



West Lothian  
Council

## ***Linlithgow Local Area Committee***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

7 August 2014

A meeting of the **Linlithgow Local Area Committee** of West Lothian Council will be held within the **Education Room, Burgh Halls, Linlithgow** on **Tuesday 12 August 2014** at **8:00am**.

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.
4. Confirm Draft Minute of Meeting of the Committee held on 27 May 2014 (herewith)..
5. Linlithgow Multi-Member Ward Operational Plan 2014-17 - report by Scottish Fire and Rescue Services (herewith).
6. Police Ward Report - report by Inspector O'Connor (herewith).
7. Housing, Construction and Building Services - report by Head of Housing, Construction and Building Services (herewith).
8. Community Health Champions - report by Depute Chief Executive, Community Health and Care Partnership (herewith).
9. Pensioners' Groups Christmas Fund Provisional Allocations 2014 - report by Head of Area Services (herewith).

10. Alcohol Diversionary Activities - report by Head of Social Policy (herewith).
11. Update for NETS, Land and Countryside Services 1 May 2014 - 31 July 2014 - report by Head of Operational Services (herewith).
12. Villages Improvement Fund - report by Head of Area Services (herewith).
13. Community Regeneration Report - report by Head of Area Services (herewith).
14. Linlithgow Local Area Committee Workplan (herewith).

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NOTE      **For further information please contact Lorraine McGrorty on 01506 281609 or e-mail [lorraine.mcgrorty@westlothian.gov.uk](mailto:lorraine.mcgrorty@westlothian.gov.uk)**

MINUTE of MEETING of the LINLITHGOW LOCAL AREA COMMITTEE of WEST Lothian Council held within EDUCATION ROOM, BURGH HALLS, LINLITHGOW, on 27 MAY 2014.

Present – Councillors Tom Conn (Chair) and Tom Kerr

Absent – Councillor Martyn Day

1. ORDER OF BUSINESS

The Clerk advised the committee that in terms of the council's Scheme of Administration, the meeting was inquorate. Nevertheless, the meeting could proceed with only two ward members present but any resolutions made would require to be reported to the Council Executive for ratification before they became effective.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made.

3. MINUTE

The committee confirmed the draft Minute of its Meeting held on 1<sup>st</sup> April 2014. The Minute was thereafter signed by the Chair.

4. POLICE WARD REPORT

The committee considered a report by Inspector O'Connor (copies of which had been circulated) which summarised police activity in the ward for the period to 30<sup>th</sup> April 2014.

The report provided information on national police priorities, West Lothian priorities and the specific community engagement priorities for the ward. It outlined performance and solvency rates in the ward for the period to February 2014, along with comparator figures for the previous year.

The report went on to give information on issues of note including multi-agency working, neighbourhood concerns, prevention and enforcement activity and funded officer abstractions. The report concluded with information on forthcoming events and contact details.

Decision

To note the terms of the report.

5. LOCAL FIRE AND RESCUE PLAN FOR WEST Lothian 2014-2017

The committee considered a report by the Scottish Fire and Rescue Service providing members with the Local Fire and Rescue Plan for West

Lothian 2014-2017.

David Lockhart, Group Manager, explained that it was a statutory requirement of the Police and Fire Reform (Scotland) Act 2012 for the Scottish Fire and Rescue Service to prepare a plan for each local authority area. The plan for West Lothian had been considered by the Services for the Community PDSP before being formally approved by the Council Executive in April 2014.

The plan set out the seven priorities for West Lothian which were aligned to the priorities of the West Lothian Strategic Assessment on Community Safety and would continue the excellent partnership working on community safety which was evident in West Lothian.

The Group Manager hoped that arrangements would be put in place for reports on performance in the ward area against the 2014-2017 plan priorities to be presented to the committee on a quarterly basis. Alex Hume, Station Manager for Bathgate, Linlithgow and Whitburn, explained to members the tactical work which was undertaken by the local crews to ensure that they were familiar with premises in their area which was held electronically and available on appliances at all times in case of incident.

#### Decision

To note the terms of the report.

#### 6. PREVENTING NEGATIVE OUTCOMES ALCOHOL DIVERSIONARY ACTIVITIES

The committee considered a report by the Head of Social Policy (which had been circulated) which outlined the new governance process for alcohol diversionary funding and inviting the committee to recommend two applications for funding to the Alcohol and Drug (ADP) Subgroup panel which met the outcomes in ADP Joint Commissioning Plan.

Under the new governance process approved by the Council Executive in January 2014, local area committees received applications for alcohol diversionary project and would provide the ADP Subgroup with their recommendations. Results from the application and approval process would then be reported to the Social Policy PDSP before being approved by the Council Executive.

The report outlined two applications which had been received for alcohol diversionary funding in the ward as follows:-

- Focus Friday - £3818.30 – Project to be delivered by Linlithgow Young People's Project.
- "Late Lounge" Club Nights - £5303.68 – Project to be delivered by Linlithgow Young People's Project.

The committee agreed to support both applications progressing to the ADP Subgroup for determination, subject to the Late Lounge Club Nights

project covering all communities in the Linlithgow ward and the minibuses serving the communities of Philpstoun and Newton to ensure S3-S6 youths from those areas were able to participate in the project.

#### Decision

To note the terms of the report and endorse both applications progressing to the ADP Subgroup.

### 7. COMMUNITY HEALTH CHAMPIONS

The committee considered a report by the Depute Chief Executive, Community Health and Care Partnership (which had been circulated) proposing a model to set up a Community Health Champion in every council ward area who would work to develop and deliver local health initiatives and be part of the devolved ward local area committees.

The report explained that health inequalities were systematic unfair differences in the health of the population that occurred across social classes or population groups. Health inequalities existed across West Lothian and, in general, the communities in the west of West Lothian and in the older parts of Livingston had poorer health outcomes across a range of indicators. Therefore increased support and priority would be provided to these communities by way of the development and delivery of the Community Health Champion approach.

Initially three officers from the Public Health/Health Improvement Team would be linked to a grouping of three Local Area Committee's so that the scope and level of activity could be determined with a view to allocating further officers should that be deemed necessary. The remit of the Community Health Champion was outlined in the report. The officers would meet regularly to share themes, collate information for dissemination and develop the champion approach further.

Local Area Committees would undertake to agree actions to develop and deliver local initiatives that would impact positively on health, represent those issues within the broader council structures and negotiate necessary resources and be responsible in partnership with the Community Health Champion for the monitoring and evaluation of local health initiatives.

In addition to the officer leads, the wider Community Health Champion approach would draw on the experience of groups of volunteers trained in an evidence-based community health development methodology to work alongside CHC officers.

Finally, the report concluded with information on the training which would be provided to Local Area Committee members and lay Community Health Champions. The committee noted that health profiles by ward were being drawn up and would be presented to the next meeting of the committee.

#### Decision

To note the terms of the report.

8. UPDATE FROM NETS & LAND SERVICES – 1<sup>ST</sup> FEBRUARY 2014 – 30<sup>TH</sup> APRIL 2014

The committee considered a report by the Head of Operational Services (which had been circulated) providing information on the activities of the NETS & Land Services Teams from 1<sup>th</sup> February 2014 – 30<sup>th</sup> April 2014.

The report and appendices provided the committee with detailed information on those areas that had been addressed by the teams during the reporting period, as well as an overview of grounds maintenance, NETS and street cleansing; work of the environmental wardens; and future proposals and initiatives.

Decision

To note the terms of the report.

9. HOUSING, CONSTRUCTION AND BUILDING SERVICES

The committee considered a report by the Head of Housing, Construction and Building Services (which had been circulated) providing an overview of housing performance for the period January to March 2014.

The performance figures for property void and let for mainstream and temporary tenancies for the period year 2013 to 2014 were provided in the report. The committee noted for the year, 40 mainstream tenancies and 11 temporary tenancies had been let. There were 3 properties in the ward that were being held as policy voids, two due to serious fire damage and the other due to decant.

The report provided a summary on rent arrears performance for the year to March 2014. Rent arrears continued to be an ongoing challenge for the service. In 2013/14, the council had faced unprecedented rent arrears levels and a task group had been established in September 2013 to address this. The escalating arrears had been a national issue, especially for local authority landlords, as a result of reduced income levels for tenants, rising costs of living and the impact of welfare reforms. A West Lothian wide rent arrears target of £1.5m was set and a multi-disciplinary task group monitored the progress on a weekly basis.

A high profile rent arrears campaign had been ongoing from September 2013 to the year end. Tenants who engaged with the council were offered support and advice in relation to applying for Housing Benefit, Discretionary Housing Payments and referrals to the Advice Shop where they were given money advice to allow them to make realistic and sustainable payment arrangements.

The report provided a table which showed the level of arrears and the number of tenants in arrears from September 2013 at the start of the rent

arrears campaign against the figures to the end of March. Members noted that in September 2013 the number of tenants in arrears was 331 and the amount owed was £97,418.61. By the end of March, the number of tenants in arrears had fallen to 197 and the amount owed had dropped to £70,048.64. The final figure was better than the year-end target which had been set for the ward of £75,000. Across West Lothian as a whole, the challenging target of £1.5 million was also exceeded and the final figure for the year end was £1.317 million.

The Arrears Task Group would continue during financial year 2014-15 as there were many challenges to come in the management of rental income due to the ongoing phasing in of Welfare Reform, increasing fuel costs, reduced household income and the negative impact these changes were having on council tenants.

The report concluded with an update on local area team activity, ward specific capital and environment programme, new build information, Scottish Social Housing Charter, homelessness, the new Housing Bill, Safer Neighbourhood ward information and the work of the council officer and youth worker based in the safer neighbourhood team.

#### Decision

To note the terms of the report.

#### 10. COMMUNITY REGENERATION REPORT – WARD ACTION PLAN 12 MONTH REVIEW

The committee considered a report by the Head of Area Services (which had been circulated) providing an update on progress made against the targets set in the Linlithgow Ward Action Plan 2013-15 and setting out new areas of work.

The report described the range of services and support offered by the Regeneration and Employability Team and recalled the key activities within the ward action plan for 2013-15.

The ward action plan for 2013-15, which had been provided as an appendix to the report, had been updated to show progress made against the targets set and new local developments and initiatives had been added to the plans, as appropriate. A list of the key achievements was also listed within the report.

The report concluded by reflecting on the significant contribution the action plan was making to improve the quality of life of citizens in the Linlithgow ward.

#### Decision

To note the terms of the report.

#### 11. LINLITHGOW LOCAL AREA COMMITTEE WORKPLAN

The committee noted its workplan for the period to December 2014 (which had been circulated).

Decision

To note the terms of the workplan.





## **LINLITHGOW LOCAL AREA COMMITTEE**

### **LINLITHGOW MULTI-MEMBER WARD OPERATIONAL PLAN 2014-2017**

#### **REPORT BY SCOTTISH FIRE AND RESCUE SERVICE**

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

To consult the Linlithgow Local Area Committee on the draft Linlithgow Multi-Member Ward Operational Plan 2014-2017.

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

That Committee Members are invited to provide comment on the Linlithgow Multi-member Ward Operational Plan 2014-2017 and considers ways in which they can support its implementation within the Local Area Committee area.

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

<b>I Council Values</b>	<ul style="list-style-type: none"><li>• Being honest, open and accountable</li><li>• Focusing on our customers' needs</li><li>• Making best use of our resources</li><li>• Working in partnership</li></ul>
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Multi-member Ward Operational Plans are being produced to ensure delivery of the Local Fire and Rescue Plan, which is a statutory requirement of the Police and Fire Reform (Scotland) Act 2012.
<b>III Implications for Scheme of Delegations to Officers</b>	None at this stage.
<b>IV Impact on performance and performance Indicators</b>	WL CPP SOA Performance indicators: SOA1304_13 Number of deliberate fires per 100,000 population SOA1304_14 Number of accidental dwelling fires per 100,000 population.
<b>VI Resources - (Financial, Staffing and Property)</b>	The council contributes to directly and in partnership to the delivery of the plan
<b>VII Consideration at PDSP</b>	None
<b>VIII Consultations</b>	West Lothian Citizen's Panel Survey, July 2014.

## **D. TERMS OF REPORT**

### **D.1 Background**

Multi-Member Ward Operational Plans have been produced by SFRS to ensure delivery of the Local Fire and Rescue Plan for West Lothian 2014 – 2017, which is a requirement under the Police and Fire Reform (Scotland) Act 2012, Section 41E.

### **D.2 Scottish Fire and Rescue Service (SFRS) Linlithgow Multi-member Ward Operational Plan 2014-2017**

Following the publication of the Local Fire and Rescue Plan for West Lothian 2014-2017, which identifies key priorities for SFRS activities within the local authority area, the Local Senior Officer for Falkirk and West Lothian has produced a ward operational plan for each multi-member ward area to support and deliver against the key priorities.

The seven key priorities identified within the Local Fire and Rescue Plan for West Lothian 2014 – 2017, were assessed in relation to their impact within each ward area. The assessment process included a survey of the West Lothian Citizen's Panel, asking them for their perception of the impact that incidents related to the key priorities had within the ward area that they reside in. The results from this survey are based upon 93 responses to the survey.

The assessment has established that within the Linlithgow Ward area the key priorities should be given priority in relation to SFRS activity, as follows:

Continuous Priority

- Local Risk Management and Preparedness.

High Priority

- Reduction of Dwelling Fires
- Reduction of Fires in Non-Domestic Property
- Reduction in Fire Fatalities and Casualties

Medium Priority

- Reduction of Deliberate Fire Setting
- Reduction in Casualties from Non-Fire Emergencies.
- Reduction of Unwanted Fire Alarm Signals.

## **E. CONCLUSION**

The Linlithgow Multi-member Ward Operational Plan 2014-2017 aligns to the key priorities of the Local Fire and Rescue Plan for West Lothian 2014 – 2017, the West Lothian Strategic Assessment of Community Safety and continues with the excellent partnership working on Community Safety, which is evident in West Lothian.

## **F. BACKGROUND REFERENCES**

None.

**Alex Hume**  
**Station Manager, Scottish Fire and Rescue Service**  
**July 2014**

## Appendix 1 - Linlithgow Multi-Member Ward Operational Plan 2014-2017.

# Linlithgow Multi Member Ward Operational Plan 2014 - 2017



**Working together  
for a safer Scotland**



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West Lothian  
West Lothian is a Local Authority in Scotland

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7. Reduction of Unwanted Fire Alarm Signals

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Glossary of Terms

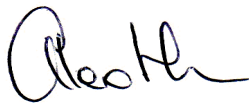
## Foreword

Welcome to the Scottish Fire & Rescue Services (SFRS) Operational Plan for the Local Authority Multi Member Ward Area of Linlithgow. This plan is the mechanism through which the aims of the SFRS's Strategic Plan 2013 – 2016 and the Local Fire and Rescue Plan for West Lothian 2014-2017 are delivered to meet the agreed needs of the communities within the Linlithgow ward area.

This plan sets out the priorities and objectives for the SFRS within the Linlithgow ward area for 2014 – 2017. The SFRS will continue to work closely with our partners in the Linlithgow ward area to ensure we are all "Working Together for a safer Scotland" through targeting risks to our communities at a local level.

This plan is aligned to the Community Planning Partnership structures within West Lothian. Through partnership working, we aim to deliver continuous improvement in our performance and effective service delivery in our area of operations.

The SFRS will continue to use data analysis techniques to identify risk and to ensure resources are allocated to the point of need within our communities. While considering the strategic priorities of the SFRS we will develop local solutions to local needs and ensure equitable access to Fire and Rescue resources. Through our on-going involvement with local community safety groups in the Linlithgow ward area and West Lothian Council we will continue to develop our understanding of local needs and proactively seek out consultation opportunities with all sections of the community. Using this approach we will ensure that the service we deliver is driven by consultation, in line with public expectations and helps to build strong, safe and resilient communities.



Alex Hume

Station Manager

Falkirk and West Lothian LSO Area

## Introduction

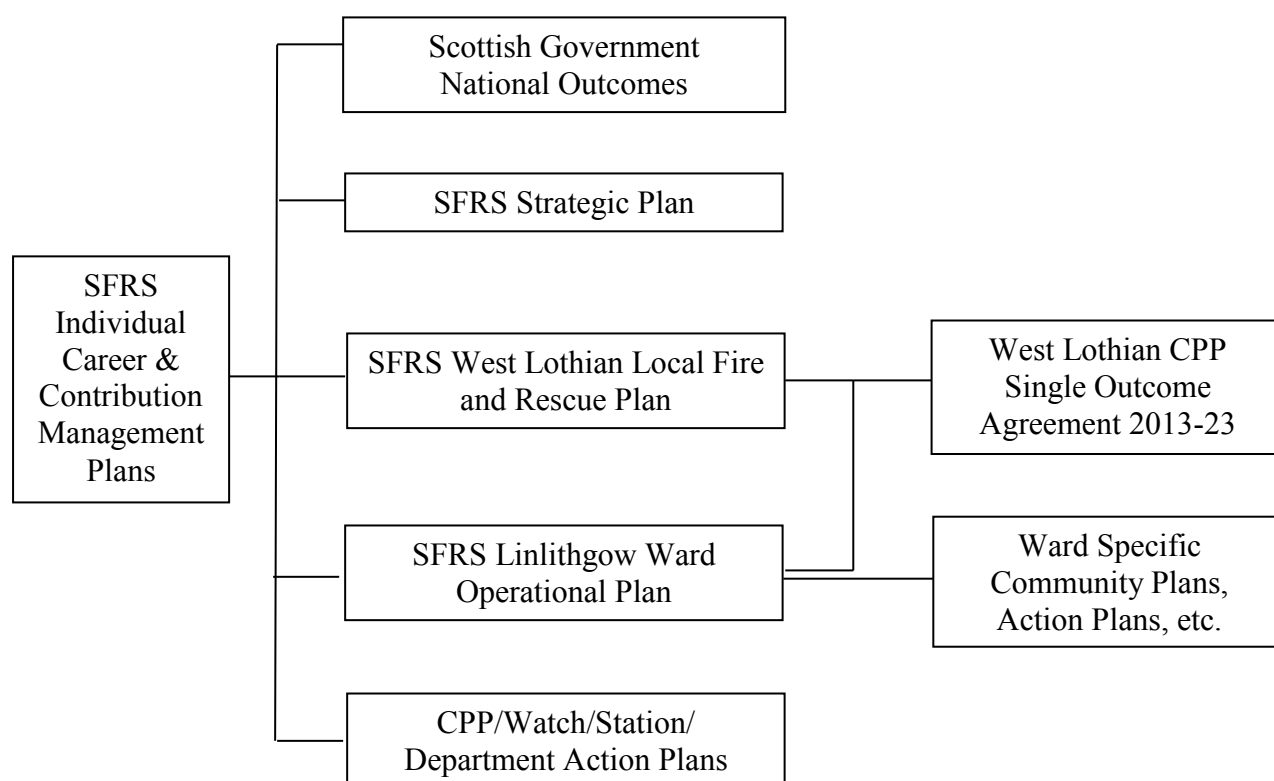
This Linlithgow Ward Operational Plan is the mechanism through which the priorities contained in the SFRS's Local Fire and Rescue Plan for West Lothian 2014-2017 are delivered to meet the agreed needs of the local area. This plan should be seen as an integral part of the Local Fire and Rescue Plan for West Lothian 2014-2017 which can be read using the following link [\(Local Plan\)](#).

### Delivering Frontline Outcomes Locally

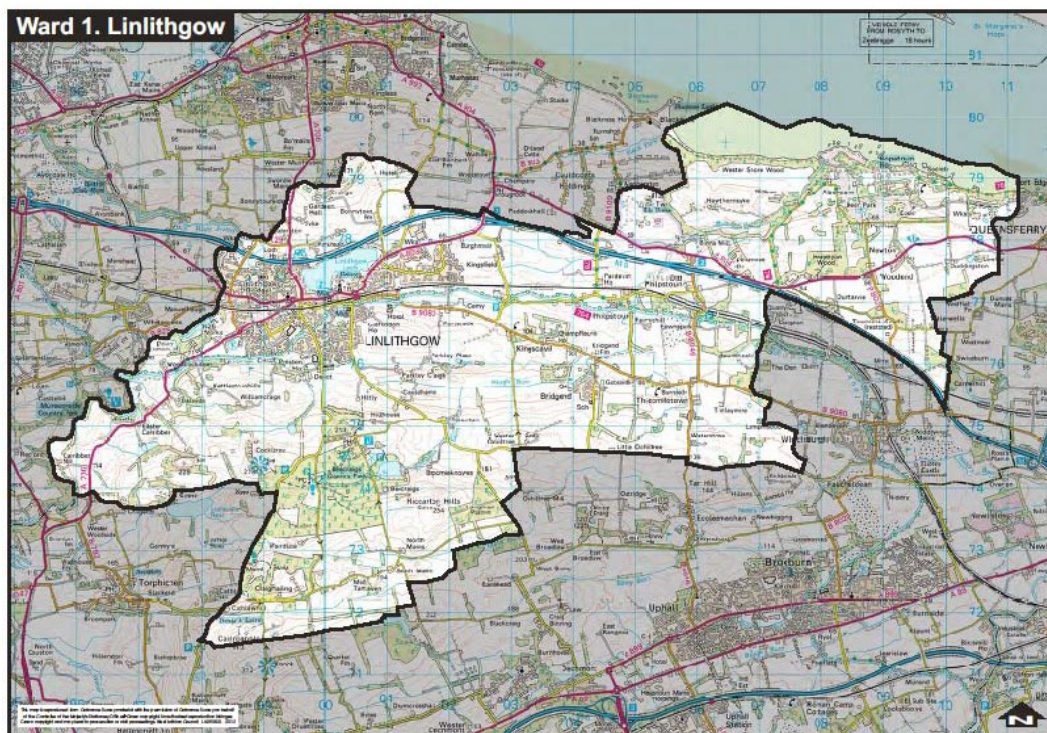
This plan outlines the key delivery mechanisms through which we will deploy and utilise our resources to achieve our agreed priorities and contribute to the achievement of the Scottish Fire & Rescue Service and also our Community Planning Partners' (CPP) outcomes at a local area level.

The diagram below shows the context of this Ward Operational Plan in the overall planning process for the Scottish Fire and Rescue Service.

The diagram below shows the context of this Ward Operational Plan in the overall planning process for the Scottish Fire and Rescue Service.



# Linlithgow Ward Profile



## Ward Overview

Understanding the Linlithgow ward area and the profile of the community is of vital importance in helping the SFRS to develop this plan and identify priorities and objectives to ensure everyone has the opportunity to access our services and reduce their risk from fire and other adverse safety events.

This plan has been prepared within the wider context of the West Lothian Community Planning Partnership and sets out the local priorities for delivering local fire service priorities for the Linlithgow ward area. Underlying this plan are the key principles of community planning namely; prevention and early intervention; integration of public services around the whole systems approach; transparency, accountability and innovation in our approaches to fire service provision.

## Main Settlements

Linlithgow is the second smallest ward in West Lothian with a population of 16,034 (based on Mid-2010 GRO Population Estimates) and includes the communities of Linlithgow, Linlithgow Bridge, Bridgend, Philpstoun and Threemiletown, rural Beecraigs and Acredales, rural Kettleston Mains to Wester Woodside and rural Newton. The largest settlement in the ward is Linlithgow with a population of 13,450 (Mid-2010 GRO Population Estimates), including Linlithgow Bridge. It is one of Scotland's most historic towns, attracting visitors to Linlithgow Palace and is well connected through rail services and close links to the M9 motorway which bypasses the town.



Beyond Linlithgow itself the other communities that make up the ward constitute a number of small rural villages, including Bridgend, Philipstoun / Threemiletown and Rural Newton.

### **Age Risk Profile**

The proportion of the population who are of “working age” is 63% and similar to that for both West Lothian and Scotland. Linlithgow ward has a relatively low rate of employment deprivation at 5% as against 13% for West Lothian and Scotland as a whole. The ward has a significantly lower number of residents that are income deprived scoring 6% as opposed to the 16% average level for West Lothian and Scotland respectively.

### **Health Profile**

Health indicators show that the Linlithgow ward has a significantly lower proportion of people claiming Disability Living Allowance and of hospital admissions related to drugs misuse. There is a much higher proportion of babies being breast fed at the 6-8 week review than the West Lothian average, and there was a 100% vaccination rate against diphtheria, tetanus, pertussis (whooping cough), polio, and Haemophilus influenzae type b.

Hospital Admissions are lower than the West Lothian and Scottish averages with two exceptions, Coronary Heart Disease is marginally higher in Linlithgow than in West Lothian and Scotland while admission for Cancer is also marginally higher than the West Lothian and lower than the Scottish level.

The health indicators are taken from the Scottish Neighbourhood Statistics site at :- <http://www.sns.gov.uk>

### **Management of Risk Sites**

Within the Linlithgow ward area there are sites that have been identified as having the potential to pose operational risks to SFRS, their partners and communities, should an incident at the site occur. SFRS and partners gather relevant information, prepare plans for dealing with an incident and carry out training to ensure a multi-agency approach is delivered to achieve a satisfactory conclusion to any incident. Included in this are sites registered under the COMAH regulations (Control of Major Accident Hazards Regulations 1999).

In addition to sites registered under COMAH regulations, SFRS gather information on specific sites that may pose significant risk to firefighter safety when dealing with an incident. These include:

- Large warehouses
- Complex Office accommodation
- High risk Process sites
- Construction industry sites.

Further generic risks such as schools, hospitals and the transport network are also prevalent throughout the Linlithgow ward area. SFRS prepare for incidents at these types of sites ensuring that there are appropriately trained personnel and equipment available to deal with any incident.

### **Future Key Developments**

Linlithgow and North West West Lothian is identified in the Edinburgh & Lothians Structure Plan 2015 as an area of development restraint.

Linlithgow currently has planned growth of 68 residential units on a number of sites in the town.

Planning application lodged for significant housing and retail development at northeast of Linlithgow (Burghmuir site) including 600 homes, care home, hotel/conference facilities, retail and junction works.







Bridgend currently has planned growth of 46 residential units on two sites in the village.

West Lothian Local Plan 2009 safeguards for a bus facility with park & ride and a new all directions junction onto the M9 at Burghmuir, Linlithgow.

Source - West Lothian Council, West Lothian Ward Profile 2012 available at:  
<http://www.westlothian.gov.uk/media/downloadaddoc/LinlithWarProf>

## Local Operational Assessment

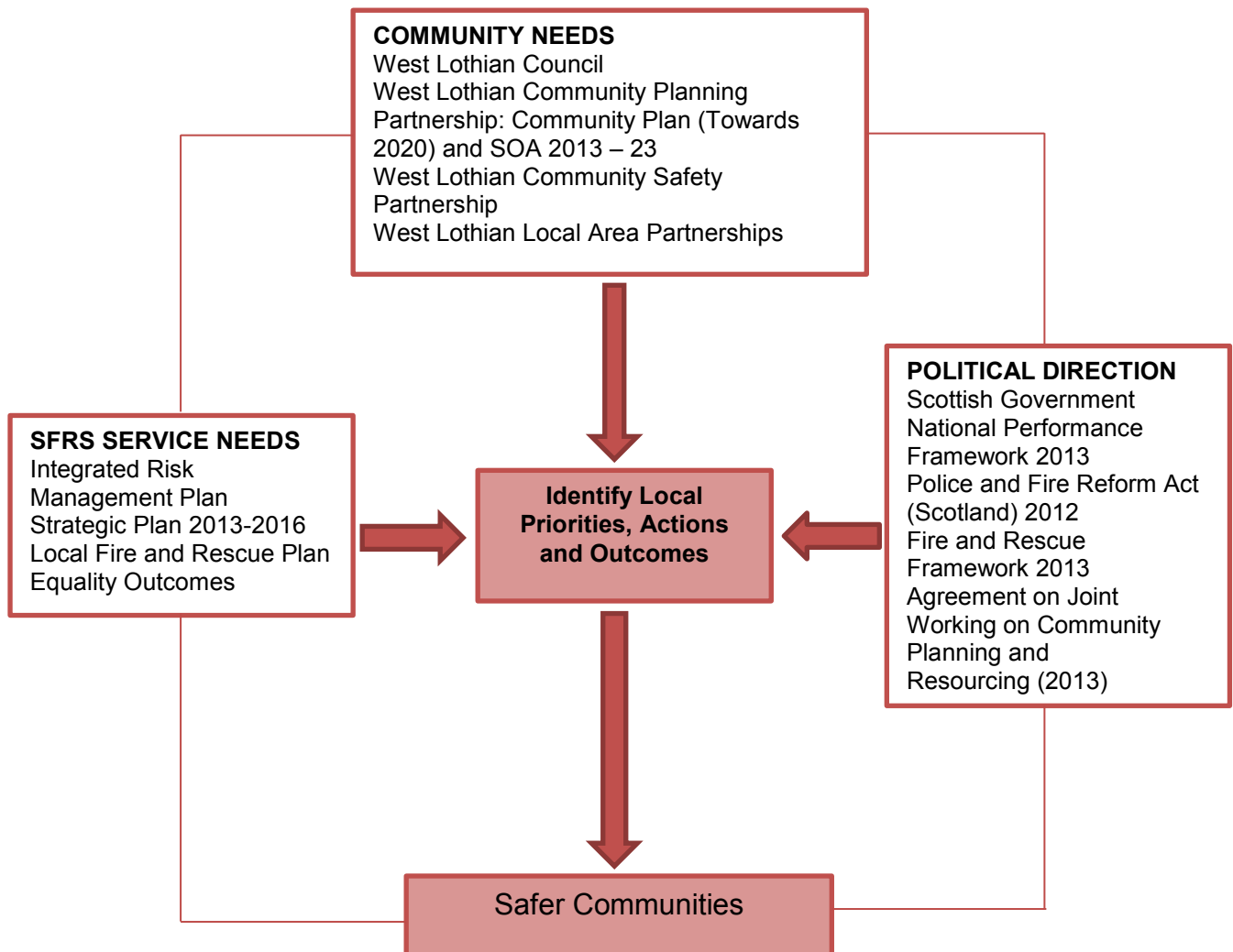
An assessment of local operational activity in the Linlithgow area informs the SFRS on how to prioritise prevention, protection and intervention initiatives within the local area.

Key Priority	2010/11	2011/12	2012/13	3 year average	Trend
Local Risk Management and Preparedness	N/A	N/A	N/A	N/A	N/A
Accidental Dwelling Fires	10	20	18	16	
Accidental Dwelling Fires Fatalities	0	0	0	0	
Accidental Dwelling Fires Casualties	2	4	1	2.33	
Deliberate Fire Setting	27	12	23	20.66	
Fires in Non Domestic Property	5	5	8	6	
Casualties from Non-Fire Emergencies	9	4	7	6.66	
Unwanted Fire Alarm Signals	159	101	127	129	

# Achieving Local Outcomes

## Prioritising Risk Pathway

Following a process of identifying local risks within the Linlithgow ward area, priority actions to address them and expected outcomes have been set within this plan. Local risks were identified following considerations of political direction set by the Scottish Government, community needs identified through consultation and the available operational risk information, resources and capacity of the SFRS.



## Priority Risk Setting

The priority setting matrix has been used to evaluate and prioritise the key priorities in the Linlithgow ward and informs the SFRS and partners on targeting resources to areas of greatest need/risk.

Key priorities	Assessment Factors					Risk Evaluation High/Med/Low
	Seriousness	Scale	Trend	Community Concern	Strategic Objectives	
	Is the trend line Higher/Lower than West Lothian and Scotland?	Incidents /Unit of population (average over previous 3 years)	Is the trend upwards or downwards over the last 3 years	On a scale – High/Medium/ Low percentage return *.	Aligns to	High/Med/Low**
Local Risk Management and Preparedness.	N/A	N/A	N/A	N/A	SFRS Strategic Plan 2013-16, Local Fire and Rescue Plan for West Lothian 2014-17, West Lothian SOA 2013-23	N/A
Reduction of Accidental Dwelling Fires	Higher than both West Lothian and Scotland.	2.50/ 10,000	Slightly upward.	High – 3.9% Med – 21.3% Low – 74.8%	SFRS Strategic Plan 2013-16, Local Fire and Rescue Plan for West Lothian 2014-17, West Lothian SOA 2013-23	High
Reduction in Fire Fatalities and Casualties	Significantly lower than both West Lothian and Scotland.	0/ 1,000,000 (fatal) 0.4/ 1,000,000	Constant.	High – 2.6% Med – 9.9% Low – 87.5%	SFRS Strategic Plan 2013-16, Local Fire and Rescue Plan for West Lothian 2014-17, West Lothian SOA 2013-23	High
Reduction of Deliberate Fire Setting.	Lower than both West Lothian and Scotland.	3.2/ 10,000	Slightly downward.	High – 5.2% Med – 16.3% Low – 78.5	SFRS Strategic Plan 2013-16, Local Fire and Rescue Plan for West Lothian 2014-17, West Lothian SOA 2013-23	Med
Reduction of Fires in Non Domestic Property	Lower than both West Lothian and Scotland.	0.1/ 10,000	Slightly upward.	High – 4% Med – 24.8% Low – 71.2%	SFRS Strategic Plan 2013-16, Local Fire and Rescue Plan for West Lothian 2014-17, West Lothian SOA 2013-23	High
Reduction in Fatalities and Casualties from Non-Fire Emergencies	Significantly lower than both West Lothian and Scotland.	1.0/ 1000,000	Constant.	High – 6.6% Med – 29.1% Low – 64.3%	SFRS Strategic Plan 2013-16, Local Fire and Rescue Plan for West Lothian 2014-17, West Lothian SOA 2013-23	Med
Reduction of Unwanted Fire Alarm Signals.	Similar to Scotland, Lower than West Lothian.	20.18/ 10,000	Slightly downward.	High – 8.7% Med – 20.1% Low – 71.2%	SFRS Strategic Plan 2013-16, Local Fire and Rescue Plan for West Lothian 2014-17, West Lothian SOA 2013-23	Med

\* Percentages are calculated on returns from a survey of West Lothian Council Citizens' panel, who were asked for their perception of risk within the ward area that they reside, in relation to the stated specific key priorities.

\*\* The Final Risk Evaluation for each Key priority is determined by analysing the assessment factors. This Risk Evaluation result determines the focus of SFRS's prevention activity, for the duration of the plan. Details of this preventative activity are found in the Priorities, Actions and Outcomes section of this plan.

## Performance Reporting

The objectives contained within this plan and a suite of performance indicators will be reported on a quarterly basis to the Policy Development and Scrutiny Committee and local Area Committee.

## SFRS Resources in West Lothian

Two fire appliances are located at Bathgate Community Fire Station which is staffed by a mixture of Whole-time fire fighters who are located at the station 24 hours a day, seven days a week, and Retained Duty System (RDS) fire fighters who provide a 24 hours a day, seven days a week emergency on call response.

Two fire appliances are based at Livingston Community Fire Station which is staffed by mixture of Whole-time fire-fighters who are located at the station 24 hours a day, seven days a week; Day Duty fire fighters who are located at the station Monday to Friday, during day periods, and RDS fire fighters who provide emergency on call response outside of the working hours of the Day Duty fire fighters.

One fire appliance is based in each of the remaining four Community Fire Stations; Linlithgow, West Calder, Whitburn, Broxburn. Each of these stations are staffed by RDS fire fighters who provide a 24 hours a day, seven days a week emergency on call response.

RDS firefighters are employed on a part time basis and provide a vital service to the community in which they live or work. Most of our RDS fire fighters are women and men who have primary employment in another field, but in addition to their full time job, they provide the same range of emergency services as their Whole-time colleagues.

A team of community safety engagement staff work across West Lothian to support their station based colleagues in delivering the wide range of preventative, awareness and engagement activities. Coordinating this activity is a Local Authority Liaison Officer (LALO), who is based at West Lothian Civic Centre and provides a direct link between West Lothian Council, Community Planning Partners and the Fire and Rescue Service.

Supporting the enforcement of fire safety legislation, within buildings other than domestic premises, are a team of highly trained Fire Safety Enforcement Officers who provide advice on fire safety matters, actively conduct fire safety audits of buildings, consult on building warrant plans and enforce compliance with fire safety legislation.

A management team has responsibility for service delivery and community engagement/enforcement across West Lothian. These officers are responsible for the effective service delivery across the area.

SFRS resources employed across West Lothian will aim to work in partnership and collaboration with other community resources to deliver better outcomes for communities. Sharing of information will be a key enabler in this process and will ensure that duplication of services is reduced and that community focused outcomes are aligned and delivered.

In addition to day-to-day resources based within West Lothian, it is a Strategic Aim of the SFRS that, as a single service, communities will have access to specialist skills and resources from across Scotland.

We will work with the other emergency services and voluntary groups within West Lothian that have an interest in emergency response and specialist rescue. This will allow us to identify resources, such as skills and equipment that are available nationally.

# Priorities, Actions and Outcomes

## 1. **Local Risk Management and Preparedness.** **Risk Evaluation - Continuous**

The SFRS has a statutory duty to reduce the risks to our communities and to make certain that they receive the best possible service.

The SFRS monitors existing risks and emerging threats in terms of the fire and other emergency related incidents to inform us of the priorities in the Linlithgow ward area. We also monitor existing risks and emerging threats posed by the natural and built environment to identify patterns and trends that require mitigation initiatives.

The SFRS is committed to working in partnership with all relevant stakeholders to ensure emergency planning and preparedness arrangements are in place and tested.

The management of risk within our community means:

- Identifying the risks to the community which fall within the scope of responsibility of the SFRS.
- Undertaking a process to prioritise and mitigate these risks.
- Ensuring that appropriate local and national resource capability and trained Fire and Rescue Service personnel are in place to address them.

National Outcomes:	Aligns to:			What we will do (Examples provided below)	How we will do it (Examples provided below)	Expected Outcomes	In doing so we will add value by:	How it will be measured
	SFRS Strategic Aims:	SFRS Equality Outcomes	Linlithgow and West Lothian Priority:					
6,8,9,11 and 12.	1,2,3 and 4.	1, 2,3,4,5 and 7	<p>West Lothian Community Planning Partnership: Community Plan 'Towards 2020'</p> <p>West Lothian Community Planning Partnership: Single Outcome Agreement 2013-23 'achieving positive outcomes' No's 3,4,7 and 8</p> <p>West Lothian Community Planning Partnership: Strategic Assessment 2013</p> <p>West Lothian Community Safety Partnership: Strategic Assessment 2012-15</p> <p>East Service Delivery Area Regional Resilience Partnership \ Lothian and Borders Local Resilience Partnership Community Risk Register</p> <p>The Civil Contingencies Act 2004 (Scotland) Regulations 2005.</p>	<p>Ensure our training, staff development and equipment is fit for purpose to meet our current risk profile and adaptable to changing circumstances.</p> <p>Ensure all known risk information is obtained, recorded, communicated and tested.</p> <p>Working locally with partner organisations and agencies to ensure effective response plans are developed for identified risks.</p> <p>Fulfilling our statutory duties in relation to the Civil Contingencies Act.</p>	<p>We will train and exercise to be able to effectively resolve operational incidents.</p> <p>We will service and maintain our equipment and apparatus.</p> <p>We will visit high risk premises</p> <p>We will record and maintain premises risk information</p> <p>We will participate in multi agency exercises.</p>	<p>We will participate in emergency pre-planning to be able to safely and effectively resolve emergency incidents.</p> <p>We will be able to respond effectively to emergency incidents.</p> <p>We will be able to effectively resolve operational incidents.</p> <p>We will be aware of the risks in our area.</p> <p>We will be able to work effectively with our partners at emergency incidents.</p>	<p>Keeping our staff and members of the public safe should any incident occur.</p> <p>Reducing the financial burden and disruption caused to our communities when emergencies occur.</p> <p>The wealth and prosperity of our area will increase.</p> <p>Proactively helping the wider community by preventing emergencies and planning to mitigate their effects when they occur.</p>	<p>We will monitor our effectiveness to resolve emergency incidents through pro-active and re-active auditing and monitoring arrangements. (e.g., pre, during and post operational incident audit, monitoring and review)</p> <p>We will be subject to audit, monitoring and review by external stakeholders (e.g. the Chief Inspector for Fire and Rescue Service, the Health and Safety Executive).</p>



## **2. Reduction of Accidental Dwelling Fires**

### **Risk Evaluation - High**

Throughout the Linlithgow ward area, dwelling fires have occurred within a wide variety of dwelling places. There are direct links to areas of social deprivation and those who are most vulnerable to fire within the community.

Alcohol consumption and/or drugs misuse continues to be identified as a contributory factor in a number of serious injury/fatal fires, due to the affect that they have upon the occupant's ability to react appropriately in a fire situation. In addition, cigarettes and smoking materials remain the primary ignition source in a number of serious injury/fatal fires.

House fires can have a significant negative impact on both individuals and the community, in relation to the human, social and economic cost of fire.

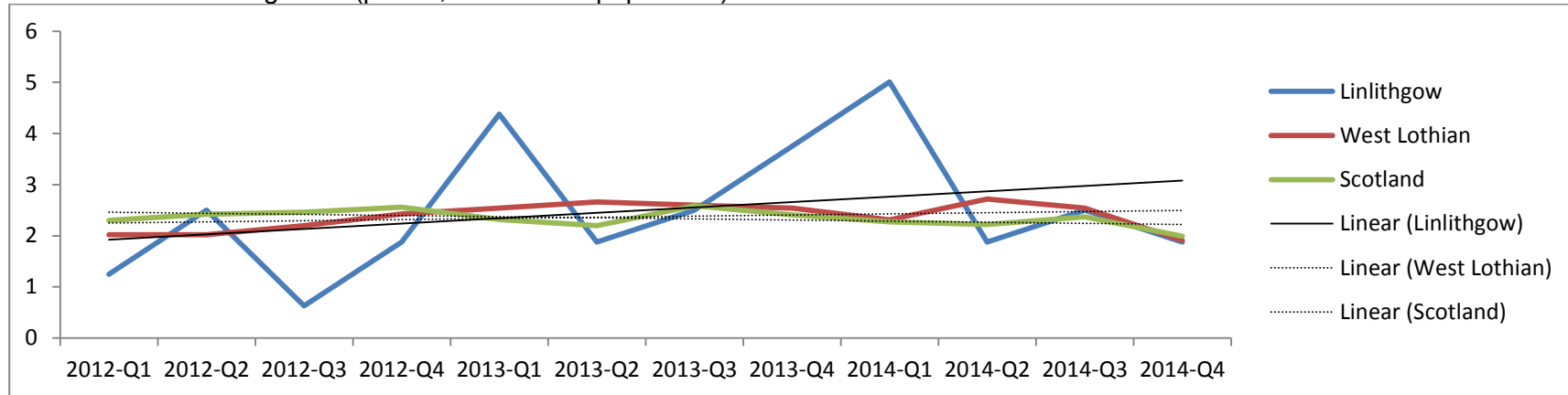
Through our Home Fire Safety Visit Programme and Community Engagement and Education activities, we aim to reduce the risk and impact of fire and the associated losses.

Aligns to:				What we will do (Examples provided below)	How we will do it (Examples provided below)	Expected Outcomes	In doing so we will add value by:	How it will be measured
National Outcomes:	SFRS Strategic Aims:	SFRS Equality Outcomes	Linlithgow and West Lothian Priority:					
6, 8, 9, 11 and 12:	1,2,3 and 4	1, 2 and 3	<p>West Lothian Community Planning Partnership: Community Plan 'Towards 2020'</p> <p>West Lothian Community Planning Partnership: Single Outcome Agreement 2013-23 'achieving positive outcomes' No's 1,2,3,4,5,6,7 and 8 (SOA1304 -14 indicator)</p> <p>West Lothian Community Planning Partnership: Strategic Assessment 2013</p> <p>West Lothian Community Safety Partnership: Strategic Assessment 2012-15</p>	<p>Active participation in West Lothian Community Planning arrangements and adopting a partnership approach to risk reduction.</p> <p>Sharing information with partners to help protect the most vulnerable,</p> <p>Develop new partnerships to identify and support at risk groups.</p> <p>Identifying opportunities for engagement with all partners to promote fire safety and good citizenship.</p>	<p>Delivery of fire safety related educational and engagement activities.</p> <p>Delivery of Home Safety Visits.</p> <p>Delivery of Post Domestic Incident Response Visits.</p> <p>Delivery of Thematic Home/Community Safety Initiatives.</p>	<p>We aim to reduce Accidental Dwelling Fires in the Linlithgow area on a year on year basis, that contributes towards the reduction of incidents in the West Lothian area.</p> <p>We will contribute towards the SFRS target of a 10 % reduction in Accidental Dwelling Fires over a three-year.</p>	<p>Promoting confident and safe communities where residents feel positive about where they live.</p> <p>Our citizens will be protected.</p> <p>Our citizens and communities shall be encouraged to take responsibilities for their own health and well-being.</p> <p>Our communities will be safer.</p> <p>Reducing the potential financial burden on society through the education of citizens.</p>	<p>We will monitor our performance quarterly and report on progress to the;</p> <p>West Lothian Council Services for Communities Policy Development and Scrutiny Panel</p> <p>West Lothian Community Planning Partnership Board, SOA1304_14 Number of accidental dwelling fires per 100,000 population.</p> <p>West Lothian Community Safety Board</p> <p>Linlithgow Local Area Committee</p>

## Performance

The graph below provides empirical incident data on performance in relation to Accidental Dwelling Fires in the Linlithgow ward area.

All Accidental Dwelling Fires (per 10,000 head of population)



### **3. Reduction in Fire Casualties and Fatalities**

#### **Risk Evaluation - High**

Fire casualties tend to occur in accidental dwelling fires. Evidence suggests that where occupants of a dwelling misuse alcohol and/or drugs or are elderly or infirm, there is an increased likelihood of becoming a fire casualty/fatality. The absence of a working smoke detector can greatly increase the vulnerability of these individuals.

The human and financial costs associated with fire casualties/fatalities are high due to potentially significant trauma/loss of life to individuals, and societal costs.

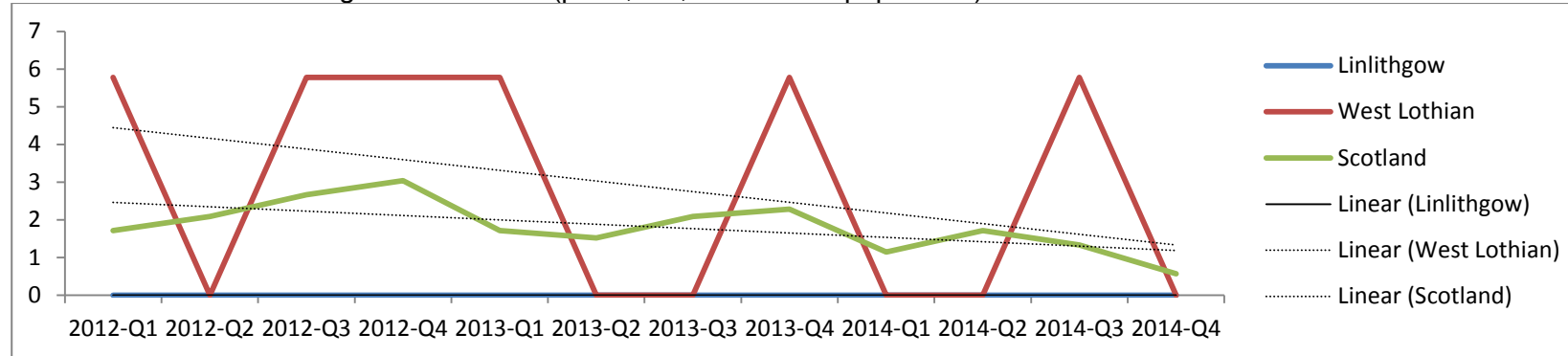
The SFRS in the Linlithgow ward area aims to target a reduction in these casualties by adopting a partnership approach to reduce the risk to individuals, particularly those that are most vulnerable.

Aligns to:				What we will do (Examples provided below)	How we will do it (Examples provided below)	Expected Outcomes	In doing so we will add value by:	How it will be measured
National Outcomes:	SFRS Strategic Aims:	SFRS Equality Outcomes	Linlithgow and West Lothian Priority:					
6,8, 9,11 and 15	1,2,3 and 4	1,2,3 and 7	<p>West Lothian Community Planning Partnership: Community Plan 'Towards 2020'</p> <p>West Lothian Community Planning Partnership: Single Outcome Agreement 2013-23 'achieving positive outcomes' We live in resilient, cohesive and safe communities No's 1,2,4,5,6 and 7 (SOA1304_13 &amp; SOA1304_14 indicators)</p> <p>West Lothian Community Planning Partnership: Strategic Assessment 2013</p> <p>West Lothian Community Safety Partnership: Strategic Assessment 2012-15</p>	<p>Active participation in West Lothian Council Community Planning arrangements and adopting a partnership approach to risk reduction.</p> <p>Promoting healthier lifestyles through encouraging a reduction in alcohol, drugs and cigarette use.</p> <p>Ensuring our community safety strategy considers all persons at risk from fire.</p> <p>Encouraged citizens to take responsibilities for their own health and well-being.</p>	<p>Delivery of fire safety related educational and engagement activities.</p> <p>Delivery of Home Safety Visits.</p> <p>Delivery of Post Domestic Incident Response Visits.</p> <p>Delivery of Thematic Home Safety Initiatives.</p>	<p>We aim to reduce Fire Casualties on a year on year basis in the Linlithgow area, that contributes towards a reduction in the West Lothian area.</p> <p>We will contribute towards the SFRS target of a 5 % reduction, in Fire Casualties over a three-year rolling period.</p>	<p>Our citizens will be protected. Our communities will be safer.</p> <p>Reducing demand on other partner services such as local health care and social work partners.</p> <p>Reducing fire casualty hospitalisation times.</p>	<p>We will monitor our performance quarterly and report on progress to the;</p> <p>West Lothian Council Services for Communities Policy Development and Scrutiny Panel</p> <p>West Lothian Community Safety Board</p> <p>Linlithgow Local Area Committee</p>

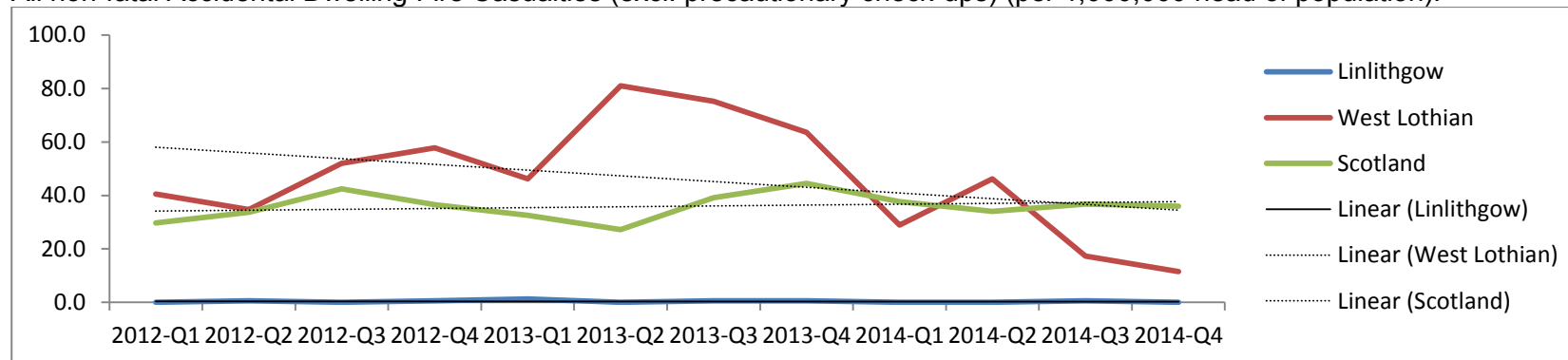
## Performance

The graph below provides empirical incident data on performance in relation to Fatalities and Casualties in the Linlithgow area.

All fatal Accidental Dwelling Fire casualties (per 1,000,000 head of population)



All non-fatal Accidental Dwelling Fire Casualties (excl. precautionary check-ups) (per 1,000,000 head of population).



#### **4. Reduction of Deliberate Fire Setting Risk Evaluation - Medium**

Deliberate fire setting is a significant problem for the SFRS and is responsible for a significant number of secondary fires that are attended across the Linlithgow West Lothian area. In the main, secondary fire categories are refuse, grassland and derelict buildings incidents. In addition, deliberate fire setting is responsible for a number of primary fires which involve property loss and potential injury/loss of life.

There is a close link between deliberate secondary fires and other forms of anti-social behaviour. By continuing to focus our attention on deliberate fires this will reduce the demand on the SFRS and the burden upon partners and in turn enhance community wellbeing and reduce the environmental impact.

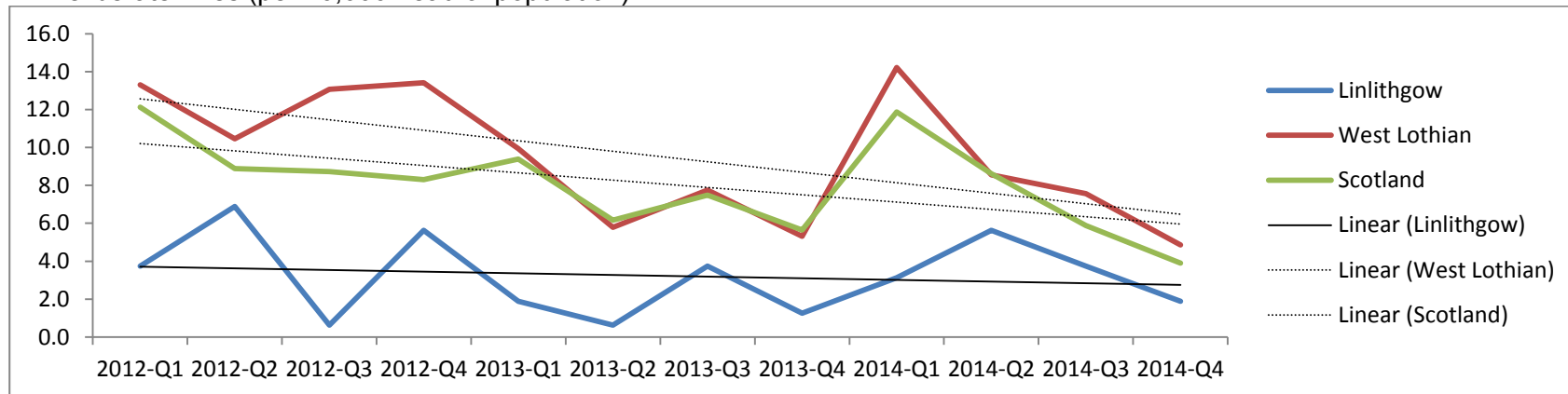
Aligns to:				What we will do (Examples provided below)	How we will do it (Examples provided below)	Expected Outcomes	In doing so we will add value by:	How it will be measured
National Outcomes:	SFRS Strategic Aims:	SFRS Equality Outcomes	Linlithgow and West Lothian Area Priority:					
4,8,9,11,12,14 and 16	1,2,3 and 4	1,2,3 and 7	<p>West Lothian Community Planning Partnership: Community Plan 'Towards 2020'</p> <p>West Lothian Community Planning Partnership: Single Outcome Agreement 2013-23 'achieving positive outcomes' We live in resilient, cohesive and safe communities No's 2,3,4 and 8 (SOA1304_13 indicator)</p> <p>West Lothian Community Planning Partnership: Strategic Assessment 2013</p> <p>West Lothian Community Safety Partnership: Strategic Assessment 2012-15</p>	<p>Engaging in a multi-agency approach to tackle deliberate fire setting and fire related anti-social behaviour by the targeting resources to areas of demand.</p> <p>Identify and develop partnerships with organisations who engage with young people.</p> <p>Providing an enhanced level of Fire Investigation within the Linlithgow area</p>	<p>Deliver youth engagement programmes to reduce anti-social behaviour through diversionary activities and education.</p> <p>Delivery of Thematic deliberate fire reduction Initiatives. (e.g. Bonfire night).</p>	<p>We aim to reduce Deliberate Fire Setting on a year on year basis in the Linlithgow area, that contributes to a reduction in the West Lothian area.</p> <p>We will contribute to the SFRS target to continually reduce Deliberate Fire Setting over a three year rolling period.</p>	<p>Promoting safe and attractive communities in which people want to live.</p> <p>Diverting those persons away from anti-social behaviour by encouraging them to be good citizens.</p> <p>Reducing the adverse effects which deliberate fire setting has on peoples' lives within the West Lothian area.</p> <p>Supporting the national focus towards early and effective intervention.</p>	<p>We will monitor our performance quarterly and report on progress to the;</p> <p>West Lothian Council Services for Communities Policy Development and Scrutiny Panel</p> <p>West Lothian Community Planning Partnership Board, SOA1304_13 Number of deliberate fires per 100,000 population</p> <p>West Lothian Community Safety Board</p> <p>Linlithgow Local Area Committee</p>



## Performance

The graph below provides empirical incident data on performance in relation to Deliberate Fire Setting in the Linlithgow ward area

All Deliberate Fires (per 10,000 head of population).



## **5. Reduction of Fires in Non-Domestic Properties**

### **Risk Evaluation - High**

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

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

In addition to the costs associated with fires in commercial properties, many businesses who experience a significant fire do not reopen afterwards.

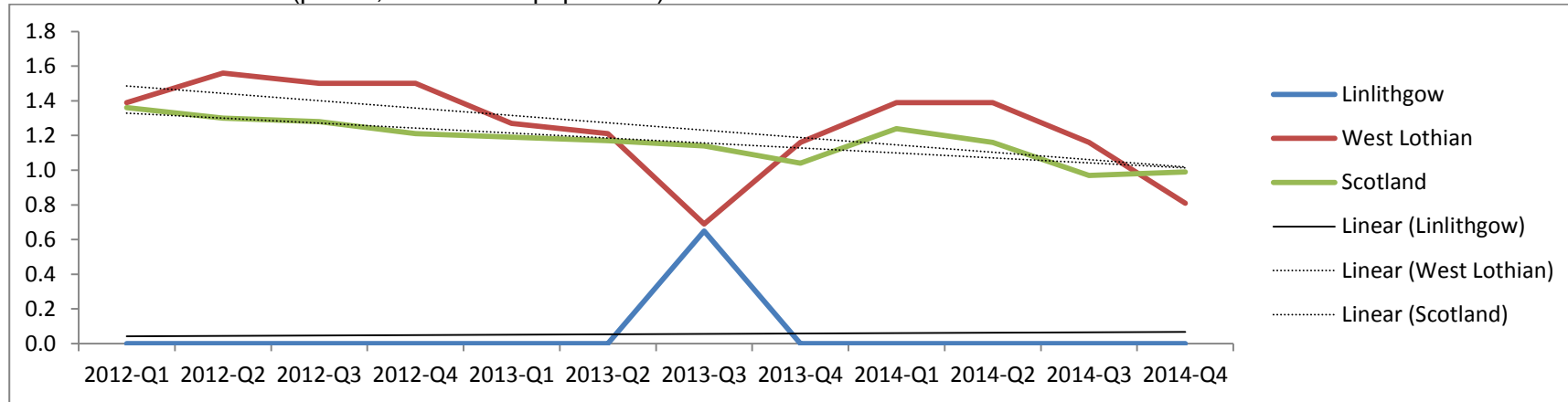
We proactively work as part of a partnership, with local industry to ensure that Businesses Continuity Planning and Emergency Preparedness Arrangements are appropriate, to ensure we can mitigate the impact of fires and other emergencies on business and that we are prepared to respond to adverse safety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

Aligns to:				What we will do (Examples provided below)	How we will do it (Examples provided below)	Expected Outcomes	In doing so we will add value by:	How it will be measured
National Outcomes:	SFRS Strategic Aims:	SFRS Equality Outcomes	Linlithgow and West Lothian Area Priority:					
1,6,9,and 12:	1,2,3 and 4	1,2,3 and 7	<p>West Lothian Community Planning Partnership: Community Plan 'Towards 2020'</p> <p>West Lothian Community Planning Partnership: Single Outcome Agreement 2013-23 'achieving positive outcomes' We live in resilient, cohesive and safe communities No's 3,4 and 8 (SOA1304_13 indicator)</p> <p>West Lothian Community Planning Partnership: Strategic Assessment 2013</p> <p>West Lothian Community Safety Partnership: Strategic Assessment 2012-15</p>	<p>Using a risk based approach, auditing of business and commercial premises by Fire Safety Enforcement Officers.</p> <p>Work with the West Lothian Council licensing department to ensure all multiple occupation houses comply with the required standards in relation to Fire Safety.</p> <p>Consultation with West Lothian Council Building Standards Officers and architects.</p>	<p>Undertake targeted audits High Risk Business and Commercial premises.</p> <p>Undertake post fire audits of Business and Commercial premises.</p> <p>Provide information in request to assistance to comply with fire safety legislation.</p>	<p>We aim to reduce the number of Fires in Non-Domestic Premises in the Linlithgow area on a year on year basis, that will contribute to a reduction in the West Lothian area.</p> <p>We will contribute to the SFRS target of continually reducing the number of fires in other buildings over a three year rolling average.</p>	<p>The wealth and prosperity in our area will increase. The quality of our infrastructure will help promote growth of the local economy.</p> <p>Safeguarding the wellbeing of residents and employees within relevant premises.</p> <p>Supporting business continuity and employment within the West Lothian area.</p> <p>Our citizens will be protected.</p> <p>Our communities will be safer.</p>	<p>We will monitor our performance quarterly and report on progress to the;</p> <p>West Lothian Council Services for Communities Policy Development and Scrutiny Panel</p> <p>West Lothian Community Planning Partnership Board, SOA1304_13 Number of deliberate fires per 100,000 population</p> <p>West Lothian Community Safety Board</p> <p>Linlithgow Local Area Committee</p>

## Performance

The graph below provides empirical incident data on performance in relation to Non-Domestic Fires.

All Non-Domestic Fires (per 10,000 head of population).



## **6. Reduction in Casualties from Non-Fire Emergencies**

### **Risk Evaluation - Medium**

A central part of the SFRS's role is responding to non-fire emergencies such as Road Traffic Collisions (RTCs), other rescue situations and flooding. Operational fire-fighters are trained to a high standard and have at their disposal the most modern equipment for extricating people in rescue situations and administering first aid to casualties.

Attendance at RTCs has become a predominant activity for the SFRS however primary responsibility for road safety lies with Transport Scotland, Police Scotland and Local Authorities. The SFRS has a crucial role in supporting these organisations at a local level and can provide access to hard hitting education programmes aimed at the most at risk groups to highlight the consequences of RTCs and dangerous driving.

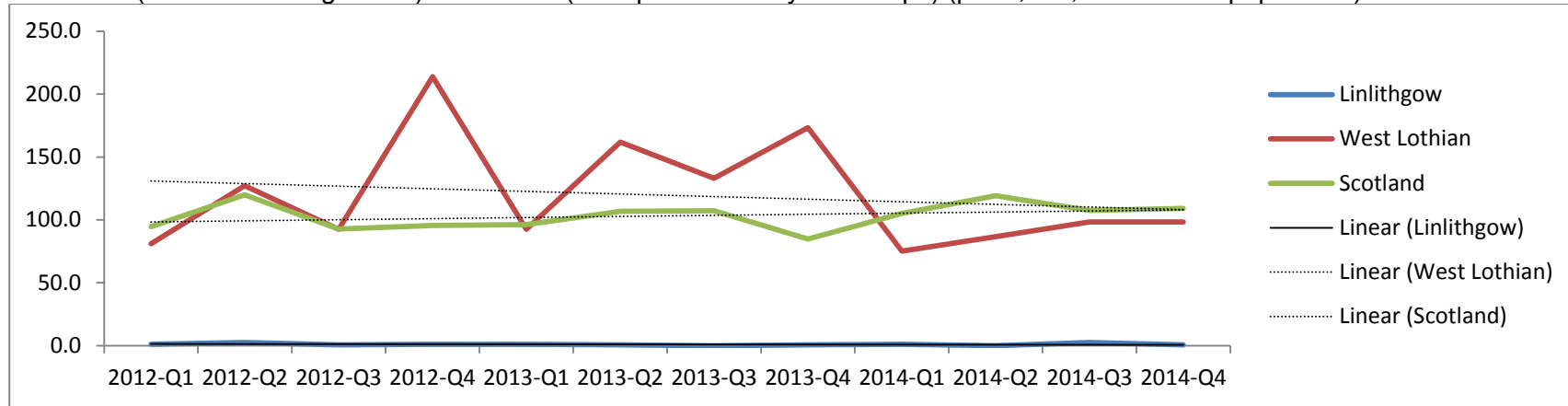
The educational road safety activities that we deliver are designed to increase driver awareness in relation to the consequences of dangerous driving. Particular focus continues to be on young and new drivers.

Aligns to:				What we will do (Examples provided below)	How we will do it (Examples provided below)	Expected Outcomes	In doing so we will add value by:	How it will be measured
National Outcomes:	SFRS Strategic Aims:	SFRS Equality Outcomes	Linlithgow and West Lothian Area Priority:					
4,6,9,and 15	1,2,3 and 4	1,2,3 and 7	<p>West Lothian Community Planning Partnership: Community Plan 'Towards 2020'</p> <p>West Lothian Community Planning Partnership: Single Outcome Agreement 2013-23 'achieving positive outcomes' We live in resilient, cohesive and safe communities No's 2 and 4 (SOA1307_04)</p> <p>West Lothian Community Planning Partnership: Strategic Assessment 2013</p> <p>West Lothian Community Safety Partnership: Strategic Assessment 2012-15</p> <p>West Lothian Community Safety Partnership: Road Casualty Reduction Plan 2012 – 15.</p>	<p>Continuing our educational programmes, particularly aimed at high risk groups within our communities.</p> <p>Develop innovative ways of delivering the road safety agenda in collaboration with partners.</p> <p>Working with our partners within the West Lothian area to ensure that all agencies can map road incident hotspots.</p>	<p>Deliver Safe Drive Stay Alive initiative.</p> <p>Deliver thematic Road Safety campaigns and initiatives.</p>	<p>We aim to reduce the number of Fatalities and Casualties from Non-Fire Emergencies in the Linlithgow area on a year on year basis, which will contribute to a reduction in the West Lothian area.</p> <p>We will contribute to the SFRS target of continually reducing the number of Casualties from Non-Fire Emergencies over a three-year rolling period.</p>	<p>Our citizens will be protected.</p> <p>Our communities will be safer.</p> <p>Our citizens and communities shall be encouraged to take responsibilities for their own health and well-being.</p> <p>Reducing the number of hospital admissions, and the associated costs to the NHS and other organisations due to RTC related injuries. Encouraging young drivers and other groups to be responsible road users through active engagement and education.</p>	<p>We will monitor our performance quarterly and report on progress to the;</p> <p>West Lothian Council Services for Communities Policy Development and Scrutiny Panel</p> <p>West Lothian Community Safety Board</p> <p>Linlithgow Local Area Committee</p>

## Performance

The graph below provides empirical incident data on performance in relation to Non-Fatal (Non-Fire Emergencies) Casualties (excl. precautionary check-ups) in the Linlithgow ward area.

Non-Fatal (Non-Fire Emergencies) Casualties (excl. precautionary check-ups) (per 1,000,000 head of population).



## **7. Reduction of Unwanted Fire Alarm Signals**

### **Risk Evaluation - Medium**

Unwanted Fire Alarm Signals (UFAS) are those occasions when an automated fire alarm system activates and results in the mobilisation of SFRS resources, when the reason for that alarm turns out to be something other than a fire emergency.

UFAS are categorised into three main categories; False Alarm with Good Intent, False Alarm Malicious or Equipment failure.

Within West Lothian UFAS incidents in non-domestic properties account for a significant amount of the total calls attended.

UFAS has a negative impact on the SFRS through the deployment of resources to incidents where their life saving services are not required. This negative impact is also experienced by businesses through loss of production, business continuity or service delivery.

Attendance at UFAS creates a negative financial burden upon the SFRS as well as increasing the road risk and environmental impact within West Lothian.

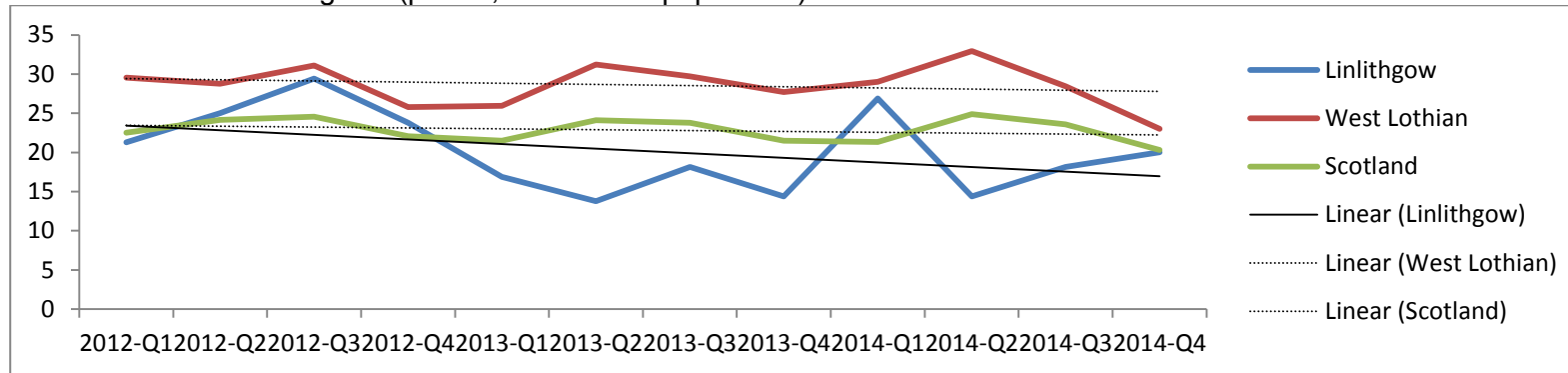


National Outcomes:	Aligns to:			What we will do (Examples provided below)	How we will do it (Examples provided below)	Expected Outcomes	In doing so we will add value by:	How it will be measured
	SFRS Strategic Aims:	SFRS Equality Outcomes	Linlithgow and West Lothian Area Priority:					
1,6,9 and 12	3 and 4	1, 2 and 7	<p>West Lothian Community Planning Partnership: Community Plan 'Towards 2020'</p> <p>West Lothian Community Planning Partnership: Single Outcome Agreement 2013-23 'achieving positive outcomes' No's 3, 4 and 8.</p> <p>West Lothian Community Planning Partnership: Strategic Assessment 2013</p> <p>West Lothian Community Safety Partnership: Strategic Assessment 2012-15</p>	<p>Working with the business and commercial sector to provide advice and guidance in relation to the management of unwanted fire alarm signals.</p> <p>Ensure premises with unwanted fire alarm signal occurrences comply with the Fire Safety (Scotland) Regulations 2006.</p>	<p>Implement SFRS policy on UFAS.</p> <p>Provide advice to occupants of premises in how to prevent/reduce UFAS.</p>	<p>We will seek to reduce Unwanted Fire Alarm Signals over a three year rolling trend in the Linlithgow area.</p> <p>Our target against the SFRS 3-year average is to contribute towards a continued reduction in UFAS.</p>	<p>The wealth and prosperity in our area will increase.</p> <p>The negative impact of UFAS on local business will reduce.</p> <p>Reducing road risk for our emergency services.</p> <p>Reduction of our carbon footprint.</p> <p>Enabling SFRS resources to be available for life saving incidents.</p>	<p>We will monitor our performance quarterly and report on progress to the;</p> <p>West Lothian Council Services for Communities Policy Development and Scrutiny Panel</p> <p>Linlithgow Local Area Committee</p>

## Performance

The graphs below provides empirical incident data on performance in relation to Unwanted Fire Alarm Signals.

Unwanted Fire Alarm Signals (per 10,000 head of population).



## Review

To ensure this Ward Operational Plan remains flexible to emerging local or national priorities, a review may be carried out at any time but will be reviewed at least once in its lifetime. A review may also be carried out if the Scottish Minister directs it or if a new Strategic Plan is approved.

## Contact Us

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

- Use the feedback form on our website to send an email  
[www.firesecotland.gov.uk](http://www.firesecotland.gov.uk)
- Contact your local community fire station - details are listed on our website
- Contact Falkirk and West Lothian LSO Area office - 01324 710276
- Write to us at the address at the bottom of this page.

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

We use all feedback we receive to monitor our performance and incorporate this information into our planning and governance processes in order to continually improve our service.

We are proud to say that the majority of the feedback we receive is positive, and we are keen to hear examples of good practice and quality service delivery that exemplifies the standards of care that we strive to provide for the communities of Scotland.

In instances where our standards of service are questioned, we welcome the opportunity to investigate the circumstances, and are committed to correcting any lapses and using the learning outcomes to improve our future service delivery.

If you would like a copy of this document in a different format or a version in another language, please contact:

Scottish Fire and Rescue Service, Service Delivery Area East HQ, Main Street, Maddiston FK2 0LG

Tel 01324 710220 Fax 01324 715353 or alternatively visit our website  
[www.firescotland.gov.uk](http://www.firescotland.gov.uk)

## Glossary of Terms

**Accidental:** Caused by accident or carelessness. Includes fires which accidentally get out of control.

**Casualty:** consists of persons requiring medical treatment beyond first aid given at the scene of the incident, those sent to hospital or advised to see a doctor for a check-up or observation (whether or not they actually do). People sent to hospital or advised to see a doctor as a precaution, having no obvious injury, are recorded as 'precautionary check-ups'. Casualty figures do not include fatalities.

**Deliberate:** covers fires where deliberate ignition is suspected

**False Automatic Fire Alarm:** is defined as an event in which the Fire and Rescue Service believes they are called to a reportable fire and then find there is no such incident. These can be Malicious, of Good Intent or caused by Apparatus. The False Fire Alarms recorded for our indicator are those caused by Apparatus, as these constitute a significant majority of False Fire Alarm incidents.

**Fatality:** a casualty whose death is attributed to a fire is counted as a fatality even if the death occurred later. Fatalities associated with Other Incidents can include attendance to assist Police or Ambulance colleagues when a person has been found who has committed suicide, for example. Often there is little we can do as a Service to influence this particular figure.

**Primary Fires:** includes all fires in buildings, vehicles and most outdoor structures or any fire involving casualties, rescues or fire attended by five or more pumping appliances.

**Secondary Fires:** These cover the majority of outdoor fires including grassland and refuse fires unless they involve casualties or rescues, property loss or if five or more appliances attend. They include fires in derelict buildings but not chimney fires.



**LINLITHGOW , LOCAL AREA COMMITTEE**

**REPORT BY PS CAROLINE MACKAY**

**A. PURPOSE OF REPORT**

The purpose of this report is to provide the Local Area Committee with an update on performance, activities and issues across the Ward for the period up to 31<sup>st</sup> July 2014.

**B. RECOMMENDATION**

It is recommended that the Local Area Committee notes the content of the report.

**C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; and working in partnership
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	Performance relative to the same period in 2013; set out in the report.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	We live our lives free from crime, disorder and danger; we take pride in a strong, fair and inclusive society
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	None.
<b>VII</b>	<b>Consideration at PDSP</b>	None.
<b>VIII</b>	<b>Other consultations</b>	None.

**D. TERMS OF REPORT**

## **NATIONAL PRIORITIES – DELIVERED LOCALLY**

Based on our assessment of national priorities, the following have been identified for tailored action for the communities of West Lothian:

- Violence
- Public protection
- Terrorism
- Serious and organised crime groups
- Antisocial behaviour
- Drug and alcohol misuse

## **WEST LOTHIAN PRIORITIES**

The community priorities identified for West Lothian through our Community Planning Partnership are:

- Reducing community and social harm caused by drug and alcohol misuse
- Protecting vulnerable groups
- Reducing antisocial behaviour within our communities
- Reducing casualty rates from fires and road traffic collisions

## **COMMUNITY ENGAGEMENT PRIORITIES**

Linlithgow

- Antisocial Behaviour
- Substance Misuse
- Road Safety

# PERFORMANCE

Linlithgow Ward						
Month	Jul-14	Jul-13	% Change	TYTD	LYTD	% Change
Youth Calls	11	10	10%	46	39	18%
All ASB Calls	28	48	-42%	168	164	2%
Hate Crime	0	0	0%	2	3	-33%
Vandalism & Reckless Conduct	5	8	-38%	20	22	-9%
Fire-raising	0	1	-100%	0	4	-100%
Alcohol-related Incidents	4	4	0%	36	33	9%
Public Space Assaults	3	2	50%	19	16	19%

West Lothian (Up to and Including 31.07.14)						
Month	Jul-14	Jul-13	% Change	TYTD	LYTD	% Change
Youth Calls	242	232	4%	1011	934	8%
All ASB Calls	1084	1234	-12%	4226	4323	-2%
Hate Crime	23	27	-15%	103	103	0%
Vandalism & Reckless Conduct	128	181	-29%	517	648	-20%
Fire-raising	11	9	22%	38	41	-7%
Alcohol-related Incidents	194	190	2%	952	807	18%
Public Space Assaults	78	76	3%	390	368	6%

## ISSUES OF NOTE

### Ward 1 - Linlithgow

#### 1. Multi Agency Working –

Following a very busy June, with schools now on holiday the Community Policing Team had fewer engagements.

Officers worked with mental health teams on several occasions providing assistance and reassurance.

#### 2. Neighbourhood Concerns –

Additional patrols were conducted following a housebreaking whereby two vehicles were stolen. One of the vehicles was recovered in the Strathclyde area.

Patrols were also conducted in Mill Road Industrial Estate following the sighting of a suspicious male.

Officers attended and mediated at neighbour disputes, offering advice and giving warnings where appropriate.

Off-road motorcycles continue as a source of complaint, a long-term solution is being sought however in the meantime officers continue to patrol known hot-spots, to deter, detect and educate.

### **3. Prevention and Enforcement Activity –**

Officers made pro-active visits to licensed premises and monitored the dispersal of patrons to prevent anti-social behaviour and the Police Scotland licensing department was updated regarding each visit.

Bail checks were conducted in relation to domestic offences.

Officers gathered intelligence on and aimed to disrupt the activities of recidivist offenders.

#### **Abstractions**

A Public Order trained Funded Officer was abstracted for 14 days to the Commonwealth Games.

## **FORTHCOMING EVENTS**

- Community Policing Action Days targeting local priorities
- Weekend Night Time Economy Dispersal Detail
- Party at the Palace

## **CONTACTS**

Details of your local policing team can be found at:

<http://www.scotland.police.uk/your-community/the-lothians-and-scottish-borders/west-lothian/linlithgow/>

Email: [LinlithgowCPT@Scotland.pnn.police.uk](mailto:LinlithgowCPT@Scotland.pnn.police.uk)

You can also follow us on Twitter: @WestLothPolice

Tel: 101





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**LINLITHGOW LOCAL AREA COMMITTEE**

**HOUSING CONSTRUCTION AND BUILDING SERVICES**

**REPORT BY HEAD OF HOUSING CONSTRUCTION AND BUILDING SERVICES**

**A. PURPOSE OF REPORT**

To provide the Local Area Committee with an overview of the service activities within the Linlithgow ward.

**B. RECOMMENDATION**

The Local Area Committee is asked to note Housing, Construction and Building Service activity as detailed in the ward report.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs. Being honest, open and accountable. Providing equality of opportunities. Making best use of our resources. Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Housing (Scotland) Act 2001 Housing (Scotland) Act 2010
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	There is no impact
<b>V Relevance to Single Outcome Agreement</b>	There are positive impact on the following SOA indicators:  SOA4 – we live in resilient, cohesive and safe communities  SOA8 – we make the most effective use of resources by minimising our impact on the built and natural environment
<b>VI Resources - (Financial, Staffing and Property)</b>	None
<b>VII Consideration at PDSP</b>	Yes
<b>VIII Other consultations</b>	N/A

**D. TERMS OF REPORT**

## Housing Performance Information

The purpose of this report is to provide the Local Area Committee with an overview of the activities of Housing, Construction and Building Services, specific to the Linlithgow ward. The Council have **688** properties within the Ward.

### Property Void & Let Performance: Mainstream Tenancies

Void Period	Apr 2014	%	May 2014	%	Jun 2014	%	WL Target %
0-2 weeks	2	40%	0	0%	1	50%	65%
2-4 weeks	3	60%	1	100%	1	50%	25%
4+ weeks	0	0%	0	0%	0	0%	10%
<b>Total Lets</b>	<b>5</b>	<b>100%</b>	<b>1</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>100%</b>

### Property Void & Let Performance: Temporary Tenancies

Void Period	Apr 2014	%	May 2014	%	Jun 2014	%	WL Target %
0-2 weeks	3	75%	0	0%	0	0%	70%
2-4 weeks	0	0%	1	100%	0	0%	20%
4+ weeks	1	25%	0	0%	0	0%	10%
<b>Total Lets</b>	<b>4</b>	<b>100%</b>	<b>1</b>	<b>100%</b>	<b>0</b>	<b>100%</b>	<b>100%</b>

Delays in re-letting can occur for a variety of reasons. The type or location of the property, the completion of void work or the identification of additional works not visible during the initial inspection. Ensuring that vulnerable persons are supported through the viewing and sign up process. Some of our applicants have specific support requirements which require detailed planning and co-ordination by both social work and housing services prior to tenancy commencement.

There is 1 Policy Void in the ward being used for a decant to accommodate a tenant following a fire in their permanent tenancy.

### Arrears Performance

<b>2013/2014</b>	<b>Total £Value</b>	<b>2014/2015</b>	<b>Total £Value</b>
April 13	55,404	April 14	77,194
May 13	63,530	May 14	87,909
June 13	No figure available	June 14	86,889
July 13	85,607	July 14	
August 13	99,882	August 14	
September 13	101,136	September 14	
October 13	104,736	October 14	
November 13	110,363	November 14	
December 13	100,516	December 14	
January 14	101,233	January 2015	
February 14	102,544	February 2015	
March 14	70,049	March 2015	

West Lothian Council has for many years been one of the top performing councils in Scotland with respect to rent collection and the council's rent arrears process has been widely considered to be best practice, engendering a strong payment culture amongst most of its tenants.

For 2014-15 the Arrears Task Group has agreed, as an interim measure, to monitor against a £1.3m target. This will allow time for some actions from the Rent Strategy to be in place, so the target will be

subject to change later in the year.

The Councils high profile rent arrears campaign moved to their Summer Campaign in June with the message being 'This Summer I need to sort out my Rent' and stating a list of options. Posters are being displayed in Councils offices, Community Centres, GP Surgeries and on back of some Council vans.

The workload priorities agreed at the Arrears Task Group ensured that tenants who engaged with the Council were being offered support and advice in relation to applying for Housing Benefit, Scottish Welfare Fund and referrals to the Advice Shop where they can get Money Advice and in making a realistic sustainable payment arrangement.

Articles encouraging tenants to pay their rent were inserted into Tenants News, Applicants News, the Bulletin and on the internet to raise awareness of Welfare Reform changes and their potential impact on our customers.

The table shows the level of arrears and the number of tenants in arrears in this Ward from end September 2013 at the start of the Rent Arrears Campaign and the level of arrears at the end of June 2014.

<b>Arrears Banding</b>	<b>Balance 27 Sept 13</b>	<b>Tenants in Arrears</b>	<b>Balance 30 June 2014</b>	<b>Tenants in Arrears</b>
£0.01-£49.99	£1,016.40	57	820.41	37
£50.00-£149.99	£7,653.79	87	6,701.93	79
£150.00-£299.99	£17,112.71	80	10,808.04	52
£300.00-£499.99	£20,009.63	53	11,463.38	30
£500.00-£749.99	£11,685.15	19	15,752.80	25
£750.00-£999.99	£13,786.26	16	13,020.93	15
£1000.00-£1999.99	£23,821.83	18	26,453.47	18
£2000.00+	£2,332.84	1	2,846.77	1
<b>Total</b>	<b>£97,418.61</b>	<b>331</b>	<b>87,867.73</b>	<b>257</b>

The Arrears Task Group will continue meeting through the financial year 2014-15 as there are many challenges to come in the management of rental income due to the on-going phasing in of Welfare Reform, increasing fuel costs, reducing household income and the negative impact these changes are having on Council Tenants.

Officers have worked hard in attempts to make contact and carry out as many face to face interviews as possible, some of which were very difficult and emotional. This continues on a weekly basis as our customers face many changes with their on-going DWP Benefit Award for various reasons, which has an impact on their on-going Housing Benefit award.

We will continue to work with all our tenants in offering advice and assistance, for example, referrals for money, debt advice and where appropriate application for Discretionary Housing Benefits payments.

### **Local Area Team Activity**

Officers in the team have a number of tenancies under supervision for issues such as child protection, anti social behaviour and poor tenancy conditions. Our officers' work with a range of services and agencies to ensure tenants and residents are fully supported, tenancies maintained and sustained as far as possible and appropriate action taken where necessary, as well as ensuring, that where the situation arises, other members of the community affected are also supported.

### **Ward Specific Capital & Environmental Programme**

All projects of repair and upgrade works are on site progressing according to programmed completion with no major issues. All Planned Programmes and whole Area Programmes such as rhone cleaning, repair and painting, stairwell maintenance, periodic testing, are progressing well and with no issues.

### **New Build information**

The council is making good progress with its 1,000 new build council houses programme. Contractors

have been appointed for the first set of sites, lots 1 and 2 which comprise sites in Bathgate, Blackburn, Pumpherston and Broxburn.

Lot 3 is currently out to tender and tender returns are due back on 27 August. Lots 4 and 5 will be tendered over the next few months.

A site at Mill Road, Linlithgow Bridge and a site at Auldhill, Bridgend will be included in the lots to be tendered in August and September.

### **Tenant Participation Update**

#### **Scottish Social Housing Charter**

The Scottish Housing Regulator asked Landlords to evidence compliance with The Charter outcomes through a process of self-assessment, which involves tenant scrutiny and is a key element of the Charter requirements.

Senior Managers have been working closely with the members of the Tenant Participation Development Working Group to finalise performance measures submitted on 30 May to the Scottish Housing Regulator. The results of which will be published on the Scottish Housing Regulators website at the end of August.

#### **Homeless Housing Network**

The development group has been working towards the launch of a new Housing Network especially for those who have been through the Homeless route, giving them the opportunity to reflect on their homeless experiences in using Council services and help improve and deliver effective services that are required for Service Users.

The Network will be launched with the first meeting on September 25 in Broxburn Family Unit at 11am. Posters and Leaflets will be distributed and Housing Needs staff are actively promoting this new group when visiting customers.

#### **Good Neighbour Awards**

Nominations are now being taken for the fourth Annual Good Neighbours Awards. This award allows those who deserve to be recognised for their thoughtfulness and consideration to their neighbours.

Application forms are available in the Summer edition of Tenants News or online at West Lothian Council/Housing/Council Housing/Tenant Participation related documents closing date for entries is 1<sup>st</sup> September 2014.

#### **Consultation**

Extensive consultation has been taking place with tenants and service users on a variety of issues including the new Allocations Policy, Review of the Repairs categories and the Governments consultation on Anti-Social Behaviour noise regime.

Tenants have been asked for their views by various methods including, Tenants Panel, Housing Networks and in Tenants News and the findings will be fed back to help in the Review of Service Delivery.

### **Safer Neighbourhood Council Officer Ward Information**

The Safer Neighbourhood Teams (SNTs) across the nine Multi-Member Wards are an integral part of the Community Safety Unit and are a key feature of partnership working. In the Linlithgow Ward partnership working sees the local Housing team, Youth Worker, Council Officer within the SNT and Police officers all working together to tackle Antisocial behaviour in the Ward.

#### **WLC Officer based in SNT**

There have been regular visits to tenants with Housing staff and police, including giving verbal warnings to problem tenants and information sharing. There were no tenancy warning issued in the ward during April and May. The Out of Hours Noise Nuisance Service has taken 23 calls for Noise Nuisance in the ward.

SNT Council and Police officers attended the Regular Housing Meeting with WESLO and other housing

providers to exchange information and report any problems with tenants in the area.

In June a warning notice served on a Linlithgow tenant has reduced calls to SNT as a result. A visit to a tenant who was subletting his tenancy has resulted in the antisocial elements leaving the tenancy.

A visit to a problem tenancy in the Linlithgow town centre area seemed to alleviate the problems for neighbours.

#### **Youth Worker based in SNT**

Slight increase in youth calls for April and May in relation to reports of vandalism. Neighbourhood Youth Officer liaising with youth workers from Linlithgow Young People's Project to monitor incidents.

No current youth cases were allocated during June however any potentially concerning issues regarding youths were monitored as normal.

Scottish Fire and Rescue Service (SFRS) conducted a fire intervention talk to the young people who attend Linlithgow Young People's Project. The intervention was developed to raise awareness of fire-raising and the dangers of fire in the lead up to the holiday period.

#### **E. CONCLUSION**

To note the contents of the report.

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

None

Appendices/Attachments: None

Contact Person: Phyllis McFadyen, Housing, Construction & Building Services

Email; [phyllis.mcfadyen@westlothian.gov.uk](mailto:phyllis.mcfadyen@westlothian.gov.uk)

Tel: 01506 775512

Date: 12<sup>th</sup> August 2014.





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**LINLITHGOW LOCAL AREA COMMITTEE**

**COMMUNITY HEALTH CHAMPIONS**

**REPORT BY DEPUTE CHIEF EXECUTIVE, COMMUNITY HEALTH AND CARE PARTNERSHIP**

**A. PURPOSE OF REPORT**

The purpose of the report is to provide a health ward profile to support Community Health Champions

**B. RECOMMENDATION**

It is recommended that the Local Area Committees take note of the Ward Health Profile, with information in the profile to be used to develop ward priorities.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	<ul style="list-style-type: none"><li>• Focusing on our customers' needs</li><li>• Providing equality of opportunities</li><li>• Making best use of our resources</li><li>• Working in partnership</li></ul>
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	The development of Community Health Champions linked to local area committees offers the opportunity to improve health in our communities and tackle health inequalities.
<b>V Relevance to Single Outcome Agreement</b>	SOA 8 We live longer, healthier lives and have reduced health inequalities.

<b>VI Resources - (Financial, Staffing and Property)</b>	Training and staff support for the development of community health champions, and training for councillors would be carried out within existing budget allocation.
<b>VII Consideration at PDSP</b>	Health and Care PDSP, 27/6/13, Reducing Health Inequalities and Improving Health: What councillors can do to make a difference.
<b>VIII Other consultations</b>	Community Health and Care Partnership; Community Planning; and Community Regeneration.

## **D. TERMS OF REPORT**

### **Background**

A proposal to develop Community Health Champions in each ward area was presented at Local Area Committees in June 2014. The proposal included a commitment to return to the next round of Local Area Committees with a Health profile for each ward area.

The Community Health Champion approach supports the overarching theme of the West Lothian Single Outcome Agreement in tackling inequality, outcome 8 relates specifically to the strategic importance of tackling health inequalities.

Health inequalities exist across West Lothian's communities with a difference in male life expectancy of 9.2 years and for female life expectancy of 8.7 years between the communities with the highest and lowest average life spans.

The nature of health inequalities is complex and cannot be attributed to a single risk factor. They are the result of social circumstances and reflect the underlying distribution of power and resources in the population. Although lifestyle choices are important, determinants of health include community, economic, cultural and environmental factors. Health inequalities are not only related to socio-economic status. People who are disadvantaged by race, disability, gender and other factors also have poorer health

Health inequalities do not just affect the most deprived communities and individuals. For almost every health indicator there is a clear gradient showing progressively poorer health with decreasing affluence. The Health Profile has been compiled on these broader determinants of health.

### **Health profile for Linlithgow ward**

The Health Profiles are based on ward profiles produced by Community Regeneration in 2012 and have been updated where new information is available. There are indicators on Quality of Life, key statistical information, health and population and benefits. The Citizen Panel Quality of Life survey in 2013 has provided up to date information for quality of life indicators.



## Key statistics

- The ward working age population has decreased slightly from 63% to 62%
- The average tariff score for S4 pupils in the ward area is 233 an increase from 224.
- The percentage of data zones in the ward in the worst 20% in West Lothian remains at 5

## Population and Benefits

- The ward population of children has decreased from 23% to 20%.
- The percentage of the ward population of pensionable age has increased from 14% to 18%
- The percentage of the ward population aged 50-64 claiming key benefits has decreased from 12 % to 9%
- Linlithgow ward population aged 60+ claiming GC has decreased from 14% to 7%

## Health Indicators

- Ward DLA claimants has increased slightly from 36 to 37 per 1000
- The ward percentage breastfed at 6-8 weeks which has decreased from 58% - 54%.
- Admissions for Coronary Heart disease, Cancer and Respiratory disease remain the same.

## E Conclusion

The health profile has been developed to support the Local Area Committee to prioritise health issues and agree/develop actions. The next step in the community health champion approach is to recruit local people and groups to work towards identifying and addressing issues. Recruits will initially be involved in a shortened version of the Health Issues in the Community course (HIC)

## F

### BACKGROUND REFERENCES

Scottish Neighbourhood Statistics (SNS)  
West Lothian Council Citizen Panel Survey 2013

Appendices/Attachments: One

Linlithgow Ward Health Profile

Contact Person:

Jane Kellock

Senior Manager – Children and Early Intervention

[Jane.kellock@westlothian.gsx.gov.uk](mailto:Jane.kellock@westlothian.gsx.gov.uk)

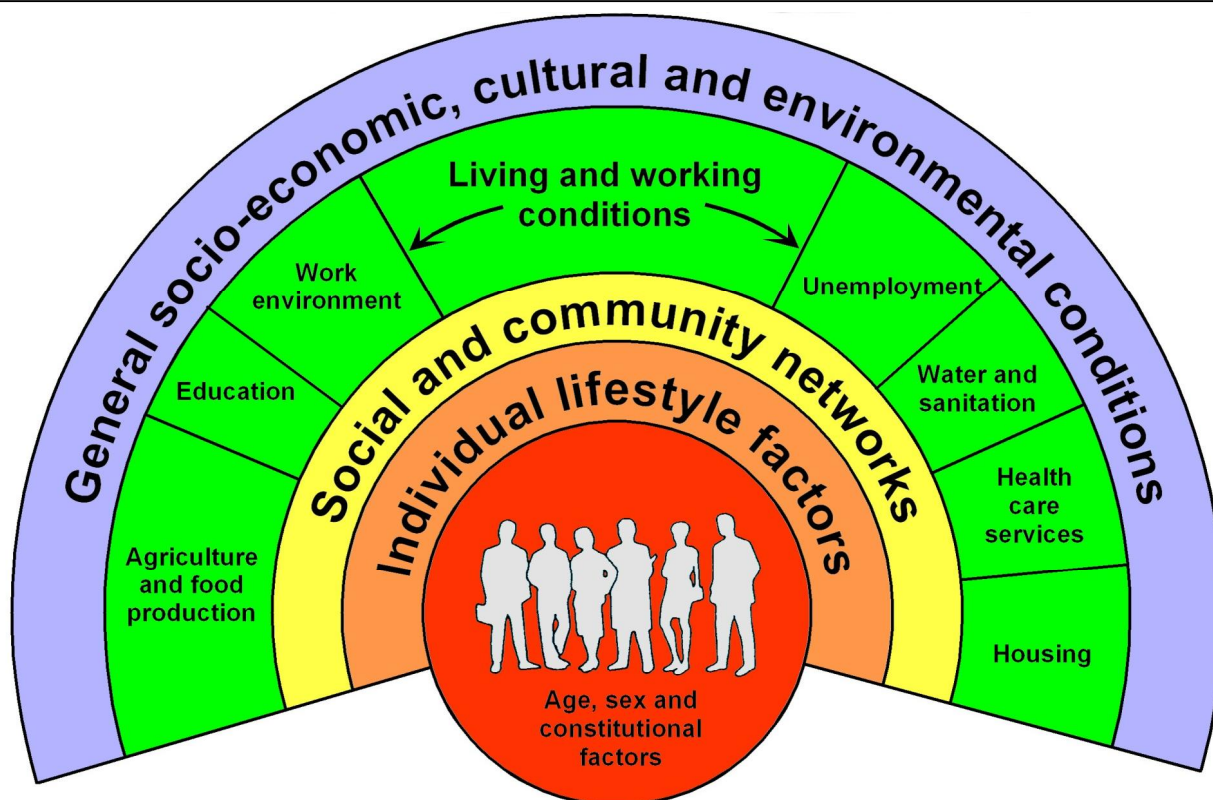
01506 281920

*Jennifer Scott, Head of Social Policy*

Date of meeting: 12/08/2014



## WARD HEALTH PROFILE: Linlithgow



Source: Dahlgren and Whitehead, 1991

### Determinants of Health

## Community Health Champions

The West Lothian Council administration made a commitment to set up a Community Health Champion in every council ward area to develop and deliver local health initiatives and to promote greater involvement with our local communities in tackling health inequalities.

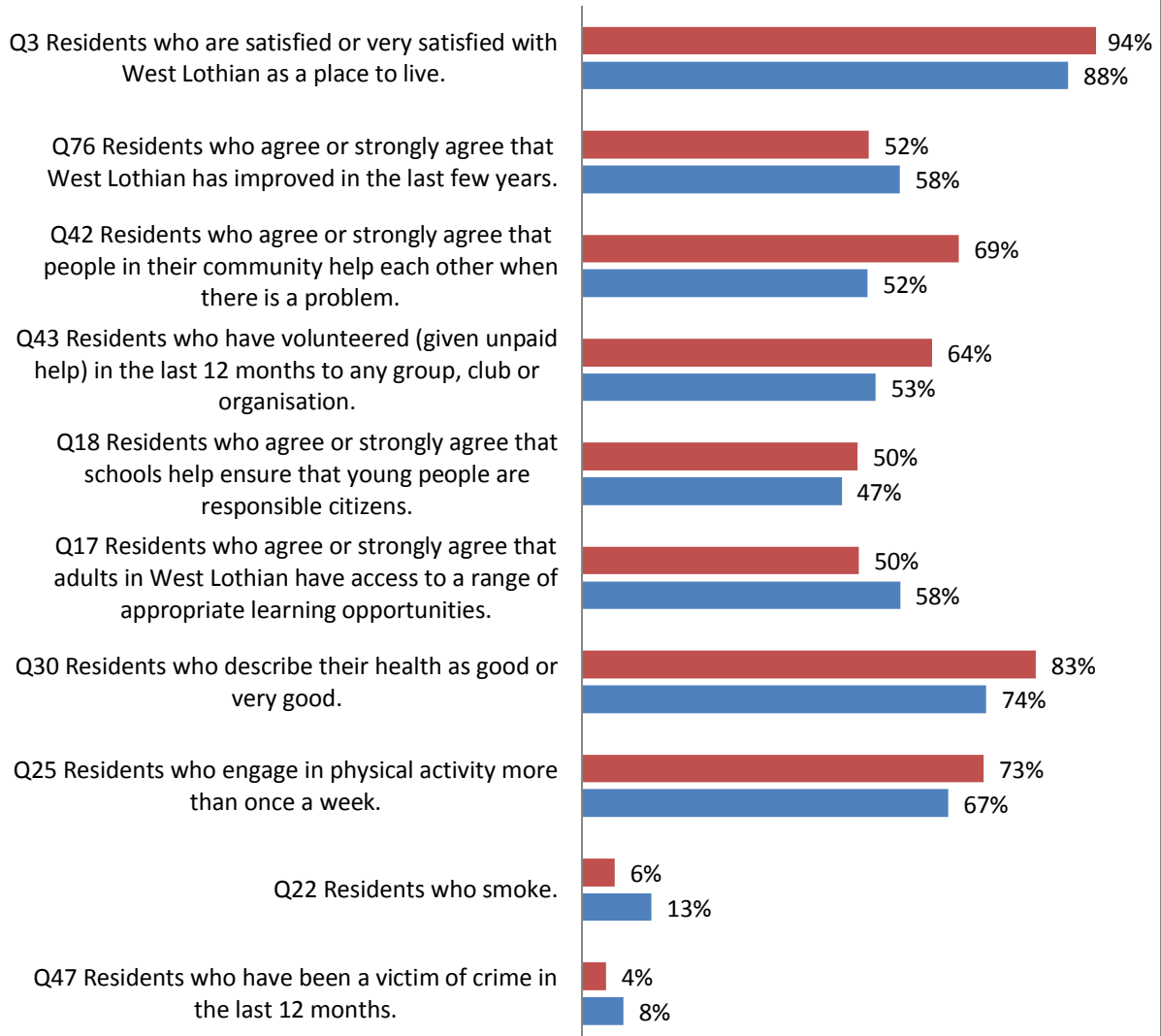
The overarching theme of the West Lothian Single Outcome Agreement is tackling inequality, and outcome 8 relates specifically to the strategic importance of tackling health inequalities.

The Community Health Champion approach involves an identified individual utilising a community development approach to tackle health inequalities. The approach includes training and supporting local people to work towards influencing the health of their community and training offered to local elected members to support them in their work towards reducing health inequalities in their ward

This profile represents the most up-to-date data in regards to indicators that contribute as determinants of health for each Multi-Member-Ward. The profile consists mainly of data taken from Scottish Neighbourhood Statistics (SNS), showing comparisons between the ward, West Lothian and, where data is available, Scotland as a whole. It also features results taken from the 2013 Quality of Life survey, showing comparisons between each ward and West Lothian relating to the determinants of health.

## Quality of Life Indicators

■ Linlithgow ■ West Lothian



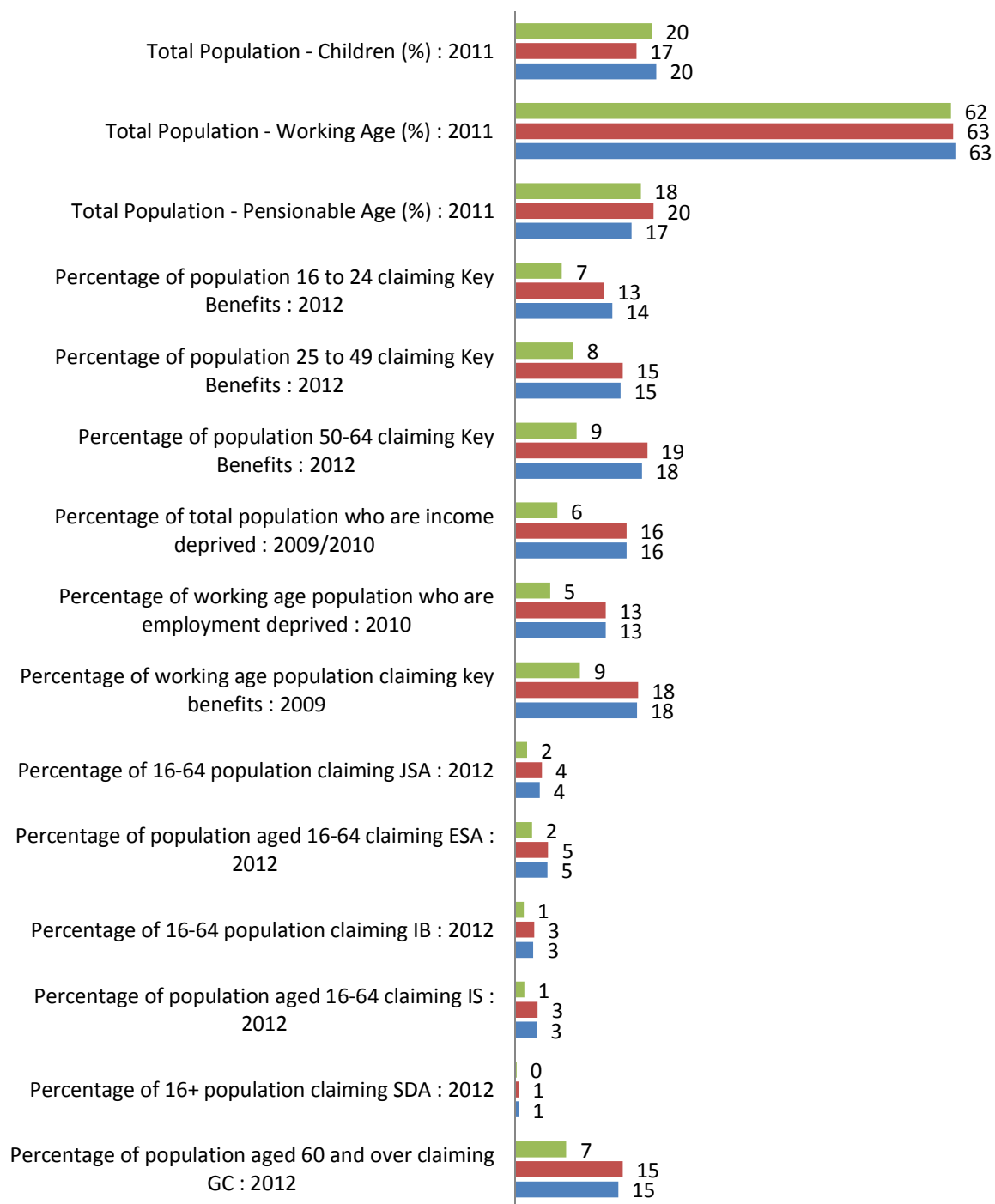
## Key Statistics

■ Linlithgow ■ Scotland ■ West Lothian



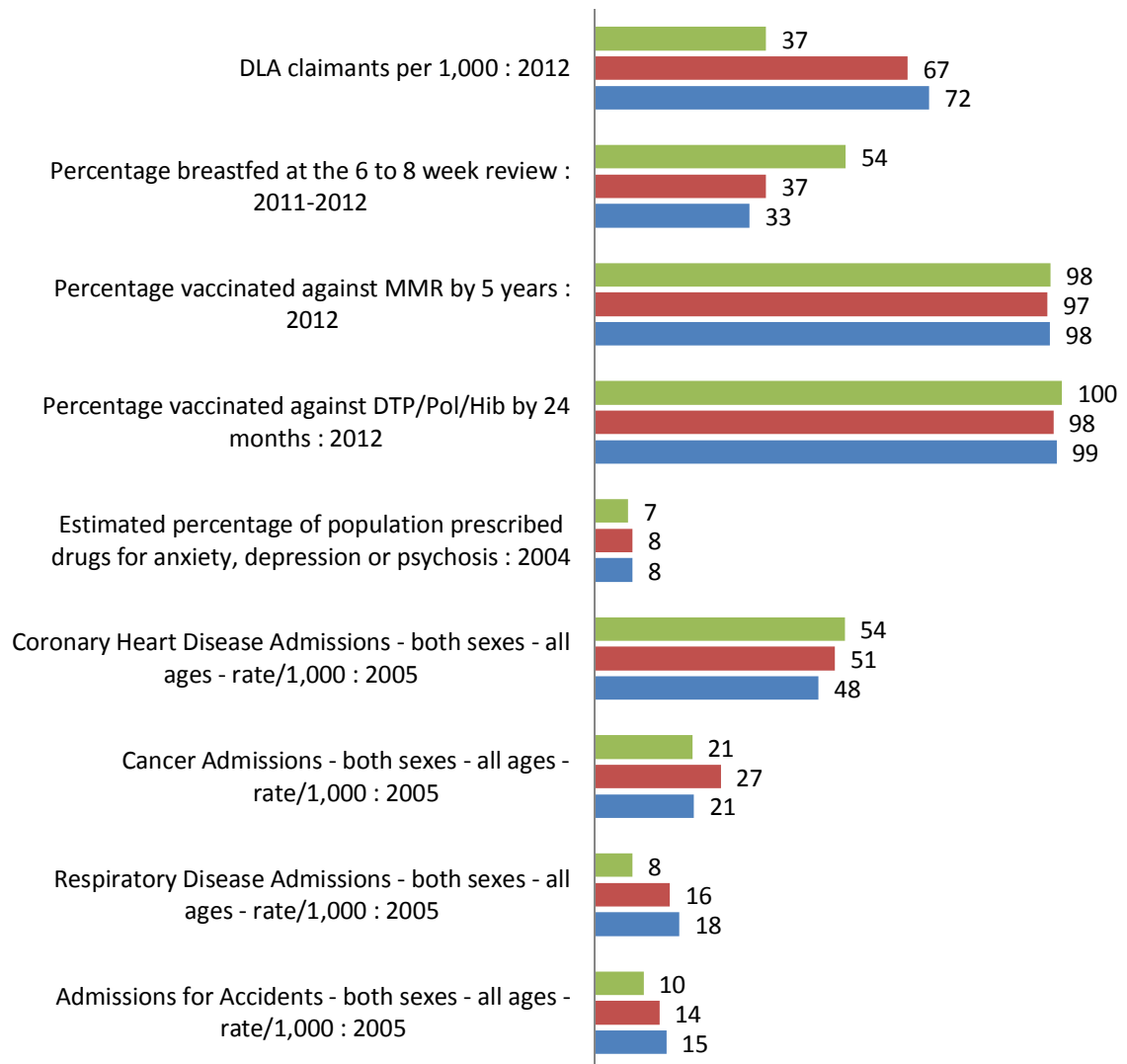
## Population and Benefit Indicators

Linlithgow Scotland West Lothian



## Health Indicators

■ Linlithgow ■ Scotland ■ West Lothian









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**LINLITHGOW LOCAL AREA COMMITTEE**

**PENSIONERS' GROUPS CHRISTMAS FUND PROVISIONAL ALLOCATIONS 2014**

**REPORT BY HEAD OF AREA SERVICES**

**A. PURPOSE OF REPORT**

The purpose of this report is to inform the Local Area Committee of the provisional allocations made from the Pensioners' Groups Christmas Fund 2014 to groups in the Linlithgow ward, Livingston-wide groups and West Lothian-wide groups.

**B. RECOMMENDATION**

It is recommended that the committee notes that two groups within Linlithgow ward have applied to the fund and will be supported.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Being honest, open and accountable. Focussing on our customers' needs. Making best use of resources. Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The duty of Best Value is set out in the Local Government in Scotland Act 2003.
<b>III Implications for Scheme of Delegations to Officers</b>	The Head of Area Services has the delegated authority to make the final allocations and payments.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	SOA 5 - Older people are able to live independently in the community with an improved quality of life.
<b>VI Resources - (Financial, Staffing and Property)</b>	Total fund of £28,481 agreed by Council. £277.40 will be distributed in the Linlithgow ward.
<b>VII Consideration at PDSP</b>	Following consideration at all nine Local Area Committees, an update will be prepared for the Voluntary Organisations PDSP.

## **VIII Other consultations**

Similar reports will be prepared for the other eight Local Area Committees.

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

#### **D1 Background**

Council approves the Pensioners' Groups Christmas Fund each year. In 2014 the total fund amounts to £28,481 (£28,199 in 2013). The fund is divided by the total number of beneficiaries which, in 2014, provisionally, is 3,904 (4,857 in 2013). By using that number the provisional global unit cost for 2014 is £7.30 (£5.81 in 2013) per beneficiary (£28,481/3,904). In Linlithgow ward there are 38 beneficiaries and an allocation of £277.40. These figures are provisional as four organisations have not yet returned an application form and these are being followed-up. Given the above, no substantive change to the global or ward specific figures is anticipated at this time. If any substantive changes arise in regards to Linlithgow ward, the Local Area Committee will be advised. Otherwise, a full report on the final allocations will be made to the Voluntary Organisation PDSP later in the year. Letters will be issued to groups in late October advising them of the amount of funding they will receive and payments will be made directly to the bank accounts of groups during November via PECOS.

#### **D2 Applications 2014: Linlithgow ward**

Six application forms were issued to groups across Linlithgow ward of which two have been returned. The intent is that the two groups will be supported. Appendix one shows the organisations to be supported and the provisional allocation to each.

#### **D3 Applications 2014: Livingston-wide & West Lothian-wide organisations**

One application was sent to, and returned by, a Livingston-wide group. The intent is that this will be supported. Two applications were issued to West Lothian-wide groups, with one returned to date. The intent is that this group will be supported. Appendix two shows the organisations and the provisional allocation to each.

### **E. CONCLUSION**

The report advises of the provisional allocations that are proposed to be made from the Pensioners' Groups Christmas Fund 2014 to groups in Linlithgow ward, Livingston-wide groups and West Lothian-wide groups. At this time, no substantive change to the global or ward specific figures is anticipated.

A full report on the final allocations will be made to the Voluntary Organisation PDSP later in the year. Letters will be issued to groups in late October advising them of the amount of funding they will receive, and payments will be made directly to the bank accounts of groups during November via PECOS.

### **F. BACKGROUND REFERENCES**

Voluntary Organisations Policy Development and Scrutiny Panel, Review of the Pensioners' Groups Christmas Fund Process 2011, Report By Head Of Area Services.

Appendices/Attachments:      Appendix 1: Provisional Allocations 2014 Linlithgow Ward  
Appendix 2: Provisional Allocations 2014 Livingston-wide and West Lothian-wide Organisations

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E-mail: [graham.whitelaw@westlothian.gov.uk](mailto:graham.whitelaw@westlothian.gov.uk)

Steve Field, Head of Area Services

Date: 12 August 2014



## LINLITHGOW LOCAL AREA COMMITTEE

### PENSIONERS' GROUPS CHRISTMAS FUND PROVISIONAL ALLOCATIONS 2014

#### REPORT BY HEAD OF AREA SERVICES

##### **Appendix 1: Provisional Allocations 2014 Linlithgow Ward**

Group	Number of Beneficiaries	Amount
1. Bridgend Community Group Association	0	£0.00
2. Bridgend Senior Citizens Club (Tuesday Club)	0	£0.00
3. Linlithgow and Linlithgow Bridge Pensioners Association (Scottish Pensioners Association )	0	£0.00
4. Pardovan Kingscavil and Winchburgh Guild/Bridgend Women's Guild	12	£87.60
5. St Michaels Day Care Centre	0	£0.00
6. Springfield Carpet Bowling Club	26	£189.80
<b>Totals</b>	<b>38</b>	<b>£277.40</b>

**Note:** Bridgend Community Group Association, Bridgend Senior Citizens Club (Tuesday Club), Linlithgow and Linlithgow Bridge Pensioners Association (Scottish Pensioners Association) and St Michaels Day Care Centre have not applied in 2014. They will be contacted to determine if they are going to apply.



**LINLITHGOW LOCAL AREA COMMITTEE**

**PENSIONERS' GROUPS CHRISTMAS FUND PROVISIONAL ALLOCATIONS 2014**

**REPORT BY HEAD OF AREA SERVICES**

**Appendix 2: Provisional Allocations 2014: Livingston-Wide & West Lothian-Wide Organisations**

Group	Number of Beneficiaries	Amount
Braid House Day Centre	250	£1,825.00
<b>Total</b>	<b>250</b>	<b>£1,825.00</b>

Group	Number of Beneficiaries	Amount
West Lothian 50+ Network	218	£1,591.40
<b>Total</b>	<b>218</b>	<b>£1,591.40</b>







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**LINLITHGOW LOCAL AREA COMMITTEE**

**ALCOHOL DIVERSIONARY ACTIVITIES**

**HEAD OF SOCIAL POLICY**

**A. PURPOSE OF REPORT**

The purpose of this report is for the Linlithgow Local Area Committee (LAC) to note the decision made at the ADP Subgroup on 30<sup>th</sup> May 2014 in regards to the “Focus Friday” application.

**B. RECOMMENDATIONS**

The ADP subgroup recommended that the “Focus Friday” application return to Linlithgow LAC. The application did not focus on early intervention and prevention work with young people.

**C. SUMMARY OF IMPLICATIONS**

I.	Policy and Legal	None.
II.	Implications for Scheme of Delegations to Officers	None.
III.	Impact on performance and performance indicators	Reduction in the number of underage drinking and antisocial behaviour calls registered with the Community Safety Unit.
IV.	Relevance to Single Outcome Agreement	People most at risk are protected and supported to achieve improved life chances.  We live longer, healthier lives and have reduced health inequalities
V.	Resources (Financial, Staffing and Property)	The budget for projects is £250,000, £150,000 of which is time limited
VI.	Consideration at PDSP/Executive Committee required	None
VII.	Details of consultations	None

**D. BACKGROUND**

A new governance process for the Alcohol Diversionary Funding was approved by the Council Executive on 21<sup>st</sup> January 2014.

The report submitted and approved by the Council Executive, references the LAC involvement when applications do not proceed to Social Policy PDSP:

“Applications which do not meet the criteria / outcomes will be passed back to the LAC with feedback to allow a further review and resubmission of the application.”

The application was supported by Linlithgow LAC on 27<sup>th</sup> May 2014. It was considered on 30<sup>th</sup> May by the Alcohol Drug Partnership subgroup and at this stage it will not progress through the process to Social Policy PDSP and Council Executive.

This report provides an update and feedback to the LAC.

**E. CURRENT POSITION**

The ADP subgroup has informed the applicant and provided feedback. The applicant is able to resubmit application for reconsideration to Linlithgow LAC.

**F. CONCLUSION**

All LACs will be informed about applications that do not proceed to the Social Policy PDSP and Council Executive.

The Linlithgow LAC is asked to note the decision and feedback for the “Focus Friday” application.

**G. BACKGROUND REFERENCES**

None

Contact Person: Alan Bell, Senior Manager, Community Care, Support and Services  
[alan.bell@westlothian.gov.uk](mailto:alan.bell@westlothian.gov.uk) Tel: 01506 281937

**Elizabeth Butters**  
**ADP Policy Officer**

**Date: 12<sup>th</sup> August 2014**



West Lothian  
Council

**LINLITHGOW LOCAL AREA COMMITTEE**

**UPDATE FROM NET'S, LAND & COUNTRYSIDE SERVICES 1 May 2014 – 31 July 2014**

**REPORT BY HEAD OF OPERATIONAL SERVICES**

**A. PURPOSE OF REPORT**

To advise members of the recent activity of the NET's, Land & Countryside Services teams and to highlight future works planned for the locality.

**B. RECOMMENDATION**

Members are requested to:

Note the work carried out to date and future planned work.

Advise of any areas that require further investigation or inclusion in future work plans.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	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
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	None
<b>V Relevance to Single Outcome Agreement</b>	Relates to items 9 - We live our lives free from crime, disorder and danger & 12 – We value and enjoy our built environment and protect it and enhance it for future generations

<b>VI Resources - (Financial, Staffing and Property)</b>	In line with available revenue and capital budgets
<b>VII Consideration at PDSP</b>	None
<b>VIII Other consultations</b>	None

## **D TERMS OF REPORT**

### **LINLITHGOW ENVIRONMENTAL REPORT 1 May 2014 – 31 July 2014**

#### **Grounds Maintenance, NET's and Street Cleansing**

Grounds maintenance winter routine maintenance of shrub bed maintenance/ hedge pruning complete and work has started on summer works, grass cutting and weed spraying.

NETs are continuing to work with various groups within the community. NETS looking at the area around the Dovecot and working with transition Linlithgow and Housing in relation to areas around the Vennel flats. Working with Burgh Beautiful to assist them where possible with their entry into Britain in Bloom competition and are arranging for the erecting of a further 3 hanging basket columns to the East end of the High Street.

Garden Maintenance scheme has started for the season and is ongoing.

Street Cleansing staff continue to carry out routine maintenance of litter picking and sweeping.

101 enquiries were received and dealt with in relation to grounds maintenance issues. (appendix: Grounds082014)

18 enquiries were received and dealt with in relation to garden maintenance scheme.

48 enquiries were received and dealt with in relation to street cleansing issues. (appendix: Strcleansing082014)

#### **Environmental Wardens Enforcement Action**

2 fixed penalty notices have been issued in the ward between 1 February 2014 – 30 April 2014

**Litter x 2** - Linlithgow: High Street – 1, St Ninians Way - 1

14 enquiries were received and dealt with in relation to Environmental Wardens issues. See attached report detailing locations. (appendix: Envwar082014)

## **Environmental Wardens Community Involvement**

Environmental Wardens continue to work with schools/ community groups to assist them with the Clean up Scotland campaign and help these groups arrange litter picks. The Environmental Wardens have been carrying out regular patrols of the ward area in relation to litter, dog fouling, fly tipping and abandoned vehicles.

## **Further Proposals And Initiatives**

We will continue to work with all partners within the community and the Environmental wardens will continue to carry out patrols in all our ward areas.

## **E. CONCLUSION**

Routine works for all services is currently progressing as scheduled.

There were 167 enquiries received between 1 May 2014 – 31 July 2014 which were in relation to grounds maintenance, garden maintenance and street cleansing.

NETs continue to work with various groups/ council departments within Linlithgow on improvements and assisting Burgh beautiful where possible with their entry into the Britain in Bloom competition and are arranging for the erecting of a further 3 hanging basket columns to the East end of the High Street.

The Environmental Wardens received 14 enquiries between the 1 May 2014 – 31 July 2014, with 2 fixed penalty notices being issued in relation to Litter.

We will continue to work with all partners within the community and the Environmental wardens will continue to carry out patrols in all our ward areas.

## **F. BACKGROUND REFERENCES**

None

Appendices/Attachments:

Copy of breakdown of enquiries for Grounds Maintenance, Street Cleansing & Environmental wardens.

Grounds082014

Strcleansing082014

Envwar082014

Contact Person:

David Lees, Waverley Street, Bathgate. Tel: 01506 776483.

e-mail: david.lees@westlothian.gov.uk

Jim Jack, Head of Operational Services

Date: 12 August 2014



**Linlithgow**

**Bridgend**

**Willowdean**

Tree Blocking Light 1

**Linlithgow**

**Acredales**

Shrub Beds Not Maintained 1

**Avontoun Park**

Tree Branches Overhanging 1

**Bailielands**

Weeds General Enquiries 1

**Baron's Hill Avenue**

Grass Cutting Enquiries 1

Shrub Beds Not Maintained 1

**BARON'S HILL AVENUE 606**

Tree Blocking Light 1

**Bells Burn Avenue**

Tree Branches Overhanging 2

Weeds General Enquiries 1

**Blackness Road**

COMPLAINT Grounds Maintenance 1

Grass Cutting Missed Not Cut 1

**Braehead Drive**

Grass Cutting Missed Not Cut 1

**BRAEHEAD RD/MAINS PARK 103**

Tree Branches Overhanging 1

**Braehead Road**

Grass Cutting Missed Not Cut 1

**Braehead Terrace**

Tree Enquiries General 1

## **Linlithgow**

### **Linlithgow**

#### **Burgess Hill**

Tree Preservation Orders 1

#### **Burghmuir Court**

Tree Enquiries General 1

#### **Dark Entry**

Grass Cutting Enquiries 1

#### **DARK ENTRY FOOTPATH**

Shrub Beds Not Maintained 1

#### **Deanburn Road**

Shrub Beds Not Maintained 1

#### **Dovecot Park**

Hedge Cutting Enquiries 1

Shrub Bed Enquiries 1

#### **East Mill Road**

Shrub Bed Overhanging Path 1

Tree Branches Overhanging 1

#### **Edinburgh Road**

Hedge Cutting Enquiries 1

#### **Greenpark Cottages (Edinburgh Road)**

Gardens Competition Enquiries 1

#### **Hamilton Avenue**

Weeds on Paths or Roads 1

#### **High Street**

Public Park Enquiries 1

Tree Enquiries General 1

#### **Kettilstoun Mains**

Tree Enquiries General 2

#### **Kingsfield**

Hedge Cutting Enquiries 1



## **Linlithgow**

### **Linlithgow**

#### **Laverock Park**

Hedge Cutting Enquiries	1
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#### **Linlithgow Area**

Hedge Cutting Enquiries	3
-------------------------	---

Tree Branches Overhanging	1
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#### **Linlithgow Cemetery**

Shrub Bed Enquiries	1
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#### **Mains Road**

Grass Cutting Enquiries	1
-------------------------	---

Tree Blocking Light	1
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Tree Branches Overhanging	1
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#### **Manse Road**

Drainage Flooding Grass Areas	1
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#### **Merker Terrace**

Tree Blocking Light	1
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#### **Pilgrims Hill**

Shrub Beds Not Maintained	2
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Tree Enquiries General	1
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#### **PILGRIMS HILL/KINGSFIELD 906**

Tree Branches Overhanging	1
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#### **Preston Park**

Grass Cutting Enquiries	1
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Tree Branches Overhanging	1
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#### **Preston Terrace**

Weeds General Enquiries	1
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#### **Priory Road**

Tree Branches Overhanging	1
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#### **Rosemount Park**

Grass Cutting Enquiries	1
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## Linlithgow

### Linlithgow

#### Rosemount Park

Public Park Enquiries 1

#### Royal Terrace

GalaDay Public Event Enquiries 1

#### Sheriffs Park

Shrub Bed Overhanging Path 1

Tree Branches Overhanging 1

#### SHERIFFS PARK / BALLIELANDS 905

Tree Branches Overhanging 4

Tree Broken Damaged or Dead 1

#### SHOEMAKERS LANE 412

Shrub Bed Overhanging Path 1

#### SPRINGFIELD RD/CARSEKNOWE 806

Tree Branches Overhanging 1

#### St Ninian's Road

Tree Enquiries General 1

#### St Ninian's Way

Shrub Bed Enquiries 1

#### Stewart Avenue

Public Park Enquiries 1

Tree Branches Overhanging 1

#### THE CROSS/STAR&GARTER/SPRINGFIELD RD 602

Tree Enquiries General 1

#### The Vennel

Gardens Competition Enquiries 1

Tree Leaves Causing Problems 1

#### Water Yett

Gardens Competition Enquiries 1

## Linlithgow

### Linlithgow Bridge

#### Avalon Gardens

Weeds General Enquiries 1

#### AVON DRIVE/JUSTINHAUGH

Tree Affecting Public Utility 1

Tree Branches Overhanging 1

#### Belsyde Court

COMPLAINT Grounds Maintenance 2

#### BELSYDE CT./AVONTOUN PARK

Tree Branches Overhanging 1

#### BELSYDE CT./AVONTOUN PK.

Tree Branches Overhanging 2

Tree Enquiries General 1

#### Braewell Gardens

Hedge Cutting Enquiries 1

#### Clark Avenue

Tree Conservation Areas 1

#### Lennox Gardens

Tree Enquiries General 1

Weeds General Enquiries 1

#### LENNOX GDNS./ASHLEY COURT

Tree Branches Overhanging 1

#### Listloaning Road

Weeds on Paths or Roads 1

#### Longcroft Gardens

Tree Branches Overhanging 1

#### Lovells Glen

Hedge Cutting Enquiries 1

Shrub Bed Enquiries 1

## **Linlithgow**

### **Linlithgow Bridge**

#### **Main Street**

**Public Park Enquiries** 1

**Shrub Bed Overhanging Path** 1

#### **Mill Road**

**Weeds General Enquiries** 1

#### **Philip Avenue**

**Tree Branches Overhanging** 1

### **Philpstoun**

#### **Main Street**

**Public Park Enquiries** 1

#### **Station Road**

**Tree Branches Overhanging** 1

### **Rural Linlithgow**

#### **B9080>St Michaels Hospital To Porterside**

**Hedge Cutting Enquiries** 1

### **Rural Newton**

#### **White Cottage**

**Grass Cutting Missed Not Cut** 1

### **Rural Philpstoun**

#### **B8046>B9080 To C6**

**Tree Broken Damaged or Dead** 1

### **Threemiletown**

#### **B8046>The Cottages To B9080**

**Grass Highway Verges** 1

#### **The Cottages**

**Grass Highway Verges** 1

<b>Total</b>	<b>101</b>	<b>Less than 3 days</b>	<b>98</b>	<b>Percentage</b>	<b>97%</b>
<b>Total</b>	<b>101</b>	<b>Less than 3 days</b>	<b>98</b>	<b>Percentage</b>	<b>97%</b>

### Linlithgow

#### Bridgend

#### Auldhill Crescent

Illegal Fly Tipping Dumping 1

#### Auldhill Drive

Illegal Fly Tipping Dumping 1

### BRIDGEND PRIMARY SCHOOL

Dog Waste Bin New Request 1

#### Linlithgow

#### Barkhill Road

Street Sweeping Enquiries 1

#### Blackness Road

Dead Animals 1

#### Dark Entry

Street Sweeping Enquiries 1

#### Dog Well Wynd

Street Sweeping Enquiries 1

#### High Street

Litter General Enquiries 1

Street Sweeping Enquiries 1

#### High Street[high priority]

Street Sweeping Enquiries 3

#### Linlithgow Area

Dog Fouling On Paths Roads 3

Dog Waste Bin New Request 1

#### Linlithgow Loch

Dead Animals 1

#### Merker Terrace

Litter On Paths Roads Verges 2

#### Moray Drive

Graffiti Non Offensive 1

### Linlithgow

#### Linlithgow

#### Pilgrims Hill

Street Sweeping Enquiries 1

#### Preston Park

Graffiti Non Offensive 1

#### Preston Road

Street Sweeping Enquiries 1

Trolleys Dumped Outwith Livi 1

#### Provost Road

Illegal Fly Tipping Dumping 1

#### St Ninian's Road

Dead Animals 1

#### The Cross

Dead Animals 1

Dog Fouling On Paths Roads 1

Litter Bin Full Overflowing 1

#### The Vennel

Dead Animals 2

Dog Fouling On Paths Roads 3

Litter On Paths Roads Verges 1

Street Sweeping Enquiries 1

#### Water Yett

Street Sweeping Enquiries 1

#### Linlithgow Bridge

#### Listloaning Park

Dog Fouled Grass Open Space 1

#### Newton

#### Main Street

Street Sweeping Enquiries 1

### Linlithgow

#### Philpstoun

#### Main Street

Dog Fouling On Paths Roads 1

#### The Avenue

Illegal Fly Tipping Dumping 1

#### Rural Linlithgow

#### C18>U14 To U15

Illegal Fly Tipping Dumping 1

#### C18>U15 To North Mains

Illegal Fly Tipping Dumping 1

#### Little Ochiltree

Illegal Fly Tipping Dumping 1

#### The Binns

Dog Waste Bin New Request 2

#### Rural Newton

#### White Cottage

Graffiti Racist or Offensive 1

#### South Queensferry

#### South Queensferry Area

Illegal Fly Tipping Dumping 1

Total for Ward	48	Less than 3 days	48	Percentage	100%
Total	48	Less than 3 days	48		100%





## Linlithgow

### Environmental Officer: NORT

Site            Area: **Bridgend**

Auldhill Crescent

Illegal Fly Tipping Dumping 1

Auldhill Drive

Illegal Fly Tipping Dumping 1

Woodside Place

Road Spillages 1

Site            Area: **Linlithgow**

Edinburgh Road

Hedge Cutting Enquiries 1

Linlithgow Area

Dog Fouling On Paths Roads 2

Dog Waste Bin New Request 1

Provost Road

Illegal Fly Tipping Dumping 1

Site            Area: **Philpstoun**

The Avenue

Illegal Fly Tipping Dumping 1

Site            Area: **Rural Linlithgow**

B9080 - St Michaels Hospital To Porterside

Hedge Cutting Enquiries 1

C18 - U14 To U15

Illegal Fly Tipping Dumping 1

C18 - U15 To North Mains

Illegal Fly Tipping Dumping 1

Little Ochiltree

Illegal Fly Tipping Dumping 1

Site            Area: **South Queensferry**

South Queensferry Area

Illegal Fly Tipping Dumping 1

**Total for Ward 14**

**Total 14**





## **LINLITHGOW LOCAL AREA COMMITTEE**

### **WEST LOTHIAN VILLAGES IMPROVEMENT FUND - APPLICATIONS**

#### **REPORT BY HEAD OF PLANNING AND ECONOMIC DEVELOPMENT**

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

The purpose of this report is to advise the Local Area Committee of the applications received from within the local area committee area seeking funding from the West Lothian Villages Improvement Fund (WLVIF) in 2013/14.

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

It is recommended that the Local Area Committee:

1. notes that one application has been received for funding;
2. notes that the proposal meets the eligibility criteria for supported projects;
3. supports the funding for the Bridgend Repair & Upgrade of the Kick Pitch project; and
4. agrees that the Head of Planning & Economic Development should make an offer of funding as per the details set out in this report.

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

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

	communities.
<b>VI Resources - (Financial, Staffing and Property)</b>	A total of £1.65m capital fund is available for projects and the proposal can be met from within this budget.
<b>VII Consideration at PDSP</b>	This project has not been considered by a PDSP. The overall Villages Improvement Fund was considered by Development & Transport PDSP.
<b>VIII Other consultations</b>	Area Services.

## **D TERMS OF THE REPORT**

### **D1 Background**

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

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

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

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

Three villages within the Broxburn, Uphall and Winchburgh ward are eligible under the scheme.

Distribution of funding is based on village size. In April 2014 Council Executive agreed to full allocations to each village to add to the monies already announced for 2013-14 the following represent the full money allocated to each of the eligible villages in the ward:

- Bridgend £55,000
- Philipstoun £20,000
- Newton £20,000

## **D2 Applications**

The following application has been received for this round of funding:

Bridgend Community Group Association - Repair & Upgrade of the Kick Pitch – The Association is applying for £18,944.00 to support the resurfacing of the kick pitch. The existing surface is not in great condition with groups reluctant to use the court because of this. The work will provide young people with a much improved facility with a surface that is commonly used across other areas of West Lothian bringing it up to standard.

The application is based on feedback from community consultation and events earlier in the year.

### **E. CONCLUSION**

Three villages within the Linlithgow ward are eligible to apply to the Villages Improvement Fund. Bridgend has an allocation of £55,000.

The application from Bridgend Community Group Association meets the eligibility criteria and the Local Area Committee is asked to support the application.

### **F. BACKGROUND REFERENCES**

Reports to Development and Transport PDSP (April 2013), Council Executive (May 2013 and 15 April 2014), Linlithgow Local Area Committee (September 2013)

Appendices/Attachments:      Appendix 1: Bridgend Community Group Association Village Improvement Fund Application

Contact Person:

Douglas Grierson, Community Regeneration Officer, Tel. 01506 281088,  
[douglas.grierson@westlothian.gov.uk](mailto:douglas.grierson@westlothian.gov.uk)

Alice Sinnet, Economic Development Manager, Tel. 01506 283079,  
[alice.sinnet@westlothian.gov.uk](mailto:alice.sinnet@westlothian.gov.uk)

**Craig McCorriston**

**Head of Planning and Economic Development**

**12 August 2014**

## Appendix 1

### West Lothian Villages Improvement Fund

#### Application form

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

#### 1. Applicant Organisation Details

<b>Organisation Name</b>	Bridgend Community Group Association
<b>Project title</b>	Repair & Upgrade of the Kick Pitch
<b>Contact person</b>	[REDACTED]
<b>Position</b>	[REDACTED]
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation</b>	Community Group
<b>What date was your organisation formed?</b>	September 2013
<b>Are you a charity, please quote your number</b>	No
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<ul style="list-style-type: none"> <li>• To administer the local Community Centre</li> <li>• To encourage use of the Community Centre</li> <li>• To run some activities in the community centre</li> <li>• Other community based projects as identified</li> </ul>

Do you have an equal opportunities policy or statement?	<b>Yes</b>
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If yes please provide a copy <i>We would expect to comply with WLC's EO Policy</i>	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>

Are you applying for other funding, if so, please detail	No.
--	-----

## 2. Project details

Council Ward	Linlithgow
Project location	Beside the Community Centre in Bridgend
Project start date	Asap. To be timetabled in by WLC.
Project finish date	As above
Estimated Outcome	New safe all weather, multi sport MUGA surface in place.

<p><b>Project description</b></p> <p>Describe fully the project for which grant is being sought (background and context of the project, description of works).</p> <p>The MUGA/ kick pitch was built in 1997. It has been much used for football and other ball games but in recent years it has fallen into serious disrepair to the point of being unsafe, such that youth organisations [eg LYPP] are not prepared to use it because of health &amp; safety concerns. Thus, on-going organised youth activity in the village is suffering &amp; some parents no doubt discourage their children from using it.</p> <p>The plan is to re-surface it with a multi-purpose surface, smarten up the goals and baskets, re-draw the lines and thoroughly check the existing vandal proof lighting &amp; timer etc.</p> <p>The pitch already has adequate perimeter fencing and goals and rings for netball &amp; basketball so there should be minimum additional 'extras'.</p> <p>The painted surface, depending on usage, will last 3-5 years. Even if it's left beyond this, there are no health and safety issues with this. The markings would in effect fade. The Community Group understands that</p>
--

there is no revenue commitment for work carried out with this funding but believes that the surface chosen has no short term revenue implications or maintenance needs. The Group will look to carry out any maintenance required when needed.

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

WLC.  
Bridgend Primary School,  
LYPP  
Bridgend Bulletin

**Evidence of need**

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

Several surveys have been carried out:

- With the primary school children at the local school
- With secondary age youth at LYPP project
- Through village wide surveys [recent and a few years ago]
- VIF Consultation Evening run by BCGA in January & advertised in the Gazette & the Bridgend Bulletin

The need for this improvement was repeatedly expressed by all generations in all surveys and meetings.



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<b>Outcomes</b> Describe what your project will deliver.  Village Improvements; e.g Number of sites improved Area of landscaping
The project will deliver a safe and encouraging multi-purpose environment for varied ball games and other organised activities for a range of age groups. It will meet the need for a facility that, in line with current health advice and the aspirations of the Commonwealth Games legacy, will lead to greater physical fitness and healthier lifestyles among residents of Bridgend.  It will allow activities for young people to be more structured. As pointed out above, previous activities proposed but youth organisations have not proceeded due to concerns over the existing surface.
Community Facilities: e.g number of facilities improved -Projected usage

One facility improved which will be used extensively all year round.

A number of young people hang around the Community Centre and adjacent park and shop. The improved facility will make it possible for them to take part in sporting activities in a safer environment. It would also allow the Primary School access to an up to date MUGA in the village, unlike a number of other towns and villages where MUGAs are attached to Primary Schools and open to the wider community.

### 3.Project Costs

<b>Amount of funding requested</b>	<b>£18,944.00</b>
------------------------------------	-------------------

<b>Item of expenditure</b>	<b>Cost</b>
To resurface would be in the region of £22/m2	£12,672.00
Painting and markings £4/m2	£ 2,304.00
Contingencies 15%	£ 2,246.00
Fees/admin/site supervision 10%	£ 1,722.00

#### **Project management**

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

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

The Association has agreed with the relevant West Lothian Council services that it will manage and administer the work through contractors.

Therefore, we would see the finances being transferred to relevant Council Department rather than the Association.

#### 4. Declaration

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

<b>Name</b>	Ruth Forrest
<b>Position</b>	Honorary Secretary
<b>Organisation</b>	Bridgend Community Group Association
<b>Date</b>	1 August 2014

Please send your completed forms to:

Catherine Duffin  
Administration Assistant  
Regeneration & Employability  
Area Services  
West Lothian Council  
2nd Floor North  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Tel: 01506 283275

E-mail: [Catherine.duffin@westlothian.gov.uk](mailto:Catherine.duffin@westlothian.gov.uk)

<b>Attachment checklist - as applicable</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - three statements	X
Annual accounts	N/A current balance



**West Lothian  
Council**

## **SHOPFRONT IMPROVEMENT SCHEME - APPLICATION**

**Name of Applicant:** \_\_\_\_\_

**Company Name (cheque should be made payable to):** \_\_\_\_\_

**Address of Rateable Property:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have you checked with Planning Services on the need for a Planning Application and/or Building Warrant?** YES/NO (delete as appropriate)

**Is a Planning Application required?** YES/NO (delete as appropriate)

**Is a Building Warrant required?** YES/NO (delete as appropriate)

**Cost of Planning Application/  
Building Warrant where required** £

**Are you VAT registered?** YES/NO (delete as appropriate)

**Estimated Start Date of Works:** \_\_\_\_\_

**Estimated Completion Date of Works:** \_\_\_\_\_

**I acknowledge receipt of the Design Guidelines issued by Planning Department, West Lothian Council, and confirm that I will endeavour to comply with these where possible.**

**I confirm that, where required, I have applied for all relevant consents or permission, statutory or otherwise (copies attached).**

**I attach two detailed estimates for the Shopfront Improvement Works, including a full description of the works to be undertaken.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Applications should be returned to:-**

**Rebecca Boyd, Economic Development, West Lothian Council, The Civic Centre, Howden Road South, Livingston, EH54 6FF.**

-----  
***For internal use only***

**Total Expenditure (incl. VAT)** £  
**Grant claimed:** £

10



West Lothian  
Council

**LINLITHGOW LOCAL AREA COMMITTEE**

**COMMUNITY REGENERATION REPORT**

**REPORT BY HEAD OF AREA SERVICES**

**A. PURPOSE OF REPORT**

The purpose of this report is to inform the Local Area Committee of the progress made against the targets set in the Linlithgow Ward Action Plan 2013-15 and new areas of work.

**B. RECOMMENDATION**

It is recommended that the Local Area Committee notes the progress made.

**C. SUMMARY OF IMPLICATIONS**

- |   |   |
|---|---|
| <b>I Council Values</b>   | Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; and working in partnership.  |
| <b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b> | Community regeneration reinforces the council's commitment to community planning at a local level.  |
| <b>III Implications for Scheme of Delegations to Officers</b>   | None.   |
| <b>IV Impact on performance and performance Indicators</b>  | Performance indicators relating to the activity within the plans are included in the set of Regeneration and Employability key performance indicators.  |
| <b>V Relevance to Single Outcome Agreement</b>  | <ul style="list-style-type: none"><li>- We are better educated and have access to increased and better quality learning and employment opportunities.</li><li>- We live in resilient, cohesive and safe communities.</li><li>- We live longer, healthier lives and have</li></ul> |

reduced health inequalities.

- We make the most efficient and effective use of resources by minimising our impact on the built environment.

<b>VI Resources - (Financial, Staffing and Property)</b>	The ward action plan is being delivered through existing resources.
<b>VII Consideration at PDSP</b>	Not applicable.
<b>VIII Other consultations</b>	Consultation continues to take place with local members, community representatives and community planning partners.

## **D TERMS OF REPORT**

### **D1 General**

The Regeneration and Employability team delivers a range of services to support some of our most disadvantaged communities and individuals, with a particular emphasis on engaging with young people to build personal and community capacity. The team comprises three component parts:

- Regeneration
- Support to the voluntary sector
- Employability

The service produces annual ward action plans for each of the nine multi member wards. The plans outline the activities to be delivered that meet the regeneration needs of the individual areas. The key activities within the action plans focus on:

- developing the capacity of individuals and community based projects and initiatives to assist regeneration in the most disadvantaged communities; and
- delivering targeted, specialist campaigns, interventions and support to improve health and employability in these communities.

### **D2 Activity**

A number of activities have taken place since the last Local Area Committee. The main activities are detailed below:

- The Queens Baton Relay came to Linlithgow on Sunday, 15 June 2014 as part of the build-up to the Commonwealth Games. The route brought the baton through the town, via the canal and onto the Peel where a range of sporting, music and heritage activities were provided. An estimated crowd of 6500 came out in the town to see the baton. All baton bearers subsequently attended a reception at the Burgh Halls on 26 June along with baton bearers from throughout West Lothian.

- The summer edition of the Bridgend Community Newsletter was issued in early July.
- Linlithgow BID co-ordinator & Town Centre Officer, Stewart Ness concluded the BID (Business Improvement District) ballot. The outcome of which was announced on Friday, 1 August with both the Town Centre and Industrial Estate voting in favour. Work will now start to have both operational by 1 September.
- CLD Adults Team is providing a number of events and activities over the summer period in Bridgend. These include a Stay and Play Group Drop-In for four weeks; Tuesday and Thursday activities for Primary, S1 and S2 for four weeks, including crafts in and outdoor games; and an afternoon social event for 50+
- The Health Visitor also held a baby clinic in Bridgend in August.
- Following community consultation, the Bridgend Community Group Association has been supported to submit an application to the Village Improvements Fund to improve the surface of the MUGA behind the Community Centre. This is a separate item on the agenda. Support will continue to be provided to support future applications.
- Newton Community Centre Management Committee and Community Council are currently looking to apply to the Village Improvements Fund.
- The Linlithgow Community Development Trust's Stage 1 Application for the Asset Transfer of the land at Kettilstoun Mains will be considered at the Capital and Asset Management Board on 21 August for approval with a view to moving on to stage 2.
- A walkabout by auditors in Linlithgow concluded a recent Audit of Community Planning where the auditors spoke to local groups and officers.

## **E CONCLUSION**

The report reflects achievement to date against planned activity from the Regeneration and Employability service, and partners, aimed at making a significant contribution to improving the quality of life of citizens in the Linlithgow ward.

## **F. BACKGROUND REFERENCES**

None

Appendices/Attachments: None.

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Steve Field, Head of Area Services

Date of meeting: 12 August 2014





**LINLITHGOW LOCAL AREA COMMITTEE – AUGUST 2014**

	<b>ISSUE</b>	<b>LEAD OFFICER</b>	<b>MEETING DATE</b>	<b>UPDATE</b>
	<u>Standing Reports</u>			
1.	Housing, Construction and Building Services	Caroline Polson	All meetings	All meetings
2.	Community Regeneration Officer Update	Douglas Grierson	All meetings	All meetings
3.	Nets and Land Services Update	David Lees	All meetings	All meetings
4.	Police Ward Report	Insp Jocelyn O'Connor	All meetings	All meetings
5.	Fire Scotland Report	David Lockhart	TBC	TBC
	<u>Annual Items</u>			
1.	General Services Capital Update	Donald Forrest	April 2015 TBC	
2.	Pensioners Christmas Treat Allocation	Ross Paterson	December 2014	
	<u>Other Items</u>			
1.	Linlithgow Partnership Centre Update	Karen Cawte	November 2014	
2.				