DATA LABEL: Public

West Lothian Council

Development and Transport Policy Development and Scrutiny Panel

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

12 August 2015

A meeting of the **Development and Transport Policy Development and Scrutiny Panel** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Monday 17 August 2015** at **2:00pm**.

For Chief Executive

BUSINESS

Public Session

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. Minutes :-

   (a) Confirm Draft Minutes of Meeting of Development and Transport Policy Development and Scrutiny Panel held on Thursday 04 June 2015 (herewith)

   (b) Confirm Draft Minutes of Meeting of Development and Transport Policy Development and Scrutiny Panel held on Monday 22 June 2015 (herewith)

5. Continuation of Developer Contributions for Public Art - Report by Head of Planning and Economic Development (herewith)

6. Quarterly Performance Report - Report by Head of Planning and Economic Development (herewith)

7. Workplan (herewith)

NOTE **For further information please contact Val Johnston, Tel No.01506 281604 or email val.johnston@westlothian.gov.uk**

MINUTE of MEETING of the DEVELOPMENT AND TRANSPORT POLICY DEVELOPMENT AND SCRUTINY PANEL of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 4 JUNE 2015.

Present – Councillors Cathy Muldoon (Chair), Tony Boyle, Harry Cartmill, Alexander Davidson, Robert De Bold, Greg McCarra and Robert De Bold

1. DECLARATIONS OF INTEREST

1. Agenda Items 6, 7, 9 & 10 – Councillor T Boyle declared a non-financial interest in that he was a council appointed member of SEStran and SESPlan ; and

2. Agenda Items 6, 7, 9 & 10 – Councillor C Muldoon declared a non-financial interest in that she was a council appointed member of SEStran and SESPlan.

2. MINUTES

The Panel confirmed the Minute of its meeting held on 23 April 2015. The Minute was thereafter signed by the Chair.

3. PROGRESS UPDATE ON EMPLOYABILITY INITIATIVES

The Panel considered a report (copies of which had been circulated) by the Head of Area Services providing an update on the progress of employability work undertaken by Access2Employment (A2E) and the More Choices, More Chances Team (MCMC).

The report provided an update on employability activity undertaken from April 2014 to end of March 2015 in that A2E had successfully supported 1240 clients with 825 progressing into a positive destination in West Lothian. A2E continued to deliver employability support on a full or part time basis in a range of locations based on the levels of unemployment within the area. Locations included Bathgate, Fauldhouse, Blackridge, Armadale and Stoneyburn. Work Clubs also continued to operate in Fauldhouse, Forestbank, Armadale, Bathgate and Broxburn with these facilities operating on an informal basis, where clients could drop in throughout the session to receive support.

The report continued to provide information on the impact of the welfare reforms, additional opportunities for young people as part of the Step n2 Work, the wage subsidy programme, the West Lothian Jobs Fund, Modern Apprenticeships and the Graduate Work Experience Programme.

The Head of Area Services continued to explain that the More Choices, More Chances Team supported the hardest to reach young people to access further education, training or employment and in many cases it could take it up to a year or more to provide this support and guidance. Key workers were based in eleven mainstream secondary schools and

from April 2014 to March 2015, 261 people had been referred to the MCMC keyworkers. During this same period, 215 young people had progressed to a positive destination and 264 had left the service. This equated to an 81% positive outcome. Further information was detailed within the report concerning the Skills Training Programme and the Activity Agreements which were designed for those young people who were the hardest to reach.

The report also provided information on Internal Hubs operating in schools and which provided a range of interventions to enable schools to support young people requiring More Choices More Chances. This also included the Opportunities for You Programme and Business Partnerships.

It was recommended that the Panel note the significant progress that had been made in providing additional support and training opportunities in response to local need and in addressing the continued employability challenges faced in West Lothian.

Decision

To note the contents of the report

4. EDINBURGH AND SOUTH EAST SCOTLAND CITY REGION CITY DEAL STAGE 2

The Panel considered a report (copies of which had been circulated) by the Head of Planning and Economic Development providing an update on the City Deal Stage 1 and to advise of the next stages in preparing the business case.

The Planning and Economic Development Manager explained that city deals had been secured by a number of UK cities including Manchester and Glasgow with the UK budget announcement in March 2015 further extending the city deal model with announcements since made around Cardiff, Aberdeen and Inverness.

On 22 December 2014 Council Executive approved the participation in developing a stage 1 business case for the City Deal with a commitment of £25,000 to procure technical support to shape the business case. The business case had now been completed with an outline prospectus produced and presented to the City Deal Leadership Group on 27 March 2015, a copy of which was attached to the report.

The prospectus, which was a high level visionary document, had been sent to senior civil servants in both Scottish and UK Governments to start a conversation on how the City Deal would work in the region. It would also require partner authorities to develop priority areas of investment which would require a significant amount of resources from the council including staff time and further additional financial contributions to provide further technical support.

The report then provided a summary of the technical support that would

now be required noting that the costs associated with the additional technical support was estimated at £650,000 and it was proposed to pro-rata this by the six authorities by population size. This would equate to 13% or £84,500 for West Lothian Council.

It was also noted that the Council Executive decision of 22 December 2014 went only as far as committing the council to preparation of the business case and that the current work remained within the framework of that decision. However committing additional financial resources would have to be subject to further consideration by the Council Executive.

The report concluded that the City Deal had the potential to bring significant investment in infrastructure which supported the economic growth in the Edinburgh and South East Scotland City Region. Good progress was being made by the partner authorities but in order to fully model the potential benefits and the priority areas for investment further financial and staff resources would have to be allocated to the project.

It was recommended that the Panel :-

- Note the terms of and arrangements for the Edinburgh and South East Scotland City Deal as set out within the draft prospectus;
- Acknowledges that whilst considerable progress had been made to date, in order to develop a detailed proposition, significant additional resources were required;
- Note that £25,000 had been committed previously by the council for Stage 1 technical support and that a further £84,500 was now required; and
- Note that the consideration of further resourcing for the project would be a matter to be considered by Council Executive.

Decision

1. To note the contents of the report; and
2. Agreed that the report be forwarded to the next appropriate meeting of the Council Executive with the recommendation that it be approved.

5. MAIN ISSUES REPORT FOR THE STRATEGIC DEVELOPMENT PLAN 2 AND ASSOCIATED DOCUMENTS

The Panel considered a report (copies of which had been circulated) by the Head of Planning and Economic Development advising of the preparation of the Main Issues Report (MIR) for the Strategic Development Plan 2 (SDP2). The MIR was supported by a Monitoring Statement, Environmental Statement, a Housing Needs and Demand Assessment and an Equalities and Human Rights Impact Assessment.

The Head of Planning and Economic Development explained that the first

stage in preparing the SDP2 was the preparation of the Main Issues Report. The MIR would guide the content of the “proposed plan” which would be produced. The MIR had been prepared within the context of National Planning Framework 3 (NPF3) and Scottish Planning Policy (SPP2014) recognising that the Edinburgh and South East Scotland region supported many of our most important economic assets and that it would be a focus for economic growth and regeneration.

The MIR would set out options for development including where it would and would not be supported with the MIR containing preferred development options, together with alternatives, in line with Circular 6/2013 which related to the preparation of development plans.

The spatial strategy set out to deliver the vision of the SDP2 and identified three options for growth – Concentrated Growth, Distributed Growth and Growth Corridors. The preferred option was to promote Growth Corridors as this was seen as providing the opportunity to bring development close to where needs arise.

The MIR was supported by a Monitoring Statement, Interim Environmental Report and Equalities & Human Rights Impact Assessment which were a statutory requirement of the plan preparation process.

The preferred spatial strategy was to focus development on growth corridors which would allow for development to focus on public transport corridors providing good access to the city of Edinburgh and on settlements within a 60 minute public transport journey time to key employment areas in and around Edinburgh. The report also explained other issues that would impact on the West Lothian area. The report also provided a brief overview of the supporting statements.

The timetable for progressing SDP2 was set out in Development Plan Scheme No.7 noting that it was the intention to commence formal consultation on the MIR during Summer 2015 with a formal submission of the proposed plan to Scottish Ministers for examination by Spring 2017.

The report concluded that the preparation of the SDP was a statutory requirement and the SDP2 would replace the current SDP approved in 2013 and that the MIR would set out the direction of development to 2037 providing a long term vision for the area.

It was recommended that the Panel :-

- Note the issues set out in the MIR and in particular preferred options for addressing each of these issues;

- Note the terms of the Monitoring Statement, Interim Environmental Report, Equalities and Human Rights Impact Assessment;

- Note the accompanying Background Documents: Spatial Strategy Technical Note; Economy Technical Note; Minerals Technical Note; Waste Technical Note, Housing Land Technical Note and Green Network Technical Note;

- Note the proposals for engagement and consultation on the Main Issues Report;

- Note that minor editorial changes of non-policy nature to the Main Issues Report for SDP2 and the supporting documents were delegated to the SDP Manager in consultation with the panel chair, the council's Head of Planning and Economic Development and the Convener of the SESPlan Joint Committee; and

- Agree to forward the MIR to Council Executive with a recommendation that it be approved.

Decision

1. To note the contents of the report;

2. To note that briefing sessions would be organised before the summer recess, on a ward-by-ward basis to advise members on the development of the Local Development Plan; and

3. Agreed that the report be forwarded to the next appropriate meeting of the Council Executive with the recommendation that it be approved.

6. ARTICLE 4 DIRECTIONS

The Panel considered a report (copies of which had been circulated) by the Head of Planning and Economic Development advising of the proposed removal of Article 4 Directions which restricted certain categories of permitted development rights in the conservation areas of Broxburn, Kirknewton, Linlithgow, Mid Calder, Torphichen and Uphall.

The Head of Planning and Economic Development explained that the character of a conservation area was defined by the complex inter-relationship of buildings, open space, street furniture, trees, roads and surface treatments, all of which combined to create a sense of place. Loss of the special character that was intrinsic to a conservation area could happen incrementally unless there were effective controls. Normal planning controls did not always provide sufficient protection to maintain or enhance the essential character of conservation areas and the introduction of Article 4 Directions was one method of ensuring more effective

Under Article 4 of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992, the planning authority could apply to Scottish Ministers for Directions that restricted or removed permitted development rights. Permitted Development was development where planning permission was deemed to have been granted and therefore no application for planning permission was required. Whilst Directions could be applied in order to restrict most forms of development, referred to as classes, they had historically been used to control the proliferation of

relatively minor alterations to buildings that could cumulatively lead to the erosion of both character and appearance in conservation areas.

Under the Town and Country Planning (General Development) (Scotland) Order 1975 Article 4 Directions were approved in 1978 for the conservation areas of Broxburn, Kirknewton, Linlithgow, Mid Calder, Torphichen and Uphall. The restrictions remained in force with the introduction of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992.

The range of classes of permitted development which were restricted was wide and reflected the urban nature of towns like Broxburn and the rural character which was evident in the Torphichen conservation area. In the urban conservation areas the restriction of householder development was a fundamental and essential tool in the protection of character and appearance of the conservation area.

The Head of Planning and Economic Development continued to advise that the enactment of the Town and Country Planning (General Permitted Development) (Scotland) Amendment Order 2011 had resulted in the removal of many of the permitted development rights for householders in all conservation areas. As such the existing Directions for classes that related to development within the curtilage of dwelling houses were no longer required and could be cancelled.

Whilst householder permitted development rights within conservation areas had been removed by amendment to legislation that was not necessarily the case with those developments in classes not specifically related to housing. A number of other classes had also been cancelled within the Directions and these too were detailed in the report.

The cancellation process involved the inclusion of a statutory notice in a newspaper circulated in the West Lothian and the Edinburgh Gazette. The approval of Scottish Ministers was not required. Whilst it would be uneconomical to write to the thousands of effected properties within these conservation areas, there would be contact with community councils and other local organisations to explain the issue. In addition information would be placed on the council's web site and other social media to explain what property owners could and could not do within a conservation area without obtaining planning permission.

It was recommended that the Panel :-

- Note the terms of the report; and
- Note that the proposed removal of Article 4 Directions from the six Conservation Areas at Broxburn, Kirknewton, Linlithgow, Mid Calder, Torphichen and Uphall would be reported to the Council Executive in due course.

<u>Decision</u>

1. To note the contents of the report; and

2. Agreed that the report be forwarded to the next appropriate meeting of the Council Executive with the recommendation that it be approved.

7. SESTRAN MINUTE - 5 DECEMBER 2014 (HEREWITH)

The Panel noted the Minute of the SESTran meeting held on 5 December 2015.

8. SESPLAN MINUTE :-

1. The Panel noted the Minute of the SESPlan meeting held on 13 October 2014;

2. The Panel noted the Minute of the SESPlan meeting held on 15 December 2014;

3. The Panel noted the Minute of the SESPlan meeting held on 23 February 2015; and

4. The Panel noted the Minute of the SESPlan meeting held on 30 March 2015.

MINUTE of MEETING of the DEVELOPMENT AND TRANSPORT POLICY DEVELOPMENT AND SCRUTINY PANEL of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 22 JUNE 2015.

Present – Councillors Cathy Muldoon (Chair), Tony Boyle, Harry Cartmill, Alexander Davidson and Robert De Bold

In Attendance – Robin Lever (Senior People's Forum Representative)

Absent – Councillor Greg McCarra

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. PUBLIC TRANSPORT STRATEGY AND SAVINGS PLAN 2015/16 AND 2016/17

The Panel considered a report (copies of which had been circulated) by the Head of Operational Services advising of the draft Public Transport Strategy, of a revised rail concession scheme and of the proposals to review the council's contracted public transport services to deliver savings in 2015-16 and 2016-17.

The Head of Operational Services explained that the council's passenger transport support had evolved over many years inheriting much practice from before local government reorganisation and adding new services over time. Therefore there was a need to review and modernise the council's Public Transport Strategy to ensure that it continued to provide sustainable and affordable services.

The strategy set out the parameters for service provision and the priorities for resourcing services in future. It was also intended to allow the development of an affordable network of connections between communities and to optimise service efficiencies so that sustainable transport needs were met. In summary the strategy aimed to provide :-

- School transport services at current levels of entitlement;
- Support for a network of primary and secondary bus services; and
- Support for additional services to provide connections

In doing so the strategy recognised that service duplication and choice of destination was not a priority in all areas. Instead the focus was on catering for social needs that could be reasonably met. Appendix 1 attached to the report outlined the proposed strategy and set out how the council would meet its duties and how it would prioritise resources towards competing demands for investment in public transport services.

The report continued to advise that under the revenue budget approved

by the council on 29 January 2015, services provided by the Public Transport Unit (PTU) would be subject to approved savings of £2.212m by 2016-17. Therefore the total budget for PTU in 2015-16 was £9.992m for rail concessions, a Taxicard scheme, home to school transport, Dial-a-Ride and Dial-a-Bus, local bus and Taxibus services plus associated passenger information and infrastructure. Therefore officers had developed a series of proposals to achieve the required savings keeping in the mind the principle of minimising the impact on the local bus service network. The proposals would also address that services would be provided in a much more integrated way than previously so that for example, the large vehicle review would involve elements of both local bus services and mainstream school transport.

The report then provided a summary of the areas that would be part of the wider review and covered such matters as the rail concessionary travel scheme, taxi and minibus contract operations and guidance for transport entitlement, large vehicle contract operations and a review of supported local bus services.

In order to ensure that service users were aware of the proposals it would be essential to ensure appropriate communication on the proposed strategy and changes to services. To achieve this it was intended that the period between any approval of the proposals and their implementation was used for ongoing engagement with stakeholders and stakeholders groups such as Bus User Scotland and the local Senior People's and Disability Forums. In addition it was intended that service users experiencing changes would be given targeted information on how it would affect them and what alternative travel options were available to them in order to ensure that the changeover was as smooth as possible.

The report concluded that the adoption of a new Public Transport Strategy would enable a number of reviews to be completed to deliver a more sustainable public transport network and facilitate the delivery of the savings plan required to generate the budgeted total savings of £2.212m by 2016-17.

The Panel were asked to agree to the following being submitted to Council Executive for approval :-

- A new West Lothian Public Transport Strategy;
- A revised rail concessionary travel scheme;
- To initiate a review of public transport services delivered through contractual arrangements on behalf of the council; and
- That the outcome of the reviews was reported to the Development and Transport PDSP in the autumn of 2015.

Prior to reaching a decision Councillor De Bold wished it to be noted that he considered that the item was not yet ready to be presented to the Council Executive for approval as there had not been consultation on the specific changes proposed.

Decision

1. Noted the contents of the report; and

2. Agreed by a majority that the report be forwarded to the next appropriate meeting of the Council Executive with the recommendation that it be approved.

DATA LABEL: PUBLIC

West Lothian Council

DEVELOPMENT AND TRANSPORT POLICY DEVELOPMENT AND SCRUTINY PANEL

CONTINUATION OF DEVELOPER CONTRIBUTIONS FOR PUBLIC ART

REPORT BY HEAD OF PLANNING AND ECONOMIC DEVELOPMENT

A. PURPOSE OF REPORT

The purpose of this report is to advise the panel of the proposed continuation of the reduced developer contributions for public art.

B. RECOMMENDATION

It is recommended that the panel:

1. notes that the temporary changes previously agreed by Council Executive regarding developer contributions for public art came to an end on 31 March 2015;

2. notes that public consultation be carried out on the proposed changes with the outcome reported to Council Executive;

3. notes that, subject to pubic consultation, it is proposed that the current reduced public art contributions are continued until 31 March 2018, when they will be reviewed again; and

4. considers and comments on the proposed changes to the supplementary planning guidance.

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)**	The implementation of the West Lothian Local Plan (WLLP) 2009 will require substantial funding for infrastructure and substantial developer contributions. It is a key requirement of the WLLP and the approved Strategic Development Plan for Edinburgh and South East Scotland that development should not proceed beyond existing infrastructure capacity and that planning permission should not be granted until relevant infrastructure is provided or committed.

		Policy IMP 17 of the WLLP indicates that planning agreements (now planning obligations) will be entered into where appropriate and that developer contributions will be sought in accordance with circular 12/1996 – Planning Agreements (this circular has been replaced by circular 3/2012). Policy COM 10 of the WLLP requires developer contributions for public art. This will be continued into the forthcoming local development plan (LDP).
III	**Implications for scheme of delegation**	None.
IV	**Impact on performance and performance indicators**	None.
V	**Relevance to Single Outcome Agreement**	Outcome 3 - Our economy is diverse and dynamic and West Lothian is an attractive place to do business.
VI	**Resources - (Financial, Staffing and Property)**	Developer contributions for public art continue to be added to the West Lothian Public Art Fund that is overseen by the Public Art Steering Group.
VII	**Consultations at PDSP**	D&T PDSP on 4 August 2011 and 14 November 2013.
VIII	**Other consultations**	Community Arts Service.

D. TERMS OF REPORT

D1 Background

West Lothian Council adopted the West Lothian Local Plan in January 2009. The plan proposes major growth and, as a consequence, substantial developer contributions are required to support the strategy.

The local plan was prepared at a time of strong economic growth but, as a consequence of the recession, the strength of the national and local economy declined significantly, While some national indicators identify that parts of the economy have now returned to pre-recession levels, the construction sector, and particularly housebuilding activity, has not recovered to the same extent.

The council approved its *Housing Recovery Action Plan (2)* in February 2013 and this included a commitment to consider if there was scope to reduce further the developer contribution burden for housing developments.

As a response to this, Development & Transport PDSP considered proposed changes to developer contributions on 14 November 2013 and noted that consultation would be carried out. The outcome was reported to Council Executive in April 2014 and reduced rates of public art contributions were approved along with the removal of the contribution for affordable housing providers. The contribution rates were to be in place until the end of March 2015 and to be reviewed thereafter.

D2 Public Art

West Lothian is an area with a rich cultural heritage and the council recognises that arts and culture make a significant contribution to the quality of life in the area. Building on the foundation provided by the creation of the West Lothian Public Art Fund and the linked Supplementary Planning Guidance for developer contributions to public art, a sustainable basis for future public art developments exists.

The Scottish Government's current policy context for public art remains "*Creating Places - a policy statement on architecture and place for Scotland*", June 2013. It refers to the importance of good design and highlights the opportunities for creating distinctive works of art in the built environment:

"Art and place making can draw upon the physical and cultural history of places to reinforce identity and engender civic pride."

D3 Public Art Contributions

The council approved Supplementary Planning Guidance (SPG) for Public Art in June 2006. In January 2012, the Council Executive agreed a temporary reduction in the developer contribution rates for public art. While the temporary reduction ended on 9 January 2014, the changes that were introduced, as outlined below were, continued and put in place until 31 March 2015:

- Single development of retail floorspace over 5000 m^2 :
  *contribution reduced from £15 per m^2 to **£12 per m^2** (a reduction of 20%).*

- Single development of retail floorspace 1500 - 4999 m^2 :
  *contribution reduced from £10 per m^2 to **£8 per m^2** (a reduction of 20%).*

- Single development of retail floorspace 500 - 1499 m^2 :
  *contribution reduced from £5 per m^2 to **£4 per m^2** (a reduction of 20%).*

- Single development of residential schemes of 50 houses or more :
  *contribution reduced from £250 per unit to **£190 per unit** (a reduction of 24%).*

- Single development of residential schemes 10 - 49 units :
  *contribution reduced from £150 per unit to **£110 per unit** (a reduction of 27%).*

In all cases, actual contributions are indexed to changes indicated in the Building Tender Price Index using first quarter 2006 as the base date.

The public art requirements within major Core Development Areas (CDAs) are negotiated with the above standards as a guide.

As economic conditions remain difficult, it is proposed to continue with the reduced developer contribution rates for public art until 31 March 2018 when they will be reviewed again. This position is supported by the council's Community Arts Service but will be the subject of wider consultation that will be reported to the Council Executive.

Given the continued high priority given by the council to the delivery of affordable housing, it is recommended that all affordable housing land should continue to be exempt from public art contributions.

For the avoidance of doubt, where a development comprises mainstream private housing and affordable housing, only the mainstream private housing element will attract public art contributions.

It is normal practice to collect public art contributions from many developments and to use these to deliver a limited number of public art developments in appropriate locations. Therefore, there is no guarantee that contributions from housing developments will be used to deliver public art within these developments. Locations for public art developments continue to be decided on a case by case basis.

E. CONCLUSION

The proposed changes described above will improve development viability and will continue to send out the message that West Lothian is open for business. It is recommended that consultation is undertaken on the proposed changes, the outcome of which would be reported to the Council Executive.

F. BACKGROUND REFERENCES

- Edinburgh and South East Scotland Strategic Development Plan (2013).
- West Lothian Local Plan (2009).
- Supplementary Planning Guidance (SPG) for Public Art (2006).
- Public Art Strategy (2008 - 2011) and related update 2014 – 2018.
- Scottish Government Circular 3 / 2012 - Planning Obligations and Good Neighbour Agreements.

Appendices/Attachments - None

Contact Person: Chris Alcorn, Principal Planner, Development Planning: 01506 - 282 428.
Email: chris.alcorn@westlothian.gov.uk

Craig McCorriston

Head of Planning and Economic Development

17 August 2015

DATA LABEL: PUBLIC

West Lothian Council

DEVELOPMENT AND TRANSPORT POLICY DEVELOPMENT AND SCRUTINY PANEL

QUARTERLY PERFORMANCE REPORT

REPORT BY HEAD OF PLANNING AND ECONOMIC DEVELOPMENT

A. PURPOSE OF REPORT

The purpose of this report is to provide an overview of performance in the first quarter of 2015/16.

B. RECOMMENDATIONS

It is recommended that members of the panel:

1. note the terms of the report;
2. note in particular that the majority of the performance indicators are green with only two flagging as red as et out in the body of the report; and
3. consider any additional actions which may address any areas of concern.

C. SUMMARY OF IMPLICATIONS

I	**Council Values**	Being honest, open and accountable.
II	**Policy and Legal (including Strategic Environmental Assessment (SEA), Equality Issues, Health or Risk Assessment)**	Performance reporting to Policy Development and Scrutiny Panels is consistent with the corporate plan undertaking to "continue to develop a performance management system that helps us to improve."
III	**Implications for Scheme of Delegations to Officers**	None.
IV	**Impact on performance and performance Indicators**	None, although the report sets out performance against a range of indicators.
V	**Relevance to Single Outcome Agreement**	Outcome 3 - Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. Outcome 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)**	None
VII	**Consideration at PDSP**	Performance reports are submitted to the Panel on a quarterly basis.

VIII Other consultations None.

D TERMS OF REPORT

D1 Background

The council's performance management system, Covalent, has two basic functions. Firstly, it measures the performance of service activities (ongoing tasks) through the use of key performance indicators (KPIs). The key half dozen or so activities of each service are covered by KPIs, some of which are also specified performance indicators (SPIs). These are reported publicly. Other performance indicators are maintained as essential management information.

Covalent uses a simple traffic light system to show if progress is on target (green), in danger of falling behind target (amber), or below target (red). A notes field provides an explanation for any shortfall in performance. It is also possible to track trends in performance and compare performance with identified benchmarks.

Covalent also measures progress on actions or initiatives (usually one-off projects with a definite start and finish date). Again, a notes field, which is updated regularly, provides supporting narrative.

Members will note that the activities and initiatives linked to the D&T PDSP range across four services: Area Services, Planning and Economic Development, Finance and Estates and Operational Services.

Covalent can provide a range of report types from a comprehensive report showing progress on all work aligned with the work of the panel to exception reports showing only where services have fallen below or behind set targets.

Appendix one attached to this report shows all actions and initiatives that support the responsibilities of the D&T PDSP which provides the most up-to-date officers' notes on progress against all actions and initiatives.

Appendix two shows all performance indicators (KPIs, SPIs and PPRs) that support the responsibilities of the D&T PDSP, which provides the most up-to-date officers' notes on progress against all performance indicators.

Appendix three is an exception report which provides the most up-to-date officers' notes on progress.

D2 Quarterly Update

The exceptions report highlights the following indicators as showing as RED, with a note explaining the reasons for this.

<u>Red Indicators</u>
P:DM032_9b.1a Annual percentage of all local planning and other applications, excluding householder applications, determined in 2 months

The council's performance in this category in 2014/15 was 69.64% (312 applications out of 448 applications) which is a modest reduction on the previous year's performance of 70.34%% (306 applications out of 435 applications). The statutory target of 80% of applications determined within 2 months.

DM045_9b.1a Quarterly percentage of all major planning applications determined in 4 months

The trend shows that performance for Q1 2015/16 of 33.33% was an improvement from 28.57% reported in Q4 2014/15. Major applications that exceeded this target were for a housing development in West Calder and a minerals application near Fauldhouse.

The exceptions report highlights the following indicator as showing as AMBER, with a note explaining the reasons for this.

Amber Indicators
DM043_9b.1a Quarterly percentage of all local planning and other applications, excluding householder applications, determined in 2 months

Performance for Q1 2015/16 represented an improvement over the results for Q4 2014/15, despite applications requiring legal agreement and committee referrals, which were the main reasons for the target not being reached.

Other applications took longer because of negotiations to make the cases acceptable in planning terms or to otherwise overcome an objection.

E. CONCLUSION

The attached performance report is intended to keep members of the D&T PDSP informed about progress on the wide range of work taking place to support the remit of the panel. A further report will be provided for the panel in October 2015.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: Three

1 D&T PDSP – Initiatives – All: Current Progress.
2 D&T PDSP – Performance Indicators – All (Detail): Current Performance.
3 D&T PDSP – Exception Report: Latest Notes on all Actions and Initiatives and Performance Indicators.

Contact Person: Gosia Lawes, Performance Officer, Planning and Economic Development,
Tel. No. 01506 282356.

Craig McCorriston

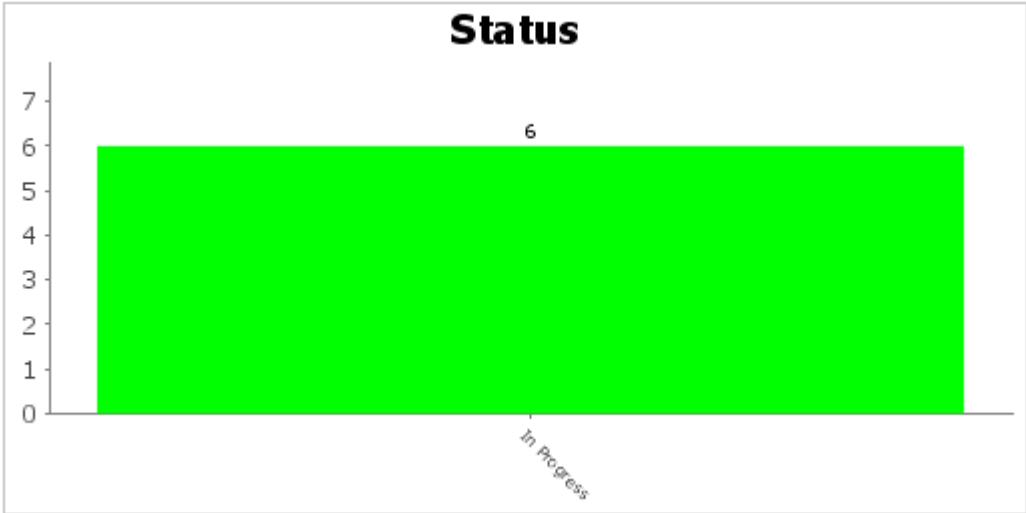
Head of Planning & Economic Development

17 August 2015

07 PDSP - Development and Transport Actions - ALL active

Data Label: Internal Only

Generated on: 27 July 2015



Id	Title	Stage	Planned Start	Actual Start	Planned Finish	Actual Finish	Responsible Officer	Explanation
RTS07202_A	Provide new park & ride facilities at Beugh Burn (north Livingston), Broxburn, Uphall Station, Whitburn, and Winchburgh.		01-Apr-2007	01-Apr-2007	31-Mar-2016		Jim Stewart	24-Jul-2015 Winchburgh - The agreement to deliver the rail station at Winchburgh will deliver the park and ride in tandem with the new railway station. Trains are planned to run from the station from in 2018. Some design work is ongoing for the Whitburn P&R now that the M8J4A is open. A date for completion is yet to be confirmed. The remaining sites at Beugh Burn and Broxburn are development led and there is no timetable for their implementation as yet.
RTS07204_A	Provide a new road bridge crossing over the River Avon on the A801 at Torphichen.		01-Apr-2007	01-Apr-2007	31-Mar-2016		Graeme Malcolm	24-Jul-2015 This projects remains on hold. There have been further discussions with Scottish Government ministers and officials from Transport Scotland. Details of the funding levels sought from

								Transport Scotland were sent to them in June 2015 but there has been no response to date on any funding commitment from Scottish Government.
RTS07205_A	Provide a new motorway junction on the M8 at Whitburn and M9 at Winchburgh.		01-Apr-2007	01-Apr-2007	31-Mar-2016		Jim Stewart	24-Jul-2015 House building is ongoing and the developer is progressing design and approval for the junction with Transport Scotland. there is no firm timescale at present but planning condition will require its delivery by the construction of about 1000 houses.
RTS07206_A	Make sure the new Forth crossing serves the needs of West Lothian.		01-Sep-2008	01-Sep-2008	31-Mar-2016		Graeme Malcolm	24-Jul-2015 Following the public inquiry in 2013 a number of mitigation measures was introduced in Newton funded by Forth Crossing project. These measures implemented in 2013/2014 included new traffic signals and a variety of waiting, loading and parking restrictions. Other public transport measures which impact on West Lothian are being investigated for Newbridge Roundabout as part of the Forth Crossing Refreshed Public Transport Strategy.
RTS07207_A	Continue to seek opportunities to secure an all-ways motorway junctions on the M9 at Burghmuir, Linlithgow.		01-Apr-2012	01-Apr-2012	31-Mar-2016		Jim Stewart	24-Jul-2015 The slip roads remain safeguarded in the local development plan. There are no development proposals at this time that will deliver the slip roads. No action this at present
RTS09203_A	Provide a new station at Winchburgh on the Edinburgh to Glasgow via Linlithgow line.		01-Jan-2009	01-Jan-2009	31-Mar-2016		Jim Stewart	24-Jul-2015 A report on progress to deliver Winchburgh Rail Station was considered by Council Executive on 30 June 2015. The delivery of a rail station at Winchburgh has been agreed by all parties involved. Rail services will commence in December 2018 subject to all necessary construction and timetabling works being completed on schedule.

09 PDSP - Development and Transport PIs - ALL(Detail)

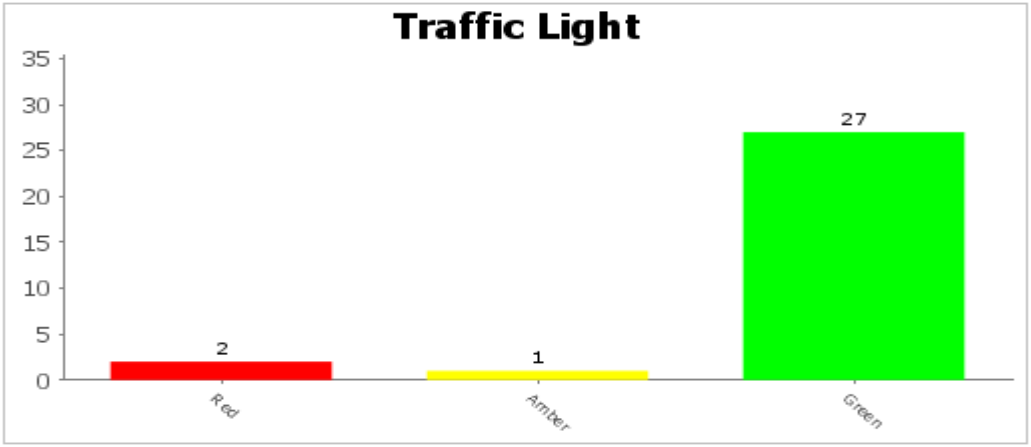
(Data source=PDSP D&T scorecard only)
Report Author: Gosia Lawes
Generated on: 27 July 2015 15:56

West Lothian Council
Data Label: Internal Only

PI Status	
	Alert
	Warning
	OK
	Unknown
	Data Only

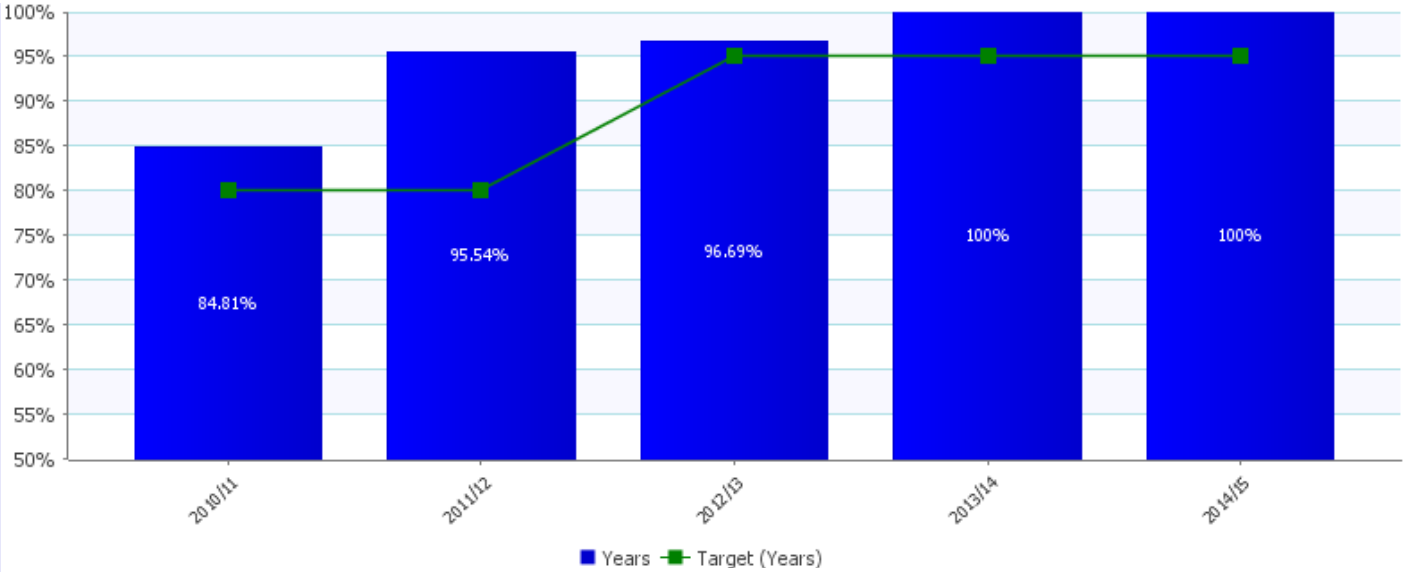
Long Term Trends	
	Improving
	No Change
	Getting Worse

Short Term Trends	
	Improving
	No Change
	Getting Worse



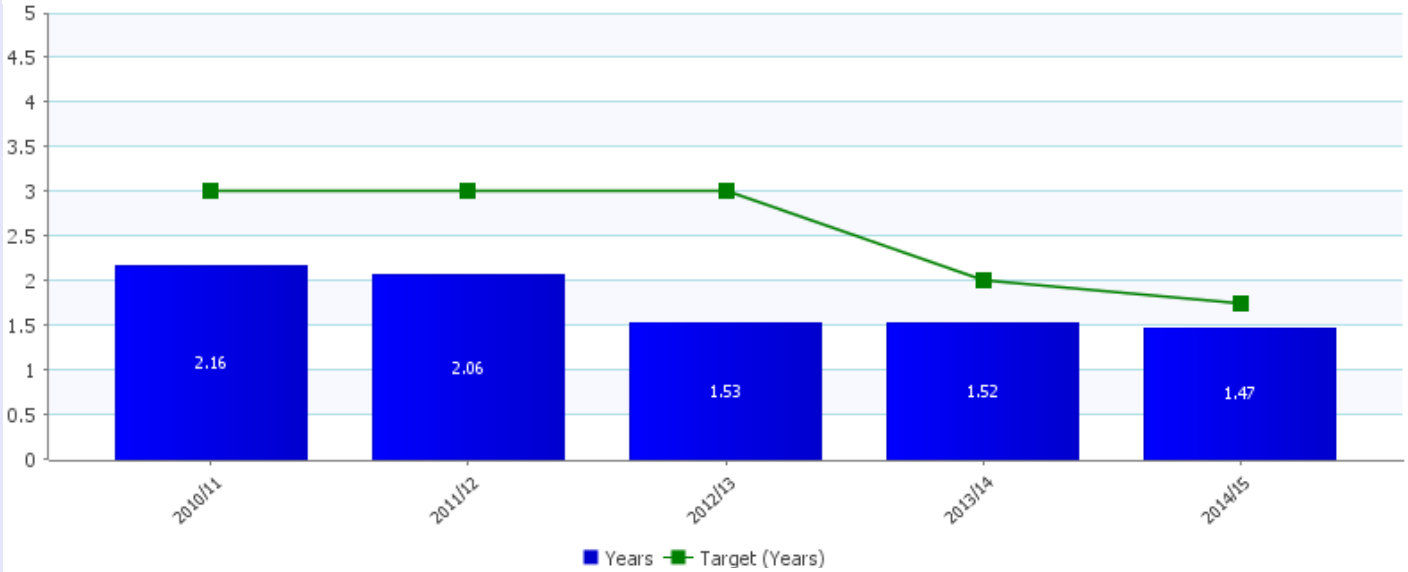
RED PIs on page: 20 and 36
AMBER PI on page: 32

PI Code & Short Name	**P:BS030_9b.1a Percentage of applications for building warrant which receive a full technical assessment within 20 days of receipt by Building Standards.**	**PI Owner**	zBS_PIAdmin; Jim McGinley
Description	This performance indicator measures the percentage of building warrant applications which receive a full check for technical compliance with the building regulations and the results of this check being sent to the applicant or their agent within 20 days from an application being received. This indicator forms part of the process whereby an applicant gains building warrant approval. The approval of building warrants to allow building work to progress on site is one of the key regulatory activities of building standards and relates to council key outcomes of protecting the built and natural environment and improving the economic situation of West Lothian. This indicator is based on data collected at the end of a financial year.	**Data Collection Officer**	Chris Rae
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	100%
		Current Target	95%
Trend Chart Commentary: The trend shows that the reported performance for 2014/15 of 100% was the same performance as reported on in the previous year. The target was originally set at 80% days however as this was being achieved the target was increased to 95% in financial year 2012/13.		**Notes on Latest Data Entry**	



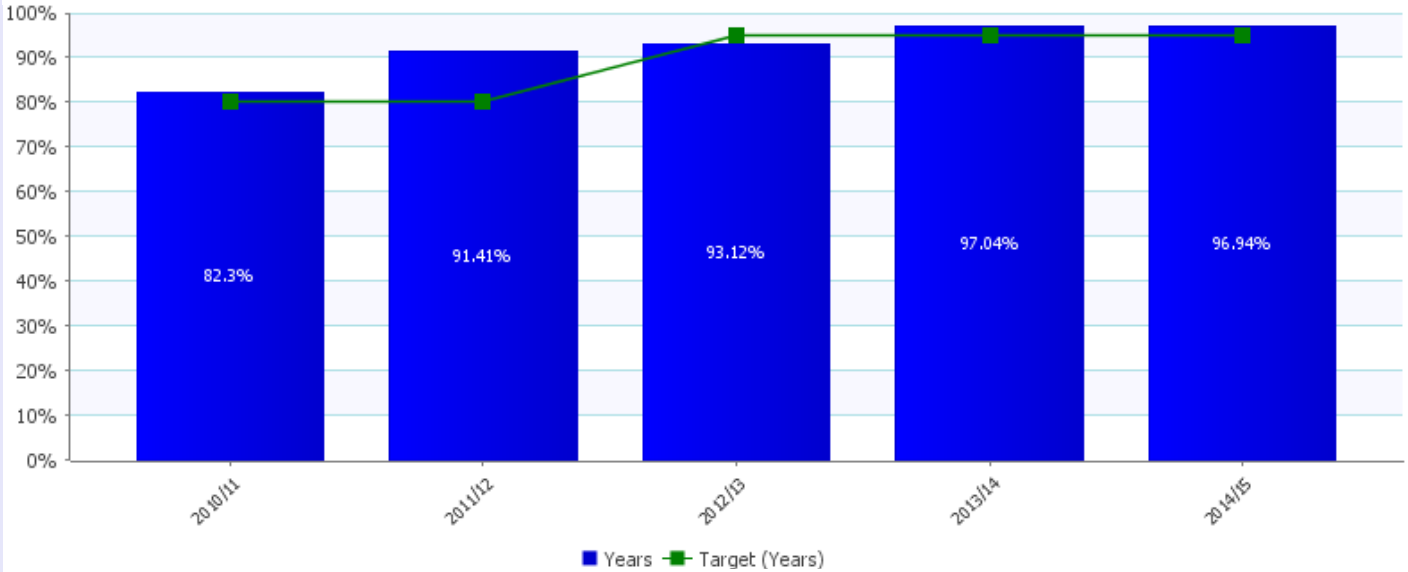
Although the target is being exceeded the upturn in the economic climate will make achieving this level of performance more challenging in the coming year. Consequently the target will for 2015/16 will be set at 97%. The council is currently awaiting the Scottish Government producing national figures for the building standards performance framework, unfortunately these have been delayed until all local authorities agree to a data sharing agreement. West Lothian has agreed to share data. For information the number of building warrant applications assessed in each financial year was: 2014/15 (1,422); 2013/14 (1,293); 2012/13 (1,422); 2011/12 (1,501); and 2010/11 (1,666).		

PI Code & Short Name	**P:BS031_9a Average number of working days to respond to a request for completion certificate.**	**PI Owner**	zBS_PIAdmin; Jim McGinley
Description	This performance indicator measures the average number of working days for building standards to respond to completion certificate submissions. This is the average number of working days from receipt of a completion certificate submission to building standards visiting the premises or contacting the applicant to notify them that a specific appointment needs to be arranged. The acceptance of completion certificates after building works have been completed on site is one of the key regulatory activities of building standards and relates to council key outcomes of protecting the built and natural environment and improving the economic situation of West Lothian. This indicator is calculated from the total number of days for all completion responses responded to divided by the total number of completion submissions received in financial year. This indicator is based on data collected at the end of a financial year.	**Data Collection Officer**	Chris Rae
Linked PIs		**Gauge Format Type**	Aim to Minimise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	1.47
		Current Target	1.75
Trend Chart Commentary: The trend shows that the reported performance for 2014/15 of 1.47 days was an improvement on the previous reported year's performance of 1.52		**Notes on Latest Data Entry**	



days. The trend also shows that the average response time in days has decreased over the 5 years shown. The target was originally set at 3 days however as this was being achieved the target was reduced to 2 days from financial year 2013/14. Although performance has been better than target an increase in the number and complexity of applications being received as a result of economic recovery will make achieving the performance target more challenging in the year ahead. Consequently the target will be set at 1.75 days for 2015/16. The council is currently awaiting the Scottish Government producing national figures for the building standards performance framework, unfortunately these have been delayed until all local authorities agree to a data sharing agreement. West Lothian has agreed to data sharing. For information the number of completion submissions responded to in each financial year was: 2014/15 (1,667); 2013/14 (1,435); 2012/13 (1,430); 2011/12 (1,218); and 2010/11 (1,434).		

PI Code & Short Name	**P:BS032_6b Percentage of building warrants issued or refused, up to and including the eighth working day of receiving information.**	**PI Owner**	zBS_PIAdmin; Jim McGinley
Description	This performance indicator measures the percentage of building warrants issued or refused, up to and including the eighth working day, from receipt of all necessary information from the applicant or their agent. The applicant or agent will previously have been advised of the information or amendments required. The approval of building warrants to allow building work to progress on site is one of the key regulatory activities of building standards and relates to council key outcomes of protecting the built and natural environment and improving the economic situation of West Lothian. This indicator is based on data collected at the end of a financial year.	**Data Collection Officer**	Chris Rae
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	96.94%
		Current Target	95%



Trend Chart Commentary:

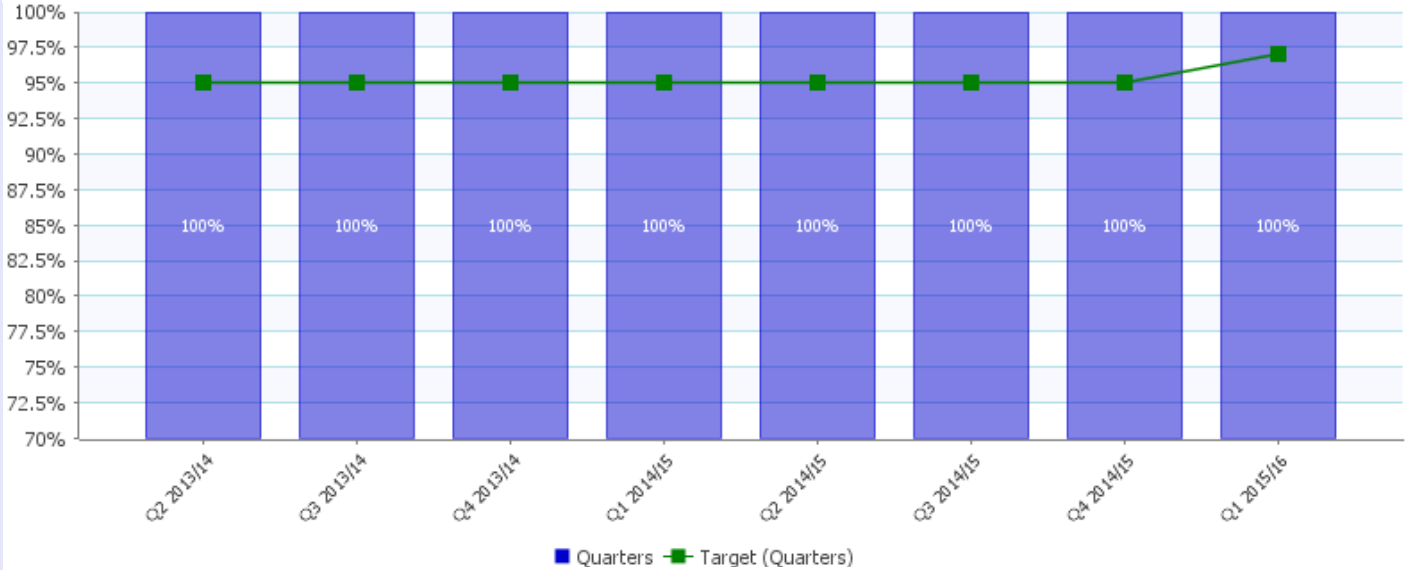
The trend shows that the reported performance for 2014/15 of 96.94% was slightly down on the previous reported year's performance of 97.04%.

The trend shows that the percentage of building warrants issued or refused, up to and including the eighth working day, from receipt of all necessary information from the applicant or their agent has shown an increase over the 4 years from 2010/11 – 2013/14 with a slight reduction in the last financial year as noted above.

Notes on Latest Data Entry

The target was originally set at 80% days however as this was being achieved the target was increased to 95% in financial year 2012/13. Although the target is being exceeded the upturn in the economic climate will make achieving this level of performance more challenging in the coming year. Consequently the target will be maintained at 95% for 2015/16. We are currently awaiting the Scottish Government producing national figures for the building standards performance framework, unfortunately these have been delayed until all local authorities agree to a data sharing agreement - West Lothian have agreed this. For information the number of building warrant applications issued or refused in each financial year was: 2014/15 (1,111); 2013/14 (1,317); 2012/13 (1,469); 2011/12 (1,421); and 2010/11 (1,559).		

PI Code & Short Name	**BS033_9b.1a Percentage of applications for building warrant which receive a full technical assessment within 20 days of receipt by Building Standards.**	**PI Owner**	zBS_PIAdmin; Jim McGinley
Description	This performance indicator measures the percentage of building warrant applications which receive a full check for technical compliance with the building regulations and the results of this check being sent to the applicant or their agent within 20 days from an application being received. This indicator forms part of the process whereby an applicant gains building warrant approval. The approval of building warrants to allow building work to progress on site is one of the key regulatory activities of building standards and relates to council key outcomes of protecting the built and natural environment and improving the economic situation of West Lothian. This indicator is based on data collected at the end of the quarter of the financial year.	**Data Collection Officer**	Chris Rae
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	Q1 2015/16
		Traffic Light Icon	
		Current Value	100%
		Current Target	97%



Trend Chart Commentary:

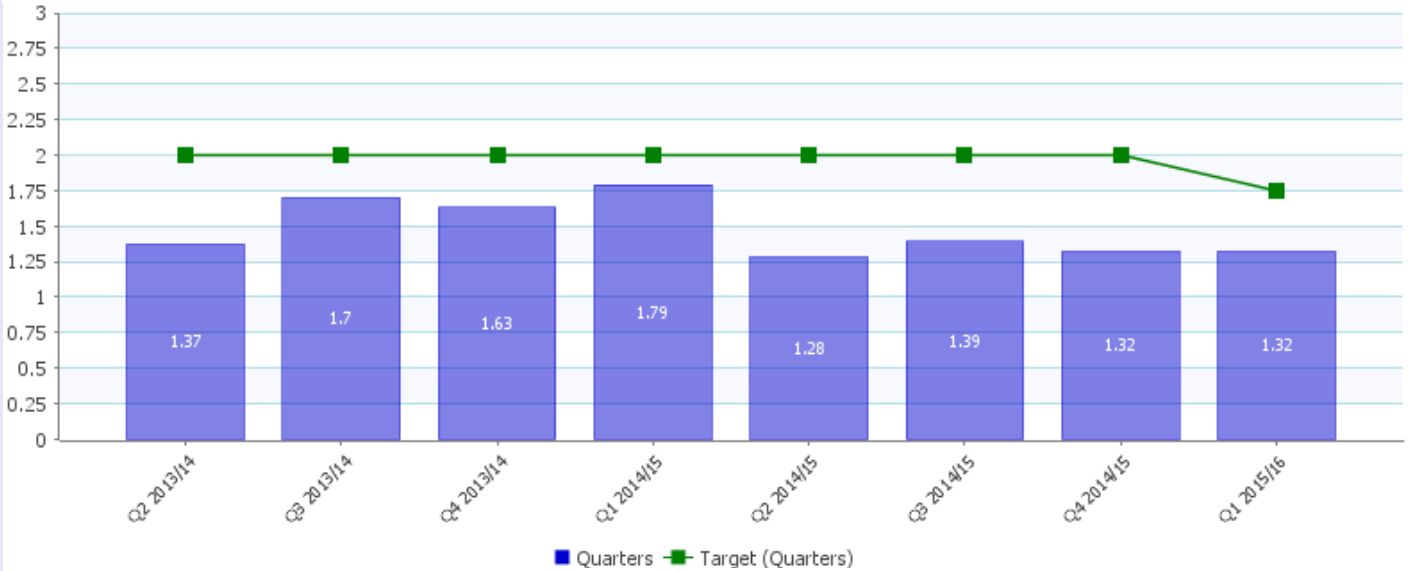
The trend shows that the percentage of building warrant applications which receive a full check for technical compliance within 20 days from an application being received has remained consistent.

We are currently awaiting the Scottish Government producing national figures for the building standards performance framework to use as benchmarking, unfortunately these have been delayed until all local authorities agree to a data sharing agreement - West Lothian have agreed this.

Notes on Latest Data Entry

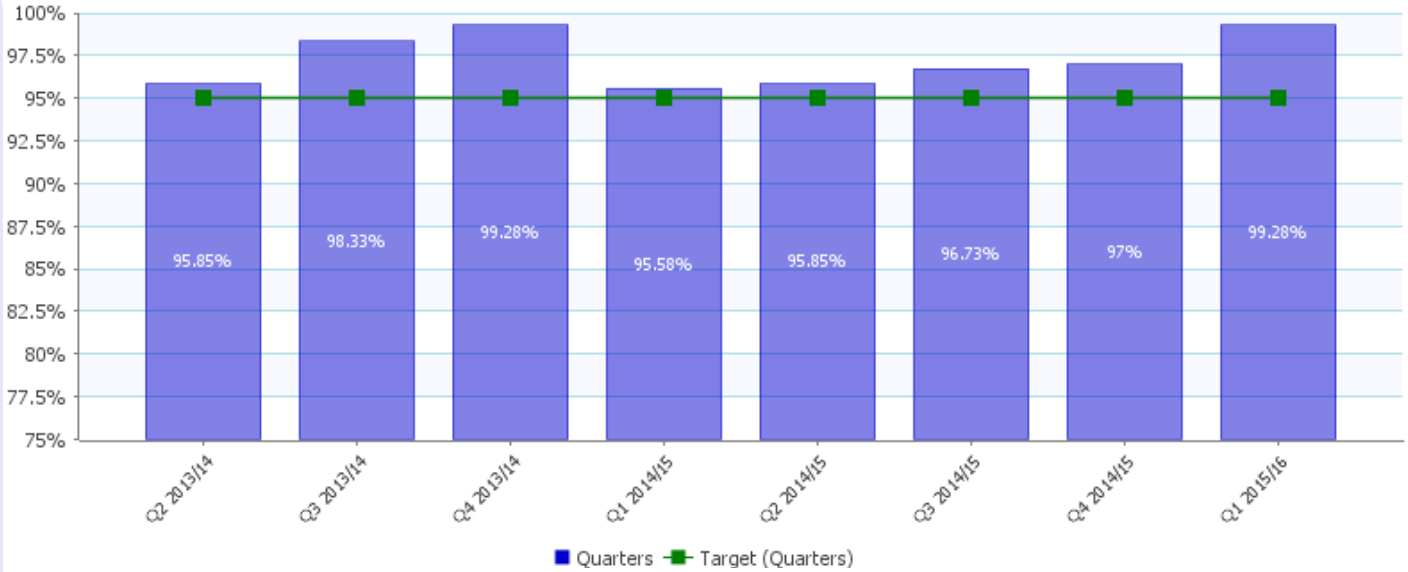
The current target for 2015/16 is 97% , although this target is being exceeded the upturn in the economic climate will make achieving this level of performance more challenging in the coming year. For information the number of building warrant applications assessed in each quarter of the financial year was: Q1 2015/16 (395), Q4 2014/15 (320), Q3 2014/15 (344), Q2 2014/15 (402), Q1 2014/15 (356), Q4 2013/14 (333), Q3 2013/14 (305), and Q2 2013/14 (339).		

PI Code & Short Name	**BS034_9b.1a Average number of working days to respond to a request for completion certificate.**	**PI Owner**	zBS_PIAdmin; Jim McGinley
Description	This performance indicator measures the average number of working days for building standards to respond to completion certificate submissions. This is the average number of working days from receipt of a completion certificate submission to building standards visiting the premises or contacting the applicant to notify them that a specific appointment needs to be arranged. The acceptance of completion certificates after building works have been completed on site is one of the key regulatory activities of building standards and relates to council key outcomes of protecting the built and natural environment and improving the economic situation of West Lothian. This indicator is calculated from the total number of days for all completion responses responded to divided by the total number of completion submissions received in each quarter of the financial year. This indicator is based on data collected at the end of each quarter of the financial year.	**Data Collection Officer**	Chris Rae
Linked PIs		**Gauge Format Type**	Aim to Minimise
		Last Update	Q1 2015/16
		Traffic Light Icon	
		Current Value	1.32
		Current Target	1.75
Trend Chart Commentary: The trend shows that the reported performance for Q1 2015/16 of 1.32 days was the same as the previous quarters performance.		**Notes on Latest Data Entry**	



The trend shows that the average response time in days varies constantly over the eight quarters shown with the shortest response time being 1.28 days and the longest being 1.79 days. These variations are as a result of the total number of applications decided each month varying and officers prioritising their workload to other aspects of the service. We are currently awaiting the Scottish Government producing national figures for the building standards performance framework to use as benchmarking, unfortunately these have been delayed until all local authorities agree to a data sharing agreement - West Lothian have agreed this. The target has been reduced to 1.75days for 2015/16, although performance has been better than target an increase in the number and complexity of applications being received as a result of economic recovery will make achieving the performance target more challenging in the year ahead. For information the number of completion submissions responded to in each quarter of the financial year was: Q1 2015/16 (432), Q4 2014/15 (360), Q3 2014/15 (451), Q2 2014/15 (336), Q1 2014/15 (521), Q4 2013/14 (270), Q3 2013/14 (357), and Q2 2013/14 (409).		

PI Code & Short Name	**BS035_6b Percentage of building warrants issued or refused, up to and including the eighth working day of receiving information.**	**PI Owner**	zBS_PIAdmin; Jim McGinley
Description	This performance indicator measures the percentage of building warrants issued or refused, up to and including the eighth working day, from receipt of all necessary information from the applicant or their agent. The applicant or agent will previously have been advised of the information or amendments required. The approval of building warrants to allow building work to progress on site is one of the key regulatory activities of building standards and relates to council key outcomes of protecting the built and natural environment and improving the economic situation of West Lothian. This indicator is based on data collected at the end of the quarter of a financial year.	**Data Collection Officer**	Chris Rae
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	Q1 2015/16
		Traffic Light Icon	
		Current Value	99.28%
		Current Target	95%



Trend Chart Commentary:

The trend shows that the reported performance for Q1 2015/16 of 99.28% was up on the previous reported quarter of 97%.

There are variations over the eight quarter periods of the chart from a low of 95.58% to a high of 99.28%. These variations are as a result of the total number of applications decided each quarter varying and officers prioritising their workload to other aspects of the service.

We are currently awaiting the Scottish Government producing national figures for the building standards performance framework to use for

Notes on Latest Data Entry

benchmarking, unfortunately these have been delayed until all local authorities agree to a data sharing agreement - West Lothian have agreed this. The current target is 95%, although the target is being exceeded the upturn in the economic climate will make achieving this level of performance more challenging in the coming year. For information the number of building warrant applications issued or refused in each quarter of the financial year was: Q1 2015/16 (278), Q4 2014/15 (233), Q3 2014/15 (275), Q2 2014/15 (336), Q1 2014/15 (267), Q4 2013/14 (276), Q3 2013/14 (240), and Q2 2013/14 (289).		

PI Code & Short Name	**P:BS036_9b.1a Average Fees received per Building Standards Officer**	**PI Owner**	zBS_PIAdmin; Jim McGinley
Description	This performance indicator measures the average fee income received for building warrant applications per building standards officer. The average fee is calculated from the total building warrant fee income received in a financial year divided by the number of officers employed at the start of the financial year. This is one of the measures that are used to balance the workload of officers within the service. The approval of building warrants to allow building work to progress on site is one of the key regulatory activities of building standards and relates to council key outcomes of protecting the built and natural environment and improving the economic situation of West Lothian. This indicator is based on data collected at the end of a financial year.	**Data Collection Officer**	Chris Rae
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	£72,144.22
		Current Target	£54,386.47

Trend Chart Commentary:

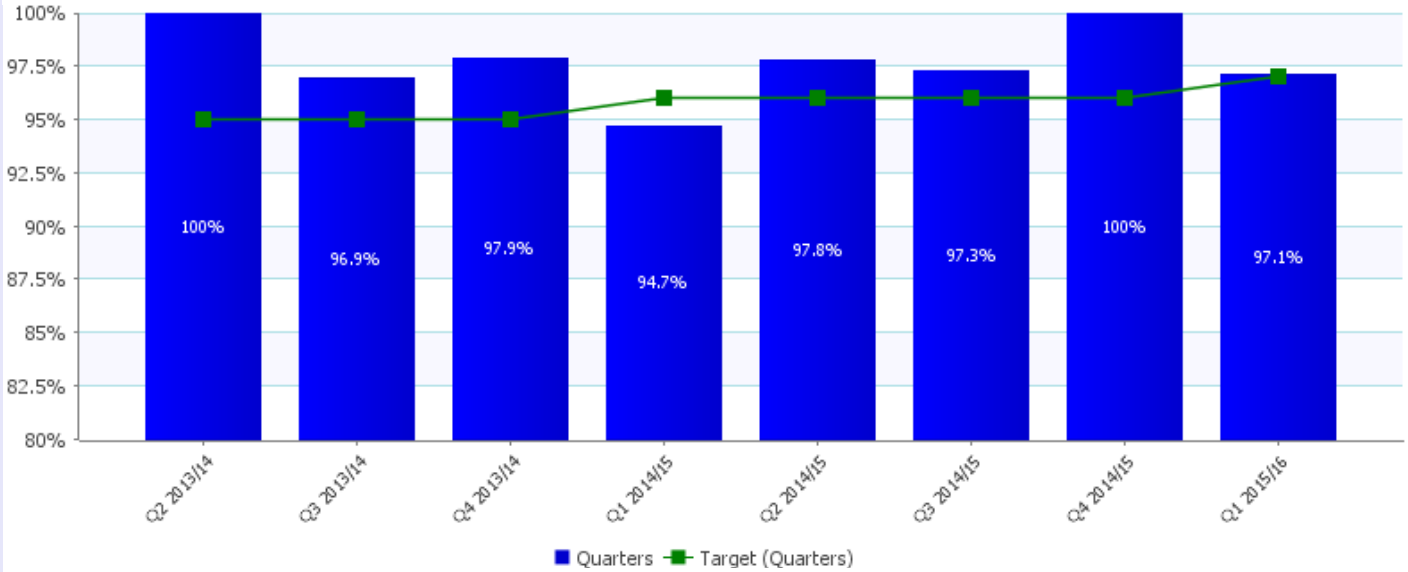
The average performance reported for 2014/15 of £72,144.22 was slightly down on the previous financial years performance of £72,212.28.

The trend chart commentary shows that in 2010/11 there was a sharp rise in the value of inward investment to West Lothian which resulted in the

Notes on Latest Data Entry

average building warrant fee per officer rising. This increase was mainly as a result of an imminent change to legislation and the lodging of applications relating to the first phase of new council house building by West Lothian Council. Following this the majority of the work was low value alteration work as the ongoing economic situation continued to have a significant impact on the construction industry. During financial year 2013/14 as signs of an economic recovery began to become apparent there was rise in the value of inward investment to West Lothian which resulted in the average building warrant fee per officer rising. This increase was mainly as a result of national house builders applying for building warrants to develop in the core development areas of Armadale, Calderwood, Winchburgh and Whitburn. The target has been calculated using 2009/10 as a baseline figure then allowing a 2% inflationary increase on the average fee through to 2013/14. From 2015/16 onwards this will be increased to 2.5%.		

PI Code & Short Name	**P:CRRE007_6a.7 Regeneration & Employability - Percentage of Access2employment customers who rated the overall quality of the service they received as good or excellent .**	**PI Owner**	zAS_PIPublicAdmin; Clare Summers
Description	The overall customer satisfaction levels with the quality of service provided by West Lothian Council's Access2employment Service. The Service supports and improves employment prospects for local residents.	**Data Collection Officer**	Jane-Marie Egerton
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	Q1 2015/16
		Traffic Light Icon	
		Current Value	97.1%
		Current Target	97%



Trend Chart Commentary:

2015/16

Qtr 1 - Performance is 97.1% of respondents who rate the overall quality of the service as good or excellent, this is a result of 34 completed surveys with 33 scoring quality as good or excellent. This is above the target and in line with the performance of the last period.

2014/15

Qtr 4 – Performance is 100% respondents who rate the overall quality of the service as good or excellent, this is a result of 47 completed surveys with 47 scoring quality as good or excellent. This is up 2.7 % on Qtr 3.

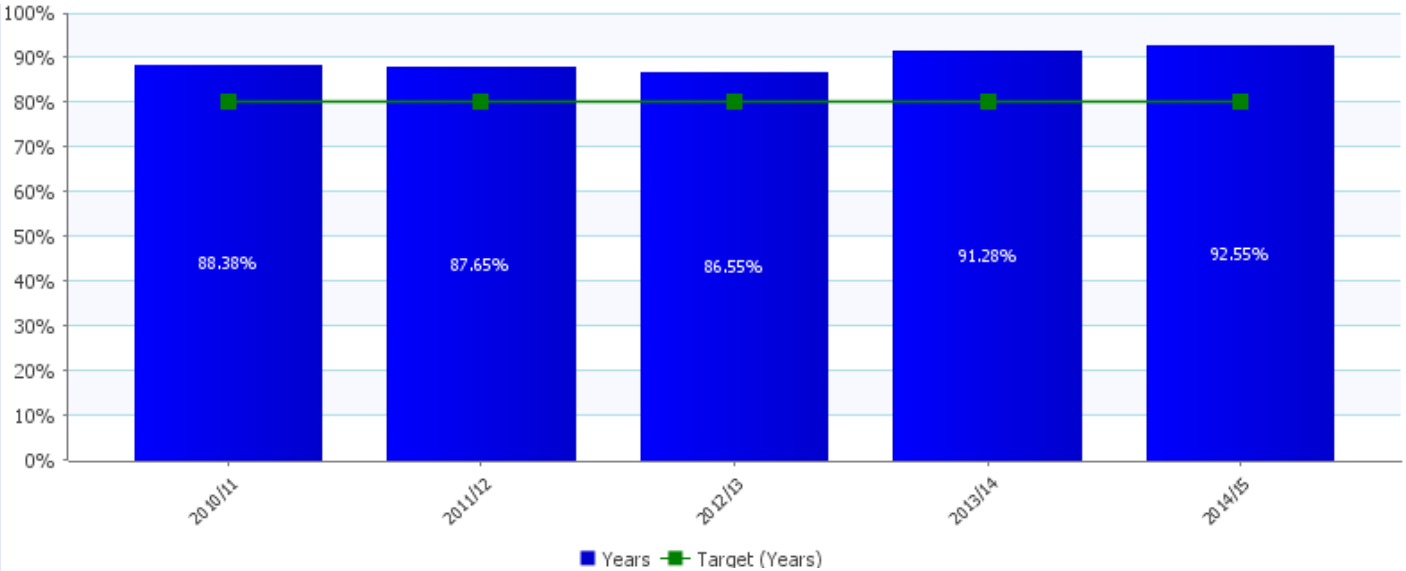
Qtr 3 – Performance is 97.3% of respondents who rate the overall quality of the service as good or excellent, this is a result of 37 completed surveys with 36 scoring quality as good or excellent. This is down 0.5% on Qtr 2.

Qtr 2 - Performance is 97.8% of respondents who rate the overall quality of the service as good or excellent, this is a result of 91 completed surveys with 89 scoring quality as good or excellent. This is up 2.1% on the Qtr 1.

Notes on Latest Data Entry

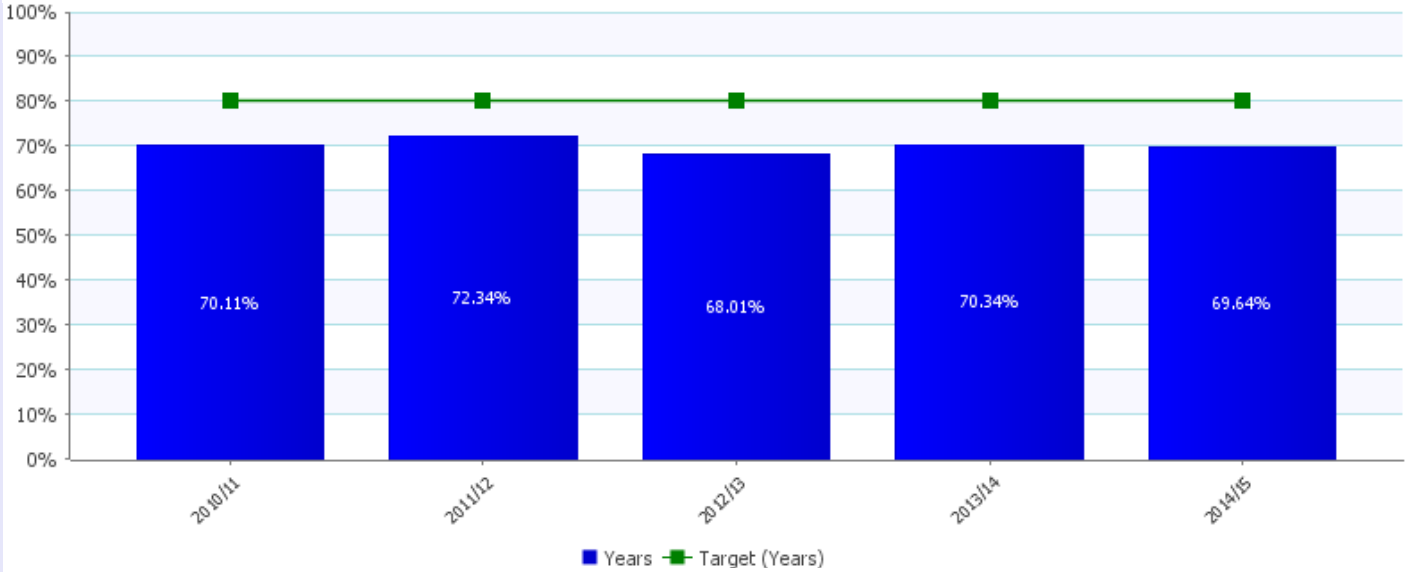
Qtr 1 - Performance is 94.7% of respondents who rate the overall quality of the service as good or excellent, this is a result of 57 completed surveys with 54 scoring quality as good or excellent. This is down 3.2 % on the previous period. In 2013/14 performance for the period shown remain in line with the target with the exception on Qtr 1. In Qtr 1, particularly January, the service experiences an increase in demand for employability services, this added pressure has an impact on the length of times customer have to wait for an appointment and therefore the performance indicator. The target for 2015/16 will be increased to 97%.		

PI Code & Short Name	**P:DM031_9b.1a Annual percentage of all householder planning applications determined within two months**	**PI Owner**	zDM_PIAdmin; Chris Norman
Description	This performance indicator measures annually the percentage of all householder planning applications determined (fully assessed and decision has been issued) within 2 months. Householder applications are those applications which are for works to existing houses and flats. The 2 month target is a statutory target. The assessment of a householder planning application relates to the council's key outcomes for protecting the natural and built environment, and improving the economic situation of West Lothian.	**Data Collection Officer**	Steve McLaren
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	92.55%
		Current Target	80%
Trend Chart Commentary: The council's performance in 2014/15 was 92.55% (236 applications out of 255 applications) was an improvement on the previous year's performance of 91.28% (272 applications out of 298 applications) and was the best achieved in the last five year period. Performance has been consistently above the statutory target of 80% for the past 5 years. For benchmarking purposes, and from the most recent figures available in the council's latest Planning Performance Framework (PPF) submission for 2013/14, West Lothian Council is the 3rd equal best performing authority of all 32 authorities in the average time taken to determine householder applications.		**Notes on Latest Data Entry**	



In a national context the council's performance for this indicator is above the Scottish average of 86.4% for 2013 -2014. Figures for 2014/15, in a national context, are not yet published. The annual performance data for the previous five years shows the number of all householder applications determined in 2 months, out of the total number of all such applications, is as follows: 2014/15 236 out of 255 2013/14 272 out of 298 2012/13 238 out of 275 2011/12 284 out of 324 2010/11 327 out of 370 The target will be maintained at the statutory target of 2 months for 2015/16.		

PI Code & Short Name	**P:DM032_9b.1a Annual percentage of all local planning and other applications, excluding householder applications, determined in 2 months**	**PI Owner**	zDM_PIAdmin; Chris Norman
Description	This performance indicator measures annually the percentage of all local planning applications, excluding householder planning applications, that are determined (fully assessed and decision has been issued) within 2 months. Two months is a statutory target. 'Local' applications are statutorily defined and include applications for small housing, business and retail developments. It also includes other types of applications such as applications for listed building consent, express advertisement consent and hazardous substances consent. The determination of these types of application relates to the council's key outcomes for protecting the natural and built environment, and improving the economic situation of West Lothian.	**Data Collection Officer**	Steve McLaren
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	69.64%
		Current Target	80%



Trend Chart Commentary:

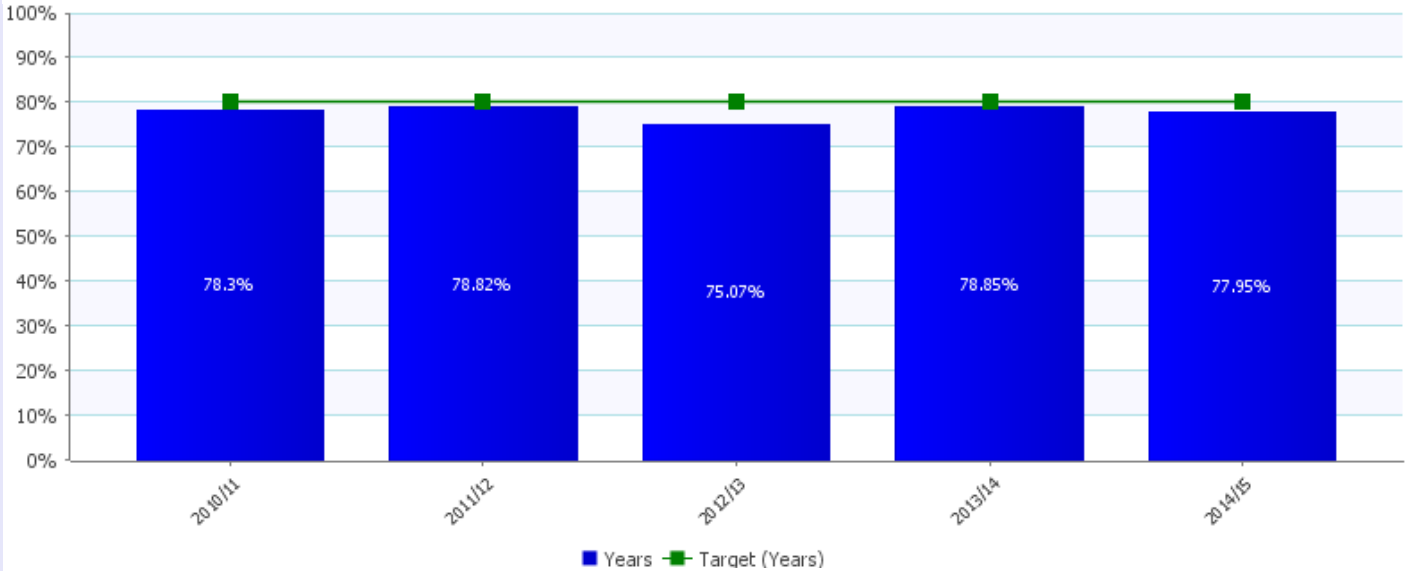
The council's performance in this category in 2014/15 was 69.64% (312 applications out of 448 applications) was an modest reduction on the previous year's performance of 70.34%% (306 applications out of 435 applications). The 2014/15 performance was the second lowest in the past five years and is below the statutory target of 80% of applications determined within 2 months. The change in year on year performance is not significant and the reasons for failing to meet the target set out below.

Notes on Latest Data Entry

30-Apr-2015 The council's performance in this category in 2014/15 was 69.64% (312 applications out of 448 applications) was an modest reduction on the previous year's performance of 70.34%% (306 applications out of 435

For benchmarking purposes, and from the most recent figures available in the council's latest Planning Performance Framework submission for 2013/14, West Lothian Council, in a Scottish context, had the fourth highest proportion of local planning applications that were subject to a legal agreement, and this will inevitably extend the time period for determination of this category of planning application. Legal agreements entered into by the council and developers account for financial contributions towards infrastructure and affordable housing. In a national context the council's performance for this indicator is above the most recent Scottish average of 60.9% for 2013/14. National figures for 2014/15 are not yet available. As set out below, the number of planning applications in this category has remained relatively constant in the last 5 years. Performance data for the last five years shows the number of all local planning and other applications determined in 2 months, out of the total number of all such applications, and is as follows: 2014/15 312 out of 448 2013/14 306 out of 435 2012/13 304 out of 447 2011/12 319 out of 441 2010/11 319 out of 455 The target will be maintained at the statutory target of 80% for 2015/16.		applications). The 2014/15 performance was the second lowest in the past five years and it was still below the statutory target of 80% of applications determined within 2 months.

PI Code & Short Name	**P:DM033_9b.1a Annual percentage of all applications, excluding major applications, determined in two months**	**PI Owner**	zDM_PIAdmin; Chris Norman
Description	This performance indicator measures the percentage of all local planning and other applications determined (fully assessed and decision has been issued) within 2 months by the council. It includes householder planning applications. This category excludes major applications. Major applications are generally for the large development proposals including housing sites for 50 or more units and developments on sites of greater than 2 Ha. The assessment of a planning application relates to the council's key outcomes for protecting the natural and built environment, and improving the economic situation of West Lothian.	**Data Collection Officer**	Steve McLaren
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	77.95%
		Current Target	80%



Trend Chart Commentary:

The council's performance in 2014/15 at 77.95% (of 703 applications determined) was a modest reduction on the previous year's performance of 78.85% (of 733 applications determined). It is still slightly below the statutory target of 80%. Performance has remained fairly consistent over the last 5 years.

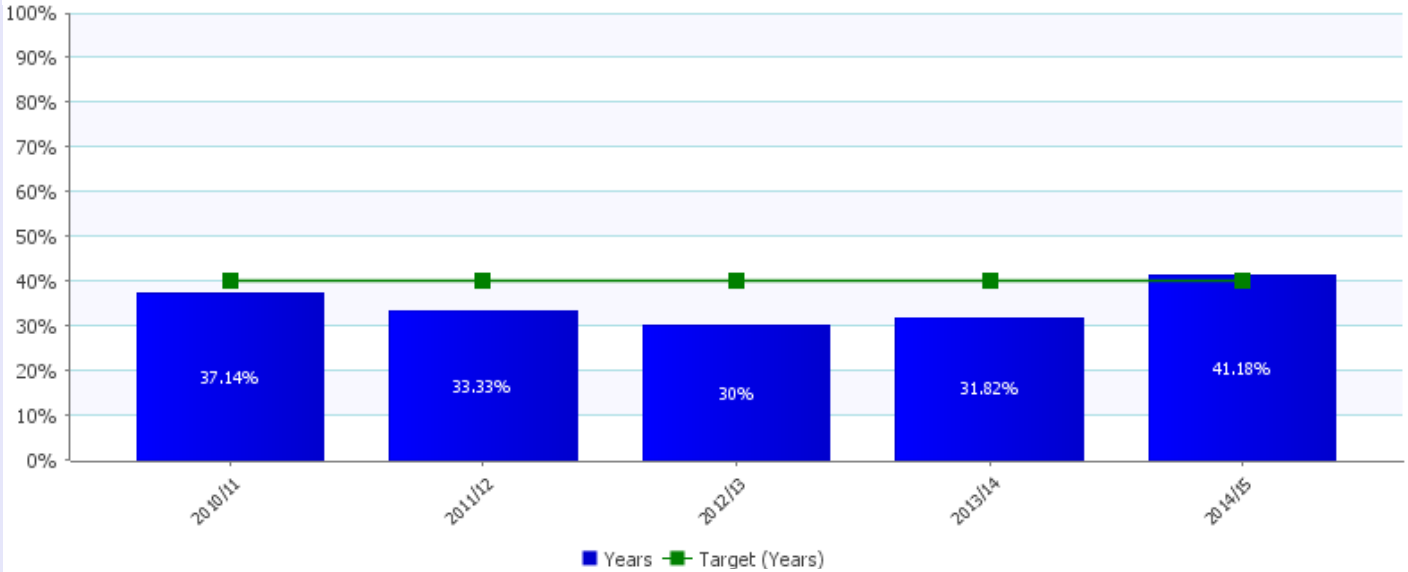
For the purposes of benchmarking and from figures available in the council's latest Planning Performance Framework submission for 2013/14, in a national context the council's performance for this indicator is above the Scottish average of 72.7%. West Lothian Council, in a Scottish

Notes on Latest Data Entry

01-May-2015 The council's performance in 2014/15 at 77.95% (of 703 applications determined) was a modest reduction on the previous year's performance of 78.85% (of 733 applications determined). It is still slightly below the statutory target of 80%. Performance has remained fairly

context, had the fourth highest proportion of local planning applications that were subject to a legal agreement, and this will inevitably extend the time period for determination of this category of planning application. The number of planning applications in this category is the lowest in the past 5 years. Over the last five years the number of all non-major applications determined in 2 months, out of the total number of all such applications, is as follows: 2014/15 548 out of 703 2013/14 578 out of 733 2012/13 542 out of 722 2011/12 603 out of 765 2010/11 646 out of 825 The target will be maintained at the statutory level of 80% for 2015/16.		consistent over the last 5 years. West Lothian Council, in a Scottish context, had the fourth highest proportion of local planning applications that were subject to a legal agreement, and this will inevitably extend the time period for determination of this category of planning application.

PI Code & Short Name	**P:DM034_9b.1a Annual percentage of all major planning applications determined in 4 months**	**PI Owner**	zDM_PIAdmin; Chris Norman
Description	This performance indicator measures the percentage of all major planning applications determined (fully assessed and decision has been issued)within 4 months which is the statutory period for determination of this category of application. 'Major' applications are statutorily defined and are the more complex planning applications dealt with by the council. Examples of major planning applications are sites for more than 50 houses, or sites for any form of development where the site area is greater than 2 hectares. The assessment of a major planning application relates to the council's key outcomes for protecting the natural and built environment, and improving the economic situation of West Lothian.	**Data Collection Officer**	Steve McLaren
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	41.18%
		Current Target	40%



Trend Chart Commentary:

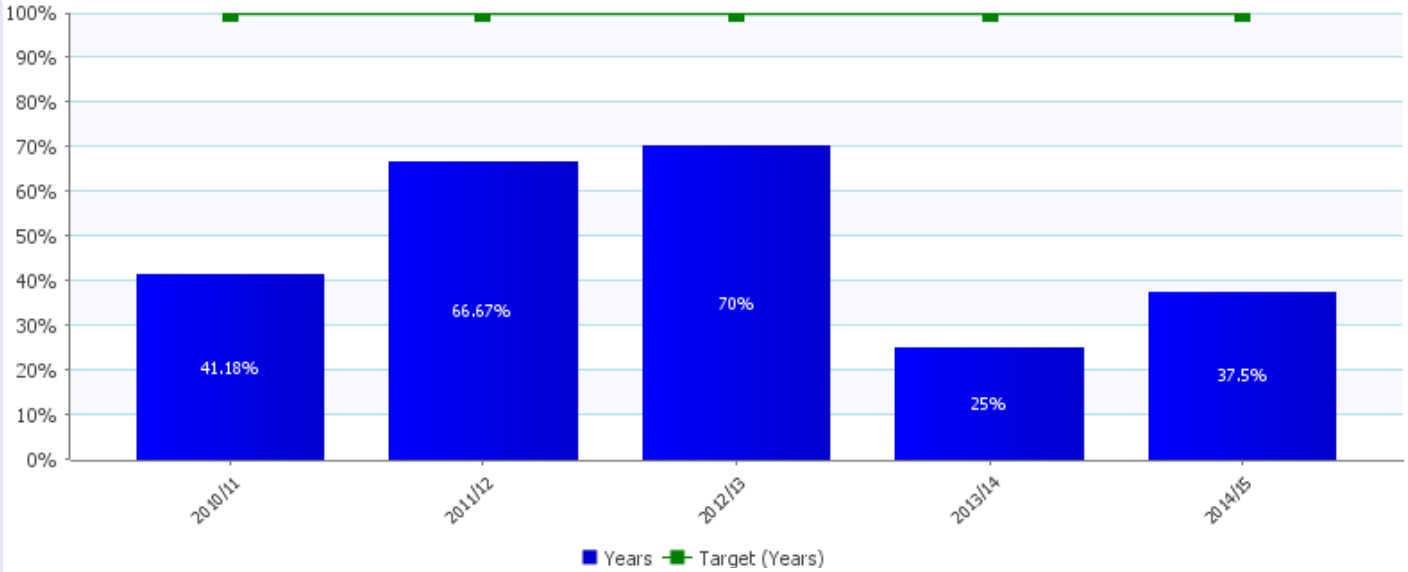
The council's performance in 2014/15 at 41.18% (of 17 applications determined) was a significant improvement over the previous year when 31.82% (of 22 applications determined) were determined within the longer statutory period 4 months.

Performance is above the target of 40% for the first time in the past 5 years.

Notes on Latest Data Entry

Major applications that exceeded the statutory period in 2014/ 15 included further proposals for opencast coal mining at Rusha Farm, housing at Southdale, Armadale; Kirkhill, Broxburn, and restoration of a former landfill site at Winchburgh, all of which required amendments to make the proposals acceptable in planning terms or required a legal agreement. Performance has varied over the past 5 years from 30.0% in 2012/13 to 41.18 % in 2014/15. The complexity and variability of the major applications makes a year on year assessment of performance difficult to draw any conclusions from. For the purposes of benchmarking, and from the most recent figures available in the council's latest Planning Performance Framework submission for 2013/14, in a national context West Lothian Council has the 8th highest number of major planning applications in Scotland and 3rd highest proportion in Scotland of all major planning applications when measured against the total number of applications received. National benchmarking figures for 2014/15 are not available. Performance data over the last five years shows the number of major applications determined in 4 months, out of the total number of all such applications, is as follows: 2014/15 7 out of 17 2013/14 7 out of 22 2012/13 6 out of 20 2011/12 4 out of 12 2010/11 13 out of 35 The target will be maintained at 40% for 2015/16.		

PI Code & Short Name	**P:DM036_9a.3 Annual percentage of appeals submitted, the outcome of which is in favour of council's original decision**	**PI Owner**	zDM_PIAdmin; Chris Norman
Description	This performance indicator measures the percentage of appeals to Scottish Ministers, following refusal of a planning application, or the imposition of a condition on planning consent which the applicant would wish to see removed, the outcome of which is in favour of council's decision. The refusal of a planning application, and the outcome of any subsequent appeal, relates to the council's key outcomes for protecting the natural and built environment, and improving the economic situation of West Lothian.	**Data Collection Officer**	Steve McLaren
Linked PIs		**Gauge Format Type**	Aim to Minimise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	37.5%
		Current Target	100%



Trend Chart Commentary:

In 2014/15 37.5% of appeals against the refusal of planning permission were decided in favour of the council (3 out of 8 appeals). This represents an improvement on the performance in 2013/14 when 25% of appeals (4 out of 16 appeals) were found in favour of the council.

In 2014/15 the council was successful with an appeal against its refusal of a 6ha of residential development at Falside, Bathgate, a mixed use development in East Whitburn, and a house extension in Uphall.

Of the 5 appeals found in favour of the appellant, one related to a music practice room in Bathgate, one to a high hedge notice in Linlithgow, one to a domestic extension in West Calder, one to a windfarm at Peerie Law and one related to ventilation plant in Broxburn,

Notes on Latest Data Entry

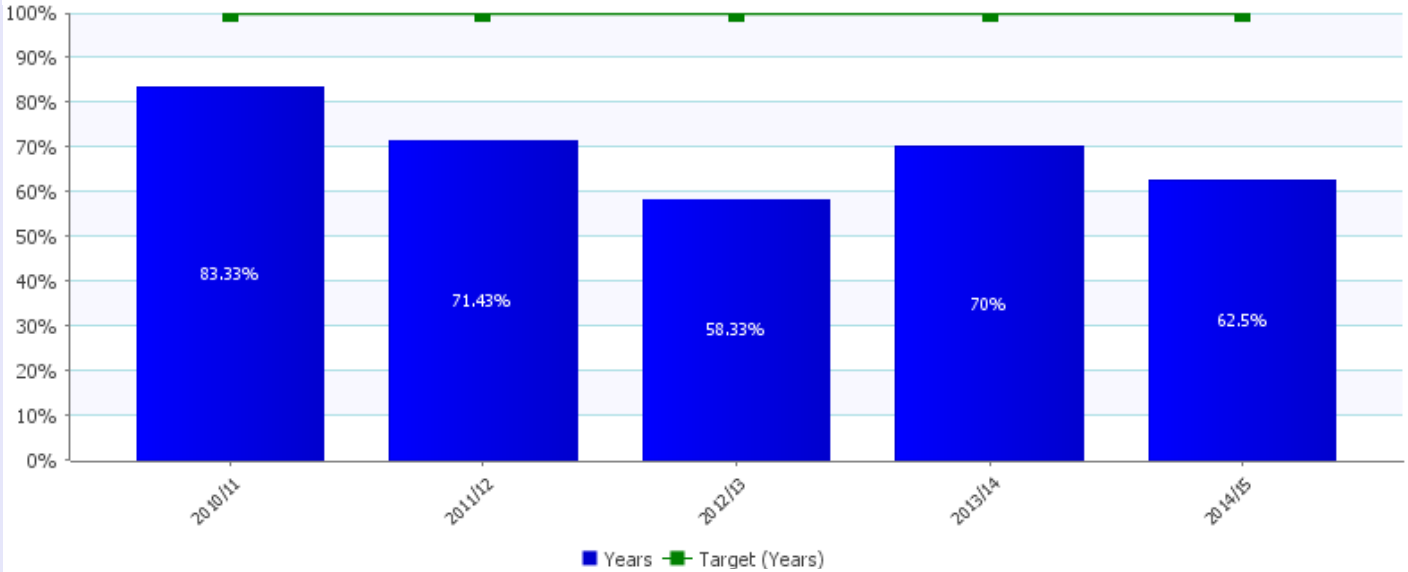
National figures for benchmarking purposes are not yet published.

These results are analysed to identify improvements to the team's decision making process to ensure a greater percentage of appeals are consistent with the council's decision. Decisions to refuse planning permission are scrutinised to ensure that there are clear prospects of success in any subsequent appeal process.

Performance data over the last five years shows the number of appeals in favour of the council's original decision, out of the total number of appeals submitted is as follows:
2014/15 3 out of 8
2013/14 4 out of 16
2012/13 7 out of 10
2011/12 4 out of 6
2010/11 7 out of 17

The target will be maintained at 100% for 2015/16.

PI Code & Short Name	**P:DM037_9a.3 Annual percentage of Local Review Body decisions made in favour of the original decision made under delegated powers**	**PI Owner**	zDM_PIAdmin; Chris Norman
Description	This performance indicator measures the percentage of Local Review Body (LRB) decisions in favour of the delegated decision of the Head of Planning and Economic Development. Statute provides that where a decision on a planning application is refused under powers delegated to the Head of Planning and Economic Development the aggrieved applicant can seek a review of that decision to the council's Local Review Body (LRB). The refusal of a planning application, and the outcome of any subsequent appeal relates to the council's key outcomes for protecting the natural and built environment, and improving the economic situation of West Lothian.	**Data Collection Officer**	Steve McLaren
Linked PIs		**Gauge Format Type**	Aim to Minimise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	62.5%
		Current Target	100%



Trend Chart Commentary:

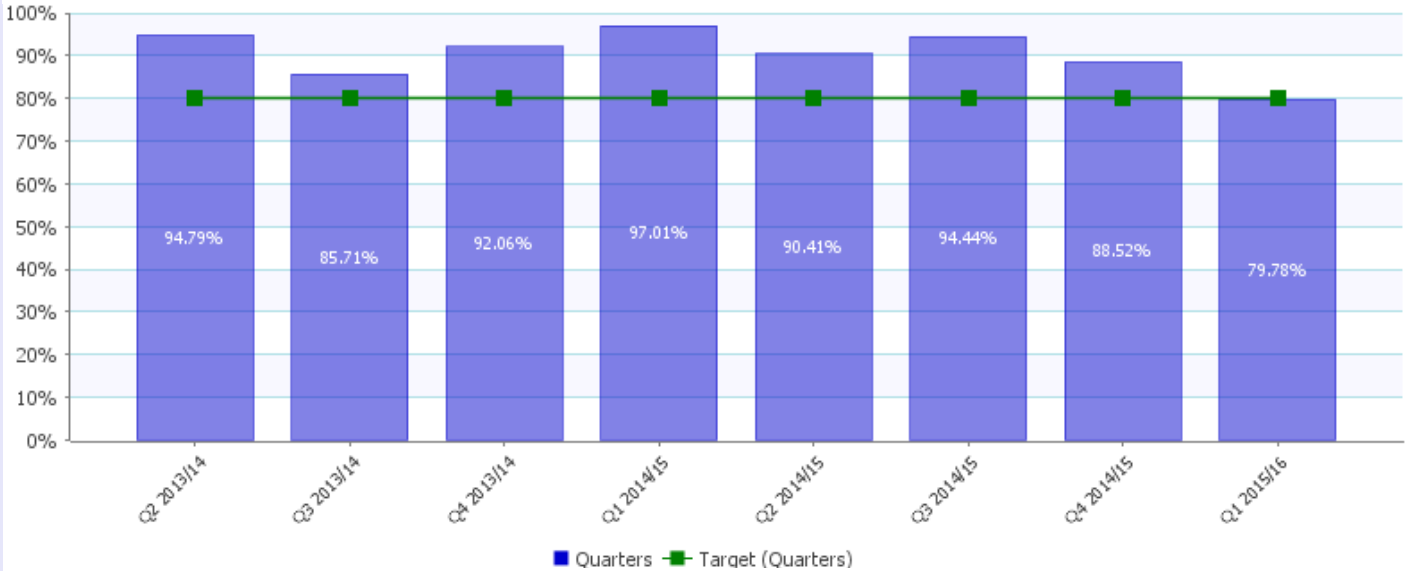
In 2014/15 62.5% of local reviews confirmed the original decision (10 out of 16 local reviews). This represents a reduction on the performance in 2013/14 when 70% of reviews (14 out of 20 local reviews) confirmed the original decision.

Applications granted planning permission by the council's local review body (LRB) in 2013/14 include the erection of an 80m wind turbine near Blackburn and a house in the countryside.

Notes on Latest Data Entry

Cases dismissed by the LRB include householder developments and a wind turbine. These results are analysed to identify improvements to the team's decision making process to ensure a greater percentage of local reviews are consistent with the officer's delegated decision. Decisions to refuse planning permission under delegated powers are scrutinised to ensure that there are clear prospects of success in any subsequent review process. For the purposes of benchmarking, and from the most recent figures available for Scotland in 2013/14, the council had the 13th equal highest number of local reviews, but the 8th equal highest percentage of the original decision being upheld. National figures for 2014/15 are not yet published. Performance data over the last five years shows the number of local reviews in favour of the original delegated decision out of the total number of local reviews submitted is as follows: 2014/15 10 out of 16 2013/14 14 out of 20 2012/13 7 out of 12 2011/12 5 out of 7 2010/11 10 out of 12 The target will be maintained at 100% for 2015/16.		

PI Code & Short Name	**DM042_9b.1a Quarterly percentage of all householder planning applications determined within two months**	**PI Owner**	zDM_PIAdmin; Chris Norman
Description	This performance indicator measures on a quarterly basis the percentage of all householder planning applications determined (fully assessed and decision has been issued) within 2 months. Householder applications are those applications which are for works to existing houses and flats. The 2 month target is a statutory target. The assessment of a planning application relates to the council's key outcomes for protecting the natural and built environment, and improving the economic situation of West Lothian.	**Data Collection Officer**	Steve McLaren
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	Q1 2015/16
		Traffic Light Icon	
		Current Value	79.78%
		Current Target	80%



Trend Chart Commentary:

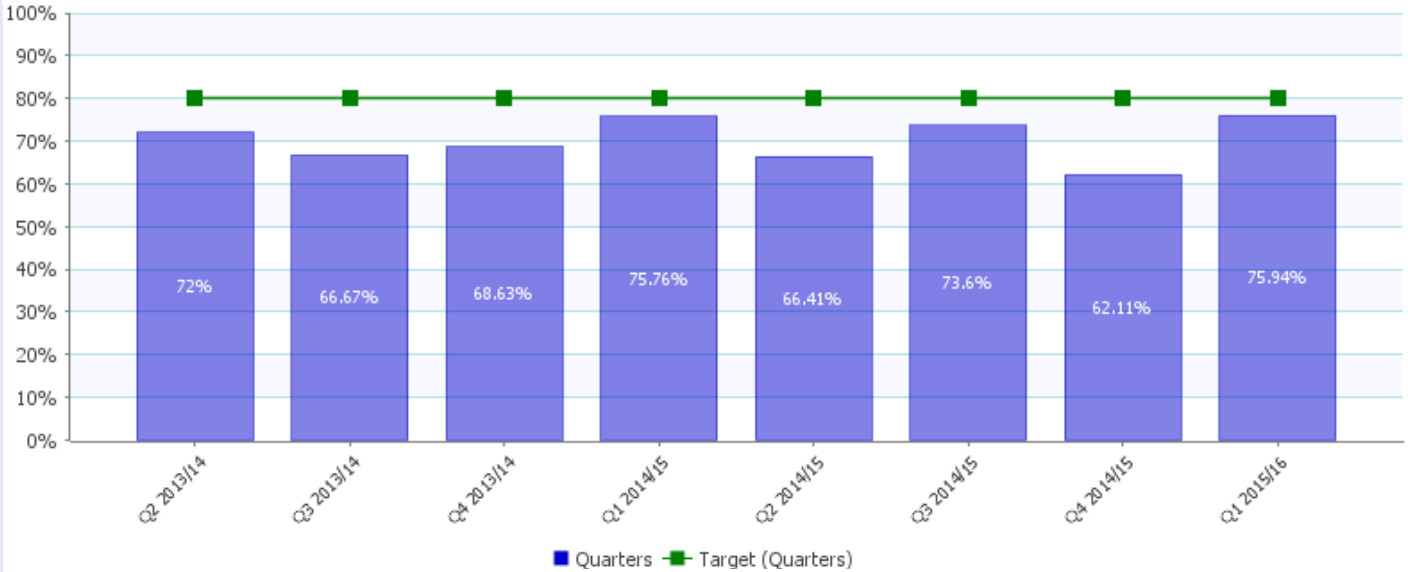
The trend shows that performance in Q1 of 2015/16 has reduced from the previous quarter, marginally below the target. Contributory factors in the decrease were a backlog created by an unusually high number of applications received in April 2015 (40), which was dealt with by re allocating some householder applications. Other factors were listed building applications and negotiations to effect an improvement in proposals.

From the most recent figures available from the Scottish Government for 2014/2015 the council is the best performing authority of all 32 authorities in the average time taken to determine householder applications.

Notes on Latest Data Entry

For benchmarking purposes and from the most recent figures available, in a national context the council's performance for this indicator in 2014/15 is 96.1% which is above the Scottish average of 85.8%. The performance data for the last eight quarters shows the number of all householder applications determined in 2 months, out of the total number of all such applications, is as follows: Q1 2015/16 71 out of 89 Q4 2014/15 54 out of 61 Q3 2014/15 51 out of 54 Q2 2014/15 66 out of 73 Q1 2014/15 65 out of 67 Q4 2013/14 58 out of 63 Q3 2013/14 54 out of 63 Q2 2013/14 91 out of 96 The target will remain at 80% for 2015/16. This target will be reviewed at the end of the current financial year and an appropriate target set for 2016/17.		

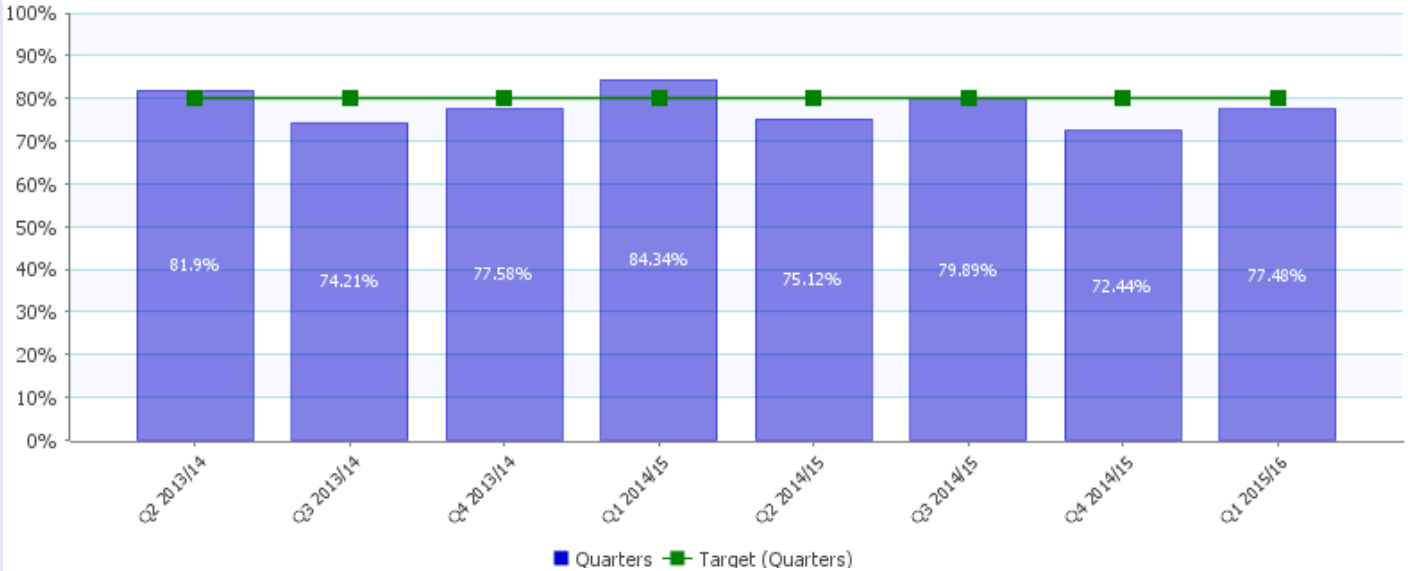
PI Code & Short Name	**DM043_9b.1a Quarterly percentage of all local planning and other applications, excluding householder applications, determined in 2 months**	**PI Owner**	zDM_PIAdmin; Chris Norman
Description	This performance indicator measures the percentage of all local planning and other applications determined (fully assessed and decision has been issued) on a quarterly basis by the council. It includes householder planning applications. This category excludes major applications. Major applications are generally for the large development proposals including housing sites for 50 or more units and developments on sites of greater than 2 Ha. The assessment of a planning application relates to the council's key outcomes for protecting the natural and built environment, and improving the economic situation of West Lothian.	**Data Collection Officer**	Steve McLaren
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	Q1 2015/16
		Traffic Light Icon	
		Current Value	75.94%
		Current Target	80%



Trend Chart Commentary: The trend shows that performance for Q1 2015/16 represented an improvement over the results for Q4 2014/15, despite applications requiring legal agreement and committee referrals, which were the main reasons for the target not being reached. Other applications took longer because of negotiations to make the cases acceptable in planning terms or to otherwise overcome an objection. Decreases in performance for Q3 2013/14 (66.67%) and Q2 2014/15 (66.41%) were due to requests for amended drawings, negotiations, legal		**Notes on Latest Data Entry**	27-Jul-2015 The trend shows that performance for Q1 2015/16 represented an improvement over the results for Q4 2014/1, despite applications requiring legal agreement and committee referrals, which were the main reasons for the target not being reached.

agreements and receipts of external consultation responses. The exclusion of householder applications, which are statutorily defined as 'local' applications, reduces the overall percentage of applications determined in two months. For benchmarking purposes and from the most recent figures available from the Scottish Government West Lothian Council, in a Scottish context, had the fourth highest proportion of local planning applications that were subject to a legal agreement (3.2% or 18 out of 554), and this will inevitably extend the time period for determination of this category of planning application. In 2014/2015 West Lothian Council was the top performing council out of the four councils with the highest proportion of local applications with legal agreements, in terms of the time taken to determine such applications. In a national context the council's performance of 7.0 weeks for determining local applications (excluding householder applications) is above the most recent Scottish average of 10.3 weeks in 2014/15. The performance data for the last eight quarters shows the number of all local planning and other applications determined in 2 months, out of the total number of all such applications, and is as follows: Q1 2015/16 101 out of 133 Q4 2014/15 54 out of 61 Q3 2014/15 92 out of 125 Q2 2014/15 85 out of 128 Q1 2014/15 75 out of 99 Q4 2013/14 70 out of 102 Q3 2013/14 64 out of 96 Q2 2013/14 90 out of 125 The target will remain at 80% for 2015/16. This target will be reviewed at the end of the current financial year and an appropriate target set for 2016/17.		Other applications took longer because of negotiations to make the cases acceptable in planning terms or to otherwise overcome an objection.

PI Code & Short Name	**DM044_9b.1a Quarterly percentage of all planning and other applications, excluding major applications, determined in two months**	**PI Owner**	zDM_PIAdmin; Chris Norman
Description	This performance indicator measures percentage of all planning and other applications, excluding major applications, determined (fully assessed and decision has been issued) in two months. This category excludes applications for listed building consent, advertisement consent and hazardous substances consent, but includes householder applications. The assessment of a local planning application relates to the council's key outcomes for protecting the natural and built environment, and improving the economic situation of West Lothian.	**Data Collection Officer**	Steve McLaren
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	Q1 2015/16
		Traffic Light Icon	
		Current Value	77.48%
		Current Target	80%



Trend Chart Commentary:

The trend shows that performance for Q1 2015/16 represented an improvement over the Q4 2014/15 figure. Reasons for the target being missed include committee referral, the redesign of development proposals, the late submission of information by applicants, and legal agreements

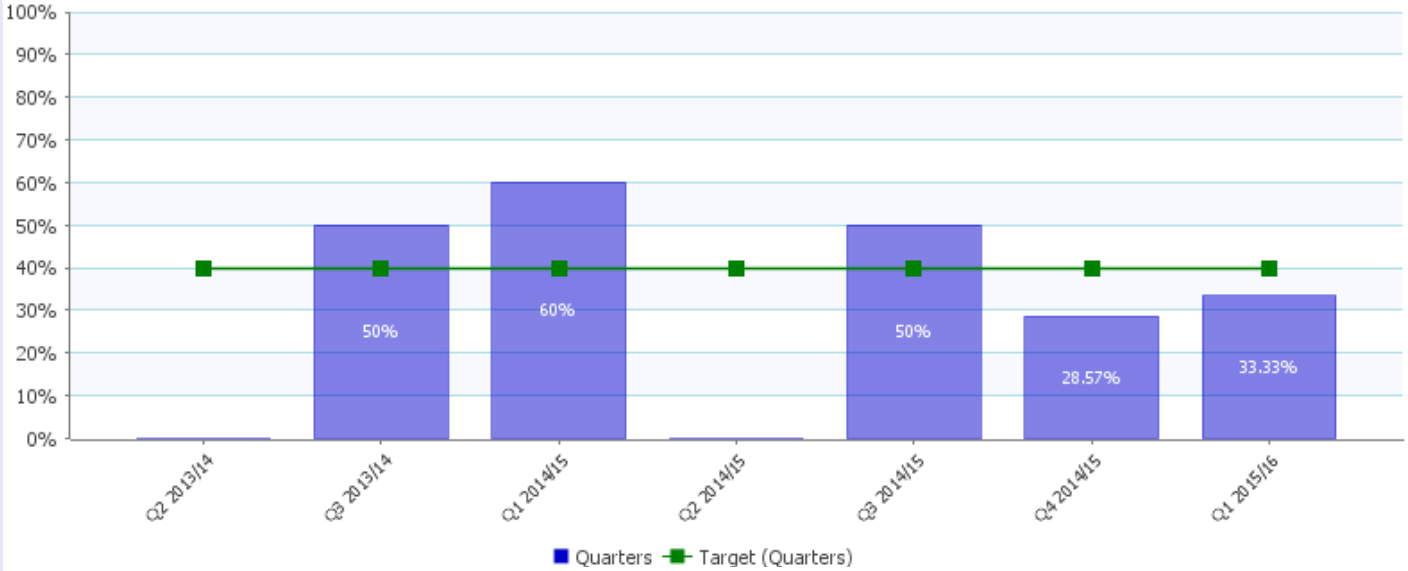
Decreases in performance for Q3 2013/14 (74.21%) and Q2 2014/15 (75.12%) were due to requests of amended drawings, negotiations, legal agreements and receipts of external consultation responses.

For the purposes of benchmarking and from figures available in the council's latest Planning Performance Framework submission for Q1- Q4

Notes on Latest Data Entry

2013/14, in a national context the council's performance for this indicator marginally below the Scottish average of 72.7%. National figures for Q1-Q4 2014/15 are not yet available. The number of planning applications in this category has remained relatively consistent in the last 3 years. Q1 2015/16 172 out of 222 Q4 2014/15 113 out of 156 Q3 2014/15 143 out of 179 Q2 2014/15 151 out of 201 Q1 2014/15 140 out of 166 Q4 2013/14 128 out of 165 Q3 2013/14 118 out of 159 Q2 2013/14 181 out of 221 The target will remain at 80% for 2015/16. This target will be reviewed at the end of the current financial year and an appropriate target set for 2016/17.		

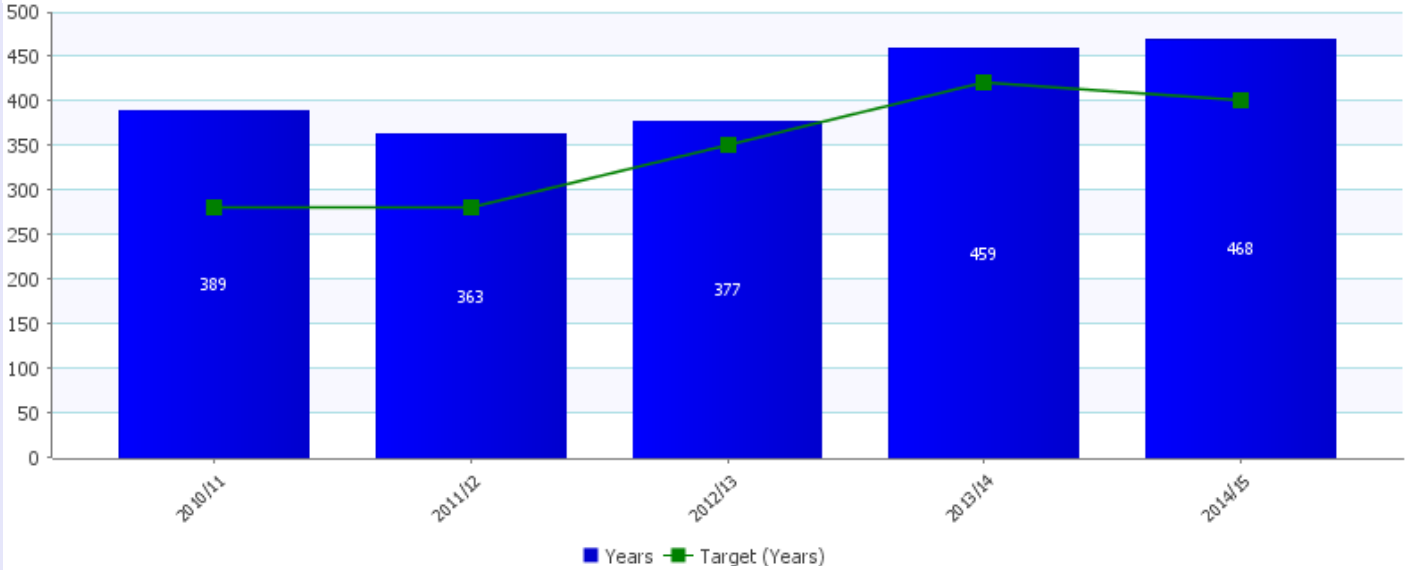
PI Code & Short Name	**DM045_9b.1a Quarterly percentage of all major planning applications determined in 4 months**	**PI Owner**	zDM_PIAdmin; Chris Norman
Description	This performance indicator measures percentage of all major applications determined (fully assessed and decision has been issued) within four months. 'Major' applications are statutorily defined and are the more complex planning applications dealt with by the council. Examples of major planning applications are sites for more than 50 houses, or sites for any form of development where the site area is greater than 2 hectares. The statutory period for processing major applications is four months which equates to 120 days. The assessment of a major planning application relates to the council's key outcomes for protecting the natural and built environment, and improving the economic situation of West Lothian.	**Data Collection Officer**	Steve McLaren
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	Q1 2015/16
		Traffic Light Icon	
		Current Value	33.33%
		Current Target	40%



Trend Chart Commentary: The trend shows that performance for Q1 2015/16 of 33.33% was an improvement from 28.57% reported in Q4 2014/15. Major applications that exceeded this target were for a housing development in West Calder and a minerals application near Fauldhouse. For the purposes of benchmarking, and from the most recent figures available from the Scottish Government for 2015/15, in a national context		**Notes on Latest Data Entry**	27-Jul-2015 The trend shows that performance for Q1 2015/16 of 33.33% was an improvement from 28.57% reported in Q4 2014/15. Major applications that exceeded this target

West Lothian Council has the 7th highest number of major planning applications in Scotland and the fourth highest percentage when measured against all applications determined. Performance data over the last eight quarters shows the number of major applications determined in 4 months, out of the total number of all such applications, is as follows: Q1 2015/16 1 out of 3 Q4 2014/15 2 out of 7 Q3 2014/15 2 out of 4 Q2 2014/15 0 out of 1 Q1 2014/15 3 out of 5 Q4 2013/14 0 applications Q3 2013/14 2 out of 4 Q2 2013/14 0 out of 5 The target will remain at 40% for 2015/16. This target will be reviewed at the end of the current financial year and an appropriate target set for 2016/17.		were for a housing development in West Calder and a minerals application near Fauldhouse.

PI Code & Short Name	**CP:EDS001_9b.1a Number of new businesses started in West Lothian through Business Gateway.**	**PI Owner**	zEDS_PIAdmin; Jim Henderson
Description	This performance indicator measures the number of new businesses which are helped to start trading by the Council's Business Gateway service. Business start-up is a key element in creating a diverse and sustainable local economy. Every pre-start business is assigned a dedicated business adviser. Each adviser records when one of their clients starts trading. Starts are recorded monthly and the target is reported annually. This service is delivered as part of the Business Gateway contract.	**Data Collection Officer**	Rebecca Boyd
Linked PIs	EDS037_9b; EDS041_9b.1a	**Gauge Format Type**	Aim to Maximise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	468
		Current Target	400



Trend Chart Commentary:

In 2014/15, we helped 468 new businesses to start-up. We agreed a target of 400 starts for 2014/15. Priority was given to exceeding this through focused delivery of service and monthly monitoring of performance.

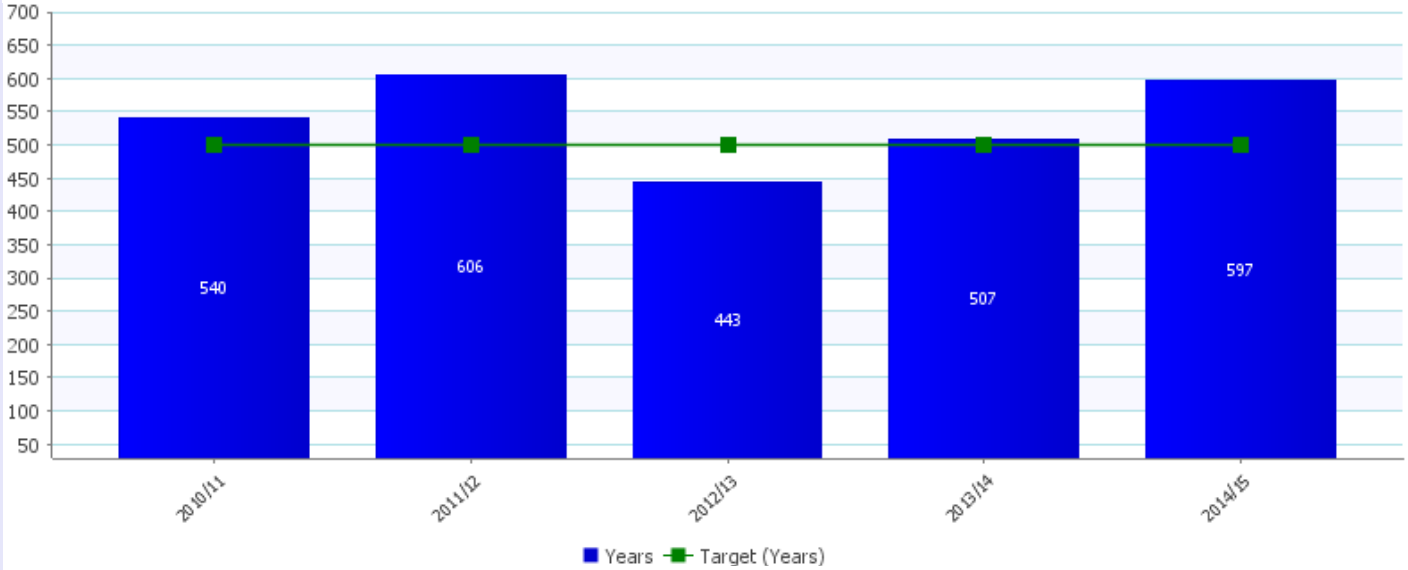
In 2013/14, 459 businesses were helped to start trading compared to a target of 400.

The achievement of 468 starts in 2014/15 was an increase of over 24% on the 377 starts achieved during 2012/13. The three year trend in starts from 2012/13 to 2014/15 is improving from 377 starts to 468. This can be explained by two key changes in service. In October 2012, a new Business Gateway contract was agreed which enables more flexibility over local delivery. In particular, our service can engage in more depth with local partners including Job Centre and West Lothian College. The second factor helping improve performance from 2011/12 onwards is the establishment of outreach promotion and better partnership working.

Notes on Latest Data Entry

The target for 2015/16 is retained at 400 new business start-ups.		

PI Code & Short Name	**CP:EDS002_9b.1a Number of small and medium sized businesses receiving support from Economic Development's Business Gateway service.**	**PI Owner**	zEDS_PIAdmin; Jim Henderson
Description	This performance indicator measures the number of small and medium sized businesses (firms with 1>250 employees) which were assisted by Economic Development's Business Gateway service. These firms are key contributors to local employment and wealth creation. Support to firms is delivered by a team of business advisers who are part of Business Gateway. Information for this indicator and target is collated cumulatively, with results produced on an annual basis.	**Data Collection Officer**	Rebecca Boyd
Linked PIs	EDS038_9b; EDS039_9b; EDS040_9b; EDS042_9b.1a	**Gauge Format Type**	Aim to Maximise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	597
		Current Target	500



Trend Chart Commentary:

In 2014/15, we supported 597 firms against a target of supporting 500 firms. This is a stretching target given the in-depth support provided to firms. The three year trend shows improved service delivery from 443 firms assisted in 2012/13 to 597 firms assisted in 2014/15. This is an increase in performance of over 34%. This can be partly explained by recruitment of additional adviser resource with help from European funding.

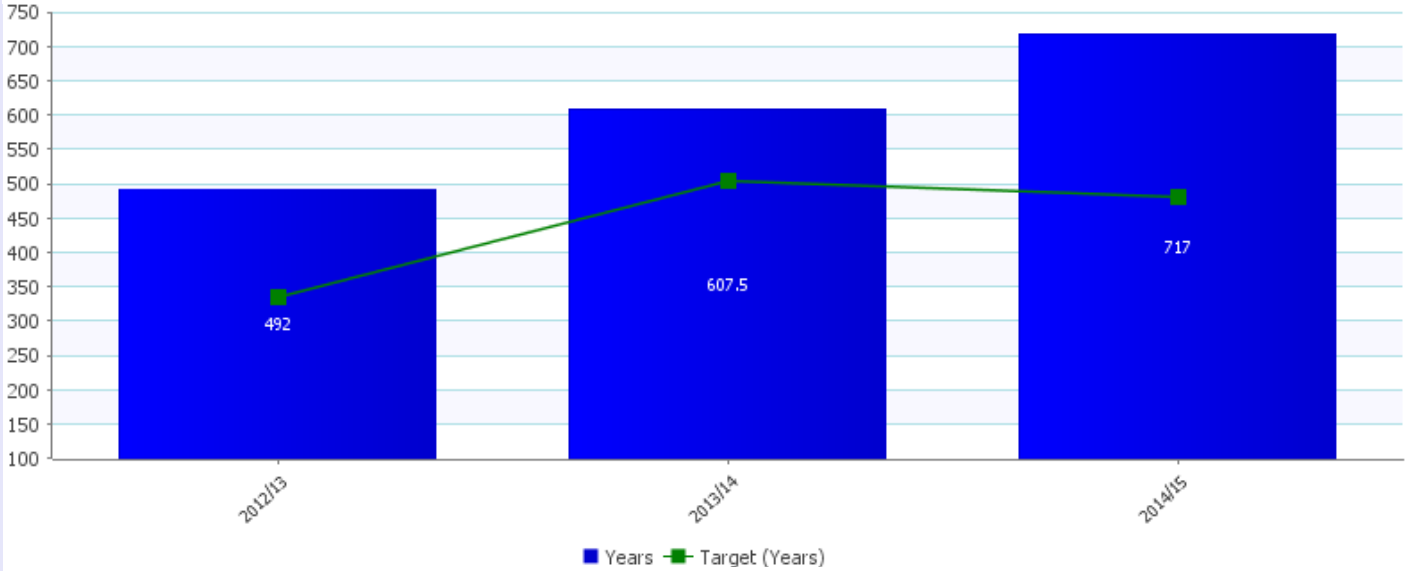
In addition, the launch of the Economic Growth Plan in April 2013 has created capacity to support more firms. In October 2012, a new Business Gateway contract was agreed which enables more flexibility over local delivery.

We prioritise a more intensive service to businesses and make use of products such as East of Scotland Investment Fund (ESIF) and health checks, in order to maximise the economic impact of activity in terms of generating new jobs and safeguarding existing jobs.

Notes on Latest Data Entry

The target for 2015/16 is retained at 500 firms supported.		

PI Code & Short Name	**P:EDS003_9b.2a Total number of jobs generated by new business start-ups assisted by Business Gateway.**	**PI Owner**	zEDS_PIAdmin; Jim Henderson
Description	This performance indicator measures the total number of jobs generated by new business start-ups assisted by the Business Gateway. Jobs created are important in preventing negative outcomes and creating life opportunities.	**Data Collection Officer**	Rebecca Boyd
Linked PIs	EDS045_9b.2a	**Gauge Format Type**	Aim to Maximise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	717
		Current Target	480



Trend Chart Commentary:

In 2014/15, we helped create 717 jobs against a target of 480 jobs generated. This target is directly linked to the agreed target of 400 business starts. Through adviser intervention, we aim to deliver more starts than target and so create more jobs than target. In 2013/14 there were 607.5 jobs generated against a target of 504. This exceeds the performance in 2012/13 when 492 jobs were generated.

The three-year trend is improving from 492 jobs generated in 2012/13 to 717 jobs generated in 2014/15. This is an improvement in performance of over 45% reflecting the longer-term work of the business adviser team.

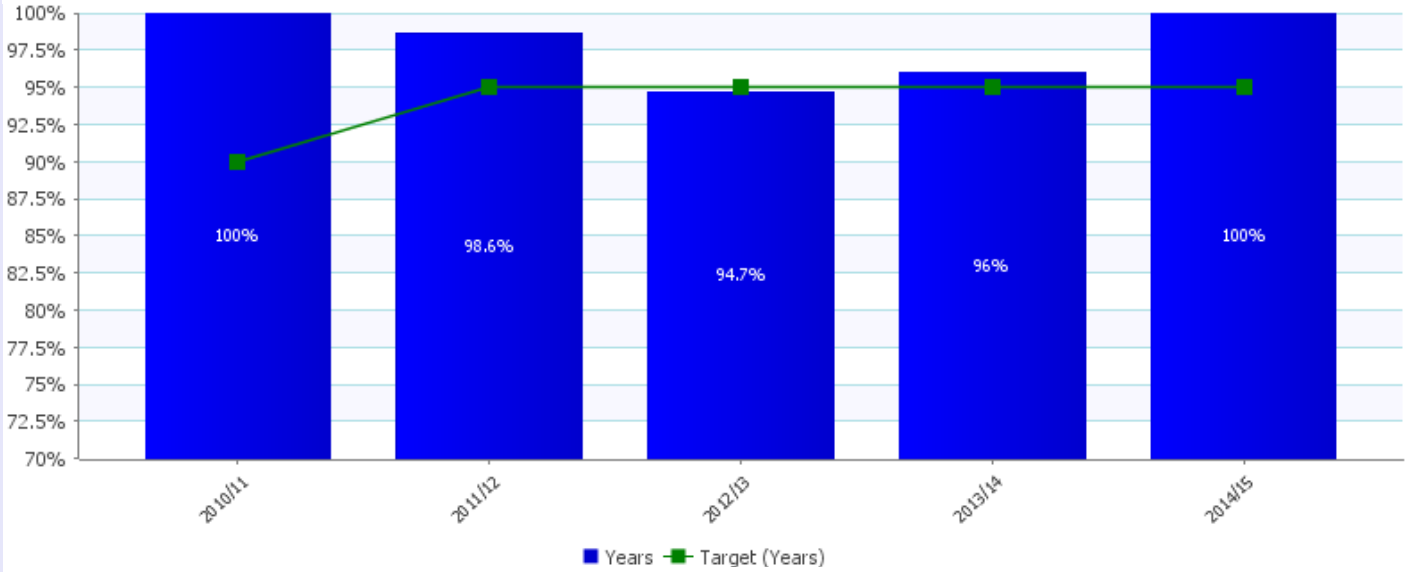
A combination of factors are improving the trend. Firstly, the start-up advisers have supported more firms to begin trading. In 2014/15, 468 firms were supported compared to 377 in 2012/13. Secondly, the advisers are providing more intensive support to help firms achieve their potential of more employment. It is important to note that this measure has changed.

From 2012 onwards this performance indicator only measures jobs created by start-up firms.

Notes on Latest Data Entry

The target for 2015/16 is 480 jobs generated from 400 new start-up businesses.		

PI Code & Short Name	**P:EDS013_6a.7 Percentage of customers who rated the overall quality of the service provided by Business Gateway as good or excellent.**	**PI Owner**	zEDS_PIAdmin; Jim Henderson
Description	This performance indicator measures the number of Business Gateway customers that rated our overall quality of the service as good or excellent. Collected as part of our monthly survey, customers are asked to rate the quality of the service provided. The survey is a representative sample of customers from the preceding month which are invited to provide feedback by means of a postal, e-mail or online feedback form. Results are analysed to identify improvements to way the service is delivered to customers. West Lothian Business Gateway provides advice and assistance for new/growing businesses and promoting entrepreneurship.	**Data Collection Officer**	Rebecca Boyd
Linked PIs	EDS044_6a.7	**Gauge Format Type**	Aim to Maximise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	100%
		Current Target	95%



Trend Chart Commentary:

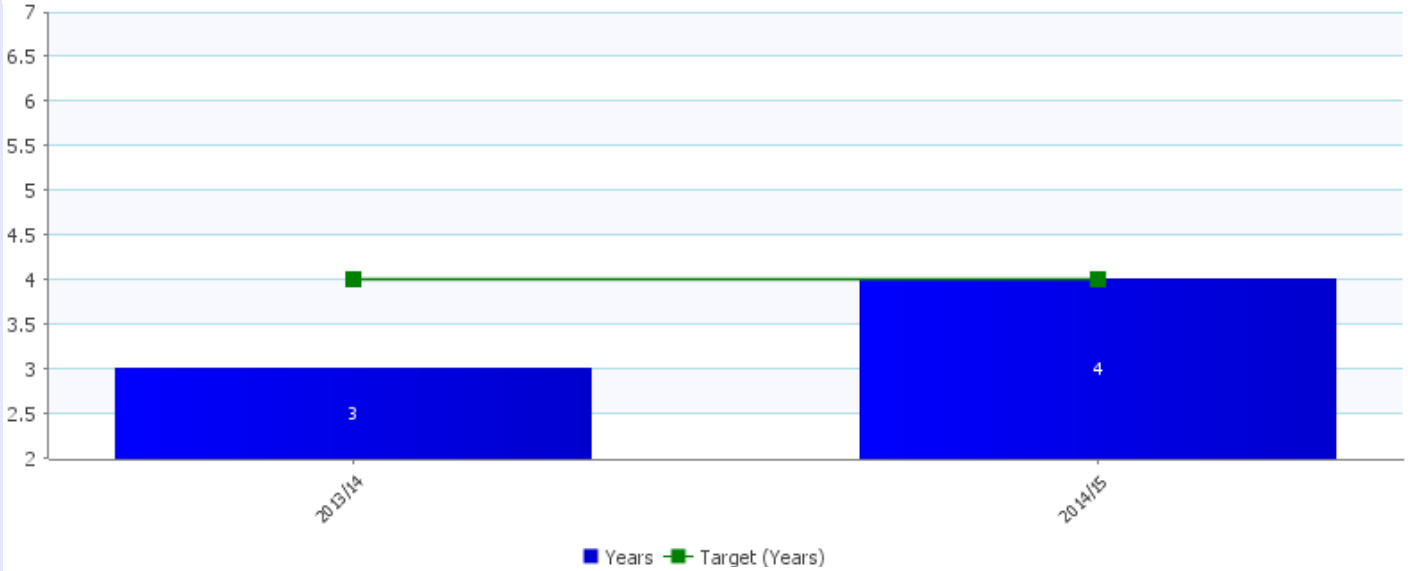
In 2014/15, performance of 100% overall service quality was achieved against a target of 95%. This is an improvement from 96% satisfaction achieved in the previous year.

The three year trend is upwards from 94.7% to 100%. This reflects a greater emphasis on adviser awareness of this indicator. Awareness is raised through monthly job chats and service planning meetings. Where there are adverse comments from customers, this is addressed with the customer and adviser to understand the issue. In addition, advisers are recognised where customers rate service delivery as 100% good or excellent. This reinforces the culture of improvement.

Notes on Latest Data Entry

By driving up the volume of customer responses, we will gather a more robust data set. While the target for 2015/16 is 95%, we will aim to achieve a higher level than this target.		

PI Code & Short Name	**P:EDS031_6b.4 The number of complaints received by Economic Development that were upheld / partially upheld.**	**PI Owner**	zEDS_PIAdmin; Alice Mitchell
Description	This performance indicator measures the overall number of complaints to Economic Development Service that have been investigated and upheld or part upheld during each year. For each year the total number of complaints responded to within relevant time-scale. The data for this indicator is extracted from the customer relationship management system (CRM). The complaints are analysed to identify improvements to the way the service is delivered to customers.	**Data Collection Officer**	Gosia Lawes
Linked PIs		**Gauge Format Type**	Aim to Minimise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	4
		Current Target	4



Trend Chart Commentary:

In 2014/15, a total of 4 complaints were received. This is consistent with the total for 2013/14. While all 4 complaints were upheld, each case has been treated as an opportunity for continuous improvement and learning.

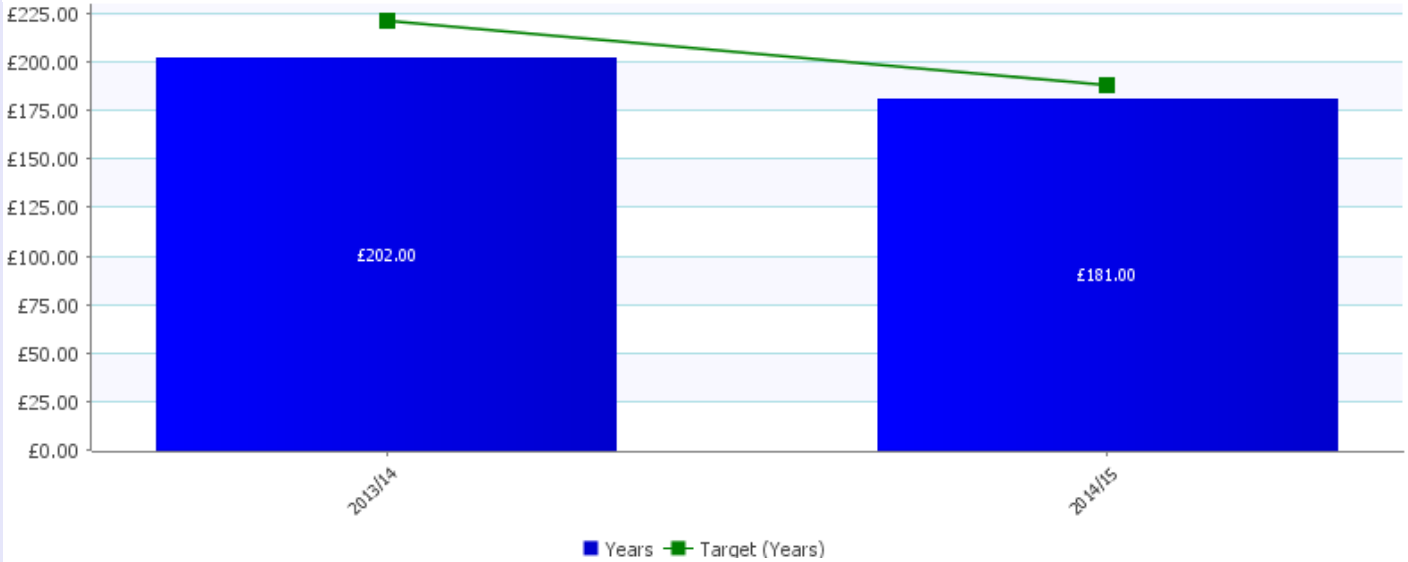
Given the volume of start-ups supported (468) and growing businesses supported (597), this level of 4 complaints is low.

Number of complaints received by Economic Development that were upheld / partially upheld for each year is as follows:
2014/15 4 out of 4 (100%)

Notes on Latest Data Entry	01-May-2015 In 2014/15, a total of 4 complaints were received. This is consistent with the total for 2013/14. While all 4 complaints were upheld, each case has been treated as an opportunity for continuous improvement and learning.

2013/14 3 out of 3 (100%) The target for 2015/16 is for no more than 4 complaints to be upheld/partially upheld.		

PI Code & Short Name	**P:EDS046_9a.1a Net Cost of Business Start Up**	**PI Owner**	zEDS_PIAdmin; Jim Henderson
Description	This is the annual net cost of supporting a customer to start-up in business through the Council's Business Gateway service. The budget versus the actual cost will be monitored on an annual basis. The target cost will be worked out through using the activity budget prepared by Finance. This figure will then by divided by annual start-up target. The actual cost will be calculated through the year end data.	**Data Collection Officer**	Rebecca Boyd; Esma Brownlee
Linked PIs		**Gauge Format Type**	Aim to Minimise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	£181.00
		Current Target	£188.00
		Notes on Latest Data Entry	



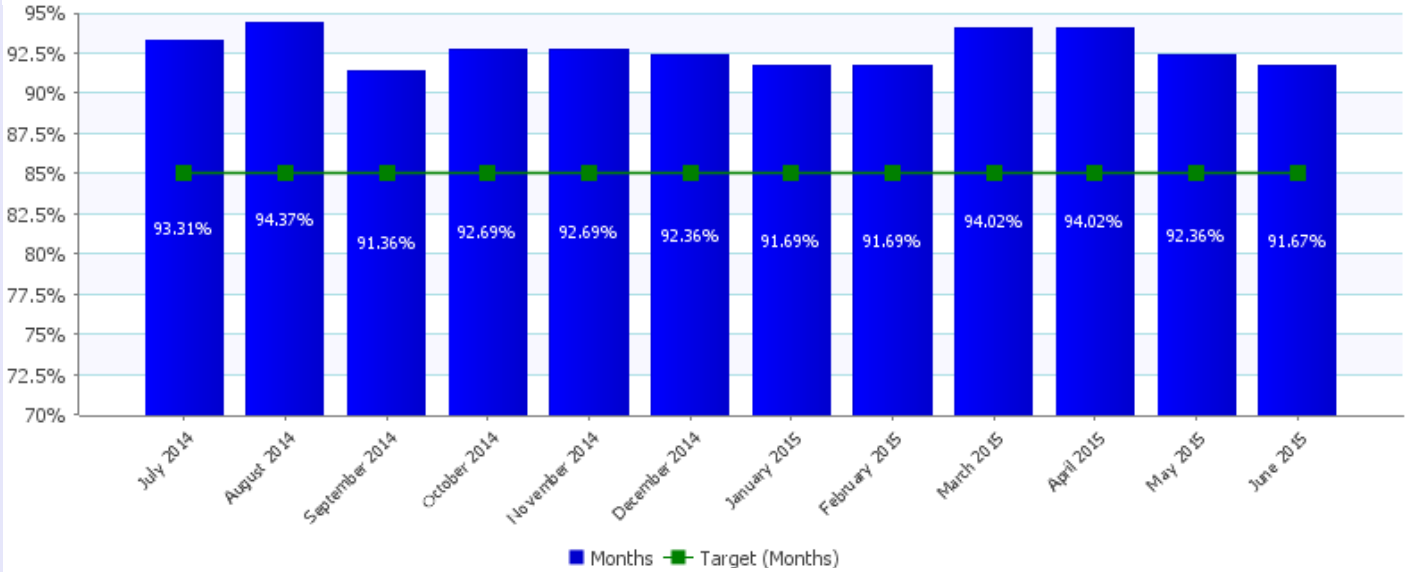
Trend Chart Commentary

In 2014/15, the net cost of a business start-up is £181 per business. This is a new indicator. In 2013/14, the target net cost was £221. This was based on a net revenue budget cost of £92,727 to help 420 start-up businesses. We helped more businesses to start-up, 459 compared to the target of 420. This higher performance achieved a lower net cost of £202 per business started.

In 2014/15, we have a net revenue budget cost of £84,515 for the start-up service. With a start-up target of 400 businesses, this creates a net cost target of £211 per each business start-up.

The target for 2015/16 is £211 per business. However, if we exceed target the cost per business will be lower. For example, 425 starts achieved will see a net cost of just under £199 per business.

PI Code & Short Name	**CP:PMD161_9b.1a Industrial Portfolio - Percentage of Total Units Let.**	**PI Owner**	zPMD_PIAdmin; Stephen Letch; Jack Orr
Description	This is one of three Performance Indicators (PI) that record the occupancy levels of the major parts of the council's Tenanted Non-Residential Property (TNRP) portfolio, i.e. those properties that the council owns but does not occupy itself, and which are leased to third parties. This PI is based on 301 industrial units. The calculation of the PI was reviewed in April 2010 to ensure it's comparability with PI's produced by our benchmarking partners in other local authorities, and again in January 2013 and September 2014 to reflect changes in the portfolio. The base figure primarily consists of properties that are let on short term agreements, where occupancy levels are expected to be more volatile. Targets are reviewed annually in April and take account of the economic climate, the property market, and our rental income target. More details on the council's portfolio can be found on http://www.westlothian.gov.uk/article/2494/Land-and-Property	**Data Collection Officer**	
Linked PIs	CP:PMD162_9b.1a; CP:PMD163_9b.1a	**Gauge Format Type**	Aim to Maximise
		Last Update	June 2015
		Traffic Light Icon	
		Current Value	91.67%
		Current Target	85%



Trend Chart Commentary:

Occupancy is unchanged this month following a slight increase in March. Occupancy levels are above target and and have been relatively consistent over the past twelve months, continuing previous improvements in performance. Capital expenditure has been committed on some estates to improve the lettability of our properties and the retention of tenants

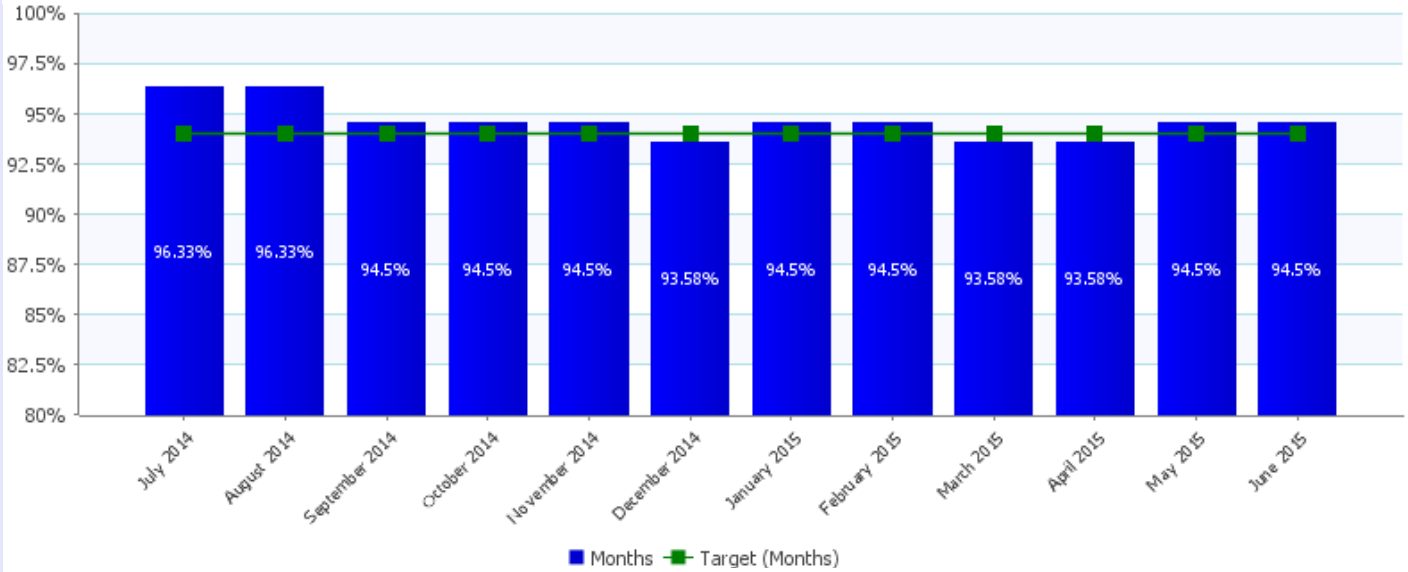
For the past four months occupancy levels have been c11% higher than the occupancy levels for industrial units across West Lothian (data supplied by Revenues from non-domestic rates records).

Notes on Latest Data Entry

22-Jun-2015 Good progress has been made with letting up West Calder Business Centre with now just two units vacant. The month has seen the handing back of a number of units used by Waste Services for a short life project. With the current level of tenant demand, it hoped

The nature of most of the lease agreements - easy-in, easy-out, month to month - means that the occupancy level is particularly volatile. In previous years the performance has reflected the difficult conditions businesses faced in the economic recession, and occupancy fell regularly as a result of the credit crunch. However, steady improvement to previous levels in 2013/14 has now been sustained over the past year, as a result of work to improve the marketing and letting of our properties - specifically by varying the permitted uses, providing incentives for hard to let units, and more aggressive marketing. Trends are being closely monitored. We will continue to work on improving the attraction of our properties.		that these units will be fairly quickly leased out.

PI Code & Short Name	**CP:PMD162_9b.1a Retail Portfolio - Percentage of Total Shops Let.**	**PI Owner**	zPMD_PIAdmin; Stephen Letch; Jack Orr
Description	This is one of three Performance Indicators that record the occupancy levels of the major parts of the council's Tenanted Non-Residential Property (TNRP) portfolio, i.e. those properties that the council owns but does not occupy itself, and which are leased to third parties. This PI is based on 109 shops in settlements throughout West Lothian. The calculation of the Performance Indicator was reviewed in April 2010 to ensure it's comparability with Performance Indicators produced by our benchmarking partners in other local authorities. The total also total reflects minor changes in the portfolio. Targets are reviewed annually in April and take account of the economic climate, the property market, and our rental income target. Target for 15/16 is set at 94% occupancy. More details on the council's portfolio can be found on http://www.westlothian.gov.uk/article/2494/Land-and-Property	**Data Collection Officer**	
Linked PIs	CP:PMD161_9b.1a	**Gauge Format Type**	Aim to Maximise
		Last Update	June 2015
		Traffic Light Icon	
		Current Value	94.5%
		Current Target	94%



Trend Chart Commentary:

Performance for the month is unchanged following a slight fall in March. Tenancies are still volatile, as tenants are experiencing difficulty, and we are also forced to take action to terminate some leases, so we expect further variation and the level may drop again in the future. A single tenancy change results in a 1% move in performance.

Occupancy levels are consistent with those for retail units across West Lothian (data supplied by Revenues from non-domestic rates records).

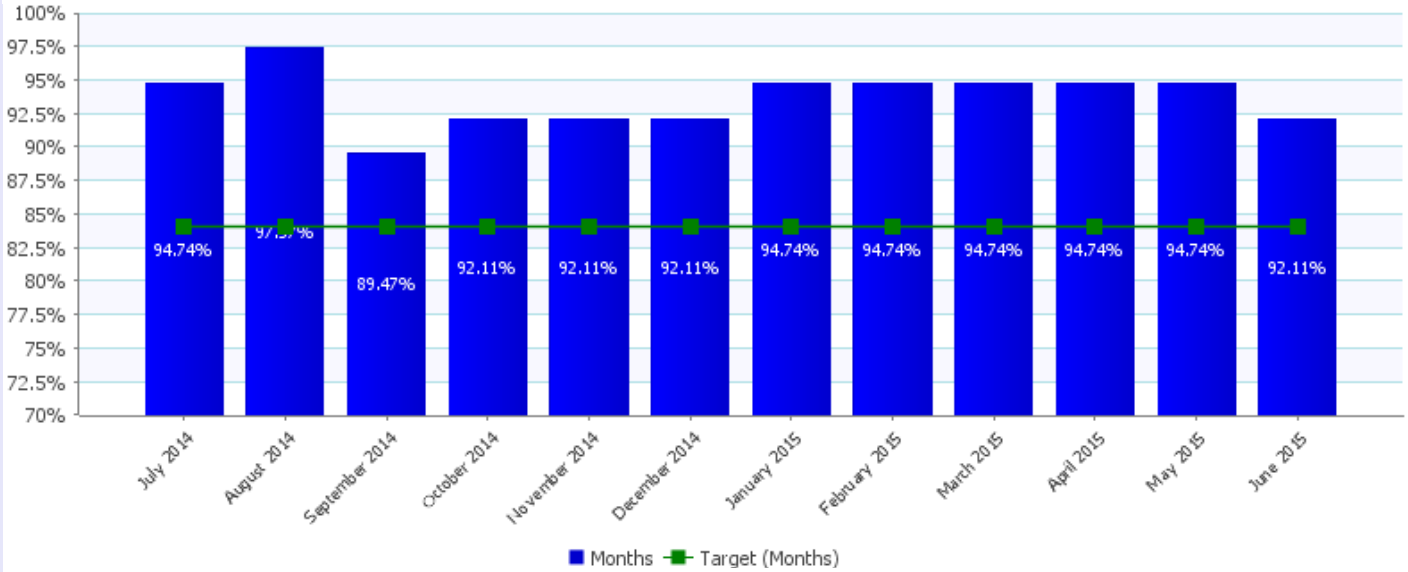
Occupancy levels are slightly below target, demonstrating that they are sensitive to the current economic climate. Levels are closely monitored.

Notes on Latest Data Entry

22-Jun-2015 The month's figures are consistent with the last six months trend. One longstanding void is under offer and capital monies have been allocated to improve the letting prospects of another longstanding void.

Variations over the past year represent properties being re-let, but unfortunately further businesses are also ceasing to trade. However, performance has generally been on or above target over the past 12 months.		

PI Code & Short Name	**CP:PMD163_9b.1a Office Portfolio - Percentage of Office Units Let.**	**PI Owner**	zPMD_PIAdmin; Stephen Letch; Jack Orr
Description	This is one of three Performance Indicators that record the occupancy levels of the major parts of the council's Tenanted Non-Residential Property (TNRP) portfolio, i.e. those properties that the council owns but does not occupy itself, and which are leased to third parties. This PI is based on 38 self contained offices, or suites in multi-occupancy buildings. The calculation of the PI was reviewed in April 2010 to ensure it's comparability with PI's produced by our benchmarking partners in other local authorities. The total also reflects recent changes in the portfolio. Targets are reviewed annually in April and take account of the economic climate, the property market, and our rental income target. More details on the council's portfolio can be found on http://www.westlothian.gov.uk/article/2494/Land-and-Property	**Data Collection Officer**	
Linked PIs	CP:PMD161_9b.1a	**Gauge Format Type**	Aim to Maximise
		Last Update	June 2015
		Traffic Light Icon	
		Current Value	92.11%
		Current Target	84%



Trend Chart Commentary:

Performance has been static for the past four months, and is above target. However, we are aware that some tenants are approaching the end of their leases and may terminate - as a consequence levels may fall again. As the calculation of the performance indicator is based on 38 office units changes to a single unit can make a significant change in the level of performance.

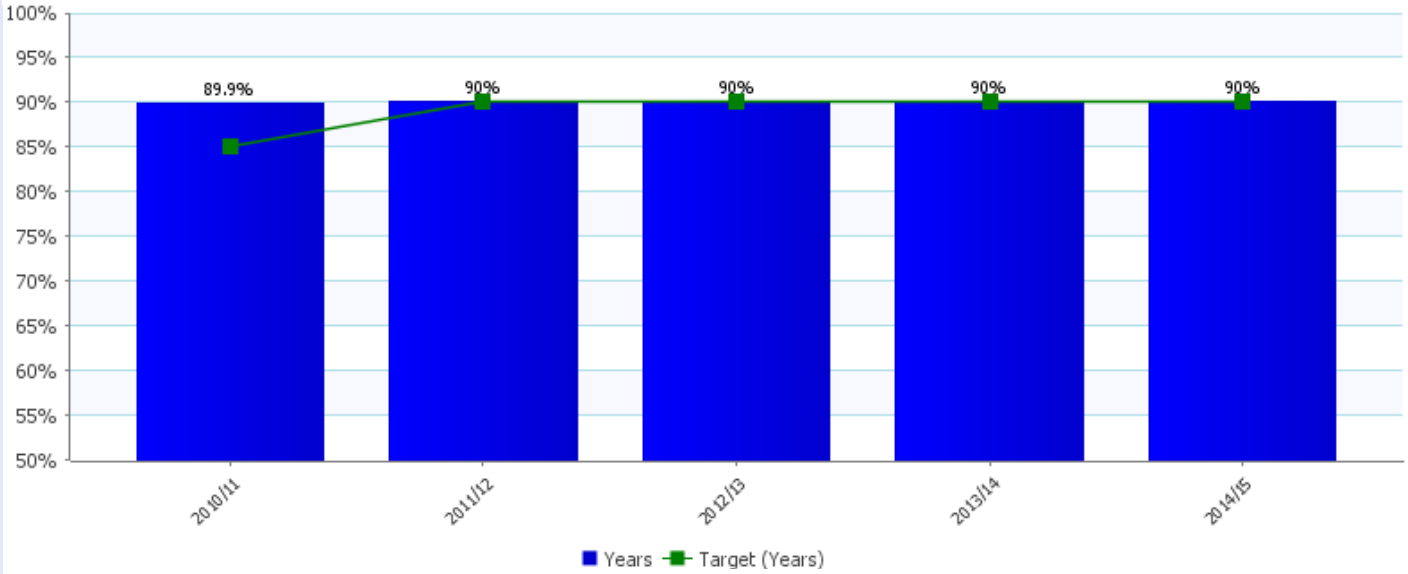
For the past four months occupancy levels have been c10% higher than the occupancy levels for offices across West Lothian (data supplied by Revenues from non-domestic rates records).

Notes on Latest Data Entry

22-Jun-2015 With an additional void the occpuancy level has dropped this month. Minor refurbishment of two offices at Newyearfield, Livingston is to be undertaken this month to improve prospects of leasing.

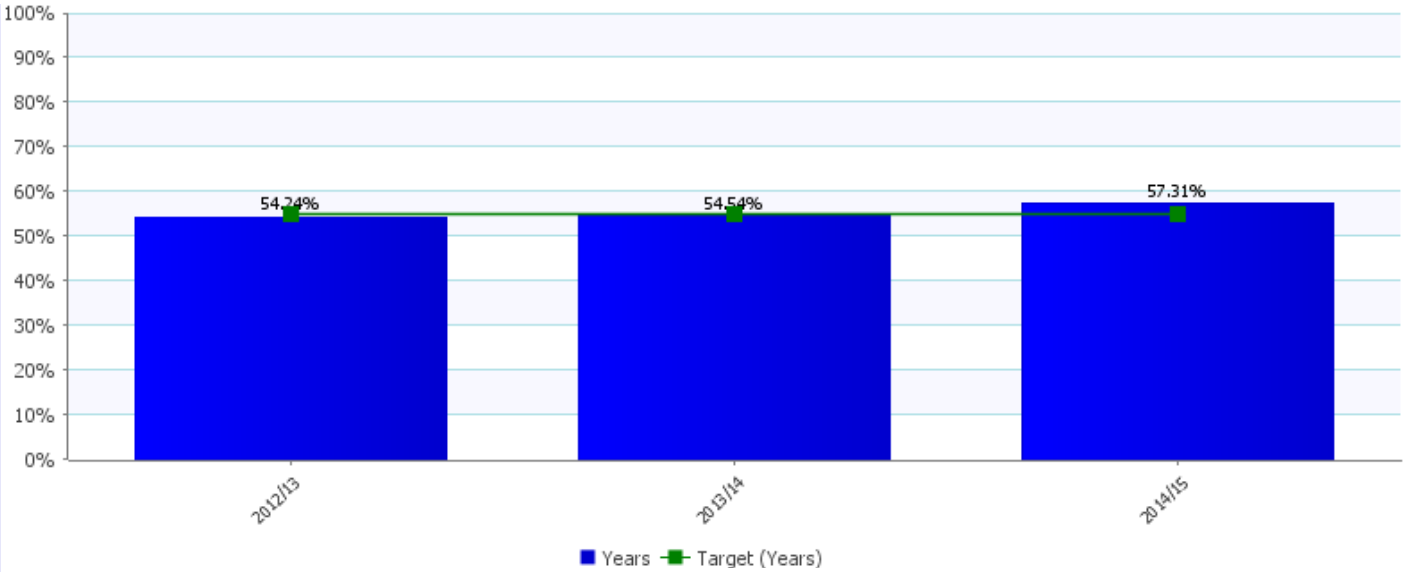
Occupancy levels are above target but are being closely monitored. During the last year performance has been relatively consistent, but the market is still volatile and there is a lot of office space with which we are competing. This may also be a factor when trying to negotiate coming lease renewals. The Council also has a large proportion of small to medium size business occupiers, who may be particularly vulnerable in the current economic climate.		

PI Code & Short Name	**P:PTS002_9b.1b Percentage of residents with access to an hourly or more frequent bus service.**	**PI Owner**	zPTS_PIAdmin; Ian Forbes
Description	This performance indicator (PI) measures the number of West Lothian residents who live within 800 metres of an hourly or more frequent bus service. This is a simple accessibility indicator adopted by the council in April 2011. The indicator is defined as the percentage of residents within a 10 minute walk of a bus stop with an hourly, or more frequent, daytime (Monday to Saturday) service. A 10 minute walk equates to about 800m at a walking speed of 3 miles per hour. The indicator does indicate the level of availability of at least a basic level of public transport in West Lothian. The majority of bus services in West Lothian are profitable and operate on a commercial basis without council subsidy. These services need no council approval and the council cannot influence their availability or design. Commercial services tend to be the busiest routes and the busiest times of operation. Councils can only legally provide services they deem to be socially necessary once the extent of the commercial network is known. Council contract bus services build on the commercial core and can increase the number of residents with access to services at the level defined by the indicator by either providing new bus or Taxibus services to places otherwise unserved or by adding additional subsidised journeys onto otherwise commercial bus services to bring their availability up to the standard to meet the indicator definition.	**Data Collection Officer**	Ian Forbes
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	90%
		Current Target	90%
Trend Chart Commentary The commercial bus network, accounting for approximately 80% of bus mileage in West Lothian, has remained static under the measurement of		**Notes on Latest Data Entry**	15-Apr-2015 90% of residents continue to have access to an hourly or better bus



this performance indicator in recent years. An ever-present risk to the council is the loss of some part or parts of the commercial bus network due to an operator finding that a service or services have become unprofitable. Any loss of this kind could affect the performance indicator. An evaluation model has been used to measure this performance indicator since 2011 and the figure for September 2012 (when reviewed council contract bus services were last fundamentally changed) of 90.0% is used as a baseline and provision has been maintained at this level since. For future years our target, as a minimum, will be to at least maintain this level of provision as long as there is stability in commercial bus service provision and continued availability of council resources to provide service subsidies for contract services.		services despite the loss of the commercial Livingston to Dunfermline and Bathgate to Boghall (Saturday) routes in January 2015. Council contract services at marginally increased overall cost have made good these losses.

PI Code & Short Name	**P:PTS017_6a.7 Percentage of customers who rated the overall quality of the Service provided by Public Transport as good or excellent.**	**PI Owner**	zPTS_PIAdmin; Ian Forbes
Description	This Performance Indicator measures the number of respondents rating the overall quality of service as good or excellent. The figures are taken from the Annual Customer Survey carried out by Public Transport to the West Lothian Citizens Panel.	**Data Collection Officer**	Ian Forbes
Linked PIs		**Gauge Format Type**	Aim to Maximise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	57.31%
		Current Target	55%



Trend Chart Commentary

The number of customers rating the overall service provided by Public Transport as good or excellent rose to 57.31% following the most recent survey in February 2015 (shown as the 2014/15 results) after it was again over 54% in 2013/14. Customers identified the customer service provided by staff within the service has been of a high standard. The school transport service was also rated good or excellent by over 85% of respondents. Areas for improvement identified by respondents were bus shelter information and cleanliness as well as the cost and reliability of public transport services.

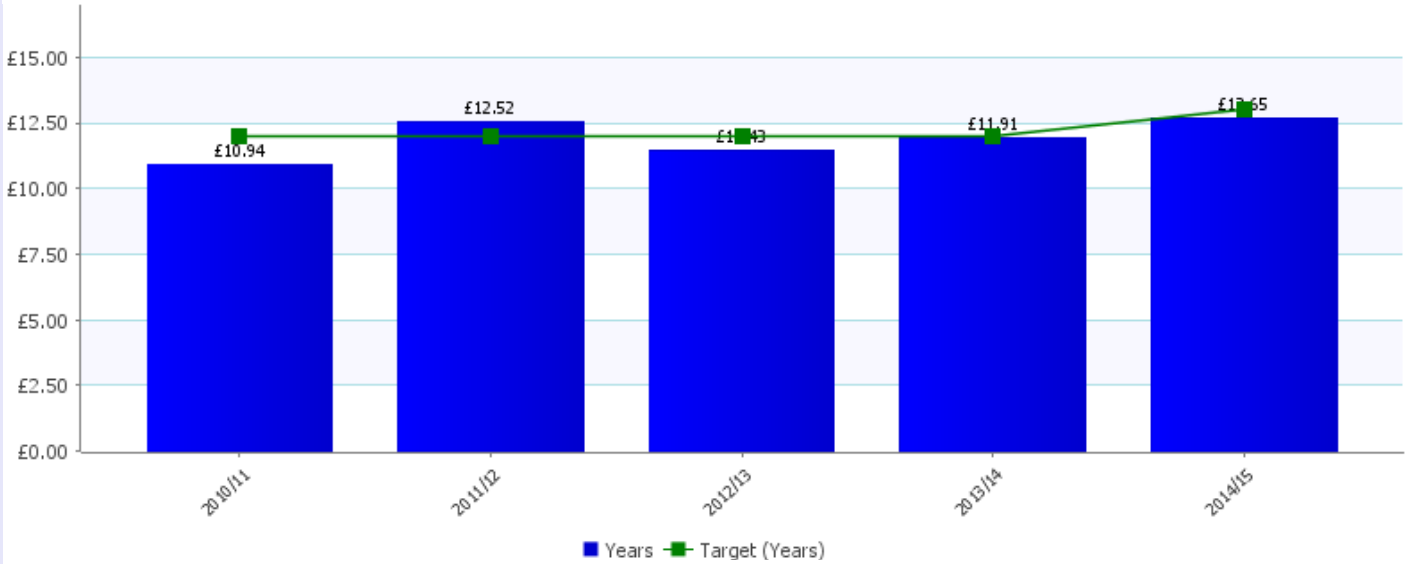
We will continue work closely with all commercial and council funded services to ensure that they offer the best possible service and experience for users. We also intend to create a bus users forum from residents in West Lothian to discuss further the issues with the bus network and try and improve the experience for all users.

The 2014/15 survey was distributed in February 2015 to the West Lothian citizens panel and we received a response of 748 was received. We will continue to review our customer service to ensure it meets the high standards expected by our customers

Notes on Latest Data Entry

11-Mar-2015 The figure for 2014/15 is based on 748 responses received from the citizens panel. The survey was carried out in February 2015 and the figure only included those responses who rated the service as being excellent or good.

PI Code & Short Name	**P:PTS018_9a.1c Cost of the Public Transport network per resident**	**PI Owner**	zPTS_PIAdmin; Ian Forbes
Description	This performance indicator measures solely the cost per head of population in West Lothian to provide the current mix of subsidised services provided. The council has also set a different, accessibility-based, performance indicator based on services at a minimum service level and that is shown as P:PTS003_9b.1b.	**Data Collection Officer**	Ian Forbes
Linked PIs		**Gauge Format Type**	Aim to Minimise
		Last Update	2014/15
		Traffic Light Icon	
		Current Value	£12.65
		Current Target	£13.00



Trend Chart Commentary

Over time cost inflation on transport contracts has, historically, been above general levels of inflation which is a phenomenon noted at a national level as confirmed by the results of the annual ATCO price and competition survey. This effect is shown by the longer term trend in the costs of providing broadly a constant level of service in West Lothian.

A major saving occurred in October 2012 (shown as 2012/13 results) when all council supported bus services were reviewed and many were revised to improve their cost-effectiveness and potential for growth. At the same time a move to minimum cost contract terms put revenue risk with the council rather than with contractors. The combined effect of these initiatives was to achieve a major saving in the costs of service provision.

Since then local evidence has shown that there remains inflationary pressure on service provision as new, like-for-like, replacement contracts are usually more costly than their predecessors. This matches the experience of neighbouring councils who have seen the same effect. Accordingly the target has been increased.

Notes on Latest Data Entry

Plans to reduce spending on local bus service support under the council's Delivering Better Outcomes programme were approved at the meeting of the Council Executive on 30 June 2015. This will require savings to take effect in 2016/17 and will require another review of services to further improve cost effectiveness.		

04 PDSP - Development and Transport Committee Scorecard report

Report Author: Gosia Lawes
Generated on: 27 July 2015 11:41
Report Layout: .SC08_PDSP_Scorecard_Committee_DL

West Lothian Council
Data Label: Internal Only

* PDSP Development and Transport *

Performance Indicators Displayed to the public and Active Actions

Status	Performance Indicator	Last Update	Current Value	Current Target	Lead officer
	P:BS030_9b.1a Percentage of applications for building warrant which receive a full technical assessment within 20 days of receipt by Building Standards.	2014/15	100%	95%	.Head of Planning and Economic Development(C McCorriston)
	P:BS031_9a Average number of working days to respond to a request for completion certificate.	2014/15	1.47	1.75	.Head of Planning and Economic Development(C McCorriston)
	P:BS032_6b Percentage of building warrants issued or refused, up to and including the eighth working day of receiving information.	2014/15	96.94%	95%	.Head of Planning and Economic Development(C McCorriston)
	BS033_9b.1a Percentage of applications for building warrant which receive a full technical assessment within 20 days of receipt by Building Standards.	Q1 2015/16	100%	97%	.Head of Planning and Economic Development(C McCorriston)
	BS034_9b.1a Average number of working days to respond to a request for completion certificate.	Q1 2015/16	1.32	1.75	.Head of Planning and Economic Development(C McCorriston)
	BS035_6b Percentage of building warrants issued or refused, up to and including the eighth working day of receiving information.	Q1 2015/16	99.28%	95%	.Head of Planning and Economic Development(C

					McCorriston)
	P:BS036_9b.1a Average Fees received per Building Standards Officer	2014/15	£72,144.22	£54,386.47	.Head of Planning and Economic Development(C McCorriston)
	P:CRRE007_6a.7 Regeneration & Employability - Percentage of Access2employment customers who rated the overall quality of the service they received as good or excellent .	Q1 2015/16	97.1%	97%	.Head of Area Services(S Field)
	P:DM031_9b.1a Annual percentage of all householder planning applications determined within two months	2014/15	92.55%	80%	.Head of Planning and Economic Development(C McCorriston)
	P:DM032_9b.1a Annual percentage of all local planning and other applications, excluding householder applications, determined in 2 months	2014/15	69.64%	80%	.Head of Planning and Economic Development(C McCorriston)
	P:DM033_9b.1a Annual percentage of all applications, excluding major applications, determined in two months	2014/15	77.95%	80%	.Head of Planning and Economic Development(C McCorriston)
	P:DM034_9b.1a Annual percentage of all major planning applications determined in 4 months	2014/15	41.18%	40%	.Head of Planning and Economic Development(C McCorriston)
	P:DM036_9a.3 Annual percentage of appeals submitted, the outcome of which is in favour of council's original decision	2014/15	37.5%	100%	.Head of Planning and Economic Development(C McCorriston)
	P:DM037_9a.3 Annual percentage of Local Review Body decisions made in favour of the original decision made under delegated powers	2014/15	62.5%	100%	.Head of Planning and Economic Development(C McCorriston)
	DM042_9b.1a Quarterly percentage of all householder planning applications determined within two months	Q1 2015/16	79.78%	80%	.Head of Planning and Economic Development(C McCorriston)
	DM043_9b.1a Quarterly percentage of all local planning and other applications, excluding householder applications, determined in 2 months	Q1 2015/16	75.94%	80%	.Head of Planning and Economic Development(C McCorriston)
	DM044_9b.1a Quarterly percentage of all planning and other applications, excluding major applications, determined in two months	Q1 2015/16	77.48%	80%	.Head of Planning and Economic Development(C

					McCorriston)
	DM045_9b.1a Quarterly percentage of all major planning applications determined in 4 months	Q1 2015/16	33.33%	40%	.Head of Planning and Economic Development(C McCorriston)
	CP:EDS001_9b.1a Number of new businesses started in West Lothian through Business Gateway.	2014/15	468	400	.Head of Planning and Economic Development(C McCorriston)
	CP:EDS002_9b.1a Number of small and medium sized businesses receiving support from Economic Development's Business Gateway service.	2014/15	597	500	.Head of Planning and Economic Development(C McCorriston)
	P:EDS003_9b.2a Total number of jobs generated by new business start-ups assisted by Business Gateway.	2014/15	717	480	.Head of Planning and Economic Development(C McCorriston)
	P:EDS013_6a.7 Percentage of customers who rated the overall quality of the service provided by Business Gateway as good or excellent.	2014/15	100%	95%	.Head of Planning and Economic Development(C McCorriston)
	P:EDS031_6b.4 The number of complaints received by Economic Development that were upheld / partially upheld.	2014/15	4	4	.Head of Planning and Economic Development(C McCorriston)
	P:EDS046_9a.1a Net Cost of Business Start Up	2014/15	£181.00	£188.00	.Head of Planning and Economic Development(C McCorriston)
	CP:PMD161_9b.1a Industrial Portfolio - Percentage of Total Units Let.	June 2015	91.67%	85%	.Head of Finance and Estates Services(D Forrest)
	CP:PMD162_9b.1a Retail Portfolio - Percentage of Total Shops Let.	June 2015	94.5%	94%	.Head of Finance and Estates Services(D Forrest)
	CP:PMD163_9b.1a Office Portfolio - Percentage of Office Units Let.	June 2015	92.11%	84%	.Head of Finance and Estates Services(D Forrest)
	P:PTS002_9b.1b Percentage of residents with access to an hourly or more frequent bus service.	2014/15	90%	90%	.Head of Operational Services(J Jack)

	P:PTS017_6a.7 Percentage of customers who rated the overall quality of the Service provided by Public Transport as good or excellent.	2014/15	57.31%	55%	.Head of Operational Services(J Jack)
	P:PTS018_9a.1c Cost of the Public Transport network per resident	2014/15	£12.65	£13.00	.Head of Operational Services(J Jack)

Status	ID	Action Title	Planned Start	Actual Start	Planned Finish	Actual Finish	Responsible Officer
	RTS07202_A	Provide new park & ride facilities at Beugh Burn (north Livingston), Broxburn, Uphall Station, Whitburn, and Winchburgh	01-Apr-2007	01-Apr-2007	31-Mar-2016		zOPSHQ_PIAdmin; Graeme Malcolm
	RTS07204_A	Provide a new road bridge crossing over the River Avon on the A801 at Torphichen	01-Apr-2007	01-Apr-2007	31-Mar-2016		zOPSHQ_PIAdmin; Graeme Malcolm
	RTS07205_A	Provide a new motorway junction on the M8 at Whitburn and M9 at Winchburgh	01-Apr-2007	01-Apr-2007	31-Mar-2016		zOPSHQ_PIAdmin; Graeme Malcolm
	RTS07206_A	Make sure the new Forth crossing serves the needs of West Lothian	01-Sep-2008	01-Sep-2008	31-Mar-2016		zOPSHQ_PIAdmin; Graeme Malcolm
	RTS07207_A	Campaign for and, if appropriate, get funding for an all-ways motorway junction on the M9 Burghmuir, Linlithgow	01-Apr-2012	01-Apr-2012	31-Mar-2016		zOPSHQ_PIAdmin; Graeme Malcolm
	RTS09203_A	Provide a new station at Winchburgh on the Edinburgh to Glasgow via Linlithgow line	01-Jan-2009	01-Jan-2009	31-Mar-2016		zOPSHQ_PIAdmin; Graeme Malcolm

DEVELOPMENT AND TRANSPORT POLICY DEVELOPMENT AND SCRUTINY PANEL

Data Label: Public

WORKPLAN

	Issue	Purpose	Lead Officer	PDSP Date	Referral to Exec Com
1	SPG Public Art	To advise the panel of revised supplementary guidance in support of the West Lothian Local Development Plan.	Chris Alcorn	17/08/2015	Yes
2	Quarterly Performance Report	To provide the panel with a quarterly update on service performance.	Craig McCorriston	17/08/2015	No
3	West Lothian Local Development Plan	To advise the panel of the content of the proposed plan for the West Lothian Local Development Plan.	Fiona McBrierty	26/10/2015	Yes
4	Residential Design Guide	To advise the panel of revised supplementary guidance in support of the West Lothian Local Development Plan.	Steve Lovell	26/10/2015	Yes
5	Green Network Supplementary Guidance	To advise the panel of new supplementary guidance in support of the West Lothian Local Development Plan.	Chris Alcorn	26/10/2015	Yes
6	Minerals Supplementary Guidance	To advise the panel of revised supplementary guidance in support of the West Lothian Local Development Plan.	Steve McLucas	26/10/2015	Yes
7	Noise Supplementary Guidance	To advise the panel of revised supplementary guidance in support of the West Lothian Local Development Plan.	Sarah Collings	26/10/2015	Yes
8	Affordable Housing Supplementary Guidance	To advise the panel of revised supplementary guidance in support of the West Lothian Local Development Plan.	Colin Miller/Fiona McBrierty	26/10/2015	Yes
9	Health Impact Assessment	To advise the panel of revised supplementary guidance in support of the West Lothian Local Development Plan.	Fiona McBrierty	26/10/2015	Yes
10	West Lothian Local Landscape Designation Review Supplementary Guidance	To advise the panel of revised supplementary guidance in support of the West Lothian Local Development Plan.	Sarah Collings	26/10/2015	Yes
11	Employability Initiative (6 mths report)	To update the panel on progress with employability initiatives.	Clare Stewart	26/10/2015	No

	Issue	Purpose	Lead Officer	PDSP Date	Referral to Exec Com
12	Active Travel Plan	To advise the panel of the content of the proposed active travel plan for West Lothian.	Deborah Paton	26/10/2015	Yes
13	LEADER Update	To update the panel on progress with LEADER.	David Greaves	15/02/2016	No
14	EU Funding Update	To update the panel on progress with EU Funding arrangements.	David Greaves	15/02/2016	No
15	Planning and Economic Development Management Plan	To report on main activities and actions to be delivered by the service in 2016/17.	Craig McCorriston	18/04/2016	No
16	Operational Services Management Plan	To report on main activities and actions to be delivered by the service in 2016/17.	Jim Jack	18/04/2016	No
17	Area Services Management Plan	To report on main activities and actions to be delivered by the service in 2016/17.	Steve Field	18/04/2016	No
18	Employability Initiative (6mths report)	To update the panel on progress with employability initiatives.	Clare Stewart	06/06/2016	No
19	SPG for Linlithgow Academy	To endorse the SPG for developer contributions for education infrastructure.	Fiona McBrierty	Mid 2015	Yes
20	SPG for primary school provision in Armadale	To endorse the SPG for developer contributions for education infrastructure.	Jenny Sheerin	Mid 2015	Yes
21	SPG for primary school provision in Bathgate	To endorse the SPG for developer contributions for education infrastructure.	Fiona McBrierty	Mid 2015	Yes
22	SPG for St Joseph's Primary School, Linlithgow	To endorse the SPG for developer contributions for education infrastructure.	Fiona McBrierty	Mid 2015	Yes
23	SESplan SDP2	To advise the panel of progress on SDP2.	Fiona McBrierty	Mid 2015	Yes
24	Quarterly Performance Report	To provide the panel with a quarterly update on service performance.	Craig McCorriston	Various Dates	No