



West Lothian
Council

Linlithgow Local Area Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

13 May 2015

A meeting of the **Linlithgow Local Area Committee** of West Lothian Council will be held within the **Education Room, Burgh Halls, Linlithgow** on **Tuesday 19 May 2015** at **8:00am**.

For Chief Executive

BUSINESS

1. Apologies for Absence.
2. Order of Business, including notice of urgent business.
3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
4. Confirm Draft Minute of Meeting of the Committee held on 17th February 2015 (herewith).
5. Police Ward Report - report by Inspector McEwan (herewith).
6. Linlithgow Multi-Member Ward Performance Report - report by Scottish Fire and Rescue Service (herewith).
7. Review of Scottish Fire and Rescue Service Resource Based Crewing Arrangements within West Lothian - report by Scottish Fire and Rescue Service (herewith).
8. Update from NETS, Land and Countryside Services - 1st February 2015 - 30 April 2015 - report by Head of Operational Services (herewith).

DATA LABEL: Public

9. Glass Recycling Service Update - report by Waste Services Manager (herewith).
10. Community Health Champions - report by Depute Chief Executive, Community Health and Care Partnership (herewith).
11. Housing, Construction and Building Services - report by Head of Housing, Construction and Building Services (herewith).
12. West Lothian Villages Improvement Fund - Application - report by Head of Planning and Economic Development (herewith).
13. Community Regeneration - report by Head of Area Services (herewith).
14. Workplan (herewith).

NOTE **For further information please contact Lorraine McGrorty on 01506 281609 or e-mail lorraine.mcgrorty@westlothian.gov.uk**

MINUTE of MEETING of the LINLITHGOW LOCAL AREA COMMITTEE of WEST Lothian COUNCIL held within EDUCATION ROOM, BURGH HALLS, LINLITHGOW, on 17 FEBRUARY 2015.

Present – Councillors Tom Conn (Chair), Martyn Day and Tom Kerr.

In Attendance –

Graeme Struthers, Lead Officer, West Lothian Council
Dougie Grierson, Community Regeneration Officer, West Lothian Council
PC Neill Drummond, Police Scotland
Elaine Nisbet, Advice Shop and Adult Basic Education Manager, West Lothian Council
Kate Anthony, 1st Steps Café, Linlithgow
Rosemary McCutcheon, 1st Steps Café, Linlithgow

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. MINUTE

The committee approved the Minute of its Meeting held on 11 November 2014. The Minute was thereafter signed by the Chair.

3. 1ST STEP CAFÉ, LINLITHGOW

The committee received a very interesting presentation by Kate Anthony, secretary of the 1st Step Café in Linlithgow. Kate advised members of the national strategic background to similar projects which recognised that recovery from drug and alcohol addiction was improved when service users were involved in policies, strategies and services.

The aims of the 1st Step Café were aligned to the National ADP Outcomes and to those contained in West Lothian Drug and Alcohol Partnership's Joint Commissioning Plan 2012-2015 as follows:-

- To increase the numbers of people accessing treatment and recovery in Linlithgow by creating a unique access point
- To support people to reduce or abstain from substances by providing access to treatment and to group work
- To increase the opportunity for those in recovery to engage in meaningful activity, volunteer and become a peer mentor to those seeking recovery

Kate provided the committee with an overview of the proposed activities to be offered by the café which included a drop in service, peer led meetings, IT help to access online resources, debt and money advice, community garden/vegetable plot and drug and alcohol free social nights. The café would be launched in April 2015 and would initially be run as a pilot for 6

months. Members noted that it was hoped that a meeting to be held later that evening would secure a venue from which to operate.

The café had received funding from the WLDAP to support its development and it was hoped that the small membership fee to be charged and monies raised from café sales would sustain the group's existence. Update reports would be provided at the end of the pilot project

Decision

To note the terms of the very interesting presentation.

4. LINLITHGOW MULTI-MEMBER WARD QUARTERLY PERFORMANCE REPORT

The committee considered a report (copies of which had been circulated) by Scottish Fire and Rescue Service providing an update on Fire and Rescue Service activity within the Linlithgow Multi-Member Ward for the period to 31st December 2014.

The quarterly reports were being produced to ensure delivery of the Local Fire and Rescue Service Plan for West Lothian 2014-2017 which was a requirement of the Police and Fire Reform (Scotland) Act 2012, Section 41E. A list of the seven key priorities for the ward, against which performance had been monitored, was listed within the report.

The committee was invited to note the contents of the report.

Decision

To note the contents of the report.

5. POLICE WARD REPORT

The committee considered a report (copies of which had been circulated) by Acting Police Inspector Robertson, Police Scotland, which summarised police activity in the ward for the period to 31st January 2015 together with comparator figures for the year-to-date.

The report provided information on national priorities, West Lothian priorities and the specific community engagement priorities for the ward.

The report also provided information on issues of note including multi-agency working, prevention and enforcement and forthcoming events. The report concluded with information on local police contact details.

The committee was asked to note the contents of the report.

Decision

To note the contents of the report.

6. HOUSING, CONSTRUCTION AND BUILDING SERVICES

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

The performance figures for property void and let for mainstream and temporary tenancies were detailed in the report and committee noted that for the period October to December 2014 there was a total let of 7 properties for mainstream tenancies and a total let of 5 properties for temporary tenancies.

The report also provided a summary of rent arrears for the period April 2013 through to December 2014. For 2014-15 the Arrears Task Group had agreed, as an interim measure, to monitor against a £1m target which would allow time for some actions from the Rent Strategy to be put in place therefore the target would be subject to change later in the year. Workload priorities agreed by the Arrears Task Group would ensure that those tenants who engaged with the council were offered support and advice in relation to applying for Housing Benefit, Scottish Welfare Funds and referrals to the Advice Shop. Articles encouraging tenants to pay their rent had been inserted into Tenants News, Applicants News, the Bulletin and on the internet to raise awareness of Welfare Reform changes and their potential impact on our customers.

The Council Executive had approved a motion instructing officers to provide additional one-off time limited DHP funding to address the legacy bedroom tax arrears from 2013/14. The value of bedroom tax for current and former tenants equated to approximately £250,000. Existing anti-poverty funding of £200,000 and one of funding for welfare changes of £50,000 would be administered in accordance with the DHP scheme, with funding to be distributed in accordance with the terms of the DHP scheme guidelines.

A table within the report summarised the arrears caseload at the end of December 2014. At December 2014, the arrears caseload was 4980 totalling £1,636,398.21. The Arrears Task Group continued to meet monthly to agree any targeted and specific areas of work. The group had representation from Revenues, CIS/CSC, Advice Shop, housing and housing needs.

The report then went on to provide members with an update on local area team activity, ward specific capital programme, new build information, tenant participation, Scottish Social Housing Charter, homeless housing network, tenants fun and information day, street environmental improvement projects and concluded with information on the work of the council officer and youth worker based in the safer neighbourhood team.

The committee was invited to note the contents of the report.

Decision

To note the content of the report.

7. ADVICE SHOP AND ADULT BASIC SERVICE UPDATE

The committee considered a report by the Head of Area Services (copies of which had been circulated) outlining the work undertaken by the Advice Shop and Adult Basic Education Services from April – December 2014.

The report recalled that the Advice Shop and Adult Basic Education delivered different services to the same targeted group of customers such as those who were vulnerable, disadvantaged or likely to be in poverty. The report provided committee with an overview of the services offered by each service.

Appendix 1 to the report provided a visual overview of the number of people the service had worked with over the last nine months. In total, the Advice Shop had helped 421 customers to manage their money and resolve benefit problems. As a result, customers better understood that claimants and benefits administrators had rights, obligations and constraints and were better informed to take what steps they could to sort out their own benefit queries and were able to maximise their household income.

The Adult Basic Education team had worked with 25 hard to reach adults who led complex and chaotic lifestyles. The impact of learning had supported learners to feel confident to work towards a qualification, to move on to further learning, volunteer or gain employment. The service had identified a need to offer a drop in session at Bridgend which had recently commenced to support customers to access services.

The committee was invited to note the terms of the report and the intention to provide an annual report to the committee.

Decision

To note the terms of the report.

8. UPDATE FROM NETS, COUNTRYSIDE AND LAND SERVICES – 25 OCTOBER 2014 – 31 JANUARY 2015

The committee considered a report (copies of which had been circulated) by the Head of Operational Services providing information on the activities of the NETS and Land Services Teams from 25 October 2014 to 31 January 2015.

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

The committee was invited to note the content of the report.

Decision

To note the contents of the report.

9. WEST LOTHIAN VILLAGES IMPROVEMENT FUND – APPLICATIONS

The committee considered a report (copies of which had been circulated) by the Head of Planning and Economic Development detailing two applications that had been received for funding from the West Lothian Villages Improvement Fund.

The report recalled that in 2012 the Council Executive agreed the eligibility criteria for a West Lothian Villages Improvement Fund. Funding of £1.65m was available to support eligible schemes with funding phased over five years.

Three villages in the Linlithgow ward were eligible under the scheme as follows:-

- Bridgend - £50,000
- Philpstoun - £20,000
- Newton - £20,000

The report provided the committee with full details on the following two applications which had been received:-

- Bridgend Community Group Association – Provision of additional swings in playpark – £3162
- Newton Community Education Association – Provision of a Panna Court Kick Pitch – £16,842.50

Both applications were eligible to apply to the Village Improvement Fund and met the criteria for funding.

Decision

To note the terms of the report and recommend that the Head of Planning and Economic Development should make of funding to both groups as set out in the report.

10. COMMUNITY REGENERATION REPORT

The committee considered a report by the Head of Area Services (copies of which had been circulated) advising of progress made against the targets set in the Linlithgow Ward Action Plan 2013-15

The report provided an overview of the Regeneration and Employability team which delivered a range of services to support some of the most disadvantaged communities and individuals, with a particular emphasis on engaging with your people to build personal and community capacity. The service produced annual ward action plans for each of the nine multi member wards. The plans outlined the activities to be delivered to meet the regeneration needs of individual areas.

The report provided a list of the activities which had taken place in the ward since the last meeting of the committee.

The report recommended that the committee notes the progress made.

Decision

To note the terms of the report.

11. MEETING DATES 2015/2016

The committee approved the following meetings for the period from August 2015 to May 2016:-

- 11 August 2015
- 3rd November 2015
- 9th February 2016
- 31st May 2016

Decision

To approve the meetings dates for 2015/2016.

12. LINLITHGOW LOCAL AREA COMMITTEE WORK PLAN

The committee noted its work plan for the period to November 2015 (a copy of which had been circulated).

Decision

To note the workplan.



LINLITHGOW , LOCAL AREA COMMITTEE

REPORT BY PI John McEwan

A. PURPOSE OF REPORT

The purpose of this report is to provide the Local Area Committee with an update on performance, activities and issues across the Ward for the period up to 30th September 2014.

B. RECOMMENDATION

It is recommended that the Local Area Committee notes the content of 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; and working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	Performance relative to the same period in 2013; set out in the report.
V	Relevance to Single Outcome Agreement	We live our lives free from crime, disorder and danger; we take pride in a strong, fair and inclusive society
VI	Resources - (Financial, Staffing and Property)	None.
VII	Consideration at PDSP	None.
VIII	Other consultations	None.

D. TERMS OF REPORT

NATIONAL PRIORITIES – DELIVERED LOCALLY

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

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

WEST LOTHIAN PRIORITIES

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

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

COMMUNITY ENGAGEMENT PRIORITIES

Linlithgow

- Antisocial Behaviour
- Substance Misuse
- Acquisitive Crime
- Road Safety

PERFORMANCE

	March 2015			This YTD 2014/15			Last YTD 2013/14			Difference this/last YTD	
Crime Description	Rec	Sol	%Sol	Rec	Sol	%Sol	Rec	Sol	%Sol	%Rec	%Sol
Total Groups 1-5	26	13	50%	308	85	27.6%	459	160	34.9%	-32.9	-7.3

Linlithgow Ward						
Month	Apr-15	Apr-14	% Change	TYTD	LYTD	% Change
Youth Calls	7	18	-61%	7	18	-61%
All ASB Calls	50	48	4%	50	48	4%
Hate Crime	0	0	-	0	0	-
Vandalism & Reckless Conduct	1	6	-83%	1	6	-83%
Fire-raising	0	0	-	0	0	-
Public Space Assaults	3	5	-40%	3	5	-40%

West Lothian (Up to and Including 30.04.15)						
Month	Apr-15	Apr-14	% Change	TYTD	LYTD	% Change
Youth Calls	245	288	-15%	245	288	-15%
All ASB Calls	981	1049	-6%	981	1049	-6%
Hate Crime	15	16	-6%	15	16	-6%
Vandalism & Reckless Conduct	156	132	18%	156	132	18%
Fire-raising	13	12	8%	13	12	8%
Public Space Assaults	82	93	-12%	82	93	-12%

ISSUES OF NOTE

Ward 1 - Linlithgow

1. Multi Agency Working –

There are no “Party Houses” in the Linlithgow area at this time.

Noise complaint in Braehead Terrace, Linlithgow has been the subject of joint work with Roy Turnbull and was highlighted through the Partnership TAC process. No consistent picture formed and there were incidents reported where the noise could not have been made from the neighbouring property. Tenants have carried out their own intervention, having concluded that the noises were supernatural in origin. No further calls.

There are no current issues with licensed premises in the Linlithgow MMW.

2. Neighbourhood Concerns –

As part of the revised policing structure High visibility patrols on Friday and Saturday evenings by Community Policing Team officers have been instigated to provide reassurance to those who are out and about in Linlithgow Town Centre.

Off-road motorcycles at the Philipstoun Bings continue to be an issue. Despite the entrance off the B8046 being secured, access appears to be along the canal towpath. Research is underway to establish if a long-term solution is possible.

Parking in Linlithgow Town Centre, particularly in relation to a street trader, remains an issue. Sergeant Darren Cook is looking at this issue with a view to achieving a long-term solution. Partners being able to identify an alternative site will likely provide this solution.

3. Prevention and Enforcement Activity –

Due to the timings for Firearm and Shotgun certification's, there is a significant increase in renewals every 5 years. To support the increase over the next year, Community Policing Team officers have been trained to carry out these visits to ensure that the weapons are being stored correctly and that it is still appropriate for the holder to maintain the licence.

Domestic Violence: Intervention visits were made to suspects for domestic violence where, as a condition of their release ahead of trial, bail conditions are in place. Victims are spoken to as a priority to ensure that they are aware of any bail conditions.

PC Gordon is currently working with Linlithgow Bridge Primary School on cycle security.

FORTHCOMING EVENTS

- Community Policing Team officers are undergoing training with 'Hand Held Laser' Speed equipment and will be conducting speed checks across West Lothian in the coming months. This will be combined with an increased focus on Road Safety and the detection of drivers who are driving whilst disqualified.
- The Community Policing Team will support the upcoming Linlithgow Marches and the local Gala Days.
- The Police Multi-member Ward plans have been drafted and it is anticipated that these will be launched in the near future.

CONTACTS

Details of your Community Policing can be found at:

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

Email: LinlithgowCPT@Scotland.pnn.police.uk

You can also follow us on Twitter: @WestLothPolice

Tel: 101



LINLITHGOW LOCAL AREA COMMITTEE

LINLITHGOW MULTI-MEMBER WARD PERFORMANCE REPORT

REPORT BY SCOTTISH FIRE AND RESCUE SERVICE

A. PURPOSE OF REPORT

To update the Linlithgow Local Area Committee on the activity within Linlithgow Multi-Member Ward for the period up to 31st March 2015.

B. RECOMMENDATION

That Committee Members are invited to note and provide comment on the Linlithgow Multi-member Ward Performance Report.

C. SUMMARY OF IMPLICATIONS

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

D. TERMS OF REPORT

D.1 Background

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

D.2 Scottish Fire and Rescue Service (SFRS) Linlithgow Multi-member Ward Report

Following the publication of the Linlithgow Multi-member Ward Operational Plan, the Local Senior Officer for Falkirk and West Lothian has produced a Performance Report detailing activity against the key priorities.

The seven key priorities within the Linlithgow Ward area are as follows:

Continuous Priority

- Local Risk Management and Preparedness.

High Priority

- Reduction of Accidental Dwelling Fires
- Reduction in Fire Fatalities and Casualties
- Casualties from Non Fire Emergencies

Medium Priority

- Reduction of Deliberate Fire Setting
- Reduction of Fires in Non-Domestic Property
- Reduction of Unwanted Fire Alarm Signals

E. CONCLUSION

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

F. BACKGROUND REFERENCES

None.

Alex Hume

Station Manager, Scottish Fire and Rescue Service

May 2015

Appendix 1 - Linlithgow Multi-Member Ward Performance Report



SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

West Lothian Council Area

Ward Performance Report

Year to Date January - March 2014/15

Linlithgow

DISCLAIMER

The figures included in this report are provisional and subject to change as a result of quality assurance and review. The statistics quoted are internal management information published in the interests of transparency and openness.

The Scottish government publishes Official Statistics each year which allow for comparisons to be made over longer periods of time.

Please ensure any external partners in receipt of these reports are aware of this.

Introduction

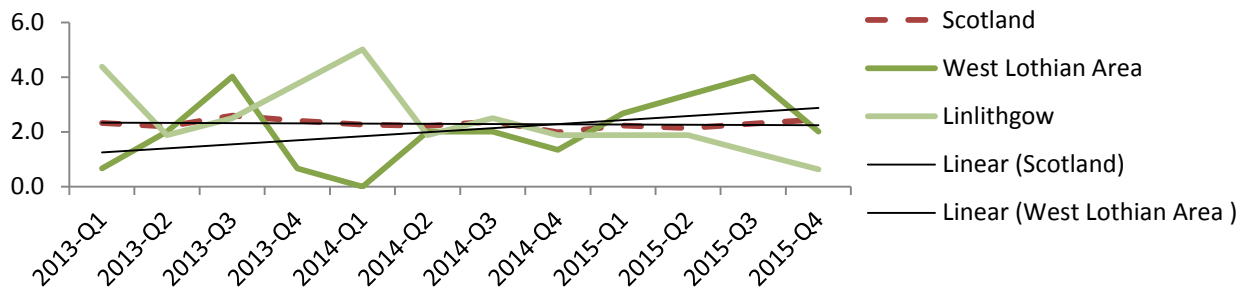
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

In addition to historical ward based activity, this performance report provides information on the historic activity in the West Lothian Council area and Scotland. To allow benchmarking to be undertaken, the units of measurement in the performance graphs in the report are based on incidents/events per head of population.

Whilst using historic statistical benchmarking data, consideration must be taken of the somewhat random nature of fire related incidents and events, and how this can pose difficulties in interpreting emerging patterns and trends. This is of specific relevance where ward level data is analysed due to the relatively small number of actual incidents/events that occur in ward areas.

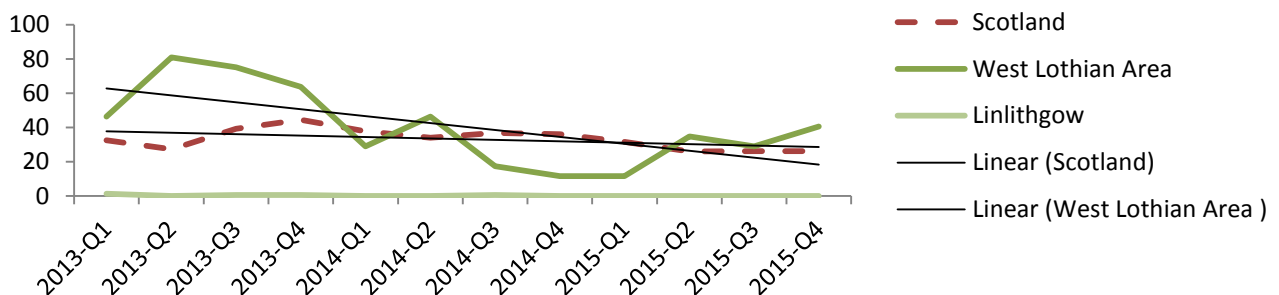
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

Accidental Dwelling Fires Per 10,000 head of population



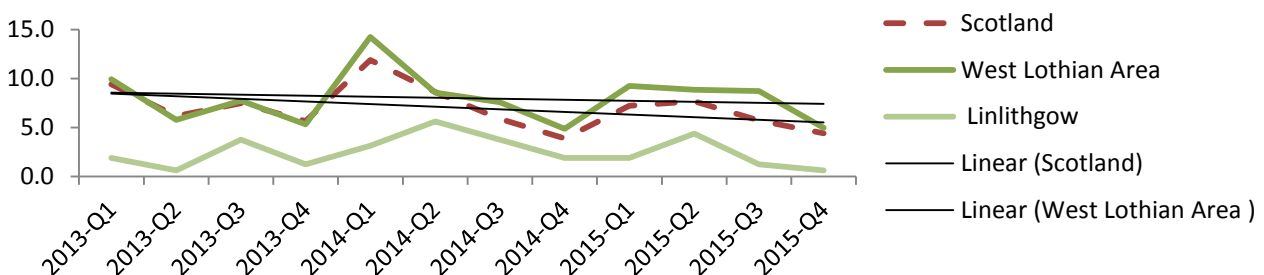
During the 2014-15 year to date reporting period SFRS have dealt with 1 accidental dwelling fire in comparison to 3 during 2013-14 year to date reporting period.

Accidental Dwelling Fires (Casualties and Fatalities) Per 1,000,000 head of population



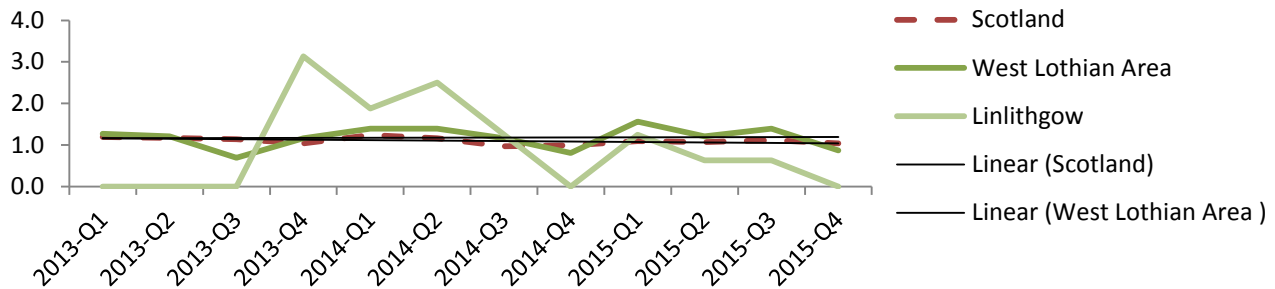
There were no reported Fire fatalities in the reporting period. During the 2014-15 year to date reporting period SFRS have dealt with 0 casualties due to fires in comparison to 0 during 2013-14 year to date reporting period.

Deliberate Fires Per 10,000 head of population



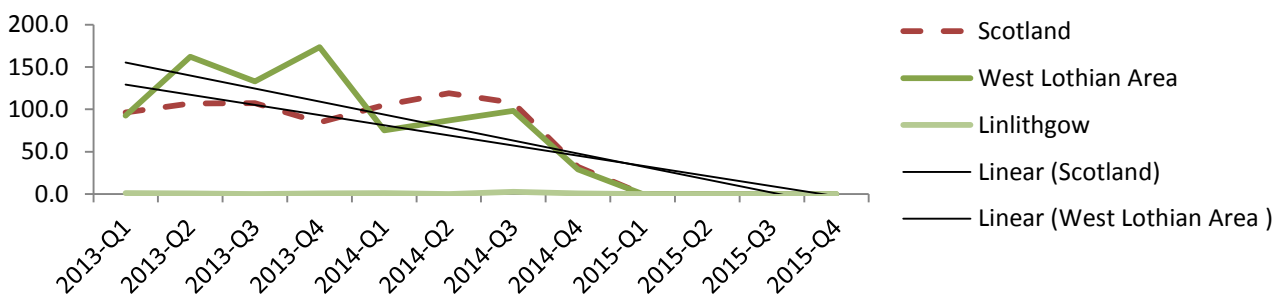
SFRS have dealt with 1 deliberate fire incidents during 2014-15 year to date reporting period in comparison to 3 during 2013-14 year to date reporting period.

Fires In Non Domestic Property Per 10,000 head of population



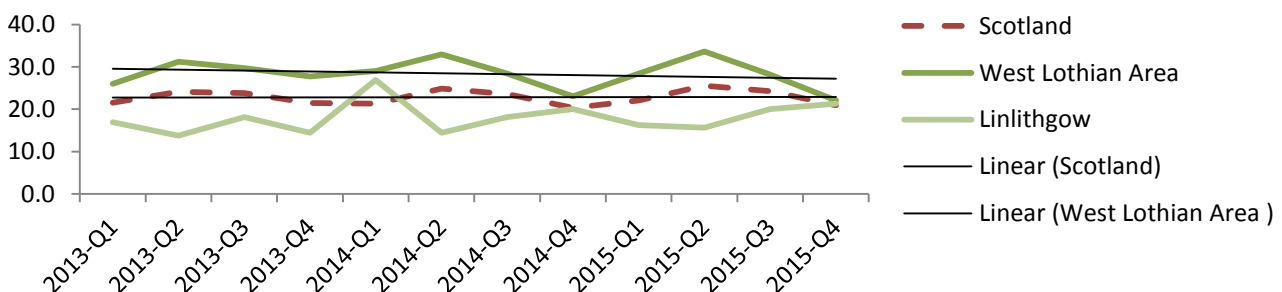
SFRS have dealt with 0 non domestic fire incidents during 2014-15 year to date reporting period in comparison to 0 during 2013-14 year to date reporting period.

Non-fatal Non-Fire Emergencies Casualties Per 1,000,000 head of population



SFRS have dealt with 1 casualty from non-fire emergencies during 2014-15 year to date reporting period in comparison to 0 during 2013-14 year to date reporting period.

Unwanted Fire Alarm Signals Per 10,000 head of population



SFRS have dealt with 34 UFAS incidents during 2014-15 year to date reporting period in comparison to 32 during 2013-14 year to date reporting period.

Additional Comments

SFRS is committed to 'Working Together for a Safer Scotland' and to engage with business partners to reduce demand from Unwanted Fire Alarm Signals (UFAS).



LINLITHGOW LOCAL AREA COMMITTEE

REVIEW OF SCOTTISH FIRE AND RESCUE SERVICE RESOURCE BASED CREWING ARRANGEMENTS WITHIN WEST LOTHIAN

REPORT BY SCOTTISH FIRE AND RESCUE SERVICE

A. PURPOSE OF REPORT

This report seeks to provide members with a review of the implementation of the Resource Based Crewing (RBC) model at Bathgate Fire Station, which the Scottish Fire and Rescue Service (SFRS) implemented on 1 September 2014.

B. RECOMMENDATION

That Committee Members are invited to note the contents of the report.

C. SUMMARY OF IMPLICATIONS

I	Council Values	<ul style="list-style-type: none">• Being honest, open and accountable• Focusing on our customers' needs• Making best use of our resources• Working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	None
VI	Resources - (Financial, Staffing and Property)	None
VII	Consideration at PDSP	Complete
VIII	Consultations	The Association of Community Councils in West Lothian, All West Lothian Local Area Committees and Bathgate Community Council.

D. TERMS OF REPORT

D.1 Background

At the West Lothian Council, Services for Communities Policy Development and Scrutiny Panel (PDSP) meeting on 26 August 2014, members of the panel were advised of the introduction of a RBC model at Bathgate Fire Station for the crewing of the specialist appliance [Incident Support Unit (ISU)] that is stationed there.

D.2 REVIEW OF SCOTTISH FIRE AND RESCUE SERVICE RESOURCE BASED CREWING ARRANGEMENTS WITHIN WEST LOTHIAN

In the period 1 September 2014 to 28 February 2015, the ISU has been mobilised 13 times to incidents in the West Lothian area in comparison to 47 times in the period 1 January to 31 July 2014. This reduction is as a result of changes that were made to mobilising protocol for the ISU, where it is mobilised automatically to incidents where the equipment that it carries could you be used for life saving purposes and 'on request' to all other incident types.

E. CONCLUSION

With the introduction of RBC at Bathgate Fire Station, there have been no significant reductions to frontline emergency service delivery in the Bathgate and West Lothian areas, as the physical resources (appliances) have remained in place and unchanged.

F. BACKGROUND REFERENCES

None.

Alex Hume

Station Manager, Scottish Fire and Rescue Service

May 2015

Appendix 1 - Review of Scottish Fire and Rescue Service Resource Based Crewing Arrangements within West Lothian



Report to:

**West Lothian Council Services for Communities
Policy Development and Scrutiny Panel**

***SUBJECT: REVIEW OF SCOTTISH FIRE AND RESCUE SERVICE RESOURCE
BASED CREWING ARRANGEMENTS WITHIN WEST LOTHIAN***

1 INTRODUCTION

- 1.1 This report seeks to provide members of the West Lothian Council, Services for Communities Policy Development and Scrutiny Panel (PDSP) with a review of the implementation of the Resource Based Crewing (RBC) model at Bathgate Fire Station, that the Scottish Fire and Rescue Service (SFRS) implemented on 1 September 2014.

2 BACKGROUND

- 2.1 At the PDSP meeting on 26 August 2014, members of the panel were advised of the introduction of a RBC model at Bathgate Fire Station for the crewing of the specialist appliance [Incident Support Unit (ISU)] that is stationed there. (Appendix 1).
- 2.2 The panel were advised by Area Manager Gary Laing, Local Senior Officer for Falkirk & West Lothian, that a review report would be provided to the PDSP six months on from the introduction of the RBC arrangements at Bathgate Fire Station.

3 COMMUNITY ENGAGEMENT

- 3.1 Following the PDSP meeting on 26 August 2014, SFRS has met with members of the West Lothian community to discuss RBC and to allay any concerns members of the community may have.
- 3.2 This has been facilitated through SFRS attendance at scheduled meetings of the following:

The Association of Community Councils in West Lothian,
All West Lothian Local Area Committees and
Bathgate Community Council.

4 DEPLOYMENT OF ISU FOLLOWING INTRODUCTION OF RBC

- 4.1 The ISU is deployed to support fire and rescue activities at large incidents through the provision of additional equipment to augment the equipment carried on frontline fire and rescue tenders, (hose, salvage materials and welfare equipment etc.) In addition to this additional firefighting and welfare equipment, the ISU is also used to transport water/flood emergency response equipment to incidents.
- 4.2 The ISU based at Bathgate Fire Station predominately covers the West Lothian area but can also be deployed to larger incidents out with the area where required.
- 4.3 In the period 1 September 2014 to 28 February 2015, the ISU has been mobilised 13 times to incidents in the West Lothian area in comparison to 47 times in the period 1 January to 31 July 2014. This reduction is as a result of changes that were made to mobilising protocol for the ISU, where it is mobilised automatically to incidents where the equipment that it carries could you be used for life saving purposes and 'on request' to all other incident types.
- 4.4 During the six month period (1 September 2014 – 28 February 2016) the time involved in relation to the 13 mobilisations of the ISU represents a very small proportion of time where the front line fire and rescue tender at Bathgate Fire Station was unavailable to attend other incidents. Where, due to this, fire cover within the West Lothian area was low, additional resources from the City of Edinburgh were moved into the West Lothian area.

- 4.5 The breakdown of incidents where the ISU was mobilised is as follows:
- 1 incident where a Large Animal was trapped
 - 6 Road Traffic Collisions involving either large vehicles or multiple vehicles
 - 1 Fire incident
 - 3 incidents where a person may require rescue from water
 - 2 Special service incidents.
- 4.6 In addition to the ISU being mobilised to 13 incidents in West Lothian during the review reporting period, the resource was mobilised 26 times to a range of incident types out-with the West Lothian area.

5 IMPLICATIONS ON SERVICE DELIVERY

- 5.1 With the introduction of RBC at Bathgate Fire Station, there have been no significant reductions to frontline emergency service delivery in the Bathgate and West Lothian areas, as the physical resources (appliances) have remained in place and unchanged.
- 5.2 16 whole-time operational firefighters have been redeployed to other workplaces in the antecedent LBFRS area and other Service Delivery areas across Scotland.
- 5.3 Whole-time operational firefighters based at Bathgate Fire Station continue to achieve high levels of community safety activity and partnership working to identify and engage with those members of the community who are 'most at risk from fire'.

6 RECOMMENDATION

- 6.1 West Lothian Council Services for Communities Policy Development and Scrutiny Panel is invited to:
- Note the contents of this review report,
 - Consider and make any comment in relation to this report.

Gary Laing
Local Senior Officer
Falkirk and West Lothian
March 2015

APPENDIX 1

4. SCOTTISH FIRE AND RESCUE SERVICE RESOURCE BASED CREWING ARRANGEMENTS

A report had been circulated by the Head of Housing, Construction and Building Services advising the Panel of the impending changes to the way the Scottish Fire and Rescue Services (SFRS) deployed its resources through a Resource Based Crewing (RBC) model and the potential impact this would have in West Lothian.

Gary Laing explained that the resource based crewing model was the result of work of a joint working group and was designed to ensure sufficient resources and personnel were mobilised to all incident types. Community and firefighter safety had been at the heart of all considerations and the introduction of resource based crewing was based on maintaining safe systems of work whilst taking into account the financial challenges facing the service.

It was proposed that RBC would be implemented at Bathgate Fire Station, as there was currently a dedicated crew for the specialist appliance (Incident Support Unit) (ISU) that were stationed there.

The introduction of RBC at Bathgate fire station would reduce the whole-time duty system firefighter establishment from 77 to 61, a reduction of 16 staff. However, on a 24/7/365 basis the reduction was equivalent to two less whole-time firefighters being on duty at any given time.

The report contained full details of implications for service delivery. In addition, a presentation was provided by David Lockhart (SFRS) showing a number of scenarios using the RBC model.

Appendix 1 to the report provided an overview of the SFRS resources based crewing arrangements within West Lothian.

Appendix 2 of the report provided an overview of how the frontline fire and rescue tender and ISU, based at Bathgate Fire Station, would be mobilised to the various scenarios that might be encountered using the RBC model.

Appendix 3 of the report provided some contextualisation in the form of scenarios of how the frontline fire and rescue tender and ISU, based at Bathgate Fire Station, would be mobilised to the various incident types that might be encountered using the RBC model.

The Head of Area Services advised that the report was to inform Panel members of the proposal on the impending change to the way the service was deployed through a Resource Based crewing model and the potential impact this would have in West Lothian.

The Panel also heard that the RBC model, although new to West Lothian, had been used throughout Scotland for some time.

Decision

1. To note the terms of the report.
2. To record that the Panel had grave concerns at the proposals to reduce staff numbers and to ask SFRS to reconsider the timescales for implementation of the changes and to consult with affected communities.



West Lothian
Council

LINLITHGOW LOCAL AREA COMMITTEE

UPDATE FROM NET'S, LAND & COUNTRYSIDE SERVICES 1 February 2015 – 30 April 2015

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

Members are requested to:

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

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

C. SUMMARY OF IMPLICATIONS

Council Values

Focusing on our customers' needs

Being honest, open and accountable

Providing equality of opportunities

Developing employees

Making best use of our resources

Working in partnership

II **Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)** None

III **Implications for Scheme of Delegations to Officers** None

IV **Impact on performance and performance Indicators** None

V	Relevance to Single Outcome Agreement	Relates to items 9 - We live our lives free from crime, disorder and danger & 12 – We value and enjoy our built environment and protect it and enhance it for future generations
VI	Resources - (Financial, Staffing and Property)	In line with available revenue and capital budgets
VII	Consideration at PDSP	None
VIII	Other consultations	None

D. TERMS OF REPORT

LINLITHGOW ENVIRONMENTAL REPORT

1 February 2015 – 30 April 2015

Grounds Maintenance, NET's and Street Cleansing

Grounds maintenance summer routine maintenance of grass cutting and weed spraying has started. The summer hours for staff started on Monday 2 March 2015. Seasonals for the summer period have been recruited and will start throughout April once they have been through vibration and hearing tests. There have also been 4 apprentices recruited for the service who are due to start at the beginning of June 2015 for a three year course.

In Linlithgow the bed to the East end of the Rose garden at the Burgh Halls has been planted up with shrubs to replace the roses that were not surviving in this area. At Rosemount Park fencing works have been carried out as well as drainage and surfacing works on the path leading from this park to the Friary.

At Bridgend works were carried out to thin out the beds within the park and open up the path between Auldhill Road and the old school site on the B9080.

The Initial community consultation in relation to the capital works for the Dovecot area at Learmonth Gardens Linlithgow was carried out in February and resulting report is available online – www.westlothian.gov.uk/parkinfo

Recommendations from the report are: to create an overall park design to link both sections of the park, tidy and upgrade the back section of the park, improve access and linkages to and through park, signage – signs to/from park and interpretation in the park, improve play value through design and planting, increase community involvement.

Topographical surveys are now being organised for all 8 park improvement projects throughout WL which include this site. The next stage will be to appoint a landscape architect and get draft plans drawn up based on the placemaking report recommendations. The draft design should be ready in June and will be circulated/ displayed online for people to comment on.

The Garden Maintenance scheme has started for the coming season with the first grass cut started on 20 April 2015.

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

Enquiries received and dealt with:

29 enquiries were received and dealt with in relation to grounds maintenance issues. (appendix: Grounds20150519)

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

49 enquiries were received and dealt with in relation to street cleansing issues. (appendix: Strcleansing20150519)

Environmental Wardens Enforcement Action

1 fixed penalty notice has been issued in the ward between 1 February 2015 – 30 April 2015

Litter x 1 - Linlithgow Bridge: Mill Road - 1

27 enquiries were received and dealt with in relation to Environmental Wardens issues. (appendix: Envwar20150519)

Environmental Wardens Community Involvement

The Environmental Wardens have been carrying out regular patrols of the ward area in relation to litter, dog fouling, fly tipping and abandoned vehicles.

They are continuing to assist Transportation by carrying out audits of school transport vehicles at various schools.

Further Proposals and Initiatives

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

E. CONCLUSION

Routine works for all services is currently progressing as scheduled.

There were 85 enquiries received between 1 February 2015 – 30 April 2015 which were in relation to grounds maintenance, garden maintenance and street cleansing.

Seasonal staff have been taken on and 4 apprentices have been started. Works have been carried out in Linlithgow, shrub planting at the Burgh Halls, Fencing, path works at Rosemount Park and Friary sites. The initial consultation in relation to the Dovecot site at Learmonth Gardens is complete with the report available online

The Environmental Wardens received 27 enquiries between the 1 February 2015 – 30 April 2015, One fixed penalty notice was issued during this period for litter. They continue to assist Transportation by carrying out audits of school transport vehicles at various schools.

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

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

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

Grounds20150519

Strcleansing20150519

Envwar20150519

Contact Person:

David Lees, Waverley Street, Bathgate. Tel: 01506 776483. e-mail: david.lees@westlothian.gov.uk

Date: 19 May 2015

Linlithgow

Beecraigs

Beecraigs Country Park

Illegal Fly Tipping Dumping 2

Linlithgow

Beecraigs Country Park

Illegal Fly Tipping Dumping 1

Blackness Road

Litter On Paths Roads Verges 1

Clarendon Road

Street Sweeping Enquiries 1

Falkirk Road

Litter General Enquiries 1

High Street

Dog Fouling On Paths Roads 1

Kettilstoun Grove

Dead Animals 1

Kettilstoun Mains

Street Sweeping Enquiries 1

Linlithgow Area

Dead Animals 1

Illegal Fly Tipping Dumping 1

Oatlands Park

Litter On Paths Roads Verges 1

Pilgrims Hill

Street Sweeping Enquiries 1

Preston Road

Litter General Enquiries 1

PRESTON ROAD/CANAL TERRACE

Illegal Fly Tipping Dumping 1

Springfield Road

Illegal Fly Tipping Dumping 1

Linlithgow

Linlithgow

Springfield Road

Litter General Enquiries	1
Vehicle Abandoned	1

SPRINGFIELD ROAD PUBLIC PARK

Dog Waste Bin Overflowing	1
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St Ninian's Road

Litter General Enquiries	1
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The Vennel

Illegal Fly Tipping Dumping	1
Street Sweeping Enquiries	1

Union Road

Dog Fouling On Paths Roads	1
Illegal Fly Tipping Dumping	1

West Port

Street Sweeping Enquiries	1
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Linlithgow Bridge

Avon Drive

Illegal Fly Tipping Dumping	1
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Belsyde Court

Illegal Fly Tipping Dumping	1
Vehicle Abandoned	2

Broomyhill Place

Dog Fouled Grass Open Space	1
Dog Fouling On Paths Roads	1

Mill Road

Litter On Paths Roads Verges	1
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Philpstoun

Station Road

Street Sweeping Enquiries	1
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Linlithgow

Rural Bridgend

B9080>Collater House To Bridgend Farm

Dead Animals 1

Rural Linlithgow

Beecraigs

Illegal Fly Tipping Dumping 2

C16>Kingsfield To A803

Dog Fouling On Paths Roads 1

C17>Preston Road To U14

Illegal Fly Tipping Dumping 1

C17>U14 To Kipps Farm

Illegal Fly Tipping Dumping 1

Ochiltree

Illegal Fly Tipping Dumping 1

Tartraven

Litter On Paths Roads Verges 1

U14>U15 To Ferniebank

Illegal Fly Tipping Dumping 2

Rural Philpstoun

C5>Fairniehill To Main Street

Illegal Fly Tipping Dumping 1

Rural South Queensferry

Hopetoun Estate

Illegal Fly Tipping Dumping 2

Lawflat

Illegal Fly Tipping Dumping 1

Rural Winchburgh

A904>U2 To U4

Street Sweeping Enquiries 1

Linlithgow

Threemiletown

Rosebank

Illegal Fly Tipping Dumping

Total for Ward	49	Less than 3 days	47	Percentage	1 96%
Total	49	Less than 3 days	47		96%

Linlithgow

Environmental Officer: NORT

<u>Site</u>	<u>Area:</u> Beecraigs	
Beecraigs Country Park		
Illegal Fly Tipping Dumping		2
<u>Site</u>	<u>Area:</u> Linlithgow	
Beecraigs Country Park		
Illegal Fly Tipping Dumping		1
Linlithgow Area		
Illegal Fly Tipping Dumping		1
PRESTON ROAD/CANAL TERRACE		
Illegal Fly Tipping Dumping		1
Springfield Road		
Env. Enforcement Officers		1
Illegal Fly Tipping Dumping		1
Vehicle Abandoned		1
The Vennel		
Illegal Fly Tipping Dumping		1
Union Road		
Illegal Fly Tipping Dumping		1
<u>Site</u>	<u>Area:</u> Linlithgow Bridge	
Avon Drive		
Illegal Fly Tipping Dumping		1
Belsyde Court		
Illegal Fly Tipping Dumping		1
Vehicle Abandoned		2
Broomyhill Place		
Dog Fouling On Paths Roads		1
<u>Site</u>	<u>Area:</u> Rural Linlithgow	
Beecraigs		
Illegal Fly Tipping Dumping		2
C16 - Kingsfield To A803		
Dog Fouling On Paths Roads		1
C17 - Preston Road To U14		
Illegal Fly Tipping Dumping		1

ENVIRONMENTAL WARDENS REPORT (FULL)

07/05/2015

Linlithgow

Environmental Officer: NORT

<u>Site</u>	<u>Area:</u>		
Rural Linlithgow			
C17 - U14 To Kipps Farm			
Illegal Fly Tipping Dumping			1
U14 - U15 To Ferniebank			
Illegal Fly Tipping Dumping			2
<u>Site</u>	<u>Area:</u>		
Rural Philpstoun			
C5 - Fairniehill To Main Street			
Illegal Fly Tipping Dumping			1
<u>Site</u>	<u>Area:</u>		
Rural South Queensferry			
Hopetoun Estate			
Illegal Fly Tipping Dumping			2
Lawflat			
Illegal Fly Tipping Dumping			1
<u>Site</u>	<u>Area:</u>		
Threemiletown			
Rosebank			
Illegal Fly Tipping Dumping			1
Total for Ward			27
Total		27	

Linlithgow

Beecraigs

Beecraigs Country Park

Public Park Enquiries 1

Linlithgow

Baron's Hill Avenue

Tree Enquiries General 2

Blackness Road

Tree Dangerous or Unsafe 1

Bonnytoun Avenue

Shrub Bed Overhanging Path 1

Braehead Terrace

Tree Conservation Areas 1

BURGHMUIR COURT / PILGRIMS HILL 904

Tree Branches Overhanging 1

Falkirk Road

Tree Enquiries General 1

High Street[high priority]

Tree Dangerous or Unsafe 1

Kettilstoun Mains

Weeds General Enquiries 1

LINLITHGOW CEMETERY 202

Tree Blocking Light 1

Mains Road

Bench or Seat Enquiries 3

Pilgrims Hill

Shrub Beds Not Maintained 1

Preston Crescent

Tree Branches Overhanging 1

PRESTON RD/CANAL TERRACE 303

Tree Blocking Light 1

Linlithgow

Linlithgow

Rosemount Park

Grass Area Damaged **1**

ROSEMOUNT PARK PUBLIC PARK 501

Tree Enquiries General **1**

Springfield Road

Env. Enforcement Officers **1**

The Vennel

Grounds Property Vandalised **1**

Water Yett

Flower Bed or Bulb Displays **1**

Linlithgow Bridge

Avon Drive

Ground Ownership Enquiries **1**

Belsyde Court

Tree Enquiries General **1**

BELSYDE CT./AVONTOUN PARK

Tree Blocking Light **1**

Lennox Gardens

Shrub Bed Overhanging Path **1**

Listloaning Road

Public Park Enquiries **1**

Millerfield

COMPLAINT Grounds Maintenance **1**

No Area Allocated

M9T>Eastbound Jnct 3

Ground Ownership Enquiries **1**

Total	29	Less than 3 days	28	Percentage	97%
Total	29	Less than 3 days	28	Percentage	97%



LINLITHGOW LOCAL AREA COMMITTEE

GLASS RECYCLING SERVICE UPDATE

REPORT BY WASTE SERVICES MANAGER

A PURPOSE OF REPORT

To update the Linlithgow LAC on the progress and results to date from the Glass Recycling Service Service.

B RECOMMENDATION

It is recommended that the Committee note the contents of this report.

C SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs
	Making best use of our resources
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	To comply with the EU's Waste Framework Directive (2008/98/EC), the Waste (Scotland) Regulations 2012 and Scotland's Zero Waste Plan.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	Successful delivery of the Glass Recycling Service will ensure improved performance against a number of Key Performance Indicators.
V Relevance to Single Outcome Agreement	SOA 8 – We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI Resources - (Financial, Staffing and Property)	The Council's revenue budget and Zero Waste Funding takes account of the costs associated with Glass Recycling Service
VII Consideration at PDSP	The Glass Recycling Service was approved at Council Executive on 17 th December 2012.

VIII Other consultations None

D TERMS OF REPORT

This report details the results of the Glass Recycling Service across West Lothian as the roll out for this statutory collection service continues.

D1 BACKGROUND

The Waste (Scotland) Regulations 2012 put into place the requirement for the separate collection of dry recyclable material under its amendments to Section 45 of the EPA 1990. Dry Recyclable Waste are now defined in the legislation as including glass.

Under subsection (2) of the section the authority was required to, 'from 1st January 2014, arrange for there to be provided to the occupier of every domestic property in its area receptacles that will enable the separate collection of dry recyclable waste from the property.

Different scenarios were looked at with regards to potential collection systems ranging from a status quo position, to rolling out a new kerbside collection where residents would present containers. It was decided after looking at cost implications and impact to householders/service that an overhaul of the current system and increase in the number of sites available to householders for glass recycling would be the best choice. This option allows West Lothian to meet the new legislation and also will impact on tonnages sent to landfill which will result in savings. This approach was successful in obtaining funding from Zero Waste Scotland to cover the cost of container housings for 200 sites in total across the area.

The original collection system for glass extended to separate collections of glass from the 6 Community Recycling Centres (RC) and 32 Recycling Points (RP).

A detailed selection process of sites was undertaken by staff within waste services. Existing local knowledge, feedback from crews, feedback from members of the public and geographical layout of towns were considered to provide a reasonable spread of sites which were accessible and convenient for the public.

The existing sites were the first to receive the installation of the new units. A mix of new sites and private sites were then planned in small phases.

The sites were assessed by 2 operatives from a safety and operational point of view which took into consideration the need for public consultation. Where consultation was required residents and businesses within the immediate vicinity received a letter detailing the service and what they could expect. Following the issuing of the letters a period of consultation was undertaken to allow those affected to raise any concerns, general enquiries or further suggestions.

From April 2014 through to May 2015 a total of 130 sites have been rolled out across West Lothian, in the majority of towns and villages to provide convenient access to recycling facilities for all. A further 70 sites are being progressed to take the total to 200 by the end of the summer 2015.

D.2 RESULTS

Regular monitoring of the collection performance is undertaken as a part of the

statutory return and financial monitoring processes within the service.

The most recent quarters information is detailed below:

January - March

	2014 (Tonnes)	2015 (Tonnes)	% increase
Green	167	173	4%
Amber	70	104	49%
Clear	176	200	14%
Total	413	477	15%

A 15% increase in tonnage is a positive improvement in performance which would be expected at full roll out to capture an additional 520 tonnes per year bringing the overall amount of glass recycled to 2170 tonnes per year, which represents an increase in the household recycling rate of 0.7%.

It should be noted that based on the 2014 waste analysis, which covered a material by material analysis of the contents within the grey and blue household containers that glass represented 8.68% of grey bin contents (3,091 Tonnes per year) and 2.54% of blue bin contents (287 Tonnes per year). The service therefore is currently predicted to capture 15% of wrongly disposed of material from household collection. Methods to increase this percentage were covered in the services Engagement Plan which was presented to the Environment PDSP on the 4th March 2015.

D.2.1 Local facilities

As the glass collection vehicle services the whole of West Lothian on a daily basis it is not possible to provide specific local tonnage results for the Linlithgow Ward.

The facilities currently available are:

Location	Number & size of units	Collections per week	Collection days
Linlithgow CRC Site	6 x 1,100 litre units	3	Monday, Thursday & Saturday
Sainsburys	6 x 1,100 litre units	3	Monday, Thursday & Saturday
Rugby Club Car Park	3 x 1,100 litre units	3	Monday, Thursday & Saturday
Springfield Shops	5 x 240 litre units*	3	Monday, Thursday & Saturday
St Ninians Way	3 x 240 litre units	2	Tuesday & Friday
Hilltop View Car Park	3 x 240 litre units	1	Wednesday
Xcite Car Park	3 x 240 litre units	2	Tuesday & Friday

*increased from 3x240 litre units due to the usage levels of the site

With a further 70 site to roll out the council are continually looking for more suitable locations. Within Linlithgow sites at the Avon Mill Industrial Estate and the Oracle buildings are being progressed at this time.

E CONCLUSION

The Glass Recycling Service represents one of the steps the council has taken to ensure continued compliance with statute and to improve accessibility to recycling facilities throughout West Lothian. To date the service has developed towards meeting the expectations of the council and the funding bodies, in terms of diversion of materials, and has been a success due to the participation and engagement of our communities in this new service. This will improve with the further roll out of the remaining 70 sites and the continued drive to increase public participation across all recycling services.

F BACKGROUND REFERENCES

1. Council Executive Report of 17 December 2012
2. Environment PDSP Report of 4th March 2015
3. Waste (Scotland) Regulations 2012

Appendices/Attachments:

1. Nil

Contact Person: David Goodenough, Waste Services Manager, Waste Services, Unit 6, Nairn Road, Deans Industrial Estate, Livingston, West Lothian, EH54 8AY
david.goodenough@westlothian.gov.uk

Date: 19th May 2015



LINLITHGOW LOCAL AREA COMMITTEE

COMMUNITY HEALTH CHAMPIONS

REPORT BY DEPUTE CHIEF EXECUTIVE, COMMUNITY HEALTH AND CARE PARTNERSHIP

A. PURPOSE OF REPORT

The purpose of the report is to provide an update on the Community Health Champions approach.

B. RECOMMENDATION

It is recommended that Local Area Committees take note of the report.

C. SUMMARY OF IMPLICATIONS

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

VI Resources - (Financial, Staffing and Property)	Training and staff support for the development of community health champions, and training for councillors would be carried out within existing budget allocation.
VII Consideration at PDSP	Health and Care PDSP, 27/6/13, Reducing Health Inequalities and Improving Health: What councillors can do to make a difference; Council Executive, 21/1/14, Community Health Champion Proposal
VIII Other consultations	Community Health and Care Partnership; Community Planning; and Community Regeneration

D. TERMS OF REPORT

The report provides feedback on the raising awareness sessions delivered to elected members and an update on progress within local areas.

Elected member raising awareness sessions

The sessions were delivered on 13th January and 24th February 2015. The sessions were attended by 14 individuals comprising 6 elected members, 5 lead officers and 3 community regeneration officers. The sessions included a participative input on exercises drawn from the nationally recognised Health issues in the Community course: 'Barriers and Choices' demonstrates visually the health inequalities gap and 'Equality versus Equity' encourages discussion on the distribution of resources on the basis of need. The COSLA guidance: 'Reducing health inequalities and improving health: What councillors can do to make a difference' was presented. The session stimulated discussion on health inequalities with the following general comments made;

- *Good opportunity to discuss the issues and identify the inequalities gap*
- *The session was relaxed and informative*
- *The session was an introduction into making you think, rather than arriving at a conclusion. Good for the purpose.*

Engagement with Community Groups

In partnership with colleagues in community regeneration and in line with the ward action plan, it is proposed that key community organisations are now identified who may or may not currently recognise their role in addressing health inequalities. These groups will be invited to participate in the shortened version of the well-established, evidence-based Health Issues in the Community course.

E. CONCLUSION

The community health champions approach is progressing to the local development stage and this will be carried forward working in partnership with area based

colleagues and agencies. It is proposed that the Health Issues in the Community course will be offered in 3/4 locations to allow maximum participation and learning.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: 0

Contact Person:

Jo MacPherson

Senior Manager – Children and Early Intervention

Jo.Macpherson@westlothian.gcsx.gov.uk

01506 282194

Jane Kellock, Interim Head of Social Policy

Date of meeting: 19/05/2015



West Lothian
Council

LINLITHGOW LOCAL AREA COMMITTEE

HOUSING CONSTRUCTION AND BUILDING SERVICES

REPORT BY HEAD OF HOUSING CONSTRUCTION AND BUILDING SERVICES

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

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

C. SUMMARY OF IMPLICATIONS

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

D. TERMS OF REPORT

Housing Performance Information

The purpose of this report is to provide the Local Area Committee with an overview of the activities of Housing, Construction and Building Services, specific to the Linlithgow ward for the last quarter of 2014/15..

Property Void & Let Performance: Mainstream Tenancies

Void Period	Jan 2015	%	Feb 2015	%	Mar 2015	%	WL Target %
0-2 weeks	1	50%	4	66.6%	2	50%	65%
2-4 weeks	0	0%	1	16.7%	2	50%	25%
4+ weeks	1	50%	1	16.7%	0	0%	10%
Total Lets	2	100%	6	100%	4	100%	100%

Property Void & Let Performance: Temporary Tenancies

Void Period	Jan 2015	%	Feb 2015	%	Mar 2015	%	WL Target %
0-2 weeks	1	33.3%	2	33.3%	0	0%	70%
2-4 weeks	2	66.7%	0	0%	0	0%	20%
4+ weeks	0	0%	0	0%	0	0%	10%
Total Lets	3	100%	2	100%	0	100%	100%

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

There are 7 policy voids in the ward for the following reasons one being used as a decant; two properties undergoing work following a fire; one requiring further electrical work following inspection; and three requiring remedial work related to asbestos surveys.

Arrears Performance

Month	2013/14 Value	2014/15 Value
April	£55,404	£77,194
May	£63,530	£87,909
June	No figure available	£86,889
July	£85,607	£89,466
August	£99,882	£93,282
September	£101,136	£92,857
October	£104,736	£99,516
November	£110,363	£98,759
December	£100,516	£82,172
January	£101,233	£88,589
February	£102,544	£84,356
March	£70,049	£63,193

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

In recent years we have experienced higher arrears levels and this mirrors the national trend. To address this, an Arrears Task Group was established in October 2013 and work with the group remains on-going.

In 2014-15 the Arrears Task Group agreed a £1m target based on a number of factors being introduced and progressed. Most of the actions are complete and this has had a positive impact on our arrears, however, the action to address legacy bedroom tax arrears took longer than anticipated and as a result the £1m overall target was not reached.

At the end of March 2015 our arrears caseload was 3,493 and totalled £1,207,750.

Although we did not meet the agreed £1m target, we can report in 2014-15 the arrears fell by £182,000 and for the first time in three years, we reported lower arrears value at end of financial year than at the start. As of the end of 2014/15 72% of tenants have either a clear or credit rent account and the arrears caseload is also at its lowest point in over three years.

For 2015/16 the Arrears Task Group will implement a new Rent Arrears Strategy and propose a continuation of current actions as well as introducing new initiatives to ensure rent arrears continue to fall and preparations are in place to mitigate further increases, in particular from the introduction of Universal Credit. For Discretionary Housing Payments, we have confirmation that it is the Scottish Government's intention to continue to mitigate the under occupancy shortfall for this financial year.

The table shows the level of arrears and the number of tenants in arrears in this Ward from end September 2013 at the start of the Rent Arrears Campaign and the level of arrears at the end of March 2015. There has been a significant improvement, in both value and volume of arrears cases over this period.

Arrears Banding	Balance 27th Sept 2013	Tenants in Arrears	Balance 31st March 2015	Tenants in Arrears
£0.01-£49.99	£1,016.40	57	£693.14	31
£50.00-£149.99	£7,653.79	87	£3,901.14	44
£150.00-£299.99	£17,112.71	80	£6,945.85	33
£300.00-£499.99	£20,009.63	53	£7,472.99	19
£500.00-£749.99	£11,685.15	19	£8,449.45	14
£750.00-£999.99	£13,786.26	16	£9,195.38	11
£1000.00-£1999.99	£23,821.83	18	£21,740.96	16
£2000.00+	£2,332.84	1	£4,794.79	2
Total	£97,418.61	331	£63,193.84	170

The Arrears Task Group will continue meeting through the financial year 2015/16 as there are many challenges to come in the management of rental income due to the on-going phasing in of Welfare Reform, increasing fuel costs, reducing household income and the negative impact these changes are having on council tenants.

Local Area Team Activity

Officers in the team have a number of tenancies under supervision for issues such as child & adult protection, anti-social behaviour and poor tenancy conditions. Our officers' work with a range of services and agencies to ensure tenants and residents are fully supported, tenancies are maintained and sustained as far as possible and appropriate action taken where necessary.

Rent arrears activity continues to be a weekly priority task for the team and will continue to work with all our tenants in offering the support, advice and assistance. Such assistance includes, referrals for money, energy and debt advice, benefit health checks, completion of income and expenditure to help set up a sustainable payment plan and where appropriate, assist with applications for Discretionary Housing Payments.

Capital Programme and New Build Council Housing

The overall 2014/15 Housing Capital Investment Programme was completed without major incidents, accidents or issues. Some upgrading programmes slipped a little due to contractor capacity, but this will be caught up during 2015/16. The implementation of the 2015/16 Capital Programme is now underway.

Good progress is also being made on the 1000 houses new build programme. The first six homes were completed in Adelaide Street in Craigshill in September 2014 and work is well underway for a site for 18 homes in Broxburn. A site start was made at the former Pumpherston Community Centre site in March. Planning consent is in place for seven sites and a further eleven planning applications have been submitted. Proposals are being developed for the other sites. The Council is also progressing developments at Bathville Cross, Armadale and the former Winchburgh Day Centre.

New Build

There are three sites for development in this ward. Planning permission has been submitted for Mill Road, Linlithgow and Auldhill, Bridgend. These sites will be developed by McTaggart Construction Ltd. The site at Philpstoun will be developed by Lovell Partnership.

Local Capital Upgrades

Works to one large block in Bridgend is due to be competed in Spring 2015 with further worked planned for 2017/18.

In addition to the planned programme of capital works, tenants in the ward can benefit from one off investment in their property if this is deemed necessary following assessment.

Tenant Participation update

Tenant Led Inspection

Housing, Construction and Building Services (HCBS) has a programme of Tenant Led Inspection (TLI) which allows lay inspectors to identify what works well in the service and where we can implement improvement.

The Councils TLI schedule of inspections has been devised by the inspectors with agreement from the Service and runs all year with support from the Customer Participation Officers (CPO's) and staff across the areas being visited.

The inspections completed successfully in 2014/15 are:

- Capital Programme Inspection
- Void process revisit (to ensure the recommendations and improvements identified by inspectors six months prior had been put in place.

Both TLI's resulted in improvements to the services that were looked at, and the perspective of the inspectors brought invaluable insight into ensuring that improvements or changes being made placed the effect on the customer as the first priority when we do this.

Tenant Led Inspection Development

TLI Toolkit

A comprehensive toolkit has been developed by the Tenant Participation Development Working Group in partnership with the Customer Participation Officers and staff across the Service. The toolkit is in the final stages of approval, following full consultation and an equality impact assessment. The planned launch for this toolkit is Spring 2015.

This is a guide for new and existing inspectors on the TLI process and general advice on carrying out inspection work has been well received, and sets HCBS as a leading example of good practice in tenant scrutiny and engaging tenants in service development activity.

Safer Neighbourhood Team

The Safer Neighbourhood Team (SNT) operates across the nine Multi-Member Wards and are an

integral part of the Community Safety Unit. In the Linlithgow ward partnership working sees the local housing team, youth worker, council officer within the SNT and Police officers all working together to tackle antisocial behaviour in the ward.

WLC Officer based in SNT

Housing and SNT officers visited a number of residents to discuss issues of antisocial behaviour. The issues were not deemed serious and residents took the advice provided. As a result, no warnings were required to be issued in the last quarter of 2014/15. There were only 14 calls to the Night Noise Team in the quarter resulting in one verbal warning being issued and one written warning issued by the Night Noise team. Where corroboration was required this has been provided by SNT, police and Housing staff to enable enquiries to be carried out. Multi agency work enabled decisions to take place relating to complaints regarding temporary tenancies in the ward. A thank you letter has been received from a complainant expressing her gratitude for the help she has received from the SNT and the housing officer

Youth Worker Update

During the reporting period the Youth Worker has had no cases in the Ward involving youths causing antisocial behaviour.

E. CONCLUSION

To note the contents of the report.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: none

Contact Person: Phyllis.McFadyen@westlothian.gov.uk Tel No.01506 775512

ALISTAIR SHAW

HEAD OF HOUSING, CONSTRUCTION AND BUILDING SERVICES

Date: 19 May 2015



LINLITHGOW LOCAL AREA COMMITTEE

WEST LOTHIAN VILLAGES IMPROVEMENT FUND - APPLICATION

REPORT BY HEAD OF PLANNING AND ECONOMIC DEVELOPMENT

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

It is recommended that the Local Area Committee:

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

C. SUMMARY OF IMPLICATIONS

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

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

D TERMS OF THE REPORT

D1 Background

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

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

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

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

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

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

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

D2 Applications

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

Newton Community Education Association – Provision of a Panna Court Kick Pitch - The Association is applying for £3,157.50 additional funding to provide a Panna Court style kick pitch on land adjacent to the village playpark. Further adjustments to the design following feedback from the land owner have added to the costs which now require the additional funding to deliver the project. This would allocate the full £20,000 available to the village for the project.

E. CONCLUSION

Three villages within the Linlithgow ward are eligible to apply to the Villages Improvement Fund.

The application from Newton Community Education Association meet the eligibility criteria and the Local Area Committee is asked to support the application.

F. BACKGROUND REFERENCES

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

Appendices/Attachments: Appendix 1: Newton Community Education Association Village Improvement Fund Application

Contact Person:

Douglas Grierson, Community Regeneration Officer, Tel. 01506 281088,
douglas.grierson@westlothian.gov.uk

Alice Sinnet, Economic Development Manager, Tel. 01506 283079,
alice.sinnet@westlothian.gov.uk

Hazel Hay, Town Centre Manager, Tel: 01506 283098, hazel.hay@westlothian.gov.uk

Craig McCorriston

Head of Planning and Economic Development

19 May 2015

Appendix 1

West Lothian Villages Improvement Fund

Application form

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

1. Applicant Organisation Details

Organisation Name	Newton Community Education Association (NCEA)
Project title	Newton Village Kick Pitch (Panna Court)
Contact person	John Cant
Position	Committee Member (NCEA)
Address	
Telephone number	
Email Address	
Type of organisation	Registered Charity
What date was your organisation formed?	24 March 1998
Are you a charity, please quote your number	SC031598
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>Newton Community Education Association's method of operation:</p> <ul style="list-style-type: none">• 'It makes grants, donations or gifts to organisations'.• 'It carries out activities or services itself'. <p>What services Newton Community Education Association provides:</p> <ul style="list-style-type: none">• 'The advancement of education'.• 'The advancement of citizenship or community development'.• 'The advancement of public participation

	<p>in sport'.</p> <p>Newton Community Education Association provides services to:</p> <ul style="list-style-type: none"> • 'Children / young people'. • 'Older people'. • 'No specific group, or for the benefit of the community'. • 'Other charities / voluntary bodies'.
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Do you have an equal opportunities policy or statement? If yes please provide a copy	No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

Are you applying for other funding, if so, please detail	<p>Approved</p> <p>£16,842.50 (from VIF)</p> <p>Anticipated</p>
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2. Project details

Council Ward	Newton (West Lothian)
Project location	Newton Village (Next to existing play park)
Project start date	April 2015
Project finish date	June 2015
Estimated Outcome	Build a Panna Court kick pitch facility adjacent to existing play park

<p>Project description</p> <p>Describe fully the project for which grant is being sought (background and context of the project, description of works).</p> <p>Newton Village has been lacking a 'green space' area for kids to kick a ball</p>
--

around /play on. The existing play facility is a playground with no flat area large enough for playing or kicking a ball.

There is therefore a lot of support in the village for building a facility that creates a bigger area for kids to play in (particular ball games).

The grant is being sought to build a kick pitch facility that will allow 2-8 children to play a number of ball games. The facility will be made up of a play surface, goals and enclosed by a pitch parameter. Outside of the play area there will be grass and a perimeter fence surrounding the area with a gate to and from the existing area.

The land itself is owned by Hopetoun estates who have agreed to lease the land (approx. the size of a small tennis court) with a small annual charge to the Committee, who have agreed to cover this.

At the February LAC £16,842.50 was awarded based on the design and quote at the time. However, additional funding is required to deliver the project following further discussion with the landowner. Therefore, we request the remaining £3,157.50 available to the village is allocated to deliver this project.

Partners involved (other local organisations you are working with)	Hopetoun Estate and West Lothian Council Newton Community Council
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Evidence of need
What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.
The Newton Village has been consulted through an information leaflet where the suggestion of the kick pitch and other ideas were put forward, and there have been several responses in support of the proposed 'kick pitch'. Several noted that currently local children either play in the street

or kick the ball off the community centre wall, which is also the car park area.

The number of children and the age range have suggested that proposed Panna Court equipment is sufficient for the size of village.

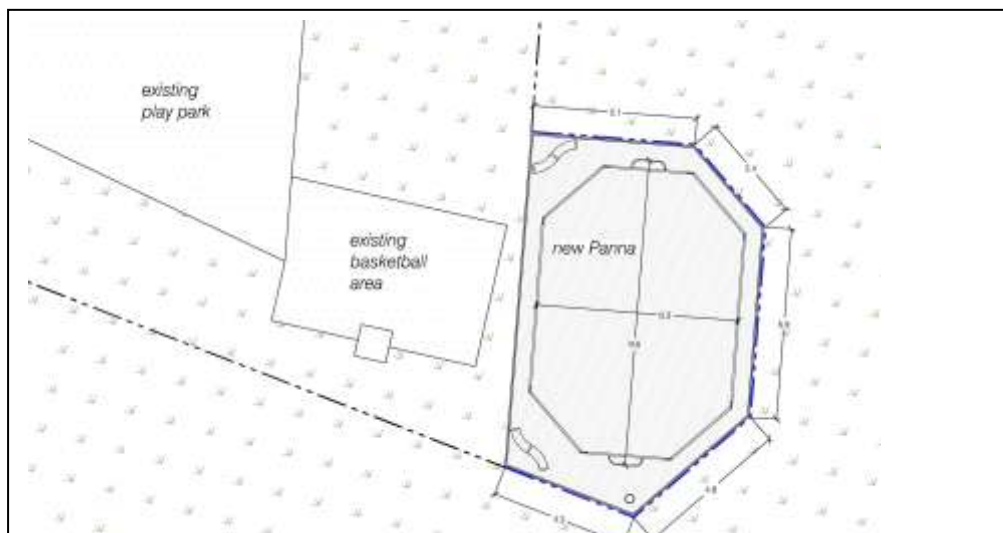
Outcomes

Describe what your project will deliver.

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

A safe play/kick pitch area for the children in the Newton Village area, built on existing farmland. With the agreement of the local tenant farmer, Hopetoun Estate have agreed to lease the land for the project. Hopetoun will retain ownership of the land, however will lease the land required (Peppercorn lease) to the Newton Community Education Association.

A panna court will be built and surfaced, with appropriate perimeter fence. See Image below:



Community Facilities: e.g number of facilities improved -Projected usage
<p>One new football/ball sport facility will be built in the village.</p> <p>The general playpark will be enhanced through the adjacent work.</p>

3.Project Costs

Amount of funding requested	£3,157.50
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Item of expenditure	Cost
Kick Pitch/ Panna court build to cover the additional costs based on the new quote for £19,865.70 for the work	£3,157.50

Project management

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

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

This project once funding is granted will be project managed by the NCEA and the work will be delivered on the ground by WL Council's NETS and Land Services parks team.

The NCEA contact (John Cant) will be responsible for finalising the

peppercorn lease agreement and for arranging the planning for the facility. WLC will not release the funding until a copy of the signed lease is forwarded.

The WLC team will be responsible for all aspects of the preparing of the area, the build and finishing of the play facility, including the perimeter fencing.

Subsequent to the completion the NCEA accept responsibility of any ongoing maintenance costs, although WLC have indicated that given the small nature of the site any general tidying etc. of the site will be incorporated as part of the normal work in the adjacent WLC park.

4. Declaration

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

Name	John Cant
Position	Committee Member
Organisation	Newton Community Education Association
Date	19/5/15

Please send your completed forms to:

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

Or

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

Tel: 01506 283098

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

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



LINLITHGOW LOCAL AREA COMMITTEE

COMMUNITY REGENERATION – WARD ACTION PLAN

REPORT BY HEAD OF AREA SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to inform the Local Area Committee of progress against the targets set in the Linlithgow Ward Action Plan 2013-15. It also presents the new Ward Action Plan for 2015-16 to the committee.

B. RECOMMENDATION

It is recommended that the Local Area Committee notes:

1. the progress made against targets in the period November 2014 to March 2015;
2. that the Ward Action Plan for 2013-15 is now complete; and
3. that a new Ward Action Plan is now in place for the period 2015-16.

C. SUMMARY OF IMPLICATIONS

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

		reduced health inequalities.
		- We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI	Resources - (Financial, Staffing and Property)	Existing.
VII	Consideration at PDSP	None.
VIII	Other consultations	None.

D. TERMS OF REPORT

D1 Background

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

- Regeneration
- Support to the voluntary sector
- Employability

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

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

D2 Ward Action Plan 2013-15

Appendix one contains the completed Ward Action Plan for 2013-15. The plan shows Regeneration, Employability and partner activity across the Linlithgow ward area.

The plan has been updated to show progress against the targets set.

Significant achievements include:

- The Bridgend Community Group was established and over the two years was supported by CLD Adults team, Community Facilities and Regeneration and Employability. The group ran a number of community events including coffee mornings, family days and took over the Older People's Christmas grant for the village, successfully running Christmas parties in 2013 and 2014. At the end of the period the existing committee has stood down and a new committee is to be identified to build on the work to date.
- Bridgend Community Newsletter is well established and produced regularly. The Community Group had supported the newsletter in 2014/15 but a new constituted group with new volunteers has been established to produce and sustain this going forward.
- Just under £19k from the Village Improvement Fund has been accessed by

Bridgend Community Group to upgrade the surface of the MUGA. Work on this was planned and will be completed by the end of May 2015. Additional funding of £3,162 was accessed for additional swings in the park. Threemiletown were awarded £5k to support feasibility work to develop a path to Eccelsmachan. The village of Newton has been awarded funding to develop a junior football facility in the village.

- The Linlithgow Community Development Trust is moving forward with its proposed development of land at Kettilstoun as a sports hub. Following a delay to address some supplementary questions their stage 1 application, in accordance with the council's Community Asset Transfer policy, is in the process of moving onto Stage 2, where a full business plan will be required.
- The Queens Baton Relay came to Linlithgow on Sunday, 15 June 2014 as part of the build-up to the Commonwealth Games. The route brought the baton through the town, via the canal and onto the Peel where a range of sporting, music and heritage activities was provided. An estimated crowd of 6500 came out in the town to see the baton. All baton bearers subsequently attended a reception at the Burgh Halls on 26 June along with baton bearers from throughout West Lothian.
- The Civic Trust application to the Heritage Lottery Fund to develop the Marches route with new march stones was successful with £10,000 awarded.
- Linlithgow BID Co-ordinator and Town Centre Officer, Stewart Ness, working with local businesses, concluded the BID (Business Improvement District) ballot. The positive outcome of this has seen two districts established.
- CLD Adults Team provided a number of events and activities over the 2014 summer period in Bridgend. These included a Stay and Play Group Drop-In for four weeks; Tuesday and Thursday activities for Primary, S1 and S2 for four weeks, activities included crafts, in and outdoor games; and an afternoon social event for 50+ residents. The Health Visitor also held a baby clinic in Bridgend in August.

D3 Ward Action Plan 2015 - 16

Appendix two contains the Ward Action Plan for 2015 -16. The plan shows Regeneration, Employability and partner activity across the Linlithgow ward area. The plan has been designed to show what the various services will be working together to achieve over the coming year, what outcomes they are working towards and how they will measure progress against these. These plans are reviewed every six months at which time new activities will be added as appropriate.

The plan does not include 'core' or mainstream work in the area so, for instance, details of all the youth provision available in the area is not contained within this plan.

The main priority themes for the ward in 2015-16 will be:

- Employability and Employment
- Early Years and Family Learning
- Health and Wellbeing
- Economic Development
- Community Capacity and Cohesion

These priorities align with those set out in West Lothian Council's Regeneration Framework. Actions within the plan have been grouped according to the priority that they correspond to.

Examples of key planned activities for 2015 -16 are:

- To establish a new Bridgend Partners Group to support and plan services in the village. This will bring together agencies currently operating in the village and identify areas to improve Partnership working along with the community. This will help the development of an appropriate Regeneration Plan for the community. This will mirror the approach being developed in other regeneration areas in West Lothian.
- Identify and support future funding applications for any remaining Village Improvements Fund allocations to villages in the ward. Support the delivery of those projects with partners.
- Support Linlithgow and Linlithgow Bridge Town Centre Management (LLBTCMG) and Linlithgow CDT to identify, plan and deliver projects in the town.
- Support other community groups in the ward to support their needs through engagement, funding and other relevant support.
- Act as Link Officer for Linlithgow Young People Project and support youth partners to deliver youth activities in the ward.

Reporting

D4

Progress on the plans will be reported back to the Local Area Committee in six and 12 months. At this point, progress and achievement to date will be reported on, in line with the planned performance indicator.

Any significant new local developments and initiatives will be added to the plans, as appropriate.

E. CONCLUSION

This report details the achievement against planned activity from Regeneration, Employability and partners in 2013 -15. A new Ward Action Plan has been developed for 2015 -16 and is aimed at making a significant contribution to improving the quality of life of the citizens in the Linlithgow ward.

An update report will be presented to the Local Area Committee in November 2015 and May 2016.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: Two

Linlithgow Ward Action Plan 2013 - 15

Linlithgow Ward Action Plan 2015 - 16

Contact Person: Douglas Grierson, Community Regeneration Officer, 01506 281088
douglas.grierson@westlothian.gov.uk

Steve Field

Head of Area Services

Date: 19 May 2015

LINLITHGOW WARD ACTION PLAN 2013-15



SOA Outcomes: Outcome 4: Our young people are successful learners, confident individuals, effective contributors and responsible citizens
Outcome 11: We have strong, resilient and supportive communities where people take responsibility for their actions and how they affect others

Action	Local Outcome	Outcome Indicator	Activity	Performance Target	Performance Actual	Start Date	Finish Date	Resources	Partners Involved	Results/ Progress
Support the community of Bridgend to improve and develop local provision and support	Local residents are more involved in shaping their village Local residents are better informed of services available to them.	The community of Bridgend is more informed of and engaged in local activities and services	Support local newsletter ----- Support development of Community Group ----- Oral Health Session at Bridgend Primary School ----- Money Day ----- Develop additional work around financial support and employment	6 newsletters produced ----- Community group established ----- 92 pupils better understand issues around oral health ----- Local residents are better informed ----- Local residents are engaged with support services	New Bridgend Community Group formed in September (new committee to be identified following AGM) ----- Oral health day and poster competition in June ----- Financial and Welfare Advice: 45 residents attended an Easter Roadshow. ----- door knocking day saw 12 referrals to the Advice Shop, 4 to Housing and 1 to A2E Money week event held involving School	April 2013 ----- April 2013 ----- June 2013 ----- July 2013 ----- June 2013	March 2015 ----- March 2015 ----- June 2013 ----- July 2013 ----- End 2013	Staffing and external funding if required	Bridgend partners Regeneration and Employability CLD Adults Team Community Facilities Bridgend Primary School Local community groups & residents WL Financial Inclusion Network Linlithgow Young Peoples Project Advice Shop Housing	Nine newsletters produced (total of twelve to date). WLCredit Union funded through the Community Regeneration Fund to develop their work in Bridgend CLD Adults Team provided summer activities including a Stay and Play Group Drop-In; activities for primary age including crafts and outdoor games; and a social event for 50+.

SOA Outcomes: Outcome 4: Our young people are successful learners, confident individuals, effective contributors and responsible citizens
Outcome 11: We have strong, resilient and supportive communities where people take responsibility for their actions and how they affect others

Action	Local Outcome	Outcome Indicator	Activity	Performance Target	Performance Actual	Start Date	Finish Date	Resources	Partners Involved	Results/ Progress
Support the community of Bridgend to improve and develop local provision and support	Local residents are more involved in shaping their village Local residents are better informed of services available to them.	The community of Bridgend is more informed of and engaged in local activities and services	Consult Young People on local facilities/provision	Young people consultation completed	Consultation completed	May 2013	January 2014	Staffing and external funding if required	Bridgend partners Bridgend Primary School Local community groups & residents Linlithgow Young Peoples Project	Consultation with Primary School pupils carried out in June and LYPP consulted their youth group in village.
			----- Develop new youth facility as identified by consult	----- 1 new youth facility developed	----- MUGA surface upgrade and swings funded through VIF. Delivered in 2015. New swings to be added in 2015	----- January 2014	----- Summer 2015			Wider consultation session held in January and April. Upgrading MUGA high priority and £19k awarded through the Village Improvement Fund also new swings for park for £4k. Work scheduled.

SOA Outcomes: Outcome 4: Our young people are successful learners, confident individuals, effective contributors and responsible citizens

Action	Local Outcome	Outcome Indicator	Activity	Performance Target	Performance Actual	Start Date	Finish Date	Resources	Partners Involved	Results/ Progress
Support the development of alcohol diversion programmes	Young people are more aware of the issues around alcohol/tobacco & drugs and are able to make better life choices	<p>Reduced alcohol consumption</p> <p>Positively engaged with local service</p> <p>More aware of health issues around alcohol/tobacco & drugs</p> <p>No of Police call outs</p>	<p>LYPP are running several activities for young people in Bridgend and a Bike project (£4,753 and £3,876 respectively).</p> <p>Xcite also allocated £1,433 to restart the Friday Football.</p> <p>LYPP Late Lounge Club Nights supported through new 2014/15 grant.</p>	<p>£14,896 allocated to ward for 2013/14</p> <p>2014/15 changes to fund means no specific ward allocation.</p>	<p>£10,719 allocated to projects in 2013/14</p> <p>£5,303 allocated to one project in 2014/15</p>	April 2013	March 2015	<p>Linlithgow Alcohol Diversion Funding 2013/14 and West Lothian Alcohol Diversionary Funding 2014/15</p>	<p>LYPP</p> <p>CLD Youth Services</p> <p>St John's Church</p> <p>Xcite</p> <p>L&B Police</p> <p>Regeneration & Employability</p>	<p>2013/14 project now completed.</p> <p>Changes to the Alcohol Diversionary Funding for 2014/15 has seen the monies transferred to a central fund rather than ward allocations.</p> <p>Application supported to provide diversionary activities. Lead by LYPP and partners including WLC Community Youth Services. Project completed.</p>

SOA Outcomes: Outcome 4: Our young people are successful learners, confident individuals, effective contributors and responsible citizens

Action	Local Outcome	Outcome Indicator	Activity	Performance Target	Performance Actual	Start Date	Finish Date	Resources	Partners Involved	Results/ Progress
Develop youth provision through youth providers groups	Support young people into positive destinations and divert young people from potential anti-social behaviour Young people and adults are more aware of the services and opportunities available to help them Youth Providers working in the ward maximise support for young through partnership work.	Number of young people participating in structured activities Reduction in police reports Partners better informed and working together Information resources developed User Feedback	Prepare Partnership Agreement and plan that build on community learning good practice and Education Scotland advice ----- Develop a joint programme of actions linked to Partnership agreement to support young people ----- Learning and support Services mapped and promoted to young people, partners and residents -----	Partnership Agreement signed off by partners ----- Action Plan signed off and implemented ----- Directory of Learning Provision produced and circulated -----	Partnership Agreement in place. Following the Education Scotland inspection new approaches are being developed across the county which will help shape approach in Linlithgow as this moves forward. This is ongoing. ----- Directory not produced as planned. This will be revisited in 2015/16 to see best way to get information to young people -----	April 2013 ----- August 2013 ----- August 2014 -----	August 2013 ----- End 2015 ----- August 2014 -----	Existing budgets	Linlithgow Youth Issues Group Linlithgow Academy LYPP Youth Services Community Regeneration CLD Adults Active Sports WLYAP	Partnership Agreement in place. Youth Partners Group to develop a medium term Action Plan. ----- Following the Education Scotland inspection new approaches are being developed across the county which will help shape approach in Linlithgow as this moves forward. This is at an early stage.

SOA Outcomes: Outcome 10: We live in well-designed, sustainable places where we are able to access the services we need

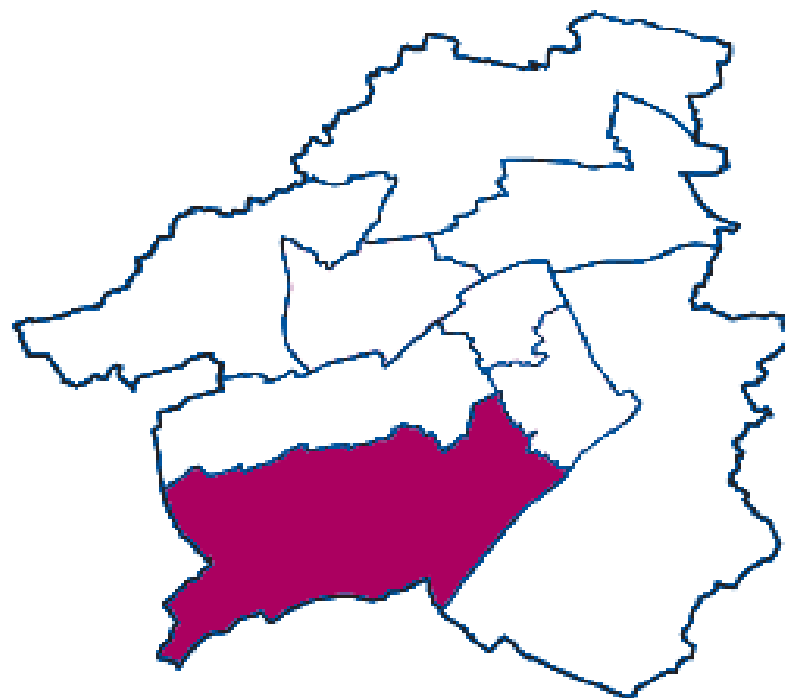
Action	Local Outcome	Outcome Indicator	Activity	Performance Target	Performance Actual	Start Date	Finish Date	Resources	Partners Involved	Results/ Progress
Support the Linlithgow Town Centre Management Group	Linlithgow Town Centre develops its potential	Town Centre improvement planned and implemented	Support Town Centre Management Committee to develop Town Centre projects	To support the TCMG to identify projects and potential funding and other support	£10k from HLF for March Stone Project.	April 2013	March 2015	Existing Town Centre monies and additional funding as identified by the group.	LLBTCMG	<p>The TCMG is meeting regularly and has developed a project workplan to help focus the work priorities.</p> <p>Successful application submitted to HLF through Civic Trust to develop the towns march stones project.</p> <p>Successful BID applications for two areas of the town.</p>

Support the Linlithgow Development Trust and Linlithgow Town Centre Management Group	Linlithgow Development Trust role in Town established and projects developed Linlithgow Town Centre develops its potential	Development Trust and recognised in Town Town Centre improvement planned and implemented	Promote the Trust in town and local engagement activity	Membership growth and community recognition/involve ment developed	The CDT is steadily developing its membership and community consultation.	April 2013	March 2015	WLC £20k.	Linlithgow CDT Community Regeneration Economic Development Linlithgow Town Centre Management Group	Initial project on Kettilstoun site in development stage.	
			-----	-----	-----	-----	-----	-----		Existing Traditional Town Centre monies.	Consultants have produced a design and outline plan.
			Assist project development and funding bids for both Trust and Town Centre Group.	1 Project fully developed and funding identified ----- Additional projects and suitable funding identified	The Kettilstoun project remains the focus for initial asset transfer.	----- April 2013 ----- April 2013	----- March 2015 ----- March 2015	Sourcing Funding for new project ideas will be an ongoing process. CDT has through consultants been in discussion with Sportscotland re potential funding support		Officer supporting the CDT through the Stage one application for Asset Transfer with the application due to move in to stage 2 where a detailed business plan will be required.	

Support the delivery of the Villages Improvement Fund	Local Villages	Environment of local villages is enhanced	Engage with the local community to develop suitable projects in the 3 villages.	<p>£55k allocation for Bridgend promoted and allocation delivered</p> <p>-----</p> <p>£20k allocation for Newton/Woodend promoted and delivered</p> <p>-----</p> <p>£5k allocation for Philipstoun/Three miletown promoted and delivered.</p> <p>New allocations of £15k to Philipstoun and £15k to Threemile town</p>	<p>£5k awarded to Ecclesmachan and Threemiletown Community Council from Philipstoun/Threemiletown year one allocation.</p> <p>£19k awarded to Bridgend to upgrade the MUGA surface.</p>	June 2013	March 2015	Village Improvement Fund	<p>Community Regeneration</p> <p>Economic Development</p> <p>Local Community Groups</p>	<p>£5k awarded to Ecclesmachan and Threemiletown Community Council from Philipstoun/Threemiletown year one allocation.</p> <p>Bridgend awarded just over £22k for two projects to upgrade the playing surface of the kick pitch and provide additional swings. These are in the process of being delivered by WLC.</p> <p>Newton awarded £16,842.50 for junior football playing area.</p>
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Queens Baton Relay	The local community of Linlithgow celebrates that Queens Baton coming through the town as part of the Commonwealth Games	One successful Event held	Sport, Music and community event held on the Peel to welcome Baton	Successful Event held	Event held on 15 June attended by 6500 people around the streets of the town, the canal and the Peel	Jan 2014	June 2014	Celebrate Funding	WLC Services Community Organisations Historic Scotland Emergency Services	The event was enjoyed by many in the community with police estimating 6500 attended locally and 30000 across West Lothian over the day
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LINLITHGOW
WARD ACTION PLAN 2015-16



LINLITHGOW WARD ACTION PLAN 2015-16

Introduction

The following action plan details the key activities and actions by the Regeneration Team and partners which are planned to take place within the Linlithgow ward in 2015 -16.

Purpose

The purpose of the plan is to outline Regeneration, Employability and partner activity across the Linlithgow ward area.

The plan does not include 'core' or mainstream work, so details of, for example, all the youth provision available in the area, is not contained within this plan. If you would like more information about this please contact the service provider directly.

The plan aligns with the Area Services Management Plan and ultimately contributes to achieving the outcomes set in the West Lothian Single Outcome Agreement.

Key Areas

Key areas of focus for the Linlithgow Ward Action Plan are:

- Employability and Employment
- Early Years and Family Learning
- Health and Wellbeing
- Economic Development
- Community Capacity and Cohesion

These key areas align with those set out in West Lothian Council's Regeneration Framework and support achievement of the high level outcomes in the Single Outcome Agreement. Actions within the plan have been grouped according to the theme that they contribute to.

Funding

The work within the plan is largely funded through existing resources supplied by West Lothian Council or one of the partners.

LINLITHGOW WARD ACTION PLAN 2015-16

An important aspect of the work of the Regeneration Team and partners is building on the existing assets within communities. However, in some cases, particularly where we are working to supporting our key community organisations, external funding will be sought for specific pieces of work.

How will we report on the plan?

Progress on these plans will be reported on a six monthly basis to the Local Area Committees for each ward. At this point progress to date will be reviewed and any new initiatives will be added to the plans.

Throughout the year, new actions may be identified and partners will be flexible about responding to needs as they arise.

LINLITHGOW WARD ACTION PLAN 2015-16

Employability and Employment

We are better educated and have access to better increased and better quality learning and employment opportunities

Action	Local Outcome	Outcome Indicator	Activity	Performance		Start date	Finish date	Resource	Partners involved	Results / Progress
				Target	Actual					
Provide A2E support in areas of high unemployment	Local people have access to high quality employment advice and support.	Number of people accessing employability services. Reduction in number of people claiming out of work benefits.	Targeted work in Bridgend to be identified.	1400 new registrations (WL wide target) 50% of clients achieve a positive destination		1 April 2015	31 March 2016	Existing	A2E Regeneration Advice Shop CLD	
Develop targeted actions in Bridgend	Local community has better access to services they need	Number of local people supported in a range of related support	Map local community needs Look at new ways to engage with those affected by unemployment and access to education	2 campaigns/ev ents held 1 new activity or service identified and developed		1 June 2015	31 March 2016	Existing	A2E Advice Shop Regeneration CLD WLFIN School Local groups/partners	

LINLITHGOW WARD ACTION PLAN 2015-16

Early Years and Family Learning

Our children have the best start in life and are ready to succeed

We are better educated and have access to better increased and better quality learning and employment opportunities

Action	Local Outcome	Outcome Indicator	Activity	Performance		Start date	Finish date	Resource	Partners involved	Results / Progress
				Target	Actual					
Support youth organisations working in the ward to plan activities and develop local actions	Young people are better placed to make positive choices	Partners meeting regularly, sharing information and planning activities/projects	Mapping and planning activities carried out Regular partners Events/fora	No of planned activities No of young people participating		1 April 2015	31 March 2016	External funding where identified, i.e. Alcohol Diversionary Funding	LYPP Youth Services St Johns WLYAP Schools Police Regeneration and Employability Active Schools Xcite others	

LINLITHGOW WARD ACTION PLAN 2015-16

Health and Wellbeing

We live longer healthier lives and have reduced health inequalities

Action	Local Outcome	Outcome Indicator	Activity	Performance		Start date	Finish date	Resource	Partners involved	Results / Progress
				Target	Actual					
Support Linlithgow CDT to develop the sports based project at Kettilstoun	Local people have more access to sport facilities in the town.	1 new sports facility created	Support the development the Asset Transfer application and business plan	Business Plan produced. Stage 2 application submitted		1 April 2015	31 March 2016	External Funding and existing Council contribution	Linlithgow CDT Regeneration Operational Services	

LINLITHGOW WARD ACTION PLAN 2015-16

Economic Development

Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business

Action	Local Outcome	Outcome Indicator	Activity	Performance		Start date	Finish date	Resource	Partners involved	Results / Progress
				Target	Actual					
Provide support to Linlithgow Town Centre Management Group	Strengthen the pride and economic vitality of Linlithgow town centre	Town centre shop occupancy levels	Investment in the appearance and fabric of the town centre Promotional and marketing activities Support provided to traders group	Maintain occupancy levels in relation to WL and UK averages		1 April 2015	31 March 2016	Town Centre Capital Improvement Fund;	Town Centre Manager / Economic Development LAC Representatives of town centre businesses	

LINLITHGOW WARD ACTION PLAN 2015-16

Community Capacity and Cohesion

We live in resilient, safe and cohesive communities

Action	Local Outcome	Outcome Indicator	Activity	Performance		Start date	Finish date	Resource	Partners involved	Results / Progress
				Target	Actual					
Support regeneration of our most deprived areas through the creation of a targeted Regeneration Plan	Local people are involved in making positive changes to their communities	Regeneration Plan drafted and agreed Number of local people involved Number of people who feel they can influence decisions	Establish a regeneration partnership in Bridgend Undertake a local mapping exercise Develop a Regeneration Plan	Regeneration partnership established 10 community members and local workers involved Mapping exercise completed Final plan available		tbc	31 March 2016	Existing	Regeneration & Employability School Housing LYPP CLD Youth Services WLYAP Police Advice Shop Local community groups WLCU WLFIN	

LINLITHGOW WARD ACTION PLAN 2015-16

Action	Local Outcome	Outcome Indicator	Activity	Performance		Start date	Finish date	Resource	Partners involved	Results / Progress
				Target	Actual					
Support Linlithgow CDT and other local groups	Local Groups are better able to contribute to the community	No. of groups supported	Advice on area such as funding, project development and structure.	4 groups supported		1 April 2015	31 March 2016	Existing	Regeneration Community members	
		Bridgend Community Group Association (or equivalent) elect a new committee and continue to develop	New members identified and supported	2 Bridgend Groups up and running		1 June 2015	31 March 2016	Existing	CLD Adult Team Community Facilities	
		Bridgend Community Council re established	New members identified and supported.							

LINLITHGOW WARD ACTION PLAN 2015-16

Action	Local Outcome	Outcome Indicator	Activity	Performance		Start date	Finish date	Resource	Partners involved	Results / Progress
				Target	Actual					
Support local communities to access the Village Improvement Fund	Local people are involved in making positive changes to their communities	Improvements are made to local services, infrastructure and the environment	<p>Promote the fund to eligible villages</p> <p>Work with local organisations to develop proposals and projects</p> <p>Work with local organisations to secure match funding where appropriate</p> <p>Support communities to deliver successful projects</p>	<p>Promotion of fund to all community councils</p> <p>All eligible villages develop and deliver projects</p>		1 April 2015	31 March 2016	<p>Philpstoun £20,000</p> <p>Newton - £3,157.5</p> <p>Bridgend - £12,838</p>	<p>Regeneration</p> <p>Community Councils</p> <p>Other local community groups</p>	
Provide support and training to community councils	Communities are better informed and can make decisions on issues which affect them	Number of community councillors accessing training courses	Deliver two training courses as part of the Community Council Training Programme	<p>Two courses delivered</p> <p>One third of ward community councils attend training</p> <p>90% of participants rate the training good/excellent</p>		1 April 2015	31 March 2016	Existing	<p>Regeneration</p> <p>Committee Services</p>	

LINLITHGOW WARD ACTION PLAN 2015-16

Action	Local Outcome	Outcome Indicator	Activity	Performance		Start date	Finish date	Resource	Partners involved	Results / Progress
				Target	Actual					
Support the promotion of Fairtrade	Communities are better informed about Fairtrade	Number of promotional events held and activities supported	Promote Fairtrade at local events	Four events held, including Fairtrade Fortnight		1 April 2015	31 March 2016	Existing	Regeneration Linlithgow Fairtrade Steering Group	

LINLITHGOW LOCAL AREA COMMITTEE – MAY 2015

	ISSUE	LEAD OFFICER	MEETING DATE	UPDATE
	<u>Standing Reports</u>			
1.	Housing, Construction and Building Services	Phyllis McFadden	All meetings	All meetings
2.	Community Regeneration Officer Update	Douglas Grierson	All meetings	All meetings
3.	Nets and Land Services Update	David Lees	All meetings	All meetings
4.	Police Ward Report	Insp Jocelyn O'Connor	All meetings	All meetings
5.	Fire Scotland Report	David Lockhart	All meetings	All meetings
6.	Community Health Champions	Kate Marshall	All meetings	All meetings
	<u>Annual Items</u>			
1.	General Services Capital Update	Donald Forrest	April 2015 TBC	
2.	Pensioners Christmas Treat Allocation	Graham Whitelaw	October/November 2015	
	<u>Other Items</u>			
1.	Linlithgow Partnership Centre Update	TBC	TBC	
2.	Glass Recycling	David Goodenough	May 2015	