the Open Procedure be used whereby all suppliers expressing an interest in the contract would be invited to tender. A criteria of 50% for Price and 50% for Quality would be used.

Sustainability considerations and budget implications were summarised in the report.

It was recommended that the Council Executive approves :-

1. Commencement of tendering procedures for a four year contract with the option to extend annually for a further three years for the procurement of Sheriff Officer and Debt Collection Services;
2. The use of the Open Procedure whereby all suppliers expressing an interest in the contract would be invited to tender; and
3. The award criteria as set out in Section D of the report.

Decision

To approve the terms of the report

18. PROCUREMENT ARRANGEMENTS - PROVISION OF STREET LIGHTING ELECTRICAL TESTING SERVICES

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to commence tendering procedures for a four year framework for the provision of street lighting electrical testing services, employing the evaluation methodology and criteria detailed in Section D of the report.

The Council Executive was advised that a framework was required to provide continuity of Street Lighting Apparatus Electrical Testing in West Lothian to meet the council's statutory obligations. It was proposed that a framework agreement be implemented to allow work packages to be awarded to the most economically advantageous contractor for each year of the framework.

The requirement could not be met in-house due to the volume of work required in testing numerous sites in West Lothian.

It was proposed that the Open Procedure be used whereby all suppliers expressing an interest in the framework would be invited to tender and a criteria of 70% for price and 30% for Quality would be used.

Sustainability considerations and budget implications were summarised in the report.

It was recommended that the Council Executive approves :-

1. Commencement of tendering procedures for a four year framework for the provision of Road Lighting Apparatus Electrical Testing Services;
2. The use of the Open Procedure whereby all suppliers expressing an interest in the framework would be invited to tender; and
3. The award criteria as set out in Section D of the report.

Decision

To approve the terms of the report

19. PROCUREMENT ARRANGEMENTS - SUPPLY OF CATHODIC PROTECTION SYSTEMS AND THE PROVISION OF ONGOING REPORTING

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to commence tendering procedures for a seven year contract for the supply of cathodic protection monitoring systems and the provision of ongoing maintenance.

Cathodic Protection Systems (Impressed Current Cathodic Protection – ICCP) were used to control the corrosion of steel in concrete structures by applying a direct current to the surface of the embedded steel. The current was then monitored by appropriate hardware and software to determine and manage corrosion levels against threshold standards.

The council currently used ICCP at four sites and the Roads and Transportation Structure Team had identified a need to update the technology at each of the sites to enable remote monitoring and reporting functionality. In addition a requirement had been identified to implement ICCP at a further three sites.

The council did not have the in-house capability to provide the requirement.

The requirement would be advertised in accordance with the European Union Directives and it was proposed that the Open Procedure be used whereby all suppliers expressing an interest in the contract would be invited to tender. It was also proposed that a criteria of 80% for Price and 20% for Quality would be used.

The anticipated start date of the contract would be June 2018.

Sustainability considerations and budget implications were summarised in the report.

It was recommended that the Council Executive :-

1. Commencement of tendering procedures for a five year contract

with the option to extend annually for a further two years for the procurement of Cathodic Protection Systems and the provision of ongoing reporting;

2. The use of the Open Procedure whereby all suppliers expressing an interest in the contract would be invited to tender; and
3. The award criteria as set out in Section D of the report.

Decision

To approve the terms of the report

20. SCOTTISH FIRE AND RESCUE SERVICE TRANSFORMATION STRATEGY CONSULTATION

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services seeking approval to submit a consultation response on the Scottish Fire and Rescue Service Transformation Strategy.

The report recalled that the 1947 Act of Parliament established fire services in their current form and provided the foundations for the current response model. It had ensured that for many years communities were safer than previously from the risk of fire.

However the Scottish Fire and Rescue Service (SFRS) were operating with significantly changing risks and the greatest financial challenge seen in decades. It was therefore the opinion of the SFRS that they must transform to continue to protect communities from new and emerging risks. The SFRS had published their transformation strategy for consideration.

The Scottish Fire and Rescue Service transformation strategy highlighted a number of issues that were to be considered :-

- Fires were reducing but new risks were emerging such as terrorism, emergency medical response and severe weather due to climate change;
- The need to be trained, equipped and ready to meet these new risks;
- SFRS people and resources were currently not aligned to need; and
- The Retained Duty System model needed strengthened to ensure the continued safety of rural communities and changing demographics.

A planned and safe transformation would ensure that the SFRS was prepared and equipped for the risk the country faced now and into the future.

It was recommended that the Council Executive approve the consultation response, attached at the report at Appendix 1, for submission by the closing date of 14 May 2018.

Decision

To approve the terms of the report.

21 DEANS SOUTH - PROPOSED APPROACH TO ACHIEVE COMPREHENSIVE REDEVELOPMENT OF THE ESTATE

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services seeking approval for a new approach to achieve comprehensive redevelopment of the Deans South Estate.

It was the council's aim to deliver the comprehensive redevelopment of the Deans South Estate. A CPO was not successful in 2010-11 but since 2014 some progress had been made with 16 blocks being demolished and redevelopment plans for parts of the estate being taken forward. 10 houses were in private ownership (Appendix 1).

The offer from the council which remained open to the remaining private owners was based on a professional valuation of the individual property together with a £15,000 additional payment plus a disturbance allowance of £1,500 where a house was occupied. It had been over three and a half years since an owner at Deans South sold their house to the council and there were no signs that any of the remaining Deans South home owners would accept the council offer.

In September 2015, Council Executive approved the Deans South estate being identified as a site for comprehensive redevelopment in the West Lothian Local Development Plan (LDP) (Proposed Plan). It was expected that the LDP would be adopted in Spring 2018.

In the meantime McTaggart Construction had completed their enabling works for the redevelopment of 54 houses on the west side of the estate. A second phase of new build council housing was also being planned with Lovell Partnership having submitted a planning application for 37 new build council houses on the east side of the estate.

The West Lothian Strategic Housing Investment Plan 2017-23 (SHIP) approved in October 2017 outlined the potential for a housing association to be involved in the redevelopment of Deans South. Since this time a house building company, known as Springfield Properties, were seeking to assemble land with a view to building affordable homes,

Springfield Properties had worked with a variety of housing associations in the past and had sought to partner with the Wheatley Group in the comprehensive redevelopment proposals for Deans South. The Wheatley Group consisted of 6 housing associations and a property management group that owned or managed over 80,000 homes across Central

Scotland.

The initiative from Springfield Properties had resulted in several of the remaining home owners agreeing to sell their property to Springfield. Whilst not all home owners had agreed to accept the offer, there was still the possibility that two owners who had not agreed to sell would accept the offer.

It was therefore hoped that the redevelopment of the estate could progress without the need for a CPO but this would be considered if the land assembly could not be completed because one or more owners did not agree to sell their property. Over the coming months Springfield intended to continue negotiations with the two owners who had not agreed to sell their property

It was recommended that Council Executive :-

1. Note that the council would build a total of 91 new build council houses at Deans South as part of the 1,000 houses programme and that there was potential for further housing development at Deans South if the remaining 56 houses on the estate were demolished;
2. Note that officers had had discussions with the Wheatley Group with a view to Wheatley acquiring council land at Deans South in order that they could progress redevelopment proposals for housing at Dean South;
3. Note that Springfield Properties owned one of the houses on the estate and that Springfield had agreed in principle to purchase seven of the remaining nine private houses;
4. Note that Springfield intended to continue negotiations with the two other home owners on the estate with a view to purchasing their houses in order to progress the land assembly needed to achieve the comprehensive redevelopment of the estate;
5. Note that the Wheatley Group and Springfield Properties intended to enter into contract to assemble the land and develop the combined sites mainly for social rented housing;
6. Note that the council may need to consider promoting a Compulsory Purchase Order (CPO) for a small number of properties if the land assembly needed to facilitate the comprehensive redevelopment of the estate could not be achieved by agreement;
7. Agree that Springfield Properties (on behalf of the Wheatley Group) were invited to submit a planning application for housing development on parts of the estate, as shown in Appendix attached to the report; agree that officers instruct the District Valuer to provide a valuation for the council's land interests within the area shown in Appendix 2 in order that terms for the disposal of the council's land interests to the Wheatley Group could be negotiated;

and to agree that Springfield be granted a licence to carry out site investigations on council land at Deans South; and

8. Note that should Council Executive agree to recommendation 7, a further report would be brought to PDSP and Council Executive in due course to outline progress and, in the event that sufficient progress was made, to seek approval for the terms of the disposal of the council's land interests at Deans South to Wheatley.

Decision

To approve the terms of the report.

22. SITES FOR NEXT PHASE OF NEW BUILD COUNCIL HOUSING

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services seeking approval for sites capable of accommodating 250 new build council houses over the period 2018-19 to 2022-23 Housing Capital Programme.

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

Around two thirds of the 3,000 affordable homes to be delivered were either already constructed or under construction. To meet the 3,000 affordable homes target, 896 new homes needed to be planned for over the next few years. Whilst the council would provide some of these 896 homes, it was anticipated that a significant contribution would be made by Registered Social Landlords (RSL). A list of the potential RSL sites was attached to the report at Appendix 1.

The Housing Capital Programme for the period 2022-23 approved by West Lothian Council on 13 February 2018 agreed that a further 250 new build council houses should be provided over the period of the new programme. During this period the council would further add to the supply of affordable homes by completing the balance of the existing new build programme and purchasing former council houses from the open market.

The Strategic Housing Investment Plan (SHIP) approved on 24 October 2017 included a provisional list of sites for a new programme of council housing. There were:- Eagle Brae (Livingston) Guildiehaugh (Bathgate), Vion (Broxburn), Mossend (West Calder), Standhill (Bathgate), Brucefield (Livingston) and Drumshoreland.

Since the approval of the SHIP further work had been carried out and it was now proposed that Drumshoreland not be included in the next new build council housing programme. However the number of units proposed for Guildiehaugh would be increased to compensate for Drumshoreland not being included.

It was recommended that the following sites make up the next build council housing programme as follows :-

<u>Site</u>	<u>No. of Units</u>
Eagle Brae, Livingston	30
Guildiehaugh, Bathgate	88
Vion, Broxburn	12
Mossend, West Calder	69
Standhill, Bathgate	25
Brucefield, Livingston	26
TOTAL	250

Further details on all the sites were summarised in the report, along with location plans provided at Appendix 2

It was recommended that Council Executive approve the six sites named in the report as the sites to be developed for the next phase of new build council housing.

Decision

To approve the terms of the report

23. WEST LOTHIAN LEISURE - GOVERNANCE AND SCRUTINY ARRANGEMENTS

The Council Executive considered a report (copies of which had been circulated) by the Head of Education (Learning, Policy and Resources) providing details of the review and an update on the council's reporting and governance arrangements for West Lothian Leisure.

The report recalled that West Lothian Council had carried out an internal audit of the *Financial Monitoring/Reporting in Relation to West Lothian Leisure*. The Audit Report identified risks in six key areas. These being :-

1. West Lothian Leisure Review Group - Remit
2. West Lothian Leisure Review Group – FMU Attendance
3. West Lothian Leisure Review Group – WLL Audit Reports
4. West Lothian Leisure Advisory Committee - Attendance
5. West Lothian Leisure Advisory Committee – Financial Reporting
6. West Lothian Council Relationship with West Lothian Leisure –

Governance

Officers had progressed actions to resolve the issues highlighted within the Audit Report for findings 1-5, as agreed with Audit, Risk and Counter Fraud, the Head of Finance and Property Services and the Head of Education (Learning, Policy and Resources). With regards to item 6, agreement had also been reached to review the governance and scrutiny arrangements in respect of West Lothian Leisure.

The Head of Education (Learning, Policy and Resources) then provided an overview of the existing remit of West Lothian Leisure Advisory Committee and the changes that were proposed to that remit which were being made in the context of the Audit Scotland – Best Value Audit Report. These changes had also been considered by the West Lothian Leisure Advisory Committee at its meeting on 23 March 2018, who had recommended that the changes be forwarded to Council Executive for approval.

It was recommended that Council Executive :-

1. Notes that six recommendations were made within an Internal Audit Report to improve the financial monitoring and reporting in relation to West Lothian Leisure and that action had been taken by officers to resolve five of the six risks highlighted in that report;
2. Notes that the Internal Audit Report, the external audit report for 2016-17 and the Best Value Assurance Report recommended a review of the governance and scrutiny arrangements for West Lothian Leisure to ensure they were robust and fit for purpose;
3. Considers the proposed changes in remit for the West Lothian Leisure Advisory Committee; and
4. Agrees that to demonstrate compliance with the actions agreed by council a report should be made to council seeking agreement for the proposed changes.

Decision

To approve the terms of the report

24. REVIEW OF SCRUTINY ARRANGEMENTS FOR THE FINANCIAL PERFORMANCE OF WEST LOTHIAN LEISURE

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the actions taken by officers to improve the financial scrutiny of West Lothian Leisure (WLL) and to set out future proposals to further improve scrutiny.

Officers had undertaken a review to improve the financial governance and financial scrutiny of WLL and to comply with the recommendations contained in the Internal Audit Report, prepared in February 2017, 2016-

17 Auditor's Annual Report and the Accounts Commission Best Value Assurance Report.

The Head of Finance and Property Services then provided an overview of the recommendations made across the three reports and the proposed actions that would be undertaken.

An update on West Lothian Leisure's Budget Strategy 2018-19 to 2022-23 was also summarised in the report.

It was recommended that Council Executive :-

1. Notes the actions already taken by officers to implement the recommendations of the February 2017 Internal Audit Report on Financial Monitoring and Reporting in relation to West Lothian Leisure (WLL);
2. Notes that a follow-up review by Internal Audit of the action plan arising from the audit undertaken in February 2017 advised that the actions related to financial monitoring and reporting had been fully implemented;
3. Agrees the action highlighted in the follow-up audit by Internal Audit to consider a provision within section 10 of the Service Agreement to ensure compliance and the risk of failure to comply with the Service Agreement and less effective monitoring of WLL's performance was highlighted;
4. Agrees the recommendations to improve financial scrutiny of WLL to meet the recommendations of the 2016-17 Auditors Annual Report regarding review of the financial scrutiny arrangements in respect of WLL, as outlined in section D3 of the report;
5. Agrees the recommendations identified as a result of the review undertaken on the scrutiny arrangements for the performance of WLL requested in the Best Value Assurance report, as outlined in section D4 of the report; and
6. Notes the actions agreed by Council Executive on 26 March 2018, as noted in section D5 of the report.

Decision

To approve the terms of the report

25. CUNNIGAR HALL, 3 SCHOOL LANE, MID CALDER - PROPOSED SALE TO PARVINDER KUMAR

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 3 School Lane, Mid Calder to Parvinder Kuma.

The property located at 3 School Lane, Mid Calder was the site of the

former Willows Playgroup/Nursery School. However the property had been vacant since the playgroup/nursery had ceased trading and had therefore been declared surplus by the Council Executive at its meeting on 28 November 2017.

The property was marketed as suitable for residential or commercial development. Following a number of interests, a closing date of 29 March 2018 was set with a number of offers received.

After evaluation of the offers, officers were recommending the offer from Parvinder Kumar for £65,000 as it represented the best value offer received. The offer was subject to the proposed purchaser obtaining planning consent for residential development and obtaining satisfactory property reports and other permissions.

It was therefore recommended that Council Executive :-

1. Approves the sale of Cunnigar Hall, 3 School Lane, Mid Calder to Parvinder Kumar for £65,000 (sixty five thousand pounds) subject to the terms and conditions set out in the report; and
2. Authorises the Head of Finance and Property Services to carry out any further negotiations with the purchaser in respect of the sale of the property, on the basis that any revised terms and conditions still represented the achievement of best value for the council.

Decision

To approve the terms of the report

26. ARMADALE HOUSING OFFICE, 1-3 EAST MAIN STREET, ARMADALE - SURPLUS PROPERTY

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Service seeking approval to declare surplus the property at 1-3 East Main Street, Armadale that would be vacated upon the relocation of Housing Services to Armadale Partnership Centre.

The Head of Finance and Property Services explained that as part of the renovation of the Community Education Centre to form the Partnership Centre the council's Area Housing Office would relocate. The property currently occupied by Housing at 1-3 East Main Street would therefore be longer required for the direct delivery of council services.

In accordance with the Surplus Property Procedures, property assets that were no longer required for service delivery needed to be formally declared surplus and then be subject to a standard process to ensure transparent and consistent decision making on their future.

The property, due to its prominent location in the centre of Armadale and its previous historic uses, would be marketed for lease or asset transfer. This would ensure that the property was either retained in council

ownership or owned and managed by a community organisation.

It was recommended that Council Executive :-

1. Approves that the property was declared surplus to council requirements;
2. Instructs officers to market the property for lease or asset transfer and to report on offers received; and
3. Notes that the property would not be vacated until the future use of the property had been established.

Decision

To approve the terms of the report

27. SPRING STATEMENT 2018

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update in relation to the announcements made in the Chancellor of the Exchequer's Spring Statement 2018.

The Head of Finance and Property Services explained that the Spring Statement was not a budget update but provided a more general statement on the UK economy and the Office for Budget Responsibility (OBR) economic forecasts. The statement also invited views on changes being considered in advance of the 2018 Autumn Budget.

The report then provided an update on the overall economic position for the whole of the UK and public services and public spending.

The report also provided an overview of the main implications for Scotland and West Lothian Council.

It was recommended that the Council Executive :-

1. Notes the latest economic position outlined in the Spring Statement 2018;
2. Notes the Chancellor's statement on future public spending and that a detailed spending review would be undertaken in 2019;
3. Notes the series of consultations to be undertaken on future policies in advance of the 2018 Autumn Budget;
4. Agrees that the Head of Finance and Property Services should continue to report to Council Executive on relevant UK and Scottish Government funding and spending announcements and provide horizon scan reports to the Partnership and Resources Policy Development and Scrutiny Panel; and

5. Agrees that the Head of Finance and Property Services should ensure that information contained within the Spring Statements, Autumn Budgets and 2019 Spending Review were taken into account when updating the council's financial plans for 2018-19 to 2022-23.

Decision

To approve the terms of the report

28. NEW LOCAL CODE OF CORPORATE GOVERNANCE

The Council Executive considered a report (copies of which had been circulated) by the Governance Manager seeking approval of a revised Local Code of Corporate Governance, a copy of which was attached to the report.

The members were advised that to help make sure the council adhered to the rules of good corporate governance it maintained a Local Code of Corporate Governance. The Code set out the principles and other standards by which good governance arrangements were judged. In June 2010 the council adopted a Code based on a framework called "Delivering Good Governance in Local Government" and which had been produced by CIPFA and SOLACE.

The framework for corporate governance arrangements in local authorities was now the "Delivering Good Governance in Local Government Framework (2016)" also produced by CIPFA/SOLACE. However guidance notes produced by the Scottish Government had identified a need to move to the new framework.

The report then provided an overview of the new Framework including the seven principles in the top layer in the hierarchy for a Code; these too were summarised in the report.

The report also outlined how the Code would be used and how public reporting arrangements would be maintained.

It was recommended that Council Executive :-

1. Note the current and proposed arrangements for the council's Local Code of Corporate Governance;
2. Adopt the revised Local Code of Corporate Governance in Appendix 1 with immediate effect; and
3. Note that the present monitoring and reporting arrangements would be maintained.

Decision

To approve the terms of the report

29. SEVERE WEATHER INCIDENT - USE OF OFFICER DELEGATED EMERGENCY POWERS

The Council Executive considered a report (copies of which had been circulated) by Chief Executive on the use of officer delegated emergency powers used as a result of the severe weather incident in February/March 2018.

On Monday 26 March 2017 an Amber warning for snow was issued to cover the period from the early hours of Wednesday 28 March, initially until later in the evening of 28 March. At 4.15pm on Tuesday 27, following a meeting of the Scottish Government Resilience Room (SGoRR), travel advice was issued which was to avoid travel the following day. Based on this advice and the forecast a decision was taken to cancel committee meetings scheduled for the following day.

In the early hours of the morning on Wednesday 28 March a decision was taken to close all schools in West Lothian. Later that morning a Red warning for snow was issued for the period of 3.00pm on 28 February to 10.00am on 1 March 2018. The time period covered by the Amber warning was also extended and eventually covered the period until 10.00am on Friday 2 March.

The Chief Executive convened the Emergency Corporate Management Team which met three times a day to ensure essential services could be delivered during the period covered by the warnings.

On the basis of the advice to avoid travel, the difficulties experienced with drifting snow and the forecast and timing of the Red warning snow the decision was taken to allow council staff to leave work from 1.40pm on 28 February if they wished to do so. Additionally all committee meetings scheduled for 1 March was cancelled and schools remained closed until Monday 5 March 2018.

As a result of the severe weather a number of other decisions were taken in relation to the closing of council premises and facilities.

It was recommended that the Council Executive note the decisions taken by the Chief Executive as part of officer delegated emergency powers.

Decision

To note the contents of the report.

30. NOTE ACTION TAKEN IN TERMS OF STANDING ORDER 31 - CONSULTATION RESPONSE ON PROPOSED SOCIAL HOUSING (AUTOMATIC FIRE SUPPRESSION SYSTEMS)

The Council Executive noted the action taken in terms of Standing Order 31 (Urgent Business) in terms of approving a response to the Scottish Government consultation on the proposed social housing (automatic fire

suppression systems) (Scotland) Bill.

Decision

To note the action taken in terms of Standing Order 31 (Urgent Business)

31. PRIVATE SESSION

The Council Executive resolved to consider the following item of business in private as it was likely to contain exempt information under the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

32. SOCIAL WORK COMPLAINTS REVIEW COMMITTEE RECOMMENDATIONS

The Council Executive considered a report (copies of which had been circulated) by the Head of Social Policy advising of the outcome of a meeting of the Social Work Complaints Review Committee held on 17 August 2017.

The Council Executive was advised that on 17 August 2017, the Social Work Complaints Review Committee met to consider a complaint by an individual and in particular three issues referred to it by the complainer for consideration. The complaint focussed on the complainer's concerns arising from the experience of a family member placed in a residential care home, the engagement between social workers and the care home and the manner of investigation of the complainer's concerns at earlier stages of the complaints process.

The committee agreed that the complaint was partially upheld and that there were three recommendations to be made to the Council Executive; these were summarised in the report and the Head of Social Policy spoke to each recommendation in turn.

The Council Executive was asked to note that the Social Works Complaints Review Committee held on 17 August 2017 heard a statutory complaint, considered the three issues referred to it, decided that the grounds for one of the three was upheld and made three recommendations.

Decision

To note the terms of the report



COUNCIL EXECUTIVE

COUNCIL COLLECTION ITEMS – DISPLAY AT LINLITHGOW PARTNERSHIP CENTRE

REPORT BY CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To request permission from Council Executive for items from the council's official collection to be permanently displayed at the new Linlithgow Museum in Linlithgow Partnership Centre when it opens.

B. RECOMMENDATION

It is recommended that the Council Executive notes and agrees the proposal for items from the council's official collection to be put on permanent display in the Linlithgow Museum in Linlithgow Partnership Centre.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Public Libraries Consolidation (Scotland) Act 1887, section 21; Local Government (Scotland) Act 1973, section 90; Local Government (Scotland) Act 1973, section 69
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	None
VI Resources - (Financial, Staffing and Property)	None
VII Consideration at PDSP	None
VIII Other consultations	Not required

D. TERMS OF REPORT

Officers from the council's Libraries and Heritage service have been working in partnership with Linlithgow Heritage Trust to deliver the "A New Museum for Royal Linlithgow" project, which will facilitate the move of the museum from Annet House to Linlithgow Partnership Centre.

A number of items which are part of the council's official collection, some of which are not currently part of the museum collection, have been identified for display in the new museum when it opens in early 2019. A list of the proposed items for display is attached as appendix 1.

CCTV will be installed in the new museum space and the gallery will also be invigilated. The museum space will be closed to the public when it is not manned. Officers have contacted the council's insurers with the planned security arrangements for the items in the Partnership Centre and have received confirmation that of cover from the insurers on the basis of the inventory and security arrangements outlined.

E. CONCLUSION

Council Executive is asked to note the proposal to for a number of items from the council's official collection to go on permanent display in the Linlithgow Museum at Linlithgow Partnership Centre.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments:
Appendix 1 – Proposed Items for Display

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

Graham Hope
Chief Executive

Date of meeting: 15 May 2018

Reference Number	Description	Significance
WLCCORP.048	County and Burgh of Linlithgow Balance arm 56lb	An early balance arm, intricately decorated with gold filigree, illustrating the County and Burgh role in standardising weights and measures
WLCCORP.049.001	County of Linlithgow 1824 standard Bushel	The largest of the 1824 measures, an impressive illustration of the centralised measures system
WLCCORP.052	County of Linlithgow 1824 standard Yard measure	Represents the central standardising of length measure, to contrast with the early Edinburgh Ell
WLCCORP.034	Royal Scots Silver Salver, 1960	Complements the earlier artefacts and story of the 10 th Royal Scots, the Linlithgow battalion
WLCCORP.026	Provost Dawson Chain and Pendant, 1831	Significant both as the Linlithgow Provost's chain, and because of its association with Provost Dawson's part in the fight for constitutional reform
WLCCORP.009	Portrait of Sir Thomas Dalyell, c1700	Illustrating the history of a prominent local family and an ancestor of Tam Dalyell
WLCCORP.002	Portrait of George Mathers, MP for Linlithgowshire, c1930s	Part of the story of representation of the Linlithgow constituency, the Labour MP after Emmanuel Shinwell; he served in Churchill's and Atlee's Governments
WLCCORP.013	Engraving of "Grand Curling Match on Linlithgow Loch"	Complements the material from the Linlithgow Curling Club, and tells the story of early curling in the town.



COUNCIL EXECUTIVE

LINLITHGOW MARCHES – RIDING OF THE MARCHES

REPORT BY CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To consider attendance at this year's Riding of the Marches in Linlithgow on 19 June 2018.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. Considers the invitation from the Clerk to the Court of the Deacons of the Ancient and Royal Burgh of Linlithgow for the council to attend the Riding of the Marches;
2. If the invitation is accepted, agrees which five members should attend; and
3. Agrees to provide a donation of £400 to cover these invitations.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None.
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	None
VI	Resources - (Financial, Staffing and Property)	Can be met from existing budget provision.

VII Consideration at PDSP No prior consideration required.

VIII Consultations None required.

D. TERMS OF REPORT

The Riding of the Marches in Linlithgow is held annually and it has been traditional that the Court of the Deacons of the Ancient and Royal Burgh of Linlithgow invite up to five Councillors to participate in this event.

West Lothian Council have also traditionally provided a donation of £400 to cover these invitations.

E. CONCLUSION

The Council Executive is asked to consider the invitation received from the Court of the Deacons of the Ancient and Royal Burgh of Linlithgow.

F. BACKGROUND REFERENCES

Letter from the Clerk to the Court of the Deacons of the Ancient and Royal Burgh of Linlithgow, received by the Chief Executive Office on 2 May 2018.

Appendices/Attachments: none

Contact Person: Morgan Callachan, Project Officer

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Graham Hope
Chief Executive
15 May 2018



West Lothian
Council

COUNCIL EXECUTIVE

ACCESS FUND APPLICATIONS

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To present two applications to the West Lothian Access Fund.

B. RECOMMENDATION

For Council Executive to approve the recommendations of the West Lothian Access Committee.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; Providing equality of opportunities.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	Improved access and awareness of access issues for people with disabilities supports all outcomes.
VI Resources - (Financial, Staffing and Property)	Proposal is to award grants totalling £3,000. The Access Fund budget for 2018/19 is approximately £4,500. Applications operate on a first-come-first-served basis. Sufficient funds are available to support current applications.
VII Consideration at PDSP	N/A
VIII Other consultations	Members of Access Committee, including representatives of Disability West Lothian, people with disabilities, elected members and council officers.

D. TERMS OF REPORT

The West Lothian Access Fund is administered by West Lothian Council and supported by Disability West Lothian. It is available to charitable and voluntary organisations, who wish to improve access to and use of facilities for disabled people at premises in public use. It is not available to private individuals or to businesses. Premises providing charitable and voluntary services to the public within West Lothian are eligible, except those owned and maintained by West Lothian Council.

The West Lothian Access Committee, whose membership includes elected members, council officers and volunteer members of the public, assess the eligibility criteria for applications to the Fund and make recommendations to Council Executive for approval of applications as appropriate.

The following applications have been submitted for grant assistance from the West Lothian Access Fund, and are endorsed by the Access Committee:

1. Linlithgow Rose Junior Football Club - A grant of £1,500 is requested to support installation of a viewing shelter for disabled fans. The contribution from the Access Fund will support the aim of achieving total required fund of £13, 545 to improve the gradient on existing ramps, installation of additional ramps and handrails at various points and change the lock on the accessible toilet to a RADAR lock. These improvements will allow the facility to continue to be accessible to all following completion of the redevelopment project and extension.
2. Broxburn Baptist Church – a grant application of £1,500 is requested to support the installation of an accessible toilet for the congregation and the community. The contribution from the Access Fund of £1,500 will support the aim of achieving the total required fund of £11,270 to improve the toilet provision. These improvements will allow the facility to provide accessible toilet facilities for those in the congregation and the community who need it.

Following approval of the two applications above, £1,500 will remain in the 2018/19 budget for future applications.

E. CONCLUSION

It is recommended that Council Executive approve the decision of the Access Committee.

F. BACKGROUND REFERENCES

Copies of the application, together with supporting documentation are held on file by the Council's Equality and Diversity Advisor.

Appendices/Attachments: None.

Contact Person: Maggie Archibald, Equality and Diversity Adviser

Email: maggie.archibald@westlothian.gov.uk

Tel: 01506 281343

Julie Whitelaw

Head of Corporate Services

Date: 15 May 2018



COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS – REPLACEMENT HR AND PAYROLL SYSTEM

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive's approval to commence tendering procedures for a replacement HR & Payroll System, employing the evaluation methodology and criteria detailed in the recommendation below.

B. RECOMMENDATION

It is recommended that the Council Executive approves commencement of procurement for a replacement HR & Payroll System, using the evaluation methodology and award criteria set out in Section D of the report.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs Being honest, open and accountable Providing equality of opportunities Making best use of our resources Working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Tenders will be issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2015.
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	None
VI	Resources - (Financial, Staffing and Property)	£1.450M resources were identified within the approved capital programme for 2018/19-2027/28. This figure represents total capital resources available over the ten year period and will include implementation and resourcing.
VII	Consideration at PDSP	None

VIII Other consultations

The specification and evaluation criteria have been developed by Corporate Procurement Unit, IT Services and HR Services, who will also participate in the evaluation.

The Corporate Finance Manager was consulted on budget implications.

D. TERMS OF REPORT

D1. Background

The current HR/payroll system (Chris21) is nearing the end of its contract and a replacement solution is required in line with the council's digital transformation programme.

D2. In House Capability

The council does not have an in-house capability to provide this requirement.

D3. Procurement Issues

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

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

Price	- 40%
Quality	- 60%

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

The tender will request bids for both council on-premise as well as cloud-based solutions.

The anticipated start date for the contract is August 2018.

D4. Sustainability Considerations

In accordance with the Community Benefits in Procurement Procedure approved by the Council Executive on 4 June 2013, bidders will be required to detail any social, economic and environmental benefits which they will provide as part of their offer over the contract period.

For this contract it is proposed to incorporate a generic, non-evaluated Community Benefits clause into the contract documentation. While this element does not form part of the Quality Scoring criteria, the council will expect the successful contractor to deliver such benefits as part of the contract, and will be monitored as such.

D5. Budget Implications

£1.450 million has been identified within the approved capital programme for 2018/19-2027/28. This is largely made up of a sum of £880,000 phased over 2018/19 and 2019/20 with £500,000 in 2023/24. Outwith these years, a sum of £10,000 is allocated each year. The proposed procurement would need to take account of the need to support the system over the ten year period within the total £1.450 million available.

E. CONCLUSION

It is recommended that the Council Executive approves commencement of procurement for a replacement HR & Payroll System.

F. BACKGROUND REFERENCES

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

Appendices/Attachments: None

Contact Person: Hayleigh Valentine, Procurement Specialist

Email: Hayleigh.valentine@westlothian.gov.uk

Tel: 01506 283296

Julie Whitelaw

Head of Corporate Services

Date: 15 May 2018



COUNCIL EXECUTIVE

SUPPORT FOR LOCATING CHANNEL 4 NATIONAL HEADQUARTERS IN GLASGOW

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

To support the Glasgow City Council bid to secure the Channel 4 national headquarters in Glasgow.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. Notes the potential economic benefits for West Lothian of a new national headquarters in Glasgow.
2. Agrees that the council should support the bid and write to Channel 4 and Glasgow City Council accordingly

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	Outcome 1 – We make West Lothian an attractive place to do business.
VI	Resources - (Financial, Staffing and Property)	None

VII Consideration at PDSP None

VIII Other consultations None

D. TERMS OF REPORT

D1 Background

Channel 4 has announced plans to establish new national headquarters outside London.

For almost 30 years, Channel 4 has had a presence in the city of Glasgow. This has helped strengthen the broadcasting and media community in the city and across central Scotland. West Lothian benefits directly in terms of local residents working in the city; and indirectly in terms of sub-contract work opportunities.

Scotland has a unique creative community and cultural network. The media sector is characterised by higher skills, higher paid employment. There are opportunities on an inclusive and flexible basis.

Glasgow City Council has approached the Leader of the Council asking for West Lothian Council to add its support to that already provided by politicians across the political spectrum.

Glasgow will face competition from other major UK cities including Cardiff, Birmingham, Leeds, Bristol and Manchester. Support from other local authorities can help secure the investment for Scotland.

E. CONCLUSION

It is recommended that Council Executive notes the potential economic benefit of a major media investment in Glasgow and agrees to support the bid.

F. BACKGROUND REFERENCES

Letter dated 6 April 2018 from Glasgow City Council

Appendices/Attachments: 1

Contact Person: Alice Mitchell, Economic Development & Regeneration Manager. Tel 01506 283079 alice.mitchell@westlothian.gov.uk

Craig McCorrison

Head of Planning, Economic Development & Regeneration

15 May 2018



Councillor Susan Aitken
Scottish National Party
LANGSIDE - WARD 7
Leader of the Council

Phone: 0141 287 3751 or 07881 282 852
susan.aitken@glasgow.gov.uk

Councillor David McDonald
Scottish National Party
GREATER POLLOK - WARD 3
Depute Leader of the Council

Phone: 0141 287 4616 or 07828 521 216
david.mcdonald@glasgow.gov.uk

Our Ref:SA/DMc/EH/0406CH4

6 April 2018

Councillor Lawrence Fitzpatrick
Leader of West Lothian Council
West Lothian Civic Centre
Howden South Road Livingston
West Lothian
EH54 6FF

Dear Lawrence

You will likely be aware of recent media coverage of Glasgow's bid to become the new National Headquarters for Channel 4.

The broadcaster plans to boost the amount it spends outside of London and will create three creative hubs, one of which will be the new National HQ.

The Glasgow City Government agreed with leading voices in our television production and creative industries sector that this would not only be of significant economic and cultural benefit to Glasgow and the city region but for all of Scotland.

As such we are committed to supporting and facilitating that bid, have appointed the leading television executive, broadcaster and journalist Stuart Cosgrove to lead our efforts and took part in a delegation which visited Channel 4's London headquarters for the launch of the process. We have also secured the support of politicians from across the political spectrum within the Clyde Valley region.

The timescale for Channel 4's bid process is extremely tight and in the days ahead we will be unveiling more on Glasgow's pitch, including support from leading figures in broadcast, the arts and politics. We will face strong opposition from other major UK cities including Cardiff, Birmingham, Leeds, Bristol and Manchester. Support for our bid from yourself would help underscore the pitch that Glasgow can be a gateway to Scotland and that the entire creative sector would benefit from a Channel 4 Glasgow headquarters.

Whilst Glasgow City Council will have an important role to play, this will be a bid by the whole city and, we hope, all of Scotland. We have been encouraged by the support we have received to date and in order to build as strong and compelling a case as possible we are asking you to back Glasgow's efforts in this once-in-a-lifetime opportunity.

For your information I have included the letter sent by myself and Glasgow City Council Depute Leader David McDonald to the Chief Executive of Channel 4 on March 22 setting out our intention to bid.

Yours sincerely

Councillor Susan Aitken

Yours sincerely

Councillor David McDonald



COUNCIL EXECUTIVE

WEST LOTHIAN VILLAGES IMPROVEMENT FUND - APPLICATIONS

REPORT BY BROXBURN UPHALL AND WINCHBURGH LEAD OFFICER

A. PURPOSE OF REPORT

The purpose of this report is to seek approval of the attached Village Improvement Fund report which was heard at Broxburn, Uphall and Winchburgh Local Area Committee on 15 February 2018. Members agreed with the recommendations within the report but could not approve it as the meeting was inquorate.

B. RECOMMENDATION

1. notes that the meeting of the Broxburn, Uphall and Winchburgh Local Area Committee on 15 February 2018 was inquorate;
2. notes that four applications have been received for funding;
3. notes that the proposals meet the eligibility criteria for supported projects though two are pending additional permissions being put in place;
4. approves the funding for Dechmont as per officers recommendation; and
5. agrees that the Head of Planning, Economic Development and Regeneration should make an offer of funding as per the details set out in this report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; making best use of our resources; and working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The project meets the funding eligibility criteria. There is no requirement for a strategic environmental assessment and the projects do not raise any equality or health issues.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. We live in resilient, cohesive and safe communities.
VI Resources - (Financial,	A total of £1.65m capital fund is available for

Staffing and Property)	projects and the proposal can be met from within this budget.
VII Consideration at PDSP	These projects have not been considered by a PDSP. The overall Villages Improvement Fund was considered by Development and Transport PDSP.
VIII Other consultations	The report was considered at the Broxburn, Uphall and Winchburgh Local Area Committee on 15 February 2018. The Local Area Committee agreed that the report should be forwarded to Council Executive for approval.

D TERMS OF THE REPORT

D1 Background

The Broxburn, Uphall and Winchburgh Local Area Committee, held on 15 February 2018, considered a report seeking approval of the attached Village Improvement Fund applications. The four applications from Dechmont Community Council, if approved, will utilise the majority of the remaining allocation for that village.

The two members present agreed with the report. However, as the meeting was inquorate, the committee could not approve the proposals. In such cases, the Lead Officer is required to present the report to the Council Executive asking that the views of the Local Area Committee be considered. This report fulfils that requirement.

E. CONCLUSION

The members of the Broxburn, Uphall and Winchburgh Local Area Committee agreed the content of the attached report; however, due to the meeting being inquorate, it could not approve the proposals. Council Executive is now requested to approve the report on behalf of the Broxburn, Uphall and Winchburgh Local Area Committee.

F. BACKGROUND REFERENCES

Reports to Development and Transport PDSP (April 2013), Council Executive (May 2013 and 15 April 2014), and Broxburn, Uphall and Winchburgh Local Area Committee (15 February 2018).

Appendices/Attachments: One

Appendix 1: Broxburn, Uphall and Winchburgh Local Area Committee -
West Lothian Villages Improvement Fund Applications

Contact Person: Laura Wilson, Regeneration Team Leader, Tel. 01506 281085, laura.wilson2@westlothian.gov.uk

Alan Bell, Lead Officer, Broxburn, Uphall and Winchburgh Local Area Committee
15 May 2018



BROXBURN UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE

WEST LOTHIAN VILLAGES IMPROVEMENT FUND - APPLICATIONS

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

A. PURPOSE OF REPORT

The purpose of this report is to advise the Local Area Committee of the applications received from within the local ward area seeking funding from the West Lothian Villages Improvement Fund (WLVIF) in 2017/18.

B. RECOMMENDATION

It is recommended that the Local Area Committee:

1. notes that four applications have been received for funding;
2. notes that the proposals meet the eligibility criteria for supported projects, subject to specific conditions being met on two of the proposals;
3. supports funding for the projects;
4. agrees that the Head of Planning, Economic Development and Regeneration should make an offer of funding as per the details set out in this report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs. Making best use of our resources. Working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The projects meet the funding eligibility criteria. There is no requirement for a strategic environmental assessment and the projects do not raise any equality or health issues.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	- Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.

- We live in resilient, cohesive and safe communities.

VI Resources - (Financial, Staffing and Property)	A total of £1.65m capital fund is available for projects and the proposal can be met from within this budget.
VII Consideration at PDSP	These projects have not been considered by a PDSP. The overall Villages Improvement Fund was considered by Development & Transport PDSP.
VIII Other consultations	None.

D TERMS OF THE REPORT

D1 Background

In 2012 the Council Executive agreed the eligibility criteria for a West Lothian Villages Improvement Fund (WLVIF). Funding of £1.65m is available to support eligible schemes with the funding phased over five years. The fund has the following two work streams:

1) A shop frontage/shop improvement scheme, to which local independent retailers can apply. This operates in a similar way to the shop frontage improvement schemes for traditional town centres i.e. a grant of up to £750 and no more than 50% of the cost of the shop front improvement.

2) Small scale village improvements and initiatives, this can include a number of types of investment, including both physical improvements to the streetscape and investment in community provision:

- Provision of street furniture such as seating, cycle stands and direction signs.
- Improved village gateways (e.g.; through planting, landscaping and/or signage).
- Improved sense of place in village centres through hard landscaping, planting and soft landscape improvements.
- Tidying and landscaping of gap sites within villages.
- Access improvements in and around villages.
- Investment in projects that engage and support young people.
- Investment in other local community facilities.

Three villages in the Broxburn, Uphall and Winchburgh ward are eligible under the scheme. Distribution of funding is based on village size. Total allocations per village are as follows, with the remaining budgets in brackets:

Winchburgh	£55,000 (£5957)
Dechmont	£55,000 (£36,771)
Ecclesmachan	£20,000 (£0)

D2 Applications

Dechmont Community Council

Four applications, totalling £36,000, have been received:

- Hanging Baskets – an application to the value of £2500 will allow 16 hanging baskets to be installed on lampposts along the main street. This will visibly enhance the look of the village. This proposal requires additional information to be provided in relation to the weight of the baskets and the brackets before final authorisation can be given by Roads.
- Village Signs – the community council wish to replace four gateway signs in the village with new, custom designed signs. The funding of £14,000 will cover the cost of design, construction and installation. The community council will work with council officers to progress this project.
- Christmas Lights – an application for £16,500 will provide for the supply and installation of 14 strings of Christmas lights. The village currently does not have any lights and the community council has pursued this project for a number of years now. This project requires further investigation to ensure that the community council can meet the annual revenue costs.
- Post Office Improvements - £3000 is requested from the fund to allow the community council to purchase a bench and large planter, both to be installed next to the Post Office in the village.

E. CONCLUSION

Three villages within the Broxburn, Uphall and Winchburgh ward are eligible to apply to the Villages Improvement Fund.

The applications for signage and post office improvements, detailed above, meet the eligibility criteria of the fund and the Local Area Committee is asked to support them.

The applications for hanging baskets and Christmas lights require permission from the council and the Local Area Committee is asked to approve them in principle at this time.

F. BACKGROUND REFERENCES

Reports to Development and Transport PDSP (April 2013), Council Executive (May 2013, April 2014)

Appendices/Attachments: One

Appendix 1: Dechmont Community Council applications

Contact Persons:

Laura Wilson, Regeneration Team Leader, Tel. 01506 281085, laura.wilson2@westlothian.gov.uk
Hazel Hay, Town Centre Manager, Tel. 01506 283079, hazel.hay@westlothian.gov.uk

Craig McCorriston

Head of Planning, Economic Development and Regeneration

15 February 2018

Appendix 1

West Lothian Villages Improvement Fund

Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

1. Applicant Organisation Details

Organisation Name	Dechmont Community Council (DCC)
Project title	Village Improvements
Contact person	[REDACTED]
Position	Chairperson, Dechmont Community Council
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Community Council
What date was your organisation formed?	Over 20 years
Are you a charity, please quote your number	
What are the main activities of your organisation? (please answer in no more than 100 words)	Dechmont Community Council represents the community of Dechmont at a local level. DCC promote local issues. DCC act as a voice for local people. DCC actively seek to improve the community by upgrading resources and generally improving the look of the village.

Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding, if so, please detail	Approved	Anticipated
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2. Project details

Council Ward	Dechmont (West Lothian)
Project location	Dechmont
Project start date	March 2018
Project finish date	November 2018 approx.
Estimated Outcome	<p>Hanging Baskets: The hanging baskets are of aesthetic value to the community. Improving the area visually helps members of the community to feel a sense of belonging and ownership of the area in which they live. In turn this promotes pride in the area and encourages people to look after their environment. Additionally, the hanging baskets will be of benefit to bees and butterflies and will be stocked with nectar rich plants during the summer and seasonal greenery during the winter.</p> <p>Custom made Village Signs: There is a great deal of housing development planned for the village of Dechmont, which will have a huge impact on the village. The residents of Dechmont wish to install custom made metal village signs. The signs will show the heritage of the village and be identifiable as a unique landmark. Well-made signs welcoming visitors and residents to the village will be a source of pride for the village.</p> <p>Christmas Lights: Dechmont currently has no Christmas lights. The installation of Christmas lights will reinforce the idea that the Village has a family-friendly community focus. The lights will enhance the village in the winter months.</p> <p>Post Office Area Improvements: There is significant support within the community to</p>

	enhance the communal area outside the post office and café. This area is regularly used as a meeting place locally, but there is no attractive focal point. The installation of a bench and flower planter will enhance the area. This will help to foster a sense of community and belonging.
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Project description

Describe fully the project for which grant is being sought (background and context of the project, description of works).

1. Hanging baskets

DCC propose to install approximately 16 hanging baskets onto the lampposts along the Main Street in Dechmont. A great deal of research has gone into this suggestion and the points to note are as follows;

- The community have been consulted and this proposal has been discussed as an agenda item during community council meetings.
- DCC have liaised with a local garden centre who offer a supply, installation and watering service. This will ensure that the hanging baskets look their best all season.
- DCC note that only initial set up costs can be met by the VIF. DCC have enough funds in reserve to ensure that, once set up, this project can continue for many years.
- Insurance for the hanging baskets will be put in place by DCC through our insurance providers prior to their arrival.

2. Custom made Village Signs

DCC would like to install metal village signs welcoming visitors and residents to the village. Two signs will be needed for each end of the village, meaning four in total. The price indicates the likely cost of design, construction and installation. DCC believe that this will enhance the look of the village and encourage residents to feel a sense of pride in the village. In light of the huge number of new houses being built in the village, a sense of belonging is particularly important to residents. Insurance for the new signs will be put in place prior to their arrival.

3. Christmas Lights

DCC would like to install Christmas lights on the lampposts within the village. Approximately 14 strings of lights will be installed. The price quoted includes supply and installation. Permission will have to be sought from West Lothian Council to make use of the lampposts. DCC believe that this will promote a positive image of the village and encourage residents to feel a sense of belonging and pride in their village.

4. Post Office Area Improvements

DCC propose to install a large three tiered flower planter within the communal area outside the Post Office and café. Additionally, we

will install a new bench. This area is commonly used as a local meeting place and these improvements will greatly enhance the area. Additionally, the bench has a practical use, given the number of older residents within the village. Insurance will be put in place prior to the bench and planter arriving.

**Partners involved
(other local
organisations you
are working with)**

The above noted proposals have been discussed extensively by Dechmont Community Council in open community meetings. Members of the community have been present and have offered their views. There is currently a public consultation regarding the above noted proposals. Notices have been put in the notice board further seeking the views of the community.

Evidence of need

What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.

1. Hanging Baskets

Hanging baskets feature widely in many villages across Scotland. They are well recognised as an indicator of a pleasant and well looked after environment. There is currently no provision for hanging baskets within the village. In order to gauge support for the hanging baskets this proposal has been discussed as part of a package of proposal at 6 community council public meetings. The hanging baskets have the support of both the local community and the Members of Dechmont Community Council.

2. Custom made Village Signs

DCC propose to install custom made village signs made by a local blacksmith. The signs will reflect the heritage of the village and act as a focal point when entering the village. In order to gauge support for the new village signs this proposal has been discussed as part of a package of proposal at 6 community council public meetings. The village signs have the support of both the local community and the Members of Dechmont Community Council.

3. Christmas Lights

For many years DCC have talked about wanting to have Christmas lights installed in the village. However, costs have been prohibitive until now. This is an exciting opportunity for the community council to further their plans to install Christmas lights for the benefit of the village. There are currently no Christmas lights within the village, presenting a stark contrast with other local villages. The lights will contribute towards the sense of 'community' and therefore promote pride in the local area and a sense of belonging. In order to gauge support for the Christmas lights this proposal has been discussed as part of a package of proposal at 6 community council public

meetings. The installation of Christmas lights has the support of both the local community and the members of Dechmont Community Council.

4. Post Office Area Improvements

There is a great deal of support within DCC to improve the aesthetics of the Post Office/café area at the centre of the village. This is a popular meeting place but it is lacking in character. DCC propose to install a bench and large three tiered flower planter. As with the other proposals above, this proposal has been discussed at 6 public community council meetings and has the support of the community and the Members of the Community Council.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved
Area of landscaping

The four proposals noted above will generally enhance the village. With regard to the hanging baskets and village signs, these will greatly enhance the aesthetics of the area. They will provide a much-needed sense of community and encourage people to feel pride in their village. The village signs will visually enhance the area. The hanging baskets will also provide a benefit to local wildlife including bees and butterflies. The Christmas lights will be of significant benefit to the village, in that they will promote a sense of community in the winter months. DCC have been looking to install Christmas lights for many years, but the prohibitive cost has prevented this. Local young people will particularly enjoy the new lights, promoting Dechmont as a family-friendly village. Lastly, the improvements to the shops area will provide a focal point in the village and a much needed enhancement to the local meeting place.

Community Facilities: e.g number of facilities improved
-Projected usage

All four proposals will be of benefit to the community as a whole.

3. Project Costs

Amount of funding requested	£36,000
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Item of expenditure	Cost
Hanging Baskets Price includes supply and installation. Approximate cost.	£2,500
Custom made Village Signs Price includes design, supply and installation of 4 signs. Approximate cost.	£14,000
Christmas Lights Price includes supply and installation. Approximate cost.	£16,500
Post Office area Improvements Price includes supply and installation of bench and large flower planter.	£3,000

Project management

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

The project will be managed by Dechmont Community Council. At present the Committee consists of a Chairperson, Vice-Chairperson, Treasurer and Planning Officer. There are additional members who are not office bearers and they are actively involved with the Community Council.

The proposals noted above will be implemented through the use of quotes from local contractors. Value for money will be a relevant factor when considering quotes. It is also important to the Community Council that a local contractor is used.

No planning approval is required. However, written permission to use the lampposts will be sought from West Lothian Council.

4. Declaration

We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the

conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

Name	
Position	Chairperson
Organisation	Dechmont Community Council
Date	21.01.18

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

Hazel Hay
Town Centre Manager
Economic Development
West Lothian Council
1st Floor North
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 283098

E-mail: Hazel.Hay@westlothian.gov.uk

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - three statements	x
Annual accounts	x



COUNCIL EXECUTIVE

WEST LOTHIAN VILLAGES IMPROVEMENT FUND - APPLICATIONS

REPORT BY WHITBURN AND BLACKBURN LEAD OFFICER

A. PURPOSE OF REPORT

The purpose of this report is to seek approval of the attached report which was heard at Whitburn and Blackburn Local Area Committee on 19 February 2018. Members agreed with the report but could not approve it as the meeting was inquorate.

B. RECOMMENDATION

1. notes that the meeting of the Whitburn and Blackburn Local Area Committee on 19 February 2018 was inquorate;
2. notes that eleven applications have been received for funding;
3. notes that the proposals meet the eligibility criteria for supported projects though some are pending agreements/permissions being put in place;
4. notes that the applications totals for Seafield, Greenrigg and East Whitburn meets the remaining balance;
5. approves the funding for the Seafield, Greenrigg and East Whitburn applications in full;
6. notes that the Blackburn applications exceed the remaining balance by £1,000 and that the LAC decision was to fully support the Blackburn Community Council application and reduce the Blackburn Bowling Club application by £1000;
7. approves the funding for Blackburn as per the LAC decision; and
8. agrees that the Head of Planning, Economic Development and Regeneration should make an offer of funding as per the details set out in this report.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; making best use of our resources; and working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The project meets the funding eligibility criteria. There is no requirement for a strategic environmental assessment and the projects do not raise any equality or health issues.
III	Implications for	None.

Scheme of Delegations to Officers

IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. We live in resilient, cohesive and safe communities.
VI	Resources - (Financial, Staffing and Property)	A total of £1.65m capital fund is available for projects and the proposal can be met from within this budget.
VII	Consideration at PDSP	These projects have not been considered by a PDSP. The overall Villages Improvement Fund was considered by Development and Transport PDSP.
VIII	Other consultations	The report was considered at the Whitburn and Blackburn Local Area Committee on 19 February 2018. Members of the Local Area Committee agreed that the report should be forwarded to Council Executive for approval.

D. TERMS OF REPORT

Background

The Whitburn and Blackburn Local Area Committee, held on 19 February 2018, considered a report seeking approval of the attached Village Improvement Fund applications; however, the committee could not make a decision on the report due to the meeting being inquorate.

The two members present agreed with the report subject to funding of £22,500 being awarded to Blackburn Bowling Club for the bowling club road resurfacing project given the excess of value applied for in that village. This would mean that Blackburn, in addition to the other villages of Seafield, Greenrigg and East Whitburn would have all their remaining balances fully utilised.

However, as the meeting was inquorate, the committee could not approve the proposals. In such cases, the Lead Officer is required to present the report to the Council Executive asking that the views of the Local Area Committee be considered. This report fulfils that requirement.

E. CONCLUSION

The members of the Whitburn and Blackburn Local Area Committee considered the content of the attached report at their meeting on 19 February 2018; however, due to the meeting being inquorate it could not approve the proposals. Council Executive is now requested to approve the report and allocation of funds on behalf of the Whitburn and Blackburn Local Area Committee as per the recommendations.

F. BACKGROUND REFERENCES

Reports to Development and Transport PDSP (April 2013), Council Executive (May 2013 and 15 April 2014).

Appendices/Attachments:

Appendix 1 – Whitburn and Blackburn Local Area Committee - West Lothian Villages Improvement Fund Report: 19 February 2018.

Contact Person: Scott McKillop, Community Regeneration Officer, Tel. 01506 281092,
scott.mckillop@westlothian.gov.uk

Alistair Shaw, Lead Officer, Whitburn and Blackburn Local Area Committee,
15 May 2018.

DATA LABEL: PUBLIC



WHITBURN AND BLACKBURN LOCAL AREA COMMITTEE

WEST LOTHIAN VILLAGES IMPROVEMENT FUND - APPLICATIONS

REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to advise the Local Area Committee of the applications received from within the ward area seeking funding from the West Lothian Villages Improvement Fund in 2017/18.

B. RECOMMENDATION

It is recommended that the Local Area Committee:

1. notes that eleven applications have been received for funding;
2. notes that the proposals meet the eligibility criteria for supported projects;
3. supports funding for the projects; and
4. agrees that the Head of Planning, Economic Development and Regeneration should make an offer of funding as per the details set out in this report.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs. Making best use of our resources. Working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The projects meet the funding eligibility criteria. There is no requirement for a strategic environmental assessment and the projects do not raise any equality or health issues.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	- Our economy is diverse and dynamic, and West Lothian is an attractive place for doing

business.

- We live in resilient, cohesive and safe communities.

VI	Resources - (Financial, Staffing and Property)	A total of £1.65m capital fund is available for projects and the proposal can be met from within this budget.
VII	Consideration at PDSP	These projects have not been considered by a PDSP. The overall Villages Improvement Fund was considered by Development & Transport PDSP.
VIII	Other consultations	The relevant council services have been consulted for each application.

D. TERMS OF REPORT

Background

In 2012 the Council Executive agreed the eligibility criteria for a West Lothian Villages Improvement Fund (WLVIF). Funding of £1.65m is available to support eligible schemes with the funding phased over five years. The fund has the following two work streams:

1) A shop frontage/shop improvement scheme, to which local independent retailers can apply. This operates in a similar way to the shop frontage improvement schemes for traditional town centres i.e. a grant of up to £750 and no more than 50% of the cost of the shop front improvement.

2) Small scale village improvements and initiatives, this can include a number of types of investment, including both physical improvements to the streetscape and investment in community provision:

- Provision of street furniture such as seating, cycle stands and direction signs.
- Improved village gateways (e.g.; through planting, landscaping and/or signage).
- Improved sense of place in village centres through hard landscaping, planting and soft landscape improvements.
- Tidying and landscaping of gap sites within villages.
- Access improvements in and around villages.
- Investment in projects that engage and support young people.
- Investment in other local community facilities.

Four villages in the Whitburn and Blackburn ward are eligible under the scheme. Distribution of funding is based on village size. Total allocations per village are as follows, with the remaining budgets in brackets:

- Blackburn: £125,000 (£30,000)
- Seafeld: £55,000 (£47,750)
- Greenrigg: £55,000 (£24,320)
- East Whitburn: £55,000 (£55,000)

Applications

The applications for each village are as follows:

Blackburn

The total amount applied for this round for the Blackburn allocation is £31,000. As the remaining allocation is £30,000, this means the applications exceed this by £1,000; therefore both cannot be funded in full.

Blackburn Bowling Club Road - (Appendix One)

Blackburn Bowling Club has applied for funding of £23,500 to resurface their approach road. Colleagues in Highways have estimated the cost for this will be £47,000. The Council is prepared to pay 50% of the costs for this, as their lease states that the Bowling Club are responsible for a 50% share of repair and maintenance costs for this road. Therefore, the Bowling Club is applying to this fund to fulfil their 50% obligation in full.

Past, Present, Future – (Appendix Two)

Blackburn Community Council is applying for £7,500 of funding to:

- relocate historical boulders to an identified site at Blackburn Partnership Centre which is the new hub of the village.
- install a touch screen, located within the partnership centre, to provide community with up to date information around all groups, and services, within Blackburn.
- provide raised flower beds and a small seating area within the external garden of the partnership centre, inside secure perimeter fencing.

Seafield

The total amount applied for this round for the Seafield allocation is £47,750. As the remaining allocation is £47,750, this means this will be fully utilised if these were to be approved in full.

Seafield Play Areas Improvements – (Appendix Three)

Seafield Community Centre Management Committee is applying for £40,218 to fund improvements to the play areas within the centre of the village. This would be the provision of additional play equipment in the play park, improvements to the multi-use games area (MUGA) and general park improvements.

Operational Services has agreed to purchase the new equipment, and manage installation, as well as deliver the improvement works at the MUGA.

War Memorial - (Appendix Four)

Seafield Gala Day Committee is applying for £7,532 of funding to create a memorial area at the existing millennium stone site, south west of the school grounds.

This would create a surrounding wall around the existing stone, with a commemorative plaque one on side honouring the war dead and a commemorative plaque on the other side honouring the Burngrange disaster.

The group will manage this project and seek any permission that is required.

Greenrigg

The total amount applied for this round for the Greenrigg allocation is £24,320. As the remaining allocation is £24,320, this means this will be fully utilised if these were to be approved in full.

Greenrigg Puffin Crossing – (Appendix Five)

Greenrigg Community Council is applying for £18,216.50 of funding to contribute towards funding a crossing on the B7066 road to help residents cross from Baillie Avenue to the main part of the village.

The project would be delivered by Operational Services in line with the relevant standards and regulations.

Part 2 of Woodland Enhancements (Woodland Fence) – (Appendix Six)

Greenrigg Community Council is applying for £6,103.50 of funding to install a 1.8metre fence along the path just north of the playpark on Polkemmet Road to help prevent fly-tipping in the area.

These works would complement the adjacent woodland area project being undertaken by the Central Scotland Green Network Trust, which has also been granted villages improvement funding.

Building Services will manage a contractor for these works.

East Whitburn

The total amount applied for this round for the East Whitburn allocation is £55,000. As the remaining allocation is £55,000, which means this will be fully utilised if these were to be approved in full.

East Whitburn Enhancements – (Appendix Seven)

The Central Scotland Green Network Trust is applying for £35,200 of funding to improve the various greenspaces in the community. This includes improvements within the near side of the Blaeberry Woods to the west of the village; to the greenspaces at war memorial area and Pottishaw Cottages; between Drum Place and Redmill Park; and 'Colquhoun Pass', the path parallel to Redlands Court.

The site between Drum Place and Redmill Park is in private ownership and funding for that aspect of the project will be dependent on there being the relevant agreement and permissions in place.

Community Noticeboard – (Appendix Eight)

East Whitburn Community Education Centre is applying for £3,132 for a community noticeboard which they would be the key holders for. The proposed location for this would be outside the grounds of the Gothenburg store, at the corner of Hen's Nest Road and the Main Street. This is subject to a utilities search.

The Community Centre would be purchasing the noticeboard directly and Operational Services have agreed to manage the installation of it.

Defibrillator Units – (Appendix Nine)

East Whitburn Community Education Centre is applying for £6,800 to fund the

purchase and installation of defibrillator units in the disused phone box in the village and in the community centre.

The management committee have already formally adopted the phone box from BT. It is planned that training will be provided to volunteers to ensure the facilities can be accessed and used when needed.

Mining Plaque and Seating and Remembrance Seating – (Appendix Ten)

East Whitburn Community Education Centre is applying for £6,268 to fund:

- remembrance themed seating at the War memorial;
- remembrance themed seating in the existing bus stop area; and
- a commemorative plaque and seating at the current mining wheel feature on Whitrigg bing.

These would be purchased and installed via a contractor on the management committee's behalf.

Christmas Lights – (Appendix Eleven)

East Whitburn Community Education Centre is applying for £3,600 for the purchase of six new Christmas light features for the village. These would replace the existing lights which are put up in the village and therefore would not have any additional maintenance implications for the council.

Funding will be dependent on continued discussion and agreement with Operational Services regarding suitable specification and annual installation/removal.

E. CONCLUSION

Four villages within the Whitburn and Blackburn ward are eligible to apply to the Villages Improvement Fund. The applications detailed above meet the eligibility criteria of the fund and the Local Area Committee is asked to support them but also note:

- the application for East Whitburn enhancements requires permissions with the relevant private landowner being received and the Local Area Committee is asked to support this.
- the application for Christmas lights require agreement from the council and the Local Area Committee is asked to approve this in principle at this time.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: Eleven, as outlined above.

Scott McKillop, Community Regeneration Officer, Tel. 01506 281092,
scott.mckillop@westlothian.gov.uk

Hazel Hay, Town Centre Manager, Tel. 01506 283079,
hazel.hay@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development and Regeneration
19 February 2018

Appendix One

West Lothian Villages Improvement Fund

Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

1. Applicant Organisation Details

Organisation Name	Blackburn Bowling Club (BBC)
Project title	Access Road Replacement
Contact person	John Graham
Position	Club Secretary
Address	
Telephone number	
Email Address	
Type of organisation	Bowling Club
What date was your organisation formed?	1962
Are you a charity, please quote your number	N/A
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>BBC are a local community club which is available for and caters for various functions such as children's birthday parties, weddings, funerals, engagements and various other organisations meetings.</p> <p>We also provide facilities for Special Olympics bowling team for practice and coaching.</p> <p>A slimming club and bingo are on a Thursday night, entertainment every Sunday night with bingo and a treasure chest competition and we also arrange various acts and shows to provide entertainment for the local community.</p> <p>We will continue to provide gifts for charitable organisations such as foodbank West Lothian, local schools for raffle prizes and have raised funds for a local girl to attend a dance competition.</p> <p>We are open to the public for entertainment, functions and the bowling, we have a junior coach and child</p>

	protection officer and all are welcome to come along a try bowling with a member who can assist and provide advice on the game.
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Do you have an equal opportunities policy or statement? If yes please provide a copy	/ No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes /

Are you applying for other funding, if so, please detail	Approved Anticipated
--	------------------------------------

2. Project details

Council Ward	Whitburn and Blackburn
Project location	Blackburn Bowling Club
Project start date	ASAP
Project finish date	
Estimated Outcome	2-3 weeks

Project description Describe fully the project for which grant is being sought (background and context of the project, description of works).	
Previously owned by West Lothian Council for access to bowling club, football pitches and tennis courts. WLC ceased using tennis courts around 1982 and Blackburn Bowling Club became 50% liable for access road, which has been repaired (Pot holes filled with loose stones) over the years. Now due to members falling on road and for disabled access we are seeking funds to allow the road to be brought up to adoptable standards. The road is in exceptionally poor state of repair and is access for two houses. We are applying for fund for Blackburn Bowling Clubs share of costs.	

Partners involved (other local organisations you are working with)	50% share with West Lothian Council
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Evidence of need

What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.

Letters of complaints received due to state of repair of access road to club.
Bowling club has required to involve solicitors due to being sued as a result of falls on access road and 2 people attended hospital due to injuries received.
A member fell and lay on road in a puddle for over an hour, aged 89 years old.
Special Olympics Lothian bowling section are seriously considering looking for a new venue due to poor access.
Members of club and public's safety is our priority for the club. Taxi-cabs are refusing to uplift patrons due to access road.
People attending functions are leaving cars on main road due to several cars being damaged and numerous members' vehicles required repairs.
Our club has required to pay two undisclosed sums of compensation to two members of public who have fallen and injured themselves on access road.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved
Area of landscaping

The project will improve the road surface making the route safer for pedestrians, vehicle access and provide residents easier access to their properties.
It will provide improved parking for the bowling club, access for the disabled groups use and make deliveries to the bowling club less problematic.
The works required are stated within the attached email from Scott Hughes of West Lothian Council and on completion the road surface will be maintained and adopted by West Lothian Council.

Community Facilities: e.g number of facilities improved
-Projected usage

The bowling club residents who utilise the access road and for West Lothian Council access to football pitch and will improve the access for all members, public and residents and prevent further accidents and legal cases against Blackburn Bowling Club.

3.Project Costs

Amount of funding requested	
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Item of expenditure	Cost
Full details on enclosed email from West Lothian Council	
Road repairs (50% of project costs)	£23,500

Project management

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

The work will be completed by West Lothian Council operational services. On securing funding we will work with operational services and the residents to identify the most appropriate time to undertake the works and complete the project.

4. Declaration

We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

Name	John Graham
Position	Club Secretary
Organisation	Blackburn Bowling Club
Date	26-01-2018

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

Hazel Hay
Town Centre Manager
Economic Development
West Lothian Council
1st Floor North
West Lothian Civic Centre

Howden South Road
Livingston
EH54 6FF

Tel: 01506 283098

E-mail: Hazel.Hay@westlothian.gov.uk

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - three statements	x
Annual accounts	x

Appendix Two

West Lothian Villages Improvement Fund

Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

3. Applicant Organisation Details

Organisation Name	Blackburn Community Council
Project title	The past, the present and the future.
Contact person	Alison Kerr
Position	Chairperson
Address	
Telephone number	
Email Address	
Type of organisation	Community Group
What date was your organisation formed?	Approx 1990
Are you a charity, please quote your number	
What are the main activities of your organisation? (please answer in no more than 100 words)	To represent and inform the residents of Blackburn, whilst working towards influencing change and improvements in the village.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding, if so, please detail	Approved	Anticipated

4. Project details

Council Ward	Whitburn Blackburn Ward
Project location	Partnership Centre
Project start date	
Project finish date	
Estimated Outcome	

<p>Project description Describe fully the project for which grant is being sought (background and context of the project, description of works).</p> <p>The past - relocating of historical boulders to an identified site at Partnership Centre which is the new hub of the village. Blackburn's boulders have long been a key feature in the community with many being located throughout the village. They once lay underground and were excavated as part of the development of the Eastern side of the village. When this work began, early in the 1960s, to extend the village for the new workforce coming from Glasgow for the British Leyland, the boulders were unearthed and used as street furniture creating historical landmarks. The stone is unique to the area and the boulders provide favourable memories for a variety of generations within the community. Most residents, no matter what their age, have climbed and played on the boulders for many a happy hour. The new Partnership Centre was built directly where a large crop of boulders had originally been located and part of this project aims to reinstate some of them back to this location. This exciting artistic community project offers a method to combine the 'old with the new'</p>

The present – a touch screen located within the Partnership Centre to provide community with up to date information around all groups, and services, within Blackburn.

The touch screen would be an interactive map, medium, for community information and consultation, which all groups and services would be encouraged to utilise.

This is an action following recent community consultation being carried out for the Community Regeneration Planning. Touch screen would also provide method of keeping the community up to date with issues raised during ongoing consultation, action plans initiated and results of actions taken, and it would also allow the community to raise any other issues that they felt should be raised. Touch screen will be kept updated by the Community Development Worker employed through the Aspiring West Lothian project.

The future – provision of raised flower beds and a small seating area within the external garden of the Partnership Centre, inside secure perimeter fencing. Community groups using the facility and local school children will be encouraged to maintain the beds and will complement the Intergenerational Project delivered by Community Action Blackburn. Beds will contain low level maintenance plants i.e. herbs and fruit bushes which will then be offered to the community. The Community Council will approach charities for assistance with soil conditioner, we will contact local businesses for donations of plants and we will also provide the necessary tools required along with a storage solution for them.

The small seating area will encourage people to sit, socialise and mix with others and benefit their health and wellbeing. Location of beds and seating area would also enhance the garden and will be aesthetically pleasing.

To provide this would allow the community to take responsibility and ownership of part of the new facility and potentially encourage them to use the building.

Unfortunately due to the turnaround for this application, 2 days, the Community Council do not have written costings for the touch screen or the garden area part of the project. These have been sourced through discussions with supplying companies, Youth Action Project, Community Regeneration officer and Development Worker from Community Action Blackburn. We would however be in a position to supply all relevant written quotes following the Local Area Committee hearing this application. This also applies to the attachment checklist documents requested at end of application which will be provided at a later date.

**Partners involved
(other local
organisations you
are working with)**

Blackburn Community Council have worked in partnership with NHS Lothian, Community Action Blackburn, Centre Management Committee, Gala Day Committee, WLC Arts Development and Civic Architects (Public Artist) WLC Regeneration, WSSC, Murrayfield, Blackburn and Our Lady of Lourdes P6+P7 Class Reps to develop the ideas for this project. This project also compliments the larger scale environmental work being carried out in the village by Community Action Blackburn.

Evidence of need

What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.

The boulders have a literal deep historical link to Blackburn and have become part of our culture for generations and as such require to be re-sited in a prominent location within the village. The boulders were sited where the new facility has been built and the Community Council along with partner community groups i.e. Gala Day Committee, Management Committee, Community Action Blackburn and WSSC would like to see them reinstated at our new Partnership Centre, combining the old with the new.

We consider this would provide a welcome example of 'The past, the present and the future' for residents of Blackburn.

Also the reinstating of the boulders will allow the Community Council to achieve their long term aim of commemorating the life of one of our stalwarts. Mrs Helen McDonald was our community nurse for decades and delivered over 1300 babies in the village. She passed away last year and the group wish to erect a plaque in her memory on the boulders, or etch the actual boulders themselves. As a resident of the village and being employed by the health service to commemorate 'Nellie the Nurse' in this way ties in both the community and NHS use of the new building. This is fully supported by all groups and organisations mentioned previously.

Touch screen is fully supported by respondents of consultations for Regeneration Plan as method of keeping community informed. This was a suggestion from some of the people who engaged in consultation.

Garden area part of the project is supported by other community groups who have a keen interest in using it. Further discussions will be had with the Gala day committee to assess how this area can assist them on the day of the crowning ceremony.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved
Area of landscaping

The past

By working in partnership with the public art project that has been undertaken in the Partnership Centre, we are able to match fund this application to bring a larger scale art project incorporating the boulders. This will undoubtedly benefit the community. The siting of the boulders in an area that is being designed by Civic Architects is allowing for the new facility's large wall panelled mural, depicting historical features of the village, to continue out into the external landscaping. Ever since the boulders were unearthed they have been a welcome addition to the imagination, development and recreation of children who used to climb

them and be adventurous. Therefore this project will not only be a visual installation but a physical one encouraging children, and others, to climb and sit on the boulders, allowing them to enjoy the same experiences many generations before them have had.

The present

Again through partnership working the touch screen would be able to provide the community with a method of being kept informed with accurate up to date information as well as allowing them the opportunity to raise any issues they may have. This will provide an excellent method to open the channels of communication for the community, also immediate feedback for actions and resolutions to meet these issues can be seen.

The future

Garden area with raised beds and small seating area will encourage the future use of the facility and offer benefits to resident's health and wellbeing, along with the opportunity for all age groups to work together and learn from each other. This addition would also encourage residents to have a sense of belonging and tie in with the longer term use of the facility for generations to come.

Community Facilities: e.g number of facilities improved
-Projected usage

The boulders

The identified location for the siting of the boulders (see attached map) has been designed by Civic Architects to encourage holistic usage, whether it be to admire them or explore them and is in a prominent area that will be seen by visitors and users of our new Partnership Centre. Bringing the old back to the new.

Touch screen

Unique opportunity to keep community informed and will improve communications for residents, groups and services operating within Blackburn. Creating excellent method of current information which is happening now.

Garden area.

Encourage different generations to mix and learn from each other, offer fresh herbs and fruit to community, promote good mental and physical health enhance the area for community use for the future of the facility.

3.Project Costs

Amount of funding requested	
Item of expenditure	Cost
Lift/transport boulders - £980 + VAT	£1176
Ground prep and finishing - £1000 + VAT	£1200
Etching of boulders - £500 + VAT	£600
Touch screen (approx)	£1500
Raised beds and seating area (approx)	£2500
Contingency (approx)	£524

Total	£7500

Project management

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

Attached are the quotes for moving boulders, preparing ground and fixing along with etching. Discussions with NHS Lothian of confirmation of location is currently underway, they are in agreement in principle with a final decision imminent. As of today, 2/02/18, NHS have confirmed no issues in theory for this project.

5. Declaration

We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

Name	<i>Alison Kerr</i>
Position	Chairperson
Organisation	Blackburn Community Council
Date	02/02/18

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

Hazel Hay
Town Centre Manager
Economic Development
West Lothian Council
1st Floor North
West Lothian Civic Centre
Howden South Road
Livingston

EH54 6FF

Tel: 01506 283098

E-mail: Hazel.Hay@westlothian.gov.uk

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - three statements	
Annual accounts	

Appendix Three

West Lothian Villages Improvement Fund

Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

5. Applicant Organisation Details

Organisation Name	Seafield Community Education Centre Management Committee
Project title	Seafield Play Area Improvements
Contact person	Robert Fraser
Position	Chairperson
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Community Centre Management Committee
What date was your organisation formed?	Formed in 1940's and known as Institute Management Committee
Are you a charity, please quote your number	SC001629
What are the main activities of your organisation? (please answer in no more than 100 words)	To improve the conditions of life of the members of the Community in the area of benefit. To advance education and provide or assist in the provision of facilities for recreation or other leisure time occupation.

Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding, if so, please detail	Approved	Anticipated
N/A		

6. Project details

Council Ward	Ward 7/Whitburn & Blackburn
Project location	Cousland Terrace, Seafield
Project start date	To be agreed with Operational Services
Project finish date	To be agreed with Operational Services
Estimated Outcome	To be agreed with Operational Services

Project description

Describe fully the project for which grant is being sought (background and context of the project, description of works).

To further develop the children's play area in the village.

This would consist of three parts:

1. Improving the children's play area

The equipment would provide stimulating, teaching equipment that could be enjoyed by a broad age range within a safe environment.

The changes that would be made are shown in the Computer Aided Design drawing with the corresponding prices for each piece of equipment in the quote itself.

There would be a woodland zone for the youngest children. There would also be a climbing zone for younger children with a low level rope structure. For older children there would be a large slide.

2. Improving the multi-use games area (MUGA)

This would freshen the MUGA by painting the surrounding fence, relining the area itself and installing rubber surfaces around the goal areas.

3. General Park Improvements

Council officers are looking to develop other ways to improve the park as a central point in the village and we will work with them to make the desired changes.

Partners involved (other local organisations you are working with)	West Lothian Council Operational Services

<p>Evidence of need</p> <p>What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.</p>
<p>The Management Committee believe that the Project is what the Community would like as this has been a long standing desire of the Community Council to enhance the play park in the Village for the Children and Young People.</p> <p>The need for more physical activity in the area would be met through the new Play equipment as there are numerous health benefits to playing outside.</p>

<p>Outcomes</p> <p>Describe what your project will deliver.</p> <p>Village Improvements; e.g Number of sites improved Area of landscaping</p>
<p>The project will provide a far greater range of equipment than is currently on site and would ensure that all age groups are catered for with purpose designed, long lasting, modern equipment. Looking to enhance the existing play area by providing the additional equipment.</p> <p>Giving Children the freedom of playing outdoors makes them more active, sociable, independent & happier.</p>
<p>Community Facilities: e.g number of facilities improved -Projected usage</p>

4. Project Costs

Amount of funding requested	£40,218
Item of expenditure	Cost
Children's play area improvements - please see attached itemised costings	£24,992

MUGA improvements	£5,503
General park improvements	£9,723

Project management

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

Operational Services have been consulted by the Management Committee on this and, pending funding, have agreed to procure the equipment and manage the installation of this and incorporate this into their maintenance schedule.

Stephen Knox, Play Area Co-ordinator and David Cullen, Open Space and Cemeteries Manager have already been in discussion over the Project and have agreed on a joint Project Management strategy.

6. Declaration

We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

Name	Robert Fraser
Position	Chairperson
Organisation	Seafield Community Education Centre Management Committee
Date	

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

Hazel Hay
Town Centre Manager
Economic Development
West Lothian Council
1st Floor North
West Lothian Civic Centre
Howden South Road
Livingston

EH54 6FF

Tel: 01506 283098

E-mail: Hazel.Hay@westlothian.gov.uk

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - three statements	
Annual accounts	

Appendix Four

West Lothian Villages Improvement Fund

Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

7. Applicant Organisation Details

Organisation Name	Seafeld Galaday Committee
Project title	War Memorial
Contact person	Mr William Marshall
Position	Chairperson
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Community Club
What date was your organisation formed?	
Are you a charity, please quote your number	N/A
What are the main activities of your organisation? (please answer in no more than 100 words)	To provide for the community the ability to come together throughout the year and at the Gala week to create a closeknit community that looks after everyone.

Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes / No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes / No

Are you applying for other funding,	
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if so, please detail	Approved	Anticipated
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8. Project details

Council Ward	Whitburn and Blackburn
Project location	Existing millennium stone site
Project start date	Early summer
Project finish date	Late summer
Estimated Outcome	To be ready in time for Remembrance Sunday 2018.

Project description

Describe fully the project for which grant is being sought (background and context of the project, description of works).

The aim of the project is to place a memorial in the village for both the Burngrange Disaster and a War memorial. Whilst the village have these they are not seen due to being in the reading room at the Community Centre.

It is proposed to build a 1.75 – 2m high wall around the existing millennium stone which would flank at each side. One side of it will display a commemorative plaque to the Burngrange disaster and the other side to the World Wars.

This project would allow a focal point for the view of these which will copy the originals in the centre reading room.

This will allow the village/councillors/Armed Services to lay wreaths at Remembrance time including the possibility of some form of parade.

Partners involved (other local organisations you are working with)

Seafeld Community Centre

Evidence of need

What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.

Within the community the local Community Centre is utilised and has the original war memorial it is not accessible at all times. This will allow the village to see those who made the ultimate sacrifice in both war and the

pits.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved
Area of landscaping

This if approved will make a focal point within the area from WW1 through Burngrange to the millennium stone all in one area..

Community Facilities: e.g number of facilities improved
-Projected usage

3.Project Costs

Amount of funding requested	£7532.00
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Item of expenditure	Cost
Bricks / bricklayer	£4500.00
Copies of memorials	£2000.00
Landscaping	£750.00
Planning costs	£282.00

Project management

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

The committee has 3 x dedicated member who are prepared to project manage the refurb including 2 of them who run their own business so fully understand what is required. The third member is in the process of completing a PRINCE 2 project management course.

We would intend using a local contractor to undertake the required works on our behalf, for which costings have been based on.

Early advice from planning is that given the proximity of the road to the site, planning permission would be required.

7. Declaration

We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We

understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.	
Name	William Marshall
Position	Chairperson
Organisation	Seafeld Galaday
Date	02 Feb 2018

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

Hazel Hay
Town Centre Manager
Economic Development
West Lothian Council
1st Floor North
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 283098

E-mail: Hazel.Hay@westlothian.gov.uk

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - three statements	
Annual accounts	

Appendix Five

West Lothian Villages Improvement Fund

Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

9. Applicant Organisation Details

Organisation Name	Greenrigg Community Council
Project title	B7066 Puffin Crossing
Contact person	Peter Kain
Position	Chairperson
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Community Council
What date was your organisation formed?	April 2015
Are you a charity, please quote your number	
What are the main activities of your organisation? (please answer in no more than 100 words)	To communicate with the residents and village groups to further their wishes and views to improve the village.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding,	
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if so, please detail	Approved	Anticipated
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10. Project details

Council Ward	Ward 7 Whitburn and Blackburn
Project location	B7066 between Baillie Avenue and Polkemmet Road entrances
Project start date	To be confirmed
Project finish date	To be confirmed
Estimated Outcome	Increased road safety for residents

Project description

Describe fully the project for which grant is being sought (background and context of the project, description of works).

The project will install a puffin crossing on the B7066 road as well as new footways going eastward and westward from the crossing on the south side. This is at a location which will support the safe crossing of residents going to and from Baillie Avenue and to and from the bus stop on the south side of the road.

Partners involved (other local organisations you are working with)

West Lothian Council.

Evidence of need

What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.

The road has been of concern to the Community Council and many Greenrigg residents for a number of years, given the volume of cars at specific times of the day/week and speeding motorists.

Given the Baillie Avenue housing development has meant that a portion of the village is now on the south side of the road and parents, children and other residents cross this road daily, we feel it is necessary to have safer crossing measures in place.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved

Area of landscaping
A crossing is in place on this road to support the safe passage of residents across it, particularly at busy times.
Community Facilities: e.g number of facilities improved -Projected usage

3.Project Costs

Amount of funding requested	£18,216.50
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Item of expenditure	Cost
Installation of crossing and footways	To be confirmed.

Project management

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

West Lothian Council will manage the installation works for this and have agreed to provide the remaining funding for this.

8. Declaration

We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

Name	Peter Kain
Position	Chairperson
Organisation	Greenrigg Community Council
Date	12th February 2018

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

Hazel Hay
Town Centre Manager
Economic Development
West Lothian Council
1st Floor North
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 283098

E-mail: Hazel.Hay@westlothian.gov.uk

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - three statements	
Annual accounts	

Appendix Six

West Lothian Villages Improvement Fund

Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

11. Applicant Organisation Details

Organisation Name	Greenrigg Community Council
Project title	Part 2 of Greenrigg Environmental Enhancements
Contact person	Peter kain
Position	Chairperson
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Community Council
What date was your organisation formed?	April 2015
Are you a charity, please quote your number	
What are the main activities of your organisation? (please answer in no more than 100 words)	To communicate with the residents and village groups to further their wishes and views to improve the village.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding,	
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if so, please detail	Approved	Anticipated
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12. Project details

Council Ward	Ward 7 Whitburn and Blackburn
Project location	Public footpath leading from NLC to Polkemmet Road Greenrigg
Project start date	March 2018
Project finish date	March 2018
Estimated Outcome	To erect new chain link fence.

Project description

Describe fully the project for which grant is being sought (background and context of the project, description of works).

To erect 125m of chain link fence in total. Part of the fence to the north side of the public foot path to discourage fly tipping. Part of the fence to be erected to the south side of the public foot path to complete the work to be completed by SGNT in March 2018 to improve landscaping and enhance community assets adjacent to Greenrigg Primary School and within Greenrigg Community Woodland.

Partners involved (other local organisations you are working with)

West Lothian Council.

Evidence of need

What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.

The fence work is required after the whole area has been cleaned up and the woodland project has been completed to avoid any further fly tipping.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved
Area of landscaping

To protect the whole area and ensure the woodland project to benefit Greenrigg School Children is protected from fly tippers.

Community Facilities: e.g number of facilities improved -Projected usage

3.Project Costs

Amount of funding requested	£6,103.50
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Item of expenditure	Cost
G. Ross Contractors Ltd to manufacture and install chain link fence.	

Project management

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

Planning approval granted by WLC. The works will be managed by G. Ross Contractors Ltd.

9. Declaration

We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

Name	Peter Kain
Position	Chairperson
Organisation	Greenrigg Community Council
Date	10 th February 2018

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

Hazel Hay
Town Centre Manager
Economic Development
West Lothian Council
1st Floor North
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 283098

E-mail: Hazel.Hay@westlothian.gov.uk

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - three statements	
Annual accounts	

Appendix Seven

West Lothian Villages Improvement Fund Application form

- Please refer to the guidance notes when completing this form
- Please complete in the form in **black ink**
- No project should start or commit expenditure before receiving the approval of grant

13. Applicant Organisation Details

Organisation Name	Central Scotland Green Network Trust	
Project title	East Whitburn Enhancements	
Contact person	Carol Campbell	
Position	Development Officer	
Address	[REDACTED]	
Telephone number	[REDACTED]	
Email Address	[REDACTED]	
Type of organisation	Scottish Charity & Company Limited by Guarantee	
What date was your organisation formed?	Established 1985, Merged 1992, Name change 2014	
What is your charity number? (if applicable)	SCO 15341	
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>Central Scotland Green Network Trust helps realise the Vision for the Central Scotland Green Network. The Vision for the CSGN is that 'by 2050 Central Scotland will have been transformed into a place where the environment adds value to the economy and where people's lives are enriched by its quality'.</p> <p>CSGNT provides opportunities to maximise the health, education and biodiversity benefits of greenspace to communities particularly in disadvantaged areas. CSGNT's objectives are -</p> <ul style="list-style-type: none"> - To drive forward and co-ordinate CSGN's delivery; - Raise awareness of, and participation in the CSGN; - Provide support and capacity to partners and directly deliver projects with stakeholders. 	
Do you have an equal opportunities policy or statement? If yes please provide a copy		Yes - attached

Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?		Yes
Are you applying for other funding? If so, please detail:	Approved	Anticipated
Additional funding will be sought by CSGNT to carry out all works identified by the community. Sources will be identified and considered following the result of the VIF application.		£8,220

14. Project details

Council ward	Whitburn and Blackburn
Project location	East Whitburn Enhancements
Project start date	August 2018
Project finish date	October 2018
Estimated Outcome	<ul style="list-style-type: none"> • The community has pride in the village which gives a "well cared for" impression to those passing along the main road; • Hen's Nest and Blaeberry Community Woodlands are welcoming and accessible; • The area west of Redmill Park is formalised with improved access and picnic benches;

Project description

Describe fully the project for which grant is being sought (background and context of the project, description of works).

CSGNT was contacted by a WLC officer who was seeking assistance with delivering potential community improvements. The Trust also met and discussed potential community woodland improvements with Woodland Trust Scotland. A list of potential environmental improvements was then produced with estimated costs and discussed with representatives from the community.

Priority works were identified by the community and details finalised by CSGNT. Works identified by the community include a number of environmental improvements within East Whitburn:

- Path improvements within the community woodlands off A705 including re-surfacing and drainage, cut back vegetation, removal of redundant boundary fence, new entranceways and bridge;
- New street trees in verges near Gothenburg Stores and Pottishaw Cottages;
- Additional shrub planting at War Memorial;
- New stepped entrance off Drum Place Lane to car park area;

<ul style="list-style-type: none"> - Creation of surfaced paths at "Colquhoun Pass" with 2 metal picnic benches connecting to car park, Redmill Park and road underpass; - Scraping back path from underpass to Core Path. 	
Partners involved (other local organisations you are working with)	<ul style="list-style-type: none"> • East Whitburn community representatives including the Community Centre Management Group • Woodland Trust Scotland • West Lothian Council

Evidence of need

What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.

Woodland Trust Scotland identified entrance and path features which are in need of upgrading to improve accessibility through the community woodland.
Community representatives considered a range of potential environmental improvements and new features and prioritised those that that were needed, and would benefit the village, the most.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved
Area of landscaping

Community Woodlands

- 2 no. new access points;
- 1 no. replacement bridge;
- 200 linear metres of surfaced path upgrade and drainage;
- Removal of redundant fence line along rad edge;

Gothenburg Stores and Pottishaw Cottages

- Removal of 1 no. dead street tree and planting of 5 no. new;
- 3 no. new Rosa Rugosa shrubs in War Memorial shrub bed;

Off Drum Place Lane

- New access connection to car park off Drum Place from Main Street with new steps, removal of old fence line and hedge infill;

"Colquhoun Pass"

- Improved accessibility, with 172 linear metres of surfaced paths created and 2 no. metal picnic benches installed;

South of road bridge underpass

- Scrape path and spray off vegetation for 200m.

3.Project Costs

Amount of funding requested	£35,200
Item of expenditure	Cost (£)

Service checks	600
Contingency	1,724
CSGNT Design, Management & CDM fees	6,623
Contractor Preliminaries	3,134
<u>Community Woodlands</u>	
Entranceway upgrades	2,000
Path works – surface improvements, vegetation clearance & drainage	10,174
Boundary removal	1,072
Bridge replacement	3,700
Gothenburg Stores, Pottishaw Cottages and War Memorial	
Roadside trees and shrubs	2,164
Off Drum Place Lane	
Remove fence section, new steps and hedge infill	2,206
<u>“Colquhoun Pass”</u>	
Path improvements	6,623
Picnic benches on hardstanding	2,200
Connection to Core Path	1200
Total project costs	£43,420

Project management

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

Central Scotland Green Network Trust will complete the designs, tender drawings, tender package and tender administration and undertake contractor management on site.

10. Declaration

We wish to apply for a Village Improvement Fund Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

Name	Carol Campbell
Position	Development Officer
Organisation	Central Scotland Green Network Trust
Date	5 February 2018

Please email your completed application form to the Community Regeneration Officer for your ward:

Linlithgow (ward 1) - Dougie Grierson – 01506 281088
douglas.grierson@westlothian.gov.uk

Broxburn (ward 2) – Dougie Grierson - 01506 281088
douglas.grierson@westlothian.gov.uk

Livingston North (ward 3) – Scott McKillop – 01506 281092
scott.mckillop@westlothian.gov.uk

Livingston South (ward 4) – Laura Wilson – 01506 281085
laura.wilson2@westlothian.gov.uk

East Livingston and East Calder (ward 5) – George Scott – 01506 281099
George.scott@westlothian.gov.uk

Fauldhouse and the Breich Valley (ward 6) – Laura Wilson – 01506 281085
laurawilson2@westlothian.gov.uk

Whitburn and Blackburn (ward 7) – Scott McKillop – 01506 281092
scott.mckillop@westlothian.gov.uk

Bathgate (ward 8) – Douglas Benson – 01506 281970
douglas.benson@westlothian.gov.uk

Armadale and Blackridge (ward 9) – Douglas Benson - 01506 281970
douglas.benson@westlothian.gov.uk

For postal applications, please send to:

Community Regeneration
2nd Floor
St David House
Bathgate
EH48 1TT

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - three statements	
Annual accounts with Reserves Statement	

Appendix Eight

West Lothian Villages Improvement Fund

Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

15. Applicant Organisation Details

Organisation Name	East Whitburn Community Education Centre
Project title	Notice Board
Contact person	Gwen Kempik
Position	Vice Chair
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Hall Management Committee/ Registered Charity
What date was your organisation formed?	Became a registered charity in 17 th October 1990
Are you a charity, please quote your number	SC017039
What are the main activities of your organisation? (please answer in no more than 100 words)	The advancement of education and the advancement of citizenship or community development It makes grants, donations or gifts to organisations and it carries out activities or services itself.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding,	
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if so, please detail	Approved	Anticipated
NO		

16. Project details

Council Ward	Ward 7 Whitburn & Blackburn
Project location	Outside Gothenburg Shop on Main Street
Project start date	Summer 2018
Project finish date	Autumn 2018
Estimated Outcome	Purchase and install exterior notice board.

Project description

Describe fully the project for which grant is being sought (background and context of the project, description of works).

After seeking opinions of villagers it was requested that we have a noticeboard to ensure villagers are kept up to date with local news and events.

Partners involved (other local organisations you are working with)

West Lothian Council

Keys will be kept with the Hall Management Committee

Evidence of need

What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.

A facebook survey was carried out via a community page and villagers were asked to give suggestions on what or where could improve the village.

We asked that villagers not on social media were asked to provide their opinion by posting a letter to the hall.

The village currently has no Community Notice Board.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved
Area of landscaping

The Notice Board will help inform villagers and visitors of local

news and events and it is hoped this will improve the village's community spirit and social cohesion.
Community Facilities: e.g number of facilities improved -Projected usage
Noticeboard on Main Street as this is the most prominent spot with a greater footfall.

3.Project Costs

Amount of funding requested	£3132.00
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Item of expenditure	Cost
Notice Board	1632.00
Installation	1500.00

Project management Describe how your project will be managed and administered including details of any: <ul style="list-style-type: none"> - Design / plans - Implementation arrangements e.g contract tenders - Planning Approval
The area proposed for the Notice Board is the most prominent site. It's on Council land so we will work with the council to have the area checked for suitability and have them install the structure.

11. Declaration

We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.	
Name	Gwen Kempik
Position	Vice Chair
Organisation	East Whitburn Hall Management Committee
Date	30th January 2018

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

Hazel Hay
Town Centre Manager
Economic Development
West Lothian Council
1st Floor North
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 283098

E-mail: Hazel.Hay@westlothian.gov.uk

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - three statements	x
Annual accounts	x

Appendix Nine

West Lothian Villages Improvement Fund

Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

17. Applicant Organisation Details

Organisation Name	East Whitburn Community Education Centre
Project title	Defibrillators
Contact person	Gwen Kempik
Position	Vice Chair
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Hall Management Committee/ Registered Charity
What date was your organisation formed?	Became a registered charity in 17th October 1990
Are you a charity, please quote your number	SC017039
What are the main activities of your organisation? (please answer in no more than 100 words)	The advancement of education and the advancement of citizenship or community development. It makes grants, donations or gifts to organisations and it carries out activities or services itself.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding, if so, please detail	Approved	Anticipated
NO		

18. Project details

Council Ward	Ward 7 Whitburn & Blackburn
Project location	Phone Box on Main Street and Community Education Centre
Project start date	Summer 2018
Project finish date	Autumn 2018
Estimated Outcome	Purchase and install 2 defibrillators

Project description

Describe fully the project for which grant is being sought (background and context of the project, description of works).

It was requested that we utilise the unused phone box for a defibrillator and also to have one installed in the Community Education Centre. Have spoken to HeartStart re training.

Partners involved (other local organisations you are working with)

**West Lothian Council
British Telecommunications**

Evidence of need

What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.

A facebook survey was carried out via a community page and villagers were asked to give suggestions where the village could be improved.

We asked that villagers not on social media were asked to provide their opinion by posting a letter to the hall.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved Area of landscaping
Have applied to adopt a phone box from BT and have sent contract off. Repurposing of defunct phone box into emergency appliance base, which could save lives.
Community Facilities: e.g number of facilities improved -Projected usage
2 – Phone Box (Main Street) and Com Ed Hall

3.Project Costs

Amount of funding requested	
------------------------------------	--

Item of expenditure	Cost
Defibrillator X 2	4040.00
Refurbishment of Phone Box + BT parts	2558.00
Planning WLC	202.00
Total	6800.00

Project management Describe how your project will be managed and administered including details of any: <ul style="list-style-type: none"> - Design / plans - Implementation arrangements e.g contract tenders - Planning Approval
East Whitburn Hall Management Committee will manage the defibrillators and pay for upkeep of new pads etc. estimated 5 yearly

12. Declaration

<p>We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p>
--

Name	Gwen Kempik
Position	Vice Chair
Organisation	East Whitburn Hall Management Committee
Date	30/1/18

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

Hazel Hay
Town Centre Manager
Economic Development
West Lothian Council
1st Floor North
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 283098

E-mail: Hazel.Hay@westlothian.gov.uk

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - three statements	x
Annual accounts	x

Appendix Ten

West Lothian Villages Improvement Fund

Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

19. Applicant Organisation Details

Organisation Name	East Whitburn Community Education Centre
Project title	Mining Plaque and Seating and Remembrance Seating
Contact person	Gwen Kempik
Position	Vice Chair
Address	
Telephone number	
Email Address	
Type of organisation	Hall Management Committee/ Registered Charity
What date was your organisation formed?	Became a registered charity in 17th October 1990
Are you a charity, please quote your number	SC017039
What are the main activities of your organisation? (please answer in no more than 100 words)	The advancement of education and the advancement of citizenship or community development. It makes grants, donations or gifts to organisations and it carries out activities or services itself.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding, if so, please detail	Approved	Anticipated
NO		

20. Project details

Council Ward	Ward 7 Whitburn & Blackburn
Project location	Mining Plaque/Seating Pit Wheel – Bing Remembrance Seating – war memorial Seating - brick bus stop
Project start date	Summer 2018
Project finish date	Autumn 2018
Estimated Outcome	Purchase and install commemorative plaque and mining seating/memorial seating

Project description

Describe fully the project for which grant is being sought (background and context of the project, description of works).

After seeking opinions of villagers it was requested that we do something to commemorate the achievements of the miners and dedicate a plaque to them. This and the seating would allow walkers of the wooded area and war memorial to be informed of the history of the site and to enjoy its current beauty.

Partners involved (other local organisations you are working with)

West Lothian Council

Evidence of need

What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.

A facebook survey was carried out via a community page and villagers were asked to give suggestions where the village could be improved.

We asked that villagers who knew others not on social media were asked to provide their opinion by posting a letter to the hall.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved
Area of landscaping

The area(s) proposed for the project will be informative and hopes to promote social cohesion and improve the village's community spirit, heritage and pride.

Community Facilities: e.g number of facilities improved
-Projected usage

Seating at 3 sites:-

**Bing
War Memorial
South side (brick Bus stop)**

3.Project Costs

Amount of funding requested	
------------------------------------	--

Item of expenditure	Cost
Remembrance Seating	1637.00
Mining Seating	820.00
Memorial Hutch	1027.00
Plaque	384.00
Bus Stop Seating	820.00
Installation of items	1580.00
Total	6268.00

Project management

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

The Hall Management Committee will purchase the items and hire a contractor to intall them – we will consult (in the meantime) with Scott McKillop to ensure the Council are kept informed of events.

13. Declaration

We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

Name	Gwen Kempik
Position	Vice Chair
Organisation	East Whitburn Hall Management Committee
Date	30/1/18

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

Hazel Hay
Town Centre Manager
Economic Development
West Lothian Council
1st Floor North
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 283098

E-mail: Hazel.Hay@westlothian.gov.uk

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - three statements	x
Annual accounts	x

West Lothian Villages Improvement Fund

Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

21. Applicant Organisation Details

Organisation Name	East Whitburn Community Education Centre
Project title	Christmas Lights
Contact person	Gwen Kempik
Position	Vice Chair
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	Hall Management Committee/ Registered Charity
What date was your organisation formed?	Became a registered charity in 17th October 1990
Are you a charity, please quote your number	SC017039
What are the main activities of your organisation? (please answer in no more than 100 words)	The advancement of education and the advancement of citizenship or community development. It makes grants, donations or gifts to organisations and it carries out activities or services itself.

Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around	Yes

age, disability, gender, race, religion or belief?	
--	--

Are you applying for other funding, if so, please detail	Approved	Anticipated
NO		

22. Project details

Council Ward	Ward 7 Whitburn & Blackburn
Project location	Main Street, East Whitburn
Project start date	Summer 2018
Project finish date	Autumn 2018
Estimated Outcome	Purchase 6 x Christmas lights

Project description Describe fully the project for which grant is being sought (background and context of the project, description of works).
After seeking opinions of villagers it was requested that we use the funding to improve the Christmas decorations.

Partners involved (other local organisations you are working with)	West Lothian Council
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Evidence of need What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.
A facebook survey was carried out via a community page and villagers were asked to give suggestions where the village could be improved. We asked that villagers not on social media were asked to provide their opinion by posting a letter to the hall.

<p>Outcomes Describe what your project will deliver.</p> <p>Village Improvements; e.g Number of sites improved Area of landscaping</p>
<p>More and more modern, classier Christmas decorations</p>
<p>Community Facilities: e.g number of facilities improved -Projected usage</p>
<p>Main street Lights to be installed instead of the current ones as Keith Garnet does not have the resources to install any more than we historically have had ie 6. Communicating with Keith Garnet (WLC) re specification and maintenance.</p>

3.Project Costs

Amount of funding requested	£3600.00
------------------------------------	-----------------

	Cost
Christmas lights/decorations X 6	3600.00

<p>Project management Describe how your project will be managed and administered including details of any:</p> <ul style="list-style-type: none"> - Design / plans - Implementation arrangements e.g contract tenders - Planning Approval
<p>We are in discussions with West Lothian Council regarding specification and maintenance and have agreed that WLC will install up to 6 decorations.</p>

14. Declaration

<p>We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p>	
Name	Gwen Kempik
Position	Vice Chair
Organisation	East Whitburn Hall Management Committee
Date	30/1/18

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or

Hazel Hay
Town Centre Manager
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1st Floor North
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EH54 6FF

Tel: 01506 283098

E-mail: Hazel.Hay@westlothian.gov.uk

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - three statements	x
Annual accounts	x



COUNCIL EXECUTIVE

POLICE AND FIRE REFORM (SCOTLAND) ACT 2012: POST-LEGISLATIVE SCRUTINY

REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

To inform Council Executive on the Scottish Parliament's Justice Committee call for written views on its post-legislative scrutiny of the Police and Fire Reform (Scotland) Act 2012.

B. RECOMMENDATION

Council Executive is asked to approve the proposed response to the Scottish Parliament's Justice Committee.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs Being honest, open and accountable Making best use of our resources Working in partnership Providing equality of opportunity
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The Police and Fire Reform (Scotland) Act 2012
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	Local Police and Fire Plans and PI's
V	Relevance to Single Outcome Agreement	This report will have a positive impact on the following SOA indicators; SOA10 – We live in well designed, sustainable places where we are able to access the services we need

SOA11 – We have strong resilient and supportive communities, where people take responsibility for their actions and how they affect

VI Resources - (Financial, Staffing and Property)

None

VII Consideration at PDSP

Yes Services for the Community PDSP on 8th May. To report to the Scottish Parliaments Justice response and as part of a wider COSLA response.

VIII Other consultations

D. TERMS OF REPORT

D1 Background

The Scottish Parliament's Justice Committee is undertaking post-legislative scrutiny of the Police and Fire Reform (Scotland) Act 2012. Five years after Police Scotland and the Scottish Fire and Rescue Service began operating the Committee wishes to scrutinise whether the policy objectives of the 2012 Act have been delivered, and if not, the reasons for this.

D2 Police and Fire Reform (Scotland) Act 2012

The 2012 Act created a single police service and a single fire and rescue service, replacing the eight police forces and the eight fire brigades that had existed previously.

The 2012 Act includes provision for new national governance arrangements as well as arrangements for the scrutiny, oversight and funding of the police and fire and rescue services. It provides the statutory framework for bodies such as the Scottish Police Authority, the Police Investigations and Review Commissioner (PIRC) and Her Majesty's Inspectorate of Constabulary in Scotland (HMICS). The 2012 Act sets out powers for local authorities in relation to the provisions of fire and rescue services and the policing of their areas.

The Scottish Government's three main policy intentions in promoting the 2012 Act were:

- To protect and improve local services despite financial cuts, by stopping duplication of support services eight times over and not cutting front line services;
- To create more equal access to specialist support and national capacity - like murder investigation teams, firearms teams or flood rescue - where and when they are needed; and
- To strengthen the connection between services and communities, involving many more local councillors and better integrating with community planning partnerships.

The remit for the Scottish Parliament's Justice Committee's post-legislative scrutiny is to consider whether:

- The policy intentions of the Police and Fire Reform (Scotland) Act 2012 have been realised and are being delivered; and whether
- Any further policy or legislative changes are required to improve the effectiveness of the Police and Fire Reform (Scotland) Act 2012

D3. Council Response

The council's response on the benefits/negative consequences of the 2012 Act for Police Scotland and the Scottish Fire and Rescue Service is set out in Appendix 1. The deadline for sending written submissions being 24 May 2018. COSLA are conducting a united response to the local government. COSLA wish to have the returns from local authorities by 7 May 2018.

E. CONCLUSION

This report informs Council Executive of West Lothian Councils' views on the benefits/negative consequences of the 2012 Act for Police Scotland and the Scottish Fire and Rescue Service as set out by The Scottish Parliament's Justice Committee.

F. BACKGROUND REFERENCES

The Scottish Parliament's Justice Committee web link is below:

<http://www.parliament.scot/parliamentarybusiness/CurrentCommittees/108181.aspx>

The [Policy Memorandum](#) accompanying the Bill for the 2012 Act sets the main policy intentions out in more detail.

Appendices/Attachments: Appendix 1

Contact Person:

Alison Smith, Housing Management & Community Safety Manager, Housing, Customer and Building Services. Tel: 01506 281367
Alison.Smith@westlothian.gcsx.gov.uk

Alistair Shaw
Head of Service
15 May 2018

Sent to Chief Executives, Police/Fire Scrutiny Conveners, Supporting Officers

The Scottish Parliament's Justice Committee have launched its call for written views on its post-legislative scrutiny of the Police and Fire Reform (Scotland) Act 2012 outlined in the weblink below.

<http://www.parliament.scot/parliamentarybusiness/CurrentCommittees/108181.aspx>

In summary, we wish to obtain response from councils by **Monday 7 May** in relation to the following questions to inform our united local government COSLA response.

Police service

1. In your view, what have been the consequences of the 2012 Act for the police service? Please set out your views on (a) any benefits and (b) any negative consequences of the 2012 Act for the police service.

(a) any benefits

- To protect and improve local services despite financial cuts, by stopping duplication of support services eight times over and not cutting front line services;
- West Lothian has seen limited benefits relating to local services as a consequence of the 2012 Act and Police Scotland are proposing reductions to front line police services in West Lothian.
- To create more equal access to specialist support and national capacity - like murder investigation teams, firearms teams or flood rescue - where and when they are needed; and
- Whilst it is beneficial to have access to specialist support and national capacity when they are needed. Police Scotland have not conducted any transparent exercise on how Police Scotland resources are allocated across Scotland. Much of the current allocation to Divisions appears to be based on historical practice and little evidence that it is based on need.
- To strengthen the connection between services and communities, involving many more local councillors and better integrating with community planning partnerships
- West Lothian has seen no strengthened connection between services and communities as a result of the implementation of the 2012 Act.

(b) any negative consequences

- To protect and improve local services despite financial cuts, by stopping duplication of support services eight times over and not cutting front line services;
- Local service delivery has been sustained due to West Lothian Council maintaining many of the local police resources by a significant annual contribution which the Council has managed to maintain up until 2017/18 following the projected £65M savings the Council is projected to deliver over the next 5 years. This has been continued for as long as feasibly possible (until end 2017/18). Police Scotland has indicated that they will also reduce their contribution to the Community Police team and that their resources will be removed from West Lothian irrespective of local need. As a result Police Scotland will effectively be 'cutting front line services' for West Lothian including 5 of the 6 school police officers.

- There is considerable anecdotal evidence from community groups and community activists over response times attending to incidents/crimes are being reported by the public and challenges in getting through to the 101 call number .
- In West Lothian, Police front line services have been reduced at a range of levels across the service cut. West Lothian no longer have a local Chief Superintendent or a Superintendent. We have one Chief Inspector. We have gone from having four Local Inspectors have been reduced from four to two and will soon be reduced further. Officers that are trained are generally placed elsewhere in other local authority areas and despite them having a portfolio that covers West Lothian along with other geographic areas, the distance involved would appear to be a factor that prevents/hinders them from attending meetings/events etc. As indicated previously Police Scotland have not undertaken any shared transparent exercise on how Police Scotland resources are allocated and as a result it's very difficult for any local authority area or community to be confident that its allocation of resource adequately addresses need.
- Local services have not been improved as there are more instances of calls not yet been attended. The daily partnership working is often hindered when police have yet to attend the initial call and other partners await clarity on what has been carried out before a decision can be made as to what else can be provided. This can only be due to a lack of local police resources.
- To create more equal access to specialist support and national capacity - like murder investigation teams, firearms teams or flood rescue - where and when they are needed;
- Whilst having access to additional national resources that are 'helicoptered' in to boost local resources may seem like a good idea. Officers from out with the local area are invariably not familiar with the local community and have little local knowledge and this may hinder local effectiveness, and building relationships with the local community.
- To strengthen the connection between services and communities, involving many more local councillors and better integrating with community planning partnerships
- There has not been any better integration with community planning partnerships. The level of integration and planning has been steady and consistent, there has been no strengthening of this work as a result of the 2012 Act.
- Community and partner confidence in Police has been affected by the poor communication surrounding major issues such as review of Police public counters, which saw Police Scotland close a facility in a purpose built partnership centre in one of our most deprived communities (Fauldhouse). The Council also had significant concerns regarding the consultation and subsequent implementation of the changes to decriminalisation of parking. The removal of Traffic Wardens in West Lothian has had an impact and cause for concern within the communities. Proposed charging for events including gala days is another example that does not strengthen connection between services and communities.
- Scrutiny of Police is undertaken via the Councils Policy Development and Scrutiny Panel. Police scrutiny reports have been poor in both content and presentation in comparison to Scottish Fire and Rescue service, with limited benchmarking information and an increasing reluctance to provide information at elected member ward level.

- Whilst it is acknowledged that there are reasons for changes in personnel, the frequency that it occurs and the level of knowledge of local priorities and ongoing work that comes with new replacement officers, serves to be a short-term disadvantage in the workflow between Police Scotland and West Lothian Council.
- Partnership working and community confidence has been affected by having 4 Divisional Commanders and 5 Local Area Commanders since the Act was introduced.
- The support to strategic planning however, by Police Scotland, remains varied. Whilst the contact at the Community Planning Partnership remains stable, there has been no regular contact at a senior level by either Police Scotland or the Scottish Police Authority defining aims /next steps and ascertaining any barriers to local outcomes.

2. Have the policy intentions of the 2012 Act in relation to the police service been met?

- The views of West Lothian Council are that the policy intentions of the 2012 Act in relation to the development of the single police service have not been met. Whilst partnership working remains effective, it has not improved as a result of the Act. With the needs of the communities of West Lothian being better met prior to the changes implemented by the 2012 Act.
- It is considered that the current Scottish Government/Cosla review of Local Governance provides for the opportunity for local police services to become part of a single public authority for West Lothian.

Fire and rescue service

3. In your view, what have been the consequences of the 2012 Act for the fire and rescue service? Please set out your views on (a) any benefits and (b) any negative consequences of the 2012 Act for the fire and rescue service.

(a) any benefits

- To protect and improve local services despite financial cuts, by stopping duplication of support services eight times over and not cutting front line services;
- The Scottish Fire and Rescue Service (SFRS) continue to be an open proactive engaged partner locally. Keen to share knowledge and good practice.
- SFRS have continually sought to exchange and explain any proposed change to service provision well in advance of any implementation and have proactively sought Council views prior to any formal consultation
- The SFRS readily responded to the Councils request for performance improvement targets to be added to the Local Fire Plan.
- SFRS scrutiny reports at exemplary in both content and presentation containing a good balance of strategic and local data and also allow includes appropriate benchmarking data
- To date, the availability of officers within communities would appear to have been protected and the availability of officers and the partnership working has remained strong and stable.
- To create more equal access to specialist support and national capacity - like murder investigation teams, firearms teams or flood rescue - where and when they are needed;

- It is good to have the specialist teams, and to have them where they are most needed, should the need arise.
- To strengthen the connection between services and communities, involving many more local councillors and better integrating with community planning partnerships
- West Lothian has seen no significant strengthened connection between services and communities.
- What has been improved, appreciated and acknowledged, is that senior SFRS officers have met regularly with senior executives within West Lothian Council in order to keep them apprised of various steps and forward planning within the planning and transformation process.

(b) any negative consequences

- To protect and improve local services despite financial cuts, by stopping duplication of support services eight times over and not cutting front line services;
- To date West Lothian has not experienced any cuts in service provision. Whilst we appreciate that the continued retention and recruiting new retained firefighters in local communities is getting harder to maintain, the removal of these officers and local tenders and stations within communities would be a genuine concern. What would also be a concern would be for SFRS to maintain the local tenders and stations but finding that the numbers of firefighters were so low that in fact it breached safety regulations to allow them to fight fires and attend particular calls.
- If indeed the numbers of retained firefighters reduce, there maybe a concern that SFRS have developed and transformed into new areas of business that would leave their full time firefighters short in numbers to deal with the level of fire calls received.
- To create more equal access to specialist support and national capacity - like murder investigation teams, firearms teams or flood rescue - where and when they are needed;
- It is good to have the specialist teams, and to have them where they are most needed, should the need arise.
- To strengthen the connection between services and communities, involving many more local councillors and better integrating with community planning partnerships
- West Lothian has seen no strengthened connection between services and communities.

4. Have the policy intentions of the 2012 Act in relation to the fire and rescue service been met?

- The views of West Lothian Council are that the policy intentions of the 2012 Act in relation to the development of the single fire service have not been met.
- The communities of West Lothian were similarly met prior to the changes implemented by the 2012 Act. Since the implementation was put into place and delivered, West Lothian Council has witnessed no significant improvement over the 5 years although the commitment and service delivery has been steady. The service delivery and partnership working with a continued availability of firefighters on the front line and in communities has been maintained. It is only now, that through further transformation we are concerned that we may see a reduction in the number of retained officers, tenders and local village stations.

Other issues

5. Are there any other issues you would like to raise in connection with the operation of the 2012 Act?

- It is considered that the current Scottish Government/Cosla review of Local Governance provides for the opportunity for local fire services to become part of a single public authority for West Lothian.

We look forward to receiving a response from your council.
Regards, Mike Callaghan, COSLA



COUNCIL EXECUTIVE

SCOTTISH GOVERNMENT CONSULTATION: REVIEW OF LANDLORD REGISTRATION APPLICATIONS AND FEES

REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

To advise the Council Executive of the Scottish Government consultation on a review of landlord registration applications and fees.

B. RECOMMENDATION

It is recommended that Council Executive:

- Notes and considers the Scottish Government consultation on a review of landlord registration applications and fees; and
- Approves the draft response and agrees to its submission to the Scottish Government

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The Anti-Social Behaviour etc. (Scotland) Act 2004 placed a duty on local authorities to maintain a public register of private landlords.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	None.
VI Resources - (Financial, Staffing and Property)	None.
VII Consideration at PDSP	Considered by Services for the Community PDSP of 8 th May 2018.

VIII Other consultations

Legal Services Team; Environment Health Team; Community Safety Unit, Housing Need Team; Housing Strategy and Development.

D. TERMS OF REPORT

Part 8 of the Antisocial Behaviour etc. (Scotland) Act 2004 (“the 2004 Act”) placed a duty on local authorities to prepare and maintain a public register of private landlords and registration commenced in April 2006. As at 31 January 2017 there were almost 268,000 entries on the register across Scotland, linked to 362,000 registered properties. Since the launch of a new IT system in February 2017, there have been a further 23,000 new applications.

The Scottish Government’s Strategy for the Private Rented Sector in Scotland was published in May 2013 and outlines the purpose and aims in relation to landlord registration. Within this consultation the Scottish Government is seeking views on proposals for reviewing two specific aspects of landlord registration:

- Information that must be included in an application for registration; and
- Application fees.

Responses to the consultation will be used to inform the final policy and impact assessments that will be prepared in support of any Order to lay new regulations.

Officers have prepared a draft response based on collaborative input from services with involvement and experience in relation to the registration process. The draft response is attached as an appendix.

The consultation document can be accessed via the link below:

[Consultation on a review of landlord registration applications and fees](#)

It should be noted that the proposals outlined within the consultation, if implemented, would constitute minimal changes to existing processes in West Lothian and are considered to be manageable within existing council resources.

E. Conclusion

The Scottish Government are consulting on a review of landlord registration applications and fees. Officers have produced a draft response to the consultation based on experience of the scheme locally. The deadline for response to the consultation is 7th June 2018.

F. Background References

Scottish Government Private Rented Sector Strategy:
[Strategy for the Private Rented Sector in Scotland](#)

Appendices/Attachments: Consultation Answer Form

Contact Person: Kenny Selbie - 01506 281072 kenny.selbie@westlothian.gov.uk

Alistair Shaw

HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

Date of Meeting: 15th May 2018



Consultation on landlord registration applications and fees.

RESPONDENT INFORMATION FORM

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

Are you responding as an individual or an organisation?

- ☐ Individual
☒ Organisation

Full name or organisation's name

West Lothian Council

Phone number

01506 281252

Address

Civic Centre, Howden South Road, Livingston

Postcode

EH54 6FF

Email

landlordregistration@westlothian.gov.uk

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

- ☒ Publish response with name
☐ Publish response only (without name)
☐ Do not publish response

Information for organisations:

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

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

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

- ☒ Yes
☐ No

Consultation Answer Form

Part 1 – Landlord registration: Prescribed information

Question 1a: Do you think that landlords should have to confirm whether they comply with each of the requirements specified above? Please explain your answer

Yes ☒ No ☐ Unsure ☐

Please tick only one box and explain your answer below.

The proposed additional requirements which are to be included are reasonable. We would view each of these specified requirements as mandatory. However, as far as possible, the requirements for landlords under each should be specific to make it clear what is required under each section. For example, the questions related to the Tolerable Standard and Repairing Standard should be separate, as should those relating to gas, electrical and carbon monoxide (although 'not applicable' options will be required for these).

Question 1b: If not, which requirement(s) do you think landlords should not have to confirm that they comply with and why?

Please explain your answer below?

N/A

Question 1c: Do you think that landlords should be required to provide evidence of compliance with any of the requirements specified above?

Yes ☐ No ☐ Unsure ☒

Please tick only one box and explain your answer below.

Some elements are easily proven by documentation, e.g. EPC, gas safety and electrical safety certificates, legionnaires' risk assessment. In these cases, these should be provided and will secure a degree of third party oversight of the property concerned. An alternative would be to recommend their provision, making it clear that absence may result in additional scrutiny of the application and consequent delays. A means of submitting these as electronic documents should be in place. Other matters, such as compliance with the Tolerable and Repairing Standards are more difficult to prove by documentary means and to do so would create additional costs and administrative burden on landlord

Question 2: What other questions, if any, do you think should be included in an application for landlord registration?

Please explain your answer below.

Some proposed additional questions:

“Are you aware of your obligations as a landlord regarding Antisocial Behaviour from your tenant?”

“Would you know how to deal with such behaviour and are you aware of the consequences of not dealing with such behaviour?”

“The landlord should be required to confirm that they own the property and that it is registered in their name with Registers of Scotland.”

In order to ensure compliance with new GDPR data protection legislation, the following question should be considered:

“Are you happy with the Local Authority using your email address to provide you with changes in relevant legislation, update in the law, provide you with details of events via e-newsletter?”

Question 3 If a minimum energy efficiency standard linked to an EPC rating is introduced, do you think that landlords should be asked to provide the domestic EPC rating for property?

Yes ☒ No ☐ Unsure ☐

Please tick only one box and explain your answer below.

The form should make clear the requirements to have an EPC and (when applicable) the minimum required standard. The landlord should then be required to confirm the property's EPC rating. If below the minimum standard (when introduced), the landlord must provide information:

- Why the minimum standard cannot be attained; and
- What action has been taken to maximise the energy performance of the property. (i.e. just because it can't meet the minimum standard does not mean no action is necessary).

Question 4: Do you think that the applicants should only be required to provide a home address and a correspondence address?

Yes ☒ No ☐ Unsure ☐

Please tick only one box and explain your answer below.

The purpose of the proposed changes is to improve the standards of rented homes. To allow local authorities to make both formal and informal interventions to secure physical and management standards, it is essential that day to day operation contact details are provided. This will allow for informal, efficient, low cost initial intervention, ensuring that landlords can right problems quickly and without formal intervention.

Question 5: Do you think that applicants should be required to provide an email address, home and mobile phone number (if they have one)?

Yes ☒ No ☐ Unsure ☐

Please tick only one box and explain your answer below.

Local authorities are endeavouring to reduce both incoming and outgoing printed mail costs. In addition, there is a drive towards electronic communication and interaction with services. Landlord e-mail and phone contact details should be required, where they exist. In addition, it permits early, rapid, low cost intervention, when required.

Part 2 – Landlord registration: Application fees

Question 6: Do you think it is reasonable to increase registration fees in line with inflation, to reflect the increased cost to local authorities?

Yes ☒ No ☐ Unsure ☐

Please tick only one box and explain your answer below.

Registration Fees have remained at the same level since landlord registration was introduced in 2006. During this time the private rented sector has increased, leading to a higher number of applications to local authorities and additional costs being deployed to manage applications.

Question 7: Do you think it is reasonable for local authorities to charge a lower additional fee, in cases where the maximum set fee exceeds the costs of the work undertaken to prompt a landlord to make an application?

Yes ☐ No ☒ Unsure ☐

Please tick only one box and explain your answer below.

The additional fee should remain as a fixed fee for each landlord who fails to register after two requests have been issued by the local authority. Having a lower additional fee depending on the work carried out by a local authority may be seen as unfair for landlords who do not require support to renew or submit an application.

Question 8: Do you think that the 10% discount applied to on-line applications should be changed? If so, what should be changed?

Yes ☐ No ☒ Unsure ☐

Please tick only one box and explain your answer below.

It remains a challenge for local authorities to encourage landlords to go online to amend or submit applications. The 10% discount acts as an incentive to support this.

Question 9: What are your views on including an amount in the application fee to cover the operating costs of the on-line registration service?

Please explain your answer below.

The new system was launched to improve the landlord's journey and to make applying online a simpler process. Including a small percentage in the application could ensure that improvements to the system would continue. Landlords who are not computer literate could be provided with support by local authorities in relation to the online application process.

Question 10: Do you think that a local authority should receive an application fee when they carry out a fit and proper person test on a joint owner?

Yes ☐ No ☒ Unsure ☐

Please tick only one box and explain your answer below.

If the local authority has doubts about the lead owners fit and proper person status both should be put through the test at the same time to reduce administrative costs to go back and undertake a further test on the joint owner.

Question 11: Do you think that each local authority should receive an application fee when a person applies to more than one local authority, and the fit and proper person assessment is required?

Yes ☐ No ☐ Unsure ☒

Please tick only one box and explain your answer below.

If required information was not made available from other local authorities, then a fee should be applied as this will create extra work for the local authority. All local authorities have a different process for completing a Fit and Proper Person Assessment.

Question 12: Do you think that landlords should receive a 100% discount on the application fee for a letting agent who has applied to be registered with the Scottish Government?

Yes ☐ No ☒ Unsure ☐

Please tick only one box and explain your answer below.

It is not always the case that the landlords who are using agents meet the Fit and Proper Person Policy. This then leads to local authorities having to put the landlord through assessment and ensuring their properties meet the legal requirements.

Question 13: What are your views on charging a fee for specific changes in circumstance to an existing registration?

Please explain your answer below.

If there was evidence that the change in circumstance would result in a cost for the local authority a fee should be charged to a percentage of the cost.

Question 14: What are your views on offering incentives to landlords and agents to apply for registration and/or improve their practice?

Please explain your answer below.

If landlords have undertaken a training course or a joint scheme to improve their practice, then granting a discount to the application fee seems reasonable. Our experience and feedback from landlords suggests that many feel that they do not receive anything in return for their fees. This would help to recognise and support those who are making efforts to be a good landlord.

Part 3 – Landlord Registration: Impact Assessments

Question 15: Are there any proposals in this consultation which impact or have implications on 'equality groups'? Choose from the following options:

Yes ☐ No ☒ Unsure ☐

Please tick only one box and explain your answer below.

We recognise that in certain circumstances landlords with disabilities will require additional support in terms of the registration process. This is provided as required in individual circumstances at a local level by the registration team.

Question 16: Do any of the proposals in this consultation have any financial, regulatory or resource implications for you and/or your business (If applicable)? Choose from the following options:

Yes ☐ No ☒ Unsure ☐

Please tick only one box and explain your answer below.

Should any of the proposals outlined within this consultation be implemented, West Lothian Council consider that we would have the resources to manage these changes without undue financial or administrative concern.

Consideration should be given as to whether the DWP can confirm that a landlord is registered under the scheme as part of the process for confirmation of rent costs for benefit provision. This would assist to ensure that benefit entitlement for housing costs are given to landlords that are registered.



COUNCIL EXECUTIVE

PROPOSED FOOTWAY MURIESTON ROAD, LIVINGSTON

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to feedback to the Council Executive on the points contained within the motion approved at its meeting on 23 January 2018 in relation to the proposed new footway provision on Murieston Road, Livingston.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. note the recent decision of the Reporter, for the proposed Wellhead Farm development site, for the requirement of the Murieston Road footway as part of the development;
2. note that as part of the Wellhead Farm Section 75 agreement, the Council will receive £80,500 towards the construction of the footway;
3. note that having obtained a Section 75 agreement for the Murieston Road footway, it is anticipated that the two remaining Cycling, Walking and Safer Streets (CWSS) schemes at McIntosh Road, Kirkton Campus and Newpark Road, Bellsquarry can also now be delivered; and
4. agree with officers' recommendation to progress the Murieston Road scheme.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable and making best use of our resources.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>Roads (Scotland) Act 1984 - A roads authority shall provide, wherever it appears to them necessary or desirable for the safety or convenience of pedestrians so to do, proper and sufficient footways for public roads.</p> <p>Section 75 for the Wellhead Farm development.</p>
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None

V Relevance to Single Outcome Agreement	The project will contribute to outcome agreement: "We live in resilient, cohesive and safe communities".
VI Resources - (Financial, Staffing and Property)	The provision of the footway will be extensively funded through the Section 75 agreement for the Wellhead Farm development. The estimated cost of the scheme is £80,500.
VII Consideration at PDSP	None
VIII Other consultations	As detailed in the report.

D. TERMS OF REPORT

D.1 Background

At its meeting on 23 January 2018, the Council Executive considered a report from officers advising of the recommendation from the Livingston South Local Area Committee regarding the proposed footway on Murieston Road.

The Council Executive then proposed and unanimously approved a motion to instruct officers to:

- provide a report to a future Council Executive on the implications for the funding of projects from the CWSS grant awards if there is any change to the approved projects; and
- report back to Council Executive on additional mitigation measures to improve pedestrian safety at the approved project at Murieston Road, taking into consideration those comments made during the deputation by local residents and was to also include consultation with Disability West Lothian on the proposal.

D.2 CWSS Funding Implications

The scheme was approved by Council Executive at its meeting of 3 April 2012 and was to be implemented in year 3 of the 2012/13 to 2014/15 programme of CWSS schemes. However, the implementation of the proposed footway on Murieston Road was delayed as result of Network Rail carrying out works at the railway bridge and Scottish Power laying cables along Murieston Road for wind farms in the Harburn area.

The objectives of the CWSS grant are to encourage cycling, walking and improving safety for vulnerable road users.

All schemes on the programme have been implemented with the exception of this scheme and two reserve schemes. These schemes are:

- MacIntosh Road, Kirkton Campus, Livingston – This scheme was identified as a missing section of footway, approximately 35m long, which would link to the Sky building on MacIntosh Road. It is estimated that this scheme would now cost £20,000 to implement.
- Newpark Road, Bellsquarry, Livingston – This scheme proposal is to widen the footway on Newpark Road over the whole length (410m) by 0.5m. It is estimated that this scheme would now cost £60,000 to implement.

There is currently funding set aside within the CWSS budget to provide the proposed footway on Murieston Road. If a decision is made not to progress the proposed footway then, in line with the Council Executive decision of 3 April 2012, it is officers' understanding that the funding should be used to implement these reserve schemes.

D.3 Design Standards

The proposed footway has been designed to current design standards and an independent road safety audit has been carried out on the proposed design without any significant concerns being raised. The main issues that were raised are in relation to the visibility and location of proposed and existing signs. Officers have amended the design to incorporate the recommendations of the road safety audit.

The main standards used for road design are the Design Manual for Roads and Bridges (DMRB) and the National Roads Development Guide and Designing for Streets.

The DMRB provides advice and sets requirements principally for motorway and all-purpose trunk roads. However, it may also be applicable in part to other roads with similar characteristics. Where it is applied to local roads it is for the local roads authority to decide on the extent to which these documents are appropriate in any given situation. Murieston Road is classed as a distributor road and therefore the advice within the DMRB can apply.

The National Roads Development Guide was produced by the Society for Chief Officers of Transport in Scotland (SCOTS) and supports Designing Streets (a policy statement in Scotland for street design).

The total length of the footway is 213m:

- 118m from 1 Murieston Road to the railway bridge.
- 24m over the length of the build-out.
- 71m from the railway bridge to Murieston East Road.

Design guidelines in DMRB TA 90/05 and Disability Discrimination Act: Good Practice Guide for Roads state that the minimum footpath width should be 2.0m, but can be reduced over short distance due to unavoidable obstacles. The desirable width of a footway is 2.0m which is the width of the footway over the majority of its length. The footway reduces to 1.5m over a short length north of the access to 1 Murieston Road which is the absolute minimum width for a new footway.

The proposed footway below the railway bridge is 2.7m wide where the footway extends into the road by 2.0m. The remaining road width is 3.5m which is adequate road width for large vehicles in single lane traffic. The existing road through the railway bridge is 5.5 metres.

D.4 Pedestrian Safety

The provision of a pedestrian guardrail is not a requirement in relation to design standards and has not been identified as being required by the road safety audit.

There are a number of examples throughout West Lothian of footway build-outs under railway bridges where the road has also been narrowed with a priority system:

- Mains Road, Linlithgow (at Linlithgow Rugby Club)
- High Port/Back Station Road, Linlithgow (west of the railway station)
- Harthill Road, Blackridge

There is no pedestrian guardrail on these footway build-outs and there have been no pedestrian injury accidents in the past 5 year period (up to September 2017).

There is sufficient width at the build-out to provide a pedestrian barrier. However, the installation of a pedestrian guardrail will not protect pedestrians from the impact of a vehicle mounting the footway. Their purpose is to guide pedestrians, mainly at locations of crossing points at junctions.

Vehicle restraint systems are used to protect errant vehicles from hitting objects on footways or verges. However, this is not an appropriate measure at this location. The alignment of the barrier could not mirror the alignment of the kerbline of the build-out, as it would have to continue straight through the bridge area. This would reduce the width between the barrier and the bridge parapet to 0.2m.

The proposed design of the build-out has included ten reflective bollards which will delineate the build-out itself to drivers, but will also direct pedestrians under the bridge. These bollards will be consistent with others used at build-outs throughout West Lothian. This is considered to be a suitable solution to concerns raised over pedestrian safety.

D.5 Safety for Drivers

There is adequate driver visibility on both approaches to the proposed footway build-out at the railway bridge. The creation of the footway will, if anything, improve sight lines as it will remove shrubs/plants from within the sightline envelope.

The forward visibility (Stopping sight distance) approaching from Murieston East Road to the railway bridge is 100m. While on the south approach at the worst position it is 51m.

The stopping distance for a vehicle travelling at 30 mph is 23m. (40mph = 36m, 50mph = 53m). The desirable minimum sight distance in accordance with DMRB is 70m with an absolute minimum of 50m. The stopping sight distance in accordance with Designing Streets for a 30mph road is 40m.

Officers' are therefore comfortable that 51m stopping sight distance is adequate at this location for a speed limit of 30mph.

The effect of this is shown on the drawing number WLC/MP/B604/MW/04.

D.6 Suitability of Existing Path

A condition survey was carried out along the existing footpath between No.5 Murieston Road and Livingston South railway station.

- There are 12 small areas of footpath along the route that would benefit from surface patching, ranging from 1m² to 14m². The cost estimate for this work is £3,150.
- There are 13 footpath light columns along the route and all appear to be in good condition and no faults have been reported to the Street Lighting team. However, these will be dealt with if and when they occur.
- 18 locations were identified where trees/vegetation could be cut back to improve sight visibility/lighting effectiveness. This work has now been carried out.

Officers' met with Disability West Lothian on site to assess the existing path network in terms of barriers for those with mobility difficulties. The route assessed was from the underpass at the railway station along Robin's Lane to Murieston Road north of Murieston Way.

The gradients of the path from the Railway station down to the bridge over Murieston Water then up to Murieston Road were measured at 1 in 9.5 (10.5%) and 1 in 10 (10%) respectively.

There is another path leading up to Murieston Way and a further two leading to either ends of Murieston Drive. The gradient of the path to Murieston Way is 1 in 7 (14.3%) and the gradient of the two paths leading to Murieston Drive are 1 in 8 (12.5%) and 1 in 7 (14.3%). The paths to Murieston Drive have additional barriers for people with mobility difficulties as these are stepped.

All these paths exceed the maximum gradient that should be provided for accessibility which is 1 in 20 (5%).

As part of this exercise the group also made comment on the proposed footway. The group's written comments are as follows:

"Further to our site visit to the proposed footway in Murieston Livingston. I'm writing to inform you at the access committee support the new footway as it would benefit locals within the area and it will give disabled people an easier route to and from the rail station and shops.

The existing footpath through the wooded area is hilly and takes you over the Murieston Water. Two of the three hills are quite steep and could be difficult for wheelchair users to wheel themselves."

D.7 Future Housing Development

A Transport Impact Assessment (TIA) was carried out as part of the planning application for a proposed housing development in Murieston. This indicates that traffic using Murieston Road will increase from two vehicles a minute to four vehicles a minute, which is well within the capacity of the road.

	AM PEAK (08:00-09:00)		PM PEAK (17:00-18:00)	
	N/B	S/B	N/B	S/B
Existing Traffic (2 May 2014)	155	57	77	136
Proposed Residential Development Traffic	141	39	64	135
Total Traffic	296	96	141	271
Estimated Capacity through Bridge	42 vehicles per 3 mins = 840 vehicles in one hour (Safety at Street Works and Road Works)			

The Council refused the application for 280 houses at Wellhead Farm, but the applicant appealed the decision. In his summing up of the appeal the Reporter made the following statements:

- The community council indicated in their evidence to the inquiry that the route along Murieston Road under the railway bridge was perceived by some residents as a safer walking route at night than the direct route through the den of the Murieston Water, although the lack of a pavement at the north eastern end of Murieston Road reduced its attractiveness.
- The appellant has offered to fund provision of a pavement under the railway bridge and to the junction with Murieston Road East.

On 14 February 2018, the Scottish Office Reporter granted the 280 house development at Wellhead Farm, Murieston and as part of this decision has made the provision of a new footway a condition on the development site.

The Section 75 obligation agreement for the development has amongst its conditions the following- "Prior to Occupation of the first Residential Unit, the Owners shall pay to the Council the sum of EIGHTY THOUSAND FIVE HUNDRED POUNDS (£80,500) Indexed from December 2017 being the cost of providing a pavement to the north eastern end of Murieston Road under the railway bridge, including sufficient street lighting".

It is anticipated that through the receipt of the Section 75 monies, it will allow the two reserve schemes to be delivered as well.

E. CONCLUSION

The scheme has been designed to current design standards and satisfies the independent road safety audit in terms of safety to all road users (cyclists, drivers and pedestrians).

The provision of a pedestrian barrier will add no value to pedestrian safety and therefore is not recommended due the additional cost pressures to budgets in installing it and ongoing maintenance liability. In terms of providing a vehicle restraint barrier, this is not feasible due to the limited space for installation.

Disability West Lothian Access Committee support the construction of the new footway and confirm that it would provide benefits to people with mobility difficulties going to and from the railway station and shops.

As part of the planning process for Wellhead Farm, Murieston, the Reporter has heard the case for the new housing development and has decided to approve the planning application with the condition that the developer has to construct a footway on Murieston Road. If the footway is constructed by the Council now, the Section 75 funding will be received in advance of the occupation of the first residential property. This would in turn release money to deliver both of the remaining reserve schemes at McIntosh Road, Kirkton Campus and Newpark Road, Bellsquarry.

If a decision is taken not to progress with the scheme then the remaining reserve schemes on the list approved by the Council Executive on 3 April 2012 should be progressed.

F. BACKGROUND REFERENCES

Council Executive Committee on 3 April 2012 – Cycling, Walking and Safer Streets Grant Proposed Programme 2012/13 – 2014/15

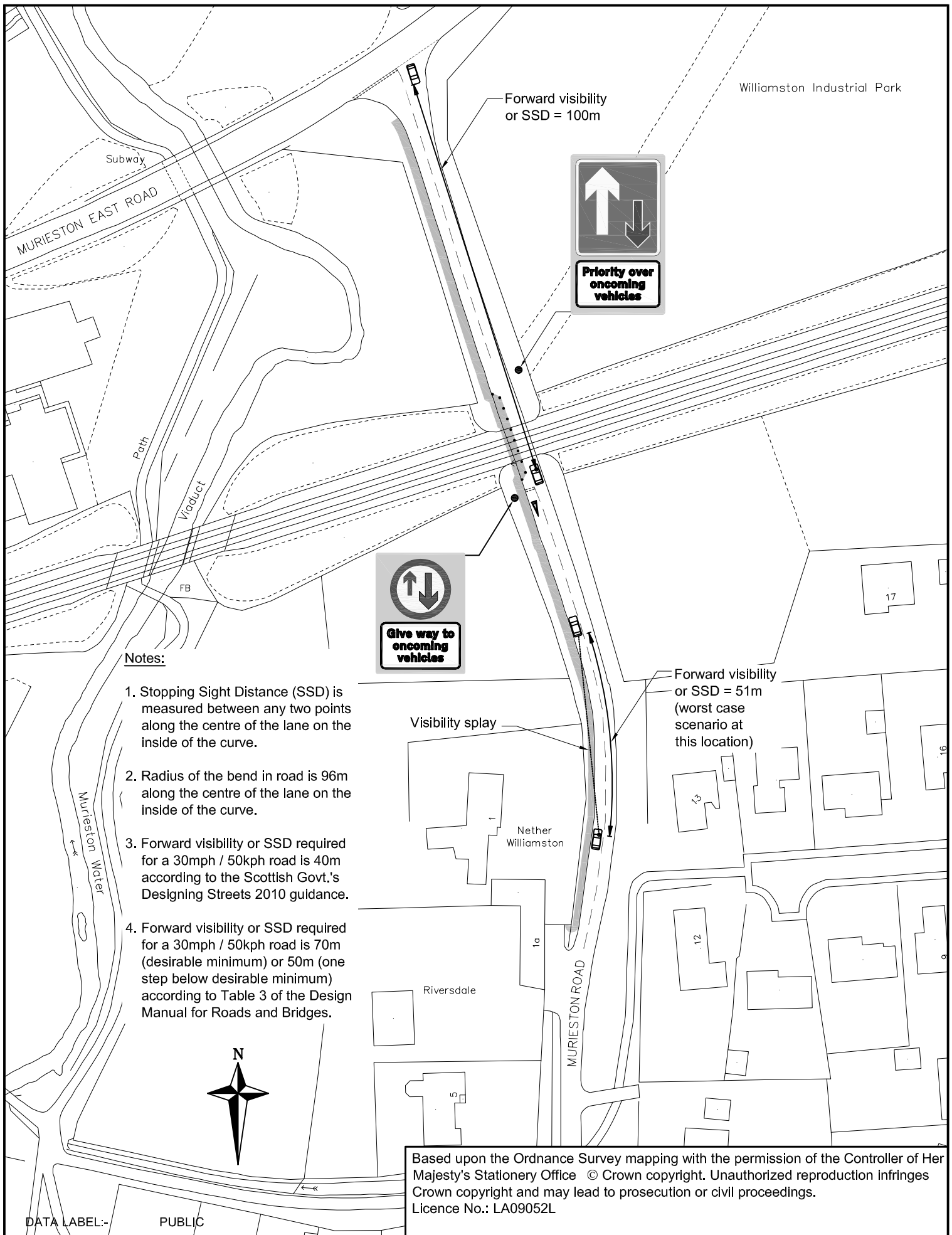
Livingston South Local Area Committee on 13 October 2017 - Proposed Footway Murieston Road, Livingston

Council Executive Committee on 23 January 2018 – Proposed Footway Murieston Road, Livingston

Appendices/Attachments: Drawing No. WLC/MP/B604/MW/04

Contact Person: Ronald Fisher, Design Engineering Manager, Tel: 01506 284597

Jim Jack
Head of Operational Services
15 May 2018



WEST LOTHIAN COUNCIL
OPERATIONAL SERVICES

MURIESTON ROAD AT MURIESTON EAST ROAD
PROPOSED FOOTWAY AND ROAD NARROWING
SIGHT LINES

ROADS & TRANSPORTATION MANAGER
WHITEHILL HOUSE
WHITEHILL INDUSTRIAL ESTATE
BATHGATE EH48 2HA
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TRANSPORTATION
PROJECTS
TEAM

DATE:- FEBRUARY 2018
SCALE:- NTS

DRAWN BY:- MRW
CHECKED BY:- RF

Drg. No.:- WLC/MP/B604/MW/04



COUNCIL EXECUTIVE

PETITION - TRAFFIC MANAGEMENT SYSTEM ON KIRK ROAD AND MAJORIBANKS STREET, BATHGATE

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to inform the Council Executive of the receipt of a petition from the residents in the Kirk Road and Marjoribanks Street area, Bathgate. This petition was presented to the Environment PDSP on the 7th February.

B. RECOMMENDATION

It is recommended that the Council Executive approves that Kirk Road and Marjoribanks Street, Bathgate continue to be monitored through the annual Accident Investigation and Prevention programme.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; and Being honest, open and accountable;
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Policy: The council's procedures on dealing with petitions require that petitions are considered by the Council Executive. Legal: None
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	None
VI Resources - (Financial, Staffing and Property)	Financial: None Staffing: None. Property: None.
VII Consideration at PDSP	The petition was considered at the Environment PDSP on 7 February 2018. The PDSP agreed

that the Council Executive be asked to approve that Kirk Road and Marjoribanks Street, Bathgate continue to be monitored through the annual Accident Investigation and Prevention programme.

VIII Other consultations None

D. TERMS OF REPORT

D1 Background

A petition dated 22 November 2017 which has been signed by 900 people has been received by the council from the Bathgate East Tenants and Residents.

Two USB drives containing video supporting evidence and a supporting document titled "Kirk Road/Marjoribanks Street, Bathgate, Road Safety Management Campaign" were also submitted. This supporting document is shown in Appendix 1.

Marjoribanks Street and Kirk Road are an urban 'B' class route (B792) consisting of various road widths ranging from 10.2 metres to 7.5 metres. From Guildyhaugh Roundabout to Hopetoun Street the length of the route is around 1.37 kilometres. Private residential properties have private driveway accesses along this route and there are a number of formal junctions accessing other streets in Bathgate. In the last five year period there has been one injury accident involving a van, colliding with a boundary wall in Kirk Road when exiting Guildyhaugh Roundabout, in July 2016.

The petitioners identified 13 issues and associated suggestions for improvement. Each of these has been examined by officers and the detail of the issue, suggestion and officer response is included in Appendix 2.

D2 Priorities raised by the residents 'Road Safety Management Campaign'

The petitioners accept that not all of their suggestions could be implemented within current resources and have therefore prioritised their suggestions. The key priorities identified were:

Priority 1

School children safety (which has been partly addressed at Crosshill Drive junction (may need to have additional measures implemented to finalise this or change the bus stop location to Academy Place layby?))

Officer Response 1

As highlighted previously, there have been no recorded accidents and our Public Transport team are not aware of any issues regarding the dropping off or collection of school children at this location.

Priority 2

Introduction of a 20mph zone along full length of Kirk Road / Marjoribanks Street could help to alleviate a number of the issues identified.

Officer Response 2

The Scottish Government's 'Good Practice Guide on 20mph Speed Restrictions' document provides guidance on the setting of local speed limits.

The guidance states:

"It is recognised that there may be pressure on local authorities from the public and community groups for the introduction of 20 mph speed limits as a road safety measure in certain areas. Authorities may regard mandatory 20 mph speed limits without relatively expensive speed reduction features as an attractive option, but such limits should not be introduced where there is no realistic expectation that they will achieve the required decrease in traffic speeds, or where the police are unable to give an undertaking to provide an effective level of enforcement."

Given the road geometry and nature of Marjoribanks Street and Kirk Road it is not considered that these roads would meet the requirements set out within the guidance as a self-enforcing 20mph limit. Without the implementation of additional physical measures any 20mph mandatory speed limit alterations would not be considered to be effective.

The route is also a 'B' class road and is considered as a local distributor road as opposed to a residential street therefore the existing 30mph speed limit is considered appropriate.

Priority 3

The table junction at Wallace road junction could help in speed reduction if an overall lower speed limit was not introduced. This would also start to dissuade drivers from preferentially using this "fast short cut" and make road crossing safer either on the table or on either side of it.

Officer Response 3

As highlighted previously in this report, there have been no recorded injury accidents at this location therefore the council cannot justify the implementation of traffic calming at this junction.

D3 SUMMARY

The council receives many requests for traffic calming measures throughout West Lothian but has a limited casualty reduction budget that must be prioritised. The annual Accident Investigation and Prevention (AIP) programme aims to identify locations where engineering measures are likely to have the greatest impact on casualty reduction. Kirk Road and Marjoribanks Street have never been identified as a site for concern through the AIP programme and a review of our injury accident database for the latest 5 year period (up to June 2017) shows that there has only been one injury accident on this route.

E. CONCLUSION

The suggestions in the petition have been examined and officer responses provided.

The petition was considered at the Environment PDSP on 7 February 2018. The

PDSP agreed that the Council Executive be asked to approve that Kirk Road and Marjoribanks Street, Bathgate continue to be monitored through the annual Accident Investigation and Prevention programme

It is recommended that Kirk Road and Marjoribanks Street continue to be monitored through the annual AIP programme and any accident trends or changes be analysed accordingly through this programme.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: Appendix 1 - Report received supporting the petition.
Appendix 2 – Assessment of suggestions

Contact Person: Gordon Brown, Senior Engineer - Road Safety and Traffic Management tel: 01506 282340, e-mail: gordon.brown@westlothian.gov.uk

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

Date: 15th May 2018

APPENDIX 2

Assessment of the residents 'Road Safety Management Campaign' documented suggestions

Various measures have been detailed in the submitted documentation which have been investigated and assessed.

Observation 1

Inside bend heading to roundabout - Requires hatching to keep traffic back from the footpath (See Layout 1 + photo K11).

Officer Response 1

The installation of an area of hatching would not be considered appropriate in this location as it would not provide any road safety benefits and it would be overrun causing an ongoing maintenance burden.

Observation 2

Kirkton Ave. blind Junction. Blistered hatching to the north side of footpath to the west of the junction with the removal of the traffic island.

Officer Response 2

There have been no reported injury accidents at this junction in the last five year period and there is adequate visibility (to the east) for vehicles exiting this junction onto Kirk Road. The visibility to the west is reduced due to the boundary wall at the rear of the existing footway. Drivers exiting this junction do so slowly and with due care and attention. Since 1981 there has been only one accident which occurred in 2011.

The 'Designing for Streets' document is adopted by Scottish Local Authorities and provides the basis for local and site-specific policy and guidance. In terms of visibility at junctions, a distance of 2.4 metres back from the give way should normally be used in most built-up situations as this represents a reasonable maximum distance between the front of the car and the driver's eye. From this position for a 30mph speed limit, 40 metres should be viewed each side of the junction. The visibility to the west at this junction measures approximately 37 metres. A minimum distance of 2 metres may be considered in some very lightly-trafficked and slow-speed situations, but using this value will mean that the front of some vehicles will protrude slightly into the running carriageway of the major arm. The ability of drivers and cyclists to see this overhang from a reasonable distance, and to manoeuvre around it without undue difficulty, should be considered.

Blistered hatching would not be suitable to be installed at this junction as suggested as it would not be a suitable method of increasing the visibility at this junction and would be overrun by eastbound motorists.

The referred to island has been constructed to the appropriate dimensions and standards to assist in slowing vehicle speeds and allowing pedestrians to cross Kirk Road in a safe manner. The removal of this facility is not justified and not recommended.

Observation 3 - St. Kent's Academy bus stop

This has now been relocated but the new location has presented some new dangers – See separate video produced on this topic.

Officer Response 3

The St Kentigern's school bus stops once in the morning and once in the evening. The other local bus service that goes up Crosshill Drive will not stop at this location as there is no bus stop flag. The relocation of this stop is deemed to be adequate and the Public Transport team are not aware of any issues. A review of our accident database also shows there have been no reported injury accidents at this location.

Observation 4 - Crosshill Drive Junction

Congestion of parked cars, many using shop, make this a dangerous crossing place. Blister required at shop side with extended double yellow lines (See Layout 3 and Photos.)

Officer Response 4

The existing waiting restrictions at this junction are adequate. If these were extended they would reduce the available parking to access the shop and private properties and any proposals to extend these waiting restrictions would likely be met with public objections. It was also noted that the existing properties at this location do not have private driveway accesses which mean they rely on this area for parking.

The introduction of a build out on the east side of this junction would narrow the carriageway, which in turn would not provide sufficient width for right turning vehicles into Crosshill Drive. Build outs are installed as a form of traffic calming and are also installed to improve visibility at junctions, however there is not a concern in terms of road safety with visibility or traffic speeds witnessed at this junction. It was also noted that the footway on the east side of this junction is wider than standard. Only installing one build out at the shop side would not be of benefit and could possibly lead to collisions with eastbound and right turning/westbound traffic.

Observation 5 - Outside No. 35 Kirk Road

Looking west – blind summit and bend. Proceeding westwards the existing SLOW sign is ignored with no change in speed as vehicles drive over summit and around bend. Having crested the blind summit driver then cut the corner forcing cars proceeding eastward to move very close to pavement. Possible traffic island or table junction plus appropriate signage. (See Layout 4 and Photo K14). Wallace Road junction. Existing Bend warning and Junction signs plus painted slow sign on road approaching from west are ignored with no change in vehicle speed as they approach end of Simpson Crescent / Wallace Road. It should be noted that additional hazards are being created in adjoining streets when many residents, frightened to venture onto Kirk Road because of the speed at which cars travel around this corner, take alternative routes to junction with Kirk Road.

Officer Response 5

Motorists that are allegedly ignoring the road signage and road marking provided do so at their own risk and this practice is irresponsible and inconsiderate. There are no powers that the council have to prevent people for ignoring road warnings and messages provided. As has been stated, there are alternative routes for residents to use should they not be confident in using a certain street.

Observation 6 - Some travel westwards along Simpson Crescent in front of numbers 1,2, 3 & 4 Simpson Crescent

This is a very narrow and very steep at the end street, with resident cars tightly packed and a number of children residing in the locality. Others travel north and eastwards up the narrowing Wallace road and manoeuvre around the 300 degree tight turning at the junction with Haig Crescent before driving eastward along the almost single track road caused by all the residents parking here and join Crosshill Drive – exiting onto Kirk Road at the previously mentioned junction where shop customer parking adds to the driving and pedestrian difficulties Hazard triangles to be painted on road - on approach to Wallace Road junction from west or a Table junction formed? or Speed bumps. (See Layout and Photos K17, K16).

Officer Response 6

The council cannot install painted triangle road markings on a public road unless they are installed on an appropriate traffic calming feature. 'Dragons teeth' triangle road markings are only installed at the commencement of a terminal speed limit change where approaching speeds are high, for example, from a 60mph rural area into a 30mph urban area. Traffic speeds are generally slower at this location due to the existing road geometry consisting of a bend and a blind summit. There have been no accidents regarding these issues that have been raised, therefore there is no justification for installing any measures.

Observation 7

The calculations relative to drivers reaction times and line of sight distances at this junction make it a miracle that there have been no serious accidents at this location. (Separate sheets supplied with this information).

Officer Response 7

There have been no accidents associated with this issue. Therefore there is no justification for installing any measures. Drivers exit this junction slowly and with due care and attention to the surrounding environment due to the reduced visibility and road alignment at this location.

Observation 8 - Sutherland Crescent

Table Junction

Officer Response 8

The installation of a raised junction at Kirk Road and Sutherland Crescent would require the junction with Veterans Cottages to be incorporated into any vertical traffic calming feature. This would require the redesign of the junction alignment of Kirk Road and Veterans Cottages. There are also public utility services and an underground inspection chamber that would require adjustment into any proposed raised junction feature. Installing a vertical traffic calming feature at this location may also cause difficulties in exiting Sutherland Crescent into Kirk Road in winter conditions due to the uphill gradient approach. Furthermore, the cost implications for installing a raised junction would be in the region of £35,000. As there have been no recorded accidents and there is no road safety problem at this junction, no traffic calming can be justified at this time.

Observation 9 - Gordon Avenue

Blistered Junction to narrow Marjoribanks Street and possibly create a new St. Kent's bus stop along on the west side. Might still be considered but since survey carried out the St Kents bus stop has been relocated to west side of Crosshill Drive on North side of Kirk Road.

Officer Response 9

This location would be unsuitable to install buildouts as the build out on the east side of the junction would not be able to be accommodated due to the position of the existing private driveway access at this point.

Observation 10 - Opposite Academy Place

Further road blisters to narrow road. (See layout 6 and photos K22 and K23).

Officer Response 10

There would be no engineering difficulties with installing road build outs at this junction, however there is no justification for the allocation of funding to carry out any improvements at this location.

Observation 11 - Academy Street

Blistered Junction. (Not covered by photos or layout).

Officer Response 11

There would be no engineering difficulties with installing road build outs at this junction, however there is no justification for the allocation of funding to carry out any improvements at this location.

Observation 12 Balbardie Avenue

Turning lane into Balbardie Ave. (Not covered by photos or layout)

Officer Response 12

The existing road width on Marjoribanks Street at Balbardie Avenue is not wide enough to install a formal right turn facility without relaxing the standards.

Observation 13 - The rest of Marjoribanks Street to Drumcross Road

Blisters along the south side to narrow the Road. (Not covered by photos or layout)
Drumcross Junction. Re-align to formalise two lanes turning out of Marjoribanks Street. (Not covered by photos or layout.)

Officer Response 13

There would be no benefit in carrying this suggestion out as an increase in westbound width through the installation of road markings within existing kerblines to accommodate two approach lanes safely, would adversely affect the right turning manoeuvre into Marjoribanks Street. This would require a detailed junction investigation and redesign of the junction geometry. The existing kerblines and radii would not accommodate this change without a junction redesign.

Kirk Road / Marjoribanks Street

Bathgate

Road Safety Management Campaign

Contents

- **Introduction and Statement of Issues**
- **Section One – Road Layout and Reference Areas**
- **Section Two – Photographs**
- **Section Three – Proposed Priorities**

There are two main east – west routes into and out of Bathgate

These are

- 1. Town centre, heading east past station to the roundabout at the Kaim Park Hotel**
- 2. Hopetoun Street, east along Marjoribanks Street and Kirk Road to the roundabout at the Kaim Park.**

In the past the Option 1 route was relatively free from restriction to traffic flow with only the main traffic lights at The Steelyard interrupting the smooth journey through Bathgate

Over the years the introduction of various elements gradually slowed the average speed of this journey. These elements included

- several speed bumps on Glasgow Road near the relatively new roundabout close to Aldi's**
 - the roundabout near Aldi's**
 - The closing up of Mill Road diverting the traffic onto this newly formed roundabout.**
 - Introduction of traffic lights at the bottom of North Bridge Street**
 - No Right turn into North Bridge Street from East increasing the flow of traffic around the roundabout as traffic doing a 360 degree turn to gain access**
 - Traffic junction at new partnership centre with the added time at lights to accommodate traffic into and out of partnership centre.**
 - Raised section of road at this junction**
 - Speed bumps on South Bridge Street near police station at Iceland shop.**
 - Closure of George Street to traffic**
 - Closure of Steelyard to traffic**
 - Traffic lit pedestrian crossing near old railway station**
 - Speed bump at this crossing**
 - Traffic lights for traffic and pedestrians into and out of new railway station**
 - *Increased volume of traffic as population of Bathgate has increased from approx. 14,000 in early 1970s to around its present 21,000***
-
- Option two has changed little with the only traffic management control along this full length being the pedestrian lights introduced several years ago near Academy Place to allow college students from the old college to cross safely.**

The net result of the perceived increased time to travel in Bathgate using the option 1 route has led to a increased volume of traffic using the option 2 route.

There is also an opinion from the residents who stay on, cross over and walk along Kirk Road that these are also speeding vehicles utilising this “high speed run”

This traffic, particularly at peak times, and the speeding traffic at quieter times, makes it :-

- **very difficult for pedestrians to cross the road safely at a number of locations along the length of Kirk Road**
- **very dangerous for motorist from several side streets to safely gain access to Kirk Road.**
- **dangerous for pedestrians on certain stretches of pavements**
- **dangerous for residents trying to access their cars if parked at roadside.**
- **Dangerous for residents trying to gain vehicular access / egress to / from their property**

The dangers identified at each of the main junctions are noted below and illustrated on the attached photographs and overmarked pdfs.

The residents of this area and others affected by the traffic issues on this stretch of roads have signed a petition calling for the introduction of a Road Safety Management System.

Measures which could be taken are itemised below and illustrated on the attached documents.

Kirk Road / Marjoribanks Street

Proposed Measures

Starting from Kaim Park Roundabout

1) Inside bend heading to roundabout

Requires hatching to keep traffic back from the footpath.(See Layout 1 + photo K11)

2) Kirkton Ave. blind Junction.

Blistered hatching to the north side of footpath to the west of the junction with the removal of the traffic island.

3) St. Kent's Academy bus stop

~~This needs to be relocated, possibly to the west side of the junction with Gordon Ave. This has been addressed in a manner by relocating it to west side of Crosshill Drive on North side of Kirk Road but still presents a problem dangers to children and public with vehicles parking so close to junction when stopping to use shop and limiting where bus can actually stop. +++++~~

This has now been relocated but the new location has presented some new dangers – See separate video produced on this topic

4) Crosshill Drive junction

Congestion of parked cars, many using shop, make this a dangerous crossing place.

Blister required at shop side with extended double yellow lines.(See Layout 3 and Photos K12, K13)

5) Outside No. 35 Kirk Road. Looking west – blind summit and bend.

Proceeding westwards the existing SLOW sign is ignored with no change in speed as vehicles drive over summit and around bend. Having crested the blind summit driver then cut the corner forcing cars proceeding eastward to move very close to pavement. Possible traffic island or table junction plus appropriate signage. (See Layout 4 and Photo K14)

6) Wallace Road junction.

Existing Bend warning and Junction signs plus painted slow sign on road approaching from west are ignored with no change in vehicle speed as they approach

end of Simpson Crescent / Wallace Road,

It should be noted that additional hazards are being created in adjoining streets when many residents, frightened to venture onto Kirk Road because of the speed at which cars travel around this corner, take alternative routes to junction with Kirk Road. Some travel westwards along Simpson Crescent in front of numbers 1, 2, 3 & 4 Simpson Crescent. This is a very narrow and very steep at the end street, with resident cars tightly packed and a number of children residing in the locality.

Others travel north and eastwards up the narrowing Wallace road and manoeuvre around the 300 degree tight turning at the junction with Haig Crescent before driving eastward along the almost single track road caused by all the residents parking here and join Crosshill Drive – exiting onto Kirk Road at the previously mentioned junction where shop customer parking adds to the driving and pedestrian difficulties

Hazard triangles to be painted on road - on approach to Wallace Road junction from west or a Table junction formed?

or Speed bumps. (See Layout and Photos K17, K16)

The calculations relative to drivers reaction times and line of sight distances at this junction make it a miracle that there have been no serious accidents at this location. (Seperate sheets supplied with this information)

7) Sutherland Crescent.

Table Junction.

8) Gordon Avenue.

Blistered Junction to narrow Marjoribanks Street and possibly create a new St. Kent's bus stop along on the west side. Might still be considered but since survey carried out the St Kents bus stop has been relocated to west side of Crosshill Drive on North side of Kirk Road

9) Opposite Academy Place.

Further road blisters to narrow road. (See layout 6 and photos K22 and K23)

10) Academy Street.

Blistered Junction. (Not covered by photos or layout)

11) Balbardie Ave.

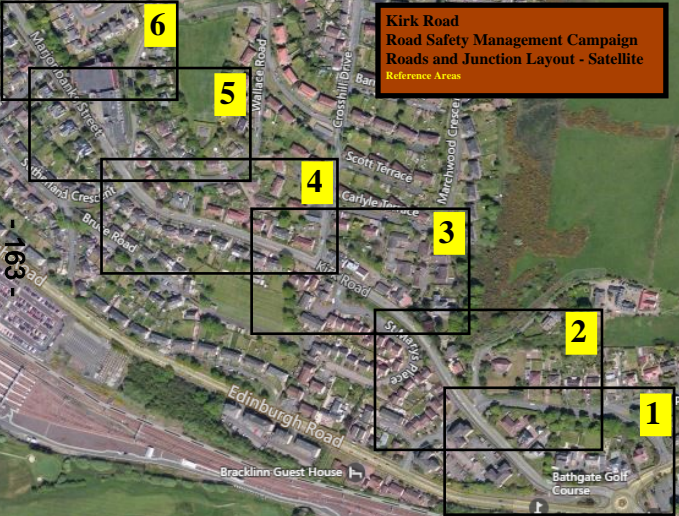
Turning lane into Balbardie Ave. . (Not covered by photos or layout)

The rest of Marjoribanks Street to Drumcross Road.

Blisters along the south side to narrow the Road. . (Not covered by photos or layout)

Drumcross Junction.

Re-aline to formalise two lanes turning out of Marjoribanks Street. . (Not covered by photos or layout)



Kirk Road
Road Safety Management Campaign
Roads and Junction Layout - Satellite
Reference Areas

6

5

4

3

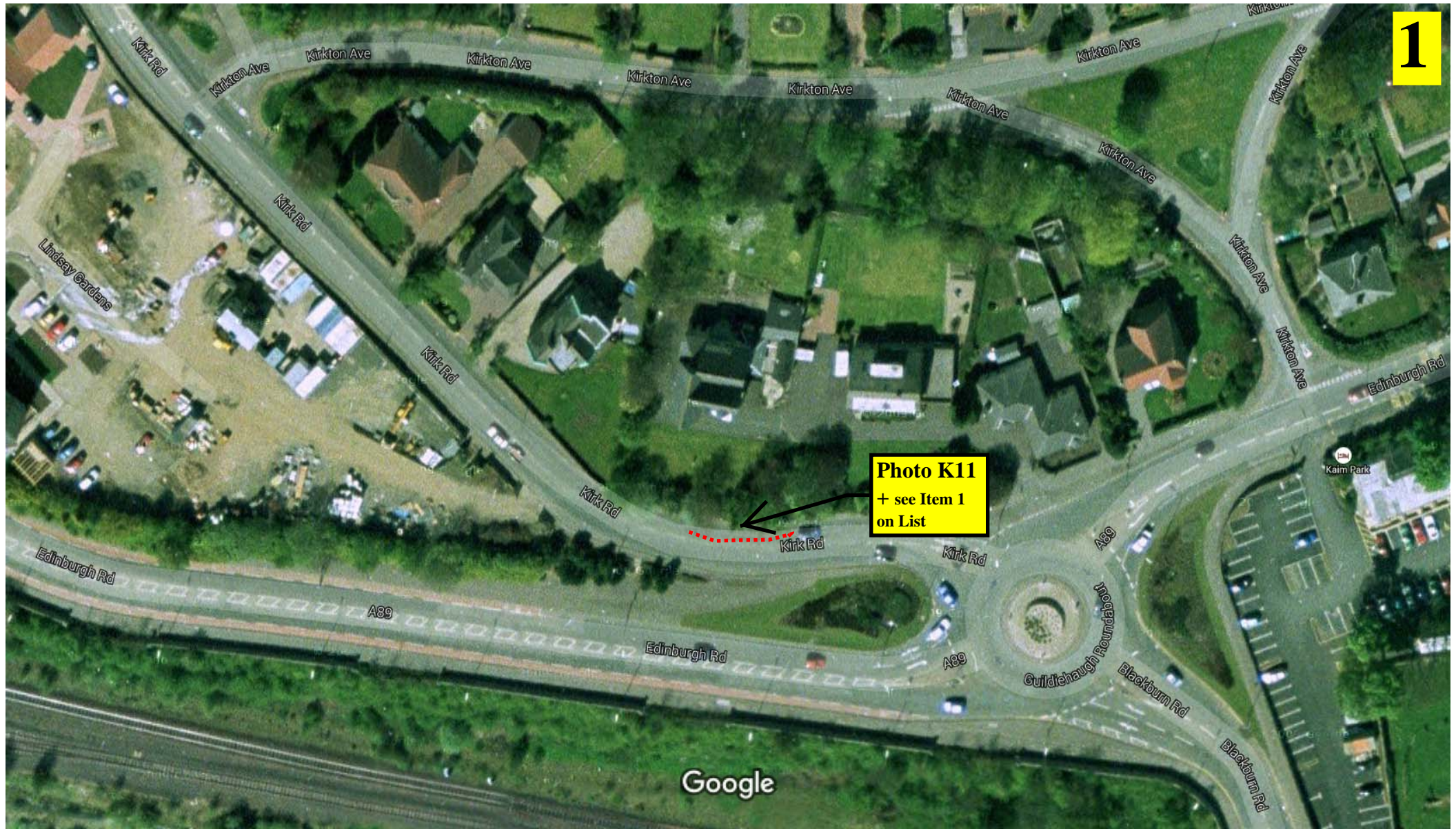
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1

Kirk Road
Road Safety Management Campaign
Roads and Junction Layout - Roads
Reference Areas

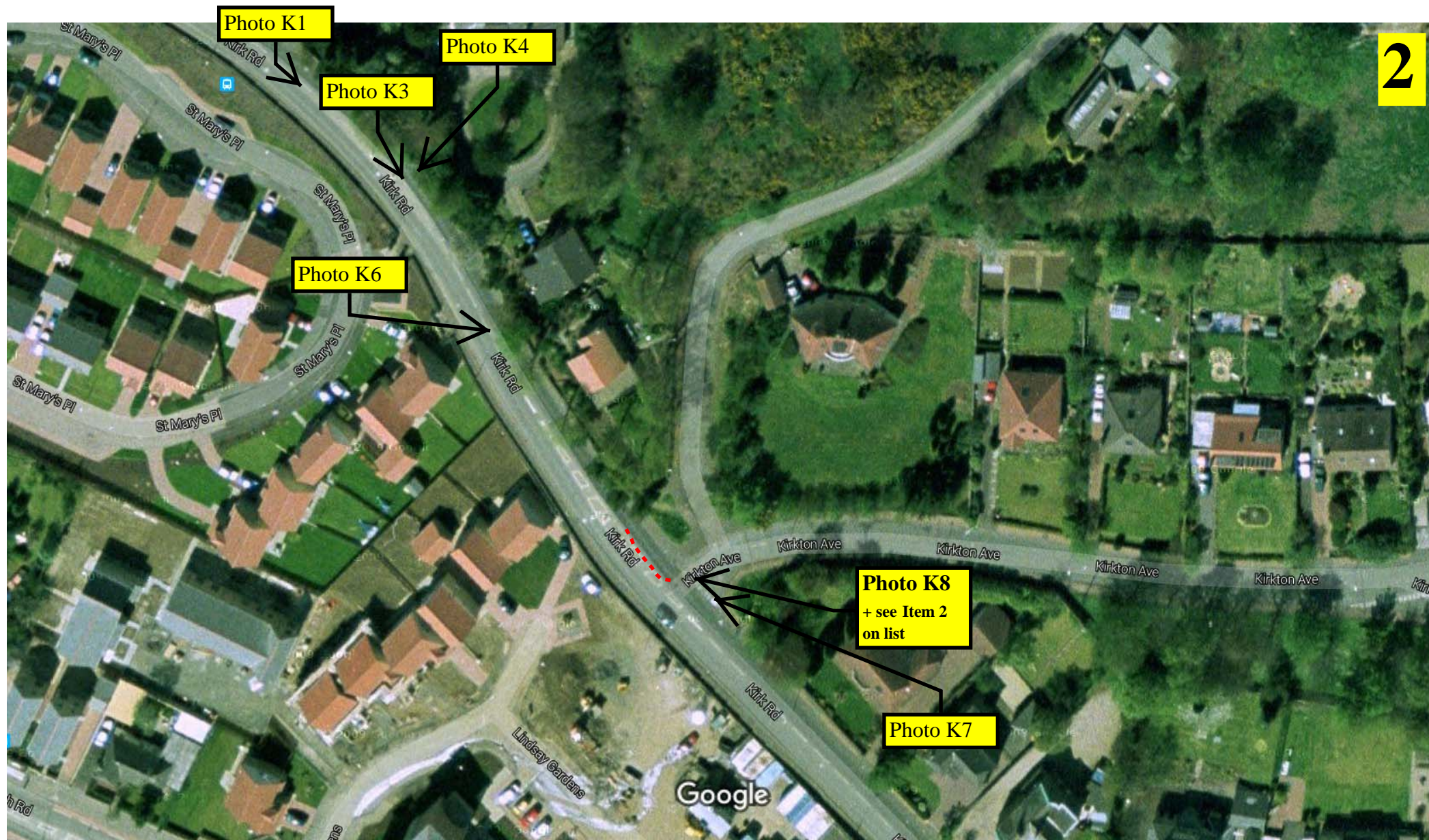


Google Maps 26 Wallace Rd



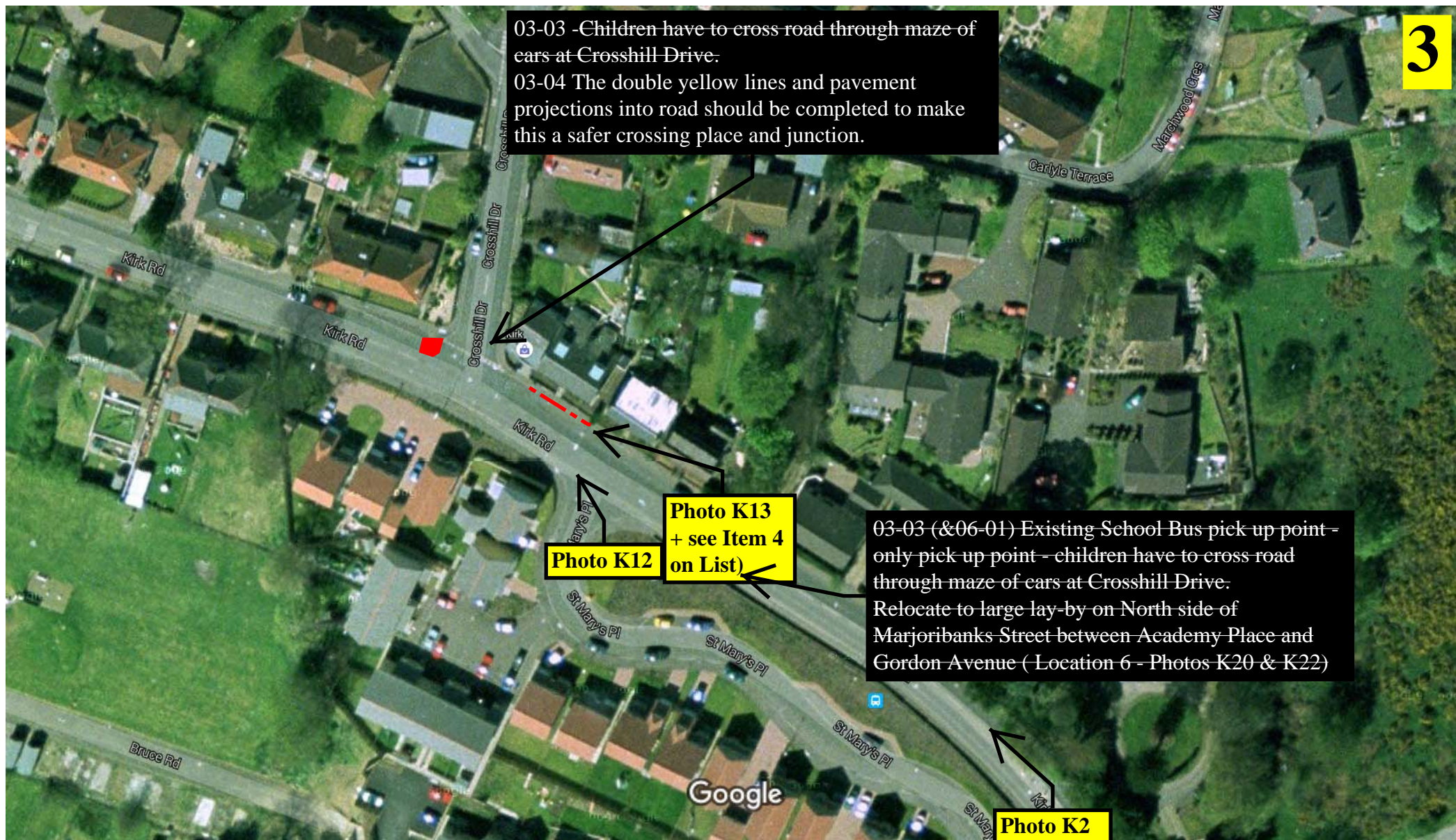
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Google Maps 26 Wallace Rd



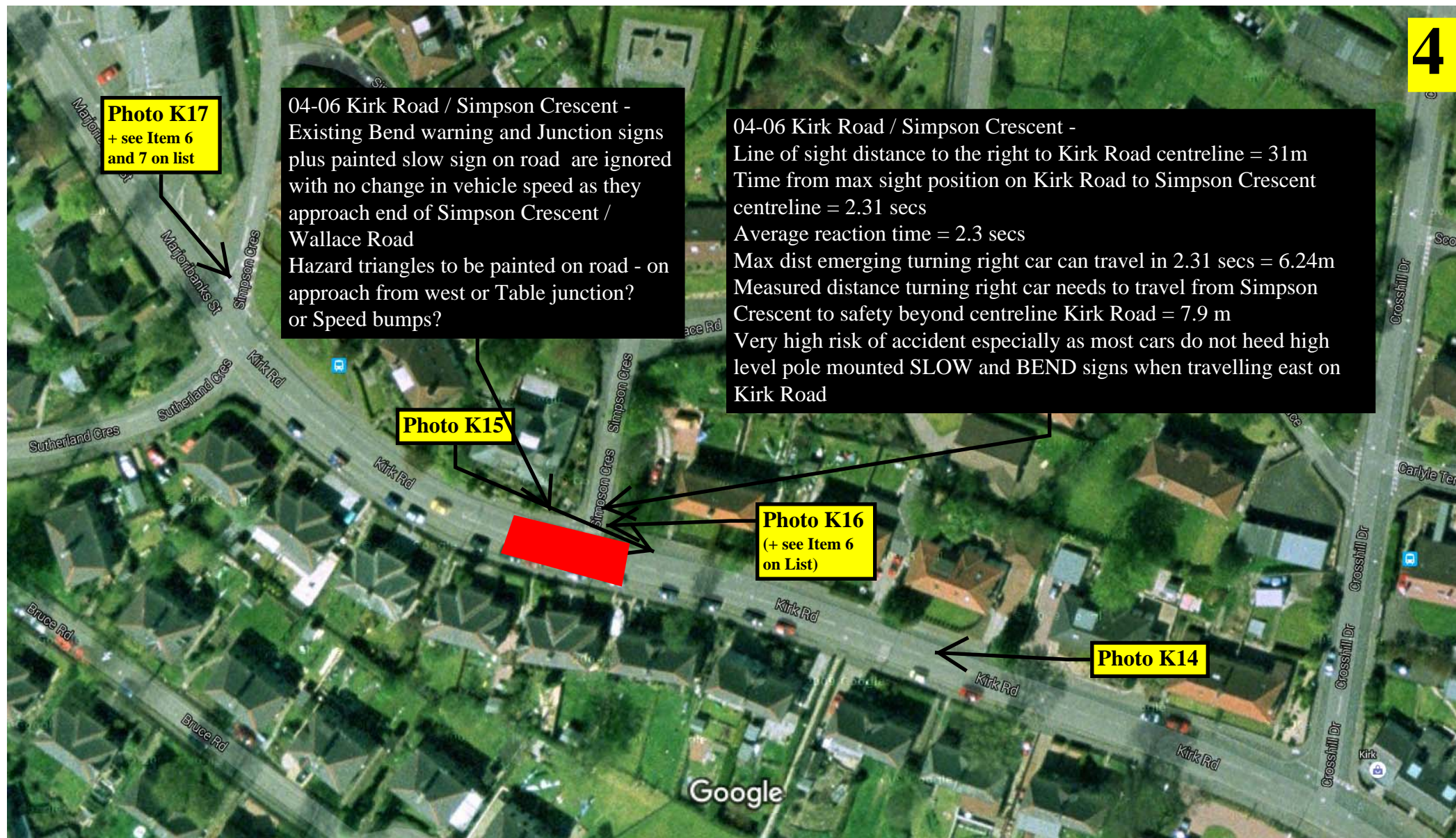
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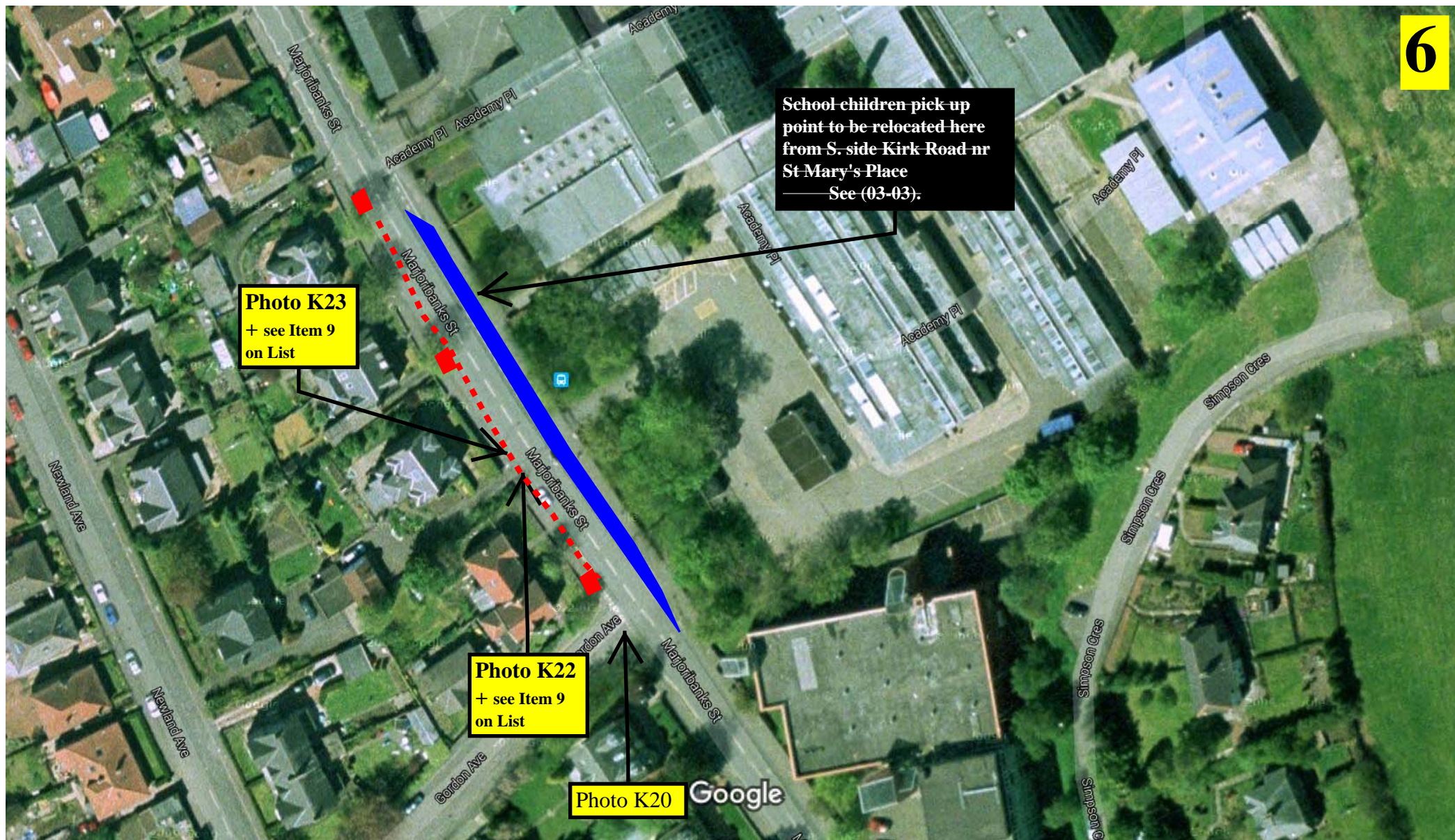
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Priorities

Realising however that the tight budgetary controls which are in place at present mean that not all the proposed measures can be implemented immediately.

With this in mind the main priorities are listed below.

- 1. School children safety (which has been partly addressed at Crosshill Drive junction(may need to have additional measures implemented to finalise this or change the bus stop location to Academy Place layby?))**
- 2. Introduction of a 20mph zone along full length of Kirk Road / Marjoribanks Street could help to alleviate a number of the issues identified.**
- 3. The table junction at Wallace road junction could help in speed reduction if an overall lower speed limit was not introduced. This would also start to dissuade drivers from preferentially using this “fast short cut” and make road crossing safer either on the table or on either side of it.**



COUNCIL EXECUTIVE

PROPOSED CHANGE OF SPEED LIMIT **30 mph to 20 mph ZONE, WINCHBURGH**

REPORT BY HEAD OF OPERATIONAL SERVICES.

A. PURPOSE OF REPORT

The purpose of this report is to initiate statutory procedures for a mandatory 20 mph speed limit zone in a new residential development at Winchburgh.

B. RECOMMENDATION

It is recommended that council executive approves the initiation of the statutory procedures to introduce a mandatory 20mph speed limit zone to streets in the new development at Winchburgh.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs Being honest, open and accountable
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Policy – none Legal – The introduction of a mandatory 20mph speed limit will require the promotion of a traffic order in line with the Road Traffic Regulation Act 1984.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	The introduction of the mandatory 20mph speed limit will support Outcome no. 4 – We live in resilient, cohesive and safe communities
VI Resources - (Financial, Staffing and Property)	The cost of promoting and implementing the speed limit will be entirely funded by the developer. Maintenance costs relating to the road signage will require to be accommodated in future revenue budgets.
VII Consideration at PDSP	None.
VIII Other consultations	Police Scotland and the local ward members have been consulted and comments are in the

report.

D. TERMS OF REPORT

Previous guidance from Scottish Government regarding speed of traffic in residential areas was to erect Twenty's Plenty advisory signs. This has now been superseded with a good practice guide issued by Transport Scotland for new residential areas. The new guidance recognises and references active travel, public health, air quality and road safety benefits from wide-area mandatory 20mph limits.

The Scottish Government is committed to creating healthier, greener and safer places and believes that the introduction of mandatory 20 miles per hour restrictions can help to contribute to all these objectives. By reducing speed on our roads we can create streets where the space is shared more equally between different road users and create a safer environment, encouraging people to make active travel choices.

The proposed introduction of a mandatory 20 mph speed limit zone within Area K of the residential area reflects the ongoing development of the Winchburgh Core Development Area. The roads to be included in the zone are:

- Hillend View;
- Hillend Road;
- Priestinch Road;
- Church Avenue;
- Church View; and
- Glendevon Farm Place.

A location plan is attached which shows the street layout that will be covered by the new mandatory 20 miles per hour zone (Appendix 1).

Police Scotland has been consulted and fully supports the proposal.

The local ward members have been consulted on the proposed change in the speed limit. Councillors Calder and Campbell both support the proposed scheme.

E. CONCLUSION

The introduction of a mandatory 20mph speed limit on the identified streets within Area K of Winchburgh will ensure that the speed of vehicles is appropriate for this developing residential area.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:-

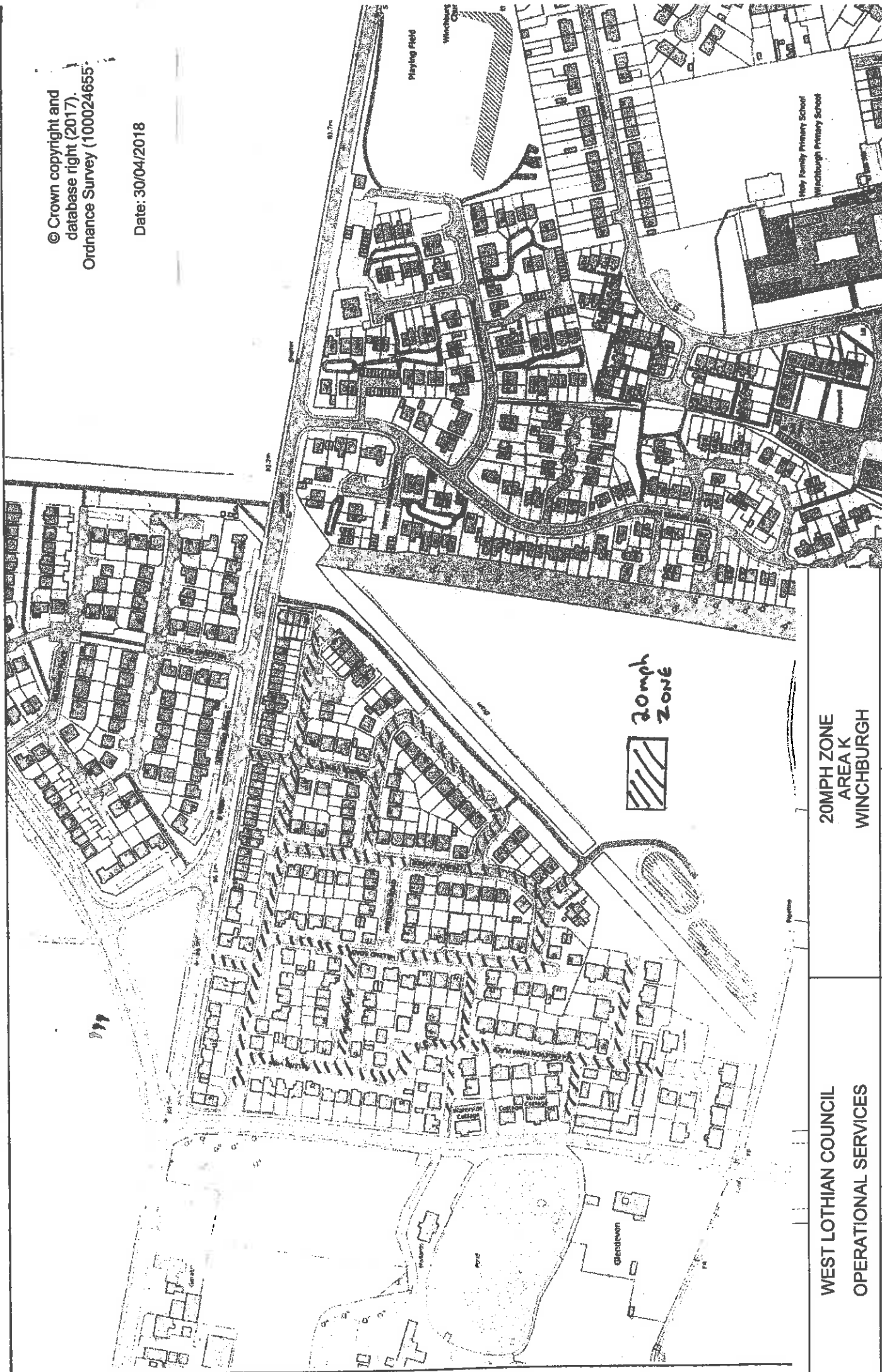
Appendix One – Winchburgh 20mph zone (DRG No TP/TRO/02)

Contact Person: Jim Stewart, Development Management and Transportation Planning Manager, WHSC, 4 Inchmuir Road, Whitehill Industrial Estate, Bathgate, West Lothian, Tel: 01506 282327, e-mail: jim.stewart@westlothian.gov.uk

Jim Jack,

Date of meeting: 15 May 2018

Date: 30/04/2018



20MPH ZONE
AREA K
WINCHBURGH

DATE:- May 2018
SCALE:- NTS
DRAWN BY:- Chris Nicol
CHECKED BY:- Jim Stewart

Drg. No.:- TP/TRO/02

WEST LOTHIAN COUNCIL
OPERATIONAL SERVICES

TRANSPORTATION
DEVELOPMENT MANAGEMENT &
TRANSPORT PLANNING

ROADS & TRANSPORTATION MANAGER
WHITEHILL SERVICE CENTRE
WHITEHILL INDUSTRIAL ESTATE
BATHGATE EH48 2EP
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COUNCIL EXECUTIVE

ORGANISATIONAL DUTY OF CANDOUR

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

The purpose of this report is to inform the Executive of a new 'Duty of Candour' that came into effect on 1 April 2018. The Duty applies to organisations and not individuals. It is placed upon health, care and social work organisations.

B. RECOMMENDATION

It is recommended that the Executive:

- Note that the Act introduces a statutory Organisational Duty of Candour
- Note that the Regulations of the Act are legally binding
- Note that the Duty will be integrated with existing processes for responses to complaints, adverse event and incident reporting
- Note the steps taken to ensure staff training as required by the Regulations
- Note the Duty of Candour Procedure, which has been developed in line with the Scottish Government guidance;
- Note the requirement for an Annual Report to be published; and
- Agree to amend the Scheme of Delegations to delegate responsibility for the Organisational Duty of Candour to the Head of Social Policy.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Data Protection Act 1998 Compensation Act 2006, Sections 3 and 16(3) to (6), extend to Scotland Adults with Incapacity (Scotland) Act 2000 Patient Rights (Scotland) Act 2011 Apologies (Scotland) Act 2016

Duty of Candour in the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016 and related Regulations

The Duty of Candour is likely to be triggered when incidents occur involving the most vulnerable in our community, i.e. those in receipt of care, including older people and those with disabilities. An equality relevance assessment concluded that the Duty of Candour requires the individual needs of the Relevant Person to be taken into account throughout the process outlined in the Duty of Candour Procedure. Therefore, the Procedure will not disproportionately disadvantage any particular group.

III Implications for Scheme of Delegations to Officers	This report seeks approval for the Scheme of Delegations to Officers to be amended to delegate responsibility for the Organisational Duty of Candour to the Head of Social Policy.
IV Impact on performance and performance Indicators	The Act places emphasis on learning, change and improvement.
V Relevance to Local Outcomes Improvement Plan	None
VI Resources - (Financial, Staffing and Property)	All activities will be carried out within relevant available budgets.
VII Consideration at PDSP	Considered at Social Policy PDSP on 26 April 2018.
VII Other consultations	The council's Legal Services and Health and Safety were consulted in developing the Duty of Candour Procedure.

D. TERMS OF REPORT

D.1 Introduction

A new 'Duty of Candour' came into effect on 1 April 2018 under the Health (Tobacco, Nicotine et. And Care) (Scotland) Act 2016 and related Regulations. The Duty applies to health, care and social work organisations.

The overall purpose of the Duty is to ensure that organisations are open, honest and supportive when there is an unexpected or unintended incident

resulting in harm or death to an individual, as defined by the Act.

The Duty of Candour provisions set out a range of things that need to happen when unexpected or unintended harm has occurred. The duty creates a legal requirement for health and social care organisations to inform people when they have been harmed as a result of an unintended or unexpected event from their care and which is unrelated to their illness or condition.

D.2 The Responsible Person

The Act introduces a statutory Organisational Duty of Candour where the 'responsible person' is an organisation. Depending on where and when the incident that resulted in death or harm took place, it is for the services within the Health and Social Care Partnership to decide whether the NHS Board or Local Authority is the responsible person and will, therefore, activate the Duty of Candour Procedure.

The responsible person has responsibility for:

- Carrying out the procedure
- Undertaking any training required by regulations
- Providing training, supervision and support to any person carrying out any part of the procedure as required by Regulations
- Reporting annually on the Duty.

A further report to Council Executive is required to approve a change to the Scheme of Delegations to Officers in this respect.

D.3 Duty Trigger

The trigger for the Duty is "an unintended or unexpected incident", which occurs in the provision of a service and the incident must result in one or more of the outcomes listed in the Regulations. This list of outcomes is included on page 2 of the council's new Duty of Candour Procedure, which is attached to this report as Appendix 1. The outcome must relate directly to the incident rather than to the natural course of the person's illness or underlying condition.

For the Duty to be effected, in the reasonable opinion of a registered health professional, the incident must have resulted in a particular outcome. The professional giving the opinion must be independent, i.e. they must not have been "involved" in the incident.

D.4 Duty of Candour Procedure

Organisations are required to follow a Duty of Candour Procedure, which includes notifying the person affected, apologising and offering a meeting to give an account of what happened.

The Procedure must be carried out by the responsible person as soon as reasonably practicable after becoming aware of the incident. The key stages of the procedure include:

- a) To notify the person affected (or family/relative where appropriate)
- b) To provide an apology
- c) To carry out a review into the circumstances leading to the incident
- d) To offer and arrange a meeting with the person affected and/or their family, where appropriate
- e) To provide the person affected with an account of the incident
- f) To provide information about further steps taken
- g) To make available, or provide information about, support to persons affected by the incident
- h) To prepare and publish an annual report on the duty of candour.

The council's Duty of Candour Procedure (Appendix 1) was developed in line with the Scottish Government's guidance on the Organisational Duty of Candour.

D.5 Annual Report

Organisations have a requirement to publish an annual report on when the Duty has been applied. This will include the number of incidents, how the organisation has implemented the duty and what learning and improvements have been put in place.

It is intended that the Head of Service and Senior Managers will have responsibility for ensuring the Duty of Candour procedure is followed and that all incidents that trigger the Duty are recorded on RIVO for reporting purposes.

D.6 Review Systems, Processes & Procedures

The Health and Social Care Partnership is reviewing systems and processes to ensure any notifiable safety incidents will be captured and progressed through the right channels in line with the Duty of Candour Procedure.

D.7 Training & Education

The Health and Social Care Partnership are making arrangements to have staff trained so as to ensure the Duty of Candour is followed and implemented in applicable circumstances.

A training module has been developed which gives an overview of the new Duty of Candour and this has been completed by Senior Managers ahead of rolling out training and guidance to all relevant staff.

D.8 Anticipated Benefits

Implementation of the Duty is intended to support:

- Cultural change across organisations
- Consistency of response to an event or incident that has resulted in unexpected or unintended harm or death
- Individuals affected remaining at the centre of the process

- Emphasis on learning, change and improvement to, where possible, avoid the incident happening to someone else.

E. CONCLUSION

This report has explained the provisions of the new Duty of Candour and the requirement on providers of health and adult social care to be open with patients or service users when things go wrong. It identifies that providers should establish the duty throughout their organisations, ensuring that honesty and transparency are embedded.

The Scheme of Delegations requires to be amended to delegate responsibility for the Organisational Duty of Candour to the Head of Social Policy.

F. BACKGROUND REFERENCES

Duty of Candour in the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016 and related Regulations.

Organisational Duty of Candour guidance, Scottish Government

Appendices: Appendix 1 –

Duty of Candour Procedure

Contact Person:

Alan Bell,

Senior Manager

Community Care Support and Services

Alan.bell@westlothian.gov.uk

Tel 01506 281937

**Jane Kellock,
Head of Social Policy**

Date of meeting:

26 April 2018

Duty of Candour Procedure

Introduction

A new 'Organisational Duty of Candour' comes into effect on 1 April 2018 under the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016 and related Regulations. The Duty applies to health, care and social work organisations.

http://www.legislation.gov.uk/asp/2016/14/pdfs/asp_20160014_en.pdf

Purpose

The overall purpose of the Duty is to ensure that organisations are open, honest and supportive when there is an unexpected or unintended incident resulting in harm or death to an individual, as defined by the Act.

Duty of Candour Provisions

The Duty of Candour provisions set out a range of things that need to happen when unexpected or unintended harm has occurred. The duty creates a legal requirement for health and social care organisations to inform people when they have been harmed as a result of an unintended or unexpected event from their care and which is unrelated to their illness or condition. For the purposes of the Duty of Candour, an "apology" means a statement of sorrow or regret in respect of the unintended or unexpected incident. An apology or other step taken in accordance with the duty of candour procedure does not of itself amount to an admission of negligence or a breach of a statutory duty.

Responsible Person

As the Act introduces a statutory Organisational Duty of Candour, the responsible person is an organisation. Depending on where and when the incident that resulted in death or harm took place, it is for the services within the Health and Social Care Partnership to decide whether the NHS Board or Local Authority is the responsible person and will activate the Duty of Candour Procedure.

For the purposes of this procedure, the responsible person is West Lothian Council.

The responsible person has responsibility for:

- Carrying out the procedure
- Undertaking any training required by regulations
- Providing training, supervision and support to any person carrying out any part of the procedure as required by Regulations

- Reporting annually on the Duty.

Duty Trigger

The trigger for the Duty is “an unintended or unexpected incident”, which occurs in the provision of a service and the incident must result in the outcomes listed below. The outcome must relate directly to the incident rather than to the natural course of the person’s illness or underlying condition.

For the Duty to be effected, in the reasonable opinion of a registered health professional, the incident must have resulted in a particular outcome. The professional giving the opinion must be independent, i.e. they must not have been “involved” in the incident.

The Head of Service should be made aware as soon as is reasonably practical of any incident occurring that might trigger the Duty.

Incident and Outcomes

The incident must result or be likely to result (in the reasonable opinion of a professional) in the outcomes listed below in order to trigger the Duty of Candour:

- Death of the person
- A permanent lessening of bodily, sensory, motor, physiologic or intellectual functions
- An increase in the person’s treatment
- Changes to the structure of the person’s body
- The shortening of the life expectancy of the person
- An impairment of the sensory, motor or intellectual functions of the person which has lasted, or is likely to last, for a continuous period of at least 28 days
- The person experiencing pain or psychological harm which has been, or is likely to be, experienced by the person for a continuous period of at least 28 days
- The person requiring treatment by a registered health professional in order to prevent:
 - The death of the person, or
 - Any injury to the person which, if left untreated, would lead to one or more of the outcomes mentioned above.

Summary of Duty of Candour Procedure

The key stages of the procedure include:

- 1) to notify the person affected (or family/relative where appropriate);
- 2) to provide an apology;
- 3) to carry out a review into the circumstances leading to the incident;
- 4) to offer and arrange a meeting with the person affected and/or their family, where appropriate;
- 5) to provide the person affected with an account of the incident;
- 6) to provide information about further steps taken;
- 7) to make available, or provide information about, support to persons affected by the incident.

Annex A to this procedure includes a check list for ensuring that all steps required by the duty of candour procedure are taken.

Procedure Start Date

The procedure start date is the date that the organisation receives confirmation from a registered health professional that, in their reasonable opinion, an unintended or unexpected incident appears to have resulted in, or could result in an outcome listed above and that relates directly to the incident rather than to the natural course of the relevant person's illness or underlying condition.

Where the duty of candour procedure start date is later than one month after the date on which the incident occurred, an explanation of the reason for this has to be provided to the relevant person.

Relevant Person

A 'relevant person' is the person who has been harmed during the incident, or where that person has died, or is, in the opinion of the responsible person (the organisation), lacking in capacity or otherwise unable to make decisions about the service provided, a person acting on behalf of that person.

Notifying the Relevant Person

The Duty of Candour legislation states that the relevant person should be notified as soon as reasonably practicable but it should be considered good practice to notify the relevant person within 10 working days of the procedure start date.

This notification can be by various methods including telephone, face to face or by letter. It is important to remember that where a duty of candour procedure start date

is more than a month after the incident, the organisation must provide the relevant person with an explanation of why this is.

It is good practice to consider the following:

- Who is already in contact with the relevant person?
- What discussions or information exchange has already taken place?
- What is the relevant person's current understanding of the incident and the service response to this?
- Where the conversation takes place?
- Who should be part of, and who should lead that conversation?
- What support should be available to the relevant person during the conversation and afterwards?
- Who will be the single point of contact following the discussion with the relevant person?

The notification must include:

- an account of the incident to the extent that the service is aware of the facts at the date the notification is provided;
- an explanation of the actions that the service will take as part of the procedure; and
- in the case where the procedure start date is later than one month after the date on which the incident occurred, an explanation of the reason for the delay in starting the procedure.

The support needs of relevant persons should be considered at the earliest possible opportunity and while following the duty of candour procedure.

Communication with the Relevant Person

Reasonable steps must be taken to find out the relevant person's preferred method of communication and to ensure that communication with the relevant person is in a manner that they can understand.

It is recognised that in some instances communication channels may not exist or preferences are unknown. Establishing contact by telephone in the first instance might be necessary to find out what method of communication to use, and to begin dialogue on what steps might need to be taken in following the duty of candour procedure.

If the relevant person cannot be contacted or the relevant person does not wish to speak with a representative of the service, the attempts made to contact them need to be included as part of the written record of following the duty of candour procedure.

There is no requirement to provide information where relevant persons have indicated that they do not wish to receive it.

The Regulations do not permit or require disclosure any information that would prejudice any criminal investigation or prosecution or contravene any restriction on disclosure arising by virtue of an enactment or rule of law.

Making an Apology

In addition to any apology provided at the time of the incident, as part of the duty of candour procedure the service must offer the relevant person a written apology (this can be by electronic communication if that is the relevant person's preferred means of communication) in respect of the incident. A written apology must be provided if the relevant person wishes it.

The written apology should be personal and be provided at an appropriate time during the duty of candour procedure, taking account of the facts and circumstances in relation to the particular incident.

This should take account of the circumstances relating to the relevant person and, wherever possible, the known personal meaning or impact of the unexpected or unintended incident.

The Act sets out that 'an apology' or other step taken in accordance with the duty of candour procedure does not of itself amount to an admission of negligence or a breach of a statutory duty.

Your apology should be based on the individual circumstances and there are some general good practice points that should be followed:

- the timing of the apology is very important and should be done without delay;
- to make the apology meaningful do not distance yourself from the apology or let there be any doubt that you or your organisation accept any wrongdoing;
- the language you use should be clear, plain and direct;
- your apology should sound natural and sincere;
- your apology should not question the extent of harm suffered by the person affected;
- your apology should not minimise the incident;
- it is very important that you apologise to the right person or people.

Use the 'Four Rs':

REFLECT – stop and think about the situation.

REGRET – give a sincere and meaningful apology.

REASON – if you know, explain why something has happened or not happened and if you don't know, say that you will find out.

REMEDY – what actions you are going to take to ensure that this won't happen again and that the organisation learns from the incident.

Who Should Apologise?

The Act states that the responsibility for the formal apology rests with the responsible person – this is the organisation delivering the service. The Head of Service and Senior Managers in Social Policy have delegated responsibility for ensuring that a formal apology is made on behalf of the council, in line with the requirements of the procedure.

Meeting the Relevant Person

The Head of Service or Senior Manager must invite the relevant person to attend a meeting and give them the opportunity to ask questions in advance. Reasonable steps should be taken to ensure that the meeting is accessible to the relevant person, having regard to their needs. For example, reasonable adjustments that are required to be made for someone who has a disability.

The meeting must include:

- a verbal account of the incident;
- an explanation of any further steps that will be taken by the organisation to investigate the circumstances which it considers led or contributed to the incident;
- an opportunity for the relevant person to ask questions about the incident;
- an opportunity for the relevant person to express their views about the incident; and
- the provision of information to the relevant person about any legal, regulatory or review procedures that are being followed in respect of the incident in addition to the procedure.

Following some unexpected or unintended incidents there may be several review processes operating in parallel. This can be confusing for people. To try to lessen this confusion, meetings with relevant persons must include details of other procedures which are being followed including their differing scope and focus.

In circumstances where an organisation is concerned, for example, that an unintended or unexpected incident was contributed to by factors influencing the capability of an employee it may be helpful for the relevant person to know that in addition to the systems review that is in operation, a separate process has been put in place to identify whether an employee may benefit from support and/or consider matters not related to organisational review and learning.

After the Meeting

After the meeting the relevant person must be provided with:

- a note of the meeting;
- contact details of an individual member of staff acting on behalf of the service who the relevant person may contact in respect of the procedure. This member of staff should be a single point of contact for the relevant person.

If the relevant person does not wish to, or is unable to attend the meeting, they must still be provided with the information set out above (other than a note of the meeting) if the relevant person wishes it.

Review of Incident

The council must carry out a review of the circumstances which they consider led or contributed to the unintended or unexpected incident. This could include a range of health and social work processes but could also include a Health and Safety investigation, and external processes such as Care Inspectorate investigation or Mental Welfare Commission investigation, with the outcome of any external process forming part of the report of the review.

Best practice requires that reviews involve clinical and care professionals with the relevant subject matter expertise, as appropriate.

Where a review is not completed within three months of the procedure start date, the relevant person must be provided with an explanation of the reason for the delay in completing the review.

In carrying out the review, the council must seek the views of the relevant person and take account of any views expressed. Arrangements should be put in place that ensure review processes consider the views of the relevant person and are able to demonstrate the way in which these views have been taken account of.

Writing a Report of the Review

The council must prepare a written report of the review, which must include:

- a description of the manner in which the review was carried out;

- a statement of any actions to be taken by the organisation for the purpose of improving the quality of service it provides and sharing learning with other persons or organisations in order to support continuous improvement in the quality of health, care or social work services; and
- a list of the actions taken for the purpose of the procedure in respect of the incident and the date each action took place.

There is a legal requirement to include details of the dates when each element of the duty of candour procedure took place. The aim is to provide an overview of the process from the point where the duty of candour procedure was activated to the point the review is concluded.

Where possible, written reports on reviews should be written in a manner that minimises the need for extensive redaction.

Sharing the Report with the Relevant Person

The council must offer to send the relevant person:

- a copy of the written report of the review;
- details of any further information about actions taken for the purpose of improving the quality of service provided by the organisation or other health, care or social work services; and
- details of any services or support which may be able to provide assistance or support the relevant person, taking into account their needs.

It is important to think about how the report of the review is written if it is to be shared with the 'relevant person'. It should not contain jargon or acronyms which are difficult to understand. It should be clear and understandable.

Review reports should include information on the actions that are to be taken to make improvements in systems and processes influencing the quality of care delivery. The actions taken to share learning with other organisations (such as those who might have similar organisational processes to the ones that formed the basis of the review) should be outlined in the written review report.

Where More Than One Organisation is Involved

The duty of candour procedure is the legal responsibility of the organisation who provided a health service, care service or social work service where the incident occurred. Other health and social care providers may have been involved in the provision of care and services, but they are not responsible persons (organisations) in respect of that incident.

Where more than one organisation needs to be involved in the duty of candour review, all parties are expected to co-operate fully throughout the duty of candour procedure and share lessons learned and necessary actions identified by the procedure.

Where this is the case, the relevant person must be informed as part of the notification process, that the council is the responsible person, as defined by the legislation, who will carry out the procedure.

Monitoring and Reporting

The Act sets out that a responsible person that provides a health, care, or social work service during a financial year must prepare an annual report, as soon as reasonably practicable after the end of that financial year.

A written record must be created for each incident to which the duty of candour procedure is applied, including a copy of every document or piece of correspondence relating to the application of the duty of candour procedure to the incident.

The council is required to publish an annual report on when the Duty has been applied. This will include the number of incidents, how the organisation has implemented the duty and what learning and improvements have been put in place. Therefore, a record must be retained on RIVO for each incident where the Duty has been triggered.

Training and Support

The Head of Service and Senior Managers have delegated responsibility to ensure that all employees who may be required to carry out any part of the procedure receive relevant training and guidance on the duty of candour procedure, and are aware of any services and support which may be available to relevant persons.

ANNEX A – The Duty of Candour Procedure Checklist

Step 1: Identifying and Contacting the Relevant Person

- ☐ Do you know who the relevant person is in respect of this incident?
- ☐ Is their preferred method of communication already known? If not, this needs to be determined and noted.
- ☐ Has it been possible to make contact with them? If not, a note should be made of the attempts that have made to make contact.

Step 2: Notify Relevant Person

- ☐ Provide the relevant person with an account of the incident and what actions are going to be taken. (Note that if it is more than a month since the incident need to explain why).

Step 3: Arrange a meeting

- ☐ Arrange a meeting – and provide the person with the opportunity to ask questions in advance of the meeting.

At the meeting (or through communication if not desired):

- ☐ Apologise, if not already happened.
- ☐ Tell the person what happened.
- ☐ Tell them what further steps are being taken.
- ☐ Give the relevant person the opportunity to ask further questions and express their views.
- ☐ Tell them about any other processes that might be on-going.
- ☐ Provide them with a note of the meeting and details on how to contact a person within the organisation.

Step 4: Carry out a review

- ☐ Start a review – remember to seek the views of the relevant person.
- ☐ Prepare a report – to include the manner it has been carried out.
- ☐ Ensure that report focus is on improving quality and sharing learning.
- ☐ Report to include the actions taken in respect of the duty of candour procedure.
- ☐ Offer to send the relevant person a copy of the review report – remember to let them know of any further actions subsequently.
- ☐ Make sure that a written apology is offered.

Throughout: Support and Assistance for Relevant Person & Staff

- ☐ Consider and give relevant person support or assistance available to them.
- ☐ Staff to receive training and guidance on all requirements of the procedure.
- ☐ Employees to be provided with details of services or support relating to their needs arising from the incident.



COUNCIL EXECUTIVE

STRATHBROCK CAFÉ PARTNERSHIP WITH WEST LOTHIAN COLLEGE

JOINT REPORT BY HEAD OF SOCIAL POLICY AND HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To seek Council Executive approval for the letting of the café at Strathbrock Partnership Centre, Broxburn to West Lothian College.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Approves the letting of the Café at Strathbrock Partnership Centre, Broxburn to West Lothian College, subject to the terms and conditions set out in this report.
2. Authorises the Head of Finance and Property Services to carry out any further negotiations with the proposed tenant in respect of the lease of the property, on the basis that any agreements represent the achievement of best value for the council.

C. SUMMARY OF IMPLICATIONS

I Council Values	Making the best use of our resources; being honest, open and accountable.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	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. A Fairer Scotland for Disabled People, Scottish Government 2016.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	Increase in the number of people with additional support needs assisted into employment.
V Relevance to Single Outcome Agreement	We make the most efficient and effective use of resources by minimising our impact on the built and natural environment. We are better educated and have access to increased and better quality learning and employment opportunities.

VI Resources - (Financial, Staffing and Property)	The proposed arrangements may produce a budget saving of £67,692 which will contribute to the approved budget saving of £841,000
VII Consideration at PDSP	None.
VIII Other consultations	The local elected members for this ward have received a copy of this report for their information.

D. TERMS OF REPORT

D1 Background

The café at Strathbrock Partnership Centre was operated by Capability Scotland until the organisation withdrew from the contract in June 2017. Capability Scotland received an annual subsidy of £67,692 from Social Policy to enable the provision of employment training places to people with additional support needs through café services. In addition, subsidy was provided for rent and utility costs. The café at Strathbrock has been closed since June 2017 and this has allowed officers to explore options for the future of the site. The café lease was advertised commercially in the past but failed to attract a successful bidder.

D2 Proposal

General discussions have been taking place with West Lothian College for some time regarding potential partnership working to deliver enhanced opportunities for education and work experience for people with additional support needs in West Lothian. Disabled people make up approximately one fifth of Scotland's population but often experience high levels of inequality compared to non-disabled people. People with a disability can find it challenging to make transitions from education, to secure work, to keep jobs and be economically successful.

Over the past two years, the council has worked in partnership with West Lothian College to deliver Project Search, a supported employment programme for young people with learning disabilities and/or autism. Building on the success of that programme, discussions have taken place over a number of months to develop an option to launch Strathbrock café as a satellite college site, delivering a full catering service to the partnership centre whilst offering educational and training opportunities to approximately 18 adults and young people per annum.

The intention would be for West Lothian College to link with schools to enhance the transition options available to young disabled people. Work would also take place to ensure that appropriate links are in place to support people into employment or other opportunities beyond the programme. The focus of the proposed project would be on maximizing potential and enabling people to live as independently as possible through educational, training and employment opportunities. If approved the proposed start date is August 2018 to coincide with the college academic year.

D3 Funding

It is proposed to offer West Lothian College a time limited grant for two years of up to £20,000 per annum to assist with rent and startup costs. This funding will be made available from one off resources within the service and to allow time for the project to be evaluated. West Lothian College would have full responsibility for operating the café including the provision of all staff who would deliver the service and support students. It is anticipated that the café would become self-sufficient through sales by the beginning of year 3. The proposed arrangements may produce a budget saving of £67,692 which will contribute to the approved budget saving of £841,000. No rent or other subsidy is proposed beyond August 2020.

E. CONCLUSION

Offices have undertaken discussions with west Lothian College and have developed a proposal for a project that would enable enhanced opportunities for education, training and employment to be offered to people from West Lothian with additional support needs. Transition arrangements would be improved for young disabled people. On this basis it is recommended that the café at Strathbrock Partnership Centre is let to West Lothian College in accordance with the terms of this report.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: None

Contact Person: Yvonne Lawton,
Group Manager, Commissioning & Programme Management

Email: yvonne.lawton@westlothian.gov.uk
Tel: 01506 282335

Jane Kellock
Head of Social Policy

Donald Forrest
Head of Finance and Property Services
Date of Meeting: 15 May 2018



COUNCIL EXECUTIVE

BREICH VILLAGE HALL, BREICH - PROPOSED SALE TO SQUARE VALUE PROPERTIES LIMITED

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To seek Council Executive approval for the sale of Breich Village Hall, to Square Value Properties Limited.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Approves the sale of Breich Village Hall, Breich to Square Value Properties Limited for £50,000 (Fifty Thousand Pounds) 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

I Council Values	Making best use of our resources. Being honest, open and accountable.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	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.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	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.
V Relevance to Single Outcome Agreement	We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI Resources - (Financial, Staffing and Property)	A capital receipt of £50,000 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 Breich Village Hall, has been vacant since July 2014, when it ceased to operate as a community hall. It was declared surplus by Council Executive on 28 November 2017. The property is shown hatched and outlined black on the attached plan. This forms the extent of subjects for sale.

The property has been marketed as suitable for residential or commercial development since November 2017. Following a number of interests being noted, a closing date was set for 13 April 2018 with four offers received.

After evaluation of the offers, officers recommend acceptance of the offer from Square Value Properties Limited for £50,000 as it represents the best offer received.

Space for community users is now provided within Woodmuir Primary School, Breich.

D2 Proposed Sale Terms

The proposed purchaser Square Value Properties Limited has offered £50,000 (Fifty Thousand Pounds). The offer is subject to the proposed purchaser obtaining planning consent for residential development and obtaining satisfactory property reports and other permissions.

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 a material variation to the agreed terms.

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.

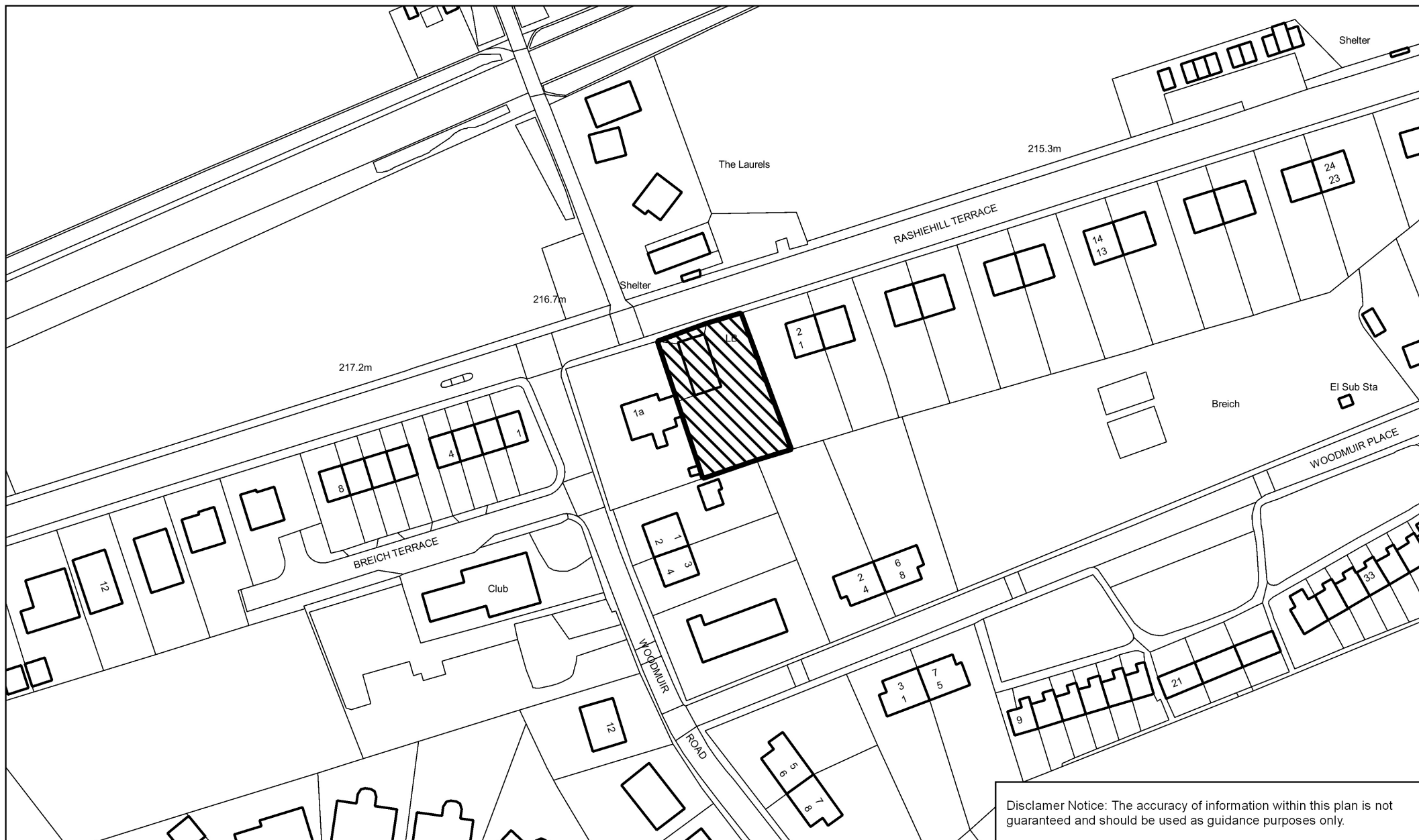
Contact Person:

Niall McCabe, Property Assistant

Tel. (01506) 281824 e-mail: Niall.McCabe@westlothian.gov.uk

Donald Forrest, Head of Finance and Property Services

Date of meeting: 15 May 2018



Breich Village Hall, Rashiehill Terrace, Breich

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

24/4/2018

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1:1,250

A4





COUNCIL EXECUTIVE

0.93 HA. AT HEARTLANDS BUSINESS PARK, WHITBURN **PROPOSED SALE TO LARK ENERGY LIMITED**

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To provide Council Executive with information on a proposal by Lark Energy Limited to acquire 0.93 Ha. at Heartlands Business Park, Whitburn and to seek approval for that disposal, generating a capital receipt for the council as joint venture partner in the business park.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Approves the proposed disposal of 0.93 Ha. at Heartlands Business Park, Whitburn to Lark Energy Limited, generating a capital receipt of £75,460 for the council.
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.

SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Sale of property governed by The Disposal of Land by Local Authorities (Scotland) Regulations 2010.
III	Implications for Scheme of Delegations to Officers	Under the current scheme of delegation, officers have authority to agree the proposed terms. Due to the significance of the Heartlands development to West Lothian however, approval by Council Executive is sought.
IV	Impact on performance and performance Indicators	This sale will contribute towards the council's 2018/19 capital receipts target and in doing so will assist the associated capital receipts

performance indicator.

V	Relevance to Single Outcome Agreement	Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business; we make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI	Resources - (Financial, Staffing and Property)	Following completion of the proposed sale a capital receipt of £74,382 will be received during the 2018/19 financial year.
VII	Consideration at PDSP	None.
VIII	Other consultations	The local elected members have been provided with a copy of this report for information.

D. TERMS OF REPORT

D1. Background

In April 2005 the council's Enterprise and Development Committee approved the terms of a joint venture development agreement with Land Option West (LOW) for the development of Heartlands Business Park in Whitburn. LOW's interest has subsequently been acquired by Green Town (Heartlands) Limited (GTHL) along with the neighbouring Heartlands residential development.

Under the terms of that development agreement, the council transferred its minority land ownership to LOW who then constructed the motorway junction (M8 Junction 4a), primary roads and infrastructure at the business park to create development plots. The council retained an overarching leasehold interest in order to control development and receives 22% of net disposal proceeds from the future sale of any land at the business park in exchange for collapsing the lease over the plot(s) concerned.

It should be noted that the agreement obliges the council to facilitate such future disposals by "acting reasonably" in providing any necessary renunciations or consents relating to its property interests at the business park.

D2. Current Position

Following a period of detailed negotiation, GTHL have agreed provisional heads of terms with Lark Energy Limited (LEL) for the sale of 0.93 hectares (2.3 acres) at the business park. The extent of that site is shown hatched in black on the plan attached at Appendix 1. The sale is subject to LEL securing planning permission for their proposed development and also to the council agreeing to the transaction in its capacity as joint venture partner.

LEL's proposed development is for a commercially operated electric vehicle charging hub. In addition to multiple vehicle charging points, the facility would include a modern two-storey building comprising a waiting area, office space and meeting / conference facilities. Upon completion, LEL anticipate that the development will create between 10 and 15 full time jobs.

The proposed sale price is £345,000 of which £74,382 would be paid to the Council (the development agreement allows for a 2% deduction from the headline price in respect of disposal, legal and professional fees incurred). This sum will be payable upon purification of transaction conditions, such as obtaining statutory consents, and it is expected to be received during the 2018/19 financial year.

As part of their development, LEL will also construct at their own cost an access road over the area shown cross-hatched in black on the attached plan to an adoptable standard, which will service both the site being acquired and adjoining development plots to the west.

In addition to the electric vehicle charging hub, LEL propose to develop an “energy village” on a 30 acre site south of the business park that is owned in its entirety by GTHL. The council has no landholding interest in that site and the proceeds from that proposed sale would go directly to GTHL. Officers have been advised both by GTHL and by LEL that the energy village proposal is not dependent upon on the development of the electric vehicle charging hub at Heartlands Business Park or vice versa. GTHL do however anticipate that the energy village will generate significant additional electrical supply capacity in the area, a proportion of which will be available to serve and enhance future development at the business park.

Whilst the £345,000 purchase price agreed for the proposed electrical charging hub at the business park is considered to represent full market value, GTHL and LEL have nonetheless agreed that price will rise to £442,500 if the energy village proposal does not proceed. In that event, the council would receive its 22% share of that increased price.

LEL require full ownership of the proposed disposal land prior to commencement of their development of the electric vehicle charging hub and therefore require the council to collapse the lease structure for the area they propose to acquire in exchange for the capital receipt to the council of £74,382.

Whilst collapsing the lease structure and agreeing the outright sale of this land to LEL prior to commencement of the proposed development would give the council less scope to control the nature of that development or prevent the onward sale of any undeveloped land, GTHL have expressed confidence that LEL will fulfil their stated intention to develop this site as planned based upon the company’s existing business model.

E. CONCLUSION

The proposed sale of 0.93 Ha. at Heartlands Business Park, Whitburn on the terms set out in this report and the required collapsing of the development lease over the disposal land to enable Lark Energy Limited’s proposal to proceed is considered to be in the council’s best interests.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: Location plan showing proposed disposal site.

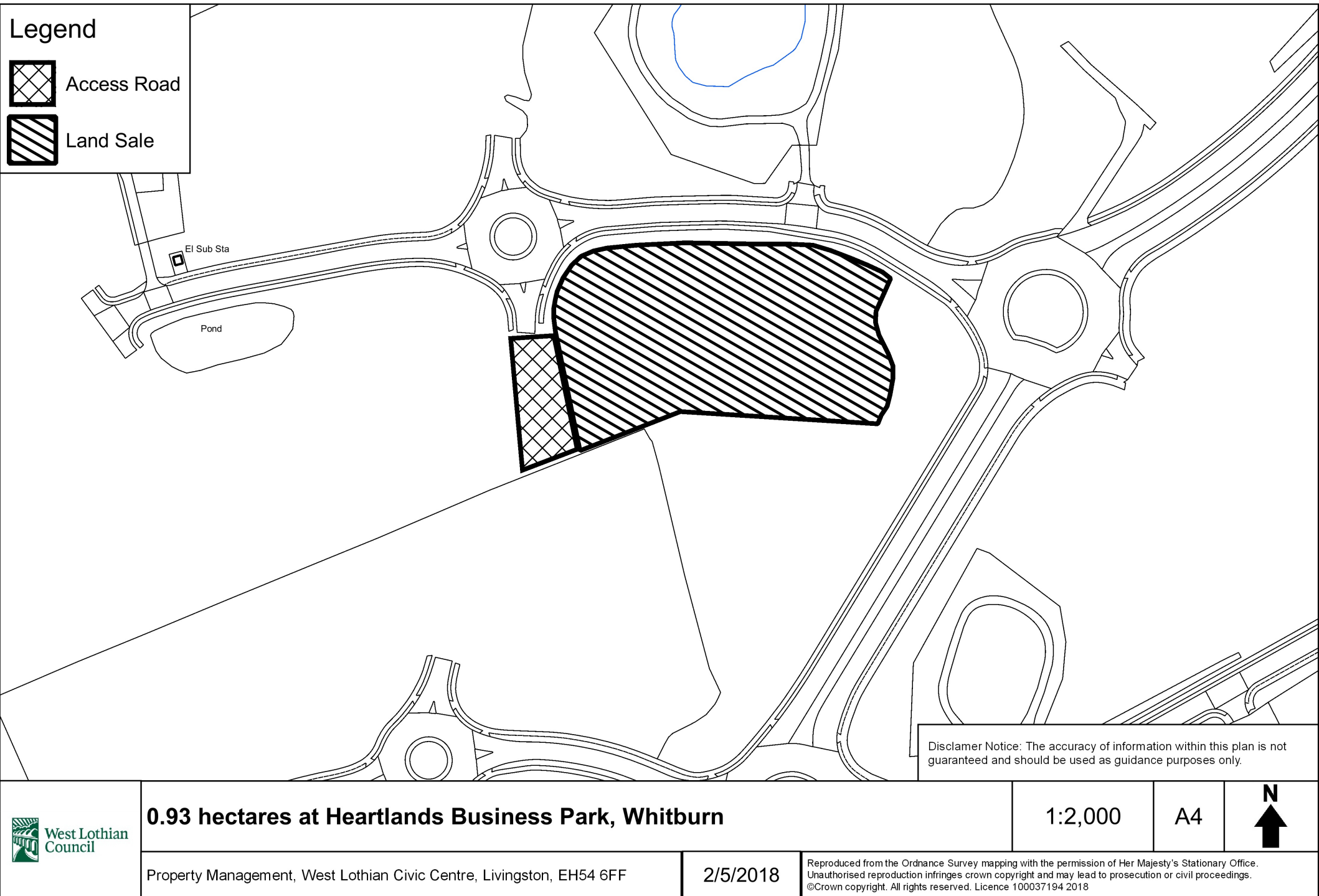
Contact Person:

Niall Carlton, Commercial Property Surveyor, Property Management and Development
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Paul Kettrick, Corporate Estates Manager, Property Management and Development
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Donald Forrest, Head of Finance and Property Services

Date of meeting: 15 May 2018





COUNCIL EXECUTIVE

**2.17 ACRES AT EAST MAINS INDUSTRIAL ESTATE, BROXBURN
PROPOSED SALE TO GORDON BOW ENGINEERING LIMITED**

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To seek Council Executive approval for the sale of 2.17 acres of land at East Mains Industrial Estate, Broxburn to Gordon Bow Engineering Limited for £167,500.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Approves the sale of 2.17 acres of land at East Mains Industrial Estate, Broxburn to Gordon Bow Engineering Limited for £167,500, subject to the terms set out in this 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.

SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable; making best use of our resources;
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Proposed sale of property is governed by The Disposal of Land by Local Authorities (Scotland) Regulations 2010.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	The sale of this property will contribute towards the council's 2018/19 capital receipts target and in doing so will assist the associated capital receipts performance indicator.
V	Relevance to Single Outcome Agreement	Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business; we make the most efficient and

		effective use of resources by minimising our impact on the built and natural environment.
VI	Resources - (Financial, Staffing and Property)	Following completion of the proposed sale, a capital receipt of £167,500 will be received.
VII	Consideration at PDSP	None.
VIII	Other consultations	Head of Planning, Economic Development and Regeneration and the local elected members have been provided with a copy of this report for information.

D. TERMS OF REPORT

D1. Background

The council owns 2.17 acres of land at the junction of Clifton View and Youngs Road, East Mains Industrial Estate, Broxburn. The extent of that site is shown hatched in black on the plan attached as Appendix 1. The site is designated as employment land in the West Lothian Local Development Plan 2015.

D2. Current Position

The site was openly marketed for sale during October 2017 and a closing date for offers was set for 9 November 2017. A number of offers to purchase were received at that closing date.

Those offers were varied both in terms of the price offered and the anticipated economic development benefits that the respective developments would deliver. Following representations by the Head of Planning, Economic Development and Regeneration, it was agreed that economic development colleagues would contact each of the bidders seeking additional information to enable an economic benefit analysis to be undertaken.

The only responses received came from McQueen Dairies Limited (MDL) and Gordon Bow Engineering Limited (GBEL), who were the two highest bidders at the closing date. It was evident from those responses that both proposals offered tangible economic development benefits for the local economy.

In April 2018, MDL withdrew their original offer due to the passage of time. The highest remaining offer of those received at the closing date is therefore that submitted by GBEL, who bid £167,500 for the site.

GBEL are an engineering and plant hire company trading out of East Mains Industrial Estate, Broxburn and they bid for this site with a view to addressing the company's chronic need to retain and expand its existing operations in Broxburn. GBEL have intimated that they may be forced to consider relocating their operations and skilled workforce out with West Lothian if they are unable to expand at East Mains Industrial Estate. GBEL's offer is conditional upon them being satisfied as to the ground conditions.

In light of the foregoing, it is recommended that the offer from GBEL be accepted since it is the highest remaining offer of those received at the closing date.

E. CONCLUSION

It is in the council's best interests to accept the offer of £167,500 received at the closing date from Gordon Bow Engineering Limited and for 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.

F. BACKGROUND REFERENCES

None.

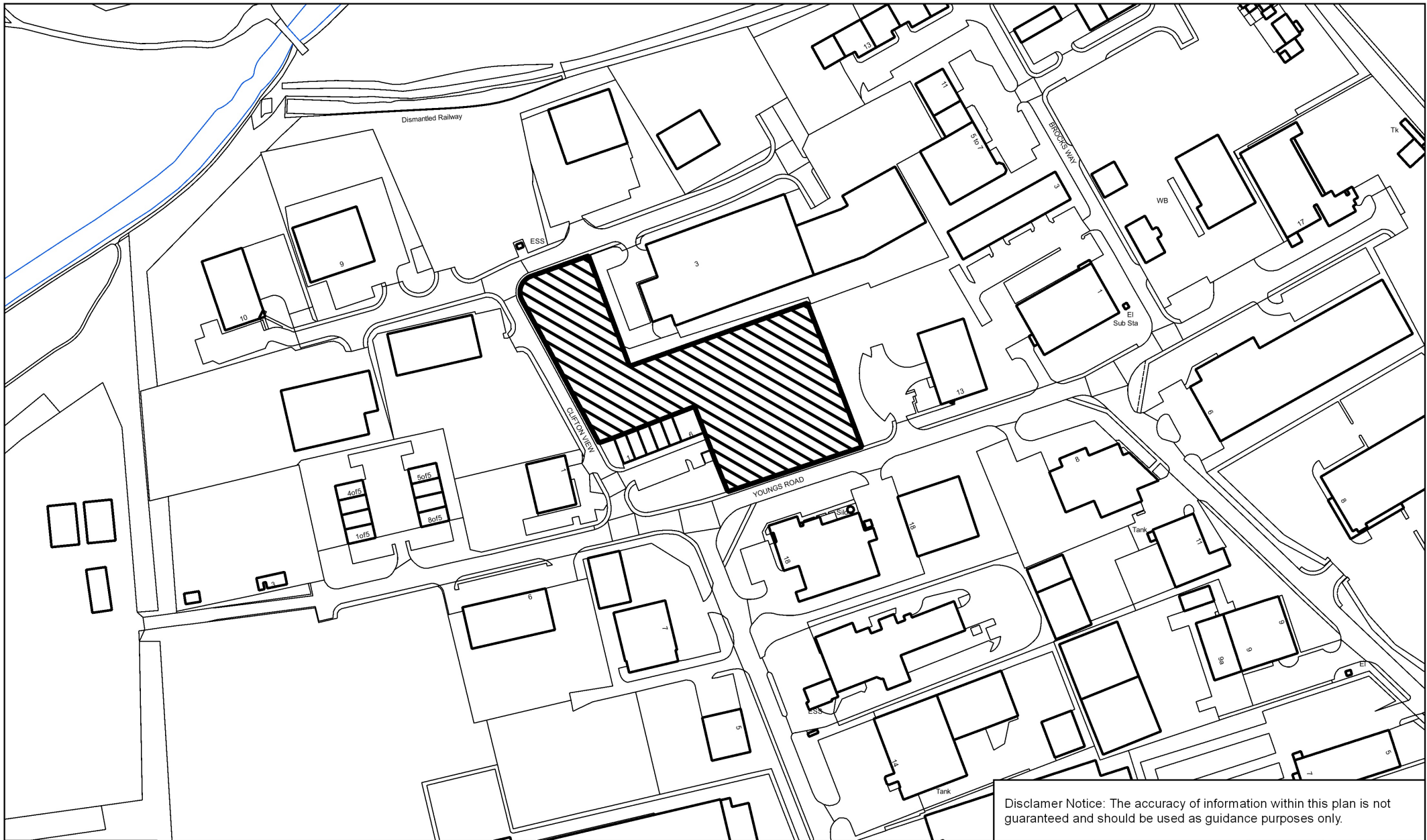
Appendices/Attachments: Appendix 1 - Location plan showing proposed disposal site.

Contact Person:


Niall Carlton, Commercial Property Surveyor, Property Management and Development
E-mail: niall.carlton@westlothian.gov.uk, Tel: (01506) 283287

Donald Forrest, Head of Finance and Property Services

Date of meeting: 15 May 2018



Disclaimer Notice: The accuracy of information within this plan is not guaranteed and should be used as guidance purposes only.

 <p>West Lothian Council</p>	<p>2.17 Acres at East Mains Industrial Estate, Broxburn</p>	<p>1:2,500</p>	<p>A4</p>	<p>N ↑</p>
<p>Property Management, West Lothian Civic Centre, Livingston, EH54 6FF</p>	<p>1/5/2018</p>	<p>Reproduced from the Ordnance Survey mapping with the permission of Her Majesty's Stationary Office. Unauthorised reproduction infringes crown copyright and may lead to prosecution or civil proceedings. ©Crown copyright. All rights reserved. Licence 100037194 2018</p>		



COUNCIL EXECUTIVE

ST JOHN'S HOSPITAL STAKEHOLDER GROUP

REPORT BY DEPUTE CHIEF EXECUTIVE

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

To note the terms of the minute of the meeting of St John's Hospital Stakeholder Group held on 31 January 2018 attached as an appendix to the report.

C. SUMMARY OF IMPLICATIONS

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

D. TERMS OF REPORT

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

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

E. CONCLUSION

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

F. BACKGROUND REFERENCES

West Lothian Council Code of Corporate Governance.

Council Executive, 29 June 2010

Appendices/Attachments: 1

Minutes of meetings of St John's Hospital Stakeholder Group held on 31 January 2018.

Contact Person: Jim Forrest, Depute Chief Executive, CHCP

01506 281977

Jim.Forrest@westlothian.gov.uk

Date: 15 May 2018

MINUTE of MEETING of ST JOHN'S HOSPITAL STAKEHOLDER GROUP held within BOARD ROOM 1, ST JOHN'S HOSPITAL, LIVINGSTON (AND BY CONFERNECE CALL) on 31 JANUARY 2018.

Present

Councillor Harry Cartmill, Appointed Representative (Chair)

Councillor Dom McGuire, Appointed Representative

Martin Connor, Non-Executive Board Member, NHS Lothian (substituting for Martin Hill)

Lynsey Williams, Non-Executive Member, NHS Lothian (by conference call)

In attendance

Jim Forrest, Depute Chief Executive, Health and Social Care Partnership

Agnes Ritchie, Associate Nurse Director, NHS Lothian

Aris Tyrothoulakis, St John's Hospital Director, NHS Lothian

Lorna Kemp, Executive Project Officer, West Lothian Council

Plus 3 members of the public.

Apologies

Councillor Tom Kerr, Appointed Representative

Martin Hill, Non-Executive Member, NHS Lothian

Alex Joyce, Non-Executive Member, NHS Lothian

Caroline McDowall, Partnership Lead, St John's Hospital

Jacqui Campbell, Interim Chief Officer, NHS Lothian

Fiona Mitchell, Director of Women's and Children's Services

1. DECLARATIONS OF INTEREST.

Councillor Dom McGuire declared a non-financial interest due to his mother being employed as Head of Manual Handling at St John's Hospital.

2. MINUTE

The group confirmed the minute of its meeting held on 18 October 2017 as being a correct record.

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

The group noted an update from Aris Tyrothoulakis, St John's Hospital Director, on behalf of Fiona Mitchell, Director of Women's and Children's Services, on the paediatric service and the recruitment process that had taken place.

As a result of a staffing situation, NHS Lothian took the difficult decision in July 2017 to close the inpatient part of the St John's Children's Ward, on the grounds of patient safety, which was endorsed by the Royal College of Paediatrics and Child Health (RCPCH).

Since August 2016 and the publication of the RCPCH report, NHS Lothian has carried out six rounds of Consultant recruitment, the most recent interviews being held on Tuesday 9 January 2018. Seven Consultants in total had now been recruited, one of whom had just taken up post in January 2018 and the latest one who had just been offered a post on 9 January 2018, subject to pre-employment checks. The seventh appointee would likely take up post around May/June 2018. One of the seven Consultants has just started Maternity leave and would be off for the whole of 2018.

Following the recommendations in the RCPCH report the posts for Trained Advanced Paediatric Nurse Practitioners (APNPs) and Trainee APNPs were advertised in order to build up a wider workforce able to support the St John's service, as well as RHSC. Trained APNPs posts were advertised three times, with no success. There has been two Trainee APNPs recruited who were completing their training and would be able to contribute to the out of hours rotas at both St John's and RHSC by the end of 2018, although one will be going on maternity leave which would delay when they would be able to contribute to the out of hours rotas. Staff were also being encouraged to consider an APNP career and it was hoped that some candidates would be interested in starting the course in autumn 2018.

NHS Lothian asked the RCPCH to come back in September 2017 and review the Board's progress in implementing Option 1, the 24/7 inpatient model, along with the Board's recruitment approaches. This report was shared with West Lothian Council in October 2017 and the College concluded that 'immense effort and progress' had been made by the Board, but acknowledged that Option 1 was 'not a quick fix' in terms of recruitment. The College recommended that the Board now develop a three year strategy for the St John's service, and continue to implement the Advanced Nurse Practitioner Strategy.

The Paediatric Programme Board (PPB) held a Workshop on 18 December 2017 for the whole St John's medical and Nursing team as well as the RHSC Medical Paediatric and Nursing team and the Neonatal team. The purpose was to discuss the College's latest report, the recruitment and workforce challenges and options, and to consider how the service might move forward, both in the interim and in the longer term. This included discussion about increasing day surgery/short stay surgical work, to treat as many West Lothian children locally as possible.

The PPB's met again on 23 January 2018 to plan a further Workshop for the whole multi-disciplinary clinical team on 2 March, following which the PPB will report on its proposed strategy to the Acute Hospitals Committee in April and the NHS Lothian Board in May.

St John's Hospital Director then provided the group with details of the delivery of children's services since the temporary inpatient closure on 7 July 2017. While St John's Children's Ward has not been admitting children requiring inpatient care, it continued to be open seven days a

week, from 0800-2000 hrs, providing a full Medical Paediatric Assessment Services as well as a Planned Investigation Service.

In relation to issues being experienced by families having to travel to RHSC due to their child possibly requiring admission, many of these children were being transferred by ambulance but an additional flow centre vehicle has been running since July 2017 to assist with moving children and their parents both to and from St John's and RHSC, as well as being able to take them home. A Family Support Team was also available at RHSC which was able to help West Lothian parents, just as it helps families from all over the Lothians and much further afield who have a child in hospital. This support includes accommodation and help with transport. Contract taxis are used to support discharge home from the Emergency Department out of hours when needed, again, for parents from anywhere in the Lothians.

The Chair thanked Mr Tyrothoulakis for the update and acknowledged the ongoing difficulties being experienced in recruiting staff. He also highlighted the increasing frustrations from members of the community about the closure of the inpatient part of the Children's Ward in St John's Hospital. While efforts were being made to recruit staff, the Chair stated that, in his view, recruiting someone who would be unable to take up their position for a year was concerning.

Lynsey Williams disagreed with the comments made by the Chair and stated that legally you could not discriminate against anyone getting a job due to them going on maternity leave.

Councillor McGuire agreed with the comments made by Ms Williams.

The group noted that there was no update provided relating to Paediatric Outpatient Clinic Waiting Times and requested an update to the next meeting.

Decision

1. To note the update from St John's Hospital Director; and
2. To note that an update was requested on Paediatric Outpatient Clinic Waiting Times to the next meeting.

4. PUBLIC REPRESENTATION ON ST JOHN'S HOSPITAL STAKEHOLDER GROUP

The group noted an update from the Depute Chief Executive, Health and Social Care Partnership, on the revised remit of the group which was agreed at the meeting held on 18 October 2017. The revised remit included a member of the public within its membership.

The Depute Chief Executive advised that contact would be made with stakeholder groups in the community, which included community councils, seeking a representative to join the group. If more than one

nomination was received then a selection process would be set up. It was also agreed that an update would be provided to the next meeting of the group.

Decision

- To note the update from the Depute Chief Executive on the steps being taken to appoint a public representative to the group; and
- To note that an update would be provided to the next meeting.

5. TRANSFERRING OF ADMINISTRATION TO NHS Lothian FROM AUGUST 2018

The Depute Chief Executive, Health and Social Care Partnership, provided the group with an update in relation to the remit of the group. He advised that the Chair and administration of the group rotated between West Lothian Council and NHS Lothian on a two-yearly cycle. This was due to revert back to NHS Lothian from the meeting scheduled to be held in August 2018.

Decision

To note the update provided by the Depute Chief Executive, Health and social Care Partnership, relating to the remit of the group.

6. WORKPLAN

The group considered the contents of the workplan (copies of which had been circulated).

Decision

Noted the workplan.



COUNCIL EXECUTIVE

SOCIAL POLICY CONTRACT ACTIVITY UPDATE

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

In accordance with the Council's Standing Orders and West Lothian Community Health and Care Partnership's (CHCP) Health, Care and Support Services Procurement Procedures this report provides an update on contracting activity for the provision of care and support services for the period 1st April 2017 to 31st March 2018.

B. RECOMMENDATION

It is recommended that the Council Executive notes the contracting activity for the provision of care and support services for the period 1st April 2017 – 31st March 2018.

C. SUMMARY OF IMPLICATIONS

I Council Values	<ul style="list-style-type: none"> • Focusing on our customers' needs; • Making best use of our resources; • Being honest, open and accountable • Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	European Union Treaty Principles, European Procurement Directives, The Public Contracts (Scotland) Regulations 2015, West Lothian Council Standing Orders, Social Policy Procurement Procedures
III Implications for Scheme of Delegations to Officers	The Director of West Lothian Community Health and Care Partnership (CHCP) has delegated powers for the contracting and commissioning of Part B services
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	All contracts have outcome measures consistent with the Single Outcome Agreement commitments for the provision of care and support services
VI Resources - (Financial, Staffing and Property)	Provision has been made within the 2017/18 revenue budget.
VII Consideration at PDSP	Social Policy Policy Development and Scrutiny

Panel 2nd November 2017

Social Policy Policy Development and Scrutiny
Panel 30th April 2018

VIII Other consultations

Legal Services and Corporate Procurement
through Social Policy's Contracts Advisory
Group.

D. TERMS OF REPORT

Introduction

Under the Council's Standing Orders and the CHCP's Health, Care and Support Services Procurement Procedures the Head of Social Policy is required to report annually to the Council Executive on contracting activity for the provision of care and support services. There is also a requirement to report on contract performance. This report consists of the contracting activity and contract performance reported to Social Policy PDSP on the 2nd November 2017 and 30th April 2018.

Contract activity

Appendix 1 details the Social Policy contracts which have either been awarded or amended under the guidance of the Social Policy Contracts Advisory Group.

Contract performance

Over the course of the year a total of 19 providers (from a total of eighty four) attracted a risk score which required more intensive monitoring as follows;

- Red (high risk) – one provider with a high volume of reported incidents continued to be managed through adult support and protection protocol. Three others were monitored on a regular basis through performance reporting and meetings. Two other services closed at the end of March 2018 following a decision by the provider to withdraw from the market.
- Amber (medium risk) – Thirteen providers. Two providers operate under a framework which continues to underperform in relation to delayed discharge and timing of pick-up of packages in the community. Five providers assessed as higher risk due to concerns about financial risk. Three providers had the risk rating adjusted due to a drop in Care Inspectorate grades. Three providers received more intensive monitoring following a new contract award.

E. CONCLUSION

The report provides details for the period 1st April 2017 – 31st March 2018 on the council's contract activity and contract performance for the provision of care and support services in West Lothian as required under Council Standing Orders and Procurement Procedures.

F. BACKGROUND REFERENCES

- Council Executive: Social Policy Procurement Procedures 3 May 2011
- Social Policy PDSP: Contracts Activity 2nd November 2017
- Social Policy PDSP: Contracts Activity 30th April 2018

Appendices/Attachments: Social Policy Contract Activity Report 1st April 2017 – 31st March 2018

Contact Person: Alan Bell,
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CMT Member: Jane Kellock, Head of Social Policy

Date of meeting: 15th May 2018

SOCIAL POLICY CONTRACT ACTIVITY UPDATE 1st April 2017 to 31 March 2018

Appendix 1

Provider	Total Contract Value	End Date	Comments	CAG Meeting Date
Thera Scotland	£35,000	21/6/2020	New contract	8 th November 2016
Leonard Cheshire	£2,133,076	30/9/18	Direct Award	13 th June 2017
Scottish Huntington's Association	£42,063	31/3/21	Renegotiated contract for 3 year period.	13 th June 2017
Food Train	£440,200	31/3/20	2 year extension	25 th July 2017
Cyrenians	£537,768	30/7/19	Direct award	25 th July 2017
Who Cares? Scotland	£50,000	2/11/18	Direct Award	17 th October 2017
Real Life Options	£1,828,546	31/3/19	Direct Award	21 st November 2017
Heatherfield Care Home	£138,171	31/3/18	Direct Award	21 st November 2017
Tunstall	£211,308	31/3/19	One year extension	21 st November 2017
Public Social Partnership Recovery Service	£551,893.50	30/6/18	3 month extension	9 th January 2018
Public Social Partnership Recovery Service	£603,787	30/9/18	3 month extension	27 th February 2018
Deaf Action	£181,206	31/3/19	One year extension	27 th February 2018
Heatherfield Care Home	£165,360	30/9/18	6 month extension	27 th February 2018

