



West Lothian
Council

West Lothian Council

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

22 January 2015

A meeting of West Lothian Council will be held within the **Council Chambers, Civic Centre, Livingston** on **Thursday 29 January 2015 at 2:30pm**.

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Order of 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. Revenue Budget 2015/16 to 2017/18 - Report by Head of Finance and Estates (herewith)
5. General Services Capital Programme 2015/16 to 2017/18 - Report by Head of Finance and Estates (herewith)
6. 2015/16 Housing Revenue Account Budget and Rent Level - Report by Depute Chief Executive (herewith)
7. Housing Capital Programme 2015/16 to 2017/18 - Report by Depute Chief Executive (herewith)

DATA LABEL: Public

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West Lothian
Council

WEST LOTHIAN COUNCIL

REVENUE BUDGET 2015/16 TO 2017/18

REPORT BY HEAD OF FINANCE AND ESTATES

A. PURPOSE OF REPORT

The purpose of this report is to enable the Council to approve budget measures for 2015/16 to 2017/18, to agree the detailed General Fund Revenue Budget for 2015/16, to set council tax levels for 2015/16 and take decisions on associated issues.

B. RECOMMENDATION

It is recommended that the Council:

1. Notes that the council faces a revenue budget gap of £29.544 million over the years 2015/16 to 2017/18.
2. Agrees the implementation of the proposed revenue budget measures for 2015/16 to 2017/18, as set out in Appendix 1 of the report.
3. Agrees the recommendations for setting fees, charges and concessions for 2015/16 to 2017/18 as set out in Appendix 2 of the report.
4. Agrees the annual revenue budget for 2015/16, as set out in Appendix 3 of the report.
5. Sets a council tax level for 2015/16.
6. Approves a strategy of maintaining a minimum uncommitted general fund balance of £2 million.
7. Notes the position in relation to the General Fund Balance and other Reserves as set out in Appendix 4 of the report.
8. Notes the Equality Impact Assessment, as set out in Appendix 5 of the report.
9. Approves prudential indicators, as set out in Appendix 6 of the report.

C. SUMMARY OF IMPLICATIONS

I Council Values

Being honest, open and accountable; focusing on our customers' needs; making the best use of our resources; and working in partnership.

II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)

Approval of the Budget

The Council must approve a balanced budget before 11 March each year to comply with statutory obligations. However, to initiate the collection of instalments in April 2015, it is necessary to set the council tax for 2015/16 at least one month before the statutory deadline.

General Fund Balance

When reporting on the budget, I am required to provide Council with details of the General Fund Balance and other Reserves.

Prudential Code

The CIPFA Prudential Code for Capital Finance in Local Authorities stipulates that prudential indicators must be approved annually, through the same process established for setting the council's revenue budget.

Equality Impact Assessment

The equality impact of the proposed budget has been assessed in compliance with public sector equality duty requirements as set out in the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

Reserve Powers

Scottish Ministers can impose revenue expenditure limits where Ministers determine that council tax rises or expenditure levels are excessive.

III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	The proposed budget strategy will enable the council to maintain performance and deliver better outcomes in key priority areas.
V	Relevance to Single Outcome Agreement	Effective prioritisation of resources will be essential to achieving the targets contained in the Single Outcome Agreement.
VI	Resources - (Financial, Staffing and Property)	The outcome of the local government finance settlement for 2015/16 was reported to Council Executive on 16 December 2014 and an update on the financial strategy for 2015/16 to 2017/18 was reported to Council Executive on 7 January 2015. Revenue grant funding over the three years will be insufficient to meet the increasing costs and demand for services, resulting in an estimated funding gap of £29.544 million over 2015/16 to 2017/18.
VII	Consideration at PDSP	Feedback from the council's Delivering Better Outcomes (DBO) consultation was discussed at a series of Policy Development and Scrutiny Panel (PDSP) meetings in December 2014.
VIII	Other consultations	<p>The revenue budget strategy has been developed from the responses to the 2012 DBO consultation and the second DBO consultation in 2014, which generated a total of 3,467 responses and over 40,000 comments.</p> <p>Meetings on the revenue budget strategy have been held with teaching and non-teaching trade unions.</p>

D. TERMS OF REPORT

D.1 The report covers the following areas:

- Governance – Section D.2
- Delivering Better Outcomes Consultation 2014 – Section D.3
- Revenue Budget Measures 2015/16 to 2017/18 – Section D.4
- Income and Concessions 2015/16 to 2017/18 – Section D.5
- Annual Revenue Budget 2015/16 – Section D.6
- Council Tax Bands 2015/16 – Section D.7
- Service Budget Expenditure 2015/16 – Section D.8
- General Fund Balances and Other Reserves – Section D.9
- Equality Impact Assessment – Section D.10
- Risks and Uncertainties – Section D.11
- Prudential Code – Section D.12

D.2 GOVERNANCE

Budget Setting

The council's budget setting process is subject to statutory, regulatory and governance requirements. The Local Government Finance Act 1992 section 93(2) requires councils to formally agree council tax levels before 11 March each year. The Prudential Code requires local authorities to approve, on an annual basis, a defined set of prudential indicators, covering both General Fund and Housing capital investment, at the same meeting that approves the Revenue Budget for the forthcoming year.

The council's financial regulations also state that the Head of Finance and Estates is responsible for presenting, annually, a balanced Revenue Budget and prudential indicators to the full Council.

The annual Revenue Budget forms part of the council's integrated approach to financial strategy, corporate planning, delivery of outcomes and performance monitoring. The activity budget links the council's activities, resources and outcomes and is a core element of the council's financial strategy and annual Management Plans. The 2015/16 activity budget is published on the council's website.

Management Plans for each service for 2015/16 will be published on the council's website following consideration by PDSPs. The Management Plans incorporate the outcomes that the council, working in conjunction with Community Planning Partners, is seeking to deliver via the Single Outcome Agreement. Performance during the year is monitored and reported using the Covalent performance management system.

This report seeks approval of the annual Revenue Budget and council tax levels for 2015/16. In addition, the report also seeks approval of the budget strategy for 2015/16 to 2017/18 which is aimed at delivering budget measures that will meet the three year budget gap of £29.544 million.

Best Value

The council approved an updated Best Value Framework on 10 June 2014 aimed at ensuring the council complies with the provisions contained within the Local Government in Scotland Act 2003. The 2003 Act requires the council to:

- secure best value in the performance of its functions;
- balance the quality and cost of the performance of its functions and the cost of council services to service users;
- have regard to efficiency, effectiveness, economy and the need to meet equal

- opportunity requirements in maintaining that balance;
- fully discharge its duty to secure best value in a way which contributes to the achievements of sustainable development.

Health and Social Care Integrated Joint Board

In line with the Public Bodies (Joint Working) (Scotland) Act 2014, the council and NHS Lothian are working towards putting in place arrangements to take forward health and social care integration. This will involve delegation by the council and NHS Lothian of the Adult and Elderly care functions and budget resources within the scope of integration to a new legal entity, the Integration Joint Board (IJB). The IJB will have a strategic role with the responsibility for delivery of these services remaining with the council.

The Integration Scheme developed by the council and NHS Lothian, setting out the principles of the integration arrangements, must be submitted for Ministerial approval by 1 April 2015. The draft scheme was agreed by Council Executive on 22 December 2014 and, following agreement by NHS Lothian, has been issued for consultation. Following consultation, and subject to the scheme being approved by Scottish Ministers, the IJB will then be established and relevant budgets and functions from the council and NHS Lothian must be delegated to the IJB from 1 April 2016. It is anticipated that the resources delegated to the IJB will be approved on an annual basis as part of future budget approval reports to Council.

D.3 DELIVERING BETTER OUTCOMES CONSULTATION 2014

The Council Executive agreed in June 2014 that officers would develop draft budget measures for the three years 2015/16 to 2017/18 to secure a balanced budget position over the period, as funding provided by the Scottish Government would not meet the council's budget pressures. The measures were based on the detailed responses received from the initial DBO consultation in 2012, which resulted in agreement of key Corporate Plan priorities and various workstreams, aimed at prioritising the council's resources on the areas that have the most positive impact on outcomes.

The second DBO consultation, launched in October 2014, provided stakeholders with a range of proposed budget reduction measures aimed at meeting the budget gap. In total, there were 39 proposed budget reduction measures across eight workstreams. Feedback from the consultation was reported to a series of PDSPs in the week commencing 15 December 2014. The reports to the PDSPs summarised the range of comments made against each of the 39 budget measures.

D.4 REVENUE BUDGET MEASURES 2015/16 TO 2017/18

Following conclusion of the DBO consultation, a financial strategy update report was presented to Council Executive on 7 January 2015. Council Executive agreed that the consultation responses should be used to inform measures to balance the revenue budget for the period up to 2017/18, and agreed to incorporate budget proposals to meet a revised budget gap of £29.544 million, in a report to full Council in early 2015.

This is consistent with the strategic approach to financial and corporate planning agreed by the Council on 29 January 2013 which ensures that the council can respond proactively to the magnitude of the challenge in delivering essential services whilst financial resources are constrained. A three year budget strategy has also been highlighted as best practice by Audit Scotland who have recommended that the council should ensure that it has up to date plans in place to deliver the required savings.

A three year budget strategy is beneficial as it:

- Provides a medium-term view which is essential when implementing effective workforce planning, including delivery of the council's commitment to no compulsory redundancies;
- Provides officers with sufficient time to implement changes that will have a significant lead-in time;
- Helps officers and elected members to consider the long term implications of policy decisions;
- Creates greater certainty surrounding detailed financial plans;
- Provides services and customers with advance notice of changes;
- Helps to integrate services and planning with Community Planning Partners, especially where outcomes are longer term (e.g. preventative spend).

Expenditure and Funding Assumptions 2015/16 to 2017/18

As highlighted in the financial strategy update report to Council Executive in January 2015, there is an estimated budget gap of £29.544 million over the period 2015/16 to 2017/18. The updated budget position for 2015/16 to 2017/18 is summarised below:

Table 1: Estimated Expenditure and Funding 2015/16 to 2017/18

	2015/16 £m	2016/17 £m	2017/18 £m	Total £m
Staffing Costs	3.680	6.610	2.712	13.002
Demographics and Demand-Led Pressures	5.193	3.073	3.523	11.789
Revenue Consequences of Capital	0.444	0.183	0.403	1.030
Service Pressures	4.862	0.341	0.276	5.479
Inflation and Indexation	2.892	3.037	2.982	8.911
Council Tax Income from Additional Properties	(0.916)	(0.503)	(0.646)	(2.065)
Net Expenditure Increases	16.155	12.741	9.250	38.146
Estimated Increases in Revenue Grant	(5.960)	(1.642)	(1.000)	(8.602)
Estimated Budget Gap	10.195	11.099	8.250	29.544

The key funding assumptions over the three years are:

- Revenue grant funding of £309.393 million will be received in 2015/16, including funding to implement Scottish Government policy changes, a council tax freeze, and estimated additional funding as a result of allocation of Barnett consequential to local government.
- An estimated increase in revenue grant of £1.642 million in 2016/17 for demographic growth and funding for employers' contributions to teachers' pensions and £1 million in 2017/18 due to the council's share of funding for demographic growth.
- Continuation of the council tax freeze in 2016/17 and 2017/18.
- Increased council tax from additional house completions, of £2.065 million during 2015/16 to 2017/18.

The key expenditure assumptions for 2015/16 to 2017/18 include:

- An increase in the Living Wage Allowance from £7.65 to £7.85 for 2015/16 and further inflationary increases in the Living Wage of 2% in both 2016/17 and 2017/18.
- A pay award of 1% per annum for all employees for each year.
- Increases in employers' pension contributions following implementation of pension auto enrolment and increases to employers' contributions to the Teachers' Pension Scheme.
- Removal of employers' national insurance credit following the introduction of the

- single tier pension in April 2016 resulting in increased expenditure of £3.3 million.
- Increased school budgets based on growth projections from the 2014 school census, the latest housing land audit projections and estimates of secondary school stay-on rates.
- Increased costs for adult and elderly care services due to population increases and increasing demand for care services.
- Increases in transport, roads and open space maintenance costs due to population increases.
- West Lothian Council's contribution towards the Council Tax Reduction Scheme.
- Revenue consequences of the approved capital programme to 2017/18.
- Increased expenditure for the introduction of free school meals for all primary one to primary three children.
- Increased expenditure to meet the provisions of the Children and Young People (Scotland) Act 2014 for enhanced childcare for two year olds and looked-after children.
- Increased expenditure to support the transition to self-directed support.
- Inflationary price increases for a range of third party contracts.
- Expenditure to support existing capital investment in broadband, through migration to the Scottish Wide Area Network (SWAN) and increased technology bandwidth in schools.

Delivering Better Outcomes

If agreed, the three year budget strategy will enable the council to plan effectively and achieve the council's Corporate Plan outcomes. The Corporate Plan is directly influenced by the priorities that were agreed following the DBO Consultation in 2012. The three year budget strategy will allow the council to:

1. Deliver positive outcomes and early interventions for early years – providing services that will give children and young people the best start in life, including enhanced nursery hours and free school meals for P1 to P3 pupils. The council will look to embed new ways of working across partner agencies and to streamline working practices, in line with Getting it Right For Every Child (GIRFEC) to ensure resources are effectively targeted. This will include development and roll-out of a programme of early intervention screening to identify young people's needs as early as possible and avoid high cost crisis-led interventions.
2. Improve the employment position in West Lothian – including time-limited investment for training and employment and continued support to businesses, business start-ups and early stage company growth.
3. Improve attainment and positive destinations for school children – including delivering the Curriculum for Excellence and maintaining a teacher to pupil ratio of below 1 to 14.5. In addition, investment in the school broadband infrastructure will deliver network improvement to enable pupil use of ICT in classroom practice, which will develop pupils knowledge and skills for work and life and will improve educational attainment and achievement.
4. Improve the quality of life for older people – developing a more sustainable service delivery model with increased emphasis on prevention and supporting older people within their home environment. Work will continue to focus on those who are most vulnerable and have additional needs. The Health and Social Care joint strategic commissioning plan will plan and deliver services and support for people in a new way, including working with agencies to put the right services and support in place.
5. Minimise poverty, the cycle of deprivation; and promoting equality – including delivery of the council's Anti-Poverty Strategy and providing school clothing grants,

free school meals and Education Maintenance Allowances.

6. Reduce crime and improving community safety – including continued partnership work in community safety and delivery of reducing reoffending plans. Through partnership working, re-offending will be reduced, and, through earlier intervention, the risk of young people engaging in crime will be reduced. This will improve outcomes for people who offend, helping them to take on fuller responsibility as members of our communities, increase the confidence of victims and the community in the services provided and make West Lothian communities safer and better places in which to live.
7. Deliver positive outcomes in health – including integration between the council and NHS Lothian and continued collaborative work to improve life expectancy, mental wellbeing and child health outcomes.
8. Protect the built and natural environment – including supporting economic and population growth in West Lothian, providing customer, cultural and community facilities that meet local needs, improving waste recycling and introducing low carbon energy solutions such as LED street lighting.

Budget Reduction Measures 2015/16 to 2017/18

The DBO consultation in 2012 set out workstreams that would contribute to delivering the council's priorities up to 2017/18. Following feedback from that consultation, officers outlined a range of budget measures in the 2014 DBO consultation and these have been subject to the feedback and reporting process as set out in section D.3 of this report. Following that process, officers have now finalised proposals that would allow the council to fully balance the revenue budget for 2015/16 to 2017/18 with savings of £29.544 million meeting the forecast budget gap. Information on these proposals, including the proposed phasing over the next three years, is attached in Appendix 1. The appendix also sets out any actions that will be required, including further consultation or reporting, in order for the proposed savings to be implemented.

The table below summarises the proposed budget reduction measures by service.

Table 2: Proposed Budget Reduction Measures by Service – 2015/16 to 2017/18

	2015/16 £m	2016/17 £m	2017/18 £m	Total £m
Corporate Services	0.515	0.186	0.264	0.965
Housing, Construction & Building Services	0.134	0.329	0.103	0.566
Operational Services	2.732	3.591	0.775	7.098
CHCP & Social Policy	1.449	2.458	2.318	6.225
Area Services	0.961	0.978	1.301	3.240
Planning & Economic Development	0.489	0.147	0.027	0.663
Education	2.097	1.489	1.545	5.131
Finance & Estates	1.052	1.185	1.332	3.569
Council Wide	0.766	0.736	0.585	2.087
Total	10.195	11.099	8.250	29.544

Workforce Planning

The scale of budget measures over the next three years will inevitably impact on the council's staffing numbers. The budget model provides for required changes in staffing to meet demographic pressures, but also includes budget measures, which will reduce staff numbers.

It is estimated that an additional 161 full time equivalent staff (FTE) will require to be employed to take account of growth within the council. This consists of an additional 91

FTE teaching staff to meet projected increases in school rolls over 2015/16 to 2017/18, and an additional 70 FTE non-teaching staff to deliver additional school meals, enhanced childcare, and additional roads and school cleaning services as a result of population growth and expansion of the school estate.

It is estimated that the proposed budget measures over the three years will result in a reduction of 383 FTE staff, consisting of an estimated 88 FTE teaching staff and 295 non-teaching staff FTE.

Taking both growth and budget reduction measures together, it is therefore estimated that the budget strategy for 2015/16 to 2017/18 will result in a net reduction of 222 FTE staff, consisting of a three FTE increase to teaching staff numbers and a decrease of 225 FTE in non-teaching staff.

It is important that there continues to be proactive workforce planning to ensure that staffing changes are managed effectively. All measures that impact on staffing will be implemented after consultation with staff and trade unions, in accordance with agreed policies and procedures. Effective workforce planning will be an important step to ensuring that the council maintains its commitment to a no compulsory redundancy position over the next three years. Full use of the council's Modernisation Fund will be essential to meet one-off costs associated with implementing changes to service delivery and workforce management.

D.5 INCOME AND CONCESSIONS 2015/16 TO 2017/18

The DBO consultation proposed that the council could deliver additional income of £2.95 million over the years 2015/16 to 2017/18. The consultation document included two separate measures for delivering this income target:

Charging for services

The consultation outlined that additional income of £2.2 million can be delivered through a review of discretionary charges, income levels and budgets. It was proposed that discretionary charges were reviewed to bring them in line with Scottish averages or with charges of other service providers. In addition, income levels were reviewed to take account of increased demand for services, actual levels of income currently being received and, in some cases, by setting charges to recover the full cost of services.

Detailed proposals for setting fees, charges and concessions are set out in Appendix 2(a) of the report. The appendix sets out the rationale for each charging proposal and additional concession proposal. A full list of proposed charges for 2015/16 to 2017/18 is included within Appendix 2(b) of the report. The phasing of the additional income proposals is £878,000 in 2015/16, £692,000 in 2016/17 and £630,000 in 2017/18.

Introduction of a contributions policy for community care

The consultation outlined that the council could deliver additional income of £750,000 through introduction of a policy where, subject to financial assessment on affordability, people who can afford to pay would be required to make a contribution for non-residential care services.

It is recommended that officers develop proposals for the introduction of a contributions policy for non-residential care services and report to the Social Policy PDSP and Council Executive in 2015 with details of recommendations for implementation from April 2016.

D.6 ANNUAL REVENUE BUDGET 2015/16

Scottish Government Revenue Grant Funding 2015/16

As reported to the Council Executive on 16 December 2014, the Cabinet Secretary for Finance, Constitution and Economy, in a statement to the Scottish Parliament on 11 December 2014, set out funding allocations for individual authorities for 2015/16 in Finance Circular 9/2014. The funding allocations form the basis of the consultation between the Scottish Government and COSLA, ahead of the Local Government Finance (Scotland) Order 2014, which is due to be debated by the Scottish Parliament in February 2015.

The revenue grant for the council is £309.393 million in 2015/16, based on the council agreeing to a package of commitments and subject to the Scottish Budget Bill being agreed. This represents an increase of £5.960 million in funding, which includes a £505,000 reduction in core funding, £3.081 million to fund national commitments for free school meals for P1 to P3 pupils, enhanced childcare and looked-after children provisions, self-directed support and welfare changes, and £2.084 million which will be paid to the council on the condition that a council tax freeze is agreed in 2015/16. In addition, as reported to the Council Executive on 7 January 2015, it is assumed that the council will receive additional funding of £1.3 million in 2015/16 and 2016/17 from allocation of Barnett consequentials from the Chancellor's Autumn statement.

The reduction in core funding means that the council does not have sufficient funding to meet recurring cost pressures. The position is summarised in the following table:

Table 3: Revenue Grant Funding 2015/16

	£m
Total Increase in Revenue Grant Funding 2015/16	5.960
Comprising:	
Funding to support commitments for childcare and free school meals	3.623
Additional Revenue grant paid on condition of council tax freeze	2.084
Estimated Additional Barnett consequentials (to be confirmed)	0.758
Reduction in core revenue grant	(0.505)

The commitments attached to the local government funding package for 2015/16 were set out in a letter from the Cabinet Secretary to Council Leaders on 9 October 2014. In order to access the full amount of the package, each local authority is required to maintain the council tax freeze for 2015/16 and secure places for all probationers who require one under the Teacher Induction Scheme.

The letter of 9 October 2014 set out a timetable for the Scottish Government and COSLA to reach an in-principle agreement on an approach to education based on outcomes. The finance circular confirmed that sanctions in relation to meeting existing teacher number commitments are suspended pending work on reaching this agreement being ongoing, with the position to be reviewed in early 2015. The proposed three year budget strategy will allow the council to maintain teacher numbers and to maintain a pupil-teacher ratio of no more than 14.5 pupils to each teacher.

Additional One-Off Funding

The finance circular confirmed that the council will receive an additional one-off windfall payment in March 2015 of £300,000 as a result of expenditure on national probationer numbers being less than the total Teachers' Induction Scheme funding available. Indications are that this non recurring position will also be replicated in 2015/16 meaning that the council will have additional one-off non-core resources to allocate in 2015/16 of £600,000. Proposals for utilisation of this funding to improve school attainment are included in section D.8 of the report.

Council Tax Income 2015/16

The remainder of the council's recurring funding is raised through council tax. The following council tax assumptions have been made for 2015/16:

- Band D council tax for 2015/16 is frozen at 2014/15 levels.
- The budgeted council tax rate for 2015/16 is 97.75%, which is assessed as the maximum which is achievable.
- The council tax yield for 2015/16 is calculated using the Band D return which was submitted to the Scottish Government on 31 August 2014.
- The estimated income raised from 2015/16 council tax billing is £69.593 million.
- Other council tax income is raised through recovery of prior year council tax, and council tax yields from an estimate of completed properties that become chargeable in the period between 31 August 2014 and 31 March 2015.

The overall movements in recurring revenue funding in 2015/16 are:

Table 4: Total Funding 2015/16

	Total Funding 2014/15 £m	Movement £m	Total Funding 2015/16 £m
General Revenue Grant	303.433	5.960	309.393
Council Tax – Current Year per Band D Return	68.677	0.916	69.593
Council Tax – prior year / base phasing	0.461	0.000	0.461
Total Recurring Funding	372.571	6.876	379.447

D.7 COUNCIL TAX BANDS 2015/16

Based on the above assumptions, the estimated Band D council tax product is £61,696 in 2015/16 and council tax levels for each property band would be as follows:

Table 5: Council Tax Bands 2015/16

Council Tax Band	% of Dwellings	Council Tax 2014/15 £	Increase 2015/16 £	Council Tax 2015/16 £
A	23.0%	752.00	Nil	752.00
B	32.0%	877.33	Nil	877.33
C	12.7%	1,002.67	Nil	1,002.67
D	10.1%	1,128.00	Nil	1,128.00
E	11.9%	1,378.67	Nil	1,378.67
F	6.9%	1,629.33	Nil	1,629.33
G	3.2%	1,880.00	Nil	1,880.00
H	0.2%	2,256.00	Nil	2,256.00

D.8 SERVICE BUDGET EXPENDITURE 2015/16

Base Revenue Budget and Time-Limited Investment

The recurring revenue budget for 2015/16 is £379.447 million which is equivalent to the total funding available as set out in section D.6 of the report. The recurring position takes account of the proposed budget reduction measures for 2015/16 totalling £10.195 million as set out in Appendix 1.

There is a range of time-limited investment in 2015/16 supporting employability, early intervention and prevention, anti-poverty measures and support to address the impact of welfare changes. As outlined in section D.6, the council is to receive an additional one off windfall payment of £600,000 from the Teachers Induction Scheme. Taking into account feedback from the DBO consultation, officers propose that this funding is reinvested in schools to provide one off funding of £200,000 per annum for the next three years for enhanced teaching support for learning and nurture at the most disadvantaged primary schools in the Scottish Index of Multiple Deprivation rankings.

This would result in total time limited investment of £2.032 million in 2015/16.

The service budgets for 2015/16 are summarised in the table below, and are set out in more detail in Appendix 3.

Table 6: Overall Service Budget Expenditure 2015/16

Service	Base Budget 2014/15 £m	Base Movement 2015/16 £m	Base Budget 2015/16 £m	Time Limited 2015/16 £m	Total Revenue Budget 2015/16 £m
Corporate Services	11.172	(0.370)	10.802	0.000	10.802
Housing, Construction & Building	3.940	(0.088)	3.852	0.013	3.865
Operational Services	57.050	0.457	57.507	0.000	57.507
CHCP and Social Policy	86.919	2.942	89.861	0.564	90.425
Area Services	13.039	(0.759)	12.280	1.045	13.325
Planning & Economic Development	3.006	(0.440)	2.566	0.040	2.606
Education	132.568	4.603	137.171	0.370	137.541
Chief Executive / Finance and Estates	21.609	(0.025)	21.584	0.000	21.584
Non Service / Council Wide	43.268	0.556	43.824	0.000	43.824
Total Revenue Budget	372.571	6.876	379.447	2.032	381.479

D.9 GENERAL FUND BALANCES AND OTHER RESERVES

Local Authority accounting standards require that, in reporting on the annual budget, I provide council with a statement of the General Fund Balance and other Reserves. The statement, including a strategy for managing reserves, is set out in Appendix 4.

In order to ensure that sufficient funds are held in reserve to deal with the financial consequences of uncertain future events and to provide an appropriate reasonable sum to address the potential impact of risks and uncertainties, I am recommending that the minimum uncommitted General Fund Balance is maintained at £2 million in 2015/16. This represents 0.53% of the core revenue budget for 2015/16, which is amongst the lowest uncommitted general balances held amongst Scottish local authorities.

D.10 EQUALITY IMPACT ASSESSMENT

Following the key principles of relevance and proportionality within the Equality Act 2010, equality impact assessment of policies and decisions of the council is a requirement of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The council has made significant progress with regard to mainstreaming equality impact assessment into the budget setting process. This is the sixth consecutive financial year where an equality impact assessment has been conducted on the draft budget measures prior to approval by the council.

The Delivering Better Outcomes 2014 consultation provided an opportunity for council staff, partners and members of the public to provide their views on the budget and service priorities for the council. Specific sessions were facilitated with the equality forums and networks in West Lothian supported by the council. Twenty seven percent of the total number of members of the forums participated in these sessions, representing the most successful engagement to date with equality forum members in terms of volume of participants. As well as contributing to the overall consultation feedback, these sessions provided input to help inform the equality impact assessment process.

A detailed equality impact assessment of the 2015/16 revenue budget is contained in Appendix 5. A detailed equality impact assessment will be presented as part of the annual revenue budget report each year.

D.11 RISKS AND UNCERTAINTIES

There are a number of risks, uncertainties and potential cost pressures that could impact on the assumptions in this budget report.

The grant figures contained in the local government finance settlement for 2015/16 are provisional and are subject to approval by the Scottish Parliament.

It is assumed that pay increases for all staff groups will be 1% for each of the three years, except for an allowance for a 2% increase in the Living Wage in 2016/17 and 2017/18. At this stage, other than the confirmed increase in the Living Wage Rate to £7.85 for 2015/16, there are no agreed pay settlements in place for future years.

There are significant risks associated with demands in adult and elderly community care and increasing pressure to meet delayed discharge targets. In addition, the Health and Social Care Fund (HSCF) ends in 2014/15. This funding was distributed by the Scottish Government to NHS Boards to be used by the council, NHS and the third sector in partnership to help meet demands in health and social care and work towards shifting the balance of care. For 2015/16, a new Integrated Care Fund (ICF) has been established which is intended to build on the HSCF, but at this stage has only been confirmed for one year. Recurring expenditure commitments are in place for the HSCF and there is a risk that if the ICF is not confirmed beyond 2015/16, the council will be required to consider plans for additional savings to meet the resulting funding shortfall.

Other potential expenditure pressures exist across a range of services, in particular for demand led services. Potential risk areas include children with additional needs, growth of kinship care and adults with complex needs, variations in school roll projections, and the impact of welfare changes.

There are also specific market and inflationary risks in volatile areas such as energy, fuel, waste treatment and public transport.

Budget reduction measures will be required to be managed closely to ensure that financial savings can be delivered in full. As highlighted in Appendix 1, a number of budget savings for 2016/17 and 2017/18 will require further action, including consultation and, in some cases, reports to PDSP and Council Executive. The council's risk-based approach to budget monitoring will ensure that action is taken to manage risks. Officers will continue to provide updates on risks as part of the quarterly budget monitoring reporting to Council Executive.

D.12 PRUDENTIAL CODE

The Prudential Code requires councils to ensure that capital spending is affordable, prudent and sustainable. The council's role is fulfilled by agreeing and monitoring prudential indicators that cover the General Fund and Housing Revenue Account. There are nine separate mandatory prudential indicators in the Prudential Code and the council must agree appropriate values and parameters for these indicators.

The proposed prudential indicators for West Lothian are set out in Appendix 6. In approving and subsequently monitoring the indicators, the Council is fulfilling its duty to ensure that spending plans are affordable, prudent and sustainable. Council is accordingly asked to approve the prudential indicators.

E. CONCLUSION

The report sets out proposals that would enable the council to address the budget gap of £29.544 million over 2015/16 to 2017/18, which has arisen as a result of Scottish

Government revenue grant funding being insufficient to meet the estimated growth in council expenditure. Agreement of the financial strategy for 2015/16 to 2017/18 will enable the council to build on the established strategic approach to financial planning and to meet the challenges of funding restrictions and spending pressures. If agreed, the proposals will enable the council to deliver its Corporate Plan priorities over the next three years and to balance the budget from 2015/16 to 2017/18.

The report also enables the Council to make decisions that will meet the statutory obligation to set a balanced Revenue Budget and council tax levels for 2015/16. The revenue budget for 2015/16 takes into account previous decisions by the Council and Council Executive, including budget reduction measures and time limited investment, known cost pressures and the results of the local government finance settlement. The report also recommends maintaining the uncommitted general fund balance at a minimum of £2 million and asks Council to approve the mandatory prudential indicators contained in the Prudential Code.

The council has a robust process for conducting equality impact assessment on changes to policy and resources related to the budget setting process. Officers have given due regard to the findings of the equality impact assessment in the development of individual service level budget proposals and the analysis has been considered as part of the process for finalising the proposed revenue budget for 2015/16 to 2017/18.

F. BACKGROUND REFERENCES

- Revenue Budget Strategy 2015/16 to 2017/18 - Report by Head of Finance and Estates to Council Executive 19 June 2014
- Local Government Finance Settlement 2015/16 – Report by Head of Finance and Estates to Council Executive 16 December 2014
- Financial Strategy 2015/16 to 2017/18 Update Following The Conclusion Of DBO Consultation – Report by Head of Finance and Estates to Council Executive 7 January 2015
- 2015/16 Activity Budget – available on the Council website
- Improvement Service Elected Member Guidance on Public Sector Equality Duty

Appendices/Attachments:

- Appendix 1: Proposed Budget Reduction Measures 2015/16 to 2017/18
- Appendix 2: Income and Concessions 2015/16 to 2017/18
- Appendix 3: Revenue Budget 2015/16 detailed analysis of budget change
- Appendix 4: Statement on General Fund Balance and other reserves 2015/16
- Appendix 5: Revenue Budget Equality Impact Assessment
- Appendix 6: Prudential Indicators 2015/16

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Donald Forrest
Head of Finance and Estates
29 January 2015

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Corporate Services**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Workforce management in HR and IT, and further roll out of Civic Centre centralised administration model	78	57	88	223	5	Officers to deliver as operational measure.
Reduction in printing costs as follows: <ul style="list-style-type: none"> • Reduction in Legal marketing and publicity budget • Reduction in Payroll print costs by ceasing use of payroll inserts • Reduction in Multi-Function Device print volumes • Reducing colour printing volumes by 50% 	214	24	0	238	0	Officers to deliver as operational measure.
Providing services in partnership with West Lothian College – integration of support services and review of learning and development	74	0	0	74	0	Officers to deliver as operational measure, including liaison with West Lothian College.
Managing the council's information technology infrastructure: <ul style="list-style-type: none"> • Discontinue Impensa and Opinionmaker licences • Update Case Management system • Migrate corporate staff email to cloud based solution • Introduce thin client technology to reduce desktop support • Migrate wide area network to central government Public Services Network 	38	60	66	164	4	Officers to deliver as operational measure.

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Corporate Services**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Reduction in centralised telephone and mobile telephone budgets	85	35	100	220	0	Officers to deliver as operational measure.
Increase in discretionary licensing fees of 3.5% per annum and recovery of commercial legal expenses	26	10	10	46	0	Officers to deliver as operational measure.
Total	515	186	264	965	9	

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Housing, Construction and Building Services**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Integration of Community Safety Unit, Noise Team and Environmental Health	0	227	0	227	5	Officers to deliver as operational measure.
Realignment of former ring fenced hostels grant funding	0	32	31	63	0	Officers to deliver as operational measure.
Efficiencies arising from preventative interventions in homelessness	66	0	0	66	2	Officers to deliver as operational measure.
3% rent increase for non HRA properties in accordance with approved housing rent strategy	68	70	72	210	0	Officers to deliver as operational measure.
Total	134	329	103	566	7	

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Operational Services**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Introduction of new administration model for Operational Services	57	57	0	114	5	Officers to deliver as operational measure.
Revised cleaning specifications and scheduling in non-education buildings (offices, partnership buildings and libraries). Review the frequency of cleaning, maintaining the cleaning requirements in key areas such as toilets, kitchens and sports facilities, and prioritising the cleaning of other areas.	238	119	0	357	15	Consultation required with key stakeholders on proposed changes to cleaning specifications and schedules. Officers to deliver as operational measure.
Revised cleaning specification and scheduling for primary and secondary schools. Review the frequency of cleaning, maintaining the cleaning requirements in key areas such as toilets, kitchens and sports facilities, and prioritising the cleaning of other areas.	272	110	0	382	21	Consultation required with key stakeholders on proposed changes to cleaning specifications and schedules. Officers to deliver as operational measure.
Recovery of facilities management costs from school capital investment programme	41	0	0	41	0	Officers to deliver as operational measure.
Restructure of Waste Services to comply with Waste (Scotland) Regulations 2012	160	52	0	212	2	Officers to deliver as operational measure.
Change focus of enforcement officer role to community recycling officer	27	0	0	27	1	Officers to deliver as operational measure.
Revised waste community recycling centre provision, including reduction in the number of sites from six to five	280	0	0	280	8	Consultation will be required with key stakeholders and proposed changes to community recycling centre provision will require consideration by PDSP and approval by Council Executive.
Workforce management across Waste, Roads and NETs and Lands Service to incorporate revised working practices	24	39	218	281	9	Officers to deliver as operational measure.

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Operational Services**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Restructure of Environmental Wardens and Street Cleaning Teams	140	132	0	272	8	Officers to deliver as operational measure.
Revised working patterns for bulky uplift service to reflect demand for service	0	139	0	139	4	Officers to deliver as operational measure.
Optimisation of waste collection routes and revised collection schedule for grey bins.	115	238	0	353	6	Consultation will be required with staff and trade unions on potential changes to shift patterns and routes. Any change to the frequency of waste collections would be a change of council policy requiring consideration by PDSP and approval by Council Executive.
Improved recycling through additional sorting at transfer station.	0	180	0	180	0	Officers to deliver as operational measure.
Leasing of Beecraigs Fishery.	30	0	0	30	1	Officers to deliver as operational measure.
Strategic review of council supported public transport provision.	0	1,490	0	1,490	0	Changes will require to be supported through the development of a new Public Transport Strategy requiring consideration by PDSP and approval by Council Executive.
Strategic review of additional support needs transport.	0	450	0	450	0	Changes will require to be supported through the development of a new Public Transport Strategy requiring consideration by PDSP and approval by Council Executive.
Negotiation of a revised concessionary rail scheme.	272	0	0	272	0	Concessionary rail scheme to be negotiated and agreed with new national rail provider, Abellio. Will require consideration by PDSP and approval by Council Executive.

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Operational Services**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Reduction in internal vehicle costs: <ul style="list-style-type: none"> • Reduction of 33% in general business mileage • Reduction in motor insurance claims • Reduce non-insured vehicle repairs • Review of fleet requirements • Review home to work mileage for dedicated vehicles • Fuel efficiencies from mileage reduction and telematics implementation 	531	305	205	1,041	0	Consultation with trade unions will be required for proposed changes to home to work travel. Officers to deliver as operational measure thereafter.
Integration of support services and development of learning and development – training license saving.	3	0	0	3	0	Officers to deliver as operational measure, including liaison with West Lothian College.
Relocation of public toilet provision at the Vennel in Linlithgow.	0	0	66	66	2	Officers to deliver as operational measure.
Commercial Trade Waste Collection - full cost recovery of increased costs for trade waste.	119	125	130	374	0	Officers to deliver as operational measure.
Uplift of 3.5% per annum in following prices: <ul style="list-style-type: none"> • Roads permits, consents and inspection charges • External cleaning and catering • Countryside activities • Erection of planters and headstones 	40	41	42	123	0	Officers to deliver as operational measure.
Cemeteries – sale of lairs and interment fees - 5% per annum increase.	23	23	23	69	0	Officers to deliver as operational measure.

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Operational Services**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Increase school meal charges in line with Scottish average for 2015/16 and 3.5% increase in 2016/17 and 2017/18.	110	61	61	232	0	Officers to deliver as operational measure.
Savings from five year procurement plan – Scottish Landfill Tax saving.	220	0	0	220	0	Officers to deliver as operational measure.
Reduced energy costs from street lighting LED conversion.	30	30	30	90	0	Officers to deliver as operational measure.
Total	2,732	3,591	775	7,098	82	

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**CHCP and Social Policy**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Introduction of administration model at Strathbrock Partnership Centre	40	0	0	40	2	Officers to deliver as operational measure.
Modernising social care processes and systems within Social Policy to reduce time spent on administration and non-value added activities. The more efficient use of administrative and professional staff time will allow staff savings to be achieved.	290	290	300	880	30	Officers to deliver as operational measure.
Review of Health Improvement Team	0	0	50	50	1	Officers to deliver as operational measure.
Reshaping care for children, including reduced requirement for residential school places and reduction in use of external care and education provision	206	149	232	587	0	Officers to deliver as operational measure.
Review of learning disability housing support services	0	0	40	40	5	Consultation required with key stakeholders. Officers to deliver as operational measure.
Review of management of physical disability units	0	0	40	40	1	Officers to deliver as operational measure.
Removal of budget for supplying emergency rest centres by Social Care Emergency Team (SCET)	0	0	14	14	0	Officers to deliver as operational measure.
Working with Health to review the provision of health and social care services. This will be achieved in 2015/16 through vacancies in adult mental care and in 2016/17 and 2017/18 through streamlining and prioritising current service provision including reviewing management/staffing structures and jointly provided activities in future years.	100	300	800	1,200	25	Work will be undertaken to review current services provided and identify opportunities to enhance joint working under the new legislation beyond 2015/16. Will require consultation with key stakeholders and revised model for partnership working will need to be considered by Health and Care PDSP and approved by Council Executive.

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**CHCP and Social Policy**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Modernising our partnership with voluntary organisations – reviewing resource allocation to focus on areas that meet shared outcomes, including early years (£40,000) and young people contracts (£40,000), funding for Edinburgh Lothian Borders Executive Group (ELBEG) (£18,000), housing support (£92,000), West Lothian Youth Action Project (£20,000), Apetito meals (£45,000) and other contract payments (£185,000)	235	185	20	440	0	Officers to deliver as operational measure following consultation with organisations on proposed changes.
Redesign of early years services to focus on supporting families in their own homes and delivering parenting groups	35	0	50	85	2	Consultation required with key stakeholders. Officers to deliver as operational measure.
Reductions to Early Intervention Fund budget	106	0	0	106	0	Officers to deliver as operational measure.
Changes to education care support	0	95	0	95	3	Officers to deliver as operational measure.
Redesign of criminal justice service – reduce need for funding to be given to external providers and review use of government grant funding	130	0	0	130	0	Officers to deliver as operational measure.
Changes to the way the council buys care services for people under 65	0	0	100	100	0	Officers to deliver as operational measure – standardised contracts to be negotiated with care providers.
Reshaping care for older people, including reduction of £180,000 to Older People's Challenge Fund	180	71	71	322	0	Officers to deliver as operational measure.
Changing levels of access to care services to critical/substantial for all new assessments	0	580	305	885	0	Would require amendment of council policy on access to care. Following consultation with service users, report would be considered by PDSP and approved thereafter by Council Executive.

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**CHCP and Social Policy**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Introduction of a contributions policy for community care services to replace existing charging policy	0	585	165	750	0	Policy change will be required following consultation with service users and other stakeholders. Further reports will be presented to PDSP and Council Executive in 2015.
Increased income from following areas: <ul style="list-style-type: none"> Community Alarms and Telecare – continue existing practice of £1 charge for new clients (£120,000) 3.5% per annum increase for Lunch Clubs (£6,000) Full cost recovery for other local authorities use of West Lothian care placements (£80,000) 2% per annum increase to care home accommodation recoveries (£123,000) Aids and Adaptations (£73,000) 3% per annum increase to Sheltered Housing rents as per approved housing rent strategy (£59,000) 	127	203	131	461	0	Officers to deliver as operational measure.
Total	1,449	2,458	2,318	6,225	69	

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Area Services**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Maintain cash collection in West Lothian Connected and Bathgate, introduce automated cash payment facilities in other CIS offices and publicise alternative local payment options	20	40	40	100	3	Consultation required with key stakeholders. Officers to deliver as operational measure.
Focus community youth services on core age group and withdraw children's clubs for under 11s	0	0	60	60	0	Consultation required with key stakeholders. Officers to deliver as operational measure.
Refocusing of activity within community regeneration to council priorities through changes to activities and workforce management	50	100	428	578	15	Officers to deliver as operational measure.
Workforce management and efficiencies in service delivery across Area Services	0	77	77	154	5	Officers to deliver as operational measure.
Modernisation of trust model for sports and outdoor education and cultural and leisure services, including local history and museum services	130	452	300	882	22	Consultation with staff, trade unions and West Lothian Leisure will be required. Proposed trust model to be considered by PDSP and approved by Council Executive thereafter.
Modernising our partnership with voluntary organisations – reviewing resource allocation to focus on areas that meet shared outcomes	0	73	25	98	0	Officers to deliver as operational measure following consultation with organisations on proposed changes.
Mainstreaming armed forces veterans subsidy support within core service delivery, with continuing priority for armed forces veterans, and maintaining time limited investment of £60,000	75	0	0	75	0	Officers to deliver as operational measure.

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Area Services**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Reduction in Arts, Sport and Culture Grants	50	0	0	50	0	Officers to deliver as operational measure.
Reduction in small grants funds following review of budgets for equalities, children, youth and community groups, gala grants, volunteer training and community council funding	50	0	0	50	0	Officers to deliver as operational measure.
Review of provision at Lowport Centre	0	0	200	200	8	Approval required by Council Executive for change of provision at Lowport Centre.
Increased income from the following: <ul style="list-style-type: none"> • 3.5% per annum increase in Library and Partnership Centre charges, Community High School charges (excluding synthetic pitches), Fauldhouse Pool pay as you go charges, Lowport Outdoor Activity Centre charges • 5% per annum increase in synthetic pitch charges • Introduction of £50 charge for civil marriage ceremonies with guests in registry offices • Review of income at Burgh Halls and Howden Park Centre • Income generation from new synthetic pitch at Fauldhouse Partnership Centre 	102	87	68	257	0	Officers to deliver as operational measure.
Transferring more customer telephone and email enquiries to the Customer Service Centre	38	0	0	38	2	Consultation required with stakeholders and customers on proposed changes. Officers to deliver as operational measure.
Modernising front line services – rationalising staff and management structures	186	103	103	392	24	Revised service model requires consideration by PDSP and approval by Council Executive. Rationalisation of staff and management structures to be delivered by officers as an operational measure.

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Area Services**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Modernised library service – realignment of opening hours at branch libraries to reflect customer demand, reduction of £175,000 in library book fund and re-provisioning of the mobile library service	260	46	0	306	4	Consultation required with stakeholders, customers and building users. Officers to deliver as operational measure.
Total	961	978	1,301	3,240	83	

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Planning and Economic Development**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Review of economic development activities	100	0	0	100	3	Officers to deliver as operational measure.
Workforce management of Planning and Economic Development	15	23	23	61	2	Officers to deliver as operational measure.
Environmental Health and Trading Standards restructure	0	60	0	60	1	Officers to deliver as operational measure.
Review of support to the business community – reduced contribution to Visit West Lothian, town centre management, and Chamber of Commerce	125	60	0	185	0	Officers to deliver as operational measure.
Consolidation of climate change and energy manager roles	40	0	0	40	1	Officers to deliver as operational measure.
Increased income from the following: <ul style="list-style-type: none"> Planning and Building Warrant fee recovery (£153,000) 3.5% per annum increase to pest control (£9,000) Full cost recovery from hire of marquee (£15,000) 	169	4	4	177	0	Officers to deliver as operational measure.
Transferring more customer telephone and email enquiries to the Customer Service Centre	40	0	0	40	2	Officers to deliver as operational measure.
Total	489	147	27	663	9	

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Education**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Increased use of council nursery places in place of partner provider places where available	0	0	200	200	0	Consultation with parents and partner providers will be required. Contract for pre-school provision will be negotiated on conclusion of existing contract. Officers to deliver as operational measure.
New model for pre-school provision	0	0	540	540	0	Consideration of change by PDSP and approval at Education Executive.
Redesign of instrumental music to incorporate more group teaching and scheduling of classes.	0	183	92	275	7	Officers to deliver as operational measure.
Review support provided for out of school care	130	0	0	130	0	Conclusion of existing service level agreement. Officers to deliver as operational measure.
Redesign of area business support managers	0	0	100	100	3	Officers to deliver as operational measure.
Mainstreaming central music therapy within special schools	51	0	0	51	0	Officers to deliver as operational measure.
Review of central education officer support	280	70	0	350	5	Officers to deliver as operational measure.
Workforce planning and other non-staffing savings in central education services	67	33	0	100	1	Officers to deliver as operational measure.
Redesign of hearing impairment service	150	0	0	150	4	Officers to deliver as operational measure.
Revision to primary school devolved school management budget formula to incorporate school workforce management (non-teaching and teaching staff) and revised approach to continuing professional development for teachers	184	907	453	1,544	39	Revision to devolved school management budget formula required. Consideration of change by PDSP and approval by Education Executive.

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Education**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Revision to secondary school devolved school management budget formula to incorporate school workforce management (non-teaching and teaching staff), revised approach to continuing professional development for teachers and review of pupil support arrangements	1,204	217	0	1,421	43	Revision to devolved school management budget formula required. Consideration of change by PDSP and approval by Education Executive.
Review of outreach services including behaviour, primary, secondary and looked after children	0	15	75	90	2	Officers to deliver as operational measure.
Increased income from the following: <ul style="list-style-type: none"> • 5% per annum increase to synthetic pitches lets and 3.5% per annum increase to other premises lets (£112,000) • Income generation from new Broxburn Academy 3G pitch (£20,000) • 3.5% per annum increase in Wraparound charges (£36,000) • One pence increase to school milk in 2016/17 (£12,000) 	31	64	85	180	0	Officers to deliver as operational measure.
Total	2,097	1,489	1,545	5,131	104	

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Chief Executive/Finance and Estates**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Financial streamlining – review of payment methods, systems developments and consolidation of financial activities	82	90	25	197	5	Officers to deliver as operational measure.
Workforce management - Property Management, Internal Audit and Risk, Revenues and Benefits	10	39	44	93	3	Officers to deliver as operational measure.
Modernisation of trust model for cultural and leisure services – property savings from reduced non domestic rates	0	0	532	532	0	Consultation with staff, trade unions and West Lothian Leisure will be required. Proposed trust model to be considered by PDSP and approved by Council Executive.
Review of the council's commercial property portfolio including increased fees and charges, rent reviews, lease renewals, management fees and new rental opportunities	121	114	119	354	0	Officers to deliver as operational measure.
Property modernisation including offices, depots and other operational properties	249	591	280	1,120	0	Consultation with building users and stakeholders will be required. Officers to deliver as operational measure.
Modernising council maintenance activities – greater use of term maintenance contracts, reduction in reactive maintenance, realignment of electrical testing and appointments for scheduling of work	250	70	50	370	0	Officers to deliver as operational measure.
Increase income from the following: <ul style="list-style-type: none"> • Treasury recharges (£22,000) • Revenues Intervention income (£40,000) • Property Management fees (£4,000) • Solar Photo Voltaic income (£5,000) 	63	4	4	71	0	Officers to deliver as operational measure.

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Chief Executive/Finance and Estates**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Energy efficiency measures and behaviour change in energy consumption – electrical and mechanical improvements to council buildings, including renewable technology	277	277	278	832	0	Officers to deliver as operational measure.
Total	1,052	1,185	1,332	3,569	8	

PROPOSED BUDGET REDUCTION MEASURES 2015/16 TO 2017/18**Council Wide**

Measure	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000	Staffing Reduction (FTE)	Further Consultation / Further Reporting to PDSP and Council Executive / Proposed Delegation to Officers
Efficiencies in insurance budgets via operation of the Insurance Fund and greater self-insurance	525	0	0	525	0	Officers to deliver as operational measure.
Reduction in overtime payments arising from exchanging one public holiday for annual leave	0	0	36	36	0	Consultation with trade unions on the public holiday to be exchanged will be required. Contracts of employment to be amended by officers.
Savings from five year procurement plan	241	487	487	1,215	0	Officers to deliver as operational measure.
Savings from redirecting customer enquiries to web based applications	0	249	62	311	12	Consultation required with stakeholders and customers on proposed changes. Officers to deliver as operational measure.
Total	766	736	585	2,087	12	

DATA LABEL: PUBLIC**REVIEWING INCOME AND CONCESSIONS****1. BACKGROUND**

The DBO consultation proposed that the council could deliver additional income of £2.95 million over the years 2015/16 to 2017/18. The consultation document outlined two separate measures for delivering this income target as follows:

Charging for Services

The consultation outlined that it was estimated that additional income of £2.2 million could be delivered through a review of discretionary charges, income levels and budgets. It was proposed that discretionary charges were reviewed to bring them in line with Scottish averages or other service providers, as well as income levels being reviewed in line with increased demand for services, actual levels of income currently being received and, in some cases, setting charges at a level to recover the full cost of services.

Introduction of a contributions policy for community care

The consultation outlined that the council could deliver additional income of £750,000 through introduction of a policy where subject to financial assessment on affordability, people who can afford to pay would be required to make a contribution for non-residential care services.

2. CHARGING FOR SERVICES

The Council Executive agreed the recommendations of the review of Income and Concessions on 17 December 2013. The report noted the outcome of an Audit Scotland report titled 'Charging for Services: are you getting it right' published on 31 October 2013. The report highlighted that West Lothian Council had the lowest income from sales, fees and charges per head of population of any of the 32 Scottish local authorities.

The Council Executive agreed that for setting future fees, charges and concessions for discretionary charging services that the council would adopt the following principles as best practice:

- A corporate approach to setting charges should continue to be taken into account as part of the council's revenue budget planning;
- The council should continue to consider comparative information from other councils, arm's length bodies and other service providers when setting charges;
- Charging options should continue to be subject to an Equality Impact Assessment;
- The council should develop its use of cost, uptake, usage and capacity information, as a way of assisting to design charges, provided the information required to be gathered is proportionate to the level of resources required;
- In line with the Corporate Plan, the council will continue to develop a clear and fair pricing strategy and concessions scheme to ensure that charges generate income to support council services, in a way that is consistent with the council's Anti-Poverty Strategy
- Alternatives to charging should be considered as part of future charging options.

3. OVERALL PROPOSALS FOR FEES AND CHARGES

The 2012 DBO consultation gave strong support to increasing fees and charges and developing a concessions scheme, with 67% of respondents in favour of the council increasing fees and charges and 73% in favour of a council concession scheme.

The 2014 DBO consultation continued to show strong support for income and concessions proposals with the majority of comments agreeing or providing strong supporting comments for the proposals set out in the DBO consultation document. Of 1,081 comments relating to income and concessions, 575 of the respondents advised that they agreed with the measure and another 143 respondents contained positive suggestions that officers considered in developing the proposals. Other feedback from respondents is summarised as follows:

- Agrees that the council should increase charges to bring into line with other councils and national averages.
- Proposal should include review of services that are currently free or subject to some form of concession.
- Suggestions that the council should review its approach to increasing charges to ensure that they are not above inflation or using inappropriate benchmarks.
- Concern about the impact that any increased charges will have on lower income families and vulnerable people.

A review has been undertaken of current charges using the principles highlighted above and taking account of feedback from the DBO consultation. It is estimated that charging proposals contained in the list of fees and charges in Appendix 2(b) can deliver additional income of £2.2 million between 2015/16 and 2017/18. The table below summarises the budget implications of the proposed charges. Additional commentary explains the approach taken in producing each of the proposals

Table 1: Proposed Income Increases 2015/16 to 2017/18

	Budgeted 2014/15 Income £'000	Budgeted 2015/16 Increase £'000	Budgeted 2016/17 Increase £'000	Budgeted 2017/18 Increase £'000	Total Increase £'000
Registration Services	236	8	8	9	25
Lowport Outdoor Activity Centre	450	17	17	18	52
Community High Schools	331	12	20	20	52
Burgh Halls and Howden Park Centre	838	63	20	20	103
Library & Partnership Centres	102	2	22	1	25
School Premises Lets	443	19	40	73	132
Wraparound Charges	348	12	12	12	36
School Meals	2,250	110	61	61	232
School Milk	211	0	12	0	12
Planning and Building Warrants	1,419	151	1	1	153
Pest Control	82	3	3	3	9
Marquee Income	7	15	0	0	15
Legal – Licencing /Legal Fee Recovery	580	26	10	10	46
Non HRA Rents	2,259	68	70	72	210
Cemeteries	486	24	24	24	72
Commercial Trade Waste	1,273	119	125	130	374
Roads Inspections, Consents, Permits	400	16	16	16	48
External Cleaning	15	1	1	1	3
External Catering	322	11	11	12	34
Countryside (excludes Fishery)	525	11	12	12	35
Community Alarms and Telecare	22	40	40	40	120
Care Home Accommodation recoveries	1,343	40	41	42	123
Sheltered Housing Rent Increases	639	19	20	20	59
Lunch Clubs	22	2	2	2	6

	Budgeted 2014/15 Income £'000	Budgeted 2015/16 Increase £'000	Budgeted 2016/17 Increase £'000	Budgeted 2017/18 Increase £'000	Total Increase £'000
Recharges to other LA's	377	26	27	27	80
Aids and Adaptations	-	0	73	0	73
Revenues Intervention Income	406	40	0	0	40
Treasury Recharges	108	14	4	4	22
Property Management Fees	4	4	0	0	4
Solar PV Income realignment	0	5	0	0	5
Total	15,498	878	692	630	2,200

4. **RATIONALE FOR PROPOSED CHARGES**

Registration Services

The council currently charges the statutory fee of £125 for civil wedding ceremonies held in the registry offices in Livingston and Bathgate. Of 27 Scottish local authorities who responded to our survey, 24 charge an additional fee for guests attending the wedding ceremony, ranging from £30 to £159. It is proposed to introduce an additional charge of £50 from April 2015. It is estimated that this will generate additional income of £8,000. It is proposed to set prices for three years subject to changes to the statutory fee. Growth in registration numbers is assumed.

Lowport Outdoor Education Centre

A review of Lowport prices in 2013 brought them more in line with other council's prices for outdoor education. It is proposed to increase Lowport charges by 3.5% per year with appropriate rounding applied. Further consideration of income generation opportunities will be undertaken as part of the DBO proposals for the review of culture and leisure services.

Howden Park Centre and Linlithgow Burgh Halls

It is proposed to restructure charges for Howden Park Centre and Linlithgow Burgh Halls to offer a range of more flexible rates for room bookings and conferences. It is proposed to introduce a range of flexible wedding packages for Burgh Halls based on a review of nearby competitor's rates and types of package offered, including differential prices according to season, weekdays and weekends and for different categories of wedding package.

School Lets

A significant element of school let income is generated by the use of school swimming pools and outdoor pitches.

Whilst charges for exclusive use of swimming pools compare very favourably with sportscotland published mean averages and also with West Lothian Leisure, the charges introduced for 2014/15 were the subject of significant feedback in the DBO consultation with many responses commenting on the sharp rise in price in 2014/15. The council has a one-off fund in place in 2014/15 to provide transitional relief to groups whose school let prices increased significantly. This has mostly been accessed by swimming clubs who use approximately 5,000 hours annually of exclusive school pool bookings. Consideration of an additional concession for youth groups in relation to swimming is outlined in section 5 of this appendix.

School synthetic pitch charges are significantly below sportscotland published mean averages. In order to close the gap in price differential it is proposed to increase prices by 5% per year thus ensuring that increases are managed on a phased basis. Additional income will be generated in 2016/17 from the new 3G synthetic pitch being installed at Broxburn Academy.

Charges for hire of other indoor and outdoor facilities in schools are broadly in line with other providers and, as such, a 3.5% per annum increase is proposed.

Library & Partnership Centres

It is proposed to cease issuing fines for late items being returned to libraries. As an alternative, customers who do not return items will be requested to pay the replacement cost of the item if it remains unreturned. This will reduce income by £22,500 but offsetting savings will be made in postages and cash security. It is proposed to increase other library charges by 3.5% per annum. Additional income will be generated in 2016/17 from the opening of the 3G synthetic pitch at Fauldhouse Partnership Centre.

Wraparound Charges

The council's wraparound charges are in line with the benchmarked average of those authorities who provide wraparound or after school care. It is therefore proposed to limit increases to 3.5% per year to allow for increases to pay and property running costs.

School Meals

The average price of a primary school meal in Scottish local authorities in 2014/15 is £1.90. It is proposed to increase the council's price from the current £1.85 to £1.90 in 2015/16. Thereafter it is proposed to increase the price by 3.5% per year to keep prices in line with anticipated increases to benchmarked prices. The average price of a secondary school meal in Scottish local authorities in 2014/15 is £2.08. It is proposed to increase the council's price from the current £1.95 to £2.05 in 2015/16. Thereafter it is proposed to increase the price by 3.5% per year to keep prices in line with anticipated benchmarked prices.

School Milk

School milk was increased by one pence a carton in 2014/15 to 18 pence. It is proposed to maintain the current price in 2015/16 and implement a one pence a carton price increase in 2016/17.

Planning and Building Warrants

Planning Application and Building Warrant application fees are set by statute. Planning application fees were increased by 5% from 1 November 2014, which was not assumed in the budgeted income figure for the 2014/15 budget. It is estimated that based on the price increase, and an increase in the volume of planning applications and building warrant income, that income budgets can be increased by £150,000 in 2015/16. It is proposed to increase some other minor discretionary planning fees by 3.5% in 2015/16 to 2017/18.

Pest Control

Pest Control charges were introduced in 2014/15. It is currently forecast that income from pest control will meet the budget target in 2014/15; however the number of pest control cases in the period April to December decreased by 20% compared to the previous year. Benchmarking shows that the council is close to the average charge for non-concession domestic and commercial charges, however the council has a 50% concession in place for domestic users in receipt of benefits and is free to council house tenants. These concessions are not commonly in practice throughout Scotland. It is proposed that a 3.5% annual increase will keep the council in line with benchmarked averages.

Marquee Income

The current net budget for recharging users for use of the council marquee is £15,000. It is proposed that charges are increased to ensure the council generates full cost recovery for use of the marquee.

Legal – Licensing / Legal Fee Recovery

The council currently charges the maximum fee allowed for alcohol and gambling licences. It is proposed that discretionary licence fees for hire cars and miscellaneous licences increase by 3.5% per year.

Non HRA Rents

It has been assumed that rents for homeless properties that are received by the general fund will increase by 3% per annum in 2015/16 to 2017/18 in accordance with the agreed housing rent strategy.

Cemeteries

Cemetery charges in West Lothian were amongst the lowest in Scotland prior to the setting of the 2013/14 and 2014/15 revenue budgets. Increases in these years sought to bring charges closer to the national average. Further benchmarking has shown that the council's charges for sale of lairs and interment fees are still low in comparison to other authorities. In order to redress this, it is proposed that these charges increase annually by 5% per year from 2015/16 to 2017/18, which will allow the council to phase in charges that are more in line with other local authorities.

Commercial Trade Waste

Charging for commercial trade waste was updated in 2014/15 to ensure that commercial users provided full cost recovery for the service, including annual increases for staffing costs, gate fees and landfill tax. It is proposed that charges continue to be set at full cost recovery in future. Charges for 2016/17 and 2017/18 will be dependent on the level of the Scottish Landfill Tax which has currently been set for 2015/16 only and waste contract prices.

Road Inspections, Consents and Permits

Guidance on charging published by the Society of Chief Officers of Transportation in Scotland (SCOTs) states that councils are permitted to recover expenses reasonably incurred when carrying out work in relation to granting a road construction consent or inspection. It is therefore proposed that charges continue to be increased by 3.5% per year to recover annual cost increases.

External Catering

The council's Civic Centre café and sandwich service currently generates a small operating surplus. It is proposed to increase prices for 2015/16 to 2017/18 by 3.5% to cover increased staffing and food costs.

Countryside Income

It is proposed to increase all countryside income by 3.5% with appropriate rounding applied to annual charges following feedback received from service users and the service. The council's charges for golf compare favourably with Scottish averages however user numbers have decreased in 2014/15 and therefore it is proposed to limit price increases to an uplift of 3.5%. Caravan site income is on target for 2014/15 and prices compare well with averages. It is proposed that sawmill prices are provided on request, as they should be linked to variations in the purchase price of timber and timber treatment.

Community Alarms and Telecare

Increased income of £40,000 per annum from the £1 charge is assumed for new clients accessing the service from 2015/16 to 2017/18.

Care Home Recoveries

Care Home income is based on the level of resident recovery the council receives from clients relating to their assessed contribution towards care home accommodation costs, after the Free Personal Care element is deducted. The maximum a client can contribute is dependent on the level of the total care home fee set each year and the value of the free personal care element that the government sets each year. Based on previous year's figures, this equates to a 2% increase in resident recovery income per year.

Sheltered Housing

It has been assumed that rents for sheltered housing properties that are received by the general fund will increase by 3% in 2015/16 to 2017/18 in accordance with the agreed housing rent strategy.

Lunch Clubs

It is proposed to increase the charge for lunch clubs by 3.5% per year. This proposal would mean that the fee for lunch clubs remains subsidised by the council.

Recharges for other local authorities placing clients in WL care establishments

The council introduced revised charging in 2014/15 to ensure that full cost recovery is received from other local authorities placing clients in council care home establishments. It is proposed to continue this practice which will ensure charges reflect increased staffing and property costs.

Aids and Adaptations

The proposal is to realign the Private Sector Housing Grant budget for aids and adaptations to reflect the current expenditure and income received.

Revenues Intervention Income

The proposal is to realign the income target to reflect current income received.

Treasury recharge

The proposal is to realign the recharge Financial Management make to the capital fund for time spent on Treasury activities. 2016/17 and 2017/18 charges will be increased to reflect estimated staffing costs that will be incurred.

Property Management Fees

It is proposed to update property management fees to bring them more into line with charges by external property agents and to increase income budgets to bring them into line with actual income received.

Solar Photo Voltaic Income

The proposal is to realign current property income budgets to reflect feed in tariff income the council is already receiving from solar PV installations installed in previous years.

5. CONCESSIONS

The Income and Concessions policy agreed by Council Executive in December 2013 adopted a number of principles for offering council concessions on discretionary charges, as follows:

- Concessions should support the Anti-Poverty Strategy;
- Concessions should also support the early intervention and prevention approach;
- The council will take an integrated approach to concessions that ensures fairness and equality across the range of chargeable services it offers;
- The criteria for groups who are eligible for concessions should be clearly defined;
- The activities that concessions apply to, and the rate of concessions that apply should be clearly defined;
- The evidence that a customer has to provide to gain access to a concession should be clearly defined;
- To ensure concessions are properly targeted and effective, services and community planning partners must work together to promote concessions and share best practice.

As part of the policy review, a number of council concessions were revised for consistency around age eligibility and a number of new groups were added to concessions such as Armed Forces Covenant recipients, full time students, and concessions for housing tenants and

benefit recipients for the new Pest Control charges that were introduced in April 2014. The current range of concessions offered by the council is attached in Appendix 2(c).

Taking account of feedback from the DBO consultation and dialogue with the main swimming clubs in West Lothian, it is proposed that a new concession is introduced for youth swimming clubs who gain West Lothian Council accredited club status with the council. This ensures that the clubs are properly constituted and have qualified coaches, lifeguards and first aiders in attendance when using school pools. It is proposed to offer a concession price of £20 per hour in 2015/16 for accredited youth swimming clubs, compared to the full price for registered youth groups of £26.50. Recent dialogue between the clubs and council officers has suggested that there may be scope to expand club use of school swimming pools and it would be proposed that discussions continue with a view to determining whether there are opportunities for additional income generation.

The proposals outlined in the paper utilise £68,000 of the £100,000 allocated for development of concessions. It is proposed to allocate the remainder of the concessions budget to support the expanded development of the Community Sports Hub model which was agreed by Council Executive on 28 October 2014. The 2014 Commonwealth Games Legacy Plan identifies the Community Sports Hubs as a key mechanism for supporting sports clubs, working groups and sporting organisations with the aims of increasing provision of sport and physical activity in local communities. The Armadale Community Sport Hub Affiliation scheme aims to support the development and growth of clubs. To achieve affiliation, clubs must adhere to and support the principles of the Community Sport Hub including: supporting community sport hub projects, events and programmes (such as holiday programmes for young people); adherence to coaching standards and the Community Sport Hub code of conduct; regular attendance at Community Sport Hub meetings, demonstrate player pathway and volunteer development; hold or be working towards WLC Sports Club Accreditation. In return, it is proposed that as well as offering non-financial support to developing Sports Hub clubs, there is scope to consider reduced letting opportunities or other financial support.

6. SOCIAL CARE CONTRIBUTION POLICY

It is proposed to introduce a contributions policy for non-residential care services to replace the existing charging arrangements in place for these types of care. The underlying principles of the contributions policy will be to incorporate transparency, equity and ability to pay towards care costs and will be consistent with COSLA and Scottish Government guidance. A financial assessment will be offered to all clients to ensure they only pay what they can afford.

The Social Care (Self Directed Support) (Scotland) Act 2013 has introduced increased choice and flexibility to individuals in how their care needs are provided. This will result in an increasing number of care clients receiving their care outwith directly provided council services. Therefore, as opposed to a charge for a council provided service, the new contributions policy for non-residential care services will allow the council to receive income based on the financial assessment regardless of whether the council or another party directly provides the care.

A key aspect of the work required to introduce the contributions policy will be to review the council's current financial assessment and bring it into line with COSLA charging guidance. Work will also be required to review potential income / savings available from the range of non-residential care services received by clients. The recent self-directed support legislation is already influencing changes to more traditional types of care such as Housing Support and the implications of this and other proposed changes, such as to eligibility thresholds, will need to be closely reviewed in the contributions policy to be developed.

It is recommended that officers develop proposals for introduction of a contributions policy for non-residential care services and report to the Social Policy PDSP and Council Executive in 2015 with recommendations for implementation of the policy from April 2016.

7. COMMUNICATION OF THE FUTURE CHARGES AND CONCESSION RATES

In order to ensure that individuals and groups are given sufficient notice of changes to fees, charges and concessions, procedures will be implemented so that notification of revised charges will be provided no later than two weeks after the council sets its revenue budget, on the council's website. Specific groups such as those with regular school lets will also be informed in writing within this period.

8. EQUALITY IMPACT ASSESSMENT

A full equality impact assessment has been carried out on the charging proposals for 2015/16 to 2017/18. The results of the EIA are incorporated within Appendix 5 of the budget report. Further reports to PDSP and Council Executive on the proposed contributions policy for non-residential care services will include an equality impact assessment.

9. CONCLUSION

The DBO consultation set out measures that could increase income from fees and charges by £2.2 million over 2015/16 to 2017/18. The proposals set out in this report would enable the council to meet this target through continuing to increase prices by 3.5% per year for the majority of discretionary services and by uplifting on a phased basis some charges that are significantly below the Scottish average.

It is proposed that the council continues to offer concessions and that further concessions are introduced for West Lothian Council accredited swimming clubs and community sports hub affiliated members.

Further work will be required to develop the proposed contributions policy for non-residential care and it is proposed that officers develop the policy and report back to the PDSP and Council Executive in 2015.

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Alcohol Licensing	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Transfer application	£25.00	£25.00	£25.00	£25.00	Per application	Discretionary (max limit)
Transfer with change to premises manager	£56.00	£56.00	£56.00	£56.00	Per application	Discretionary (max limit)
Minor variation - change to premises manager	£31.00	£31.00	£31.00	£31.00	Per application	Discretionary (max limit)
All other minor variations	£20.00	£20.00	£20.00	£20.00	Per application	Discretionary (max limit)
Major variation of premises licence	£100.00	£100.00	£100.00	£100.00	Per application	Discretionary (max limit)
Personal licence	£50.00	£50.00	£50.00	£50.00	Per year	Discretionary (max limit)
Duplicate personal licence	£25.00	£25.00	£25.00	£25.00	Per application	Discretionary (max limit)
Duplicate premises licence	£35.00	£35.00	£35.00	£35.00	Per application	Discretionary (max limit)
Occasional licence	£10.00	£10.00	£10.00	£10.00	Per application	Discretionary (max limit)
Occasional extension	£10.00	£10.00	£10.00	£10.00	Per application	Discretionary (max limit)
Provisional grant of premises licence	£200.00	£200.00	£200.00	£200.00	Per year	Discretionary (max limit)
Premises License Category 1 - application fee	£200.00	£200.00	£200.00	£200.00	Per application	Discretionary (max limit)
Premises License Category 1 - annual fee	£180.00	£180.00	£180.00	£180.00	Per year	Discretionary (max limit)
Premises License Category 2 - application fee	£800.00	£800.00	£800.00	£800.00	Per application	Discretionary (max limit)
Premises License Category 2 - annual fee	£220.00	£220.00	£220.00	£220.00	Per year	Discretionary (max limit)
Premises License Category 3 - application fee	£1,100.00	£1,100.00	£1,100.00	£1,100.00	Per application	Discretionary (max limit)
Premises License Category 3 - annual fee	£280.00	£280.00	£280.00	£280.00	Per year	Discretionary (max limit)
Premises License Category 4 - application fee	£1,300.00	£1,300.00	£1,300.00	£1,300.00	Per application	Discretionary (max limit)
Premises License Category 4 - annual fee	£500.00	£500.00	£500.00	£500.00	Per year	Discretionary (max limit)
Premises License Category 5 - application fee	£1,700.00	£1,700.00	£1,700.00	£1,700.00	Per application	Discretionary (max limit)
Premises License Category 5 - annual fee	£700.00	£700.00	£700.00	£700.00	Per year	Discretionary (max limit)
Premises License Category 6 - application fee	£2,000.00	£2,000.00	£2,000.00	£2,000.00	Per application	Discretionary (max limit)
Premises License Category 6 - annual fee	£900.00	£900.00	£900.00	£900.00	Per year	Discretionary (max limit)

Gambling Premises	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Adult gaming centre - application fee	£1,400.00	£1,400.00	£1,400.00	£1,400.00	Per application	Discretionary (max limit)
Adult gaming centre - first annual fee	£525.00	£525.00	£525.00	£525.00	Per fee	Discretionary (max limit)
Adult gaming centre - annual fee	£700.00	£700.00	£700.00	£700.00	Per year	Discretionary (max limit)
Adult gaming centre - application to vary licence	£700.00	£700.00	£700.00	£700.00	Per application	Discretionary (max limit)
Adult gaming centre - transfer fee	£840.00	£840.00	£840.00	£840.00	Per application	Discretionary (max limit)
Adult gaming centre - reinstatement fee	£840.00	£840.00	£840.00	£840.00	Per application	Discretionary (max limit)
Adult gaming centre - copy licence	£25.00	£25.00	£25.00	£25.00	Per copy	Discretionary (max limit)
Adult gaming centre - notification of change	£50.00	£50.00	£50.00	£50.00	Per notification	Discretionary (max limit)
Betting premises - application fee	£2,100.00	£2,100.00	£2,100.00	£2,100.00	Per application	Discretionary (max limit)
Betting premises - first annual fee	£300.00	£300.00	£300.00	£300.00	Per year	Discretionary (max limit)
Betting premises - annual fee	£400.00	£400.00	£400.00	£400.00	Per year	Discretionary (max limit)
Betting premises - application to vary licence	£1,050.00	£1,050.00	£1,050.00	£1,050.00	Per application	Discretionary (max limit)
Betting premises - transfer fee	£840.00	£840.00	£840.00	£840.00	Per application	Discretionary (max limit)
Betting premises - reinstatement fee	£840.00	£840.00	£840.00	£840.00	Per application	Discretionary (max limit)
Betting premises (excluding tracks) - copy licence	£25.00	£25.00	£25.00	£25.00	Per copy	Discretionary (max limit)
Betting premises (excluding tracks) - notification of change	£50.00	£50.00	£50.00	£50.00	Per notification	Discretionary (max limit)
Bingo club - application fee	£2,450.00	£2,450.00	£2,450.00	£2,450.00	Per application	Discretionary (max limit)
Bingo club - first annual fee	£525.00	£525.00	£525.00	£525.00	Per fee	Discretionary (max limit)
Bingo club - annual fee	£700.00	£700.00	£700.00	£700.00	Per year	Discretionary (max limit)
Bingo club - application to vary licence	£1,200.00	£1,200.00	£1,200.00	£1,200.00	Per year	Discretionary (max limit)
Bingo club - transfer fee	£840.00	£840.00	£840.00	£840.00	Per application	Discretionary (max limit)
Bingo club - reinstatement fee	£840.00	£840.00	£840.00	£840.00	Per application	Discretionary (max limit)
Bingo club - copy licence	£25.00	£25.00	£25.00	£25.00	Per copy	Discretionary (max limit)
Bingo club - notification of change	£50.00	£50.00	£50.00	£50.00	Per notification	Discretionary (max limit)
Family entertainment centre - application fee	£1,400.00	£1,400.00	£1,400.00	£1,400.00	Per application	Discretionary (max limit)
Family entertainment centre - first annual fee	£375.00	£375.00	£375.00	£375.00	Per fee	Discretionary (max limit)
Family entertainment centre - annual fee	£500.00	£500.00	£500.00	£500.00	Per year	Discretionary (max limit)
Family entertainment centre - application to vary licence	£700.00	£700.00	£700.00	£700.00	Per application	Discretionary (max limit)
Family entertainment centre - transfer fee	£660.00	£660.00	£660.00	£660.00	Per application	Discretionary (max limit)

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Gambling Premises	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Family entertainment centre - reinstatement fee	£660.00	£660.00	£660.00	£660.00	Per application	Discretionary (max limit)
Family entertainment centre - copy licence	£25.00	£25.00	£25.00	£25.00	Per copy	Discretionary (max limit)
Family entertainment centre - notification of change	£50.00	£50.00	£50.00	£50.00	Per notification	Discretionary (max limit)
Large casino - application fee	£7,500.00	£7,500.00	£7,500.00	£7,500.00	Per application	Discretionary (max limit)
Large casino - first annual fee	£5,620.00	£5,620.00	£5,620.00	£5,620.00	Per fee	Discretionary (max limit)
Large casino - annual fee	£7,500.00	£7,500.00	£7,500.00	£7,500.00	Per year	Discretionary (max limit)
Large casino - application to vary licence	£3,750.00	£3,750.00	£3,750.00	£3,750.00	Per application	Discretionary (max limit)
Large casino - transfer fee	£1,600.00	£1,600.00	£1,600.00	£1,600.00	Per application	Discretionary (max limit)
Large casino - reinstatement fee	£1,600.00	£1,600.00	£1,600.00	£1,600.00	Per application	Discretionary (max limit)
Large casino - copy licence	£25.00	£25.00	£25.00	£25.00	Per copy	Discretionary (max limit)
Large casino - notification of change	£50.00	£50.00	£50.00	£50.00	Per notification	Discretionary (max limit)
Small casino - application fee	£6,000.00	£6,000.00	£6,000.00	£6,000.00	Per application	Discretionary (max limit)
Small casino - first annual fee	£2,810.00	£2,810.00	£2,810.00	£2,810.00	Per fee	Discretionary (max limit)
Small casino - annual fee	£3,750.00	£3,750.00	£3,750.00	£3,750.00	Per year	Discretionary (max limit)
Small casino - application to vary licence	£3,000.00	£3,000.00	£3,000.00	£3,000.00	Per application	Discretionary (max limit)
Small casino - transfer fee	£1,350.00	£1,350.00	£1,350.00	£1,350.00	Per application	Discretionary (max limit)
Small casino - reinstatement fee	£1,350.00	£1,350.00	£1,350.00	£1,350.00	Per application	Discretionary (max limit)
Small casino - copy licence	£25.00	£25.00	£25.00	£25.00	Per copy	Discretionary (max limit)
Small casino - notification of change	£50.00	£50.00	£50.00	£50.00	Per notification	Discretionary (max limit)
Race tracks - application fee	£1,750.00	£1,750.00	£1,750.00	£1,750.00	Per application	Discretionary (max limit)
Race tracks - first annual fee	£750.00	£750.00	£750.00	£750.00	Per fee	Discretionary (max limit)
Race tracks - annual fee	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Per year	Discretionary (max limit)
Race tracks - variation	£870.00	£870.00	£870.00	£870.00	Per application	Discretionary (max limit)
Race tracks - transfer	£660.00	£660.00	£660.00	£660.00	Per application	Discretionary (max limit)
Race tracks - reinstatement	£660.00	£660.00	£660.00	£660.00	Per application	Discretionary (max limit)
Race tracks - copy licence	£25.00	£25.00	£25.00	£25.00	Per copy	Discretionary (max limit)
Race tracks - reinstatement	£50.00	£50.00	£50.00	£50.00	Per notification	Discretionary (max limit)

Gambling Permits Fees	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Family entertainment centre gaming machine - new application fee	£300.00	£300.00	£300.00	£300.00	Per application	Set by Scottish Ministers
Family entertainment centre gaming machine - renewal	£300.00	£300.00	£300.00	£300.00	Per renewal	Set by Scottish Ministers
Family entertainment centre gaming machine - change of name	£25.00	£25.00	£25.00	£25.00	Per change	Set by Scottish Ministers
Family entertainment centre gaming machine - copy of permit	£15.00	£15.00	£15.00	£15.00	Per copy	Set by Scottish Ministers
Small society lottery - new application fee	£40.00	£40.00	£40.00	£40.00	Per application	Set by Scottish Ministers
Small society lottery - annual fee	£20.00	£20.00	£20.00	£20.00	Per year	Set by Scottish Ministers
Club gaming - new application fee	£200.00	£200.00	£200.00	£200.00	Per application	Set by Scottish Ministers
Club gaming - annual fee	£50.00	£50.00	£50.00	£50.00	Per year	Set by Scottish Ministers
Club gaming - renewal	£200.00	£200.00	£200.00	£200.00	Per renewal	Set by Scottish Ministers
Club gaming - copy of permit	£15.00	£15.00	£15.00	£15.00	Per copy	Set by Scottish Ministers
Club gaming - permit variation fee	£100.00	£100.00	£100.00	£100.00	Per variation	Set by Scottish Ministers
Club gaming machine - new application fee	£200.00	£200.00	£200.00	£200.00	Per application	Set by Scottish Ministers
Club gaming machine - annual fee	£50.00	£50.00	£50.00	£50.00	Per year	Set by Scottish Ministers
Club gaming machine - renewal	£200.00	£200.00	£200.00	£200.00	Per renewal	Set by Scottish Ministers
Club gaming machine - copy of permit	£15.00	£15.00	£15.00	£15.00	Per copy	Set by Scottish Ministers
Club gaming machine - permit variation fee	£100.00	£100.00	£100.00	£100.00	Per variation	Set by Scottish Ministers
Licensed premises (2 machines or less) - new application fee	£50.00	£50.00	£50.00	£50.00	Per application	Set by Scottish Ministers
Licensed premises (3 machines or more) - new application fee	£150.00	£150.00	£150.00	£150.00	Per application	Set by Scottish Ministers
Licensed premises (3 machines or more) - annual fee	£50.00	£50.00	£50.00	£50.00	Per year	Set by Scottish Ministers
Licensed premises gaming machine permits - change of name	£25.00	£25.00	£25.00	£25.00	Per change	Set by Scottish Ministers
Licensed premises gaming machine permits - copy of permit	£15.00	£15.00	£15.00	£15.00	Per copy	Set by Scottish Ministers
Licensed premises gaming machine permits - variation	£100.00	£100.00	£100.00	£100.00	Per variation	Set by Scottish Ministers
Licensed premises gaming machine permits - transfer	£25.00	£25.00	£25.00	£25.00	Per transfer	Set by Scottish Ministers
Prize gaming permits - new application fee	£300.00	£300.00	£300.00	£300.00	Per application	Set by Scottish Ministers

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Gambling Permits Fees	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Prize gaming permits - renewal fee	£300.00	£300.00	£300.00	£300.00	Per renewal	Set by Scottish Ministers
Prize gaming permits - change of name	£25.00	£25.00	£25.00	£25.00	Per change	Set by Scottish Ministers
Prize gaming permits - copy of permit	£15.00	£15.00	£15.00	£15.00	Per copy	Set by Scottish Ministers

Hire Car Licensing	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Taxi - initial grant	£355.49	£367.93	£380.81	£394.14	Per application	Discretionary
Taxi - renewal fee	£322.27	£333.55	£345.22	£357.30	Per year	Discretionary
Private hire car - initial grant	£337.77	£349.59	£361.83	£374.49	Per application	Discretionary
Private hire car - renewal fee	£322.27	£333.55	£345.22	£357.30	Per year	Discretionary
Taxi driver - initial grant	£165.01	£170.79	£176.76	£182.95	Per application	Discretionary
Taxi driver - renewal fee	£139.54	£144.42	£149.48	£154.71	Per year	Discretionary
Taxi driver (within first year of phc driver)	£31.01	£32.10	£33.22	£34.38	Per year	Discretionary
Private hire car driver - initial grant	£165.01	£170.79	£176.76	£182.95	Per application	Discretionary
Private hire car driver - renewal fee	£139.54	£144.42	£149.48	£154.71	Per year	Discretionary
Duplicate licence	£6.64	£6.88	£7.12	£7.37	Per replacement	Discretionary
Replacement ID card	£6.64	£6.88	£7.12	£7.37	Per replacement	Discretionary
Replacement vehicle	£55.37	£57.31	£59.32	£61.39	Per amendment	Discretionary
Amendment to licence (apart from address)	£31.01	£32.09	£33.22	£34.38	Per amendment	Discretionary
Application for change of address	£0.00	£0.00	£0.00	£0.00	Per amendment	Discretionary
Issue of commercially valuable information	£68.66	£71.07	£73.55	£76.13	Per application	Discretionary
Missed medical fee	£54.44	£56.35	£58.32	£60.36	Per appointment	Discretionary
Application to install CCTV	£33.22	£34.39	£35.59	£36.84	Per application	Discretionary
Vehicle test cancellation fee	£33.22	£34.39	£35.59	£36.84	Per appointment	Discretionary
Replacement plates - front	£11.07	£11.46	£11.86	£12.28	Per replacement	Discretionary
Replacement plates - rear	£22.15	£22.92	£23.73	£24.56	Per replacement	Discretionary
Replacement plate bracket - front	£11.07	£11.46	£11.86	£12.28	Per replacement	Discretionary
Replacement plate bracket - rear	£16.61	£17.19	£17.79	£18.42	Per replacement	Discretionary
Private hire car replacement door signs	£12.00	£12.42	£12.85	£13.30	Per year	Discretionary
Advertising on taxis - full livery	£83.06	£85.97	£88.97	£92.09	Per year	Discretionary
Advertising on taxis - sides only	£38.76	£40.12	£41.52	£42.97	Per year	Discretionary
Advertising on type 2 private hire cars	£33.22	£34.39	£35.59	£36.84	Per year	Discretionary
Administration fee - first year	£31.01	£32.10	£33.22	£34.38	Per year	Discretionary

Miscellaneous Licensing	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Public entertainment - initial grant (1 Year)	£126.25	£130.67	£135.24	£139.97	Per application	Discretionary
Public entertainment - renewal fee (1 Year)	£94.13	£97.43	£100.84	£104.37	Per year	Discretionary
Public entertainment - temporary fee	£87.49	£90.55	£93.72	£97.00	Per event	Discretionary
Public entertainment fee - gala/marches/Newlands committees, voluntary & community groups	£0.00	£0.00	£0.00	£0.00	Per event	Discretionary
Public fireworks display - temporary fee	£31.01	£32.09	£33.22	£34.38	Per event	Discretionary
Indoor sports entertainment - initial grant	£126.25	£130.67	£135.24	£139.97	Per application	Discretionary
Indoor sports entertainment - renewal fee	£94.13	£97.43	£100.84	£104.37	Per year	Discretionary
Indoor sports entertainment - temporary fee	£87.49	£90.55	£93.72	£97.00	Per event	Discretionary
Second hand dealer - initial grant	£126.25	£130.67	£135.24	£139.97	Per application	Discretionary
Second hand dealer - renewal fee	£94.13	£97.43	£100.84	£104.37	Per year	Discretionary
Second hand dealer - temporary fee	£87.49	£90.55	£93.72	£97.00	Per event	Discretionary
Second hand dealer - exemption fee	£31.01	£32.10	£33.22	£34.38	Per event	Discretionary
Market operator - initial grant	£186.05	£192.56	£199.30	£206.28	Per application	Discretionary
Market operator - renewal fee	£156.15	£161.62	£167.27	£173.13	Per year	Discretionary
Market operator - temporary fee	£87.49	£90.55	£93.72	£97.00	Per event	Discretionary

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Miscellaneous Licensing	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Window cleaner - initial grant	£43.19	£44.70	£46.27	£47.89	Per application	Discretionary
Window cleaner - renewal fee	£31.01	£32.09	£33.22	£34.38	Per year	Discretionary
Late hours catering - initial grant	£87.49	£90.55	£93.72	£97.00	Per application	Discretionary
Late hours catering - renewal fee	£66.45	£68.77	£71.18	£73.67	Per year	Discretionary
Late hours catering - exemption fee	£31.01	£32.09	£33.22	£34.38	Per year	Discretionary
Metal dealer - initial grant	£87.49	£90.55	£93.72	£97.00	Per application	Discretionary
Metal dealer - renewal fee	£66.45	£68.77	£71.18	£73.67	Per year	Discretionary
Metal dealer - exemption fee	£31.01	£32.09	£33.22	£34.38	Per year	Discretionary
Itinerant metal dealer - initial grant	£74.20	£76.80	£79.48	£82.27	Per application	Discretionary
Itinerant metal dealer - renewal fee	£56.48	£58.46	£60.50	£62.62	Per year	Discretionary
Street trader food - initial grant	£87.49	£90.55	£93.72	£97.00	Per application	Discretionary
Street trader food - renewal fee	£66.45	£68.77	£71.18	£73.67	Per year	Discretionary
Street trader food - temporary fee	£62.02	£64.19	£66.43	£68.76	Per event	Discretionary
Street trader non food - initial fee	£74.20	£76.80	£79.48	£82.27	Per application	Discretionary
Street trader non food - renewal fee	£56.48	£58.46	£60.50	£62.62	Per year	Discretionary
Street trader non food - temporary fee	£62.02	£64.19	£66.43	£68.76	Per event	Discretionary
Street trader wheeled bin - initial fee	£87.49	£90.55	£93.72	£97.00	Per application	Discretionary
Street trader wheeled bin - renewal fee	£66.45	£68.77	£71.18	£73.67	Per year	Discretionary
Street trader wheeled bin - temporary fee	£62.02	£64.19	£66.43	£68.76	Per event	Discretionary
Street trader replacement vehicle	£31.01	£32.09	£33.22	£34.38	Per replacement	Discretionary
Street trader employee - initial grant	£43.19	£44.70	£46.27	£47.89	Per application	Discretionary
Street trader employee - renewal fee	£31.01	£32.09	£33.22	£34.38	Per year	Discretionary
Street trader employee - temporary fee	£31.01	£32.09	£33.22	£34.38	Per event	Discretionary
Cinema (one year)	£392.04	£405.76	£419.96	£434.66	Per year	Discretionary
Cinema (one month)	£129.57	£134.11	£138.80	£143.66	Per month	Discretionary
Cinema (transfer)	£153.94	£159.32	£164.90	£170.67	Per transfer	Discretionary
Theatre (one year)	£392.04	£405.76	£419.96	£434.66	Per year	Discretionary
Theatre (one month)	£129.57	£134.11	£138.80	£143.66	Per month	Discretionary
Theatre (occasional)	£65.34	£67.63	£69.99	£72.44	Per occasion	Discretionary
Theatre (transfer)	£153.94	£159.32	£164.90	£170.67	Per transfer	Discretionary
Hypnotist	£37.65	£38.97	£40.34	£41.75	Per year	Discretionary
Sex shops	£645.64	£668.24	£691.63	£715.84	Per year	Discretionary
Venison dealer (3 Year)	£56.48	£58.46	£60.50	£62.62	Per 3 years	Discretionary
Amendment to licence	£31.01	£32.09	£33.22	£34.38	Per amendment	Discretionary
HMO - Houses in Multiple Occupation (up to 50 residents)	£545.97	£565.08	£584.86	£605.33	Per year	Discretionary
Places of civil marriage	£541.54	£560.50	£580.11	£600.42	Per year	Discretionary
Knife dealer	£166.12	£171.93	£177.95	£184.18	Per year	Discretionary
Skin piercing - initial grant	£126.25	£130.67	£135.24	£139.97	Per application	Discretionary
Skin piercing - renewal fee	£94.13	£97.43	£100.84	£104.37	Per year	Discretionary
Booking office licence - application fee	£110.75	£114.62	£118.63	£122.78	Per application	Discretionary
Booking office licence - licence fee	£110.75	£114.62	£118.63	£122.78	Per year	Discretionary
Administration fee	£31.01	£32.09	£33.22	£34.38	Per amendment	Discretionary

Road Permits	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Permits and licences - skip hire	£17.68	£18.30	£18.95	£19.60	Per permit	Discretionary
Permits and licences - drop crossing	£34.28	£35.50	£36.75	£38.00	Per permit up to 3 months	Discretionary
Permits and licences - road openings, crossings and excavations	£48.74	£50.45	£52.20	£54.00	Per permit	Discretionary
Permits and licences - crane and cherry picker	£34.28	£35.50	£36.75	£38.00	Per permit up to 3 months	Discretionary
Permits and licences - hoists and towers	£17.14	£17.75	£18.35	£19.00	Per permit up to 3 months	Discretionary
Permits and licences - section 109 permit	£106.59	£110.30	£114.15	£118.15	Per permit	Discretionary
Permits and licences - scaffolding A road	£81.41	£84.25	£87.20	£90.25	Per permit up to 6 months	Discretionary
Permits and licences - scaffolding B road	£62.13	£64.30	£66.55	£68.90	Per permit up to 6 months	Discretionary
Permits and licences - storage containers / cabins A road	£62.13	£64.30	£66.55	£68.90	Per permit up to 6 months	Discretionary

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WEST LoTHIAN COUNCIL - PROPOSED SCHEDULE OF FEES AND CHARGES 2015/16 TO 2017/18

Road Permits	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Permits and licences - storage containers / cabins B road	£34.28	£35.50	£36.75	£38.00	Per permit up to 6 months	Discretionary
Public utilities - recharge for damage to council roads, structure and assets		Full cost recovery per job			Per job	Discretionary
Public utilities - fixed penalty notices	£120.00	£120.00	£120.00	£120.00	Per defect	Non-discretionary
Public utilities - inspection charges (billed quarterly)	£18,816.00	£18,816.00	£18,816.00	£18,816.00	Per annum	Non-discretionary
Public utilities - defect inspections	£33.00	£33.00	£33.00	£33.00	Per inspection	Non-discretionary

Road Construction Consents	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Road construction consents - inspector rate	£50.88	£52.66	£54.51	£56.42	Per hour	Discretionary
Road construction consents - technician rate	£53.36	£55.23	£57.16	£59.16	Per hour	Discretionary
Road construction consents - engineer	£73.24	£75.80	£78.46	£81.20	Per hour	Discretionary
Road construction consents - senior engineer	£87.21	£90.26	£93.42	£96.69	Per hour	Discretionary
Road safety audits - team member rate	£398.50	£412.44	£426.88	£441.82	Per day	Discretionary
Road safety audits - team leader rate	£449.91	£465.66	£481.96	£498.83	Per day	Discretionary

Fleet and Community Transport	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
MoT class 4	£54.85	£54.85	£54.85	£54.85	Per MoT	Non-Discretionary
MoT class 5	£59.55	£59.55	£59.55	£59.55	Per MoT	Non-Discretionary
MoT class 7	£58.60	£58.60	£58.60	£58.60	Per MoT	Non-Discretionary
Hire of bus and driver		Price on application			Per hour	Discretionary
Supply of fuel		Price on application			Per litre	Discretionary
Repairs to vehicles		Price on application			Per job	Discretionary
Provision of vehicle management service		Price on application			Per vehicle	Discretionary
Mini bus permits (authorisation to drive council mini buses)	£25.00	£25.00	£25.00	£25.00	Per permit	Discretionary

Cemetery and Burial Grounds	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Sale of lairs - all cemeteries	£481.66	£505.74	£531.03	£557.58	Per lair	Discretionary
Sale of cremation lair - Torphichen (2 sets of ashes)	£192.09	£201.69	£211.78	£222.37	Per lair	Discretionary
Sale of cremation lair - other cemeteries (4 sets of ashes)	£192.09	£201.69	£211.78	£222.37	Per lair	Discretionary
Interment fees - adult	£459.75	£482.74	£506.87	£532.22	Per interment	Discretionary
Interment fees - 6 to 18 years	£95.41	£100.18	£105.19	£110.45	Per interment	Discretionary
Interment fees - stillborn and up to 5 years (including cremated remains)	£0.00	£0.00	£0.00	£0.00	Per interment	Discretionary
Interment fees - cremated remains	£99.19	£104.15	£109.36	£114.82	Per interment	Discretionary
Other charges - duplicate or transfer certificate	£18.75	£19.41	£20.09	£20.79	Per certificate	Discretionary
Headstone applications (under 3 feet) - Adambrae, Livingston, Kingscavil, Linlithgow, Woodbank (new extension), Hermand Park cemeteries - strip foundation	£80.34	£83.15	£86.06	£89.08	Per headstone	Discretionary
Headstone applications (over 3 feet) - Adambrae, Livingston, Kingscavil, Linlithgow, Woodbank (new extension), Hermand Park cemeteries - strip foundation	£116.23	£120.30	£124.51	£128.86	Per headstone	Discretionary
Headstone applications (under 3 feet) - other cemeteries	£48.21	£49.89	£51.64	£53.45	Per headstone	Discretionary
Headstone applications (over 3 feet) - other cemeteries	£79.27	£82.05	£84.92	£87.89	Per headstone	Discretionary
Memorial planter - Adambrae Cemetery - 10 year lease	£326.19	£337.60	£349.42	£361.65	Per planter	Discretionary
Memorial planter - Adambrae Cemetery - 20 year lease	£389.18	£402.80	£416.90	£431.49	Per planter	Discretionary
Note: services outwith normal hours will be increased by 50% and Sundays and Public Holidays by 100%						Discretionary

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WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Public Transport - School Bus Passes	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
School bus passes - Primary single	£0.64	£0.66	£0.68	£0.70	Per pass - single	Discretionary
School bus passes - Primary return	£1.07	£1.10	£1.15	£1.19	Per pass - return	Discretionary
School bus passes - Primary - book of 10	£4.82	£5.00	£5.15	£5.30	Per pass - 10 journey	Discretionary
School bus passes - Primary - term 1	£80.02	£82.50	£85.50	£88.50	Per pass - term 1	Discretionary
School bus passes - Primary - term 2	£56.88	£58.75	£61.00	£63.00	Per pass - term 2	Discretionary
School bus passes - Primary - term 3	£44.35	£45.75	£47.50	£49.00	Per pass - term 3	Discretionary
School bus passes - Primary - all terms	£181.25	£187.00	£194.00	£200.50	Per pass - all terms	Discretionary
School bus passes - High School single	£0.75	£0.78	£0.80	£0.83	Per pass - single	Discretionary
School bus passes - High School return	£1.29	£1.33	£1.38	£1.43	Per pass - return	Discretionary
School bus passes - High School - book of 10	£5.89	£6.10	£6.30	£6.50	Per pass - 10 journey	Discretionary
School bus passes - High School - term 1	£96.02	£99.25	£102.50	£106.50	Per pass - term 1	Discretionary
School bus passes - High School - term 2	£68.26	£70.50	£73.00	£75.50	Per pass - term 2	Discretionary
School bus passes - High School - term 3	£53.22	£55.00	£57.00	£59.00	Per pass - term 3	Discretionary
School bus passes - High School - all terms	£217.50	£224.75	£232.50	£241.00	Per pass - all terms	Discretionary

School Catering	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Primary school meals	£1.85	£1.90	£1.97	£2.04	Per meal	Discretionary
Primary school meals - all primary one to primary three pupils (from January 2015)	£0.00	£0.00	£0.00	£0.00	Per meal	Non Discretionary
Primary school meals concession - parents/guardians in receipt of means tested benefits	£0.00	£0.00	£0.00	£0.00	Per meal	Non Discretionary
Primary school meals concession - all special school pupils	£0.00	£0.00	£0.00	£0.00	Per meal	Discretionary
Secondary school catering - full meal	£1.95	£2.05	£2.12	£2.20	Per meal	Discretionary
Secondary school meals concession - parents/guardians in receipt of means tested benefits	£0.00	£0.00	£0.00	£0.00	Per meal	Non Discretionary
School catering - teachers paid (full meal)	£3.30	£3.40	£3.50	£3.60	Per meal	Discretionary
Breakfast clubs - all primary and special school pupils & secondary pupils entitled to free school meal	£0.00	£0.00	£0.00	£0.00	Per meal	Discretionary
Breakfast clubs - all other secondary pupils	£0.55	£0.55	£0.55	£0.55	Per meal	Discretionary
School milk - per 200ml carton	£0.18	£0.18	£0.19	£0.19	Per carton	Discretionary
School milk concession - all nursery/special school pupils and primary parents/guardians in receipt of means tested benefits	£0.00	£0.00	£0.00	£0.00	Per carton	Discretionary

Commercial Waste - Purchase of Containers	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Food - 23 litre caddy	£0.00	£0.00	£0.00	£0.00	Per container	Discretionary
Food - 140 litre	£52.70	£54.54	£56.45	£58.43	Per container	Discretionary
Glass - 3 x 240 litre bin (clear, green & brown bins required)	£52.70	£54.54	£56.45	£58.43	Per container	Discretionary
Glass - 3 x 1100 litre bin (clear, green & brown bins required)	£372.79	£385.84	£399.34	£413.32	Per container	Discretionary
Blue recycling - 240 litre bin	£52.70	£54.54	£56.45	£58.43	Per container	Discretionary
Blue recycling - 1100 litre bin	£372.79	£385.84	£399.34	£413.32	Per container	Discretionary
Non-recyclable waste - 240 litre bin	£52.70	£54.54	£56.45	£58.43	Per container	Discretionary
Non-recyclable waste - 1100 litre bin	£372.79	£385.84	£399.34	£413.32	Per container	Discretionary

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Commercial Waste - Waste Collection Charges	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Food - 23 litre caddy	£1.62	£1.68	full cost recovery		Per uplift	Discretionary
Food - 140 litre	£4.92	£5.09	full cost recovery		Per uplift	Discretionary
Glass - 3 x 240 litre bin (clear, green & brown bins required)	£2.93	£3.08	full cost recovery		Per uplift	Discretionary
Glass - 3 x 1100 litre bin (clear, green & brown bins required)	£10.03	£10.57	full cost recovery		Per uplift	Discretionary
Blue recycling - 240 litre bin	£1.80	£1.88	full cost recovery		Per uplift	Discretionary
Blue recycling - 1100 litre bin	£6.29	£6.40	full cost recovery		Per uplift	Discretionary
Residual waste - 240 litre bin	£4.16	£4.53	full cost recovery		Per uplift	Discretionary
Residual waste - 1100 litre bin	£18.82	£20.75	full cost recovery		Per uplift	Discretionary
Cardboard - flattened	£0.00	£0.00	£0.00	£0.00	Per uplift	Discretionary
Commercial bulky uplift (subject to a quote on inspection)	£77.13	£79.83	£82.62	£85.52	Per uplift	Discretionary
Trade charges - CRC sites	£143.75	£148.78	full cost recovery		Per uplift	Discretionary
Commercial trade waste - use of transfer station		Price on application			Per tonne	Discretionary

Civic Centre Café / Sandwich Run	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Soup, hot drinks, baguettes, cakes etc	various	14/15 & 3.5%	15/16 & 3.5%	16/17 & 3.5%	Per unit	Discretionary
Fruit	£0.40	£0.40	£0.40	£0.40	Per unit	Discretionary
Fruit salad	£1.25	£1.25	£1.25	£1.25	Per unit	Discretionary
Water 330ml	£1.00	£1.00	£1.00	£1.00	Per unit	Discretionary
Water 500ml	£1.05	£1.05	£1.05	£1.05	Per unit	Discretionary
Orange juice	£0.85	£0.85	£0.85	£0.85	Per unit	Discretionary

Showground Leases - Circus / Gala Day	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
King George V, Whitburn	£914.04	£946.04	£979.15	£1,013.42	Per lease	Discretionary
Limefield, Polbeth	£685.01	£708.98	£733.80	£759.48	Per lease	Discretionary
Meadow Park, Bathgate	£681.86	£705.72	£730.42	£755.99	Per lease	Discretionary
Niddry Park, Bathgate	£546.33	£565.45	£585.24	£605.72	Per lease	Discretionary
Stewartfield Park, Broxburn	£919.30	£951.47	£984.77	£1,019.24	Per lease	Discretionary
Watson Park, Armadale	£911.94	£943.86	£976.90	£1,011.09	Per lease	Discretionary

Garden Maintenance Scheme	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Garden maintenance scheme (band A)	£67.24	£69.59	£72.02	£74.55	Per year/per garden	Discretionary
Garden maintenance scheme (band B)	£100.84	£104.37	£108.02	£111.80	Per year/per garden	Discretionary
Garden maintenance scheme (band C)	£107.59	£111.36	£115.26	£119.29	Per year/per garden	Discretionary
Garden maintenance scheme (band D)	£134.48	£139.19	£144.06	£149.10	Per year/per garden	Discretionary
Garden maintenance scheme concession - per schedule of concessions	£0.00	£0.00	£0.00	£0.00	Per year/per garden	Discretionary

Environmental Wardens - Fixed Penalties	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Environmental Wardens - fixed penalties - littering	£80.00	£80.00	£80.00	£80.00	Per penalty	Non-discretionary
Environmental Wardens - fixed penalties - fly tipping	£200.00	£200.00	£200.00	£200.00	Per penalty	Non-discretionary
Environmental Wardens - fixed penalties - dog fouling	£40.00	£40.00	£40.00	£40.00	Per penalty	Non-discretionary
Environmental Wardens - fixed penalties - dog fouling - if not paid within 28 days	£60.00	£60.00	£60.00	£60.00	Per penalty	Non-discretionary

DATA LABEL: PUBLIC

WEST LoTHIAN COUNCIL - PROPOSED SCHEDULE OF FEES AND CHARGES 2015/16 TO 2017/18

Countryside - Golf	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Golf course Monday to Friday 9 holes - adult	£7.34	£7.60	£7.90	£8.10	Per round	Discretionary
Golf course Monday to Friday 9 holes - concession	£6.61	£6.80	£7.00	£7.20	Per round	Discretionary
Golf course Saturday and Sunday plus Public Holiday 9 holes - adult	£8.62	£8.90	£9.20	£9.50	Per round	Discretionary
Golf course Saturday and Sunday plus Public Holiday 9 holes - concession	£7.76	£8.00	£8.30	£8.55	Per round	Discretionary
Golf course Monday to Friday 18 holes - adult	£12.64	£13.00	£13.50	£14.00	Per round	Discretionary
Golf course Monday to Friday 18 holes - concession	£11.38	£11.70	£12.15	£12.60	Per round	Discretionary
Golf course Saturday and Sunday plus Public Holiday 18 holes - adult	£15.21	£15.75	£16.30	£16.85	Per round	Discretionary
Golf course Saturday and Sunday plus Public Holiday 18 holes - concession	£13.69	£14.15	£14.65	£15.15	Per round	Discretionary
Golf course caddy hire	£1.71	£1.75	£1.80	£1.85	Per hire	Discretionary
Golf gold season ticket - unlimited golf + 100 range balls per month	£287.09	£297.00	£307.00	£318.00	Per ticket	Discretionary
Golf silver season ticket - unlimited midweek golf + 100 range balls per month	£198.18	£205.00	£212.00	£220.00	Per ticket	Discretionary
Golf bronze season ticket - unlimited midweek golf before 5pm + 50 range balls per month	£109.26	£113.00	£117.00	£121.00	Per ticket	Discretionary
Golf gold season ticket - concession	£258.38	£267.00	£277.00	£286.00	Per ticket	Discretionary
Golf silver season ticket - concession	£178.36	£184.00	£191.00	£198.00	Per ticket	Discretionary
Golf bronze season ticket - concession	£98.33	£102.00	£105.00	£109.00	Per ticket	Discretionary
Golf - Club Golf junior membership, 4 months including tuition	£93.73	£97.00	£100.00	£104.00	Per ticket	Discretionary
Driving range 100 balls	£6.00	£6.20	£6.40	£6.60	Per basket	Discretionary
Driving range 50 balls	£3.21	£3.30	£3.40	£3.50	Per basket	Discretionary
Driving range 25 balls	£1.71	£1.75	£1.80	£1.85	Per basket	Discretionary
Driving range 100 balls - concession	£5.40	£5.60	£5.80	£6.00	Per basket	Discretionary
Driving range 50 balls - concession	£2.89	£3.00	£3.10	£3.15	Per basket	Discretionary
Driving range 25 balls - concession	£1.54	£1.60	£1.65	£1.70	Per basket	Discretionary
Driving range loyalty card 20	£53.24	£55.00	£57.00	£59.00	Per card	Discretionary
Driving range loyalty card 10	£27.64	£28.50	£29.50	£30.50	Per card	Discretionary
Driving range loyalty card 5	£13.87	£14.25	£14.75	£15.25	Per card	Discretionary
Driving range club hire	£1.24	£1.25	£1.30	£1.35	Per club	Discretionary
Concession rates apply to under 16's, over 60's, benefits recipients, and full time students over 16	-	-	-	-		Discretionary

Countryside - Caravan and Camping	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Caravan site fees - high season caravan / motorhome/ trailer tent	£22.50	£23.25	£24.00	£25.00	Per night	Discretionary
Caravan site fees - low season caravan / motorhome/ trailer tent	£18.21	£18.80	£19.50	£20.00	Per night	Discretionary
Caravan site fees - backpacker / cyclist with no car, one person tent	£9.86	£10.20	£10.50	£10.75	Per night	Discretionary
Caravan site fees - one person tent with car	£12.94	£13.40	£13.85	£14.35	Per night	Discretionary
Caravan site fees - tent less than 16m2	£15.00	£15.50	£16.00	£16.50	Per night	Discretionary
Caravan site fees - tent between 16m2 - 24m2	£22.50	£23.25	£24.00	£25.00	Per night	Discretionary
Caravan site fees - group hire of grass camping area (min 2 nights, max 10 tents)	£176.75	£183.00	£189.00	£196.00	Per night	Discretionary
Caravan site fees - extra person aged 5 or above	£3.75	£3.90	£4.00	£4.20	Per night	Discretionary
Caravan site fees - extra car	£4.28	£4.40	£4.55	£4.75	Per night	Discretionary
Caravan and Camping Club concession - 10% discount on 7+ consecutive nights stay	-	-	-	-		Discretionary

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Countryside - Other Charges	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Hire of premises - Sutherland Building classroom	£11.03	£11.40	£11.80	£12.25	Per hour	Discretionary
Hire of premises - Sutherland Building classroom and changing rooms	£22.07	£22.85	£23.65	£24.50	Per hour	Discretionary
Outdoor Education - group hire of target archery range	£13.39	£13.85	£14.30	£14.80	Per hour	Discretionary
Outdoor Education - individual hire of target archery range	£6.05	£6.25	£6.45	£6.70	Per hour	Discretionary
Climbing wall	£13.39	£13.85	£14.35	£14.85	Per hour	Discretionary
Pioneering course	£13.39	£13.85	£14.35	£14.85	Per hour	Discretionary
Barbecue booking fee	£22.07	£22.85	£23.65	£24.50	Per session	Discretionary
Barbecue - mid week rate for 15 or less persons	£16.55	£17.15	£17.75	£18.35	Per session	Discretionary
Bowling green fees - adult	£3.16	£3.25	£3.35	£3.50	Per hour	Discretionary
Bowling green fees - concession	£2.84	£2.90	£3.00	£3.15	Per hour	Discretionary
Bowling green fees - over 60's resident in West Lothian	£0.00	£0.00	£0.00	£0.00	Per hour	Discretionary
Hire of bowls	£1.29	£1.30	£1.35	£1.40	Per hour	Discretionary
Ranger fees - adult (1.5 hours maximum)	£3.43	£3.55	£3.65	£3.80	Per event / activity	Discretionary
Ranger fees - child (1.5 hours maximum)	£2.36	£2.40	£2.50	£2.60	Per event / activity	Discretionary
Ranger fees - activity based at school (1.5 hours maximum)	£2.36	£2.40	£2.50	£2.60	Per activity per child	Discretionary
Ranger fees - classroom based presentation	£23.46	£24.25	£25.00	£26.00	Per event	Discretionary
Ranger fees - activity week (5 days)	£80.35	£83.00	£86.00	£89.00	Per week	Discretionary

Sawmill	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Christmas trees	various		price on request		Per tree	Discretionary
Sawmill	various		price on request		Per unit	Discretionary

Letting Charges for Educational Premises (Prices Exclude VAT which will be added if applicable)	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Category 1 - free of charge	£0.00	£0.00	£0.00	£0.00	Per hour	Discretionary
Category 2 - registered youth organisations - classroom	£4.50	£4.65	£4.80	£5.00	Per hour	Discretionary
Category 2 - registered youth organisations - gym/small hall	£7.50	£7.75	£8.00	£8.30	Per hour	Discretionary
Category 3 - other recognised community organisations - classroom	£8.00	£8.30	£8.55	£8.85	Per hour	Discretionary
Category 3 - other recognised community organisations - gym/small hall	£13.00	£13.45	£13.90	£14.40	Per hour	Discretionary
Category 3 - other recognised community organisations - main hall / assembly hall (Secondary Schools only)	£24.00	£24.85	£25.70	£26.60	Per hour	Discretionary
Category 4 - instructional classes - classroom	£19.50	£20.15	£20.85	£21.60	Per hour	Discretionary
Category 4 - instructional classes - gym/small hall	£33.00	£34.15	£35.35	£36.60	Per hour	Discretionary
Category 4 - instructional classes - main hall/assembly hall (Secondary Schools only)	£45.00	£46.50	£48.10	£49.90	Per hour	Discretionary
Category 5 - commercial use - classroom	£20.50	£21.20	£21.95	£22.75	Per hour	Discretionary
Category 5 - commercial use - gym/small hall	£35.50	£36.75	£38.05	£39.35	Per hour	Discretionary
Category 5 - commercial use - main hall/assembly hall (Secondary Schools only)	£51.28	£53.00	£54.85	£56.85	Per hour	Discretionary
Category 6 - summer schools	By quote	By quote	By quote	By quote	Per quoted rate	Discretionary
Category 7 - youth group camps in educational premises	£7.50	£7.75	£8.00	£8.30	Per person per day	Discretionary
Category 8 - use of playgrounds for car parking when undertaking commercial or fundraising activities	£25.51	£26.40	£27.30	£28.30	Per hour	Discretionary
Category 9 - general use of games hall - adult groups	£29.14	£30.15	£31.20	£32.30	Per hour	Discretionary
Category 9 - general use of games hall - registered youth groups	£15.53	£16.00	£16.60	£17.20	Per hour	Discretionary
Category 10 - gym halls, badminton or volleyball courts - adult groups	£19.00	£19.65	£20.30	£21.00	Per hour per court	Discretionary
Category 10 - gym halls, badminton or volleyball courts - registered youth groups	£7.75	£8.00	£8.30	£8.60	Per hour per court	Discretionary
Category 10 - gym halls, badminton or volleyball courts - adults	£3.70	£3.80	£3.90	£4.10	Per hour per person	Discretionary
Category 10 - gym halls, badminton or volleyball courts - registered youths	£2.50	£2.55	£2.65	£2.75	Per hour per person	Discretionary
Category 11 - squash - adult groups	£4.20	£4.35	£4.50	£4.65	Per person per court	Discretionary
Category 11 - squash - registered youth groups	£2.10	£2.15	£2.25	£2.30	Per person per court	Discretionary
Category 12 - swimming pool exclusive use - adult groups	£40.50	£41.90	£43.40	£44.90	Per hour	Discretionary
Category 12 - swimming pool exclusive use - registered youth groups	£26.50	£26.50	£27.40	£28.40	Per hour	Discretionary
Category 12 - swimming pool exclusive use - registered youth groups - WLC accredited clubs	n/a	£20.00	£20.70	£21.40	Per hour	Discretionary
Category 13 - football, rugby, hockey or training - synthetic pitch - adult groups	£28.00	£29.40	£30.90	£32.40	Per hour	Discretionary
Category 13 - football, rugby, hockey or training - synthetic pitch - youth groups	£13.61	£14.30	£15.00	£15.75	Per hour	Discretionary

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Letting Charges for Educational Premises (Prices Exclude VAT which will be added if applicable)	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Category 13 - football, rugby, hockey or training - grass pitch - adult groups	£28.00	£29.00	£30.00	£31.00	Per hour	Discretionary
Category 13 - football, rugby, hockey or training - grass - adult groups	£13.61	£14.00	£14.50	£15.00	Per hour	Discretionary
Category 14 - cricket, athletics - adult groups	£15.00	£15.50	£16.00	£16.50	Per hour	Discretionary
Category 14 - cricket, athletics - registered youth groups	£7.00	£7.25	£7.50	£7.75	Per hour	Discretionary
Category 15 - tennis (per court) - adult groups	£4.86	£5.00	£5.15	£5.35	Per hour	Discretionary
Category 15 - tennis (per court) - registered youth groups	£2.90	£3.00	£3.10	£3.20	Per hour	Discretionary
Category 16 - floodlighting - adult groups	£8.18	£8.50	£8.75	£9.00	Per hour	Discretionary
Category 16 - floodlighting - registered youth groups	£6.20	£6.40	£6.60	£6.85	Per hour	Discretionary
Category 17 - meetings in premises outwith designated openings - weekdays or Saturdays - additional charge	£23.25	£24.00	£24.80	£25.75	Per hour	Discretionary
Category 17 - meetings in premises outwith designated openings - Sundays - additional charge	£32.00	£33.00	£34.00	£35.00	Per hour	Discretionary
Category 18 - Chalmers Hall, Linlithgow - main hall	£8.47	£8.75	£9.00	£9.30	Per hour	Discretionary
Category 18 - Chalmers Hall, Linlithgow - Ante Room (with snooker table)	£4.18	£4.30	£4.45	£4.65	Per hour	Discretionary
Category 18 - Chalmers Hall, Linlithgow - kitchen	£3.52	£3.60	£3.75	£3.90	Per hour	Discretionary

Community High Schools - Indoor Sport - Deans and Inverlmond	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Fitness Room pay as you go - peak (adults) 4pm to 9.30pm Monday to Friday, 9am to 4.30pm Saturday/Sunday	£3.73	£3.85	£4.00	£4.15	Per session	Discretionary
Fitness Room pay as you go - off-peak (adults) 8am to 4pm Monday to Friday	£3.00	£3.10	£3.20	£3.30	Per session	Discretionary
Fitness Room, swim, sauna and spin monthly package - Inverlmond CHS	£28.05	£29.05	£30.05	£31.10	Per month	Discretionary
Fitness Room only monthly pass - Inverlmond CHS	£25.88	£26.80	£27.70	£28.70	Per month	Discretionary
Swim and sauna only monthly pass - Inverlmond CHS	£22.88	£23.70	£24.50	£25.35	Per month	Discretionary
Fitness Room monthly pass - 10 visit pass for off peak times - Inverlmond CHS	£15.53	£16.05	£16.65	£17.20	Per 10 visits	Discretionary
Fitness Room, swim and sauna monthly package - Deans CHS	£31.05	£32.15	£33.25	£34.40	Per month	Discretionary
Fitness Room only monthly pass - Deans CHS	£25.88	£26.80	£27.70	£28.70	Per month	Discretionary
Fitness Room monthly pass - 10 visit pass for off peak times - Deans CHS	£15.53	£16.05	£16.65	£17.20	Per 10 visits	Discretionary
Yearly membership - adults	£2.00	£2.00	£2.00	£2.00	Per year	Discretionary
Yearly membership - juniors	£1.00	£1.00	£1.00	£1.00	Per year	Discretionary
Swimming - adults	£2.25	£2.30	£2.40	£2.45	Per session	Discretionary
Swimming - juniors	£1.12	£1.15	£1.20	£1.23	Per session	Discretionary
Swimming - over 60's and under 5's	£0.00	£0.00	£0.00	£0.00	Per session	Discretionary
Swimming pool - block hire	£36.60	£37.88	£39.20	£40.58	Per hour	Discretionary
Swimming pool - casual hire	£43.92	£45.45	£47.05	£48.70	Per hour	Discretionary
Swimming pool - registered group block hire	£16.27	£16.67	£17.25	£17.83	Per hour	Discretionary
Swimming pool - registered group casual hire	£19.52	£20.00	£20.70	£21.40	Per hour	Discretionary
Swimming lessons - adult block	£34.70	£35.90	£37.15	£38.45	Per 12 weeks	Discretionary
Swimming lessons - adult concession block	£17.35	£17.95	£18.55	£19.20	Per 12 Weeks	Discretionary
Swimming lessons - adult pay as you go	£3.00	£3.10	£3.20	£3.30	Per lesson	Discretionary
Swimming lessons - adult concession pay as you go	£1.50	£1.55	£1.60	£1.65	Per lesson	Discretionary
Swimming lessons - juniors	£2.68	£2.75	£2.85	£2.95	Per lesson	Discretionary
Sauna - adult	£3.83	£3.95	£4.10	£4.25	Per hour	Discretionary
Sauna - over 60's concession	£1.91	£1.95	£2.05	£2.10	Per hour	Discretionary
Spin Studio - Inverlmond CHS only (free with monthly pass)	£2.59	£2.65	£2.75	£2.85	Per session	Discretionary
Spin Studio - class with instructor - Inverlmond CHS only	£3.11	£3.20	£3.35	£3.45	Per class	Discretionary
Creche - first child	£2.07	£2.15	£2.20	£2.30	Per hour	Discretionary
Creche - second child	£1.55	£1.60	£1.65	£1.70	Per hour	Discretionary
Creche - drop in sessions	£1.55	£1.60	£1.65	£1.70	Per hour	Discretionary
Badminton court - adult - 1 hour	£11.14	£11.50	£11.90	£12.35	Per hour	Discretionary
Badminton court - adult - 30 minutes	£6.11	£6.30	£6.55	£6.75	Per 30 minutes	Discretionary
Badminton court - 1/2 adult and 1/2 junior - 1 hour	£9.32	£9.65	£10.00	£10.30	Per hour	Discretionary
Badminton court - 1/2 adult and 1/2 junior - 30 minutes	£4.66	£4.80	£5.00	£5.15	Per 30 minutes	Discretionary
Badminton court - junior - 1 hour	£6.11	£6.30	£6.55	£6.75	Per hour	Discretionary
Badminton court - junior - 30 minutes	£3.06	£3.15	£3.25	£3.35	Per 30 minutes	Discretionary
Racquet hire	£0.54	£0.55	£0.55	£0.55	Per hire	Discretionary
Table tennis - adults	£3.75	£3.85	£4.00	£4.15	Per hour	Discretionary

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Community High Schools - Indoor Sport - Deans and Inverlorn	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Table tennis - junior	£1.87	£1.90	£2.00	£2.05	Per hour	Discretionary
Tennis courts - adult	£4.71	£4.85	£5.02	£5.20	Per hour	Discretionary
Tennis courts - junior	£2.79	£2.90	£3.00	£3.10	Per hour	Discretionary
Sportshall - adults per hour (block let)	£29.14	£30.12	£31.17	£32.29	Per hour	Discretionary
Sportshall - adults per hour (casual let)	£34.96	£36.15	£37.40	£38.75	Per hour	Discretionary
Sportshall - adults 30 minutes (block let)	£15.53	£16.04	£16.62	£17.21	Per 30 minutes	Discretionary
Sportshall - adults 30 minutes (casual let)	£18.63	£19.25	£19.95	£20.65	Per 30 minutes	Discretionary
Sportshall - junior per hour (block hire)	£15.53	£16.04	£16.62	£17.21	Per hour	Discretionary
Sportshall - junior per hour (casual hire)	£18.63	£19.25	£19.95	£20.65	Per hour	Discretionary
Sportshall - junior per 30 minutes (block hire)	£7.76	£8.04	£8.33	£8.58	Per 30 minutes	Discretionary
Sportshall - junior per 30 minutes (casual hire)	£9.31	£9.65	£10.00	£10.30	Per 30 minutes	Discretionary
Drama Studio - dance practice up to 4 juniors (block hire)	£5.26	£5.42	£5.62	£5.83	Per hour	Discretionary
Drama Studio - dance practice up to 4 juniors (casual hire)	£6.31	£6.50	£6.75	£7.00	Per hour	Discretionary
Drama Studio - dance practice up to 4 adults (block hire)	£9.62	£9.95	£10.30	£10.67	Per hour	Discretionary
Drama Studio - dance practice up to 4 adults (casual hire)	£11.54	£11.95	£12.35	£12.80	Per hour	Discretionary
Leisure classes - Base Charge	£62.10	£64.25	£66.50	£68.80	Per class	Discretionary
Leisure class Base Charge - over 60/under 18/Other concession	£31.05	£32.15	£33.25	£34.40	Per class	Discretionary
Adult infill class	£36.22	£37.50	£38.80	£40.15	Per class	Discretionary
Child dance classes	£25.87	£26.75	£27.70	£28.50	Per hour	Discretionary
Child dance classes - 30 minutes	£12.93	£13.40	£13.85	£14.25	Per 30 minutes	Discretionary
Birthday party room	£20.50	£21.20	£21.95	£22.75	Per hire	Discretionary
Pool party with hamster balls	£59.46	£61.55	£63.70	£65.90	Per hire	Discretionary
Aerobics	£25.87	£26.75	£27.70	£28.65	Per hour	Discretionary
Zumba	£34.15	£35.35	£36.55	£37.85	Per hour	Discretionary

Community High Schools - Outdoor Sport - Deans and Inverlorn	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Football hire	£0.54	£0.55	£0.55	£0.55	Per hire	Discretionary
Football pitch per game - adults 11 a side (block hire)	£23.71	£24.54	£25.41	£26.29	Per game	Discretionary
Football pitch per game - adults 11 a side (casual hire)	£28.45	£29.45	£30.50	£31.55	Per game	Discretionary
Changing room 11 a side - adults (block hire)	£4.17	£4.33	£4.46	£4.62	Per game	Discretionary
Changing room 11 a side - adults (casual hire)	£5.00	£5.20	£5.35	£5.55	Per game	Discretionary
Football pitch per game - juvenile 11 a side (block hire)	£12.90	£13.33	£13.79	£14.29	Per game	Discretionary
Football pitch per game - juvenile 11 a side (casual hire)	£15.48	£16.00	£16.55	£17.15	Per game	Discretionary
Changing room 11 a side - juvenile (block hire)	£2.08	£2.17	£2.25	£2.29	Per game	Discretionary
Changing room 11 a side - juvenile (casual hire)	£2.50	£2.60	£2.70	£2.75	Per game	Discretionary
Football - 7 a side area only Soccer 7's (block hire)	£7.97	£8.25	£8.54	£8.83	Per game	Discretionary
Football - 7 a side area only Soccer 7's (casual hire)	£9.57	£9.90	£10.25	£10.60	Per game	Discretionary
Training football grass area - adults	£10.00	£10.35	£10.70	£11.00	Per hire	Discretionary
Training football grass area - juvenile	£5.00	£5.15	£5.35	£5.50	Per hire	Discretionary
Synthetic grass pitch - 1/3 pitch per hour - adult (block hire)	£28.00	£29.38	£30.88	£32.41	Per hour	Discretionary
Synthetic grass pitch - 1/3 pitch per hour - adult (casual hire)	£33.60	£35.25	£37.05	£38.90	Per hour	Discretionary
Synthetic grass pitch - 1/3 pitch per 30 minutes - adult (block hire)	£14.00	£14.71	£15.42	£16.21	Per 30 minutes	Discretionary
Synthetic grass pitch - 1/3 pitch per 30 minutes - adult (casual hire)	£16.80	£17.65	£18.50	£19.45	Per 30 minutes	Discretionary
Synthetic grass pitch - 1/3 pitch per hour - juvenile (block hire)	£14.00	£14.71	£15.42	£16.21	Per hour	Discretionary
Synthetic grass pitch - 1/3 pitch per hour - juvenile (casual hire)	£16.80	£17.65	£18.50	£19.45	Per hour	Discretionary
Synthetic grass pitch - 1/3 pitch per 30 minutes - juvenile (block hire)	£7.00	£7.33	£7.71	£8.08	Per 30 minutes	Discretionary
Synthetic grass pitch - 1/3 pitch per 30 minutes - juvenile (casual hire)	£8.40	£8.80	£9.25	£9.70	Per 30 minutes	Discretionary
Synthetic grass full pitch per hour - adults (block hire)	£46.58	£48.92	£51.33	£53.92	Per hour	Discretionary
Synthetic grass full pitch per hour - adults (casual hire)	£55.90	£58.70	£61.60	£64.70	Per hour	Discretionary
Synthetic grass full pitch per hour - juveniles (block hire)	£23.29	£24.46	£25.67	£26.96	Per hour	Discretionary
Synthetic grass full pitch per hour - juveniles (casual hire)	£27.95	£29.35	£30.80	£32.35	Per hour	Discretionary
Synthetic grass full pitch per 30 minutes - adults (block hire)	£23.29	£24.46	£25.67	£26.96	Per 30 minutes	Discretionary
Synthetic grass full pitch per 30 minutes - adults (casual hire)	£27.95	£29.35	£30.80	£32.35	Per 30 minutes	Discretionary

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Community High Schools - Outdoor Sport - Deans and Inverlmond	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Synthetic grass full pitch per 30 minutes - juveniles (block hire)	£11.65	£12.21	£12.83	£13.46	Per 30 minutes	Discretionary
Synthetic grass full pitch per 30 minutes - juveniles (casual hire)	£13.98	£14.65	£15.40	£16.15	Per 30 minutes	Discretionary
Synthetic grass pitch per game - adult (2 hours)	£70.49	£74.00	£77.70	£81.60	Per 2 hour game	Discretionary
Synthetic grass pitch per game - juvenile (2 hours)	£35.24	£37.00	£38.85	£40.80	Per 2 hour game	Discretionary
3G pitch Inverlmond - adults - 1 hour (block hire)	£34.16	£35.83	£37.67	£39.54	Per hour	Discretionary
3G pitch Inverlmond - adults - 1 hour (casual hire)	£40.99	£43.00	£45.20	£47.45	Per hour	Discretionary
3G pitch Inverlmond - adults - 30 minutes (block hire)	£17.08	£17.92	£18.83	£19.75	Per 30 minutes	Discretionary
3G pitch Inverlmond - adults - 30 minutes (casual hire)	£20.50	£21.50	£22.60	£23.70	Per 30 minutes	Discretionary
3G pitch Inverlmond - juniors - 1 hour (block hire)	£17.08	£17.92	£18.83	£19.75	Per hour	Discretionary
3G pitch Inverlmond - juniors - 1 hour (casual hire)	£20.50	£21.50	£22.60	£23.70	Per hour	Discretionary
3G pitch Inverlmond - juniors - 30 minutes (block hire)	£8.54	£8.96	£9.42	£9.88	Per 30 minutes	Discretionary
3G pitch Inverlmond - juniors - 30 minutes (casual hire)	£10.25	£10.75	£11.30	£11.85	Per 30 minutes	Discretionary

Fauldhouse Partnership Centre	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Swimming - adult	£2.25	£2.30	£2.40	£2.45	Per adult	Discretionary
Swimming - juvenile / adult concession	£1.12	£1.15	£1.20	£1.23	Per concession	Discretionary
Swimming concession - under 5's and over 60's	£0.00	£0.00	£0.00	£0.00	Per person	Discretionary
Swim and sauna / steam room - adults	£3.75	£3.85	£4.00	£4.15	Per adult	Discretionary
Swim and sauna / steam room - over 60's concession	£1.87	£1.95	£2.00	£2.10	Per adult	Discretionary
10 visit swim ticket (16+ Monday to Friday 8am to 4pm)	£15.00	£15.50	£16.00	£16.50	Per 10 visits	Discretionary
Monthly pass (16+ unlimited pool / sauna / steamroom use)	£22.50	£23.25	£24.00	£24.95	Per pass	Discretionary
Monthly pass plus - 2 x (16+ unlimited pool / sauna / steamroom use)	£40.00	£41.40	£42.85	£44.35	Per pass	Discretionary
Family swim pass - 2 adults and 2 children	£6.00	£6.20	£6.40	£6.65	Per pass	Discretionary
Family swim pass - 2 adults and 1 child	£5.00	£5.15	£5.35	£5.55	Per pass	Discretionary
Learn to Swim programme - per lesson in block	£3.50	£3.60	£3.73	£3.85	Per lesson	Discretionary
Adult swimming lessons (pay as you go)	£3.50	£3.60	£3.73	£3.85	Per lesson	Discretionary
1-2-1 lessons	£10.00	£10.35	£10.70	£11.00	Per 30 minutes	Discretionary

Howden Park Centre - Meeting Room Hire Charges	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Meeting room - community groups non-income generating	£11.78	£15.00	£15.50	£16.00	Per hour	Discretionary
Meeting room - community groups income generating	£17.73	£20.00	£20.50	£21.00	Per hour	Discretionary
Meeting room - commercial organisations per hour	£35.35	£35.00	£36.00	£37.00	Per hour	Discretionary
Meeting room - commercial organisations half day (4 hours)	n/a	£80.00	£82.00	£85.00	Per half day	Discretionary
Meeting room - commercial organisations full day (8 hours)	n/a	£120.00	£125.00	£128.00	Per full day	Discretionary
Space 1 - community groups non-income generating	£16.60	£20.00	£20.50	£21.00	Per hour	Discretionary
Space 1 - community groups income generating	£24.80	£25.00	£25.75	£26.50	Per hour	Discretionary
Space 1 - commercial organisations per hour	£49.60	£50.00	£51.50	£53.00	Per hour	Discretionary
Space 1 - commercial organisations half day (4 hours)	n/a	£100.00	£103.00	£107.00	Per half day	Discretionary
Space 1 - commercial organisations full day (8 hours)	n/a	£150.00	£153.00	£160.00	Per full day	Discretionary
Space 2 - community groups non-income generating	£11.78	£20.00	£20.50	£21.00	Per hour	Discretionary
Space 2 - community groups income generating	£17.73	£25.00	£25.75	£26.50	Per hour	Discretionary
Space 2 - commercial organisations per hour	£35.35	£50.00	£51.50	£53.00	Per hour	Discretionary
Space 2 - commercial organisations half day (4 hours)	n/a	£100.00	£103.00	£107.00	Per half day	Discretionary
Space 2 - commercial organisations full day (8 hours)	n/a	£150.00	£155.00	£160.00	Per full day	Discretionary
Space 2 - social private function	n/a	£30.00	£31.00	£32.00	Per function	Discretionary
Space 3 - community groups non-income generating	£18.85	£25.00	£25.50	£26.50	Per hour	Discretionary
Space 3 - community groups income generating	£26.03	£35.00	£36.00	£37.00	Per hour	Discretionary
Space 3 - commercial organisations per hour	£56.77	£55.00	£57.00	£59.00	Per hour	Discretionary
Space 3 - commercial organisations half day (4 hours)	n/a	£140.00	£145.00	£150.00	Per half day	Discretionary
Space 3 - commercial organisations full day (8 hours)	n/a	£210.00	£217.00	£225.00	Per full day	Discretionary
Space 3 - social private function	n/a	£45.00	£46.50	£48.00	Per function	Discretionary
Art Studio 1 / Art Studio 2 / Pottery - community groups non-income generating	£9.43	£10.00	£10.00	£10.50	Per hour	Discretionary

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Howden Park Centre - Meeting Room Hire Charges	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Art Studio 1 / Art Studio 2 / Pottery - community groups income generating	£14.19	£15.00	£15.50	£16.00	Per hour	Discretionary
Art Studio 1 / Art Studio 2 / Pottery - commercial organisations per hour	£28.39	£30.00	£31.00	£32.00	Per hour	Discretionary
Art Studio 1 / Art Studio 2 / Pottery - commercial organisations half day (4 hours)	n/a	£60.00	£62.00	£64.00	Per half day	Discretionary
Art Studio 1 / Art Studio 2 / Pottery - commercial organisations half day (8 hours)	n/a	£120.00	£124.00	£128.00	Per full day	Discretionary

Howden Park Centre - Auditorium	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
House lights only - community groups non-income generating	£22.82	£25.00	£25.50	£26.50	Per hour	Discretionary
House lights only - community groups income generating	£28.55	£30.00	£31.00	£32.00	Per hour	Discretionary
House lights only - commercial organisations	£57.10	£60.00	£62.00	£64.00	Per hour	Discretionary
Technician only - community groups non-income generating	£52.33	£55.00	£57.00	£59.00	Per hour	Discretionary
Technician only - community groups income generating	£58.22	£60.00	£62.00	£64.00	Per hour	Discretionary
Technician only - commercial organisations	£87.36	£90.00	£93.00	£96.00	Per hour	Discretionary
Dress / technical rehearsal no audience - 6 hours - community groups non-income generating	£348.84	£355.00	£368.00	£380.00	Per 6 hour package	Discretionary
Dress / technical rehearsal no audience - 6 hours - community groups income generating	£383.66	£400.00	£415.00	£428.00	Per 6 hour package	Discretionary
Dress / technical rehearsal no audience - 6 hours - commercial organisations	£569.57	£590.00	£611.00	£632.00	Per 6 hour package	Discretionary
Dress / Technical rehearsal no audience - additional hours - community groups non-income generating	£58.17	£60.00	£62.00	£64.00	Per hour	Discretionary
Dress / technical rehearsal no audience - additional hours - community groups income generating	£63.95	£65.00	£67.00	£70.00	Per hour	Discretionary

Howden Park Centre - Auditorium	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Dress / technical rehearsal no audience - additional hours - commercial organisations	£94.91	£100.00	£103.00	£107.00	Per hour	Discretionary
Performance package - 6 hours - community groups non-income generating	£468.23	£480.00	£496.00	£514.00	Per 6 hour package	Discretionary
Performance package - 6 hours - community groups income generating	£491.69	£520.00	£538.00	£557.00	Per 6 hour package	Discretionary
Performance package - 6 hours - commercial organisations	£634.97	£650.00	£672.00	£696.00	Per 6 hour package	Discretionary
Performance package - additional hours - community groups non-income generating	£78.04	£85.00	£88.00	£91.00	Per hour	Discretionary
Performance package - additional hours - community groups income generating	£81.95	£90.00	£93.00	£96.00	Per hour	Discretionary
Performance package - additional hours - commercial organisations	£105.84	£110.00	£114.00	£118.00	Per hour	Discretionary
Auditorium conference package - community groups non-income generating	£76.81	£85.00	£88.00	£91.00	Per 6 hour package	Discretionary
Auditorium conference package - community groups income generating	£82.48	£90.00	£93.00	£96.00	Per 6 hour package	Discretionary
Auditorium conference package - commercial organisations	£111.57	£115.00	£119.00	£123.00	Per 6 hour package	Discretionary
Single dressing room (Capacity 8) - community groups non-income generating	£7.07	£10.00	£10.00	£10.50	Per hour	Discretionary
Single dressing room (capacity 8) - community groups income generating	£10.61	£12.00	£12.00	£12.50	Per hour	Discretionary
Single dressing room (capacity 8) - commercial organisations	£21.26	£15.00	£15.00	£16.00	Per hour	Discretionary
Double dressing room (capacity 10) - community groups non-income generating	£9.43	£12.00	£12.00	£12.50	Per hour	Discretionary
Double dressing room (capacity 10) - community groups income generating	£14.19	£15.00	£15.00	£16.00	Per hour	Discretionary
Double dressing room (capacity 10) - commercial organisations	£28.39	£20.00	£20.00	£21.00	Per hour	Discretionary

Howden Park Centre - General Equipment and Services	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Water & cordial	£3.86	£4.00	£4.00	£4.00	Per hire	Discretionary
Flip chart stand with pad and pens	£6.21	£8.00	£8.00	£8.00	Per hire	Discretionary
TV/DVD player	£23.41	£30.00	£31.00	£32.00	Per hire	Discretionary
Digital projector & screen	£35.03	£45.00	£46.50	£48.00	Per hire	Discretionary
Laptop computer	£24.53	£30.00	£31.00	£32.00	Per hire	Discretionary
Portable CD player	£6.21	£7.00	£7.25	£7.50	Per hire	Discretionary
Sound system	£29.14	£40.00	£41.00	£42.00	Per hire	Discretionary
Glitterball and soft lighting	£11.62	£15.00	£15.50	£16.00	Per hire	Discretionary
Wired microphone	£6.00	£15.00	£15.50	£16.00	Per hire	Discretionary
Wired microphone - technician per hour	£29.14	£30.00	£31.00	£32.00	Per hour	Discretionary
Radio microphone	£29.14	£30.00	£31.00	£32.00	Per hire	Discretionary
Radio microphone - technician per hour	£29.14	£30.00	£31.00	£32.00	Per hour	Discretionary
Hazer	£18.00	£20.00	£20.50	£21.00	Per hire	Discretionary
Portable staging pieces (1-6)	£23.30	£30.00	£31.00	£32.00	Per hire	Discretionary
Portable staging pieces (6-12)	£46.60	£60.00	£62.00	£64.00	Per hire	Discretionary

DATA LABEL: PUBLIC

WEST LoTHIAN COUNCIL - PROPOSED SCHEDULE OF FEES AND CHARGES 2015/16 TO 2017/18

Howden Park Centre - General Equipment and Services	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Technician	£29.14	£30.00	£31.00	£32.00	Per hour	Discretionary
Art Technician	£32.14	£35.00	£36.00	£37.50	Per hour	Discretionary
Steward	£9.43	£12.00	£12.25	£12.50	Per hour	Discretionary
PAT electrical testing	£4.45	£5.00	£5.00	£5.00	Per item	Discretionary
Box Office ticketing facility - commercial	6% Income	6% Income	6% Income	6% Income	% of income	Discretionary
Box Office ticketing facility - community groups income generating	£33.21	3% Income	3% Income	3% Income	% of income	Discretionary
Additional cleaning	£29.00	£30.00	£31.00	£32.00	Per hour	Discretionary
Bar services	£20.00	£20.00	£20.50	£21.00	Per hour	Discretionary
Photocopying A4	£0.10	£0.10	£0.10	£0.10	Per copy	Discretionary
Photocopying A3	£0.20	£0.20	£0.20	£0.20	Per copy	Discretionary
Colour photocopying A4	£0.50	£0.50	£0.50	£0.50	Per copy	Discretionary
Colour photocopying A3	£1.00	£1.00	£1.00	£1.00	Per copy	Discretionary
Laminating A4	£0.80	£0.80	£0.80	£0.80	Per copy	Discretionary
Laminating A3	£1.60	£1.60	£1.60	£1.60	Per copy	Discretionary
Linen table cloth hire	£4.00	£6.50	£6.50	£6.50	Per hire	Discretionary

Howden Park Centre - Conferences and Business Meetings	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Delegate day rate - meeting room (min10/max20)	£15.00	£20.00	£20.50	£21.00	Per delegate	Discretionary
Delegate day rate - space 2 (min21/max50)	£15.00	£20.00	£20.50	£21.00	Per delegate	Discretionary
Delegate day rate - space 3 (min51/max100)	£15.00	£20.00	£20.50	£21.00	Per delegate	Discretionary
Delegate day rate - theatre (min101/max300)	£15.00	£20.00	£20.50	£21.00	Per delegate	Discretionary

Howden Park Centre - Private Social Functions	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Parties (min 50/max100)	£10.50	£7.50	£7.75	£8.00	Per person	Discretionary
Teen parties (min 30)	£7.25	£7.25	£7.50	£7.75	Per person	Discretionary
Children's parties (min 20)	£7.75	£7.75	£8.00	£8.25	Per person	Discretionary
Supplement for activities requiring a larger room	£20.70	£25.00	£25.75	£26.50	Per room	Discretionary
Art parties / dance parties / arts and craft parties (max number 20)	£130.00	£130.00	£134.00	£139.00	Per party	Discretionary
Healthy buffet and drinks options - prices start from	£3.85	£3.85	£3.90	£4.00	Per person	Discretionary

Linlithgow Burgh Halls - Room Hire Charges	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Education/audio visual/garden rooms - community groups non-income generating	£11.02	£11.00	£11.25	£11.50	Per hour	Discretionary
Education/audio visual/garden rooms - community groups income generating	£16.56	£17.00	£17.50	£18.00	Per hour	Discretionary
Education/audio visual/garden rooms - commercial organisations	£33.12	£33.00	£34.00	£35.00	Per hour	Discretionary
Education/audio visual/garden rooms - commercial organisations half day (4 hours)	n/a	£119.00	£123.00	£127.00	Per half day	Discretionary
Education/audio visual/garden rooms - commercial organisations full day (8 hours)	n/a	£238.00	£246.00	£255.00	Per full day	Discretionary
Provost Lawrie/Baillie Hardie Hall weekdays - community groups non-income generating	£17.65	£18.00	£18.50	£19.00	Per hour	Discretionary
Provost Lawrie/Baillie Hardie Hall weekdays - community groups income generating	£24.27	£25.00	£25.75	£26.50	Per hour	Discretionary
Provost Lawrie/Baillie Hardie Hall weekdays - commercial organisations	£52.99	£53.00	£54.50	£56.00	Per hour	Discretionary
Provost Lawrie/Baillie Hardie Hall weekdays - commercial organisations half day (4 hours)	n/a	£191.00	£197.00	£204.00	Per half day	Discretionary
Provost Lawrie/Baillie Hardie Hall weekdays - commercial organisations half day (8 hours)	n/a	£382.00	£394.00	£409.00	Per full day	Discretionary
Provost Lawrie/Baillie Hardie Hall weekends - community groups non-income generating	£26.50	£27.00	£28.00	£29.00	Per hour	Discretionary
Provost Lawrie/Baillie Hardie Hall weekends - community groups income generating	£38.61	£39.00	£40.50	£42.00	Per hour	Discretionary
Provost Lawrie/Baillie Hardie Hall weekends - commercial organisations	£66.24	£67.00	£69.50	£72.00	Per hour	Discretionary
Provost Lawrie/Baillie Hardie Hall weekends - commercial organisations half day (4 hours)	n/a	£241.00	£249.50	£258.00	Per half day	Discretionary
Provost Lawrie/Baillie Hardie Hall weekends - commercial organisations full day (8 hours)	n/a	£482.00	£499.00	£516.00	Per full day	Discretionary

DATA LABEL: PUBLIC

WEST LoTHIAN COUNCIL - PROPOSED SCHEDULE OF FEES AND CHARGES 2015/16 TO 2017/18

Linlithgow Burgh Halls - Conferences and Business Meetings	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Delegate day rate - education room (min10/max30)	n/a	£20.00	£20.50	£21.00	Per delegate	Discretionary
Delegate day rate -Provost Lawrie Hall (min50/max130)	n/a	£20.00	£20.50	£21.00	Per delegate	Discretionary
Delegate day rate - Baillie Hardie Hall (min30/max100)	n/a	£20.00	£20.50	£21.00	Per delegate	Discretionary

Linlithgow Burgh Halls - General Equipment Hire and Services	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Flip chart stand with pad and pens	£6.21	£8.00	£8.00	£8.00	Per item	Discretionary
TV/DVD player	£23.41	£30.00	£31.00	£32.00	Per item	Discretionary
Digital projector	£0.00	£25.00	£25.50	£26.50	Per item	Discretionary
Digital projector & screen	£35.03	£45.00	£46.50	£48.00	Per item	Discretionary
Laptop computer	£24.53	£30.00	£31.00	£32.00	Per item	Discretionary
Sound system	£29.14	£40.00	£41.00	£42.00	Per item	Discretionary
Wired microphone	£6.00	£15.00	£15.50	£16.00	Per item	Discretionary
Wired microphone - technician per hour	£29.14	£30.00	£31.00	£32.00	Per hour	Discretionary
Radio microphone	£29.14	£30.00	£31.00	£32.00	Per item	Discretionary
Radio microphone - technician per hour	£29.14	£30.00	£31.00	£32.00	Per hour	Discretionary
Chair covers	£1.04	£1.00	£1.00	£1.00	Per item	Discretionary
Portable staging pieces (1-6)	£23.30	£30.00	£31.00	£32.00	Per item	Discretionary
Portable staging pieces (6-12)	£46.60	£60.00	£62.00	£64.00	Per item	Discretionary
Conference tables	free	free	free	free	Per item	Discretionary
Trestle tables	free	free	free	free	Per item	Discretionary
Small square tables	free	free	free	free	Per item	Discretionary
Portable induction loop	free	free	free	free	Per item	Discretionary
Lectern	free	free	free	free	Per item	Discretionary
Top table	free	free	free	free	Per item	Discretionary
Card tables	free	free	free	free	Per item	Discretionary
Additional cleaning	£29.00	£30.00	£31.00	£32.00	Per item	Discretionary
Photocopying A4	£0.10	£0.10	£0.10	£0.10	Per item	Discretionary
Photocopying A3	£0.20	£0.20	£0.20	£0.20	Per item	Discretionary
Laminating A4	£0.80	£0.80	£0.80	£0.80	Per item	Discretionary

Linlithgow Burgh Halls - General Equipment Hire and Services	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Laminating A3	£1.60	£1.60	£1.60	£1.60	Per item	Discretionary
Technician	£29.14	£30.00	£31.00	£32.00	Per item	Discretionary
Steward	£9.43	£12.00	£12.25	£12.50	Per item	Discretionary
Box Office ticket facility - commercial	6% Income	6% Income	6% Income	6% Income	% of income	Discretionary
Bar services	£20.00	3% Income	3% Income	3% Income	% of income	Discretionary
Linen table cloth hire	£4.00	£6.50	£6.50	£6.50	Per item	Discretionary

Burgh Halls Wedding Packages	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Wedding full day - 1 hall	£665.00	n/a	n/a	n/a	Per hour	Discretionary
Wedding full day - 2 halls	£998.00	n/a	n/a	n/a	Per hour	Discretionary
Wedding evening - 1 hall	£389.00	n/a	n/a	n/a	Per hour	Discretionary
Wedding evening - 2 halls	£555.00	n/a	n/a	n/a	Per hour	Discretionary
Exclusive use package - summer weekend	n/a	£5,000.00	£5,000.00	£5,000.00	Per package	Discretionary
Exclusive use package - summer weekday	n/a	£4,000.00	£4,000.00	£4,000.00	Per package	Discretionary
Exclusive use package - shoulder weekend	n/a	£4,500.00	£4,500.00	£4,500.00	Per package	Discretionary
Exclusive use package - shoulder weekday	n/a	£3,600.00	£3,600.00	£3,600.00	Per package	Discretionary
Exclusive use package - winter weekend	n/a	£4,000.00	£4,000.00	£4,000.00	Per package	Discretionary
Exclusive use package - winter weekday	n/a	£3,200.00	£3,200.00	£3,200.00	Per package	Discretionary
Deluxe package + ceremony supplement - summer weekend	n/a	£3,500.00	£3,500.00	£3,500.00	Per package	Discretionary
Deluxe package + ceremony supplement - summer weekday	n/a	£2,800.00	£2,800.00	£2,800.00	Per package	Discretionary
Deluxe package + ceremony supplement - shoulder weekend	n/a	£3,000.00	£3,000.00	£3,000.00	Per package	Discretionary

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Burgh Halls Wedding Packages	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Deluxe package + ceremony supplement - shoulder weekday	n/a	£2,400.00	£2,400.00	£2,400.00	Per package	Discretionary
Deluxe package + ceremony supplement - winter weekend	n/a	£2,500.00	£2,500.00	£2,500.00	Per package	Discretionary
Deluxe package + ceremony supplement - winter weekday	n/a	£2,000.00	£2,000.00	£2,000.00	Per package	Discretionary
Deluxe package - summer weekend	n/a	£3,000.00	£3,000.00	£3,000.00	Per package	Discretionary
Deluxe package - summer weekday	n/a	£2,400.00	£2,400.00	£2,400.00	Per package	Discretionary
Deluxe package - shoulder weekend	n/a	£2,500.00	£2,500.00	£2,500.00	Per package	Discretionary
Deluxe package - shoulder weekday	n/a	£2,000.00	£2,000.00	£2,000.00	Per package	Discretionary
Deluxe package - winter weekend	n/a	£2,000.00	£2,000.00	£2,000.00	Per package	Discretionary
Deluxe package - winter weekday	n/a	£1,600.00	£1,600.00	£1,600.00	Per package	Discretionary
Standard package + ceremony supplement - summer weekend	n/a	£2,500.00	£2,500.00	£2,500.00	Per package	Discretionary
Standard package + ceremony supplement - summer weekday	n/a	£2,000.00	£2,000.00	£2,000.00	Per package	Discretionary
Standard package + ceremony supplement - shoulder weekend	n/a	£2,000.00	£2,000.00	£2,000.00	Per package	Discretionary
Standard package + ceremony supplement - shoulder weekday	n/a	£1,600.00	£1,600.00	£1,600.00	Per package	Discretionary
Standard package + ceremony supplement - winter weekend	n/a	£1,500.00	£1,500.00	£1,500.00	Per package	Discretionary
Standard package + ceremony supplement - winter weekday	n/a	£1,200.00	£1,200.00	£1,200.00	Per package	Discretionary
Standard package - summer weekend	n/a	£2,000.00	£2,000.00	£2,000.00	Per package	Discretionary
Standard package - summer weekday	n/a	£1,600.00	£1,600.00	£1,600.00	Per package	Discretionary
Standard package - shoulder weekend	n/a	£1,500.00	£1,500.00	£1,500.00	Per package	Discretionary
Standard package - shoulder weekday	n/a	£1,200.00	£1,200.00	£1,200.00	Per package	Discretionary
Standard package - winter weekend	n/a	£1,000.00	£1,000.00	£1,000.00	Per package	Discretionary
Standard package - winter weekday	n/a	£800.00	£800.00	£800.00	Per package	Discretionary
Ceremony charge	n/a	£500.00	£500.00	£500.00	Per ceremony	Discretionary
Wedding non refundable deposit	£250.00	£500.00	£500.00	£500.00	Per wedding	Discretionary
Mood lighting - per light	n/a	£10.00	£10.00	£10.00	Per hire	Discretionary
Dance floor	n/a	£500.00	£500.00	£500.00	Per hire	Discretionary
Chair covers - each	n/a	£1.00	£1.00	£1.00	Per chair	Discretionary
Chair bows - each	n/a	£1.00	£1.00	£1.00	Per chair	Discretionary
Top table swag	n/a	£50.00	£50.00	£50.00	Per table	Discretionary
Backdrop	n/a	£200.00	£200.00	£200.00	Per backdrop	Discretionary
Catering company deposit	£500.00	£500.00	£500.00	£500.00	Per package	Discretionary
Catering company charge	n/a	10% Cost	10% Cost	10% Cost	Per package	Discretionary
Lowport - Letting Charges for Use of Premises	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Category 1 - free of charge	£0.00	£0.00	£0.00	£0.00	Per hour	Discretionary
Category 2 - registered youth organisations - classroom	£4.50	£4.65	£4.80	£5.00	Per hour	Discretionary
Category 2 - registered youth organisations - hall	£7.51	£7.75	£8.00	£8.30	Per hour	Discretionary
Category 3 - other recognised community organisations - classroom	£7.99	£8.30	£8.55	£8.85	Per hour	Discretionary
Category 3 - other recognised community organisations - hall	£13.00	£13.45	£13.90	£14.40	Per hour	Discretionary
Category 4 - instructional classes - classroom	£19.46	£20.15	£20.85	£21.60	Per hour	Discretionary
Category 4 - instructional classes - hall	£32.96	£34.15	£35.35	£36.60	Per hour	Discretionary
Category 4 - instructional classes - half hall	£16.48	£17.05	£17.65	£18.30	Per hour	Discretionary
Category 5 - commercial use - classroom	£20.49	£21.20	£21.95	£22.75	Per hour	Discretionary
Category 5 - commercial use - hall	£47.67	£49.35	£51.05	£52.84	Per hour	Discretionary
Category 5 - commercial use - half hall	£23.84	£24.65	£25.50	£26.40	Per hour	Discretionary
Category 6 - summer schools	By quote	By quote	By quote	By quote	On request	Discretionary
Category 8 - car parking area	£26.41	£27.30	£28.30	£29.30	Per hour	Discretionary
Badminton court - adult non members (per court)	£11.94	£12.35	£12.80	£13.25	Per hour	Discretionary
Badminton court - under 16 non members (per court)	£6.50	£6.70	£6.95	£7.20	Per hour	Discretionary
Badminton court - adult members (per court)	£9.49	£9.80	£10.15	£10.50	Per hour	Discretionary
Badminton court - under 16 members (per court)	£5.20	£5.40	£5.55	£5.75	Per hour	Discretionary
Badminton court - adult non members (per person)	£3.21	£3.30	£3.45	£3.55	Per person	Discretionary
Badminton court - under 16 non members (per person)	£2.02	£2.10	£2.15	£2.25	Per person	Discretionary
Badminton court - adult members (per person)	£2.57	£2.65	£2.75	£2.85	Per person	Discretionary

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Lowport - Letting Charges for Use of Premises	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Badminton court - under 16 members (per person)	£1.56	£1.60	£1.65	£1.70	Per person	Discretionary
Centre registration - 18+	£13.21	£13.65	£14.10	£14.65	Per person	Discretionary
Centre registration - under 18	£6.82	£7.05	£7.30	£7.55	Per person	Discretionary
Centre registration - over 60's, benefit recipients, full time student, Armed Forces Covenant concession	£6.82	£7.05	£7.30	£7.55	Per person	Discretionary
Centre registration - family (2 adults and 2 children)	£33.04	£34.20	£35.40	£36.60	Per family	Discretionary
Photocopying - single side A3	£0.27	£0.27	£0.27	£0.27	Per copy	Discretionary
Photocopying - single side A4	£0.16	£0.16	£0.16	£0.16	Per copy	Discretionary
Photocopying - double side A3	£0.43	£0.43	£0.43	£0.43	Per copy	Discretionary
Photocopying - double side A4	£0.32	£0.32	£0.32	£0.32	Per copy	Discretionary
Laminating - A3	£1.23	£1.23	£1.23	£1.23	Per copy	Discretionary
Laminating - A4	£0.86	£0.86	£0.86	£0.86	Per copy	Discretionary

Lowport - Residential Charges	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Residential - student - Monday to Friday weekly rate (WL resident)	£147.83	£153.00	£158.25	£163.75	Per person, per week	Discretionary
Residential - student - weekend 2 nights (WL resident)	£67.49	£69.75	£72.25	£74.75	Per person	Discretionary
Residential - student - Monday to Friday daily rate (WL resident)	£38.56	£40.00	£41.25	£42.75	Per person, per day	Discretionary
Residential - adult - Monday to Friday weekly rate (WL resident)	£179.97	£186.25	£192.75	£199.50	Per person, per week	Discretionary
Residential - adult - weekend 2 nights (WL resident)	£81.41	£84.25	£87.25	£90.25	Per person	Discretionary
Residential - adult - Monday to Friday daily rate (WL resident)	£46.60	£48.25	£49.75	£51.50	Per person, per day	Discretionary
Residential - non WL resident - Monday to Friday with packed lunch	£241.03	£249.50	£258.25	£267.25	Per person	Discretionary
Residential - non WL resident - weekend 2 nights with packed lunch	£107.12	£110.75	£114.50	£118.75	Per person	Discretionary
Residential - non WL resident - Monday to Friday with sit down lunch	£111.41	£115.25	£119.25	£123.50	Per person	Discretionary
Residential - non WL resident - daily with packed lunch	£57.85	£59.75	£61.75	£64.00	Per person	Discretionary

Lowport - Outdoor Education Charges - Youth and School Groups	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
WL youth & school groups - pupil instructed session (am/pm/evening)	£6.64	£6.75	£7.00	£7.25	Per pupil	Discretionary
WL youth & school groups - pupil instructed day	£10.02	£10.25	£10.75	£11.00	Per pupil	Discretionary
WL youth & school groups - DIY	£3.75	£3.85	£4.00	£4.15	Per pupil	Discretionary
WL youth & school groups - instructor per session (am/pm/evening)	£104.44	£108.00	£111.50	£115.50	Per session	Discretionary
WL youth & school groups - instructor per day	£208.89	£216.00	£223.00	£231.00	Per day	Discretionary
WL youth & school groups - 2 hour climbing session	£83.23	£86.00	£89.00	£92.00	Per session	Discretionary
Non WL youth and school / other groups - instructor per session (am/pm/evening)	£116.44	£120.50	£124.75	£129.00	Per person	Discretionary
Non WL youth and school / other groups - instructor per day	£232.88	£241.00	£249.50	£258.00	Per day	Discretionary
Non WL youth and school / other groups - 2 hour climbing session	£85.70	£88.75	£91.75	£95.00	Per session	Discretionary
Non WL youth and school / other groups - DIY	£7.50	£7.75	£8.00	£8.25	Per session	Discretionary
Non WL youth and school / other groups - adult group	on request	on request	on request	on request	Per session	Discretionary
Activity party - 2 hours (archery and climbing)	£101.77	£105.00	£109.00	£113.00	Per party	Discretionary
Activity party - 3 hours (outdoors)	£128.55	£133.00	£137.00	£142.00	Per party	Discretionary
Activity party - day - windsurf	£235.67	£244.00	£252.00	£261.00	Per party	Discretionary
Evening public climbing wall - adult member	£5.08	£5.25	£5.50	£5.50	Per member	Discretionary
Evening public climbing wall - child / concession member	£3.21	£3.25	£3.50	£3.50	Per member	Discretionary
Evening public climbing wall - adult non member	£6.53	£6.75	£7.00	£7.25	Per member	Discretionary
Evening public climbing wall - child / concession non member	£4.66	£4.75	£5.00	£5.00	Per member	Discretionary
Mini bus hire - per day + 16 pence per km + VAT for non council customers	£26.78	£27.70	£28.75	£29.50	Per hire	Discretionary

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Lowport - First Aid Courses	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
HSE appointed person course - 4 hour - 1 session	£38.56	£40.00	£41.25	£42.75	Per course	Discretionary
HSE appointed person course - 4 hour - 2 session	£48.21	£50.00	£51.50	£53.00	Per course	Discretionary
First Aid at Work initial course - 3 days	£176.75	£183.00	£189.00	£196.00	Per course	Discretionary
First Aid at Work requalification course - 2 days	£121.05	£125.00	£130.00	£134.00	Per course	Discretionary
First Aid at Work refresher course - 1/2 day	£28.92	£30.00	£31.00	£32.00	Per course	Discretionary
Emergency First Aid at Work initial course - 1 day - 6 hours	£56.77	£58.75	£60.50	£63.00	Per course	Discretionary

Lowport - Items Available to Buy	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Chalk balls	£2.60	£2.69	£2.79	£2.88	Per item	Discretionary
Emergency aid manual	£6.20	£6.42	£6.64	£6.87	Per item	Discretionary
First aid manual	£7.25	£7.50	£7.77	£8.04	Per item	Discretionary
RYA Go Sailing activity book (G45)	£8.49	£8.79	£9.09	£9.41	Per item	Discretionary
RYA Go Sailing handbook (G32)	£10.49	£10.86	£11.24	£11.63	Per item	Discretionary
RYA Youth Sailing log book (G11)	£5.99	£6.20	£6.42	£6.64	Per item	Discretionary
RYA Youth Windsurf log book (W1)	£5.99	£6.20	£6.42	£6.64	Per item	Discretionary
RYA Start Windsurfing handbook (G49)	£7.49	£7.75	£8.02	£8.30	Per item	Discretionary
RYA Go Windsurfing handbook (G76)	£10.49	£10.86	£11.24	£11.63	Per item	Discretionary
Paddlesport Passport	£3.00	£3.00	£3.00	£3.00	Per item	Discretionary

Lowport - Catering for Occupational Lets	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Coffee and tea	£1.05	£1.09	£1.12	£1.15	Per person	Discretionary
Coffee, tea and biscuits	£1.40	£1.45	£1.50	£1.55	Per person	Discretionary
Coffee, tea with scone or home baking	£2.10	£2.15	£2.25	£2.30	Per person	Discretionary
Soup and crusty roll with selection of sandwiches and drinks	£8.80	£9.10	£9.45	£9.75	Per person	Discretionary
Soup and crusty roll with selection of sandwiches and drinks, homebaking, fruit	£9.60	£9.95	£10.30	£10.65	Per person	Discretionary
Buffet selection of cold meats, salad, quiche, drinks	£11.50	£11.90	£12.30	£12.75	Per person	Discretionary
Buffet selection of cold meats, salad, quiche, drinks plus soup and crusty roll	£13.00	£13.45	£13.90	£14.40	Per person	Discretionary
Finger buffet and drinks	£8.80	£9.10	£9.45	£9.75	Per person	Discretionary
Finger buffet and drinks plus soup and crusty roll or selection of sweets	£10.50	£10.85	£11.25	£11.60	Per person	Discretionary

Planning Services - Building Warrants Fees	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Certificates of Lawfulness	£85.70	£85.70	£85.70	£85.70	Per application	Discretionary
Property Enquiry Certificates	£86.70	£86.70	£86.70	£86.70	Per application	Discretionary
ROS Recording Fees	£60.00	£60.00	£60.00	£60.00	Per application	Non-discretionary
Value of works (£0,000 - £5,000)	£100.00	£100.00	£100.00	£100.00	Per application	Non-discretionary
Value of works (£5,001 - £5,500)	£115.00	£115.00	£115.00	£115.00	Per application	Non-discretionary
Value of works (£5,501 - £6,000)	£130.00	£130.00	£130.00	£130.00	Per application	Non-discretionary
Value of works (£6,001 - £6,500)	£145.00	£145.00	£145.00	£145.00	Per application	Non-discretionary
Value of works (£6,501 - £7,000)	£160.00	£160.00	£160.00	£160.00	Per application	Non-discretionary
Value of works (£7,001 - £7,500)	£175.00	£175.00	£175.00	£175.00	Per application	Non-discretionary
Value of works (£7,501 - £8,000)	£190.00	£190.00	£190.00	£190.00	Per application	Non-discretionary
Value of works (£8,001 - £8,500)	£205.00	£205.00	£205.00	£205.00	Per application	Non-discretionary
Value of works (£8,501 - £9,000)	£220.00	£220.00	£220.00	£220.00	Per application	Non-discretionary
Value of works (£9,001 - £9,500)	£235.00	£235.00	£235.00	£235.00	Per application	Non-discretionary
Value of works (£9,501 - £10,000)	£250.00	£250.00	£250.00	£250.00	Per application	Non-discretionary
Value of works (£10,001 - £11,000)	£265.00	£265.00	£265.00	£265.00	Per application	Non-discretionary
Value of works (£11,001 - £12,000)	£280.00	£280.00	£280.00	£280.00	Per application	Non-discretionary
Value of works (£12,001 - £13,000)	£295.00	£295.00	£295.00	£295.00	Per application	Non-discretionary
Value of works (£13,001 - £14,000)	£310.00	£310.00	£310.00	£310.00	Per application	Non-discretionary
Value of works (£14,001 - £15,000)	£325.00	£325.00	£325.00	£325.00	Per application	Non-discretionary
Value of works (£15,001 - £16,000)	£340.00	£340.00	£340.00	£340.00	Per application	Non-discretionary

DATA LABEL: PUBLIC

WEST LOTHIAN COUNCIL - PROPOSED SCHEDULE OF FEES AND CHARGES 2015/16 TO 2017/18

Planning Services - Building Warrants Fees	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Value of works (£16,001 - £17,000)	£355.00	£355.00	£355.00	£355.00	Per application	Non-discretionary
Value of works (£17,001 - £18,000)	£370.00	£370.00	£370.00	£370.00	Per application	Non-discretionary
Value of works (£18,001 - £19,000)	£385.00	£385.00	£385.00	£385.00	Per application	Non-discretionary
Value of works (£19,001 - £20,000)	£400.00	£400.00	£400.00	£400.00	Per application	Non-discretionary
Value of works (£20,001 - £30,000)	£460.00	£460.00	£460.00	£460.00	Per application	Non-discretionary
Value of works (£30,001 - £40,000)	£520.00	£520.00	£520.00	£520.00	Per application	Non-discretionary
Value of works (£40,001 - £50,000)	£580.00	£580.00	£580.00	£580.00	Per application	Non-discretionary
Value of works (£50,001 - £60,000)	£640.00	£640.00	£640.00	£640.00	Per application	Non-discretionary
Value of works (£60,001 - £70,000)	£700.00	£700.00	£700.00	£700.00	Per application	Non-discretionary
Value of works (£70,001 - £80,000)	£760.00	£760.00	£760.00	£760.00	Per application	Non-discretionary
Value of works (£80,001 - £90,000)	£820.00	£820.00	£820.00	£820.00	Per application	Non-discretionary
Value of works (£90,001 - £100,000)	£880.00	£880.00	£880.00	£880.00	Per application	Non-discretionary
Value of works (£100,001 - £120,000)	£980.00	£980.00	£980.00	£980.00	Per application	Non-discretionary
Value of works (£120,001 - £140,000)	£1,080.00	£1,080.00	£1,080.00	£1,080.00	Per application	Non-discretionary
Value of works (£140,001 - £160,000)	£1,180.00	£1,180.00	£1,180.00	£1,180.00	Per application	Non-discretionary
Value of works (£160,001 - £180,000)	£1,280.00	£1,280.00	£1,280.00	£1,280.00	Per application	Non-discretionary
Value of works (£180,001 - £200,000)	£1,380.00	£1,380.00	£1,380.00	£1,380.00	Per application	Non-discretionary
Value of works (£200,001 - £220,000)	£1,480.00	£1,480.00	£1,480.00	£1,480.00	Per application	Non-discretionary
Value of works (£220,001 - £240,000)	£1,580.00	£1,580.00	£1,580.00	£1,580.00	Per application	Non-discretionary
Value of works (£240,001 - £260,000)	£1,680.00	£1,680.00	£1,680.00	£1,680.00	Per application	Non-discretionary
Value of works (£260,001 - £280,000)	£1,780.00	£1,780.00	£1,780.00	£1,780.00	Per application	Non-discretionary
Value of works (£280,001 - £300,000)	£1,880.00	£1,880.00	£1,880.00	£1,880.00	Per application	Non-discretionary
Value of works (£300,001 - £320,000)	£1,980.00	£1,980.00	£1,980.00	£1,980.00	Per application	Non-discretionary
Value of works (£320,001 - £340,000)	£2,080.00	£2,080.00	£2,080.00	£2,080.00	Per application	Non-discretionary
Value of works (£340,001 - £360,000)	£2,180.00	£2,180.00	£2,180.00	£2,180.00	Per application	Non-discretionary
Value of works (£360,001 - £380,000)	£2,280.00	£2,280.00	£2,280.00	£2,280.00	Per application	Non-discretionary
Value of works (£380,001 - £400,000)	£2,380.00	£2,380.00	£2,380.00	£2,380.00	Per application	Non-discretionary
Value of works (£400,001 - £420,000)	£2,480.00	£2,480.00	£2,480.00	£2,480.00	Per application	Non-discretionary
Value of works (£420,001 - £440,000)	£2,580.00	£2,580.00	£2,580.00	£2,580.00	Per application	Non-discretionary
Value of works (£440,001 - £460,000)	£2,680.00	£2,680.00	£2,680.00	£2,680.00	Per application	Non-discretionary
Value of works (£460,001 - £480,000)	£2,780.00	£2,780.00	£2,780.00	£2,780.00	Per application	Non-discretionary
Value of works (£480,001 - £500,000)	£2,880.00	£2,880.00	£2,880.00	£2,880.00	Per application	Non-discretionary
Value of works (£500,001 - £550,000)	£3,055.00	£3,055.00	£3,055.00	£3,055.00	Per application	Non-discretionary
Value of works (£550,001 - £600,000)	£3,230.00	£3,230.00	£3,230.00	£3,230.00	Per application	Non-discretionary
Value of works (£600,001 - £650,000)	£3,405.00	£3,405.00	£3,405.00	£3,405.00	Per application	Non-discretionary
Value of works (£650,001 - £700,000)	£3,580.00	£3,580.00	£3,580.00	£3,580.00	Per application	Non-discretionary
Value of works (£700,001 - £750,000)	£3,755.00	£3,755.00	£3,755.00	£3,755.00	Per application	Non-discretionary
Value of works (£750,001 - £800,000)	£3,930.00	£3,930.00	£3,930.00	£3,930.00	Per application	Non-discretionary
Value of works (£800,001 - £850,000)	£4,105.00	£4,105.00	£4,105.00	£4,105.00	Per application	Non-discretionary
Value of works (£850,001 - £900,000)	£4,280.00	£4,280.00	£4,280.00	£4,280.00	Per application	Non-discretionary
Value of works (£900,001 - £950,000)	£4,455.00	£4,455.00	£4,455.00	£4,455.00	Per application	Non-discretionary
Value of works (£950,001 - £1,000,000)	£4,630.00	£4,630.00	£4,630.00	£4,630.00	Per application	Non-discretionary
Value of works greater than £1,000,000 - additional fee per £100,000	£250.00	£250.00	£250.00	£250.00	Per application	Non-discretionary
Application for conversion only - that is without any building work	£100.00	£100.00	£100.00	£100.00	Per application	Non-discretionary
Application for demolition only - that is where there are no immediate plans for rebuilding	£100.00	£100.00	£100.00	£100.00	Per application	Non-discretionary
Amendment to warrant application - increase of no more than £5,000	£50.00	£50.00	£50.00	£50.00	Per application	Non-discretionary
Amendment to warrant application - increase of more than £5,000 (take from fee table above)	Per fee table	Per fee table	Per fee table	Per fee table	Per application	Non-discretionary
Staged building warrants - further application	£50.00	£50.00	£50.00	£50.00	Per application	Non-discretionary
Application to extend period of validity of building warrant	£50.00	£50.00	£50.00	£50.00	Per application	Non-discretionary
Application to provide facilities solely for use of disabled persons within a dwelling	£0.00	£0.00	£0.00	£0.00	Per application	Non-discretionary
Letter of Comfort for unauthorised works completed before 1 May 2005 - domestic properties	£278.00	£278.00	£278.00	£278.00	Per application	Discretionary
Letter of Comfort for unauthorised works completed before 1 May 2005 - non domestic properties (value of works up to £3,000)	£294.00	£294.00	£294.00	£294.00	Per application	Discretionary
Letter of Comfort for unauthorised works completed before 1 May 2005 - non domestic properties (value of works over £3,001)	£535.00	£535.00	£535.00	£535.00	Per application	Discretionary

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WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Planning Services - Building Warrants Fees	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Letter Confirming Works Completed in Line with Expired Building Warrant						
Domestic properties	£160.00	£160.00	£160.00	£160.00	Per application	Discretionary
Non domestic properties	£294.00	£294.00	£294.00	£294.00	Per application	Discretionary
Confirmation of Exemption from Building Regulations						
Domestic properties	£128.00	£128.00	£128.00	£128.00	Per application	Discretionary
Non domestic properties	£128.00	£128.00	£128.00	£128.00	Per application	Discretionary
Copy documents & approved plans - building warrant reference number supplied	£31.00	£31.00	£31.00	£31.00	Per application	Discretionary
Copy documents & approved plans - building warrant reference number not supplied	£52.00	£52.00	£52.00	£52.00	Per application	Discretionary
Replacement window survey (work completed by 3 September 2005)	£128.00	£128.00	£128.00	£128.00	Per application	Discretionary
Planning Services - Planning Application Fees	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Planning Application Fees						
Planning permission in principle - one house	£382.00	£401.00	£401.00	£401.00	Per application	Non-discretionary
Planning permission in principle - other types (except as specified below)	£382.00	£401.00	£401.00	£401.00	Per 0.1 hectare of site up to 2.5 hectares	Non-discretionary
Householder Developments						
Enlargement, improvement or other alteration of existing dwelling houses - one house	£192.00	£202.00	£202.00	£202.00	Per application	Non-discretionary
Enlargement, improvement or other alteration of existing dwelling houses - two or more houses	£382.00	£401.00	£401.00	£401.00	Per application	Non-discretionary
Carrying out of operations, including the erection of a building within the curtilage of an existing dwelling house, for purposes ancillary to the enjoyment of the dwelling house as such	£192.00	£202.00	£202.00	£202.00	Per application	Non-discretionary
Construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land	£192.00	£202.00	£202.00	£202.00	Per application	Non-discretionary
Erection or construction of gates, fences, walls or other means of enclosure along a boundary of the cartilage of an existing dwelling house	£192.00	£202.00	£202.00	£202.00	Per application	Non-discretionary
Full Applications (All Other Developments)						
Erection of dwellings (maximum charge of £20,055 = 50 houses)	£382.00	£401.00	£401.00	£401.00	Per house up to 50 houses	Non-discretionary
Enlargement, improvement or alteration to two or more dwelling houses	£382.00	£401.00	£401.00	£401.00	Per application	Non-discretionary
- no floor space created	£192.00	£202.00	£202.00	£202.00	Per application	Non-discretionary
- area of gross floor space created is less than 41 m2	£192.00	£202.00	£202.00	£202.00	Per application	Non-discretionary
- area of gross floor space created is between 41 m2 and 75 m2	£382.00	£401.00	£401.00	£401.00	Per application	Non-discretionary
- area of gross floor space created is above 75 m2 (maximum charge of £20,055)	£382.00	£401.00	£401.00	£401.00	Per 75 m2 (of part thereof)	Non-discretionary
Mobile snack vans	£382.00	£401.00	£401.00	£401.00	Per application	Non-discretionary
Plant and machinery (maximum charge of £20,055)	£382.00	£401.00	£401.00	£401.00	Per 0.1 hectare of site area	Non-discretionary
Agriculture						
Agriculture applications for planning permission in principle (maximum charge of £10,028)	£382.00	£401.00	£401.00	£401.00	Per 0.1 hectare of site area	Non-discretionary
Agriculture applications - all other cases - ground area to be covered is less than 466 m2	£0.00	£0.00	£0.00	£0.00	Per application	Non-discretionary
All other cases - ground area to be covered is greater than 466 m2 but less than 540 m2	£382.00	£401.00	£401.00	£401.00	Per application	Non-discretionary
All other cases - the ground area to be covered is greater than 540 m2 (initial fee)	£382.00	£401.00	£401.00	£401.00	Per application	Non-discretionary
All other cases - the ground area to be covered is greater than 540 m2 (additional fee per 75m2 - maximum charge of £20,055)	£382.00	£401.00	£401.00	£401.00	Per 75 m2 (of part thereof)	Non-discretionary
Glasshouses (on Land Used for the Purposes of Agriculture)						
Ground area up to 465 m2	£0.00	£0.00	£0.00	£0.00	Per application	Non-discretionary
Ground area greater than 465 m2	£2,210.00	£2,321.00	£2,321.00	£2,321.00	Per application	Non-discretionary
Change of Use						
Change of use of a building to use as one or more dwelling houses (maximum charge of £20,055)	£382.00	£401.00	£401.00	£401.00	Per additional house	Non-discretionary
Use of land for disposal of refuse/waste materials or for deposit of material remaining after minerals extracted from land (maximum charge of £30,240)	£192.00	£202.00	£202.00	£202.00	Per 0.1 hectare of site area	Non-discretionary
Use of land for storage of minerals in the open (maximum charge of £30,240)	£192.00	£202.00	£202.00	£202.00	Per 0.1 hectare of site area	Non-discretionary
Material change in use of building or land, other than material change of use as above; or in use of equipment placed or assembled in marine waters for purpose of fish farming	£382.00	£401.00	£401.00	£401.00	Per application	Non-discretionary
Certificates of Lawful Use of Development						
Applications under Section 150 (1)(c) of the Act	£192.00	£202.00	£202.00	£202.00	Per application	Non-discretionary
Proposed use - applications under Section 151 (1) of the Act						Non-discretionary
Applications under Section 151 (a) of the Act where use is one or more dwellinghouses (maximum charge of £20,055)	£382.00	£401.00	£401.00	£401.00	Per house	Non-discretionary

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WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Planning Services - Planning Application Fees	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Exploratory drilling for oil or natural gas (maximum charge of £30,240)	£382.00	£401.00	£401.00	£401.00	Per 0.1 hectare of site area	Non-discretionary
Winning and working of minerals (excluding peat) (maximum charge of £30,240)	£192.00	£202.00	£202.00	£202.00	Per 0.1 hectare of site area	Non-discretionary
Winning and working of peat (maximum charge of £2,880)	£192.00	£202.00	£202.00	£202.00	Per 0.1 hectare of site area	Non-discretionary
Carrying out of all other operations (maximum charge of £1,920)	£192.00	£202.00	£202.00	£202.00	Per 0.1 hectare of site area	Non-discretionary
Advertisement	£192.00	£202.00	£202.00	£202.00	Per application	Non-discretionary
Applications for prior approval and/or prior notification	£74.00	£78.00	£78.00	£78.00	Per application	Non-discretionary
Applications made by non-profit making clubs, societies, trusts etc for the object of providing sport or recreation facilities (not buildings)	£382.00	£401.00	£401.00	£401.00	Per application	Non-discretionary
Works to improve a disabled person's access to a public building, or to improve access, safety, health or comfort at his/her dwelling house	£0.00	£0.00	£0.00	£0.00	Per application	Non-discretionary
Works intended to solely provide means of access for disabled persons at a building to which the public have access	£0.00	£0.00	£0.00	£0.00	Per application	Non-discretionary
Applications by Community Councils (including advertisement applications)	£0.00	£0.00	£0.00	£0.00	Half the amount	
Applications required because permitted development rights have been withdrawn (for example, in a conservation area)	£0.00	£0.00	£0.00	£0.00	Per application	Non-discretionary
Applications for listed building consent or conservation area consent	£0.00	£0.00	£0.00	£0.00	Per application	Non-discretionary
Re-application within one year following refusal or withdrawal of earlier application	£0.00	£0.00	£0.00	£0.00	Per application	Non-discretionary
Re-application within 12 months of receiving permission (consult for confirmation)	£0.00	£0.00	£0.00	£0.00	Per application	Non-discretionary
WL Street Atlas	£5.30	£5.30	£5.30	£5.30	Per book	Discretionary

Environmental Health & Trading Standards - Licensing Charges	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Food Export Health Certificates	£72.84	£75.39	£78.03	£80.76	Per application	Discretionary
Duplicate Food Export Certificates - requested with original	£6.43	£6.65	£6.89	£7.13	Per certificate	Discretionary
Duplicate Food Export Certificates - requested after original issued	£12.85	£13.30	£13.77	£14.25	Per certificate	Discretionary
Section 50 Certificates licence fees - new premises - planning permission	£72.50	£72.50	£72.50	£72.50	Per premises	Discretionary
Section 50 Certificates licence fees - new premises - building warrant	£197.50	£197.50	£197.50	£197.50	Per premises	Discretionary
Section 50 Certificates licence fees - new premises - hygiene certificate	£0.00	£0.00	£0.00	£0.00	Per premises	Discretionary
Weights & Measures Certificates	£93.84	£97.10	£100.50	£104.00	Per hour	Discretionary
Petroleum Licences (less than 2,500 litres)	£42.00	£42.00	£42.00	£42.00	Per licence	Non-discretionary
Petroleum Licences (2,500 to 50,000 litres)	£58.00	£58.00	£58.00	£58.00	Per licence	Non-discretionary
Petroleum Licences (more than 50,000 litres)	£120.00	£120.00	£120.00	£120.00	Per licence	Non-discretionary
Stray dog charges	£25.00	£25.00	£25.00	£25.00	Per animal	Statutory Maximum
Immigration letter (housing inspections)	£78.20	£80.95	£83.75	£86.70	Per application	Discretionary
Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed (variations for non-annual licences exist)	£178.00	£178.00	£178.00	£178.00	Per year - new licence	Non-discretionary
Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed (variations for non-annual licences exist)	£83.00	£83.00	£83.00	£83.00	Per year - renewal	Non-discretionary
Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed (variations for non-annual licences exist)	£105.00	£105.00	£105.00	£105.00	Per year - new registration	Non-discretionary
Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed (variations for non-annual licences exist)	£52.00	£52.00	£52.00	£52.00	Per year - renewal	Non-discretionary
Explosive store - variation or transfer of licence/registration	£35.00	£35.00	£35.00	£35.00	Per application	Non-discretionary
Firework extended sale period licence	£500.00	£500.00	£500.00	£500.00	Per year	Non-discretionary
Licence to sell poisons - new licence	£36.42	£37.70	£52.00	£52.00	Per year - new registration	Discretionary
Licence to sell poisons - renewal	£19.28	£19.96	£20.66	£21.38	Per year - renewal	Discretionary
Licence to sell poisons - change of details	£10.71	£11.09	£11.48	£11.88	Per licence	Discretionary
Trusted Trader Membership fee (VAT registered businesses)	n/a	£200.00	£200.00	£200.00	Per year	Discretionary
Trusted Trader Membership fee (non VAT registered businesses)	n/a	£100.00	£100.00	£100.00	Per year	Discretionary

Environmental Health & Trading Standards - Private Water Sampling	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Type A or B analysis of samples (recharge of analyst fees)		Recharge of Analysts Fee			Per visit	Statutory Maximum
Type A or B risk assessment preparation and site visit if required	£120.00	£120.00	£120.00	£120.00	Per visit	Statutory Maximum
Type A or B sampling visit	£70.00	£70.00	£70.00	£70.00	Per visit	Statutory Maximum
Type A review of risk assessment	£50.00	£50.00	£50.00	£50.00	Per review	Statutory Maximum

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WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Animal Premises / Business Licence Fees	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Animal Boarding Establishment Licence - new licence application	£223.89	£231.72	£239.83	£248.23	Per year - new licence	Discretionary
Animal Boarding Establishment Licence - renewal	£100.70	£104.22	£107.87	£111.64	Per year - renewal	Discretionary
Homeboarding Licence - new licence	£160.68	£166.31	£172.13	£178.15	Per year - new licence	Discretionary
Homeboarding Licence - renewal	£100.70	£104.22	£107.87	£111.64	Per year - renewal	Discretionary
Dog Day Care Licence - new licence application	£223.89	£231.72	£239.83	£248.23	Per year - new licence	Discretionary
Dog Day Care Licence - renewal	£100.70	£104.22	£107.87	£111.64	Per year - renewal	Discretionary
Dog Breeding Establishment Licence - new licence application	£223.89	£231.72	£239.83	£248.23	Per year - new licence	Discretionary
Dog Breeding Establishment Licence - renewal	£100.70	£104.22	£107.87	£111.64	Per year - renewal	Discretionary
Dangerous Wild Animals Licence - new licence application	£223.89	£231.72	£239.83	£248.23	Per year - new licence	Discretionary
Dangerous Wild Animals Licence - renewal	£100.70	£104.22	£107.87	£111.64	Per year - renewal	Discretionary
Pet Shop Licence - new licence application	£223.89	£231.72	£239.83	£248.23	Per year - new licence	Discretionary
Pet Shop Licence - renewal	£100.70	£104.22	£107.87	£111.64	Per year - renewal	Discretionary
Riding School Licence - new licence application	£223.89	£231.72	£239.83	£248.23	Per year - new licence	Discretionary
Riding School Licence - renewal	£160.68	£166.31	£172.13	£178.15	Per year - renewal	Discretionary
Performing Animals Registration - new licence application (fee if granted)	£76.06	£78.72	£81.47	£84.33	Per registration	Discretionary
Zoo Licence - new licence application	£712.36	£737.30	£763.10	£789.81	Per year - new licence	Discretionary
Zoo Licence - renewal (6 years)	£423.01	£437.82	£453.14	£469.00	Per 6 years - renewal	Discretionary
Vet cancellation fee (if less than 48 hours notice)	£101.88	£105.45	£109.14	£112.96	Per cancellation	Discretionary

Pest Control	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Rats and mice treatment - domestic (non council tenant)	£60.00	£62.00	£64.00	£66.50	Per treatment	Discretionary
Rats and mice treatment - domestic (non council tenant concession)	£30.00	£31.00	£32.00	£33.25	Per treatment	Discretionary
Rats and mice treatment - domestic (council tenant)	£0.00	£0.00	£0.00	£0.00	Per treatment	Discretionary
Rats and mice treatment - non domestic premises (initial visit)	£60.00	£62.00	£64.00	£66.50	Per treatment	Discretionary
Rats and mice treatment - non domestic premises (each subsequent visit)	£50.00	£51.75	£53.50	£55.00	Per hour	Discretionary
Wasps - domestic (non council tenant)	£42.00	£43.50	£45.00	£46.50	Per treatment	Discretionary
Wasps - domestic (non council tenant concession)	£21.00	£21.75	£22.50	£23.25	Per treatment	Discretionary
Wasps - domestic (council tenant)	£0.00	£0.00	£0.00	£0.00	Per treatment	Discretionary
Wasps - non domestic premises (initial visit)	£42.00	£43.50	£45.00	£46.50	Per treatment	Discretionary
Wasps - non domestic premises (each subsequent visit)	£50.00	£51.75	£53.50	£55.00	Per hour	Discretionary
Bed bugs, dermestid beetles, other insects - domestic (non council tenant)	£48.00	£49.50	£51.00	£53.00	Per treatment	Discretionary
Bed bugs, dermestid beetles, other insects - domestic (non council tenant concession)	£24.00	£24.75	£25.50	£26.50	Per treatment	Discretionary
Bed bugs, dermestid beetles, other insects - domestic (council tenant)	£0.00	£0.00	£0.00	£0.00	Per treatment	Discretionary
Bed bugs, dermestid beetles, other insects - non domestic premises (initial visit)	£48.00	£49.50	£51.00	£53.00	Per treatment	Discretionary
Bed bugs, dermestid beetles, other insects - non domestic premises (each subsequent visit)	£24.00	£24.75	£25.50	£26.50	Per hour	Discretionary
Fleas - domestic (non council tenant)	£60.00	£62.00	£64.00	£66.50	Per treatment	Discretionary
Fleas - domestic (non council tenant concession)	£30.00	£31.00	£32.00	£33.25	Per treatment	Discretionary
Fleas - domestic (council tenant)	£0.00	£0.00	£0.00	£0.00	Per treatment	Discretionary
Fleas - non domestic premises (initial visit)	£60.00	£62.00	£64.00	£66.50	Per treatment	Discretionary
Fleas - non domestic premises (each subsequent visit)	£50.00	£51.75	£53.50	£55.00	Per hour	Discretionary

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WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Property Management Fees	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Wayleaves for utilities	£192.82	£220.00	£220.00	£220.00	Per transaction	Discretionary
Servitudes	£321.37	£360.00	£360.00	£360.00	Per transaction	Discretionary
Minutes of waiver	£321.37	£360.00	£360.00	£360.00	Per transaction	Discretionary
Land sales (transactions up to £10,000)	£321.37	£360.00	£360.00	£360.00	Per transaction	Discretionary
Land sales (transactions over £10,000)	£642.74	£720.00	£720.00	£720.00	Per transaction	Discretionary
Garden ground administration fee	£192.82	£200.00	£200.00	£200.00	Per transaction	Discretionary
Preparation of deed plans (guide)	£181.20	£220.00	£220.00	£220.00	Per transaction	Discretionary
Commercial property advertising boards - administration fee	£192.82	£220.00	£220.00	£220.00	Per transaction	Discretionary
Landlord reference (within West Lothian Council area)	£128.55	£150.00	£150.00	£150.00	Per transaction	Discretionary
Landlord reference (outwith West Lothian Council area)	£257.09	£290.00	£290.00	£290.00	Per transaction	Discretionary
New leases, lease renewals (transactions up to £10,000)	£321.37	£360.00	£360.00	£360.00	Per transaction	Discretionary
New leases, lease renewals (transactions over £10,000)	£642.74	£720.00	£720.00	£720.00	Per transaction	Discretionary
Landlords consent (transactions up to £10,000)	£321.37	£360.00	£360.00	£360.00	Per transaction	Discretionary
Landlords consent (transactions over £10,000)	£642.74	£720.00	£720.00	£720.00	Per transaction	Discretionary
Roundabout sponsorship	£128.55	£130.00	£130.00	£130.00	Per sign, per month	Discretionary

Library Charges	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Replacement membership card	£1.07	£1.10	£1.15	£1.20	Per card	Discretionary
Music CD hire - 3 week loan	£1.07	£1.10	£1.15	£1.20	Per hire	Discretionary
Interlibrary loans	£5.36	£5.55	£5.75	£5.95	Per loan	Discretionary
Interlibrary loans - concessions for over 60s	£4.28	£4.40	£4.60	£4.75	Per loan	Discretionary
Overnight DVD hire - new	£1.87	£1.95	£2.00	£2.05	Per hire	Discretionary
Overnight DVD hire - concession (customers over 60)	£1.34	£1.35	£1.40	£1.45	Per hire	Discretionary
DVD hire - box sets - 3 week loan	£2.50	£2.55	£2.65	£2.75	Per hire	Discretionary
DVD hire - all other titles	£1.07	£1.10	£1.15	£1.20	Per hire	Discretionary
Overdue items (excluding DVD's)	£0.09	n/a	n/a	n/a	Per item	Discretionary
Overdue Items (DVD's)	Vary	n/a	n/a	n/a	Per item	Discretionary
Photocopying A4	£0.10	£0.10	£0.10	£0.10	Per copy	Discretionary
Photocopying A3	£0.20	£0.20	£0.20	£0.20	Per copy	Discretionary
Printing - black and white	£0.10	£0.10	£0.10	£0.10	Per copy	Discretionary
Printing - colour	£0.20	£0.20	£0.20	£0.20	Per copy	Discretionary
Requests	£0.50	£0.50	£0.50	£0.50	Per request	Discretionary
Overdues per day (customers aged 20 to 60)	£0.09	n/a	n/a	n/a	Per day	Discretionary
Overdues per day (children, teens and OAPs)	£0.00	n/a	n/a	n/a	Per day	Discretionary
Long overdue recovery charge	£2.00	n/a	n/a	n/a	Per overdue item	Discretionary
Unreturned Items	n/a	replacement cost				Discretionary

Registration Services - Births and Deaths	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Full birth certificate - at the time of registration and within one month of registration	£10.00	£10.00	£10.00	£10.00	Per certificate	Non-discretionary
Full birth certificate - purchased outwith one month of registration	£15.00	£15.00	£15.00	£15.00	Per certificate	Non-discretionary

Registration Services - Marriages and Civil Ceremonies	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Registry Office weddings - Monday to Friday - private ceremony	£125.00	£125.00	£125.00	£125.00	Per wedding	Non Discretionary
Registry Office weddings - Monday to Friday - ceremony with up to 50 guests	£125.00	£175.00	£175.00	£175.00	Per wedding	Discretionary supplement
Registry Office weddings - Saturday - ceremony with up to 50 guests	£198.18	£250.00	£250.00	£250.00	Per wedding	Discretionary supplement
Outwith Registry Office weddings - Monday to Friday	£294.59	£305.00	£305.00	£305.00	Per wedding	Discretionary supplement
Outwith Registry Office weddings - Saturday	£348.15	£350.00	£350.00	£350.00	Per wedding	Discretionary supplement
Outwith Registry Office weddings - Sunday and Public Holidays	£428.49	£430.00	£430.00	£430.00	Per wedding	Discretionary supplement
Marriage Ceremony - conducted by person other than a registrar - marriage notice (2)	£60.00	£60.00	£60.00	£60.00	Per wedding	Non Discretionary
Marriage Ceremony - conducted by person other than a registrar - marriage certificate	£10.00	£10.00	£10.00	£10.00	Per wedding	Non Discretionary

DATA LABEL: PUBLIC

WEST Lothian Council - Proposed Schedule of Fees and Charges 2015/16 to 2017/18

Registration Services - Naming Ceremonies and Renewal of Vows	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Office ceremony - Monday to Thursday	£58.92	£61.00	£63.00	£65.00	Per event	Discretionary
Office ceremony - Friday	£198.18	£205.00	£212.00	£219.00	Per event	Discretionary
Approved venues - Monday to Thursday & Friday before 4pm	£160.68	£166.00	£172.00	£178.00	Per event	Discretionary
Approved venues - Friday after 4pm & Saturday	£214.24	£221.00	£229.00	£237.00	Per event	Discretionary
Approved venues - Sunday and Public Holidays	£294.59	£305.00	£316.00	£326.00	Per event	Discretionary
Individual citizenship ceremony (by request)	£50.00	£50.00	£50.00	£50.00	Per event	Discretionary
Landlord Registrations	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Landlord/agent initial fee	£55.00	£55.00	£55.00	£55.00	Per year	Non-discretionary
Additional fee per property	£11.00	£11.00	£11.00	£11.00	Per year	Non-discretionary
Neighbourhood Response Teams	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Fixed penalty notices	£100.00	£100.00	£100.00	£100.00	Per penalty	Non-discretionary
Pre School Education - Wraparound Charges	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Wraparound childcare charges	£3.86	£3.99	£4.13	£4.28	Per hour	Discretionary
Wraparound childcare charges - annual administration fee	£20.00	£20.00	£20.00	£20.00	Per hour	Discretionary
Community Alarms and Telecare	2014/15 Total Charge	2015/16 Proposed	2016/17 Proposed	2017/18 Proposed	Basis of charge	Discretionary/ Non-discretionary
Community alarms & Telecare per week for new clients	£1.00	£1.00	£1.00	£1.00	Per week	Discretionary

DATA LABEL: PUBLIC

West Lothian Council – List of Concessions 2015/16

Activity	Concession Rate	Eligible Individuals and Groups
School Catering – Free School Meals	100%	<ul style="list-style-type: none"> All Primary 1 to Primary 3 pupils All Special School pupils Parents/Guardians in receipt of Income Support, Job Seekers Allowance or Tax Credits
Breakfast clubs	100%	<ul style="list-style-type: none"> All primary school pupils and special school pupils Secondary school pupils with free school meal entitlement
School Milk	100%	<ul style="list-style-type: none"> Primary school pupils with parents/guardians in receipt of Income Support, Job Seekers Allowance or Tax Credits All special school pupils All pupils of nursery schools and classes
Automated Toilets / Linlithgow Toilets	100%	<ul style="list-style-type: none"> Disabled users with a RADAR Key
Sale of Wheeled Bins	100%	<ul style="list-style-type: none"> Registered Charities
Trade Waste Charges	100%	<ul style="list-style-type: none"> Registered Charities
Caravan Site Fees	10%	<ul style="list-style-type: none"> Camping and Caravanning Club members Caravan Club members
Golf Course Fees	10%	<ul style="list-style-type: none"> Over 60's Under 16's Armed Forces Covenant Recipients Means Tested Benefit Recipients Caravan Site Customers Over 16's in full time education
Golf Driving Range	10%	<ul style="list-style-type: none"> Over 60's Under 16's Armed Forces Covenant Recipients Means Tested Benefit Recipients Caravan Site Customers Over 16's in full time education
Bowling Green Fees	Free to Over 60's 10% concession to other groups	<ul style="list-style-type: none"> Over 60's Under 16's Armed Forces Covenant Recipients Means Tested Benefit Recipients Caravan Site Customers Over 16's in full time education
Linlithgow Burgh Halls and Howden Park Centre – Hire of Rooms	Per schedule of charges	<ul style="list-style-type: none"> Community Groups – income generating Community Groups – non income generating

West Lothian Council – List of Concessions 2015/16

Activity	Concession Rate	Individuals and Groups eligible
Linlithgow Burgh Halls and Howden Park Centre – Box Office	Per schedule of charges	<ul style="list-style-type: none"> Over 60's Under 16's Armed Forces Covenant recipients Full time students Means Tested Benefits Recipients Disabled people and their helpers Over 16's in full time education
Lowport Activity Centre – Instructor Sessions	Per Schedule of Charge	<ul style="list-style-type: none"> West Lothian residents concessionary rates apply
Lowport Activity Centre – Residential Accommodation, Camp Schools and Holiday Programmes	Per Schedule of Charge	<ul style="list-style-type: none"> West Lothian Students Children under 5 with accompanying adult (50%)
<ul style="list-style-type: none"> Deans Community High School Inveralmond Community High School Fauldhouse Partnership Centre (In partnership with West Lothian Leisure as part of Access Xcite programme)	50%	Individuals (or partners) in receipt of: <ul style="list-style-type: none"> Over 60's Under 16's Means Tested Benefit Recipients Armed Forces Covenant Recipients Dependent children up to and including 17 years of age are also eligible for inclusion in the scheme Over 16's in full time education
West Lothian Council XCite Venues – Free Swimming	100%	<ul style="list-style-type: none"> Over 60's Under 5's Under 16's (Friday 1pm to 4pm and WL School Holidays 10am to 4pm)
Letting Charges for School Premises	100%	<ul style="list-style-type: none"> Category 1 groups - See below for description of Category 1 to 8 groups)
	Per schedule of charges	<ul style="list-style-type: none"> Category 2 – 8 groups WLC Accredited Swimming Groups (subject to agreement of revenue budget)
Public Entertainment - temporary licences	100%	<ul style="list-style-type: none"> Gala Day / Marches Day / Newlands Day Committees Non-profit making community groups in West Lothian
Garden Maintenance Scheme	100%	<ul style="list-style-type: none"> Aged 16-65 and in receipt of disability living allowance Aged 65-70 with the doctors disability declaration Aged 70 years or older Registered blind
Planning applications - Community Councils	50%	<ul style="list-style-type: none"> Community Councils
Property Management fees	100%	<ul style="list-style-type: none"> Registered Charities Non-profit distributing organisations

West Lothian Council – List of Concessions 2015/16

Activity	Concession Rate	Individuals and Groups Eligible
Pest Control Charges	100% 50%	<ul style="list-style-type: none"> Pest control call out charges for council tenants will be paid via the Housing Revenue Account 50% concession - Customers who are in receipt of a means tested benefit, and who are not council house tenants

Letting Charges for School Premises – Category 1 to 8 Groups

Category 1 – Free of Charge	<ul style="list-style-type: none"> Schools (Parent evenings and approved school clubs) Parent and Parent Teacher Associations (Meetings) Blood Transfusion Service Old Age Pensioners (Meetings) Ward Consultancy for the WLC Elected Members Trade Union Meetings for Council Employees Community Council (Meetings) Gala and Festival Committees (On day of the event only) Approved Council Activities e.g. Elections Education Service Sponsored Activities
Category 2	<ul style="list-style-type: none"> Registered Youth Organisations
Category 3	<ul style="list-style-type: none"> Fundraising/social events and activities for other recognised community organisations, schools, school boards, parent or parent teacher associations First Aid and Ambulance classes Other educational core recreational groups business meetings Private business meetings of registered political parties Church services and activities Fund raising for school funds Internal council department hire
Category 4	<ul style="list-style-type: none"> Instructional classes for which participants pay a charge Local festivals, galas Language laboratory Public events for which entry charge is made or which are revenue earning Non educational or Non recreational groups
Category 5	<ul style="list-style-type: none"> Commercial use where an event, club or activity is booked for business purposes to obtain personal gain or profit
Category 6	<ul style="list-style-type: none"> Summer schools
Category 7	<ul style="list-style-type: none"> Youth Group Camps in Educational premises
Category 8	<ul style="list-style-type: none"> Use of playgrounds for car parking when undertaking commercial or fundraising activities e.g. fetes, car boot sales

REVENUE BUDGET 2015/16 - DETAILED ANALYSIS OF BUDGET CHANGE - CORPORATE SERVICES

	£	£
BASE BUDGET 2014/15		11,172,009
BASE BUDGET MOVEMENTS 2015/16		
STAFFING		
Pay	124,584	124,584
REVENUE CONSEQUENCES OF CAPITAL PROGRAMME		
School Estate Expansion - IT Maintenance	20,000	20,000
INFLATION AND INDEXATION		
Community Grants - Racial Discrimination and Harassment Advice Service	167	
Community Grants - West Lothian Access Fund	122	
Community Grants - Miscellaneous Equality Issues Grants	32	
Community Grants - Community Council Funding	262	583
MODERNISING SERVICES AND MANAGING OUR WORKFORCE		
HR Services - workforce management	(70,000)	
Further rollout of Civic Centre centralised administration model	(8,000)	
Reduction in legal services marketing and publicity budget	(7,000)	
Reduction in HR Services print costs	(26,000)	
Reduction in Multi Function Device print volumes	(34,000)	
Reduction in Payroll print costs by ceasing use of payroll inserts	(12,000)	
Reduce colour printing by 50%	(135,000)	(292,000)
WORKING WITH PARTNERS TO DELIVER OUTCOMES		
Providing services in partnership with West Lothian College	(74,000)	(74,000)
MANAGING OUR ASSETS		
Discontinuation of Impensa and Opinionmaker licences	(19,000)	
Integration of elected members case management system council customer system	(7,000)	
Migrate corporate staff email to cloud based solution	(12,000)	
Reduction in centralised landline and mobile phone budgets	(85,000)	(123,000)
REVIEWING INCOME AND CONCESSIONS		
Discretionary licencing fees / recovery of legal expenses	(26,000)	(26,000)
TOTAL BASE BUDGET DECREASE 2015/16		(369,833)
TOTAL BUDGET 2015/16 - BASE BUDGET		<u>10,802,176</u>

REVENUE BUDGET 2015/16 - DETAILED ANALYSIS OF BUDGET CHANGE - HOUSING, CONSTRUCTION AND BUILDING SERVICES

	£	£
BASE BUDGET 2014/15		3,939,538
BASE BUDGET MOVEMENTS 2015/16		
STAFFING		
Pay	<u>33,559</u>	33,559
INFLATION AND INDEXATION		
Care at Home	<u>12,282</u>	12,282
PREVENTING NEGATIVE OUTCOMES		
Efficiencies arising from preventative interventions in Homelessness	<u>(66,000)</u>	(66,000)
REVIEWING INCOME AND CONCESSIONS		
3% rent increase for non HRA properties in accordance with approved housing rent strategy	<u>(68,000)</u>	(68,000)
TOTAL BASE BUDGET DECREASE 2015/16		(88,159)
BASE BUDGET 2015/16		<u><u>3,851,379</u></u>
TIME LIMITED PREVENTATIVE/ANTI POVERTY MEASURES		
Welfare Reform Support	<u>13,000</u>	13,000
TOTAL TIME LIMITED INVESTMENT 2015/16		13,000
TOTAL BUDGET 2015/16 - BASE BUDGET AND TIME LIMITED		<u><u>3,864,379</u></u>

REVENUE BUDGET 2015/16 - DETAILED ANALYSIS OF BUDGET CHANGE - OPERATIONAL SERVICES

	£	£
BASE BUDGET 2014/15		57,049,753
BASE BUDGET MOVEMENTS 2015/16		
STAFFING		
Pay	377,411	
Living Wage - Increase from £7.65 to £7.85	<u>45,000</u>	422,411
DEMOGRAPHICS AND DEMAND LED PRESSURES		
Demographics - Roads and Footpaths	58,000	
Demographics - NETS	21,000	
Demographics - Additional Learning Needs Transport	224,000	
Demographics - Concessionary Rail	<u>50,000</u>	353,000
REVENUE CONSEQUENCES OF CAPITAL PROGRAMME		
School Estate Expansion - Cleaning	7,000	
Open Space Maintenance - Cemeteries	<u>15,000</u>	22,000
SERVICE PRESSURES AND DEVELOPMENTS		
Free School Meals Primary 1 to 3 - Food and Preparation Costs	1,409,000	
Fleet Euro 6 Compliance	<u>35,000</u>	1,444,000
INFLATION AND INDEXATION		
Electricity - Street Lighting	107,000	
Fuel	117,175	
Waste Disposal Gate Fees and Landfill Tax	379,000	
Food	50,337	
Passenger Transport Contracts	207,000	
Operational Materials	<u>87,000</u>	947,512
MODERNISING SERVICES AND MANAGING OUR WORKFORCE		
Introduction of administration model for Operational Services	(57,000)	
Revised cleaning specification and scheduling in non education buildings	(238,000)	
Revised cleaning specification and scheduling for primaries and high schools	(272,000)	
Recovery of facilities management costs from school capital investment programme	(41,000)	
Restructure of Waste Services to comply with Waste (Scotland) Regulations 2012	(160,000)	
Change focus of waste enforcement role to community recycling officer	(27,000)	
Reduction in the number of household community recycling centres from six to five	(120,000)	
Revised waste CRC provision	(160,000)	
Workforce management across Waste, Roads and NETs and Lands to incorporate revised practices	(24,000)	
Optimisation of waste collection routes	(115,000)	
Restructure of Environmental Wardens and Street Cleaning Teams	(140,000)	
Lease of Beecraigs Fishery	(30,000)	
Negotiation of a revised concessionary rail scheme	(272,000)	
33% reduction in general mileage for employees and council operational vehicles	(50,000)	
Reduction in motor vehicle insurance claims and payments	(25,000)	
Internal Vehicle costs procurement saving	(7,000)	
Green transport budget realignment	(66,000)	
Review home to work mileage in dedicated vehicles	(60,000)	
Centralisation of fleet budgets and fuel savings	(200,000)	
Vehicle efficiencies in Waste, Nets and Land Services and Roads	<u>(123,000)</u>	(2,187,000)
WORKING WITH PARTNERS TO DELIVER OUTCOMES		
Integration of support services and development of learning and development - training license	<u>(3,000)</u>	(3,000)
REVIEWING INCOME AND CONCESSIONS		
Commercial Trade Waste Charges - full cost recovery of increased costs	(119,000)	
Cemeteries - Sale of Lairs and Interment Fees - 5% uplift	(23,000)	
Planters and Headstones - 3.5% uplift	(1,000)	
Roads Inspections, Consents, Permits - 3.5% uplift	(16,000)	
Facilities Management - external cleaning and catering 3.5% uplift	(12,000)	
School Meals - 5 pence increase primary, 10 pence increase secondary	(110,000)	
Countryside charges - 3.5% uplift	<u>(11,000)</u>	(292,000)
DELIVERING EFFECTIVE PROCUREMENT		
Savings from five year procurement plan - Scottish Landfill Tax savings	<u>(220,000)</u>	(220,000)

	£	£
REDUCING ENERGY USE		
Reduced energy costs from street lighting LED conversion	<u>(30,000)</u>	(30,000)
TOTAL BASE BUDGET INCREASE 2015/16		456,923
TOTAL BUDGET 2015/16 - BASE BUDGET		<u><u>57,506,676</u></u>

REVENUE BUDGET 2015/16 - DETAILED ANALYSIS OF BUDGET CHANGE - WEST LoTHIAN COMMUNITY HEALTH AND CARE PARTNERSHIP AND SOCIAL POLICY

	£	£
BASE BUDGET 2014/15		86,918,977
BASE BUDGET MOVEMENTS 2015/16		
STAFFING		
Pay	535,484	
Living Wage - Increase from £7.65 to £7.85	<u>11,000</u>	546,484
DEMOGRAPHICS AND DEMAND LED PRESSURES		
Demographics - Adults with Disabilities	69,000	
Demographics - Older People Cost of Care	847,000	
Demographics - Social Policy Demographics and Demand Led Pressures	<u>1,531,000</u>	2,447,000
SERVICE PRESSURES AND DEVELOPMENTS		
Children and Young People (Scotland) Act - extension of Kinship Care/Throughcare and Aftercare	285,000	
Self Directed Support transitional funding	99,000	
Children's Legal Representation Scheme - transfer of responsibility	<u>(4,000)</u>	380,000
INFLATION AND INDEXATION		
Care Home Fees	356,000	
Care at Home	359,718	
Fostering and Adoption	77,000	
Section Payments	15,000	
Residential Schools	103,000	
Respite Care	10,000	
Secure Units	12,000	
Supported Accommodation	5,000	
Direct Payments	15,000	
Day Care External Providers	6,000	
Free Personal Care	43,000	
Fuel	896	
Non Domestic Rates	162	
Community Grants - Enable	42	
Community Grants - Strathbrock Partnership Café	193	
Community Grants - Legal Services Agency	131	
Community Grants - Scottish Huntington's Disease Association	140	
Community Grants - Waverly Care Trust Milestone and SOLAS	101	
Community Grants - Victim Support West Lothian	106	
Community Grants - Blackburn Family Centre	266	
Community Grants - Lothian Family Mediation Service	164	
Community Grants - Summer Activities	30	
Community Grants - First Steps Playgroup	144	
Community Grants - Lothian Autistic Society	158	
Community Grants - Rural and Urban Training Scheme	155	
Community Grants - Couple Counselling	112	
Community Grants - Child Strategy Grants	228	
Food	<u>13,160</u>	1,017,906
MODERNISING SERVICES AND MANAGING OUR WORKFORCE		
Introduction of administration model at Strathbrock Partnership Centre	(40,000)	
Modernising social care processes	<u>(290,000)</u>	(330,000)
WORKING WITH PARTNERS TO DELIVER OUTCOMES		
Working with health to deliver health and social care services - vacancies in adult social care	(100,000)	
Review contracts for early years provision and services for young people	(80,000)	
Review contracts for housing support	(92,000)	
Reduction in Edinburgh Lothian Borders Executive Group funding	(18,000)	
Reduce Apetito Meals subsidy	<u>(45,000)</u>	(335,000)
PREVENTING NEGATIVE OUTCOMES		
Reshaping care for children including early intervention savings on residential school places	(206,000)	
Restructuring of family centres - supporting families in their own homes	(35,000)	
Reduction to Early Intervention Fund	(106,000)	
Reshaping care for older people - reprioritisation of Older People's Challenge Fund	(180,000)	
Cease external funding of youth Justice Reporter	(40,000)	
Review use of external funding for Criminal and Youth Justice	<u>(90,000)</u>	(657,000)

	£	£
REVIEWING INCOME AND CONCESSIONS		
Community Alarms and Telecare - increased volume of new users	(40,000)	
Lunch clubs - 3.5% uplift	(2,000)	
Recharges to other local authorities - full cost recovery	(26,000)	
Residents recoveries - Learning Disabilities & Older People - 2% increase	(40,000)	
Sheltered Housing - 3% rent increases in accordance with housing rent strategy	<u>(19,000)</u>	
		(127,000)
TOTAL BASE BUDGET INCREASE 2015/16		2,942,390
BASE BUDGET 2015/16		<u>89,861,367</u>
TIME LIMITED PREVENTATIVE/ANTI POVERTY MEASURES		
Families Included	200,000	
Befriending Service for Older People	70,000	
Home Support - Dementia	91,000	
Home from Hospital Support	120,000	
Families Included - Women Offenders Initiative - Almond Project	30,000	
Supporting Mental Wellbeing - Positive Parenting	<u>53,000</u>	
		564,000
TOTAL TIME LIMITED INVESTMENT 2015/16		564,000
TOTAL BUDGET 2015/16 - BASE BUDGET AND TIME LIMITED		<u>90,425,367</u>

REVENUE BUDGET 2015/16 - DETAILED ANALYSIS OF BUDGET CHANGE - AREA SERVICES

	£	£
BASE BUDGET 2014/15		13,038,667
BASE BUDGET MOVEMENTS 2015/16		
STAFFING		
Pay	170,859	170,859
INFLATION AND INDEXATION		
West Lothian Leisure	21,000	
Non Domestic Rates	149	
Fuel	804	
Community Grants - Volunteer Advice Groups	78	
Community Grants - Whitburn Community Development Trust	225	
Community Grants - Community and Voluntary Sector Service Development	78	
Community Grants - Pensioners' Groups Christmas Fund	284	
Community Grants - Children's Work and Play	239	
Community Grants - International Youth Exchange	180	
Community Grants - Youth and Community Groups	366	
Community Grants - Youth Forums	71	
Community Grants - Arts and Cultural Grants	1,158	
Community Grants - Sporting Grants	1,090	
Community Grants - Pit Stop	55	
Community Grants - Leisure and Recreation Grants	334	
Community Grants - Gala Grants	565	
Community Grants - West Lothian Twinning Associations	239	
Food	4,220	
		31,135
MODERNISING SERVICES AND MANAGING OUR WORKFORCE		
Introducing automated payment facilities and maintaining staffed facilities in Bathgate and Livingston	(20,000)	
Community Regeneration workforce management	(50,000)	(70,000)
WORKING WITH PARTNERS TO DELIVER OUTCOMES		
Modernised partnership working model	(130,000)	
Mainstreaming armed forces veterans wage subsidy budget	(75,000)	
Reduce Arts, Sports and Culture Grants	(50,000)	
Review and realignment of small grants funding	(50,000)	(305,000)
REVIEWING INCOME AND CONCESSIONS		
Registration charges - additional charge for registry office ceremonies with guests	(8,000)	
Library & Partnership Centre charges - 3.5% increase	(1,000)	
Fauldhouse Pool income - 3.5% uplift	(1,000)	
Burgh Halls and Howden Park Centre - review of charges	(63,000)	
Community High Schools income - 5% synthetic pitches, 3.5% other	(12,000)	
Lowport Outdoor Activity Centre charges - 3.5% increase	(17,000)	(102,000)
MANAGING OUR RELATIONSHIP WITH CUSTOMERS		
Transfer telephone service from Advice Shop to Customer Service Centre	(38,000)	
Modernising frontline services and rationalising staff and management structures	(186,000)	
Branch libraries - review of opening hours	(14,000)	
Reduction in library book fund	(175,000)	
Reprovision of mobile libraries services	(71,000)	(484,000)
TOTAL BASE BUDGET DECREASE 2015/16		(759,006)
BASE BUDGET 2015/16		12,279,661
TIME LIMITED EMPLOYABILITY MEASURES		
Additional Training and Employment	765,000	
Employment Programme Coordination support	46,000	
Skills Training Programme	42,000	853,000
TIME LIMITED PREVENTATIVE/ANTI POVERTY MEASURES		
Anti Poverty Strategy	170,000	
Targeted Intervention Programme - Early Years Swimming	22,000	192,000
TOTAL TIME LIMITED INVESTMENT 2015/16		1,045,000
TOTAL BUDGET 2015/16 - BASE BUDGET AND TIME LIMITED		13,324,661

REVENUE BUDGET 2015/16 - DETAILED ANALYSIS OF BUDGET CHANGE - PLANNING AND ECONOMIC DEVELOPMENT

	£	£
BASE BUDGET 2014/15		3,005,865
BASE BUDGET MOVEMENTS 2015/16		
STAFFING		
Pay	48,612	48,612
INFLATION AND INDEXATION		
Non Domestic Rates	210	
Fuel	420	630
MODERNISING SERVICES AND MANAGING OUR WORKFORCE		
Planning and Economic Development workforce management	(15,000)	
Review of Economic Development activities	(100,000)	(115,000)
WORKING WITH PARTNERS TO DELIVER OUTCOMES		
Reduce funding to Visit West Lothian	(90,000)	
Revised town centre management funding	(20,000)	
Reduce funding to Chamber of Commerce	(15,000)	(125,000)
MANAGING OUR ASSETS		
Consolidation of climate change and energy manager roles	(40,000)	(40,000)
REVIEWING INCOME AND CONCESSIONS		
Pest control charges - 3.5% uplift	(3,000)	
Hire of marquee - full cost recovery	(15,000)	
Planning applications - 5% statutory increase and increase in volume of applications	(150,000)	
Other discretionary planning fees and charges - 3.5% uplift	(1,000)	(169,000)
MANAGING OUR RELATIONSHIP WITH CUSTOMERS		
Transfer of Planning and Environmental Health enquiries to Customer Service Centre	(40,000)	(40,000)
TOTAL BASE BUDGET INCREASE 2015/16		(439,758)
BASE BUDGET 2015/16		<u>2,566,107</u>
TIME LIMITED EMPLOYABILITY MEASURES		
Young People's Business Start Up	40,000	40,000
TOTAL TIME LIMITED INVESTMENT 2015/16		40,000
TOTAL BUDGET 2015/16 - BASE BUDGET AND TIME LIMITED		<u>2,606,107</u>

REVENUE BUDGET 2015/16 - DETAILED ANALYSIS OF BUDGET CHANGE - EDUCATION

	£	£
BASE BUDGET 2014/15		132,568,456
BASE BUDGET MOVEMENTS 2015/16		
STAFFING		
Pay - Non Teachers	285,250	
Pay - Teachers	1,113,782	
Employer's Superannuation Increase - Teachers	758,000	
		2,157,032
DEMOGRAPHICS AND DEMAND LED PRESSURES		
Demographics - Pre School	54,000	
Demographics - Primary Schools	1,688,000	
Demographics - Secondary Schools	31,000	
Demographics - Special Schools	620,000	
		2,393,000
REVENUE CONSEQUENCES OF CAPITAL PROGRAMME		
Education Broadband Maintenance Costs	369,000	
		369,000
SERVICE PRESSURES AND DEVELOPMENTS		
Children and Young People (Scotland) Act - extension to pre school entitlement	1,191,000	
Free School Meals Primary 1 to 3 - Staff Supervision Costs	275,000	
Getting it Right for Every Child support	7,000	
		1,473,000
INFLATION AND INDEXATION		
PPP Unitary Charge	301,000	
Fuel	705	
Nurseries Partner Provider Places	6,000	
Food	181	
		307,886
MODERNISING SERVICES AND MANAGING OUR WORKFORCE		
Revision to primary school DSM budget formula - workforce management	(127,000)	
Revision to secondary school DSM budget formula - workforce management	(1,155,000)	
Review of support for out of school care	(130,000)	
Mainstreaming central music therapy support within special schools	(51,000)	
Review of central education officer support	(280,000)	
Workforce management and other non staffing savings in Central Education Services	(67,000)	
Redesign of hearing impairment service	(150,000)	
		(1,960,000)
WORKING WITH PARTNERS TO DELIVER OUTCOMES		
Revision to primary school DSM budget formula - revised learning and development	(57,000)	
Revision to secondary school DSM budget formula - revised learning and development	(49,000)	
		(106,000)
REVIEWING INCOME AND CONCESSIONS		
School premises lets - 5% synthetic pitches, 3.5% other	(19,000)	
Wraparound charges - 3.5% uplift	(12,000)	
		(31,000)
TOTAL BASE BUDGET INCREASE 2015/16		4,602,918
BASE BUDGET 2015/16		137,171,374
TIME LIMITED EMPLOYABILITY MEASURES		
Schools attainment support	170,000	
Enhanced learning and nurture	200,000	
		370,000
TOTAL TIME LIMITED INVESTMENT 2015/16		370,000
TOTAL BUDGET 2015/16 - BASE BUDGET AND TIME LIMITED		137,541,374

REVENUE BUDGET 2015/16 - DETAILED ANALYSIS OF BUDGET CHANGE - CHIEF EXECUTIVE / FINANCE AND ESTATES

	£	£
BASE BUDGET 2014/15		21,609,738
BASE BUDGET MOVEMENTS 2015/16		
STAFFING		
Pay	<u>126,944</u>	126,944
REVENUE CONSEQUENCES OF CAPITAL PROGRAMME		
School Estate Expansion - Energy, Water & Sewerage, NDR and Maintenance	<u>33,000</u>	33,000
SERVICE PRESSURES AND DEVELOPMENTS		
Council Tax Reduction Scheme Administration - DWP Transfer of Responsibility	245,000	
Free School Meals Primary 1 to 3 - Property Costs	<u>48,000</u>	293,000
INFLATION AND INDEXATION		
Electricity - Properties	153,000	
Gas - Properties	92,000	
Carbon Commitment	104,000	
Water and Sewerage	22,000	
Public Conveniences Contract	7,000	
Food	102	
Non Domestic Rates	<u>195,479</u>	573,581
MODERNISING SERVICES AND MANAGING OUR WORKFORCE		
Review of customer payment methods and financial streamlining of payment systems	(58,000)	
Consolidation of financial management and costing activities	(24,000)	
Property Management workforce management	<u>(10,000)</u>	(92,000)
MANAGING OUR ASSETS		
Increased rental income and service charges from commercial portfolio	(121,000)	
Property Modernisation Programme	(249,000)	
Reduction in reactive maintenance and portable appliance testing	(160,000)	
Introduction of appointment system for schools maintenance works	(50,000)	
Introduction of open protocol intruder systems	(10,000)	
Increase use of property term maintenance contracts	<u>(30,000)</u>	(620,000)
REVIEWING INCOME AND CONCESSIONS		
Revenues intervention income - budget realignment	(40,000)	
Treasury management charges	(14,000)	
Property management fees	(4,000)	
Solar photo voltaic (PV) income - budget realignment	<u>(5,000)</u>	(63,000)
REDUCING ENERGY USE		
Installation of energy efficiency measures including solar PV, biomass and lighting replacement	(203,000)	
Energy savings from behaviour change programme, energy audits and billing validation	<u>(74,000)</u>	(277,000)
TOTAL BASE BUDGET DECREASE 2015/16		(25,475)
TOTAL BUDGET 2015/16 - BASE BUDGET		<u><u>21,584,263</u></u>

REVENUE BUDGET 2015/16 - DETAILED ANALYSIS OF BUDGET CHANGE - NON SERVICE/COUNCIL WIDE EXPENDITURE

	£	£
BASE BUDGET 2014/15		43,267,997
BASE BUDGET MOVEMENTS 2015/16		
STAFFING		
Pensions Auto Enrolment	<u>50,000</u>	50,000
SERVICE PRESSURES AND DEVELOPMENTS		
Prudential Borrowing for Capital Programme	300,000	
Loan Charge Support	111,000	
Council Tax Reduction Scheme	500,000	
Council Tax Reduction Scheme Administration	<u>361,000</u>	1,272,000
MODERNISING SERVICES AND MANAGING OUR WORKFORCE		
Reduction in insurance budgets	<u>(525,000)</u>	(525,000)
DELIVERING EFFECTIVE PROCUREMENT		
Savings from five year procurement plan	<u>(241,000)</u>	(241,000)
TOTAL BASE BUDGET INCREASE 2015/16		556,000
TOTAL BUDGET 2015/16 - BASE BUDGET		<u><u>43,823,997</u></u>

STATEMENT ON GENERAL FUND BALANCE AND OTHER RESERVES

1. Background

In reporting on the annual budget, I am required to provide Council with details of the General Fund Balance and its proposed use, and an opinion as to the adequacy of reserves for the forthcoming financial year.

2. Overall General Fund Balance

The council's General Fund Balance at 1 April 2014 was £22.6 million and is forecast to be £15.5 million at 1 April 2015. This consists of the following:

- An uncommitted general fund balance of £2 million.
- Approved funding for time limited investment of £3.5 million in 2015/16 to 2017/18.
- A Modernisation Fund of £4.3 million, required to meet the cost of staffing changes.
- A weather emergency fund of £1 million.
- A Devolved Schools Management (DSM) scheme balance of £850,000.
- Other earmarked balances of £3.85 million.

3. Uncommitted General Fund Balance

The principal focus, in considering future financial strategy, is to ensure that sufficient funds are held in reserve to deal with the financial consequences of uncertain future events, and to provide a reasonable sum to address the potential impact of the range of risks and uncertainties highlighted in the budget report. Taking account of the significant financial pressures facing the council in future years, I am recommending that the minimum uncommitted General Fund Balance is maintained at £2 million in 2015/16, equivalent to 0.53% of annual baseline revenue expenditure.

The unallocated General Fund Balance at 31 March 2014 was £2 million as noted in the council's audited 2013/14 annual accounts. I would estimate, based on the current year revenue budget monitoring forecasts that the uncommitted General Fund Balance will continue to be £2 million at 31 March 2015. The proposed 2015/16 revenue budget does not assume any use of this balance, therefore I would project the uncommitted balance will be £2 million at 31 March 2016.

4. Other Elements of the General Fund Balance

The council's Modernisation Fund was established on 15 January 2013 to assist the council in meeting one off costs associated with implementing changes to services and in delivering proactive workforce planning. The intention in establishing the Modernisation Fund was to recognise that a key objective of the council is to modernise service delivery. While this will be closely linked to the reconfiguration of staffing, there is a broader scope of costs associated with modernising service delivery which the fund also covers. This may, for example, include employing specialist temporary staff.

As part of the council's efficiency agenda to secure better outcomes, modernise services and achieve savings, there has been, and will continue to be, continuous change in the way services are delivered. The anticipated deployment of the Modernisation Fund is therefore dependent on the phasing of modernisation initiatives. The projected uncommitted Modernisation Fund Balance at 1 April 2015 is £4.3 million. In order to facilitate staffing changes and service modernisation in 2015/16 to 2017/18, I would advise council that the Modernisation Fund is required in full to help the council deliver balanced budgets in these years.

The weather emergency fund was established to assist the council in meeting any exceptional costs in relation to severe weather incidents. This was agreed in conjunction with a reduction in the core annual weather emergency budget of £375,000. Given the constraints on the recurring revenue budget if the council faced severe winter weather or flooding, I would advise that the weather emergency fund is essential to ensure that sufficient funds are held in reserve to deal with the financial consequences of uncertain future weather events, especially adverse winter weather.

In accordance with the Devolved School Management Scheme, the schools delegated balance is held within the General Fund but is earmarked for school spending. The schools delegated balance is available to be utilised, if required, on school expenditure in 2015/16.

5. Other Reserves

The council has a capital fund and insurance fund which are separate reserves to the council's General Fund balance.

The Insurance Fund provides self-insurance within an overall risk management strategy. The fund covers all known liabilities and is independently valued every three years. The fund was subject to an independent revaluation in early 2014. Based on the results of this revaluation, and on an assessment of potential future risks, I consider it essential to maintain the Insurance Fund on an ongoing basis.

The Capital Fund, established in 2003, is integral to the council's capital strategy. The mix between borrowing and application of the Capital Fund is kept under review to take account of prevailing market conditions and other funding risks. The Capital Fund earns interest on balances and, in line with approved procedure, treasury surpluses are also transferred to the Fund. Taking account of these factors, the estimated balance on the Capital Fund at 31 March 2016 will be £56.638 million. Based on the council's planned capital investment and future treasury costs, I can confirm that all of this sum is required in future years to help finance the council's asset management and capital investment strategy, and to secure best value in treasury management. In this regard, the Capital Fund is a key element in ensuring that capital spending plans are affordable, prudent and sustainable and continue to comply with the requirements of the Prudential Code.

The forecast movement in council reserves in 2015/16 are as follows:

	Forecast Balance 1 April 2015 £000's	Additions/ (Withdrawals) £000's	Forecast Balance 31 March 2016 £000's
Insurance Fund	12,193	0	12,193
Capital Fund	76,261	(19,623)	56,638

6. Conclusion

As set out above, I am recommending to Council that the minimum uncommitted General Fund balance is maintained at £2 million. Based on an assessment of the assumptions within the revenue budget report including funding and cost pressures in future years, I believe that the minimum uncommitted General Fund balance of £2 million is an adequate contingency. I would also advise that the other reserves are adequate for their stated purpose.

I will keep the level of reserves and balances under review, taking into account latest circumstances and financial demands on the council.

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT

1. Equality Impact Assessment Legal and Process Requirements

The council's statutory public sector equality duty (PSED) is in the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. There is a general duty in the Act and specific duties in the Regulations, which includes the requirement for equality impact assessment.

The Act requires that the council has due regard to equality when exercising functions in relation to persons covered by the protected characteristics of the Act. The General Duty of the Act must be taken into account during the impact assessment process, specifically the council must consider as part of the process how the particular policy or change will relate to:

- Eliminating discrimination, harassment and victimisation;
- Advancing equality of opportunity - removing or minimising disadvantages, taking steps to meet the different needs, encouraging participation in public life; and
- Fostering good relations - tackling prejudice and promoting understanding.

A briefing note produced by the Improvement Service and the Equality and Human Rights Commission in Scotland was previously circulated to all elected members to raise awareness of the Duty. A briefing session on equality law and equality impact assessment was available to members as part of the member's induction process. The table below outlines the specific elements of the equality impact assessment Duty and provides an explanation of what the Duty means in practice.

Legal and Process Requirements	Explanation
Assess the impact of the decision on needs	The potential implications of the decision must be assessed, as far as is possible with available information
Consider relevant evidence	Identify and look at known facts and relevant evidence. It does not always require hard statistics - qualitative and more subjective evidence may be sufficient
Involvement of others may be required	Involvement and consultation with representative groups may be desirable, but is not a requirement – the sufficiency and adequacy of the evidence is critical rather than following a set procedure in every case
The process and evidence considered should be recorded	Records of what is done and decisions taken are necessary to show compliance
The equality impact assessment must be part of the decision taken	Impacts and mitigation measures must be actively considered by the decision-makers when the decision is taken
Have due regard	The equality impact assessment is a factor in a decision; it is not the only relevant factor for the decision-maker to consider. It is for the decision-maker to assess and decide the weight to give the equality impact assessment against other relevant considerations
Other factors can be relevant to the decision	The need for efficiencies and to reduce spending are legitimate factors to be weighed along with equality impact assessment results

Legal and Process Requirements	Explanation
Equality impact assessment is part of a process	The equality impact assessment is undertaken for specific statutory purposes, it is not an end in itself
Must publish the results within a reasonable period	After carrying out the assessment the council must make it available to the public
Make appropriate arrangements to review the equality impact assessment following implementation of the policy and, where necessary, revise the decision or recommendations	Reasonable review (measuring actual impacts) and revision/modification procedures are necessary as part of the decision and they should be applied as part of the equality impact assessment process

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Corporate Services				
Modernising Services and Managing Our Workforce				
HR Services – Workforce Management	Not relevant	N/A	N/A	N/A
Further roll out of Civic Centre centralised administration model	Relevant	Gender	The assessment process identified that due to the workforce profile of administration services in West Lothian Council, there is likely to be an impact on female employees. The posts affected by the measure are predominately support posts - with a large number of female employees within administration services holding support positions.	The council has a position of no compulsory redundancy. The council also has a range of workforce management policies and procedures in place to ensure that the impact of displacement of employees through service redesign or restructure is minimised. The actual impact of the proposed changes to administration services across the council will be monitored.
Reduction in legal services marketing and publicity budget	Not relevant	N/A	N/A	N/A
Reduction in HR Services print costs	Not relevant	N/A	N/A	N/A
Reduction in Multi-Function Device print volumes	Not relevant	N/A	N/A	N/A
Reduction in Payroll print costs by ceasing use of payroll inserts	Not relevant	N/A	N/A	N/A
Reduce colour printing by 50%	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Working with Partners to Deliver Outcomes				
Providing services in partnership with West Lothian College	Relevant	Disability	An equality impact assessment will be required on the learning and development aspects of the partnership work to consider any accessibility issues related to the introduction of online technology for council employees.	N/A
Managing Our Assets				
Discontinuation of Impensa and Opinionmaker licences	Not relevant	N/A	N/A	N/A
Integration of elected members case management system with council customer system	Not relevant	N/A	N/A	N/A
Migrate corporate staff email to cloud based solution	Not relevant	N/A	N/A	N/A
Reduction in centralised landline and mobile phone budgets	Not relevant	N/A	N/A	N/A
Reviewing Income and Concessions				
Discretionary licencing fees / recovery of legal expenses	Not relevant	N/A	N/A	N/A
Housing, Construction and Building Services				
Preventing Negative Outcomes				
Efficiencies arising from preventative interventions in Homelessness	Not relevant	N/A	N/A	N/A
3% rent increase for non HRA properties in accordance with approved housing rent strategy	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Operational Services				
Modernising Services and Managing Our Workforce				
Introduction of administration model for Whitehill House	Not relevant	N/A	N/A	N/A
Revised cleaning specification and scheduling in non-education buildings	Relevant	Gender	The assessment process identified that the proposed measure is likely to have an impact on women employees. The cleaning roles that will be affected by the changes are predominately held by female employees. The assessment also considered that the number of women potentially affected by these changes may be substantial. During the EQIA process, no particular mitigating actions could be identified that were specific to this measure or service. It was however felt that many of the initiatives being taken at a corporate level were directly relevant and would assist to mitigate any negative implications for those individuals affected.	The council has a position of no compulsory redundancy. While an individual's current post and working practices may be impacted upon by a number of budget proposals, the potential impact of compulsory redundancy is mitigated regardless of protected characteristic. The workforce management policy enables staff that may be displaced to be offered alternative posts elsewhere in the service or organisation. Significant opportunities for flexible transition, including training and development, are supported. Skills matching and the consultation process ensure that the particular needs and issues of each individual employee is taken into account during the implementation of the policy. Work is being undertaken to profile the council's workforce. This will assist to pro-actively identify services or teams that have capacity to accept employees via the redeployment process. This work assists in advance to identify required skills, training and other development which may be necessary for employees to transition from one role to another. The council's policies on flexible working, reduced hours working, voluntary severance and early retirement provide further options to manage and mitigate the impact of the measure.

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Modernising Services and Managing Our Workforce (continued)				
Revised cleaning schedule for primary and high schools	Relevant	Gender	The assessment process identified that the proposed measure is likely to have an impact on women employees. The cleaning roles that will be affected by the changes are predominately held by female employees. The assessment also considered that the number of women potentially affected by these changes may be substantial. During the EQIA process, no particular mitigating actions could be identified that were specific to this measure or service. It was however felt that many of the initiatives being taken at a corporate level were directly relevant and would assist to mitigate any negative implications for those individuals affected.	The council has a position of no compulsory redundancy. While an individual's current post and working practices may be impacted upon by a number of budget proposals, the potential impact of compulsory redundancy is mitigated regardless of protected characteristic. The workforce management policy enables staff that may be displaced to be offered alternative posts elsewhere in the service or organisation. Significant opportunities for flexible transition, including training and development, are supported. Skills matching and the consultation process ensure that the particular needs and issues of each individual employee is taken into account during the implementation of the policy. Work is being undertaken to profile the council's workforce. This will assist to pro-actively identify services or teams that have capacity to accept employees via the redeployment process. This work assists in advance to identify required skills, training and other development which may be necessary for employees to transition from one role to another. The council's policies on flexible working, reduced hours working, voluntary severance and early retirement provide further options to manage and mitigate the impact of the measure.
Recovery of facilities management costs from school capital investment programme	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Modernising Services and Managing Our Workforce (continued)				
Restructure of Waste Services to comply with Waste (Scotland) Regulations 2012	Not relevant	N/A	N/A	N/A
Change focus of waste enforcement role to community recycling officer	Not relevant	N/A	N/A	N/A
Reduction in the number of household community recycling centres from six to five	Relevant	Disability	The assessment considered whether this measure presented implications for customers with disabilities. The assessment identified service standards and support available to ensure customers will not be affected by implementation of the measure.	N/A
Revised waste CRC provision	Not relevant	N/A	N/A	N/A
Workforce management across Waste, Roads and NETs and Lands to incorporate revised practices	Not relevant	N/A	N/A	N/A
Optimisation of waste collection routes	Not relevant	N/A	N/A	N/A
Restructure of Environmental Wardens and Street Cleaning Teams	Not relevant	N/A	N/A	N/A
Lease of Beecraigs Fishery	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Modernising Services and Managing Our Workforce (continued)				
Negotiation of a revised concessionary rail scheme	Relevant	Disability	The assessment considered whether this proposal presented implications for customers with disabilities. The assessment identified that there is a likely increase in the cost to customers of the scheme, impacting upon people with a variety of disabilities. Feedback on this measure both through the DBO consultation and discussions with the Disability Community Equality Forum and Mental Health Users Forum suggest that there is not significant concern over the implications of this measure.	In the event of a scheme not being negotiated, an equality impact assessment would be required on the subsequent implications for people with disabilities.
33% reduction in general mileage for employees and council operational vehicles	Not relevant	N/A	N/A	N/A
Reduction in motor vehicle insurance claims and payments	Not relevant	N/A	N/A	N/A
Internal vehicle costs procurement saving	Not relevant	N/A	N/A	N/A
Green transport budget realignment	Not relevant	N/A	N/A	N/A
Review home to work mileage in dedicated vehicles	Not relevant	N/A	N/A	N/A
Centralisation of fleet budgets and fuel savings	Not relevant	N/A	N/A	N/A
Vehicle efficiencies in Waste, NETs and Land Services and Roads	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Working with Partners to Deliver Outcomes				
Integration of support services and development of learning and development – training license	Not relevant	N/A	N/A	N/A
Reviewing Income and Concessions				
Commercial trade waste charges - full cost recovery of increased costs	Not relevant	N/A	N/A	N/A
Cemeteries - sale of lairs and interment fees - 5% uplift	Not relevant	N/A	N/A	N/A
Planters and headstones - 3.5% uplift	Not relevant	N/A	N/A	N/A
Roads inspections, consents, permits - 3.5% uplift	Not relevant	N/A	N/A	N/A
Facilities Management - external cleaning and catering 3.5% uplift	Not relevant	N/A	N/A	N/A
School Meals - 5 pence increase primary, 10 pence increase secondary	Not relevant	N/A	N/A	N/A
Countryside charges - 3.5% uplift	Not relevant	N/A	N/A	N/A
Delivering Effective Procurement				
Savings from five year procurement plan - Scottish Landfill Tax savings	Not relevant	N/A	N/A	N/A
Reducing Energy Use				
Street Lighting LED conversion	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Social Policy				
Children and Young People (Scotland) Act – Extension of Kinship Care / Throughcare / Aftercare and Extension of Pre School Entitlement	Relevant	Age; Disability; Gender; Gender Identity; Ethnicity; Pregnancy and Maternity; Religion or Belief; Sexual Orientation	The assessment considered the impact of the measure on a range of protected characteristics, in terms of identification of needs for individual young people and their families. The assessment identified that the investment will have a positive impact on equality by enabling greater investment in early intervention with particular clients. The extension of early intervention complements the promotion of equality by ensuring that there is a focus on individual needs at the earliest possibility opportunity, which will include the impact of issues related to each of the protected characteristics where appropriate.	N/A
Getting it right for every child support	Relevant	Age; Disability; Gender; Gender Identity; Ethnicity; Pregnancy and Maternity; Religion or Belief; Sexual Orientation	As per Children and Young People (Scotland) Act – Extension of Kinship Care / Throughcare / Aftercare and Extension of Pre School Entitlement measure.	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Social Policy				
Self-directed support transitional funding	Relevant	Age; Disability	The assessment considered the impact of the measure to provide transitional funding allocation for implementation of Self Directed Support. It was highlighted that this investment ensures that the full range of options available to service users through SDS will be available. This will have a positive impact on equality by supporting independent living, in terms of care and support options for people with disabilities and older people.	N/A
Modernising Services and Managing Our Workforce				
Introduction of administration model at Strathbrock Partnership Centre	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Modernising Services and Managing Our Workforce (continued)				
Modernising social care processes	Relevant	Gender	The assessment process identified that due to the workforce profile of the administration and social care services, there is a likely to be an impact on female employees. The posts affected by the proposed project are predominately support posts – with 96% of employees affected by the proposed restructuring being female. There may be a possible positive impact on the protected groups served by the service. By streamlining administration and IT services used by the service, a more efficient service could be passed on to the client. The service serves a range of clients who may be considered to be vulnerable, and includes those from protected groups – in particular older adults, young children, and individuals with disabilities. During the EQIA process, no particular mitigating actions could be identified that were specific to this measure or service. It was however felt that many of the initiatives being taken at a corporate level were directly relevant and would assist to mitigate any negative implications for those individuals affected.	The council has a position of no compulsory redundancy. While an individual's current post and working practices may be impacted upon by a number of budget proposals, the potential impact of compulsory redundancy is mitigated regardless of protected characteristic. The workforce management policy enables staff that may be displaced to be offered alternative posts elsewhere in the service, or organisation. Significant opportunities for flexible transition, including training and development, are supported. Skills matching and the consultation process ensure that the particular needs and issues of each individual employee are taken into account during the implementation of the policy. Work is being undertaken to profile the council's workforce. This will assist to pro-actively identify services or teams that have capacity to accept employees via the redeployment process. This work assists in advance to identify required skills, training and other development which may be necessary for employees to transition from one role to another. The council's policies on flexible working, reduced hours working, voluntary severance and early retirement provide further options to manage and mitigate the impact of the measure.

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Working with Partners to Deliver Outcomes				
Working with health to deliver health and social care services – vacancies in adult social care	Not relevant	N/A	N/A	N/A
Review contracts for early years provision and services for young people	Relevant	Age	The assessment concluded that the reduction to budget for services for young people will have a minimal to nil impact on the standard of existing provision.	N/A
Review contracts for housing support	Not relevant	N/A	N/A	N/A
Reduction in Edinburgh Lothian Borders Executive Group funding	Not relevant	N/A	N/A	N/A
Reduce Apetito meals subsidy	Relevant	Age; Disability	The assessment process identified that this measure will increase the cost of meals provided to clients by Apetito. It was highlighted that this measure will have an impact on older people and people with disabilities. It was however acknowledged that there are a number of alternatives now available to clients, offering the same or similar product at competitive pricing. Specific mitigating actions were identified in relation to the implementation of this measure. The assessment process considered the overall equality impact of this measure was likely to be minimal.	The assessment identified that supermarket pricing of similar products to that provided by the Apetito contract are now competitive, and provide greater choice in many circumstances. Supermarket food labelling has improved significantly also enabling clients to choose products better suited to their dietary needs. Customers can also take advantage of the Food Train service.

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Preventing Negative Outcomes				
Reshaping care for children including early intervention savings on residential school places	Not relevant	N/A	N/A	N/A
Restructuring of family centres	Not relevant	N/A	N/A	N/A
Reduction to Early Intervention Fund	Not relevant	N/A	N/A	N/A
Reprioritisation of Older People's Challenge Fund	Not relevant	N/A	N/A	N/A
Cease external funding of youth Justice Reporter	Not relevant	N/A	N/A	N/A
Review use of external funding for Criminal and Youth Justice	Not relevant	N/A	N/A	N/A
Reviewing Income and Concessions				
Community Alarms and Telecare - increased volume of new users	Not relevant	N/A	N/A	N/A
Lunch clubs – 3.5% uplift	Relevant	Age; Disability	This measure was flagged at relevance stage due to the client base predominantly affected being older people and people with disabilities, however the increase is minimal and charges remain below Local Authority averages. No particular negative impact identified.	N/A
Recharges to other local authorities – full cost recovery	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Reviewing Income and Concessions				
Residents recoveries - Learning Disabilities & Older People - 2% increase	Not relevant	N/A	N/A	N/A
Sheltered Housing - 3% rent increases	Not relevant	N/A	N/A	N/A
Area Services				
Modernising Services and Managing Our Workforce				
Introducing automated payment facilities and maintaining staffed facilities at Bathgate and Livingston	Relevant	Age; Disability	The assessment process identified that this measure may have an impact on older people and people with disabilities following implementation, and potentially some single parents. It was felt however that the mitigations already considered by the service will counter any possible negative impacts.	Changes will be implemented in areas where alternative cash payment methods are available in close proximity (for example nearby Post Office or Pay Point). In addition automated payment facilities will be introduced as a substitute and customers will be supported to use this new technology. A range of payment options for all customers will remain available, negating any equality impact.
Community Regeneration workforce management	Not relevant	N/A	N/A	N/A
Working with Partners to Deliver Outcomes				
Revised partnership working model	Not relevant	N/A	N/A	N/A
Mainstreaming war veterans subsidy support within core service delivery, with continuing priority for war veterans, and maintaining time limited investment of £60,000	Not relevant	N/A	N/A	N/A
Reduction in Arts, Sport and Culture Grants	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Working with Partners to Deliver Outcomes (continued)				
Reduction in small grants funds following review of budgets for equalities, children, youth and community groups, gala grants, volunteer training and community council funding	Not relevant	N/A	N/A	N/A
Thematic review of all service and contract payments to voluntary organisations	Relevant	Age; Disability	The assessment process considered the impact of the measure against each specific saving from the various funding streams affected, with particular consideration given to the equalities related funding and funding for young people's initiatives. The assessment process identified that the measure is unlikely to have a significant impact on equality given that the savings are in line with underspend in previous financial years. Where there has been no or small underspend, the proposed reduction is minimal compared against the total budget and therefore unlikely to have a negative impact in relation to any of the protected characteristics. No mitigating actions were identified or deemed necessary.	N/A
Reviewing Income and Concessions				
Registration charges - additional charge for registry office ceremonies with guests	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Reviewing Income and Concessions (continued)				
Library & Partnership Centre charges - 3.5% increase	Not relevant	N/A	N/A	N/A
Fauldhouse Pool income - 3.5% uplift / Registered Youth swimming group concession	Not relevant	N/A	N/A	N/A
Burgh Halls and Howden Park Centre - review of charges	Not relevant	N/A	N/A	N/A
Community High Schools income - 5% pitches, 3.5% other / Accredited Youth swimming group concession	Not relevant	N/A	N/A	N/A
Lowport Outdoor Activity Centre charges - 3.5% increase	Not relevant	N/A	N/A	N/A
Managing our Relationship with Customers				
Transfer telephone service from Advice Shop to Customer Service Centre	Not relevant	N/A	N/A	N/A
Modernising frontline services and rationalising staff and management structures	Relevant	Age; Disability; Gender	The relevance considered the implications of this measure on service provision by protected characteristic due to a concern over access to local services for people with disabilities, older people and single parents who are more likely to have transport challenges. The relevance concluded that the particular impact on equality issues of this measure will be low to nil given that all services will continue to be available locally.	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Managing our Relationship with Customers (continued)				
Branch libraries - review of opening hours	Not relevant	N/A	N/A	N/A
Reduction in library book fund	Not relevant	N/A	N/A	N/A
Reprovision of mobile libraries services	Relevant	Age; Disability	The assessment process identified that this measure will have an impact on service users in the equality groups of older people and people with disabilities. At time of assessment the service were considering a specific mitigation related to the impact on equality, in the form of offering a new door-to-door service for clients that require it due to old age or disability. This alternative would be offered via an existing service already working and engaging with this client base. At time of writing it was not confirmed whether this mitigating action would be implemented.	The proposed mitigation on introducing an alternative door to door service should be implemented by the service in tandem with the existing service withdrawal in order to mitigate the potential equality impact of this measure.
Planning and Economic Development				
Modernising Services and Managing our Workforce				
Planning and Economic Development workforce management	Not relevant	N/A	N/A	N/A
Review of Economic Development activities	Not relevant	N/A	N/A	N/A
Working with Partners to Deliver Outcomes				
Reduce funding to Visit West Lothian	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Working with Partners to Deliver Outcomes				
Revised town centre management funding	Not relevant	N/A	N/A	N/A
Review funding to Chamber of Commerce	Not relevant	N/A	N/A	N/A
Managing Our Assets				
Consolidation of climate change and energy manager roles	Not relevant	N/A	N/A	N/A
Reviewing Income and Concessions				
Pest control charges - 3.5% uplift	Not relevant	N/A	N/A	N/A
Hire of Marquee - full cost recovery	Not relevant	N/A	N/A	N/A
Planning applications - 5% statutory increase and increase in volume of applications	Not relevant	N/A	N/A	N/A
Other discretionary planning fees and charges - 3.5% uplift	Not relevant	N/A	N/A	N/A
Managing Our Relationship with Customers				
Transfer of planning and environmental health enquiries to Customer Service Centre	Relevant	Ethnicity	The assessment identified that a shift towards greater use of email and telephone contact has the potential to impact on individuals whose first language is not English. This is specifically with regard to environmental health service provision and contact with restaurants and hot food retailers.	Potential impact will be minimised by the fact that most contact is created by officers engaging pro-actively with clients face-to-face, this will continue. The contact centre requires greater clarity on use and access of interpretation and translation service contract.

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Education				
Free School Meals (P1 to P3)	Not Relevant	N/A	N/A	N/A
Education Broadband	Not Relevant	N/A	N/A	N/A
Modernising Services and Managing Our Workforce				
Revision to primary school devolved school management budget formula	Relevant	Ethnicity; Disability; Gender	The assessment process looked to consider the potential impact of the measure on pupils whose first language is not English, and pupils who have additional support needs. It also considered any potential staffing implications given the disproportionate number of female staff within the service. The assessment concluded that the financial reduction related to this measure will be minimal given the overall budget and that the impact on individual school budgets will be low, enabling individual schools to manage the implications. Given the broad nature of this measure, it was suggested that service management consider whether specific equality impact assessments may be required for any of the individual arrangements for managing the implementation of the measure in schools.	Service management to consider whether specific equality impact assessments may be required for any of the individual arrangements for managing the implementation of the measure in schools.
Revision to secondary school devolved school management budget formula	Relevant	Ethnicity; Disability; Gender	As per revision to primary school devolved school management budget formula.	As per revision to primary school devolved school management budget formula.

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Modernising Services and Managing Our Workforce (continued)				
Review of support for out of school care	Relevant	Gender	The assessment considered the fact that any change to out of school support is likely to have a disproportionate impact on women as the majority providers of unpaid care. The measure is to end the time limited funding to enable Simply Play in West Lothian to set up and operate as a social enterprise/ voluntary organisation. The measure is expected to have a minimal impact on equality due to the fact that the service will continue to operate in its current form.	N/A
Mainstreaming central music therapy support within special schools	Not relevant	N/A	N/A	N/A
Review of central education officer support	Not relevant	N/A	N/A	N/A
Workforce Management	Not relevant	N/A	N/A	N/A
Redesign of hearing impairment service for schools	Relevant	Disability	The assessment process considered a potential impact on pupils who are deaf or have hearing loss. It was however outlined that the redesign is to improve the efficiency of the service and the staff scheduling, and will not have an impact on the standard of service provided to pupils.	N/A
Working with Partners to Deliver Outcomes				
Revision to primary school devolved school management budget formula	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Working with Partners to Deliver Outcomes				
Revision to secondary school devolved school management budget formula	Not relevant	N/A	N/A	N/A
Reviewing Income and Concessions				
School premises lets - 5% pitches, 3.5% other / Accredited Youth swimming group concession	Not relevant	N/A	N/A	N/A
Wraparound Charges - 3.5% uplift	Not relevant	N/A	N/A	N/A
Chief Executives Office, Finance and Estates				
Modernising Services and Managing our Workforce				
Review of customer payment methods and financial streamlining of payment systems	Not relevant	N/A	N/A	N/A
Consolidation of financial management and costing activities	Not relevant	N/A	N/A	N/A
Property management workforce management	Not relevant	N/A	N/A	N/A
Managing Our Assets				
Increased rental income and service charges from commercial portfolio	Not relevant	N/A	N/A	N/A
Reduction in reactive maintenance and portable appliance testing	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Managing Our Assets				
Property Modernisation Programme	Relevant	Age; Disability; Gender	While this measure was deemed relevant to equality, the issues identified in relation to the impact of building rationalisation have been picked up throughout a number of other relevant assessments, the cumulative assessment on the wider financial strategy and through previous budget setting equality impact assessment work.	N/A
Managing Our Assets				
Introduction of appointment system for schools maintenance works	Not relevant	N/A	N/A	N/A
Introduction of open protocol intruder systems	Not relevant	N/A	N/A	N/A
Increase use of property term maintenance contracts	Not relevant	N/A	N/A	N/A
Reviewing Income and Concessions				
Revenues intervention income - budget realignment	Not relevant	N/A	N/A	N/A
Treasury management charges	Not relevant	N/A	N/A	N/A
Property Management Fees	Not relevant	N/A	N/A	N/A
Solar PV Income - budget realignment	Not relevant	N/A	N/A	N/A
Reducing Energy Use				
Installation of energy efficiency measures including solar PV, Biomass and lighting replacement	Not relevant	N/A	N/A	N/A

2015/16 DRAFT REVENUE BUDGET EQUALITY IMPACT ASSESSMENT RESULTS

Budget Measure	EQIA Relevance	Protected Characteristics*	Summary of Issues	Recommendations or Proposed Mitigation
Reducing Energy Use				
Energy savings from behaviour change programme, energy audits and billing validation	Not relevant	N/A	N/A	N/A
Non Service				
Living Wage	Relevant	Gender	The assessment considered the impact of further investment in the Living Wage, including the increase to £7.85 per hour as of 1 April 2015. The assessment identified that a significant majority of employees who will benefit from the investment are women, and by definition in terms of this measure are low paid. The implementation of this measure will therefore have a positive impact on gender equality within the council's workforce, having a positive impact on the gender pay gap results and analysis for the Authority.	N/A
Reduction in insurance budgets	Not relevant	N/A	N/A	N/A
Savings from five year procurement plan	Not relevant	N/A	N/A	N/A

*The protected characteristics under the Equality Act 2010 are: age; disability; ethnicity; gender; gender identity; marriage and civil partnership; pregnancy and maternity; religion or belief; and sexual orientation.

PRUDENTIAL INDICATORS 2015/16

The key objective of the Prudential Code is to ensure that the capital investment plans are affordable, prudent and sustainable. The Code has nine prudential indicators designed to support and record local decision making. These indicators require to be approved and monitored by the Council. The following describes the purpose of each indicator and the implications for West Lothian Council of the proposed levels, values and parameters.

CAPITAL EXPENDITURE INDICATORS

1. CAPITAL EXPENDITURE

Purpose of the Indicator

This indicator outlines capital spending plans for the next three years to ensure the council meets its duty under the Local Government in Scotland Act 2003 to determine and keep under review the amount it can afford to allocate to capital expenditure.

	2014/15	2015/16	2016/17	2017/18
	£'000	£'000	£'000	£'000
	Estimate	Estimate	Estimate	Estimate
General Fund	46,696	65,324	59,452	69,343
Housing	26,502	60,581	61,106	22,347
Total	73,198	125,905	120,558	91,690

Implications

The capital expenditure estimates are based on the three year General Services and Housing capital investment programmes to 2017/18 which are being presented to the Council for approval.

2. CAPITAL FINANCING REQUIREMENT

Purpose of the Indicator

The capital financing requirement measures the council's underlying need to borrow for a capital purpose. This is the council's total outstanding debt required to finance planned capital expenditure.

	2014/15	2015/16	2016/17	2017/18
	£'000	£'000	£'000	£'000
	Estimate	Estimate	Estimate	Estimate
General Fund	449,503	444,592	449,792	452,171
Housing	160,001	203,099	245,217	252,047
Total	609,504	647,691	695,009	704,218

Implications

The capital financing requirement continues to rise throughout the period as the council's outstanding debt incorporates the additional borrowing required to finance the approved capital expenditure plans to 2017/18. Indicators three, four and five help to determine whether the planned level of borrowing is affordable and financially prudent.

AFFORDABILITY INDICATORS**3. RATIO OF FINANCING COSTS TO NET REVENUE STREAM****Purpose of the Indicator**

This indicator provides a measure of the proportion of the budget allocated to financing capital expenditure. For the General Fund, it is the ratio of financing costs against net expenditure financed by government grant and local taxpayers. For Housing, it is the ratio of financing costs to gross house rental income.

	2014/15 £'000 Estimate	2015/16 £'000 Estimate	2016/17 £'000 Estimate	2017/18 £'000 Estimate
General Fund	7.5%	7.7%	7.9%	7.9%
Housing	24.9%	28.5%	31.5%	34.4%

Implications

The General Fund ratio is forecast to slightly increase as the council continues to borrow to fund the revised capital investment programme. Financing costs are assessed to be affordable within the overall context of the revenue budget over the period. For Housing, the proportion allocated to loans charges rises in line with the increased borrowing required to fund the council house new build programme. The Depute Chief Executive Corporate, Operational and Housing Services has confirmed that the costs can be managed within the requirements of the HRA revenue budget in the long term.

4. ESTIMATES OF INCREMENTAL IMPACT OF NEW CAPITAL INVESTMENT DECISIONS ON COUNCIL TAX AND HOUSE RENTS**Purpose of the Indicator**

This key indicator demonstrates the incremental impact on council tax and rent levels.

Incremental impact of approved capital plans:	2015/16	2016/17	2017/18
Council Tax (Band D)	Nil	Nil	Nil
Average Weekly House Rents	Nil	Nil	Nil

Implications

The revised capital investment programmes for General Fund and Housing will have no incremental impact on council tax or weekly rents.

FINANCIAL PRUDENCE INDICATOR**5. GROSS EXTERNAL BORROWING AND THE CAPITAL FINANCING REQUIREMENT****Purpose of the Indicator**

This indicator records the extent to which gross external borrowing, including long term liabilities such as Public Private Partnerships (PPP) and leases, is less than the capital financing requirement outlined in indicator two above. This is a key indicator of prudence and shows that, over the medium term, external borrowing is for capital purposes only. The values are measured at the end of the financial year.

	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
	Estimate	Estimate	Estimate	Estimate
Capital Financing Requirement	609,504	647,691	695,009	704,218
Gross External Borrowing (including long term liabilities)	609,504	647,691	695,009	704,218
Under limit by	-	-	-	-

Implications

Figures are measured at the end of the financial year when a comparison will be provided for this indicator. During the course of the financial year, the net external borrowing, including long term liabilities, should be forecast to equal the capital financing requirement as the council only borrows for capital purposes. Gross external borrowing will be contained within the capital financing requirement.

TREASURY AND EXTERNAL DEBT INDICATORS**6. AUTHORISED LIMIT FOR EXTERNAL DEBT****Purpose of the Indicator**

This limit provides a maximum figure to which the council could borrow at any given point during each financial year.

Authorised Limit for:	2015/16 £'000	2016/17 £'000	2017/18 £'000
Gross External Borrowing	674,020	709,178	729,952
Other Long Term Liabilities	70,071	67,747	65,238
External Debt	744,091	776,925	795,190

Implications

The limit is based on capital investment plans and treasury management policy and practice. It allows sufficient headroom for unanticipated movements and the limit will be reviewed on an ongoing basis throughout the year. The council's capital financing requirement outlined in indicator 5 above is less than the authorised limit for each of the three years. If the authorised limit is liable to be breached, a report will be presented to Council with recommendations on how it can be managed.

7. OPERATIONAL BOUNDARY FOR EXTERNAL DEBT**Purpose of the Indicator**

This indicator is a key management tool for in year monitoring and is lower than the authorised limit. It is based on an estimate of the most likely level of external borrowing.

Operational Boundary for:	2015/16 £'000	2016/17 £'000	2017/18 £'000
Gross External Borrowing	664,020	699,178	719,952
Other Long Term Liabilities	69,071	66,747	64,238
External Debt	733,091	765,925	784,190

Implications

This indicator is consistent with revised capital investment plans and with treasury management policy and practice. It is sufficient to facilitate appropriate borrowing during the financial year and will be reviewed on an ongoing basis.

8. ACTUAL EXTERNAL DEBT**Purpose of the Indicator**

This is a factual indicator showing actual external debt for the previous financial year.

	31 March 2014
	£'000
Actual External Borrowing	496,924
Actual Other Long Term Liabilities	72,677
Actual External Debt	569,601

9. TREASURY MANAGEMENT INDICATOR

This indicator intends to demonstrate good professional practice is being followed.

9.1 Adoption of the CIPFA Treasury Management Code

The CIPFA Treasury Code was adopted in March 1997 as an indication of good practice. The 2015/16 annual treasury plan, incorporating the prudential indicators as set out in this report, will be reported to Council on 31 March 2015. The 2014/15 annual treasury report will be reported in the first half of 2015/16.

9.2 Upper limits for fixed and variable rate borrowing to 2017/18

The proposed limit for fixed rate borrowing is 100% and the proposed limit for variable rate borrowing is 35%. These limits mean that fixed rate exposures will be managed within the range of 65 to 100% and the maximum exposure to variable rate borrowing will be 35% of total debt. This is a continuation of current practice.

9.3 Maturity structure of fixed rate borrowing for 2015/16

These parameters control the extent to which the council will have large concentrations of fixed rate debt needing to be replaced at times of possible uncertainty over interest rates. The limits for fixed rate borrowing are as follows:

	Proposed Upper Limit	Proposed Lower Limit
Under 12 months	35%	0%
12 months and within 24 months	35%	0%
24 months and within 5 years	50%	0%
5 years and within 10 years	75%	0%
10 years and over	100%	25%

9.4 Total principal sums invested for periods longer than 364 days

The Local Government Investment (Scotland) Regulations 2010 allow investments for periods longer than 364 days. Consistent with the decision of the Council on 15 October 2013, the maximum that can be invested is £35 million to ensure security of funds.

The treasury management indicator confirms that sound professional practice is being followed by the council. The proposed values and parameters will provide sufficient flexibility in undertaking operational treasury management.

CONCLUSION

In approving and subsequently monitoring the prudential indicators, the council is fulfilling its duty to ensure that spending plans are affordable, prudent and sustainable. It also confirms that treasury management operates in accordance with the requirements of the CIPFA Treasury Management in the Public Services Code of Practice.



**West Lothian
Council**

WEST LOTHIAN COUNCIL

GENERAL SERVICES CAPITAL PROGRAMME 2015/16 TO 2017/18

REPORT BY HEAD OF FINANCE AND ESTATES

A. PURPOSE OF REPORT

The purpose of this report is to enable the Council to agree an updated General Services capital programme for 2015/16 to 2017/18.

B. RECOMMENDATION

It is recommended that the Council:

1. Approves the updated capital programme for 2015/16 to 2017/18, as set out in Appendix 1;
2. Approves updated capital funding for 2015/16 to 2017/18, as set out in Section D.4 of the report.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable, focusing on customers' needs, making best use of our resources, working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>The council's General Services capital programme is managed within the stringent requirements set out in the Prudential Code.</p> <p>An Equality Relevance Assessment has been carried out in compliance with the Equality Act 2010 and is included in Appendix 2.</p>
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	Effective implementation of capital investment is vital to service performance.
V	Relevance to Single Outcome Agreement	Effective prioritisation of resources will be essential to achieving key outcomes over the next three years.
VI	Resources - (Financial, Staffing and Property)	The revised capital programme for 2015/16 to 2017/18 is £194.119 million
VII	Consideration at PDSP	Asset Lead Officers provide annual asset performance reports to relevant Policy Development and Scrutiny Panels (PDSPs).

VIII Other consultations

Depute Chief Executives, Heads of Service. Asset Lead Officers and capital project managers.

The DBO consultation in January 2013 agreed eight priorities and nine workstreams. The DBO consultation in 2014 identified budget measures to support the delivery of the priorities and workstreams. The Capital Programme supports the priorities and workstreams and takes account of consultation comments.

D. TERMS OF REPORT

D.1 Background

The Council, on 19 December 2013, approved the General Services capital programme for 2014/15 to 2017/18. This was updated in June 2014 to take account of the 2013/14 capital outturn. A number of Council Executive decisions have been taken to approve additional capital projects since the capital programme was agreed in June 2014. This report provides a consolidation of these movements and an update on the progress on delivering the programme.

D.2 2014/15 General Services Capital Programme

Good progress is being made on the 2014/15 programme with the committed expenditure at month 8 at 68% of the projected outturn at 68%, which indicates effective delivery of capital investment in 2014/15.

D.3 2015/16 to 2017/18 Updated Capital Programme

As part of the capital planning process that resulted in the approval of the five year capital programme in January 2013, an extensive exercise was completed with Asset Lead Officers to ensure that project phasing within the plan was realistic and achievable. The plan has now been updated to take account of recent decisions and latest circumstances. Total proposed investment for 2015/16 to 2017/18 is £194.119 million.

D.3.1 Investment Approved During 2014/15

Council Executive September 2014

The Council Executive in September 2014 approved improvements to the Beecraigs Visitor Centre, Grounds for Learning projects improving play areas within five primary schools, and expansion of the work to be undertaken at the new primary school in Armadale. This involved increasing the budget by £2 million to allow for the first phase of the primary school to be an eight classroom structure along with nursery and two year old provision, together with ancillary accommodation such as a gym hall, dining area and other learning resources. Further accelerated investment in Armadale was approved, increasing the budget for St Anthony's Primary School by £1.532 million, to prepare the foundations for future extensions and to improve playground provision, replace the ash pitch with a new grass pitch and upgrade the boiler, electricity supply and fire alarms.

Council Executive October 2014

As agreed by Council Executive in October 2014, the capital programme was increased by £700,000 to incorporate the developer funded project at Livingston Village Primary School comprising an extension to classrooms, dining hall and work on parking and service areas.

Council Executive also approved additional budget provision of £1 million for Toronto Primary School, to improve the condition and suitability of the primary school and a £340,000 budget for Limefield, Polbeth to undertake structural works to the bridge with funding from a road bond and from roads contingency budgets.

A report was presented to Council Executive in October 2014 setting out revised funding for the investment in West Calder High School following discussions with the Scottish Government. Work has been undertaken with Hub East Central Scotland Limited (Hubco) to design and cost the project, with a proposed £30.369 million affordability cap for the new build school. The capital programme has been updated to reflect the investment in the new high school. In addition there will be a requirement for ground works and access routes to a new high school site. The capital receipt from the existing high school site along with part of the servitude agreement for the existing site will contribute to meeting these costs. Every opportunity will be investigated in liaison with HubCo to identify best value. A consultation to determine the location of the new build site is on-going and the outcome of this consultation will be reported to Education Executive.

Council Executive December 2014

The council received additional funding for the Free School Meals initiative of £4.350 million, for the provision of halls at Peel Primary School, Carmondean Primary School and Broxburn Primary School and for six production kitchens. A report was presented to Council Executive, in December 2014, which approved the allocation of the funding to the projects.

Council Executive January 2015

The outcome of a review of the capital programme relating to school investments was reported to Council Executive in January 2015 and included proposals for multi-use games areas at Kirkhill and Torphichen Primary Schools along with planned improvement works at Bellsquarry Primary School and Livingston Village Primary School, Nursery/ Community/ Playgroup. These projects are scheduled for 2015/16 and 2016/17 and were funded from savings identified within the overall property capital programme.

The proposed capital programme incorporates the Linlithgow Partnership Centre project, details of which were reported to Council Executive on 27 January 2015.

Good progress is being made on the delivery of the modernised depots, which will be known as Kirkton Service Centre and Whitehill Service Centre, as reported to Council Executive in January 2015.

Within the current approved General Services capital programme there are approved budgets totalling £9.561m for partnership centres at Armadale, East Calder, Whitburn and Winchburgh. Officers are currently working on an options appraisal for the four areas looking at potential initial accommodation requirements, affordability and delivery structures. A report on the results of the options appraisal and proposals on taking these projects forward will be presented to a future Council Executive meeting.

D.3.2 New Investment

The expansion of Wester Inch Village in Bathgate has resulted in the requirement for increased capacity at Simpson Primary School and £1.850 million has been incorporated into the capital programme to provide additional capacity. A detailed report on the proposed additional capacity will be presented to Education PDSP on 3 February 2015.

The West Lothian Leisure Audit and Finance Sub Committee has agreed an option to invest in a pavilion at the Linlithgow Leisure Centre as well as upgrading the car parking at a cost of £840,000. A Strategic Outline Business Case (SOBC) has been submitted and officers have reviewed the content and are satisfied that there is a robust business case. This is a prudential investment and, as such, is self-financing. For governance reasons, the investment requires approval by the Council.

Officers and Asset Lead Officers have undertaken a comprehensive review of the capital programme to ensure budgets are appropriately aligned, which included identifying savings in projects as a result of more detailed project work being completed. The savings have been allocated to new projects, as set out below, based on established asset management principles.

It should be noted that the new projects are funded via identified savings and no projects have been removed from the overall programme:

Table 1: New 2015/16 to 2017/18 Projects

	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
Property Planned Improvements				
Burgh Halls – food preparation room & air conditioning	0	80	0	80
Craigmail Carehome – accommodation modernisation	100	0	0	100
Seafield Community Centre - roughcast	30	0	0	30
Beecraigs Country Park – electrical distribution	70	0	0	70
Polkemmet Country Park – minor works	0	25	0	25
Livingston Family Centre - roof	0	0	70	70
Fauldhouse Partnership Centre – toilet panels	0	20	0	20
Roads Adopted and Non-Adopted Bridges				
Contentibus Over Railway	125	0	0	125
Dedridge/ Mid Calder Footbridge	120	0	0	120
Grove Mount Bridge	80	0	0	80
Total	525	125	70	720

D.3.3 Investment via the Local Infrastructure Fund

The Local Infrastructure Fund (LIF) was established following Council Executive approval in May 2009. The fund was set up so that the council could forward fund key infrastructure to support the West Lothian Local Plan and recover costs through developer contributions. The intention is for these contributions to be recycled to fund further projects.

The LIF has been used to invest in the council's education assets including increasing capacity at primary schools, improving outdoor games and play areas and providing new primary schools in areas where there are new housing developments. The LIF has also been allocated for new road provision and for feasibility studies to be completed to identify options to increase road capacity.

There was an uncommitted balance remaining in the LIF and, following analysis of current requirements, it was determined that the remaining balance of £1.456 million was no longer required at this time. This sum has therefore been taken into account as part of the overall capital programme funding. Costs already incurred for other projects using the LIF will be reimbursed by developers which will allow the funds to be redistributed to any new projects identified as part of future capital programmes.

D.3.4 Prudential Borrowing

The Prudential Code for Capital Finance in Local Authorities is a professional code of practice to support local authorities in taking capital investment decisions and has been in place since 2004. Local authorities are required by regulation to have regard to the Prudential Code when carrying out their duties under Part 7 of the Local Government in Scotland Act 2003. The code provides local flexibility in determining capital investment strategy, on the basis that spending plans should be affordable, prudent and sustainable. The code also requires councils to take account of a range of other factors, including asset management and option appraisal. Each year the council is asked to approve a set of prudential indicators, as part of the revenue budget report, covering capital expenditure, affordability, financial prudence, treasury and external debt.

Prudential investment proposals are self financing and are funded from areas such as revenue savings or developer contributions. As investment is self financing, prudential investment can be considered as and when proposals are developed, subject to a robust business case being provided. Prudential investment proposals could, for example, include self-funded new investment by partners such as West Lothian Leisure or energy savings investment. Robust proposals for prudential borrowing will continue to be proactively developed on an ongoing basis and the capital programme will be updated to include prudentially funded projects agreed by the Council Executive.

D.3.5 Total Investment 2015/16 to 2017/18

Taking the various changes into account, as well as the latest estimated phasing for approved projects the updated investment by asset category is as follows over 2015/16 to 2017/18:

Table 2: Total Investment 2015/16 to 2017/18

Asset Category	2015/16 Proposed Budget	2016/17 Proposed Budget	2017/18 Proposed Budget	Total
	£'000	£'000	£'000	£'000
Property Assets	42,319	43,867	55,110	141,296
Roads and Related Assets	11,200	9,113	8,635	28,948
Open Space Assets	5,740	1,426	2,029	9,195
ICT Assets	6,065	5,046	3,569	14,680
Total	65,324	59,452	69,343	194,119

A detailed breakdown of the proposed capital programme is provided in Appendix 1.

The capital programme for 2015/16 to 2017/18 will upgrade and maintain existing assets while investing in new assets which will benefit the communities of West Lothian. A summary of the key projects to be delivered for each asset category over the period is set out below.

Property Assets

Schools Planned Improvements

The schools planned improvement programme will be investing a total of £9.476 million over the period 2015/16 to 2017/18 which incorporates improvements to the school estate in schools across West Lothian. This includes projects at Kirknewton Primary School of £1.350 million for heating, re-wiring and reconfiguration works and renovation works at Toronto Primary School of £2.5 million. The continued investment in planned improvements has achieved a satisfactory school estate condition of 99.6% and satisfactory or better suitability of 95.27%.

Statutory Compliance

The council has a duty to ensure all properties adhere to statutory compliance regulations and a budget of £7.071 million for the three year period will help to ensure compliance is achieved including the management of asbestos, legionella and fire safety. This includes work on the accessibility of buildings of £2.666 million.

The investment will continue to sustain statutory compliance of our property assets and improve their condition, suitability and accessibility.

Schools General Project Investment

A total of £47.829 million is budgeted for 2015/16 to 2017/18 for general school investment. This includes £1.859 million to implement any actions arising from the additional support needs review to improve the provision of support for children with special needs, investment of £1.256 million in Blackridge Primary School, £1.685 million for the provision of care for two year olds, the addition of school halls at Peel Primary School, Broxburn Primary School and Carmondean Primary School and the new build project at West Calder High School.

Roads and Related Assets

Roads and Footways

Investment of £10.231 million has been budgeted for the period 2015/16 to 2017/18. This will upgrade and maintain roads and footways in West Lothian. The West Lothian ranking has improved across all the road classes and overall West Lothian Council is ranked third amongst the Scottish local authorities, improving from fourth in 2011/12.

Flood Prevention and Drainage and Road Lighting

Planned flood prevention and drainage works are budgeted at £2.370 million for 2015/16 to 2017/18, and include £1.200 million of investment in the Broxburn Flood Prevention Scheme. There are also projects from 2015/16 to 2017/18 with a budget of £4.768 million providing investment to upgrade road lighting across West Lothian.

Structures and Transportation

An area of substantial investment within the roads capital programme is structures and transportation with a budget of £8.996 million over the period. As set out earlier in the report effective project management has resulted in overall savings being identified which has allowed for more projects to be included in the programme at no extra cost.

Open Space Assets

Open Space and Sports Projects

There are projects from 2015/16 to 2017/18 with a total budget of £2.711 million, providing investment in open space and sport facilities across West Lothian. This includes the delivery of a third generation pitch in Linlithgow. The council has previously committed to the delivery of synthetic turf pitches at Broxburn and Fauldhouse, which will be delivered by the summer of 2015.

Open Space and Sports Planned Improvements

Planned improvements for sport facilities are budgeted at £2.283 million, and include £116,000 of investment in Balbardie Park of Peace and £117,000 for Bankton Mains Park. Also included in 2015/16 are works at Murrayfield Park and Almondvale Park with budgets of £366,000 and £325,000.

ICT Assets

There will be investment of £14.680 million for the period 2015/16 to 2017/18, this is in support of the Council's ICT Strategy. The investment in ICT assets will ensure the council is compliant with data management legislation and will assist in improving the delivery of services for example new and improved software packages and telephone systems for the Customer Contact Centre and the customer relationship management system. The programme includes investment of £5.317 million in school ICT infrastructure improving connectivity within the schools and upgrading ICT hardware. This includes increasing the Wide Area Network bandwidth helping to improve attainment through ICT classroom practice and the Anytime, Anywhere Learning programme.

D.4 Capital Funding

In common with the revenue budget, resources are constrained. This is due to various factors, including the Scottish Government's decision to cease funding for new supported borrowing, together with restrictions in value of grants available for capital investment. The economic situation also means that there are reduced resources from capital receipts.

However, as noted earlier in the report, some additional resources have been identified, including additional prudential borrowing. The updated resources position is as follows:

Table 3: 2015/16 to 2017/18 Capital Funding

Revised Funding Source	2015/16	2016/17	2017/18	Total
	£'000	£'000	£'000	£'000
Capital Grants	16,693	15,826	36,072	68,591
Other Contributions	23,141	18,736	17,843	59,720
Borrowing	16,806	15,724	13,407	45,937
Capital Receipts	8,684	9,166	2,021	19,871
Total Resources	65,324	59,452	69,343	194,119

The largest component of the council's capital resources is capital grant funding. The £68.951 million in capital grants incorporates the council's general capital grant allocation, funding from the Schools for the Future programme, Cycling, Walking and Safer Streets grant, capital funding for delivery of Children and Young People (Scotland) Act 2014 and funding for the delivery of Free School Meals.

Other contributions of £59.720 million include developer contributions, grants from other public bodies, including SEStran and Central Scotland Forest Trust and application of the capital fund. The planned use of the capital fund to support capital expenditure has been rephased due to the council's ability to borrow at extremely attractive rates in a low interest rate environment. Application of the capital fund is scheduled across the three year period 2015/16 to 2017/18 to reflect forecast market conditions and anticipated borrowing interest rates.

The level of borrowing at £45.937 million is assessed as prudent, affordable and sustainable within the parameters of the council's treasury management plans and the Prudential Code for Capital Finance. The balance between application of the capital fund and borrowing is regularly monitored to ensure that the programme remains affordable. To date, the main driver for effective treasury management has been to minimise the level of borrowing in future years where rates are uncertain, therefore securing borrowing at beneficial rates early in the programme to ensure sustainability over the period to 2017/18 and beyond. The updated resources position has been incorporated into treasury management assumptions and a detailed analysis indicates that the level of borrowing is at the maximum that is affordable based on current resources.

The council continues to have an ambitious asset disposal programme which aims to deliver budgeted capital receipts of £19.871 million for the period to 2017/18. There remains a degree of risk attached to many of the remaining sites, including uncertainties regarding both the timing of land disposals and school capacity restraints, which could also affect the assumed level of receipts for the period. Therefore, it would not be prudent to budget for receipts in excess of the value identified.

I would advise that the proposed resource assumptions are achievable, although there are various risks that will require careful management. In light of these risks, it would not be prudent to increase estimated resource assumptions for the period 2015/16 to 2017/18.

D.5 Corporate Asset Management and Future Investment

The Corporate Asset Management Strategy was agreed by the Council in January 2013 and individual Asset Management Plans for each asset category were approved throughout 2013. Asset management provides appropriate structures and governance arrangements to ensure the council's assets are utilised appropriately in support of service delivery. The General Services capital programme supports the delivery of the Council's eight priorities incorporated in the Corporate Plan. The programme also takes into consideration comments received from the DBO consultation, with specific support for the Managing Our Assets and Reducing Energy Use workstreams. In the current financial climate, it is important that resources are prioritised to ensure investment has the maximum impact on the core assets required to sustain existing service delivery. Asset Management Plans are reported annually to PDSPs to demonstrate best value, continuous improvement, sound performance management, partnership working and sustainable development.

Officers will continue to review future school capacity requirements and will work in partnership with developers to identify funding for any required school extensions or new schools. Officers will report the outcome of discussions with developers regarding school capacity projects as required.

Officers will continue to develop asset management and capital investment to ensure assets are available on a sustainable basis to support services and secure better outcomes in the shorter, medium and longer term.

D.6 Other Factors to be taken into Account

The council approved an updated Best Value Framework on 10 June 2014 aimed at ensuring the council complies with the provisions contained within the Local Government in Scotland Act 2003. The 2003 act requires the council to:

- secure best value in the performance of its functions;
- balance the quality and cost of the performance of its function and the cost of council services to service users;
- have regard to efficiency, effectiveness, economy and the need to meet equal opportunity requirements in maintaining that balance;
- fully discharge its duty to secure best value in a way which contributes to the achievements of sustainable development;

The delivery of the capital programme will be undertaken in compliance with the agreed Best Value Framework.

The Prudential Code requires the council to take account of a number of factors when agreeing capital spending plans. In overall terms, I would assess that the capital budget for 2015/16 to 2017/18 is affordable, the revenue implications are incorporated within agreed revenue budgets and loan charge projections continue to indicate the capital programme is prudent and sustainable over the medium to long term. All aspects of the programme are geared to securing best value however it may be necessary, on occasion, to rephase budgets for operational reasons or to ensure best value.

The proposals within the capital programme were considered for their impact on equality in conjunction with the council's Equality Officer. No specific issues were identified from an equality perspective. The equality relevance assessment is provided in Appendix 2.

Officers will continue to coordinate work on capital planning and asset management and manage risk and uncertainties via ongoing monitoring and control arrangements. This ensures focus is on delivery of the capital programme within approved budgets and timescales.

E. CONCLUSION

This report sets out the proposed General Services capital investment programme for 2015/16 to 2017/18. Approval of the revised programme will allow the ongoing implementation of the capital plan, resulting in significant improvements to services and to the overall asset infrastructure throughout West Lothian.

F. BACKGROUND REFERENCES

2014/15 General Services Capital Budget – Month 6 Monitoring Report – Report by Head of Finance and Estates to Council Executive 11 November 2014

General Services Capital Programme – Report by Head of Finance and Estates to Council Executive 19 June 2014

Asset Management and General Services Capital Programme 2013/14 to 2017/18 – Report by Head of Finance and Estates to Council 29 January 2013

Appendices/Attachments:

Appendix 1 – General Services Capital Plan 2015/16 to 2017/18

Appendix 2 – Equality Relevance Assessment

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Donald Forrest
Head of Finance and Estates
29 January 2015

GENERAL SERVICES CAPITAL PROGRAMME - 2015/16 to 2017/18

Asset Type	Budget 2015/16 £'000	Budget 2016/17 £'000	Budget 2017/18 £'000	Total Budget £'000
<u>Property Assets</u>				
Planned Improvements and Statutory Compliance	6,924	7,696	4,936	19,556
Property Projects	35,395	36,171	50,174	121,740
Property Assets - Total	42,319	43,867	55,110	141,296
<u>Roads and Related Assets</u>				
Roads and Footways	2,905	3,877	3,449	10,231
Flood Prevention and Drainage	567	878	925	2,370
Road Lighting	2,136	1,316	1,316	4,768
Structures and Transportation	4,519	2,257	2,220	8,996
Town Centres and Villages Improvement Fund	1,073	785	725	2,583
Roads, Structures, Lighting and Water Related Assets - Total	11,200	9,113	8,635	28,948
<u>Open Space Assets</u>				
Open Space and Sports Facility Projects	1,930	435	346	2,711
Open Space and Sports Facility Planned Improvements	1,226	328	729	2,283
Open Space Parks Drainage	157	108	54	319
Children's Play Areas	390	401	426	1,217
Synthetic Turf Pitches	1,171	59	379	1,609
Cemeteries and Land Decontamination	866	95	95	1,056
Open Space Assets - Total	5,740	1,426	2,029	9,195
<u>ICT Assets</u>				
Corporate and Modernisation	3,203	3,650	2,510	9,363
School Specific Spend	2,862	1,396	1,059	5,317
ICT Assets - Total	6,065	5,046	3,569	14,680
CAPITAL PLAN - TOTAL	65,324	59,452	69,343	194,119

PROPERTY ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18**Planned Improvements and Statutory Compliance****Schools Planned Improvements****Nursery Schools**

Bathgate West Nursery - roof covering and render	0	100	0	100
Bonnyton Nursery - colorifier	0	16	0	16
Decoration/Floorcovering Programme - common areas and halls	5	5	0	10
Eastertown Nursery - toilets	0	15	0	15
Glenview Nursery - rewire and heating	50	0	0	50
Internal Improvements and Minor Works	25	25	15	65
Kirkhill Nursery - toilets, render and windows	0	80	0	80

Nursery Schools - Total**Primary Schools**

Addiewell/St Thomas Primary School - electric heating (school only)	0	0	55	55
Armada Primary School - roof	0	100	0	100
Bellsquarry Primary School - Minor roof works	15	0	0	15
Deans Primary School - lighting (fittings) and windows	75	0	0	75
Decoration/Floorcovering Programme - common areas and halls	25	25	0	50
Dedridge Primary School - toilets	0	0	50	50
East Calder Primary School - perimeter fence	0	0	17	17
Fallahill Primary School, Fauldhouse - toilet refurbishment, sub-station, lighting (fittings)	0	0	65	65
Howden St Andrew's Primary School - school enhancements	200	250	0	450
Internal Improvements and Minor Works - Primary Schools	25	25	15	65
Kirknewton Primary School - Phase 2 - heating, rewiring, reconfiguration	500	850	0	1,350
Knightsbridge Primary School - roof, heating, ventilation, drainage	350	350	0	700
Livingston Village Primary School - boilers	0	0	30	30
Mid Calder Primary School - roof, lighting (fittings)	0	0	75	75
Murrayfield Primary School, Blackburn - high level roughcast, roof	35	0	0	35
Parkhead Primary School, West Calder - toilets and lighting (fittings)	180	0	45	225
Polkemmet Primary School - replacement ceilings, light fittings, replacement kerbs, render, roof and rewire	450	60	0	510
St Anthony's Primary School, Armadale - toilets	0	0	50	50
St Nicholas' Primary School, Broxburn - roof	0	0	150	150
St Ninian's Primary School, Livingston - high level windows, boilers, distribution boards & roof	75	0	175	250
Stoneyburn Primary School - external doors and internal works	0	0	50	50
Toronto Primary School - renovation, asbestos removal, upgrading, accessibility	300	1,000	1,200	2,500
Uphall Primary School - new ceiling in gym hall, toilets, flat roof	107	0	0	107
Whitdale Primary School - ceiling tiles inc lighting, corridor, stairwell, roof	150	0	0	150

Primary Schools - Total**Secondary Schools**

Craft Design & Technology & Science Upgrades	25	25	0	50
Decoration/Floorcovering Programme - common areas and halls	25	25	0	50
Internal Improvements & Minor Works - Secondary Schools	25	25	0	50
Inveralmond Community High School - carpets, slabs, pool change, gas proving and emergency lighting	55	376	0	431
Linlithgow Academy - heat pump, changing rooms, flooring, roof, gas proving, distribution boards, windows and Home Economics classrooms	150	50	10	210
St Kentigern's Academy - security fence, doors, light fitting, emergency lighting, gas proving and roof	25	250	0	275

Secondary Schools - Total**Special Schools**

Cedarbank School - roof	225	75	0	300
Decoration/Floorcovering Programme - common areas and halls	25	25	0	50
Internal Improvements and Minor Works - Special Schools	25	25	0	50
Ogilvie School - floor coverings, toilets, roof, boilers	0	40	0	40
Pinewood - roof and internal works	0	285	0	285

Special Schools - Total

School Estate Wide Improvements (Kitchens)

Schools Planned Improvements - Total

Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
0	100	0	100
0	16	0	16
5	5	0	10
0	15	0	15
50	0	0	50
25	25	15	65
0	80	0	80
80	241	15	336
0	0	55	55
0	100	0	100
15	0	0	15
75	0	0	75
25	25	0	50
0	0	50	50
0	0	17	17
0	0	65	65
200	250	0	450
25	25	15	65
500	850	0	1,350
350	350	0	700
0	0	30	30
0	0	75	75
35	0	0	35
180	0	45	225
450	60	0	510
0	0	50	50
0	0	150	150
75	0	175	250
0	0	50	50
300	1,000	1,200	2,500
107	0	0	107
150	0	0	150
2,487	2,660	1,977	7,124
25	25	0	50
25	25	0	50
25	25	0	50
55	376	0	431
150	50	10	210
25	250	0	275
305	751	10	1,066
225	75	0	300
25	25	0	50
25	25	0	50
0	40	0	40
0	285	0	285
275	450	0	725
100	100	25	225
3,247	4,202	2,027	9,476

PROPERTY ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18**Operational Buildings Planned Improvements****Arts Venues**

Burgh Halls - Food Prep Room and Air Conditioning

Minor Planned Improvements

Arts Venues - Total**Care Homes**

Bathroom Upgrade Programme (Limecroft and Whitdale)

Brucefield House - boilers

Burngrange - compartmentation upgrade

Craigmair - Accommodation modernisation

Cunnigar - boilers, sewage pumps and lighting

Whitdale & Burngrange - Kitchen Refurbishment (Wing and Common)

Limecroft - windows and sprinklers

Norvell Lodge - rewire and lighting (fittings to communal areas)

Whitdale House - boilers and lighting (fittings)

Care Homes - Total**Cemeteries****Community Centre and Halls**

Decoration/Floorcovering Programme

Internal Improvements and Minor Works

Lanthorn Community Centre

Livingston Village - Community Wing - minor improvement works

Old Town Centre Broxburn - patio feasibility and design

Seafeld Community Centre - Roughcast

Community Centre and Halls - Total**Country Parks**

Beecraigs Deer Shed

Beecraigs - Electrical Distribution

Polkemmet - Minor Works

Country Parks - Total**Depots****Disability Day Centres**

Elburn Resource Centre - roof

Internal Improvements and Minor Works

Disability Day Centres - Total**Family Centres**

Internal Improvements and Minor Works

Livingston Family Centre - Roof

Family Centres - Total**Libraries**

Internal Improvements and Minor Works

Whitburn - boilers

Libraries - Total**Operational Industrial / Business Units**

Dunlop Court (Archives - Dilapidations)

Operational Industrial / Business Units - Total

Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
0	80	0	80
0	5	5	10
0	85	5	90
0	110	110	220
15	0	0	15
60	0	0	60
100	0	0	100
40	0	0	40
0	180	0	180
50	0	120	170
0	0	75	75
0	0	25	25
265	290	330	885
0	5	5	10
10	10	0	20
20	20	0	40
200	0	0	200
25	0	0	25
0	20	0	20
30	0	0	30
285	50	0	335
65	0	0	65
70	0	0	70
0	25	0	25
135	25	0	160
0	50	50	100
50	0	0	50
5	5	0	10
55	5	0	60
5	5	0	10
0	0	70	70
5	5	70	80
0	10	0	10
8	0	0	8
8	10	0	18
0	100	0	100
0	100	0	100

PROPERTY ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18

	Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
Partnership Centres				
Fauldhouse - Toilet Panels	0	20	0	20
Partnership Centres - Total	0	20	0	20
Youth Residential Units				
Internal Improvements and Minor Works	10	10	0	20
Youth Residential Units - Total	10	10	0	20
Sports Pavilions				
Compliance Demolitions	25	0	0	25
Internal Improvements and Minor Works	5	5	0	10
Sports Pavilions - Total	30	5	0	35
Miscellaneous				
Almond Valley Heritage Trust Grant	20	20	20	60
Artworks Investment	15	0	0	15
Operational Property Minor Works	25	15	10	50
Painterwork	15	15	15	45
West Lothian Leisure Landlords Service Leased Maintenance	104	108	112	324
Miscellaneous - Total	179	158	157	494
Operational Buildings Planned Improvements - Total	972	818	617	2,407
Operational Offices Planned Improvements				
Civic Centre - ongoing optimisation, planned improvements, minor works	25	25	0	50
Decoration/Floorcovering Programme	15	15	0	30
Operational Offices Planned Improvements - Total	40	40	0	80
Tenanted Non Residential Properties Planned Maintenance	200	172	150	522
Planned Improvements Total	4,459	5,232	2,794	12,485
<u>General Statutory Compliance</u>				
Asbestos Management	200	200	200	600
Chimney Safety Inspections and Lightning Protection	20	20	20	60
Control of Legionella	150	150	100	400
Accessibility Works	800	894	972	2,666
Door Access Systems	100	100	50	250
Electricity at Work	100	50	50	200
Fire Alarm Upgrade Programme	100	100	150	350
Fire Precautions	300	300	200	800
Gas Network Safety	20	20	20	60
Hazardous Substances Detection	25	25	25	75
Lath and Plaster Ceilings	30	30	30	90
Boundary Walls and Fences Compliance	50	50	50	150
Rainwater Goods and Drainage	140	140	40	320
Ductwork	50	100	50	200
Intruder Alarm Upgrade Programme	50	50	50	150
Lift Upgrade Programme	20	20	20	60
Pressure Vessels	50	50	50	150
School Window Replacement Programme	200	150	50	400
Water Quality and Hydrants	60	15	15	90
General Statutory Compliance Total	2,465	2,464	2,142	7,071
Planned Improvements and Statutory Compliance Total	6,924	7,696	4,936	19,556

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PROPERTY ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18**Energy Savings and Spend to Save**

Biomass Heating Installations	0	2,000	1,050	3,050
Energy Saving Investment including Renewables	100	55	0	155
Renewables (Operational)	100	94	0	194

Energy Savings and Spend to Save - Total**Miscellaneous Projects**

Asset Management Plan Atrium (New Asset Register)	0	20	30	50
Craigsfarm Community Asset Transfer	125	0	0	125
Defective and Contaminated Land & Buildings	0	0	404	404
Local Infrastructure Funded projects	0	0	1,471	1,471
Mill Centre Blackburn Reconfiguration	0	0	127	127
Property Condition Surveys and Intelligent Commuter Aided Design	100	50	25	175
Tenanted Non Residential Property Portfolio (Invest to Save)	0	0	498	498
Xcite Capital Investment (prudential investment)	1,984	0	0	1,984

Miscellaneous Projects - Total**Property Projects Total****TOTAL PROPERTY ASSETS**

Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
0	2,000	1,050	3,050
100	55	0	155
100	94	0	194
200	2,149	1,050	3,399
0	20	30	50
125	0	0	125
0	0	404	404
0	0	1,471	1,471
0	0	127	127
100	50	25	175
0	0	498	498
1,984	0	0	1,984
2,209	70	2,555	4,834
35,395	36,171	50,174	121,740
42,319	43,867	55,110	141,296

ROADS AND RELATED ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18**Roads and Footways****A Class Roads - Backlog and Lifecycle Investment**

	Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
A70 Auchinoon	0	108	0	108
A70 The Beeches (Two Areas)	0	0	118	118
A70 Wester Causewayend	0	0	50	50
A705 Cousland Road	0	78	0	78
A706 East Carribber	0	0	56	56
A800 Bathgate near Race Road	155	0	0	155
A800 Drehorn Cottage	0	100	0	100
A800 Nethermuir	64	0	0	64
A801 Dual Carriageway	0	0	30	30
A89 Boghall Roundabout, Bathgate	0	144	0	144
A89 Tesco Bathgate (Two Areas)	0	0	75	75
A899 Livingston Road	0	0	24	24
A899 Main Street Broxburn	0	26	0	26
A904 16 Pardovan Holdings	41	0	0	41
A904 Newton Village to Queensferry	0	40	0	40
Allowance for Schemes Identified from Survey Results (SCRIM)	50	50	44	144
Budget for in year response to works arising from Condition Surveys	30	49	39	118
A Class Roads - Backlog and Lifecycle Investment - Total	340	595	436	1,371

B Class Roads - Backlog and Lifecycle Investment

B7002 Whitburn Road, Bathgate	0	0	73	73
B7008 at X C24	0	181	0	181
B7008 Harburn	67	0	0	67
B7015 Bents	0	185	0	185
B7015 From Junction with Rosebank Road to Simpson Parkway	0	60	0	60
B7015 Junction A706	0	52	0	52
B7031 Kirknewton	0	0	41	41
B8020 Beatlie Road	0	45	0	45
B8020 Niddry Road (Two Areas)	0	62	0	62
B8028 Balmuir	53	0	0	53
B8028 Bridgehouse	0	0	68	68
B8028 Strathloanhead	0	0	74	74
B8046 Approx. 200m North and South of Ecclesmachan	0	0	60	60
B8046 Pumpherston Road Near 'South Village'	50	0	0	50
B9080 West of Boundary at M9 Overpass	53	0	0	53
Budget for in year response to works arising from Condition Surveys	35	90	93	218
B Class Roads - Backlog and Lifecycle Investment - Total	258	675	409	1,342

C Class Roads - Backlog and Lifecycle Investment

C12 North of Drumcross Farm	0	131	0	131
C14 Near Bridgecastle House	52	0	0	52
C15 Near Union Canal	18	0	0	18
C19 Faucheldeal (Two Areas)	0	182	0	182
C7 Armadale (Glenwood Drive Heading North)	40	0	0	40
C8 Croft Plantation	22	0	0	22
C8 North of Blackridge	22	0	0	22
C9 Bangour Farm Cottages	0	0	308	308
C9 Mounteerie	0	0	43	43
C9 Wester Tartraven (Two Areas)	77	0	0	77
Budget for in year response to works arising from Condition Surveys	38	43	57	138
C Class Roads - Backlog and Lifecycle Investment - Total	269	356	408	1,033

ROADS AND RELATED ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18

	Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
U Class Roads - Backlog and Lifecycle Investment				
Atholl Terrace, Bathgate	96	0	0	96
Avontoun Park, Linlithgow	0	0	19	19
Baird Road, Armadale	0	0	21	21
Blyth Road, Broxburn	0	0	24	24
Boghead Crescent/Falside Crescent, Bathgate (Four Areas)	118	0	0	118
Burns Avenue, Armadale	0	0	20	20
Cochrane Street, Bathgate	0	0	23	23
Drove Road, Armadale	0	0	30	30
Heather Park, Seafield	0	0	25	25
Irvine Crescent, Bathgate	0	0	32	32
Jarvey Street, Bathgate	0	26	0	26
Linhouse Road, East Calder	0	23	0	23
Lothian Street, Bathgate	0	0	36	36
Main Street, Bathgate	25	0	0	25
Newlands Avenue, Bathgate	0	20	0	20
Niddry View, Winchburgh	23	0	0	23
Preston Crescent, Linlithgow	0	0	33	33
Shaw Avenue, Armadale	0	0	22	22
Stewartfield Crescent, Broxburn	0	18	0	18
Stewartfield Road, Broxburn	0	0	20	20
The Glebe, West Calder	0	0	21	21
The Green, Bathgate	0	0	18	18
Turner Street, Bathgate	0	20	0	20
U11 East of Torphichen	32	0	0	32
U11 East of Torphichen/Easter Gormyre	0	23	0	23
U11 Easter Gormyre	0	47	56	103
U11 North of Torphichen	52	0	0	52
U11 Westerwood Cottage	60	0	0	60
U12 Bathgate to Armadale	154	0	0	154
U14 North Beecraigs	0	0	45	45
U14 North of C18	37	0	0	37
U14 South Beecraigs	0	50	0	50
U15 Beecraigs	0	0	44	44
U15 Beecraigs Carpark	0	23	0	23
U15 Beecraigs Sawmill	33	0	0	33
U15 Blackcraig Farm	0	0	18	18
U15 South Mains Farm	0	20	0	20
U15 South of Beecraigs Sawmill	0	39	0	39
U16 Kingscavil	20	38	0	58
U16 South of Wester Ochiltree	0	45	0	45
U18 Junction B8020 Braeview	0	35	0	35
U18 Winchburgh at Canal	0	105	0	105
U2 Abercorn House	27	0	0	27
U2 at Newton	29	0	0	29
U2 Newton East of Parkhead	0	25	0	25
U29 at Station House Harburn	0	23	0	23
U29 Broadshaw Harburn	0	0	32	32
U29 Skivo	0	0	70	70
U3 at Newton	55	0	0	55
U31 Humble Holdings	0	0	18	18
U31 Knowetop	0	0	22	22
U31 Knowetop, Kirknewton	0	18	0	18
U32 Leyden Road	0	29	0	29
U32 Leyden Road, Latch Farm Cottage	0	54	0	54
U32 Leyden Road, Ormiston Farm	0	0	30	30
U34 Morton Road	0	76	0	76
U34 Morton Road, Corston	0	0	32	32
U34 Morton Road, Over Rail Bridge	0	70	0	70
U38 Blackhall, Harburn	0	0	27	27

ROADS AND RELATED ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18

	Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
U38 Camilty Near Blackhall Farm	25	0	0	25
U38 Harburn	0	0	31	31
U38 Junction C24	0	0	26	26
U38 Sawmill Cottage, Harburn	0	0	40	40
U9 Bridgehouse	41	0	0	41
Union Road, Bathgate	0	20	0	20
West Burnside, Broxburn	0	0	22	22
Budget for in year response to works arising from Condition Surveys	0	82	72	154
U Class Roads - Backlog and Lifecycle Investment - Total	827	929	929	2,685
Non Adopted Roads and Footways				
Addiewell/St Thomas PS, Addiewell - School Playground	33	0	0	33
Armada PS, Armadale - School Playground	0	132	0	132
Balbardie PS, Bathgate - School Playground	0	50	0	50
Blackridge PS, Blackridge - School Playground	176	0	0	176
Deans PS, Livingston - School Playground	0	17	0	17
East Calder PS, East Calder - School Playground	0	35	0	35
Eastertoun PS, Armadale - School Playground	0	27	0	27
Harrismuir PS, Livingston - School Playground	0	66	0	66
Howden St Andrew's PS, Livingston, School Playground	28	0	0	28
Inveralmond Community High - School Playground	0	0	83	83
James Young High - School Playground	0	0	83	83
Linlithgow Academy - School Playground	0	0	83	83
Longridge PS, Longridge - School Playground	36	0	0	36
Mid Calder PS, Mid Calder - School Playground	55	0	0	55
Our Lady's PS, Stoneyburn - School Playground	0	60	0	60
Peel PS, Livingston - School Playground	35	0	0	35
Riverside PS, East Livingston - School Playground	0	40	0	40
Seafield PS, Seafield - School Playground	0	19	0	19
St Anthony's PS, Armadale - School Playground	0	25	0	25
St Joseph's PS, Linlithgow - School Playground	27	0	0	27
St Kentigern's Academy - School Playground	0	0	83	83
St Margaret's Academy - School Playground	0	0	83	83
St Ninian's PS, Livingston - School Playground	25	0	0	25
Stoneyburn PS, Stoneyburn - School Playground	44	0	0	44
Toronto PS, Livingston - School Playground	0	16	0	16
West Calder High - School Playground	0	0	0	0
Westfield PS, Westfield - School Playground	0	13	0	13
Williamston PS, Livingston - School Playground	58	0	0	58
Non Adopted Roads and Footways General	0	43	82	125
Non Adopted Roads and Footways - Total	517	543	497	1,557

ROADS AND RELATED ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18

	Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
Adopted Footways - Backlog and Lifecycle Investment				
Addiewell - Various Locations	0	0	7	7
Almondvale - Various Locations	24	0	0	24
Bankton - Various Locations	0	23	0	23
Blackburn - Various Locations	0	25	0	25
Blackridge - Various Locations	0	235	0	235
Boghall - Various Locations	0	20	0	20
Breich - Various Locations	0	0	107	107
Broxburn - Various Locations	24	0	0	24
Craigshill - Various Locations	63	0	0	63
Deans - Various Locations	0	36	0	36
Dedridge - Various Locations	130	0	0	130
Eliburn - Various Locations	7	0	0	7
Fauldhouse - Various Locations	0	120	0	120
Greenrigg - Various Locations	0	20	0	20
Houston Industrial Estate	0	0	44	44
Howden - Various Locations	0	0	10	10
Kirknewton - Braekirk Avenue	0	0	12	12
Knightsridge - Various Locations	5	0	0	5
Ladywell - Various Locations	0	0	13	13
Linlithgow - Various Locations	48	0	0	48
Livingston Village - Millfield	0	0	3	3
Longridge - Various Locations	0	0	55	55
Mid Calder - Pumpherston Road	0	6	0	6
Polbeth - Various Locations	0	0	21	21
Pumpherston - Harrysmuir South/Terrace	0	2	0	2
Seafeld - Various Locations	0	5	0	5
West Calder - Various Locations	0	0	17	17
Westfield/Bridgehouse - Various Locations	0	0	68	68
Whitburn - Various Locations	214	0	0	214
Whitehill Industrial Estate	0	0	162	162
Winchburgh - Various Locations	0	49	0	49
Budget for in year response to works arising from Condition Surveys	0	59	72	131
Adopted Footways - Backlog and Lifecycle Investment - Total	515	600	591	1,706
Roads Projects				
Maintenance of Coloured Textured Surfaces	91	91	91	273
Pedestrian Guardrails	28	28	28	84
Safety Fences	60	60	60	180
Roads Projects - Total	179	179	179	537
Roads and Footways Total - Total	2,905	3,877	3,449	10,231

ROADS AND RELATED ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18**Flood Prevention and Drainage**

Broxburn Flood Prevention Scheme	400	400	400	1,200
Flood Risk Management – Roads, Structures and Public Open Space	67	66	112	245
Risk Management (Scotland) Act Investment	100	412	413	925

Flood Prevention and Drainage - Total**Road Lighting**

A7066 Boghall R/A to Pyramids R/A (Bathgate)	67	0	0	67
Bells Burn / Huntburn / Carseknowe (Linlithgow)	0	0	103	103
Buchan Rd / Hamilton Rd / Monkland Rd / Traprain Cres (Bathgate)	0	150	0	150
Church Place (Fauldhouse)	64	0	0	64
Deans North Road (Livingston)	0	0	132	132
Deanswood Park (Deans, Livingston)	0	0	206	206
Eastfield Road (Fauldhouse)	0	20	0	20
Farquhar Square (Blackridge)	0	0	34	34
Fleming Road (Kirkton, Livingston)	0	44	0	44
Glen Rd / Main St (Deans, Livingston)	0	61	0	61
Granby Avenue (Howden, Livingston)	0	0	191	191
Huron Avenue (Howden, Livingston)	0	174	0	174
Kirk Rd / Marjoribanks St (Bathgate)	0	0	107	107
Kirkton North Road (Livingston Village)	0	0	138	138
Knightsridge East Road (Knightsridge, Livingston)	201	0	0	201
LED Streetlighting	820	0	0	820
Lenzie Avenue (Deans, Livingston)	249	0	0	249
Manitoba Avenue (Howden, Livingston)	144	0	0	144
Marina Road (Boghall)	0	71	0	71
McNeil / King / Watson / MacDonald (Armadale)	94	0	0	94
Millfield / Burnfield (Livingston Village)	0	103	0	103
Minor Works	68	59	65	192
Murieston Road (Murieston, Livingston)	84	0	0	84
Road Traffic Signs	60	60	60	180
Shotts Road (Fauldhouse)	0	0	34	34
Simpson Parkway - Mill R/A to Rosebank R/A (Kirkton, Livingston)	0	203	0	203
Tippetknowes Area (Winchburgh)	0	0	147	147
Traffic Signals	99	99	99	297
Webster Ct / Hall Rd / Almondell Rd Link Footpaths (Broxburn)	0	57	0	57
West Muir Rd / The Glebe (West Calder)	0	112	0	112
Westhall Rd / Alexander Pk / Joseph Gds / Linn PI (Broxburn)	0	57	0	57
Whitburn Rd / South Bridge St (Bathgate)	186	0	0	186
Wyndford Avenue (Uphall)	0	46	0	46

Road Lighting - Total**Road Safety**

Cycling, Walking and Safer Streets	355	145	250	750
Road Casualty Reduction Schemes	270	270	270	810
School Travel Schemes	20	20	20	60

Road Safety - Total**Traffic Management**

Active and Sustainable Travel Infrastructure Improvements	300	0	0	300
Bus Park and Ride Kilpint, Broxburn - Feasibility and Design	0	0	65	65
Bus Passenger Infrastructure	25	25	25	75
Disabled Parking Act Implementation	79	50	50	179
Drumshoreland Distributor Road	1,600	0	0	1,600

Traffic Management - Total

Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
400	400	400	1,200
67	66	112	245
100	412	413	925
567	878	925	2,370
67	0	0	67
0	0	103	103
0	150	0	150
64	0	0	64
0	0	132	132
0	0	206	206
0	20	0	20
0	0	34	34
0	44	0	44
0	61	0	61
0	0	191	191
0	174	0	174
0	0	107	107
0	0	138	138
201	0	0	201
820	0	0	820
249	0	0	249
144	0	0	144
0	71	0	71
94	0	0	94
0	103	0	103
68	59	65	192
84	0	0	84
60	60	60	180
0	0	34	34
0	203	0	203
0	0	147	147
99	99	99	297
0	57	0	57
0	112	0	112
0	57	0	57
186	0	0	186
0	46	0	46
2,136	1,316	1,316	4,768
355	145	250	750
270	270	270	810
20	20	20	60
645	435	540	1,620
300	0	0	300
0	0	65	65
25	25	25	75
79	50	50	179
1,600	0	0	1,600
2,004	75	140	2,219

ROADS AND RELATED ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18**Structures****Adopted Bridges - Assessment and Strengthening of Weak Bridges**

Adopted Bridges - Assessment and Strengthening of Weak Bridges Block Budget

Adopted Bridges - Assessment and Strengthening of Weak Bridges - Total**Adopted and Non Adopted Bridges - Backlog and Lifecycle Investment**

	Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
	25	25	25	75
	25	25	25	75
Adopted and Non Adopted Bridges - Backlog and Lifecycle Investment				
Almond Valley Bridge	50	0	250	300
Auchinoon Bridge	0	0	20	20
Baptist Bridge (Livingston)	0	45	0	45
Bathgate Branch Railway Bridge	0	250	0	250
Beeccraigs Reservoir Outlet Footbridge	0	0	15	15
Black Bridge	0	0	20	20
Blackburn Bridge (Over the River Almond)	0	20	0	20
Brunton Farm Bridge	0	0	10	10
Burnvale Bridge	50	0	0	50
Camps Viaduct (Almondell Country Park)	242	340	0	582
Centre Interchange East Bridge	0	50	0	50
Contentibus Over Railway	125	0	0	125
Cousland Footbridge - Painting	120	0	0	120
Cousland Interchange Bridge (Livingston)	31	0	0	31
Crofthead Interchange East Bridge	0	0	75	75
Crofthead Interchange West Bridge	0	0	75	75
Cross Bridge	0	0	20	20
Cuthill Bridge	0	247	0	247
Dedridge/Mid Calder Footbridge	120	0	0	120
Dedridge North Overbridge	25	0	0	25
Drumcross Bridge	0	0	10	10
Easter Foulshiels Bridge	0	0	10	10
Easter Longridge Bridge	0	0	10	10
Easton Culvert	0	0	10	10
Eliburn / Kirkfield Footbridge	75	0	0	75
Grove Mount Bridge	80	0	0	80
Guildiehaugh Railway Bridge (Bathgate)	0	250	0	250
Heatherlands Bridge	0	15	0	15
Hospital Interchange Bridge (Livingston)	65	0	0	65
Houstoun Footbridge Painting (Livingston)	0	0	100	100
Humbie Armco Culvert	0	15	0	15
Inchcross Place Culvert	15	0	0	15
Limefield Bridge (Polbeth)	301	39	0	340
Mid Calder Bridge	0	50	0	50
Moss Interchange Bridge	25	0	0	25
Muldron Armoc Culvert	35	0	0	35
Nettlehill Railway Bridge	50	0	0	50
New Farm Bridge	0	0	10	10
Queens Terrace Footbridge	0	0	25	25
Retaining Walls	91	91	91	273
Riccarton Bridge	0	0	10	10
River Almond Bridge (Blackburn)	0	30	0	30
Rusha Bridge	40	0	0	40
Skoliebern Bridge	0	0	513	513
Starlaw Over Railway	35	0	0	35
Strathloanhead Culvert	0	0	10	10
Underpass Refurbishment (various locations in Livingston)	270	280	231	781
	1,845	1,722	1,515	5,082
Structures - Total	1,870	1,747	1,540	5,157

ROADS AND RELATED ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18**Town Centres and Villages**

Villages Improvement Fund
 Armadale Town Centre
 Bathgate Town Centre
 Broxburn/Uphall Town Centre
 Linlithgow Town Centre
 Whitburn Town Centre
 Shop Front Improvement Scheme

Town Centres - Total**TOTAL ROADS AND RELATED ASSETS**

Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
425	425	425	1,275
100	116	56	272
156	56	56	268
126	56	56	238
156	56	56	268
90	56	56	202
20	20	20	60
1,073	785	725	2,583
11,200	9,113	8,635	28,948

OPEN SPACE ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18

	Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
Open Space and Sports Facility Projects				
Bridgend Park, Linlithgow	10	0	0	10
Car Parking Provision (Country Parks)	11	10	5	26
Linlithgow All Weather Pitch	282	0	0	282
Internal Pathways/Roadways (Country Parks)	16	15	13	44
Kirkton Park Tennis Courts	207	0	0	207
Management and Regeneration Woodlands	106	150	68	324
Non Adopted Hard Landscaping Areas	30	30	30	90
Outdoor Access Projects Programme	60	60	60	180
Rural Paths	30	30	30	90
Waste Containers - Cyclical Replacement	140	140	140	420
West Lothian Leisure Linlithgow Pavilion (prudential investment)	840	0	0	840
West Lothian Leisure Synthetic Turf Pitch Replacement x14 (prudential investment)	198	0	0	198
Open Space and Sports Facility Projects - Total	1,930	435	346	2,711
Open Space and Sports Facility Planned Improvements				
Almondvale Park, Livingston	275	50	0	325
Balbardie Park of Peace	0	0	116	116
Bankton Mains Park, Murieston	0	117	0	117
Central Recreation Park, Deans	0	54	0	54
Clement Rise Park, Dedridge	0	0	63	63
Country Parks Project Fund	40	20	0	60
Craigspark, Craigshill	0	0	63	63
Dickson Street Park, West Calder	20	0	0	20
Douglas Avenue, Linlithgow	20	0	0	20
Drumshoreland Park, Pumpherston	0	0	63	63
Fells Rigg Park, Carmondean	50	0	0	50
Glebe Park, Uphall	0	0	63	63
Hunter Grove Park, Whitburn	0	54	0	54
King George V Park Upgrade, Whitburn	80	0	0	80
Learmont Gardens, Linlithgow	60	0	0	60
Linlithgow Loch Park	0	0	85	85
Little Boghead Nature Park	18	0	0	18
Marchwood Crescent Park, Bathgate	0	0	47	47
Marrfield Park, Uphall Station	0	0	63	63
Meadow Crescent Park, Fauldhouse	62	0	0	62
Murrayfield Park Sports Facility, Blackburn	366	0	0	366
Park Furniture	0	27	27	54
Sommers Park, Mid Calder	60	0	0	60
St Anthony's Park, Armadale	45	0	0	45
Stonebank, Ladywell	0	0	63	63
Sutherland Way, Knightsridge	63	0	0	63
Torphichen Park	60	0	0	60
Watson Park, Armadale	0	0	76	76
Wildflower Meadows	7	6	0	13
Open Space and Sports Facility Planned Improvements - Total	1,226	328	729	2,283

OPEN SPACE ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18

	Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
Open Space Parks Drainage				
Drainage Efficiency Improvements	22	18	0	40
East Calder Park	0	0	54	54
Kettilstoun Mains, Linlithgow	135	0	0	135
Stewartfield Park, Broxburn	0	90	0	90
Open Space Parks Drainage	157	108	54	319
Children's Play Areas				
Adamrae, Livingston	68	0	0	68
Badgers Brook Play Area and Skatepark, Broxburn	0	0	81	81
Balbardie Park Skate Park, Bathgate	0	69	0	69
Bellsquarry Public Park	63	0	0	63
Blaeberryhill Play Area and Skatepark, Whitburn	0	124	0	124
Burghmuir Court, Linlithgow	41	0	0	41
Chestnut Grove, Craigshill	0	0	36	36
Ecclesmachan	0	0	68	68
Falside, Bathgate	0	36	0	36
Fells Road, Polbeth	0	0	68	68
Glenmavis, Bathgate	0	0	68	68
Hazelwood Park, Eliburn	0	36	0	36
Laverock Park, Linlithgow	0	68	0	68
Marchwood Crescent, Bathgate	0	68	0	68
Millerfield, Linlithgow	0	0	36	36
Northfield Meadow, Longridge	39	0	0	39
Puir Wife's Brae, Bathgate	0	0	69	69
Queens Gardens, East Calder	41	0	0	41
Watson Park, Armadale	69	0	0	69
Windyknowe, Bathgate	69	0	0	69
Children's Play Areas - Total	390	401	426	1,217
Synthetic Turf Pitches				
Secondary School Synthetic Turf Pitch Rejuvenation	24	24	0	48
Broxburn Synthetic Turf Pitch	514	0	0	514
Fauldhouse All Weather Pitch	600	0	0	600
Secondary School Synthetic Turf Pitch Replacement Programme	0	0	340	340
Synthetic Kick Pitch Rejuvenation Programme (Non Schools)	33	35	39	107
Synthetic Turf Pitches - Total	1,171	59	379	1,609
Cemeteries				
Cemetery Provision - East Calder	771	0	0	771
Memorial Safety Works	75	75	75	225
Cemeteries - Total	846	75	75	996
Land Decontamination				
Land Decontamination - Various Works	20	20	20	60
Land Decontamination	20	20	20	60
TOTAL OPEN SPACE ALLOCATION	5,740	1,426	2,029	9,195

ICT ASSETS - CAPITAL PROGRAMME 2015/16 TO 2017/18**Corporate and Modernisation**

	Revised 2015/16 £'000	Revised 2016/17 £'000	Revised 2017/18 £'000	Revised Budget £'000
Antivirus Upgrade	126	0	98	224
Business Application Server Refresh	316	316	212	844
Customer Relationship Management System	117	65	65	247
Community WiFi	88	0	0	88
Desktop PC Replacement	370	350	357	1,077
Email Encryption	108	175	0	283
Library Books (including ebooks and reader development)	225	225	225	675
Library/CIS Integration	47	20	0	67
Local Area Network Refresh	800	948	1,000	2,748
Lone Worker Alarms				0
MS Office Upgrade	0	596	0	596
Office Modernisation ICT	96	100	0	196
Replacement of Featurenet	241	400	0	641
Software System for Vulnerable Children	100	0	0	100
Telephone Upgrade / Customer Contact Centre	234	0	0	234
Web Based Work Sites - Windows 2003	0	50	0	50
Web Presence Refresh	335	405	405	1,145
General Provision - IT Future Technology Developments	0	0	148	148

Corporate and Modernisation - Total

3,203	3,650	2,510	9,363
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Schools

Desktop PC Replacement	1,169	1,135	1,059	3,363
Education Wireless Local Area Network Refresh	273	161	0	434
Pupil Placement	120	0	0	120
Wireless Area Network Bandwidth Upgrade - Education Sites	1,300	100	0	1,400

Schools - Total

2,862	1,396	1,059	5,317
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TOTAL ICT ALLOCATION

6,065	5,046	3,569	14,680
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West Lothian
Council

Equality Relevance Assessment

1. Details of proposal	
Policy title	General Services Capital Programme 2015/16 to 2017/18
Lead officer	Donald Forrest, Head of Finance and Estates
Date relevance considered	January 2015
2. Does the council have control over how this policy will be implemented?	
YES	<input checked="" type="checkbox"/> X
NO	<input type="checkbox"/>
3. Do you have evidence or reason to believe that this policy will, or may potentially:	
General Duties	Impact on equality (Yes or No)
Reduce or increase discrimination, victimisation or harassment against people covered by the equality protected characteristics?	No
Reduce or increase equality of opportunity between people who share an equality protected characteristic and those who do not?	No
Provide opportunity to improve good relations between those who share an equality protected characteristic and those who do not?	No
4. Equality impact assessment required? (Two Yes above = full assessment necessary)	
YES	<input type="checkbox"/>
NO	<input checked="" type="checkbox"/> X
5. Decision rationale	
<p>The purpose of equality impact assessment for proposed capital spending is to consider whether capital works are likely to assist, reduce or increase equality of opportunity, through consideration of who is likely to most benefit from any works taken forward. The proposals within the Capital Programme were initially considered for their impact on equality in January 2013 by Heads of Service working in collaboration with the council's Equality Officer, where no specific issues were identified.</p> <p>Since then a number of new projects have been added to the programme and it was considered prudent to undertake a further review of the remaining programme for the period 2015/16 to 2017/18. The proposals within the programme were considered for their impact on equality in conjunction with the council's Equality Officer. No specific issues were identified from an equality perspective. Spending on various regular maintenance and refurbishment projects aside, the proposals within the programme were deemed to align with the priorities and focus of the revenue budget and the Corporate Plan. There were no individual projects which were flagged during the relevance assessment process as having the potential to impact disproportionately on any group or individual covered by the protected characteristics of the Equality Act 2010.</p>	



WEST LOTHIAN COUNCIL

2015/16 HOUSING REVENUE ACCOUNT BUDGET AND RENT LEVEL

REPORT BY DEPUTE CHIEF EXECUTIVE

A. PURPOSE OF REPORT

The purpose of the report is to enable the Council to approve the proposed Housing Revenue Account (HRA) budget, rent and service charges to be applied in 2015/16.

B. RECOMMENDATION

It is recommended that the Council:

- Approves the 2015/16 HRA Budget as set out in the report;
- Approves a rent rise of 3% in 2015/16 in accordance with the previously agreed strategy;
- Approves a 3% increase in garage rents in 2015/16 in accordance with the previously agreed strategy;
- Approves an increase of 3% in service and support charges for Sheltered Housing properties for 2015/16 in accordance with the previously agreed strategy;
- Approves a 3% increase in rents and service and support charges for Homeless properties for 2015/16 in accordance with the previously agreed strategy.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs Being honest, open and accountable Making best use of our resources Working in Partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>This report complies with legal requirements under the Housing Act 1987. The budget and rent rise is reported to the Council annually each year for approval.</p> <p>An Equality Relevance Assessment has been undertaken in compliance with the Equality Act 2010 and is included in Appendix 1.</p>
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None

V	Relevance to New Single Outcome Agreement	Outcome 10 – We live in well designed, sustainable places where we are able to access the services we need.
VI	Resources - (Financial, Staffing and Property)	The 3% rent increase for 2015/16 will deliver a balanced HRA and capital programme and ensure continued investment in our housing infrastructure.
VII	Consideration at PDSP	Relevant issues will be reported to future meetings of the Services for the Community Policy Development Scrutiny Panel (PDSP).
VIII	Other consultations	Discussions with the Tenants' Panel and the Head of Finance and Estates Services.

D. TERMS OF REPORT

D.1 GOVERNANCE

The Housing Revenue Account (HRA) budget setting process is subject to statutory, regulatory and governance requirements. This report seeks budget approval for 2015/16 HRA Income and Expenditure and rent levels, as defined within the Housing (Scotland) Act 1987. This council's Financial Regulations also state that the Depute Chief Executive – Corporate, Operational and Housing Services is responsible for presenting an HRA Revenue Budget to a meeting of the full council.

The HRA Revenue budget forms part of the council's integrated approach to financial strategy, corporate planning, delivery of outcomes and performance monitoring. The activity budget links activities, resources and outputs / outcomes which enables the council to demonstrate Best Value in the use of resources. The activity budget is published on the council's intranet.

In relation to Best Value, the council approved a Best Value Framework on 10 June 2014, aimed at ensuring that the council complies with the provisions contained within the Local Government (Scotland) Act 2003. Amongst other requirements, the 2003 Act requires the council to secure best value in the performance of its functions; and to have to regard to efficiency, effectiveness, economy and the need to meet equal opportunity requirements in maintaining that balance. Monitoring of the framework will be provided on a regular basis to Council Executive.

This report seeks approval of the HRA Revenue budget and rent levels for 2015/16.

D.2 RENT STRATEGY AND LEVELS

West Lothian Council approved a five year rent strategy, covering the period 2013/14 to 2017/18, on 29 January 2013, including indicative rent levels for 2015/16. In line with statutory and regulatory requirements, this report seeks formal Council approval for the 2015/16 HRA budget and a rent rise of 3% in 2015/16. Approval is also sought for a 3% increase in garage and garage site rents in 2015/16.

The Council has undertaken significant investment in its housing stock over recent years. The 3% increase will enable delivery of a balanced HRA revenue budget, and will allow high quality and responsive housing services to be maintained for our tenants and ensure continued investment in our housing infrastructure, improving

existing homes and creating 1,000 new affordable homes for rent.

It is expected that 123 new homes will be delivered in 2015/16 and houses will be demolished that are no longer fit for 21st century living. If the rent proposal is approved then the average weekly rent in West Lothian will increase by 3% for individual tenants. The average weekly rental in for homes for 2015/16 will be £66.04 and for garages £5.70 as illustrated in the table below.

	2014/15 (£)	Increase (£)	2015/16 (£)	Increase (%)
Average Weekly Rent	64.12	1.92	66.04	3.00
Average Weekly Garage Rent	5.53	0.17	5.70	3.00

D.3 SERVICE AND SUPPORT CHARGES

It is proposed that service charges for Sheltered Housing properties will be increased by 3% in 2015/16, consistent with the policy agreed by Council in January 2013. A 3% increase for support charges in relation to Homeless Properties for 2015/16 is also proposed.

D.4 HOUSING REVENUE ACCOUNT – REVENUE BUDGET

The proposed HRA revenue budget is based on the medium term 3% rent strategy agreed in January 2013, which will enable key priorities to be delivered including: maintaining high quality, responsive housing services to tenants, improving existing council homes and building 1,000 new affordable homes. West Lothian Council remains committed to providing high quality, value for money housing services.

The introduction of Welfare Reform and the potential impact of Universal Credit place increased demand on Housing Services, especially in relation to income collection and associated costs. In recognition of this increased demand upon services, the council also looks to streamline and improve processes to minimise the impact on tenants' rent levels.

While the Housing Scotland Act 1987 requires local authorities to keep a ring fenced HRA, the HRA revenue budget also forms part of the council's integrated approach to corporate planning, delivery of outcomes, activity planning and performance monitoring through the activity budget which is published on the council's internet. The table below shows the estimated resources and the proposed allocation of resources within the HRA revenue budget for 2015/16. The council is committed to delivering a well maintained housing stock and efficient management services to support tenants and their communities.

	2014/15 £M	2015/16 £M
Rents	42.9	44.6
Other Income	0.4	0.5
Total Funding	43.3	45.1
Employee Costs	4.2	4.2
Premises Costs	14.4	14.7
Transport Costs	0.2	0.1
Supplies & Services Costs	3.5	3.6
Third Party Payments	0.1	0.1
Transfer Payments	0.7	0.9
Support Services	2.4	2.4
Capital Financing Costs	17.8	19.1
Total Expenditure	43.3	45.1

The proposed budget takes account of a number of cost pressures and assumptions including:

- 3% rental increase for council houses and garages.
- 1% pay award for staff, living wage and allowance for incremental pay progression.
- Indexation pressures, such as energy costs.
- Updated capital financing charges relating to the Housing Capital Programme.
- Ongoing impact of welfare reform and potential introduction of Universal Credit.
- Latest assumptions with regard to Right to Buy legislation and council house sales.

D.5 RISKS AND UNCERTAINTIES

There are a number of risks and uncertainties that could impact on the assumptions made in the 2015/16 HRA Revenue Budget and level of required financial resource, such as potential variances to pay and price indexation. During the year, appropriate steps will be taken to mitigate against risks and contain expenditure within available resources.

The ongoing effect of the economic downturn and Welfare Reform changes, including direct housing benefit payments to tenants, continue to present risk and uncertainty to all social landlords. Further pressures on rent collection are anticipated with the introduction of Universal Credit and direct payments, and £150,000 has been factored into the budget model to deal with the potential impact. The timing of Universal Credit has still to be confirmed, but West Lothian will not be included within the first tranche scheduled for Spring 2015.

The Council continues to actively pursue housing arrears, and the level of rent arrears is expected to fall from £1.3 million as at 31 March 2014 to £1 million by 31 March 2015. As a result of higher than normal levels of rent arrears, the council experiences higher costs of collection although plans are in place for the council to adopt a corporate approach to debt to ensure resources are most appropriately targeted.

As noted within the Housing Capital report, construction costs and inflation present a potential price risk which could materially impact upon capital financing assumptions within the HRA revenue budget. In order to provide sufficient capacity to respond to changing circumstances, there are no programme management efficiencies predicated within capital resource funding assumptions.

In line with financial regulations, income and expenditure will be monitored throughout the year to ensure risks are appropriately managed and quarterly reports will be presented to Council Executive.

D.6 HOUSING RESERVES

Local authority accounting standards require that, in setting budgets, the Council receives details of reserves, their proposed use and an opinion as to the adequacy of the reserves for the forthcoming year.

As reported to Council Executive in November 2014, within the period 6 monitoring report, a breakeven position is forecast for the HRA revenue budget. It is therefore projected that the HRA reserve at 31 March 2015 will remain at £926,000 and there is no provision to augment this during 2015/16.

Given the inherent risk associated with the impact of Welfare Reform, extreme weather conditions and other risks and uncertainties set out above, it is recommended that this balance be maintained and the level is considered adequate to meet with unforeseen demands on resources for housing repairs. The proposed budget does not assume any use of this reserve.

D.7 PRUDENTIAL CODE IMPLICATIONS

The Prudential Code provides the council with local discretion in investment levels for Housing, provided it ensures that capital spending and associated borrowing are at levels that are affordable, prudent and sustainable.

To demonstrate this, the Code sets prudential indicators that are designed to support and record local decision making. The Head of Finance and Estates Services is responsible for reporting these indicators for both the General Fund and the HRA. For this reason, the Prudential Indicators will be reported in detail by the Head of Finance and Estates in the 2015/16 Revenue Budget, presented to the Council budget setting meeting.

A key Prudential Indicator is affordability, which assesses the incremental impact of capital spending on rent levels. Under the proposed budget, increases to loans charges arising from borrowing are fully funded within the HRA. This area will continue to be closely monitored, particularly in relation to affordability with housing arrears and procurement costs for the 1,000 Houses New Build project.

D.8 CONSULTATION

The council has a statutory duty to inform and consult tenants on its rent policy. Tenant consultation took place prior to the rent strategy being agreed by West Lothian Council in January 2013. Tenants have been consulted on the 2015/16 increase through a range of activities including: Tenants and Residents Fun Day, Housing Network meetings and display boards in local offices. While there is no proposal to deviate from the agreed strategy, we have listened to tenants and comments will be taken into consideration in future rent strategies.

The Scottish Social Housing Charter set the standards and outcomes that all social landlords should aim to achieve when performing their housing activities. Indicator 29 requires all landlords to establish what percentage of tenants feel that rent for their property represents good value for money. From the 448 responses received to our annual satisfaction survey in 2013, 81.5% agreed rent levels represented good value for money, a favourable comparison to the national average of 76.6%.

The Charter also provides a benchmark comparison of rent increases and rent levels, in 2014/15 the West Lothian rent increase was 3% against a national average of 3.6%. The average rent per property is approximately £6 a week lower in West Lothian Council than similar sized properties in other council areas.

E. CONCLUSION

The HRA revenue budget provides a balanced financial plan, incorporating a 3% rent increase, which will allow the council to continue to provide excellent value for money services to our tenants and to be responsive to our customers' needs. The balanced budget also provides for continued investment and funding of our housing infrastructure, including the 1,000 houses new build programme to improve the amenity of communities to meet the needs of existing and future tenants.

F. BACKGROUND REFERENCES

- 2013/14 to 2017/18 Housing Revenue Account Budget and Rent Levels Report to Council, 29 January 2013
- 2014/15 Housing Revenue Account – Month 6 Monitoring, Report to Council Executive 11 November 2014.

Appendices/Attachments: One

Appendix 1 - HRA Budget (Equality Impact Assessment)

Contact Person: alistair.shaw@westlothian.gov.uk

Graeme Struthers

Depute Chief Executive

29 January 2015



West Lothian
Council

Equality Relevance Assessment

1. Policy details			
Policy title		2015/16 HOUSING REVENUE ACCOUNT BUDGET AND RENT LEVEL	
Policy lead officer		Alistair Shaw – Head of Housing, Construction and Building Services	
Date relevance considered		10/12/2014	
2. Does the council have control over how this policy will be implemented?			
YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
3. Do you have evidence or reason to believe that this policy will, or may potentially:			
General Duties		Level of impact (high, medium or low)	
Reduce or increase discrimination, victimisation or harassment against people covered by the equality protected characteristics?		Low	
Reduce or increase equality of opportunity between people who share an equality protected characteristic and those who do not?		Low	
Provide opportunity to improve good relations between those who share an equality protected characteristic and those who do not?		Low	
4. Equality impact assessment required? (All high and medium policies MUST be impact assessed)			
YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
5. Decision rationale			
<p>The purpose of this assessment is to act upon the recommendation of previous full EQIA completed on proposed Housing Revenue Account (HRA) budget, rent and service charges to be applied in 2015/16 (conducted on 20/12/11) stipulated that any future amendments to the proposed rent strategy or associated service budgets or charges must be screened for relevance to equality.</p> <p>The Equality and Human Rights Commission (EHRC) Public Sector Advice Note on Public Duties and Financial Decisions also outlines a duty to consider the impact of fiscal planning decisions. The ongoing Welfare Reform Act roll-out by the UK government and the impacts being experienced by our tenants places a duty of care and an ethical obligation as a responsible landlord on the council to consider the socio-economic impact of financial decisions on the local economic climate. In particular, there is a duty to consider the needs of those vulnerable to financial hardship or poverty as a result of these decisions.</p>			

Previous related rent setting proposals seeking formal committee approval and EQIA screened for relevance are as follows:

- Approval for the rent strategy consulted on with tenants setting out 3% increases from 2012-17
- Approval for the HRA budget and a rent freeze in 2013/14.
- Approval for a freeze in Garage and Garage site rents in 2013/14.

This assessment deals with the proposals for 2015/16 which are as follows:

- The 2015/16 HRA Budget as set out in the report;
- A rent rise of 3% in 2015/16 in accordance with the previously agreed strategy;
- A 3% increase in garage rents in 2015/16 in accordance with the previously agreed strategy;
- Approves an increase of 3% in service and support charges for Sheltered Housing properties for 2015/16 in accordance with the previously agreed strategy;
- Approves a 3% increase in rents and service and support charges for Homeless properties for 2015/16 in accordance with the previously agreed strategy.

As the Rent Strategy has been fully consulted on with the public at large, individually and via community groups, and the HRA and rent levels being proposed for 2015/16 remain in line with the approved strategy then no further issues arise from this proposal. The previous EQIA completed for the HRA budget each year since 2012, the associated Capital Programme and the Rent Strategy and any amendments sufficiently cover any potential issues or discrimination and have been widely consulted on.

The Council has undertaken significant investment in its housing stock over recent years. The 3% increase will enable delivery of a balanced HRA revenue budget, and will allow high quality and responsive housing services to be maintained for our tenants and ensure continued investment in our housing infrastructure, improving existing homes and creating 1,000 new affordable homes.

It is expected that more new homes will be delivered in 2015/16, and those properties that are no longer fit for 21st century living will be demolished. By delivering affordable, socially rented accommodation built to a high standard of specification helps the council meet some of the rising demand for such accommodation within the community and increases housing options for vulnerable people. By investing significantly in our existing stock to meet the SHQS standard by March 2015, regenerating local communities, and investing in energy efficiency improvement works, the service will have mitigated the effects of rent increases through improving the energy efficiency of older properties that cost more to heat – working towards the outcome of helping vulnerable tenants avoid the threat of fuel poverty.

If the rent proposal is approved then the average weekly rent in West Lothian will increase by 3% for individual tenants. The average weekly rental in for homes for 2015/16 will be £66.04 and for garages £5.70 as illustrated in the table below.

	2014/15 (£)	Increase (£)	2015/16 (£)	Increase (%)
Average Weekly Rent	64.12	1.92	66.04	3.00
Average Weekly Garage Rent	5.53	0.17	5.70	3.00

Service and Support Charges

It is proposed that service charges for Sheltered Housing properties will be increased by 3% in 2015/16, consistent with the policy agreed by Council in January 2013. A 3% increase for support charges in relation to Homeless Properties for 2015/16 is also proposed.

Other factors

As there is no change proposed to the agreed Rent Strategy for subsequent years from 2015-2017, the existing EQIA which has considered these years is still applicable but will include this screening for the proposed 2015/16 HRA and Rent Levels.

In general it is the case that with the limited uprating of most working-age benefits (not pensioners in the main) to 1%, or their “freezing” in the Autumn Statement announcement, then the financial situation for benefit tenants will become even more challenging. However, unlike the rents in the private sector, through the Local Housing Allowance limits, if council rents go up by 3%, the eligible rent on which the Housing Benefit calculation is based will also go up by 3%, so those on full benefit will not be affected. Someone entitled to full Housing Benefit with a £100 rent whose rent increases to £103 will see their benefit increase to £103.

The full impact on services of Welfare Reform will not be known until Universal Credit is rolled out. This will be post-April 2015 within West Lothian. Therefore, it may become necessary to conduct future EQIA on rent charges as issues become apparent. The ongoing effect of the economic downturn and Welfare Reform changes, including direct housing benefit payments to tenants, continue to present risk and uncertainty to all social landlords. Further pressures on rent collection are anticipated with the introduction of Universal Credit and direct payments, and £150,000 has been factored into the budget model to deal with the potential impact.

The Council continues to actively pursue housing arrears, and the level of rent arrears is expected to fall from £1.3 million as at 31 March 2014 to £1 million by 31 March 2015. As a result of higher than normal levels of rent arrears, the council currently experiences higher costs of collection although plans are in place for the council to adopt a corporate approach to debt to ensure resources are most appropriately targeted and that services are working in partnership to break the cycle of debt in complex and high level arrears cases where tenants have instances of multiple debts.

- **No assessment required – process ends**
- **Assessment required – continue to next section**

Equality Impact Assessment

1. Policy details	
Details of others involved	Not applicable
Date assessment conducted	Not applicable
2. Aims of the policy	
Not applicable	
3. What equality data, research or other evidence has been used to inform this assessment?	
Not applicable	
4. Details of consultation and involvement	
Not applicable	
5. Issues identified and impacts (Covering: age; disability; gender; gender identity; pregnancy and maternity; race; religion or belief and sexual orientation equality)	
Not applicable	
6. What measures are in place to monitor the actual impact following implementation?	
Not applicable	
7. Recommendation	
<input type="checkbox"/> Implement policy with no amendments <input type="checkbox"/> Implement policy taking account of mitigating actions (as outlined below) <input type="checkbox"/> Reject policy due to disproportionate impact on equality	
8. Mitigating actions and additional outputs	
Not applicable	

- Equality impact assessment completed
- Brief details of this assessment must be included in EMT/ CMT/ PDSP submissions
- Final assessment must be published on the council website:

[Council EQIA Publication Page](#)



WEST LOTHIAN COUNCIL

HOUSING CAPITAL PROGRAMME 2015/16 – 2017/18

REPORT BY DEPUTE CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To seek Council approval for an updated 2015/16-2017/18 Housing Capital Programme.

B. RECOMMENDATION

It is recommended that the Council approves the updated 2015/16-2017/18 Housing Capital Programme and related funding as detailed in the report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs Being honest, open and accountable Making best use of our resources Working in Partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The report on the Housing Capital Programme complies with the Housing (Scotland) Act 1987 and the council's Financial Regulations. An Equality Relevance Assessment has been carried out in compliance with the Equality Act 2010 and is included in Appendix 3.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	An effective housing capital and asset strategy is vital to service performance.
V Relevance to Single Outcome Agreement	Outcome 10 – We live in well designed, sustainable places where we are able to access the services we need.
VI Resources - (Financial, Staffing and Property)	Capital investment of £144.034 million during 2015/16 to 2017/18.
VII Consideration at PDSP	Services for the Community Policy Development and Scrutiny Panel 20 January 2015.

VIII Other consultations

Consultation has taken place with the Tenants Panel and the Head of Finance & Estates Services.

D TERMS OF REPORT

D.1 Background

The council approved a five year housing capital programme, encompassing the period 2013/14 to 2017/18, in January 2013. The 2013/14 and 2014/15 budgets were revised in September and December 2013 respectively, with a further update in June 2014 to take account of latest circumstances and phasing of project expenditure.

When the 2014/15 investment programme was approved in December 2013, it was stated that a three year investment programme would be developed once initial tender prices had been received for the new build project and greater certainty could be placed on price, housing mix and associated development costs. This report now provides a detailed investment programme for the period 2015/16-2017/18.

D.2 2015/16 to 2017/18 Housing Capital Programme

In January 2013, the council approved capital resources of £123.545 million for the period 2015/16 to 2017/18 for the housing capital programme. Programme management assumptions of £10 million were factored into the original five year funding position, with £6 million relating to the period 2015/16-2017/18. In updating the three year investment programme, it has been considered prudent to remove programme management assumptions to ensure that resources are not overcommitted. The three year programme is based on the original funding agreement, supplemented by other contributions as well as £9.2 million resources to be brought forward from 2014/15.

The revised phasing will more accurately reflect expenditure on projects and the additional monies will smooth out borrowing requirements and provide capacity to deal with price risks and exceptional items, over the new build project period. Total investment over the three year programme amounts to £144.034 million.

When the five year capital programme was approved in January 2013, there was a strong focus on the achievement of Scottish Housing Quality Standards (SHQS) as well as new build housing. As the council is on target to achieve SHQS by 31 March 2015, it is appropriate to review the original programme and prioritise expenditure on the asset base in accordance with greatest need.

Consequently, it has been considered that a number of external SHQS works identified in the original programme currently meet required quality standards. These projects are listed as reserve sites in Appendix 1. If there is slippage in the programme, these reserve projects can be brought forward and progressed within the 2015/16 to 2017/18 period.

D.3 2014/15 Housing Capital Out-turn Position

As reported to Council Executive on 11 November 2014, progress is being made across all investment areas and SHQS will be met by 31 March 2015. Although effective progress is being made in delivering capital investment in our housing stock, slippage of £7.6 million was noted in the report to Council Executive. Subsequent to the report, further phasing issues have been identified, and £9.2 million of resources will be brought forward into 2015/16 to enable delivery of associated works on appropriate projects.

D.4 Housing Capital Programme 2015/16

This report proposes a housing capital budget of £60.581 million in 2015/16 and Council is asked to approve this updated investment programme.

In 2015/16, significant resources will be invested in new homes, with all contracts for the 1,000 houses new build project contract coming on-stream during 2015. Expenditure of £42.365 million is anticipated on the 1,000 houses new build project, which represents a significant scaling up of expenditure.

Further progress has also been made in relation to buy back of owners properties in Deans South, many of whom benefited from the Scottish Government's Open Market Shared Equity Scheme. During 2015/16 the demolition of a number of vacant properties at Deans South will be undertaken, redevelopment of the estate will then commence with 42 new build council houses.

The emphasis of the housing capital programme over recent years has been on new build housing, as well as achievement of SHQS and maintenance of housing stock. As noted in the 2014/15 budget report, the focus of investment moving forward will be on the maintenance of quality standards and ensuring all council houses are suitable for 21st century living as well as the creation of new housing.

The capital programme in 2015/16 will also provide external upgrading in areas of greatest need, investment in energy efficiency measures and ensure adequacy of central heating in homes to mitigate against fuel poverty. There is also a proposal to install PV panels on council houses in locations that have no gas supply.

The 2015/16 capital investment programme takes into account resources brought forward from a number of 2014/15 projects, including Main Street Fauldhouse as well as the new build programme. The proposed programme for 2015/16 is summarised in the table below, individual projects are listed in Appendix 1 and further detail is contained in Appendix 2.

Project	Planned Expenditure 2015/16 £'000
New Build Phase 2	530
New Build 1,000 Houses	42,365
<i>Sub-total New Build</i>	<i>42,895</i>
Major Refurbishments	3,929
Major Elemental Repairs	3,396
Planned Programmes	6,284
Environmental/External Upgrading	757
Miscellaneous	3,320
<i>Sub-Total Housing Investment</i>	<i>17,686</i>
Total	60,581

D.5 Capital Resources 2015/16

In updating the 2015/16 budget, it has been considered appropriate to work within the overall funding level agreed by council in January 2013. Financing will largely be met through borrowing and Capital from Current Revenue (CFCR) transfer. The level of council house sales is considered realistic and achievable given changes to Right to Buy legislation. Government grants and other contributions have now been factored into funding sources as the council moves forward with the new build housing programme. The level of capital financing charges and CFCR are considered to be at an affordable level. The table below shows the capital resources available to fund the housing capital programme in 2015/16.

Funding Source	2015/16 Proposed Budget £'000
CFCR	6,349
House Sales	2,750
Borrowing	47,116
Government Grants	3,740
Other Contributions	245
Developer Contributions	381
Total Income	60,581

D.6 Capital Programme 2016/17 to 2017/18

The Housing Capital programme beyond 2015/16 will continue to focus on homes fit for 21st century living and in new affordable housing. As set out in the Council's Strategic Housing Investment Programme (SHIP), the first phases of affordable housing will be delivered in Core Development Areas (CDAs) at Armadale, Calderwood (East Calder) and Winchburgh.

In the medium term, as the focus moves from achievement to maintenance of SHQS, the emphasis will be on major refurbishment, planned maintenance programmes and increased investment in an affordable housing supply within the HRA capital programme.

Major refurbishment and significant elemental repairs, including roofs and roughcasting, will not only improve the housing asset base but will help regenerate communities and improve the environment. There will continue to be investment in new central heating and other energy efficient works. Investment continues to be directed to increasing the supply of affordable housing and to improving the existing asset base. Planned expenditure in 2016/17 and 2017/18 is summarised in the table below, individual projects are listed in Appendix 1 and further detail is contained in Appendix 2.

Project	Planned Expenditure 2016/17 £'000	Planned Expenditure 2017/18 £'000
<i>New Build 1,000 Houses</i>	44,682	6,676
Major Refurbishments	3,090	1,860
Major Elemental Repairs	2,790	3,051
Planned Programmes	6,484	6,740
Environmental/External Upgrading	500	500
Miscellaneous	3,560	3,520
<i>Sub-Total Housing Investment</i>	16,424	15,671
Total	61,106	22,347

D.7 Capital Resources 2016/17 to 2017/18

The medium term programme continues to work broadly within the overall funding level agreed by council in January 2013, supplemented by government grants and other contributions. There are no programme management assumptions included within funding arrangements.

Financing will largely be met through borrowing and CFCR transfer, with government grants, developer and other contributions now factored into funding assumptions. Legislative changes come into effect from 1 August 2016 and will end tenants' right to buy council houses, sales of £4 million have been factored into resource assumptions across the three year programme, with a peak in 2015/16 of £2.75 million and £1.25 million in the following year assumed.

However, it is noted that these are estimated assumptions and will require to be closely monitored in the period to 31 July 2016. The level of capital financing charges and CFCR continue to be considered to be at an affordable level. The table below shows the capital resources available to fund the housing capital programme in 2016/17 and 2017/18.

Funding Source	2016/17 Proposed Budget £'000	2017/18 Proposed Budget £'000
CFCR	5,705	5,923
House Sales	1,250	0
Borrowing	46,938	12,609
Government Grants	7,028	2,767
Other Contributions	185	185
Developer Contributions	0	863
Total Income	61,106	22,347

D.8 Governance

In setting the HRA capital budget, due cognisance must be made to the relevant statutory, regulatory and governance requirements.

The Prudential Code requires the council to take into account a number of factors when agreeing capital spending plans. In overall terms the Housing Capital Investment Programme 2015/16 – 2017/18 is considered affordable relative to gross rent levels, subject to appropriate management of capital risks and housing arrears. The revenue implications are incorporated within the HRA Revenue budget and loan charge projections continue to indicate that the Housing Capital Investment Programme is prudent, affordable and sustainable. All aspects of the programme are geared toward securing best value; however it may be necessary, on occasion, to re-phase budgets for operational reasons or to secure best value.

The council approved an updated Best Value Framework on 10 June 2014 aimed at ensuring the council complies with the provisions contained within the Local Government in Scotland Act 2003. The 2003 act requires the council to:

- secure best value in the performance of its functions;
- balance the quality and cost of the performance of its function and the cost of council services to service users;
- have regard to efficiency, effectiveness, economy and the need to meet equal opportunity requirements in maintaining that balance;
- fully discharge its duty to secure best value in a way which contributes to the achievements of sustainable development;

The Best Value Framework requires works over a pre-determined threshold to be subject to competitive tendering. Exemptions are permissible, under the 2003 Act. The Council Executive report on 10 June 2014 approved exemptions relating to Central Heating and Major Refurbishments and the programme has been prepared on this basis. A high level review of the capital programme has been completed to determine works that will be carried out by external providers and works to be carried out in-house to ensure compliance with the Best Value Framework.

E. CONCLUSION

The report sets out the Housing Capital programme for 2015/16 to 2017/18, with proposed investment of £144.034 million. Within the three year programme, there is a strong focus on the 1,000 new build council houses programme to deliver affordable homes, to increase the availability of social housing within communities for both existing residents and future generations.

The 2015/16 capital programme consolidates movements reported to Council Executive on 11 November 2014, recognising the requirement to phase projects and expenditure during the programme period. Alongside investment in new housing stock, there will be continued investment in existing council housing and the environment, to improve homes, amenity and address energy efficiency.

As the council moves forward beyond 2014/15 it will maintain quality standards and further invest in the suitability and sufficiency of its housing stock to improve the environment within communities and meet the needs of existing and future tenants across West Lothian.

F. BACKGROUND REFERENCES

Housing Capital Programme 2013/14 to 2017/18, Report to Council, 29 January 2013.

2014/15 Period 6 Housing Capital Monitoring, Report to Council Executive 11 November 2014.

2015/16 Housing Revenue Account Budget and Rent Levels, Report to Council, 29 January 2015.

Sustainable Housing - Selection of Properties for the Installation of Solar Photovoltaic Panels, Report to Services for the Community Policy Development and Scrutiny Panel, 28 October 2014.

West Lothian Strategic Housing Investment Plan 2015-2020, Report to Services for the Community Policy Development and Scrutiny Panel, 28 October 2014.

Update on the 1000 New Build Council House Programme, Report to Council Executive, 19 August 2014.

Home Energy Efficiency Programmes for Scotland (HEEPS) 2014/15, Report to Council Executive, 19 June 2014.

Appendices/Attachments: Three

Appendix 1 – Housing Capital Programme Projects 2015/16 to 2017/18

Appendix 2 – Housing Capital Programme Further Information 2015/16 to 2017/18

Appendix 3 – Housing Capital Programme Projects 2015/16 to 2017/18 (Equality Impact Assessment)

Contact Person: colin.miller@westlothian.gov.uk

Graeme Struthers
Depute Chief Executive
29 January 2015

HRA Capital Programme Projects 2015/16-2017/18

	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
New Build Houses				
New Build Houses Phase II	530	-	-	530
New Build Houses, 1000 houses.	42,365	44,682	6,676	93,723
NEW BUILD TOTAL	42,895	44,682	6,676	94,253
Major Refurbishment				
Mayfield Area, Armadale	1,440	1,200	1,560	4,200
Harrison Houses - Loch Scheme, Whitburn	-	90	300	390
Main Street, Fauldhouse	1,500	250	-	1,750
Park Road Flats, Blackridge	89	-	-	89
Bathville Flats, Armadale	900	1,550	-	2,450
MAJOR REFURBISHMENT TOTAL	3,929	3,090	1,860	8,879
Major Elemental Repair				
Lanrigg Area, Fauldhouse	530	400	506	1,436
Empire St, Baillie St, Bog Rd, Park View, Dean St, Whitburn	200	400	600	1,200
Riddochill Area, Blackburn	650	582	-	1,232
Miscellaneous Whitburn*	600	600	600	1,800
Cuthill, Stoneyburn	500	200	414	1,114
Crossgreen Drive, Wyndford, Holygate Uphall	-	200	134	334
Strathlogie, Westfield	-	-	250	250
Beech Place / Dean Place, Seafield	496	-	-	496
Orchardfield Terrace, Wilkieston	120	120	-	240
Felt Roofs (Balbardie, Bathgate and School Place, Uphall)	-	100	150	250
Ladeside, Blackburn	-	188	332	520
St Helen's Place, Armadale	300	-	-	300
Bridgend	-	-	65	65
MAJOR ELEMENTAL REPAIR TOTAL	3,396	2,790	3,051	9,237
Planned Programmes				
Firewalls	25	25	25	75
Repairs to walls and footpaths etc in HRA areas	50	100	100	250
Periodic testing and repairs / Electric Wiring	700	700	700	2,100
External lighting	40	-	-	40
Kitchens and Bathrooms	300	375	450	1,125
Windows Refurbishment / Renewal	380	485	580	1,445
Hard wired smoke detectors	200	200	200	600
Painting - External	275	275	275	825
Painting -Decoration Scheme for Older People	300	300	300	900
Common Stair Upgrades	250	250	250	750
Rhone Cleaning and Repair	250	250	250	750
Fencing	200	200	200	600
Central Heating	2,330	2,340	2,340	7,010
Insulation and Energy Efficiency/PV Panels	300	300	300	900
External Wall Insulation	184	184	270	638
Planned Maintenance/ HIO Investment	500	500	500	1,500
PLANNED PROGRAMMES TOTAL	6,284	6,484	6,740	19,508
Environmental / External Upgrading				
Tenants Street Improvements	150	150	150	450
Environmental Projects - Area Schemes	243	100	100	443
Programmed Drainage	100	100	100	300
Play Areas	50	50	50	150
St Helen's Place Courtyard, Armadale	114	-	-	114
Bin Store Improvements	100	100	100	300
ENVIRONMENTAL / EXTERNAL UPGRADING TOTAL	757	500	500	1,757

	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
Miscellaneous				
Homelessness - Blackburn Unit	740	-	-	740
Homelessness	-	1,000	1,000	2,000
Deans South	400	400	400	1,200
Aids and Adaptations	800	800	800	2,400
Asbestos Management	425	425	425	1,275
Legionella Upgrades	70	70	30	170
Feasibility Surveys	70	50	50	170
Home Safety Service	170	170	170	510
Home Security for Older People	45	45	45	135
Mortgage to Rent	600	600	600	1,800
MISCELLANEOUS TOTAL	3,320	3,560	3,520	10,400
TOTAL EXPENDITURE	60,581	61,106	22,347	144,034

Funded By:

CFCR	6,349	5,705	5,923	17,977
Capital Receipts	2,750	1,250	0	4,000
Borrowing	47,116	46,938	12,609	106,663
Government Grant	3,740	7,028	2,767	13,535
Council Tax and Other Contributions	245	185	185	615
Developer Contributions	381	-	863	1,244
	60,581	61,106	22,347	144,034

**Glebe Rd, Union Rd & Dr, Armadale Rd, Jubilee Rd, Manse Avenue, Griffith Drive, Dick Gardens, Whitburn*

Reserve List of Major Elemental Report Projects

Almond View, Seafield
 Almondell Road, Broxburn
 Bedlormie Drive, Blackridge
 Belvedere Road, Bathgate
 Bridgecastle Road, Armadale
 Cardross Avenue, Cardross Crescent, Broxburn
 Cemetery Lodge, Uphall
 Church Place, Fauldhouse
 Dedridge Area, Livingston
 Drummond Place, Blackridge
 Ellis Place, Broxburn
 Fallas Place, Fauldhouse
 Fountainhead Road, Bathgate
 Glebe Road/Avenue/Terrace, Uphall
 Glen Terrace, Deans
 Glen Way, Bathgate
 High Academy Street, Armadale
 Ogilface Crescent, Blackridge
 Patterson Court, Broxburn

Housing Capital Programme 2015/16 to 2017/18

Further Information

1. New Build

	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
New Build Houses Phase II	530	0	0	530
New Build Houses, 1000 Houses	42,365	44,682	6,676	93,723
Total	42,895	44,682	6,676	94,253

Phase II will be completed in 2015/16, with 150 completions expected by Spring 2015. Work is already complete on seven of the eight sites.

Sites have been identified for 1,000 houses and during the period 2015/16 to 2017/18, 950 new build council houses will be constructed through a Framework Agreement and five separate contracts. A further 44 new build council houses will be constructed outwith the Framework Agreement. Six homes at Adelaide Street were completed during 2014/15.

Site	Units	Completions* 2015/16	Completions* 2016/17	Completions* 2017/18
West Main St, Broxburn	18	18	0	0
Wester Inch, Bathgate	80	30	50	0
Redhouse West, Blackburn	100	30	70	0
Former School, Pumpherston	15	15	0	0
Kirkhill, Broxburn	230	30	180	20
Lammermuir House	70	0	50	20
Eastfield, Fauldhouse	36	0	36	0
Nelson Park, Armadale	26	0	26	0
Glasgow Road, Bathgate	10	0	10	0
Almond Link, Livingston	20	0	20	0
Winchburgh CDA	41	0	41	0
Drumshoreland, Pumpherston	90	0	70	20
Deans South, Livingston	42	0	32	10
Mill Road, Linlithgow	15	0	15	0
Auldhill, Bridgend	5	0	5	0
Almondell, East Calder	36	0	36	0
Raw Holdings, East Calder	17	0	17	0
Almondvale Stadium, Livingston	40	0	40	0
Appleton Parkway, Livingston	10	0	10	0
Trim Track, Livingston	40	0	40	0
Mayfield, Armadale	22	0	22	0
Philipstoun Bowling Green	5	0	5	0
Bathville Cross, Armadale	18	0	18	0
Former Day Centre, Winchburgh	8	0	8	0
	994	123	801	70

*Anticipated profile per SHIP Report November 2014

2. Major Refurbishment

	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
Mayfield Area, Armadale	1,440	1,200	1,560	4,200
Harrison Houses - Loch Scheme, Whitburn	0	90	300	390
Main Street, Fauldhouse	1,500	250	0	1,750
Park Road Flats, Blackridge	89	0	0	89
Bathville Flats, Armadale	900	1,550	0	2,450
Total	3,929	3,090	1,860	8,879

Concentrations of houses in need of very substantial investment do arise. Where there is a significant proportion of a street that requires investment, it is logical and economic to deal with the whole street, where local houses are of the same design and construction, or have similar problems. The following programmes are of a high level of work exceeding the routine roof and render renewal projects, and some, such as Bathville Cross, are tied in with new build flats. Main Street Fauldhouse, with extensive disrepair and failing structure, is very complex and extensive works are required. The works at Mayfield are enhanced due to the discovery of rising damp in some properties and the retention of stale air in many properties, and will now include work to solumns, where required, and the fitting of dynamic heat recovery ventilation. Works to Park Road in Blackridge are now complete and the budget relates to retentions, monies held back to cover any issues in the refurbishment that become apparent within the retention period, normally 12 months.

3. Major Elemental Repair

	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
Lanrigg Area, Fauldhouse	530	400	506	1,436
Empire & Baillie St, Bog Rd, Park View, Dean St Whitburn	200	400	600	1,200
Riddochill Area, Blackburn	650	582	0	1,232
Miscellaneous Whitburn*	600	600	600	1,800
Cuthill, Stoneyburn	500	200	414	1,114
Crossgreen Drive, Wyndford, Holygate Uphall	0	200	134	334
Strathlogie, Westfield	0	0	250	250
Beech Place / Dean Place, Seafield	496	0	0	496
Orchardfield Terrace, Wilkieston	120	120	0	240
Felt Roofs (Balbardie, Bathgate & School Pl, Uphall)	0	100	150	250
Ladeside, Blackburn	0	188	332	520
St Helen's Place , Armadale	300	0	0	300
Bridgend	0	0	65	65
Total	3,396	2,790	3,051	9,237

*Glebe Rd, Union Rd & Dr, Armadale Rd, Jubilee Rd, Manse Av, Griffith Dr, Dick Gdns, Whitburn

Key investment areas identified by survey are roofs and roughcast. Roofs are prioritised because a failed roof inevitably leads to water penetration and rapid internal deterioration. Render is carried out wherever it is required under a roofing programme. The majority of our Major Elemental Repair programme is roof replacement and associated render repairs.

The above programmes are essentially routine major repairs to roof coverings and, where required, roughcast renewal. The work is limited to the roofs and external walls, though in some cases, to reduce internal draughts for the occupant and also to prevent future maintenance liabilities, we will remove chimneys, which are often a source of dampness and risk in poor weather. This means that the new roofs will last longer and suffer less disrepair, and need fewer repair call outs over its lifetime. To effect this change, we may need to replace the boiler, and this will be included in the programme of works. Any required repairs to stairs and paths noticed at the survey or during the works will be carried out at the same time.

4. Planned Programmes

	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
Firewalls	25	25	25	75
Repairs to walls and footpaths etc in HRA areas	50	100	100	250
Periodic testing and repairs / Electric Wiring	700	700	700	2,100
External lighting	40	0	0	40
Kitchens and Bathrooms	300	375	450	1,125
Windows Refurbishment / Renewal	380	485	580	1,445
Hard wired smoke detectors	200	200	200	600
Painting - External	275	275	275	825
Painting -Decoration Scheme Older People	300	300	300	900
Common Stair Upgrades	250	250	250	750
Rhone Cleaning and Repair	250	250	250	750
Fencing	200	200	200	600
Central Heating	2,330	2,340	2,340	7,010
Insulation and Energy Efficiency/PV Panels	300	300	300	900
External Wall Insulation	184	184	270	638
Planned Maintenance/ HIO Investment	500	500	500	1,500
Total	6,284	6,484	6,740	19,508

These planned programmes will be continued, until completion, where appropriate or continuously in response to legislation or cyclical maintenance.

Firewalls

To conclude the work to Firewalls in works carried out in Armadale

Repairs to Walls and Footpaths etc. in HRA areas

Surveys have shown a number of issues in areas under HRA ownership that require repairs, such as retaining walls, garage sites and footpath or common areas. This budget is being put in place to address these issues in priority order.

Periodic Testing And Repairs / Electric Wiring

There is an obligation on the council as a landlord to electrically test each of our houses at least every ten years and additionally at the point of re-letting after a house is empty. These surveys, entitled 'Periodic Testing', carried out by the council's electricians and their partners identify any potential problems. The most important of these are earthing issues and asbestos in consumer units. All repairs assessed as required are also done under this budget.

External Lighting

External lights are fitted to front doors where there is insufficient lighting of the door from other sources such as streetlights, for tenant comfort and safety.

Kitchens and Bathrooms

An allowance is made each year to allow for full kitchen and bathroom replacements that were not part of the previous contract or subject to differential deterioration. This is to allow around 50 installations per year.

Window Refurbishment / Renewal

This budget supports the repair of windows or their replacement for safety reasons where replacement parts are unavailable or the windows are uneconomic to repair.

Hard Wired Smoke Detectors

Year 5 of a cyclical ten year programme to replace battery operated smoke detectors with hard wired smoke detectors. New Carbon Monoxide (CO) detectors are also fitted under this budget

Painting (External)

This is a cyclical programme of window, door and fascia maintenance through protective coatings renewal. If the property masonry was previously painting, this coating would also be renewed. This maintenance, properly done, extends the life of the substrate, be it wood or masonry, by a very significant margin, reducing long term replacement requirements.

Painting (Decoration Scheme for Older People)

This programme is in place to assist those unsupported or vulnerable elderly who are unable to decorate themselves.

Common Stair Upgrades

The common areas in the close and stairs of flatted properties are an unheated space, and partially open to the outside through secure but necessarily not air or moisture tight external doors. This means that the space can suffer rapid deterioration. The expectation of all occupants is that the common space will be well decorated and attractive. This is also what the council wants and the spaces are maintained regularly. However each stair will need regularly repainted, with any required repairs carried out to stairs doors, wall and ceiling carried out.

Rhone cleaning and repair

This is a cyclical programme of gutter and downpipe maintenance through clearing, any required repairs and protective coatings renewal. This maintenance, properly done, extends the life of the gutters by a very significant margin, reducing long term replacement requirements.

Fencing

The fencing programme was put in place to renew dilapidated boundary fencing and to provide new fences where appropriate.

Central Heating

The budget supports the replacement of boilers and/or radiators and pipes based on assessment by the Council's Gas Team Leader and gas engineers.

Insulation and Energy Efficiency / PV Panels

This budget supports the need for upgraded insulation, such as extraction of damaged or damp insulation and its renewal. It also supports the fitting of Photovoltaic (PV) panels. The fitting of PV panels on some of the existing housing stock is a new initiative following consideration of a report by the Services for the Community PDSP and will begin in locations where there is no gas supply.

External Wall Insulation

This budget has been put in place mainly to support the HEEP:ABS government funding. This budget will enable some council houses in selected areas to be upgraded at the same time as owners' properties. By grouping houses in this way, economies of scale will be achieved.

Planned Maintenance/ HIO investment

This programme supports required investment outwith the named current capital projects and is commissioned by the local Housing Investment Officers.

5. Environmental /External Upgrading

This budget supports local environmental programmes which includes external painting; fencing; gutter cleaning; improvements to bin stores; door entry systems and general environmental works. This work supports all other work in improving the local areas around capital works and in areas of poor visual impact. The Tenants Street Improvements programme is delivered in detailed consultation with tenants. The priorities for upgrading or renewal of play areas or shelters are established in consultation with NETS & Land Services and with local communities. The St Helen's Place Courtyard is being upgraded to address surface and accessibility issues at the site.

	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
Tenants Street Improvements	150	150	150	450
Environmental Projects - Area Schemes	243	100	100	443
Programmed Drainage	100	100	100	300
Play Areas	50	50	50	150
St Helen's Place Courtyard, Armadale	114	0	0	114
Bin Store Improvements	100	100	100	300
Total	757	500	500	1,757

6. Miscellaneous

The following programmes are ones that are supported by the Capital programme but are not specifically about works to improve homes but are needed to support individuals or to carry out investigations and do preparatory work for programmes or development.

	2015/16 £'000	2016/17 £'000	2017/18 £'000	Total £'000
Homelessness - Blackburn unit	740	0	0	740
Homelessness	0	1,000	1,000	2,000
Deans South	400	400	400	1,200
Aids and Adaptations	800	800	800	2,400
Asbestos Management	425	425	425	1,275
Legionella Upgrades	70	70	30	170
Feasibility Surveys	70	50	50	170
Home Safety Service	170	170	170	510
Home Security for Senior People	45	45	45	135
Mortgage to Rent	600	600	600	1,800
Total	3,320	3,560	3,520	10,400

Homelessness / Blackburn Homeless Unit

These budgets reflect a programme of improving the properties used as homeless accommodation to meet current care standards.

Deans South

This budget is in place to ensure that works to keep the site safe are able to be carried out and to support any preparatory purchase, demolition or initial development work.

Aids and Adaptations

Aids and adaptations are assessed by Occupational Therapists in Social Policy and are carried out based on individual need.

Asbestos Management

The primary purpose of this budget is to allow for surveys and works to be carried out wherever asbestos would be likely to be disturbed in the course of other works.

Legionella Upgrades

This budget supports survey work and remedial work to installations of stored water in common areas. It also allows for upgrade and prevention works.

Feasibility Surveys

This allocation supports detailed survey or engineering reports on structure, hydrology or geology.

Home Safety Service

This provides an upgraded package of smart technology primarily for older people in their own homes. Experience has shown that the technology can help in providing a safer and more secure long-term home environment.

Home Security for Older People

This scheme provides options for the provision of locks, external lighting, door viewer, door chain, window locks and door intercom system. Since the scheme's inception in 2000, approximately 7,500 homes for senior people have received their chosen package of security measures.

Mortgage to Rent

The costs associated with this scheme will be funded from borrowing afforded by rental income received on the properties involved. This is a Scottish Government subsidy scheme to allow home owners in financial difficulty to sell their properties to the council and pay a social rent, providing they meet certain criteria.



West Lothian
Council

Equality Relevance Assessment

1. Policy details	
Policy title	Housing Capital Programme 2015/16 to 2017/18
Policy lead officer	Alistair Shaw – Head of Housing, Construction and Building Services
Date relevance considered	08/12/2014
2. Does the council have control over how this policy will be implemented?	
YES	<input checked="" type="checkbox"/> NO <input type="checkbox"/>
3. Do you have evidence or reason to believe that this policy will, or may potentially:	
General Duties	Level of impact (high, medium or low)
Reduce or increase discrimination, victimisation or harassment against people covered by the equality protected characteristics?	Low
Reduce or increase equality of opportunity between people who share an equality protected characteristic and those who do not?	Low
Provide opportunity to improve good relations between those who share an equality protected characteristic and those who do not?	Low
4. Equality impact assessment required? (All high and medium policies MUST be impact assessed)	
YES	<input type="checkbox"/> NO <input checked="" type="checkbox"/>
5. Decision rationale	
<p>The ten year capital programme was originally approved by the Council Executive in December 2008. The Housing Capital programme details projects where West Lothian Council intends to invest resources over a range of headings including: new build council houses, major refurbishment projects, major elemental repairs, as well as planned programmes, environmental work including energy efficiency projects and other miscellaneous projects such as Aids and Adaptations.</p> <p>A subsequent screening was carried out, as recommended by the EQIA in 2008, on the proposed capital programme funding levels for financial years 2012/13 and 2013/14. This was required to take into account the impact of the credit crunch and any associated funding restrictions being faced by the service. Any concerns around potential discrimination were met at this point through examination of the breakdown provided within the report on the proposals for investment. The focus on meeting the Scottish Housing Quality Standard and the 1,000 new council houses project mitigated any concerns as this would improve the condition of older stock to make it more secure, safe, accessible and energy efficient by design. The new build houses were being built to an</p>	

exceptionally high specification and the selection of the designs at tender bid stage were made in partnership with members of the local equality groups to ensure the service had considered the needs of potentially vulnerable tenants from the formative stages of the project.

The levels of investment in recent years have been driven by the requirement to meet the SHQS standard by March 2015, the priority for these works being based on stock condition. The improvement strategy has been built around the outcome of stock condition surveys; this ensures that funding is directed towards those areas most in need of investment works. Demographically, the communities in greatest need of improvements tend to include people who may face fewer life choices and decreased social mobility – these tenants benefit most from improvement projects. By improving the appearance and overall quality of stock in these areas as a priority the life chances of those living there are significantly improved, with benefits to education, health & wellbeing and community safety.

A needs based investment approach prevents areas from becoming undesirable places to live, increases choice for potential tenants and encourages social mobility for existing residents, thereby increasing the social diversity of communities while seeking to prevent socio-economic deprivation.

This approach is also parallel to the current equality outcomes created and monitored by the Corporate Working Group on Equality. These outcomes, which are reported annually in April, are focused on delivering better outcomes for vulnerable, under-represented or minority groups and individuals likely to have less access to services and opportunities than the majority of the West Lothian general public. Specifically, enabling independent living is a key outcome to which the service contributes performance data to on our delivery of equipment and adaptations works.

Provision has been made in 2015/16 through to 2017/18 for increased spend on environmental projects to regenerate local communities in most need of works to improve the local environment.

The capital programme specifically budgets for needs based improvements to aid active living through provision of funding for adaptive equipment and adaptations to the council's housing stock. Funding remains constant at £800,000 per year. The provision for improvements to lighting, as well as kitchen and bathroom renewals will also increase safety and quality of life for residents in older properties. This portion of the programme remains needs-based and reactive in terms of service delivery in order to deliver improvements at the point of need to the tenant.

The approach of making general structural and fixture/fittings improvements, combined with specific adaptations where required, enables tenants with mobility issues to remain independent in their own homes for longer. It also ensures that adaptations that are made are tailored to the individual. As the surrounding properties and area are also improved, via general upgrading works, the possibility of any discrimination or perceptions of unfairness is avoided and the fostering of good relations between minority groups and the rest of the community is maintained.

By budgeting for, and recognising the importance of, this type of improvement works to properties the proposals ensure the provision of needs based solutions for those who require it most. The policy on equipment and adaptations is centred on qualification via a set criteria applied by Occupational Therapy professionals and is based on the medical model; this has led to a straightforward process that is transparent and easy to access.

The commitment to supporting independent living continues in the current programme. This recognises the local demographics of West Lothian and prepares the service for a future where people will increasingly require support at home. This approach enables tenants to stay within their own homes and communities for longer, and delays the need for institutionalised living for as long as is practicable. By making specific provision for this, the capital programme attempts to tackle the challenge facing the service in supporting the projected rise in population of older people.

Designing new build properties with the potential capacity for aids and adaptations future proofs the supply of accommodation to meet the existing and future needs of tenants. The decision to build one storey bungalows is a direct result of listening to the needs of our local communities, as expressed during consultation activity.

The other main driver of the direction of capital funds is new house build projects. This new house building is combined with the demolition of older, financially unsustainable estates and seeks to address the gap in supply and demand issues for decent and affordable socially rented housing in the area.

Provision of modern housing will provide housing options for both existing tenants and potential tenants. There is significant housing demand pressure on all local registered social landlords; the capital programme priorities are directed towards alleviating some of this pressure and increasing the supply of affordable, socially rented accommodation.

Funding of energy efficiency projects will help tenants achieve energy efficiency and keep fuel bills as low as possible. These projects will aid those at greatest risk of fuel poverty and deprivation. Funding is provided for boiler and heating system replacements and the installation of energy efficient loft and cavity wall insulation. The level of funding will increase commitment to this area in recognition of the importance of tackling poorly insulated and heated homes to mitigate the threat of fuel poverty for those tenants most in need.

It is recommended that any further budgetary proposals or amendments to the Capital Programme be screened for EQIA relevance where required.

- **No assessment required – process ends**
- **Assessment required – continue to next section**

Equality Impact Assessment

1. Policy details	
Details of others involved	Not applicable
Date assessment conducted	Not applicable
2. Aims of the policy	
Not applicable	
3. What equality data, research or other evidence has been used to inform this assessment?	
Not applicable	
4. Details of consultation and involvement	
Not applicable	

5. Issues identified and impacts (Covering: age; disability; gender; gender identity; pregnancy and maternity; race; religion or belief and sexual orientation equality)
Not applicable
6. What measures are in place to monitor the actual impact following implementation?
Not applicable
7. Recommendation
<input type="checkbox"/> Implement policy with no amendments <input type="checkbox"/> Implement policy taking account of mitigating actions (as outlined below) <input type="checkbox"/> Reject policy due to disproportionate impact on equality
8. Mitigating actions and additional outputs
Not applicable

- **Equality impact assessment completed**
- **Brief details of this assessment must be included in EMT/ CMT/ PDSP submissions**
- **Final assessment must be published on the council website:**
[Council EQIA Publication Page](#)