



West Lothian
Council

Council Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

17 April 2014

A meeting of the **Council Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Tuesday 29 April 2014** at **11:00am**.

For Chief Executive

BUSINESS

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. 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.

Public Session

4. Confirm Draft Minute of Meeting held on Tuesday 15 April 2014 (herewith).

Public Items for Decision

5. Display of Election Material on Council Property - Report by Chief Executive
6. Consultation on Draft Proposals for a Mental Health (Scotland) Bill - West Lothian Council Response - Report by Head of Social Policy (herewith)
7. Community Council Special Project Grant Application 2014-15 - Report by Head of Corporate Services (herewith)

8. Equality Outcome Performance Indicators - Report by Head of Corporate Services (herewith)
9. Councillors' Local Disbursement Fund - Report by Head of Corporate Services (herewith)
10. Response To Consultation on the Implementation of the Marriage and Civil Partnership (Scotland) Act 2014 - Report by Head of Corporate Services (herewith).
11. Proposed Lease of Land to Killandean Community Allotment Development Association - Report by Head Finance and Estates Services (herewith)
12. Accident Investigation and Prevention (AIP) - Casualty Reduction Programme 2014-15 - Report by Head of Operational Services (herewith)
13. Scottish Government Consultation - Scottish Safety Camera Programme Review - Report by Head of Operational Services (herewith)
14. School Keep Clear Markings - Objections to Traffic Orders - Report by Head of Operational Services (herewith)
15. War Memorial Support Grant Scheme - Report by Head of Operational Services (herewith).
16. Food Poverty - Report by Head of Area Services (herewith)
17. President Nelson Mandela Sports Bursary - Report by Head of Area Services (herewith)

Public Items for Information

18. St John's Hospital Stakeholder Group Minute - Report by Depute Chief Executive, Community Health and Care Partnership (herewith)

Public Items for Decision

19. PRIVATE SESSION - The Clerk considers that the following business is likely to be taken in private (exempt under the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973).

Private Items for Decision

20. Consider Petition (herewith).

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

DATA LABEL: Public

MINUTE of MEETING of the COUNCIL EXECUTIVE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 15 APRIL 2014.

Present – Councillors John McGinty (Chair), Frank Anderson, Tom Conn, Jim Dixon, Lawrence Fitzpatrick, Peter Johnston, Dave King, Danny Logue, Anne McMillan, Angela Moohan, George Paul and Frank Toner (substituting for Cathy Muldoon)

Apologies – Councillor Cathy Muldoon

1. ORDER OF BUSINESS

The Chair ruled in terms of Standing Order 11 that Agenda Item 18 (Local Fire & Rescue Plan) and Agenda Item 19 (Local Police Plan) would be considered immediately following consideration of the Minute to facilitate attendance of representatives of Police Scotland and the Scottish Fire & Rescue Service.

2. DECLARATIONS OF INTEREST

- Agenda Items 26 & 27 (Community Health and Care Partnership Board Minute and St John's Hospital Stakeholder Minute) – Councillor Danny Logue declared an interest in that he was an NHS Lothian employee;
- Agenda Items 15 & 26 (Medication Policy & Community Health and Care Partnership Board Minute) – Councillor Frank Toner declared a non-financial interest arising from his position as Chair of the Community Health and Care Partnership and as a Lothian Health Board Member for which a dispensation from the Standards Commission applied;
- Agenda Item 22 (Pentland Hills Regional Park) – Councillor Frank Toner declared a non-financial interest in that he was a council appointed member of the Pentland Hills Regional Committee; and
- Agenda Item 26 & 27 (Community Health and Care Partnership Board Minute and St John's Hospital Stakeholder Minute) – Councillor Peter Johnston declared a non-financial interest as a Non-Executive Director of NHS Lothian and as a Non-Executive Director of Healthcare Improvement Scotland for which a specific exclusion applied. Councillor Johnston also declared a non-financial interest as COSLA's spokesperson for Health and Well-Being Strategic Group.

3. MINUTE

The Council Executive confirmed the Minute of its meeting held on 18 March 2014. The Minute was thereafter signed by the Chair.

4. CONSULTATION ON THE LOCAL FIRE AND RESCUE PLAN FOR WEST LoTHIAN 2014-17

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Construction and Building Services attaching a copy of the West Lothian Local Fire and Rescue Plan for 2014-17.

The report recalled that at the meeting of the Services for the Community Policy Development and Scrutiny Panel held on 5 February 2014, the Scottish Fire and Rescue Service had been asked to make a number of additional amendments to the draft Plan. These were to demonstrate enhanced alignment to the priorities of the Single Outcome Agreement, the inclusion of specific and measurable improvement targets for West Lothian.

The Head of Housing, Construction and Building Services informed the Council Executive of the changes made to the Plan since the February 2014 meeting. He considered that with the addition of the amendments, the Plan had been strengthened to ensure a strong local emphasis on partnership, delivery and adequate scrutiny.

The report recommended that the Council Executive approve the West Lothian Local Fire Plan 2014-17.

Decision

To approve the terms of the report.

5. WEST LoTHIAN LOCAL POLICING PLAN 2014-17

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Construction and Building Services attaching the amended West Lothian Local Policing Plan for 2014-17.

The report recalled that the draft West Lothian Local Police Plan 2014-2017 had been considered by the Services for the Community Policy Development and Scrutiny Panel at its meeting held on 5 February 2014, when the Panel had requested three amendments to the plan:-

- Increased linkages to the West Lothian Single Outcome Agreement
- Local performance targets for West Lothian
- A West Lothian Resource Plan

Following positive discussions between council officers and Police Scotland, the revised plan addressed each of the above, in that the plan included improved alignment to the Single Outcome Agreement, specific local performance targets and a section on police resources.

The report recommended that the Council Executive approve the West Lothian Local Policing Plan 2014-17.

Decision

To approve the terms of the report.

6. TWINNING - INVITATION TO VISIT HOCHSAUERLANDKREIS IN 2014 - REPORT BY CHIEF EXECUTIVE (HEREWITH)

The Council Executive considered a report (copies of which had been circulated) by the Chief Executive advising of an invitation that had been received from the Landrat, Hochsauerlandkreis for an official delegation from West Lothian to visit Hochsauerland from 23 to 26 October 2014.

The Chief Executive advised that in line with established practice it was customary for the council to receive such an invitation every four years.

In 2010 there were eight people in the delegation; four councillors, one official and three representatives of the West Lothian Twinning Association.

Therefore it was recommended that the Council Executive :-

1. Give consideration to responding to the invitation; and
2. If the invitation was accepted, consideration be given to :-
 - The size of the delegation
 - The composition of the delegation; and
 - The names if individuals taking part to be remitted to the Chief Executive in consultation with the Provost of Leader of the Council.

Motion

“Council Executive welcomes the invitation from the Landrat Hochsauerlandkreis for an official delegation from West Lothian to visit Hochsauerlandkreis later this year and agrees :-

- To accept the invitation
 - To send a delegation of 8 people
 - That the composition of the delegation will be 4 councillors, 1 official and 3 representatives of the West Lothian Twinning Association.
 - That the names of the individuals taking part be remitted to the Chief Executive in consultation with the Provost and Leader of the Council.
- Moved by the Chair and seconded by Councillor King

Decision

To unanimously approve the terms of the motion.

7. 5TH GENERAL REVIEW OF LOCAL GOVERNMENT ELECTORAL ARRANGEMENTS - PROPOSAL ON COUNCIL SIZE

The Council Executive considered a report (copies of which had been circulated) by the Chief Executive advising of the Local Government Boundary Commission for Scotland (LGBCS) proposals for councillor numbers, which was part of the 5th Review of Local Government Electoral Arrangements.

The Chief Executive explained that the Local Government Boundary for Scotland had started their 5th General Review of local government electoral arrangements in Scotland. The review had started with recommendations being made for the number of councillors on each council and would go on to review the number and boundaries of wards for the election of councillors. They aimed to report on the review by 2016 so that any resulting wards would be available for the local government elections in Scotland which were planned for 2017.

The LGBCS was proposing that the number of councillors in West Lothian increase from 33 to 34.

The proposal was based on a methodology that took account of population distribution and levels of deprivation. The methodology provided five categories into which each council could fall. Further details of the methodology were summarised in the report.

The LGBCS was consulting councils on their recommendations on council size before carrying out a public consultation. The expected timetable for the review was detailed in the report.

In considering a response to the LGBCS, as well as considering the proposal itself, the Council Executive may wish to consider the methodology used by the LGBCS and could include :-

- Whether the Executive agree with the inclusion of deprivation in the methodology given that no evidence had been provided to support a view that higher deprivation levels in an area had a significant impact on the workload of councillors; and
- That the requirement for electoral parity meant that an increase or decrease in councillor numbers would be reflected across a council area and not concentrated in areas of high or low deprivation.

A response was to be submitted to the LGBCS by 23 April 2014.

It was recommended that the Council Executive agree a response to the LGBCS on their proposal to increase the number of councillors in West Lothian by one, from 33 to 34.

Motion

“Council Executive notes the 5th Review of Local Government Electoral Arrangements and the proposal of the Local Government Boundary Commission to increase the number of councillors within West Lothian from 33 to 34.

The Council Executive agrees that a formal response is sent to the commission in the following terms :-

- ❖ That the council notes that no evidence has been provided by the commission in relation to the correlation of incidence of deprivation and elected member workload, is unconvinced by the proposal for the use of area deprivation as a basis for determination of the number of councillors, and agrees to write to the commission to ask them to share the evidence that underpins the proposal.
- ❖ That the council does not believe that in the current economic climate an increase in the number of councillors at individual council level is justified.
- ❖ That the council believes that the current council of 33 elected members remains an appropriate size for West Lothian
- Moved by the Chair and seconded by Councillor Fitzpatrick”

Amendment

“Council Executive agrees to respond to the LGCBS by making the following points :-

- The Council Executive accepts that the increased West Lothian population requires consideration be given to the appropriate number of councillors to be elected.
- The Council Executive accepts that electoral parity will require a review of current multi member ward boundaries.
- The Council Executive emphasises the need for any review of ward boundaries to take full account of the natural communities identified by this council and to maintain these communities as the building bricks for all wards.
- The Council Executive does not accept the inclusion in the methodology given that no evidence has been provided to support the view that deprivation levels in the area have a significant impact on the workload of councillors.
- The Council Executive further rejects the inclusion of deprivation in the methodology as the requirement for electoral parity means that an increase or decrease in councillor numbers, due to deprivation being part of the methodology, will not be reflected in areas of deprivation but instead will be spread across the whole council

area thus defeating the logic underpinning the call for deprivation to be considered within the methodology

- Moved by Councillor Johnston and seconded by Councillor Anderson

It was agreed that a Roll Call Vote be taken which resulted as follows :-

Motion

Amendment

Tom Conn

Frank Anderson

Jim Dixon

Peter Johnston

Lawrence Fitzpatrick

Dave King

Danny Logue

John McGinty

Anne McMillan

Angela Moohan

Frank Toner

George Paul

Decision

The motion was successful by 10 votes to 2 and it was agreed accordingly

8. GENERAL SERVICES CAPITAL BLOCK BUDGET ALLOCATIONS

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates seeking approval of the allocation of block budgets to specific projects within the general services capital programme.

The Head of Finance and Estates recalled that on 29 January 2014 the council had approved a five year asset management and general services capital programme for 2013-14 to 2017-18. This was a culmination of an exercise involving updated business cases for investment and a corporate prioritisation process.

It was explained that block budgets were allocated to specific projects for 2013/14 and 2014/15 with a commitment that proposals for allocating remaining block budgets from the approved programme for 2015/16 to 2017/18 would be prepared and presented to Local Area Committees for consultation.

The report set out the proposed allocation of block budgets for 2015/16 to 2017/18, as well as proposed updates to the 2014/15 block budget programme for Road and Related assets.

Proposed allocations of block budgets to individual schemes for 2015/16 to 2017/18 had been undertaken by officers on a needs basis to ensure that the council had appropriate assets for service delivery and attainment of priorities.

The total proposed investment from the allocation of the remaining block budgets was £31.196 million, split by asset type as follows:-

Property Assets	9,382
Roads & Other Related Assets	18,223
Open Space Assets	3,591
<u>Total</u>	<u>31,196</u>

The Head of Finance and Estates explained that the report set out the proposed allocation of block budgets within the capital programme for 2015/16 to 2017/18 and amendments to the approved allocations for 2014/15. Approval of the programme would allow on-going implementation of the capital plan to proceed resulting in significant improvements to services provided by the council and to the overall asset infrastructure throughout West Lothian.

The report recommended that the Council Executive:-

1. Approve the allocation of capital block budgets to specific projects for 2015/16 to 2017/18;
2. Approve the revised block budget allocations for Roads and Related Assets for 2014/15, updated to take account of latest asset condition information.

Decision

To approve the terms of the report.

9. CHANCELLOR'S BUDGET 2014

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates providing an update in relation to the announcements contained in the Chancellor of the Exchequer's 2014 Budget, and to provide an indication of financial implications for the council.

The report advised that the Chancellor delivered his 2014 Budget Statement to the House of Commons on 19 March 2014. The statement built on the measures previously set out in the 2013 Autumn statement.

The 2014 Budget announcement provided further detail on the UK Government's deficit reduction plans and set out plans for economic growth. The Budget also included updated assessments from the Office for Budget Responsibility (OBR) on the forecasts for growth and borrowing.

The Government believed that the current long-term economic plan had provided foundations for economic recovery. The Budget was intended to set out further action to secure the recovery, build a resilient economy and support businesses to invest, export and create jobs.

The Head of Finance and Estates provided details of the overall economic position, which included OBR Projections, General Economic Outlook and Unemployment. The report contained tables setting out details of Revenue Expenditure, Capital Expenditure and the Scottish Government Block Budget. Information was also provided on Pay Assumptions and Pay Progression Reviews, Building a Stronger Economy, Welfare Reform and Pension Reforms.

The Head of Finance and Estates also advised that the Scottish Government would determine the distribution of revised departmental spending figures following the 2014 Budget announcement. Through the Barnett Formula, Scotland would receive an additional £63 million from the spending proposals included within the Budget; however discretionary funding from the UK Government had been reduced in real terms.

On 1 April 2014 John Swinney made an announcement which included the allocation of the UK Budget Barnett consequentials for Scotland which included; funding for councils over the next two years to develop the capital infrastructure needed to increase early learning and childcare provision, funding to local government in 2015/16 to further fund the provision of free school meals for P1-P3 pupils, funding for Help to Buy (Scotland) in 2014/15, funding to further enhance existing measures to support youth employment and funding to provide further support for those affected by Welfare Reforms. COSLA continued to discuss a range of issues around funding with the Scottish Government.

The report went on to provide brief details on other announcements in the Budget such as Fuel Duty, Alcohol Duty, Coinage, Savings, Tax-free Childcare and Corporation Tax.

In conclusion the report advised that the Chancellor's 2014 Budget was intended to build on measures announced in previous budgets, the 2013 Autumn statement and the Plan for Growth. The budget focussed on securing a sustained recovery and building a resilient economy.

Changes to public sector expenditure plans would be passed on to the Scottish Budget through the Barnett Formula and it was for the Scottish Government to decide how to allocate the total Scottish Block Budget.

The on-going commitment to reducing the UK deficit by 2017 meant that the financial outlook for public finances remained challenging. Public finances would continue to be constrained and there was a continuing risk

that geo-political instability could lead to further pressure on the UK economy. The overall financial position outlined in the 2014 Budget Statement re-emphasised that the period ahead remained challenging to the public sector in Scotland.

The report recommended that the Council Executive:-

1. Note the content of the report.
2. Agree that the Head of Finance and Estates would take account of the measures which impacted on the council.

Motion

To approve the terms of the report.

- Moved by the Chair and seconded by Councillor Fitzpatrick

Amendment

“Council Executive notes with serious concern the imposition of a cap on welfare spending by the Westminster Parliament.

Council Executive asserts that this cap will inevitably force the most vulnerable in our society, including children and the elderly and disabled, into further hardship and poverty.

Council Executive therefore agrees to write to the Leaders of all the Westminster political parties expressing the views of the this council on this cap and requesting their support for its removal”.

- Moved by Councillor Johnston and seconded by Councillor Anderson

It was agreed that a roll call vote be taken which resulted as follows :-

Motion

Tom Conn

Jim Dixon

Lawrence Fitzpatrick

Dave King

Danny Logue

John McGinty

Anne McMillan

Angela Moohan

Frank Toner

Amendment

Frank Anderson

Peter Johnston

George Paul

Decision

Following a vote the motion was successful by 10 votes to 2 and it was agreed accordingly.

10. LAND AT ALDERSTONE ROAD, LIVINGSTON

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates seeking approval for the sale of 0.49HA of land at Alderstone Road, Livingston to Lidl UK GmbH Ltd and the relinquishment by Lidl of rights over adjoining land.

The report advised that the subject land at Alderstone Road, which was shown, hatched on the plan and which extended to a total of 0.49HA or thereby, formed part of an option agreement between Livingston Stadia Management Ltd (LSM) and the council.

While discussions were taking place with LSM for the renunciation of the option agreement, Lidl UK GmbH approached the council with a proposal to purchase the subject land, between their existing unit and Alderstone Road. Lidl was proposing to develop a new superstore for circa 10,000sqft in their new format. Following completion the existing store would be refurbished and reconfigured to facilitate a letting to a third party.

The Head of Finance and Estates advised that Lidl was considered a special purchaser in this case as there was an element of marriage value between the subject property and their existing property by virtue of the existing car park which would enable Lidl to use the subject property more extensively than other potential purchasers.

Given the specific property characteristics and that the Lidl proposal would increase economic activity in the area it was decided that it was appropriate, in this case, to negotiate direct with Lidl.

The land was currently let to LSM under the terms of the ground lease but would be returned to the council on 1 July 2014; however the rights that had been granted made the land of limited use and as a consequence of little value to the council.

With the removal of these rights, the council would have an unencumbered site that was available for letting or sale and would therefore have a significantly higher value in future. The renunciation of rights would only occur with Lidl's agreement.

The purchase price of the subject land along with the relinquishment of Lidl's existing rights over the additional area of land would provide an aggregated value to the council in line with the external valuation that had been obtained.

The report provided details of the proposed terms of the sale and special conditions.

In conclusion the Head of Finance and Estates advised that the overall state of the property market and the specific circumstances of this case, it was considered to be in the council's best interest to sell the site at Alderstone Road in accordance with the recommendations of the report.

The report recommended that the Council Executive:-

1. Approve the sale of land at Alderstone Road, Livingston to LIDL UK GMBH for £800,000 subject to the terms and conditions set out in the report.
2. Grant delegated powers to the Head of Finance and Estates Services to agree to any changes required to the current terms in order to conclude the transaction, on the basis that any revised terms and conditions still represented best value for the council.

Decision

To approve the terms of the report.

11. 0.72HA LAND AT HARDIE ROAD, DEANS, LIVINGSTON - PROPOSED SALE TO JASON CRAIG DALY

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates seeking approval for the sale of a residential site for development of four Eco dwelling houses.

The report advised that the subject land was a small gap site in Deans, Livingston which was bordered by a woodland strip to the west and Knowepark Caravans to the east. It was currently vacant and had generated no income for a number of years. Planning Services produced a detailed Planning Brief for the site with planning permission supporting up to four residential units.

The land was placed on the market for sale in December 2013 with a closing date of 14 February 2014. No offers were received and it was remarketed without a closing date. As a result of further marketing a formal offer was received, and the terms were outlined in the report.

In conclusion the Head of Finance and Estates advised that given the length of time the land had been marketed for and the lack of offers received, it was considered to be in the best interest of the council that the land was sold to Jason Craig Daly to be developed in accordance with the associated planning brief.

The report recommended that the Council Executive:

1. Approve the sale of 0.72HA land at Hardie Road, Livingston to Jason Craig Daly for £150,000, subject to terms and conditions set

out; and

2. Authorise the Head of Finance and Estates to carry out any further negotiations with the purchaser in respect of the sale of the site, on the basis that any revised terms and condition represented the best capital receipt for the council.

Decision

To approve the terms of the report.

12. SUPPORT TO CREDIT UNIONS IN WEST LOTHIAN

The Council Executive considered a joint report (copies of which had been circulated) by the Head of Finance and Estates and the Head of Area Services which set out the proposals for one off funding in 2014/15 for financial and other support to be provided to the two local credit unions in West Lothian (West Lothian Credit Union and Blackburn, Seafield and District Credit Union)

The report advised that it was recognised that credit unions were an extremely important mechanism to help people affected by financial exclusion and therefore at risk of poverty, to save and borrow. In addition the Edinburgh based Capital Credit Union had a common bond that allowed it to operated throughout West Lothian.

It was explained that officers had consulted separately and jointly with the credit unions to identify a package of support from West Lothian Council which would:-

- Increase adult membership
- Increase young persons' membership
- Increase the number of community access points
- Expand the range of support and partnership working.

West Lothian Credit Union would have a presence in the following areas:-

Bathgate, Broxburn, East Calder, Linlithgow & Bridgend, Livingston East, Livingston North, Livingston South, Uphall and Winchburgh.

Constructive discussions took place with Blackburn and Seafield Credit Union on how best to support their organisation. A separate report would be presented to the Council Executive in June 2014 which would outline the support to Blackburn and Seafield District Credit Union.

The report went on to advise that it was proposed that through the Anti-Poverty Strategy Board, the council, community planning partners and the credit unions would work in partnership to deliver services as follows:-

- A. Publicising credit union services. This would include a range of activities

such as:-

- Joint promotion/write ups in the Bulletin and on council Facebook and Twitter pages;
 - Closer working with Advice Shop and other council services to promote credit union membership; and
 - Promotion through payslips, on plasma screens and on public access computers.
- B. Facilitating opportunities in a range of locations to enable new members to join credit unions:-
- By March 2015, one or both credit unions would have a significant presence in each of the nine council wards that would increase their accessibility to members and potential members. This would include regular open sessions in council facilities where people could access credit union services.
- C. Facilitating staff in the council and community planning partners to join.
- D. Training and information for staff in West Lothian Council and Community Planning Partners that would increase the number of membership referrals from customer facing staff.

In conclusion the report advised that local credit unions had a valuable and valued part to play in alleviating poverty among vulnerable people in West Lothian, through helping them save and allow them to borrow small amounts of money for essential needs.

Non-financial help from the council and community planning partners would allow the two local credit unions and Capital Credit Union build membership in West Lothian and increase accessibility to potential members.

The report recommended that the Council Executive:-

1. Note that officers were working with Blackburn, Seafield and District Credit Union on strategies to support their development which would be reported at a later date;
2. Agree to grant West Lothian Credit Union £46,385 to support the development of their service;
3. Agree to provide in kind, support to the above credit unions and to Capital Credit Union to develop and promote their services to make them more accessible to potential customers in all council wards in West Lothian; and
4. Agree to provide West Lothian Credit Union with a one off grant of £20,000 to support the delivery of the Choices Loan project.

Decision

To approve the terms of the report.

13. EAST OF SCOTLAND INVESTMENT FUND - REPORT BY HEAD OF PLANNING AND ECONOMIC SERVICES (HEREWITH)

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning & Economic Development providing an update on the performance of the East of Scotland Investment Fund (ESIF) and to seek authority to appoint the Head of Planning & Economic Development as a Director of ESIF.

The report advised that the East of Scotland (ESIF) was formed in 2010/11 as a company limited by guarantee with founding and subscribing members comprising ten local authorities. The funding model consisted of loans from member authorities and matching European Regional Development Funding (ERDF).

ESIF worked by each local authority making secured loans to viable local businesses to help with investment and job creation. Le by the council's Business Gateway service ESIF lending had helped lever in additional private funding of over £3.5 million to date for local firms.

In the past three years the council made loans totalling £673,000 to local firms. The average loan value was in the range of £30,000 to £40,000. Loans were secured against company assets; personal guarantees were often taken for the duration of the loan which was typically three years.

Participation in ESIF was supported by the Development & Transport PDSP and approved by Council Executive in 2010. An EISF member's agreement was concluded in 2010 for the ten founding local authorities. As a result of the recent appointment of the Head of Planning & Economic Development it was necessary to appoint the post holder as a Director of EISF. No specific delegation for this appointment existed.

The report recommended that the Council Executive:-

1. Note the performance of ESIF.
2. Approve the appointment of the Head of Planning & Economic Development as a Director of ESIF.
3. Amend the Scheme of Delegation to allow for the appointment of the Head of Planning & Economic Development.

Decision

To approve the terms of the report.

14. LINLITHGOW 3RD GENERATION SYNTHETIC PITCH PROJECT

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

circulated) by the Head of Area Services seeking approval for the submission of a £300,000 Cashback for Communities funding application, to the Scottish Government, for a full-size 3rd generation synthetic turf pitch at Linlithgow Leisure Centre.

The report advised that an opportunity had arisen to apply to the Cashback for Communities scheme administered via the Scottish Government, Sportscotland, Scottish Football Association (SFA) and the Scottish Rugby Union (SRU) for £300,000 toward a full-size, fenced and floodlit 3rd Generation synthetic turf pitch which would accommodate football training, matches and full-contact rugby.

Initial discussions with the SFA and SRU led to the recommendation that Linlithgow was the preferred locality to receive a submission to the fund due to the strength of the football and rugby clubs in the town and the number of active participants the clubs supported.

The Head of Area Services recommended that West Lothian Leisure manage the proposed facility given its expertise in leisure management and facility operation. This would require an amendment to the West Lothian Leisure lease to include the site of the proposed project which the Head of Finance and Estates would progress.

The total budget requirement for this project was estimated to be £650,000 as detailed on page 8 of Appendix 1 to the report.

- West Lothian Council £200,000
- Cashback for Communities £300,000
- Scottish Football Partnership £ 50,000
- **Total £550,000**

Further discussion was being progressed with the Scottish FA and Sportscotland over the projected funding deficit and sources to address that. In addition, West Lothian Leisure had advised that an allocation to the project would be considered in a paper to be presented to the West Lothian Leisure Board for consideration on 24 April 2014.

The £200,000 West Lothian capital funding would be sourced from an existing, approved project in the Open Space Capital programme (the Doomsdale Park Project). The project aimed to deliver a full-size natural grass pitch on the Doomsdale Park site. Feasibility studies identified that ground conditions and topography at this site were unsuitable.

It was concluded that a £200,000 investment to achieve a £650,000 synthetic turf facility, which provided significantly more hours of use represented better value for money and a better facility for local people.

There would be no revenue consequence for this project, assuming Council Executive agree that West Lothian Leisure operated the facility under an amendment to the existing West Lothian Leisure Lease.

Decision

To approve the terms of the report.

15. SCOTTISH GOVERNMENT CONSULTATION - CARERS LEGISLATION - CONSULTATION ON PROPOSALS

The Council Executive considered a report (copies of which had been circulated) by the Head of Social Policy providing details of the consultation relating to the Scottish Government's proposal for the development of Carers Legislation.

The report advised that the Scottish Government was committed to supporting unpaid carers and young carers through the national carers and young carers' strategies, Caring Together and Getting it Right for Young Carers.

The care provided by unpaid carers was estimated to save the health and social care services over £10 billion every year in Scotland. Ministers had made it clear that they planned to accelerate the pace of change so that both adult carers and young carers were fully supported and achieved better outcomes as a result. They indicated that they saw a crucial role for new carers' legislation in raising the bar and providing further impetus to this important agenda. A consultation was launched which set out the Scottish Government's proposals on how to improve outcomes for carers and young carers across Scotland.

It was advised that the draft response from West Lothian Council was formulated following engagement with Carers of West Lothian, West Lothian Council staff, carers and young carers. The Carers Consultation event took place on 5 March 2014 and the National Council Officer Consultation event was being held on 31 March 2014.

In conclusion the report advised that West Lothian was committed to supporting Carers and Young Carers and was demonstrated by the development and implementation of the West Lothian Carers and Young Carers Strategies. In framing this consultation response consideration was given to the Carers Rights Charter which was due to be published mid-year.

The report recommended that the Council Executive:-

1. Note the current consultation relating to the development of Carers Legislation.
2. Consider the draft response and agree that it be submitted to the Scottish Government.

Decision

To approve the terms of the report.

16. MEDICATION POLICY - SOCIAL POLICY

The Council Executive considered a report (copies of which had been circulated) by the Head of Social Policy providing details of the revisions to the policy on the Management of Medication in social care services in West Lothian.

The report recalled that the previous Community Care Medication Management Policy was approved by the Council and implemented in January 2009. Since the policy was approved there had been some key developments. Further guidance was issued by the Care Inspectorate in relation to Medication Management in registered care settings for Children and Young People in 2011 and for adult care settings in 2012. The council's insurers commissioned an independent audit of Medication Management, which included not only the content of the policy and procedural guidance but also overall deployment and compliance. The report was presented to the Council's Governance and Risk Board in November 2013. No areas of high risk were identified.

The report advised that the revised framework took into account new guidance and audit recommendations as well as recommendations from key professionals in health. The overarching medication policies for Children and Families and Community Care services were combined to better facilitate document control.

In conclusion, the report advised that the council had robust arrangements in place for medication management and this had been confirmed by independent audit. A process of continuous improvement, overseen by the Medication Advisory Group, ensured that operational guidance was up to date. It was anticipated that the overarching policy framework would be subject to review at least every three years.

The report recommended that the Council Executive:-

1. Approve the revised policy on the Management of Medication
2. Agree that the policy would be reviewed every three years.

Decision

To approve the terms of the report.

17. 1,000 NEW BUILD COUNCIL HOUSES PROGRAMME

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Construction and Building Services updating the Panel on progress with the 1,000 New Build Council Houses Programme.

The report recalled that the Council Executive had approved an initial list of eight sites on 26 February 2013 with potential to accommodate 603 houses. These were contained in List A in Appendix 1 to the report.

A further list of 14 sites capable of accommodating 371 houses had been approved by Council Executive in June 2013. These were contained in List B in Appendix 1 to the report.

The report provided an update on progress relating to Lots 1 & 2

A revised list of sites was attached as Appendix 2. This remained an indicative list as there continued to be some uncertainty about the availability/deliverability of a number of the sites. From the list of 22 sites previously approved by Council Executive, it was now recommended that two sites be removed and that four sites be moved to the reserve list. The proposed sites to be removed were James Young High School (20 units) and Former Depot, East Calder (30 units). The four sites to be moved to the reserve list were:-

Armada CDA (40 units)
Former Bowling Green, Philpstoun (5 units)
Glen Road, Deans (20 units)
Rear of new Deans House (10 units)

It was also recommended that the site at Drove Road, Armadale (80 units) be removed from the reserve list as there were school capacity constraints which were unlikely to be resolved in the short term. It was also recommended that the Candleworks site in Broxburn be removed from the reserve list as Tesco had recently decided not to go ahead with its proposed supermarket in this location.

Seven new sites were recommended for inclusion in the programme, and these were listed in the report. With the exception of Deans South, plans of the proposed new sites were included in Appendix 3 to the report.

Appendix 4 to the report showed how each was affected by the proposed changes.

The report went on to advise that the financial model for the programme continued to be updated to reflect changes in circumstances, and at this stage, the programme remained affordable.

The Head of Housing, Construction and Building Services considered that the proposed change in sites would enable the council to meet the 1000 new build programme, with all wards continuing to be represented in the proposed programme. The timescales for procurement and delivery of the new build programme remained challenging and early Council Executive approval for the new sites would enable the programme to progress.

The report recommended that the Council Executive:

1. Note the progress with Lots 1 and 2 and the indicative timescale for progressing Lots 3-5.
2. Approve the proposed changes to the list of sites to be included in the New Build Council Housing Programme;

3. Approve the transfer of the sites required for the new build programme from General Services to HRA and note that Scottish Government approval for such transfers would be required; and
4. Note the financial matters highlighted in the report and that at this stage the new build programme remained affordable.

Motion

To approve the terms of the report and agree all four recommendations contained within the report and agree a fifth recommendation in that officers were to continue to search for suitable sites in Armadale and Breich and to report back on progress to a future meeting of the Services for the Community Policy Development and Scrutiny Panel.

- Moved by the Chair and seconded by Councillor King

Amendment

“West Lothian Council SNP Group notes the continuation of the SNP initiative to build council houses within West Lothian for the first time in over 30 years. Notes however, that not a single brick has been laid of any of Labour’s proposed houses, after 2 years in administration. Also notes that the programme has been delayed from building commencing next month to January 2015 before the first brick is laid.

It is recommended that Council Executive :-

- Notes the delay to the building programme and notes the indicative timescale for progressing lots 3-5
- Remove the trim track, Livingston and replaces with site on Alderstone Road, Livingston
- Approves the transfer of sites required for the new build programme from the General Services to HRS and notes that Scottish Government approval for such transfers will be required.
- Includes within the lots 3-5 tender process that all properties must have PV panels installed, where possible.
- That no 1 bed flats are buildt”
- Moved by Councillor Anderson and seconded by Councillor Johnston

It was agreed that a roll call vote be taken which resulted as follows :-

Motion

Tom Conn

Jim Dixon

Amendment

Frank Anderson

Peter Johnston

Lawrence Fitzpatrick

Dave King

Danny Logue

John McGinty

Anne McMillan

Angela Moohan

Frank Toner

George Paul

Decision

Following a vote the motion was successful by 10 votes to 2 and it was agreed accordingly.

18. HOUSING ALLOCATION POLICY REVIEW

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Construction and Building Services providing an update on the progress of the review of the Council's Housing Allocation Policy and Points framework.

The Council Executive was informed that the current Allocations Policy had been in place since 2005 (amended in 2010). The policy met legislative requirements, was needs based, and allocated houses to applicants with the highest need points award. There were 3 priority groupings and a transfer-led policy for new build.

There were four main areas which should be considered as part of the Housing Allocations Review. These were outlined in the report. Examination of the existing Housing Allocation Policy had identified a range of areas for consideration for change. These were examined in the report under the following headings:-

1. Introduce a new system to allocate housing
2. Review the Points framework
3. Review allocation approach for Homeless applicants
4. Promoting Re-housing of Transfer Applicants
5. Lettings Plan
6. Sensitive Letting Approach

A summary of the advantages and disadvantages of the proposals were

set out in a table within the report.

Finally, the report provided indicative timescales for the various steps in the approval process.

The Head of Housing, Construction and Building Services concluded that the areas identified and proposals for change would build on and further enhance the council's approach and develop innovative solutions to meet the needs of a greater proportion of people seeking housing in West Lothian whilst, at the same time promoting balanced and sustainable communities.

The report recommended that the Council Executive endorse the proposals to change the Housing Allocations Policy and agree that the report proceed to an agreed period of consultation.

Motion

"Council Executive notes the proposals to change the Housing Allocation Policy as set out in the report, and agrees to the commencement of the consultation programme on the proposals, subject to the proposals being amended to retain the age of eight for separate bedrooms for children"

- Moved by Councillor Paul and seconded by the Chair

Decision

To unanimously agree the terms of the motion.

19. VILLAGES IMPROVEMENT FUND UPDATE

The Council Executive considered a report (copies of which had circulated) by the Head of Planning and Economic Development providing an update on the full allocation of the Village Improvement Fund for 2014 to 2017 and to set out a revised proposal of the delivery and operation of the fund.

At the Council Executive in May 2013 there was agreement for a one year allocation of funding to establish the Village Improvement Fund. This was a total of £490,000 (£430,000 for Improvements and £60,000 for shop fronts) leaving a balance of £1.16m to be allocated from 2014-15 to 2017-18.

The Head of Planning and Economic Development explained that there was no proposal to change the criteria or administration from last year's report however it was important to highlight that there had been some concerns raised about the capability of local organisations to incur capital expenditure within their area.

At present the local community regeneration officers were working with some of the communities to work up projects and to ensure that any match funding or revenue to support projects on an on-going basis was in place. It was acknowledged that this was taking longer than first

estimated.

Therefore in order to keep control of expenditure and to ensure effective liaison across the different services involved with projects it was proposed to use existing officer resources within Economic Development to support and co-ordinate the projects and act as liaison between Community Regeneration Officers, local communities and other council services, such as planning. Further details of the proposed expenditure were outlined in Appendix 1 attached to the report.

Reports would continue to be ratified by the relevant Local Area Committee.

There was no change to the shop front improvement scheme previously agreed by the Council Executive in May 2013.

It was recommended that the Council Executive :-

1. Agree to the continuation of the fund and split over the eligible areas; and
2. Agree to the differing delivery role i.e. community led or council led depending on each areas needs and requirements.

Decision

To approve the terms of the report.

20. SESPAN SUPPLEMENTARY GUIDANCE FOR HOUSING

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning and Economic Development advising on progress with the preparation of Supplementary Planning Guidance (SPG) on Housing as required by Scottish Ministers in approving the Strategic Development Plan and to seek ratification of the decision of the SESPlan Joint Committee to submit the SPG to Scottish Ministers for approval.

The Head of Planning and Economic Development explained that the SESPlan Strategic Development Plan was approved by Scottish Ministers with modifications on 27 June 2013 but in approving the SDP Scottish Ministers required that SESPlan prepare supplementary planning guidance on housing which would provide detailed information for Local Development Plan's as to how much of the overall SESPlan housing land requirement should be met in each of the six member authority areas.

The SESPlan Joint Committee comprising of representatives from City of Edinburgh, East Lothian, Fife, Midlothian, Scottish Borders and West Lothian Councils met on 10 March 2014 and considered a report by SESPlan on Supplementary Guidance for Housing Land

Consultation on the draft SPG was undertaken with a wide range of consultees including key agencies such as SEPA, Scottish Water and

Historic Scotland and also with community councils, developers and landowners. Comments received related to the scale of housing land proposed through the draft SPG and the distribution of this across the SESPlan area.

In response SESPlan advised that housing completion levels across the SESPlan area would require to be increased and this presented a considerable challenge for SDP's and LDP's. To achieve this, SESPlan together with the six member authorities would continue to work with the development industry, key agencies and the Scottish Government to increase housing delivery rates. It was noted that with regards to West Lothian, whilst the area was showing an upward trend, a substantial increase in build rates upon current levels would be required to meet SESPlan requirements in the area.

Once approved the SPG guidance would set the housing land requirement for each of the SESPlan member authorities. SESPlan were required to submit the guidance to Scottish Ministers for approval and then Scottish Ministers had 28 days in which to approve the guidance.

It was recommended that the Council Executive :-

1. Note the summaries of the consultation response to the Draft Supplementary Guidance and the SESPlan responses as set out in Appendices A and B;
2. Note the findings of the updated Strategic Environmental Assessment Report;
3. Note the findings of the Draft Habitat Regulations Assessment record;
4. Support the minor editorial changes to the Supplementary Guidance and Technical Note approved by SESPlan Joint Committee on 10 March 2014 and as set out in Appendix C;
5. Support the SESPlan Joint Committee decision to submit the Supplementary Guidance to Scottish Ministers for approval; and
6. Support adoption of the Supplementary Guidance on Housing, subject to there being no direction not to adopt by Scottish Ministers.

Decision

To approve the terms of the report.

21. PENTLAND HILLS REGIONAL PARK - A PROPOSAL TO EXTEND THE REGIONAL PARK BOUNDARY

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning and Economic Development providing information on the recent proposal by an MSP for a Bill to extend the

existing Pentland Hills Regional Park (PHRP) boundary.

The report advised that West Lothian Council co-operated with City of Edinburgh and Mid Lothian Councils in the management of the Pentland Hills Regional Park. The area of the park in West Lothian was only around 10% of the designated area. The Pentland Hills Regional Park Ranger Service was managed by City of Edinburgh Council.

The Head of Planning and Economic development explained that the aims of the Pentland Regional Park as set out in its designation order were:-

- To retain the essential character of the hills as a place for the peaceful enjoyment of the countryside;
- Caring for the hills so that the landscape and the habitat was protected and enhanced;
- Within this caring framework to encourage responsible public enjoyment of the hill; and
- Co-ordination of these aims to co-exist with farming and other land uses within the Pentland Hills Park.

To sustain the management of the park, following local government reorganisation, a Minute of Agreement was entered into by the three local authorities in 1997, and in 2004 this agreement was amended to enable the City of Edinburgh Council to become the lead authority through its management of a single ranger service previously shared with Midlothian Council.

The Regional Park management was overseen by a Joint Committee made up of elected members from City of Edinburgh, Midlothian and West Lothian councils.

The Joint Committee recently agreed to rationalise its meetings from four to two per year and realign the Consultative Forum meeting to which elected members were invited to attend. It was at the most recent forum in February 2014 that Christine Grahame, MSP set out her extension proposal.

The report went on to provide details on the proposed extension to the park, and the existing characteristics of the proposed park extension area. The proposed response to the consultation was attached as Appendix 2 to the report. Details of the following three main issues identified for West Lothian were contained in the report:-

- Financial
- Elected Representation
- Landscape Protection

In conclusion the report advised that land managers and residents within

the park area benefited from the involvement of the Pentland Hills Regional Park Ranger Service in a wide range of management and recreational and ecological issues. The Pentland Hills remained an important visual backdrop and open landscape for the whole district.

While it was the view of officers that West Lothian Council should in principle, embrace the proposed Regional Park extension for landscape protection, recreational and habitat protection reasons there remained concerns about the future funding and representation.

However, organisational support from West Lothian Council would only be forthcoming if there was a sound business case for any additional management resources required, as they were not currently available from the council and also that arrangements for local authority representation on any potential future charitable trust formed to manage the park, were safeguarded.

The report recommended that the Council Executive:-

1. Note the proposal for a Bill from Christine Grahame, MSP to extend the area covered by the existing Pentland Hills Regional Park designation;
2. Note that the extended area proposed would cover a greater area of West Lothian than presently covered by the regional park and extend over the whole Pentland Hills range and into South Lanarkshire and Scottish Borders;
3. Note that there was still insufficient detail to fully assess the financial impact which any extension would have and any extension of the park that required additional financial support from West Lothian was unlikely to be supported;
4. Note that, notwithstanding the lack of detail available at the moment, there were, in principle; landscape, recreational and nature conservation issues that would support the extension of the regional park within West Lothian and over the whole Pentland Hills range;
5. Agree the proposed responses to the boundary extension consultation questions outlined in Appendix 2, as the council's formal response to the consultation; and
6. Note that a further report on the extension to the park would be presented to the Environment PDSP and Council Executive if the Bill was submitted to Parliament.

Decision

To approve the terms of the report.

22. PEST CONTROL - SERVICE REVIEW

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning and Economic Development advising of the desire to widen the range of treatments offered by pest control in order to provide a more comprehensive service as requested by customers.

The report advised that the pest control service currently offered treatment and proofing advice for insects of public health significance plus vermin (rats and mice). It did not currently offer treatment for a wider range of mammals such as moles, squirrels or rabbits.

Demand for such treatments was infrequent but customers were disappointed that services were not available for this un-met demand at the same charge as agreed for treatment of other vermin.

It was explained that a further service which caused concern was the need for customers to provide evidence of infestation. This was currently handled by the customer submitting a sample of the infestation to the pest control service via their local housing officer or CIS point.

This had implications for a wide range of services and it was proposed to replace this by offering an advisory and assessment visit. The cost implications of this were unable to be quantified at this time.

In conclusion the report advised that a review of customer comments had identified a demand to update the range of pests which were currently treated and improve the service by offering an advisory and assessment visit. The report sought the permission for the Environmental Health & Trading Standards Manager to increase the scope of service delivered. Due to the low volume of such requests it was anticipated that this would be deliverable within existing resources.

The report recommended that the Council Executive note the content of the report and approve the proposed expansion of Pest Control Treatments offered.

Decision

To approve the terms of the report.

23. PROPOSED RESPONSE TO THE SCOTTISH GOVERNMENT CONSULTATION ON THE SCOTTISH REGULATOR STRATEGIC CODE OF PRACTICE

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning and Economic Development providing details of the proposed response to a consultation document on the Scottish Regulator Strategic Code of Practice.

The report advised that the Scottish Government was determined to

promote in all Scottish regulators a broad and deep alignment with the Government's purpose of promoting sustainable economic growth. This would mean building a dynamic and growing economy that would provide prosperity and opportunities for all, whilst ensuring that future generations enjoy a better quality of life.

The Head of Planning and Economic Development explained that Section 5 of the Regulatory Reform (Scotland) Bill gave Scottish Ministers the power to issue a Code of Practice in support of the duty on regulators to contribute to sustainable economic growth. There were four main themes within the Code:-

- Regulators as enablers
- Risk and enforcement
- Understanding who to regulate
- Clear and effective communication

Introduction of the code would take effect at the same time as the enactment of the Bill and would apply to all regulators listed in schedule 1 of the Regulatory Reform (Scotland) Bill in respect of their regulatory functions as defined in the Bill – this covered all council functions with the exception of the role as a Planning Authority. Appendix A to the report contained a set of questions in relation to the code and the proposed responses.

The report advised that the code placed a number of duties on the regulators and it was anticipated that most regulators within the council already applied these principles therefore only minor changes to policy documents were likely to be required.

The report went on to provide a list of particular measures that the code would require of regulators.

In conclusion the report advised that the code was designed to ensure implementation of good practice in regulatory functions whilst promoting economic growth. It aligned with West Lothian Council's aims of promoting the economy and would have an impact on all regulatory functions within the council with the exception of the functions as a Planning Authority. The proposed response to the consultation therefore welcomed the production of the code.

The report recommended that the Council Executive:-

1. Note the detail of the consultation;
2. Approve the report and appendices as the council's response to the consultation for submission to the Scottish Government within the response timescale of 28 April 2014.

Decision

To approve the terms of the report.

24. AUTHORISATION OF ENFORCEMENT STAFF - ENVIRONMENTAL HEALTH & TRADING STANDARDS

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning and Economic Development advising of the need to amend the authority of the Head of Planning and Economic Development within the Scheme of Delegation to Officers to ensure that both council staff and in certain limited circumstances non-council employees, were appropriately authorised under relevant legislation to protect West Lothian residents and businesses.

The report advised that Environmental Health & Trading Standards engaged with cross-boundary enforcement units such as the Scottish Scambusters team and the Scottish Illegal Money Lending Unit to deliver specialist protection activities within West Lothian. The cross-boundary agencies were currently employed by other local authorities such as Glasgow and Dundee, but could at some point transfer to Trading Standards Scotland which was not a local authority.

Legislation allowed councils to appoint officers to carry out their statutory functions and those individuals appointed did not have to be employees of the council concerned.

The report explained that there were no provisions in the existing Scheme of Delegation to Head of Planning and Economic Development or the Environmental Health & Trading Standards Manager to authorise such non-WLC employees, which meant that the authority to deliver the protection desired could be open to question should legal proceedings be required.

The purpose of the report was to ensure that such protection was afforded and to prevent any legal/administrative challenge to individuals working to protect West Lothian residents and businesses.

The report went on to advise that the current scheme was last updated on 31 October 2013. Section 12.7 identified the particulars of the delegation applicable to the Head of Planning and Economic Development in relation to the Environmental Health & Trading Standards, and Section 12.8 identified those applicable to the Environmental Health & Trading Standards Manager.

It was proposed that Section 12.8 be amended to read:-

“The competent person for the purposes of exercising the council’s functions relating to the application of Environmental Health & Trading Standards enforced legislation aimed at protecting the public and businesses within West Lothian, designating and authorising suitably qualified individuals to assist in this function as required. In addition, to specifically identify competent persons under the Public Health (Scotland) act 2008, section 5.

The report recommended that the Council Executive approve the proposed additions to the Scheme of Delegations to Officers as per the details set out in the report.

Decision

To approve the terms of the report.

25. WEST LOTHIAN COMMUNITY HEALTH AND CARE PARTNERSHIP

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive, Community Health and Care Partnership, inviting the Council Executive to note the terms of the Minute of the West Lothian Community Health and Care Partnership meeting held on 28 January 2014, a copy of which was attached to the report.

Decision

To note the terms of the report.

26. ST JOHN'S HOSPITAL STAKEHOLDER GROUP

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive, Community Health & Care Partnership, inviting the Council Executive to note the terms of the Minute of the St John's Hospital Stakeholder Group meeting held on 12 February 2014, a copy of which was attached to the report.

Decision

To note the terms of the report.

27. ACTION TAKEN UNDER STANDING ORDER 31 (URGENT BUSINESS)

The Council Executive noted that approval had been provided to commence the tendering procedure for the procurement of a 1 year framework agreement for the provision of local bus services as outlined in the Head of Finance and Estates report.



West Lothian
Council

COUNCIL EXECUTIVE

DISPLAY OF ELECTION MATERIAL ON COUNCIL PROPERTY

REPORT BY CHIEF EXECUTIVE

A. PURPOSE OF REPORT

The purpose of this report is to

1. advise Council Executive of West Lothian Council's current policy on the display of election material on council property;
2. advise of the policy provision in other local authorities;
3. outline legal considerations regarding the display of election material; and
4. consider options on changes to the current policy and the implications of these.

B. RECOMMENDATION

It is recommended that Council Executive notes the information outlined in the report in relation to the display of election material on council property and agrees any changes to the council's current policy as considered appropriate.

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;
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	West Lothian Council Policy on the Display of Election Material Electoral Administration Act 2006 Returning Officer Statutory Performance Standards Local Government 1986 Act
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)	To be determined.
VII Consideration at PDSP	Considered at P&R PDSP on 14 April 2014.

VIII Other consultations

Chief Legal Officer
Members of West Lothian Council's Operational
Election Team

D. TERMS OF REPORT

D.1 West Lothian Council's Current Policy on the Display of Election Material

West Lothian Council currently permits the display of election posters on road lighting columns and permission is granted to election candidates and agents to attach election posters to road lighting columns within each council ward subject to the following conditions:-

1. Before posters are attached, the Chairman or Secretary of the Local Party Association (or candidate if there is no such Association) must state by letter to the Senior Lighting Engineer that the Association (or, where appropriate, the candidate) agrees to indemnify the Council against any damage to its own property and against any third party claim arising in any way out of the attachment of posters. Associations (and candidates) are advised of the desirability of ensuring that they are in a position to meet any successful claims made in these respects.
2. All posters - maximum size A2 - must be fixed to a card of adequate stiffness which must be tied with string or plastic ties to the road lighting column. The mounting height of the card must be not less than 2.5m above the height of the adjoining footway and the card must be fixed so as not to obstruct vehicular traffic.
3.
 - (a) Posters must not be attached to road lighting columns more than seven days prior to election day.
 - (b) Posters including string or ties must be removed within three days following the election. Failure to comply may result in the work being carried out and an invoice issued by the Council.
4. The permission relates only to the attachment of posters to road lighting columns which are situated in footpaths or footways.
5. Posters must not in any circumstances be attached to columns with Road Traffic signs attached, columns in central reservations, columns on pedestrian refuge islands in the centre of roadways, traffic signal posts or control boxes.
6. No more than one poster per party or two posters back to back per party may be attached to a road lighting column and no more than 2 posters per column or 2 posters back to back per column may be attached.

D.2 Policy Provision in other Local Authorities

The Electoral Commission's report on Scottish Council Elections (2012) states that eleven out of 32 Scottish local authorities permit election material to be displayed on council property and it has been established that there is not a uniform position in Scotland, with guidance differing between local authorities. For the purpose of this report, an analysis of the policy provision on the display of election material on council property of eleven central belt local authorities has been undertaken. Details of the analysis are provided in Appendix A.

Out of the eleven central belt local authorities considered, only three permit the display of election posters on street lighting columns. The guidelines for election candidates and agents issued by the local authorities in which the display of election posters is permitted – Inverclyde, North Lanarkshire and South Lanarkshire – state that posters are permitted subject to a number of conditions. These conditions include: the contact name of the person responsible for the posters is provided; posters must not be attached to street furniture using glue or any other form of adhesive; the mounting height of the card must not be less than 2.1m above ground level; posters must not be attached to any traffic or direction sign; only one poster per party and all posters must be removed by the party within 48 hours of the day of the election.

The majority of local authorities across Scotland do not permit election posters to be displayed on council property, and indeed eight of the eleven local authorities considered for this report prohibit the display of election material on council property. However, a review of policies of the councils which do not permit the display of election material on council property does not give a strong indication of reasons for adopting that policy.

A report to City of Edinburgh Council's Policy and Strategy Committee does however state that one of the reasons for Glasgow City Council's prohibition on the display of posters was linked to the Clean Glasgow campaign which was launched to encourage citizen's to keep the city clean and tidy. It was agreed that the prohibition of the use of such election materials would lead to a reduction in the amount of paper, plastic and cardboard used by political parties, and therefore reducing the amount of litter generated over the course of an election campaign. Glasgow City Council also identified that alternative methods of publicising elections such as telephone calls and emails were being used by agents and candidates.

The guidance issued by the majority of local authorities that do not permit the display of election material on council property states that any election material displayed on council property will be removed, and in some cases the election candidate / agent billed for the cost of this.

A summary of the process and outcome of a change of policy on the display of election material on council property in Falkirk Council, Midlothian Council and Glasgow City Council is provided in Appendix B.

D.3 Legal Considerations

Returning Officers have a statutory duty under the Electoral Administration Act 2006 to encourage the participation of electors in the electoral process and to increase electors' awareness of elections regarding UK Parliamentary elections. Legislation governing other elections such as Scottish and European Parliamentary elections, and council elections, places similar duties. The Returning Officer Statutory Performance Standards, which are enforced by the Electoral Commission, monitor how well this is carried out.

The Local Government 1986 Act, Section 2, prevents the council from allowing premises or facilities to be used to promote support for a political party (e.g. allowing political posters to be displayed on council premises). However, this does not prevent the council from allowing political parties' publicity on council premises where such facilities are provided in an even-handed way and within the terms of council policy, i.e. the display of political posters on behalf of all parties' candidates on council lamp posts in the 7 days immediately before and on polling day subject to specific conditions imposed by Operational Services regarding their erection and removal. West Lothian Council's policy regarding this was agreed by the Policy, Partnership and Resources Committee on 6 February 2007.

D.4 Possible Changes to West Lothian Council's Policy and Implications

The options available are to continue permitting election posters to be fixed to street lighting columns; or to stop the practice. If election posters continue to be permitted, there is no evidence that the current policy needs to be amended.

The Electoral Commission in its report on the 2012 Local Government Elections states, in response to the falling number of councils permitting it, that "the issue of use of street furniture for political party posters near the date of an election should be reviewed as it may encourage participation at elections". The Electoral Commission undertook to seek discussion on this issue with councils, COSLA, the Elections Management Board, and political parties. This discussion has not taken place.

Additionally, when the Scottish Government Local Government and Regeneration Committee considered the running of the 2012 local government elections on 28 November 2012, it heard evidence from Dr Alistair Clark of the University of Newcastle that there is extensive research suggesting that the stronger a local campaign is, the more likely it is that the turnout will be higher. The Committee's Report on the 2012 Local Government Election states that "the lack of campaign literature displayed in local areas can only have a detrimental effect on the turnout at elections" and highlights that the Election Management Board for Scotland supports the view that a lack of posters on lampposts does not help voter turnout.

Despite this view, there is no substantive evidence to confirm that prohibiting the display of election posters on council property has an effect on voter turnout. Furthermore, the council's current policy is out of step with that of the majority of other councils, including neighbouring authorities. This is particularly of interest because West Lothian Council currently shares an electoral boundary with Falkirk Council for the UK Parliamentary elections. The Linlithgow and East Falkirk constituency covers parts of both West Lothian and Falkirk which means currently, the display of election posters on road lighting columns is only permitted in the West Lothian part of the constituency, which could potentially lead to confusion for election candidates/agents, and also possibly the electorate. This also applies to a lesser

extent to the Scottish Parliamentary elections as West Lothian is the only council in the Lothians Region to permit election posters on road lighting columns.

Therefore, a policy of not permitting election posters to be displayed on street lighting columns would be consistent with the policies already in place in those local authorities with which West Lothian Council shares an electoral area.

It should also be noted that there is anecdotal evidence from other local authorities that political parties find other ways to display election posters when they are not permitted to display them on street lighting columns, for example, putting them on stakes driven into the ground.

D.5 DISCUSSION AT P&R PDSP

There was no consensus in relation to discussion at P&R PDSP. Views were expressed that there was no substantive evidence to confirm that prohibiting the display of election posters on council property had an effect on voter turnout. It was suggested that further consideration be given to the matter taking account of the Panel's discussion, with any proposed changes to the existing policy being subject to some consultation.

Other views expressed at the PDSP did not support a change to the council's current policy in relation to displaying of posters on the grounds that it would have a detrimental effect on the turnout at elections. It was suggested that a review of the policy be undertaken in relation to the removal of posters after an election and consideration given to the billing of Election Agents for any breaches of policy.

E. CONCLUSION

This report ensures that Council Executive is informed of the policy provision in West Lothian and surrounding local authorities in relation to the display of election material on council property, the legal considerations of this matter and possible changes to West Lothian Council's policy and subsequent implications.

F. BACKGROUND REFERENCES

Local Government and Regeneration Committee – Official Report on Local Government Elections 2012.

Note of Meeting with Inquiry Reporters, 2 May 2013.

Political Posters on Street Lighting Columns – Report to Policy and Strategy Committee, City of Edinburgh Council, 1 December 2009.

The Electoral Commission – Scottish Council Elections 2012 – Report on the administration of the elections held on 3 May 2012, September 2012.

West Lothian Council Guidance Notes on Service Areas Affected by Elections, February 2012.

Appendices/Attachments:

Appendix A: Overview of Local Authorities

Appendix B: Change of Policy in other Local Authorities

Contact Person: Morgan Callachan, Project Officer

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Graham Hope

Chief Executive

Date of meeting: 29 April 2014

Overview of Local Authorities

The table below highlights whether or not current policy permits election materials to be displayed on council property for that particular area.

Council	Display of election materials permitted using council property (yes / no)	Additional information available online
City of Edinburgh	No	Any posters put up should be reported, and will be removed by the Council
Clackmannanshire	No	No comment available online
East Lothian	No	No comment available online
Falkirk	No	Posters attached to Council property are liable to be removed and disposed of – a charge will be levied by Falkirk Council for this.
Fife	No	No comment available online
Glasgow City	No	No comment available online
Inverclyde	Yes	Permitted providing written consent is obtained before hand and certain conditions adhered to.
Midlothian	No	No comment available online
North Lanarkshire	Yes	Permitted providing a number of conditions are adhered to.
South Lanarkshire	Yes	Permitted providing a number of conditions are adhered to.
Stirling	No	Any material displayed will be removed immediately by the Council and the Election Agent billed for the full cost

Change of Policy in other Local Authorities

Falkirk Council – no consultation

Report by Director of Development Services was submitted to meeting of Falkirk Council on 3 March 2010.

The report outlines local authorities' duties in terms of election law as well as their involvement in election preparation in their capacities as Roads and Planning authorities, the options available to the council with regards to the display of election material on council property, and a copy of the draft guidelines for the display of election material on council owned property. The report notes that councils could take the view that an increase in the number of election posters in public places should not to be encouraged as it can leave public areas, including schools and community centres, in a mess with limited capacity for proper clear up after the election.

Motion agreed to amend the guidelines on display of election campaign publicity materials to prohibit display of such material on any Council property.

Midlothian Council – consultation of political parties

Report submitted by the Chief Executive to meeting of Midlothian Council on 27 November 2007 outlining current procedure for display of election posters in Midlothian and other local authorities, and seeking clarification as to whether Midlothian procedure should be amended (to prohibit posters). Report notes that the current practice in Midlothian places the responsibility for the safe and timely erection and removal of election posters with the respective political parties. Notes that whilst there have been no road safety issues with posters, there have been occasions where the election posters have not been removed within the agreed timescale and a reminder sent to the responsible Party.

It was agreed to put the matter out to consultation with political parties, and an enquiry was sent to the other Scottish local authorities and the Scottish Government to ascertain their particular practice with regards to election posters.

Following consultation with political parties, report submitted on 9 April 2008 by the Chief Executive, providing feedback from consultation. Motion to prohibit election posters on council-owned property was unanimously approved by the Council.

Glasgow City Council – no consultation

A report was submitted to Glasgow City Council on 17 April 2009 by Councillor Colleran, Council Business Manager, outlining current policy of allowing election posters to be displayed on lampposts, and requested that in line with the council's Clean Glasgow Initiative, committee agrees to amend the policy to prohibit the display of election material on any council property. The report suggests that prohibiting the display of election materials would lead to a reduction in

the amount of paper, plastic and cardboard used by political parties, leading to a reduction in the amount of litter generated over the course of an election campaign. The report also notes that it has been suggested that the absence of such posters provides less of a distraction to passing motorists and pedestrians, potentially improving road safety.

Agreement unanimous amongst all parties, except the Green Party, to revise the guidelines as proposed in the report.



West Lothian
Council

COUNCIL EXECUTIVE

**CONSULTATION ON DRAFT PROPOSALS FOR A MENTAL HEALTH (SCOTLAND)
BILL – WEST LoTHIAN COUNCIL RESPONSE**

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

To advise the Council Executive of the consultation relating to the consultation on draft proposals for a Mental Health (Scotland) Bill.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. Notes the current consultation relating to the draft proposals for a Mental Health (Scotland) Bill;
2. Considers the draft response and agrees that it is submitted to the Scottish Government.

C. SUMMARY OF IMPLICATIONS

I Council Values	<ul style="list-style-type: none">• Focusing on our customers' needs• Being honest, open and accountable• Providing equality of opportunities• Developing employees• Making best use of our resources• Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Mental Health (Care and Treatment) (Scotland) Act 2003
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	The proposals aim to improve outcomes for service users.
V Relevance to Single Outcome Agreement	SOA 8 People most at risk are protected and supported to achieve improved life chances.
VI Resources - (Financial,	Within existing resources.

Staffing and Property)

- VII Consideration at PDSP** The draft response was considered by Health and Care PDSP on 17th April, 2014
- VIII Other consultations** West Lothian Mental Health Officers

D. TERMS OF REPORT

This consultation paper (see Appendix) seeks views on proposals for a draft Mental Health Bill. This draft Bill brings forward changes to improve the operation of the 2003 Act – notably in relation to named persons, advance statements, medical matters and suspension of detention. In addition the draft Bill makes provision for a Victim Notification Scheme for victims of Mentally Disordered Offenders.

E. CONCLUSION

West Lothian Council welcome the opportunity to respond to the consultation on draft proposals for a Mental Health (Scotland) Bill following the earlier limited review of the Mental Health (Care and Treatment) (Scotland) Act 2003. The Bill proposes a number of amendments to the current 2003 Act and which are generally positive and reflect current good practice. However, a number of the measures will place additional demands and duties upon Mental Health Officers who are already under significant strain and therefore we would suggest that in conjunction with the Bill a more comprehensive review of Mental Health Officer services is required as a matter of urgency to ensure that local authorities are sufficiently resourced to enable them to fulfil their statutory functions in these areas.

F. BACKGROUND REFERENCES

Link to Scottish Government consultation

<http://www.scotland.gov.uk/Resource/0044/00441187.pdf>

Appendices/Attachments: Appendix A – Draft Consultation Response

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Jennifer Scott
Head of Social Policy

Date of meeting: 29th April 2014

Consultation on draft proposals for a Mental Health (Scotland) Bill

West Lothian Council Response

Introduction

West Lothian Council welcome the opportunity to respond to the consultation on draft proposals for a Mental Health (Scotland) Bill following the earlier limited review of the Mental Health (Care and Treatment) (Scotland) Act 2003. The Bill proposes a number of amendments to the current 2003 Act and which are generally positive and reflect current good practice. However, a number of the measures will place additional demands and duties upon Mental Health Officers who are already under significant strain and therefore we would suggest that in conjunction with the Bill a more comprehensive review of Mental Health Officer services is required as a matter of urgency to ensure that local authorities are sufficiently resourced to enable them to fulfil their statutory functions in these areas.

Question 1 Do you have any comments on the proposed amendments to the Advance Statement provisions?

West Lothian Council welcome the proposed amendments in relation to the Advance Statement provisions and further agree with the proposals for a central register to be kept with the Mental Welfare Commission. Section 276c makes provision for which persons shall be entitled to have access to the register for Advance Statements. Consideration requires to be given as to whether those with access to the register shall include Scottish Ministers given their role in respect of Restricted Patients.

Question 2 Do you have any comments on the proposed amendments to the Named Person provisions?

The consultation talks about a service user only have a Named Person if they wish to have one which suggests someone having to opt in. However, the draft bill talks about an “opt out”. Given some of the difficulties around identifying a Named person and the fact that a number of service users do not wish anyone acting in this role, we agree that a service user should be able to choose not to have a Named Person. It also makes sense that the Named Person should have to agree to this. However, an opt in position (where a patient only has a Named Person if one is nominated) appears more in keeping with protecting patients rights and their confidentiality.

Note that it is proposed the Named Person would require to give written consent to acting in this role and that this should be witnessed. Consideration would need to be given to the practicalities of this. For example, who can be witness? (Assuming this may be the same as who can witness a declaration made by the patient). This may cause difficulties if Named Person does not live in local area and may not take necessary steps to get a statement signed.

Also, note it states that the Named Person should have to seek leave from the Tribunal to make certain applications. We are not clear as to why this is being proposed. Would be useful to have clarity on this proposal and under what circumstances the Tribunal would/would not grant leave to make an application.

Also, proposed is that the MHO would be best placed to provide the Tribunal with information that would assist them in coming to a decision under Section 257 (Named Person: Tribunal Powers). The MHO would appear to be best placed to assist with this. However, this measure is likely to create a considerable amount of work for MHO's as the amendment is broader than simply commenting on the suitability of the person proposed and could mean seeking out views of friends and family members regarding and individuals suitability.

Question 3. Do you have any comments on the proposed amendments to the medical examination and compulsory treatment order provisions?

The wording in the consultation document and that in the draft bill are not entirely consistent with each other leading to some confusion. Suggestions that the GP will "be able to offer" a second report are vague and lack clarity. Nevertheless, we understand the SG's desire to move towards a single medical report in relation to CTO applications and that such a report would be provided by the AMP. We are aware there are many circumstances where the GP being asked to provide a medical report does not know the patient and has perhaps never even previously met the patient and so we are broadly supportive of such a move. However, the draft bill introduces a new Section (57a) and which appears to suggest that the mental health officer "must obtain a general practitioner's report" before making a CTO application. Quite apart from this appearing to contradict the proposal of only requiring one medical report GPs are already often reluctant about providing medical reports for a patient they may not know well and are unlikely to be persuaded any more so if the request for a report comes from the MHO. We do not support this aspect of the amendments. It has not previously been the practice for MHOs to obtain the medical reports for CTO applications and so this suggestion represents a significant change to practice. Whilst the application itself is the MHOs application further clarity is required about who is responsible for obtaining the medical reports and also who would fund this?

The consultation document goes on to suggest that in circumstances where only 1 medical report (by an AMP) has been provided the Tribunal could instruct an independent medical report using existing powers. West Lothian Council would have concerns that such procedures would jeopardise and interfere with the independence and impartiality of the Tribunal.

Question 4 Do you have any comments on the proposed amendments to the suspension of detention provisions?

The Mental Health (Patients in the Community) Act restricted Leave of Absence to a maximum of twelve months. This was in the context of the legality of "long term" suspension of detention being open to legal challenge (AB and CB v E 1987), the sheriff noting that detention for some inpatient treatment had to be "actually appropriate and actually necessary". It is therefore questionable that re-introducing long term suspension of detention would not be open to the same challenge.

Agree with amendments that allow attendance at court or necessary medical treatment without consent of the Scottish Ministers.

Question 5 Do you have any comments on the proposed amendment requiring a MHO to submit a written report to the Mental Health Tribunal?

In West Lothian this is normal practice and the MHO will always submit a written report to the Mental Health Tribunal to accompany any determination to extend or vary an order once notified by the RMO. Nevertheless, we do agree this reflects good practice and as such we would agree with these proposals.

Question 6 Do you have any comments on the proposed changes to the emergency, short terms and temporary steps provisions?

These amendments are viewed positively and make logical sense. It is important they cover those patients subject to compulsion Orders too. We fully agree with the amendments.

Question 7 Do you have any comments on the proposed changes to the suspension of certain orders etc, provisions?

Agree with amendments.

Question 8 Do you have any comments on the proposed amendments to the removal and detention of patients provisions?

Agree with amendments.

Question 9 Do you have any comments on the proposed amendments to the timescales for referrals and disposals provisions?

Agree with amendments to substitute “made to” with “determined by”.

I do not see in the draft Bill (sec 13 (3)) any reference to “certain specified circumstances”.

Agree with amendment in principle (i.e. that timescales should be set and that the Tribunal should be required to record reasons if timescales not met). The timescale of 28 days is irrelevant in relation to Sections 50, 114 and 115 as these certificates only last for 28 days. In relation to Section 50 there will have been no overview of the reasons for the granting of the certificate and currently the Tribunal aims to arrange a hearing within five working days. Under Section 291 (unlawful detention) timescale needs to be shorter as again there has been no independent overview of the patient’s circumstances.

Question 10 Do you agree with the proposed amendments to the support and services provisions? If you disagree please explain the reasons why?

This relates to the provision of assistance to those with communication difficulties, to extend to those for whom an application is being made for a CTO, not just the provision at a Tribunal Hearing.

We do not object to this proposal and already arrange this.

The *commissioning* of such a service should be clear (be it Interpretation service or Deaf/ Blind / other communication support services) , i.e. who pays for the service when the patient is an inpatient / living in community

Currently NHS Lothian pay for Interpretation services for those who are in-patients and it is likely that the LA would commission a service for someone in the community.

Question 11 Do you agree with the proposed amendments to the arrangements for treatment of prisoners and cross border-and- absconding patients provisions? If you disagree please explain the reasons?

The draft Bill states that the Scottish Ministers should be notified where someone is subject to a Transfer for Treatment Direction and a CTO application is being made. We fully agree this appears to make sense that Scottish Ministers should be advised of this. We also agree that the Convener for a CTO application should not be limited to the President or a Convener from the Shrieval List. We agree this change will represent cost savings and lead to efficiencies in the scheduling of Hearings.

MHO's are not currently consulted when Prisoners are being transferred to hospital under the terms of a TTD. It is proposed that the involvement of an MHO in this process would be beneficial. The draft Bill states that a TTD will only be made if a MHO agrees. Will this mean that it operates similar to process for short term detention certificate? As MHO's are involved in other similar contexts this would appear to be appropriate but we have some reservations that this will add further to the workload of MHO's and about the practical implications for MHO's where prisoners requiring assessment are in prisons out with the patient's home authority.

Cross border and absconding patients. These provisions appear to make sense and we fully agree with the proposals although it would be helpful to provide MHOs with additional guidance on these provisions.

Question 12 Do you have any comments on any of the proposed amendments relating to the "making and effect of orders" provisions?

Agree with amendments.

Question 13 Do you have any comments on the proposed amendments to the "variation of certain orders" provisions?

Agree with amendments.

Question 14 Do you agree with the proposed approach for the notification element of this VNS? If not, please explain why not and please outline what your preferred approach would be.

We agree with the approach and fully accept the proposal to extend the Criminal justice Victim Notification Scheme to the victims of mentally disordered offenders . MDO's to be considered alongside the current VNS that already operates within Criminal proceedings as operated by the Scottish Prison Service. Whilst the numbers of prisoners who move to hospital due to mental disorder is not huge a single approach covering all instances is welcomed.

Question 15 Do you agree that victims should be prevented from making representations under the existing mental health legislative provisions once they have the right to do so under the proposed Victim Notification Scheme?

We agree with the proposed amendments and accept that a simplified approach of making representations under one scheme is both sensible and logical.

Question 16 Do you agree with the proposed approach for the representation element of a Victim Notification Scheme relating to Mentally Disordered Offenders? If not please explain why not and please outline what your preferred approach would be?

Agree with the proposed amendments

Question 17 Please tell us about any potential impacts, either positive or negative, you feel any of the proposals for the Bill may have on particular groups of people, with reference to the "protected characteristics" listed above.

In general we feel the proposals are positive and are not aware they will discriminate against any particular group.

Question 18 Please tell us about any potential costs or savings that may occur as a result of the proposals for the Bill, and any increase or reduction of burden of regulation for any sector.

Many of the proposed amendments are to be welcomed and represent good practice and further extend the safeguarding of those with mental disorder. Nevertheless it is important to consider the Bill does propose to place further increases to the duties and responsibilities for Mental Health Officers in particular. There is widespread recognition from Scottish Government, Mental Welfare Commission and the ADSW of the year on year increases on MHO workload demand without any increase in the MHO infrastructure and so consideration must be given to the impact of the amendments to the Bill upon the MHO workforce nationally. The additional roles and responsibilities for MHO will have impact and further increase costs upon local authorities. For instance if the MHO is to be responsible for the obtaining of any GP report in submission of a CTO.



West Lothian
Council

COUNCIL EXECUTIVE

COMMUNITY COUNCIL SPECIAL PROJECT GRANT APPLICATION 2014/15

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To invite the Council Executive to consider applications for a special project grant received from Linlithgow & Linlithgow Bridge and Torphichen Community Councils.

B. RECOMMENDATION

1. That the application received from Linlithgow & Linlithgow Bridge Community Council for £675 towards the costs of producing high quality leaflets for distribution to residents and tourists to highlight a map of the perambulation showing the March Stones and those locations with historic significance and local interest, together with a leaflet specifically for children, be approved.

2. That the application received from Torphichen Community Council to continue to produce the Torphichen News newsletter be part-funded to the sum of £675.

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)	Section 22 of the Local Government (Scotland) Act 1994.
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)	£3000 in the special project grant budget for 2014/15.
VII	Consideration at PDSP	None
VIII	Other consultations	

D. TERMS OF REPORT

A special project grant scheme currently operates for community councils in West Lothian to allow them to carry out projects in their areas. Community councils can apply for a maximum of £750 special project funding in each financial year. There is no minimum grant. The total budget for the current financial year 2014/2015 is £3,000. The current balance is £3000. Applications are dealt with on a first come first served basis. Community Councils who retain more than £75 of their administration grant from the previous financial year are expected to contribute 10% towards the project.

Applications for funding have been received from Linlithgow & Linlithgow Bridge and Torphichen Community Councils. Full details are provided in the appendix. If the applications are granted as recommended, the balance of funds will be £1650.

Applications will continue to be received and reported to the Council Executive for determination during the financial year.

E. CONCLUSION

It is recommended that the application be dealt with as proposed in the Appendix.

F. BACKGROUND REFERENCES

Minute of Meeting of the Partnership & Resources PDSP held on 18th February 2011.

Minute of Meeting of Council Executive held on 22nd March 2011.

Appendices/Attachments: One

Contact Person: Lorraine McGrorty, Committee Officer, 01506 281609,
lorraine.mcgrorty@westlothian.gov.uk

Julie Whitelaw
Acting Head of Corporate Services
29th April 2014

<u>Community Council</u>	<u>Project</u>	<u>Cost</u>	<u>Grant Requested</u>
Linlithgow & Linlithgow Bridge	Towards the costs of producing a high quality leaflet for distribution to residents and tourists and a leaflet designed specifically for children.	£750	£675

Comments –

1. The Linlithgow & Linlithgow Bridge Town Management Group and other groups in the town have secured funding, matched by the Heritage Lottery Fund, for a project to install March Stones on Linlithgow's 1832 boundaries which were established by a Parliamentary Reform Act at that time.
2. It is intended that the Linlithgow Community will undertake a Perambulation of the boundary delineated by the March Stones as an event to complement the existing Riding of the Marches celebrations in Linlithgow which takes place in June each year.
3. The Community Council wish to build on this initiative by producing a high quality leaflet presenting a map of the perambulation showing the March Stones and those locations with historic significance and local interest. They also wish to produce a leaflet specifically for children.
2. The total cost of the project is £750. The community council has indicated that it will meet 10% of these costs and will fund the costs of the design artwork.
3. The project is acceptable and meets the criteria for assistance.

Recommendation –

That the application be approved and funded to the sum of £675.

<u>Community Council</u>	<u>Project</u>	<u>Cost</u>	<u>Grant Requested</u>
Torphichen	To continue publication of the Torphichen News newsletter.	£750	£750

Comments –

1. The Torphichen News newsletter is issued 10 times per year and is distributed to the whole village, the rural community and ex-villagers living abroad. The circulation has increased over the last year and 370 copies of each issue are distributed each month.
2. The newsletter keeps all households informed of local news, events, church matters, primary schools news, gala day events and community council discussion and decisions. Plans are in place to expand the information provided.
3. The editor of the newsletter gives her time free of charge as do those who deliver and collect the newspaper.

4. As the community council has retained more than £75 of its administration grant for 2013 it is expected to contribute 10% towards the costs of the project.
5. The project is acceptable and meets the criteria for assistance.

Recommendation –

That the application be approved and part-funded to the sum of £675.



West Lothian
Council

COUNCIL EXECUTIVE

EQUALITY OUTCOME PERFORMANCE INDICATORS

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

This report outlines the management performance indicators for the council's equality outcomes published in 2013.

B. RECOMMENDATION

The Council Executive is asked to note the contents of the report and to approve the draft indicators for the council's equality outcomes.

C. SUMMARY OF IMPLICATIONS

- | | |
|---|--|
| I Council Values | Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership. |
| II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. Implementation of the legislation requires the council to publish specific equality outcomes, and to report on progress in 2015 and 2017. |
| III Implications for Scheme of Delegations to Officers | None. |
| IV Impact on performance and performance Indicators | While efforts have been made to utilise existing performance indicators across services, the nature of the equality outcomes requires creation of new indicators and amendment to some existing measures. |
| V Relevance to Single Outcome Agreement | The legislative requirement to report and action 'mainstreaming' of equality enhances the direct link between improvement against the Single Outcome Agreement and the impact on equality and diversity. |
| VI Resources - (Financial, Staffing and Property) | Focus on improvement for individual outcomes requires concerted support across relevant council services. The ongoing development of |

	the actions to support the equality outcomes is being managed and monitored by the council's Corporate Working Group on Equality.
VII Consideration at PDSP	Partnership & Resources PDSP of 25 April 2014.
VIII Other consultations	The council's Corporate Working Group on Equality and the Corporate Performance Team have been directly involved in the development of the draft performance indicators. Discussion with relevant services over the practicalities of data collection has also taken place. A workshop was facilitated by the Corporate Working Group on Equality to engage key service staff in helping to finalise the set of indicators. The final draft version of indicators was approved by Heads of Service via the Corporate Management Team.

D. TERMS OF REPORT

Background

The Equality Act 2010 contains a Public Sector Equality Duty (Duty) covering the relevant protected characteristics of age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation. In Scotland, the detail of the Duty is represented within the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

One of the key requirements of the Duty is for all public bodies in Scotland to publish a set of equality outcomes. As well as being distinct from other outcomes published by Authorities, they require to be informed by relevant evidence and involvement with those potentially impacted by the issues. Following an extensive consultation and evidence assessment exercise, in line with this requirement the council published ten equality outcomes in 2013.

The equality outcomes Duty requires the council to publish an interim report on progress against our outcomes by 30 April 2015. The council is then required to report on final progress and to strategically review our outcomes by 30 April 2017. It is important to clarify that this is as far as the legislation goes in terms of dictating compliance with the Duty.

Performance Indicators

The Corporate Working Group on Equality agreed to create a set of performance indicators to support the monitoring of progress against the equality outcomes. While this is not a legal requirement, it was felt critical to support progress on one of the other key specific duties in relation to "mainstreaming" equality into existing service provision. A commitment was given during publication of the outcomes to implementing a set of relevant performance indicators by 30 April 2014.

The Corporate Working Group on Equality have engaged in extensive dialogue with relevant council service representatives about how best to monitor progress against each of the ten outcomes while trying to ensure that administrative burden is kept to a minimum. A set of draft indicators have now been created which are considered to meet this balance.

Existing indicators on Covalent which are deemed to be of relevance to one or more of the equality outcomes as they stand have been included. Some existing indicators on Covalent require an additional monitoring process to be put in place in order to break down the results by equality protected characteristics. A small number of new indicators require to be created and the implications for these have been discussed with relevant services. In total there are 32 indicators, 19 of which exist on Covalent and 13 of which will be new indicators for various council service areas.

Initially the focus will be on collection of benchmarking data for all indicators to enable comparison over future years. The first twelve months of data will be reported as part of the update on progress required against the outcomes by April 2015. There after progress against the outcomes shall be reported to the Panel annually.

The Corporate Working Group on Equality has been reconfigured for 2014 in order to focus its attention on monitoring of the equality outcomes and progress against the commitments published within our Equality Mainstreaming Report (published 2013).

E. CONCLUSION

The Specific Duties are focused on outcomes and encourage the integration of equality considerations in the core business of public authorities. They set a supporting framework for the General Duty, based on data collection and evaluation, transparency and accountability. The new performance indicators will assist the council in evidencing our progress towards achieving this approach.

F. BACKGROUND REFERENCES

Council Executive paper on the publications for the Public Sector Equality Duty:
[Council Executive - Public Sector Equality Duty Regulations](#)

Appendices/Attachments:

Appendix: Draft Equality Outcome Performance Indicators

Contact Person: Kenny Selbie

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Julie Whitelaw
Acting Head of Corporate Services

Date: 29 April 2014

Equality Outcome	Existing PI?	Performance Indicator
Outcome 1: Employability and skills opportunities are accessible, and accessed proportionately, by people within the relevant protected characteristics in West Lothian. Lead Service: Area Services.	Yes	% of council internal work placements by age, disability, ethnicity and gender.
	No	% of trades apprenticeships by disability, ethnicity and gender.
	Yes	% of external work placements supported by council resources by age, disability, ethnicity and gender.
	Yes	% of placements leading to employment by age, disability ethnicity and gender.
	Yes	% of people not in education, skills or training by age, disability ethnicity and gender.
Outcome 2: The council has a reduced level of gender based occupational segregation. Lead Service: Corporate Services.	Yes	% of council internal work placements by gender.
	No	% of trades apprenticeships by disability, ethnicity and gender.
	No	Number through external recruitment and internal promotion by gender in services with high levels of occupational segregation.
	Yes	Employees within top 5% of earners by gender.
	No	% of employees with flexible work arrangements by gender.
Outcome 3: Improved awareness of violence against women, improved protection against violence within services. Lead Service: Social Policy.	No	% of staff from each relevant service area who have received up-to-date training on VAW.
	Yes	% of women and children feeling safe following intervention from DASAT.
	No	% of council staff who are aware of the Gender-Based Violence policy and available support services.
Outcome 4: People within the relevant characteristics in West Lothian understand the definition of hate crime and are knowledgeable and feel confident about reporting hate incidents. Lead Service: Housing, Construction and Building.	Yes	Police data on number of hate crimes in West Lothian by age, disability, ethnicity, religion or belief, sexual orientation or transgender.
	No	Quality of Life survey results on hate crime by protected characteristics
Outcome 5: People with disabilities experience greater independence in their lives. Lead Service: Social Policy.	Yes	% of people who have physical disabilities with intensive care needs receiving 10+ hours care at home.
	Yes	% of people with learning disabilities supported in their own tenancies.
	Yes	% of residents with access to hourly or more frequent bus service.
	Yes	% of public service buildings that are suitable for and accessible to disabled people.
	Yes	% of council housing properties with needs based equipment and adaptations installed/ carried out.

Equality Outcome	Existing PI?	Performance Indicator
Outcome 6: People within the relevant protected characteristics in West Lothian feel involved in the processes by which the council makes decisions that affect them, and that they have appropriate information and resources to understand and influence those decisions. Lead Service: All.	No	Quality of Life survey results on involvement in community by protected characteristics
	No	Annual Survey of Equality Community Forum and Employee Network members.
	No	% of individuals involved in community councils, by all protected characteristics.
Outcome 7: West Lothian Council is recognised internally and externally as an equal opportunities employer. Lead Service: Corporate Services.	No	Improved performance within Stonewall Workplace Equality Index.
	Yes	Employees within top 5% of earners by all protected characteristics.
	No	% of employees that have completed equality and diversity training in the past 3 years.
Outcome 8: Children and young people within the relevant protected characteristics in West Lothian's schools feel safe, supported and able to be themselves. Lead Service: Education.	Yes	Percentage of Primary, Secondary and Special Schools and Pre-School Education Establishments Receiving Positive Education Scotland Inspection Reports.
	Yes	Customer Satisfaction: Percentage of Students in Secondary Schools Rating the Equality & Fairness in Their School as Good or Excellent
	Yes	Customer Satisfaction: Percentage of Pupils in Primary Seven Rating the Equality & Fairness in Their School as Good or Excellent.
Outcome 9: Carers in West Lothian recognise an improved awareness of caring related issues amongst council employees when accessing and engaging with council services. Lead Service: Social Policy	No	Survey of carers through Carers of West Lothian, Citizens Panel, Employee Network and Young Carers on council support when engaging with and accessing services by protected characteristics.
Outcome 10: People within the relevant protected characteristics in West Lothian have an improved awareness of, and access proportionately, Advice Shop Money Services. Lead Service: Area Services.	Yes	% of people accessing Advice Shop money services by protected characteristic.
	Yes	% of people with disabilities assisted through Personal Independence Payment appeals process.



West Lothian
Council

COUNCIL EXECUTIVE

COUNCILLORS' LOCAL DISBURSEMENT FUND

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To advise the Council Executive of expenditure from the Councillors' Local Disbursement Fund for the period 1 April 2013 to 31 March 2014.

B. RECOMMENDATION

To note the expenditure from the Councillors' Local Disbursement Fund for the period 1 April 2013 to 31 March 2014.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable, focusing on our customer's need, working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>The guidelines for the operation of the Local Members' Disbursement Fund were established by the Policy and Resources Committee in 1996.</p> <p>New forms and procedures were introduced as a result of the council's implementation of "Following the Public Pound" in October 2005 and were further revised in 2007.</p> <p>The name of the Fund was changed in April 2007</p>
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	None
VI Resources - (Financial, Staffing and Property)	The budget for 2013/14 was £92,358
VII Consideration at PDSP	Not required
VIII Consultations	None

D. TERMS OF REPORT

The guidelines for the operation of the Fund, which were approved by the Policy and Resources Committee in 1996, include a requirement for a summary report of expenditure from the Fund to be submitted to the Council Executive every six months.

The budget for the Fund for 2013/14 was £92,358.00. Members receive regular information about sums allocated by them and balances remaining, or can ask for that information at any time.

The budget was divided amongst the 33 elected councillors.. All members disbursed their entire allocation during the year.

Members are reminded that for a disbursement to come within the guidelines for the scheme there should be some evidence in the application of a benefit to the community rather than a benefit only to an individual.

The budget for 2014/2015 is unchanged at £92,358, or £2,798.72 per elected member. That information has already been passed to all members.

E. CONCLUSION

The Council Executive is asked to note the expenditure from the Councillors' Local Disbursement Fund and the funds available for the coming financial year.

F. BACKGROUND REFERENCES

Policy and Resources Committee - 23 April 1996

Policy Partnership & Resources Committee - 20 June 2001, 25 October 2005, 5 December 2006 and 6 February 2007

Appendices: Disbursement Summary

Contact Person: James Millar, Solicitor/Committee Services Manager

01506 281613, James.Millar@westlothian.gov.uk

Julie Whitelaw

Acting Head of Corporate Services

Date: 29 April 2014

Summary Report

COUNCILLORS LOCAL DISBURSEMENT

from 1st April 2013 to 31st March 2014

Ward Name	Total Amount Disbursed
(1) Linlithgow	£8,396.16
Martyn Day	£2,798.72
Tom Conn	£2,798.72
Tom Kerr	£2,798.72
(2) Broxburn, Uphall and Winchburgh	£11,194.88
Alexander Davidson	£2,798.72
Diane Calder	£2,798.72
Janet Campbell	£2,798.72
Tony Boyle	£2,798.72
(3) Livingston North	£11,194.88
Andrew Miller	£2,798.72
Angela Moohan	£2,798.72
Anne McMillan	£2,798.72
Robert De Bold	£2,798.72
(4) Livingston South	£11,194.88
Danny Logue	£2,798.72
John Muir	£2,798.72
Lawrence Fitzpatrick	£2,798.72
Peter Johnston	£2,798.72
(5) East Livingston and East Calder	£11,194.88
Carl John	£2,798.72
Dave King	£2,798.72
Frank Anderson	£2,798.72
Frank Toner	£2,798.72

Ward Name	Total Amount Disbursed
(6) Fauldhouse and The Breich Valley	£8,396.16
Cathy Muldoon	£2,798.72
David Dodds	£2,798.72
Greg McCarra	£2,798.72
(7) Whitburn and Blackburn	£11,194.88
Barry Robertson	£2,798.72
George Paul	£2,798.72
Jim Dickson	£2,798.72
Mary Dickson	£2,798.72
(8) Bathgate	£11,194.88
Harry Cartmill	£2,798.72
Jim Walker	£2,798.72
John McGinty	£2,798.72
William Boyle	£2,798.72
(9) Armadale and Blackridge	£8,396.16
Isabel Hutton	£2,798.72
Jim Dixon	£2,798.72
Stuart Borrowman	£2,798.72
GRAND TOTAL	£92,357.76
TOTAL AMOUNT ALLOCATED	£92,358.00
TOTAL AMOUNT LEFT TO SPEND	£0.24



West Lothian
Council

COUNCIL EXECUTIVE

**RESPONSE TO CONSULTATION ON THE IMPLEMENTATION OF THE MARRIAGE
AND CIVIL PARTNERSHIP (SCOTLAND) ACT 2014**

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To invite the Executive to consider and approve the draft response to the letter dated 10 April 2014 sent by the Scottish Government regarding the implementation of Section 21 of the Marriage And Civil Partnership (Scotland) Act 2014.

B. RECOMMENDATION

That the Executive approves the proposed draft response to the consultation letter contained in Appendix 3 to this report.

C. SUMMARY OF IMPLICATIONS

I Council Values	<ul style="list-style-type: none">• focusing on our customers' needs;• being honest, open and accountable
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The Marriage (Scotland) Act 1977, The Marriage (Scotland) Act 2002, The Marriage (Approval of Places) (Scotland) Regulations 2002, The Marriage and Civil Partnership (Scotland) Act 2014
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)	There will be a small loss of licensing income.
VII Consideration at PDSP	Partnership & Resources PDSP 25 April 2014
VIII Other consultations	Chief Registrar

D. TERMS OF REPORT

D1 Background

In terms of the Marriage (Scotland) Act 2002 which amended the Marriage (Scotland) Act 1977 and The Marriage (Approval of Places) (Scotland) Regulations 2002 local authorities are required to approve places within their areas where civil marriages can be solemnised. This process involves applications being made to the Council's Licensing Team within Legal Services for approval of particular venues. The approvals granted either last for 3 years or alternatively can be granted on a temporary basis for particular ceremonies.

The Marriage and Civil Partnership (Scotland) Act 2014 was passed by the Scottish Parliament on 12 March 2014 and is intended to be brought into force later this year. Section 21 of the act will amend the Marriage (Scotland) Act 1977 by removing the requirement of local authorities to formally approve places where civil marriages can take place. In future it will be for the parties to a civil marriage and the Council to agree between them that particular venues are appropriate for civil marriage ceremonies. It is understood that the reason for this change in legislation is that there were concerns when the 2002 Act was enacted that registrars would be faced with unrealistic requests from the public for marriage venues. The main consideration was the safety of registrars and the public attending such ceremonies. However, in practice most venues are eminently suitable and many are already licensed so this is now seen by the Government as an unnecessary layer of bureaucracy. The Chief Registrar advises that registrars across Scotland are generally supportive of this change in the law.

D2 Consultation

The letter from the Scottish Government which is attached at Appendix 1 to this report seeks the Council's view on whether Section 21 should be brought into effect on 1 September 2014. The Chief Registrar can see no difficulties from her perspective with this proposal.

There are 15 venues within West Lothian which are currently approved for the use of their premises as civil marriage venues. These are listed in Appendix 2 to this report together with details of the length of their current approvals. All but one of the venues listed are in current use, Beecraigs Restaurant is no longer trading. The last occasion on which a temporary approval was granted was in 2010.

The fee for an approval is £541.54 regardless of whether this is a temporary approval or an approval lasting for the usual period of three years.

Given that a decision has been made by the Government after a lengthy consultation process to revoke the legislative requirement to formally approve places of civil marriage it would seem only fair that this change is brought into force as soon as possible. The current number of approvals is small and therefore the effect on income is not significant. A draft response to the letter of 10 April 2014 is contained in Appendix 3 to this report.

D3 Consideration at PDSP

A report containing the proposed draft response to the discussion paper will be considered by the Partnership & Resources PDSP at its meeting on 25 April 2014 and a verbal update regarding the outcome of that meeting will be provided.

E. CONCLUSION

The Scottish Government is seeking the view of the Council on the proposal to bring Section 21 of the Marriage and Civil Partnership (Scotland) Act 2014 into effect on 1 September 2014. The Panel is invited to consider the letter and to recommend that the Council Executive approves the draft response attached at Appendix 3.

F. BACKGROUND REFERENCES

The Marriage (Scotland) Act 1977,

The Marriage (Scotland) Act 2002,

The Marriage (Approval of Places) (Scotland) Regulations 2002,

The Marriage and Civil Partnership (Scotland) Act 2014

Appendices/Attachments:

Appendix 1: Letter dated 10 April 2014 from the Scottish Government.

Appendix 2: List of currently approved civil marriage venues.

Appendix 3: Draft letter in response to the Scottish Government's letter of 10 April 2014.

Contact Person: Audrey Watson, Managing Solicitor, Licensing Team, Legal Services (01506) 281624
Audrey.watson@westlothian.gov.uk

Julie M Whitelaw
Acting Head of Corporate Services

Date of meeting: 29 April 2014

To: All local authority chief executives in Scotland

Copy: Convention of Scottish Local Authorities

10 April 2014

Dear Chief Executive

IMPLEMENTATION OF THE MARRIAGE AND CIVIL PARTNERSHIP (SCOTLAND) ACT 2014

Introduction

1. This letter seeks your views by **Friday 9 May 2014** on the implementation of section 21 of the 2014 Act, on civil ceremonies taking place anywhere agreed by the registrar and the couple.
2. This letter follows a meeting organised by National Records of Scotland on 1 April 2014, attended by registrars from across Scotland.

Implementation of the 2014 Act generally

3. The first same sex marriages in Scotland are expected towards the end of 2014. It is not yet clear whether changes from civil partnerships to marriages and the provisions of the Act on transgender people will be implemented to the same timetable.

Section 21 of the 2014 Act

4. Section 21 amends the Marriage (Scotland) Act 1977 so that civil marriage ceremonies can take place anywhere, other than in religious premises, agreed by the couple and the registrar, rather than at “approved places”¹.
5. Once commenced, the amendments will mean that a civil marriage ceremony can take place in:
 - The registration office of the authorised registrar; or
 - At an appropriate place in the registration district of the authorised registrar; or

¹ Information by National Records of Scotland on the current provisions is at: <http://www.gro-scotland.gov.uk/regscot/getting-married-in-scotland/civil-marriages-in-approved-places.html>

- With the approval of the Registrar General, at the registration office of another authorised registrar; or
- With the approval of the Registrar General, at an appropriate place in the registration district of another authorised registrar; or
- With the approval of the Registrar General, at an appropriate place in Scottish waters.

6. This will apply to both opposite sex and same sex marriages, although, as indicated above, we do not expect same sex marriages to start until the end of this year.

7. Civil partnerships may already be registered at any place agreed between the couple and the registrar (section 93 of the Civil Partnership Act 2004 refers).

8. We discussed the commencement of section 21 of the 2014 Act with registrars at the meeting on 1 April. The majority view was that some lead-in time was required. **Therefore, the Government proposes to commence section 21 so that it comes into force on 1 September 2014. I would be grateful for views on this proposal.**

Other provisions of the 2014 Act

9. It may also be possible to commence other provisions of the 2014 Act before the end of the year. Areas of particular interest to local authorities are:

9.1 Sections 17 and 25 on the power of district registrars to require evidence of nationality from those entering marriage or civil partnerships. The meeting on 1 April agreed these provisions should be commenced as soon as the Registrar General's guidance in this area is available.

9.2 Sections 18 and 24(12) on extending the notice period for marriage and civil partnership (respectively) from 14 days to 28 days. The meeting on 1 April agreed that these provisions should be commenced at the same time. As section 24(12) covers other matters as well, this is likely to mean that commencement of both provisions would be around the end of this year.

9.3 Section 19. The effect of this is that where a person wants to marry outwith Scotland and seeks a certificate about his or her legal capacity from the district registrar, the person must provide a copy of the decree of dissolution or annulment of any previous civil partnership. The Government intends to commence section 19 in May 2014.

9.4 Section 22. This is a minor amendment to section 20 of the Marriage (Scotland) Act 1977. This allows a couple to have a second marriage ceremony in Scotland if they have already married outwith the United Kingdom but there is some doubt about the validity of the overseas ceremony. Section 20 of the 1977 Act prescribes an endorsement to the Marriage Schedule in these circumstances and contains references to the figures "19", reflecting the twentieth century. Section 22 of the 2014 Act repeals the figures "19". The Government intends to commence section 22 in May 2014.

9.5 Section 32. This corrects an erroneous cross-reference in the Registration of Births, Deaths and Marriages (Scotland) Act 1965. The Government intends to commence section 32 in May 2014.

Conclusion

10. Please send your reply to this letter to Simon Stockwell, Civil Law and Legal System Division, The Scottish Government, St Andrew's House, Edinburgh, EH1 3DG. E-mail: simon.stockwell@scotland.gsi.gov.uk

Yours sincerely

SIMON STOCKWELL
Family and Property Law

Appendix 2

List of Approved Civil Marriage Venues in West Lothian as at 16 April 2014

Venue	Date approval granted	Date approval expires	Approval number	Capacity of premises
Houstoun House Hotel, Uphall	9/4/2009	8/4/2015	001	Houstoun Suite – 400 Strathbrock Suite – 130 Shairp Suite – 80 Gardens – 400 Hunting Room - 25
Hopetoun House, South Queensferry	8/5/2009	7/5/2015	002	The Adam Stables – 150 Tapestry Room – 60 The Lawns – 600 The Ballroom – 350 The Red Room - 60
Linlithgow Palace	13/8/2012	12/8/2015	003	Undercroft – 60
Cairn Hotel, Bathgate	13/8/2012	12/8/2015	004	Simpson Suite – 180 Cairngorm Suite – 50 Cairnpapple Suite - 40
Howden Park Centre, Livingston	28/4/2009	27/4/2015	005	Auditorium – 300 Space 3 – 200 Space 2 - 50
Hilcroft Hotel, Whitburn	18/12/2009	17/12/2015	006	Strathern Suite – 221 Loch Maree Suite – 83 Glengarry Suite – 75 Garden - 60
Mercure Hotel, Livingston	28/1/2010	27/1/2016	007	Almond Suite – 120
Deer Park Golf & Country Club, Livingston	18/3/2010	17/3/2016	008	Function Suite – 192
Kaim Park Hotel, Bathgate	22/5/2013	21/5/2016	014	Torchfire Suite – 100 Glenavon – 50
The Vu, Ballencrieff Reservoir, Bathgate	10/9/2008	9/9/2014	017	The Vu – 280 Water Lily - 130
Burgh Halls, Linlithgow	18/5/2011	17/5/2014	024	Provost Lawrie Hall – 140 Baillie Hardie Hall – 140 The Education Room – 30 Audio Visual Room – 40 Gardens – 120 Glass Terrace - 59
Beecraigs Restaurant, by Linlithgow	21/6/2011	20/6/2014	025	Banqueting Hall/General Purpose Room – 60 Restaurant/Lounge – 90
Uphall Golf Club	26/7/2011	25/7/2014	027	Main Function Room/Office – 110
Bonsyde House Hotel, Linlithgow	19/12/2011	18/12/2014	028	Conference Room – 25
Torphichen Inn	13/8/2012	12/8/2015	029	Function Suite - 160

Appendix 3

Corporate Services

Carol Johnston
Acting Chief Solicitor
Legal Services

Simon Stockwell
Family and Property Law
Justice Directorate
Civil Law and Legal System Division
St Andrew's House
Regent Road
Edinburgh EH1 3DG

WEST LOTHIAN COUNCIL
WEST LOTHIAN CIVIC CENTRE
HOWDEN SOUTH ROAD
LIVINGSTON
EH54 6FF

LP 1, LIVINGSTON 2
DX 552060, LIVINGSTON 7
e-mail: audrey.watson@westlothian.gov.uk
Our Ref: AW/LIC-008828
Your Ref:
Contact: Audrey Watson
Tel: 01506 281624

Dear Mr Stockwell

RESPONSE TO CONSULTATION ON THE IMPLEMENTATION OF THE MARRIAGE AND CIVIL PARTNERSHIP (SCOTLAND) ACT 2014

I refer to your letter dated 10 April 2014 seeking the Council's view on the Government's proposal to bring Section 21 of the above act into force on 1 September 2014.

I would advise that your letter was considered by the Council Executive on 29 April and the Council is supportive of your proposal.

Thank you for providing an update on when some of the other parts of the act are likely to be brought into effect. It would be appreciated if as early notice as possible is given of the commencement date for same sex marriage ceremonies as we have already have a number of enquiries from customers regarding this.

Yours sincerely

Audrey Watson
Managing Solicitor Licensing



West Lothian
Council

COUNCIL EXECUTIVE

**PROPOSED LEASE OF LAND TO KILLANDEAN COMMUNITY ALLOTMENT
DEVELOPMENT ASSOCIATION**

REPORT BY HEAD OF FINANCE AND ESTATES

A. PURPOSE OF REPORT

To seek Council Executive approval for the lease of ground at Killandean, Simpson Parkway, Livingston to Killandean Community Allotment Development Association (KCADA).

B. RECOMMENDATION

It is recommended that Council Executive approves a lease of a site extending to 1.02 hectares (2.53 acres) at Killandean, Simpson Parkway, Livingston, to Killandean Community Allotment Development Association, for a period of 20 years at an initial rent of £635 per annum, subject to planning approval being granted.

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)	West Lothian Council, Open Space Strategy, 2010. West Lothian Council, Allotment Strategy 2010. Climate Change (Scotland) Act 2000.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	We live longer, healthier lives and have reduced health inequality We make the most efficient & effective use of resources by minimising our impact on the built environment.

	We live in resilient, cohesive and safe communities.
VI Resources - (Financial, Staffing and Property)	KCADA have been successful in securing £2,030 from a WLC Community Learning & Development Grant. The Scottish Government's Climate Challenge Fund has awarded KCADA with £101,372 funding for this project.
VII Consideration at PDSP	None
VIII Other consultations	The Livingston South Local Area Committee were updated on the development of Killandean Allotment and Community Garden at their meeting on 7 March 2014, and were supportive of the progress made. Head of Operational Services & Area Services.

D. TERMS OF REPORT

1. West Lothian Council adopted an Allotment Strategy in September 2010 to help address the increasing demand for allotments and to improve the delivery of services to members of the community, by facilitating and enabling communities to actively manage and participate in allotment gardening.

The land at Killandean was one of three potential sites that were identified in 2013 for use as allotments and community gardens. When tests were carried out in the sites in Campbridge, Murieston and Starlaw, near Bathgate, they were deemed as not suitable for growing food crops. The land at Killandean, is however, fit for the intended purpose.

KCADA was set up with the aim of developing the allotment site and Community Garden.

2. Progress

KCADA has secured £101,372 of external funding from the Climate Challenge Fund for Phase One of the project at Killandean. The Climate Challenge Fund is provided and administered by the Scottish Government. The Fund supports communities across Scotland to take action on climate change and move to low carbon living. The Fund supports projects which reduce carbon, are community led and create a legacy of low carbon behaviour assets.

Phase One at Killandean will see the development of 35 allotment plots, ranging in size from 62.5 – 250 square metres, and associated pathways, fencing and community facilities.

Each plot, with the exception of the smaller ones, would be supplied with a suitable shed for storage and to allow water harvesting taking advantage of the natural element.

As well as providing a growing space for local residents, the allotment site is

projected to save more than 350 tonnes of CO2 emissions over the next 15 years through the reduction of food and consumer miles and food waste composting

The allotments will also provide an opportunity for year-round physical exercise & social interaction whilst producing fresh fruit & vegetables which can help improve lifestyle quality & general well-being.

3. The Next Stages

KCADA are awaiting the outcome of a planning application which was registered by West Lothian Council on 13 March 2014.

It is a condition of the Scottish Government Climate Challenge Funding that phase 1 (everything but the community garden) of the project is completed prior to the 31 March 2015. If KCADA are to complete phase 1 of the project in the set timescale and minimise damage to the structure of the soil, it is important that they have access to the site in June 2014.

4. Terms of Lease

KCADA have requested a 20 year lease, which would be on the Council's standard terms and conditions. Terms of lease have been agreed at a rent of £618 per hectare (£250 per acre) per annum. This figure represents a rental equivalent to that for agricultural land, and would be appropriate for any further, similar allotment sites across West Lothian.

The main terms of the lease would be as follows:-

Tenant – KCADA.

Subjects - The 1.02 hectare (2.53 acre) site at Killandean, Simpson Parkway, Livingston, shown hatched on the attached plan.

Date of entry – 1 June 2014 – this is a provisional date and is subject to the planning application being approved and lease agreement being concluded timeously.

Rent - £635 per annum

Lease duration – 20 years

Rent review - Third anniversary of date of entry based on market value.

Use – Allotment & Community Garden – to provide 35 plots

Legal Expenses - Each party to meet their own legal costs.

E. CONCLUSION

KCADA have successfully secured funding for phase 1 of the project. It is a condition of the Scottish Government Climate Challenge Funding that phase 1 of the project is completed prior to the 31 March 2015. If KCADA are to complete phase 1 of the project within the set timescale and minimise damage to the structure of the soil, it is important that they have access to the site in June 2014.

Subject to the planning application being approved, the agreement of the lease will help address the increasing need for allotments by facilitating and enabling the local community to actively manage and participate in allotment gardening

F. BACKGROUND REFERENCES

West Lothian Open Space Strategy 2010.

West Lothian Council Allotment Strategy 2010.

Climate Change (Scotland) Act 2009.

Appendices/Attachments: Appendix 1:- Proposed area of lease.

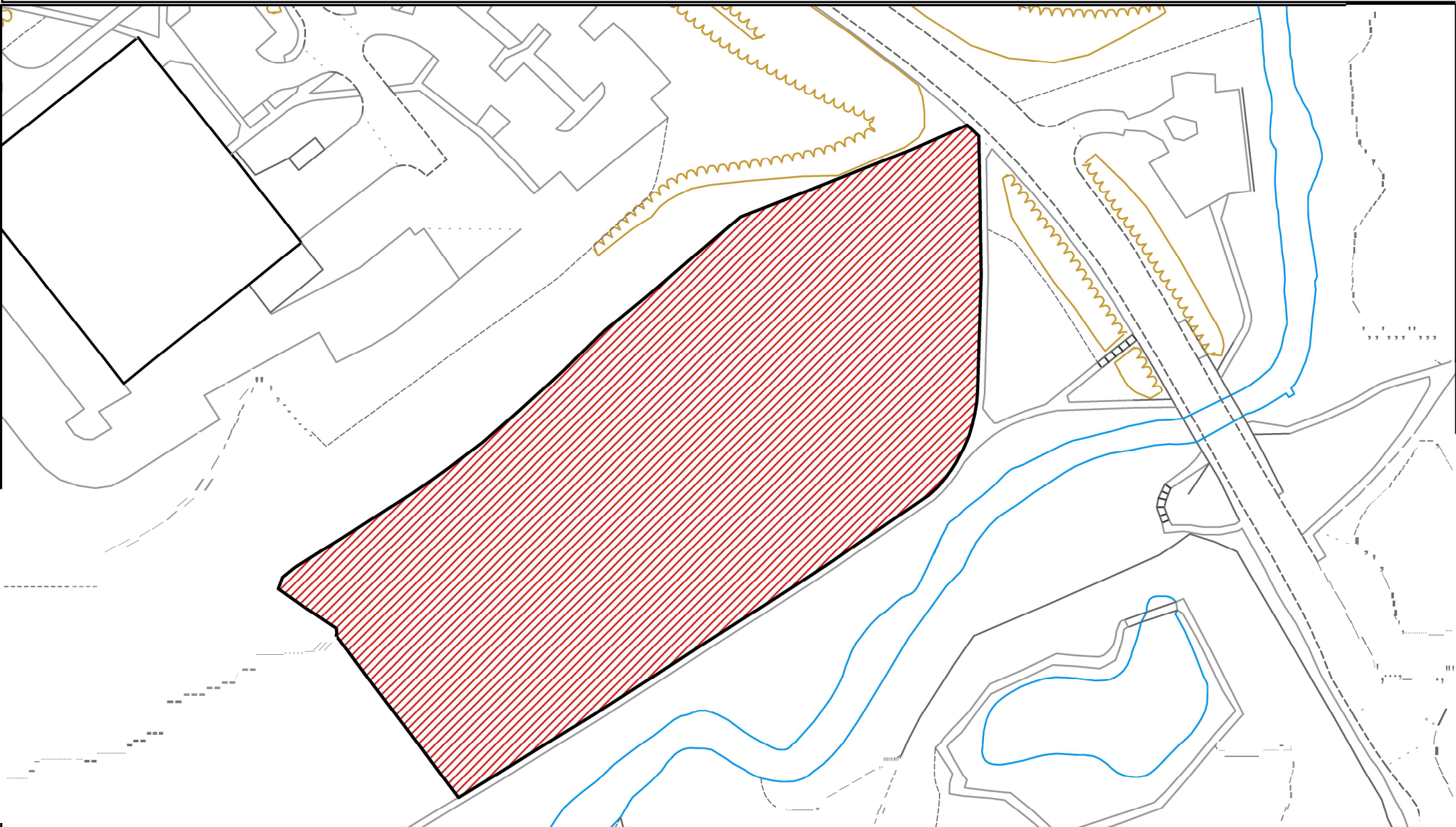
Contact Person: Paul Furbank, Economic Property Development Manager. Email – Paul.Furbank@westlothian.gov.uk ; Phone – 01506 281824



Donald Forrest

Head of Finance and Estates.

Date of meeting: - 29 April 2014.

Proposed Allotment & Community Garden Killandean Burn, Simpson Parkway, Livingston 1.02ha (2.53 acres)



	Details			Rev No	West Lothian Council Copyright Licence LA 09052L 1996	
	Drawn by Anderson.Jillian	Scale 1:1096	Date 19/03/20 14		NETs, Land & Countryside Services Whitehill House 7 Whitestone Place Whitehill Industrial Estate Bathgate, EH48 2HA	
	File Pathname / Project / Drawing No.					



West Lothian
Council

COUNCIL EXECUTIVE

ACCIDENT INVESTIGATION AND PREVENTION (AIP) CASUALTY REDUCTION PROGRAMME 2014/15

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to seek approval for the list of proposed prioritised casualty reduction schemes for the 2014/15 programme.

B. RECOMMENDATION

It is recommended that the Council Executive approves the list of prioritised casualty reduction schemes for implementation in 2014/15.

C. SUMMARY OF IMPLICATIONS

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

£270,000 allocated in 2014/15.

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

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

VII Consideration at PDSP

The programme was considered by the Environment PDSP at its meeting on 27 March 2014. The Panel recommended that the Council Executive approve the prioritised schemes list.

VIII Other consultations

Consultation will be carried out with the Police on the programme as a whole and with any frontagers directly affected by any of the proposed schemes.

Schemes which require a traffic regulation order will have additional statutory consultation and a period for objections. Further reports will be prepared for the council executive in these cases.

D. TERMS OF REPORT

Background

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

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

Progress to date

The current casualty reduction programme commenced in 2007/08 and since then, a total of 59 schemes have been completed.

It is too early to assess fully the effects of all of these schemes on casualty reduction. However, full monitoring (more than 36 months of after data) has now been carried out for the schemes introduced in 2007/08, 2008/09 and 2009/10. Initial monitoring (less than 36 months of after data) has been carried out on schemes introduced in 2010/11 and 2011/12.

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

The results of this monitoring continue to be very encouraging and indicate an overall reduction in accidents at treated sites of around 41% giving a first year rate of return of 435%. A full explanation of the first year rate of return calculation is given in Appendix 1.

Year	Number of schemes	Accident reduction at schemes	First year rate of return
2007/08 (full monitoring)	9	38%	863%
2008/09 (full monitoring)	12	54%	323%
2009/10 (full monitoring)	9	32%	357%
2010/11 (initial results)	10	38%	672%
2011/12 (initial results)	6	75%	322%
2007-2012 Overall	46	41%	435%

Table 1 – AIP programme monitoring results

Prioritised schemes for 2014/15

For the 2014/15 programme, officers identified so-called 'sites for concern' in four ways. Firstly, over 70 single sites where there were four or more accidents in a five year period were identified. Secondly, the accident rates on all rural class A and B class routes and on urban routes were analysed with the 10 urban and rural routes with the highest accident rates investigated in detail. Finally, all residential areas in West Lothian were mapped, the accident rates calculated and detailed investigations carried out on the top five areas.

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

The accident patterns at each of these sites for concern were investigated and a total of 11 sites taken forward for development of remedial measures. These remedial measures have been prioritised based upon value for money criteria. Appendix 1 shows the list of schemes taken forward and prioritised.

The available funding will allow the introduction of around five schemes in 2014/15, subject to final scheme costs. As the accident data is analysed on an annual basis, the programme will be re-ordered next year to take account of up-to-date accident problems.

It is anticipated that results from the 2014/15 programme will be available in early 2017.

E. CONCLUSION

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

The schemes prioritised for this financial year maximise the council's investment

through first year rate of return prioritisation and will deliver improvements across West Lothian.

F. BACKGROUND REFERENCES

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

Appendices/Attachments:

Appendix 1 – Casualty Reduction Schemes 2014/15 – Prioritised list

Contact Person: Kevin Hamilton, Team Leader - Road Safety & Traffic Management, Operational Services, Whitehill House, Bathgate.

Tel: 01506 282341, e-mail: Kevin.hamilton@westlothian.gov.uk

Jim Jack, Head of Operational Services

Date: 29 April 2014

APPENDIX 1 – CASUALTY REDUCTION SCHEMES 2014/15 – PRIORITISED LIST

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

The FYRR is calculated using the formula:

$$\%FYRR = \frac{\text{Annual_Accident_Savings} \times 100}{\text{Scheme_cost}}$$

The annual accident savings are calculated using accident costs from Road Accidents Scotland 2012 and are weighted based upon whether the site is in an urban or rural location. This mechanism reflects that the cost to society of road accidents is higher in rural areas. As a decreasing number of identified sites include fatal or serious accidents, the severity weighting applied in previous years has not been used.

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

Schemes will be implemented in priority order until the available funding is exhausted. It will not be possible to implement every scheme in 2014/15 due to budget constraints. It is anticipated that around 5 schemes will be implemented this year.

Rank	Ref	Location	Ward	Proposals	Estimated Scheme Cost	Estimated Annual Cost Saving to Society ¹	Estimated FYRR (%)
1	AIP/2014/069	Almondvale Avenue, Livingston	4	Renewal of carriageway markings - increase definition of hatching	£5,000	£13,950	279.0
2	AIP/2014/006	A801 @ B8047 (Roundabout) Near Torphichen	9	Carriageway re-surfacing	£80,000	£104,434	130.5
3	AIP/2014/020	A7066 @ Pyramids Business Park, Bathgate (Roundabout)	8	Carriageway re-surfacing	£60,000	£70,493	117.5
4	AIP/2014/031	Adambrae Roundabout, Alderstone Road, Livingston	4	Carriageway re-surfacing	£54,000	£61,379	113.7
5	AIP/2014/029	Deans Road @ Caputhall Road, Livingston (Deans Roundabout)	3	Carriageway re-surfacing	£48,000	£40,454	84.3

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

6	AIP/2014/061	North Bridge Street and Hopetoun Street, Bathgate	8	Traffic calming and 20mph speed limit	£40,000	£32,085	80.2
7	AIP/2014/058	A71 at its Eastern Boundary	5	Carriageway re-surfacing	£75,000	£60,049	80.1
8	AIP/2014/050	Deans North Road @ Knightsridge West Road, Livingston (Roundabout)	3	Re-align kerblines to tighten approaches to roundabout.	£26,000	£18,135	69.7
9	AIP/2014/005	A706 @ A801, Near Torphichen	9	Provide traffic signal control at A706/A801 junction and ban right turn at junction immediately east of this junction.	£220,000	£104,434	47.5
10	AIP/2014/073	B792 Bathgate Road, Blackburn	7	Traffic calming	£105,000	£41,849	39.9
11	AIP/2014/038	Houston Road @ Grange Road / Nettlehill Road, Livingston	3	Installation of traffic signals	£120,000	£41,849	34.9



West Lothian
Council

COUNCIL EXECUTIVE

**SCOTTISH GOVERNMENT CONSULTATION - SCOTTISH SAFETY CAMERA
PROGRAMME REVIEW**

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

This report presents a draft response to the Scottish Government's consultation on the review of the Scottish Safety Camera Programme.

B. RECOMMENDATION

It is recommended that the Council Executive approves the draft response contained in Appendix 1.

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) | Policy: The council is committed to membership of the Lothian and Borders Safety Camera Partnership through its Road Safety Plan 2012-2015

Legal: The council has a statutory duty for road safety under the Road Traffic Act 1988. The council also has powers to erect signs and roadside equipment associated with safety cameras in line with the Roads Scotland Act 1984 and the Road Traffic Regulation Act 1984. |
| III Implications for Scheme of Delegations to Officers | None |
| IV Impact on performance and performance Indicators | The safety camera programme contributes to the casualty reduction performance indicators. |
| V Relevance to Single Outcome Agreement | Safety cameras contribute to road casualty reduction which in turn is a measure of the outcome: "We live in resilient, safe and cohesive communities." |

VI Resources - (Financial, Staffing and Property)	None
VII Consideration at PDSP	The draft response was considered by the Environment PDSP at its meeting on 27 March 2014. The Panel recommended that the Council Executive approves the draft response.
VIII Other consultations	None

D. TERMS OF REPORT

Background

West Lothian Council has been a member of the Lothian and Borders Safety Camera Partnership since 2004 and there are currently 11 mobile enforcement sites and one fixed camera site in the district.

The mobile sites are located at: A71 Breich; A71 Polbeth; A705 East Whitburn; B7069 Whitburn; A706 Whitburn; A706 Longridge; A899 Deer Park; A899 Lizzie Brice; West Main St, Armadale; Howden South Road, Livingston; and Houston Road, Livingston.

The fixed site is located on the A71 at Oakbank.

The council has a service level agreement with the partnership and has officer representation on the partnership board. Officers are also involved in site identification, monitoring and installation of infrastructure (signs, markings, hardstandings etc). All costs incurred by council staff are recouped from the partnership.

Review Consultation

Transport Scotland is undertaking a review of the Scottish Safety Camera Programme and has issued a consultation document to inform the review. The consultation document is included in full at Appendix 2 and requests comments on three key themes:

1. Purpose and remit of Safety Camera Partnerships
2. Structure of Safety Camera Partnerships
3. Governance

Appendix 1 sets out the proposed response to the detailed questions within the consultation but the key points are summarised below:

- The key objective of the safety camera programme should continue to be casualty reduction
- Any widening of scope or increased flexibility will dilute the casualty reduction benefits
- Local roads authorities must continue to have local representation within the governance structures if they wish to be active participants in the programme.

E. CONCLUSION

The Scottish Government is undertaking a consultation on the review of the Scottish Safety Camera Programme. The proposed draft response is included in Appendix 1.

F. BACKGROUND REFERENCES

Road Safety Plan for West Lothian 2012-2015

Appendices/Attachments: Appendix 1 – Proposed consultation response

Appendix 2 – Consultation document

Contact Person: Kevin Hamilton, Team Leader – Road Safety and Traffic Management, Whitehill House, Bathgate, Tel: 01506 282341, e-mail: kevin.hamilton@westlothian.gov.uk

Jim Jack, Head of Operational Services

Date: 29 April 2014

Scottish Safety Camera Programme Review

RESPONDENT INFORMATION FORM

Please Note this form **must** be returned with your response to ensure that we handle your response appropriately.

We are inviting written responses by **19 May 2014**.

Please send your response with the completed form to:

safety.camerareview@transportscotland.gsi.gov.uk

or

Scottish Safety Camera Programme
TRBO
8th Floor, Buchanan House
58 Port Dundas Road
Glasgow
G4 0HF

If you have any queries, please contact the Scottish Safety Camera Programme Office on 0141 272 7145.

RESPONDENT INFORMATION FORM

Please Note this form **must** be returned with your response to ensure that we handle your response appropriately.

1. Name/Organisation

Organisation Name

West Lothian Council

Title Mr ☒ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ **Please tick as appropriate**

Surname

Jack

Forename

Jim

2. Postal Address

Civic Centre

Howden South Road

Livingston

Postcode

Phone

Email

3. Permissions - I am responding as...

Individual

/

Group/Organisation

☐

Please tick as appropriate

☒

- (a) Do you agree to your response being made available to the public (in Scottish Government library and/or on the Scottish Government web site)?

Please tick as appropriate

☐ Yes ☐ No

- (b) Where confidentiality is not requested, we will make your responses available to the public on the following basis

Please tick **ONE** of the following boxes

Yes, make my response, name and address all available ☐

or

Yes, make my response available, but not my name and address ☐

or

Yes, make my response and name available, but not my address ☐

- (c) The name and address of your organisation **will be** made available to the public (in the Scottish Government library and/or on the Scottish Government web site).

Are you content for your **response** to be made available?

Please tick as appropriate

☒ Yes ☐ No

- (d) 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?

Please tick as appropriate

☒ Yes

CONSULTATION QUESTIONS

PURPOSE AND REMIT OF SAFETY CAMERA PARTNERSHIPS

Question 1 - Do you consider that the existing remit as outlined above still reflects the fundamental requirement of the Safety Camera Programme or do you consider that it should be widened or given greater flexibility in its deployment?

The key objective of the Safety Camera Programme should remain as follows:

“to reduce the number of people killed or injured on Scottish Roads through targeted enforcement at sites that meet criteria in force at the time they are established.”

Any widening or ‘greater flexibility’ will dilute the impact of the programme on meeting this key objective. It is also likely to reduce the acceptance of camera enforcement by the public.

Question 2 - Changes in camera technology and other ongoing developments on the road network have created opportunities for the Safety Camera Partnerships to support enforcement activity in other areas such as Traffic Management Intelligent Transport System (ITS) schemes and at road works. Given the varying demands for camera enforcement how do we ensure there is flexibility to support enforcement activity without compromising the casualty reduction strategy?

The only way to utilise camera partnership resources without risking an impact on their ability to meet the key casualty reduction objective is to ensure that sufficient resources are in place to meet both and ensure that casualty reduction always takes priority over other activity. From a local roads perspective, it is not desirable for camera partnership resources to be utilised on trunk road schemes (for example ITS or roadworks schemes) at the expense of enforcement activity on local casualty reduction sites. This is and should remain the core activity of camera partnerships.

STRUCTURE OF SAFETY CAMERA PARTNERSHIPS

Question 3 - Which is your preferred safety camera partnership structure in order to deliver an effective and efficient Safety Camera Programme?

The consultation document does not give options for partnership structures and therefore it is difficult to propose a structure different from what is existing. Expanding partners must continue to be represented and in particular, local roads authorities must be properly, individually represented as the agencies with statutory duties for road safety activity (Road Traffic Act 1988) and the powers to erect equipment and signs on the roadside (Road Traffic Regulation Act 1984).

Question 4 - Do you consider that there should continue to be a dedicated local communications resource for each Safety Camera Partnership or would a national

communications team provide greater opportunities? If the resource is to remain within the programme what should the proposed structure look like?

There may be some benefit in a centralised communications resource to avoid conflicting messages and to gain economy of scale.

Question 5 - Do you consider that there are functions that could be delivered by alternative methods?

It is important to avoid duplication of activity. Road accident data analysis (for the identification of new sites) is a statutory duty of local roads authorities (Road Traffic Act 1988) and should therefore not be carried out separately by the camera partnerships. However, speed data collection is not a statutory duty and could therefore be centralised/outsourced with resultant economies of scale.

GOVERNANCE OF SAFETY CAMERA PARTNERSHIPS

Question 6 - The Scottish Safety Camera Programme is currently a standing agenda item for discussion by the Strategic Road Safety Partnership Board established under the Road Safety Framework to 2020. What, if any, role should the Board have in reviewing the performance of the Safety Camera Programme?

The Board should ensure that safety cameras continue to contribute to casualty reduction by monitoring statistical reports on camera effectiveness.

Question 7 – Each partnership has a local stand-alone Management Board or Steering Group established as required for consideration of funding through the programme and in terms of a local Service Level Agreement (SLA) or Memorandum of Understanding (MoU). Is there a continuing need for local Management Boards or should it only be necessary to have local working groups to deal with practical issues such as site identification, site maintenance etc.?

If there is a continuing need, what functions should local management boards have responsibility for?

As local roads authorities have a statutory duty for road safety, it is imperative that they continue to have individual representation within the governance of individual partnerships. This ensures that key decisions (eg on deployment) can be effectively monitored and, if necessary, challenged at the local level.

Question 8 – Who should be responsible for making deployment decisions – the police, local management boards, or partnership managers

The partnership managers, with guidance and direction from local management boards. This ensures that the road safety objectives continue to be delivered.

Question 9 – How might the functions of the Local Management Team be provided in the future?

From a local roads authority perspective, the important aspect is that the local roads authority continues to be effectively represented within the governance structure. The detail of how partnership management teams are structured is more of a detailed operational issue and therefore, we have no specific comment to make.

ANY OTHER COMMENTS

Question 10

If you have any further comments on the purpose, structure and governance of safety camera partnerships not addressed by the previous questions, please submit these below.

Safety cameras have been shown to make beneficial contributions to road casualty reduction. This must remain the key objective and any widening or flexibility will dilute the casualty reduction benefits. Local roads authorities must continue to have local, individual representation within the governance structures if they are to remain active participants within the programme.

Please note the deadline for responses is 19 May 2014

END OF FORM

An agency of
Buidheann Ie



**The Scottish
Government**
Riaghaltas na h-Alba



TRANSPORT
SCOTLAND
CÒMHDHAIL ALBA

SCOTTISH SAFETY CAMERA PROGRAMME REVIEW

CONSULTATION DOCUMENT

CONSULTATION ON THE SCOTTISH SAFETY CAMERA PROGRAMME

Responding to this consultation paper

We are inviting written responses to this consultation paper by **19 May 2014**. Please send your response with the completed Respondent Information Form (see "Handling your response" below) to:

safety.camerareview@transportscotland.gsi.gov.uk

or

Scottish Safety Camera Programme
TRBO
8th Floor, Buchanan House
58 Port Dundas Road
Glasgow
G4 0HF

If you have any queries, please contact the Scottish Safety Camera Programme Office on 0141 272 7145.

This consultation can be viewed online on the Scottish Government website at:
<http://www.scotland.gov.uk/consultations>

The Scottish Government (SG) has an email alert system for consultations, <http://register.scotland.gov.uk>. This allows stakeholder individuals and organisations to register and receive a weekly email containing details of all new consultations (including web links). It complements, but in no way replaces SG distribution lists, and is designed to allow stakeholders to keep up to date with all SG consultation activity, and therefore be alerted at the earliest opportunity to those of most interest. We would encourage you to register.

Handling your response

We need to know how you wish your response to be handled and, in particular, whether you are happy for your response to be made public. Please complete and return the Respondent Information Form enclosed with this consultation paper as this will ensure that we treat your response appropriately. If you ask for your response not to be published we will regard it as confidential, and we will treat it accordingly.

All respondents should be aware that the Scottish Government are subject to the provisions of the Freedom of Information (Scotland) Act 2002 and would therefore have to consider any request made to it under the Act for information relating to responses made to this consultation exercise.

Next steps in the process

Where respondents have given permission for their response to be made public and after we have checked that they contain no potentially defamatory material, responses will be made available to the public in the Scottish Government Library (see the attached Respondent Information Form). These will be made available to the public in the Scottish Government Library later in 2014. You can make arrangements to view responses by contacting the SG Library on 0131 244 4552. Responses can be copied and sent to you, but a charge may be made for this service.

Following the closing date, all responses will be analysed and considered along with any other available evidence to help us reach a decision on the future of the Scottish Safety Camera Programme. We aim to issue a report on this consultation process in summer 2014.

Comments and complaints

If you have any comments about how this consultation exercise has been conducted, please send them to the contact details above.

Scottish Safety Camera Programme Review – Summary and Objectives

The Scottish Government aims to reduce the number of fatalities and injuries on all of Scotland's roads in partnership with key road safety partners throughout Scotland. Partnership working is key in helping the Scottish Government achieve the 2020 road safety targets.

The Scottish Safety Camera Programme (SSCP) is one such partnership that brings together Police Scotland, Local Authorities, Transport Scotland, NHS Scotland and Scottish Fire and Rescue Service. Established in 2002, it has a collective aim to help reduce the number of people killed and seriously injured on Scotland's roads through the targeted enforcement of speed limits and red-light traffic signal compliance.

Road traffic deaths in Scotland are at their lowest levels since records began¹, however existing partnership practices have been in operation for around ten years. In order to ensure that partnerships deliver the most effective and efficient outcomes, that best use is being made of current resources to help deliver accident reductions on Scotland's roads, and with the creation of a single police service for Scotland, it is appropriate to undertake a discrete two-stage review of the existing outcomes and functionality of Safety Camera Partnerships. If this process reveals evidence that national and local outcomes can be substantially improved upon and delivered in a more effective and efficient manner, this will influence consideration of the structure of the Safety Camera Partnerships.

The review will focus on two main areas:

- **Outcomes and functionality of Safety Camera Partnerships** – To achieve Scottish Government 2020 casualty reduction targets, there is a need to ensure the camera enforcement strategy is achieving maximum effectiveness. This review will consider how the effectiveness of existing sites is monitored, criteria for new sites and how best use can be made of existing resources and latest technology. There is also a need to ensure consistency in how the

¹ Source – Reported Road Casualties Scotland, 2012. Each annual *Reported Road Casualties Scotland* publication is available at: <http://www.transportscotland.gov.uk/analysis/statistics/publications/reported-road-casualties-scotland-previous-editions>

strategy is applied throughout the country, both in the urban environment and on rural roads. New demands to support Scottish Government Journey Time Reliability objectives to optimise traffic flow through Intelligent Traffic Systems will also need to be considered for inclusion in a new Safety Camera Handbook.

- **Structure of Safety Camera Partnerships** – Current partnership boundaries no longer align with the service delivery structures of the Crown Office and Procurator Fiscal Service, nor with all NHS or Community Planning Partnership (CPP) boundaries. CPPs deliver community planning aims by helping public agencies work together with the community to plan and deliver better services. In line with the Single Outcome Agreements between Scottish Government and the CPPs, Safety Camera Partnerships should take account of local priorities and circumstances. The establishment of Police Scotland and new road policing and specialist services provides an opportunity to review whether the existing partnerships offer the most effective and efficient structure with which to manage and operate the camera programme. If this is no longer the case partnerships will be reformed and realigned to a new structure.

This review is concerned with the delivery and outcomes of the Safety Camera Programme, and this consultation document is seeking views on the purpose, structure and governance of Safety Camera Partnerships. The principle of safety camera enforcement as part of our Road Safety Framework to 2020² is not part of this review.

² Scotland's Road Safety Framework to 2020 is available at:
<http://www.scotland.gov.uk/Resource/Doc/274552/0082161.pdf>

Safety cameras are an integral element of our Road Safety Framework, and are an effective means of reducing accidents. Safety cameras play a crucial role in speed enforcement in Scotland, and while a number of factors influence casualty rates, the main findings from the Key Scottish Safety Camera Statistics 2011³ found that:

- The number of people killed and seriously injured at safety camera sites each year is around 68% lower following a period of camera enforcement than in the period prior to safety camera enforcement;
- The number of personal injury accidents at safety camera sites per year is around 48% lower following a period of camera enforcement than in the period prior to safety camera enforcement; and
- 82% of people responding to the Scottish Crime and Justice Survey 2010-11 agree that people should see the use of safety cameras as a good thing.

This document includes a series of questions and seeks views on the key themes identified. Respondents should feel free to express views on other relevant areas they identify within the scope of the consultation but not directly addressed by the questions posed. An opportunity to provide further comment on the purpose, structure and governance of Safety Camera Partnerships is included at question 10 in the questionnaire, however the use of this questionnaire is optional and responses on any relevant issue in any format are welcome.

³ Source – Key Scottish Safety Camera Statistics 2011. Available at:
<http://www.scotland.gov.uk/News/Releases/2012/07/safetycameras31072012>

Scottish Safety Camera Programme - Background

The National Safety Camera Programme was first piloted across the UK in April 2000. This followed a cost benefit study conducted in 1996⁴ which recommended that highway authorities and Police forces should be allowed to recover their costs from fine revenue.

Glasgow City was one of the eight areas across Britain to take part in this pilot for "cost recovery". This allowed fine revenue from safety cameras to be used to fund additional camera activity for enforcement in specific areas where there was a history of speeding and red-light running.

The Programme in Scotland was further enhanced with the creation of the Scottish Safety Camera Programme.

In December 2005, an announcement was made by the UK Government that hypothecation of safety camera fines would cease on 31 March 2007 – with the Scottish Government committing to continue funding the Safety Camera Partnerships through grant payments. On 1 April 2007 this new grant funding arrangement began.

The Programme in Scotland has expanded in stages, with the first partnership formed in 2002. There are currently eight Safety Camera Partnerships across Scotland (see Figure 1 overleaf).

Safety Camera Partnerships are partnership working arrangements between Transport Scotland, Local Authorities, the Police, district courts and other agencies with an interest in reducing road casualties. These can include the NHS, Fire and Rescue Service and the Ambulance Service.

⁴ Hooke A, Knox J and Portas D (1996). Cost Benefit Analysis of Traffic Light and Speed Cameras. Police Research Series Paper 20, Police Research Group, Home Office, London.

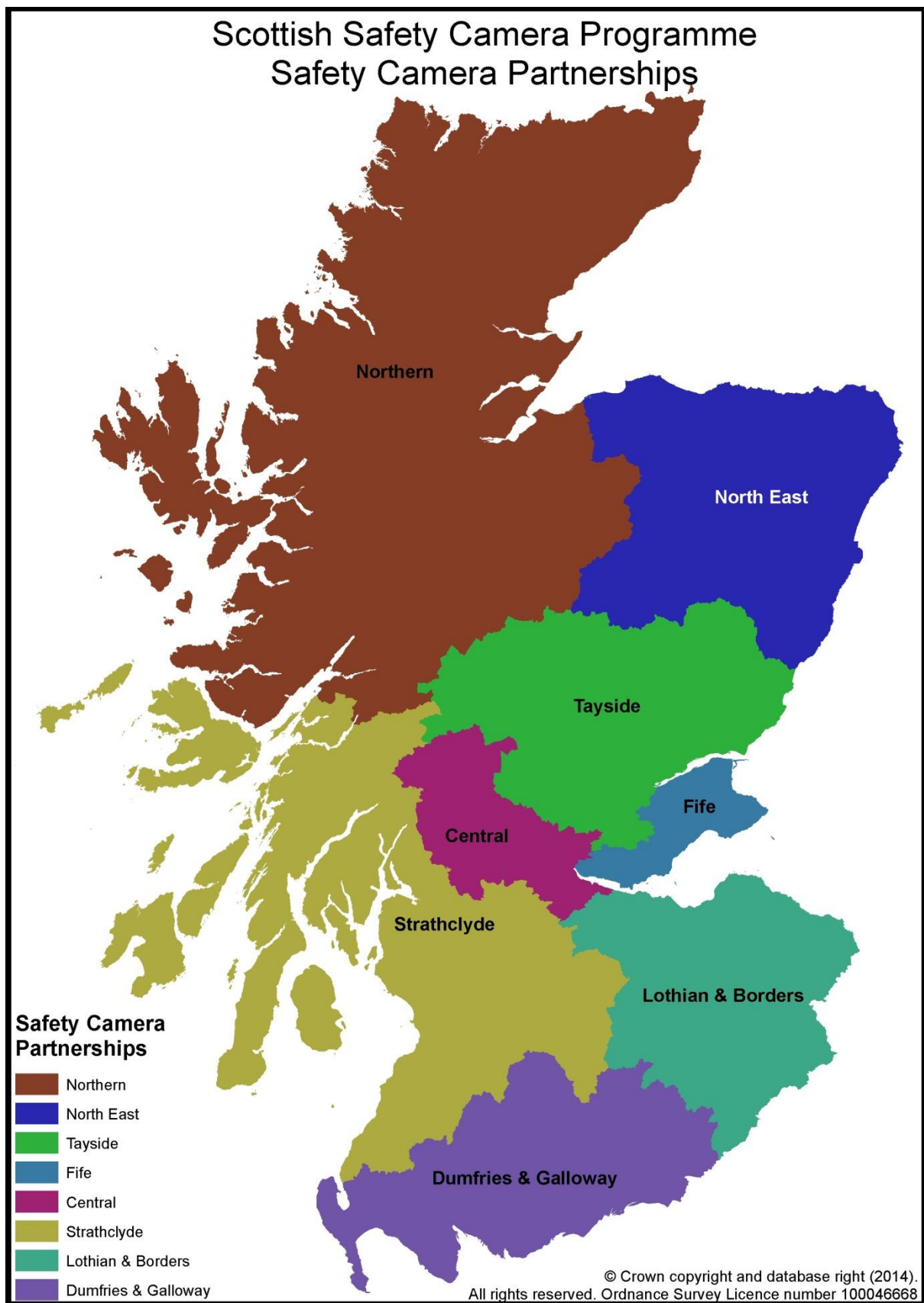


Figure 1 - Safety Camera Partnerships

Theme 1 – Purpose and Remit of Safety Camera Partnerships

There have been various amendments and redrafts of the rules during the life of the programme, primarily to accommodate cameras being used as part of an engineering solution to an identified problem, at road works and elsewhere under exception site rules. However, since its inception the two main objectives of the Safety Camera Programme have been to:

- Reduce the number of people killed or injured on Scottish roads through targeted camera enforcement at sites that meet criteria in force at the time they are established; and
- Engender a culture of speed limit and red traffic signal compliance by providing a visible and effective deterrent. These support the Scottish Government's targets for casualty reduction on Scotland's roads between 2010 and 2020, in line with the objectives set out in the Scottish Government Road Safety Framework to 2020.

Question 1

Do you consider that the existing remit as outlined above still reflects the fundamental requirement of the Safety Camera Programme or do you consider that it should be widened or given greater flexibility in its deployment?

Options you may wish to comment upon include: maintaining current arrangements as they are at present; the provision of current arrangements but with greater flexibility to address community concerns; or the removal of existing constraints and restrictions in their entirety.

Areas you may wish to consider in your response could include:

- The ability of the Safety Camera Partnership to respond quickly to community concerns or complaints regarding speeding – should this aspect be stated as part of the Safety Camera Partnership role?
- The ability of Safety Camera Partnership resources to more readily support ongoing police enforcement operations or other road safety initiatives.

- The impact any change would have on the 2020 casualty reduction targets.
- The Safety Camera Partnership's role in delivering wider Community Planning Partnership outcomes e.g. reduction in hospital admissions or Fire and Rescue call-outs to road traffic accidents.
- Any additional aspects or priorities which in your view should be undertaken by the Safety Camera Partnerships.

Question 2

Changes in camera technology and other ongoing developments on the road network have created opportunities for Safety Camera Partnerships to support enforcement activity in other areas such as Traffic Management Intelligent Transport System (ITS) schemes and at road works. Given the varying demands for camera enforcement, how do we ensure there is flexibility to support enforcement activity without compromising the casualty reduction strategy?

Areas you may wish to include in your response could cover:

- Your view regarding additional enforcement activity for the Safety Camera Partnerships.
- How would the merits of individual schemes be assessed?
- The possible option to create a separate yet linked resource and funding stream to deal with any new enforcement activity, such as supporting speed restrictions at traffic management schemes or temporary speed restrictions at road works, which are in addition to the casualty reduction targets.

Theme 2 – Structure of Safety Camera Partnerships

Scotland's eight Safety Camera Partnerships are a practical way of branding local partnership working agreements. Each partner agrees to provide specific services or activity in compliance with rules set out in the Programme Handbook under a local Service Level Agreement or Memorandum of Understanding. Expending partners are typically the Police, Local Authorities and Transport Scotland. Camera enforcement activity is currently conducted in all mainland Local Authority areas but to date not on island Local Authorities (Orkney, Shetland and Comhairle nan Eilean Siar), nor on islands in other Local Authority areas. In addition to expending partners, a number of other agencies such as the Scottish Fire and Rescue Service, Scottish Ambulance Service, or NHS Trusts that might benefit from casualty or accident reduction are represented on local Partnership Management Boards. Along with the expending partners, these agencies contribute to community planning aims by working together to plan and deliver better services which take account of local priorities and circumstances.

Question 3

Which is your preferred Safety Camera Partnership structure in order to deliver an effective and efficient Safety Camera Programme?

Question 4

Do you consider that there should continue to be a dedicated local communications resource for each Safety Camera Partnership or would a national communications team provide greater opportunities? If the resource is to remain within the programme what should the proposed structure look like?

Areas you may wish to include in your response could cover:

- Should each Safety Camera Partnership continue to have a dedicated communications resource?
- Could communications support for media enquiries be provided by Police Scotland, as many of the enquiries are offence or operation related?

- Could communications support be provided by another partner e.g. Transport Scotland or Local Authorities?

Question 5

Do you consider that there are functions that could be delivered by alternative methods?

Areas you may wish to include in your response could cover:

- Currently specific areas of work such as speed data collation are contracted out to partners and the private sector. Are there any other functions that have the potential of being outsourced/ brought in-house?

Theme 3 – Governance

At a national level the Scottish Safety Camera Programme Office acts on behalf of the Scottish Government, through Transport Scotland. It has responsibility for the conduct and performance of the programme, and: manages the annual Safety Camera Programme budget; develops the rules under which payments may be made to partnerships; and sets data requirements and performance indicators for monitoring and reporting purposes. These rules and data requirements are set out in a Handbook produced and published by the Programme Office.

Each local Safety Camera Partnership is required to have an effective Management Board or Steering Group made up of senior members of key partner organisations. With the Chairs of the boards playing a leadership role, a key consideration is the co-ordination of partner activity to ensure safety camera work is integrated into the wider road safety effort and road safety strategies of partners. To contribute to the road safety targets set out in the Road Safety Framework, board representation and consideration aligns with the priorities set out in the Single Outcome Agreements between CPPs and Scottish Government, and which play an important role in improving outcomes for local people in a way that reflects local priorities and circumstances

Some partnerships have established Working Groups made up of practitioners from the different partner organisations. Their remit is to discuss practical issues and implement agreed solutions to deliver partnership and wider road safety objectives, across both urban and rural roads.

Each partnership is required to have a Local Management Team comprising a nominated Partnership Manager, Communications Officer and Data Analyst. Together they are responsible for managing the day to day activities associated with delivering agreed partnership activities.

Question 6

The Scottish Safety Camera Programme is currently a standing agenda item for discussion by the Strategic Road Safety Partnership Board, established under the Road Safety Framework to 2020. What, if any, role should the Board have in reviewing the performance of the Safety Camera Programme?

Areas you may wish to consider include:

- The Strategic Road Safety Partnership Board meets twice a year and comprises members from a wide range of organisations with differing priorities and perspectives on enforcement policies.
- Should the Board have a discussion, advisory or consultation function?

Question 7

Each partnership has a local stand-alone Management Board or Steering Group established as required for consideration of funding through the programme, and in terms of a local Service Level Agreement (SLA) or Memorandum of Understanding (MoU). Is there a continuing need for local Management Boards or should it only be necessary to have local working groups to deal with practical issues such as site identification, site maintenance etc.?

If there is a continuing need, what functions should local management boards have responsibility for?

Areas you may wish to consider include:

- Each partner organisation is responsible for paying any costs and expenditure in excess of that covered by grant funding. This is generally limited to excessive costs incurred by their own organisation or on a pre-determined proportion of total overspend as set out in the SLA or MoU.
- Should membership of local boards be confined to those who incur costs associated with delivering the programme, or expanded to include those bodies who benefit directly from programme outcomes?

- Should all board member organisations be required to deliver some part of the programme by for example providing a financial contribution, services, data or information quantifying benefits being derived from programme activity?
- Local managers routinely provide performance information on financial control, deployment, offender rates, and local communication activity to local boards but are seldom, if ever, subject to any direction from local boards.
- Decisions on camera deployment are not routinely co-ordinated with other enforcement activity undertaken by Police Scotland or linked to wider road safety initiatives organised by other partners.
- Proposals in the Community Empowerment (Scotland) Bill to strengthen Community Planning, so that public sector agencies work as one to deliver better outcomes for communities⁵.

Question 8

Who should be responsible for making deployment decisions – the police, local management boards, or partnership managers?

Question 9

How might the functions of the Local Management Team be provided in the future?

Areas you may wish to consider include:

- Following recent changes to the Handbook, a number of partnerships have entered into resource sharing arrangements in terms of Communications Officers and Data Analysts.
- There is a published National Safety Camera Communications Strategy that is delivered in different ways across different partnership areas.
- Communications activity has been hampered by the lack of an identified budget for national communications in recent years.

⁵ Community Empowerment Bill available at: <http://www.scotland.gov.uk/Publications/2013/11/5740>

- Recent independent research suggests that in contrast to other parts of the UK, support for safety cameras is diminishing in Scotland.
- Data analysis is not used consistently to influence deployment decisions and the role of analyst varies across partnerships.

List of Consultees:

Responses to this consultation are welcome from any individual or organisation with an interest. The following have been invited to respond:

Convention of Scottish Local Authorities
Crown Office and Procurator Fiscal Service
Equality and Human Rights Commission
Institute of Advanced Motorists
Local Authority Chief Executives
National Health Service
Police Scotland
Royal Society for the Prevention of Accidents
Scottish Court Service
Scottish Fire and Rescue Service
Scottish Members of the European Parliament
Scottish Parliament Information Centre (SPICe)
Scottish Parliament – Infrastructure and Capital Investment Committee
Scottish Parliament – Justice Committee
Scottish Police Authority
Scottish Safety Camera Partnerships
Scottish Youth Parliament
Society of Chief Officers of Transportation in Scotland
Society of Local Authority Chief Executives and Senior Managers
UNISON

THE SCOTTISH GOVERNMENT CONSULTATION PROCESS

Consultation is an essential and important aspect of Scottish Government working methods. Given the wide-ranging areas of work of the Scottish Executive, there are many varied types of consultation. However, in general, Scottish Government consultation exercises aim to provide opportunities for all those who wish to express their opinions on a proposed area of work to do so in ways which will inform and enhance that work.

The Scottish Government encourages consultation that is thorough, effective and appropriate to the issue under consideration and the nature of the target audience. Consultation exercises take account of a wide range of factors, and no two exercises are likely to be the same.

Typically Scottish Government consultations involve a written paper inviting answers to specific questions or more general views about the material presented. Written papers are distributed to organisations and individuals with an interest in the issue, and may also be placed on the Scottish Government website enabling a wider audience to access the paper and submit their responses. Consultation exercises may also involve seeking views in a number of different ways, such as through public meetings, focus groups or questionnaire exercises. Copies of all the written responses received to a consultation exercise (except those where the individual or organisation requested confidentiality) will be available upon request.

All Scottish Government public consultation papers and related publications (e.g. analysis of response reports) can be accessed at: Scottish Government consultations (<http://www.scotland.gov.uk/consultations>)

The views and suggestions detailed in consultation responses are analysed and used as part of the decision making process, along with a range of other available information and evidence. Depending on the nature of the consultation exercise the responses received may:

- indicate the need for policy development or review
- inform the development of a particular policy
- help decisions to be made between alternative policy proposals
- be used to finalise legislation before it is implemented

Final decisions on the issues under consideration will also take account of a range of other factors, including other available information and research evidence.

While details of particular circumstances described in a response to a consultation exercise may usefully inform the policy process, consultation exercises cannot address individual concerns and comments, which should be directed to the relevant public body.

Further copies of this document are available, on request, in audio and large print formats and in community languages (Urdu; Bengali; Gaelic; Hindi; Punjabi; Cantonese; Arabic; Polish).

اس دستاویز کی مزید کاپیاں آڈیو کیسیٹ پر اور بڑے حروف کی چھپائی میں اور کیوئی کی زبانوں میں طلب کیے جانے پر دستیاب ہیں، برائے مہربانی اس پتہ پر رابطہ کریں:

এই ডকুমেন্ট-এর (দলিল) অনিহিতা কপি, অডিও এবং বড়ো ছাপার আকারে আকারে এবং সম্প্রদায়ের ভাষায় অনুরোধের মাধ্যমে পাওয়া যাবে, অনুগ্রহ করে যোগাযোগ করুন:

Gheibhear lethbhreacan a bharrachd ann an cruth ris an èistear, ann an clò mòr agus ann an cànan coimhearsnachd. Cuir fios gu:

इस दस्तावेज़/कागज़ात की और प्रतियाँ, माँगे जाने पर, ऑडियो टैप पर और बड़े अक्षरों में तथा कम्प्यूनिटी भाषाओं में मिल सकती हैं, कृपया संपर्क करें:

ਇਸ ਦਸਤਾਵੇਜ਼/ਕਾਗਜ਼ਾਤ ਦੀਆਂ ਹੋਰ ਕਾਪੀਆਂ, ਮੰਗੇ ਜਾਣ 'ਤੇ, ਆਡੀਓ ਟੇਪ ਉੱਪਰ ਅਤੇ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਕੰਮਿਊਨਿਟੀ ਭਾਸ਼ਾਵਾਂ ਦੇ ਵਿਚ ਮਿਲ ਸਕਦੀਆਂ ਹਨ, ਕ੍ਰਿਪਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ:

此文件有更多備份，如果需要，語音版本和大字體版本及少數種族語言版本也可提供，請聯絡：

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West Lothian
Council

COUNCIL EXECUTIVE

**SCHOOL KEEP CLEAR MARKINGS
OBJECTION TO TRAFFIC ORDER**

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to consider an objection to the statutory procedures to make all school keep clear markings in West Lothian legally enforceable.

B. RECOMMENDATION

It is recommended that the Council Executive over-rules the objection submitted during the statutory objection period and approves the making of the traffic regulation order as advertised.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable and Working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Policy: Promotion of road safety in line with the council's Road safety Plan 2012-2015. Legal: Promotion of a permanent Traffic Regulation Order.
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 contributes to the outcome "We live in resilient, safe and cohesive communities."
VI	Resources - (Financial, Staffing and Property)	Financial: The completion of this project will be funded from the Scottish Government Cycling, Walking and Safer Streets (CWSS) grant 2014/15.
VII	Consideration at PDSP	None
VIII	Other consultations	Prior to the commencement of the statutory

procedures, the police and all of the affected schools were consulted and all were in support of the proposals.

D. TERMS OF REPORT

At its meeting on 29 October 2013, the Council executive agreed to commence the statutory procedures to make all existing school keep clear markings in West Lothian enforceable by the police.

The proposals were advertised between 9 – 30 January 2014 and a total of nine objections was received. All of the objections were in relation to Simpson Primary School in Bathgate.

Officers made contact with all of the objectors and after the proposals were explained, eight of the nine withdrew their objections.

The remaining objector has not responded to contact from officers and therefore, the objection must be considered and a decision taken on how to proceed.

Objection

The full objection is provided in Appendix 1. The reasons for the objection are that the proposals will move parking problems to another location within the development.

Officers response

The proposal is to make the existing school keep clear on Leyland Road marking legally enforceable. The plan in Appendix 2 shows the extent of the marking. The proposal does not introduce any additional length of restriction over what is already marked on site and is therefore not likely to lead to any significant parking displacement. However, the proposal will make it easier for the police to issue fixed penalty notices to vehicles if they do park on the zig-zags during the hours of operation.

E. CONCLUSION

One objection remains outstanding to the proposal to make all existing school keep clear markings in West Lothian legally enforceable. It is recommended that the objection be over-ruled and the order made as advertised.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: Appendix 1 – Objection

Appendix 2 – Location Plan

Contact Person: Kevin Hamilton, Team Leader – Road Safety and Traffic Management, Whitehill House, Bathgate, Tel: 01506 282341 e-mail: Kevin.hamilton@westlothian.gov.uk

Jim Jack, Head of Operational Services

Date: 29 April 2014

APPENDIX 1 – OBJECTION

-----Original Message-----

From: [REDACTED]
Sent: 30 January 2014 10:25
To: objections.roads@westlothian.gov.uk
Subject: PROPOSED PARKING RESTRICTIONS -SIMPSON PRIMARY

Dear whom it may concern

I wish to object to your proposed parking restrictions at Simpson Primary, I believe that this will only move the issue.

Surely it would be a more logical idea to solve the current issues than to just move it elsewhere in the development?

The car park beside the swing park is not large enough, the parking outside the school is mainly used by the residents who live across from the school, people abandon their cars on the pedestrian crossing and along Leland Road, there is no "lollypop" person at the school (many children run out on to the road on a daily basis) the after school club Nursery busses cause an obstruction yet NOTHING is done about this!

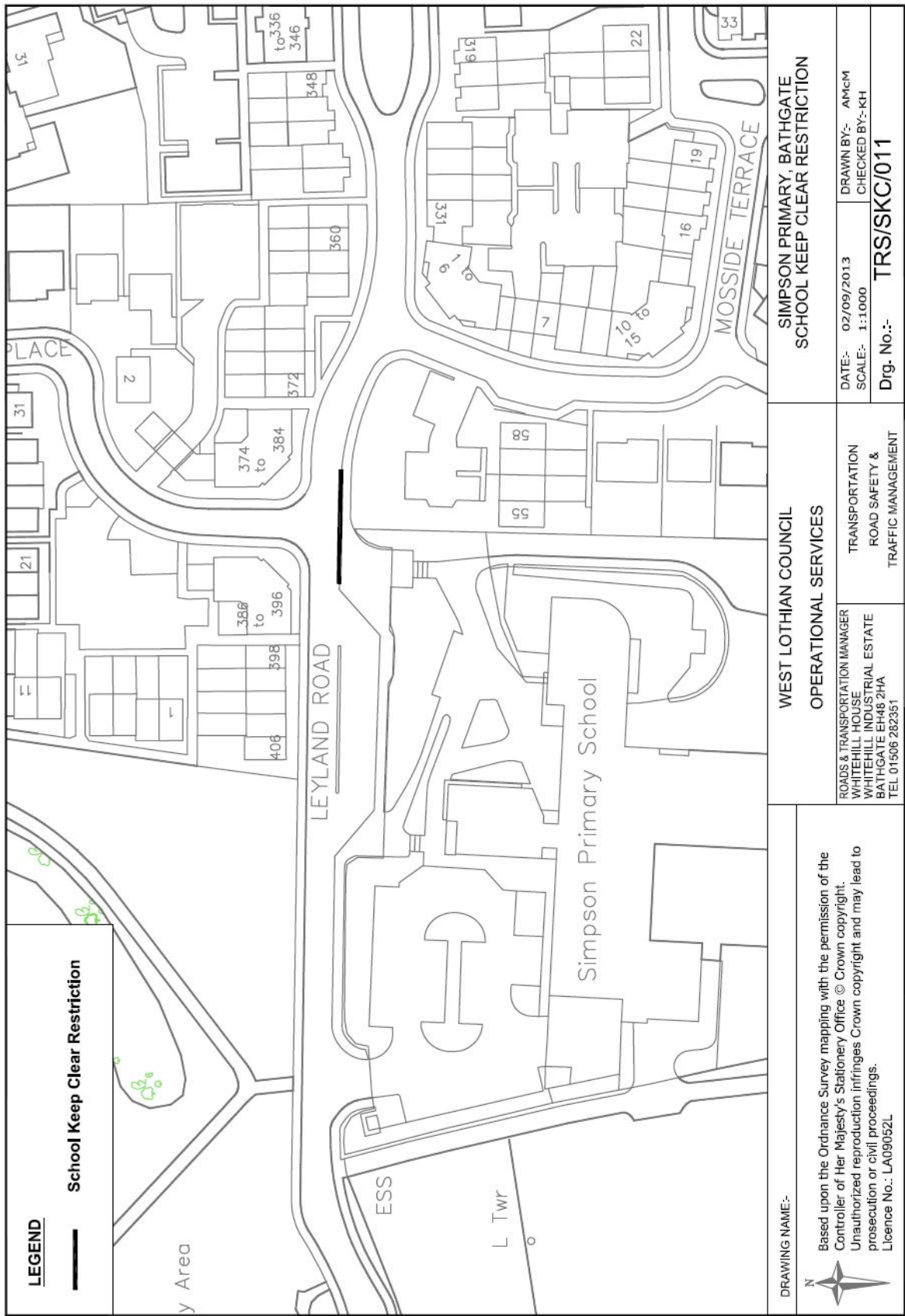
Regards

Joanne Telfer

[REDACTED]

Sent from my iPad

APPENDIX 2 – LOCATION PLAN





West Lothian
Council

COUNCIL EXECUTIVE

WAR MEMORIAL SUPPORT GRANT SCHEME

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to seek approval from Council Executive for the creation of a £50000 War Memorial Support Grant Scheme.

B. RECOMMENDATION

It is recommended that the Council Executive approves the creation of the War Memorial Support Grant Scheme as outlined in the 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)	None.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	War Memorials form part of the Open Space Asset Management Plan. Maintaining these memorials to a high standard is a key aspect of the plan and is appropriate to the purpose which they serve.
V Relevance to Single Outcome Agreement	Outcome 12 – We value and enjoy our built and natural environment and protect it and enhance it for future generations.
VI Resources - (Financial, Staffing and Property)	Repairs to war memorials are undertaken using the cemeteries budget as and when they are required. Due to the milder winter experienced this year, there has been an under spend of £50,000 within NETs, Land and Countryside staffing. This relates to lower than normal staff

overtime requirements in connection with winter maintenance activities. It is proposed that this one off underspend is used for establishing the war memorial fund.

VII Consideration at PDSP None

VIII Other consultations None

D. TERMS OF REPORT

War Memorial Trust Funding

2014 is the beginning of the centenary of the First World War (or Great War, as it is also known). As part of the on-going initiatives that have been organised to recognise the centenary, the War Memorials Trust has created a Centenary Memorials Restoration Fund.

The restoration fund is a funding pot of £1m that is available to community groups and local authorities to allow them to restore or renovate an existing memorial, providing it has links to the First World War. This funding will be awarded to cover up to 75% of the total cost of the project, to a maximum value of £30000. The funding will only be granted for work to the existing structure of a memorial and will not be awarded for any landscaping works or the creation of new memorials.

West Lothian Council is responsible for the maintenance of 18 War Memorials. These memorials are a key asset for the council as well as being highly valued by local communities.

As part of the on-going inspections of War Memorials that officers undertake, a further focus has recently been placed on not only the structural integrity of the memorial, but also its appearance. These inspections have actually identified that the war memorials which are owned by West Lothian Council are in a very good condition.

Although the condition of our war memorials is very good, there have been some community groups that have expressed an interest in delivering projects such as adding names to memorials or having the inscription of existing names renewed.

West Lothian Council Support Grant Scheme

It is felt to be appropriate that a War Memorial Support Grant Scheme should be created, and administered, by the council. The total amount within the fund would be £50000. This funding will be awarded to community groups as a major contribution towards the 25% of the total project cost that they would be required to submit.

The details below give an outline of the conditions that would be attached to the funding:

- The maximum award of funding would be 20% of the overall project cost – this will encourage groups to increase awareness and ownership of the project in the local community through fundraising to attract the additional 5% if required.
- A detailed cost schedule should be submitted alongside the funding application to satisfy the council that the project is achievable.
- The application should be accompanied by details of the external funding source that the applicants intend to seek the additional funding from.
- The grant scheme would be publicised through the Corporate Communications team, and particularly targeted at Community Councils, and a deadline for applications set. This deadline would have to be set some time later to allow groups to have discussions with funding bodies. A period of 3 months would be prudent.
- On closure of the deadline, the applications would be considered by an officer panel and a list of approved applications would be compiled.
- This list would then be passed to the Environment PDSP for support and then on to the Council Executive for approval.

It is felt that the criteria above provides a robust approach that supports funding applications whilst also creating further community involvement by encouraging the local community to contribute towards any potential funding gaps.

West Lothian Council Small Grant Scheme

In addition to the larger scale projects that would be likely to require access to the scheme that is detailed above, there are also likely to be some projects that require funder of a much smaller amount. This may be for small scale repairs or to have names added to memorials.

To address such cases, it would be proposed that £5000 of the overall fund be earmarked for small grants of up to £500. These projects would be fully funded by the scheme and would be assessed in the same way as the larger funding pot i.e. a deadline would be set for applications, they would be assessed by officers and then referred to Council Executive, via the Environment PDSP, for approval.

E. CONCLUSION

The remembrance of the centenary of the First World War is an important issue to all of the communities within West Lothian. It is unclear what demand there will be for community groups to apply for the funding, or what the scope of the proposed projects will cover, however it is felt that the creation of the War Memorial Support Grant Scheme also demonstrates a level of commitment from West Lothian Council to support the centenary of such an important event.

F. BACKGROUND REFERENCES

Open Space Asset Management Plan

Appendices/Attachments: None

Contact Person: Gareth Barwell. NETs, Land and Countryside Manager

Email: gareth.barwell@westlothian.gov.uk Tel: 01506 776675

Jim Jack

Head of Operational Services

Date of meeting: 29th April 2014



West Lothian
Council

COUNCIL EXECUTIVE

FOOD POVERTY

REPORT BY HEAD OF AREA SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to inform Council Executive of progress in establishing a short life working group to tackle food poverty.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Welcomes the establishment of a Food Poverty working group and notes regular updates will be presented to the Voluntary Organisations PDSP after the summer recess.
2. Agrees the allocation of £29,000 time limited expenditure to support Food Banks as follows:
 - £15,000 to Food Banks
 - £10,000 to CFINE West Lothian
 - £3,000 to Food Train West Lothian
 - £1,000 to the Salvation Army

This will provide specific support for these organisations in relation to staffing, premises and transport and will encourage further collaboration between them.

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; and working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The duty of Best Value is set out in the Local Government in Scotland Act 2003.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.

V Relevance to Single Outcome Agreement	We live in resilient, cohesive and safe communities.
VI Resources - (Financial, Staffing and Property)	Council agreed £29,000 time limited investment for Food Banks on 19 December 2013.
VII Consideration at PDSP	This report was considered by the Voluntary Organisations PDSP on 13 March 2014. The PDSP agreed to forward the report to the Council Executive, with a recommendation that it be approved, they also agreed that information relating to the breakdown on how the allocated funding of £29,000 to support Food Banks was used would be submitted to the next meeting of the Voluntary Organisations PDSP.
VIII Other consultations	Motion approved by West Lothian Council on 20 June 2013.

D. TERMS OF REPORT

D.1 Background

West Lothian Council agreed a motion titled "Food Banks" on 20 June 2013 which agreed to "Establish a short life officer working group, which includes the organisations operating the food banks and others in the voluntary sector working to tackle food poverty." The full motion is attached as Appendix 1.

The report updates the Council Executive on progress with this group.

D.2 Food Poverty Working Group

An initial meeting of the Food Poverty Working Group was held on 16 October 2013 in Howden Park Centre. This was attended by representatives from CFINE, Cyrenians, Food Train, Trussell Trust and West Lothian Credit Union plus officers from four services within West Lothian Council.

CFINE (Community Food Initiatives North East) operates around 15 Community Food Outlets across West Lothian from their Stoneyburn base, utilising 40 volunteers.

Cyrenians have a Good Food programme which includes a food redistribution projects which collects good food which would otherwise be wasted and redistributes it through partner agencies.

Food Train volunteers provide weekly deliveries of fresh groceries to older people experiencing difficulties doing their weekly grocery shopping, ensuring they can eat well.

Trussell Trust supports the West Lothian foodbank which provides emergency food to people in crisis from bases in Bathgate, Broxburn, Linlithgow, Livingston and Whitburn.

West Lothian Credit Union addresses poverty by encouraging saving and managing money properly, preventing people running up debts.

The council services represented were Advice Shop and Adult Basic Education, CIS,

Community Regeneration and the Health Improvement Team.

Participants had a wide ranging discussion but generally agreed that food poverty was a direct result (and symptom) of low (or no) incomes exacerbated by rising living costs. Everyone involved had seen a dramatic increase in demand for services, and were concerned that emergency measures such as food banks would become fixtures, as has happened in other countries.

It was agreed to have a further meeting and the following agenda was proposed:

- Reduce the cost of food and/or shopping
- Promotion of healthy eating / cooking
- Fun with food week (similar to Money Week)
- Education in budgeting and planning
- Engaging the “harder to reach”
- Working better together

A second meeting was held on 12 December to discuss the above issues, and this meeting also agreed (i) to invite the Department of Work and Pensions to future meetings (which DWP accepted) and (ii) to distribute a questionnaire to participants on potential to share resources and work in partnership. The analysis of this is given in section D3 below.

Interest was expressed in the membership based Social Supermarket model operating in France and Germany with the first UK outlet having just opened in Yorkshire, and it was agreed to discuss this at future meetings

A third meeting was held on 4 March focussed on working together and sharing resources, as detailed in D3 below.

D.3 Working together and sharing resources

A questionnaire was distributed to all participants in the short life working group on potential to share resources and to develop shared projects or initiatives. Seven responses were received and these, plus a short summary, were discussed at the working group meeting on 4 March. The outcome of the discussion was:

- Shared resources
 - Most projects indicated that they could distribute information on other projects and services to their customers. The best option for this is probably a page on the WLC website.
 - Most projects indicated that they could offer specialist advice and support to other organisations. The best option for this is the WLC website as above.
 - Several projects indicated that they were willing to share transport facilities. This was welcomed by partners and will be progressed. There may be an option to use Lothian Community Transport Service minibuses to get customers to and from food banks etc which could be available from a separate project.
 - Several projects had space available at certain times, although usage was increasing. Most were willing to consider future shared premises and this will be investigated further. Internal decoration and fitting out of premises could be supported by volunteering. There was some interest in shared charity shops.
 - There was interest in joint organising of training for staff and volunteers eg manual handling, health and safety, first aid, informal counselling, signposting and ASIST (Applied Suicide Intervention Skills Training).

- There was general interest in identifying opportunities for volunteers across the partners, through a volunteer bank / network or the web page.
- Joint projects or initiatives
 - There was general support for investigating the Social Supermarket model, and consideration will be given to making an application for Investing in Ideas funding from BIG.
 - It was noted that there are several community garden projects in operation or being planned. It was agreed that these offered an excellent way to raise issues around food, diet, health and exercise.
 - There was some support for something similar to Money Week or Together for Health's health week but agreement that this had to be done within a wider context rather than just being an event.
 - It was generally agreed that joint promotion of volunteer opportunities eg in the Centre in Livingston, would be useful.
 - There was strong support for developing a "client journey" showing how people end up in crisis and highlight the support available to move out of crisis. The CPP Employability Pipeline offers a model for this.

It was further agreed that (i) the food poverty working group should be formally linked to the anti-poverty strategy group, and (ii) the group should agree a clear remit and outcomes. The next meeting is on 6 May.

D.4 Time limited expenditure

West Lothian Council has allocated £29,000 of time limited expenditure to support Food Banks. It is proposed that this is allocated as follows:

- £15,000 to West Lothian Food Banks to support the employment of paid staff to manage and support volunteers in response to the huge increase in customer numbers;
- £10,000 to CFINE West Lothian to purchase a second vehicle with which to transport produce, and which will be available to Food Banks when available. This will relieve the food bank commitment to a leased van which will aid their sustainability. This funding will also support IT upgrades which will enhance their communications with partners;
- £3,000 to Food Train West Lothian to provide administrative support to the local manager enabling her to attend events and meetings with partners and plan strategic work; and
- £1,000 to the Salvation Army for general expenses, in relation to food poverty work.

This will provide specific support for these organisations in relation to staffing, premises and transport and will encourage further collaboration between them.

D.5 Consideration at PDSP

This report was considered by the Voluntary Organisations PDSP on 13 March 2014. The PDSP agreed to forward the report to the Council Executive, with a recommendation that it be approved. The PDSP also agreed that a breakdown on how the allocated funding of £29,000 to support Food Banks was used would be submitted to the next meeting of the Voluntary Organisations PDSP.

E. CONCLUSION

A short life working group on food poverty involving representatives from a number of

key voluntary organisations and council services has been established, has held three meetings and has scheduled a further meeting. The group's general view is that food poverty is a consequence of low income and, whilst crisis solutions are welcome, these are not a long-term solution.

Discussion on responses to a questionnaire which was distributed to all participants in the short life working group identified potential to share resources and to develop shared projects or initiatives has identified actions which are being pursued.

Council Executive is asked to note progress made by the group and to agree the recommendations for use of time limited expenditure as per section D.4 above.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: One

Appendix 1: Council motion on Food Banks

Contact Person: Ian Hepburn, Community Regeneration Manager
01506 281089 ian.hepburn@westlothian.gov.uk

Steve Field
Head of Area Services

15 April 2014

WEST LoTHIAN COUNCIL LABOUR GROUP

**Notice of Motion from Councillor Angela Moohan
For the Council Meeting on 20 June 2013**

Food Banks

West Lothian Council condemns the UK Governments welfare reforms and recognises the devastating impact that they are having on those with the lowest income. Despite the Government's rhetoric of helping people out of a benefits trap their policies are having the opposite effect, by forcing people further into poverty and pushing them towards food banks. Far too many people in the UK and here in West Lothian are being forced to make decisions about whether or not they can afford to feed their family.

Council is aware that a number of food banks have recently been set up in West Lothian and that plans are afoot to increase this number due to the high level of demand. Food banks offer a service for those in crises and unable to feed themselves and their family.

Finally, West Lothian Council recognises that although food banks deliver an essential service to many West Lothian residents they do not address the underlying issues of poverty and in particular food poverty. Those in crises are given 3 days supply of food and signposted to organisations that may be able to offer advice and support. This model has serious limitations and with this in mind council agrees to:

1. Write to the UK Government condemning the cuts in welfare and highlighting the early indicators of the impact that this is having in West Lothian.
2. Write to the Scottish Government to ask what assistance will be made available to local authorities and community organisations for those living at the sharp end of food poverty and what steps they will be taking to develop a sustainable response to food poverty.
3. Establish a short life officer working group, which includes the organisations operating the food banks and others in the voluntary sector working to tackle food poverty. The purpose of this group will be to identify what assistance is required in West Lothian by those experiencing food poverty and what steps the council can take to alleviate the issues and build resilience locally. In addition this group will explore how those already working to address food poverty can be encouraged to work collaboratively to build an innovative and sustainable model that will meet the needs of those living in West Lothian. This working group will bring a report back to the appropriate PDSP within 6 months.

**Councillor Angela Moohan
West Lothian Labour Group**



*Al Higgins
11.40am*



**West Lothian
Council**

COUNCIL EXECUTIVE

PRESIDENT NELSON MANDELA SPORTS BURSARY

REPORT BY HEAD OF AREA SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to provide Council Executive with information on the proposed establishment of a West Lothian sports bursary in honour of the former President of South Africa, Nelson Mandela, who died on 5 December 2013.

The report follows from an agreed motion at the meeting of West Lothian Council on 14 January 2014, which requested that Officers prepare a report, outlining a proposal to establish a sports bursary in Nelson Mandela's honour.

B. RECOMMENDATION

It is recommended that the Council Executive approves the proposal to establish a 'President Nelson Mandela Sports Bursary as part of West Lothian Council's Sporting Grants scheme'.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	Proposed increase in participation numbers.
V Relevance to Single Outcome Agreement	SOA 4: We live in resilient, cohesive and safe communities. SOA 7: We live longer, healthier lives and have reduced health inequalities.
VI Resources - (Financial, Staffing and Property)	Within existing resources.

VII Consideration at PDSP

Culture and Leisure PDSP considered the report on 17 April 2014, and referred it to Council Executive for approval.

VIII Other consultations

Agreed motion at the meeting of West Lothian Council on 14 January 2014 (appendix 1).

D. TERMS OF REPORT

D.1 Background

Nelson Mandela had a great love of sport and once said:

“Sport has the power to change the worlds. It has the power to inspire, it has the power to unite in the way that little else does. It speaks to youth in a language they understand. Sport can create hope, where once there was only despair. It is more powerful than governments in breaking down racial barriers. It laughs in the face of all types of discrimination.”

Nelson Mandela may have been the first global leader to use sport as a tool to unite people and to redefine a country's international image. Sport was central to his political beliefs. Nelson Mandela identified sport, not only as positive and health-enhancing activity, but also as a catalyst for change and recognised the potential for sport to unite communities and bring people together.

A scheme to honour Nelson Mandela, therefore, should capture his love of sport and promote the power and unifying benefits of sport which he recognised and held dearly.

D.2 West Lothian Council Sporting Grants Scheme

The approved motion at the meeting of West Lothian Council on 14 January 2014 requested consideration of a sports bursary to honour Nelson Mandela. A scheme which provides grant assistance to sport already exists within West Lothian for which the Sports Development and Facilities Team are responsible for the administration of, on behalf of West Lothian Council. There are currently five categories within the Sporting Grant Scheme, as follows;

1. Coaches
2. Club
3. Individual
4. Facilities
5. The West Lothian Trust Disability Sport Grant

For further details on the scheme please see application form included as appendix 3.

D.3 President Nelson Mandela Sports Bursary

In order for West Lothian Council to mark the legacy of former President Nelson Mandela, it is proposed that a new category within the Sporting Grant Scheme is established. The new category would be titled 'Nelson Mandela Sports Bursary'.

This Bursary would aim to encourage participation in sport during the school holiday period. It would be open to voluntary organisations and clubs who would like to work with West Lothian Council and West Lothian Leisure to provide inspirational sporting opportunities for young people during the school holiday period. A maximum of

£500 would be awarded to clubs or voluntary organisation. Criteria already established within the Sporting Grant Scheme would be adhered to for the 'Nelson Mandela Sports Bursary'.

The new 'Nelson Mandela Sports Bursary' would be funded through the existing Sporting Grants budget. A maximum of £5,000 would be aligned to the new Bursary per annum and reviewed annually.

The Bursary would be administered and monitored by the Sports Development and Facilities Team as part of the approved Sporting Grants Scheme process.

D.4 Consideration by Culture and Leisure PDSP

Culture and Leisure PDSP considered the report on 17 April 2014, and referred it to Council Executive for approval.

E. CONCLUSION

President Nelson Mandela had a great love for sport and recognised the power it had to bring people and communities together. It would, therefore, be fitting for West Lothian Council to utilise sport to mark the legacy of the former President Nelson Mandela in the form of a bursary to empower clubs and community organisations to provide inspirational sporting opportunities for young people during school holiday periods.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

1. Appendix 1 - Notice of Motion the meeting of West Lothian Council on 14 January 2014 – President Nelson Mandela.
2. Appendix 2 - Item minute for the Council Meeting on 14 January 2014
3. Appendix 3 - West Lothian Council Sporting Grant Scheme Application

Contact Person: Keir Stevenson – Sport and Outdoor Education Coordinator;
Tel – 01506 282775; E-mail – Keir.Stevenson@westlothian.gov.uk.

Steve Field
Head of Area Services

Date: 29 April 2014

WEST LOTHIAN COUNCIL LABOUR GROUP

**Notice of Motion from Councillor Harry Cartmill
for the Council Meeting on 14th January 2014**

President Nelson Mandela

West Lothian Council notes with great sadness the death on 5 December 2013 of the former President of South Africa, Nelson Mandela.

West Lothian Council welcomes the actions taken by Council to mark of the death of former President Mandela and recalls the support given by the former West Lothian District Council to the anti apartheid cause, including the naming of a bridge in the County in honour of the former President Mandela.

West Lothian Council further recalls the great love of sport shown by former President Mandela and that he once said.

"Sport has the power to change the world. It has the power to inspire, it has the power to unite people in a way that little else does. It speaks to youth in a language they understand. Sport can create hope, where once there was only despair. It is more powerful than governments in breaking down racial barriers. It laughs in the face of all types of discrimination."

Council therefore agrees that a fitting way to mark the legacy of former President Mandela would be to establish an annual West Lothian sports bursary in his honour, with the aim of encouraging the participation in sport by a sports person or organisation in West Lothian, and asks Officers to bring a paper outlining a proposal to establish such a bursary to a future meeting of the Culture and Leisure PDSP.

Harry Cartmill

**Councillor Harry Cartmill
Bathgate Ward
West Lothian Labour Group**



*A Higgins
11.35 am*

5. NOTICE OF MOTION - PRESIDENT NELSON MANDELA

The Council considered a motion submitted by Councillor Cartmill in the following terms:-

“West Lothian Council notes with great sadness the death on 5 December 2013 of the former President of South Africa, Nelson Mandela.

West Lothian Council welcomes the actions taken by Council to mark the death of former President Mandela and recalls the support given by the former West Lothian District Council to the anti apartheid cause, including the naming of a bridge in the County in honour of the former President Mandela.

West Lothian Council further recalls the great love of sport shown by former President Mandela and that he once said.

“Sport has the power to change the world. It has the power to inspire, it has the power to unite people in a way that little else does. It speaks to youth in a language they understand. Sport can create hope, where once there was only despair. It is more powerful than governments in breakdown down racial barriers. It laughs in the face of all types of discrimination.”

Council therefore agrees that a fitting way to mark the legacy of former President Mandela would be to establish an annual West Lothian sports bursary in his honour, with the aim of encouraging the participation in sport by a sports person or organisation in West Lothian, and asks Officers to bring a paper outlining a proposal to establish such a bursary to a future meeting of the Culture and Leisure PDSP.”

Moved by Councillor Cartmill, seconded by Councillor Moohan.

Decision

To unanimously approve the terms of the motion.



Sporting Grant Scheme Application



Help notes

Before applying for a grant, please read the accompanying Sporting Grant Scheme Application Guidance Notes (included at the end of document) to ensure that this application meets the award criteria.

Section 1: Which grant are you applying for?

Grant **Please complete applicable sections (tick when completed):**

<input type="checkbox"/> Coach	<input type="checkbox"/> 1	<input type="checkbox"/> 2		<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
<input type="checkbox"/> Club	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
<input type="checkbox"/> Individual	<input type="checkbox"/> 1	<input type="checkbox"/> 2		<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
<input type="checkbox"/> Facility	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
<input type="checkbox"/> Disability	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8

Section 2: About your club/organisation

Name of club/organisation as shown on your governing document

Address of club/organisation

Postcode

Are you an accredited club/organisation with West Lothian Council?

☐ Yes ☐ No

What are the main activities of your club/organisation or what services do you provide?

If you are affiliated to a larger organisation or NGB, please tell us which one:

	Affiliation Number:
--	---------------------

Section 3: Club/organisation current financial position

Please provide the following details from your most recent annual accounts for your club/organisation.

**For any grant to be awarded, you will need to include your most recent bank account statement.
Please tick this box to confirm that a bank account statement is included with this application.**

☐ Statement included

Total income Total expenditure Balance at financial year end Savings or reserves

£ £ £ £

If you have applied for or received any other grant relating to this application, please give us the details:

Grant Provider Reference Number Successful Application? Amount Awarded

☐ Yes ☐ No

£

☐ Yes ☐ No

£

☐ Yes ☐ No

£

☐ Yes ☐ No

£

Section 4: Main applicant

Title Forename Surname

Position held in club/organisation Date of birth (DD/MM/YYYY)

Phone number: day Phone number: evening

Home address

Postcode Email address (if none, write none)

Section 5: Senior contact for this application

This may be the chair, secretary, treasurer, chief executive or director of your club or organisation.

Note: If main applicant is under 16, this section must be completed by a parent or guardian.

Title Forename Surname

Position held in club/organisation

Date of birth (DD/MM/YYYY)

Phone number: day

Phone number: evening

Home address

Postcode

Email address (if none, write none)

Section 6: About your application

What sport or physical activity will take place if you receive a grant?

Please answer the following questions:

How many people will benefit from your activity?

How many new participants will there be (if any)?

How many new volunteers will there be (if any)?

Does your project involve work with children, young people or vulnerable adults? ☐ Yes ☐ No

If yes tick this box to confirm that your club/organisation has appropriate policies in place and that these are put into practice. ☐ Yes

Tell us how you will utilise the grant funding? (Maximum 300 words).

Individual

- ☐ I am affiliated with a West Lothian sports club. If not, I will provide evidence that there is not a West Lothian club at the appropriate level for my activity.
and
- ☐ I have included evidence of my selection for a team competing at National, GB or International level.

Facility

- ☐ The club is based within West Lothian.
and
- ☐ Two quotes must be provided for applications regarding improvements or additions to playing facilities or for materials for use in building projects.

Priorities

Coach, Club, Individual and Facility

- ☐ More women and girls to take part or volunteer in sport.
- ☐ More disabled people to take part or volunteer in sport.
- ☐ More older people (over 50 years old) to take part or volunteer in sport.
- ☐ More younger people (under 25 years old) and older people to take part or volunteer in sport.
- ☐ More people from black and minority ethnic communities to take part or volunteer in sport.
- ☐ More people from areas high on the Scottish Index of Multiple Deprivation to take part or volunteer in sport.

Section 8: Finishing your application

You **must** tick **all** the boxes below to confirm that:

- ☐ You (the main contact named in section 4 of this application form) are authorised to apply for a grant from us on behalf of your club/organisation.
- ☐ You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.
- ☐ We will not make any decision on the suitability of a grant if relevant sections of this application form have not been completed to our satisfaction or supporting evidence provided e.g. bank statement.
- ☐ We reserve the right to ask for additional information or evidence to help us process your application.
- ☐ We will require evidence of expenditure for all awards in our Grant Scheme Report Form.
- ☐ We will not release grant funding for training or qualifications without evidence that the qualification has been attained.

Sending us your application

You can email your application to: **sportandoutdooreducation@westlothian.gov.uk**

We also accept applications by post. Send them to:

Sporting Grant Scheme

West Lothian Council
Low Port Outdoor Education Centre
Blackness Road
Linlithgow
EH49 7HZ

West Lothian Council Sporting Grants Scheme

Application Guidelines

The Sport and Outdoor Education service is responsible on behalf of West Lothian Council Area Services for the administration of grant assistance to sport. This scheme will be reviewed and any changes will be introduced accordingly. When considering applications for grant assistance, we will be particularly concerned with the value and relevance to the community of the proposed project/expenditure. The contribution made by the organisation/individual to the development and promotion of sport within West Lothian will also be a key consideration.

General Criteria and Guidelines

- All requested information in the application form is required before the application will be considered
- Each application will be considered on its merit and the Sporting Grants Scheme reserves the right to reject any application
- All grants will be allocated taking into account the constraints of the Sporting Grants Scheme budget
- Applicants can only apply for one grant per financial year
- For profit individuals or organisations are ineligible for an award
- You will be informed of the decision in writing within 4 weeks of your application being received
- For applicant specific criteria and guidelines, please refer to the above headings

Coaches

Who can apply?

- Coaches and volunteers who reside in West Lothian and work with local clubs or individual athletes. Individuals who reside outwith, but coach in West Lothian, may also be eligible
- Only applicants who are successful in gaining an award will be considered
- Football coaches applying for grants should do so via the West Lothian Football Forum
- Swimming coaches applying for grants should do so via Swim West Lothian

What can you apply for?

- Grants may be available to cover up to 100% of the cost of National Governing Body qualifications
- Grants may also be available to cover up to 100% of Continued Professional Development opportunities, such as conferences and seminars

When can you apply?

- Applications must be submitted prior to the commencement of the course by 1 February, 1 June or 1 October. Retrospective applications will not be considered

Club

Who can apply?

- Voluntary sports clubs within West Lothian
- The club is accredited or working towards accreditation under the West Lothian Council Club Accreditation Scheme
- Football clubs applying for grants should do so via the West Lothian Football Forum
- Swim clubs applying for grants should do so via Swim West Lothian

What can you apply for?

- Club Development Projects: Up to £500 may be available for clubs to attract members; promote healthy lifestyles; develop pathways for continued participation and improvement; and enhance links between a club and the local community
- Performance Projects: Up to £250 may be available to cover travel costs of club members to attend competitions/training outwith West Lothian to enhance performance or engage the services of a professional coach (who must not be a member of the club) for a special event
- Purchasing Equipment: Up to £1000 may be available to purchase essential non-consumable equipment e.g. clothing, shuttlecocks. The costs must be accurate and based on quotations
- New Start Grant: Up to £250 may be available for the establishment of a new club or section. Clubs must provide details of costs, where applicable, of affiliation fees, equipment purchase, facility hire, insurance and coaching
- Events: Up to £250 may be available for clubs to organise a new event for members or events of a higher standard to the club's regular fixtures/events
- Maximum Club Grant: A maximum grant of £2000 may be available to clubs who wish to apply for a grant under more than one of the above headings
- We cannot fund: prize money; existing activities and repeat or regular events, including those we have funded before

When can you apply?

- Retrospective applications will not be considered

Individual

Who can apply?

- Individuals who reside in West Lothian and are affiliated to a West Lothian club. Individuals who reside outwith West Lothian, but are affiliated with a West Lothian club, may also be eligible
- Individuals who reside in West Lothian, but train with a club outwith West Lothian, will be required to provide evidence that there is not a West Lothian club at the appropriate level of activity
- Applications will only be considered from applicants competing at National and International level, who show evidence of selection for a team or squad
- Individuals involved in football applying for grants should do so via the West Lothian Football Forum
- Individuals involved in swimming applying for grants should do so via Swim West Lothian

What can you apply for?

- A maximum of £300 may be available towards the cost of a National level competition.
- A maximum of £500 may be available towards the cost of an International level competition.

When can you apply?

- Applications must be submitted prior to 1 February, 1 June or 1 October. Retrospective applications will not be considered

Facilities

Who can apply?

- Clubs which can demonstrate how the grant will develop sport through improving the quality and/or the capacity of the service provided, and will help the club progress with their strategic plans and those of West Lothian Council
- The club is based within West Lothian
- Priority will be given to clubs on the West Lothian Council Community Club Accreditation Scheme, whose sport is recognised by sportscotland

What can you apply for?

- Up to a maximum of £5,000 may be available for equipment hire or purchase for the development of new sections/events; improvements or additions to playing facilities; materials for use in building projects; updating equipment for health and safety reasons.
- Two formal quotes must be provided for applications regarding improvements or additions to playing facilities or for materials for use in building projects by a contractor or company.
- We cannot fund: ongoing overheads; any costs incurred putting together your application; any expenditure committed before we pay our grant; contingency costs; endowments; fundraising; items mainly benefitting individuals; loans or interest payments; political or religious activities; projects or activities that the state has a legal or statutory obligation to provide; registration and affiliation fees; routine repairs and maintenance; used vehicles; VAT

When can you apply?

- Applications must be submitted prior to 1 February, 1 June or 1 October. Retrospective applications will not be considered

The West Lothian Trust Disability Sport Grant

Who can apply?

- Individuals, groups and clubs who either have a disability or provide sporting opportunities for individuals with disability
- The club is based in within West Lothian and is accredited or working towards accreditation under the West Lothian Council Club Accreditation Scheme

What can you apply for?

- Applications can be made to cover costs of specialised equipment; disability course fees; travel to events and competitions outwith West Lothian; projects involving individuals with a disability; volunteer costs
- Individuals can apply for up to £200; Groups and Clubs can apply for up to £500

When can you apply?

- Applications must be submitted prior to 1 February, 1 June or 1 October. Retrospective applications will not be considered

Sending us your application

You can email your application to: sportandoutdooreducation@westlothian.gov.uk

We also accept applications by post. Send them to:

Sporting Grant Scheme

West Lothian Council
Low Port Outdoor Education Centre
Blackness Road
Linlithgow
EH49 7HZ



West Lothian
Council

COUNCIL EXECUTIVE

ST JOHN'S HOSPITAL STAKEHOLDER GROUP

REPORT BY DEPUTE CHIEF EXECUTIVE, COMMUNITY HEALTH AND CARE PARTNERSHIP

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

To note the terms of the minutes of meetings of St John's Hospital Stakeholder Group held on 12 March 2014 in the appendix to this 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

Minute of meeting of the St John's Hospital Stakeholder Group held on 12 March 2014

Contact Person: Jim Forrest, CHCP Director

01506 281977

Jim.Forrest@westlothian.gov.uk

Date: 29/4/14

MINUTE of MEETING of the ST JOHN'S HOSPITAL STAKEHOLDER GROUP held within BOARDROOM 1, ST JOHN'S HOSPITAL, on 12 MARCH 2014.

Present – Councillors John McGinty (Chair), Anne McMillan and Frank Toner and Maureen Anderson (Patient Representative) and by video link from Waverly Gate, Edinburgh – Alison Mitchell (Non-Executive Director of NHS Lothian Board).

Apologies – Dr Alison McCallum, Agnes Ritchie, John Iredale (NHS Lothian) and Jim Forrest, Director of West Lothian CHCP.

In Attendance – Jim Crombie, Libby Tait and Chris Stirling

1. DECLARATIONS OF INTEREST

Councillor Frank Toner declared a non-financial interest as a Non-Executive Director of Lothian Health Board and as Chair of the West Lothian Community Health and Care Partnership.

2. Opening Comments

The Chair advised the Group that Elaine Dow would be attending future meetings as Clerk to the Group due to the fact that Val Johnston had other work commitments. He wished to thank Val, on behalf of the St John's Hospital Stakeholder Group, for all her hard work and support provided in the past.

3. MINUTE

The Group confirmed the Minute of its meeting held on 12 February 2014 as being a correct record.

4. STRATEGIC PLAN UPDATE

Libby Tait, Associate Director of Strategic Planning, provided the Stakeholder Group with a presentation on Our Health, Our Care, Our Future, NHS Lothian Strategic Plan 2014-2024.

Ms Tait advised that the Strategic Plan set out clear direction to enable Lothian health and social care to achieve its aims, setting out the context for health and social care integration and strategic plans. Key challenges were identified for Primary Care, which included the growing and ageing population and the increasing demands on workloads.

The following priorities and actions were identified:

1. Primary Care and Long Term Conditions;
2. Managing Unscheduled Care Demand and Capacity; and

3. Improving Elective (planned) Pathways

Ms Tait then advised that the draft plan would be considered by the Health Board at its meeting scheduled to be held in April 2014. A consultation process would then be carried out from April to August 2014 with wide engagement carried out with partners, members of the public and staff. Targeted consultation on specific propositions and engagement through community planning networks would also be carried out. A final strategic plan would then be submitted to the Health Board at its meeting in October 2014.

A question and answer session then took place. In response to a question asked by Councillor Toner about whether or not services would be affected at St John's Hospital, it was noted that there were no plans to move services from St John's Hospital however more detailed information would be available when the strategic plan was reviewed by the Health Board. A further update on the NHS Lothian Strategic Plan to deliver services over the ten year period from 2014 to 2024 would be available at a future meeting of the St John's Hospital Stakeholder Group.

Councillor McGinty then asked what the proposals were for public consultation on specific propositions. Ms Tait stated that consultation would be carried out with specific groups using the community planning networks and local groups rather than holding public meetings. Leaflets would also be available in public buildings, i.e. health centres, libraries, etc.

The Chair thanked Ms Tait on behalf of the Group for providing the presentation.

Decision

1. Noted the presentation by Libby Tait; and
2. Agreed that an update would be provided to a future meeting of St John's Hospital Stakeholder Group.

5. PAEDIATRIC SERVICES

Jim Crombie, Director of Scheduled Care, provided the Stakeholder Group with an update in relation to the Paediatric Unit at St John's Hospital. He advised that the paediatric rota for March 2014 was fully populated and that work was being carried out to populate the April 2014 rota. The staff team within the paediatric service was commended for their outstanding level of commitment to ensure that the unit continued to be staffed, especially over holiday periods.

Mr Crombie then provided an update in relation to staff recruitment. He advised that a micro-site had been developed with web links available providing opportunities for advertising and attracting recruitment. Nurse specialist roles were also being advertised to encourage experienced staff to apply for jobs.

It was also noted that refurbishment work would commence on the Special Care Baby Unit at St John's Hospital on 17 March 2014. Work would be planned to ensure minimum disruption during the refurbishment.

The Chair thanked Mr Crombie for the update and confirmed that the item would remain on the agenda.

Decision

1. Noted the update in terms of the Paediatric rota;
2. Noted the update in terms of staff recruitment;
3. Agreed that the item of business would remain on the agenda.

6. NUCLEAR MEDICINE UPDATE

Jim Crombie provided the Stakeholder Group with an update in relation to the progress made within St John's Hospital regarding nuclear medicine, which was going well. He advised that protocols had been set up and referral points finalised for the provision of CT equipment.

The Chair thanked Mr Crombie for the update and confirmed that the item would remain on the agenda.

Decision

1. Noted the nuclear medicine update; and
2. Agreed that the item of business would remain on the agenda for the next meeting.

7. HOSPITAL ACTIVITY WITH YEAR-ON-YEAR COMPARISONS

Jim Crombie provided the Stakeholder Group with an update on the outpatient activity at St John's Hospital for 2013/2014 compared to 2012/2013. Figures available for month 11 (2013/14) reported that outpatient attendances at St John's Hospital was 12,000 higher compared to the same time the previous year. Mr Crombie proposed that more detailed information would be submitted to the next meeting of the Stakeholder Group on the outpatient activity to the year-end 2013/2014 compared to the previous year. It was also agreed that information relating to in-patient day care activity at St John's Hospital would be reported to the meeting of the Stakeholder Group scheduled to be held in May 2014.

The Chair thanked Mr Crombie for the update.

Decision

1. Noted the update on the outpatient activity at St John's Hospital;

2. Agreed that a detailed report would be submitted to the April 2014 meeting on outpatient activity; and
3. Agreed that an update be provided to the Stakeholder Group scheduled to be held in May 2014 on the in-patient day care activity at St John's Hospital.

8. PRESSURES ON HAEMATOLOGY SERVICES

Mr Crombie provided the Stakeholder Group with an update in relation to staffing levels within the Haematology Service at St John's Hospital. He reported that one member of staff was retiring and four members of staff were on maternity leave, which increased the pressures within the service. Locum staff were brought in to cover the periods of maternity leave and support was also provided from staff from the Western General Hospital. The situation would continue to be monitored.

It was agreed that an update would be provided to the April meeting of the Stakeholder Group and then bi-monthly thereafter.

Decision

1. Noted the update in relation to staffing levels; and
2. Agreed that an update would be provided to the April meeting and then bi-monthly thereafter.

9. STROKE CARE DELIVERY

Chris Stirling, Site Director for St John's Hospital, provided the Stakeholder Group with an update in relation to the delivery of stroke care services at St John's Hospital. He advised that Quality Standards were in place to measure the speed of delivery of the service and a Pan Lothian Pathway Group was set up to look at long term planning and individual patient performance. Support was also being provided by a multi-disciplinary team within St John's Hospital and in the community.

Councillor Toner enquired about the staffing levels within the service and asked if there was any possibility that more patients would be moved to the Western General Hospital for treatment.

Mr Stirling advised that a review of the service provision would be carried out and if a gap was identified in the requirement for trained/specialist staff then consideration would be given on whether to use services available throughout the system.

Maureen Anderson (Patient Representative) then asked for an update in relation to the provision of services available to transport patients to and from hospital to attend outpatient appointments.

Mr Stirling stated that reports from members of staff within the outpatient

department indicated that there were no issues highlighted in relation to patients attending hospital on an outpatient basis. A number of transport options were available to patients and a Transport Policy was in place to assist patients who struggled to attend on a regular basis. It was also noted that an overview of transport resources was being carried out, which patients were being asked to participate in.

It was agreed that a further update would be provided to the next meeting of the Stakeholder Group.

Decision

1. Noted the update in relation to stroke care delivery; and
2. Agreed that an update would be provided to the April meeting of the Stakeholder Group;

10. WORK PLAN

The Stakeholder Group considered the work plan (copies of which had been circulated) and which contained new items of business and recurring items of business.

It was agreed that the following items of business be included on the work plan:

- Strategic Plan Update – reported to a future meeting;
- Nuclear Medicine – April meeting;
- Hospital Activity Report – year on year comparisons (outpatients) – April meeting;
- Hospital Activity Report – year on year comparisons (in-patients) – May meeting;
- Pressures on Haematology Services update – April meeting then bi-monthly thereafter.

