



West Lothian  
Council

## ***West Lothian Council***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

10 August 2016

A meeting of West Lothian Council will be held within the **Council Chambers, Civic Centre, Livingston** on **Tuesday 16 August 2016 at 10:00am.**

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 Minute of Meeting of West Lothian Council held on Tuesday 24 May 2016 (herewith)
  - (b) Note Correspondence Arising from Previous Decisions (herewith)
  - (c) Note Minute of Meeting of Performance Committee held on Monday 11 January 2016 (herewith)
  - (d) Note Minute of Meeting of Performance Committee held on Thursday 25 February 2016 (herewith)

- (e) Note Minute of Meeting of Audit and Governance Committee held on Monday 29 February 2016 (herewith)
- (f) Note Minute of Meeting of Education (Quality Assurance) Committee held on Tuesday 10 May 2016 (herewith)
- (g) Note Minute of Meeting of Employee Appeals Committee (Private) held on Friday 15 April 2016 (herewith)
- (h) Note Minute of Meeting of Employee Appeals Committee (Private) held on Monday 23 May 2016 (herewith)
- (i) Note Minute of Meeting of Employee Appeals Committee (Private) held on Friday 03 June 2016 (herewith)
- (j) Note Minute of Meeting of Avoidance of Disputes Committee held on Tuesday 26 April 2016 (herewith)

**Public Items for Decision**

- 5. Election Business
  - (a) Audit and Governance Committee - Note resignation of Elaine McAtamney from the Audit and Governance Committee and that recruitment of a replacement Lay Member had commenced.
- 6. Notice of Motion - Hate Crimes - Submitted by Councillor Cartmill (herewith)
- 7. Notice of Motion - West Lothian Paediatric Services - Submitted by Councill Campbell (herewith)
- 8. Notice of Motion - Former Councillor Jim Sibbald - Submitted by Councillor Johnston (herewith)
- 9. Notice of Motion - Scotland's Future in the EU - Submitted by Councillor Johnston (herewith)
- 10. Documents for Execution

**Public Items for Information**

- 11. Bus Services - Question to the Executive Councillor for Development and Transport Submitted by Councillor Borrowman (herewith)

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NOTE      **For further information contact Anne Higgins, Tel: 01506 281601 or email: [anne.higgins@westlothian.gov.uk](mailto:anne.higgins@westlothian.gov.uk)**

MINUTE of MEETING of the WEST LOTHIAN COUNCIL held within Council Chambers, Civic Centre, Livingston, on 24 May 2016.

Present – Provost Tom Kerr (Chair), Depute Provost Dave King, Council Leader John McGinty, Councillors Frank Anderson, Stuart Borrowman, Tony Boyle, Diane Calder, Janet Campbell, Harry Cartmill, Tom Conn, Alexander Davidson, Robert De Bold, Jim Dickson, Mary Dickson, Jim Dixon, David Dodds, Lawrence Fitzpatrick, Carl John, Sarah King, Danny Logue, Greg McCarra, Anne McMillan, Andrew Miller, Angela Moohan, Cathy Muldoon, George Paul, Barry Robertson, David Tait, Frank Toner, Jim Walker.

Apologies – Councillors William Boyle, Peter Johnston, John Muir

1. DECLARATIONS OF INTEREST

Motion – St John’s Hospital (Agenda Item 6)

Councillor Toner declared a significant non-financial interest as he was employed by Neil Findlay, MSP. He indicated that he would leave the Chambers and take no part in consideration of this item of business.

Motions (Agenda items 7 and 9)

Councillor Toner declared a non-financial interest as a Non-Executive Director of NHS Lothian. He made a correction to his declaration later in the meeting to reflect that he had resigned from the position.

Councillor Logue declared a non-financial interest as an employee of NHS Lothian.

2. MINUTES

- (a) The Council approved the minute of meeting of West Lothian Council held on 12 April 2016.
- (b) The Council note the correspondence arising from previous decisions.
- (d) The Council noted the minute of meeting of the Employee Appeals Committee held on 18 March 2016.
- (d) The Council noted the minute of meeting of the Employee Appeals Committee held on 18 March 2016.
- (e) The Council noted the minute of meeting of the Education (Quality Assurance) Committee held on 15 March 2016.

### 3 ELECTION BUSINESS

#### NHS Lothian

The Council was informed of the resignation of Councillor Toner as the Council representative on NHS Lothian and was asked to agree that Councillor Cartmill be appointed as his replacement.

#### Audit and Governance Committee

The Council was informed of the resignation of Councillor Cartmill as Chair of Audit and Governance Committee and was asked to agree that Councillor Toner be appointed as his replacement.

#### Decision

1. To note the resignation of Councillor Toner as the Council representative on NHS Lothian and to agree the appointment of Councillor Cartmill as his replacement.
2. To note the resignation of Councillor Cartmill as Chair of Audit and Governance Committee and to agree the appointment of Councillor Toner as his replacement.

### 4. NOTICE OF MOTION - ST JOHN'S HOSPITAL - SUBMITTED BY COUNCILLOR ANDERSON

Having declared an interest earlier in the meeting, Councillor Toner left the Chambers and took no part in consideration of this item of business.

“West Lothian Council SNP Group condemn the negative campaign run during the recent Holyrood Election by the Labour Party and in particular Neil Findlay. We note with concern the continuing scaremongering statements that have been made about ‘stopping the closure of the children’s ward’, ‘fighting the downgrade of St Johns’, all of which undermine the stability of the hospital. These campaigns are doing nothing to encourage staff to consider making their future at this great hospital.

The SNP Group also welcome all the additional funding which has been allocated to our Hospital recently and looks forward to a bright future for St John’s, with the further investment on the way to create a new elective surgical centre.

Council therefore writes to the Health Minister welcoming the additional resources and urging them to continue to ensure that the negativity ‘bandied about’ by the Labour Party does not diminish the reputation of our great Hospital and undermine its future stability.”

Moved by Councillor Anderson, seconded by Councillor Calder.

#### Amendment

“West Lothian Council commends the actions of West Lothian people in speaking out in defence of St John’s Hospital and in particular those who oppose the threat to downgrade the Children’s Ward at St John’s.

Council also commends the stance taken by Neil Findlay MSP, other local politicians, and those staff at St John’s who have also given a clear statement of their opposition to any downgrade of the Children’s Ward at St John’s.

Council recalls that the Children’s Ward at St Johns been allowed to close twice under the SNP Scottish Government since 2012, recalls that the SNP Group on West Lothian Council has repeatedly voted against motions calling for no downgrade of the Children’s Ward at St John’s, welcomes additional investment at St John’s Hospital, and agrees to oppose any downgrade of the Children’s Service at St Johns.”

Moved by Council Leader John McGinty, seconded by Councillor McMillan.

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

<u>Motion</u>	<u>Amendment</u>	<u>Abstain</u>
Frank Anderson	Stuart Borrowman	Tom Kerr
Diane Calder	Tony Boyle	
Janet Campbell	Harry Cartmill	
Robert De Bold	Tom Conn	
Jim Dickson	Alex Davidson	
Mary Dickson	Jim Dixon	
Carl John	David Dodds	
Sarah King	Lawrence Fitzpatrick	
Greg McCarra	Dave King	
Andrew Miller	Danny Logue	
David Tait	John McGinty	
Jim Walker	Anne McMillan	
	Angela Moohan	
	Cathy Muldoon	
	George Paul	
	Barry Robertson	

### Decision

On a vote being taken, the amendment was successful by 16 votes to 12 votes, with 1 abstention, 1 member having left the Chambers and 3 members absent. The amendment was agreed accordingly.

### 5. NOTICE OF MOTION - CANCER STRATEGY - SUBMITTED BY COUNCILLOR CAMPBELL

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

“West Lothian Council recognises the devastating impact a diagnosis of

cancer has on individuals, families and communities. This is a disease which touches every one of us and for some, has distressing and life changing outcomes. Research undertaken by Macmillan revealed that today 1 in 4 of us will be given this diagnosis and that by 2020 the number living with cancer will double to 4 million people. However further research has highlighted that by 2020, whilst 1 in 2 people will face this diagnosis, almost 4 in 10 of this will not die from this disease.

West Lothian Council therefore congratulates the Scottish Government for the Cancer Strategy outlined in the lead up to the recent Scottish Parliament election. The Scottish Government will invest £100 million in over 50 actions to improve cancer prevention, detection, diagnosis, treatment and aftercare. Good quality healthcare is the cornerstone of a decent society – this is a Government which has been given the mandate to provide this for Scotland. Patients in West Lothian deserve the best possible treatment for a cancer diagnosis – this is a Government determined to ensure that all patients receive the treatment they deserve.”

Moved by Councillor Campbell, seconded by Councillor Sarah King.

#### Amendment

“West Lothian Council welcomes any investment in NHS Scotland and the investment in a Cancer Strategy initiative is particularly welcome, however Council notes that the Scottish Government Cancer Strategy lagged behind those in other part of the UK.

Council notes that Scotland’s survival rates falls behind the rest of the UK and urgent steps should be taken by the Scottish Government to address this, particular in the gaps in staffing and expertise, which means, for example, some patients in parts of Scotland are missing out on the latest radiotherapy techniques. The Council would hope to see the Scottish Government taking a proactive approach to addressing health inequalities via the Cancer Strategy, especially with preventative measures such as the Breast Cancer Screening programme, where the uptake of this service in deprived areas, is much lower than in more affluent areas.

West Lothian Council recognises the challenges faced by the NHS staff who care for and treat individuals with cancer and that the staff should be congratulated on their consistent commitment and professionalism. The Council also recognises the invaluable level of help and support that the MacMillan Cancer Support provided in partnership with West Lothian Council and NHS Lothian.”

Moved by Councillor McMillan, seconded by Councillor McGinty.

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

<u>Motion</u>	<u>Amendment</u>	<u>Abstain</u>
Frank Anderson	Stuart Borrowman	Tom Kerr
Diane Calder	Tony Boyle	
Janet Campbell	Harry Cartmill	
Robert De Bold	Tom Conn	

Jim Dickson	Alex Davidson
Mary Dickson	Jim Dixon
Carl John	David Dodds
Sarah King	Lawrence Fitzpatrick
Greg McCarra	Dave King
Andrew Miller	Danny Logue
David Tait	John McGinty
Jim Walker	Anne McMillan
	Angela Moohan
	Cathy Muldoon
	George Paul
	Barry Robertson
	Frank Toner

The amendment was successful by 17 votes to 12 votes, with 1 abstention and 3 members absent.

6. NOTICE OF MOTION - BATHGATE MENZIES CHOIR - SUBMITTED BY COUNCILLOR MCGINTY

“West Lothian Council notes that the Bathgate Menzies Choir celebrates its 90<sup>th</sup> anniversary in 2016.

Council recall that the choir was originally known as the North British Steel Foundry Male Voice Choir and was established in 1926 in the midst of the economic depression and National Strike of that year, in order to provide activity for the steel foundry workers and an entertainment for the wider public.

The change of name to the Bathgate Menzies Choir took place in 1996 and continued the fine work of the Choir whilst recognising the close links between the Choir and the Menzies family.

West Lothian Council congratulates all at the Bathgate Menzies Choir on 90 years of musical excellence, commends their outstanding contribution to choral music in the West Lothian area, and welcomes the continuing presence in serving the community of Bathgate and wider West Lothian.

Council agrees to ask the Provost to write to the Bathgate Menzies Choir to pass on the congratulations of the Council on their 90<sup>th</sup> anniversary.”

Moved by Council Leader John McGinty.

Decision

To unanimously approve the terms of the motion.

7. NOTICE OF MOTION - ROYAL COLLEGE OF PAEDIATRICIANS AND CHILD HEALTH REPORT - SUBMITTED BY COUNCILLOR MCGINTY

The Council considered a motion submitted by Council Leader John McGinty in the following terms:-

“West Lothian Council notes that the NHS Lothian commissioned Royal College of Paediatricians and Child Health report into paediatric services across Lothian is scheduled to be considered by the NHS Lothian Board in June 2016.

Council restates its view that it will not accept any reduction in the Children’s Ward provision at St John’s Hospital, commends the continuing hard work of the staff team at St John’s, calls upon the Scottish Government Cabinet Secretary with responsibility for Health to give an immediate undertaking that they will veto any proposal to reduce services at the St John’s Children’s Ward contained in the Royal College report, and agrees to write to the First Minister and the Cabinet Secretary with responsibility for Health setting out the Council’s position.”

Moved by Council Leader John McGinty, seconded by Councillor McMillan.

#### Amendment

“West Lothian Council SNP Group condemn the totally negative and scaremongering ‘campaign’ perpetuated by the Labour Group on this Council with regards to St John’s Hospital. Never at any time has there been a motion from the Labour Group welcoming the huge investment in our hospital.

The Labour Group failed when given the opportunity during the review just finished, to put forward an alternative positive case for why services should be retained at St John’s. Instead, their constant scaremongering has undermined the hospital, staff and caused undue concern within West Lothian.

The SNP Group urges Council to await the outcome of the review and writes to the Health Minister welcoming the additional resources invested in our Hospital.”

Moved by Councillor Anderson, seconded by Councillor Calder.

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

<u>Motion</u>	<u>Amendment</u>	<u>Abstain</u>
Stuart Borrowman	Frank Anderson	Tom Kerr
Tony Boyle	Diane Calder	
Harry Cartmill	Janet Campbell	
Tom Conn	Robert De Bold	
Alex Davidson	Jim Dickson	
Jim Dixon	Mary Dickson	
David Dodds	Carl John	
Lawrence Fitzpatrick	Sarah King	
Dave King	Greg McCarra	
Danny Logue	Andrew Miller	
John McGinty	David Tait	
Anne McMillan	Jim Walker	



Angela Moohan  
Cathy Muldoon  
George Paul  
Barry Robertson  
Frank Toner

Decision

On a vote being taken, the motion was successful by 17 votes to 12 votes, with 1 abstention and 3 members absent. The motion was agreed accordingly.

8. DOCUMENTS FOR EXECUTION

The Chief Solicitor presented 169 documents for execution.

Decision

That the deeds be executed.

9. ENVIRONMENTAL IMPROVEMENTS, TORPHICHEN AND WESTFIELD - QUESTION TO THE EXECUTIVE COUNCILLOR FOR THE ENVIRONMENT SUBMITTED BY COUNCILLOR BORROWMAN

A written question to the Executive Councillor for the Environment had been submitted by Councillor Borrowman in the following terms:-

“At the Council by-election in Armadale and Blackridge Ward in March 2015, the Scottish Labour candidate issued a leaflet including “local promises.”

These included “environmental upgrades in Torphichen and Westfield.”

What are these and what is the timetable for delivery?”

The Executive Councillor for the Environment provided a verbal answer to the written question.

Decision

To note the written question put and verbal answer given.

10. REVIEW OF THE PLANNING AUTHORITY - QUESTION TO THE EXECUTIVE COUNCILLOR FOR DEVELOPMENT AND TRANSPORT SUBMITTED BY COUNCILLOR BORROWMAN

A written question to the Executive Councillor for Development and Transport had been submitted by Councillor Borrowman in the following

terms:-

“In May 2012, Labour made a commitment to an independent review of the Council’s role as planning authority.

1. On what date was the review commissioned?

2. On what date was the draft report received?”

The Executive Councillor for Development and Transport proved a verbal answer to the written question.

Councillor Borrowman indicated that he wished to put supplementary questions as provided for in standing orders. He did so and the Executive Councillor for Development and Transport provided a verbal answer to the supplementary questions.

#### Decision

1. To note the written question put and verbal answer given.

2. To note the supplementary questions put and verbal answers given.

11. COUNCIL HOUSEBUILDING - QUESTION TO THE EXECUTIVE COUNCILLOR FOR SERVICES FOR THE COMMUNITY SUBMITTED BY COUNCILLOR BORROWMAN

A written question to the Executive Councillor for Services for the Community had been circulated by Councillor Borrowman in the following terms:-

“In May 2012, Labour committed to “build a minimum of 1,000 new council houses” by end-April 2017. Since May 2012:

How many new council houses have been completed and let to tenants?

Of these, how many are in each ward?

For how many others has an effective site start been made?

Of these, how many are in each ward?

How many will be completed and let to tenants by end-April 2017?

How many of these will be in each ward?”

The Executive Councillor for Services for the Community provided a verbal answer to the written question.

Councillor Borrowman indicated that he wished to put supplementary questions as provided for in standing orders. He did so and the Executive Councillor for Services for the Community provided verbal answers to the supplementary questions.

Decision

1. To note the written question put and verbal answer given.
2. To note the supplementary questions put and verbal answers given.

12. NEW BUILD HOUSES - QUESTION TO THE EXECUTIVE COUNCILLOR FOR SERVICES FOR THE COMMUNITY SUBMITTED BY COUNCILLOR ANDERSON

A written question to the Executive Councillor for Services for the Community had been submitted by Councillor Anderson in the following terms:-

“As 4 years have passed from the Council Elections, and to enable you to be more specific in your reply, could you tell us how many of the following homes are occupied by tenants. These were the sites identified as creating your party’s 1000 new build houses.

Adelaide St  
West Main St, Broxburn  
Wester Inch, Bathgate  
Redhouse  
Infant school, Pumpherston  
Kirkhill, Broxburn  
Lammermuir, Livingston  
Almond Link, Livingston  
Nelson Park, Armadale  
Glasgow Road, Bathgate  
Eastfield, Fauldhouse  
Drumshoreland  
Winchburgh CDA  
Auldhill, Bridgend  
Deans South  
Mill Rd, Linlithgow Bridge  
Almondvale Stadium, Livingston  
Appleton Parkway, Livingston  
Almondell, East Calder  
Raw Holdings, East Calder  
Philipstoun  
Mayfield, Armadale  
Bathville, Armadale”

The Executive Councillor for Services for the Community provided a verbal answer to the written question.

Councillor Anderson indicated that he wished put supplementary questions as provided for in standing orders. He did so and the Executive Councillor for Services for the Community provided verbal answers to the supplementary question.

Decision

1. To note the written question put and verbal answer given.
2. To note the supplementary questions put and verbal answers given.

Cabinet Secretary for Health and Sport  
Shona Robison MSP

T: 0300 244 4000  
E: [scottish.ministers@gov.scot](mailto:scottish.ministers@gov.scot)



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

Mr Graham Hope  
Chief Executive  
West Lothian Council  
Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

Our ref: 2016/0017551  
20 June 2016

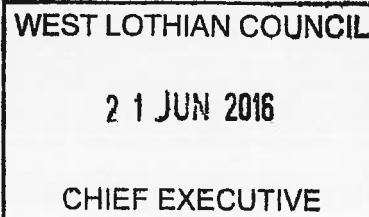
Dear Graham,

Thank you for your letter of 30 May to Nicola Sturgeon MSP, First Minister, and to myself, asking the Scottish Government to consider a Notice of Motion by West Lothian Council on the Royal College of Paediatrician and Child Health (RCPCH) Report, following the council's meeting on 24 May.

The independent expert report produced by the RCPCH is focused upon services across the whole of Lothian, with the priority being the delivery of a safe, effective and sustainable service for patients and families across the Health Board area, including both the Royal Hospital for Sick Children in Edinburgh, and St John's Paediatric Services in Livingston. I am sure that you will join me in welcoming the key recommendation from the report to establish a resident consultant model for St John's Paediatric In-Patient Ward.

The Board is scheduled to meet on 22 June to consider the recommendations of the report. The Scottish Government stands ready to support NHS Lothian to implement these recommendations, including retaining inpatient paediatrics at St John's Hospital, to ensure all necessary improvements are delivered for the benefit of patients.

**SHONA ROBISON**



Ministerial Correspondence Unit

T: 0131-244 4000

E: CorrespondenceUnit@gov.scot



Mr Graham Hope

Your ref:  
Our ref: 2016/0017551  
3 June 2016

Dear Mr Hope

Thank you for your correspondence to Nicola Sturgeon received on 3 June 2016.

Your correspondence has been passed to the relevant area for a response. The Scottish Government aims to respond to you within 20 working days. Where this is not possible, we will endeavour to keep you updated on the progress of your response.

Yours sincerely

Ministerial Correspondence Unit

Ministerial Correspondence Unit

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E: CorrespondenceUnit@gov.scot



Mr Graham Hope  
West Lothian Council  
West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
West Lothian  
EH54 6FF

Your ref:  
Our ref: 2016/0016771  
1 June 2016

Dear Mr Hope

Thank you for your correspondence to Shona Robison received on 1 June 2016.

Your correspondence has been passed to the relevant area for a response. The Scottish Government aims to respond to you within 20 working days. Where this is not possible, we will endeavour to keep you updated on the progress of your response.

Yours sincerely

Ministerial Correspondence Unit



**Department  
for Work &  
Pensions**

Ministerial  
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Mr Graham Hope  
West Lothian Civic Centre  
Howden South Road  
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Our Ref: TO/16/05222

17 May 2016

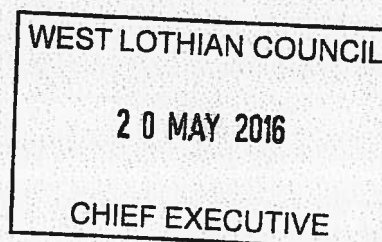
Dear Mr Hope

Thank you for your recent correspondence, raising issues arising from Government policies which are the responsibility of this Department. Government Ministers receive a large volume of correspondence and they are unable to reply personally on every occasion. I have been asked to respond.

I note the comments from West Lothian Council. The proposals that you have mentioned are not agreed Government policy. I am therefore unable to provide further comment on these proposals.

Yours sincerely

L Cole  
Ministerial Correspondence Team





Ministerial Correspondence Unit

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Mr Graham Hope  
West Lothian Council  
Civic Centre  
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Your ref:  
Our ref: 2016/0017982  
7 June 2016

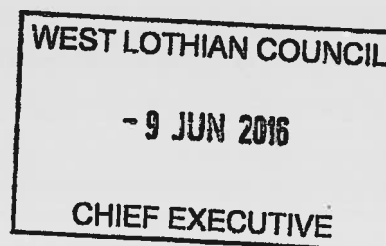
Dear Mr Hope

Thank you for your correspondence to Shona Robison received on 7 June 2016.

Your correspondence has been passed to the relevant area for a response. The Scottish Government aims to respond to you within 20 working days. Where this is not possible, we will endeavour to keep you updated on the progress of your response.

Yours sincerely

Ministerial Correspondence Unit



DATA LABEL: PUBLIC

**Corporate Services**

Shona Robison MSP  
Cabinet Secretary for Health and Sport  
St. Andrew's House  
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Edinburgh  
EH1 3DG

**Committee Services**  
**Carol Johnston**  
**Chief Solicitor**

Civic Centre  
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Contact: Anne Higgins  
Tel: 01506 281601

30 May 2016

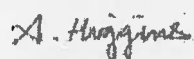
Dear Ms Robison

**NOTICE OF MOTION – ROYAL COLLEGE OF PAEDIATRICIANS AND CHILD HEALTH REPORT**

At a meeting of West Lothian Council held on 24 May 2016, the Council agreed a motion by the Leader of the Council concerning the above. A copy of the motion is attached.

I would be grateful if you could consider the terms of the motion and I would ask that your response be directed to Graham Hope, Chief Executive, West Lothian Council.

Yours sincerely



for Graham Hope  
Chief Executive

Enc

DATA LABEL: PUBLIC

**Corporate Services**

Nicola Sturgeon MSP  
First Minister for Scotland  
St Andrew's House  
Regent Road  
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**Committee Services**  
**Carol Johnston**  
**Chief Solicitor**

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Contact: Anne Higgins  
Tel: 01506 281601

30 May 2016

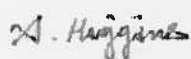
Dear First Minister

**NOTICE OF MOTION – ROYAL COLLEGE OF PAEDIATRICIANS AND CHILD HEALTH REPORT**

At a meeting of West Lothian Council held on 24 May 2016, the Council agreed a motion by the Leader of the Council concerning the above. A copy of the motion is attached.

I would be grateful if you could consider the terms of the motion and I would ask that your response be directed to Graham Hope, Chief Executive, West Lothian Council.

Yours sincerely



for Graham Hope  
Chief Executive

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MINUTE of MEETING of the PERFORMANCE COMMITTEE of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 11 JANUARY 2016.

Present – Councillors Stuart Borrowman (Chair), Tony Boyle, Greg McCarra, Carl John, John McGinty

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2 MINUTE

The committee confirmed the Minute of its meeting held on 23 November 2015 as a correct record. The Minute was thereafter signed by Chair.

3. NETS, LAND AND COUNTRYSIDE PERFORMANCE

The committee considered a report (copies of which had been circulated) by the Head of Operational Services providing an overview of the NETs, Land and Countryside service along with details of service performance.

The report advised that the NETs, Land and Countryside service operated with a total compliment of staff of 290.90FTE and an annual net revenue budget of £6.957 million. The service actively worked with partners to plan, design and deliver improved services for customers. Key partners were Keep Scotland Beautiful, Forestry Commission, Scottish Environmental Protection Agency (SEPA), Central Scotland Green Network Trust, Scottish National Heritage, West Lothian Housing Service, West Lothian Leisure and Zero Waste Scotland.

The Head of Operational Services explained that in 2014/15 the service delivered a number of key achievements including improving the performance of street cleansing levels, improved quality and performance of open spaces and parks, successfully delivered identified savings targets from Delivering Better Outcomes, whilst maintaining high levels of customer satisfaction, and Beecraigs Country Park achieved the national Trip Advisor Certificate of Excellence.

The report went on to advise that the service was regularly measured through a suite of performance indicators in line with the council's performance management framework using the covalent system. The indicators were representative of a range of activities delivered by the service and included statutory, public performance reporting and management indicators, including measures of customer and staff perception. Appendix 1 to the report provided samples of the service performance indicators, including trend charts and associated commentary.

It was also advised that the service had its three year WLAM Assessment in October 2014 and the outcome gave the service an improved score from the previous assessment.

The results of the assessment were presented to the Chief Executive's performance review panel in December 2014 during which the service manager provided an overview of the services general approach to performance management and performance indicator results. The service manager also identified a number of key areas where the service was aiming to improve performance.

In conclusion it was noted in the report that the NETs, Land and Countryside Service provided data annually to the Improvement Service in respect of Local Government Benchmarking Framework measures for the following two categories; Environmental and Culture and Leisure.

The report recommended that the committee:-

1. Note the contents of the report and appendix 1;
2. Provide feedback on service performance; and
3. Identify any recommendations for performance improvement.

There then followed a number of questions in relation to street cleansing and the issue of cigarette ends; marketing of country parks and signage within the parks. There were also questions with regard to public perception and what brought most public complaints.

#### Decision

To note the terms of the report.

#### 4. COMPLAINT PERFORMANCE REPORT QUARTERS 2 2015/16

The committee considered a report (copies of which had been circulated) by the Depute Chief Executive providing the quarterly analysis of closed complaints for Quarter 2 2015-16.

The committee was advised that the Scottish Public Services Ombudsman (SPSO) developed and published a model Complaint Handling Procedure (CHP) on 28 March 2012. The model CHP was to ensure a standardised approach in dealing with customer complaints across the local authority sector. All local authorities were required to adopt the model CHP by 31 March 2013.

Contained within the report at Table 1 was complaints information by category for Quarter 1 over the 5 year period 2011-12 to 2015-16. It was noted that of the 524 complaints for Quarter 2, 2015-16, 362 of these were attributed to Housing, Construction and Building Services and Operational Services.

The Depute Chief Executive explained that the marginal in Standard of Service complaints were generated by Housing, Construction and Building Services and Operational Services which accounted for 161 or all recorded complaints in this category.

The increase in Employee Attitude complaints was driven by Operational Services and Housing, Construction and Building Services which accounted for a combined total of 48 complaints in this category.

The Corporate Complaint Steering Board identified 4 high level indicators that provided a summary of complaint handling performance and detailed as follows:-

- Total complaints received
- Complaints closed within 5 working days
- Complaints closed within 20 working days
- Complaints partly upheld/upheld

Table 2 within the report provided a summary of service performance against these four indicators for Quarter 2: 2015-16.

Appendix 1 to the report provided information on council wide performance against the SPSO defined measures covering the period Quarter 2, 2015/16 (July 2015 to September 2015).

Table 3 provided indicative ratios for the number of complaints against the specific customer groups for Area Services, Education Services, Housing, Construction and Building Services and Operational Services.

The report concluded that the level of complaints received in Quarter 2; 2015-16 had shown a marginal increase when compared to the equivalent quarter in the previous year. Services would continue to monitor complaints on a regular basis and use this information to develop and improve service delivery.

It was recommended that the Performance Committee :-

1. Note the corporate and service complaint against the standards outlined in the council's complaint handling procedure; and
2. Continue to monitor complaint performance and request additional information from services as required.

### Decision

To note the terms of the report.





MINUTE of MEETING of the PERFORMANCE COMMITTEE of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 25 FEBRUARY 2016.

Present – Councillors Stuart Borrowman (Chair), Tony Boyle, Carl John, Greg McCarra, John McGinty

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTES

The committee confirmed the Minute of its meeting held on 11 January 2016 as a correct record. The Minute was thereafter signed by the Chair.

3. COMMUNITY CARE SERVICES

The committee considered a report (copies of which had been circulated) by the Head of Social Policy providing an overview of the performance of Community Care Services in West Lothian.

The report advised that Community Care comprised of a wide range of services provided to adults with care needs. Services included Care at Home, Care Homes, Occupational Therapy, Sheltered Housing and Housing with Care, Support for People with Learning and Physical Disabilities and Support for People with Mental Health Problems.

The main aim of the services was to promote, enable and sustain independence and social inclusion for service users and carers and was segmented by the following key user groups:-

- Older People
- Physical Disability
- Learning Disability
- Mental Health

The Head of Social Policy explained that it was anticipated that an increasing number of people would seek control of their own care and support provision by accessing Direct Payments or other Self Directed Support options.

The nature of the demographic and economic challenges highlighted the need for effective outcome focused partnership working, particularly, but not exclusively between health and social care.

The report went on to advise that Community Care had a proud history of being recognised as a leader in Scotland in terms of achieving better outcomes for service users. Of particular note, the service was recognised for developing innovative new models of care for performance in key national initiatives, such as technology enhanced care.

The service approach to performance management had matured and was able to present a better spread of high level indicators across the major domains at the Review Panel in August 2015. As part of the review of performance indicators, a number of poorly constructed customer results were discontinued and new results for employee satisfaction and key activities were added.

Overall feedback from the Review Panel was much more positive and recognised the progress made to date. The service would continue to refine its performance management approach. Key areas recommended for improvement were as follows:-

- Building capacity across management tiers to ensure that the performance approach was sustainable
- Continue to develop the scope of the service performance indicators
- Continue to develop the approach to benchmarking and use of comparative data

In conclusion it was advised that the report and appendix summarised the work and the performance of Community Care Services.

The report recommended that the Committee:

1. Note the performance report for Community Care Services
2. Provide feedback and recommendations on the performance of Community Care Services
3. Identify any issues and recommendations for performance improvement.

There then followed a number of questions surrounding the reasons for delayed discharges, delays in referrals, completion of assessments and the number of telecare users. There were also discussions and questions around the challenges of integration and the best approach for the provision and delivery of services, including a quality approach system built across partnerships, strategic plans, joint commissioning and outsourcing.

### Decision

To note the terms of the report.

MINUTE of MEETING of the AUDIT AND GOVERNANCE COMMITTEE of WEST Lothian Council held within Council Chambers, West Lothian Civic Centre on 29 February 2016.

Present – Councillors Harry Cartmill (Chair), John McGinty, William Boyle, Jim Dixon and David Tait

Apologies – Elaine McAtamney

In attendance – Donald Forrest (Head of Finance and Estates), Julie Whitelaw (Head of Corporate Services), Kenneth Ribbons (Audit and Risk Manager), James Millar (Governance Manager), Donna Adam (Strategic Resource Manager), Alan Bell (Senior Manager Community Care Support & Services), Inire Evong (Audit Scotland) and David McConnell (Audit Scotland)

The Chair opened the meeting by welcoming Councillor Tait to his first meeting as a member of the Committee.

1. DECLARATIONS OF INTEREST

There were no declarations of interest made in terms of the Councillors' Code of Conduct.

2. MINUTE

The Audit and Governance Committee approved the minute of its meeting held on 21 December 2015 as being a correct record. The Chair thereafter signed the minute.

3. INTERNAL AUDIT PLAN 2016/17

The Committee considered a report (copies of which had been circulated) by the Audit and Risk Manager providing details of the Internal Audit Plan 2016/17.

The Public Sector Internal Audit Standards (PSIAS) requires that a risk based audit plan be prepared. The internal audit plan for 2016/17 set out the planned internal audit work for the year to 31 March 2017, details of which were attached at appendix 1 to the report. The Committee was advised that audits were included within the plan on the basis of an assessment of risk based on the corporate risk register, discussions with managers and local knowledge of the council and its operations. The relevant risk register reference was set out in the plan and details of the council's high risks as recorded in the corporate risk register were attached at appendix 2 to the report. Thirteen risks were assessed as being of high current risk and internal audit or risk management work was carried out or proposed as detailed in the appendix.

Audit Scotland has been consulted to ensure that the internal audit plan was co-ordinated with their programme of work. The internal audit plan

ensures that internal audit work was properly planned and focused on areas of greatest risk.

In response to questions by members, information was provided in relation to the risk of failure to achieve workforce planning objectives. It was explained that the Internal Audit Plan was designed around the council's Risk Register and focussed on what were assessed as being key strategic and high risks for the council.

It was recommended that the Audit and Governance Committee approve the Internal Audit Plan 2016/17.

#### Decision

To approve the terms of the report.

#### 4. COUNTER FRAUD PLAN 2016/17

The Committee considered a report (copies of which had been circulated) by the Audit and Risk Manager providing details of the Counter Fraud Plan 2016/17. Attached to the report at Appendix 1 was a copy of the Counter Fraud Plan for 2016/17, which had been prepared by the Audit and Risk Manager.

The Counter Fraud Plan for 2016/17 set out the counter fraud work to be undertaken for the year to 31 March 2017. The Committee was advised that the counter fraud plan was an essential component of the council's counter fraud arrangements. The main elements of the plan were outlined within the report.

It was recommended that the Audit and Governance Committee approve the 2016/17 Counter Fraud Plan.

#### Decision

To approve the terms of the report.

#### 5. RISK MANAGEMENT PLAN 2016/17

The Committee considered a report (copies of which had been circulated) by the Audit and Risk Manager providing details of the Risk Management Plan 2016/17.

The Committee was advised that the Risk Management Plan for 2016/17 set out the main areas of planned work on risk management, including business continuity planning. A copy of the Risk Management Plan for 2016/17 was attached to the report at Appendix 1. Business continuity work aimed to ensure that effective corporate and service business continuity plans were in place. It was also noted that the council's risk consultant Gallagher Bassett provided free risk consultancy as part of the insurance contract and the Governance and Risk Board would be consulted in relation to the potential for further consultancy work to be

undertaken during 2016/17.

It was recommended that the Audit and Governance Committee approve the 2016/17 Risk Management Plan.

#### Decision

To approve the terms of the report.

### 6. FINANCIAL REPORTING & SCRUTINY: WHY THE ACCOUNTS MATTER

The Committee considered a report (copies of which had been circulated) by the Head of Finance and Estates providing details of the report 'Financial Reporting & Scrutiny: Why the Accounts Matter' published by Audit Scotland in February 2016.

Effective planning, management and scrutiny of the use of public funds were a key part of a local authority's responsibilities and helped councils achieve local outcomes and priorities. The financial statements were a vital part of the accountability framework as they demonstrated how an authority spent its resources. They recorded assets used and liabilities incurred in delivering services. The report then outlined the key messages included in the Audit Scotland report – The role of financial reporting, attached at appendix 2 to the report.

In light of the expectation for scrutiny by elected members Audit Scotland compiled a list of questions for members to consider when reviewing the accounts. To assist elected members in their scrutiny role officers have prepared a list of questions and a response to each of the questions for members to consider when reviewing the accounts, details of which were attached at appendix 1 to the report. It was proposed that this be circulated to all elected members for information.

During the question and answer session officers agreed to consider ways to make the council's accounts and annual report more accessible and understandable to members and the public.

The Audit and Governance Committee was asked to:

1. Note the key messages included in the Audit Scotland report – The role of financial reporting;
2. Note the scrutiny checklist that could be used by elected members in reviewing the financial reports during the scrutiny and approval process; and
3. Agrees that the financial reporting scrutiny checklist be circulated to all members of West Lothian Council.

#### Decision

To approve the terms of the report.

## 7. INTERNAL AUDIT OF SCHOOL FUNDS

The Committee considered a report (copies of which had been circulated) by the Audit and Risk Manager providing details of the outcome of an internal audit of the administration of school funds.

The Committee recalled that at its December meeting consideration was given to a report on St Margaret Academy's school fund. The Committee was advised that further audit work was in progress in relation to the administration of school fund accounts in other schools. Details of the Internal Audit of School Fund Annual Accounts (Secondary Schools) dated 10 December 2015 and the Internal Audit of School Fund Annual Accounts (Primary Schools) dated 14 January 2016 were attached as appendices to the report and the agreed management action was set out in the action plans.

In response to questions from members, information was provided in relation to the reasons for schools having such significant balances in these funds, the purposes of the money held in the funds, and it was stressed that the money held was not the councils money but had been raised or paid in to the accounts by parents and the schools' Parent Councils.

The Audit and Governance Committee was asked to note that the findings of the internal audit of the administration of school funds were that control was considered to require improvement. It was agreed that a report would be brought back to the Committee to confirm the implementation of all outstanding actions.

### Decision

- To note the terms of the report; and
- To agree that a report would be brought back to the Committee to confirm the implementation of all outstanding actions.

## 8. INTERNAL AUDIT OF INFORMATION ASSET REGISTER

The Committee considered a report (copies of which had been circulated) by the Audit and Risk Manager providing details of the outcome of an internal audit of the administration of the council's information asset register. The Internal Audit report on the Information Asset Register was attached as an appendix to the report and the agreed management action was set out in the action plan.

In accordance with the internal audit plan for 2015/16 an audit was carried out on the administration of the council's information asset register. The audit was linked to risk COR007 – "failure to implement effective information security policy and procedures". It was reported that the findings concluded that control in relation to the administration of the council's information asset register was unsound.

In response to questions from members about steps to ensure better monitoring of the Register, the Committee was informed that the Register would be a standing item on the agenda for meetings of the Information Management Working Group and that default or exception reports would be made to the Head of Corporate Services.

It was recommended that the Audit and Governance Committee notes that control was considered to be unsound.

#### Decision

To note the contents of the report.

### 9. INTERNAL AUDIT OF HOUSING BENEFIT PROCESSING

The Committee considered a report (copies of which had been circulated) by the Audit and Risk Manager providing details of the outcome of an internal audit of Housing Benefit processing. The Internal Audit report on Housing Benefits dated 20 October 2015 was attached as an appendix to the report.

In accordance with the Internal Audit Plan for 2015/16, an audit was carried out on the processing of Housing Benefit claims. The audit was linked to risk WLC016 – “failure to process claims within timescales and meet required accuracy levels”. The findings as outlined in the audit report concluded that control was considered to be effective and no agreed action plan resulted from this audit.

The Audit and Governance Committee was asked to note that control was considered to be effective.

#### Decision

To note the contents of the report.

### 10. AUDIT SCOTLAND ANNUAL AUDIT PLAN 2015/16

The Committee considered a report (copies of which had been circulated) by the Audit and Risk Manager advising of Audit Scotland’s 2015/16 Annual Audit Plan, a copy of which was attached to the report at Appendix 1.

The Committee was advised that Audit Scotland’s audit plan set out the work they proposed to undertake in relation to their 2015/16 audit. As Audit Scotland set out their plan, auditors in the public sector gave an independent opinion on the financial statements. They also reviewed and reported on the arrangements set in place by the audited body to ensure the proper conduct of its financial affairs and to manage its performance and use of resources. In doing this they aimed to support improvement and accountability.

Audit Scotland's plan set out their agreed fee which took account of the risk exposure of the council, the management assurances in place and the level of reliance they planned to take from the work of internal audit. Audit Scotland also concluded that the council's internal audit function has sound documentation, standards and reporting procedures in place and complies with the main requirements of the Public Sector Internal Audit Standards (PSIAS).

In response to questions from members, officers and Audit Scotland advised that although the council's reserves were held at what was considered to be a low level that could be managed by an effective system of risk management and financial reporting, which the Head of Finance and Estates considered to be in place.

During the course of the discussion the Committee was advised that this audit would be the last one carried out by Audit Scotland as new external auditors were to take over after that.

It was recommended that the Audit and Governance Committee notes Audit Scotland's 2015/16 audit plan.

#### Decision

To note the contents of the report.

### 11. AUDIT SCOTLAND REPORT ON HEALTH AND SOCIAL CARE INTEGRATION

The Committee considered a report (copies of which had been circulated) by the Head of Social Policy providing details of the Audit Scotland report on the progress of integration authorities during the transitional year. The Health and Social Care Integration report dated December 2015, prepared by Audit Scotland, was attached at appendix 1 to the report.

The report recalled that the Public Bodies (Joint Working) (Scotland) Act 2014 set out a programme of reform affecting most health and social care services. The scale and pace of the changes anticipated were significant with a focus on changing how people with health and social care needs were supported.

The Audit Scotland report noted that local partnerships have made progress in establishing integration authorities however it was highlighted that there was still work to be done. If the reforms were to be successful in improving outcomes for people there were other important issues that needed to be addressed. These issues were provided as recommendations within Audit Scotland's report and were scheduled to be reported on at the next meeting of West Lothian Integration Joint Board (IJB) on 23 March 2016.

In response to a question regarding monitoring of performance, members were advised that the IJB would have in place a suite of performance indicators and, based on information from the council and health board, it



would require to prepare and publish an annual performance report in relation to service delivery and financial matters.

It was recommended that the Audit and Governance Committee notes the recommendations in the report by Audit Scotland and the progress by West Lothian Integration Joint Board in respect of the recommendations.

### Decision

To note the contents of the report.

## 12. AUDIT SCOTLAND REPORT - REVIEW OF ACTIVITY TO REDUCE FRAUD AND ERROR IN HOUSING BENEFIT

The Committee considered a report (copies of which had been circulated) by the Head of Finance and Estates providing a summary of the 'Review of activity to reduce fraud and error in housing benefit' report, published by Audit Scotland in September 2015.

The report advised that councils administered Housing Benefit (HB) on behalf of the Department for Work and Pensions (DWP) and must have adequate arrangements in place to process HB claims accurately and quickly to ensure that there was no impact on the amount of subsidy received from the DWP. The report went on to provide details of the review carried out by Audit Scotland on the intervention activity across the nineteen Scottish councils who carried out a HB risk assessment within the last few years, which included West Lothian Council.

Audit Scotland recommended that intervention methods were now required to provide councils with optimum returns. It was reported that good progress had been made in West Lothian with the development of the current intervention programme, which uses a new review form and risk based approach for the selection of cases. Further development would lead to the production of a smarter form which would be used in more targeted campaigns to ensure maximum returns and reductions in housing benefit. As well as issuing reviews by post, the benefits team were also planning the use of electronic methods to issue a proportion of future intervention reviews.

Finally, in order to ensure that West Lothian continues to reduce the level of fraud and error in housing benefit, the council would continue to participate in future data matching exercises and would further develop the existing intervention programme, incorporating areas of best practice recommended by Audit Scotland.

It was recommended that the Audit and Governance Committee note the key messages and best practice highlighted in the Audit Scotland report and note that officers would review the content of the report and would consider any areas of best practice that would assist in delivering continuous improvement.

Decision

To note the contents of the report.

13. AUDIT SCOTLAND REPORT - HOUSING BENEFIT SUBSIDY CERTIFICATION 2014/15

The Committee considered a report (copies of which had been circulated) by the Head of Finance and Estates providing a summary of the 'Housing Benefit Subsidy Certification 2014/15' report, published by Audit Scotland in January 2016.

The report explained that local authorities reclaimed most of the housing benefit (HB) they paid to claimants by submitting subsidy claims to the Department for Work and Pensions (DWP) which were certified annually by each authority's appointed external auditor. Each local authority's appointed external auditor was required to conclude annually whether the subsidy claim was fairly stated and certify it accordingly. Any errors identified were reported to the DWP in a covering letter which accompanied the final claim. The report went on to highlight the findings of Audit Scotland's review of 18 of the 32 Scottish local authorities and their recommendations. It was noted that no errors were identified with West Lothian's subsidy claim for 2014/15.

Although no errors were found in West Lothian's subsidy claim for 2014/15, the report highlighted that where errors were found which resulted in overpayment of HB subsidy the amount that the DWP could reclaim could be significant. To allow the council to continue to maximise the amount of subsidy claimed in the future consideration would be given to the likely impact of the planned subsidy changes to ensure the council was prepared to meet the significant challenges of the ongoing changes.

The Audit and Governance Committee was asked to note the key messages and recommendations included in the Audit Scotland report and note that officers would review the content of the report and the recommendations made to ensure no loss of subsidy to the council.

Decision

To note the contents of the report.

14. MAJOR CAPITAL INVESTMENT IN COUNCILS FOLLOW-UP

The Committee considered a report (copies of which had been circulated) by the Head of Finance and Estates providing a summary of the follow-up report 'Major Capital Investment in Councils' published by the Accounts Commission on 14 January 2016.

The report advised that the Accounts Commission's Major Capital Investment in Councils follow-up report considered the extent to which councils had improved their performance in managing their capital

investment programmes and projects since the 2013 report. The report acknowledged that councils had taken a range of actions in response to the recommendations in the 2013 report and there were examples of councils displaying good practice. However, overall councils needed to increase the pace of improvement to comply fully with the 2013 good practice guide.

West Lothian Council's current General Services Capital Programme was approved on 29 January 2013 and covered the period 2013/14 to 2017/18. Work commenced on the preparation of a new general services capital programme, Corporate Asset Management Strategy and Asset Management plans. It was proposed that the future capital programme would take a longer term approach to asset management and planning which linked in with recommendations made in the report.

It was proposed that officers would review all the recommendations in the Audit Scotland report before commencing work on future capital strategy and planning to ensure that all relevant points were incorporated into the council's approach. This would ensure the council continued to adhere to best practice.

During the course of the discussion a question was asked in relation to training for elected members. Officers undertook to consider what training could be made available to members to assist them to effectively scrutinise capital investment activity and to carry out their work as members of the committee and report back to the Committee with their proposals.

The Audit and Governance Committee was asked to note the key messages and recommendations included in the follow-up report and agree that officers consider all the recommendations in the Audit Scotland report so that these could be incorporated into the council's capital strategy and planning to ensure ongoing adherence to best practice.

### Decision

To note the terms of the report.



MINUTE of MEETING of the EDUCATION (QUALITY ASSURANCE) COMMITTEE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 10 MAY 2016.

Present – Councillors Stuart Borrowman (Chair), David Dodds, Alexander Davidson, Jim Dixon (substituting for Tony Boyle), Lawrence Fitzpatrick, Carl John, Dave King, Danny Logue, John McGinty, Anne McMillan, Andrew Miller, George Paul and Jim Walker (substituting for Sarah King); Appointed Representative Margaret Russell and Parent Council Representative Eric Lumsden.

Apologies – Councillors Tony Boyle and Sarah King; Appointed Representatives Myra Macpherson and Lynne McEwen.

1. DECLARATIONS OF INTEREST

Agenda Item 9 – VSE: St Ninian's Primary School

Councillor Fitzpatrick declared a non-financial interest arising from him being the community representative on the Parent Council for St Ninian's Primary School.

2. MINUTE

The Committee approved the minute of the meeting held on 15 March 2016 as being a correct record. The minute was then signed by the Chair.

3. UPDATED VALIDATED SELF EVALUATION: WHITDALE EARLY YEARS CENTRE

The Committee considered a report (copies of which had been circulated) by the Head of Education (Development) providing details of the progress made on the implementation of the action plan for Whitdale Early Years Centre.

A Validated Self Evaluation (VSE) was carried out at Whitdale Early Years Centre on 28 April 2015 and a report submitted for consideration by the Committee at its meeting held on 2 June 2015. It was agreed that a further report on the progress made would be provided within twelve months. The focus of the VSE carried out on 8 March 2016 was to review the action plan and assess the impact of improvements on the quality of children's learning experiences.

The Head Teacher, Iain McDermott, advised that since the VSE carried out in April 2015 the Early Years Centre has made very good progress which was validated by the results of the quality indicators. All members of staff demonstrated a strong commitment to improvement and were well placed to take forward developments to support and challenge children's learning and achievement in the early years centre. Tracking and monitoring of the children's progress ensured that children were

supported and challenged in their learning. Staff were supported to participate in self-evaluation and professional development and contributed to continuing improvement through distributed leadership opportunities.

The Head Teacher then responded to questions from members confirming that the follow up VSE carried out was as rigorous as the VSE carried out in April 2015. A clear action plan was also in place to ensure continued improvements.

The Committee acknowledged the improved progress report and was confident that staff would continue to develop the children's learning experiences.

#### Decision

Noted the contents of the report and the update from the Head Teacher.

#### 4. VALIDATED SELF EVALUATION: PINWOOD SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance) providing details of the outcomes of the Validated Self Evaluation (VSE) which took place at Pinewood School. The focus of the VSE carried out was on recent work on embedding Getting it Right for Every Child (GIRFEC) within the curriculum and school procedures which focused on:

- How well did young people learn, develop and achieve?
- How well was the school improving the quality of their work?
- How well does the school work with its partners?

The report confirmed that the VSE validated the school's judgements about its evaluations in the school, with the exception of Learners' experiences which the team judged to be very good. The school has a clear understanding of its strengths and areas for improvement and members of staff were confident that the school's arrangements for self-evaluation would continue to lead to improvement.

The Head Teacher, Pamela Greig, advised the Committee that the VSE process highlighted that the leadership of the management team was found to be a strength of the school. Parents, staff and children were confident in the progress made by the school and members of staff were engaging in continuous professional development which has had a positive impact on the learning experiences for all young people. Parents felt supported and happy with the care provided to their children and there was a strong element of pupil voice at all stages of the school.

Wellbeing indicators had been introduced in a wide variety of child friendly ways so that children were aware how to keep safe, well and achieving. Pinewood school works in partnership with a wide range of agencies and community groups which provided a number of opportunities for the

children. The Head Teacher concluded by providing details of the actions arising from the VSE which included plans to continue to develop links with other schools within the cluster, authority and nationally and to develop and review the wellbeing plans and goal setting within GIRFEC. Development of the school's monitoring and tracking systems would be ongoing and staff would continue to involve parents in their children's learning and develop more pupil involvement in goal setting. The new extension being built at Pinewood School would also provide additional classrooms which would benefit the school.

The Committee acknowledged the positive findings within the VSE report and was satisfied with the actions being taken for continued improvements.

### Decision

Noted the contents of the report and the update from the Head Teacher.

## 5. VALIDATED SELF EVALUATION: SEAFIELD PRIMARY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Development) providing details of the outcomes of the Validated Self Evaluation (VSE) carried out at Seafield Primary School. The Committee noted apologies from the Head Teacher, Marjorie Morris, who was unable to attend the meeting. The focus of the VSE was:

- Leadership for improvement;
- Learning, teaching and assessment;
- Meeting learner's needs; and
- Partnership working.

The report confirmed that the VSE validated the school's judgements about its performance in the school and the nursery. There was clear evidence of continuous improvement and the VSE team recognised that the school would continue to move forward. All staff demonstrated commitment to improvement and were well placed to take forward developments to support and challenge pupils' learning and attainment in both the school and the nursery.

The Education Officer, Alan Miller, then advised the Committee that the staff team worked hard and were enthusiastic and motivated. Almost all pupils were polite, confident, well-behaved and very proud of their school. Pupils' progress was tracked and monitored with teachers making professional judgements about learner achievements.

Nursery staff were well supported and provided a broad range of learning experiences, based on play and active learning. Strong, positive relationships across the school community supported a rigorous programme of self-evaluation and quality improvement. Staff felt valued

and involved in all aspects of school life and were enthusiastic about professional learning activities and opportunities provided to enhance their personal development.

The Education Officer then provided details of the actions arising following the VSE. Staff would continue to review and develop the curriculum and support and develop distributed leadership and a shared ethos of responsibility for improvement. Staff would continue to develop parental, family and wider community involvement and would review and refresh the nursery literacy programme to reflect developments in the early years practice.

The Education Officer then responded to questions from members of the Committee providing an update on the school's performance information compared to West Lothian decile average.

The Committee acknowledged the findings of the VSE and congratulated staff, under the leadership of the Head Teacher, for the excellent work carried out in school.

#### Decision

Noted the contents of the report and the update from the Education Officer.

### 6. VALIDATED SELF EVALUATION: STONEYBURN PRIMARY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Development) providing details of the outcomes of the Validated Self Evaluation (VSE) carried out at Stoneyburn Primary School. The focus of the VSE was:

- The quality of care and education;
- Successes and achievements of learners; and
- The school's capacity for improvement.

The school was very well led and demonstrated a strong capacity for self-evaluation for self-improvement.

The Head Teacher, Kathleen Gibson, informed the Committee that staff from Stoneyburn Primary School worked in close partnership with staff and pupils from Greenrigg Primary School maximising opportunities for collaborative working for improvement across the two schools. One of the key strengths highlighted by the VSE was that the senior management team worked well together and staff were committed to raising attainment and delivering better outcomes for all learners. All staff engaged with professional development opportunities, using professional dialogue, which has improved learning and teaching. Parents were offered a wide range of opportunities to help them support their children. Feedback from parents has confirmed that they feel more confident in supporting their children at home. Children were also more confident about talking about



their learning experiences.

The Head Teacher then responded to questions from members of the Committee and provided details of the areas highlighted for development following the VSE which were included in the school improvement plan.

The Committee congratulated the Head Teacher for the positive findings of the VSE.

#### Decision

Noted the contents of the report and the update from the Head Teacher.

### 7. VALIDATED SELF EVALUATION: ST NINIAN'S PRIMARY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Development) providing details of the outcomes of the Validated Self Evaluation (VSE) carried out at St Ninian's RC Primary School. The focus of the VSE was:

- The quality of leadership and approaches to improvement through self-evaluation;
- The quality of care and education offered by the school; and
- The extent to which the school was improving outcomes for all learners.

The VSE validated the school's judgements about its evaluations in the school, with the exception of learning, teaching and assessment (formerly learners' experiences) which was agreed to be very good. The nursery evaluations were also agreed with the exception of Improvements in Performance and Curriculum, both of which were judged to be very good.

The report advised that the school has a clear understanding of its strengths and areas for improvement and staff were confident that the school's arrangements for self-evaluation would continue to lead to improvements. Tracking and monitoring of children's progress would be further developed to include all curricular areas with greater consistency in pace and challenge.

The Head Teacher, Lisamarie Purdie, informed the Committee that members of staff were committed to self-evaluation and improving outcomes for children. During the VSE process the quality indicators from the new How Good is our School? (4<sup>th</sup> Edition) (HGIOS 4) were used. Focus would continue to be made on how to develop approaches to meet the diverse needs of children and their families. Almost all the children in the school and nursery were happy, confident and highly motivated and participated enthusiastically in their learning.

The Head Teacher then responded to questions from members of the Committee confirming that a shared understanding of standards of achievements would be further developed across the school and cluster

to ensure that teacher's judgements were confident and robust.

The Committee acknowledged the positive VSE carried out and was confident that the actions arising following the VSE would lead to continuous improvements.

### Decision

Noted the contents of the report and the update from the Head Teacher.

## 8. VALIDATED SELF EVALUATION: ST NICHOLAS RC PRIMARY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Development) providing details of the outcome of the Validated Self Evaluation (VSE) carried out at St Nicholas RC Primary School. The focus of the VSE was:

- The quality of leadership and approaches to improvement through self-evaluation;
- The quality of care and education on offer and in particular improvements in numeracy; and
- The extent to which the school was ensuring the best possible outcomes for all its learners.

The VSE validated the school's judgements about its performance in the school and nursery and evidenced that the school had raised attainment continuously and that almost all learners made good or better than good progress from their previous levels of attainment.

The report advised that St Nicholas Primary School demonstrated distributive leadership at all levels with a well-established culture for self-evaluation which involved relevant stakeholders across the school community. The commitment and hard work of all staff and support staff has created a team approach to improvement. Tracking and monitoring in the school and nursery were used effectively to secure improved outcomes for all learners.

The Head Teacher, Karen Brown, informed the Committee that the VSE carried out confirmed that learners were highly motivated and making good progress in school. There were clear frameworks in place and consistent approaches to learning and teaching in literacy and numeracy. Parents were encouraged to be more involved in their children's learning and were invited into school to look at how the practical methods of teaching were having a positive impact on their children's learning. The Head Teacher then outlined the actions arising from the VSE to ensure continued improvement.

The Head Teacher responded to questions from members of the Committee. She advised that when the new extension in school was complete this would provide more space and have a positive impact on

the health and wellbeing of the children school.

The Committee acknowledged the positive findings of the VSE and were satisfied that the actions arising would lead to continuous improvements.

#### Decision

Noted the contents of the report and the update from the Head Teacher.

### 9. VALIDATED SELF EVALUATION: EAST CALDER PRIMARY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Development) providing details of the outcome of the Validated Self Evaluation (VSE) carried out at East Calder Primary School. The focus of the VSE was:

- Learning and teaching, including pace and challenge; and
- Curriculum.

The report confirmed that the VSE validated the school's judgements about its evaluations in the school, with the exception of improvements in performance and curriculum, both of which were agreed to be good. The evaluations were also agreed for the nursery with the exception of improvements through self-evaluation which the team judged to be good. The Head Teacher and the Depute Head Teacher provided strong leadership within the school and members of staff had a clear understanding of the schools strengths and areas for improvement.

The Head Teacher, Jill Cameron, advised the Committee that a number of key strengths were identified during the VSE process. Children were found to be polite, well behaved and motivated to learn. Children's progress was reviewed through a rigorous tracking and monitoring programme which increased teacher confidence and understanding of progression in children's learning. Parents felt welcome in school and positive feedback was received from parents. Staff would continue to encourage parents to be involved in their children's learning. The Committee was advised of the actions arising following the VSE process and noted that a more robust assessment strategy was created to ensure a consistent approach across stages and to support staff in building greater confidence in accurately assessing progress within curriculum for excellence levels.

The Head Teacher then responded to questions from members of the Committee. She also confirmed that members of staff were looking forward to the new school nursery being built.

The Committee acknowledged the positive VSE report and noted the school's challenges and actions for improvements as set out in the report.

#### Decision

Noted the contents of the report and the update from the Head Teacher.

10. VALIDATED SELF EVALUATION: ADDIEWELL PRIMARY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Development) providing details of the outcome of the Validated Self Evaluation (VSE) carried out at Addiewell Primary School. The focus of the VSE was:

- Leadership for improvement;
- Learning, teaching and assessment;
- Meeting learner's needs; and
- Partnership working.

The report confirmed that the VSE team validated the school's judgements about its performance in the school and the nursery in almost all areas. There was clear evidence of continuous improvement and the VSE team recognised that within all areas validated as good there were many features from the next level. The VSE team expected that the school would move quickly to achieve the next level.

The Head Teacher, Laura Gingell, advised the Committee that members of staff were aware of the schools strengths and areas for development and were confident that the school's self-evaluation was leading to improvements. Almost all pupils were motivated and engaged in their learning experiences. Members of staff continued to work in partnership with stakeholders and the wider community to provide opportunities for children. The Head Teacher also outlined the details of the actions arising following the VSE, which included the development of the involvement of parents through home learning programmes enabling parents to share in their children's learning experiences.

The Head Teacher then responded to questions from members of the Committee. The Committee acknowledged the positive VSE report and commended staff for the excellent work carried out.

Decision

Noted the contents of the report and the update from the Head Teacher.

11. VALIDATED SELF EVALUATION: ST MARY'S PRIMARY SCHOOL, BATHGATE

The Committee considered a report (copies of which had been circulated) by the Head of Education (Development) providing details of the outcome of the Validated Self Evaluation (VSE) carried out at St Mary's Primary School, Bathgate. The focus of the VSE was:

GIRFEC

- Changing climate and culture;
- Planning to meet learning needs

#### NURTURE

- Development of a nurturing school

#### CLASSROOM PRACTICE

- Differentiation;
- Pace and challenge
- Assessment for learning

The report confirmed that the VSE validated the school's evaluations. The school has a clear understanding of its strengths and areas for development and the team was confident that the school's arrangements for self-evaluation were leading to improvements. The Head Teacher showed good leadership skills with a clear strategy in place for change.

The Head Teacher, Fiona McKerral, advised the Committee that members of staff found the VSE to be a positive experience. A number of key strengths were highlighted. The children were found to be polite and well behaved and had a good relationship with staff. The nurture class has been a welcome addition to the school and good practice has improved outcomes for the most vulnerable children. The school benefited from effective parental support and from staff working well with partner agencies. Robust tracking and monitoring systems were in place as well as systems to identify and support pupils with additional needs. Class teachers also took part in regular attainment meetings with members of the senior leadership team.

The Head Teacher then responded to questions from members of the Committee. She confirmed that a Head Teacher from Edinburgh and Fife took part in the VSE process enabling information to be shared with other authorities which was found to be good practice.

The Committee commended the staff, under the leadership of the Head Teacher, for the excellent work carried out which has had a positive impact on school improvement.

#### Decision

Noted the contents of the report and the update from the Head Teacher.

#### 12. HOW GOOD IS OUR SCHOOL? 4TH EDITION (HGIOS 4)

The Committee considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance) providing details of the revised Quality Indicators published by Education Scotland.

The fourth edition of How Good is our School? (HGIOS 4) was published in September 2015 and provided a suite of indicators for school self-evaluation, organised within a quality framework used by early years settings, education authorities and children's services. The framework was designed to be used to support self-evaluation and reflection by practitioners at all levels. This set of indicators would be used by Education Scotland in inspections from June 2016 until further notice.

The Depute Chief Executive advised the Committee that the quality improvement team had trialled the use of the HGIOS 4 indicators since January 2016. The new quality indicators would form part of the VSE reports from August 2016 onwards and would underpin review and monitoring of school effectiveness, particularly through validated self-evaluation (VSE), enhancing school improvement and self-evaluation.

The Committee was asked to note the new Education Scotland Quality Indicators and agree that VSE reports would be based on the new indicators from August 2016 onwards.

#### Decision

Agreed the terms of the report.

### 13 TIMETABLE OF MEETINGS 2016-2017

The Committee noted the timetable of meetings for 2016-2017 (copies of which had been circulated).

#### Decision

Noted the timetable of meetings for 2016-2017.

### 14. WORKPLAN 2015-2016

The Committee noted the contents of the workplan (copies of which had been circulated).

#### Decision

Noted the contents of the workplan.

MINUTE of MEETING of the EMPLOYEE APPEALS COMMITTEE (PRIVATE) of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 15 APRIL 2016.

Present – Councillors John McGinty (Chair), Frank Anderson, Tony Boyle, Anne McMillan, John Muir

1. DECLARATIONS OF INTEREST

Councillor Frank Anderson declared a non-financial interest in that he was an ordinary member of PCS Union.

Councillor Tony Boyle declared a non-financial interest in that he was an ordinary member of Unite Union

Councillor Anne McMillan declared a non-financial interest in that she was an ordinary member of Unite Union.

2. MINUTES

- 2) The committee confirmed the Minute of its meeting held on 8 March 2016 as a correct record.
- b) The committee confirmed the Minute of its meeting held on 18 March 2016 as a correct record.

3. PRIVATE SESSION

The committee resolved in terms of Paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973, that the remaining items of business be taken in private.

4. CONSIDERATION OF APPEAL

The committee was invited to consider an appeal by a former employee of Housing, Building and Customer Services under the council's Disciplinary Procedure.

The management was represented by the Head of Service and an HR Advisor.

The appellant was present and was accompanied by his union representative.

The appellant's representative requested that additional documentation be allowed to be tabled.

The management had no objection to the additional documentation being circulated.

The committee agreed to the additional documentation being circulated.

All parties were given an opportunity to read the tabled papers following which it became apparent that due to the contents of the additional documentation lodged by the appellant's representative a pertinent witness would be required to be in attendance.

#### Decision

To adjourn the hearing to a date yet to be fixed to allow the HR Advisor who could speak to the additional documents to be in attendance.



MINUTE of MEETING of the EMPLOYEE APPEALS COMMITTEE (PRIVATE) of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 23 MAY 2016.

Present – Councillors John McGinty (Chair) Frank Anderson, Tony Boyle, Anne McMillan, Jim Walker substituting for John Muir

Apologies – Councillors John Muir, Cathy Muldoon

1. DECLARATIONS OF INTEREST

Councillor Frank Anderson declared a non-financial interest in that he was a member of PCS union.

Councillor Tony Boyle declared a non-financial interest in that he was a member of Unite.

Councillor Anne McMillan declared a non-financial interest in that she was a member of Unison.

All above declared an interest but took part in the hearing.

2. MINUTE

The committee confirmed the Minute of its meeting held on 15 April 2016 as a correct record. The Minute was thereafter signed by the Chair.

3. PRIVATE SESSION

The committee resolved in terms of Paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973, that the remaining items of business be taken in private.

4. CONSIDERATION OF APPEAL

Introductions were made by all parties and the Clerk explained the procedures that would be followed.

The committee was invited to consider an appeal by a former employee of Housing, Construction and Building Services under the council's Disciplinary Procedures.

The management was represented by the Head of Service and a Senior HR Advisor. The management called four witnesses.

The appellant was present and was accompanied by his union representative. The appellant and his union representative called five witnesses.

The committee heard the management and witnesses speak in relation to the appeal.

The appellant and his union representative were given an opportunity to question the management and witnesses in turn.

The committee had an opportunity to question the management and witnesses in turn.

The committee heard the appellant, his union representative and witnesses speak in relation to the appeal.

The management was given an opportunity to question the appellant, union representative and witnesses in turn.

The committee had an opportunity to question the appellant, union representative and witnesses in turn.

Two council witnesses were recalled for further questions to be answered.

Finally, each side summed up the merits of the case.

All parties then left the room to allow the committee to consider its decision in private.

After reaching its decision all parties returned to hear the decision from the Chair.

### Decision

That the grounds of the appeal were substantiated in part and the appeal was upheld to the extent that:-

1. The dismissal to be substituted with a written warning letter; and
2. The appellant to be reinstated to his former post with no interruption to continuous service with the council or loss of benefits.

MINUTE of MEETING of the EMPLOYEE APPEALS COMMITTEE (PRIVATE) of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 3 JUNE 2016.

Present – Councillors George Paul (Chair) Tom Conn, Anne McMillan, John Muir

Apologies – Councillor John McGinty

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. PRIVATE SESSION

The committee resolved in terms of Paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973, that the remaining items of business be taken in private.

3. CONSIDERATION OF APPEAL

The committee was invited to consider an appeal against dismissal by a former employee of Housing, Construction and Building Services under the council's Disciplinary Procedures.

The committee noted that the appellant was not present and had not contacted Committee Services to request an alternative date or to provide an explanation as to his absence.

It was agreed that no alternative date would be fixed to consider the appeal unless the appellant contacted Committee Services within 14 days to advise that he still intended to pursue his appeal.

Decision

No alternative date to be fixed until appellant confirmed within 14 day his intentions with regard to his appeal.



MINUTE of MEETING of the AVOIDANCE OF DISPUTES COMMITTEE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 26 APRIL 2016.

Present – Councillors John McGinty (Chair), David Dodds, Lawrence Fitzpatrick (substituting for Councillor Conn), Peter Johnston, Greg McCarra, John McGinty and Cathy Muldoon

Apologies – Councillors Tom Conn and George Paul

1. OPENING REMARKS

The Chair welcomed those present to the meeting and outlined the procedures which would be followed.

The management side was represented by Elaine Cook, Depute Chief Executive and Lesley Henderson, HR Services Manager.

Unison were represented by Marion Cavan, Jock Kerr, John Mooney and Mary Stryker.

2. DECLARATIONS OF INTEREST

Members of the committee declared the following non-financial declarations:-

Councillor Dodds, Retired Member of EIS

Councillor Fitzpatrick, Member of Unite

Councillor Johnston, Member of EIS

Councillor McCarra, Member of EIS

Councillor McGinty, Member of Unite

Councillor Muldoon, Member of TSSA

3. PROCEDURE

The committee noted the draft procedure which had been circulated with the agenda. It was agreed that the council's representative would briefly outline the background to the dispute. The trade union would then be invited to put forward their case and would answer questions from the committee. The council side would then put forward their case and answer questions by the committee. Both sides would leave the meeting to allow the committee to hold a private discussion to reach a decision on the dispute. Both parties would be invited back in to hear the decision of the committee.

4. PRIVATE SESSION

The committee resolved to exclude members of the public from the meeting in terms of Paragraph 11 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

5. AVOIDANCE OF DISPUTES – NURSERY NURSES

The HR Services Manager provided the committee with information on the background to the dispute by a group of education services employees who were impacted by the council's decision in August 2015 to replace nursery nurses in special schools with advance pupil support workers.

The committee then considered a submission by Unison (which had been circulated) setting out the staff side's position in relation to the subject of the dispute and heard a presentation by its representatives.

The members of the committee were then given the opportunity to ask questions of the staff side.

The committee then considered a statement of case by the Depute Chief Executive (which had been circulated) setting out the background to the dispute and the management's response to the various remedies sought by Unison. The committee then heard a presentation by the HR Services Manager.

The members of the committee were then given the opportunity to ask questions of the Unison side.

The chair thanked those present for their contributions and invited them to leave the room while the members of the committee considered their submissions.

After concluding their deliberations, the representatives from each side returned to the room to hear the committee's decisions.

Decision

To agree by a majority that the grounds of the dispute had not been substantiated and that there was no further recommendations for the committee to make.

## **WEST LoTHIAN COUNCIL LABOUR GROUP**

### **Notice of Motion from Councillor Harry Cartmill for the Council Meeting on 16 August 2016**

#### **Hate Crimes**

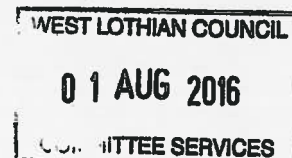
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Amidst increasing reports UK wide of abhorrent hate crimes we here in West Lothian are proud to live in a diverse and tolerant society. Racism, xenophobia and hate crimes have no place in 21<sup>st</sup> century Britain. West Lothian Council therefore condemns racism, xenophobia and hate crimes unequivocally. We will never allow racism or hate to become acceptable.

West Lothian Council will therefore work further to ensure local bodies and programmes have all the support and resources needed to fight and prevent racism and xenophobia of any kind.

*Harry Cartmill*

**Councillor Harry Cartmill  
West Lothian Council Labour Group**







# West Lothian Council SNP Group

**Leader:** Cllr Peter Johnston  
**Depute Leader:** Cllr Frank Anderson  
**Secretary:** Cllr Jim Walker

*Dico Tibi Verum, Libertas Optima Rerum  
Nunquam Servili!*



## West Lothian Council Meeting

16<sup>th</sup> August 2016

### West Lothian Paediatric Services

West Lothian Council welcomes the decision of NHS Lothian to commit to implement 24/7 inpatient paediatric services at St John's Hospital and to commit to a £1million investment in additional paediatric staffing to fully deliver these services.

West Lothian Council notes NHS Lothian's commitment to "vigorously" pursue the recruitment required to safely and sustainably deliver 24/7 inpatient services at St John's and accepts that whilst this recruitment is being delivered interim arrangements for the St John's Children's Ward are required.

West Lothian Council asserts however that it is essential that during this interim period 24/7 inpatient services at St John's are fully maintained and that no reduction in such provision is acceptable.

West Lothian Council notes that at the time of lodging this motion the NHS Lothian Board position in relation to St John's Children's Services has still to be determined and resolves therefore to agree an appropriate council response, in line with paragraph 3, to the NHS Lothian decision on these matters at our meeting on the 16<sup>th</sup> August.

Proposed

**Cllr. Janet Campbell**  
SNP Group Health & Care Spokesperson



*Amgins*  
*11.23 am*



# West Lothian Council SNP Group

**Leader:** Cllr Peter Johnston  
**Depute Leader:** Cllr Frank Anderson  
**Secretary:** Cllr Jim Walker

*Dico Tibi Verum, Libertas Optima Rerum  
Nunquam Servili!*



## West Lothian Council Meeting

**16<sup>th</sup> August 2016**

### Former Councillor Jim Sibbald

West Lothian Council notes with sadness the recent death of former Armadale councillor Jim Sibbald.

Council notes that Jim Sibbald served as an elected member for the Armadale community on West Lothian District Council, Lothian Regional Council and West Lothian Council for a period encompassing four decades between 1977 and 2007.

In recognition of Cllr Sibbald's unparalleled service to the Armadale and wider West Lothian community West Lothian Council agrees to;

1. Invite the Provost to formally write to Jim Sibbald's family expressing the council's condolences and our grateful thanks for his lengthy commitment to public service.
2. Name, in consultation with the family and local community, an appropriate public building in Armadale in memory of Cllr. Sibbald.

Proposed

Cllr. Peter Johnston

Leader of the SNP Group

WEST LOTHIAN COUNCIL

01 AUG 2016

COMMITTEE SERVICE

*A Higgins  
11.23 am*



# West Lothian Council SNP Group

**Leader:** Cllr Peter Johnston  
**Depute Leader:** Cllr Frank Anderson  
**Secretary:** Cllr Jim Walker

*Dico Tibi Verum, Libertas Optima Rerum  
Nunquam Servili!*



## West Lothian Council Meeting

**16<sup>th</sup> August 2016**

### Scotland's Future in the EU

West Lothian Council notes that the First Minister of Scotland, Nicola Sturgeon MSP, has set out clearly Scotland's 5 key interests that, following the recent EU referendum, the Scottish Government is seeking to protect.

These are;

- **Our democratic interest.**

Scotland voted to remain – by a 24 point margin. Our voice must be heard.

- **Our economic interest.**

Our access to a single market of 500 million people, funding for our farmers and universities, and the ability to travel anywhere within the EU are all vital for jobs and our economy.

- **Our interest in social protection.**

Scotland benefits from the core rights and protections for workers guaranteed by the EU - like paid holidays, maternity leave, limits to working hours, and health and safety protections.



# West Lothian Council SNP Group

**Leader:** Cllr Peter Johnston  
**Depute Leader:** Cllr Frank Anderson  
**Secretary:** Cllr Jim Walker

*Dico Tibi Verum, Libertas Optima Rerum  
Nunquam Servili!*



- **Our interest in solidarity.**

The EU brings independent countries together to protect our security and address big global challenges. EU initiatives also give our young people the chance to study in other countries and deepen their understanding of different countries.

- **Influence.**

Scotland must be able to shape the rules of the single market as well as abiding by them.

West Lothian Council welcomes the clarity of the Scottish Government's position and endorses the 5 key interests, identified by the First Minister, as being fundamental to securing Scotland's best interests.

West Lothian Council asserts that these issues are about jobs and the economy, living standards, fairness and equality and our place in, and contribution to, the wider world.

West Lothian Council asserts these issues matter for, and to, all of us - and further asserts that as the UK seeks to navigate its way through the difficult weeks, months and, perhaps, years ahead, that that these are the issues that will define and determine our future relationships with both the UK and EU.

# West Lothian Council SNP Group

**Leader:** Cllr Peter Johnston  
**Depute Leader:** Cllr Frank Anderson  
**Secretary:** Cllr Jim Walker

*Dico Tibi Verum, Libertas Optima Rerum  
Nunquam Servili!*



West Lothian Council therefore agrees to write to the First Minister thanking her for the clarity and leadership she is bringing to these ongoing matters and to assure her of this council's support for her endeavours in working to protect Scotland's vital interests.

Proposed

**Cllr. Peter Johnston**

**Leader of the SNP Group**



*A Higgins  
11.23 am*





WEST LoTHIAN COUNCIL

16 AUGUST 2016

QUESTION TO THE EXECUTIVE COUNCILLOR

**BUS SERVICES**

What are the principal quality assurance mechanisms employed by the Council for bus services it supports?

What are the contractual remedies open to the Council in case of deficient performance?



**Councillor Stuart Borrowman**  
Independent  
Armada and Blackridge Ward



*Miggins*  
*10.55am*