



West Lothian  
Council

## ***Council Executive***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

25 August 2016

A meeting of the **Council Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Tuesday 30 August 2016** at **11:00am**.

For Chief Executive

### **BUSINESS**

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
4. Confirm Draft Minute of Meeting of Council Executive held on Tuesday 02 August 2016 (herewith).

### **Public Items for Decision**

5. Report on Respite Provision for Children and Young People with a Disability - Report by Head of Social Policy (herewith).
6. Scottish Parliament's Health and Sport Committee - Call for Written Evidence on Child and Adolescent Mental Health Services and the Mental Health Strategy - Report by Head of Social Policy (herewith).
7. Edinburgh Airport "Lets Go Further" Consultation - Report by Head of Planning, Economic Development & Regeneration (herewith).

DATA LABEL: Public

8. Strategic Development Plan 2 and Budget Ratification - Report by Head of Planning, Economic Development and Regeneration (herewith).
9. Consultation on the Scottish Government Response to the UK Apprenticeship Levy - Report by Head of Planning, Economic Development and Regeneration (herewith).
10. Towards a Community Development Finance Institution - Report by Head of Finance and Property Services (herewith).
11. Scottish Government Consultation on Modernising the Water Industry's Use of Rateable Value to Charge Non-Households for Water and Sewerage Services - Report by Head of Finance and Property Services (herewith).
12. Pumpherston Junior Football Club - Report by Head of Finance and Property Services (herewith).
13. Proposed Armadale Partnership Centre - Report by Head of Finance and Property Services and Head of Housing, Customer and Building Services (herewith).
14. COSLA and Improvement Service Annual Conference 2016 - Report by Chief Executive (herewith).

**Public Items for Information**

15. Code of Corporate Governance - Annual Report - Report by Governance Manager (herewith).
16. St John's Hospital Stakeholder Group - Report by Depute Chief Executive (herewith).
17. Community Planning Partnership Board - Report by Depute Chief Executive (herewith).
18. Audit of Voluntary Sector Gateway West Lothian - Report by Audit, Risk and Counter Fraud Manager (herewith).
19. PRIVATE SESSION - The Clerk considers that the following business is likely to be taken in private (exempt under the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973).

**Private Items for Information**

20. Audit of Voluntary Sector Gateway West Lothian - Report by Audit, Risk and Counter Fraud Manager (herewith).

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NOTE **For further information please contact Eileen Rollo on 01506 281621 or email [eileen.rollo@westlothian.gov.uk](mailto:eileen.rollo@westlothian.gov.uk)**

DATA LABEL: Public



MINUTE of MEETING of the COUNCIL EXECUTIVE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 2 AUGUST 2016.

Present – Councillors John McGinty (Chair), Frank Anderson, Tom Conn, Jim Dixon, Lawrence Fitzpatrick, Peter Johnston, Dave King, Danny Logue, Angela Moohan, George Paul

Apologies – Councillors Cathy Muldoon, Anne McMillan

1. DECLARATIONS OF INTEREST

Agenda Item 6 (Alcohol Diversionary Activities) – Councillor Jim Dixon declared a non-financial interest arising from his position as a Board Member of West Lothian Youth Action and would therefore leave the room taking no part in the consideration or decision of this item of business.

2. MINUTES

- a) The Council Executive confirmed the Minute of its meeting held on 21 June 2016 as a correct record. The Minute was thereafter signed by the Chair.
- b) The Council Executive confirmed the Minute of its Special Meeting held on 29 June 2016 as a correct record. The Minute was thereafter signed by the Chair.

3. PETITION BY ALEX BALL – CENTRAL SCOTLAND NEEDS A TRAFFIC FREE BIKE TRACK

The Council Executive considered a petition submitted by Alex Ball requesting support from the council for a 1km cycle circuit in Linlithgow which was being planned by Linlithgow Community Development Trust.

The Depute Chief Executive advised that discussions had already taken place with representatives of Linlithgow Community Development Trust with further discussions still to take place.

Motion

Council Executive welcomes the petition concerning a Traffic Free Bike Track and commends Alex Ball on taking this initiative to illustrate the level of public support for this facility.

Council Executive notes that the provision of a cycle track in Linlithgow forms part of the remit of the Linlithgow Community Development Trust,

notes that Council Officers are in discussion with representatives from the Linlithgow Community Development Trust concerning this matter, and agrees to await the outcome of those discussions.

- Moved by Councillor Dave King and seconded by Councillor John McGinty

#### Decision

To unanimously agree the terms of the motion.

#### 4. ALCOHOL DIVERSIONARY ACTIVITIES

The Council Executive considered a report (copies of which had been circulated) by the Head of Social Policy providing details of an application submitted to the Alcohol Diversionary Fund. The application was attached as appendix 1 to the report.

The report recalled that a new governance process for Alcohol Diversionary Funding was approved by the Council Executive on 21 January 2014, placing the responsibility for this funding within Social Policy.

The Head of Social Policy advised that the application met the West Lothian Alcohol Drug Partnership (ADP) Joint Commissioning Plan outcomes as assessed by the Alcohol Diversionary Fund Subgroup meeting on 22 April 2016.

The report recommended that the Council Executive agree to the release of £89,931 from the Alcohol Diversionary Fund to support the application made by West Lothian Youth Action Project.

#### Decision

To approve the terms of the report.

#### 5. CIVIC GOVERNMENT (SCOTLAND) ACT 1982 – REVIEW OF STANDARD CONDITIONS FOR LICENSED METAL DEALERS AND ITINERANT METAL DEALERS

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services) advising of a review of the council's standard conditions for licensed metal dealers and itinerant metal dealers.

The report advised that under the Civic Government (Scotland) Act 1982, metal dealers, who carry on the business of metal dealing from premises and itinerant metal dealers, who carry on the business of metal dealing by means of visits from place to place, both require to be licensed.

The Head of Corporate services explained that the Scottish Government was making changes to the licensing and regulation of metal dealers and

itinerant metal dealers. Some of these changes had already taken effect and the remaining changes would take effect on 1 September 2016. A particular change is that from 1 September 2016 cash will no longer be legally acceptable payment for metal by a licensed metal dealer or an itinerant metal dealer.

In light of these changes the council's standard conditions for licensed metal dealers and itinerant metal dealers were being reviewed to ensure they were consistent with the new requirements and up to date.

Proposed amended standard conditions were prepared, and specific consultees were contacted as part of the review and attached as appendix 1 to the report. Appendix 2 contained a copy of the proposed amended standard conditions for metal dealers and appendix 3 contained a copy of the proposed amended standard conditions for itinerant metal dealers.

The report advised that the council as licensing authority could apply amended conditions to an existing licence by varying the conditions to which the licence was subject. The council was required to give 7 days' notice to each licence holder of the meeting at which variation of conditions of their licence was to be considered by the Licensing Committee.

In conclusion the report advised that the council as licensing authority was responsible for determining the standard conditions applicable to licensed metal dealers and itinerant metal dealers in West Lothian. The proposed amended standard conditions would bring the council's standard conditions up to date with changes to the licensing regulation of metal dealers and itinerant metal dealers made by the Scottish Government.

It was recommended that the Council Executive:-

1. Note that a consultation had been undertaken regarding proposed amended standard conditions;
2. Approve the proposed amended standard conditions.

### Decision

To approve the terms of the report.

## 7. ANIMAL FEED REVIEW IN SCOTLAND

The Council Executive considered a report (copies of which had been circulated) advising of the Food Standards Scotland (FSS) consultation on options for a centralised delivery model for animal feedstuffs enforcement in Scotland.

The report advised that EU regulation 183/2005 on feed hygiene required most feed businesses involved in making, marketing or using animal feed to be registered or approved. This included manufacturers, distributors,

transport business and farmers and required that they comply with standards in respect of facilities, storage, personnel and record-keeping.

The Regulation applied in Scotland via the Feed (Hygiene and Enforcement (Scotland) Regulations 2005, which were currently enforced by local authorities, primarily by trading standards. In Scotland funding for these duties was provided as part of the block grant, with £325,000 per annum being shared by local authorities.

The Head of Planning, Economic Development and Regeneration explained that following two EU Food and Veterinary Office (FVO) missions to the UK in 2009 and 2011, the UK received criticism on a number of issues. This led to the Food Standards Agency (FSA) conducting a complete review of how feed controls were delivered and the outcomes of this were implemented in England and Wales through a regional lead authority model from 2013. However no progress was made in Scotland at that time due to the establishment of FSS.

Since the vesting of FSS in April 2015, the FVO sought progress on this issue and in response, the FSS Board agreed at their meeting on 20 January 2016 to approach Scottish Ministers to secure agreement to progress a centralised delivery model together with the release of associated funds, with an implementation date of 1 April 2017. The FSS indicated that current delivery arrangements for feed work, i.e.: enforcement by individual local authorities could not continue, given the criticism received from the FVO in respect of official feed controls.

FSS were currently consulting on the preferred options for the future delivery of feed controls and had circulated a questionnaire via the Society of Chief Trading Standards Officers in Scotland (SCOTSS), asking individual local authorities to comment on the following six potential options.

- FSS directly employs feed inspectors
- Contractor
- FSS seconds current local authority officers
- FSS delegates to local authorities (on a regional basis)
- Other Government Departments/Agencies that were present at feed businesses
- Hybrid Model

All options were explained in more detail in the consultation questionnaire attached to the report.

The council's response set out that the consultation should include an option based around increased grant assistance which would allow the FVO's staffing requirements to be met either by individual authorities or on a local joint working arrangement.



It was recommended that the Council Executive agree the response for submission to FSS.

Decision

To approve the terms of the report.

7. APSE ANNUAL SEMINAR 2016 – SURVIVAL OF THE FITTEST ENSURING A FUTURE FOR LOCAL GOVERNMENT'S FRONTLINE FROM 7<sup>TH</sup> – 8<sup>TH</sup> SEPTEMBER 2016

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services seeking approval for the attendance of the Executive Councillor for the Environment at the APSE Annual Seminar.

The annual seminar and the APSE service awards programme of events included the opportunity for delegates and suppliers to network and share ideas in an informal setting. The latest in local government developments would be showcased and speakers from across the UK local government would cover a number of topics.

The report recommended that the Council Executive:-

- Note that service teams had been selected as finalists in the categories of Building, Cleaning and Facilities Management Service and Best Service Team: Parks, Grounds and Horticultural Service.
- Approve the attendance of the Executive Councillor for the Environment at the APSE Annual Seminar 2016, Survival of the Fittest – Ensuring a Future for Local Government Frontline from 7<sup>th</sup> – 8<sup>th</sup> September 2016 in Derry/Londonderry

Decision

To approve the terms of the report.

8. STATUTORY LIST OF PUBLIC ROADS

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on the statutory list of public roads to include those which had been added between 1 July 2015 and 30 June 2016.

The report recalled that the Council Executive had previously agreed that an updated list of public roads would be reported from 2014 as part of the process to update the statutory list of public roads on an annual basis.

Section 1 of the Roads (Scotland) Act 1984 outlined the powers and

duties of local roads authorities and in particular placed a duty on the council to manage and maintain roads which were entered in a “list of public roads”.

New roads approved through the development process were subject to the requirement for Road Construction Consent (RCC). Section 16(2) of the 1984 Act required that after completion of the works in accordance with RCC, and following application by the developer, the local roads authority shall within 12 months of the application add the road to their list of public roads. Appendix A to the report contained the roads that had been added to the Statutory List of Public Roads during the period 1 July 2016 and 30 June 2016.

The report went on to advise that a road in Bathgate, Waverley Place had been incorrectly listed as Waverley Court in the current version of the list and approval was being sought to correct this anomaly.

It was recommended that the Council Executive :-

1. Approve the addition of the entries contained in Appendix A to the Statutory List of Public Roads;
2. Approve the correction of the minor anomaly in the Statutory List of Public Roads to remove the incorrectly listed Waverley Court, Bathgate and replace with the correct listing of Waverley Place, Bathgate

#### Decision

To approve the terms of the report.

#### 9. PROPOSED CHANGE OF SPEED LIMIT – 30 MPH TO 20 MPH ZONE, CLADERWOOD, EAST CALDER

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services, seeking approval to initiate statutory procedures for a 20mph zone in the new Calderwood development in East Calder.

The report recalled that previous guidance from Scottish Government regarding speed of traffic in residential areas was to erect Twenty’s Plenty advisory signs. This was now superseded with a good practice guide issued by Transport Scotland for new residential areas.

The new guidance recognised and referenced the active travel, public health, air quality and road safety benefits from wide-area 20mph limits. Calderwood was the first housing area which had the infrastructure installed where a speed limit of this type could be introduced.

The proposed introduction of the 20mph speed limit to the Calderwood residential housing area reflected the ongoing development on the eastern approach of East Calder and related to the street design that had been encompassed as part of the development masterplan for the core

development area.

It was recommended that Council Executive approve the initiation of the statutory procedures to introduce a 20mph speed limit zone to streets in the new Calderwood development, East Calder.

#### Decision

To approve the terms of the report.

#### 10. PROPOSED VARIATION OF PROHIBITION OF DRIVING ORDER – STATION ROAD, LINLITHGOW

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services, seeking approval to initiate the statutory procedures to amend the prohibition of the Driving Order currently in place on Station Road, Linlithgow. The amendment would exempt bicycles from this Order.

The report advised that under the Land Reform (Scotland) Act 2003, all non-motorised users including cyclists had the right of responsible access to most land and inland waters. The Act accedes to other legislation which prohibited, excluded or restricted public access in particular instances which included the Road Traffic Regulation Act.

Under the Road Traffic Regulation Act 1967, superseded by the 1984 Act, a Prohibition of Driving Order was implemented on Station Road, Linlithgow. Legislation defined bicycles as carriages and the Order therefore also applied to bicycles.

The Head of Operational Services explained that to support the aims of the West Lothian Active Travel Plan (2016-21), and to support bike access to and from Linlithgow Rail Station, it was proposed to amend this Order to exclude bicycles from the Prohibition of Driving Order. This would create a functioning active travel link from the station and town centre to the south of Linlithgow and the canal towpath. It would further address the anomaly of cyclists being prohibited on a popular active travel route and would support the new Abellio Scotrail Bike and Go cycle hire scheme at Linlithgow rail station.

It was recommended that Council Executive approve the initiation of the statutory procedures to amend the Order with the aim of permitting bicycles to travel along Station Road, Linlithgow.

#### Decision

To approve the terms of the report.

#### 11. CONSULTATION – DRAFT STRATEGIC POLICE PRIORITIES FOR SCOTLAND

The Council Executive considered a report (copies of which had been

circulated) by the Head of Housing, Customer and Building Services providing details of the Scottish Government consultation on the draft Strategic Police Priorities for Scotland. The Scottish Government were seeking responses to the consultation and would use feedback to help direct future focus on priorities to respond appropriately to risk, threat and harm in order to protect the public. Appendix A to the report contained the draft response.

The report advised that the new priorities set the future strategic direction for Police Scotland and the Scottish Police Authority and were as follows:-

1. Ensure that the needs of communities were understood and reflected in the planning and delivery of policing.
2. Ensure the police service worked to prevent crime and reduce fear of crime through education, partnership, innovation and communication, placing particular focus on the need to address inequalities within and between communities.
3. Focus policing on keeping people safe by tackling crime and responding to and investigating incidents effectively and efficiently.
4. Ensure that the police service worked collaboratively with partners at both a local and national level to deliver better outcomes for people in Scotland.
5. Maintain public confidence in policing and inspire trust by being transparent, accountable and acting with integrity, fairness and respect.
6. Ensure the police service was able to take advantage of new opportunities and meet emerging threats and challenges.

The report recommended that Council Executive approve the consultation response for submission to the Scottish Government.

### Decision

To approve the terms of the report.

## 12. CONSULTATION – FIRE AND RESCUE FRAMEWORK 2016 – 2019

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services on the draft response to the consultation by Scottish Fire and Rescue Service (SFRS) on their draft Strategic Plan 2016-19. Appendix 1 to the report contained the draft response.

The report advised that in response to their statutory duty, the Scottish Government had developed a new SFRS Fire Framework for Scotland 2016 which set out the Scottish Government Ministers expectations of the Service. The draft framework provided SFRS with strategic priorities and objectives, together with guidance on how the delivery of its functions

contributed to the Government's purpose.

The Strategic Priorities for the SFRS were underpinned within the following three areas

1. Protecting Communities: Risk, Prevention and Response
2. Evolving Role of the Scottish Fire and Rescue Service
3. Governance, Accountability and Performance

To ensure that SFRS organisational priorities and objectives aligned with the Fire Framework and other expectations placed on public bodies through community planning legislation, the SFRS developed a draft Strategic Plan for 2016-19, with the aim to use the plan to meet Scotland's needs.

In addition to the online consultation response tool, the Local Senior Officer for West Lothian had stated at the Community Safety Board meeting that he would be available to meet members of the West Lothian Community Planning Partnership to discuss the draft Strategic Plan.

The report recommended that Council Executive approve the contents of the proposed response from West Lothian Council to the consultation questions set by the SFRS.

#### Decision

To approve the terms of the report.

### 13. PROCUREMENT ARRANGEMENTS – SUPPLY AND DELIVERY OF GLASS AND GLAZING

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to commence tendering procedures for the joint procurement by West Lothian Council and East Lothian Council of a two year contract with the option to extend for a further 24 months for the Supply and Delivery of Glass and Glazing Accessories.

The report advised that the Glass and Glazing Contract was required by Building Services and would allow them to carry out glazing repairs to all council housing and commercial properties. The contract would be a collaborative procurement opportunity with East Lothian Council and would replace the current contract which was due to expire on 30 November 2016.

The requirement would be advertised in accordance with the European Union Directives. The Open Procedure was recommended to maximise competition, allowing suppliers to compete in a single stage tendering exercise.

The evaluation criteria following consultation with Building Services was:-

- Price 60%
- Quality 40%

It was also proposed that the tender was split into three lots to encourage small to medium enterprises to bid and ensure that the council achieved best value by selecting the most competitive suppliers per lot.

The Head of Housing, Customer and Building Services explained that following consultation with the Community Benefits Lead Officer, initial investigations indicated that there was scope to incorporate a Community Benefits clause into the contract documentation.

The cost incurred by West Lothian during financial year 2015/16 with the current suppliers was £50,618.17 and were then recharged to Housing Revenue Account and the Capital Programme. The Corporate Procurement Unit would assess if there were any savings against existing budgets.

It was recommended that the Council Executive approve:-

1. The commencement of the tendering procedure for the Supply and Delivery of Glass and Glazing Accessories for an initial two year contract with the option to extend for a further 24 months.
2. The award criteria as set out in the report.

#### Decision

To approve the terms of the report.

14. LAND AT MAIN STREET, BLACKRIDGE – PROPOSED SERVITUDE RIGHT OF ACCESS IN FAVOUR OF GREEN BREEZE ENERGY LIMITED

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for the granting of a servitude right of access over land at Main Street, Blackridge in favour of Green Breeze Energy Limited.

The report advised that Green Breeze Energy Limited (GBEL) was a renewable energy company that proposed to undertake a wind farm development comprising three 118m high wind turbines on the site of a former opencast coalmine at Drumduff, approximately 2.5km north of Blackridge. Conditional planning permission was granted by the council's Development Manager on 18 June 2015.

Due to the oversized nature of the equipment involved and the remote location of the proposed wind farm, securing a suitable means of access proved challenging. GBEL negotiated rights with various landowners along an access route that stretches from the public highway on Main Street, Blackridge to the site.

As part of the negotiations GBEL requested that the council grant them a servitude right of access over an area of council owned land. The area in question formed part of the curtilage of Craiginn Community Centre and was outlined in the plan attached to the report.

GBEL's proposal was that oversized vehicles would over-sail this council land at short, infrequent, pre-arranged intervals during the construction phase and again at pre-agreed times during the lifetime of the wind farm project. This arrangement would afford GBEL the certainty and space needed to safely manoeuvre their oversized equipment and vehicles from Main Street on to Heights Road as part of their journey to Drumduff.

The report went on to advise that on the infrequent occasions when GBEL wished to use their servitude right, a small car parking area at Craiginn Community Centre would become unavailable for operational use. GBEL would therefore provide a minimum of 1 month's prior written notice each time they wished to cross the land.

The Head of Finance and Property Services explained that discussions had taken place with GBEL and provided details of Heads of Terms in the report which were provisionally agreed.

In conclusion the report advised that it was considered to be in the council's best interests to grant GBEL a servitude right of access at Main Street, Blackridge for a consideration of £60,000 and on the terms set out in the report.

It was recommended that Council Executive approve the granting of a servitude right of access over land at Main Street, Blackridge in favour of Green Breeze Energy Limited for a consideration of £60,000 and subject to terms as set out in the report.

#### Decision

To approve the terms of the report.

#### 15. EUROPEAN FOUNDATION FOR QUALITY MANAGEMENT ASSESSMENT

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive advising of the outcome of the European Foundation for Quality Management assessment.

The Depute Chief Executive explained that the European Foundation for Quality Management (EFQM) excellence model was a quality model designed to help organisations recognise areas of strength and identify recommendations for improvement and was used by organisations across Europe.

The recognition scheme awarded organisations that achieved over 300 points in an EFQM assessment and had three levels of recognition, 3, 4 and 5 star. Quality Scotland administered the recognition scheme in

Scotland and the national EFQM affiliate. As well as the 3 to 5 star recognition, the highest scoring organisation of the year was awarded the Scottish Award for Business Excellence.

The report went on to advise that as part of the council's EFQM assessment, a team of four assessors were on site in West Lothian at the end of March 2016. Based at the Civic Centre, the assessment team interviewed over 100 council staff, with participants from every council service, in 25 interviews and seven focus groups.

The team also visited Kirkton Service Centre, Waverly Street depot, Blackburn Community Recycling centre, Pathways, Craigmare Care Home, Colinshiel Court Housing with Care Facility, Bathgate Partnership Centre, Inveralmond Community High School and Harrysmuir Primary School.

Following the assessment the council was awarded EFQM Recognised for Excellence 5 Star on the basis of a score within the banding of 550 to 600 points.

The report concluded that receiving the EFQM Recognised for Excellence 5 Star Award the Good Practice Award for "Leading with Vision, Inspiration & Integrity" and the Scottish Award Business Excellence in 2016 was a wonderful achievement for the council and recognised the talent, effort and dedication of the council's employees.

The EFQM assessment identified areas of strength across the council and resulted in the 5 Star award and highest score in Scotland in 2016.

The report recommended that the Council Executive note the outcome of the European Foundation for Quality Management assessment.

### Motion

Council Executive congratulates all members of staff for their part in the council achieving European Foundation of Quality Management's (EFQM) 5 star status.

The EFQM Recognised for Excellence programme recognises across all sectors within Scotland that have demonstrated the principles of excellence against the EFQM objective measures of world class performance.

Council Executive notes that the Council achieved the highest score in Scotland and was the overall winner of the Scottish Award for Business Excellence at the Quality Scotland Awards on 23 June.

This recognises the long term commitment of the council and all staff to continuously developing, improving, learning and delivering excellent services for our communities.

Council agrees to thank all staff for their contribution and commitment, and as recognition of their achievement, agrees to award all staff one additional day of annual leave in the current leave year.



- Moved by Councillor John McGinty

Decision

To unanimously approve the terms of the motion.

16. PRIVATE SESSION

The committee resolved under Section 50 (A)(4) of the Local Government (Scotland) Act 1973, that the public be excluded from the meeting during consideration of the following item of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 9 of Schedule 7A of the Act.

17. ACQUISITION OF PROPERTY AT BATHVILLE CROSS, ARMADALE

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services in respect of the acquisition of properties at Bathville Cross, Armadale

The Head of Housing, Customer and Building Services explained that the acquisition of properties at Bathville Cross, Armadale would enable the refurbishment to proceed.

The report recommended that the Council Executive agree to the purchase of properties at Bathville Cross should the owners decide to sell their properties to the council.

Decision

To approve the terms of the report.





**COUNCIL EXECUTIVE**

**REPORT ON RESPITE PROVISION FOR CHILDREN AND YOUNG PEOPLE WITH A DISABILITY**

**REPORT BY HEAD OF SOCIAL POLICY**

**A. PURPOSE OF REPORT**

The purpose of this report is to provide information to the Council Executive in relation to the future provision of respite to disabled children in West Lothian.

**B. RECOMMENDATION**

It is recommended that the Council Executive considers the information in relation to the future provision of respite to disabled children in West Lothian and agrees the implementation of the model which brings the provision in house.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs: providing equality of opportunities; making best use of our resources; working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The Children's (Scotland) Act 1995 Children and Young People (Scotland) Act 2014 Looked After Children (Scotland) Regulations 2009 Self-Directed Support (Scotland) Act 2013 United Nations Convention on the Rights of the Child
<b>III Implications for Scheme of Delegations to Officers</b>	No implications at this time.
<b>IV Impact on performance and performance Indicators</b>	CF003_9b.1a Number of Children supported in Residential Schools out with West Lothian
<b>V Relevance to Single Outcome Agreement</b>	Our children have the best start in life and are ready to succeed  People most at risk are protected and supported to achieve improved life chances

<b>VI Resources - (Financial, Staffing and Property)</b>	Existing budgets for the delivery of services for Children and Young People.
<b>VII Consideration at PDSP</b>	The report was considered at the Social Policy PDSP on 28 <sup>th</sup> June when it was agreed that it be submitted to the Council Executive for approval.
<b>VIII Other consultations</b>	Financial Management, Human Resources, other council officers responsible for respite / residential provision

## **D. TERMS OF REPORT**

### **D.1 Background**

West Lothian Council currently provides social work services via the Child Disability Service (CDS). CDS currently work with approximately 180 children/young people (0 – 18 yrs) with a wide range of disabilities. There are increasing numbers of children on the autism spectrum and children who have a combined diagnosis of learning disability, autism and significant challenging behaviour. There are also an increasing number of families with more than one disabled child.

A wide range of support is currently offered to meet the assessed needs of children and their families. Primarily this results in CDS providing a break from caring to the parent/family and offering support to access appropriate social opportunities for the child. The break from caring is offered in a variety of ways including sitting service, activity breaks, holiday activities, weekend short breaks and overnight respite. Currently support is mainly provided via CDS service level agreements or by commissioning individual packages of support, however, there is a gradual shift in the choice of how support is provided due to the implementation of Self Directed Support (SDS).

Whilst CDS has actively sought to utilise the support/services available locally and work with families on a planned basis, we continue to see an increase in the number of children and families presenting in crisis. In the majority of these cases the lack of locally available, flexible support has contributed to the deterioration in the situation for the child/family resulting in the need to significantly increase the package of support or the child being accommodated. Additionally an increase on the impact of siblings' mental health and wellbeing has been highlighted, particularly for those where the disabled sibling has significant challenging behaviour.

As part of the Reshaping Children's Services Programme developments have been made to attempt to address these issues. Changes have been made to the way in which support and services are delivered; however, there continues to be significant challenges primarily due to external organisations' ability to provide alternative, flexible support which is responsive to changing needs of the client group. In moving forward areas of current developments are being consolidated and a range of delivery models and framework are being explored.

## **D.2 Current Provision**

The current service is delivered within a two bedded building based on the Strathbrock Family Unit site in Broxburn. While this service has enabled a significant increase in the number children accessing overnights; it has not been appropriate for all children and there is increasing demand for this type of service which cannot be met within the existing provision. This has resulted in alternative services being sought to meet individual needs and increased demand. There has also been a shift with parents now choosing alternative provision via the Self-directed Support framework which allows people who are eligible for support to make informed choices about what their support looks like and how it is delivered.

## **D.3 Future Service Requirements**

Access to overnight respite provision is key to reducing the risk of having to provide more expensive interventions or children becoming accommodated. This provision is part of the overall development of flexible interventions for disabled children which includes intensive input during crisis, behaviour management strategies and family based care provision which will enable us to target those at the highest level of need.

Based on the average use of existing services, use of external placements for both overnight respite/emergency placements and the need for increased outreach it is projected the following service will be required:

- Overnights – flexible provision and number available in order to meet identified needs.
- Outreach – flexible approach which supports the development of a tiered intervention approach as part of the provision in order to target those at risk of family breakdown, require intensive intervention and respond to families in crisis.

An options analysis and a review of the associated risks has been undertaken, the following options were explored:

- **Option 1**  
Stop using the current provision and use alternative providers who are part of the Residential Care National Framework or on a spot purchase basis (based on individual assessed need) to provide overnight care;
- **Option 2**  
Put the contract out to Tender for external organisation to provide care using current service specifications whilst increasing the number of nights available;
- **Option 3**  
West Lothian Council recruits a staff team to deliver the service internally.

It is considered that Best Value will be delivered by providing this service in house as it will ensure additional flexibility of service by being part of a broader intervention model of support. This approach follows the principle of Best Value agreed by the Council Executive on 10<sup>th</sup> June 2014.

## **E. CONCLUSION**

West Lothian Council taking responsibility for developing the provision in house brings its own risks and limitations, however, the benefits to this being part of a wider tiered intervention model of support could significantly improve the outcomes for children as well as improving the quality and quantity of support.

## **F. BACKGROUND REFERENCES**

Appendices/Attachments: none

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Jane Kellock  
Interim Head of Social Policy

Date of meeting: 30<sup>th</sup> August 2016



**COUNCIL EXECUTIVE**

**SCOTTISH PARLIAMENT'S HEALTH AND SPORT COMMITTEE - CALL FOR WRITTEN EVIDENCE ON CHILD AND ADOLESCENT MENTAL HEALTH SERVICES AND THE MENTAL HEALTH STRATEGY.**

**REPORT BY HEAD OF SOCIAL POLICY**

**A. PURPOSE OF REPORT**

The purpose of this report is to inform the Council Executive of the Scottish Parliament's Health and Sport Committee call for written evidence on Child and Adolescent Mental Health Services and the Mental Health Strategy.

**B. RECOMMENDATIONS**

It is recommended that the Council Executive considers the draft response to the call for written evidence on Child and Adolescent Mental Health Services and the Mental Health Strategy and agrees that the response is submitted to the Scottish Parliament's Health and Sport Committee.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs. Being honest, open and accountable. Making best use of our resources. Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None
<b>III Implications for Scheme of Delegations to Officers</b>	No implications.
<b>IV Impact on performance and performance Indicators</b>	None
<b>V Relevance to Single Outcome Agreement</b>	Our children have the best start in life and are ready to succeed

<b>VI Resources - (Financial, Staffing and Property)</b>	None
<b>VII Consideration at PDSP</b>	<p>The initial deadline for the submission of responses to the call for evidence was 17<sup>th</sup> August this has meant that the PDSP has not had the opportunity to consider the draft response.</p> <p>The Scottish Parliament has agreed to extend the submission deadline to 31<sup>st</sup> August to allow the draft response to be considered by the Council Executive.</p>
<b>VIII Other consultations</b>	None.

## **D. TERMS OF REPORT**

### **Background:**

On the 8<sup>th</sup> July 2016 The Scottish Parliament's Health and Sport Committee launched a call for written evidence from all interested parties on Child and Adolescent Mental Health Services and the Mental Health Strategy.

This inquiry seeks to understand the barriers to accessing children's mental health services and why significant variations in waiting times and accessing treatment continue to occur across Scotland. The inquiry will also look at the previous mental health strategy to identify both positive and negative impacts.

### **Child and Adolescent Mental Health Services (CAMHS)**

Child and Adolescent Mental Health Services (CAMHS) cover the range of services across the agencies that contribute to the mental healthcare of Children and Young People. Services include mental health nurses, child and adolescent psychiatrists and social workers as well as General Practitioners (GPs).

CAMHS has 4 service tiers:

- Tier 1 is the identification level, generally by teachers or GP's, with services provided by practitioners working in universal services who are not mental health specialists.
- Tier 2 is a combination of some specialist CAMH services and some community based interventions including primary mental health workers. At this level identification of severe or complex needs requiring specialist assessment and intervention leading to treatment at a higher level can occur.
- Tier 3 provides a service for Children and Young People with more severe, complex and persistent disorders.
- Tier 4 consists of specialised inpatient CAMH units and intensive community treatment services for those at most risk.



A previous inquiry into CAMHS by the Health and Sport Committee in 2009 found that children and young people were experiencing long waits for access to specialist services. Following this inquiry, the Scottish Government established a waiting time target that 90% of children and young people should be seen at tier 3 services within 18 weeks of referral. At the end of March 2016, across Scotland, the target was met in 84.2% of cases, while across NHS Lothian the target was met in 66.6% of cases. At present information on a local authority basis is not available but this will be pursued by the West Lothian Children and Families Strategic Planning Group.

The inquiry is likely to identify reasons why significant variations continue to occur across Scotland and the extent to which good practice is being exported and adopted by Boards. It may also highlight:

- The factors which constrain meeting the target time of 18 weeks for all children and young people being seen at tier 3;
- How these factors being addressed and over what timescale;
- For those Boards who are meeting the target what were the principal factors that had to be met and
- The support provided to children and young people while they are waiting for a stage 3 referral.

Improvement in CAMHS waiting times is being addressed by NHS Lothian and CAMHS performance is a standing item on the West Lothian Children and Families Strategic Planning Group agenda.

## **E. CONCLUSION**

In West Lothian we recognised that CAMHS services do provide some very effective support to children and young people. However, clarity about referral thresholds, delays in accessing services and the need to review this service in light of the increasing numbers of children and young people experiencing emotional distress and self-harm across the pathway is required.

## **F. BACKGROUND REFERENCES**

### **Appendices/Attachments:**

Appendix 1: Draft response - call for written evidence on Child and Adolescent Mental Health Services and the Mental Health Strategy.

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Jane Kellock  
Head of Social Policy (Interim)

Date: 30<sup>th</sup> August 2016



## Call for written evidence on Child and Adolescent Mental Health Services and the Mental Health Strategy - Draft Response

1. What are the key factors that result in long waits for CAMHS services?

Some of the key factors that have had an impact on the long waiting times for access to CAMHS services are:

- the capacity of CAMHS to meet the demand for service, although it is noted that the Scottish Government has provided additional funding to CAMHS to employ additional staff and implement service re-design;
- the need to clarify the thresholds for accessing CAMHS to ensure appropriate referrals are made;
- increased volume of referrals as result of improved awareness of mental health and services;
- an increase in the number of children experiencing distress and anxiety through factors such as cyber bullying;
- an increase in demand from parents seeking support and
- the increased prevalence of children being diagnosed with ASD and ADHD which has resulted in an increase in referrals.

2. What would you identify as the main reason(s) for the CAMHS waiting time target not being met?

One possible reason that the CAMHS waiting time target has not been met could be the lack of availability of other interventions, such as family therapy, parenting work, play therapy in local settings and group work to reduce waiting times for assessment or highly specialised services.

3. Are there any other issues in CAMHS that you would identify as being a priority for improvement?

Other issues in CAMHS that could be a priority for improvement are:

- the lack of appropriate support of those children and young people experiencing emotional distress is an area for improvement;
- the support provided to looked after children and young people who placed outwith their home local authority including those in secure accommodation;
- the focus on a clinic based model of delivery which can reduce the ability to engage with the most vulnerable children and young people, particularly those whose family life may be chaotic and for whom an outreach model may be more appropriate and
- the need to promote early intervention.

4. Are there any particular factors/initiatives you can identify which have helped improve services either locally or in other parts of Scotland?

The key initiatives that have helped improve services locally in West Lothian are:

- CYPT Mental Health Mental Wellbeing Screening Group;
- CHOICE appointments and
- Mental Health Link Worker consultations within schools.

5. What support is provided to children and young people while they are waiting for a stage 3 referral?

While children and young people are waiting for a stage 3 referral in West Lothian they are referred to the Children and Young People's Team and/or the Mental Health and Mental Wellbeing Screening Group. They are also signposted to the Healthy Reading book list and internet or telephone support. They can also access support within schools as many school staff have now been trained in supports such as the Self-Harm Pathway etc..

6. Which parts of the previous mental health strategy have been the most successful?

The parts of the previous mental health strategy that were most useful were the See Me Campaign and general improved awareness of mental health.

7. Which parts of the previous mental health strategy have been the least successful?

The part of the previous mental health strategy that was least successful was the move away from community based mental health consultations and the return to a more clinic environment.

8. What would you identify as the key priorities for the next mental health strategy?

The key priorities for the next mental health strategy should include:

- the provision of additional support in residential secure units for young people and for young people placed away from their local areas;
- an evaluation of services which are likely to be required in the future, including services for unaccompanied asylum seeking children;
- a focus on early intervention and building community capacity to meet local needs;
- development of an early intervention response as opposed to crisis management;
- development of approaches such as Roots of Empathy where the whole class is involved not just vulnerable children;
- the development of approaches to engage parents who need support the most and
- the development of pathways to services that are based on GIFREC .



**COUNCIL EXECUTIVE**

**EDINBURGH AIRPORT 'LETS GO FURTHER' CONSULTATION**

**REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION**

**A. PURPOSE OF REPORT**

The purpose of this report is to make the Council Executive aware of the current Edinburgh Airport consultation on potential future flightpath changes and to seek approval for the proposed consultation response.

**B. RECOMMENDATION**

It is recommended that the Council Executive:

1. notes the content of the report and the accompanying proposed consultation response; and
2. approves the proposed consultation response.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	<p>West Lothian Council has no statutory powers to regulate air traffic routes or noise. Air Traffic Routes are regulated by the Civil Aviation Authority (CAA). Noise from aircraft in Edinburgh is regulated by Edinburgh Airports (Ltd).</p> <p>Should the decision to change the flight paths progress, West Lothian Council will be a statutory consultee in that process.</p> <p>There are no Strategic Environmental Assessment, Equality, Health or Risk Assessment issues associated with this report at present, however should the proposals proceed, then these may be required from the airport.</p>
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	None.

<b>V Relevance to Single Outcome Agreement</b>	<p>Our children have the best start in life and are ready to succeed.</p> <p>We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p> <p>We live longer, healthier lives and have reduced health inequalities.</p> <p>We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.</p>
<b>VI Resources - (Financial, Staffing and Property)</b>	None.
<b>VII Consideration at PDSP</b>	The date for submission is the 12 September 2016. Due to the desire to meet this response deadline, there has been no opportunity for the report to be considered at the Environment PDSP or relevant LACs.
<b>VIII Other consultations</b>	<p>Development Planning</p> <p>Economic Development</p> <p>Roads and Transportation</p> <p>Scottish Children's Commissioner</p>

## **D. TERMS OF REPORT**

### **D1 Background**

The 2011 [Edinburgh Airport Masterplan](#) highlighted the potential future increase in airspace capacity to cope with traffic growth by introduction of new technology

In summer 2015 Edinburgh Airport carried out a trial of an additional new instrument based western departure route, known as TUTUR. This took air traffic over Uphall and the Bathgate hills, neither of which had been significantly exposed to air traffic previously. The trial was intended to gather data for a possible further permanent westbound departure route from the airport. The airport operator has identified that additional routes are required to increase available runway capacity at the airport.

Edinburgh Airport subsequently stated that it viewed the trial to have been successful, but acknowledged there to be noise issues. Subsequently, it alluded to taking a more comprehensive look at all flightpaths.

Simultaneously, there is a move towards Performance Based Navigation (PBN) across European airspace. This uses satellite based navigation rather than ground based beacons and is more precise. This change is driven by European air traffic standards and improvements in technology. The existing approach and departure routes were developed in the 1970s before this technology was available.

## D2 Consultation Process

In June, Edinburgh Airport launched '[Let's Go Further](#)', its airspace change programme. The stated aim is to examine the potential impact of altering flightpaths 'to allow for maximum operational benefits and to minimise community impact'.

Following these initial activities, the airport has now embarked on a two phase public engagement and consultation process:

- Phase 1 aims to gather views from communities involved. The results of this initial consultation will help guide the design and development of potential future flight path options. General indications are provided in illustrative 'envelopes' shown in pages 49-69 of the consultation. These lay out broad areas for 3 departure and 3 arrival routes over West Lothian
- Following feedback on local sensitivities gathered this phase 1, phase 2 will consult in detail over specific flightpaths developed within each of the 'envelopes'. This second phase of consultation is scheduled to take place between December 2016 and March 2017. The results will provide the basis to allow the airport to make the subsequent [CAP725 statutory change process](#) application to the Civil Aviation Authority (CAA) with a view to implementing new flightpaths in 2018.

This report concerns the council's response to the Phase 1 consultation.

## D3 Consultation Document

The document sets out the growth in air travel from Edinburgh and the economic benefits, including 23,000 jobs in the Scottish economy. Edinburgh Airport believes that this growth will continue and that, although it can handle this within its current boundaries, it needs to modernise the airspace beyond the boundaries/runway.

It sets out two mandates:

- '*We, Edinburgh Airport, need to understand the views of stakeholders concerning issues that may arise from altering arrival and departure flight paths so that we can analyse concerns gathered during the initial consultation (June – September 2016) and develop viable options by December 2016 so as to develop a flight path change consultation on options to effectively maximise operational benefits and minimise community impacts*' and,
- '*We, Edinburgh Airport, need to understand the views of stakeholders concerning viable options for arrival and departure flight paths so we can alter flight paths to maximise operational benefits and minimise community impacts by Summer 2017 so as to produce an airspace change proposal to the CAA which complies with relevant regulatory requirements and responds to consultee concerns*'.

The consultation relates only to flights below 7,000ft above ground level.

Edinburgh Airport states that, '*Where we are seeking to change a flight path, we will be seeking to minimise the population impacted under the route*'. With improved precision, it is expected that there will be less deviation from flightpaths, however, this means those directly under a flightpath will experience increased concentration of overflight. The consultation does however raise the potential for additional 'respite' flightpaths to spread the overflight burden.

The objective of phase 1 is to gather feedback from stakeholders on the broad design 'envelopes' to inform the design for all Edinburgh Airport departure and arrival routes up to 7,000ft. It should be noted that above 3000ft (non-jets) or 4000ft (jets) Air Traffic Control (ATC) direct aircraft to higher altitude flightpaths. At these altitudes aircraft are above the noise preferential route restrictions and hence do not have to follow the Standard Instrument Departure (SID) route precisely. Since aircraft nearly always achieve this altitude before or shortly after the first turn, this results in straight line flight from that point. This is particularly noticeable with the existing GRICE route over the Bathgate Hills.

The specific consultation question asked is: *'What local factors should be taken into account when determining the position of the route within the design envelope given the potential impacts, and why?'*

Specifically excluded from the consultation, and therefore discounted from the analysis, are:

- Air traffic growth or the airport's growth in general;
- Government policy regarding the change to Performance Based Navigation (PBN);
- Area based navigation (RNAV). RNAV uses a combination of satellite and ground-based navigation technology to permit aircraft to follow a precisely defined path with greater accuracy than is possible with conventional navigation method based routes.
- Any other or future development; any aspect of government airport or airspace policy; or
- The establishment of controlled airspace; which is how air traffic is managed when in the air.

#### **D4 Consultation response**

In responding to the question: *'What local factors should be taken into account when determining the position of the route within the design envelope given the potential impacts, and why?'*, the following matters are highlighted:

- The wishes of the community. The response indicates that these do not appear to have been taken in to consideration during the trial.
- Established routes and the impact of changes on those not currently subjected to aircraft noise. The response indicates that those currently unaffected by aircraft noise would experience the greatest negative impact.
- Overflight Noise impact on general community. The response indicates that noise is a significant factor of concern.
- Overflight Noise impact on specific communities/establishments. The response indicates that over flight of specific establishments, such as schools and hospitals should be avoided where possible.



- Location of existing settlements/population density. The response indicates that where possible areas of the highest population density should be avoided.
- Planned location of future settlements. The response indicates that future developments within West Lothian should be taken in to consideration.
- Times of flights and frequency. The response indicates that early morning and late evening flights should be avoided to minimise sleep disturbance.

Notwithstanding the potential discounting by Edinburgh Airport of any responses out with the immediate scope of the consultation, the following matters are also highlighted:

- The consultation is restrictive in that it is making the assumption that airspace use change is the only solution for increasing runway capacity, without first demonstrating that all other options have been considered; and
- Before considering any changes to flight paths over areas not previously overflown, Edinburgh Airport should exhaust all on ground options to improve capacity. Improving on-ground traffic flow to occupy or vacate the existing runway more efficiently could include options such as additional access and egress points and realigning existing runway exits to 45<sup>0</sup> rather than the more restrictive 90<sup>0</sup> exit points at extremities of the existing runway as at present.

Whilst concerns exist over noise, it must also be recognised that the proximity of Edinburgh Airport provides an economic benefit to West Lothian. The economic benefits associated with Edinburgh Airport include the direct and indirect impacts associated with airport operations. Associated on-site operations, off-site operations, passenger expenditure and freight traffic arriving and departing from the Airport all have a positive financial impact. The location may make West Lothian an attractive place from which to conduct business, 20% of directly employed airport staff live in West Lothian. In addition, a proportion of the 23,000 wider jobs supported may be held by West Lothian residents.

Ongoing development of Edinburgh Airport, and the provision of easy connectivity to new markets, provides benefits to the people and businesses of West Lothian. This includes the potential long-term benefits for the Scottish labour market by enabling West Lothian to retain senior executive talent that may otherwise migrate elsewhere.

## **E. CONCLUSION**

Edinburgh Airport wishes to revise its arrival and departure routes to make use of new technology and to increase capacity. Increased capacity will allow for increased flight numbers. Changing flightpaths and increasing flights numbers have implications for West Lothian residents, in particular those residing in areas not previously subjected to routine overflight.

In order to allow consideration of impact prior to instigating the formal change process with CAA, Edinburgh airport is seeking comments on what factors should be taken into account when determining the position of the route within the design envelope, given the potential impacts, and why'.

West Lothian does benefit from the proximity of Edinburgh Airport, making it a more attractive place from which to do business, providing travel services and providing direct and indirect jobs for West Lothian residents however concerns raised during the trial change of flightpath demonstrate significant negative impact for many residents.

The approach is, therefore, to engage with Edinburgh Airport to minimise or prevent adverse effects on West Lothian arising from any changes to flightpaths whilst promoting the positive effects of change.

The proposed response to the specific question is contained in the appendix to this report.

## **F. BACKGROUND REFERENCES**

[Edinburgh Airport Masterplan, 2011](#)

Aircraft Noise from Edinburgh Airport Flightpath, Report to Broxburn Uphall and Winchburgh LAC, 15 September 2015

Aircraft Noise from Edinburgh Airport Flightpath Trial, Report to Environment PDSP, 29 October 2015

Aircraft Noise from Edinburgh Airport Flightpath, Report to Broxburn Uphall and Winchburgh LAC, 26 November 2015

['Lets Go Further' Initial Consultation June – September 2016](#)

Appendices/Attachments:

- 1 - Consultation Response, West Lothian Council
- 2 – Plan showing location of educational establishments

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**Craig McCorriston**

**Head of Planning, Economic Development & Regeneration**

30 August 2016.

# Edinburgh Airport: 'Let's Go Further' Airspace Change Consultation

## West Lothian Council Response to Phase 1 Consultation

*What local factors should be taken into account when determining the position of the route within the design envelope given the potential impacts, and why?*

West Lothian Council advocates that the following matters should be taken into account when determining the position of route(s) within the design envelopes:

### **1. The wishes of the community must be taken in to consideration.**

The reason this should be taken in to consideration is because this current phase one consultation appears to make the assumption that airspace use change is the only solution to growth without first demonstrating that all other on ground and airspace management options have been exhausted. As such it is particularly restrictive and has failed to recognise or acknowledge the levels of concern raised during the TUTUR trial by the West Lothian Community.

### **2. Established routes and the impact of changes on those not currently subjected to aircraft noise.**

The reason this should be taken in to consideration is that the airport has failed to demonstrate that they have exhausted all on ground solutions to increasing flight numbers and capacity. Before considering any changes to flight paths over areas not previously overflown, Edinburgh Airport should exhaust all on-ground options to increase capacity, such as improved runway access and egress, aircraft holding areas and management of the airspace and permitted aircraft types. The Edinburgh Airport Masterplan (2011) identifies that, *'further enhancements to both runways and associated taxiways, could increase the capacity of the runway system as a whole to approximately 55 movements per hour'*. Rapid access and egress taxiways are specifically highlighted.

The TUTUR flightpath trial demonstrated that the routing of aircraft over areas which are not currently affected results in significant levels of complaint and concern to the public. Some of those residents may have chosen to live in an area because it is not affected by overflight. This effect is magnified in rural areas where background noise levels are lower, making overflight noise proportionately more intrusive. Community resistance should be anticipated where new routine overflight is proposed.

### **3. Cost of on-ground solutions versus negative impact on WL community.**

The reason this should be taken in to consideration is the airport has failed to demonstrate that they have considered the cost of alternative solutions versus the negative impact on the community experienced during the TUTUR trial. This consultation appears to imply that change of airspace is the only solution without first demonstrating publically that all other options have been considered and costed.

For example, the runway at Edinburgh, unlike most major airports, only has two exit points, both of which are at 90 degrees to the runway. Other major airports have exits at 45 degrees to the runway orientation which increases runway capacity by allowing landing aircraft to clear the runway more quickly.

Before considering any changes to flight paths over areas not previously overflowed, Edinburgh Airport should exhaust all on ground options to improve capacity. Improving on-ground traffic flow to occupy or vacate the existing runway more efficiently could include options such as additional exit and egress points or tapered exit and egress points to replace the restrictive two 90° access/egress points at extremities of the existing runway as at present.

#### **4. Overflight Noise impact on general community**

The reason this should be taken in to consideration is that the aircraft noise has a detrimental impact upon sleep; a fact confirmed by complaints during the TUTUR trial. The impact on health of excessive or persistent noise or disturbed sleep is well documented. Any proposed changes, if at all required, should not be detrimental to the community. The post TUTUR report, following the trial ending in Oct 2015, identified that noise issues existed however the information relating to these has not been included within this consultation. Flight approach, height, speed and turning requirements affect noise generation. Rate of climb on take-off and landing directly affect noise impact. Initial steep climbs result in higher noise levels near the airport but less over West Lothian, whilst more gradual ones extend noise effects over a longer distance. The use of airspaces should be managed to minimise the impact on West Lothian residents.

Aircraft at 3-4000ft. appear to be most intrusive, as they produce significant peak levels and give rise to more prolonged events due to altitude. Close community overflight in this altitude range should be avoided entirely for this reason.

#### **5. Overflight Noise impact on specific communities/establishments.**

The reason this should be taken in to consideration is that excessive aircraft noise can have a negative impact on education due to the disturbing nature of the noise. Flights should avoid overflying educational establishments during the day, particularly whilst at lower altitudes. A map of West Lothian schools is attached for information.

Those already impacted by noise may have a degree of desensitisation and therefore may not notice a change in frequency of flights, however those currently residing in more tranquil locations would experience a greater negative impact of the introduction of over flight in their community. For these reasons over-flight of areas of current tranquillity should be avoided.

Flights should, where possible, avoid overflying hospitals where noise intrusion may impact rest and recuperation of patients.

#### **6. Location of existing settlements/population density**

The reason this should be taken in to consideration is that government guidance provides generic objectives for airspace changes, such as the need to overfly the fewest people below 7,000ft above ground level. The current routes directly overfly Pumpherston and Livingston, with a significant combined population. Options for overflight of open space, such as the river Forth, should be considered.

#### **7. Planned location of future settlements**

The reason this should be taken in to consideration is that over the next eight years, 19,800 houses are proposed for West Lothian; some of which have already been built. The growth is largely focussed on the Core Development Areas. Planning proposals include significant housing development in Broxburn, Drumshoreland, Bangour and East Calder, and these

should be taken into consideration when assessing the population potentially affected. Full details can be found in the [West Lothian Local Development Plan, proposed Plan](#), (LDP) on which Edinburgh Airport was consulted.

The Plan also advises that a number of housing sites will continue to deliver beyond the plan period. Taking these into consideration this provides for a total of 26,073 homes, principally through ongoing development within the core development areas and strategic allocations.

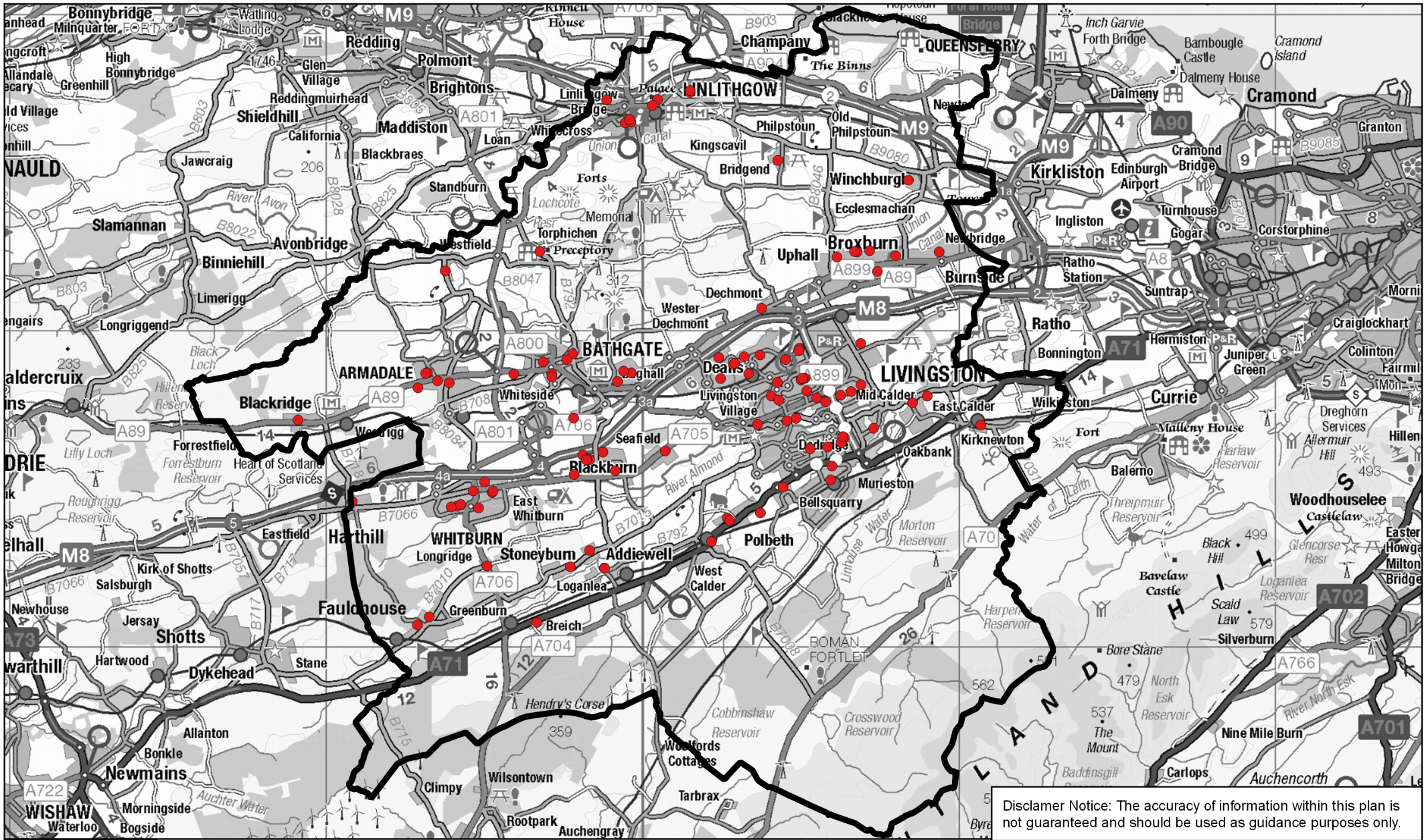
It is essential that residents can sleep and enjoy outdoor activity without unreasonable interference.

## **8. Times of flights and frequency**

The reason this should be taken in to consideration is that aircraft noise disturbs sleep and sleep disturbance can affect sleep patterns and mental health. In our younger population, sleep disturbance may adversely affect educational performance. Direct overflight of communities during evenings, overnight and early morning should be entirely avoided.

30 August 2016





Disclaimer Notice: The accuracy of information within this plan is not guaranteed and should be used as guidance purposes only.



**Map showing Secondary Schools, Primary Schools and Nurseries in West Lothian**

1:160,000



Planning & Economic Development, West Lothian Civic Centre, Livingston, EH54 6FF

2016-07-08T13:09:06

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**COUNCIL EXECUTIVE**

**STRATEGIC DEVELOPMENT PLAN 2 AND BUDGET RATIFICATION**

**REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION**

**A. PURPOSE OF REPORT**

The purpose of this report is to advise the Council Executive of preparation of Strategic Development Plan 2 (SDP2). SDP2 has been approved by the SESplan Joint Committee but needs endorsement by each of the constituent council's before consultation can commence.

The report also advises of a need to ratify SESplan's 2016/17 operating budget following its approval by the SESplan Joint Committee on 14 December 2015.

**B. RECOMMENDATION**

It is recommended that the Council Executive:

1. ratifies the decision of the SESplan Joint Committee of 20 June 2016 to publish SDP2 Proposed Plan for public consultation;
2. notes the terms of the Environmental Report prepared in support of SDP2 Proposed Plan;
3. notes the terms of the Equalities and the Human Rights Impact Assessment prepared in support of SDP2 Proposed Plan;
4. notes the terms of the draft Action Programme prepared in support of SDP2 Proposed Plan;
5. notes the terms of the background papers, prepared in support of SDP2 Proposed Plan;
6. notes the proposals for engagement and consultation on SDP2 Proposed Plan;
7. notes that minor editorial changes of a non-policy nature to the SDP2 Proposed Plan and the supporting documents are delegated to the SDP Manager in consultation with the SESplan chair; and
8. to ratify SESplan's 2016/17 operating budget and approve the payment of £46,550 as the council's contribution.

## C. SUMMARY OF IMPLICATIONS

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; and making best use of our resources.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	SDP2 will form part of the development plan once approved. The SDP is the subject of a SEA and Equality and Human Rights Impact Assessment.
<b>III Implications for scheme of delegation</b>	None.
<b>IV Impact on performance and performance indicators</b>	<p>Preparation of strategic development plans (SDPs) and local development plans (LDPs) are statutory requirements. Progress with the preparation of the SDP and LDP are monitored by Scottish Government as a performance indicator for local authorities. Local Authorities are required to review and update plans at least every five years.</p> <p>SDP2 will be a material consideration in the determining of planning applications.</p>
<b>V Relevance to Single Outcome Agreement</b>	<p>Outcome 3 - Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p> <p>Outcome 8 - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.</p>
<b>VI Resources - (Financial, Staffing and Property)</b>	As one of six planning authorities comprising SESplan, the council makes annual budget provision to contribute towards the SESplan operating budget. The council's proposed requisition payment to SESplan in 2016/17 of £46,550 and is provided for in the 2016/17 General Fund Revenue Budget.
<b>VII Consultations at PDSP</b>	A report on SDP 2 Proposed Plan was considered by the Development and Transport Policy Development and Scrutiny Panel on 8 August 2016. The panel agreed to forward the report to the Council Executive with a recommendation of approval.
<b>VIII Other consultations</b>	Consultation has been undertaken with Transportation, Housing and Construction Services and the Head of Finance and Property Services.

## **D. TERMS OF REPORT**

### **D.1 Introduction**

Preparation of a development plan is a statutory requirement under the terms of the Planning etc (Scotland) Act 2006. The development plan sets out how places should change and what they could be like in the future. They set out what type of development should take place and where, and which areas should not be developed. They also give an indication as to when development is anticipated to be delivered, inform decisions on investment in infrastructure e.g. schools and roads, and are used to inform decisions on planning applications. Development plans must be reviewed every five years.

The current development plan for West Lothian comprises the Strategic Development Plan for Edinburgh and South East Scotland (SDP), approved by Scottish Ministers in June 2013 and the West Lothian Local Plan (WLLP), adopted by West Lothian Council in January 2009. The WLLP is on the process of being replaced by the West Lothian Local Development Plan (LDP).

The 2006 Planning (Scotland) Act introduced Strategic Development Plans (SDPs) for the four largest city regions in Scotland - Aberdeen City and Shire, Edinburgh and South East Scotland (SESplan), Glasgow and the Clyde Valley, and Dundee, Angus and Fife (TAYplan). This new system has been operational since 2009, when the relevant planning Regulations came into force and detailed guidance was issued by the Scottish Government. SDPs are approved by Scottish Ministers.

The Main Issues Report (MIR) for SDP2 was published on 21 July 2015 for consultation. The consultation ran for 10 weeks and ended on 30 September 2015. Comments received on the MIR have informed preparation of the Proposed Plan. The Proposed Plan was approved by the SESplan Joint Committee on 20 June 2016 for ratification of each of the SESplan member authorities. SDP2 is attached as Appendix One. The proposed supporting documents can be viewed at [www.sesplan.gov.uk](http://www.sesplan.gov.uk)

### **D.2 The Spatial Strategy**

SDP2 covers a twenty year period from 2018-2038 and sets out a spatial strategy which directs growth along growth corridors, principally transport corridors which are already subject to development as set out in SDP1. SDP2 also develops the spatial strategy under key themes of place to do business, a place for communities, a better connected place and sets out a vision for the area. The vision is for a city region that is easier to move around and where there are better public transport options. Although the plan covers a 20 year period it requires to be reviewed every five years.

The SDP2 proposes that most growth in the SESplan area will be focused in and close to the City Region Core with the City of Edinburgh meeting a larger proportion of the area's housing need than in the previous plan period set out in SDP1 which covered the period 2009 – 2024. For the period 2018 – 2030 it envisaged that the need for housing and employment land will largely be met in the Strategic Development Areas as defined in SDP1. Most of these are located either in the City Region Core or along transport corridors.

Beyond 2030, strategic growth is to be focused in the City Region Core and Long-term Growth Corridors. This is seen as providing a more compact framework to meet longer term growth requirements beyond 2030. The Long-term Growth Corridors reflect the place-making principle that new development should be located near existing public transport hubs, or in locations where there are planned infrastructure projects to enable easy access to the public transport network.

Place-making principles include amongst others recognising the distinctive characteristics of the area, creating a safe and pleasant environment within which it is easy to move around and the efficient use of resources.

In a West Lothian context, West Lothian will lie within the Edinburgh and West Growth Corridor. For West Lothian this will mean that development will continue to be focussed principally on the Core Development areas of Armadale, Livingston and the Almond Valley (Calderwood, Mossend, Cleugh Brae and Gavieside) and Broxburn/Winchburgh in addition to the strategic allocations at Bangour, Drumshoreland, Heartlands (Whitburn) and Wester Inch, Bathgate. In essence, there will be little or no change in the spatial strategy for West Lothian that is currently being taken forward through the West Lothian Local Plan and the West Lothian Local Development Plan. This will allow the council maximum flexibility to determine the future pattern of development for the area within a SESplan context. The spatial strategy for West Lothian is set out in Figure 3.1 of SDP2.

Housing numbers have been informed by a Housing Need and Demand Assessment. This indicates that the demand for private accommodation is likely to reduce. Over the period 2018 - 2030 West Lothian will need to provide for a total of 8,356 homes, an average of 696 completions per annum. This is significantly less than requirements set out in SDP1. As such, it is anticipated that there will be minimal allocations of new land required to be identified in LDP2 for West Lothian.

The current established land supply indicates that there is sufficient supply to meet the Housing Land Requirement for the 2018 - 2030 period in East Lothian, Fife, Midlothian, Scottish Borders and West Lothian. This is due to the existing land supply set out in Local Development Plans based on housing requirements in SDP1. The current established land supply indicates that City of Edinburgh Council will have a shortfall of land and will therefore need to allocate additional housing land in the Local Development Plan. In doing so priority is to be given to brownfield sites within the City Region Core before new development is allocated on peripheral greenfield land. In addition, new allocations will be required to support the SESplan place making principles and seek to maximise the use of existing infrastructure capacity.

LDPs will be required to demonstrate a five year effective supply of housing land at all times which is to be measured against Housing Supply Targets set out in the SDP2. Where there is a shortfall in the five year effective supply, LDPs will be required to allocate additional land or grant planning consent for the Housing Supply Targets to be achieved. LDPs would be required to set out clear criteria based policies for this process, factoring in the presumption in favour of sustainable development and follow the SDP spatial strategy and place making principles. In addition, these criteria are required to ensure that any additional infrastructure capacity required as a result of the development is either committed or to be funded by the developer.

In terms of employment growth SDP2 identifies significant business clusters i.e. broad locations where groups of similar or complementary business sectors or industries operate and where there are opportunities for expansion. It is within these areas that opportunities for economic growth are to be focussed. The West Lothian cluster comprises Broxburn and Livingston Enterprise Areas, Heartlands and Livingston.

The plan sets out some of the key strategic transport improvements that are likely to be needed to address these cross-boundary impacts. It also sets out the principles underpinning a Developer Contributions Framework, to be established through Supplementary Guidance. Other infrastructure projects include the green network. Strategic transport projects identified in West Lothian are Winchburgh Station & M9 Junction, M9 and J3 upgrade and A801 improvements.

SDP2 also sets out guidance for LDPs in relation to green networks, promotion of town centres, protection of green belt and similar protected areas (within a West Lothian context this would include the countryside belts), and promotion of walking and cycling.

### **D.3 Supporting Documents**

A number of supporting documents to sit alongside SDP2 have been prepared. These provide background information which has informed the development strategy set out in SDP2 and are available on the SESplan website at [www.sesplan.gov.uk](http://www.sesplan.gov.uk) Key papers to note are set out below.

#### ***Housing Background Paper***

The Housing Background paper provides information which has informed the housing land requirement and housing supply targets for SDP2 and the number of additional homes to be delivered over the period 2018 to 2030. The majority of need and demand for housing is for households who cannot afford to buy or rent at market prices - owner occupation or private rent tenures. The housing supply target for West Lothian is to deliver an annual average of 633 completions (7,596 new homes over the plan period) with the housing land requirement of annual average completions of 696 new homes (8,356 new homes over the plan period). The Housing Supply Target is the estimated level of additional housing that can actually be delivered on the ground over the period of the Strategic Development Plan (SDP). The housing land requirement provides a margin of generosity added to determine the annual housing requirement. The level of housing required to be delivered in West Lothian is substantially less than that of previous development plans.

#### ***Transport Appraisal***

An appraisal known as the Cross Boundary Study (CBS) is currently being undertaken to identify the impact of the SESplan Strategic Development Plan (SDP1), assess points of stress within the highway network and identify potential mitigation measures. SYSTRA were appointed by SESplan to undertake a Transport Appraisal to inform the SESplan Strategic Development Plan (SDP2) Proposed Plan stage.

The objective of the Transport Appraisal is to identify the potential transport impacts associated with the delivery of the additional housing required in Edinburgh to meet the Housing Supply Targets set out in SDP2 relative to the level of housing and other developments modelled in the Cross Boundary Study. The potential transport impacts of other developments are however, not considered. The Transport Appraisal will require sign off by Transport Scotland.

### ***Green Network***

Delegated authority has been given to SESplan by the SESplan Joint Committee to publish a revised Green Network Technical Note in support of the SDP2.

#### **D.4 Action Programme**

The purpose of the Action Programme is to set out the key strategic actions needed to deliver the vision of the Strategic Development Plan for South-east Scotland. Section 21 of the Planning etc. (Scotland) Act 2006 requires SESplan to prepare an Action Programme that sets out how the authority expects to implement the Plan. Key points to note from a West Lothian perspective are the inclusion of key transport infrastructure projects including the delivery of a new junction on the M9 associated with the Winchburgh CDA, a four way junction at Linlithgow M9 junction 3, a new railway station at Winchburgh and various park and ride requirements across the area.

#### **D.5 Environmental Report and Habitats Regulation Appraisal**

A Strategic Environmental Assessment (SEA) was undertaken in parallel with the preparation of the Main Issues Report for SDP2 as required by the Environmental Assessment (Scotland) Act 2005. The SEA assesses the impact of the development strategy set out in SDP2 on the environment and has been reviewed in the context of the SDP2 Proposed Plan. An Addendum to the SEA prepared in support of the Main Issues Report for SDP2 has been prepared to reflect the terms of the development strategy set out in SDP2. It has been concluded that there will be an overall positive effect on the SEA objective to protect and enhance natural heritage assets compared to the assessment at MIR stage. The SEA is to be sent to the SEA Gateway Authorities for their consideration as part of the formal public consultation process on SDP2. A Habitats Regulation Appraisal is also required in support of the SDP Proposed Plan. Both documents can be viewed at <http://www.sesplan.gov.uk/assets/Joint%20Committee/20%20June%202016/Item%206%20-%20Environmental%20Report%20and%20Habitats%20Regulations%20Appraisal.pdf>

#### **D.6 Equalities and Human Rights Impact Assessment**

Preparation of an Equalities and Human Rights Impact Assessment (EqHRIA) is a statutory requirement. The purpose of the EqHRIA is to help ensure that proposals set out in SDP2 are not discriminatory and that, where possible, opportunities to promote equality, as well as all other human rights and good relations between groups are progressed. The EqHRIA prepared in support of SDP2 updates that prepare at MIR stage.

## **D.7 Timeline for SDP2**

The timetable for progressing SDP2 is set out in Development Plan Scheme 8 (DPSNo.8) approved by the SESplan Joint Committee on 216 March 2016 and available on the SESplan website at [www.sesplan.gov.uk](http://www.sesplan.gov.uk)

DPS No.8 advises that it is anticipated that the SDP2 Proposed Plan will be published for consultation in late summer 2016 and submitted to Scottish Government for Examination in spring 2017.

## **D.8 SESplan Operating Budget**

The SESplan operating budget for 2016/17 was approved by the SESplan Joint Committee on 14 December 2015, subject to ratification by the six member councils. The SESplan report and the operating budget itself are attached as Appendix Two. It is estimated that SESplan's fixed costs – mainly salaries, accommodation and IT - will be £264,336. Costs are to be met by equal contributions from member authorities totalling £279,300 and the shortfall made up from reserves and other income.

Each council's contribution for 2016/17 is £46,550. This represents no change on budget contributions for 2015/16 and the Joint Committee agreed to maintain this contribution over the next three years. The council's contribution to the SESplan Operating Budget is provided for through the General Revenue Fund. An invoice is awaited from Fife Council as SESplan budget holder for payment of the council's contribution for 2016/17 to be made.

## **E. CONCLUSION**

Preparation of the SDP is a statutory requirement. SDP2 will replace the current SDP approved in 2013. Preparation and consultation on the Proposed Plan will be carried out prior to submission of the Proposed Plan to Scottish Government for Examination. SDP2 will set the context for the preparation of the LDP2.

The Proposed Plan sets the direction of development to 2038 providing a long term vision for the area. Ratification of the decision of the SESplan Joint Committee on 20 June 2016 to approve the SDP2 Proposed Plan is required by member authorities to allow public consultation to commence.

The council's SESplan Operating Budget remains unchanged from 2015/16.

## **F. BACKGROUND REFERENCES**

Strategic Development Plan for Edinburgh and South East Scotland 2013

Strategic Development Plan for Edinburgh and South East Scotland (SDP2) Main issues Report 2015

Appendices/Attachments: Two

Appendix One: Strategic Development Plan 2 (Proposed Plan)

Appendix Two: SESplan Operating Budget 2016/17

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**Craig McCorrison**  
**Head of Planning Regeneration and Economic Development**

**30 August 2016**



An aerial photograph showing the construction of a large bridge over a wide body of water. In the foreground, a large concrete bridge pier is being built on a barge. Several other barges and construction vessels are visible in the water. In the background, a suspension bridge and a cantilever bridge are visible, along with a coastline and hills.

# SESplan

The Strategic Development Planning Authority  
for Edinburgh and South East Scotland

*Thriving, Successful, Sustainable*  
**Proposed Strategic Development Plan**

September 2016





## SESplan and the Strategic Development Plan

SESplan is the Strategic Development Planning Authority for the Edinburgh and South East Scotland region. The region covers six council areas including City of Edinburgh, East Lothian, Midlothian, West Lothian, the Scottish Borders and the southern half of Fife. SESplan works in partnership with these six councils to prepare a Strategic Development Plan for the area.

A Strategic Development Plan is a statutory planning document which is prepared or updated every five years and covers a twenty year time period. It communicates strategic level and cross-boundary planning policy and applies national policy and guidance from the Scottish Government. It is used to inform the Local Development Plans prepared by each of the Local Authorities in the region.

## SESplan

**Have Your Say**

SESplan is currently at a key stage in the preparation of the replacement Strategic Development Plan where we publish the Proposed Strategic Development Plan. The Proposed Strategic Development Plan is effectively a draft plan which represents our settled view on the final content of the replacement Plan. It has been informed by the responses received during the [Main Issues Report](#) consultation which took place between 21 July and 30 September 2015.

We are now inviting formal comments to be made on the Proposed Strategic Development Plan. At this stage representations should be limited to explaining what changes you consider should be made to the plan along with justification for the proposed changes.

The Proposed Strategic Development Plan publication period runs from XX September to XX October 2016. If you wish to submit a representation you should do so through the SESplan consultation Portal: [sesplan.objective.co.uk/portal](http://sesplan.objective.co.uk/portal).

In line with Scottish Government advice, the detail of each representation should be expressed in a concise way (no more than 2,000 words). A concise summary is also required (up to a maximum of 400 words), together with the change that is sought to the Proposed Plan.

Following completion of the publication period, SESplan is required to address all the representations and decide if any of them warrant modification to the Proposed Plan. If no modifications are considered appropriate then all of the representations and SESplan's response to them will be submitted to the Scottish Government alongside the Proposed Plan for examination.

The Proposed Strategic Development Plan and supporting documents can be viewed on the website [www.sesplan.gov.uk](http://www.sesplan.gov.uk), in public libraries, local planning authority offices and at the SESplan office at:

SESplan, Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

For more information, or if you are unable to submit a representation through the Consultation Portal, please contact us on 01506 282883 or [contactus@sesplan.gov.uk](mailto:contactus@sesplan.gov.uk)

To keep up-to-date you can sign up to our mailing list, follow us on Twitter @SESplan or like us on Facebook.

## Foreword and Introduction

This plan sets out an ambitious vision to guide the growth of the South East Scotland region over the next 20 years. Our vision is for a city region that is easier to move around and where there are better public transport options. The success of Edinburgh's Trams and the Borders Railway has demonstrated that people will choose non-car options where a good service is available, with consequent benefits to our environment, health and economy. However, if we're to deliver a better transport system for everyone, we need to step up the pace of the delivery of transport infrastructure, particularly for public transport, walking and cycling and find new ways to pay for it. This plan sets out a number of proposals to help us do that.

Recognising the challenge of meeting people's needs for a home, member authorities have worked together to ensure that the targets for housing delivery are ambitious, but achievable. A spatial strategy focused on growth corridors with good public transport will ensure that this housing will be directed to the right places. A series of placemaking principles and a plan-led approach to green networks means that this growth can be delivered without damaging the natural assets that make the region a great place to live, work and visit.

The announcement that a City Region Deal for our region will be developed, in partnership with the UK and Scottish Governments, means that there will be opportunities to fund and deliver infrastructure in more innovative ways in the years ahead. The partner authorities are committed to an ambitious proposal to deliver a step change in the region's economic performance. We will play our full part in that process and make use of the fiscal powers to ensure that this region continues to be the best place to live in Scotland.

Councillor Stuart Bell

Convenor SESplan



## Distinctive Heritage and Culture

Home to over half of the top **20** most visited attractions in Scotland and 1 in the UK top **10**



Festival City – Edinburgh hosts the largest annual cultural festival in the world. Generating over **£260** million in the Scottish economy

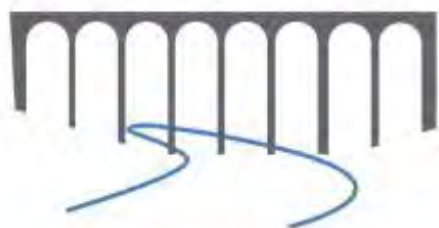
**Two UNESCO World Heritage Sites - Old and New Towns of Edinburgh and the Forth Bridge**



Scotland's Golf Coast  
Musselburgh to Dunbar

## A World Class Environment

**Two** National Scenic Areas - Eildon & Leaderfoot and Upper Tweeddale



Tweed Valley Forrest Park - including Glentress Mountain Biking Centre

Pentland Hills Regional Park - Edinburgh's Playground & Lomond Hills Regional Park - Fife's playground!



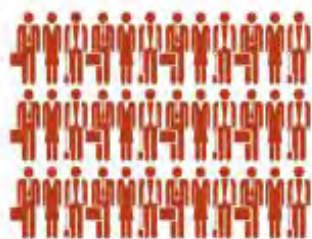
**3** National Nature Reserves - Blawhorn Moss, Whitlaw Mosses & St Abb's Head



Over **20** Natura Sites - Protected Areas of European Importance including most of the Firth of Forth Coast and Islands

## A Smart Economy

City Region contributes over **£33** billion of Gross Added Value to Scotland's economy. **26%** of the country's output



Edinburgh is the second most prosperous city in the UK (2013)



There is a skilled workforce **31.7%** working age population educated to degree or equivalent level (Scotland 26.4%) and we are home to **4** major universities

The city is a centre for excellence for financial services and the region is one of the UK's leading technology hubs



## Advanced Engineering and Infrastructure



The Queensferry Crossing is the longest three-tower, cable-stayed bridge in the world and the **tallest bridge in UK.**



Borders Railway - longest domestic railway constructed in Britain for over **100** years.



Edinburgh Airport Scotland's Busiest Airport with over **11** million passengers

## A Region of Opportunities



## SESplan Assets



# City Region Vision for 2038

*Thriving, Successful, Sustainable*

Sustainable growth has been achieved by carefully managing those assets that provide the most benefits and by making well designed, successful places where people can thrive. More people are able to afford a home in a place near where they work. A series of cross-boundary transport projects has made travel by public transport easier and more people are cycling and walking to work. The economy continues to grow and the region remains an outstanding place to live, work and visit. Communities in the region are healthier and there is less inequality and deprivation.



## What Change?

### Spatial Strategy

Most growth in and around Edinburgh and in Long Term Growth Corridors

Placemaking in the city region

Rural Growth Areas

Green Belts

Cross-Boundary Green Networks

Strategic Cross-Boundary Transport Improvements

Key Diagram, page 11. Placemaking Principles, page 13.

## Where?

### Key Areas of Change



## How?

### Delivery Themes

### Strategic Opportunities

### Outcomes

A Place to do Business

Locations for Investment  
page 23

Improved employment opportunities and a more productive workforce

A Low Carbon Economy  
page 30

Impacts from climate change minimised and carbon reduction targets met

Increasing Housing Delivery  
page 34

Well-designed homes that meet more of the need for affordable housing

A Place for Communities

Thriving Town Centres  
page 41

Vibrant town centres

Enhanced Green Networks  
page 42

Reduced health and education inequalities

A Better Connected Place

Supporting Non-Car Travel  
page 45

More people use public transport and journey times are quicker

Regional Walking and Cycling  
page 46

Walking and cycling account for a bigger proportion of journeys

Strategic Transport Improvements  
page 48

## 2 The Vision

### Delivering the Vision

**2.1** The Strategic Development Plan will help achieve the SESplan vision by:

- Providing direction to Local Development Plans in the city region. Specific directions to Local Development Plans are emboldened and begin "**Local Development Plans will...**"
- Providing a context for development management – all planning applications have to be determined in accordance with the Development Plan<sup>(1)</sup> unless material considerations indicate otherwise. Specific statements relevant to development management are emboldened and begin "**Development should...**" or "**Development must...**"
- Influencing and supporting investment plans, strategic plans and other strategies affecting the region
- Identifying key strategic actions in the plan and in the SESplan Action Programme. Specific statements committing individual SESplan member authorities to take action begin "**SESplan member authorities will...**". Statements committing SESplan to take action begin "**SESplan will...**"

### SESplan Action Programme

**2.2** Many of the actions needed to deliver this plan are already set out in the action programmes related to each of the Local Development Plans in the city region. The SESplan Action Programme published alongside this plan will therefore focus on actions:

- to deliver cross-boundary infrastructure and infrastructure of regional importance
- to help deliver national developments
- that require the input and coordination of more than one local planning authority to deliver

<sup>1</sup> The Development Plan for each of the local authority areas within this city region comprises the relevant Local Development Plan and the Strategic Development Plan (supported by relevant supplementary guidance)

## City Region Deal

**2.3** The member authorities are currently engaged in negotiations to conclude a 'City Region Deal' for the city region. This is a deal between the Scottish Government, UK Government and SESplan member authorities that allows greater fiscal autonomy on the basis of an investment programme that demonstrates additional economic growth. It is likely that this investment will help deliver some of the infrastructure needed in areas already allocated for development.

**2.4** It is too early to predict the impact of this potential new investment on the economy of the region or the extent to which economic growth may affect housing demand. However, taking into account the potential opportunities, this plan includes ambitious housing targets and a generous housing land requirement. These reflect estimates of housing demand based on an economic future where the public and private sector provide the kind of strong leadership that is a key feature of City Region Deal. The impact of any City Region Deal on the pace of economic growth and any consequent impacts on the amount of development land required will be considered in relation to subsequent plans and strategies related to infrastructure delivery.



# Spatial Strategy

## The Spatial Strategy 3

## The Spatial Strategy

### Most growth in and around Edinburgh and in Long Term Growth Corridors

**3.1** Over the next 20 years, most growth will be focused in and around Edinburgh and in indicative Long Term Growth Corridors (See Figure 3.1). The City of Edinburgh will meet a larger proportion of the region's housing need than in previous plans. This will help minimise commuting by car and reduce transport related carbon emissions, as well as making best use of existing infrastructure. 'A Place for Communities' (page 33) sets out the housing land requirement for each local authority area in the period 2018-2030 and provides an indication of the scale of housing land required beyond 2030.

### Strategic Growth 2018-2030

**3.2** For the next 12 years, the need for strategic growth will be largely met by land already identified in existing and proposed Local Development Plans. The key diagram identifies the broad location of this as 'Strategic Growth 2018-2030'. Most of this will occur in and around Edinburgh and along transport corridors.

### Growth Beyond 2030

**3.3** Beyond 2030, growth will be directed to locations in and around Edinburgh, locations along Long Term Growth Corridors and settlements within Rural Growth Areas. The purpose of the Long Term Growth Corridors is to direct growth to those transport corridors of primary importance for long term strategic growth. Rural Growth Areas identify those rural settlements in the Scottish Borders with potential for long term growth. The Placemaking Principles set out in Table 3.1 will be relevant over the long term and subsequent Strategic Development Plans will also include Placemaking Principles that guide the location and scale of development.

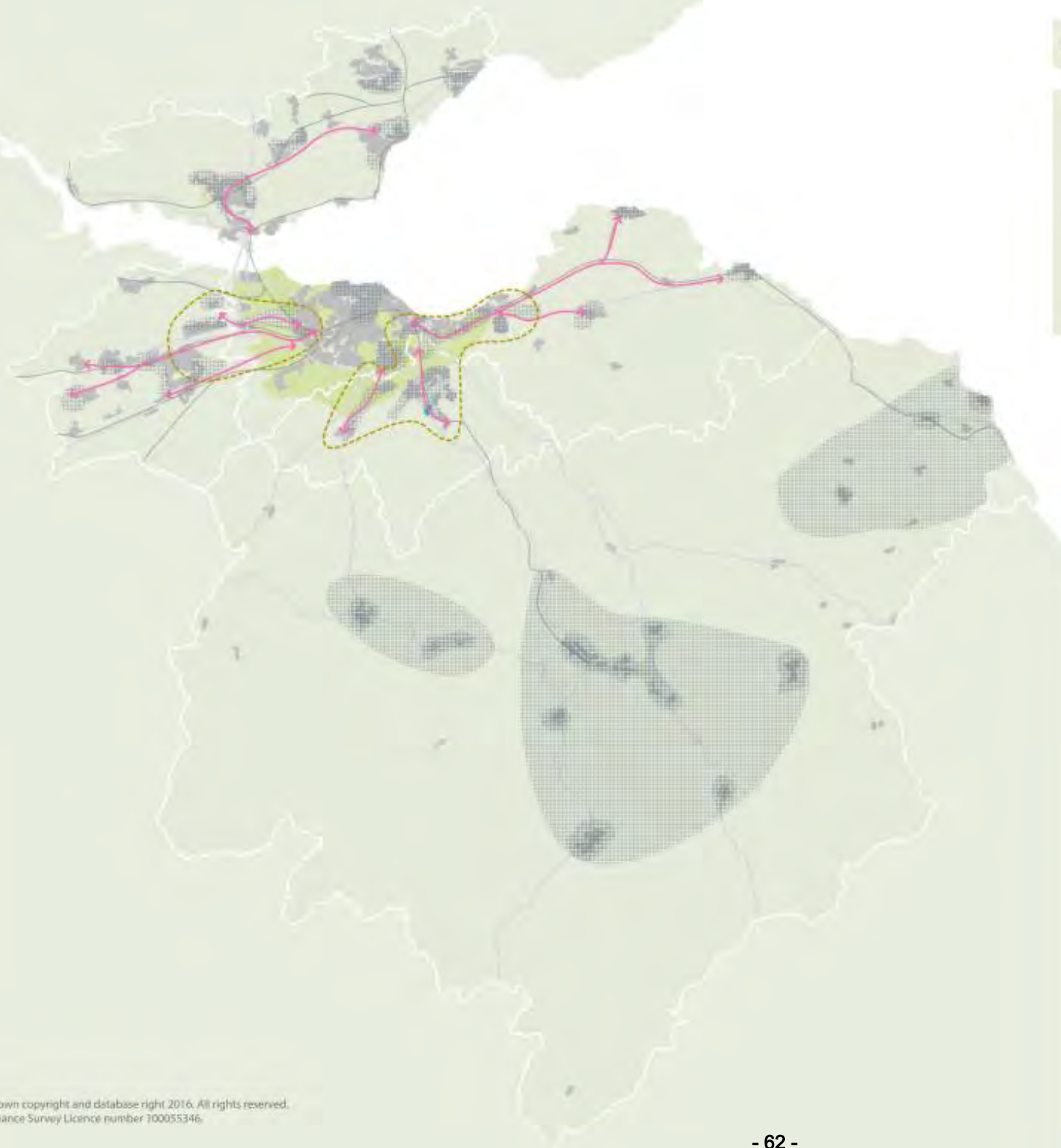
**3.4** If required to do so on the basis of future assessments, subsequent Strategic Development Plans will identify more specific locations suitable for further strategic growth in line with this long term growth strategy and the Placemaking Principles. In doing so they may direct subsequent Local Development Plans to release land, including land from the green belt, at locations along the Long Term Growth Corridors. These Local Development Plans may give more explicit policy protection to green networks in the remaining 'green wedges', in a way that recognises the full range of benefits and services that green networks provide (para. 5.20).

### Placemaking in the City Region

**3.5** Placemaking is a collaborative process that includes design, development and renewal of our urban and rural built environments. Good places play a fundamental role in attracting investment and supporting economic growth, promoting healthy lifestyles and providing a sense of identity and community. **SESplan member authorities will ensure that communities are involved in the design and shaping of development at an early stage, using tools such as the Place Standard to engage local people in conversations about what places should be like.**

**3.6** Development should take account of the Placemaking Principles set out in Table 3.1. **Local Development Plans will include development frameworks, masterplans and design briefs that are aligned with relevant community plans and have been developed jointly with local people. Local Development Plans will be guided by the Placemaking Principles detailed in Table 3.1. and ensure that all international, national and locally designated areas are afforded the appropriate level of protection.** The City Region Assets on page 4 illustrate many of the key natural and historic assets of international, national and regional importance.

Figure 3.1 Key Diagram



- Strategic Growth 2018-2030
- Long Term Growth Corridor 2030+
- Rural Growth Areas
- Cross-boundary Green Network Priority Areas
- Green Belt

## The Spatial Strategy 3

### Strategic Cross-Boundary Transport Improvements

**3.7** Increasing traffic congestion has a major impact on movement into Edinburgh but also on movement to and between the western and south eastern fringes of the city. While the majority of these congested areas lie within the City of Edinburgh boundary, many of the journeys that contribute to that congestion are generated in the other SESplan member authority areas. This plan sets out some of the key strategic transport improvements that are likely to be needed to address these cumulative and cross-boundary impacts. It also sets out the principles underpinning a Cross-Boundary Transport Contributions Framework, to be established through Supplementary Guidance, and the matters that the guidance will address.

### Green Belts and Related Countryside Designations

**3.8** Figure 3.1 Identifies the broad location of the existing green belts around Edinburgh and to the west of Dunfermline. **Local Development Plans will identify and maintain green belts and other countryside designations fulfilling a similar function where they are needed:**

- **To maintain the identity, character and landscape setting of settlements and prevent coalescence**
- **To protect and provide access to open space**
- **To direct development to the most appropriate location and support regeneration**

**In doing so, Local Development Plans will take into account any relevant guidance on green networks.**

### Cross-Boundary Green Networks

**3.9** Two Cross-Boundary Green Network Priority Areas have been identified to focus action on places where a coordinated, cross-boundary approach is needed to maximise the benefits of green infrastructure. **SESplan will prepare Strategic Frameworks for two cross-boundary Green Network Priority Areas (Edinburgh and West, Edinburgh and East) and adopt the frameworks as Supplementary Guidance to the plan. These frameworks will:**

- **Identify and safeguard those elements of the green network that provide, or have the potential to provide, the greatest benefits for people and nature**
- **Identify strategic enhancements to green networks that will add value to existing settlements, developments for which land has already been allocated and any new allocations in subsequent Local Development Plans**
- **Provide an additional context for planning decisions**

### 3 The Spatial Strategy

**Table 3.1 Placemaking Principles**

<b>Distinctive</b>	Areas important for maintaining the character, landscape setting and distinctive identity of existing and proposed settlements should be protected and enhanced, particularly where they are needed to avoid the coalescence of settlements. The contribution of the natural and historic environment to making distinctive places should be maximised. Key views of the surrounding landscape should be integrated into developments to provide a sense of place and identity. Views of the Southern Uplands, the Lammermuir Hills, the Firth of Forth, the Pentland Hills, the Lomond Hills, the Bathgate Hills and key the landmarks of Edinburgh are particularly important in supporting a sense of place and making settlements distinctive.
<b>Safe and Pleasant</b>	Public spaces should be free from excessive traffic noise and air pollution and the needs of people should be considered before the movement of motor vehicles. Public spaces should be overlooked by housing, so that the people who use them feel safe and the people who live nearby feel a sense of ownership. It should be easy for people to access green/open space, including places where they can enjoy nature. Developments should be located within a network of green and blue infrastructure that provides a pleasant outlook for the people living and working there.
<b>Welcoming</b>	Gateways into settlements and extensions to existing settlements should be interesting, memorable and contribute to local distinctiveness. A wide range of public spaces of different types and character, accessible to all, should be provided that appeal to people of different ages and with different interests. Neighbourhood centres should include attractive and safe indoor and outdoor spaces where people can interact.
<b>Adaptable</b>	Development should be located where a wide range of densities, tenures and uses can be supported to meet the changing needs of the community into the future. Green networks should be multi-functional. They should comprise infrastructure that provides a range of benefits and can be adapted and enhanced depending on the local need for growing spaces, play spaces, natural spaces, public parks, sustainable urban drainage and the need to adapt to climate change.
<b>Resource Efficient</b>	New development should be located near existing public transport hubs, or in locations where there are planned infrastructure projects to enable easy access to the public transport network. The re-use or re-development of brownfield land should be considered before new development takes place on greenfield land, including Prime Agricultural Land and other land important for food production. Development should be located and orientated to maximise passive solar heating and opportunities for solar power generation. Heat mapping and other approaches should be used to identify opportunities to co-locate sources of high heat demand (e.g. housing) with sustainable sources of heat supply (e.g. biomass power plants). Development should be located away from functional flood plains and areas of medium to high flood risk. Areas important for flood storage and conveying capacity should be safeguarded for a range of compatible uses such as recreation, water quality management, flood attenuation and habitat creation. Development should be designed to minimise the area of impermeable surface and incorporate Sustainable Drainage Systems (SuDS) as appropriate.
<b>Easy to Move Around</b>	There should be good walking and cycling networks close to where people live, providing safe and convenient access to local facilities and to public transport stops. There should be a range of public transport options that provide easy access into Edinburgh, strategic centres, town centres, local centres and centres of employment. Developments should integrate with, and contribute to, the enhancement of walking and cycling networks.



## The Spatial Strategy 3

## Key Areas of Change South East

**3.10** Edinburgh city and the Long Term Growth Corridors radiating east and south east encompass a range of strategic development opportunities over the next 20 years. The challenge in this area is to ensure that infrastructure is delivered that enables existing allocated sites to fulfil their potential.

**3.11** Edinburgh Waterfront remains a high priority for growth. The tram extension to Leith and Granton and the establishment of an attractive cycleway and footpath is fundamental to achieving a thriving low carbon waterfront community connected to the city.

**3.12** Blindwells could benefit from interventions to accelerate its development. If Blindwells is capable of expansion beyond the current allocation, it could become one of the largest investment opportunities in south east Scotland, potentially delivering over 6,000 homes, employment opportunities and a strategic town centre serving the wider area. Realising these opportunities will require further planning studies and close cooperation between landowners and the public sector. In particular, more effective partnership working is needed to deliver the education and transport infrastructure required to unlock its full

economic potential and enable it to contribute to the regeneration of neighbouring communities in the west of East Lothian.

**3.13** Sites around existing East Lothian settlements will provide a significant amount of land to meet the requirements of the emerging East Lothian Local Development Plan. Once the development anticipated around Musselburgh is delivered, environmental and infrastructure constraints are expected to limit further significant expansion of settlements in the Musselburgh area. Any further development requirements for East Lothian will be dispersed to locations further east along the Long Term Growth Corridors. Subject to future growth requirements for East Lothian, there may be a need for a second new settlement in the east of East Lothian.

**3.14** Shawfair station is at the centre of what will be a new community in Midlothian with the potential to deliver over 4,000 new homes and significant new employment land over the next 20 years. The scale of the proposal means there will be opportunities to provide more innovative low carbon power and heat solutions to support a more sustainable place. Eskbank station will provide ready access to the Midlothian Community Hospital and a ten minute rail link between Edinburgh College campuses in Midlothian. New transport links from Shawfair station to the Royal Infirmary

of Edinburgh will be needed to deliver benefits to patients and visitors from Midlothian and the Scottish Borders.

**3.15** A modified A1 junction and underpass near Queen Margaret University will enable land adjacent to the university to be developed to support the Innovation and Science Cluster. This land also provides opportunities for start ups with a focus on life sciences, research and learning and food and drink. Improved capacity and rail services on the East Coast line and new rail stations at East Linton and Blindwells will help reduce commuting by road.

**3.16** Leith is a strong location for large scale manufacturing, installation, operations and maintenance for the renewables industry as well as a centre for the creative industries. The former Cockenzie Power Station site is not currently subject to specific proposals for carbon capture and storage and thermal generation. It remains part of an Area of Coordinated Action, but relevant stakeholders should consider a wider range of potential future uses for this site. The BioQuarter, Bush and BioCampus are key elements of the Edinburgh Science Triangle, one of the top ten research and development locations in Europe. They offer opportunities for academic, commercial and clinical research and a range of expansion opportunities for technology and bio-industries.

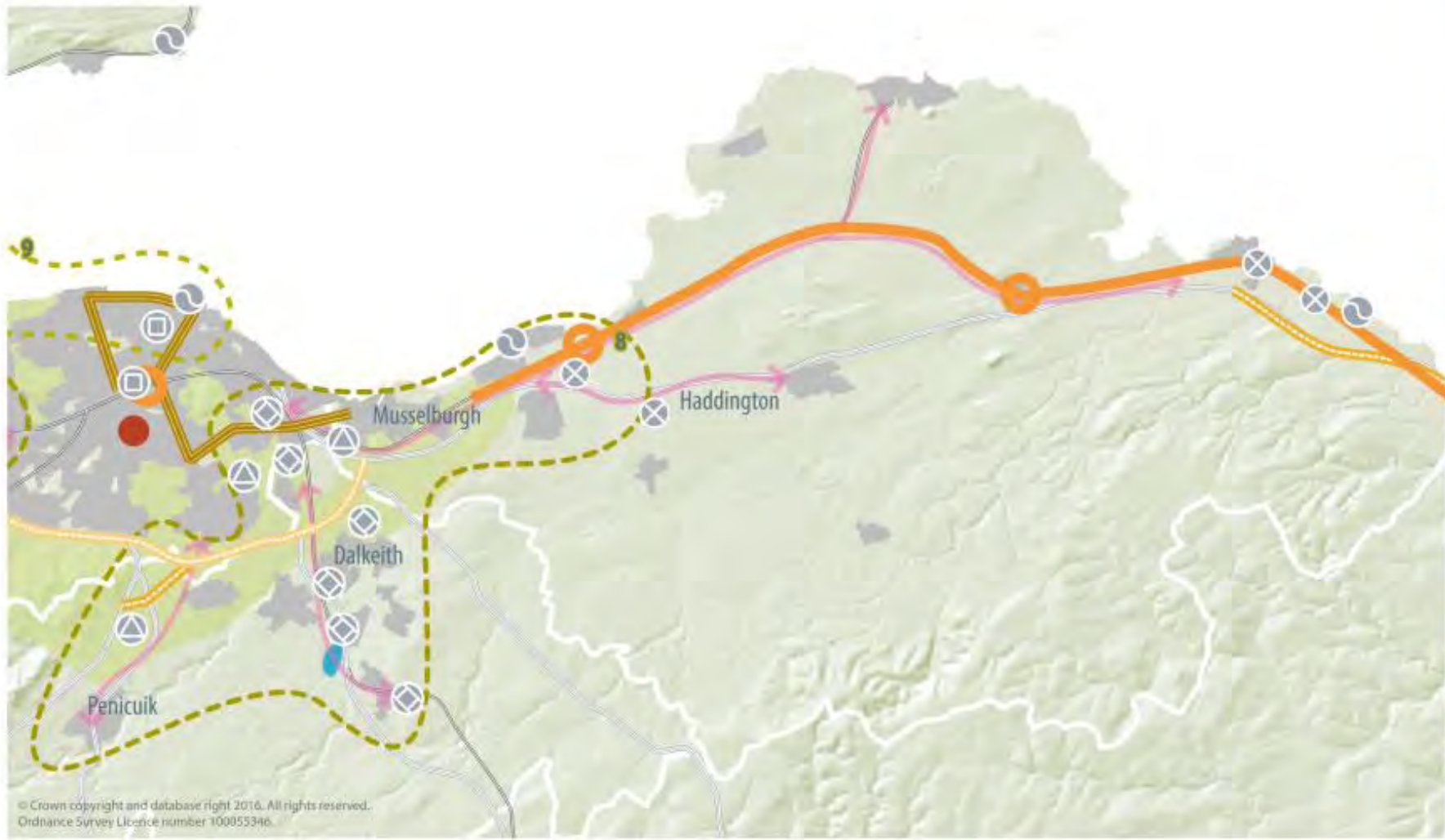
### 3 The Spatial Strategy

The tram line extension to the BioQuarter, Newcraighall and Queen Margaret University would provide a major contribution to reducing traffic into and out of Edinburgh.

**3.17** Midlothian, City of Edinburgh and East Lothian Councils will work together to take a plan-led approach to identifying and, where possible, enhancing the key green infrastructure around the periphery of Edinburgh. The priorities for action include addressing the City Bypass as a barrier to active travel and upgrading cycle routes on the A199 to become a strategic functional cycle route, providing an artery linking East Lothian with Edinburgh. Green Belts and Countryside Around Town designations will provide the framework for establishing and maintaining a high quality landscape setting for existing and future settlements and identifying and safeguarding key strategic areas of open space.

**3.18** In order to deal with what is one of the region's major challenges in delivering sustainable growth, a range of transport interventions are likely to be needed. These include major upgrades to the A720, other improvements to the strategic road and rail networks and improvements to local road networks. Major upgrades to walking and cycling infrastructure and public transport provision will also be needed to encourage more people to leave their car at home for journeys into and around Edinburgh.

Figure 3.2 South East



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- STRATEGIC TRANSPORT IMPROVEMENTS**
-  Junction New/Improvement
  -  Road New/Upgrade
  -  Tram Extension
  -  Rail Improvement/Upgrade
  -  A720 Improvements and Orbital Bus
  -  Rail Station New/Improvement
- SIGNIFICANT BUSINESS CLUSTERS**
-  Forth Coast Cluster
  -  Innovation and Science Cluster
  -  Central Business Cluster
  -  Borders Rail Cluster
  -  East Lothian Cluster
- GREEN NETWORK PRIORITY AREAS**
-  Edinburgh and East
  -  Forth Shores
- Other Symbols**
-  City Centre
  -  Strategic Growth 2018-2030
  -  Long Term Growth Corridor 2030+
  -  Green Belt

## 3 The Spatial Strategy

### Key Areas of Change Edinburgh and West

**3.19** The completion of a new railway station is a key requirement in the delivery of an expanded settlement at Winchburgh in West Lothian, with the potential to accommodate over 3,000 homes and additional employment land. However, developers will need to address some of the additional infrastructure challenges relating to education provision. The new village at Calderwood and growth at Armadale and Bathgate (Wester Inch) will also make a substantial contribution to meeting housing needs.

**3.20** Livingston is the largest area of employment outside Edinburgh providing a range of opportunities for information and communication industries, life sciences, technology and precision engineering. Heartlands is an emerging community near Whitburn combining residential, business, retail and leisure opportunities with opportunities for further environmental improvement. The Polkemmet and Breich Water Green Network Priority Area provides a focus for partners to deliver a plan-led approach to identifying and delivering these improvements.

**3.21** West Edinburgh has the potential to deliver a range of opportunities for strategic growth, including the delivery of substantial housing developments with good transport connections. Edinburgh International Business Gateway provides a focus for substantial business-led investment and the land adjacent to Edinburgh Airport has been identified for a range of commercial and mixed uses. A long term masterplan for International Business Gateway is already in development, with the site being positioned as a top quality global business location aimed at attracting high value jobs from other areas of the UK and Europe.

**3.22** The Gogar Rail Interchange station on the Edinburgh to Fife line and a new stop on the Edinburgh Tram network will improve access to the airport. In addition, the City of Edinburgh Local Development Plan has safeguarded land for a future extension to the tram system to Newbridge. In the longer term there may be opportunities to extend this line to Broxburn, Uphall and Livingston.

**3.23** The Edinburgh and West Cross-Boundary Green Network Priority Area provides an opportunity for the City of Edinburgh and West Lothian to collaborate on a more plan-led approach to identifying the value of the green infrastructure within and beyond the Edinburgh green belt. A key priority will be to enhance landscape character at and around settlement gateways. Key opportunities here include the completion of a River Almond Walkway and a A71 cycle super highway linking south Livingston with Balerno, Currie and West Edinburgh. The creation of a high quality, segregated route will provide a key strategic link in the region's cycling network. Innovative approaches to water management, including the de-culverting of the Gogar Burn, will be needed to deliver growth opportunities in this area without increasing flood risk.

Figure 3.3 Edinburgh and West



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- STRATEGIC TRANSPORT IMPROVEMENTS**
- Junction New/Improvement
  - Road New/Upgrade
  - Tram Extension
  - Rail Improvement/Upgrade
  - A720 Improvements and Orbital Bus
  - Rail Station New/Improvement
- SIGNIFICANT BUSINESS CLUSTERS**
- Forth Coast Cluster
  - Innovation and Science Cluster
  - Central Business Cluster
  - West Edinburgh Business Cluster
  - West Lothian Cluster
  - Borders Rail Cluster
- GREEN NETWORK PRIORITY AREAS**
- 5 Linlithgow
  - 6 Polkemmet and Breich Water
  - 7 Edinburgh and West
  - 8 Edinburgh and East
  - 9 Forth Shores
- City Centre
- Strategic Centres
- Edinburgh Aripport
- Strategic Growth 2018-2030
- Long Term Growth Corridor 2030+
- Green Belt

### 3 The Spatial Strategy

#### Key Areas of Change Fife

**3.24** The Forth Bridges are a key gateway to employment and business. The opening of the Queensferry Crossing in 2016 and the use of the Forth Road Bridge for public transport, walking and cycling has been important in ensuring Fife can continue to benefit from opportunities in the city region and beyond.

**3.25** However, if this plan's vision is to be delivered in full, it is important that Fife's socio-economic needs continue to be met locally where possible in order that the area's towns can continue to thrive and the need to travel to employment is reduced. Rosyth Waterfront, Burntisland Port and Energy Park Methil (part of the 'Forth Coast Cluster') provide a range of business opportunities, including renewables manufacture and servicing. Improvements to the port at Rosyth will provide some of the Additional Freight Handling Capacity on the Forth (a National Development) needed in relation to heavily used North Sea freight shipping routes. Further environmental assessment work is currently being carried out to support the marine consents needed to progress this work.

**3.26** Areas around Dunfermline have the potential to deliver over 6,000 homes. Key to the delivery of these sites is the provision of a northern relief road and a western distributor road. These will work alongside new park and ride schemes and a new rail halt at Halbeath park and ride. Together with better access to the Forth Bridge, these will provide a range of travel options for this key area of growth.

**3.27** A taskforce is currently developing a masterplan for the former powerplant at Longannet, with a focus on maximising employment opportunities. Significant growth is also planned in Kirkcaldy and development along the northern arc of the Fife Circle railway line will help bring about the regeneration of brownfield land associated with the former mining communities of the Ore Valley and Upper Leven Valley. The Levenmouth Rail Link would encourage more non-car travel, opportunities for more rail-freight and provide a further incentive to those looking to invest in the area.

**3.28** A Green Network Priority Area has been identified near Dunfermline, recognising that there are opportunities to strengthen the landscape setting of the settlement to the north and west and provide a more joined up walking and cycling network providing access to Townhill Country Park. Green Network Priority Areas have also been identified for the Ore Valley, the Kirkcaldy Gateways and Levenmouth and Coast, where there are a number of opportunities to help deliver green network improvements alongside new housing to strengthen the sense of place.

Figure 3.4 Fife

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- STRATEGIC TRANSPORT IMPROVEMENTS**
  - Junction New/Improvement
  - Road New/Upgrade
  - Rail Improvement/Upgrade
- SIGNIFICANT BUSINESS CLUSTERS**
  - Forth Coast Cluster
- GREEN NETWORK PRIORITY AREAS**
  - 1 Dunfermline North and East
  - 2 Ore Valley
  - 3 Kirkcaldy Gateways
  - 4 Levenmouth and Coast
- Strategic Centres**
  - Strategic Centres
- Strategic Growth 2018-2030**
  - Strategic Growth 2018-2030
- Long Term Growth Corridor 2030+**
  - Long Term Growth Corridor 2030+
- Green Belt**
  - Green Belt

## 3 The Spatial Strategy

### Key Areas of Change Scottish Borders

**3.29** Strategic growth in the Scottish Borders will be directed to three Rural Growth Areas in Central Borders, Western Borders and Berwickshire. Border towns within these growth areas provide the focus for retail, commercial and strategic employment opportunities. Improved connectivity to Edinburgh to the north and Newcastle and Carlisle to the south is essential for the future economic growth of this area.

**3.30** The Borders Railway is the longest new railway to open in the UK for over a hundred years. New stations along the route provide new opportunities for businesses and communities. It has performed beyond expectations and provides an impetus to drive new development and business opportunities into the rural heartlands of the Scottish Borders. To maximise the opportunity, areas around the line as far south as Hawick have been given Assisted Area status.

**3.31** In Galashiels, Tweedbank and neighbouring communities, the Borders Rail line provides further opportunities to connect and grow communities. A potential future extension of the railway to Hawick and beyond is currently being considered by the Scottish Government. Major flood schemes in Selkirk, Hawick and Galashiels will also provide opportunities for growth and regeneration in the Central Borders.

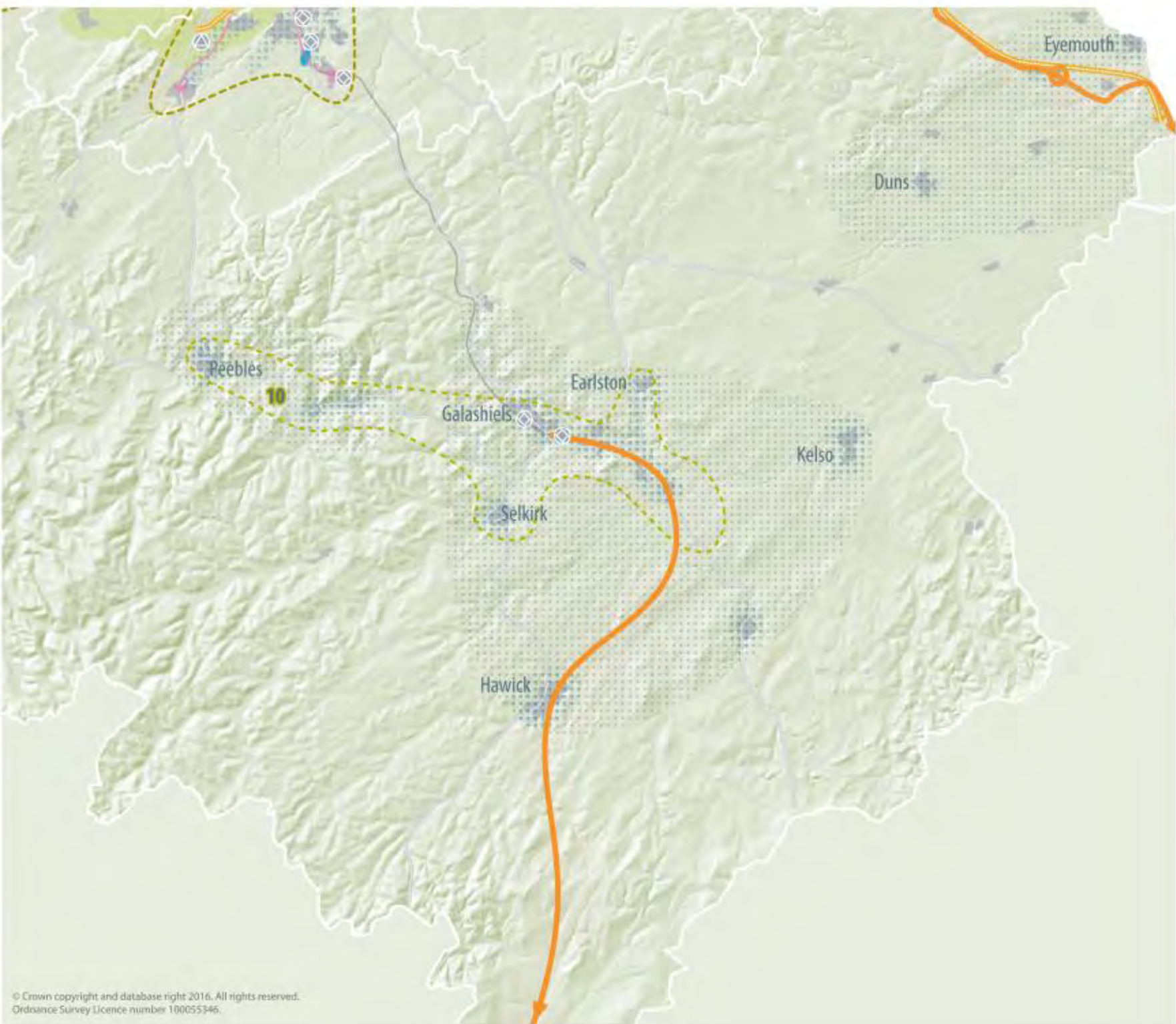
**3.32** The line has made it easier for people in Edinburgh to travel to the Scottish Borders, widening the labour catchment and making it easier for businesses to recruit. It has provided a boost for retail and tourism businesses and better access to education opportunities at Borders College and the Heriot-Watt School of Textiles and Design. The rail link has also underpinned significant investment at the Central Borders Business Park at Tweedbank.

**3.33** On the East Coast Main Line, a new station at Reston will provide settlements in the Berwickshire with easier access to employment and education markets in Edinburgh and encourage more people to visit the area. Dualling of the A1 and local improvements to the A68 and A7 will improve journey times to and from England.

**3.34** The Countryside around Town designation provides the framework and setting for the Central Borders area and surrounding towns. A Strategic Green Network Priority Area connects settlements in the Central Borders with Peebles and Innerleithen in the western borders. Former railway lines represent a network of former track beds which link many of the larger towns. The network offers considerable potential for walking and cycling access to town centres and to tourism sites including Traquair House, Glentress Mountain Biking Centre, Abbotsford, Melrose and Dryburgh Abbey, Eildon and Leaderfoot National Scenic Area and the River Tweed.



Figure 3.5 Borders



- STRATEGIC TRANSPORT IMPROVEMENTS**
  - Rail Improvement/Upgrade
  - Rail Station New/Improvement
- SIGNIFICANT BUSINESS CLUSTERS**
  - Borders Rail Cluster
- GREEN NETWORK PRIORITY AREAS**
  - 10 Scottish Borders
- GROWTH AREAS**
  - Strategic Growth 2018-2030
  - Rural Growth Areas

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# A Place to do Business

## Locations for Investment

**4.1** This region has the potential to make a huge contribution to boosting Scotland's competitiveness and tackling inequality in line with the Scottish Government's Economic Strategy. This section sets out a range of strategic opportunities for investment in the region's infrastructure to help businesses to grow, innovate, and create good quality employment opportunities.

## Significant Business Clusters

**4.2** This plan identifies a number of significant business clusters. These are broad locations where groups of similar or complementary business sectors or industries operate and where there are opportunities for expansion. This plan also includes clusters of different types of businesses or opportunities that share a common geography, such as the new opportunities made possible by the new Borders Rail Link and opportunities along the East Coast transport corridors.

**4.3** The clusters have been identified for their contribution or potential contribution to the city region's distinctive economy. Aligned with the spatial strategy and operating across local authority boundaries, the clusters provide opportunities for continued growth and expansion supporting a growing sustainable economy and increasing jobs.

**4.4** The clusters incorporate growing and established sectors and areas experiencing economic change where there are significant new opportunities. They include the growth sectors and National Developments identified by the Scottish Government and Scottish Enterprise<sup>(2)</sup> but also the industries and related sectors particular to the economy of south east Scotland.

**4.5** **SESplan member authorities will promote investment in the locations identified in Table 4.1. Local Development Plans will safeguard their future expansion by identifying and safeguarding sufficient land and supporting infrastructure including public transport and walking and cycling provision. Local Development Plans will adopt a flexible approach to allow for new long term employment opportunities.**

**4.6** **Local Development Plans will also consider whether to identify local based business clusters.** Identification of clusters at a local level can ensure the alignment of employment uses with housing and infrastructure, including sustainable travel networks.

**4.7** The strategic centres identified in the Place for Communities section are also key areas for investment and economic development.

<sup>2</sup> [National Planning Framework \(2014\)](#), [Enterprise Areas](#), [National Renewables Infrastructure Plan](#)

Figure 4.1 Significant Business Clusters



- Forth Coast Cluster
- Innovation and Science Cluster
- Central Business Cluster
- West Edinburgh Business Cluster
- West Lothian Cluster
- East Lothian Cluster
- Borders Rail Cluster

**Table 4.1 Significant Business Clusters**

Significant Business Cluster	Comprises	Principal Sectors	Opportunities
Forth Coast Cluster	Fife Energy Corridor: Rosyth Waterfront, Burntisland Port, Energy Park Fife, Methil, sites of former power stations Cockenzie and Longannet; Torness and Leith Port	Energy and Port Use	Cluster of coastal sites providing opportunities for a range of uses. In particular, port use such as renewables manufacture and servicing, thermal and low carbon energy generation or other uses associated with an Area of Coordinated Action. These locations also present significant opportunities for innovative reuse and regeneration making use of the well serviced sites and their coastal locations. Subject to a review of the National Planning Framework, locations at the former Longannet and Cockenzie power station sites may have potential for a wider range of uses.
Innovation and Science Cluster	Edinburgh BioQuarter; Midlothian BioCampus: Easter Bush and Bush Estate, Midlothian; Alba Innovation Centre, West Lothian; Edinburgh Napier, Queen Margaret University; Heriot-Watt University and Edinburgh University (multiple campuses)	Research, Knowledge, Academia and Vocational Learning	Unique internationally recognised institutions supporting life science and technology research, innovation, academic and vocational education and training. The majority of sites and locations can accommodate space for start-ups, for spin-outs and grow-on businesses, as well as for more established businesses. Includes the Enterprise Areas at BioCampus and BioQuarter, where the extension of Edinburgh's tram network will enhance accessibility. Land adjacent to Queen Margaret University also provides opportunities for start ups, with a focus on life sciences, research and learning and food and drink.
Central Business Cluster	Edinburgh City Centre and Leith	Business and Financial Services, Tourism, Service and Creative industries	Extensive cluster in central Edinburgh reflecting the status as one of Europe's most important areas for financial and business services, service industries, tourism and the creative industries. Opportunities for continued growth associated with redevelopment in the city centre and expansion in Leith supported by proposed tram line extensions.

## 4 A Place to do Business

Significant Business Cluster	Comprises	Principal Sectors	Opportunities
West Edinburgh Business Cluster	International Business Gateway, Edinburgh Airport and Scotland's National Showground; Edinburgh Park, South Gyle and Gogarburn	Business and Financial Services	Growing cluster of existing and emerging developments located to the west of Edinburgh with a strong focus on business and financial services supported by mixed-uses including conference facilities and tourism.
West Lothian Cluster	Broxburn and Livingston Enterprise Areas and Heartlands Business Park	Manufacturing, Information and Communication	Comprises the West Lothian Enterprise Area (plots at Broxburn and Livingston) focused on food and drink manufacture and a range of opportunities associated with Heartlands Business Park including technology, media and logistics, making use of good connections to the transport network.
Borders Rail Cluster	Sites in Midlothian and Central Borders enabled by the Borders Rail Line.	Business Services, Food and Drink, Tourism	Presents opportunities for tourism, recreational development and wider business and industrial growth and investment in the central Borders. Scottish Government match funding to projects in Borders and Midlothian and recent investment in Tweedbank present significant opportunities. Closer to the city there are opportunities associated with planned new mixed-uses at Shawfair and at other locations close to the rail line.
East Lothian Cluster	Blindwells, Macmerry, Spott Road Dunbar, and Dunbar cement works once operations there cease	Business Services, Manufacturing, Energy, Tourism and Food and Drink	Land at Blindwells and Macmerry could provide for financial services, business and manufacturing. Land at Spott Road Dunbar and, over a longer term, Dunbar cement works presents opportunities for business and manufacturing. Mixed use development on these sites may be supported if it facilitates mixed communities and enables the development of land for employment uses.

## Rural Economy

**4.8** The city region benefits from a large rural area which holds a significant proportion of Scotland's prime agricultural land. The rural areas provide significant benefits to the urban population including food production, water supply, renewable energy, timber production and tourism and recreation. The region boasts an attractive coastline and a number of operational harbours. An impressive network of long distance routes, including the John Muir Way and the Fife Coastal Path means that visitors and residents can easily access the countryside and the historic settlements of our rural areas.

**4.9** These assets support a diverse range of loose business clusters in small and medium scale businesses include tourism, food and drink, textiles manufacturing, farming and forestry, low carbon and creative and niche industries. These businesses make a significant contribution to the city region economy.

**4.10** The Borders railway and the proposed new stations in East Linton and Reston present opportunities to promote diversification. The Tyne Esk Leader Project and the Borders Leader programme support diversification of agriculture and rural business. Diversification of the fishing and fish-processing industry in East Lothian, Scottish Borders and Fife is being supported by the Forth Fisheries Local Action Group.

**4.11** The Borderlands initiative is a national cross-border project involving Scottish Borders Dumfries and Galloway, Carlisle City, Cumbria and Northumberland Councils. It seeks to deliver improved infrastructure, transport and communications links, economic growth and employment opportunities in rural areas of southern Scotland and northern England.

**4.12** There are issues to be addressed to ensure the continued viability of the rural industries. These include the development of high speed broadband; the promotion of economic opportunity within the Fisheries Local Action Group area, the potential for harbours such as Eyemouth and Dunbar to service offshore wind farms; the promotion of low carbon opportunities including solar and hydro; the promotion of opportunities to maximise the benefits from the area's forestry, including the potential for sawmills and wood chip plants and the sustaining of mart and abattoir resources to serve the area's farming industries. **SESplan member authorities will therefore support the continued operation, diversification and expansion of rural businesses.**

## 4 A Place to do Business

### Employment Land Supply

**4.13** To achieve the vision of a thriving, successful and sustainable city region it is essential that there is sufficient employment land which is both available and situated in the right locations to provide jobs to meet the region's growing population. **Local Development Plans will identify and safeguard a sufficient supply of employment land taking account of market demands and existing infrastructure. This land should be able to deliver sites which are serviced or serviceable over the plan period.**

**4.14** Local Development Plans will identify and safeguard large scale employment sites where necessary in line with the spatial strategy and, where appropriate, within the significant business clusters. This is to ensure employment opportunities are accessible by public transport and walking and cycling networks, to enable the regeneration of former sites and to strengthen the region's key economic sectors.

**4.15** Local Development Plans will support diversification and re-categorisation of existing employment sites where this facilitates wider business opportunities, mixed-uses or an increased density of development, whilst ensuring an overall sufficient supply of employment land is maintained.



## Responsible Resource Extraction

**4.16** An adequate source of minerals for construction, manufacturing and energy, close to where they are needed, is essential to support economic growth and a low carbon city region. Minerals extraction also supports a range of jobs.

**4.17** A sufficient supply of construction aggregates is required to meet the anticipated construction needs in the city region over the Strategic Development Plan period. Identification and safeguarding of these resources provides for a more sustainable and economically self-sufficient city region with less reliance on importing resources from elsewhere.

**4.18** **SESplan will establish a Minerals Working Group. This group will review the aggregate resources of the city region (based on Scottish Government minerals survey data and relevant locally sourced information) to ensure there is a sufficient aggregates landbank of permitted reserves for construction aggregates of at least 10 years.**

**4.19** **Local Development Plans will use the relevant monitoring information to identify and safeguard sufficient construction aggregates to form a land bank of reserves for a minimum of 10 years. These should be in locations where there are deposits of sufficient scale and quantity for commercial extraction and which could be worked without unacceptable environmental or amenity impacts in accordance with Scottish Planning Policy.**

**4.20** **Local Development Plans will identify coal, oil and gas reserves to support a diverse energy mix, giving sufficient weight to the avoidance of long term environmental impacts and greenhouse gas emissions from their use.** The Scottish Government is currently maintaining a moratorium on granting development consents for unconventional oil and gas development across Scotland.

**4.21** The region has a legacy of sites where minerals were formerly extracted. There are a number of examples in the region where sites have undergone, are currently undergoing, or will undergo restoration or regeneration to provide homes and employment or new settlements. These include sites such as Heartlands (West Lothian), Blindwells (East Lothian) and Dunbar cement works and quarry, once operations there cease. **Where relevant, Local Development Plans will identify former mineral sites and the potential means of restoration and regeneration in accordance with the vision and spatial strategy of the Strategic Development Plan.**

## 4 A Place to do Business

### A Low Carbon Economy

**4.22** The spatial strategy reflects the need for the region to grow in a way that contributes to a low carbon economy. New development is directed to locations where the need to travel is reduced and there are good public transport links. A range of public transport infrastructure enhancements and improvements to regional walking and cycling routes will also mean there are more opportunities to choose low carbon travel.

**4.23** In line with the Placemaking Principles (Table 3.1), **Local Development Plans will identify, as appropriate, opportunities to co-locate sources of high heat demand (e.g. housing) with sources of heat supply (e.g. biomass power plants) and to locate new development where passive solar heating and solar power generation can be maximised.**

### Energy Generation

**4.24** The site of the former Cockenzie Power Station is not currently subject to specific proposals for carbon capture and storage and thermal generation. However, the Cockenzie site, along with the former Longannet power station are retained within the Forth Energy Business Cluster, reflecting the opportunity for these sites to contribute to renewables manufacture, servicing of offshore renewables and any possible

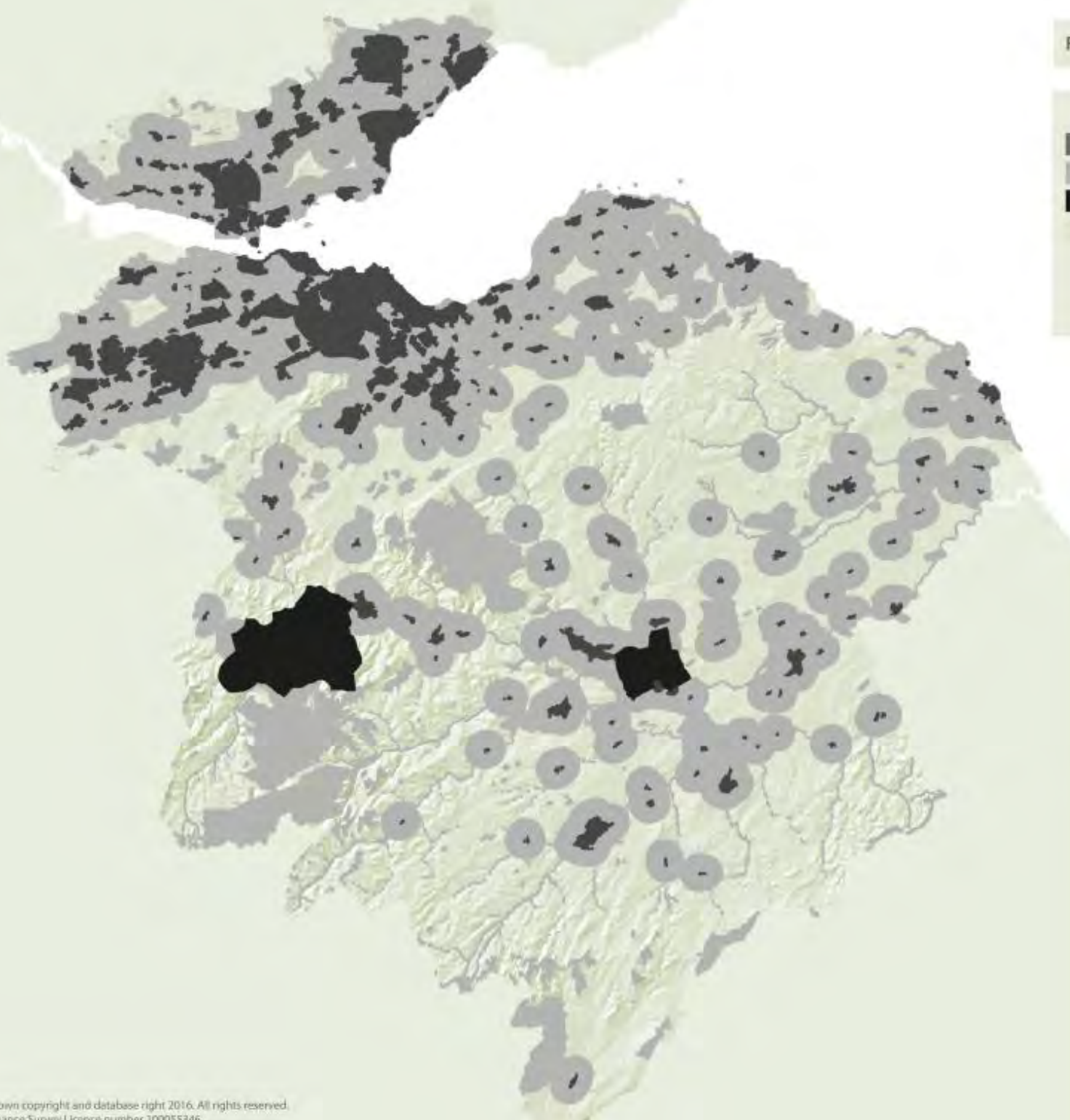
longer-term opportunities to contribute to a Carbon Capture and Storage Network. The potential for the regeneration of Longannet and Cockenzie provides opportunities to explore more innovative approaches to delivering low carbon places, such as district heating and energy storage schemes. In addition to the Forth Coast Cluster, The Innovation and Science Cluster (page 24) includes the University of Edinburgh, Napier University and Heriot-Watt University, all at the forefront of renewable energy research.

**4.25** Wind farm developments in the region, particularly in the Scottish Borders and in East Lothian have already made a major contribution to Scotland's transition to a low carbon economy. There are also significant areas of peatland habitat in the Scottish Borders important for carbon sequestration. Figure 4.1 sets out a spatial framework that identifies areas with potential for wind farm development, subject to landscape capacity and detailed consideration against relevant Local Development Plan policy criteria. Included in this framework is a 2km separation zone around settlements. **Local Development Plans will apply these 2km separation zones up to a maximum of 2km from an identified settlement envelope or edge.**

**4.26** SESplan will establish a Cross-Boundary Windfarm Working Group to explore the potential for a plan-led approach to identifying strategic capacity for wind farms and repowering opportunities (i.e. replace old turbines with new ones) in areas where there are likely to be cross-boundary effects. Relevant member authorities will pursue a collaborative plan-led approach to re-powering in order to minimise the impact on key cross-boundary assets.

**4.27** Local Development Plans will also set out the full range of additional considerations they will apply to wind farm proposals based on the particular characteristics of each area. In doing so, they should liaise closely with neighbouring authorities to identify and establish a consistent policy approach to key strategic cross-boundary assets. These assets will include, but will not be limited to, the Pentland Hills Regional Park, the Lomond Hills Regional Park, the Lammermuir Hills and the Firth of Forth.

Figure 4.2 Onshore Wind Spatial Framework



- Settlements
- Areas of significant protection \*
- Areas where wind farms not acceptable
- Areas with potential for wind farm development \*

\* Includes carbon and peatland data from SNH consultation draft dataset 2015

\* Subject to landscape capacity and other assessment

## 4 A Place to do Business

### Zero Waste

**4.28** The Scottish Government's Zero Waste Plan seeks to make the most efficient use of resources by minimising demand and maximising reuse, recycling and recovery. The principle of 'zero waste' means wasting as little as possible and recognising that waste is an economic resource that can contribute to a low carbon economy.

**4.29** Local Development Plans will support proposals which encourage recycling and recovery of waste where these are in accordance with the Zero Waste Plan and take account of environmental, transport, economic and amenity factors. Opportunities for co-location with other uses which can make use of any recovered heat will be supported. The current landfill capacity in the city region is in excess of the requirements set out by the Scottish Government.



# A Place for Communities

## 5 A Place for Communities

### Increasing Housing Delivery

**5.1** New housing is needed to provide homes for those already living in the region, including younger people who need a first home, families who want to move up or older people who may wish to downsize. New homes are also needed for those who want to move here, helping the economy grow so that strategic centres and town centres can continue to thrive. Access to well designed, energy efficient, affordable homes supports health and wellbeing and helps create successful places.

This plan sets out ambitious targets for housing and a generous land requirement to enable these targets to be met.

### Housing Supply Targets and Housing Land Requirements

**5.2** Table 5.1 sets out the number of homes (The Housing Supply Target) to be built in the SESplan Housing Market Area. This has been divided between member authorities in a way that reflects housing need and demand as well as environmental and infrastructure capacity. This

provides a Housing Supply Target, split into market and affordable, for each local authority area over the years 2018-2030.

**5.3** The Housing Land Requirement (Table 5.2) sets out the generous level of housing land needed to allow the Housing Supply Targets to be met. A 10% generosity margin has been applied to the Housing Supply Targets to calculate the Housing Land Requirements. The 10% margin provides for a generous land supply whilst ensuring that the viability of allocated sites is not undermined by an over supply of land.

**Figure 5.1 Distribution of SESplan Housing Supply Target**

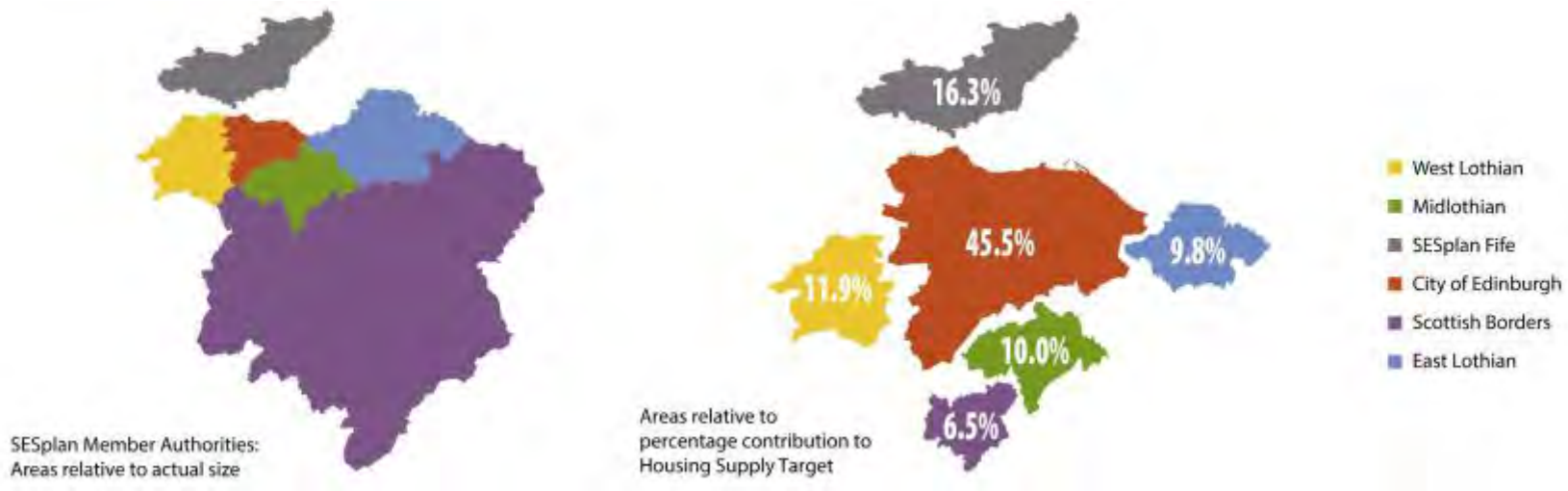


Table 5.1 Housing Supply Targets 2018-2030

Area	Number of Homes Annual Average			Number of Homes Period Total		
	Market	Affordable	Combined	Market	Affordable	Combined
City of Edinburgh	1,220	1,200	2,420	14,640	14,400	29,040
East Lothian	330	189	519	3,960	2,268	6,228
Fife <sup>(3)</sup>	605	262	867	7,260	3,144	10,404
Midlothian	369	165	534	4,428	1,980	6,408
Scottish Borders	220	128	348	2,640	1,536	4,176
West Lothian	333	300	633	3,996	3,600	7,596
<b>SESplan</b>	<b>3,077</b>	<b>2,244</b>	<b>5,321</b>	<b>36,924</b>	<b>26,928</b>	<b>63,852</b>

3 SESplan Fife

## 5 A Place for Communities

Table 5.2 Housing Land Requirements 2018-2030

Area	Number of Homes	
	Annual Average	Period Total
City of Edinburgh	2,662	31,944
East Lothian	571	6,851
Fife <sup>(4)</sup>	954	11,444
Midlothian	587	7,049
Scottish Borders	383	4,594
West Lothian	696	8,356
<b>SESplan</b>	<b>5,853</b>	<b>70,237</b>

4 SESplan Fife



## A Place for Communities 5

**5.4** The Housing Supply Targets were informed by the 2015 SESplan Housing Need and Demand Assessment. The targets are reasonable, deliverable and supported by compelling evidence, set out in the SESplan Housing Background Paper. Evidence is drawn from economic, environmental and infrastructure analysis as well as delivery opportunities and funding. In summary:

- The majority of need and demand identified in the 2015 Housing Need and Demand Assessment is for affordable housing. Whilst the affordable targets are ambitious and set higher than 2010-2015 delivery levels, it is not possible to deliver the 4000+ affordable homes per annum suggested by the Housing Needs and Demand Assessment. Instead, the targets are a realistic estimate of what might be deliverable based on a range of factors, including potential levels of funding available to support affordable housing
- Market targets exceed the level of demand identified to help meet some of the shortfall in affordable housing need. This will be achieved through more affordable models of market housing, the role of help to buy schemes and an increased role for new build private rented housing

- A greater proportion of the region's housing need and demand is being met in the City of Edinburgh than previously. The distribution of the Housing Supply Targets supports the plan's strategy to locate housing nearer where people work, support public transport use and encourage more people to walk and cycle to work. This will help to improve air quality and reduce climate change impacts

**5.5** Delivering the plan will require an ambitious affordable housing delivery programme. This is in line with SESplan member authority and Scottish Government plans to increase affordable housing delivery. **Local Development Plans will set out the proportion of affordable housing that will be sought on market sites, taking into account relevant local factors. Affordable housing will also be developed by housing associations and councils, making best use of the public estate.**

**5.6** Specialist housing, including a wide range of housing with care and support, plays an important role in enabling people to live healthy lives with dignity and independence. **SESplan member authorities will ensure that Local Housing Strategies and Local Development Plans enable the types of homes that will address the needs of a growing, ageing population and the growth in the number of smaller households.**

**5.7** The housing needs of gypsies and travellers is a potential cross-boundary issue. **SESplan member authorities will work together through the South East Scotland Housing Forum to update housing need information for these communities.**

## 5 A Place for Communities

### 2018-2030 Period

**5.8 Local Development Plans will ensure that there is a sufficient supply of housing land to meet the Housing Land Requirements over the 10 year period from the expected date of plan adoption.** Estimates indicate that there is sufficient housing land supply to meet the Housing Land Requirements for the 2018-2030 period in East Lothian, Fife, Midlothian, Scottish Borders and West Lothian. This is due to the existing land supply set out in Local Development Plans based on housing requirements in the previous Strategic Development Plan.

**5.9** Estimates indicate that City of Edinburgh may have a shortfall of housing land. To meet any shortfall, the **City of Edinburgh Local Development Plan will give priority to brownfield sites in the urban area within the Green Belt's inner boundary and ensure all allocations are consistent with this Strategic Development Plan.**

**5.10** For all SESplan member authorities the level of housing land to be allocated will depend on the estimates of housing land at the time of Local Development Plan preparation. This could include evidenced allowances for windfall sites and demolitions. **SESplan member authorities will also consider deallocating sites carried over from multiple plan cycles where action taken has proved ineffective in making them deliverable**

over a number of plan periods. SESplan member authorities will also consider deallocating sites where they are not required to meet plan objectives or consider changing such sites to long term growth opportunities.

**5.11** A step change in the level of home building is needed for the Housing Supply Targets to be achieved. **SESplan member authorities will monitor the availability of effective housing land in relation to the SESplan Housing Market Area and by Local Authority Area. This will be monitored and updated annually through the housing land audit. They will maintain a five year effective housing land supply at all times measured against the five year housing supply targets. These are calculated by multiplying the annual average housing supply targets (Table 5.1) by five.**

**5.12** Where a SESplan member authority determines there is a shortfall in the five year effective land supply, they will consider permitting proposals for additional housing supply, subject to the following criteria:

- **Development must be consistent with the spatial strategy of the development plan;**
- **The scale of the proposal and the proportion of affordable and market housing in the development must reflect the type (market or affordable) and scale of the shortfall identified;**
- **Development must demonstrate that a significant proportion of the total number of homes proposed will be completed in the next five years**
- **The scale, location and design of development must take account of the Placemaking Principles (Table 3.1);**
- **Development must align with any SESplan member authority guidance on green networks;**
- **Development must align with green belt objectives or the objectives of other designations fulfilling a similar function (Para. 3.6); and**
- **Development must demonstrate that any infrastructure required is already committed and funded, or will be delivered by the developer.**

## 2030-2038 Period

**5.13** Indications of the scale of housing required have been provided for 2030-2038 based on the 2015 Housing Need and Demand Assessment estimates. These figures do not take into account wider factors that may influence delivery, given the difficulty of making robust assumptions about these at this time. They are higher than the Housing Supply Targets for 2018-30 and will require a further step-change in the rate of delivery of affordable housing if the full level of affordable need is to be met. Housing land allocations are likely to be required in all authorities for the 2030-2038 period to meet this need. These allocations will need to be made in Local Development Plans being prepared after the next Strategic Development Plan, in line with the spatial strategy. The next Strategic Development Plan will identify more specific locations for these to be met in line with the spatial strategy.

## 5 A Place for Communities

Table 5.3 Indicative Scale of Housing Required 2030-2038

Area	Number of Homes Combined Annual Average	Number of Homes Combined Period Total
City of Edinburgh	2,491	19,928
East Lothian	534	4,274
Fife <sup>(5)</sup>	892	7,139
Midlothian	550	4,397
Scottish Borders	358	2,866
West Lothian	652	5,212
<b>SESplan</b>	<b>5,477</b>	<b>43,816</b>

5 SESplan Fife

## Thriving Town Centres

**5.14** The City of Edinburgh is the regional core of south east Scotland and provides a broad range of functions of regional and national importance. In addition, we have identified four strategic centres. These serve wide geographical areas and provide a range of functions at a sub-regional level, attracting significant footfall from beyond the settlement they serve.

**5.15** The role of town centres is changing to promote a wider mix of uses which will enhance their vitality and viability. **Local Development Plans**

will support all uses in town centres that generate significant footfall such as retail and commercial leisure, offices, community, cultural facilities and opportunities for town centre living. **Local Development Plans will also encourage the development of an evening/ night-time economy in town centres.**

**5.16** Local Development Plans will identify, taking account the hierarchy of centres in Table 5.4, a network of centres including town centres, local centres and commercial centres and explain how they can complement each other. Local Development Plans will apply a Town Centre First

policy. This means that when planning for any use that generates significant footfall, locations should be considered in the following order of preference:

- Town Centres (including the City Centre and Strategic Centres)
- Edge of town centre
- Other commercial centres identified in the development plan; and
- Out of centre locations that are easily accessible by a choice of transport modes or will be made so by investment delivered by relevant development

**Table 5.4 Hierarchy of Centres**

Hierarchy	Centres	Function
City Centre	Edinburgh City Centre	Diverse mix of uses including shopping, residential, leisure and evening economy, national government and cultural resources of national importance
Strategic Centres	Dunfermline, Glenrothes, Kirkcaldy and Livingston	Diverse mix of uses including shopping, residential, local governance, leisure and evening economy to support a wide geographical area
Town Centres	To be identified in Local Development Plans	Diverse mix of uses including shopping, residential, leisure and evening economy
Local Centres	To be identified in Local Development Plans	Mix of uses to support local needs
Commercial Centres	To be identified in Local Development Plans	Specific focus on retail and leisure uses

## 5 A Place for Communities

### Enhanced Green Networks

**5.17** Green infrastructure is the use of ecosystems, green spaces and water in strategic land use planning to deliver benefits for people and nature and to add value to the economy by supporting sustainable growth. Green infrastructure includes parks, open spaces, playing fields, woodlands, wetlands, floodplains, road verges, allotments and private gardens, as well as blue infrastructure such as sustainable urban drainage ponds, swales, wetlands, rivers and canals.

**5.18** Green networks are connected areas of green and blue infrastructure. Well designed, multi-functional green networks are a fundamental component of successful places. They provide a range of benefits including:

- Improving quality of place to make the area more attractive to residents and investors
- Opportunities for biodiversity to flourish so that people can experience nature close to where they live
- Climate change mitigation and adaptation

- Flood management
- Opportunities to get outdoors and lead healthier lives
- Strengthening the landscape character that makes places distinctive
- Opportunities for safe and pleasant walking and cycling
- Improving vacant and derelict land
- Providing places to play and meet with friends, or take a break from work

**5.19** Two Cross-Boundary Green Network Priority Areas and eight additional Green Network Priority Areas have been identified within the region. These indicate broad areas of greatest strategic importance for green network protection and enhancement and represent a significant component of the Central Scotland Green Network identified as a National Development in National Planning Framework 3.<sup>6</sup>

**5.20** SESplan will prepare Strategic Frameworks for the two Cross-Boundary Green Network Priority Areas and adopt these as

**Supplementary Guidance to the Strategic Development Plan within one year of plan approval. SESplan member authorities will prepare non-statutory Frameworks for the other Green Network Priority Areas and incorporate the key elements of these frameworks into the relevant Local Development Plan at the first opportunity.**

**5.21** These frameworks will:

- **Identify and safeguard those elements of the green network that provide, or have the potential to provide, the greatest benefits for people and nature**
- **Identify strategic enhancements to green networks that will add value to existing settlements, developments for which land has already been allocated and any new allocations in subsequent Local Development Plans**
- **Provide an additional context for planning decisions**

<sup>6</sup> Note however that the Scottish Borders Green Network Priority Area is not part of the Central Scotland Green Network National Development

Figure 5.2 Strategic Green Network Priority Areas

- 1 Dunfermline North and East
- 2 Ore Valley
- 3 Kirkcaldy Gateways
- 4 Levenmouth and Coast
- 5 Linlithgow
- 6 Polkemmet and Breich Water
- 7 Edinburgh and West
- 8 Edinburgh and East
- 9 Forth Shores
- 10 Scottish Borders





# A Better Connected Place



## A Better Connected Place 6

## Supporting Non-Car Travel

**6.1** Improved connectivity, with a better walking and cycling network and more public transport options, will make the region an easier place to do business and a better place to live. The region currently experiences significant rail and road transport pressures, particularly on approaches to and journeys around Edinburgh. The spatial strategy in this plan, underpinned by the placemaking principles, addresses the need to reduce travel and to encourage more low carbon transport choices. It supports the SEStran Regional Transport Strategy hierarchy of provision by enabling more journeys to take place by walking, cycling and by public transport. This will contribute to improved air quality, help reduce greenhouse gas emissions and have significant health benefits for our communities.

**6.2** The design, density, siting, layout and mix of uses in a place determines how easy it is to move around and influences the travel choices that people make to get to and from that place. **Development should take account of the needs of people before the movement of cars. Therefore in addition to the Placemaking Principles set out in Table 3.1, new development should be designed in accordance with [Designing Streets](#) to ensure that non-car travel is an easy and convenient choice.**

**6.3** Local Development Plans will ensure that large scale housing development is located where there is good access to town centres and employment locations by walking and cycling routes and by public transport. Where new infrastructure is needed to enable this access, Local Development Plans will ensure that this is delivered ahead of, or as part of, new development.

**6.4** Developments should be designed so that the density, use and layout helps reduce the need to travel by car. **Developments should include clear and direct links to public transport nodes and good access to walking and cycling networks. Development close to public transport nodes and interchanges should be at higher development densities.**

## 6 A Better Connected Place

### Walking and Cycling

**6.5** Significant infrastructure improvements are needed to help support the Scottish Government's vision for walking and cycling set out in the [National Walking Strategy](#) and the [Cycling Action Plan for Scotland](#). SESplan supports the objective that by 2020, 10% of all journeys taken in Scotland will be made by bike. Figure 6.1 identifies priority strategic functional (transport) and recreational routes to help support this objective and the Action Programme sets out the specific improvements to the network.

**6.6** A strategic **Functional Route** is a continuous walking and cycling route providing a fast, direct route between multiple key destinations. It should be largely off road or physically separated from traffic, have a smooth surface and be appropriately lit and maintained so that it suits people of all abilities. A key purpose of these routes is to encourage more people to cycle or walk to school, work and the shops. A strategic **Recreational Route** may be indirect, can suit a range of different uses such as horse riding and may be of varying quality. Some of these will make an important contribution to the national long distance walking and cycling network, identified as a national development in National Planning Framework 3.

**6.7** Figure 6.1 sets out the new routes prioritised for delivery and existing routes that require upgrading, with a focus on cross-boundary routes. These routes connect major settlements, growth areas and transport interchanges. **Local Development Plans will identify and safeguard the land needed to support the delivery of these strategic functional and recreational routes, taking into account the potential future re-use of old rail lines for rail and tram transport. Development near the routes identified in Figure 6.1 should provide good connections to them and contribute towards their delivery and upgrade where appropriate.**

**6.8** In addition to strategic routes, improvements to local and more urban routes, not identified in this plan, will be essential in shifting journeys to walking and cycling. Combined, these improvements will support the development of exemplar walking and cycling friendly settlements as nodes on the regional and national network. **Local Development Plans will safeguard local routes and the route alignments needed to expand the local network. SESplan member authorities will ensure that Local Development Plan Action Programmes and walking/cycling plans set out how these local routes will be delivered.**

Figure 6.1 Strategic Walking and Cycling Routes



- Key Destination
- Existing Functional Route
- - - Proposed Functional Route
- Existing Recreational Route
- - - Proposed Recreational Route

## 6 A Better Connected Place

### Strategic Transport Improvements

#### Strategic Projects

**6.9** A range of transport infrastructure is needed to support the vision of this plan for a better connected place. Column A of Table 6.1 sets out strategic improvements that affect more than one SESplan member authority or are likely to have region-wide benefits. These projects will enable better movement around the region and better connections to and from other city regions in Scotland and the UK. Some of the projects in this column require further appraisal work before a commitment can be made to their delivery, but provided the need is supported by this further work, these projects are expected to come forward with the plan period.

#### Potential Strategic Cross-Boundary Projects

**6.10** An ongoing Cross-Boundary Transport Appraisal will identify the additional cumulative and cross-boundary impacts from traffic likely to be generated from development associated with existing Local Development Plan allocations. This will be supplemented by an ongoing transport appraisal of this Strategic Development Plan. Column B of Table 6.1 sets out a potential list of projects that are currently being appraised. When the appraisals are complete, **SESplan will set out (based on a review of the projects listed in column B of Table 6.1) the specific infrastructure required to mitigate cross boundary movements in a Cross-Boundary Transport Contributions Framework and in subsequent SESplan Action Programmes. This contributions framework will be adopted as Supplementary Guidance within one year of the approval of this plan.**

#### Strategic Longer Term Projects

**6.11** Column C of Table 6.1 sets out strategic longer term projects that may not be delivered in this plan period but are supported by SEStran and SESplan member authorities. They will improve journey times, reduce congestion, support economic growth and increase the accessibility of towns. Those marked <sup>§</sup> will require further appraisal work before a commitment can be made to their delivery.

**6.12** Information on more local projects and those affecting a single authority is set out in Local Development Plans, the SEStran Regional Transport Strategy and accompanying Delivery Plan. The latter also sets out levels of commitment and funding status.

**6.13** Local Development Plans will safeguard land as necessary for strategic projects, including potential strategic cross boundary projects and longer term projects. Local Development Plans will also safeguard land as necessary for local transport projects.

Figure 6.2 Strategic Transport Improvements

-  Junction New/Improvement
-  Road New/Upgrade
-  Tram Extension
-  Rail Upgrade/Extension
-  A720 Improvements and Orbital Bus
-  Rail Station New/Improvement



## 6 A Better Connected Place

Table 6.1 Strategic Transport Improvements

A. Strategic Projects 2018-2030	B. Potential Strategic Cross-Boundary Projects	C. Strategic Longer Term Projects
Edinburgh - Glasgow Rail Improvements	A720 Improvements, including Sheriffhall Junction - Junction Upgrades, Intelligent Transport Systems and Non-Car alternatives	High Speed Rail to England <sup>††</sup>
East Coast Mainline: Ongoing and Planned Improvements*	Improvements associated with trunk road approaches to Edinburgh including Junction Upgrades and Non-Car Alternatives such as Park and Ride Schemes <sup>†</sup>	A1 Dualling between Dunbar and Berwick Upon Tweed <sup>§*</sup>
Edinburgh-Glasgow via Shotts Rail Line Electrification	Edinburgh Orbital Bus and Associated Park & Ride Sites*	Borders Rail Extension to Hawick and Carlisle <sup>§*</sup>
East Linton* and Reston* Rail Stations on new Edinburgh-Berwick service	Edinburgh Cross-rail Services* <sup>†</sup>	Dunfermline-Alloa Passenger Rail Link <sup>§*</sup>
Edinburgh Waverley Capacity Improvements	Strategic Walking and Cycling Routes	East Coast Main Line: formation of four line section of track between Blindwells and Drem, including new station and over bridge for Blindwells <sup>§*</sup> .
Levenmouth Rail Link*		New trunk road interchange on the A1(T) at Adniston <sup>§*</sup>
Strategic Walking and Cycling Routes		
A801 Improvements		
Tram extensions: York Place to Newhaven*		

## A Better Connected Place 6

A. Strategic Projects 2018-2030	B. Potential Strategic Cross-Boundary Projects	C. Strategic Longer Term Projects
City Centre to Edinburgh BioQuarter, Newcraighall and Queen Margaret University* Newhaven to Granton* Roseburn to Granton* Ingliston to Newbridge*		
A1 Junction Improvements*		
A92 Junction Improvements		
Dunfermline Northern Relief Road & Western Distributor Road		
A701 Relief Road and A702 Link		
Winchburgh Rail Station		
Winchburgh M9 Junction		
M9 J3 Upgrade		
* Not Committed † Not Mapped ‡ National Development § Further Appraisal Required		

## 6 A Better Connected Place

### National Transport Developments

**6.14** Freight by rail, road, sea and air plays an essential role in the regional economy. The most significant of these ports is Rosyth. The freight handling capacity of these ports is essential for North Sea shipping routes. **Local Development Plans will support Increased Freight Handling Capacity of Ports on the Forth and the need for associated infrastructure, safeguarding land where appropriate.**

**6.15** In addition to its role as international gateway, Edinburgh Airport is a hub for wider investment and business development. Enhancement of the airport is a National Development. **SESplan member authorities will continue to work with the Edinburgh Airport operators to develop enhanced transport options for passengers using the airport, support the delivery of relevant masterplans and ensure that transport infrastructure improvements are integrated with the wider network in the region.**



## Funding Transport Infrastructure

**6.16** SESplan will prepare a Cross-Boundary Transport Contributions Framework to help fund some of the transport improvements needed to deliver the vision and adopt the framework as Supplementary Guidance to the plan within one year of plan adoption. The framework will focus on mitigating the most significant cumulative and cross-boundary impacts at specific 'hotspots' on the network, as identified in the relevant transport appraisals. A list of potential cross-boundary projects that may benefit from developer contributions is set out in Table 6.1 column B. **SESplan will set out (based on a review of the potential projects listed in column B of Table 6.1) the specific infrastructure required to mitigate cross-boundary movements, once the relevant transport appraisals have been completed.**

**6.17** The Supplementary Guidance will set out:

- The detailed location and boundaries of the contribution zones within which the contributions may be required. These zones will be identified in and around Edinburgh and at those locations along Long -term Growth Corridors where developments are most likely to contribute to the impacts at cross boundary hot-spots;
  - The link between development in each contribution zone and the proposed infrastructure improvement that will benefit from contributions generated from that zone;
  - The specific infrastructure to be funded;
  - The method for calculating the contributions required; and
  - How, when and to whom payments should be made.
- 6.18** The Contributions Framework will be based on the the following principles:
- It will be informed by the outputs of the Cross-Boundary Transport Appraisal and the Strategic Development Plan Transport Appraisal;
  - In principle, it will apply to housing, business, industrial retail and commercial leisure developments within contribution zones that do not have planning consent at the time of the adoption of the Supplementary Guidance. The impacts of requested contributions on the viability of these types of developments will be examined during preparation of the Supplementary Guidance;
  - The Framework will complement and not duplicate existing approaches to securing transport contributions from developers
  - The Framework will complement and not duplicate other potential funding mechanisms such as the City Region Deal;
  - A set of standard charges will be applied to each contribution zone;
  - Charges will be in proportion to the scale and impact of development;
  - The level of the standard charges will be considered in light of the potential impacts on development viability; and
  - It will comply with the tests that apply to planning obligations.
- 6.19** These projects will not mitigate all impacts on the strategic transport network. **SESplan member authorities will therefore continue to seek contributions towards the non-cross boundary transport infrastructure needed to mitigate impacts on local networks and infrastructure required to connect development sites with the transport network. Local Development Plans will be accompanied by transport appraisals in accordance with Scottish Government guidance.**



# Glossary

## Glossary

## Glossary

Term	Description
Action Programme	Accompanies the Strategic Development Plan and identifies the how when and by who of delivery of the plan.
Affordable Housing	Housing of reasonable quality that is affordable to people on modest incomes.
Allocation	Land identified in a local development plan for a particular use.
Area of Coordinated Action	Locations identified in National Planning Framework 3 that would benefit from co-ordinated action and masterplanning to deliver low carbon infrastructure.
Areas of Medium to High Flood Risk	Areas where the annual probability of coastal or watercourse flooding is greater than 0.5% (1:200 years).
Areas of Significant Protection (Wind farms)	Areas where wind farms may be appropriate in some circumstances, but where further consideration will be needed to demonstrate that any significant effects on the qualities of these areas can be substantially overcome by siting, design or other mitigation.
Assisted Area Status	Areas with Assisted Area Status are places where government can offer additional financial support to businesses under European Commission state aid rules.
Brownfield Land	Land which has previously been developed. The term may cover vacant or derelict land, land occupied by redundant or unused building and developed land within the settlement boundary where further intensification of use is considered acceptable.
City Region Deal	Funding mechanism in which contributions and risks are shared between councils and central government and across sectors, based on the improved performance of the regional economy.
Climate Change Adaptation	The adjustment in economic, social or natural systems in response to actual or expected climate change.

## Glossary

<b>Term</b>	<b>Description</b>
Commercial Centre	Examples include out-of-centre shopping centres, commercial leisure developments, factory outlet centres, retail parks or clusters of larger mixed retail units and leisure units.
Cross-Boundary Green Networks	Areas where Green Network Priority Areas cross local authority boundaries and require a coordinated approach to deliver enhancements.
Development Plan	A document setting out how places should change and what they could be like in the future. It stipulates what type of development should take place and where should not be developed. The Development Plan for each of the local authority areas within this city region comprises the relevant Local Development Plan and the Strategic Development Plan (supported by relevant supplementary guidance).
Effective Land Supply	The part of the established housing land supply which is free or expected to be free of development constraints in the period under consideration.
Established Land Supply	The total housing land supply including the effective housing land supply plus remaining capacity for sites under construction, sites with planning consent, sites in adopted local development plans and where appropriate other buildings and land with agreed potential for housing development.
Green Belt	Area of countryside around cities or towns which aims to prevent urban sprawl and inappropriate development.
Green Infrastructure	Green infrastructure is the use of ecosystems, green spaces and water in strategic land use planning to deliver benefits for people and nature and to add value to the economy by supporting sustainable growth. Green infrastructure includes parks, open spaces, playing fields, woodlands, wetlands, floodplains, road verges, allotments and private gardens, as well as blue infrastructure such as sustainable urban drainage ponds, swales, wetlands, rivers and canals.
Green Network	Green networks are connected areas of green and blue infrastructure.
Green Network Priority Areas	Areas of greatest strategic importance for green network protection and enhancement.

## Glossary

Term	Description
Greenfield Land	Land in a settlement or rural area which has never been developed, or where traces of any previous development are now such that the land appears undeveloped.
Heat Mapping	Mapping showing heat demand and supply of heat used for buildings.
High Speed Rail	Type of rail transport that operates significantly faster than normal trains, typically over 125mph in the UK.
Housing Market Area	Geographical space in which people will search for housing and within which they are willing to move while maintaining existing economic and social relationships.
Housing Need and Demand Assessment (HNDA)	The evidence used as a basis for identifying future housing requirements to ensure suitable land is allocated through development plans.
Infrastructure	Public transport, roads, sewerage, water supply, schools, gas, electricity, telecommunications etc. which are needed to allow developments to take place.
Moratorium	The delay or suspension of an activity or law.
Natura site	Internationally important nature conservation sites designated under the Habitats and Birds Directives.
Place Standard	The Place Standard tool is an online resource providing a simple evaluation framework for evaluating places. It enables people to think about and discuss the physical and social elements of a place in a structured way.
Significant Business Cluster	Broad areas where similar or complementary uses operate.
Spin-outs	Businesses attempting to take ideas and inventions to market.
Supplementary Guidance	Guidance that can be adopted and issued by a strategic development planning authority in connection with a Strategic Development Plan, or by a planning authority in connection with a Local Development Plan. On adoption, any such guidance will form part of the development plan.

## Glossary

<b>Term</b>	<b>Description</b>
Thermal Generation	Steam driven power supply.
Windfall	A site which becomes available for development during the plan period which was not anticipated to be available when the plan was being prepared.
World Heritage Site	A site designated by the United Nations Educational, Scientific and Cultural Organization (UNESCO) that are of outstanding universal value to humanity and have been inscribed on the World Heritage List to be protected for future generations to appreciate and enjoy.

## Supplementary Guidance

<b>Supplementary Guidance</b>	<b>Timescale</b>
Cross-Boundary Transport Contributions Framework	To be adopted within 1 year of approval of Strategic Development Plan
Edinburgh and West Cross-Boundary Green Network Framework	To be adopted within 1 year of approval of Strategic Development Plan
Edinburgh and East Cross-Boundary Green Network Framework	To be adopted within 1 year of approval of Strategic Development Plan

## Photographs



Photographs: 1. Queensferry Crossing Construction (Courtesy of Transport Scotland); 2. Central Scotland Green Network, Fife; 3. Quatermile, Edinburgh; 4. King's Park, Midlothian; 5. A90 Cycle Path (Courtesy of Sustrans); 6. Tram St Andrew Street, Edinburgh.



# SESplan

The Strategic Development Planning Authority  
for Edinburgh and South East Scotland



• EDINBURGH •  
THE CITY OF EDINBURGH COUNCIL

  
East Lothian  
Council

  
Fife  
COUNCIL

  
Midlothian

  
Scottish  
Borders  
COUNCIL

  
West Lothian  
Council



For Decision	✓
For Information	

## ITEM 8 – FINANCE

Report by: Ian Angus, SDP Manager

### Purpose

This Report presents the following for SESplan Joint Committee consideration:

- Expenditure against the approved Operating Budget for 2015 / 2016 up to October 2015;
- Total forecast expenditure against the approved Operating Budget for 2015 / 2016; and
- Operating Budget for 2016 / 2017, 2017 / 2018 and 2018 / 2019.

### Recommendations

It is recommended that the SESplan Joint Committee:

1. Notes the expenditure against the approved Operating Budget for 2015 / 2016 up to October 2015 as set out in Appendix 1;
2. Notes the total forecast expenditure against the approved Operating Budget for 2015 / 2016 as set out in Appendix 1;
3. Approves the Operating Budget for 2016 / 2017 as set out in Appendix 1;
4. Notes the Operating Budgets for 2017 / 2018 and 2018 / 2019 as set out in Appendix 1;
5. Agrees that member contributions for financial year 2016 / 2017 will be set at £46,550 (excluding VAT) per authority, payable to Fife Council by the 30 April 2016; and
6. Notes that Member Authorities will be required to ratify the approval of the Operating Budget for 2016 / 2017 at Recommendation 3 of this Report and to make their required contributions by the due date.

### Resource Implications

As set out below and in Appendix 1.

### Legal and Risk Implications

There are risks to the process if sufficient funding is not available to progress the Strategic Development Plan (SDP) at a rate which provides up to date strategic planning policy context for the timeous progression of the member authorities' Local Development Plans (LDP), as is required by the relevant legislation. All risks and responses to these are detailed in the SESplan Risk Register and reported to Joint Committee on an annual basis.

### Policy and Impact Assessment

No separate impact assessment is required.

## **1. Operating Budget 2015 / 2016**

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### **Monitoring Expenditure to Date**

- 1.1 The Annual Audit identified one action related to the presentation of financial monitoring reports to the Joint Committee. This was identified as a risk as the Joint Committee may not be fully informed of the ongoing financial position and emerging financial risks of the Authority. It was agreed at the 28 September meeting of the Joint Committee that detailed financial monitoring reports would be submitted for Committee consideration twice a year with one occasion being at the end of each financial year. This Report therefore notes the total expenditure to October 2015 of £151,014 against the approved Operating Budget for 2015 / 2016 of £300,874 (See Appendix 1).
- 1.2 To date spend on variable costs totals around £25,917. Expenditure on technical support to date includes amongst other items around £16,210 for GIS and graphics support provided by Scottish Borders and City of Edinburgh, £1,300 for placing the statutory notice advertising the publication of MIR2 within the Scotsman newspaper, £3,600 for printing hard copies of MIR2 and supporting documents for distribution to Community Councils, Member Authority planning receptions, key agencies and neighbouring authorities amongst others and £900 consultants fees for finalising the second SESplan Housing Need and Demand Assessment for robust and credible assessment by the Centre for Housing Market Analysis within the Scottish Government.
- 1.3 In terms of income, to date, Fife Council only has paid the required contribution of £46,550. Invoices have been raised and forwarded to Member Authorities (City of Edinburgh, East Lothian, Midlothian, Scottish Borders and West Lothian) for the remaining member contributions of £232,750 to be paid.

### **Forecast Expenditure against Approved Operating Budget**

- 1.4 This Report also notes the total forecast expenditure in 2015 / 2016 relative to the Operating Budget for 2015 / 2016 which was approved at SESplan Joint Committee on the 15 December 2014 (See Appendix 1).
- 1.5 The 2015 / 2016 Budget included provision for staffing within the Core Team of the SDP Manager, Lead Officer (0.8 FTE), Planner and Temporary Planner (contract to December 2016). To provide technical and administrative support to the Core Team, a Student Planner was appointed on a temporary (one year) full time contract in August 2014. The contract was extended for a further year in August 2015 on a part time basis (0.4 FTE) and will end in August 2016.
- 1.6 There is a forecast total overspend of £4,792 on staffing in 2015 / 2016 due to additional costs related to maternity leave (assumed 12 months from January 2016).

- 1.7 In terms of other fixed costs there is a forecast total overspend of £1,800 on travel expenses and mileage, with total forecast spend for 2015 / 2016 estimated at £5,100. This is primarily a result of the relocation expenses for the Core Team associated with the office accommodation move from Edinburgh to Livingston which are payable for a four year period (December 2014 – December 2018). Ordinary travel expenses have also increased following the move from central Edinburgh to Livingston and it has been assumed that expenses will remain at the £5,100 level for 2016 / 2017 and into 2017 / 2018 and 2018 / 2019. Additional travel expenses were also incurred in the current financial year as a result of the Main Issues Report 2 consultation.
- 1.8 There is a total forecast underspend of £3,000 on administration support. It was envisaged that administration support would be sought from West Lothian Council to assist with the Main Issues Report 2 consultation. Administration support was not required and it is anticipated that minimal support will be required over the period to March 2016. The total allowance has therefore been reduced from £4,000 to £1,000 to cover any administration support should it be required.
- 1.9 The forecast is that the full variable budget of £44,000 will be spent over the financial year 2015 / 2016.
- 1.10 The difference between income and expenditure in 2015 / 2016 will be covered by funding expenditure from reserves brought forward from prior years.

## **2. Operating Budget 2016 / 2017 and Forecast Operating Budgets 2017 / 2018 and 2018 / 2019**

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- 2.1 Appendix 1 sets out a proposed Operating Budget for the financial year, 2016 / 2017. As is required under SESplan's Financial Rules, the Budget is presented for discussion and approval by the Joint Committee before ratification of that decision by the Member Authorities.
- 2.2 The 2016 / 2017 Operating Budget includes an allowance for staffing within the Core Team of the SDP Manager, Lead Officer (1 FTE – Maternity Leave cover over the period January 2016 – January 2017), Planner and Temporary Planner, a total of £227,199. The existing contract for the Temporary Planner ends in December 2016. It is proposed that the Temporary Planner post will be extended for a further year to December 2017. This will provide for stability within the Core Team over the period to submission of Strategic Development Plan 2 to Ministers (programmed for Spring 2017), allow for work streams relating to engagement and improved graphics to be progressed and take forward the actions from the lessons learned in the Main Issues Report 2 consultation.
- 2.3 The Student Planner post at 0.4 FTE will end in August 2016. There is no allowance for continuation of the Student Planner post.
- 2.4 The SESplan Core Team is also reliant on resources within the Member Authorities to assist with processing of responses received on consultations as well as technical assessments related to

transport, the spatial strategy and housing amongst other topics. It should be noted that there is a risk to the preparation of the SDP in not maintaining the resource within the Core Team, since the resources within Member Authorities to backfill any SESplan resource gaps are also limited and increasingly under pressure.

- 2.5 Accommodation costs within West Lothian Civic Centre in Livingston have been assumed at £7,500 in 2015 / 2016 with an increase of 1.5% per year for inflation. The Core Team moved into the Civic Centre in December 2014. Confirmation of the heads of terms and lease for the SESplan accommodation has been sought but the contract has yet to be signed with West Lothian Council. The issue has been identified as a risk on the SESplan Risk Register in the meantime.
- 2.6 In terms of IT / Software, the Operating Budget includes £12,000 for Objective and £1,500 per annum for Objective Connect. These systems allow management of the drafting of the plan and supporting documents and consultations on these and the sharing of papers with members and other stakeholders. Also included is the annual hosting of the SESplan website and recharge for West Lothian IT services who provide IT hardware and support to the Core Team.
- 2.7 Audit fees in 2014 / 2015 were £3,380 and costs have been assumed to be the same in future years (i.e. no reduction but also no inflation). The Budget also includes some provision for administrative support from West Lothian on an annual basis.
- 2.8 The 2016 / 2017 Operating Budget includes £20,000 for spend on technical support plus £2,000 contingency. The largest spend in this financial year will relate to GIS / Graphics support for the Proposed Plan and the Proposed Plan Period for Representations, primarily the costs of placing the statutory advert and printing hard copies of the Plan for distribution to Members Authorities and Community Councils amongst others.
- 2.9 The 2017 / 2018 Operating Budget includes £25,000 for spend on technical support plus £2,500 contingency. The largest spend in this financial year will relate to the Examination. The Examination for Strategic Development Plan 1 cost just under £25,000, therefore the Budget for 2017 / 2018 is considered realistic. However there is likely to be a requirement for Hearings on the Proposed Plan which may require the use of the contingency budget. TAYplan will be submitting its Proposed Plan for Examination ahead of SESplan and costs associated with that will provide an indication of likely costs for SESplan.
- 2.10 The 2018 / 2019 Operating Budget includes £20,000 for spend on technical support plus £2,000 contingency. The largest spend in this financial year will relate to pre Main Issues Report 3 engagement and evidence gathering.
- 2.11 Reserves would be maintained at around £20,000 per annum in each of the three years.

- 2.12 Each member authority is liable for one sixth of the annual Operating Budget. Members' contributions are payable to Fife Council on or before 30 April each year. In 2008, the members agreed a budget of £360,000 (£60,000 per authority). The actual budget for 2008 / 2009 only required a contribution of £17,000 per authority. The contributions increased to £40,000 per annum in 2009 – 2012, due to the Core Team then having a full staff complement and the costs of preparing the Main Issues Report and Proposed Plan. The one off government grant and 'carry forwards' were spent over these years and exhausted at the point when costs were expected to be the greatest, in 2012 - 2013.
- 2.13 Due to this combination of pressures, an increase in members' contributions to £49,000 per authority in 2012 / 2013 was agreed by the Joint Committee at its meeting on the 5 December 2011. Contributions were set at that level taking into account cyclical changes to the variable costs such as the Examination process and activity on SDP2 and to provide certainty to Member Authorities and the SESplan Budget planning process.
- 2.14 In anticipation of savings in 2014 / 2015, including in accommodation costs following the relocation of the Core Team, then expected early in that year, the Joint Committee agreed that a target of 5% savings would be set for 2014 / 2015 and following years. This is equivalent to a £2,450 reduction in the Member Authorities' annual contributions and this was refunded to members in 2014 / 2015. It was agreed that SESplan's costs continue at a reduced level in 2015 / 2016 and that contributions were maintained at £46,550 in 2015 / 2016. It is proposed that contributions continue to be maintained at £46,550 per authority per annum over the next three years.

### **3. Conclusion**

- 3.1 The SESplan Financial Rules state that Member Authority contributions are to be in place by the end of April each year, within one month of the start of the financial year. It will therefore be requested that £46,550 be paid to Fife Council on or before the 30 April 2016.
- 3.2 It is requested that all member authorities take steps now in their budget setting to ensure that contributions will be in place by the start of the next financial year.

### **Appendices**

- 1 SESplan Operating Budget 2015 / 2016 (Expenditure to October 2015 and Total Forecast) and Three Year Operating Budget (2016 / 2017 - 2018 / 2019)

**Report Contact** [alice.miles@sesplan.gov.uk](mailto:alice.miles@sesplan.gov.uk) / 01506 282880

**Report Agreed By:** Ian Angus, SDP Manager

**Author Name:** Alice Miles, Lead Officer

**APPENDIX 1 – SESPLAN OPERATING BUDGET 2015 / 2016 (EXPENDITURE TO OCTOBER 2015 AND TOTAL FORECAST) AND THREE YEAR OPERATING BUDGET (2016 / 2017 - 2018 / 2019)**



Appendix 1 - SESplan Operating Budget 2015 / 2016 (Expenditure to October 2015 and Total Forecast) and Three Year Operating Budget (2016 / 2017 - 2018 / 2019)

DESCRIPTION	2015 / 2016 Operating Budget	2015 / 2016 Expenditure to October 2015	2015 / 2016 Forecast	2015 / 2016 Variance	2016 / 2017 Operating Budget	2017 / 2018 Operating Budget	2018 / 2019 Operating Budget
Single Status Staff Costs	218,708	121,972	223,500	4,792	227,199	217,384	220,984
Training	2,000	250	2,000	0	1,000	1,000	1,000
Rent	7,500	-2,084	7,500	0	7,613	7,727	7,843
Travel Expenses / Mileage	3,300	2,862	5,100	1,800	5,100	5,100	5,100
IT / Software	16,000	1,955	16,000	0	16,000	16,240	16,484
Telephone Rental	516	86	516	0	524	532	540
Audit Fees	3,350	0	3,350	0	3,400	3,400	3,400
Administration Support	4,000	0	1,000	-3,000	2,000	2,000	2,000
Consumables	1,500	56	1,500	0	1,500	1,500	1,500
<b>Fixed</b>	<b>256,874</b>	<b>125,097</b>	<b>260,466</b>	<b>3,592</b>	<b>264,336</b>	<b>254,883</b>	<b>258,851</b>
Technical Support	40,000	25,917	40,000	0	20,000	25,000	20,000
Contingency 10%	4,000	0	4,000	0	2,000	2,500	2,000
<b>Variable</b>	<b>44,000</b>	<b>25,917</b>	<b>44,000</b>	<b>0</b>	<b>22,000</b>	<b>27,500</b>	<b>22,000</b>
<b>Expenditure</b>	<b>300,874</b>	<b>151,014</b>	<b>304,466</b>	<b>3,592</b>	<b>286,336</b>	<b>282,383</b>	<b>280,851</b>
Member Authority Contributions	-279,300	-46,550	-279,300	0	-279,300	-279,300	-279,300
Sales	-250	0	-250	0	-250	-250	-250
Income / Interest on Revenue Balance	-1,000	0	-1,000	0	-1,000	-1,000	-1,000
<b>Income</b>	<b>-280,550</b>	<b>-46,550</b>	<b>-280,550</b>	<b>0</b>	<b>-280,550</b>	<b>-280,550</b>	<b>-280,550</b>
<b>Net</b>	<b>20,324</b>	<b>104,464</b>	<b>23,916</b>	<b>3,592</b>	<b>5,786</b>	<b>1,833</b>	<b>301</b>
(Take From) / Add to Reserves	-20,324		-23,916	-3,592	-5,786	-1,833	-301
<b>NET TOTAL</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Usable reserve balance</b>	-30,512		-26,920	3,592	-21,134	-19,301	-19,000
<b>Usable reserve balance at 1/4/15</b>	-50,836						
<b>Usable reserve as % of expenditure</b>			-8.8%		-7.4%	-6.8%	-6.8%
<b>Additional contributions</b>							
Target reserve (1 month's operating costs)					23,861	23,532	23,404
Shortfall on target reserve of 1 month's operating costs					0	0	0
Councils					6	6	6
Additional contribution required per council					0	0	0





**COUNCIL EXECUTIVE**

**CONSULTATION ON THE SCOTTISH GOVERNMENT RESPONSE TO THE UK APPRENTICESHIP LEVY**

**REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION**

**A. PURPOSE OF REPORT**

The purpose of this report is to seek Council Executive's agreement to submit the attached response to the consultation on the Scottish Government response to the UK Apprenticeship Levy. The consultation has been issued by the Scottish Government to seek views on options for the use of the Apprenticeship Levy funding being transferred to the Scottish Government.

The closing date for submissions is 26 August 2016. Officers have requested an extension to allow for full PDSP and Council Executive consideration.

**B. RECOMMENDATION**

It is recommended that Council Executive agrees to submit the response to the Scottish Government's consultation on the UK Apprenticeship Levy as detailed in Appendix 2 to this report and summarised in section D.3 of this report.

**C. SUMMARY OF IMPLICATIONS**

- |   |  |
|---|--|
| <b>I Council Values</b>   | <ul style="list-style-type: none"><li>• Focusing on our customer's needs.</li><li>• Being honest, open and accountable.</li><li>• Providing equality of opportunities.</li><li>• Making best use of our resources.</li><li>• Working in partnership.</li></ul> |
| <b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b> | None.  |
| <b>III Implications for Scheme of Delegations to Officers</b>   | None.  |
| <b>IV Impact on performance and performance Indicators</b>  | None.  |
| <b>V Relevance to Single Outcome Agreement</b>  | Increasing employment and employability is a priority for both West Lothian Council and the  |

	Community Planning Partnership.
<b>VI Resources - (Financial, Staffing and Property)</b>	West Lothian Council's Apprenticeship Levy payment is estimated to be £1.2 million per annum.
<b>VII Consideration at PDSP</b>	Partnership and Resources PDSP on 19 August 2016. Comments received by the Panel have been incorporated into Appendix 2.
<b>VIII Other consultations</b>	Financial Management Unit, Community Youth Services, Social Policy and Operational Services.

## **D. TERMS OF REPORT**

### **D1 INTRODUCTION**

In July 2015 the UK Government announced its plans to introduce a UK wide Apprenticeship Levy from April 2017. Employers will pay 0.5% of their annual pay bill in excess of £3m through the PAYE system. Those with an annual paybill of £3m or less will be exempt. The Levy will apply to employers in the public, private and third sectors.

It is estimated that West Lothian Council will pay £1.2 million per annual in levy.

The UK Government will use the funding generated through the Levy to support its commitment to deliver apprenticeships in England during the lifetime of the current UK Parliament and will allocate a share to the Scottish Government through the existing Barnett arrangements.

The consultation asks for views on options for the use of the Apprenticeship Levy funding that the Scottish Government will receive.

### **D2 Key Discussion Areas**

The consultation is designed to seek the views of all interested parties including employers.

The questions focus on the following areas, should the Levy be used for:

- increasing the number of Apprenticeships
- supporting growth in the number of Graduate Level Apprenticeships
- establishing a flexible skills fund for workforce development
- supporting the expansion of Foundation Apprenticeships
- helping unemployed people move into employment and helping to meet the workforce needs of employers.

The consultation document has six questions in total with have been drafted with input from a range of services.

Following discussions at the Partnership and Resources Policy Development Scrutiny Panel the submission has been updated to include points made by the Panel. These include the need for the benefits of an levy paid by West Lothian Council to come back to West Lothian for the benefit of West Lothian residents.

### **D3 Key points from the proposed submission**

The draft West Lothian submission supports, in principle, the areas of provision that the Scottish Government has proposed to support with the levy. The main issues that have been raised through the questions include:

- provision will need to be delivered by Apprenticeship Levy paying organisations on a full cost recovery basis rather than a co-investment model;
- provision will need to meet the needs of the local labour market;
- provision will need to be flexible to meet the needs of individuals rather than prescriptive programmes; and
- provision will need to complement West Lothian Council's established Employability pipeline.

The response highlights the fact that the levy will add pressure to the current Council budget, any increases in provision, that result from the use of the levy, will need to be met on a full cost recovery basis for the public sector. No additional resources will be available to cover the real cost of employing an apprentice over and above their training contribution or creating a further opportunity for a young person.

Apprenticeships are promoted as free but the reality is that they are delivered via a co-investment model with employers including West Lothian Council, as the training contribution can be on average 10% of the total real costs of employing an Apprentice. West Lothian Council currently creates a number of trade and non-trade opportunities through this model. Opportunities are funded through core budget and time limited resources.

It is recommended that further exploration is required to determine whether a number of the elements of proposed support should only be available for levy paying organisations on a full cost recovery basis and on a co-investment model for non-levy paying organisations.

The response also highlights the success of the Steps n2 Work wage subsidy programme and encourages the Scottish Government to explore further a similar programme.

### **E. CONCLUSION**

The Apprenticeship Levy will have a significant financial impact on West Lothian Council. It is critical that the use of the levy, by the Scottish Government, is done in a way that support current local employability provision and at no additional cost to the council.

The Council Executive is asked to agree that a submission to the consultation should be made as proposed in Appendix 2.

### **F. BACKGROUND REFERENCES**

Notice of consultation

<https://consult.scotland.gov.uk/employability-and-training/apprenticeship-levy>

Appendices/Attachments: Two

Appendix 1: Consultation on the Scottish Government response to the UK Apprenticeship Levy paper

Appendix 2: Apprenticeship Levy Consultation - West Lothian Council

Contact Person: Clare Stewart, Regeneration and Employability Co-ordinator, 01506 281100,  
clare.stewart@westlothian.gov.uk

**Craig McCorrison**  
**Head of Planning, Economic Development and Regeneration**

30 August 2016

# **Consultation on the Scottish Government Response to the UK Apprenticeship Levy**

**July 2016**



## Foreword by Jamie Hepburn MSP, Minister for Employability & Training



Modern Apprenticeships play an increasingly important part in Scotland's approach to workforce development and youth employment. In partnership with employers and training providers, the Scottish Government has increased the number of Modern Apprenticeship opportunities to 26,000 in 2016/17. As part of Scotland's Youth Employment Strategy *Developing the Young Workforce* we are committed to growing the number of opportunities to 30,000 a year by 2020.

The introduction of the UK wide Apprenticeship Levy was announced by the UK Government. This was done without any prior consultation with the Scottish Government and the other Devolved Administrations, despite apprenticeship policy being a fully devolved matter.

The Scottish Government is committed to working with employers to shape our response to the introduction of the Apprenticeship Levy. We want to take full account of employers' views on how Levy funding coming to Scotland can be used to benefit employers, individuals and our economy as a whole.

From our early discussions with employers there is a strong commitment to protecting our distinctive Scottish approach to providing high quality apprenticeship opportunities which respond to the current and future needs of the Scottish economy.

However the employers we have spoken to have suggested a more flexible approach which sees Levy funding to support workforce development more widely while protecting the development of the apprenticeship programme.

While ultimately decisions on the use of Levy funding will have to be taken against the backdrop of ongoing austerity imposed by the UK Government, the input of employers and other interested parties through this consultation will contribute significantly to the Government's response. I encourage you to respond to this consultation to aid that work.

**Jamie Hepburn**



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# **CONSULTATION ON SCOTTISH GOVERNMENT RESPONSE TO THE INTRODUCTION OF THE UK APPRENTICESHIP LEVY**

## **INTRODUCTION**

### **Purpose of this consultation**

1. This consultation asks for views on options for the use of Apprenticeship Levy funding being transferred to the Scottish Government.
2. The questions in this consultation paper are deliberately framed in a way that allows employers and other interested parties to express their views on options for the use of Apprenticeship Levy funding. The Government will consider this as part of the forthcoming budget process.

## **CONSULTATION QUESTIONS**

- Q1. Should the Government's commitment to 30,000 Modern Apprenticeships starts a year by 2020 a) be maintained or b) be increased?
- Q2. Should Apprenticeship Levy funding support growth in the number of Graduate Level Apprenticeships in Scotland?
- Q3. Should Apprenticeship Levy funding be used to establish a flexible skills fund to support wider workforce development?
- Q4. Should Apprenticeship Levy funding be used to support the expansion of Foundation Apprenticeships?
- Q5. Should Apprenticeship Levy funding be used to help unemployed people move into employment, and to help meet the workforce needs of employers?

Q6. Are there any additional suggestions on how Apprenticeship Levy funding might be used?

## RESPONDING TO THIS CONSULTATION

3. Responses should reach us by 26 August 2016. We would welcome earlier responses.

4. Please complete your response using the online system at <http://consult.scotland.gov.uk/employability-and-training/apprenticeship-levy/> or send your response with the completed Respondent Information Form included at the end of this paper (see 'Handling your response' below) to: [apprenticeshiplevy@gov.scot](mailto:apprenticeshiplevy@gov.scot)

or:

Apprenticeship and Employer Incentives Team  
Scottish Government  
6<sup>th</sup> floor  
5 Atlantic Quay  
150 Broomielaw  
Glasgow  
G2 8LU

5. If you have any questions please send an email to [apprenticeshiplevy@gov.scot](mailto:apprenticeshiplevy@gov.scot)

6. This consultation, and all other Scottish Government consultation exercises, can be viewed online on the consultation pages of the Scottish Government website at <https://consult.scotland.gov.uk/>

7. The Scottish Government has an email alert system for consultations <http://register.scotland.gov.uk/Subscribe/Step1>. This system allows stakeholders, individuals and organisations to register and receive a weekly email containing details of all new consultations.

## **Handling your response**

8. We need to know how you wish your response to be handled and, in particular, whether you are happy for your response to be made public.

9. Please complete the consultation online at <http://consult.scotland.gov.uk/employability-and-training/apprenticeship-levy/> or complete and return the Respondent Information Form (included at the end of this paper) as this will ensure that we treat your response appropriately. If you ask for your response not to be published we will regard it as confidential, and we will treat it accordingly.

10. All respondents should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and would therefore have to consider any request made to it under the Act for information relating to responses made to this consultation exercise.

## **The consultation process**

11. As well as publishing this consultation paper, the Scottish Government will be discussing these issues with a range of organisations, including organisations that represent employers' interests.

## **Next steps in the process**

12. Where respondents have given permission for their response to be made public and after we have checked that they contain no potentially defamatory material, responses will be made available to the public in the Scottish Government Library and on the Scottish Government consultation web pages by 15 September 2016.

13. You can make arrangements to view responses by contacting the SG Library on 0131 244 4552. Responses can be copied and sent to you, but a charge may be made for this service.

### **What happens after the consultation?**

14. We will analyse responses to the consultation and information gathered from any workshops, group discussions and meetings carried out during the consultation period. Scottish Ministers will then consider the responses as part of the forthcoming budget process.

### **Comments and complaints**

15. If you have any comments about how this consultation exercise has been conducted, please send them to the contact details above.

## **THE APPRENTICESHIP LEVY**

16. In July 2015 the UK Government announced its plans to introduce a UK wide Apprenticeship Levy from April 2017. Employers will pay 0.5% of their annual pay bill in excess of £3m through the PAYE system. Those with an annual paybill of £3m or less will be exempt. The Levy will apply to employers in the public, private and third sectors.

17. The UK Government will use the funding generated through the Levy to support its commitment to deliver its ambitions for apprenticeships in England during the lifetime of the current UK Parliament and to allocate a share to each of the Devolved Administrations through existing Barnett arrangements.

18. Training levies and their collection are a matter reserved to the UK Government. However skills policy including responsibility for apprenticeships is a fully devolved matter.

19. Since the announcement the Scottish Government has been involved in discussions with HM Treasury on Scotland's share of the funding. Discussions on the exact implications for the Scottish budget are ongoing. Once this is finalised it will be for Scottish Ministers to develop proposals on how Scotland share of the levy will be allocated when setting future Scottish Budgets.

20. The introduction of the Apprenticeship Levy comes at a time when the Scottish Government policy on Modern Apprenticeships has been set as part of the 7 year implementation of the Youth Employment Strategy Developing the Young Workforce.

21. Alongside the introduction of the Levy the UK Government is also overhauling the development and delivery of apprenticeships in England. While this is very much the responsibility of the UK Government, the Scottish Government has been engaging with the Department for Business, Innovation & Skills to understand the planned changes and to ensure that cross UK issues are fully considered.

22. This work will continue in relation to issues which will have an impact across the UK including the future of existing levies, such as that which funds the Construction Industry Training Board, and the infrastructure which supports the development of apprenticeship frameworks.

23. The Scottish Government is keen to work with employers to shape our response to the introduction of the Levy Ministers to support employers to recruit more apprentices and support wider workforce skills development. Officials have already been involved in discussions with a range of employers and other stakeholders. That engagement has helped shape early thinking on how Levy funding might be used to support our Modern Apprenticeship and wider skills ambitions.

24. This consultation is designed to test more widely the ideas developed to date with employers.

### **Scottish Government Modern Apprenticeship Policy**

25. While the Scottish Government is committed to growing, widening and enhancing Scotland's Modern Apprenticeship programme, we do not believe there is the need for a fundamental shift at this stage in the mechanisms for apprenticeship delivery in Scotland. This allows a flexible approach to delivery by private and third sector training providers; colleges; industry groups and employers.

26. The success of the Modern Apprenticeship programme can be seen in the ongoing commitment from employers. This reflects the benefits of the programme to employers in supporting the skills development of their workforce and in bringing new talent into that workforce. In 2015/16, 25,818 new Modern Apprentices commenced their training across a wide range of sectors of the Scottish labour market.

27. In line with the recommendations of the Commission for Developing Scotland's Young Workforce and the Youth Employment

Strategy, the Scottish Government has committed to ambitious significant further development of the Modern Apprenticeship programme. The Youth Employment Strategy is focussed on providing a wider range of vocational education opportunities starting in school with enhanced employer involvement. The overall aim of the programme is to see a 40 per cent reduction in youth unemployment by 2021.

28. Modern Apprenticeships are a central part of the Strategy. The Government is committed to increase the number of new Modern Apprenticeship opportunities to 30,000 a year by 2020, with growth focussed on higher level apprenticeships, particularly in Science Technology Engineering & Mathematics frameworks, and an on-going focus on opportunities for young people.

29. The strategy sets out how we will seek to widen the programme by addressing under representation among young disabled people, young people from minority ethnic backgrounds and care leavers as well as addressing gender segregation within the programme. This focus on inclusion is designed to widen the talent pool at the disposal of employers, supporting them to harness all of the talents available to them. There is also a commitment to support more small businesses to offer Modern Apprenticeships.

30. The strategy also sets out how we plan to enhance the programme by offering earlier opportunities for pupils in the senior phase to begin apprenticeship training while still at school through the introduction of Foundation Apprenticeships and to introduce Graduate Level Apprenticeships in partnership with employers and universities. (An explanation of both Foundation and Graduate level apprenticeships is set out later in the document.)

31. The development of the programme will be informed by senior and wide ranging employer leadership through the recently established Scottish Apprenticeship Advisory Board and employer input from the



Developing the Young Workforce (DYW) programme through the DYW Programme Board and the emerging network of DYW Regional Groups.

32. Originating from the recommendations of the Commission for Developing Scotland's Young Workforce, the Scottish Apprenticeship Advisory Board provides employer leadership and contributes to the development of apprenticeships in Scotland; ensuring they are aligned with industry and economic need, fair work and job opportunities. It is responsible for providing advice and guidance and making recommendations on the guiding principles, operational policy, systems and structures supporting apprenticeships in Scotland.

33. The Scottish Apprenticeship Advisory Board structure includes an Employer Engagement Group, of which employer and business organisations are members. This group has a specific role to listen, engage, communicate and distil information from employers on matters affecting apprenticeships in Scotland and will therefore play an important role in supporting the consultation process.

34. Parallel to the establishment of the Scottish Apprenticeship Advisory Board is the emergence of the network of industry led DYW Regional Groups. These bring together employers and the region's education community to encourage and support more employers to engage with schools and colleges and to recruit more young people including Modern Apprentices.

## **OPTIONS FOR THE FUTURE**

35. From engagement with employers to date it is apparent that while they see great value in Modern Apprenticeships, they do not see them as the only way to meet their skills needs. Nor is there evidence that Levy paying employers will be able to absorb the numbers of apprentices into their businesses required to recover their full Levy contribution.

36. The Scottish Government is therefore keen to explore a wider set of options to use Levy funding to benefit employers and support our economic ambitions while supporting the delivery and quality of the Modern Apprenticeship programme for the benefit of Levy paying employers and of smaller employers. The approach outlined in this consultation document covers four distinct elements which you are invited to share your views.

Element 1 - Maintain the current Modern Apprenticeship growth ambition and commit to industry that we would fund further expansion should there be demand.

37. The Scottish Government remains committed to delivering at least 30,000 Modern Apprenticeship starts each year from 2020. We believe that this remains the appropriate level of expansion to protect the quality of the apprenticeships on offer, both for Modern Apprentices and for employers.

38. Discussions with employers to date have indicated that there is a general view that while the introduction of the Apprenticeship Levy will potentially increase interest in the recruitment of Modern Apprenticeships among Levy paying employers, they will generally not be in a position to offer a sufficient number of Modern Apprenticeships to recover their full Levy contribution.

39. Levy paying employers comprise no more than 2 per cent of all employers in Scotland. The majority of employers who currently recruit apprentices fall below the Levy threshold. Many of these employers are part of the supply chain for Levy paying employers.

40. There was an acceptance among the employers we have spoken to that investment of Levy funding in Modern Apprenticeships directed toward smaller employers will benefit Levy paying employers in terms of developing skills among their supply chain and more generally within the economy. The Scottish Government therefore remains committed to

supporting both Levy paying employers and smaller employers able to offer Modern Apprenticeship opportunities.

41. The introduction of the Apprenticeship Levy will potentially encourage employers to recruit more Modern Apprentices. In recognition of this, we think it is appropriate to offer employers the opportunity to provide more than the 30,000 opportunities that we have already committed to if there is sufficient industry demand. The overall level of this would need to be agreed, with the quality of Modern Apprenticeships at the heart of any further expansion.

Q1.  
Should the Government's commitment to 30,000 Modern Apprenticeships starts a year by 2020;

- a) be maintained
- or
- b) be increased?

## Element 2 – Graduate Level Apprenticeships

42. Within the overall plans to grow the Modern Apprenticeship programme is a commitment to develop Graduate Level Apprenticeships. These would provide work-based learning opportunities up to Masters degree level for employees. They are being created in partnership with industry and the further and higher education sector. These apprenticeships combine academic knowledge with workplace focussed skills development to enable participants to become more effective and productive in the workplace at an earlier stage.

43. Graduate Level Apprenticeships provide an opportunity to develop a new way into degree-level study for individuals who are currently employed, or who want to go straight into work. Apprentices can

progress to the highest level of professional qualifications with a range of entry and exit points from a Higher National Diploma (Scottish Credit and Qualifications Framework level 8) to a Master's degree (Scottish Credit and Qualifications Framework level 11).

44. By investing in staff through Graduate Level Apprenticeships, employers can enhance the higher level skills of their workforce and support their staff to develop their skills to industry and professional standards. Graduate Level Apprenticeship designed around the needs of industry will provide employers with confidence that the learning at college or university will directly contribute to the success of the business.

45. The first Graduate Level Apprenticeships will begin in 2016 with an initial focus on ICT/Digital, Civil Engineering and Engineering. As they develop it is expected that the programme to extend to a range of additional industry sectors.

Q2. Should Apprenticeship Levy funding support growth in the number of Graduate Level Apprenticeships in Scotland?

a) Yes

b) No

### Element 3 –Development of a flexible skills fund for wider workforce development

46. Employers have indicated that they would welcome a wider use of Levy funding for workforce development training opportunities beyond apprenticeships. This was something which was a particular focus in relation to addressing skills gaps and meeting the skills needs of older employees for whom a full apprenticeship would not be appropriate. While the Modern Apprenticeship programme allows some scope for those aged 25 and over to participate in the programme, the focus of the planned expansion is on those aged under 25.

47. Our discussions with employers have indicated that using Levy funding to support a new flexible skills fund for employers to train existing employees would be welcomed. Quality and positive impact on productivity would be central to the fund, with training restricted to qualifications benchmarked against appropriate levels of the Scottish Credit and Qualifications Framework (potentially level 6 and above).

48. The Scottish Government is interested in the idea of a new flexible skills funding stream to support wider workforce development. Aligning this with areas of known current and future skills shortage such as ICT and digital, logistics and distribution, the future demands of the transition to the green economy and areas of construction will be important. This would be developed in partnership with industry and would be aligned with economic growth and fair work ambitions.

49. Such a proposal would need further work within the Government's forthcoming budget process but we would welcome feedback from employers on the value of this approach.

Q3. Should Apprenticeship Levy funding be used to establish a flexible skills fund to support wider workforce development?

a) Yes

b) No

#### Element 4 – Pre-Employment Support

50. As part of Developing the Young Workforce Programme Skills Development Scotland, colleges and schools are working together to offer opportunities to young people to participate in Foundation Apprenticeship opportunities within the senior phase of school. These are designed to help young people gain valuable, real-world work

experience and access work-based learning while they're still at school. By giving young people earlier exposure to the world of work, they have the opportunity to develop the skills, experience and knowledge they'll need when they leave school including preparation for a full Modern Apprenticeship.

51. For young people Foundation Apprenticeships provide the chance to get a head start on their careers by gaining an industry-recognised qualification, work on real projects and broaden their career options when they leave school. They also provide much better practical understanding of the Modern Apprenticeship pathway open to young people after they leave school.

52. For employers, the emergence of Foundation Apprenticeships provide an opportunity to attract highly motivated and committed young people who are willing to learn, identify young people who are right for their business and contribute to ensuring their organisation has people with the skills they need.

53. Funding is in place to support the development and expansion of Foundation Apprenticeships until 2018. In the longer term there is an opportunity to consider whether or not Foundation Apprenticeships should be supported by Levy contributions.

Q4. Should Apprenticeship Levy funding be used to support the expansion of Foundation Apprenticeships?

a) Yes

b) No

54. From 1st April 2017, employment support services in Scotland will change. New powers to provide employment support for disabled people and those at risk of long term unemployment will be devolved to Scotland.

55. The Scottish Government aims to use these powers to better align employability support in Scotland, helping unemployed Scots find sustainable and fair work, and focusing on those who need most help to reduce inequality. This is also an opportunity to deliver the support unemployed people need to find – and to stay in - work and helping employers to find, employ, and retain the people they need to help them compete successfully and grow their business.

56. The devolution of contracted employment support will build on existing SG services, not only to help people find and stay in work, but to develop the skills of our workforce to ensure that employability support is firmly aligned with the needs of the Scottish labour market. In this way, we can ensure that individuals are supported in finding employment opportunities, but also that businesses can find the employees they need to grow and to succeed.

57. Meeting the recruitment needs of Scotland's employers means doing all we can to help unemployed Scots into work. It means working to remove barriers for groups who face particular challenges finding jobs, and enabling people to participate fully in the labour market. To deliver this, in the first delivery stage, Scottish Ministers have agreed to allocate up to an additional £20m in 2017-18 over and above the initial £7m funding being transferred to the Scottish Government for the delivery of newly devolved employment services.

58. To match employer needs to with support for people seeking work, funding from the Apprenticeship Levy would provide an opportunity to enhance the support on offer, and align with employer needs. The aim is to create employability services in Scotland that reflects the workforce, that meets industry and sector needs that helps grow national and local economies and that builds on the existing delivery landscape.

59. Devolved powers are a springboard for greater efficiency, alignment and integration of employability support. Devolved powers are also an opportunity to build the employability skills of unemployed

people, and to match the employment needs of employers in Scotland, with those seeking employment.

Q5. Should Apprenticeship Levy funding be used to help unemployed people move into employment, and to help meet the workforce development needs of employers?

a) Yes

b) No

### Additional Suggestions

60. The Scottish Government would welcome your views on additional suggestions on how Levy funding might be used to develop skills.

Q6. Are there any additional suggestions on how Apprenticeship Levy funding might be used?



# Consultation on Scottish Government Response to the Apprenticeship Levy



## RESPONDENT INFORMATION FORM

**Please Note** this form **must** be returned with your response.

Are you responding as an individual or an organisation?

- Individual
- Organisation likely to pay the Levy  Organisation unlikely to pay the Levy

Full name or organisation's name

Phone number

Address

Postcode

Email

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name
- Publish response only (anonymous)
- Do not publish response

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for the Scottish Government to contact you again in relation to this consultation exercise?

- Yes
- No



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This publication is available at [www.gov.scot](http://www.gov.scot)

Any enquiries regarding this publication should be sent to us at  
The Scottish Government  
St Andrew's House  
Edinburgh  
EH1 3DG

ISBN: 978-1-78652-356-3 (web only)

Published by The Scottish Government, July 2016

Produced for The Scottish Government by APS Group Scotland, 21 Tennant Street, Edinburgh EH6 5NA  
PPDAS75369 (07/16)

W W W . G O V . S C O T

Apprenticeship Levy Consultation  
West Lothian Council

**1. Should the Government's commitment to 30,000 Modern Apprenticeships starts a year by 2020:  
a) be maintained or b) be increased**

Given the pressure that the levy will add to West Lothian Council budgets it is important that an levy paid by West Lothian Council comes back to the area for the benefit of West Lothian residents.

West Lothian Council is committed to the provision of Modern Apprenticeship and values the impact they have on West Lothian young people. Therefore the commitment to Modern Apprenticeship should, as a minimum, be maintained and increased where there is evidence of demand and need within the labour market. In addition to labour market demand Modern Apprentice opportunities should be encouraged within emerging growth sectors at a local level. The supply side, in terms of young people seeking opportunities, also has to be a factored into any commitment to increase numbers.

In establishing a commitment or a target it has to be recognised that funding currently provided, via Skills Development Scotland, is only a contribution to training costs and many of the direct costs are met by employers. Given that it is likely that only 2% of employers will pay the levy it is important to recognise how the current approach will sit alongside this. Apprenticeships are promoted as free but the reality is that they are delivered via a co-investment model with employers, as the training contribution can be on average 10% of the total real costs of employing an Apprentice.

West Lothian Council currently create a number of trade and non-trade apprenticeships annually. These are funded through one-off time limited council investment, West Lothian Councils budget and time limited investment. Payment of the levy will add significant pressure to local authority budgets, and any increase in provision from the public sector should be fully supported from additional funding raised from the levy.

In addition to reviewing the level of support available, should the number of Apprenticeships be increased, the process for creating, claiming and verifying opportunities should be reviewed and brought in line with the cost of delivering the programme. This is currently resource intensive.

In line with tackling in work poverty recognition and support needs to be provided to those organisations that choose to not pay the national apprenticeship rate. A possible option would be to remove support to those that do pay apprentice minimum wage as an incentive to redress low wage levels.

**2. Should Apprenticeship Levy funding support growth in the number of Graduate Level Apprenticeships in Scotland?  
a)Yes or b) No**

In principle this should be supported but not at the expense of entry level support. West Lothian Council has a well-developed partnership lead employability pipeline, this support could be seen at one option for the pipeline but it would need to be led by the needs of West Lothian young people and not be introduced at a prescriptive rate of delivery.

The age of a graduate level Apprenticeships should be reviewed to include the provision of opportunities for those over 24.

Further exploration is required to determine whether this support should only be available for levy paying organisations on a full cost recovery basis and on a co-investment model for non-levy paying organisations.

**3. Should Apprenticeship Levy funding be used to establish a flexible skills fund to support wider workforce development?  
a)Yes or b) No**

In principle this should be supported especially to assist with workforce planning. It is important however to consider any links with low skills and in-work poverty and to what degree the fund would target improved earnings in an effort to increase prosperity and/or whether different policy perspectives would be supported by employers who are subject to the levy.

Further exploration is required to determine whether this support should only be available for levy paying organisations on a full cost recovery basis and on a co-investment model for non-levy paying organisations.

**4. Should Apprenticeship Levy funding be used to support the expansion of Foundation Apprenticeships?  
a)Yes or b) No**

In principle this should be supported as investing in Foundation Apprenticeships will support the employability of young people in Education who are likely to benefit from the vocational route.

West Lothian Council have been offering foundation apprenticeships to West Lothian young people with positive results.

Further development work is required to broaden the scope of foundation apprenticeship to increase the opportunities available.

**5. Should Apprenticeship Levy funding be used to help unemployed people move into employment, and to help meet the workforce needs of employers?  
a)Yes or b) No**

West Lothian Council are supportive of the delivery of support unemployed people need to secure and sustain employment. Particularly support designed to remove barriers for vulnerable groups and individuals who face particular challenges finding jobs, and enabling people to participate fully in the labour market.

Any additional provision would need to be person centred and meet the needs of that individual client. It would also need to be designed to be flexible in delivery, support the existing local employability pipeline and meet the local labour market. West Lothian Council's response to the consultation on the future of Scotland's Employability Services outlined operational how this could best be delivered which included a need to align and target resources at a local level to those most in need of support.

**6. Are there any additional suggestions on how Apprenticeship Levy funding might be used?**

The Apprenticeship Levy could also be used to provide a wage subsidy programme to encourage the creation of employment and training opportunities. West Lothian Council has been running a wage subsidy programme for 5 years which has supported over 800 young people to secure employment with West Lothian SME's, the Voluntary sector and training opportunities within

West Lothian Council.

The programme has been successful in enabling young people to secure and sustain employment with local employers, currently 82% of subsidised places within West Lothian SME's result in the young person securing a positive destination on completion.

Should a wage subsidy programme be introduced further exploration would be required to determine whether this support could be made available for levy paying organisations on a full cost recovery basis and on a co-investment model for non-levy paying organisations.

Underpinning the delivery of all of the elements highlighted above is the requirement of officers to work with both the young people who need support and the businesses that may create opportunities. Therefore it is recommended that some of the funding is used to support the public sector to provide resources to support individual to increase their capacity to fully engage with the possible opportunities on offer. The key worker model is used successfully in West Lothian to engage with young people and support them to participate fully in the labour market.





## **COUNCIL EXECUTIVE**

### **TOWARDS A COMMUNITY DEVELOPMENT FINANCE INSTITUTION**

#### **REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES**

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

To update the Council Executive on findings of research undertaken on financial exclusion and to set out proposed actions in relation to the creation of a Community Development Finance Institution (CDFI) in West Lothian.

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

It is recommended that the Council Executive:

1. Notes the approach taken to investigating the benefits of implementing a CDFI;
2. Agrees to progress to a tendering exercise for the procurement of a CDFI service for West Lothian;
3. Agrees that a report on the outcome of the tendering exercise be presented to the Council Executive.

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

<b>I Council Values</b>	Focussing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	There are no policy and legal implications in taking this to a tendering stage. Risks will be highlighted after the tendering exercise has been completed.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	Outcome 1 – Our children have the best start in life and are ready to succeed Outcome 2 - We are better educated and have access to increased and better quality learning and employment opportunities

Outcome 4 - We live in resilient, cohesive and safe communities

**VI Resources - (Financial, Staffing and Property)**

Funding and estimated costs are set out in section D4. Further information will be presented to Council Executive after the tendering exercise has been completed.

**VII Consideration at PDSP**

It was previously agreed by Council Executive in 2014 to carry out CDFI feasibility study.

**VIII Other consultations**

With affected council services and through the CPP Anti-Poverty Board, including ongoing consultations with other partners on specific issues arising.

**D. TERMS OF REPORT**

**D1 Background**

As agreed by the Council Executive in October 2014, as part of the proposals to promote financial inclusion in West Lothian, a detailed Community Development Finance Initiative (CDFI) feasibility study was carried out in conjunction with Fife Council and Falkirk Council. A CDFI offers affordable loans and budgeting advice and helps people access other financial services, such as savings and bank accounts. CDFI's provide an affordable alternative to high cost short term lenders and mainstream financial service providers whom financially excluded persons cannot access.

The three local authorities came together to explore the option of establishing CDFI arrangements through a shared interest in extending the range of financial inclusion services, and an understanding that the scale of operation required extends beyond the size of any one of our local authority areas on their own.

After a tendering exercise, the contract for the feasibility study was awarded to consultancy firm IS4. The final version of the feasibility study provided in summer 2015 confirmed there is a strong case for intervention via a CDFI and that the options to develop an in-house solution or expand credit unions were not a viable means of delivering the objectives of this project. The study found that working alongside existing CDFI providers such as Scotcash, based in Glasgow, or MoneyLine, based in Lancashire would be the best option.

The feasibility study recommended a business case be completed which would review in more detail the costs associated with each delivery option and recommend a preferred supplier. Fife Council agreed to lead on the business case.

The business case recommended the next step in the project should be to undertake a formal tendering process for the contract.

The workload has been shared between the three local authorities with the appointment and management of consultants to undertake the initial feasibility study led by Falkirk Council. West Lothian Council led the engagement with the consultant for the study findings and Fife Council has led on the development of the business case and early work on the proposed procurement process.



## **D2 Policy Context**

Tackling financial exclusion and achieving better outcomes for households on low incomes is a key policy objective for West Lothian Council. This aligns with the West Lothian Community Planning Partnership's Anti-Poverty Strategy and Single Outcome Agreement, as well as the council's Corporate Plan priorities, in particular aspiring to "minimise poverty, the cycle of deprivation and promote equality".

### Increasing number of low income households

Living on low incomes and managing debt has become a way of life for many people. The Money Advice Service estimates that 69% of families living in the UK are over-indebted. Most socio-economic indicators show persistent and widening gaps between the poorest and more affluent communities in Scotland.

A report published by the Joseph Rowntree Foundation on 1 August 2016 found dealing with the effects of poverty costs the UK public purse around £78bn a year, equivalent to around 4% of the UK's gross domestic product. Of this £78bn, £69bn of is required to address the impact of poverty, while an additional £9bn is the estimated cost of lost tax revenue and additional benefits spending.

The headline figure does not include the full cost of benefits aimed at preventing poverty or helping people to escape it, for example Income Support, Working Tax Credits or Job Seeker's Allowance.

### Challenges arising from Welfare Reform

The Scottish Parliament Welfare Reform Committee has identified that changes to the benefits system have resulted in an income loss equivalent to £440 per working age adult in Scotland. The cumulative financial impact on some benefit claimants has far exceeded forecasts in terms of severity. An analysis completed by the Joseph Rowntree Foundation of the 2015 UK Summer Budget also illustrated that living standards will fall further below an accepted minimum income for many households. This is due to changes in reduced tax credits and the removal of the work allowance within Universal Credit. Continued austerity related measures, economic and labour market challenges, and welfare reform related changes are forecast to assert greater pressures on low income households and increase the likelihood of income poverty and indebtedness.

### Increasing demand for short term borrowing

The IS4 feasibility study found that there is likely to be an increasing demand for affordable credit. The non-standard lending market covers a wide range of lending products that have a number of common characteristics. Firstly, finance does not come from traditional financial institutions like banks as borrowers often find it difficult to obtain credit from these providers due to their personal circumstances and credit history. Secondly the sums borrowed tend to be relatively small, measured in hundreds not thousands of pounds. Thirdly the loans tend to be for relatively short periods ranging from a few days to a year.

The non-standard lending market includes high cost credit products such as pay day loans and home credit with the market valued at £70bn annually in the UK. The low income households who access non-standard lending products are experiencing very high interest costs, as measured by APR, despite tighter regulation to cap the total cost of credit by the Financial Conduct Authority. IS4 highlighted those earning less than £20,000 per annum are most at risk.

The Financial Inclusion Commission is an independent body of experts working to champion financial inclusion as a public policy priority. The work of the Commission has found that the nature of financial exclusion has changed and that it has not only worsened in more deprived communities, but also expanded into economically average households who would previously not have been regarded as financially excluded. Therefore it is likely that a growth in demand for non-standard lending products occurs over the coming years.

#### Barriers to borrowing from standard lenders

Within the personal lending market there are two established mainstream options available to individuals, one option is a personal loan from a bank, a second option is a loan from a Credit Union. Criteria around accessibility to loans are increasingly stringent resulting in those with poorer credit ratings being refused access. Conditions around Credit Union loans including the requirement for membership and credit criteria mean most potential borrowers are unable to access loans from this source.

To address this gap in the market, non-standard 'payday' lenders, door step lending companies and rent-to-own credit shops charge exceptionally high interest rates. An alternative to such non-standard sources of credit are the products and services offered by a CDFI.

### **D3 Building the Case for a CDFI**

CDFIs are social enterprises that support local communities by providing affordable finance. By making loans, they are able to recycle this finance into neighbourhoods where it is most needed.

CDFI's provide an alternative to high cost loan providers, enabling financially disadvantaged customers to access loans at significantly lower rates of interest than would otherwise be available to them. In addition to the immediate financial savings, CDFI's can also offer budgeting advice and support including helping customers open basic bank accounts and savings accounts with credit unions. The offer of these additional services compliments the work already undertaken by West Lothian Council and would encourage increased membership of local Credit Unions and increase financial capabilities.

#### The Affordable Credit Working Group

The Affordable Credit Working Group was established by the Carnegie UK Trust to identify how to significantly improve access to affordable credit for people across Scotland. Its membership included senior representatives from banks, the UK Money Advice Service, Money Advice Scotland, the Church of Scotland, Scottish Government, the charity sector, academics. The Group published a report which recommended extending CDFIs across Scotland, and highlighted the key role they can play alongside Credit Unions. It specifically references the work undertaken so far in West Lothian, Fife and Falkirk.

The Affordable Credit Working Group and the Carnegie UK Trust has directly supported the consortium's work on CDFI consideration and provided a briefing session for the three councils in June 2016 where they outlined the potential market for and benefits of the CDFI approach.

#### Improving Financial Capability

Financial Capability is having the skills, knowledge, motivation and access to advice

which supports making informed decisions which will help individuals and families to manage their finances on a day to day basis, to prepare and manage life events and to deal with financial difficulties. In 2015, the Money Advice Survey noted that almost 70% of the adult population are over indebted with only 22% able to read a bank statement and very few having savings for unexpected events. The result is that there are many at risk of falling into serious financial difficulties and failing to get the help they need if they do. Consequently, for a great many people, money is a constant source of worry and stress.

Whilst there will always be external factors that impact on how people manage their money or indeed how much money they have, improving financial capability to enable more people to navigate changes in their financial circumstances and to help them manage their money more effectively is a key element in supporting people to mitigate the effects of poverty.

The proposed customer groups for the CDFI are those who are earning less than £20,000 and who do not meet the criteria for either a bank or credit union loan. This group is often hard-to-reach, vulnerable and not readily willing to seek advice and support. The CDFI proposal will embed good quality money advice including budgeting, debt management and maximising income as a core part of the offer which is made to all prospective customers. Through on-going support, it will help adults and families to build financial resilience, become financially included by utilising mainstream banking options and build financial capability to manage their money on a day-to-day basis.

#### Complementing the work of Credit Unions

It is important to see the distinctive, but connected roles of credit unions and CDFI's and to recognise that the establishment of a CDFI in West Lothian would run in parallel with the work of the credit union sector. The credit union movement provides a sustainable route to save and borrow as an integral part of a financial inclusion approach.

For the majority of potential CDFI customers, loans from credit unions are not accessible due to issues around membership, savings and credit criteria. One of the advantages of the CDFI approach is that it can help build future credit union support. Any CDFI in West Lothian would be asked to view credit unions as key partner organisations, promoting their services and supporting CDFI customers to open credit union accounts.

#### **D4 Cost**

This report is not seeking agreement on the commitment of funding at this stage however it is important to recognise that there will be pump priming resources required in setting up a CDFI. The resources would cover the running costs in the early years of its establishment and would include capital costs to act as its lending resource.

The figures used are based on the cost estimates provided by the IS4 consultants. The West Lothian, Fife and Falkirk model is based on four CDFI outlets (two of which would be in Fife) and with an initial aspiration of making 2,516 loans per annum at an average value of £464 across the three areas.

It is proposed that the contract for the CDFI provider would last for an initial three years with the option of a two year extension. After this, it is anticipated the CDFI would be self- sustaining and ongoing local government financial support would no longer be required.

The potential financial support would involve one off loan capital of £100,000 which would be expected to be repaid as the CDFI develops its customer base. In addition there would be one off set up costs of £50,000 and annual running costs in each of the three years of £40,000. Funding for this is available from existing time limited budgets, £100,000 time limited money previously set aside for financial inclusion projects and £70,000 one off money previously earmarked for anti-poverty work. The loan capital of £100,000 would be an investment from the treasury budget.

## **D5 Next Steps**

There has been extensive work undertaken in commissioning and managing a feasibility study, developing a business case and early preparatory work on a procurement approach. However to obtain confirmed costs and to provide more detail on the delivery model a tendering exercise will be required to be completed. It is therefore recommended that Council Executive agrees for a tendering exercise to be undertaken with the results reported back to Council Executive. Fife Council and Falkirk Council have both agreed to move to the tendering exercise.

The procurement process would be led by Fife Council in collaboration with procurement services in West Lothian and Falkirk and would focus on the service requirements that have been agreed between the three councils. The key elements of the latter involve a joint agreement capturing initial requirements for the Single Supplier Framework for the tendering process: focused on the actual lending business side and the other focused on the rest of the offering we would hope to bring in as part of a CDFI contract.

If the decision is made by the Council Executive to proceed, it is anticipated the tender would be issued in September 2016 and the tender awarded in December 2016. The CDFI would then be launched in early Spring 2017.

## **E. CONCLUSION**

The provision of a CDFI across Falkirk, West Lothian and Fife would be intended to complement existing money management services, including credit unions and the wider support services in these geographic areas and to offer a competitive, socially responsible alternative to non-standard lenders for our most vulnerable residents.

Continued austerity related measures, economic and labour market challenges, and welfare reform related changes are forecasted to assert greater pressures on low income households and personal budgets and increase the likelihood of income poverty and indebtedness. This will likely lead to greater pressures on council services. The project would be intended to deliver value for money through preventative spend and the provision of support.

## **F. BACKGROUND REFERENCES**

Proposals in Response to the impact of Welfare Reform Changes – Report to Council Executive by Head of Finance and Estates – 29 October 2013

Proposals to Promote Financial Inclusion in West Lothian – Report to Council Executive by Head of Finance and Estates -28 October 2014

IS4 Feasibility Study

Gateway to Affordable Credit – Carnegie Report

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**Donald Forrest**  
**Head of Finance and Property Services**  
**30 August 2016**





**COUNCIL EXECUTIVE**

**SCOTTISH GOVERNMENT CONSULTATION ON MODERNISING THE WATER INDUSTRY'S USE OF RATEABLE VALUE TO CHARGE NON-HOUSEHOLDS FOR WATER AND SEWERAGE SERVICES**

**REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES**

**A. PURPOSE OF REPORT**

The purpose of this report is to advise Council Executive of a Scottish Government consultation on the future use of updated rateable values for charging non-domestic customers for water and sewerage services and to seek approval for the council's response to the consultation.

**B. RECOMMENDATION**

It is recommended that Council Executive:

1. Notes the proposed response to the consultation attached as Appendix 1, and;
2. Approves the proposed response for submission to the Scottish Government.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	None
<b>V Relevance to Single Outcome Agreement</b>	None
<b>VI Resources - (Financial, Staffing and Property)</b>	It is likely that the revised costs at individual sites will vary, however the government's proposals are designed not to be revenue raising. New charges are to be based on a 2017

valuation and therefore the exact impact cannot be quantified until those values are known.

## **VII Consideration at PDSP**

The consultation response was considered at the Partnership & Resources PDSP on 19 August 2016. The panel was content for the report to proceed to Council Executive without any change.

## **VIII Other consultations**

Discussions on the implications of the proposed changes have taken place with colleagues in Finance and Property Services.

## **D. TERMS OF REPORT**

### **D1 Background**

Water industry charges for some premises in Scotland are based on the most recently assigned rateable value (currently based on the 2010 valuation roll). However, for many the charges are based on an historic rateable value – in some cases dating back to 1995. These values can be higher or lower than the value most recently assigned by the Assessor.

This inconsistency of charging was addressed in the Principles of Charging for Water Services 2015-21, issued in October 2014. This confirmed that the Scottish Government would require, from a date specified by Ministers, that water industry charges which are based on rateable values must be based on those most recently assigned by the Assessor.

Scottish Water has carried out an assessment based on the 2010 roll which indicates that 57% of premises would see a reduction their rateable value based water charges. Their analysis also shows that to ensure that no additional revenue is raised, the charge per pound of rateable value will need to be reduced by around 30%.

### **D2 Proposed Changes**

The Scottish Government recognises that while the change to charges based on the most recent valuation will benefit some, it will have an adverse impact on others. As such, and due to the Rates Revaluation scheduled for 2017 (from which the new charges will be based), it is proposed that the earliest practicable date to implement any changes is 1 April 2018. In order to balance the impact of the proposed changes, a phased approach is suggested with full implementation being achieved by April 2020.

### **D3 Consultation**

The consultation is in the form of a questionnaire consisting of five questions. A completed copy of the consultation is attached as Appendix 1. It is proposed that the attached questionnaire forms the council's official response and should be submitted to the Scottish Government following approval by Council Executive. As Ministers have already made it clear that it is their intention to move to a system of charging on the most recent rateable value, the questionnaire is focused on the dates of implementation and the length of any transitional period.

## **E. CONCLUSION**

In order to ensure consistency of charging, water rates for some properties will change to reflect the most recent Rateable Value at some point in the future. This consultation



seeks views on the Scottish Government's proposals to introduce revised charges with full implementation by 2020. Officers are proposing a response to the consultation which agrees with the approach taken of using rateable values from 2017 and allowing a transition period between April 2018 and April 2020.

## **F. BACKGROUND REFERENCES**

[Scottish Government - General Statement of Policy - Principles of Charging For Water Services 2015-2021](#)

[Full Consultation Document](#)

Appendices/Attachments: Appendix 1 – Consultation Response

Contact Person: Peter Rogers, Energy Manager Tel:01506 281107 peter.rogers@westlothian.gov.uk

**Donald Forrest**

**Head of Finance and Property Services**

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

## Appendix 1: Consultation Response Form

Modernising the water industry's use of rateable value to charge non-households for water and sewerage services



### RESPONDENT INFORMATION FORM

**Please Note** this form **must** be returned with your response.

Are you responding as an individual or an organisation?

- Individual  
 Organisation

Full name or organisation's name

West Lothian Council

Phone number

01506 280000

Address

West Lothian Civic Centre  
Howden South Road  
Livingston

Postcode

EH54 6FF

Email

[peter.rogers@westlothian.gov.uk](mailto:peter.rogers@westlothian.gov.uk)

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name  
 Publish response only (anonymous)  
 Do not publish response

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

- Yes  
 No

**Written Responses – Questions**

**The Government’s Proposal**

**1) Question 1 - do you agree that the water industry should use the most recent Rateable Values to calculate charges from April 2020?**

Yes  No

**2) Question 2 – if you have replied ‘yes’ to question 1, do you agree that there should be transitional arrangements?**

Yes  No

**Question 3 – If you have replied ‘yes’ to question 2, do you agree that transitional arrangements should be from 1 April 2018 to 1 April 2020?**

Yes  No

This is a logical approach as it aligns with current charging period and allows consumers time to fully transition, lessening the immediate impact for those premises where charges will increase.

**Question 4 – if you have replied ‘no’ to question 3, what do you think is the appropriate period for transitional arrangements?**

Yes  No

N/A

**Question 5 – If you have replied ‘no’ to question 1, on what date should the most recent Rateable Values be used to calculate charges?**

Yes  No

N/A



**COUNCIL EXECUTIVE**

**PUMPHERSTON JUNIOR FOOTBALL CLUB**

**REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES**

**A. PURPOSE OF REPORT**

To consider granting a lease of 25 years to Pumpherston Junior Football Club.

**B. RECOMMENDATION**

It is recommended that Council Executive agrees to the lease of the football ground at Pumpherston to Pumpherston Juniors for a period of 25 years, and delegates powers to the Head of Finance and Property Services to conclude the lease.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Disposal of Land by Local Authorities (Scotland) Regulations 2010.
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	None
<b>V Relevance to Single Outcome Agreement</b>	Delivering positive outcomes on Health.
<b>VI Resources - (Financial, Staffing and Property)</b>	None
<b>VII Consideration at PDSP</b>	N/A
<b>VIII Other consultations</b>	Head of Operational Services

**D. TERMS OF REPORT**

At its meeting on 30 June 2015 Council Executive approved a report on modernising leases at less than market rental. The report outlined proposed new arrangements for the lease of assets to voluntary and community groups that both complied with recent legislation and maintained the ability of these groups to enjoy concessionary rentals.

The report agreed to delegate powers to the Head of Finance and Property Services to offer new leases of up to ten years, or for the unexpired term of existing leases longer than ten years, of “community benefit leases”, i.e. those of sports facilities, clubhouses, allotments and community gardens.

The implementation of the new arrangements has been progressing incrementally. However, in discussions with some groups it has become apparent that a longer lease would be of interest. In particular, Pumpherston Juniors have asked for a lease of 25 years.

The club has indicated that they would intend to seek external funding for the maintenance and improvement of facilities, and that a lease of this length would give it added security that would meet the requirements of funding bodies, such as the Lottery funds and sportScotland.

In common with most of the enclosed football grounds and bowling greens that are currently subject to lease, Pumpherston Juniors existing lease was originally granted for a period of 30 years. The previous practice of the council and its predecessors has always been to offer local sports clubs the security of a long lease, and the request is consistent with this approach.

The ground at Pumpherston is unlikely to be considered for alternative use by the council and a long lease would not significantly inhibit the council’s future options for the area.

The lease will be at an initial rental of £1000 per annum, subject to review at five yearly intervals. However, in accordance with the Council Executive’s instructions, it will include a community benefit clause that will allow Pumpherston Juniors to secure a discount on the rent due if they can prove that they deliver community benefit as a result of their activities.

## **E. CONCLUSION**

The approved proposals for the lease of properties to community and voluntary groups allow the continuation and extension of concessionary rentals for these groups. A lease of 25 years will provide Pumpherston Juniors with greater security of tenure and will afford them greater certainty in their ability to secure external funding, without disadvantaging the council.

## **F. BACKGROUND REFERENCES**

Modernising Leases at Less Than Market Rental. Report to the Council Executive. 30 June 2015

Appendices/Attachments: None

Contact Person: Paul Furbank, Economic Property Development Manager, 01506 281824, Paul.Furbank@westlothian.gov.uk

Donald Forrest, Head of Finance and Property Services

Date of meeting: 30 August 2016



West Lothian  
Council

**COUNCIL EXECUTIVE**

**PROPOSED ARMADALE PARTNERSHIP CENTRE.**

**REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES AND HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES**

**A. PURPOSE OF REPORT**

This report updates the Council Executive on progress made with the community consultation in Armadale for the development of a Partnership Centre in the town, and puts forward proposals for approval.

**B. RECOMMENDATION**

The Council Executive is asked to:

1. Note the outcomes of the successful community engagement activity which supports the development proposals;
2. Note that initial plans and costs have been developed and consulted upon with the community;
3. Agree the development of a Partnership Centre in Armadale will be delivered through the alteration and extension of the existing Community Centre;
4. Agree that finalised plans and costs are progressed and statutory applications made;
5. Agree that further work will be undertaken to develop the youth space project in the council building at the cross in Armadale which will be dependent on securing external funding; and
6. Agree that any opportunities to secure additional external funding to support the overall programme will be pursued.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None.
<b>III Implications for Scheme of Delegations to Officers</b>	None

- |  |   |
|--|---|
| <b>IV Impact on performance and performance Indicators</b> | Customer Service Performance will be monitored to ensure no detrimental effect. Footfall in the community centre will increase.<br><br>Suitability and utilisation performance measures of existing community centre will improve.  |
| <b>V Relevance to Single Outcome Agreement</b>             | Project is an enabling activity for services to support a number of services who SOA performance measures including:<br><br>Our children have the best start in life and are ready to succeed; and<br><br>We make the most efficient and effective use of resources by minimising our impact on the built environment.  |
| <b>VI Resources - (Financial, Staffing and Property)</b>   | Staffing resources from Customer and Community Services and Housing Services. Potential rationalisation of public sector properties in Armadale. A council budget of £950,000 has been allocated as part of the general services property capital programme for 2016/17.  |
| <b>VII Consideration at PDSP</b>                           | The P&R PDSP considered an initial report about the proposals at its meeting on 10 December 2013. The Panel noted the proposals and the majority supported the plan.  |
| <b>VIII Other consultations</b>                            | At its meeting on May 26 2015 the Council Executive agreed that consultation should be undertaken with relevant stakeholders on the design and delivery requirements for the proposed facility and wider service delivery.<br><br>The Armadale and Blackridge Local Area Committee considered a report on this project on 6 June 2016 and supported the proposals.<br><br>Community consultation during May and June 2016 detailed in Appendix 1. |

## **D. TERMS OF REPORT**

### **D1 Background**

Over the last ten years West Lothian Council has worked with a range of partners to develop Partnership Centres in Bathgate, Broxburn, and Fauldhouse. Construction work is also well underway to create partnership centres in Blackburn and Linlithgow.



Each of the current centres was developed as opportunities arose in that particular settlement. There were different drivers for each development; for example, the need to upgrade several different buildings in one location, the benefits that could be derived from co-location or the desire of the community to have fit for purpose public sector services. Each centre has a different configuration of services based within it. However, the branding of “Partnership Centre” has remained consistent.

The Council Executive in May 2015 considered a report about the development of a partnership centre in Armadale. The report proposed that to facilitate the wide ranging consultation, a community engagement group be established with invitations extended to representatives from the Community Council, Community Education Centre Management Committee, sports club and local community groups together with council services. This group would engage with the project team and support the development of the proposals from design through to construction and completion. This level of engagement would then ensure that the delivery of the project would be transparent and collaborative

## **D2 Progress with community engagement**

The first meeting of the consultation group took place on 23 June 2015. The meeting consisted of a question and answer session. Community members raised various questions mostly around the amount being invested, the breakdown of the funding, construction costs, community centre integration with council staff, proposals for the Cross property, the best location of the proposed partnership centre and requests for geographical data of the Armadale area. Council representatives responded to the questions and provided information requested with all attendees then sent a copy of the questions and answers.

Following the initial meeting a core group of community representatives was established. This group has met on seven further occasions to work through potential engagement methods, groups to engage, and design considerations.

The group has considered a number of options and condensed these to one preferred option that has been shared with the wider Armadale community with alterations made as appropriate. A detailed community engagement plan was formulated and implemented during May and June 2016.

## **D3 Results of the Community Engagement**

Over a period of six weeks during May and June 2016, 576 people completed a survey postcard or online survey. The consultation team ensured that a broad mix of people were targeted to gather their views, and in particular an effort was made to gather the views of young people. Almost a quarter of respondents do not currently use the community centre.

The full results of the engagement activity are included as Appendix 1.

The outcome of this extensive community engagement confirmed the preferred option which will see council services being co-located at the existing community centre, with extension and internal alteration proposals accommodate early years, further meeting space and greater flexibility of use. The needs expressed during the consultation have been factored into the proposed design for the building.

#### **D4 Proposal**

This proposal would see the development of two buildings within Armadale. Firstly the community centre is proposed to have a small extension to the front for additional meeting space and a larger extension to the rear to accommodate early years provision. In addition, the ground floor is proposed to be reconfigured to accommodate the CIS service together with reception alterations. On the first floor changes will accommodate staff from Housing Services. These changes would allow both the council and the voluntary management committee to address the needs of the community expressed during the engagement activity. Indicative costs suggest that this is achievable within budget.

The second aspect of this development is the building at the cross in Armadale currently accommodating the CIS office and Housing Service. The community have identified a need to upgrade and enhance youth provision within the town, and this proposal would see a new youth space developed on the ground floor of the building. The use of the first floor is under review with the community and other Council Services on its utilisation. The community centre management committee have expressed an interest in also managing this area with the option of leasing / or asset transferring the entire building. The development of this building is subject to securing external funding. An initial funding bid for £300,000 has been made to the Scottish Governments Regeneration Capital Fund. If this is unsuccessful the Youth Space intend to apply for lottery and other funding to ensure the project goes ahead.

The proposed plan is included as appendix 2.

#### **D5 Timescales**

Subject to Council Executive approval the next step would be to engage architects, quantity surveyors and other technical advisors to finalise plans, submit planning applications and commence procurement etc. The planning application will recognise issues that were raised at the Local Area Committee in respect of parking and pedestrian crossings on North Street. The timescales involved are reflected in the table below:

Planning Application (subject to Council Executive approval)	Mid-autumn 2016
Tender process	Dec 2016
Internal decants and moves	Feb/March 2017
On site start	Spring 2017.

#### **E. CONCLUSION**

West Lothian has a good track record of creating partnership centres that deliver positive benefits for the communities in which they are based. The opportunity to re-invigorate the community centre whilst delivering a modern customer focused service in Armadale would add to the vibrant town centre and the desire of the community to enhance the town's reputation.

Good progress has been made with the community engagement and the community support the proposals as they have been described to the Panel.

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

Council Executive 26 May 2015 - Armadale Partnership Centre

Armadale and Blackridge Local Area Committee 6 June 2016 – Armadale Partnership Centre

Appendices/Attachments: Two

Appendix 1 – Report on community engagement activity

Appendix 2 – Draft site plans

Contact Person: Karen Cawte, Customer and Community Services Manager, 01506 281082 [karen.cawte@westlothian.gov.uk](mailto:karen.cawte@westlothian.gov.uk)

Paul Kettrick, Asset Manager, 01506 281826  
[Paul.kettrick@westlothian.gov.uk](mailto:Paul.kettrick@westlothian.gov.uk)

**Donald Forrest**  
**Head of Finance, and Property Services**

**Alistair Shaw**  
**Head of Housing, Customer and Building Services**

Date of meeting: 30 August 2016

## Appendix 1. Community Consultation: Armadale Partnership Centre

As part of the proposal to develop a partnership centre / approach in Armadale it was agreed that the community would be consulted. After agreement on the principles of the development, a sub group of the larger partnership steering group was formed to guide and support the delivery of the consultation. This group included voluntary groups, representatives of community bodies and council employees.

A few meetings of this group allowed for the consultation questions to be agreed along with the methods of engagement. This was outlined in a plan of action that clearly stated groups who we hoped to engage with, the settings to be used and the responsible partners. It was agreed that we should aim for a wide demographic coverage and to ensure this a review meeting was scheduled to review progress to date and assess demographic cover of the sample mid way through the consultation period. Both hard copy questionnaires were to be used to support face to face consultation as well as pick up and drop off at a number of collection points in the town. See fig 1: postcard design:

### Your ideas count!

**your ideas count!**

West Lothian Council in partnership with the Armadale Community are developing Armadale Community Centre to provide the town with an improved service through a partnership centre approach. This development will include the co-location of council staff along with an extension and other changes to the building.

The new building will meet the needs of the community, catering for all ages. Providing space to entertain, meet, learn, socialise, play or be active. The council building at the cross is being made vacant by the relocation of council staff. This is being explored as a potential new youth space to support increasing demand and further engage young people in community life.

The newly developed partnership centre at the community centre will continue to do what it does well but will hope to build on this and improve. To help us do this we ask you to give us a few minutes and answer the questions on the opposite side of the postcard.

Please return your completed postcard to the community centre, housing office, Dale hub or email any comments to: [armadalepartnershipcentre@westlothian.gov.uk](mailto:armadalepartnershipcentre@westlothian.gov.uk) to be entered into a prize draw. Alternatively, go online to complete the survey at <https://www.esurveycreator.co.uk/5/Armadale-Partnership-Centre> Thank you for taking part. Your comments are appreciated. The community consultation closes on the 30th June. The prize draw will take place on the 15th July

Please complete your contact details to be entered in the draw and receive further updates on the progress of the partnership centre.

Name..... Email address.....  
 Contact No..... Address..... Postcode.....  
 Gender: Male  Female  Date of Birth / /  Ethnicity.....  
 Do you care for someone or have a disability? Yes  No  email [armadalepartnershipcentre@westlothian.gov.uk](mailto:armadalepartnershipcentre@westlothian.gov.uk)

Do you use the centre currently? Yes  No

If you use it, what for? .....

Would you use any of the following? Yes  No

Pre school activities	Meeting space
Soft play	IT training suite
Outdoor play area	Activities for older people
Access to council services	After school activities
More community events	Any other ideas.....

Fig 1

The questionnaire was available online and this was widely publicised. The date was set to begin the community consultation on the 1<sup>st</sup> of June finishing at the end of the same month. Settings for the consultation included the following:

- Street work on Armadale Main Street
- Armadale Academy
- Excite Leisure Pool
- Armadale CIS office
- Armadale Community Centre and Library
- Armadale Parish Church
- Various venues at the Armadale Gala Week celebrations
- Armadale Shed
- The Dale Hub & Community Garden

A number of partners supported the consultation getting out there to “speak to the community”. The Community Customer Services team had a significant input over the four weeks. The target of consulting five hundred people was exceeded. Five hundred and seventy six people were consulted over the four weeks. Five hundred and eleven responses via the postcard with the remaining 65 received online. An email address set up for any comments received no responses.

## DATA LABEL: INTERNAL ONLY

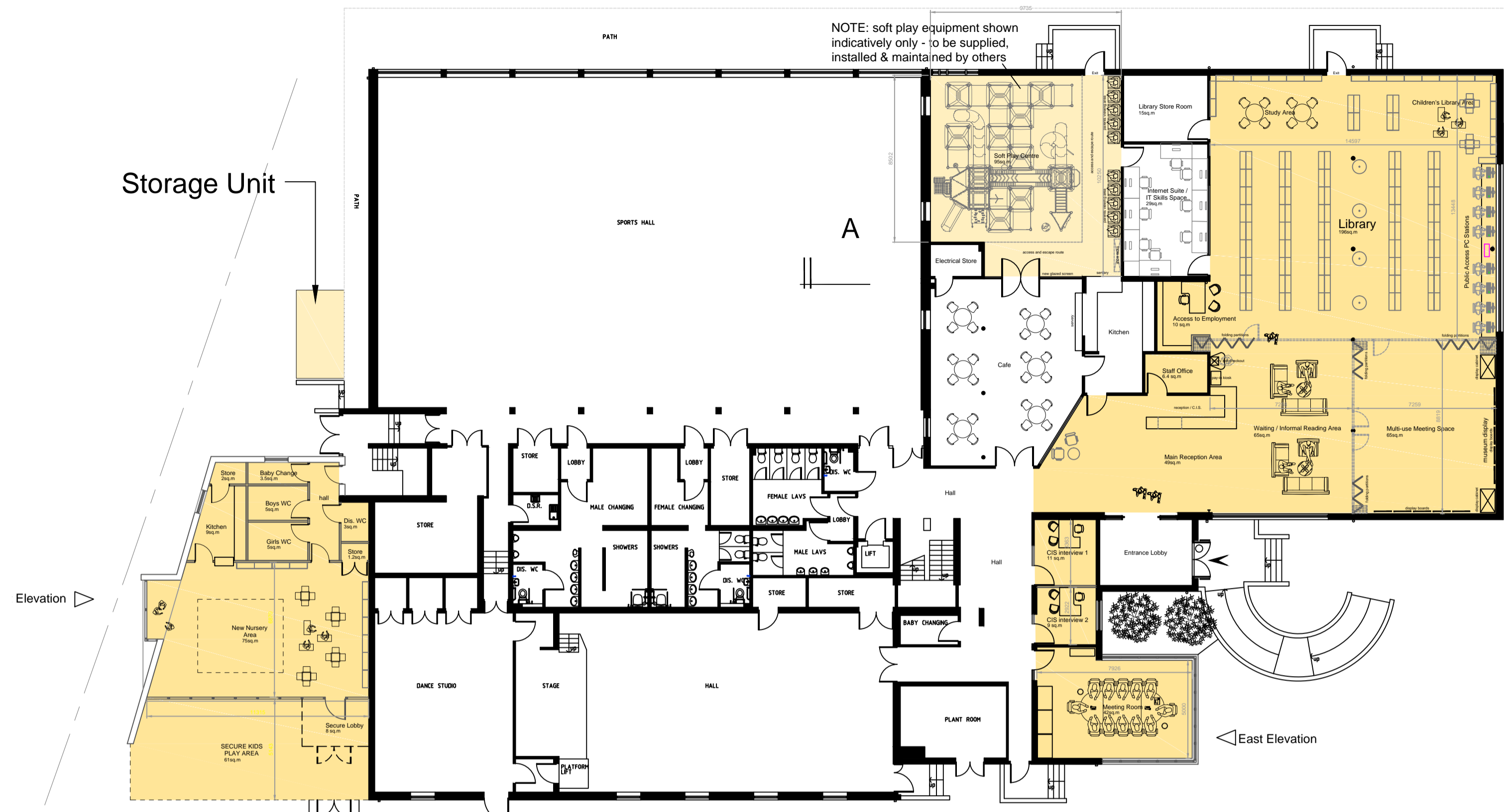
We were delighted with the number of responses received and we would like to thank the partners for their support to achieve this. Special thanks to Armadale Community Education Centre Management Committee and Armadale Gala Day Committee.

The tables below outline the full results of the community engagement consultation. Brief analysis demonstrates that the majority of respondents would use the council services as well as the current community provision and developments such as soft play.

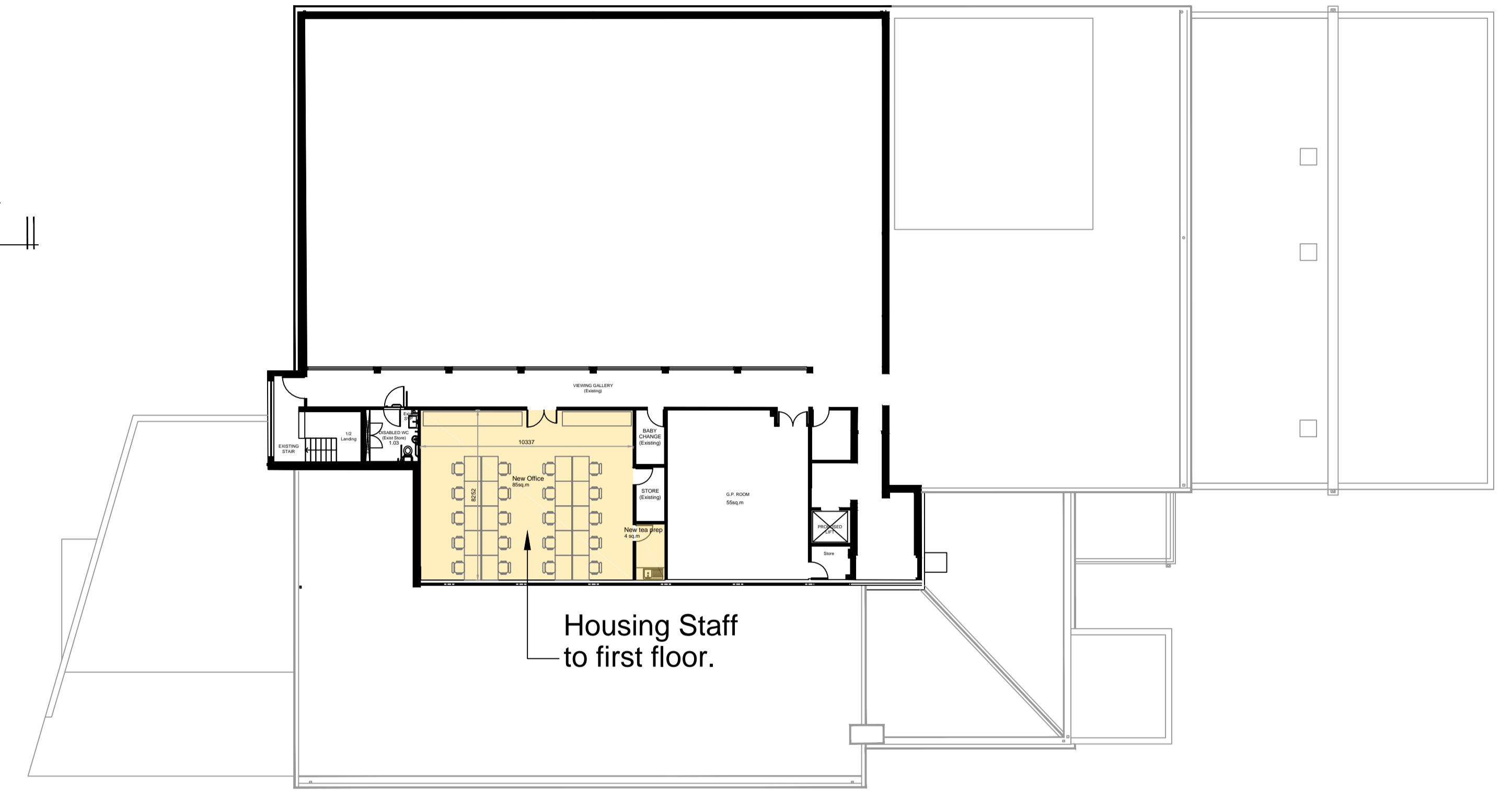
<b>Results from Armadale Community Engagement Consultation</b>			
<b>Total responses</b>	<b>576</b>	<b>65 online</b>	
<b>Q. Do you use the community centre? Total response 548 (95%)</b>	<b>Number</b>	<b>% of total</b>	
Yes	414	72%	
No	134	23%	
No response	28	5%	
<b>TOTAL</b>	<b>576</b>	<b>100%</b>	
<b>What activities would you use at the centre?</b>	<b>Yes</b>	<b>Maybe</b>	<b>No</b>
	<b>%</b>	<b>%</b>	<b>%</b>
More community events	77	16	7
Access to council services	61	25	15
Outdoor play area	71	11	19
After school activities	71	10	19
Soft Play	72	7	21
Meeting space	49	23	28
Pre school activities	56	12	32
Activities for older people	50	17	34
IT training suite	40	23	37
<b>Gender: response 498 (86%)</b>	<b>Number</b>	<b>% of total</b>	
Female	358	62%	
Male	140	24%	
No response	78	14%	
<b>TOTAL</b>	<b>576</b>	<b>100%</b>	

DATA LABEL: INTERNAL ONLY

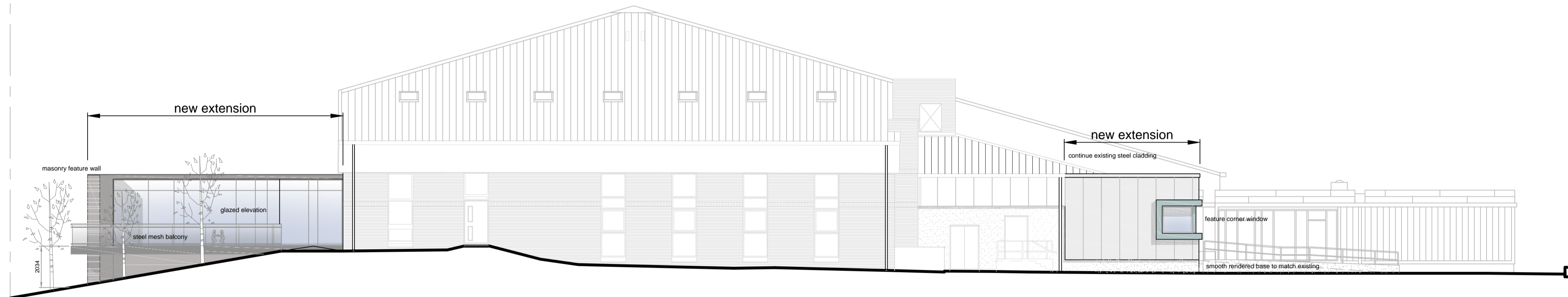
<b>Ages: response 454 (79%)</b>	<b>Number</b>	<b>% of total</b>
10-16	41	7%
17-25	30	5%
26-40	181	31%
41-59	134	23%
60+	68	12%
No response	122	21%
<b>TOTAL</b>	<b>576</b>	<b>100%</b>
<b>Do you care for someone or have a disability? Total response 458 (80%)</b>	<b>Number</b>	<b>% of total</b>
Yes	72	13%
No	386	67%
No response	118	20%
<b>TOTAL</b>	<b>576</b>	<b>100%</b>



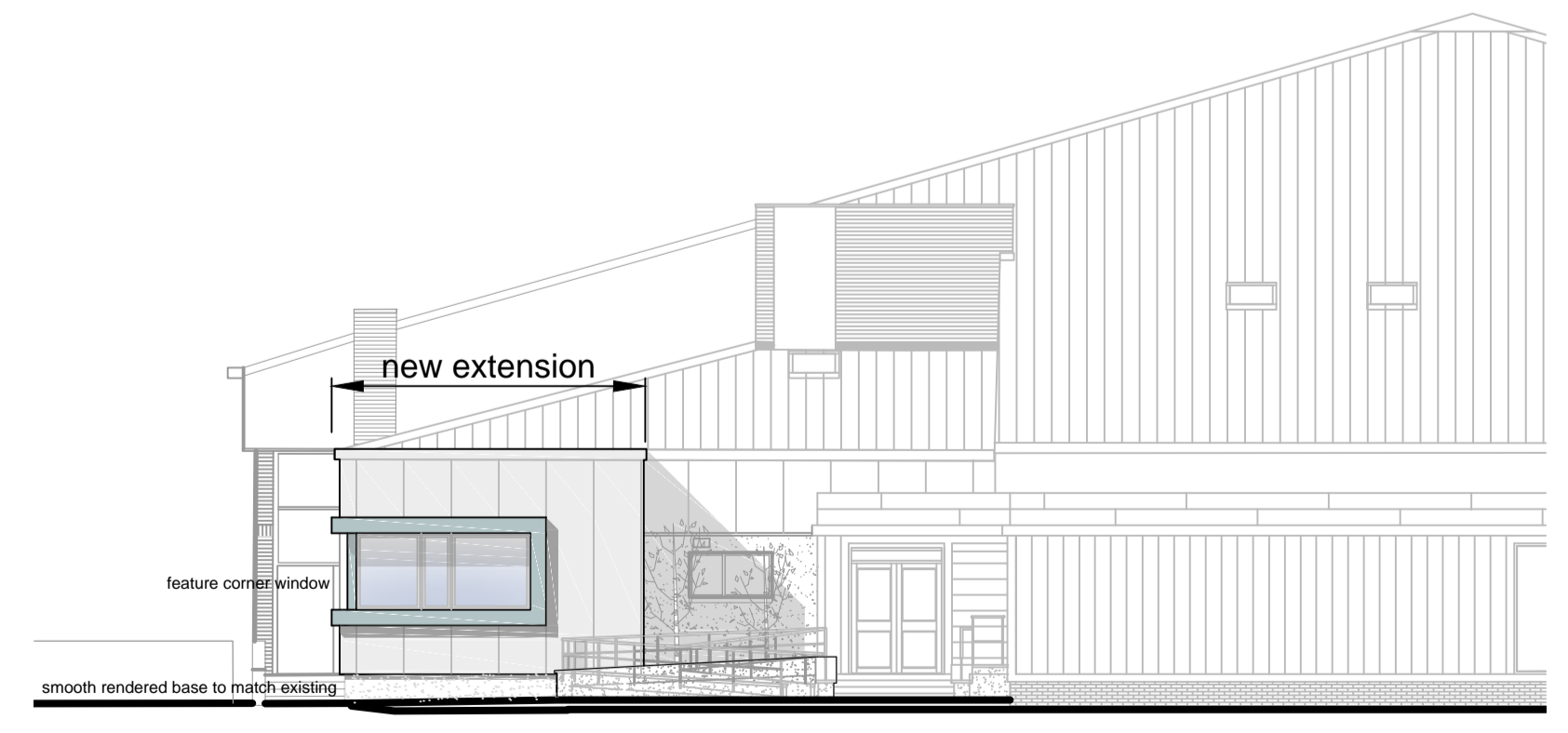
Proposed Ground Floor Plan



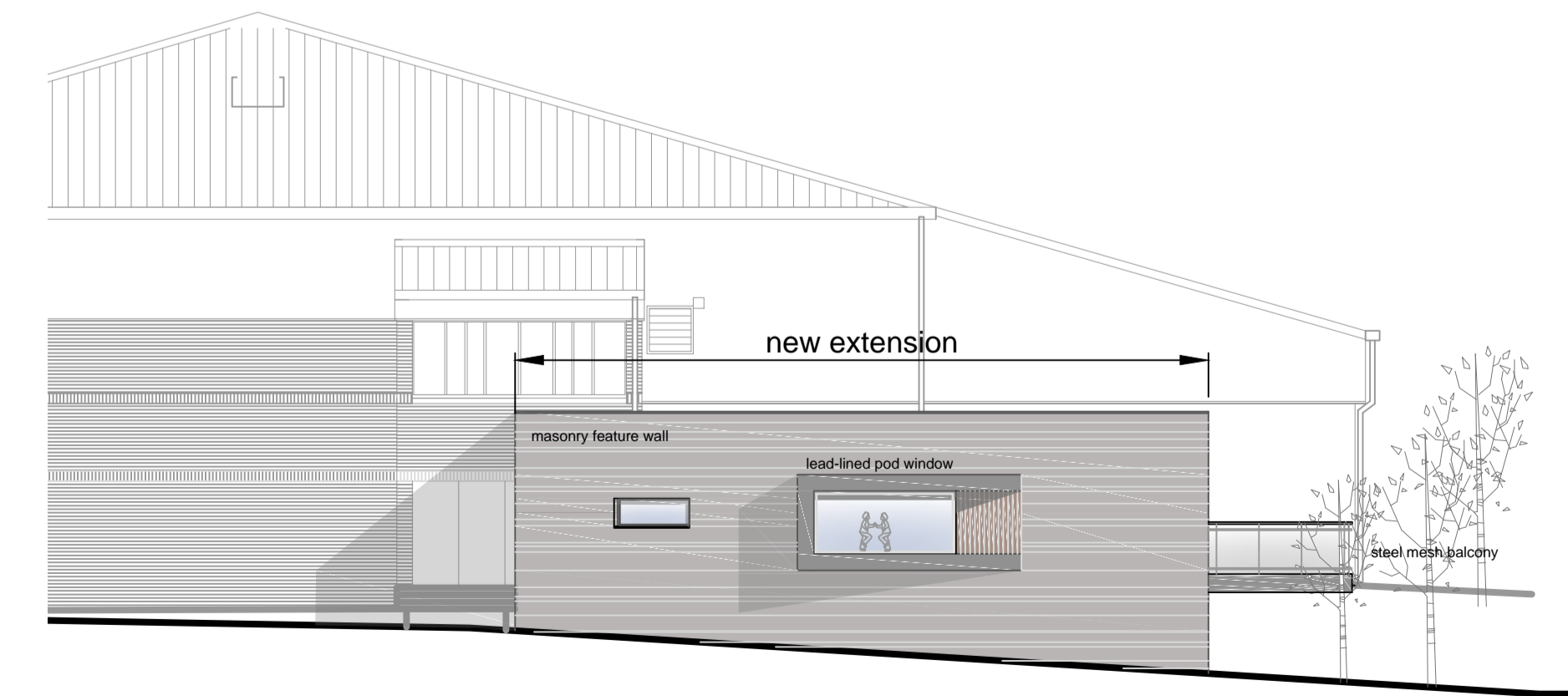
Proposed Upper Floor Plan



Proposed South Elevation (View from Volunteer Park)



Proposed East Elevation (View from North Street)



Proposed West Elevation (View from Hailstones Cres)

**NOTES**

- Areas of refurbishment / extension shaded in yellow.
- Front & rear extension to building.
- Library area rationalized. Children's library and study area included.
- Access to employment / self checkout / payment kiosk included.
- Public access PC's to external glazing.
- Early years relocated to ground floor.
- Housing staff relocated to upper floor.
- New reception desk.
- New softplay area linked to cafe.
- CIS services located in ground floor meeting space.

# Armada Partnership Centre

## Extension, reconfiguration & re-location of staff









**COUNCIL EXECUTIVE**

**COSLA AND IMPROVEMENT SERVICE ANNUAL CONFERENCE 2016**

**REPORT BY CHIEF EXECUTIVE**

**A. PURPOSE OF REPORT**

To consider attendance at this year's COSLA and Improvement Service Annual Conference and, if agreed, to consider which members should attend.

**B. RECOMMENDATION**

It is recommended that the Council Executive:

1. Considers whether the council should attend the conference; and
2. Agrees which members should attend.

**C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Local Government (Scotland) Act 1973; council's Standing Orders; Local Governance (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007; Local Government (Allowances and Expenses) (Scotland) Amendment Regulations 2008
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	None
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	Can be met from existing budget provision.

**VII Consideration at PDSP** No prior consideration required.

**VIII Consultations** None required.

**D. TERMS OF REPORT**

The 2016 COSLA and Improvement Service Annual Conference takes place on 6 and 7 October 2016. This year's event will be held at the Crieff Hydro Hotel in Perthshire. All accommodation must be booked through COSLA who advise early booking is essential. The programme and delegate attendance options are outlined in Appendix 1; the COSLA and Improvement Service Conference Flyer.

In 2015, the Council Executive agreed at its meeting held on 10 February 2015 that three members of the administration, one member of the opposition and the COSLA Spokesperson for Health & Well-Being, were to attend last year's COSLA and Improvement Service Annual Conference.

**E. CONCLUSION**

The Council Executive is asked to consider attendance at this year's COSLA and Improvement Service Annual Conference.

**F. BACKGROUND REFERENCES**

Council Executive meeting 10 February 2015  
Council Executive meeting 4 February 2014  
Council Executive meeting 15 January 2013  
Council Executive meeting 10 January 2012

Appendices/Attachments: 2

Appendix 1: COSLA and Improvement Service Conference Flyer  
Appendix 2: COSLA and Improvement Service Conference Programme

Contact Person: Lorna Kemp, Project Officer  
Email [lorna.kemp@westlothian.gov.uk](mailto:lorna.kemp@westlothian.gov.uk); Telephone 01506 283519

**Graham Hope**  
**Chief Executive**  
**30 August 2016**





**Councillor David O'Neill**  
President  
COSLA



**Sally Loudon**  
Chief Executive  
COSLA



**Colin Mair**  
Chief Executive  
Improvement Service

Entitled **Local Government: Leading Reform**, the 2016 COSLA and Improvement Service Annual Conference takes place on Thursday, 6 and Friday, 7 October, 2016 in the Crieff Hydro Hotel.

There is no doubt whatsoever that the 2016 COSLA and Improvement Service Annual Conference, the keynote event in the Scottish Local Government Calendar, comes at a crucial time for local democracy in Scotland and indeed Europe.

Not only are we six months in from the Scottish Parliamentary Elections, we have our own Elections in May 2017 and we also just witnessed the EU Referendum vote and will have to be fleet of foot through all of the fallout that will come on the back of this decision.

Even by normal standards this is a remarkable string of events for the backdrop of Conference. These are massive political influences which will certainly not make the waters Scottish Local Government has to charter any less choppy.

Returning to more bread and butter issues, there can be no disguising the fact that Scotland's Councils have done a remarkable job to date in the face of budget cuts. We all know that the financial situation is not going to get better for the



## The 2016 fee includes:

As a member Authority, attending as a full residential Conference delegate will cost **£399** plus VAT.

Included in the full residential Conference delegate fee is one nights' accommodation on Thursday, 6 October. The fee includes attendance at the COSLA Excellence Awards, Pre-Dinner Reception, Dinner and Ceremony on Thursday, 6 October. It also includes attendance at the Conference and Convention sessions including tea/coffee and lunch on 6 and 7 October.

### Plenary Sessions

The conference will start at **9.00a.m.** on Thursday, 6 October and concludes at **2.00p.m.** on Friday, 7 October. This is your chance to contribute to the debate on key issues in Scotland.

The conference is an invaluable opportunity to network in an informal situation.

### Accommodation

This year's event will be held at the Crieff Hydro Hotel, Perthshire and it is anticipated that all conference delegates will be accommodated within the Hotel and surrounding grounds.

**All accommodation must be booked through COSLA by Monday, 19 September 2016.**

We are unable to guarantee places for forms received after this date.

**For further information regarding the hotel or accommodation, please contact Linda Bruce on 0131 474 9228 or email [linda@cosla.gov.uk](mailto:linda@cosla.gov.uk)**

### Hotel Information

Crieff Hydro Hotel is Scotland's leading leisure resort. Situated in the picturesque Starthearn Valley within Perthshire, Gateway to the Highlands. The resort is an hour's drive from Edinburgh, Glasgow and Dundee and only 17 miles from Perth.

### Delegate Attendance Options

The following flexible attendance options allow you to attend the conference on a basis which best suits your needs. These changes are in response to customer demand and reflect delegates' increasing workplace commitments. Please read the options and mark your choices on the booking form.

#### OPTION 1

##### **Full residential conference delegate**

Accommodation on 6 October and attendance at all sessions, including tea/coffee and lunch on 6 and 7 October. Pre-Dinner Reception, Awards Ceremony and Dinner, on 6 October.



## OPTION 2

Day delegate on Thursday, 6 October

Attendance at all sessions, tea/ coffee and lunch on 6 October. Does NOT include accommodation or attendance at dinner.

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## OPTION 3

Day Delegate on Friday, 7 October

Attendance at all sessions, tea/ coffee and lunch on 7 October.

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## OPTION 4

Accommodation on Wednesday, 5 October

Bed and breakfast on the night of 5 October.

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## OPTION 5

Accommodation on Thursday, 6 October

Bed and breakfast on the night of 6 October.

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## OPTION 6

Pre-Dinner Reception, Excellence Awards Ceremony and Dinner on Thursday, 6 October

Attendance at the Pre-Dinner Reception, Excellence Awards Ceremony and Dinner on 6 October.

## Exhibiting

The exhibition is an integral part of the Conference, attracting a wide variety of organisations working in both the public and private sectors. Refreshments will be served in the exhibition areas to ensure that exhibitors have the chance to meet with delegates.

Further information is available from Megan Connelly on 0131 474 9224 or email [megan@cosla.gov.uk](mailto:megan@cosla.gov.uk)

## Advertising

The official conference handbook contains essential programme and speaker information and is distributed to all delegates attending the Conference. There is a limited amount of advertising space available in the handbook which will be A4 size and printed in full colour.

The following rates will apply :

Full page	-	£450 plus VAT
Half page	-	£280 plus VAT
Quarter page	-	£200 plus VAT

For technical specifications please contact Linda Bruce on 0131 474 9228 or email [linda@cosla.gov.uk](mailto:linda@cosla.gov.uk)

## Sponsorship

Sponsoring one particular aspect of the conference brings its own list of benefits and related costs. Organisations may also contribute to the cost of one of the options shown below with recognition in the Conference Handbook.

For estimated costs or to discuss your contribution, **please contact Linda Bruce on 0131 474 9228 or email [linda@cosla.gov.uk](mailto:linda@cosla.gov.uk)**

## OPTIONS

Excellence Awards Ceremony Dinner

Evening Pre-Dinner Reception

Lunch(es)

Refreshment Breaks

Delegate Writing Pads

Delegate Pens

Delegate Conference Bags

## Promotional Literature and/or Complimentary Gifts

An opportunity exists for including promotional literature or small complimentary gifts in the Delegate Briefcase at a cost of £300 + VAT per item. We would require you to supply approximately 300 copies or gifts.

Please contact Linda Bruce on **0131 474 9228** or email [linda@cosla.gov.uk](mailto:linda@cosla.gov.uk) for further information.

## Partner's Attendance

Partners of all delegates are welcome to attend the conference at an additional cost of £280 plus VAT.

For catering and administrative purposes, please provide details of your planned attendance at the event. All accommodation will be in either a twin or double room with your partner. Access to the leisure facilities at Crieff Hydro is also available to partners.

## Delegate Booking

Please photocopy this form for each delegate attending and return it to **Linda Bruce** at the address below by **Monday, 19 September 2016**.

COSLA,  
Verity House,  
19 Haymarket Yards,  
Edinburgh, EH12 5BH

T: 0131 474 9228

F: 0131 474 9378

E: [linda@cosla.gov.uk](mailto:linda@cosla.gov.uk)





## Delegate Booking Form

First Name _____	Surname _____
Job Designation _____	Organisation _____
Address for Correspondence _____	Telephone _____
_____	Email _____
_____	_____

### ATTENDANCE OPTIONS AND COSTS

Delegates are invited to 'pick and choose' the most appropriate options. For a description of all the options, please refer to the notes overleaf. We regret that **NO REFUNDS** can be made, although delegates may substitute, providing reasonable notice is given. It is also important to note that it is **NOT** possible for delegates to 'share' a conference place.

Prices are shown excluding VAT

#### Full Conference Option (please tick)

	*Member	Non-Member
1. Full residential conference delegate (includes everything listed below EXCEPT accommodation on Wednesday, 5 October	<input type="checkbox"/> £399	<input type="checkbox"/> £475
2. Day delegate on Thursday, 6 October	<input type="checkbox"/> £180	<input type="checkbox"/> £250
3. Day delegate on Friday, 7 October	<input type="checkbox"/> £180	<input type="checkbox"/> £250
4. Accommodation on Wednesday, 5 October	<input type="checkbox"/> £99	<input type="checkbox"/> £99
5. Accommodation on Thursday, 6 October	<input type="checkbox"/> £99	<input type="checkbox"/> £99
6. Pre-Dinner Reception, Excellence Awards Ceremony & Dinner on Thursday, 6 October	<input type="checkbox"/> £77	<input type="checkbox"/> £77

\* Member – Denotes Elected Members and Officers from COSLAs Membership Local Authorities

## PAYMENT

Please choose one of the following payment schemes (A or B)

**A. I enclose a cheque for the amount shown below**   
made payable to COSLA

Amount payable £ \_\_\_\_\_

Please add VAT at 20% £ \_\_\_\_\_

Total amount due to COSLA £ \_\_\_\_\_

A VAT Invoice will be sent separately and a confirmation letter closer to the date of the conference.

**B. Please invoice my organisation**

Authorised signature \_\_\_\_\_

Please print name \_\_\_\_\_

## SPECIAL REQUIREMENTS

	Delegate	Partner
Diet?		
Audio?		
Visual?		
Access?		

## PARTNER'S BOOKING DETAILS

Name \_\_\_\_\_

Address for Correspondence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

### Partner's attendance schedule

Accommodation on Wednesday, 5 October (double/twin occupancy)

Accommodation on Thursday, 6 October (double/twin occupancy)

Refreshments and lunch on Thursday, 6 October

Refreshments and lunch on Friday, 7 October

Pre-Dinner Reception, Excellence Awards Dinner and Ceremony on Thursday, 6 October

Amount payable - £280.00

Please add VAT at 20% - £56.00

Total amount due to COSLA - £336.00

I enclose a cheque for the amount shown above

Further information is available from Linda Bruce on  
T: 0131 474 9228 E: linda@cosla.gov.uk

# Local Government: Leading Reform

In Partnership With



## ANNUAL CONFERENCE PROGRAMME 2016

### Thursday, 6 October

<b>Time</b>	<b>Session</b>	<b>Speaker</b>	<b>Room</b>
8.30am	Registration, Coffee and Exhibition Viewing		Ballroom, Wintergarden and Loggia
9.00am	Brief outline of the day Chaired by	John McKay STV Broadcaster	Melville Hall
9.15am	Presidential Address	Councillor David O'Neill President COSLA	Melville Hall
9.30am	A Stock Take: Done well up to now, how do we improve going forward?	Colin Mair Chief Executive Improvement Service	Melville Hall
9.45am	Theme to be confirmed	City Deals Empowering Communities	Melville Hall
10.45am	Tea/Coffee and Exhibition Viewing		Ballroom, Wintergarden and Loggia



11.15am	Theme to be confirmed	Sadiq Khan (inv) Mayor of London	Melville Hall
12.15pm	Living Together in Diverse Local Communities: Leading, Developing and Empowering Municipalities in Europe	Mrs. Gudrun Mosler Törnström First Vice-President of the Congress of the Council of Europe, Vice President of the Parliament of Land Salzburg (Austria)  Mr Ibon Uribe Mayor of Galdakao, Chair of the Equality Commission of the Council of European Municipalities and Regions (CEMR), President, Basque Municipalities Association  Mr. Andreas Kiefer, Secretary General Congress of Local and Regional Authorities of the Council of Europe	Melville Hall
1.00pm	Lunch and Exhibition Viewing		Meikle
1.45pm	Fringe Event	Land Engineering (Scotland) Ltd	Drawing Room
1.45pm	Fringe Event Leading Reform: Syrian Refugees one year on – How Councils have led the way	Case Study Contributions	Drummond
2.30pm	First Minister Address	Nicola Sturgeon MSP First Minister Scottish Government	Melville Hall
2.50pm	Theme to be confirmed	Sally Loudon Chief Executive COSLA	Melville Hall
3.10pm	Tea/Coffee and Exhibition Viewing		Melville Hall, Ballroom, Wintergarden and Loggia

3.45pm	Strong Political Leadership at a Local Level for Public Service Reform	Professor John Curtice	Melville Hall
4.20pm	COSLA Politicians on Providing Political Leadership	Speakers to be confirmed	Melville Hall
4.45pm	Keynote Speaker	Jamie Andrew Mountaineer	Melville Hall
5.15pm	Close Day One		
6.45pm	Pre-Dinner Reception		Ferntower
7.15pm	Excellence Awards Dinner and Ceremony	Hosted by Jackie Bird Broadcaster BBC Scotland	Melville Hall

**Friday, 7 October**

<b>Time</b>	<b>Session</b>	<b>Speaker</b>	<b>Room</b>
9.00am	Registration, Coffee and Exhibition Viewing		Ballroom, Wintergarden and Loggia
9.30am	Local Governments Role in Influencing and Shaping Public Sector Reform	Kezia Dugdale MSP Leader Scottish Labour Party	Melville Hall
		Willie Rennie MSP Leader Scottish Liberal Democrats	
		Ruth Davidson MSP (inv) Leader Scottish Conservative & Unionist Party	

Patrick Harvie MSP  
Co-Convenor  
Scottish Green Party

Derek Mackay MSP  
Cabinet Secretary for Finance and Constitution  
Scottish National Party

10.45am Tea/Coffee and Exhibition Viewing

11.15am Political Pre-Meetings

SNP Pre-Meeting

Drummond

Labour Pre-Meeting

Drawing Room

Independent Pre-Meeting

Loggia

Liberal Democrats Pre-Meeting

Barvick

Conservatives Pre-Meeting

Earn

Chief Executives Pre-Meeting

Ferntower

12.15pm Theme to be confirmed

Angela Constance MSP  
Cabinet Secretary for Communities,  
Social Security and Equalities

Melville Hall

12.45pm Convention

Melville Hall

1.45pm Closing Remarks

Councillor David O'Neill  
President  
COSLA

Melville Hall

2.00pm

Lunch and Close of Conference

Meikle



West Lothian  
Council

**COUNCIL EXECUTIVE**

**CODE OF CORPORATE GOVERNANCE – ANNUAL REPORT**

**REPORT BY GOVERNANCE MANAGER**

**A. PURPOSE OF REPORT**

To provide assurance in relation to compliance with the standards in the council's Code of Corporate Governance and related governance matters.

**B. RECOMMENDATIONS**

1. To note that the information provided in relation to compliance with the Code in 2015/16 and related issues concerning corporate governance.
2. To note that the standards of the Code have continued to be substantially met in 2015/16.
3. To note that this report will be referred to Audit & Governance Committee for consideration in accordance with established procedures.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Being honest, open and accountable
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Code of Corporate Governance. The council's Corporate Plan 2013/17 identifies governance and risk as one of three co-ordinated enablers underpinning the delivery of the Plan's priorities and outcomes
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	None
<b>V Relevance to Single Outcome Agreement</b>	None
<b>VI Resources - (Financial, Staffing and Property)</b>	Within existing resources
<b>VII Consideration at PDSP</b>	Not required
<b>VIII Other consultations</b>	Monitoring Officer, Audit and Risk Manager, Chief Solicitor, Governance & Risk Board,

## **D. TERMS OF REPORT**

### **1.0 Background**

1.1 The council in June 2010 adopted a revised Code of Corporate Governance based on a new Framework, Delivering Good Governance in Local Government, produced by CIPFA/SOLACE. The Code is built around six over-arching principles of good governance for councils, and beneath those principles there are further sub-divisions in a hierarchy, at the bottom of which sit specific standards against which compliance with the Code can be measured. The council's Corporate Plan 2013/17 identifies corporate governance and risk as one of the three co-ordinated enablers underpinning the delivery of the Plan's priorities and outcomes.

1.2 The six over-arching principles are:-

- Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area
- Members and officers working together to achieve a common purpose with clearly defined functions and roles
- Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk
- Developing the capacity and capability of members and officers to be effective
- Engaging with local people and other stakeholders to ensure robust public accountability

1.3 Ongoing compliance with the Code and reporting on compliance is now the responsibility of the post of Governance Manager, but other senior officers have other roles to play in particular areas, such as the Monitoring Officer (in broad terms, statutory compliance) and the Audit & Risk Manager. All senior officers have their own responsibilities in their service areas, and the Governance & Risk Board oversees the work of the Risk Working Group, the Corporate Governance Working Group and the Delegations Working Group. Each service is to appoint Risk Champions and Governance Champions to link their respective service areas into the Code and compliance.

1.4 An annual report is brought to Council Executive each year to provide assurance in relation to the extent of compliance with the Code, to provide information about steps taken to address areas of concern identified in the past, and to identify areas of concern requiring future attention. As well as consideration by Council Executive, the report is also taken to Audit & Governance Committee for detailed consideration.

1.5 The following classes of information and evidence provide the basis for giving members assurance that the standards of the Code continue to be substantially met in 2015/16.

## 2.0 **Audit & Governance Committee**

2.1 That committee's remit and activity is significant in relation to all aspects of corporate governance. It receives regular and frequent reports in relation to risk and internal audit activity; reports and recommendations from the external auditors (who attend meetings of the committee); the same from the Accounts Commission; and *ad hoc* reports in relation to unanticipated areas of concern. Its meetings in 2015/16 included these items as examples of its business:-

- Annual Governance Statement and Unaudited Accounts
- System of Internal Control - Internal Audit and External Audit Reports
- Local Scrutiny Plan
- Public Reporting of Statutory Performance indicators
- Report to members and Controller of Audit, with the Audited Accounts
- Investigation reports in relation to night shift payments and school fund accounts

2.2 Audit Scotland confirmed, as with previous years:-

- That they were content to place formal reliance on the work of the council's Internal Audit function in carrying out their own external audit work
- That Internal Audit operated in compliance with the Public Sector Internal Audit Standards
- That no significant control weaknesses had been identified

2.3 The committee considered the annual report on the Code of Corporate Governance at its meeting in September 2015. It simply noted its terms and made no specific recommendations for actions or improvement.

2.4 In June 2016, the committee also considered and approved the council's Annual Governance Statement which forms part of the council's unaudited accounts for submission to its external auditors (Appendix 1).

## 3.0 **Governance & Risk Board**

3.1 The Board is chaired by a Depute Chief Executive and has representation from all service areas, including the Monitoring Officer, the Audit & Risk Manager, the Chief Solicitor (also Depute Monitoring Officer), and the Governance Manager. It reports when required to the Corporate Management Team and oversees the work of the Risk Working Group, the Corporate Governance Working Group and the Delegations Working Group.

3.2 Its meetings in 2015/16 included these items of business:-

- Review and testing of business continuity plans, including the corporate plan and services' own plans
- Risk monitoring and reporting arrangements within service areas

- Monitoring and reporting on corporate high risks and strategic risks
- Implementation of Audit/Inspectorate Recommendations from Internal and External Audit Reports and Action Plans
- Whistleblowing Hotline and reporting
- Review of draft policies and strategies on their way to PDSP and committee, such as the Anti-Fraud and Corruption Policy and the Risk Management Policy and Strategy

#### 4.0 **Management Plans**

4.1 Management Plans are an important and vital link between the council's corporate aims and priorities and implementation at a service level, with their identification and reporting of actions and performance monitoring measures. Many of the standards built into the Code are clearly reflected in the Plans, for example:-

- Explaining service structures, services and activity budgets
- Partners and partnership working
- Relevance to Corporate Plan priorities and responsibility for corporate strategies
- Customer participation and consultation
- Employee engagement
- Performance and actions
- Improvement and efficiency activity

4.2 All are reported to members and are available to the public through PDSPs in the spring each year, and then on the council's website. They provide information on the service's activities in the preceding year and planned activities for the forthcoming year and are an essential tool in assisting the translation of service activity into evidence of compliance with the Code.

#### 5.0 **Policy and Strategy Development and Reviews**

5.1 During the year there were many significant steps taken corporately and at service level which have a material impact on compliance with the standards. A brief selection is:-

- People Strategy
- Public Performance Reporting
- Risk Management Policy and Strategy
- Community Planning structures and governance and Community Engagement Plan



- Anti-Fraud and Corruption Policy
- 5.2 The reports and minutes of decisions for all of these are readily available on the council's website through COINS. New and reviewed policies and strategies as a matter of routine explain when they will be reviewed again and how performance will be reported.
- 6.0 **Monitoring and Reporting**
- 6.1 There is clear evidence from PDSP and committee and council reports and minutes of regular and transparent reporting in relation to significant aspects of the council's functions and which have a bearing on compliance with the Code. Some examples follow:-
- Progress against the Corporate Plan, and Factfile 2015
  - Financial assurance and service governance in relation to the integration of health and social care functions
  - Extended reporting on SQA results, attainment and positive destinations
  - Anti-Poverty Strategy, Food Poverty Working Group, and Welfare Reform
  - Equalities Outcomes and progress on public sector equality duty
  - Ongoing revenue and capital budget and programme reports to committee
- 6.2 Performance reporting continues through quarterly reports to PDSPs, reports to the Performance Committee and Education (Quality Assurance) Committee, and public performance reporting arrangements through Covalent.
- 7.0 **Systems and procedures**
- 7.1 The implementation of corporate policies and procedures provides additional evidence of compliance with the standards in the Code, for example:-
- Redesigned website and intranet
  - Employee Appraisal and Performance Framework
  - Living Wage
  - Asset Register and Contracts Register
  - Testing of corporate and service business continuity plans
  - Extension of the Scheme of Delegations to Officers to a level within service, to record the posts with each service to which duties under the council's most significant policies and procedures is devolved

7.2 In the reporting year, changes were made to posts and responsibilities which touch on corporate governance issues. The council's Head of Corporate Services has been appointed as Monitoring Officer, and a new post of Governance Manager covers the wider aspects of corporate governance. Both work in cooperation with the Risk & Audit Manager in relation to the corporate governance agenda.

## 8.0 **Annual Compliance Statements**

8.1 The Code requires an annual statement of compliance to be made by the relevant responsible officer on a number of issues. Through benchmarking carried out in 2014/15 it was established that although some other councils require senior officers to produce annual compliance statements, they are not readily available through their websites, and that publication of these statements is important from the point of view of openness, transparency and accountability.

8.2 These annual statements are the responsibility of the Monitoring Officer and are attached in Appendix 3, except for the first two which are reported on through different channels:-

- Freedom of Information - reported on separately by the Head of Corporate Services
- Councillors' Code of Conduct - reported on separately by the Monitoring Officer and Governance Manager
- Breaches of the law - Monitoring Officer
- Best Value Framework - Head of Finance & Property Services
- Procurement - Head of Corporate Services
- Fraud and Corruption Head of Finance & Estates
- Employee Whistleblowing - Head of Finance & Property Services
- Discipline and Grievances - Head of Corporate Services
- Occupational Health & Safety - Head of Corporate Services
- Protection of Vulnerable Groups - Head of Corporate Services
- Information Security - Head of Corporate Services
- Public Sector Equality Duty - Head of Corporate Services
- Covert Surveillance and Accessing Communications Data - Chief Solicitor

8.3 Each of these annual statements of compliance concludes that the council's policies and procedures are operating satisfactorily or effectively and any breaches or areas of improvement have been identified. None of the breaches highlighted is considered to have had, or to have, a material or significant impact on the operations or finances of the council.

## 9.0 **Standards in the Code**

- 9.1 Appendix 2 contains a list of the standards in the Code, and the aggregate scores allocated to each. Each item requires to be assessed across three factors – approach, deployment and review, as explained below:-
- Approach - what system or procedure has been put in place to meet the requirement of the Code
  - Deployment -whether that system or procedure has actually been used
  - Review - what arrangements are in place to review and revise that system or procedure
- 9.2 None of the above factors is concerned with the quality or effectiveness of systems or procedures; those are monitored and judged in other ways through various scrutiny routes. The scores are concerned with the provision and review of the systems themselves.
- 9.3 The maximum score across all three elements is 12, the lowest is zero. Scores are allocated to red (0-5, inclusive), amber (6-8, inclusive) and green (9-12) categories.
- 9.4 The table in the appendix shows:-
- Those for which it has been assessed that the scores have risen (shaded in green)
  - Those for which it has been assessed that the scores have fallen (shaded in red)
  - For both categories, a brief explanation is provided as to the reasons to justify that higher or lower assessment
- 9.5 The following information should be noted, based on scores updated for the current year:-
- As for the last two years, there are no red scores, only greens and ambers
  - Green scores represent 259 out of 360, or 72%
  - Amber scores represent 101 out of 360, or 28%
  - The number of green scores has risen by 29
  - The number of amber scores has fallen by 29

9.6 Comparative figures for this and the last two years are as follows:-

	2015/16	2014/15	2013/14
Green	259 (72%)	230 (64%)	250 (69%)
Amber	101 (28%)	130 (36%)	110 (31%)
Red	0 (0%)	0 (0%)	0 (0%)
Total	360	360	360

## 10 Areas of concern

- 10.1 Two areas of concern highlighted in last year's report were in relation to overdue reviews of Standing Orders for the Regulation of Meetings, MMW Protocols and other significant governance documents, and in relation to members' training. Both of those have been addressed as follows:-
- The Code calls for significant governance documents to be formally reviewed at least once per administrative term. Some are kept under regular and continuous review through officer working groups, but others require more discrete attention. That review process was commenced through Partnership & Resources PDSP in December 2015 and reports are due back to the PDSP after the summer recess in 2016
  - In relation to members' training, work is ongoing, including discussions with the Improvement Service, the acquisition of a software system to allow electronic access for members to online training resources and briefings, and the arrangements for member induction and training after the local government elections in May 2017 are also under consideration. Further steps will be taken to enhance and expand the training opportunities and uptake for and by elected members in 2016/17. It is anticipated that the greatest opportunities will arise after the local government elections in May 2017.
- 10.2 Overall, the low amber scores are related again to members' training (as noted above), and some slippage in the streamlining of the Code of Corporate Governance itself, which will be taken forward through the Corporate Governance Working Group and the Governance & Risk Board.
- 10.3 The standards where a reduction in scores was identified will be targeted through the Board and actions put in place to secure a future improvement in their scoring.

## **E. CONCLUSION**

On the basis of all of the factors and information noted in this report, the council can be assured that the standards of the Code of Corporate Governance continue to be substantially met.

## **F. BACKGROUND REFERENCES**

- 1 Minutes of meetings of Audit & Governance Committee throughout 2015/16
- 2 Council Executive, 30 June 2015
- 3 Meetings of the Corporate Management Team, Governance & Risk Board, Risk Working Group, Corporate Governance Working Group
- 4 Audit & Governance Committee, 20 June 2016

Appendices/Attachments:   1. Annual Governance Statement  
  2. Code Standards and Scores  
  3. Annual Compliance Statements

James Millar, Governance Manager, 01506 281613, [james.millar@westlothian.gov.uk](mailto:james.millar@westlothian.gov.uk)

Date of meeting: 30 August 2016

## ANNUAL GOVERNANCE STATEMENT

This statement assures stakeholders on the adequacy of corporate governance arrangements within West Lothian Council.

### SCOPE OF RESPONSIBILITY

West Lothian Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. Furthermore, sound governance arrangements are essential in fulfilling the statutory duty to secure Best Value.

In discharging this accountability, elected members and senior officers are responsible for stewardship of resources and governance of the council's affairs. To this end, the council has in place a Code of Corporate Governance based on a Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authority Chief Executives (SOLACE) framework. The council also has management and reporting arrangements to ensure the Code is adhered to.

The council's Code of Corporate Governance is built around six governance principles:

- Focusing on the purpose of the council, outcomes for the community and a vision for the local area;
- Elected members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Promoting values for the council and demonstrating good governance through upholding high standards of conduct and behaviour;
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of elected members and officers to be effective;
- Engaging with local people and other stakeholders to ensure robust public accountability.

A copy of the code is on the council website at:

<http://www.westlothian.gov.uk/article/4077/Governance>

or can be obtained from the Chief Executive's Office, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

### THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The governance framework comprises the systems, processes, culture and values by which the council is directed and controlled and the activities through which it is accountable to, engages with and leads the community. It enables the council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services. The governance framework has been in place at West Lothian Council for the year ended 31 March 2016 and up to the date of approval of the Annual Accounts.

The Code of Corporate Governance is supported by evidence of compliance which is reviewed on an annual basis and is available for inspection.

The system of internal control is a significant part of the governance framework and is based on an ongoing process designed to identify risks to the achievement of the council's objectives, to evaluate the likelihood of those risks occurring and to consider the potential

impact of the risks and to manage them effectively. Internal controls cannot eliminate all risk of failure to achieve objectives and can only provide reasonable and not absolute assurance.

The system of internal financial control is designed to provide assurance on the effectiveness and efficiency of operations and on the reliability of financial reporting. It is based on a framework, which includes: financial regulations, a system of management supervision, delegation and accountability, supported by regular management information, administrative procedures and segregation of duties. The system of internal control is subject to Audit and Governance Committee scrutiny. Development and maintenance of the system is undertaken by managers within the council. Key elements include:

- A documented internal control framework relating to financial processes, procedures and regulations;
- A comprehensive budgeting and monitoring framework;
- Scrutiny of periodic and annual financial and operational performance reports;
- Performance management information;
- Project management disciplines.

The Audit, Risk and Counter Fraud Unit includes internal audit which is an independent appraisal function which examines and evaluates systems of financial and non-financial control. Internal audit operates in accordance with the Public Sector Internal Audit Standards. An annual audit plan is prepared based on an assessment of risk. Internal audit reports are issued in the name of the Audit, Risk and Counter Fraud Manager who has the right, when deemed necessary, of direct access to the Chief Executive. An Audit and Governance Committee monitors the independence and effectiveness of internal audit, and the Audit, Risk and Counter Fraud Manager prepares an annual report to the Committee which provides an independent opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.

## **REVIEW OF EFFECTIVENESS**

In 2015 the responsibilities previously discharged by the Chief Legal Officer were reviewed. The statutory officer post of Monitoring Officer was transferred to the Head of Corporate Services, and other duties in relation to corporate governance were allocated to a new post of Governance Manager. The division of those functions strengthens the council's approach to corporate governance by separating the duties of the statutory role of Monitoring Officer from the wider corporate requirements of good governance which extend beyond legislative compliance.

The Governance Manager will in future report to Council Executive on the Code of Corporate Governance which will incorporate the Statements of Compliance prepared through the Monitoring Officer and signed by relevant members of the Corporate Management Team to deal with compliance with legislation and the council's most significant corporate policies. As has been the case since 2013, the annual report will be referred to Audit and Governance Committee for further detailed scrutiny.

Since the start of 2016, the Governance Manager has also assumed the role of Chair of the Working Group that is responsible for overseeing the operation of corporate governance in practice. The Group includes Governance Champions from each service. The role of the Corporate Governance Working Group complements the Risk Management Working Group which is chaired by the Audit, Risk and Counter Fraud Manager and comprises Risk Champions from across service areas.

Both Working Groups report to the Governance and Risk Board. The Governance Manager, the Monitoring Officer, the Chief Solicitor (who is Depute Monitoring Officer) and the Audit,

Risk and Counter Fraud Manager are all members of that Board, which also has members from across all service areas. Established in 2013/14, the Board has played a significant role in the oversight of corporate governance matters, including audit and risk.

The Code of Corporate Governance is maintained on the council's performance system, Covalent, with a settled scoring methodology applied and used to measure compliance and monitor progress against each of the requirements of the Code. The annual report will be published when it is reported to Council Executive. The annual report includes information about compliance through red/amber/green (RAG) analysis and a list of scores against all of the Code's standards. The Audit, Risk and Counter Fraud Manager independently reviews the adequacy, effectiveness and extent of compliance with the Code and conducts an annual review of agreed elements of the Code. As well as ensuring there are proper systems and procedures in place, the working group also focuses on the quality of these systems and procedures and verifying their deployment throughout the Council. Areas of concern and improvement will be identified in the annual report to Council Executive and Audit and Governance Committee.

In addition, the Local Authority Accounts (Scotland) Regulations 2014 require the council to conduct, at least once in each financial year, a review of the effectiveness of its system of internal control. Based on the audit work undertaken during 2015/16, including a review of the system of internal control, the Audit, Risk and Counter Fraud Manager has concluded that the council's framework of governance, risk and control is sound.

As well as ensuring there are proper systems and procedures in place, the working group also focuses on enhancing the quality of these systems and procedures and verifying their deployment throughout the council. The evidence in the annual report for 2015/16 indicates arrangements for corporate governance have operated well.

In 2014/15, two areas highlighted were in relation to formal reviews of significant governance documents and in relation to elected members' training:-

- Through the Partnership and Resources PDSP in December 2015, a review was commenced of Standing Orders for the Regulation of Meetings, the Scheme of Administration, the Multi-member Ward Protocols for Officers and for Members, and role descriptions of elected members. Reports will be presented to the PDSP after the summer recess in 2016 with the work on schedule to be completed as planned
- The Governance Manager has worked in conjunction with the Head of Corporate Services in relation to improvements in the training opportunities for elected members. Discussions have taken place with the Improvement Service about sharing training resources developed by them, and to making training materials available in ways other than traditional training arrangements. Further work is planned, in particular in relation to induction arrangements for any new councillors following the local government elections in May 2017

West Lothian Council's financial management arrangements conform to the requirements of the CIPFA Statement on the role of the Chief Financial Officer in Local Government (2010).

## **SIGNIFICANT GOVERNANCE ISSUES**

Audit Scotland, as part of their 2014/15 annual report on the audit of West Lothian Council, reviewed the governance and accountability arrangements in place in the council. Their report to the council on 29 September 2015 stated 'based on our observations and audit work, our overall conclusion is that the governance arrangements in West Lothian Council are operating effectively'.

The Corporate Governance Working Group considered the annual statements of compliance made by the relevant responsible officer on a number of issues, as well as assessment results on each element of the Code. The publication of those signed statements, and the associated transparency and openness, are significant and valuable elements in giving assurance to the council in relation to governance matters.



It can be concluded that evidence of compliance with the standards of the council's Code of Corporate Governance indicates that the standards were substantially met in 2015/16. The council will continue to take steps in 2016/17 to further improve awareness of and compliance with the Code.

**Signed:** .....

**Graham Hope**  
**Chief Executive**  
**Date:**

**Councillor John McGinty**  
**Leader of the Council**  
**Date:**

## APPENDIX 2 - CORPORATE GOVERNANCE STANDARDS 2015/16

GREEN (10 - 12)			
This year	Last year	Standard	Reasons for movement
12	10	1.1.1e Formal annual report against SOA	Annual report to Community Planning Partnership Board; Factfile 2015
12	12	1.1.1k Terms of reference for service plans.	
12	12	1.1.1L Service Plans reflect corporate objectives.	
12	12	1.1.4d Bi-annual financial statements.	
12	10	1.2.2c Committee Reports detailing complaints dealt with and analysed by outcome.	Quarterly reports to Performance Committee; annual report on complaints performance to committee; report on SPSO complaint outcomes
12	12	1.2.2q Risks to service delivery are identified, captured and reported on.	
12	12	1.3.1a Budget and monitoring reports provided to committee that demonstrate compliance with the requirements of the Prudential Code.	
12	12	1.3.1b Prudential indicators approved by Council.	
12	12	1.3.1c Annual capital plan approved by Council Executive.	
12	12	1.3.1d Quarterly monitoring reports to committee.	
12	12	1.3.1i The annual budgeting and Management Planning process ensures compliance with Standing Orders, Scheme of Delegation, Financial Regulations and Council policy.	
12	12	2.1.1e Governance arrangements reviewed annually and reported to senior management and committee.	
12	12	2.1.1m HEAD OF PAID SERVICE: Under Standing Orders an officer is appointed Head of Paid Service under s4 of the Local Government and Housing Act 1989 and is responsible to the authority for all aspects of operational management.	
12	12	2.1.1n MONITORING OFFICER: An officer is appointed as Monitoring Officer under S5 Local Government and Housing Act 1989.	
12	12	2.1.1o s95 OFFICER: An officer is appointed as Proper Officer under S95 of the Local Government (Scotland) Act 1973.	
12	12	2.2.2e Chief Executive appointed Head of Paid Service under s4 of the Local Government and Housing Act 1989.	

<b>This year</b>	<b>Last year</b>	<b>Standard</b>	<b>Reasons for movement</b>
12	11	2.2.4b Appointment of a senior officer to the role of s95 officer.	Correction of score, to match 2.1.1o
12	12	2.2.4d Authority's accounts are compiled in accordance with statutory and professional accounting standards.	
12	12	2.2.4e Budgetary control framework and procedures have been developed.	
12	12	2.2.4f Documentation showing that the budgeting / service planning process was followed for setting the budget	
12	12	2.2.4g Authority's accounts are supported by comprehensive papers.	
12	12	2.2.4h The accounts and working papers are approved in accordance with relevant timetable.	
12	12	2.2.4i Regular reporting to committee of financial position and performance, together with projected position.	
12	12	2.2.4j Compliance with the standard expected by external audit as evidenced in their annual report to the Council including the Performance and Risk framework.	
12	12	2.2.4k Annual report of Head of Internal Audit.	
12	9	2.2.5a An officer is appointed to ensure that agreed procedures are followed and applicable statutes and regulations complied with. These duties are defined within their job description.	New arrangements in place between Governance Manager and Head of Corporate Services now appointed as Monitoring Officer
12	12	2.2.5c Internal audit reports highlight any material breaches of Standing Orders or Financial Regulations.	
12	12	2.3.2d Remuneration for Elected Members available for public inspection.	
12	12	2.3.2e Expenses for Elected Members information available for public inspection.	
12	12	2.3.2L Development of an Organisational Change Policy to ensure that change is communicated and managed effectively.	
12	12	2.3.3a Council wide financial and budget performance system in place which enable monitoring and reporting regularly during the financial year.	
12	12	2.3.3b Annual accounts produced within deadlines and certified without qualification.	
12	12	2.3.3c A schedule of main council and committee meetings is planned to ensure that members regularly meet on a formal basis to set the strategic direction of the authority and monitor service delivery.	
12	12	2.3.3e Corporate guidance developed for high level KPI's to reflect the results section of WLAM, which is reviewed annually.	
12	7	2.3.4L Report annually in Factfile on performance against targets and challenges in the Corporate Plan.	Factfile 2015

<b>This year</b>	<b>Last year</b>	<b>Standard</b>	<b>Reasons for movement</b>
12	12	3.1.1c Financial Regulations in place and reviewed at least once every administrative term.	
12	12	3.1.1f Schedule of meetings published within defined timescales.	
12	10	3.1.1j Members' Allowance Scheme arrangements approved by Council	Reviewed annually and reported to PDSP and committee
12	10	3.1.1k Published record of allowances.	Reviewed annually and reported to PDSP and committee; published on internet
12	12	3.1.1L Annual Governance Statement produced.	
12	12	3.1.2a Anti-fraud and anti-corruption policies created and reviewed at least once every administrative term. Policies cover officers, elected members and customers.	
12	12	3.1.2h Pre-employment disclosure checks are undertaken and a risk assessment process in place.	
12	12	3.1.2n Complaints procedure for officers	
12	11	3.1.2r Performance appraisal procedures.	Finalisation and roll out of Appraisal & Development Review Framework
12	10	3.1.3a A corporate standard on equality has been developed, which influences activities at all levels. This standard is reviewed and reported against at least once per annum.	Equality Mainstreaming actions and reporting to committee; reporting on Equality Outcomes Progress
12	12	3.1.3c Registers created for declarations of interest of Members	
12	12	4.1.1j Put in place proper arrangements to satisfy the statutory review of financial and operational reporting processes.	
12	12	4.1.3d A register of Members Interests is maintained, reviewed and made available for inspection.	
12	12	4.1.3e Robust guidance available for Elected members on what constitutes a conflict of interest.	
12	12	4.1.4e Findings of Internal Audit are regularly reported to the Audit Committee.	
12	12	4.1.4f Findings of annual corporate risk assessment regularly reported to Audit Committee.	
12	12	4.1.4g Action plans derived from External Audit reports regularly reported to Audit Committee.	
12	12	4.2.1c Calendar of dates for submitting, publishing and distributing timely reports.	
12	10	4.2.2c Ensure that a senior officer is made responsible to the authority for ensuring that appropriate advice is given on financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal control.	Correction to score, to match 2.1.1o

This year	Last year	Standard	Reasons for movement
12	12	4.3.1a Risk management is embedded in the Strategic Planning, Financial planning, Service Delivery, Policy making and review, Project management, Performance management. This is included in council the Standing Orders	
12	9	4.3.1b Risk management policy is adopted/approved by committee and reviewed and updated at least once every administrative term.	Revised policy approved in current year
12	8	4.3.1c Risk management strategy and risk management processes are adopted/approved by committee and reviewed and updated at least once per annum.	Revised policy approved in current year; high level review of Risk Management, reports to Audit & Governance Committee
12	12	4.3.1d Authority maintains and reviews a register of its corporate business risks, linking them to strategic business objectives and assigning ownership for each risk.	
12	12	4.3.1m Service management teams regularly review significant risks that could prevent the service and/or the authority from achieving its key business objectives.	
12	12	4.3.1p A report is provided annually to committee, to report on the most significant risks to the council and the effectiveness of the systems of internal risk control for these risks and other risks in general.	
12	12	4.3.1q Authority has conducted an annual review of the effectiveness of the system of internal control and has reported on this in the Statement on Internal Control (SIC).	
12	12	4.3.1r Sources of assurance to support the SIC have been identified and are reviewed by senior officers and members.	
12	12	4.3.1s There are action plans in place to address any significant control issues reported in the SIC.	
12	12	4.3.2a Whistle blowing policy exists, which is approved by committee, updated regularly and is reviewed by committee at least once per administrative term.	
12	11	4.4.3a Monitoring Officer appointed in terms of s5 of the Local Government and Housing Act 1989.	Role and position reviewed, separation from corporate governance etc., new appointment made
12	12	6.1.3a Authority publishes its accounts in accordance with the statutory requirements	
12	11	6.2.5b Annual report which provides details of both positive and negative performance in terms of outcomes specified in the Single Outcome Agreement	Annual report to Community Planning Partnership Board; Factfile 2015
12	12	6.2.5c Timely production of the annual financial statements	
12	12	6.3.1a Staff, trade unions and other relevant representatives are consulted and involved in decision making.	
11	11	1.1.1a ABCDE Scottish Government 15 national outcomes incorporated into the partnerships Single Outcome Agreement(NEW)	
11	11	1.1.1d Performance against SOA measures published on the intranet.	

This year	Last year	Standard	Reasons for movement
11	9	1.1.1i The council's activities and achievements from the previous year are published together with and the planned initiatives for the current year.	Factfile 2015
11	11	1.1.2e Customer experiences of services taken into consideration in planning process	
11	9	1.1.4a Formal annual report against SOA.	Annual report to Community Planning Partnership Board; Factfile 2015
11	9	1.1.4g Public reporting of corporate performance.	Annual report to Community Planning Partnership Board; Factfile 2015; Review of Public Performance Reporting; PI information through website
11	9	1.1.4h Public reporting of service performance.	Annual report to Community Planning Partnership Board; Factfile 2015; Review of Public Performance Reporting; PI information through website
11	11	1.2.2d Formally approved complaints policy, which is reviewed and the public are aware of it.	
11	10	1.2.2e Complaints system records actions taken to prevent re-occurrence.	CRM records; reporting to Complaints Board; reporting to CMT; reporting to Performance Committee
11	11	1.2.2h Corporate communication standard developed.	
11	10	1.2.2i Customer contact arrangements are in place to record customer comments, complaints and requests for service.	New website; better facilities for online complaints, applications, service requests and payments; CRM records and reporting
11	11	1.3.1e Annual budgeting process that links priorities and resource allocation.	
11	11	1.3.1f Five year general services capital budget consultation with committee.	
11	11	1.4.2b Training is provided for all parties involved in the delivery of the plans	
11	11	2.1.1f Documented and approved process for holding officers to account for achieving agreed objectives and implementing strategy.	
11	11	2.1.1L CHIEF EXECUTIVE: Published job description.	
11	10	2.1.1u ELECTED MEMBERS: Annual review of operation of Code of Conduct reported to senior management and committee.	Annual report completed followed by issue of Learning Points additional guidance
11	9	2.2.1a Scheme of delegation (including scheme of delegation for each service).	Template finalised for each service; review process put in place
11	11	2.2.1f There are clear management processes to ensure compliance with Standing Orders, Scheme of Delegation Financial Regulations and Council policy	
11	9	2.2.2a Up to date job description for the chief executive which sets out their operational responsibilities	Correction to score, to match 1.1.1l

This year	Last year	Standard	Reasons for movement
11	10	2.2.2d A robust performance management system which enables all operations to be reported on in terms of meeting performance standards targets and levels of satisfaction.	Review of Performance Reporting; revised guidance on performance standards and reporting; updating of Covalent
11	9	2.2.2f Contract of Employment and Scheme of Delegation reflect responsibility under s4 of the Local Government and Housing Act 1989.	Head of Paid Service role in Scheme of Delegations
11	11	2.3.2c A scheme for member remuneration and allowances and personnel policies and conditions of service which ties in with the national scheme.	
11	9	2.3.3i Reports include detailed performance results both absolute and relative to peer authorities, clear indication of below, on or above target results, highlighting areas where corrective action is necessary.	Review of Public Performance Reporting; Covalent; Performance Committee; quarterly PDSP performance reports
11	11	2.3.3L Performance measures and benchmarking are being used to describe and evaluate how the authority's asset base contributes to the achievement of corporate and service objectives, including improvement priorities.	
11	9	2.3.4j Community Planning Partnership Board meets to review progress at least once per year.	Quarterly monitoring reports; annual report to CPPB
11	11	3.1.1a Corporate values set and promoted through major corporate documents and other media.	
11	9	3.1.1h Agendas and minutes of meetings published within defined timescales. Verification of minutes through content management.	Evidence shows full compliance for committees, almost full compliance for PDSPs
11	11	3.1.2i Compliance with Protection of Children legislation in respect of officers and members appointed to a childcare position	
11	9	4.1.2b Record of decisions and supporting materials as well as use of casting vote.	Evidence shows full compliance for committees and PDSPs
11	9	4.1.2g Ratification of any urgent decisions taken by officers in accordance with standing orders.	Evidence shows full compliance
11	9	4.1.3c Record declarations being sought and made at all committee meetings.	Evidence shows full compliance
11	11	4.2.2d Protocols are in place that require services to seek proper professional advice on the financial implications arising from committee reports.	
11	10	4.3.1a Ensure that risk management is embedded into the culture of the authority, with members and managers at all levels recognising that risk management is part of their jobs.	Risk Working Group; Governance & Risk Board; review of Risk Management Policy; Audit Risk and Counter-Fraud Strategy review
11	10	4.3.1f Corporate risk register is supported by or incorporates a series of department/service risk registers that identify and assign lower level of operational risks.	Service area risk registers; reported and reviewed at SMT meetings, reviewed at CMT when required; Governance & Risk Board oversight

This year	Last year	Standard	Reasons for movement
11	11	4.3.1i Regular risk management reporting to the responsible member committee which takes appropriate action to ensure that corporate business risks are being actively managed, including reporting to full council as appropriate.	
11	9	4.3.1L A senior management team regularly reviews the most significant risks that could prevent the authority achieving its key business objectives.	Considered via Governance & Risk Board, CMT and EMT
11	10	4.3.1n Risk related issues identified by auditors and inspectors are captured, actioned and reviewed.	Risk Working Group; Governance & Risk Board; actions added to Covalent and monitored; reports to Audit & Governance Committee followed up to identify outstanding actions
11	11	5.1.2d There is a job description / personal specification for each statutory officer role	
11	11	5.2.3a External scrutiny is undertaken of the council's performance.	
11	10	5.3.1d Resident panel structure	Review of Tenant Participation Strategy; WL Citizens' Panel review/refresh started
11	11	6.1.1a There is a community strategy in place which sets out what the goals and responsibilities of the community planning partnership are.	
11	9	6.1.3c Authority publishes a report for the public on the outcomes specified in the single outcome agreement which is accessible to the public	Factfile 2015
11	11	6.2.1a A communication strategy is developed that establishes clear channels of communication with all sections of the community and other stakeholders, and puts in place proper monitoring arrangements to ensure that they operate effectively.	
11	11	6.2.2b Reports of council meetings available for inspection	
11	10	6.2.5a Public Performance Reporting which is accessible, user friendly and tailored to the needs of local communities.	Review of Public Performance Reporting
10	10	1.1.1f Ten year Community Plan for West Lothian produced in conjunction with local partners in public services, the private sector, voluntary sector and communities. Inclusion of targets and challenges in the plan	
10	10	1.1.1h A Corporate Plan detailing the vision for the council is produced each administrative term.	
10	9	1.1.1m Communication Strategy for corporate objectives.	Development of Community Engagement Strategy
10	10	1.1.2a Signed off purpose and vision statement	
10	10	1.1.2b Review of the authority's vision	
10	10	1.1.2d Assessment of impact of changes from vision document.	
10	8	1.1.4c Report against Corporate Plan	Factfile 2015



This year	Last year	Standard	Reasons for movement
10	10	1.1.4e Annual service users feedback report.	
10	9	1.1.4f Publication of Statutory performance indicators (SPI's) on an annual basis	Review of Public Performance Reporting
10	9	1.2.1a Agreed set of service quality standard measures.	Performance & Improvement Team guidance on Service Standards; WLAM; reports to Performance Committee
10	9	1.2.2b Performance trends are established and reported upon.	Review of Public Performance Reporting; Complaints Board; Performance Committee
10	10	1.2.2j Unified approach to complaint handling across the council, with a common point of entry and also across community planning partnerships and other forms of partnership working.	
10	10	1.2.2L An Audit Committee remit that covers financial controls.	
10	10	1.3.1h Annual monitoring reported to committee.	
10	10	1.3.1j Clear corporate instruction on how to measure VFM and the corporate requirement to monitor VFM.	
10	10	1.3.1m VFM programme for auditors which will determine improvement actions to be taken.	
10	9	1.3.1n Compare information about the economy, efficiency and effectiveness of services provided by similar organisations.	Local Government Benchmarking Framework; service-based networking and benchmarking; WLAM requirement
10	9	1.3.1o Benchmarking is used to ensure that services are performing well.	Local Government Benchmarking Framework; service-based networking and benchmarking; WLAM requirement
10	9	1.4.1a Plans are developed which ensure adequate and effective handling of recognised civil emergencies.	Testing of WLC1 and 2 services via Risk Working Group and Governance & Risk Board; corporate mock test of Corporate BCP
10	12	2.1.1d Public document setting out authorities approach to governance.	Review of and streamlining of the Code not yet completed
10	9	2.1.1t ELECTED MEMBERS: Annual training for elected members on the code of conduct for elected members, including the officer/member interface.	Annual training completed; additional local guidance in writing; Learning Points circulated; revised statutory guidance circulated; training arrangements made and training started
10	10	2.1.1x EMPLOYEES: A code of conduct for employees is approved by the council. The code is reviewed each administrative term.	
10	9	2.3.2h Structured pay scales reflecting competence for officers.	Review following implementation of Living Wage; progress on revised job evaluation scheme

This year	Last year	Standard	Reasons for movement
10	9	2.3.2i Competencies Incorporated into job grading process.	Review following implementation of Living Wage; progress on revised job evaluation scheme
10	9	2.3.2m Development of Job Evaluation and job matching procedures or adoption of recognised national standards	Progress on revised job evaluation scheme
10	10	2.3.3f Appropriate key performance indicators have been established and approved for each service element and included in the service plan.	
10	9	2.3.3g Regular reports on progress and delivery of KPI's, which are presented to managers and members.	Review of Public Performance Reporting; Covalent; Performance Committee; quarterly PDSP performance reports
10	9	2.3.3h Performance committees receive performance reports which focus on responsibilities under the Corporate Plan.	Review of Public Performance Reporting; WLAM
10	8	2.3.4f Major strategic documents approved within management and committee terms.	Many examples of committee approval for policies and strategies, management approval for procedures and guidelines
10	10	2.3.4g Corporate Plan produced, after consultation, which sets out the targets and challenges ahead.	
10	9	2.3.4k Review of progress against the Community Plan targets every two years and regular reporting of review outcomes.	Quarterly monitoring reports; annual report to CPPB; Factfile 2015
10	10	2.3.5e The activities and decisions of outside bodies to which the council has appointed a member as a representative are reported back to the appropriate forum within the council.	
10	10	2.3.6e The activities and decisions of outside bodies to which the council has appointed an officer as a representative are reported back to the appropriate forum within the council.	
10	9	3.1.1g Meetings held in public and minutes published unless there are good reasons for confidentiality.	Compliant, sound procedures to identify private reports, small number not taken in public
10	10	3.1.1i Disclosure of senior officer emoluments.	
10	10	3.1.2c Code of Conduct for Employees	
10	10	3.1.2g Services are delivered by trained, experienced and appropriately qualified people	
10	10	3.1.2L Defined standards of personal behaviour, to which individual members, officers, and agents of the authority are required to subscribe. Methodology created for declarations of interest, conflict etc. Registers regularly audited.	
10	10	3.1.2m Complaints procedure for Elected Members developed and reviewed at least once every administrative term.	

<b>This year</b>	<b>Last year</b>	<b>Standard</b>	<b>Reasons for movement</b>
10	10	3.1.2p Induction scheme developed and reviewed at least once per administrative term. Induction training carried out for members.	
10	8	3.2.1a Council statement of values	Corporate Plan; committee reports
10	10	3.2.2a Ethical standards are set and monitored against an appropriate standard or standards.	
10	10	3.2.3d Process for referral and responding to Standards Commission investigations.	
10	10	3.2.4a The council's values are considered when making decisions.	
10	10	4.1.1c As a committee report progresses through the committee structure, comments received at each stage are captured in the committee report for consideration at the next stage.	
10	10	4.1.1d Scrutiny work-plans are systematically driven by the authority's priorities.	
10	9	4.1.1h Agendas and minutes of scrutiny meetings available for inspection.	Currently compliant via Coins
10	9	4.1.2a Decision making protocols.	Ongoing review of MMW Protocols
10	10	4.1.3b Standing orders in place that deal with procurement, ratification and execution of contracts.	
10	10	4.1.4a Terms of reference in place for Audit Committee.	
10	10	4.1.5a Complaints protocol and procedures in place.	
10	10	4.2.2e Ensure that a senior officer is made responsible to the authority for ensuring that appropriate advice is given on legal matters.	
10	10	4.3.1g Relevant training and guidance for all staff to enable them to take responsibility for managing risk within their own working environment.	
10	10	4.3.1t An appropriate committee has responsibility for the review and approval of the SIC and considers it separately from the accounts.	
10	9	5.1.1h Assessments of the skills of individual officers and a training & development plan developed for each officer	Review of People Strategy; Appraisal and Development Framework
10	10	5.3.1f Committees encourage stakeholders to attend and participate in meetings.	
10	10	5.3.2c OFFICERS: There is a training and development of current managers together with identification and training of future managers.	
10	9	5.3.2d OFFICERS: Investors in People reviews and personal development plans for officers	Review of People Strategy; Appraisal and Development Framework
10	10	6.2.3f Effective and well communicated comments and complaints procedure.	
10	10	6.2.6b Complying with the requirements of the Freedom of Information Act	

This year	Last year	Standard	Reasons for movement
10	10	2.2.2b Established appraisals arrangements for the Chief Executive.	
10	10	2.2.2c Established appraisals arrangements for all senior directors.	
10	10	2.3.2j Process for structure setting, approving, grading and addressing appeals.	
10	10	3.2.1c Shared values are regularly and effectively communicated with Elected Members, officers, partners and community and the values form part of the decision making process.	
10	10	3.2.1d Shared values are affirmed within major corporate plans and strategies.	
10	10	5.2.3b Internal scrutiny is undertaken of the council's performance.	
10	8	6.2.3a Arrangements are in place to enable the authority to engage with all sections of the community effectively.	Development of Community Engagement Plan; consultations on website
10	8	6.2.3b Citizen consultations are undertaken by service areas in relation to specific issues and projects (e.g. capital project consultation)	Development of Community Engagement Plan; consultations on website
10	8	6.2.3d A management framework is in place that requires customer consultation with all sections of the community.	Management Plans; Community Engagement Plan
9	9	1.1.1j Performance against Corporate Plan regularly reviewed by committee	
9	12	1.1.2c Review of governance code	Progress of streamlining code not completed
9	9	1.1.3b Documented record of process of determining and reviewing vision	
8	7	1.1.3g Maintenance of schedule of partnerships	Management Plans
9	8	1.2.1e The A to Z of public council services containing standards for all services. Maintenance and updating of A to Z of public council services reviewed annually by a designated officer	New webpages and intranet; Service Standards Guidance from Performance & Improvement Team
9	9	1.2.2a Regular reports produced on progress of service delivery.	
9	9	1.2.2k Regular testing of complaints handling procedure to ensure it meets consumer needs and expectations.	
9	9	1.2.2m A Performance Committee that covers non-financial controls.	
9	8	1.3.1L Monitoring of VFM captured WLAM.	Best Value regime; Annual Compliance Statement
9	8	1.3.1r Consultation is undertaken before policies and plans are developed.	Management Plans; Consultations on website; developing Community Engagement Plan
9	9	1.3.1v An efficiency statement is produced and published on a regular basis	
9	9	2.1.1q ELECTED MEMBERS: Protocol contained in national Code of Conduct for Councillors.	

This year	Last year	Standard	Reasons for movement
9	9	2.1.1v CHIEF OFFICERS: Contract of employment/job outline for Chief Officers reviewed every administrative term and updated as required.	
9	8	2.2.1d Established terms of reference and reporting arrangements of all committees and any sub-committees of the authority.	Ad hoc updates made during current year; Scheme of Administration contains remits; subject to review of Standing Orders, etc.
9	8	2.2.5b Schemes of Delegation, Standing Order and Financial Regulations which are consistent with statute.	Now subject to review of Standing Orders, etc.
9	8	2.3.1c Protocols for communications between officers and groups of and individual elected members.	Employee Code of Conduct; MMW Protocols, now subject to review of Standing Orders, etc.
9	9	2.3.2f Remuneration information for officers available for public inspection.	
9	9	2.3.2k Managers decisions shaped by identifiable drivers such as modernisation of service, efficiency or best value.	
9	9	2.3.3j Committee reports on below par performance include SMART action plans to improve performance.	
9	7	2.3.3k Performance management systems are documented regularly, regularly reviewed and updated to take into account changes to organisation structure and new performance measurement frameworks (including the Scottish Governments National Performance Framework)	Review of Public Performance Reporting; Covalent; Performance Committee; quarterly PDSP performance; Scottish Government's National Performance Framework
9	8	2.3.4a A list of accountable bodies to consult has been produced in order to maintain an effective dialogue with those to whom we are accountable.	Management Plans; consultations on website
9	8	2.3.4b Protocols for consultation with third parties.	Management Plans; consultations on website; developing Community Engagement Plan
9	9	2.3.4h Community Plan produced, after consultation, in conjunction with local partners in public, private sector and voluntary sectors and with communities, which plan sets out the targets and challenges ahead.	
9	9	2.3.4i There is committee scrutiny and review to examine priority and performance against the twelve local challenges (as incorporated in the SOA).	
9	9	3.1.3b Registers created for declarations of interest of employees	
9	9	3.1.3d Develop procedures for identifying potential conflict and for dealing with conflict that arises.	
9	9	3.2.3f Complaint process re officers' behaviour developed and reviewed at least once every administrative term.	
9	9	3.2.3g Complaint process re agents' behaviour developed and reviewed at least once every administrative term.	
9	9	3.2.4b The council's values are considered in all committee reports.	

This year	Last year	Standard	Reasons for movement
9	9	4.1.2c Formal statement which specifies the types of decisions that are delegated to officers and those that are reserved for members.	
9	9	4.1.2d Record of professional advice used in reaching decisions.	
9	9	4.1.3a Members and officers codes of conduct refer to a requirement to declare interests.	
9	9	4.1.3f Robust guidance available for officers on what constitutes a conflict of interest.	
9	9	4.1.3g Up to date register maintained of gifts and hospitality received for Elected Members. Audit of register undertaken at least once per administrative term.	
9	9	4.1.3j Ensure that effective, transparent and accessible arrangements are in place for dealing with complaints that relate to conflicts of interest.	
9	9	4.1.4b Terms of reference in place for Performance Committee.	
9	9	4.1.4h Financial Strategy and Audit Risk Analysis Plan for coming year presented to Audit Committee.	
9	9	4.3.1e Corporate register includes risks which arise from and within partnerships.	
9	9	4.3.1o Risk analysis takes into consideration positive risks (opportunities) as well as negative risks (threats).	
9	9	4.4.3b There is a scheme of delegation which requires officers to comply with the law when carrying out their duties.	
9	9	4.4.3c Committee reports ensure that the legal implications of the recommendations with in the report are clearly spelled out	
9	9	5.1.2a Clear remits set out in Scheme of Delegation to officers.	
9	8	5.1.2b Scheme of Delegation to Officers has been communicated to staff, including those not delegated to take action.	Advice notes to services for SMTs; training sessions via Bite Size programme; development of Template for services' delegated powers
9	11	5.1.2c Contract of employment / job descriptions for Statutory Officers. Review every administrative term and update as required	Formal role descriptions in Scheme of Delegations require review and updating
9	9	5.1.3a Clear remits set out in Scheme of Delegation to officers.	
9	7	5.1.3e Training & Development plan for each Chief Officer	Through new Appraisal & Performance Review Framework
9	9	5.2.1g Corporate Governance Working Group recommendations to senior management and to committee.	
9	9	5.2.3d A performance system is in place that captures targets set by committees and allows monitoring and reporting of performance against these targets.	

This year	Last year	Standard	Reasons for movement
9	9	5.3.1h Encouraging citizens to be aware of the role of the local authority both as a service provider, as an employer and as organ of local democracy.	
9	9	6.1.1c Results from internal / external consultation exercises have been analysed and published	
9	9	6.2.1b Processes for dealing with competing demands within the community	
9	9	6.2.4a Develop a clear policy or framework for consultation and feedback	
9	9	2.2.1c An effective and clear scheme of delegation is in place, including a formal section identifying matters reserved to Council, i.e. not delegated	
9	6	2.3.6c Officer's responsibilities on outside bodies training provided generally at least once per administrative term.	Delivered to small group of officers during the year, training materials available
9	9	3.1.1d Scheme of Delegation in place and reviewed at least once every administrative term.	
9	9	4.2.1a Framework agreed between members and officers to ensure that the general information needs of members to support decision making is in place.	
9	9	4.2.2a Ensure that records are maintained of Committee meetings to demonstrate decision making, including advice tendered and supporting materials used.	
9	7	4.3.1h A committee has specific responsibility included in its terms of reference to consider corporate risk management.	Remit of Audit & Governance Committee
9	8	2.1.1a Political management structure is approved by Council and available on the internet	Scheme of Administration; appointment of Executive Councillors, now subject to review of Standing Orders, etc.
9	9	2.1.1i Published job descriptions for all officers and Elected Members.	
9	9	2.2.3a Job description for the Leader and Chief Executive that make respective roles clear	
9	7	2.3.4e Statutory procedures are followed where these exist.	Many examples of compliance
9	8	3.2.5a Develop guidance for partnership working, to include protocols, processes and guidance.	Revision underway as part of work on ALEOs
9	9	4.1.1k Put in place proper arrangements to satisfy voluntary independent review of financial and operational reporting processes.	
9	8	4.1.2i Council Minutes record decisions effectively	Coins records; subject to review of Standing Orders, etc.
9	8	5.1.1g Contract of employment/job description. Roles and responsibilities for officers including job profile and personal specification for each role.	Recruitment Policy and Procedure; development of new Job Evaluation Scheme

This year	Last year	Standard	Reasons for movement
9	7	5.1.3b Scheme of Delegation to Officers has been communicated to staff, including those not delegated to take action.	Finalisation of Template for services' own delegations; briefing Note to CMT for cascading to managers; training session through Bite Size programme
9	9	5.1.3c Contract of employment / job descriptions for Chief Officers. Review every administrative term and update as required	
9	9	5.1.3d There is a job description / personal specification for each chief officer role	
9	9	5.2.1a Contract of employment/job outline for senior officers.	
9	8	5.2.1f Investors in People reviews and personal development plans for officers	Appraisal & Development Review Procedure; review of People Strategy
9	8	5.3.2e OFFICERS: Career development and progression in place for employees.	Appraisal & Development Review Procedure; review of People Strategy
9	8	6.1.1b There is a local authority corporate strategy that supports and facilitates the delivery of the outcomes of the community strategy.	Corporate Plan, Priorities, Workstreams and Strategies
9	6	6.1.3b At least annually there is a report against scrutiny activity.	Many examples through Coins
9	9	6.2.4b A communication strategy is developed that establishes clear channels of communication with all sections of the community and other stakeholders, and puts in place proper monitoring arrangements to ensure that they operate effectively.	

### AMBER (6 - 9)

This year	Last year	Standard	Reasons for movement
8	8	1.1.3a Fully Signed off and published Community Plan.	
8	7	1.1.3c Agreed role and scope of funded organisations contribution to tasks	Health Checks; Enterprising Third Sector; partnership Working Guidance reviewed via ALEOs paper
8	7	1.1.3d Agreed role and scope of contracted partner contribution to tasks	Health Checks; Enterprising Third Sector; partnership Working Guidance reviewed via ALEOs paper



This year	Last year	Standard	Reasons for movement
8	8	1.1.3e Agreed role and scope of statutory partnership contribution to tasks	
8	7	1.1.3h Evidence of compatibility of partnership and local authority goals.	Community Planning Partnership work to align CP Partners to SOA outcomes and priorities
8	8	1.2.1b Clear processes in place to hear the views of users and non-users from all backgrounds.	
8	8	1.2.1c Evidence that views have been taken into account in service planning delivery.	
8	7	1.2.1d Comparison and analysis of quality of service provided by similar organisations.	Local Government Benchmarking Framework; services' own benchmarking and networking
8	8	1.2.2g Staff trained to deal with complaints and empowered to deal with them.	
8	8	1.4.2a Exercises are conducted that establish the effectiveness of the plans.	
8	6	2.1.1h Standing Orders contain details of the responsibilities of Elected Members and officers.	Scheme of Delegations defines powers; committee remits cover powers; Standing Orders contain rules of conduct and duties to Chair, etc.
8	7	2.1.1j LEADER of the COUNCIL: Published job description.	Now subject to review of Standing Orders, etc.
8	7	2.1.1y EMPLOYEES: Protocol in place detailing how to operate with Elected Members from multi member wards.	Now subject to review of Standing Orders, etc.
8	7	2.2.1b Scheme of delegation to Community Planning Partnerships.	CPP Workstreams; actions following Audit Scotland report
8	6	2.2.1e Standing Orders and Financial Regulations are regularly reviewed.	Financial Regulations reviewed during the year; ongoing review of Standing Orders, etc.
8	7	2.2.4c Schemes of Delegation, Standing Order and Financial Regulations which are consistent with statute	Now subject to review of Standing Orders, etc.
8	8	2.3.2g Expenses for officers information available for public inspection.	
8	7	2.3.3d Committee remits focusing on strategic decisions and performance monitoring.	Now subject to review of Standing Orders, etc
8	8	2.3.4d Evidence to support the quality of consultation e.g. breadth of promotion, diversity of participants and respondees.	
8	8	2.3.4m The Single Outcome Agreement (SOA) reflects the outcome measures to be delivered by the Community Plan. SOA reviewed at least every three years.	
8	6	2.3.6a Effective and clear scheme of delegation in place.	Template delegations arrangements for services; Scheme reviewed and updated periodically; ad hoc changes when required
8	6	2.3.6b There is guidance provided for Officers relating to effective working relationships between Officers and partners.	Guidance reviewed and updated; training delivered to officers via Bite Sixe programme; notes available

This year	Last year	Standard	Reasons for movement
			electronically
8	7	2.3.7a A guide to partnership agreements is available to define partnership and provide guidance to ensure consistency of application and standards.	Available on My Toolkit; under review as part of ALEOs paper
8	8	3.1.1e Values incorporated into decision making process (see 3.2.1 below)	
8	8	3.1.2q Induction of new officer on standards of behaviour	
8	6	3.1.2k Protocol developed governing relationship between members and officers	Training delivered to officers at service level and through Bite Size programme; subject to review of Standing Orders, etc.
8	7	4.1.1a The role of scrutiny has been established through a scheme of delegation.	Now subject to review of Standing Orders, etc.
8	8	4.1.1b The role of scrutiny has been established through committee structures.	
8	8	4.1.1i Follow up requests in response to scrutiny undertaken by members.	
8	8	4.1.2e Committee reports requiring a decision include an assessment of risks associated with the decision.	
8	7	4.1.1f Record of meetings of groups established to scrutinise reports, data and findings.	Reports of Citizen Led Inspections; minutes of PDSPs, Performance Committee and EQAC
8	8	4.2.1b Description of pre-determined report formats for major decision making which includes option appraisals, risk analysis, financial, staffing and property implications, policy and legal implications, local impact analysis and reference to the vision, purpose	
8	8	4.2.2b Officers create and retain notes which record details of any legal and financial advice given.	
8	8	4.2.2f Protocols are in place that require services to seek proper professional advice on the legal implications arising from committee reports.	
8	8	4.3.1k Reports to support strategic policy decisions and project initiation documents include a risk assessment and the identification of mitigating action.	
8	7	4.4.1a The constitution, remit and powers of the local authority are defined.	Ongoing review of Standing Orders, etc.
8	8	4.4.2b Officers receive regular training relating to specific relevant legislation and the extent of their legal responsibilities.	
8	8	4.4.2c Officers ensure that a proper record is maintained of any legal advice issued by them.	
8	8	5.1.1a Induction programme which includes an introduction to the local environment and the sector, the authority's relationship with other bodies and the context for the authority's strategy	

This year	Last year	Standard	Reasons for movement
8	8	5.1.1f Induction programme which includes an introduction to the local environment and the sector, the authority's relationship with other bodies and the context for the authority's strategy	
8	8	5.1.1i Access to update courses / information	
8	8	5.1.2e Training & Development plan for each Statutory Officer	
8	6	5.2.2d Senior management and committees review policy, decisions and any external advice sought	
8	8	5.3.1a Improving awareness of the local authority through partnership working.	
8	10	5.3.1e Participation in Community Councils is encouraged and maximised.	WLACC ceased to operate, no replacement plans, loss of representation at PDSP and CPPB
8	10	5.3.1f Committees encourage stakeholders to attend and participate in meetings.	More could be done by LACs and PDSPs to encourage public participation, loss of WLACC at PDSPs
8	9	5.3.1g Performance, Development and Scrutiny Panels encourage stakeholders to attend and participate	WLACC ceased to operate, no replacement plans, loss of representation at PDSP, more could be done to encourage public participation
8	8	6.1.2a Establish a database of stakeholders with whom the authority should engage and for what purpose. Database also records the effect of any changes made.	
8	7	6.2.3c Locality planning framework that encourages local citizens to become involved in the issues within their multi-member ward	Community Engagement Plan; Regeneration Plans; Citizens' Panel
8	8	6.2.3e Disability Forum to engage with disabled citizens of West Lothian	
8	8	6.2.6a The council's stated values and standing orders and reporting standards ensure that the authority as a whole is open and accessible subject only to the need to preserve confidentiality where it is proper and appropriate to do so.	
8	8	4.1.3h Up to date register maintained of gifts and hospitality received for officers. Audit of register undertaken at least once per administrative term.	
7	7	1.1.4b Report against Community Plan	
7	7	1.3.1q Corporate framework/guidance for assessing environmental impact of policies, plans and decisions.	
7	6	1.3.1w Programme of VFM exercises undertaken	WLAM; Best Value regime and annual compliance statement; CSE
7	6	2.1.1b Terms of reference for the administration of each committee reviewed every administrative term and update as required.	Ongoing review of Standing Orders, etc.

This year	Last year	Standard	Reasons for movement
7	6	2.1.1p ELECTED MEMBERS: Job descriptions for Members' role approved by Council. Reviewed every administrative term and updated as required.	Ongoing review of Standing Orders, etc.
7	6	2.1.1r ELECTED MEMBERS: Protocol for the best practice to be observed in multi member wards.	Ongoing review of Standing Orders, etc.
7	6	2.2.3b Political management structure is clear and effective. Reviewed every administrative term and updated as required.	Ongoing review of Standing Orders, etc.
7	7	2.3.2b Roles and responsibilities of all senior officers, together with the terms of their remuneration and its review, are clearly defined in writing and reviewed annually.	
7	6	2.3.5b There is guidance provided for Members relating to effective working relationships between Members and partners.	Guidance reviewed and updated; training offered; guidance available electronically to members
7	7	2.3.5d A document, which has been accepted by all partners, establishes all roles and responsibilities relating to the activities of the partnership.	
7	7	2.3.6d A document, which has been accepted by all partners, establishes all roles and responsibilities relating to the activities of the partnership.	
7	7	2.3.7c For each partnership there is a clear statement of principles and objectives, clarity and definition of roles and responsibilities, a statement of funding sources and accountability and a protocol for dispute resolution.	
7	6	3.1.1b Standing orders in place and reviewed at least once every administrative term.	Ongoing review of Standing Orders, etc.
7	7	3.1.2e There are contractual controls relating to the conduct of agents of the council.	
7	7	3.1.2f Protocols in place to ensure that relevant areas that are not covered in the standing orders are clarified and appropriately regulated.	
7	7	3.1.2o Complaints procedure for agents of the council	
7	7	3.2.5b Values are agreed with partners and reflected within the partnership agreement.	
7	7	4.1.1e Scrutiny is supported by documented evidence, option appraisal and data analysis.	
7	7	4.1.1g Evidence of improvements of proposals as a result of scrutiny.	
7	7	4.1.1L Ensure that the results of scrutiny and challenge are properly captured, reviewed and actioned. Ensure that actions and outcomes are reviewed to deliver positive benefits are realised.	
7	7	4.1.2f Impact assessment and consequences of decisions should be reported back to members.	
7	7	4.4.2a Members receive regular training relating to specific relevant legislation and the extent of their legal responsibilities.	

This year	Last year	Standard	Reasons for movement
7	7	5.1.1b Roles and responsibilities for elected members including job profile and personal specification.	
7	7	5.1.1c Training & development plan for each member	
7	7	5.1.1d Assessments of the skills of individual members	
7	6	5.1.1e Access to update courses / information	Liaison with Improvement Service, e.g., Social Media training
7	7	5.2.1b Training plan in place for elected members.	
7	7	5.2.1c Roles with governance duties are identified. Specific training is provided.	
7	7	5.2.1d Training plan in place for elected members	
7	6	5.2.1e Roles and responsibilities for officers and elected members including job profile and personal specification for each role.	Subject to ongoing review of Standing Orders, etc.
7	7	5.2.2a Job outlines, personal development plans, learning and development plans	
7	7	5.2.2b Training plan in place for elected members	
7	7	5.3.1c Area forum roles and responsibilities	
7	7	5.3.2f OFICERS: There is succession planning in place.	
7	9	6.2.2a There has been active promotion of meetings to the public.	More scope other than use of Coins
7	7	6.2.5d Making the findings of inspectors and regulators available to the public as well as the results of any self-assessments undertaken by the authority itself, which identify the areas where the authority needs to improve.	
7	7	4.4.3d Training for managers includes legislative requirements of the council.	
7	6	1.1.3f Agreed role and scope of other partners contribution to tasks.	
6	6	2.3.5c Members responsibilities on outside bodies training provided generally at least once per administrative term and specifically for those members who are appointed to a body each time a member is so appointed.	
6	6	4.1.2h Evidence of the use of option appraisals in reaching decisions.	
6	6	4.1.4c Members of the Audit and Performance Committees are independent of the executive function.	
6	6	4.1.4d Committee members training in place to ensure effective performance within the audit committee.	

<b>This year</b>	<b>Last year</b>	<b>Standard</b>	<b>Reasons for movement</b>
6	6	4.3.1j Risk management awareness training for those members with specific responsibility for risk management and ultimately for all members	
6	6	4.4.3e Training for elected members includes legislative requirements of the council	
6	6	5.2.3e An Elected Member Appraisal system is in place which results in the production of a Personal Development Plan for each Elected Member.	
6	6	5.3.1b Stakeholder forums terms of reference	
6	6	5.3.2a ELECTED MEMBERS: There is a development programme in place for Elected Members.	
6	6	5.3.2b ELECTED MEMBERS: There is succession planning in place.	

## Local Code of Corporate Governance - Annual Statement of Compliance 2015/16

<b>Name of Policy or Procedure:</b>	<b>Information Security Policy</b>	
<b>Responsible Officer:</b>	Julie Whitelaw – Head of Corporate Services	
<b>Stated Requirement in Code:</b>	Annual Statement of Compliance	
<b>Report required by:</b>	Corporate Management Team	April 2016 Meeting
		Next report due April 2017

**Report by Head of Corporate Services on Statements of Compliance with arrangements**

The Information Security Policy is maintained by IT Services who are responsible for the continuous development and review of the policy associated procedures and technical controls. IT Services also log, manage and report all breaches of policy and facilitate ongoing compliance across service areas.

During the 2015/16 financial year the following volumes of security incidents were recorded:

<i>Service Area/Category</i>	<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Phishing</i>	<i>Total</i>
Area Services	32	2	0	34	68
HCBS	91	1	0	164	256
Finance and Estates	34	5	0	64	103
Education	4	6	1	11	22
Corporate Services	52	16	2	190	260
Social Policy	101	5	0	227	333
Operational Services	35	2	0	54	91
Schools	8	3	0	8	19
P&ED	22	0	0	44	66
<b>Total</b>	<b>379</b>	<b>40</b>	<b>3</b>	<b>796</b>	<b>1218</b>

*Impact Categories: Low* - relates to viruses identified and removed, *Medium* - relates to virus outbreaks and other cyber security incidents, *High* - relates to loss of data, critical vulnerabilities and loss of systems

A total of 1218 incidents were logged in 2015/16. This compares to 195 in 2014/15. This is an overall increase of 625% which is largely due to a proliferation of 'phishing' emails being reported at a rate of +1000% on the previous year. Such emails are recorded by the IT Service Desk and often require manual logging, removal and onward reporting to internet authorities. Figure 2 shows the breakdown in incident type in 2015/16:

Account Management	6	0.1%
Cyber Incident	11	0.1%
Phishing Email	796	
Virus	324	
<b>Total</b>	<b>1120</b>	<b>91.1%</b>
Data Handling	60	0.4%
Data Loss	3	0.1%
Lost Equipment	17	0.1%
Stolen Equipment	1	0.1%
<b>Total</b>	<b>1218</b>	<b>100%</b>

There was a 16% decrease in non- 'phishing email' incidents recorded in 2015/16.

In order to minimise the risks of recurrences and exposure to penalties, each incident is handled systematically identifying risks and threats to council IT Systems. This also ensures that policies and other controls remain effective and adequate.

During 2015/16 there were 45 Risk Assessments conducted on security incidents. This is a decrease of 39% on the previous year. None of the incidents were considered significant enough to notify the Information Commissioner. However, corrective actions were taken in each case to minimise the impact and risk of recurrence. All incidents were reported via established governance routes i.e. to the Information Working Group and ICT Programme Board. General security awareness is maintained through direct emails and the 'I-Matters' email newsletter.

The council achieved annual compliance with the PSN (Public Services Network) on 23<sup>rd</sup> August 2015. The Cabinet Office audit and scrutinise the security controls put in place in order to ensure compliance across Local Government.

A Privacy Impact Assessment procedure was added to the Project Management Procedures in 2015/16. This is to ensure the ongoing privacy of personal information in the council.

Significant incidents in 2015/16 included the hacking of a schools website, a compromised user account and reports of potential 'Cyber Attacks' on council systems. The latter belongs to a new generation of internet risk that is highlighted in the Scottish Government's Cyber Security Strategy (November 2015). The principles of this strategy are to be implemented into the council's ICT planning and operations in 2016/17.

During 2015/16 an internal audit of the Information Asset Register found that control in relation to the administration of the council's information asset register was unsound. An action plan has been agreed to address the findings and this includes regular review of the Information Asset Register which is now undertaken at the Information Management Working Group and subsequently reported to Heads of Service at the ICT programme board.

**Conclusions Drawn from Report**

The council's existing policy and procedures in respect of Information Security are operating effectively.

**Matters for Forward Periods**

The Information Security Policy, other IT Policies, procedures and procedures will be reviewed against the Scottish Government Cyber Security Strategy and developed accordingly.

Data Sharing/Processing Agreements will continue to be applied to formal exchanges of information and contracts.



**Certificate by Head of Support Services**

I certify that the council's existing policies and procedures in respect of information security are operating effectively and will continue to be monitored and reviewed regularly in keeping with Corporate Governance standards

**Signature**



**Date** 20/7/16.



Name of Policy or Procedure	Occupational Health and Safety Policy
Responsible Officer	Julie Whitelaw – Head of Corporate Services
Stated Requirement in Code	Annual Statement of Compliance
Report Required by	Corporate Management Team
Review Date	April 2016
Report by Head of Corporate Services on Statements of Compliance with arrangements	<p>The council's Health and Safety Policy Statement sets out the framework for Health and Safety. It defines expectations and the arrangements to meet those expectations. The Health and Safety policy and the council's scheme of delegation sets out the roles and responsibilities of officers.</p> <p>Within the review period Health and Safety have carried out compliance audits of safety management procedures and systems. The findings and resulting action plans are agreed with, and subsequently provided to the manager of the unit audited. Copies of the action plans are provided to the Head of Service and Depute Chief Executive. The Health and Safety team monitor progress by services against the audit actions plans.</p> <p>Monthly reports are provided to the Corporate Management Team to inform them of safety issues/ concerns that have or could affect the working arrangements and services of West Lothian Council</p> <p>Incident data is also included in the information provided to the Corporate Management Team. This provides information on the reportable incidents and incidents of note that have occurred within the previous month. Incident data is also provided to Heads of Service and their management teams The Health and Safety advisers also provide monthly reports or attend each service management team meeting on a minimum of a quarterly basis to provide service specific information on issues within each service. This data analysis will also be accompanied with recommendations for actions. From 2016 all management teams will receive a service specific safety report.</p> <p>During the course of the year there have been 48 incidents that have been reported to the enforcing authority, The Health and Safety Executive (HSE) under the statutory requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (RIDDOR), as shown in Table 1 below.</p>

Table 1 – RIDDOR reportable incidents

HSE Reportable 2015/16 *(2014/15)	RIDDOR reportable incidents to the HSE	HSE Notices – Notification of Contravention / Fee For Intervention / Improvement Notice	HSE Visits / Enquiries
CHCP	1	-	-
Corporate	-	-	-
HCBS	7	2	2
Operational Area	33	-	5
Education	7	-	5
Finance & Estates	-	-	
PED	-	-	
<b>Total</b>	<b>48*(53)</b>	<b>2 *(1)</b>	<b>12*(5)</b>

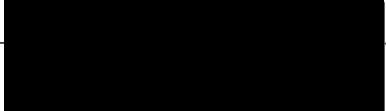
During 2015/2016 there has been interest from the HSE following incidents relating to Hand Arm Vibration Syndrome, Working at Height, the use and operation of machinery and the examination of lifting equipment.

The HSE served one Notification of Contravention in relation to the operation of lifting Equipment on a construction site but no further enforcement action was taken following the remedial actions taken.

A Fee for Intervention invoice in relation to a previous breach of the Control of Asbestos at Work Regulations 2012 was also received.

A five year rolling programme of policy and guidance review has begun following a review of current provision. The number of policies and guidance notes will reduce during the initial five years to ensure that documentation available reflects approved code of practice and regulatory changes.

Conclusions Drawn from Report	The councils existing Occupational Health and Safety policy is operating effectively and will continue to be monitored and reviewed regularly in keeping with Governance standards.
Matters for Forward Periods	The Council should remain committed to embedding strong safety management practices throughout the organisation. Services should ensure there are clearly defined aims for health and safety outlined within a service health and safety action plan with clearly defined actions and completion requirements. Planning will allow them to meet organisational objectives and ensure that individual service needs are identified,

	<p>resources allocated and issues addressed.</p> <p>An online health and safety management system will be implemented in all services in 2016/2017. This integrated software solution will promote consistency in the management and control of health and safety information and will assist services in demonstrating due diligence.</p> <p>There is a continued need for all managers to ensure the systems for health and safety are complied with and properly managed within their areas.</p> <p>Occupational Health and Safety Supplementary Policies and Safety Arrangements Booklets need to be reviewed regularly and Managers are required to ensure that those employees who have responsibility outlined in these documents are made aware of them with monitoring taking place to ensure that these responsibilities are carried out. The five year rolling programme of policy and guidance documentation review shall continue and where necessary the schedule will be amended to meet regulatory and operational needs.</p> <p>There is a requirement for Health and Safety and statutory compliance to be a standing item on the agenda of all team management meetings.</p>
<p>Certificate by Head of Corporate Services</p>	<p>In order to complete this statement of compliance I have consulted with Heads of Service and received written confirmation of their service compliance with policies and procedures relating to health and safety.</p> <p>I certify that the existing Occupational Health and safety policy is operating effectively and will continue to be monitored and reviewed in keeping with Corporate Governance Standards.</p>
<p>Signature</p>	 <p>20/7/16</p>



## Local Code of Corporate Governance - Annual Statement of Compliance 2015/16

<b>Name of Policy or Procedure:</b>	<ol style="list-style-type: none"> <li>1. <b>Disciplinary Procedure and Code</b></li> <li>2. <b>Procedure for Hearing Employee Grievances</b></li> <li>3. <b>Policy and Procedure for Dealing With Complaints of Bullying &amp; Harassment</b></li> </ol>	
<b>Responsible Officer:</b>	Julie Whitelaw– Head of Corporate Services	
<b>Stated Requirement in Code:</b>	Annual Statement of Compliance	
<b>Report required by:</b>	Corporate Management Team	April 2016 Meeting
		Next report due April 2017
<b>Report by Head of Corporate Services on Statements of Compliance with arrangements</b>	<p><b>Overview</b></p> <p>The HR Policy &amp; Advice team is required to keep the council's employment policies under continuous review and to undertake a review of each policy at least once every 5 years to ensure that it continues to be 'fit for purpose'. Specific reviews are also undertaken in response to changing service requirements, developments in legislation and as part of the council's Equality Impact Assessment (EIA) process.</p> <p>This compliance statement provides details of how the council's Disciplinary, Grievance and Bullying &amp; Harassment processes have operated during the course of 2015/16 together with measures for improving their effectiveness.</p> <p><b>Scheduled Reviews</b></p> <p><u>Grievance Procedure (Teachers)</u></p> <p>As part of the scheduled 5 year policy review, the Procedure for Hearing Teachers Grievances was subject to minor amendment to ensure it fully reflected the Scottish National Committee for Teaching Staff (SNCT) Grievance Framework and current best practice.</p> <p><b>Targeted Improvements</b></p> <p><u>Key Employment Policy Roll-Out</u></p> <p>Following a recent appeals case, the council's Employee Appeals Committee recommended that minimum standards be developed (council wide) for the communication and dissemination of key council employment policies as they relate to and affect council employees.</p> <p>In the context of the Appeals Committee recommendation, a 'key employment policy' is regarded as a core policy which if breached could have serious legal or organisational implications for the council as an employer and service provider and/or result in disciplinary sanctions against employees up to and including dismissal in certain circumstances.</p> <p>The three policies/procedures (Disciplinary Procedure and Code, Procedure for Hearing Employee Grievances, and the Policy and Procedure for Dealing with Complaints of Bullying and Harassment) reported on within this</p>	

Compliance Statement constitute examples of key employment policies that require to be communicated to all council employees.

A communication protocol has therefore been developed that takes into account the fact that approximately 40% of the council's workforce (non-office based staff) do not have ready access to email facilities and as such require more structured 'face to face' briefing arrangements.

In addition to using electronic means for communicating policy information (email/ Mytoolkit etc), Services are now being provided with Employee Information Briefing (EIB) scripts with a view to ensuring council wide consistency.

Briefing scripts will be used in the following circumstances:

- On the introduction of a new council employment policy/procedure
- Notification of key changes arising from a review of an existing employment policy/procedure
- On the issue of regular reminders of the council's key employment policies

Services are also required to maintain records of all employee briefings going forward so that they can demonstrate that communication is being undertaken inclusively and effectively. In this regard, it is intended that Heads of Service will incorporate this minimum information within future Annual Statements of Compliance.

#### Analysis of Cases

During the financial year 2015/16, 46 cases were dealt with under the council's Disciplinary Procedures, 13 less than in 2014/15.

During the same period, 14 cases were dealt with under the Procedure for Dealing with Employee Grievances, an increase of 6 on 2014/15.

The number of bullying and harassment cases concluded was 13 which equalled the number concluded during 2014/15.

Service Area	Number of Concluded Cases		
	Discipline	Grievance	Bullying & Harassment
Operational Services	14	8	5
Education Services	5	2	4
Housing, Construction & Building Services	10	0	1
Corporate Services	5	1	0
Social Policy (CHCP)	9	2	2
Finance & Estates	0	0	1
Area Services	2	0	0
Planning & Economic Development	1	1	0
Total	(59*) 46	(8*) 14	(13*) 13

(\*) Previous Year



### Discipline

Of the 46 concluded disciplinary cases, 9 resulted in no formal disciplinary action being taken, 6 resulted in a Verbal Warning, 10 resulted in a Written Warning, 7 resulted in a Final Written Warning, 4 resulted in Punitive Action Short of Dismissal and 10 in dismissal.

### Grievance

Of the 14 grievances, 8 cases have been concluded. Of those cases, 1 was upheld, 3 upheld in part and 3 not upheld at Stage 1 of the process. A further case was upheld at Stage 2. Six cases remain open at Stage 1 to be progressed to a conclusion.

### Bullying & Harassment

Of the 13 formal Bullying and Harassment Cases, 6 were resolved out with the disciplinary process and 5 proceeded to disciplinary hearing. Two additional cases remain open to be progressed to a conclusion.

In relation to the 5 cases that progressed to a disciplinary hearing following investigation, 4 of the five cases related to verbal abuse while the other related to a mixture of verbal and intimidating behaviour towards a manager. Three of the cases resulted in oral warnings, one resulted in a written warning and in the other case, a final written warning was issued.

### **Appeals to Committee Against Dismissal and Stage 3 Grievances**

A total of 11 appeals/grievances were lodged at Stage 3 (Employee Appeals Committee). Of those 11 cases, 8 related to disciplinary matters, 2 to sickness absence dismissals, and one grievance.

Of the eight disciplinary cases, four were not upheld, two were upheld resulting in the reinstatement of the employees concerned. Two cases were adjourned to be reconvened at a later date.

One of the sickness absence appeals was upheld and the employee re-instated. The second sickness absence appeal was not upheld but the Appeals Committee nevertheless instructed that the employee be re-engaged to an alternative post on like terms and conditions.

The only grievance appeal heard at stage 3 was not upheld.

One further disciplinary appeal has been lodged and a hearing scheduled for March 2016.

### **Employment Tribunal Cases**

In 2015, two claims for unfair dismissal and unlawful deduction of wages were made against the council. One claim was withdrawn and the second case has been heard but the outcome is still to be notified.

A further two cases have been raised with only one Claimant, one for unpaid wages another for unfair dismissal and failure to make reasonable adjustments. The unfair dismissal aspect and the unpaid wages are likely to be capable of resolution between parties.

A claim for constructive dismissal has recently been lodged with the Employment Tribunal and a preliminary hearing is awaited.

One discrimination claim has been settled following a grievance being

upheld. Another claim for constructive dismissal and failure to make reasonable adjustments was withdrawn and dismissed.

**Conclusions Drawn from Report**

The council's disciplinary, grievance and bullying and harassment policies and procedures are operating effectively and comply with legal and corporate governance standards.

**Matters for Forward Periods**

HR Services will be working closely with Legal Services to ensure that advice to services continues to be comprehensive, relevant and fully cognisant of the latest developments in employment law and equality legislation.

**Certificate by Head of Corporate Services**

I certify that the council's existing policies and procedures in respect of discipline and grievance are operating effectively and will continue to be monitored and reviewed regularly in keeping with Corporate Governance standards.

**Signature**



Date 29/7/16

**Name of Policy or Public Sector Equality Duty Procedure:**

**Responsible Officer:** Julie Whitelaw – Head of Corporate Services

**Stated Requirement in Code:** Annual Statement of Compliance

**Report required by:** Corporate Management Team April 2016 Meeting

Next report due April 2017

**Report by Head of Corporate Services on Statements of Compliance with arrangements**

The UK Government's Equality Act was introduced on 1 October 2010. The Act includes a positive duty to promote equality specifically focussed on public authorities.

The duty is in 2 parts - a duty in the Equality Act 2010 itself, often referred to as the 'general duty', and specific duties which are placed on most public authorities by Scottish Ministers. The purpose of the specific duties is to enable the better performance of the general duty.

The general duty in the Equality Act 2010 came into force on 5 April 2011. Since that date, Scottish public authorities have been subject to the general duty in the Equality Act 2010. Under this general duty they must have 'due regard' to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

The Public Sector Equality Duty requires equality to be considered as part of the functions of public authorities, including decision-making, in the design of internal and external policies and in the delivery of services, and for these issues to be kept under review.

The specific duties require public authorities to:

- Report progress on mainstreaming the general equality duty;
- Publish equality outcomes and report progress;
- Assess new or revised policies and practices;
- Review existing policies and practices;
- Gather, use and publish employee information;
- Publish gender pay gap information;
- Publish an equal pay statement; and
- Consider award criteria and contract conditions in relation to public procurement.

In April 2015 the council published its Corporate Equality Outcomes Progress Report. The 2015 report detailed progress made against our Equality Outcomes and outlined our ongoing challenges against Duty related commitments.

In 2014 the Public Bodies (Joint Working) (Scotland) Act was passed.

The Act puts in place arrangements for integrating health and social care, in order to improve outcomes for patients, service users, carers and their families. The Act requires Health Boards and Local Authorities to work together effectively to agree a model of integration to deliver quality, sustainable care services.

In September 2015 the Council set up an Integrated Joint Board, this board will be responsible for the Health and Social Care of the communities of West Lothian. The Board will be required to have due regard for the general duty as specified in the Equality Act 2010 by publishing equality outcomes and report on progress.

The council's Corporate Working Group on Equality was restructured. This restructure has allowed us to ensure ongoing internal review of progress against our outcomes with more focus being placed on the Equality Impact Assessment process and consultation and engagement.

**Conclusions Drawn from Report**

The council has continued to manage the implementation of the Public Sector Equality Duty within the required legal framework.

**Matters for Forward Periods**

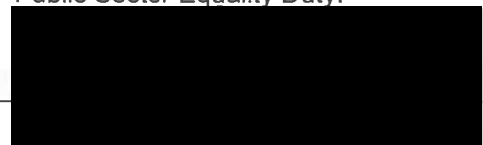
The council has a legal requirement to publicly report on our corporate equality outcomes by 30 April 2017. Progress on mainstreaming equality actions, updated employment monitoring data and analysis, gender pay gap information and occupational segregation data must also be publicly reported by 30 April 2017.

The development and implementation of our Mainstreaming Report and Outcome Plan for 2017-2022 will be required and this will be progressed by the council's Corporate Working Group on Equality.

**Certificate by Head of Corporate Services**

I certify that arrangements are currently in place for compliance with the Public Sector Equality Duty.

**Signature**



Date 20/7/16

## Local Code of Corporate Governance - Annual Statement of Compliance 2015/16

<b>Name of Policy or Procedure:</b>	<b>Protecting Vulnerable Groups</b>																	
<b>Responsible Officer:</b>	Julie Whitelaw – Head of Corporate Services																	
<b>Stated Requirement in Code:</b>	Annual Statement of Compliance																	
<b>Report required by:</b>	Corporate Management Team	April 2016 Meeting																
<b>Review Date</b>	Next report due April 2017																	
<b>Report by Head of Corporate Services on Statements of Compliance with arrangements</b>	<p>The Protection of Vulnerable Groups (PVG) Scheme continues to be the means by which the council ensures that unsuitable individuals are not employed to work with vulnerable groups.</p> <p><b>PVG Checking</b></p> <p>During the period 1 April 2015 to 31 March 2016, the council submitted a total of 1221 PVG scheme membership applications. This total includes applications for employees and volunteers new to regulated work and the routine 3 yearly re-checking of employees and volunteers who are already in regulated work with PVG scheme membership. The table below shows a breakdown of the PVG applications re-charged to the relevant service areas during that period:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th></th> <th>Education &amp; Cultural Services</th> <th>Community Health &amp; Care Partnership</th> <th>Other Service Areas</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Number of PVG Applications</td> <td style="text-align: center;">623</td> <td style="text-align: center;">562</td> <td style="text-align: center;">36</td> <td style="text-align: center;">1221</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">51%</td> <td style="text-align: center;">46%</td> <td style="text-align: center;">3%</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table> <p><b>Application of Policy and Procedure</b></p> <p>During 2015/16 there was one referral to Disclosure Scotland. The council's PVG referral panel was convened when an employee in Social Policy resigned prior to the conclusion of a disciplinary process. It was the decision of the panel that the criteria for referral to Disclosure Scotland had been met and that the council would have dismissed the employee had the disciplinary process continued through to its conclusion. The referral to Disclosure Scotland was completed; however the council is not officially notified of the outcome of disclosure referrals by the Scottish Ministers.</p> <p>In discharging its statutory obligations under the Act, the council's actions demonstrate that the council's Policy and Procedure on the Protection of Children and Protected Adults is being actively and appropriately applied.</p> <p>Services were issued with Annual Compliance checklists for the purposes of seeking confirmation of compliance with the Policy and Procedure on the Protection of Children and Protected Adults. All services have duly confirmed that they have arrangements in place to ensure compliance</p>				Education & Cultural Services	Community Health & Care Partnership	Other Service Areas	Total	Number of PVG Applications	623	562	36	1221	Percentage	51%	46%	3%	100%
	Education & Cultural Services	Community Health & Care Partnership	Other Service Areas	Total														
Number of PVG Applications	623	562	36	1221														
Percentage	51%	46%	3%	100%														

with the policy.

### Disclosure Scotland Audit

A compliance audit was carried out by Disclosure Scotland in October 2015 to ensure that the council is acting lawfully and within the Code of Practice published by Scottish Ministers under section 122 of Part V of the Police Act 1997. This Code relates to the use of disclosure information provided to registered persons and to the discharge of any functions by registered persons under the Act.

The audit asked a series of questions designed to elicit information from the Lead Signatory and others in the council on their understanding of the Disclosure process. This included their knowledge of the different types of disclosures, the circumstances in which each is undertaken, general understanding of the Code of Practice and their responsibilities in relation to making referrals to Disclosure Scotland and the provisions for barring of individuals from regulated work.

The council was assessed as fully compliant in 24 elements of the audit, partially compliant in one element and not compliant in 3 elements. Those elements were as follows;

- Level of administrative errors
- Updating of notes of interest in PVG members
- Keeping list of counter-signatories updated.
- Understanding of the provisions of the Rehabilitation of Offenders Act and the 'exempt question

The above elements of partial and non-compliance have since been addressed to the satisfaction of Disclosure Scotland.

### Conclusions Drawn from Report

The council's arrangements for the protection of vulnerable groups continue to be robust and 'fit for purpose'.

### Matters for Forward Periods

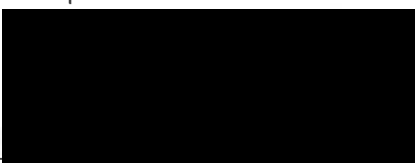
The council will continue to obtain PVG scheme membership updates every 3 years for employees in regulated work along with new PVG scheme membership records for employee new to regulated work. In doing so, the council will discharge its statutory obligations under the Protection of Vulnerable Groups (Scotland) Act 2007.

A further compliance audit is expected in 2018.

### Certificate by Head of Corporate Services

I certify that the robust arrangements are currently in place to ensure compliance with the Protection of Vulnerable Groups (Scotland) Act 2007.

Signature



Date

20/7/16

**Local Code of Corporate Governance - Annual Statement of Compliance  
2015/16**

<b>Name of Policy or Procedure:</b>	<b>Disclosure of Information by Employees (Whistleblowing Policy &amp; Procedure) and Code of Conduct for Employees</b>	
<b>Responsible Officer:</b>	Julie Whitelaw - Head of Corporate Services	
<b>Stated Requirement in Code:</b>	Annual Statement of Compliance	
<b>Report required by:</b>	Corporate Management Team	April 2016 Meeting
		Next report due April 2017

**Report by Head of Corporate Services on Statements of Compliance with arrangements**

**Overview**

The HR Policy & Advice team is required to keep the council's employment policies under continuous review and all policies must be reviewed at least once every 5 years to ensure that they continue to be 'fit for purpose'. Specific reviews are also undertaken in response to changing service requirements, developments in legislation and as part of the council's Equality Impact Assessment (EIA) process.

**Annual Compliance Checklists**

Services were issued with Annual Compliance checklists for the purposes of seeking confirmation of compliance with the Whistleblowing Policy and Code of Conduct for Employees (the latter in particular, relating to registered declarations of interest, disclosure of personal information and working with councillors).

All services have duly confirmed that they have arrangements in place to enable employees to report matters under the terms of the council's Whistle-Blowing Policy. Employees are reminded of those arrangements along with their responsibilities under the Code of Conduct through a variety of methods including induction, the performance review process, team meetings, one to one meetings and email reminders.

**Whistle-blowing Hotline**

The introduction of the Whistleblowing Hotline in June 2014, managed by the Audit, Risk & Counter Fraud team has been an effective and efficient way of addressing and recording whistleblowing complaints.

**Key Employment Policy Roll-Out**

Following a recent appeals case, the council's Employee Appeals Committee recommended that more effective measures be developed (council wide) for the communication and dissemination of key council employment policies as they relate to and affect council employees.

In the context of the Appeals Committee recommendation, a 'key employment policy' is regarded as a core policy which if breached could have serious legal or organisational implications for the council as an employer and service provider and/or result in disciplinary sanctions being

taken against employees up to and including dismissal in certain circumstances. The Whistleblowing Policy & Procedure and Code of Conduct for Employees are examples of such key employment policies.

A communication protocol has therefore been developed based on the use of Managers' Briefing Scripts that takes into account the fact that approximately 40% of the council's workforce (non-office based staff) do not have ready access to email facilities and as such require more structured 'face to face' briefing arrangements. The Whistleblowing Policy & Procedure and Code of Conduct will be the subject of regular briefings using this method going forward.

Services are also required to maintain records of all employee briefings so that they can demonstrate that communication is being undertaken inclusively and effectively. In this regard, it is intended that Heads of Service will incorporate this minimum information within future Annual Statements of Compliance in relation to all key policies.

### Protected Disclosures

Twelve disclosures issues were reported to the Audit Risk & Counter Fraud team during 2015/16 as summarised in the table below:

Service Area	Number of Disclosures	Outcome
Operational Services	4	<ul style="list-style-type: none"> <li>• 3 cases were closed as not substantiated.</li> <li>• 1 case was concluded and resulted in information being passed to the police and disciplinary action.</li> </ul>
Education*	3*	<ul style="list-style-type: none"> <li>• 1 case was closed as not substantiated.</li> <li>• 1 case was passed to the relevant Head of Service for appropriate action</li> <li>• 1 case was concluded and resulted in information being passed to the police. The police investigation is ongoing.</li> </ul>
Housing	1	<ul style="list-style-type: none"> <li>• Case closed as not substantiated.</li> </ul>
Area Services	1	<ul style="list-style-type: none"> <li>• Case closed and passed to HR for appropriate action.</li> </ul>
Social Policy	1	<ul style="list-style-type: none"> <li>• Investigation ongoing.</li> </ul>
Building Services	2	<ul style="list-style-type: none"> <li>• 1 case closed as not substantiated.</li> <li>• 1 investigation ongoing.</li> </ul>
Planning & Economic Development	1	<ul style="list-style-type: none"> <li>• Investigation is currently ongoing.</li> </ul>

\*One case involving an incident at St Margaret's High School was reported on 21 December 2015 to the Audit and Governance Committee.

### Conclusions Drawn from Report

The Whistleblowing Policy continues to be 'fit for purpose'.



**Matters for Forward  
Periods**

HR Services will continue to work with the Audit, Risk and Counter Fraud team and Legal Services to ensure that advice to services continues to be comprehensive, relevant and fully cognisant of the latest developments in employment law and equality legislation.

**Certificate by Head of  
Corporate Services**

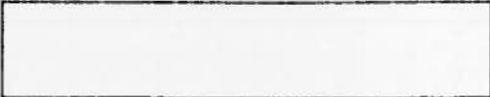
I certify that the council's existing policies and procedures in respect of whistle blowing are operating effectively and will continue to be monitored and reviewed regularly in keeping with Corporate Governance standards.

**Signature**



Date 20/7/16.





**Local Code of Corporate Governance - Annual Statement of Compliance 2015/16**

<b>Name of Policy or Procedure:</b>	Best Value Framework
<b>Responsible Officer:</b>	Donald Forrest – Head of Finance and Estates
<b>Stated Requirement in Code:</b>	<ol style="list-style-type: none"><li>1. Annual statement of compliance</li><li>2. Review the Best Value Framework every administrative term</li></ol>
<b>Report required by:</b>	Corporate Management Team May 2016 meeting
<b>Review Date</b>	A revised Best Value Framework was approved at Council Executive on 10 June 2014
<b>Report by the Head of Finance and Estates on the operation of the policy during 2014/15</b>	<p>A revised Best Value Framework was approved by Council Executive on 10 June 2014. All areas of best practice that contribute towards the achievement of best value in the council are included in the Framework. The Framework covers five areas:</p> <ol style="list-style-type: none"><li>1. Financial Management – Council approved the Revenue and Housing Revenue budgets and General Services Capital and Housing Capital programmes for 2016/17 to 2017/18 on 23 February 2016. Activity budgets for 2016/17 were prepared for inclusion within service management plans.</li><li>2. Challenge and Improvement – The council operates a three-year programme of self-assessment, with 13 WLAM assessments taking place in 2015/16. 23 services were also subject to scrutiny through the Review Panel process and ten through the Performance Committee. Schools have a programme of Validated Self Evaluation (VSE) and in 2015/16 the council reported the outcomes of the VSE process and</li></ol>

other performance for over 30 schools and held Review Panels for two schools. The council continued to support the implementation of the Community Planning Partnership development plan following the audit of the West Lothian Community Planning Partnership in 2014/15. The council was assessed and retained Customer Service Excellence (CSE) and Investors in People (IIP) accreditations. The council also achieved Investors in Young People at Gold (the highest level) following an external assessment in 2015/16.

3. **Performance Management** – The council has again undertaken development work to improve the range, quality and accessibility of public performance reporting, including development of a detailed scorecard for the eight Corporate Plan priorities. The council also published in 2015/16 the Local Government Benchmarking Framework (LGBF) data for the period 2014/15. New versions of the Performance Indicator guide and Covalent (performance) Standards were developed and issued to services in 2015/16 to account for new performance requirements. The council provides extensive quarterly and annual reporting of complaints to officers, elected members, the Scottish Public Services Ombudsmen (SPSO) and the public.
4. **Governance and Accountability** –The Audit, Risk and Counter Fraud Unit undertook a review of council's system of internal control during 2015/16 and concluded that the level of control was satisfactory. The Audit, Risk and Counter Fraud Unit report material findings arising from audits across the council to the Audit & Governance Committee. In addition, the Audit & Risk Manager and the Governance Manager conclude on the governance arrangements on an annual basis as part of the council's annual governance statement included in the annual statement of accounts.
5. **Procurement** – All procurement activity is carried out in line with the Council's Standing Orders and Best Value Framework, European and national Procurement legislation. Any known non-compliance issues are included within the annual Procurement Compliance statement.

The Framework requires officers to complete and retain a decision-making pro-forma based on criteria extracted from the legislation and statutory guidance relevant to Best Value when they decide to carry out works, projects or groups of

projects via in-house delivery. These pro-formas were completed for both capital programmes and were agreed at the Capital Asset Management Board for the General Services Programme on 20 January 2016 and at the Housing Capital Reporting Meeting for the Housing Capital Programme on 13 January 2016.

**Conclusions Drawn from Report**

The Council has demonstrated compliance with the Best Value Framework in 2015/16.

**Matters for Forward Periods**

There is a requirement that the Framework is revised each administrative term. The last review was during 2014 and the next review will be in the four years following the next local elections in 2017.

**Certificate by Head of Finance and Estates**

On the basis of the statements provided by the Heads of Service, I certify that the council's Best Value Framework was complied with in 2015/16.

**Signature**



**Date** 24/3/2016



## Local Code of Corporate Governance - Annual Statement of Compliance 2015/16

<b>Name of Policy or Procedure:</b>	Anti Fraud and Corruption Policy
<b>Responsible Officer:</b>	Donald Forrest – Head of Finance and Property Services
<b>Stated Requirement in Code:</b>	<ol style="list-style-type: none"> <li>1. Annual statement of compliance</li> <li>2. Review Anti Fraud and Corruption Policy every administrative term</li> </ol>
<b>Report required by:</b>	Corporate Management Team May 2016 meeting
<b>Review Date</b>	The Anti Fraud and Corruption Policy was reviewed during the year and the revised policy was approved by Council Executive on 1 March 2016.
<b>Report by the Audit and Risk Manager on the operation of the policy during 2015/16</b>	<p>All Heads of Service have confirmed compliance with the Anti Fraud and Corruption Policy during 2015/16.</p> <p>Financial Regulations require all allegations of fraud to be reported to the Head of Finance and Property Services. For this purpose the term fraud includes theft, corruption, embezzlement, and any other criminal offences deemed relevant, including the appropriate offences in relation to the Bribery Act 2010.</p> <p>The Audit, Risk and Counter Fraud Unit investigates referrals in accordance with the terms of the council's Anti Fraud and Corruption Policy and the unit's procedures for the investigation of suspected fraud and irregularity.</p> <p>During the year the unit received 57 referrals of which 13 were categorised as whistleblowing. All referrals are subject to a risk assessment and work is prioritised on the basis of those referrals considered to be highest risk. The outcome of the 13 whistleblowing referrals is set out separately in the council's Whistleblowing Statement of Compliance for 2015/16.</p> <p>The output from an investigation is normally a report for management setting out the facts of the matter and containing, where considered appropriate, recommendations for improvement in control. Where an investigation is considered to raise significant issues of concern, it is reported to the Audit and Governance Committee.</p>

Two investigations were reported to the Audit and Governance Committee, on 23 June 2015 and 21 December 2015. The matter reported on 21 December was also reported to Police Scotland.

One investigation which is in progress is likely to be reported to the Audit and Governance Committee during 2016.

The Audit Risk and Counter Fraud Unit is responsible for administering the National Fraud Initiative (NFI) biennial data matching exercise. The 2014/15 matches were received in January 2015. It is important to appreciate that a data match does not necessarily indicate wrongdoing. A report on the outcomes of the NFI data matching exercise was submitted to the Audit and Governance Committee on 21 December 2015.

**Conclusions Drawn from Report**

It is concluded that the Ant-Fraud and Corruption Policy is operating effectively.

**Matters for Forward Periods**

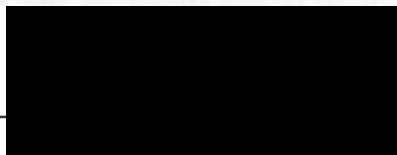
At its meeting on 23 February 2016 the Audit and Governance Committee approved a counter fraud plan for 2016/17.

The Audit, Risk and Counter Fraud Unit regularly reviews its working practices. The unit's procedures for the investigation of suspected fraud and irregularity are in the process of being reviewed and it is anticipated that revised procedures will be issued in the first quarter of 2016/17.

**Certificate by Head of Finance and Property Services**

On the basis of the statements provided by the Heads of Service, and the information provided by the Audit and Risk Manager, I certify that the council's Anti-Fraud and Corruption Policy has been complied with.

Signature



Date 24/3/2016



## Local Code of Corporate Governance - Annual Statement of Compliance 2015/16

**Name of Policy or Procedure:** Compliance with European Procurement Rules and Standing Orders for Regulation of Contracts and Corporate Procurement Procedures

**Responsible Officer:** Donald Forrest – Head Finance and Property Services

**Stated Requirement in Code:**

1. Annual Statement of Compliance
2. Review Policy every administrative term

**Report required by:** Corporate Management Team – May 2016 meeting

**Review Date** The policy was last reviewed in March 2013

**Report by Finance and Estates of Compliance with Regulations and Policy during 2013/14**

In order to secure compliance for procurement activity, the council standing orders for contracts, which contain the procurement procedures, have been implemented across the council. These procedures provide guidance on how to procure and purchase goods, services and works while remaining compliant with European and Scottish Procurement Regulations. A dedicated officer actively monitors compliance of procurement and purchasing within the council and works closely with the Corporate Procurement Manager to identify where further training or development is required.

A Corporate Contract Management System (CCMS) records and monitors all contract activity across the council. Details of contract start and end dates, spend values, supplier details and risk are examples of the information recorded and published for all spend greater than £5,000.

In February 2016, enquiries were made of all Heads of Services and the Corporate Procurement Manager to obtain a demonstration of compliance with EU procurement rules and with the Council's Standing Orders for supplies and services. During 2015/16 there was compliance with the large majority of contracts throughout the Council. The compliant spend under contract is at 91.3%, with Standing Orders allowing provision for spend under £5,000 to be transacted by services. However some issues were identified and these are set out below.



There was an issue of an award of a contract for spend under £50,000, which was not compliant with council procedure. This was a failure to follow Quick Quote procedures to procure Excellence in School Sport (ESSP) contracts. To ensure compliance is monitored on an audit is carried out to ensure non-compliance is recognised and the issues are addressed through providing additional training and other necessary measures. A step by step user guide has been issued to all users to ensure staff are aware of the what is required of them.

There have been instances during 2015/16 where some contracts have been extended beyond the contract duration date and value while a new contract is being investigated and tendered.

During 2015/16 there were a number of retrospective business case exemptions which were requested after the requirement had been ordered verbally. A process is in place to ensure that this does not continue.

The Corporate Procurement Unit and service areas have been working together, including a series of procurement workshops, to ensure there is an understanding across the whole council of the process which must be followed. Corporate Procurement will continue to assist with tender activity from quick quote contracts to full European tenders.

#### **Conclusions Drawn from Report**

During 2015/16 there has been compliance with relevant requirements for the majority of contracts throughout the Council. One issue has been identified as set out in the previous section. Appropriate action has been taken to ensure controls are in place to prevent such issues in the future, including a quarterly Procurement Board, which has a clear focus on compliance.

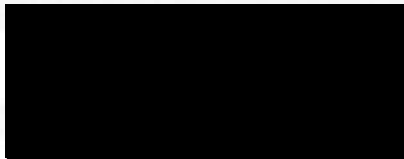
#### **Matters for Forward Periods**

None

#### **Certificate by Head of Finance and Estates**

I certify that, upon enquiry, during the financial year under review, apart from the issues identified in this statement, the Council's officers have complied with EU procurement rules and the Council's Standing Orders for the Regulation of Contracts, and Corporate Procurement Procedures.

**Signature**



**Date** 31/3/2016

**Local Code of Corporate Governance - Annual Statement of Compliance 2015/16**

<b>Name of Policy or Procedure:</b>	Compliance with Regulation of Investigatory Powers (Scotland) Act 2000 and Regulation of Investigatory Powers Act 2000
<b>Responsible Officer:</b>	Carol Johnston – Chief Solicitor
<b>Stated Requirement in Code:</b>	Annual Statement of Compliance
<b>Report required by:</b>	Corporate Management Team
<b>Review Date</b>	

The Council may grant authorisation for Directed Surveillance in accordance with the provisions of the Regulation of Investigatory Powers (Scotland) Act 2000, where satisfied that to do so is necessary and proportionate for the purposes of prevention or detection of crime. The Council has further powers in relation to the collection of telecommunications data in terms of the Regulation of Investigatory Powers Act 2000. During the year to 31 March 2016, 3 applications were received. Two of the applications were withdrawn. One application in relation to Directed Surveillance was granted as follows:-

Application	Purpose of Surveillance
1	Trading Standards Test Purchase

By comparison, in the year to 31 March 2015, there was 1 application received and granted in relation to Directed Surveillance, this was also in relation to Trading Standards Test Purchase.

One instance of unauthorised surveillance was identified. This appears to have arisen as a result of a misunderstanding of the guidelines in relation to surveillance of employees. No information was obtained during this attempted surveillance and no investigations were jeopardized as a result. No confidential information was obtained and there was no collateral intrusion as a result of this incident. Issues relating to employee surveillance and appropriate procedures/requirements are being reviewed and reinforced as part of the review of the councils policy and procedures relating to surveillance.

The year on year trend indicates a static position in relation to the number of occasions in respect of which Directed Surveillance is sought or granted. The Council works in close partnership with Police Scotland in relation to work undertaken by the Safer Neighbourhood Team, and this appears to coincide with and be consistent with the general decline in the exercise of the Councils powers under the Regulation of Investigatory Powers (Scotland) Act 2000. The periodic use of Directed Surveillance by Trading Standards is likely to continue in implementation of Trading Standards statutory obligations.

There have been no authorisations or applications made in respect of the collection of telecommunications data during the year to 31 March 2016. By comparison to the previous year, there were 2 such applications made to the Sheriff Court at Livingston, both of which were granted.

There is unlikely to be any significant change in the use of powers under the Regulation of Investigatory Powers Act 2000 in respect of collection of telecommunications data. Such authorisations now require the authorisation of a Sheriff of competent jurisdiction in addition to authorisation by appropriate officer (Chief Solicitor) within the Council.

#### **Conclusions Drawn from Report**

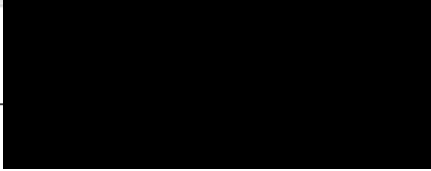
The Council has appropriately exercised its statutory powers in relation to surveillance as regulated by the Regulation of Investigatory Powers (Scotland) Act 2000 and the Regulation of Investigatory Powers Act 2000. The Council is generally subject to inspection by the Office of Surveillance Commissioners every 3 years and provides annual returns to the OSC in relation to its exercise of its powers of surveillance.

#### **Matters for Forward Periods**

**Certificate by Carol  
Johnston Chief Solicitor**

I certify that during the financial year to 31 March 2016, the Council has appropriately granted applications authorising Directed Surveillance, in compliance with the relevant legislation and that arrangements are in place to ensure compliance with the Regulation of Investigatory Powers (Scotland) Act 2000 and the Regulation of Investigatory Powers Act 2000.

**Signature**



**Date** 18 April 2016

1993





West Lothian  
Council

**COUNCIL EXECUTIVE**

**ST JOHN'S HOSPITAL STAKEHOLDER GROUP**

**REPORT BY DEPUTE CHIEF EXECUTIVE**

**A. PURPOSE OF REPORT**

To update members on the business and activities of St John's Hospital Stakeholder Group.

**B. RECOMMENDATION**

To note the terms of the minutes of meetings of St John's Hospital Stakeholder Group held on 29 March, 20 April, 18 May, 15 June and 27 July 2016

**C. SUMMARY OF IMPLICATIONS**

- |   |  |
|---|--|
| <b>I Council Values</b>   | Focusing on our customers' needs<br><br>Being honest, open and accountable<br><br>Working in partnership.  |
| <b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b> | Council requires the activities of certain outside bodies to be reported to elected members on a regular basis, as part of its Code of Corporate Governance. |
| <b>III Resources - (Financial, Staffing and Property)</b>   | None.  |
| <b>IV Consultations</b>   | None required.   |

**D. TERMS OF REPORT**

On 29 June 2010 the Council Executive decided that the activities of certain outside bodies should be reported within the council to ensure all elected members are aware of the business of those bodies and to help to ensure their activities are more effectively scrutinised.

In accordance with that decision the business of St John's Hospital Stakeholder Group was to be reported to this meeting by the production of its minutes. The relevant documents are produced as appendices to this report.

**E. CONCLUSION**

This report ensures that members are kept apprised of the activities of St John's Hospital Stakeholder Group as part of the council's Code of Corporate Governance.

**F. BACKGROUND REFERENCES**

West Lothian Council Code of Corporate Governance.

Council Executive, 29 June 2010

Appendices/Attachments: 1

Minute of meeting of the St John's Hospital Stakeholder Group held on 29 March, 20 April, 18 May, 15 June and 27 July 2016

Contact Person: Jim Forrest, Depute Chief Executive

01506 281977

Jim.Forrest@westlothian.gov.uk

Date: 30 August 2016



**ST JOHN'S HOSPITAL STAKEHOLDER GROUP**

Minutes of the Meeting held on Wednesday 30 March 2016 at 2.30pm in Board Room 1, St John's Hospital, Howden South Road, Livingston, West Lothian EH54 6PP (and by video conference call from Waverley Gate).

**Present:**

Mr Brian Houston	Chairman, Non Executive Lay Member NHS Lothian (Chair)
Mr Alex Joyce	Employee Director, Non Executive Member NHS Lothian
Cllr John McGinty	Leader West Lothian Council
Cllr Frank Toner	West Lothian Council East Livingston and East Calder
Cllr Anne McMillan	West Lothian Council Livingston North Ward
Mrs Maureen Anderson	Patient Representative

**In Attendance:**

Ms Jacquie Campbell	St John's Hospital Site Director, NHS Lothian
Mr Jim Crombie	Chief Officer, University Hospitals and Support Services
Ms Kizzy Taylor	Communications Manager, NHS Lothian
Ms Anne Smith	General Manager, St John's Hospital Site, NHS Lothian
Mr Andrew Jackson	Assistant Director of Healthcare Planning [Item 6]
Mr Peter Reith	Secretariat Manager, NHS Lothian

**Apologies:**

Mr Jim Forrest	Director, West Lothian CHCP
Ms Fiona Mitchell	Director of Women's and Children's Services, NHS Lothian
Ms Caroline McDowall	Partnership Lead St John's Hospital
Ms Agnes Ritchie	St John's Hospital Site Chief Nurse, NHS Lothian
Ms Lynsay Williams	Non Executive Member NHS Lothian

**Declaration of Financial and Non Financial Interest**

The Chair reminded members that they should declare any financial or non financial interest they had in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

Cllr Frank Toner declared a non financial interest as a Non-Executive Member of Lothian Health Board; as Chair of the West Lothian Community Health and Care Partnership and through involvement with the West Lothian Integration Joint Board.

**1 Welcome and Introduction**

The Chair welcomed members to the meeting.

## **2 Minutes of the Previous Meeting**

- 2.1 The Minutes of the previous meeting held on 17 February 2016 were approved as a correct record.

## **3 Matters Arising from the Minutes**

- 3.1 Recruitment (Minutes 5.4 & 5.5) - In response to a question from Councillor Toner, Mr Crombie reported that a fixed-term Paediatrician who was willing to work for 8 months had been appointed and a further consultant had returned from maternity leave. The relevant paperwork for 2 international fellows had been submitted to the Scottish Government. Councillor Toner queried how this information would impact on the Royal College of Paediatricians and Child Health Review Team and Mr Crombie advised that the Review Team had been updated about these developments but were aware that the fixed-term position was only temporary and that previous attempts at international recruitment had been unsuccessful.
- 3.2 West Lothian Responses to RCPCH Questionnaire (Minute 5.10) - Mr Crombie advised that the latest update from the Royal College of Paediatricians and Child Health indicated that just under 2,000 questionnaires had been received of which 1,113 were from West Lothian.

## **4 St John's Hospital Quality Dashboard**

- 4.1 In Ms Ritchie's absence Ms Campbell gave a brief update advising that performance against the Clostridium difficile infections target was 0.31, slightly under the HEAT target 0.32% and that performance against the Staphylococcus aureus Bacteraemia target was 0.23% against a HEAT target of 0.24%.
- 4.2 In respect of nurse staffing there had been a delay in recruiting to some nurse staffing positions over the winter period but that recruitment process had now been completed and these staff were now being aligned into permanent positions. Nursing posts where staff would be retiring were being advertised and recruitment was in progress and overall the position around nurse staff recruitment was more positive.
- 4.3 The Chair commented that the issue of written reports had been raised before and Ms Campbell undertook to let Ms Ritchie know that a written report should be submitted in time to be circulated with the agenda papers in future. **JC/AR**
- 4.4 In response to a question from Councillor Toner Ms Campbell advised that there were vacancies for nursing staff in Wards 8 and 31 which were medical wards and that any gaps would be filled by Bank staff.

## **5 Paediatric Services & NHS Lothian Paediatric Review Update**

- 5.1 Mr Crombie reported that the planned public meetings had now all been held with two meetings in each of the 4 Local Authority areas. Notes had been taken of all the questions and issues raised and these would be published online as well as being passed to the Royal College of Paediatricians and Child Health to be part of their review process. The report from the Royal College was expected in early May and would be discussed at the Board Development Session on 11 May to which representatives of

the Royal College would be invited. Recommendations from that session would be considered at the Board meeting on 26 June.

- 5.2 Councillor McGinty questioned the geographical split of the responses to the questionnaires across Lothian and Mr Crombie advised that a total of 1,877 responses had been received of which 1,113 were from West Lothian. He undertook to obtain the respective response figures for East Lothian, Edinburgh and Midlothian.
- 5.3 Councillor McGinty asked if a breakdown of the issues raised was available and Mr Crombie explained that the questionnaire had included free form text sections allowing respondents to say what their specific issues were and that this involved a significant amount of work in categorising the issues and the Royal College was working its way through this. In addition the input from the Focus Groups and other comments and correspondence from stakeholders and other interested parties was being incorporated.
- 5.4 Councillor McGinty asked if the final report would list all the issues raised and Mr Crombie advised that he suspected that the report would list a smaller number of broad topics although the raw data would be available under the Freedom of Information Act. He confirmed that attendance at public meetings was higher in West Lothian than in other local authority areas.
- 5.5 Mr Crombie advised that he would be agreeing the timescale for the availability of the draft report with the Royal College within the next seven to ten days and that the final report would be available for consideration at the Board meeting on 22 June 2016. He indicated that whilst the exact cost was not yet known but was likely to be in the region of £60,000.
- 5.6 Councillors McGinty and Toner both raised the question of the timing and the availability of the draft report in advance of the Board Development Session and Mr Crombie advised that the Royal College had sought and been provided with huge quantities of data which required to be analysed and reiterated that he hoped to be in a position to confirm this after his discussions with the Royal College. He thought it likely that the Royal College would provide options but specific answers would need to await the availability of the report.
- 5.7 It was noted that the Royal College report would supersede the TWIST Report and any implications for services beyond Lothian would be discussed with the South East and Tayside Group (SEAT). Mr Crombie commented that the issues facing paediatric services was not simply a Lothian issue but a national one.
- 5.8 Councillor McMillan queried the remit of the review and Mr Crombie outlined the overall expectations.
- 5.9 In response to a question from Councillor McGinty, Mr Crombie confirmed that the rota for the Easter holidays was satisfactory.

## **6 Activity and Performance Update**

- 6.1 The Chairman welcomed Mr Jackson to the meeting.
- 6.2 A presentation reviewing St John's Hospital Activity to December 2015 was tabled.

- 6.3 Mr Jackson explained that the house style of the activity reports had changed and he took the Group through the Activity and Waits in A&E, Inpatients and Daycases, Outpatients, as well as Readmissions and Inpatients.
- 6.4 Mr Jackson reported that there had been a gradual improvement in Accident and Emergency performance at St John's Hospital over the spring with a slight increase in activity.
- 6.5 It was noted that St John's Hospital performance in the areas of Inpatient and Daycases was comfortably in the expected area with a slight drop in elective activity in July and August. There had been a slow reduction in numbers of Inpatients waiting over 12 weeks from 180 to 20 between April and December 2015.
- 6.6 In respect of the specialty breakdown, there had been a reduction in Inpatient and Daycases waiting over 12 weeks broken down by specialty. This applied to all specialties but particularly in respect of Plastic Surgery and Maxillofacial Surgery where there had been substantial drops in numbers waiting.
- 6.7 It was noted that there had been over 20,000 outpatient appointments at St John's and that 1 in 10 patients did not attend for their appointment. Mr Jackson explained that the number of Outpatients waiting over 12 weeks for an appointment had almost doubled between April and December although December showed a slight improvement.
- 6.8 In response to a question from the Chairman, Mr Jackson explained that with only 20 patients at St John's waiting for an Outpatient appointment the overall majority of patients were seen much more quickly. The greatest number of patients waiting was in Orthopaedics.
- 6.9 The Chairman thanked Mr Jackson for his presentation which had been thoroughly positive.

## **7 Work plan**

- 7.1 It was agreed that there were no outstanding issues from the work plan that needed to be addressed at the current meeting.

## **8 Any Other Competent Business**

- 8.1 There was none.

## **9 2016 Meeting Dates**

20 April 2016

18 May 2016

15 June 2016

27 July 2016 (*Chair and administrative support will transfer to WLC after this meeting*)

24 August 2016

21 September 2016

19 October 2016

30 November 2016

21 December 2016.

## **ST JOHN'S HOSPITAL STAKEHOLDER GROUP**

Minutes of the Meeting held on Wednesday 20 April 2016 at 2.30pm in Board Room 1, St John's Hospital, Howden South Road, Livingston, West Lothian EH54 6PP (and by video conference call from Waverley Gate).

### **Present:**

Mr Brian Houston	Chairman, Non Executive Lay Member NHS Lothian (Chair)
Mr Alex Joyce	Employee Director, Non Executive Member NHS Lothian
Cllr John McGinty	Leader West Lothian Council
Cllr Frank Toner	West Lothian Council East Livingston and East Calder
Cllr Anne McMillan	West Lothian Council Livingston North Ward
Mrs Maureen Anderson	Patient Representative
Ms Lynsay Williams	Non Executive Member NHS Lothian (Teleconference)
Mr Jim Forrest	Director, West Lothian CHCP
Ms Fiona Mitchell	Director of Women's and Children's Services, NHS Lothian
Ms Caroline McDowall	Partnership Lead St John's Hospital
Ms Agnes Ritchie	St John's Hospital Site Chief Nurse, NHS Lothian

### **In Attendance:**

Ms Kizzy Taylor	Communications Manager, NHS Lothian
Ms Anne Smith	General Manager, St John's Hospital Site, NHS Lothian
Mr Chris Graham	Secretariat, NHS Lothian

### **Apologies:**

Ms Jacquie Campbell	St John's Hospital Site Director, NHS Lothian
Mr Jim Crombie	Chief Officer, University Hospitals and Support Services

## **Declaration of Financial and Non Financial Interest**

The Chair reminded members that they should declare any financial or non financial interest they had in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

Cllr Frank Toner declared a non financial interest as a Non-Executive Member of Lothian Health Board and as Chair of the West Lothian Integration Joint Board.

### **1 Welcome and Introduction**

The Chair welcomed members to the meeting.

### **2 Minutes of the Previous Meeting**

2.1 The Minutes of the previous meeting held on 30 March 2016 were approved as a correct record subject to correction of Cllr Toner's role under the declarations of interest.

### 3 Matters Arising from the Minutes

3.1 There were no matters arising not covered elsewhere on the agenda.

### 4 Paediatric Services & NHS Lothian Paediatric Review Update

4.1 The breakdown of questionnaire responses following the request from Cllr McGinty at the previous meeting was noted, as follows:

Numbers as of 16:45 Wednesday 13 April 2016

Answer Choices	Responses	
▼ East Lothian	3.35%	63
▼ Midlothian	7.17%	135
▼ West Lothian	59.40%	1,118
▼ Edinburgh	27.05%	509
▼ Other (please specify)	Responses	3.03% 57
Total		1,882

4.2 Ms Mitchell gave an update on current progress with the NHS Lothian Paediatric Review. It was noted that the Royal College of Paediatricians and Child Health (RCPCH) had been in contact with NHS Lothian over the last couple of weeks requested additional information and clarification. Most of the information has been clarified and has now been submitted to them. The RCPCH Review Team was now pulling the draft report together so that it will be available to be circulated in advance of review at the 11 May, Board Workshop. The need for the draft report by Friday 6 May has been confirmed with the RCPCH.

4.3 Ms Mitchell added that representatives from the RCPCH would be in attendance at the Board Workshop to discuss the draft report. In light of discussion at the Workshop there may be further amendments or adjustment requested prior to the report being discussed at the full NHS Lothian Board Meeting on 26 June 2016.

4.4 Cllr Toner questioned why the RCPCH was now coming back for more information and clarification and what they were requesting and why. Ms Mitchell stated that there was a long list of items and that a lot of the survey responses feedback had thrown up other questions and conflicts of information which the RCPCH felt required clarification. Additional information requested had included the external recruitment advisers report for 2012-13 which was an extensive piece of work and also a request to see examples of working rotas. A copy of the full business case for the new Sick Children's Hospital had also been requested.

4.5 Cllr Toner stated that he felt it was fundamental, given staffing pressures, that working rotas should have been provided before now and that this would have been a key priority. The rota information seems to be crucial and he was surprised that the RCPCH were only asking for this information at this stage. The Chair stated that it would be difficult to dig into this further without viewing the full list of what had initially been provided to the RCPCH. Ms Mitchell clarified that this was not something that the RCPCH had not previously thought of but supplementary to the initial information provided and this builds on prior information which may now have changed slightly.

4.6 Cllr Toner asked for confirmation that the draft report would be available for Board Members on Friday 6 May. Ms Mitchell confirmed this would be the case.

- 4.7 Cllr McGInty asked if there had been any indications on emerging themes from the Review so far. Ms Mitchell replied that no information had been given. There was currently only contact from the RCPCH fulltime staff, not the clinical experts who would be the people developing the recommendations for the report. The only feedback had been that emerging models from other parts of the UK were being looked at.
- 4.8 Cllr McGInty asked if any indications had been requested. Ms Mitchell stated that this had not been the case. The Chair added that there had been a decision made to deliberately not ask the RCPCH for tentative findings or contact as regards outcomes.
- 4.9 Ms Mitchell pointed out that the report to the Board Workshop will be viewed as a Draft Report subject to further changes, dependent on the discussion at the Workshop.
- 4.10 Cllr McGInty asked whether the draft report passed onto Board Members would just be what is tabled once the task is complete or whether there would be any sort of filtering or qualitative assessment from NHS Lothian clinicians. The Chair stated that this was a fair question and that part of the Workshop review would be to identify any further clarifications needed before the report went to the full Board Meeting in June.
- 4.11 Ms Mitchell stated that in the next week or so, the RCPCH would send through some of the background/ factual sections of the Report, so that these sections of the draft report could be checked for accuracy.
- 4.12 Cllr McGInty pointed out that the current timescales would make the turn around for fact checking, qualitative assessment etc very difficult. The Chair stated that from the Board point of view there were a couple of purposes to the Workshop, these were to assure the Board is content with the process around the Review and that the work can be used to make decisions; to consider if there is more to do around validation of the report content and outcomes.
- 4.13 Cllr McGInty questioned whether the intention would be for the draft report to be circulated widely on the 6 May. Cllr McGInty acknowledged that it was the Board's business as to how the draft report would be managed but at the same time there was likely to be a lot of public interest in the outcomes of the report. The Chair asked Ms Mitchell to seek further assurance from the RCPCH that the report would be received in time to go to Board Members on the 6 May.
- FM**
- 4.14 There was further discussion on at what stage the report would be a public document. The Chair stated that there was a need to verify this process as he had assumed that nothing would be released until after the June Board Meeting. However in June the Board in theory could reject the report outright, agree in full for implementation or sit somewhere in between.
- 4.15 Cllr Toner stated that he had been unaware that discussion at the Board Workshop on 11 May with the RCPCH might potentially lead to changes to their draft report. If the Workshop decided that the report had not covered a Lothian wide staff solution or rezoning of patients and this is feedback to the RCPCH then the report would not be ready in time for the June meeting as it would have to be ready to be sent out 7 days later.

- 4.16 Ms Mitchell stated that it was unknown what the report's recommendations or the Board response would be, however, the report was the RCPCH's external expert view. If the Board decided that an issue like rezoning hadn't been explored and should be, then this might either be picked up by the RCPCH and included in their final Report or it could be part of the Board's formal response to the RCPCH report at its June meeting. .
- 4.17 The Chair emphasised the importance of the report standing as an independent piece of work. It might be that the Board take some of the recommendations and decide to undertake further work around these.
- 4.18 Cllr Toner added that the journey from draft to final report should also be documented. Ms Mitchell added that whatever goes to the Board in June would include a highlight paper detailing discussion from the workshop and any changes made from this. The expectation would be that the final report would be a public review report. The Chair stated that he appreciated that this would be a public report but remained struggling around the timing of at what point the report would be released.
- 4.19 Cllr Toner then asked for an update on the stability of the paediatric ward at St Johns and also for an update on staff recruitment.
- 4.20 Ms Mitchell reported that the staffing situation has improved since the turn of the year. There was now a consultant back from Maternity leave to support the middle grade rota and a locum consultant until end of August 2016. In relation to additional medical staff advertising, the adverts for the international medical trainee doctors posts were now out in the British Medical Journal and also on the Internet, it was hoped that there would be a number of good quality applicants. Cllr Toner requested that the link to the job adverts be circulated. Ms Mitchell agreed to send this around.

**FM**

- 4.21 The situation remained the same in regards to the current rota, with around two thirds of the rota relying on people taking extra shifts, however having a consultant back from maternity leave and the extra locum until the end of August has help steady things.

## **5 Work plan**

- 5.1 It was agreed that there were no outstanding issues from the work plan that needed to be addressed at the current meeting.

## **6 Any Other Competent Business**

- 6.1 **St John's Hospital Quality Dashboard** – The paper circulated following discussion at the previous stakeholder group meeting was received. There were no further questions on the report.

## **7 2016 Meeting Dates**

18 May 2016

15 June 2016

27 July 2016 (*Chair and administrative support will transfer to WLC after this meeting*)

24 August 2016

21 September 2016

19 October 2016

30 November 2016

21 December 2016



**ST JOHN'S HOSPITAL STAKEHOLDER GROUP**

Minutes of the Meeting held on Wednesday 18 May 2016 at 2.30pm in Board Room 1, St John's Hospital, Howden South Road, Livingston, West Lothian EH54 6PP (and by video conference call from Waverley Gate).

**Present:**

Mr Brian Houston	Chairman, Non Executive Lay Member NHS Lothian (Chair)
Mr Alex Joyce	Employee Director, Non Executive Member NHS Lothian
Cllr John McGinty	Leader West Lothian Council
Cllr Anne McMillan	West Lothian Council Livingston North Ward
Cllr Tony Boyle	West Lothian Council Broxburn, Uphall and Winchburgh
Mrs Maureen Anderson	Patient Representative
Ms Lynsay Williams	Non Executive Member NHS Lothian (Teleconference)
Mr Jim Crombie	Chief Officer, University Hospitals and Support Services
Mr Jim Forrest	Director, West Lothian CHCP
Ms Fiona Mitchell	Director of Women's and Children's Services, NHS Lothian
Ms Agnes Ritchie	St John's Hospital Site Chief Nurse, NHS Lothian

**In Attendance:**

Ms Kizzy Taylor	Communications Manager, NHS Lothian
Mr Chris Graham	Secretariat, NHS Lothian

**Apologies:**

Ms Jacquie Campbell	St John's Hospital Site Director, NHS Lothian
Cllr Frank Toner	West Lothian Council East Livingston and East Calder
Ms Caroline McDowall	Partnership Lead St John's Hospital
Ms Anne Smith	General Manager, St John's Hospital Site, NHS Lothian

2 Members of the Public

**Declaration of Financial and Non Financial Interest**

There were no declarations made.

**1 Welcome and Introduction**

The Chair welcomed members to the meeting.

**2 Minutes of the Previous Meeting**

2.1 The Minutes of the previous meeting held on 20 April 2016 were approved as a correct record.

### **3 Matters Arising from the Minutes**

- 3.1 NHS Lothian Paediatric Review Draft Report - The Chair reported that this action had been complete and the draft report was indeed received on 6 May 2016.
- 3.1.1 The Chair also referred to the clarification of the timings and process for the draft report to undertake that was sent out with the draft St John's Stakeholder Group minutes on 3<sup>rd</sup> May. The draft report was circulated to Board members on 6 May for Board members consideration at the 11 May Board seminar. The report would then go to the 22 June Board meeting and so would become a public document the week before this when issued with the Board papers. The Chair hoped this clarification had been helpful.
- 3.2 Job Adverts – Ms Mitchell confirmed that her action to circulate the link to the job adverts remained outstanding, however following the international posts recruitment there had been 2 applications received, further details under Item 4 below.

### **4 Paediatric Services & NHS Lothian Paediatric Review Update**

- 4.1 NHS Lothian Paediatric Review Draft Report - Mr Crombie advised and reassured members that the draft report from the Royal College of Paediatricians and Child Health (RCPCH) had been received on 6 May and had been subject to detailed review and discussion at the board workshop on 11 June at which there had been RCPCH representation present along with senior clinical paediatric representation from NHS Lothian. The report would now become a formal agenda item at the public board meeting in late June, along with recommendations to the Board for agreement.
- 4.1.1 Cllr McGinty asked if there were any initial thoughts about the draft report; issues covered and proposed solutions that could be shared without getting into the content. Mr Crombie stated that the most appropriate answer was that the Board had asked for the document to remain confidential so he would be unable to discuss it. Mr Crombie stated that upon reviewing the report it was evident that the RCPCH had brought the expected paediatric expertise to the way issues had been looked at. The benefit to having the RCPCH taking the review forward had been to utilise their expertise of different UK models and the draft report references such models.
- 4.1.2 Cllr McGinty then asked if the Board's remit had been met by the RCPCH. The Chair confirmed that broadly the remit had been met. The Chair added that personally he felt there had been even more comprehensive coverage of the issues than he had anticipated.
- 4.1.3 Cllr McGinty questioned if the intention was also to publish the supporting material such as workshop and survey outcomes, along with the draft report as this would also be of public interest. Mr Crombie confirmed that there was an Appendices Document which includes all of this information which would form part of the public document.
- 4.1.4 Cllr McGinty reminded Group members that at the start of the review process the parameters stated had been that no options would be off the table when it came to the outcomes of the open ended review. Now the draft report had been received, was it still the case that there were no options off the table?
- 4.1.5 Mr Crombie stated that he would be keen to use the report as a construct for the way forward. All the options bring with them a requirement for change along with a real clinical team leadership focus. The Chair added that from what he had seen this would not constitute the elimination of any options at this stage.

- 4.1.6 Cllr McGinty pointed out that the local concern had always been the possible downgrade of services at St John's Hospital. At the outset of the review there had been a statement that this could not be ruled out. Now the draft report had been received was there a sense that this remained a possibility or not?
- 4.17 Mr Crombie reminded Cllr McGinty that this was a confidential process with the document not being available until the June Board meeting papers go out. Cllr McGinty stated that the key point was had there been any movement from the starting point. Mr Crombie stated that he was unable to answer that question at this point. Cllr McGinty commented that this was disappointing. The Chair stated that he would have to agree with Mr Crombie that attempting to meaningfully answer this question at this stage of the confidential process would not be possible. The Chair added that whilst Cllr McGinty's frustration was appreciated there was no other answer at this stage with the timing of publication of the full final version of the report being around four weeks away.
- 4.2 Paediatric Inpatient Rota - Cllr McGinty asked for the update position on the current paediatric inpatient rota. Ms Mitchell stated that the middle grade rota remained as reported in April, which was better this year than last given one consultant had returned following maternity leave and the locum would be staying until the end of August.
- 4.2.1 Cllr McGinty queried whether there would be any issues caused to the stability because of the upcoming holiday period. Ms Mitchell reported that the holiday impact was not just down to the team at St John's but from other sites who have staff that also support the middle grade rota. There were always changes and unplanned consequences that impacted on the rota. At the moment the situation was that the rota was two staff better off than last summer and right now remained stable.
- 4.3 International Recruitment - Ms Mitchell updated on the current recruitment situation. It was noted that there had been two applicants for the international posts. The process of interviews and consideration of appointment has now started. The Group noted that this was a similar situation to last year where in the end no positions were filled. Cllr McGinty asked if the two posts were advertised as St John's posts. Ms Mitchell confirmed that this time the focus had been solely St John's.
- 4.3.1 Cllr McMillan asked what the timescale for the two applicants starting work if successful. Ms Mitchell stated that realistically if successful this would see the staff taking up post in the autumn (September). This would be a slightly quicker process as it was being facilitated by the Scottish government. It also depended on the level of induction, supervision that may be required.

## **5 Activity and Performance Update**

- 5.1 Mr Jackson gave a presentation covering St John's Activity and Waiting Lists (15/16 Review).
- 5.2 The information presented looked at figures in relation to Accident and Emergency; Inpatient and Daycase activity; Readmissions; Treatment Time Guarantee; Outpatients and the 12 Weeks Outpatient Standard.
- 5.3 It was noted that for Accident and Emergency the figures were not quite as good a situation as the previous year but this was not unprecedented against the pattern and reflect the current pressures within Lothian. This was an indication of how the whole health and social care system was going not just a barometer of Accident and Emergency itself.

- 5.4 For inpatient and day cases the activity level remained a similar pattern as previous years so there was not much to report. The situation was the same for Outpatients; however the waiting times for Outpatients had not improved with a vast majority of people waiting for appointments with visiting services such as orthopaedic or general surgery.
- 5.5 In relation to readmissions it was noted that the numbers for seven days by surgery and medicine were a quality measure assessed both by NHS Lothian Healthcare Governance Committee and the Board through performance reporting. It was also part of the National ISD Hospital Score Card. This measure considers the pattern of case mix and types of illnesses being admitted to hospital and gauges how likely it is that there would be readmissions, essentially making an assessment that the health system is behaving as expected. Mr Jackson confirmed that throughout the year the behaviour had been as expected.
- 5.6 With reference to Treatment Time Guarantee it was noted that there were over two hundred patients waiting over twelve weeks for elective surgery. This number currently had reduced significantly. Mr Jackson reported that there had been big changes in plastic surgery where team members had put significant work in to ensure patients were not waiting longer than they should, this had led to reductions in plastics, maxillofacial and also other visiting services to the site. There remained challenges around returning patients and also patients that do not turn up for appointments which has impact on waiting times.
- 5.7 The Chair asked that the full presentation be circulated to Group members immediately following the meeting.

**CG**

## **6 Work plan**

- 6.1 It was agreed that there were no outstanding issues from the work plan that needed to be addressed at the current meeting.

## **7 Any Other Competent Business**

- 7.1 There was no other business.

## **7 2016 Meeting Dates**

15 June 2016

27 July 2016 (*Chair and administrative support will transfer to WLC after this meeting*)

24 August 2016

21 September 2016

19 October 2016

30 November 2016

21 December 2016

**ST JOHN'S HOSPITAL STAKEHOLDER GROUP**

Minutes of the Meeting held on Wednesday 15 June 2016 at 2.30pm in Board Room 1, St John's Hospital, Howden South Road, Livingston, West Lothian EH54 6PP (and by video conference call from Waverley Gate).

**Present:**

Mr Brian Houston	Chairman, Non Executive Lay Member NHS Lothian (Chair)
Cllr John McGinty	Leader West Lothian Council
Cllr Anne McMillan	West Lothian Council Livingston North Ward
Mrs Maureen Anderson	Patient Representative
Ms Lynsay Williams	Non Executive Member NHS Lothian (Teleconference)
Mr Jim Crombie	Chief Officer, University Hospitals and Support Services
Ms Agnes Ritchie	St John's Hospital Site Chief Nurse, NHS Lothian
Ms Jacquie Campbell	St John's Hospital Site Director, NHS Lothian

**In Attendance:**

Mr Chris Graham	Secretariat, NHS Lothian
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**Apologies:**

Ms Caroline McDowall	Partnership Lead St John's Hospital
Ms Anne Smith	General Manager, St John's Hospital Site, NHS Lothian
Mr Jim Forrest	Director, West Lothian CHCP
Mr Alex Joyce	Employee Director, Non Executive Member NHS Lothian
Cllr Frank Toner	West Lothian Council East Livingston and East Calder
Ms Carol Harris	Head of Communications and Public Affairs, NHS Lothian

4 Members of the Public

**Declaration of Financial and Non Financial Interest**

There were no declarations made.

**1 Welcome and Introduction**

The Chair welcomed members to the meeting.

**2 Minutes of the Previous Meeting**

2.1 The Minutes of the previous meeting held on 18 May 2016 were approved as a correct record.

**3 Matters Arising from the Minutes**

3.1 None.

**4 West Lothian Childhood Obesity**

4.1 It was agreed to defer the project Update from Rajeeb Rashid, Consultant Paediatrician to a future meeting.

## 5 St. John's Hospital Quality Dashboard Report

5.1 The report from Ms Ritchie was received. There was discussion on person-centredness and the 'tell us ten things' approach to patient experience. It was noted that there had been a rise in complaints received between January to April; however the indication for May was that these were coming back down.

5.2 The St John's sickness absence rate of 5.68% was noted. Ms Ritchie added that the latest figure for June showed as just under 7% for all disciplines, not just nursing and that there were ongoing discussions around this with ER and Partnership colleagues.

5.3 The Group noted the following:

- *Hospital standard mortality ratio* - no great difference to the previous figures for St John's. The Associate Medical Directors were reviewing this and will speak to the clinical leads on site.
- *C. diff* – noted that most cases were down to over prescribing of antibiotics. The GPs and acute sites were reviewing GP prescribing for patients needing to be on antibiotic therapy. There had been 7 cases reported but no patients had the same strain therefore there was no cross contamination.
- *SABs* – Figures continue to come down with two cases reported last month.
- *Cardiac arrests* - weekly meetings with the resuscitation officer. Capturing patients appropriately through actions before patient arrests.
- *NEWS standards* - Like sews early warning, ward and teams making steps towards early identification.
- *SAEs* - Mainly due to falls. There was an increase on site in falls with harm, four reported last month.
- *Four hour wait* – St John's performance reasonably good 94.6% for May against the overall NHS Lothian figure of 93%. Figure so far for June was 95.2% (yesterday 98%).
- *Front door* – increase in presentations, now exceeding 200 presentations at least once or twice per month.

5.4 Cllr McMillan asked about the increased sickness absence rate and if this was particular to any staff group. It was noted that although nursing was the highest, it was also the largest staff group and within this it was mostly connected to unregistered nurses. The Chair asked about the April increase when the trend had been fairly healthy. Ms Ritchie stated that as well as *C. diff* there had also been an increase in norovirus which had also impact on St John's staff as well as local schools and nursing homes. There had also been a respirator virus effecting staff in May. The next dashboard report should show the peak and then fall in the numbers.

5.5 Cllr McGinty asked about complaints and what the most common complaint was. Mr Ritchie stated that to answer this all the complaints data would have to be reviewed. Ms Campbell added that the top three complaints could be sought formally and provided to the next meeting.

**JCam**

5.6 Cllr McGinty also asked about A&E Capacity and what was causing the spikes in demand through the A&E service. Ms Ritchie replied that the last few months had seen a steady increase in major flow (arrest, collapse) and frail elderly patients with complex clinical conditions. This had also led to an increase in patients requiring admission. Cllr McGinty stated that as the population ages this increase would be expected as would an expected flow from residential nursing homes.

5.7 Mr Crombie referred to upcoming work around admissions through A&E. Ms Campbell stated that St John's was to receive a management trainee to undertake a piece of work around A&E attendances – where they are coming from and to work with the IJB to understand pathways and look at options around reducing admissions.

5.8 The Chair added that it was worth noting that this same trend pattern was occurring across the piece for the NHS in Scotland.

## **6 Paediatric Services & NHS Lothian Paediatric Review Update**

6.1 Mr Crombie reported that following on from the briefing at the previous stakeholders meeting; the final report from the Royal College of Paediatricians and Child Health (RCPCH) had now been received and was due to be discussed at the Board meeting next week. This would include Mr Crombie response to the report.

6.1.1 It was acknowledged that recent press coverage around the report had been disappointing with the first draft having been leaked and some of the inferences in the press being incorrect.

6.1.2 Mr Crombie stated that the report offered a positive future for paediatric services in NHS Lothian and to move this forward he would now be keen to quickly establish and engage clinical teams in the ongoing delivery of sustainable services for the children of Lothian.

6.1.3 Cllr McMillan asked if Mr Crombie could comment on what was said in the press coverage around the leaked first draft of the report. Mr Crombie stated that the first draft and final draft had changed very little, but that given the time pressures around the report the first draft had a lot of inaccuracies and typographical errors that would normally have been cleaned up before a first draft was provided by the RCPCH. The main recommendations in first draft remained in the final report.

6.1.4 Mr Crombie added that he was anxious and irritated that the work done on the review was now being viewed by people and the wrong conclusions being drawn. To suggest that any decision had already been taken by the Board was incorrect and it was unfair to give people this cause for concern.

6.1.5 Cllr McGinty asked when the Board Papers would be made available to the public ahead of next week's Board meeting. Mr Crombie stated that he thought the papers would be made available this evening.

6.1.6 Cllr McGinty asked about the report's supporting documentation. Mr Crombie that the Board Papers would include the report from the RCPCH; the appendices including detail of feedback given, routes feedback sought and the detail of feedback. The papers would also include Mr Crombie's response, characterising the analysis of the report suggesting and proposing a number of options for the Board's consideration. There was a lot of other raw data around the consultation which Mr Crombie could provide on request to those who may be interested.

6.1.7 Cllr McGinty enquired if the Board workshop to discuss the draft report had given any sense of the Board's favoured option. Mr Crombie gave his view of the workshop which had seen the Board briefed in detail by Dr Shortland and Sue Eardley from RCPCH. This process had allowed detailed discussion from board members on particular elements of the review. The numerous options detailed in the report had been explored in detail.

- 6.1.8 Mr Crombie's response paper going to the Board builds on discussion around the recommendations and how these might be implemented. It was noted that the review report was 70+ pages, very detailed with a significant number of recommendations. This was not the end of the journey but the start of an exciting journey developing paediatric services in Lothian through a sustainable model for the next five to ten years.
- 6.1.9 The Chair added that discussion of the report at the workshop had not seen a dismissive reaction from the Board. The report had been viewed as a valid outcome. Most discussion had been around the practicalities of the different options and also requests to Mr Crombie and the review team on clarifications as to how things would work. The final decision from the Board was awaited.
- 6.2 Paediatric Inpatient Rota - Cllr McGinty asked for the update position on the current paediatric inpatient rota. Mr Crombie confirmed that there was one ongoing issue being dealt with relating specifically to an individual, however he remained confident that the rota was now covered until the end of August.

## **7 Work Plan**

- 7.1 The work plan was noted. Mr Crombie requested that for the next meeting a briefing on the proposed work to Ward 20 at St John's be added to the work plan. This was agreed by the Group.

**CG**

## **8 Any Other Competent Business**

- 8.1 There was no other business.

## **9 2016 Meeting Dates**

27 July 2016 (*Chair and administrative support will transfer to WLC after this meeting*)

24 August 2016

21 September 2016

19 October 2016

30 November 2016

21 December 2016





West Lothian  
Council

**COUNCIL EXECUTIVE**

**COMMUNITY PLANNING PARTNERSHIP BOARD.**

**REPORT BY DEPUTE CHIEF EXECUTIVE**

**A. PURPOSE OF REPORT**

To inform the members of the West Lothian Community Planning Partnership Board meetings held on 17 August 2015, 16 November 2015 and 15 February 2016

**B. RECOMMENDATION**

To note the minutes of the West Lothian Community Planning Partnership meetings held on 17 August 2015, 16 November 2015 and 15 February 2016.

**C. SUMMARY OF IMPLICATIONS**

**I Council Values**

Focusing on our customers' needs

Being honest, open and accountable

Providing equality of opportunities

Developing employees

Making best use of our resources

Working in partnership

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

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

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

**V Relevance to Single Outcome Agreement** None

**VI Resources - (Financial, Staffing and Property)** None

**VII Consideration at PDSP** N/A

**VIII Other consultations** Community Planning Partners.

**D. TERMS OF REPORT**

The West Lothian Community Planning Partnership Board meets on a quarterly basis and involves partners from across the public, private, voluntary and community sectors.

**E. CONCLUSION**

The minutes of the meetings of the Community Planning Partnership Board are attached to this report for the information of the members of Council Executive.

**F. BACKGROUND REFERENCES**

N/A

Appendices/Attachments: Appendix 1 - Minute of Meeting of West Lothian Community Planning Partnership Board – 17 August 2015, 16 November 2015 and 15 February 2016.

Contact Person: Joanna Anderson, Community Planning Development Officer, Tel No.01506 281086

Date:- 30 August 2016

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST Lothian Council held within COUNCIL CHAMBERS, WEST Lothian Civic Centre, on 17 AUGUST 2015.

Present –

Councillor Cathy Muldoon (Chair)	West Lothian Council
Councillor John McGinty	West Lothian Council
Councillor Tony Boyle	West Lothian Council
Councillor Tom Conn	West Lothian Council
Jim Forrest	West Lothian Council
David Milne	Scottish Government
Linda Scott	WL Chamber of Commerce
Robin Strang	WL Leisure
Grant McDougall	Skills Development Scotland
Mhairi Harrington	West Lothian College
Eddie Ritchie	Scottish Fire & Rescue
Lindsay Geddes	DWP
Willie Boyle	Voluntary Sector Gateway WL
Angus McInnes	Police Scotland

In Attendance –

Lorraine Gillies	West Lothian Council
Graeme Struthers	West Lothian Council
Donald Forrest	West Lothian Council
Steve Field	West Lothian Council
Joanna Anderson	West Lothian Council
Susan Gordon	West Lothian Council
Fiona McBrierty	West Lothian Council

Apologies –

Councillor Angela Moohan	West Lothian Council
Mike Neilson	Scottish Government
Alison McCallum	NHS Lothian
Ken Bramham	DWP
Margaret Clarke	Voluntary Sector Gateway WL

1. ORDER OF BUSINESS

The Chair advised the Board that in relation to Agenda Item 10 no-one from the Youth Congress had been able to attend the meeting therefore the item would be continued to a future meeting of the Board.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. MINUTE

The Board confirmed the Minute of its meeting held on 25 May 2015. The Minute was thereafter signed by the Chair.

4. MINUTE OF MEETING OF THE COMMUNITY PLANNING STEERING GROUP

The Board noted the Minute of the Community Planning Steering Group held on 3 August 2015.

5. MINUTES OF THEMATIC FORUM MEETINGS -

- a) The Board noted the Minute of the Community Safety Board meeting held on 23 March 2015; and
- b) The Board noted the Minute of the CHCP Sub-Committee held on 16 April 2015.

6. SOA PERFORMANCE REPORTING :-

- a) The Board noted the high level indicators report;
- b) The Board noted the SOA Economic report;
- c) The Board noted the SOA Exceptions report;
- d) The Board noted the Summary Dashboard;
- e) The Board noted the Prevention Plan PI's; and
- f) The Board noted the Horizon Scanning report.

7. COMMUNITY EMPOWERMENT (SCOTLAND) ACT PRESENTATION

The Board were presented with an overview of the Community Empowerment (Scotland) Act which had recently come into force.

David Milne, Scottish Government explained the main differences between what the Act used to look like and the new version stating that the new Act was designed to reflect what CPP's currently do and not to place extra burdens on them.

The Act had also expanded the number of statutory bodies to be involved in community empowerment and what the statutory duties were for CPP's governing bodies and all statutory bodies, noting that it was very much about having participation from local communities.

David also provided an outline of some other aspects of the Community Empowerment Act including Participation Requests, Community Right to Buy, Asset Transfer Requests and Participation in Public Decision-Making.

The presentation concluded with details of the next steps to be taken with

regards to rolling out the Act noting that different parts of the Act were likely to come into force at different times with the intention that it would all be place by April 2016.

There then followed a questions and answer session.

The Chair thanked David for the very informative presentation.

#### Decision

1. To note the contents of the presentation; and
2. Noted that the implications of the Community Empowerment Act would be discussed in more detail at the next Board meeting in November 2015.

#### 8. WEST LOTHIAN LEISURE'S PARTNERSHIP ACTIVITY PRESENTATION

The Board considered a presentation and an accompanying report providing an update on the partnership working between West Lothian Leisure, NHS Lothian and West Lothian Community Health and Care Partnership.

As a community planning partner, West Lothian Leisure's outcomes aligned with and contributed to many of West Lothian CPP's Single Outcome Agreement (SOA) outcomes, in particular Outcome 6 (Older People are able to live independently in the community with an improved quality of life) and Outcome 7 (We live longer, healthier lives and have reduced health inequalities).

The presentation continued by explaining the health and well-being programmes that were being operated through West Lothian Leisure including programmes such as First Steps and Further Steps to health and well-being, Ageing Well and Eat Xcite. The report provided an overview of each of the programmes.

The Board were provided with a number of statistics that demonstrated the success of the health and well-being programmes being operated and were also provided with details of future developments.

There then followed a questions and answer session.

The Chair thanked Robin for the very informative presentation.

#### Decision

To note the contents of the presentation and accompanying report.

#### 9. HEALTH AND SOCIAL CARE INTEGRATION

The Board considered a report (copies of which had been circulated) by

the Depute Chief Executive, Community Health and Care Partnership, WLC providing an update on the implementation of the Public Bodies (Joint Working) (Scotland) Act 2014 which allowed health board and local authorities to integrate health and social care.

The Depute Chief Executive explained that the West Lothian Integration Scheme was approved on 16 June 2015 and subsequently the Order to establish the new integration authority, the Integration Joint Board, was laid before the Scottish Parliament for 28 days. Allowing for the summer recess, West Lothian Integration Board (IJB) would be legally established from 21 September 2015 with all functions being delegated on or before 1 April 2016.

A shadow IJB had been in operation since June 2015 and the first meeting of the legally constituted IJB would take place on 20 October 2015. The IJB would be established as a separate and distinct legal identity from the council and health board and would be responsible for planning and overseeing the delivery of a wide range of health and social care services for adults. The IJB's primary responsibilities would be to produce a strategic plan, allocate the integrated revenue budget for adult health and social care and oversee service delivery.

The Board were further advised that upon enactment of the Community Empowerment (Scotland) Bill the IJB would be a strategic partner within West Lothian's community planning arrangements and the IJB's Strategic Plan would be required to support wider community planning processes, in particular delivering the agreed outcomes as defined in the Single Outcome Agreement.

The high level outcomes would be set within the context of West Lothian's Community Plan, Single Outcome Agreement and National Health and Wellbeing Outcomes and it was intended that reporting arrangements would include a commitment to report on progress against these to the Community Planning Partnership.

It was also noted the services previously within the scope of the CHCP would remain under the operational management of the Depute Chief Executive, Community Health and Care Partnership, WLC. However as the IJB would only be responsible for the planning and overseeing the delivery of adult health and social care services, separate arrangements would need to be put in place for the governance of children's services which were previously governed within the CHCP. These arrangements would, as far as possible, mirror the arrangements for adult services in relation to strategic planning to ensure continuity of service and seamless delivery.

The Board were asked to note the new arrangements that were being implemented to comply with the Public Bodies (Joint Working) (Scotland) Act 2014 and that the new integration authority, West Lothian Integration Board, which would become a strategic partner with West Lothian CPP.

#### Decision

To note the contents of the report.

10. CLAIMANT COMMITMENT AND BENEFIT SANCTIONS

The Board considered a report (copies of which had been circulated) by the Head of Finance and Estates, West Lothian Council advising that on 24 February 2015 West Lothian Council approved a Motion requesting that a report on the DWP's new claimant commitment and the related benefit sanction regime be presented to a meeting of the Community Planning Partnership Board and to also outline the impact on the citizens of West Lothian.

The Head of Finance and Estates advised that sanctions had been a feature of the unemployment benefits system since 1911 and were introduced in their present form in 1996. He explained that claimants of unemployment benefits had to meet certain conditions in order to remain entitled to benefits and if they did not meet those conditions they could receive a sanction which could result in their benefits being stopped for a variable period of time.

The UK Government reformed the system of sanctions and conditionality through the Welfare Reform Act 2012 with the new system for Job Seekers Allowance introduced in October 2012 and the new system for Employment Support Allowance introduced in December 2012.

The "Claimant Commitment" was a key element of the reforms and this clarified the responsibilities that claimants had to meet to claim benefit and avoid sanctions. Also new claimants of Job Seekers Allowance now needed to sign a Claimant Commitment which set out fully what they needed to do in order to receive state support and included information about the consequences of failing to meet certain requirements. Additionally changes were also made to the benefit conditionality which had brought a greater number of people into the sanctions regime. For example a lone parent was now expected to search/prepare for work if their child was five or older, whereas previously this had been seven or older. Disabled people had also been affected by changes to conditionality in that they were now expected to take steps to prepare for work whereas previously they only had to stay in touch with their DWP adviser.

There were three levels of sanctions and these were summarised in the report. However since the new Claimant Commitment and Sanction System had been introduced a number of issues had been raised as to whether there had been incidences where claimants had not fully understood the system or why they had been sanctioned. Therefore a number of reviews and enquires were undertaken examining many of the issues and concerns raised about the operation of the system.

The report then provided a broad overview of the reviews undertaken on the operation of the system and included details on the Oakley Review in July 2014, The House of Commons Work and Pensions Committee Enquiry in March 2015 and an Improvement Service Survey conducted in

March 2015.

With regards to the Improvement Service Survey it was notable that most local authorities, including West Lothian, had established Welfare Reform Groups which had developed action plans and communication plans to assist claimants and that joint working had been undertaken with the DWP in order to benefit mutual customers. This included the delivery of Claimant Commitment Awareness sessions to council front line staff and the production of a number of leaflets and fact sheets.

The report continued by providing a number of statistics for the West Lothian Council area and some of the communities within the council's area affected by sanctions; this was for the period October 2013 through to September 2014.

The report then continued to provide details of the work that was being undertaken locally with partners to mitigate some of the adverse effects of the sanctions including an increase in awareness and understanding of what was involved in claiming Job Seekers Allowance or Employment Support Allowance noting that the Advice Shop was developing a "buddy" system to support vulnerable people through the assessment process. It was also noted that work was being carried out to empower adults to challenge decisions they believed to be wrong. Support was also available to assist individuals to find work.

It was recommended that the Board note the contents of the report and the ongoing work of the Welfare Reform Group and Anti-Poverty Strategy Development Group which aimed to further develop local support initiatives which would lead to :-

- Increased understanding of the claimant commitment and conditionality;
- Better support for vulnerable groups;
- Increased update of hardship payments, crisis grants and welfare fund applications;
- Empowering claimants to challenge decisions; and
- Raise awareness of the support available to find a job.

#### Decision

To note the contents of the report.

#### 11. LOCAL DEVELOPMENT PLAN

The Board considered a report (copies of which had been circulated) by the Head of Planning and Economic Development, WLC advising of progress on the preparation of the West Lothian Local Development Plan (LDP).



The Board were advised that the preparation of a development plan was a statutory requirement under the terms of the Planning, etc (Scotland) Act 2006. The development plan set out how the places should change and what they could be like in the future. It would also set out what type of development should take place, where and which areas should not be developed.

The West Lothian Local Plan was now in the process of being replaced by a revised West Lothian Local Plan with the first formal stage of the process being the preparation and consultation on the Main Issues Report (MIR). The MIR had identified eight main issues upon which comment was sought alongside a series of associated questions. A total of 254 submission had been received, details of which had been reported to the council's Development and Transport Policy Development and Scrutiny Panel on 23 April 2015.

Since that time officers have been assessing the submissions received to inform preparation of the next stage in drafting the proposed Local Development Plan. It was anticipated that the proposed plan would be considered by the council's Development and Transport Policy Development and Scrutiny Panel in Autumn 2015 and thereafter considered by the Council Executive. Once approved, public consultation would commence for a six week period.

There was a statutory requirement to consult with key agencies such as NHS Lothian, Scottish Natural Heritage, SEPA and Scottish Water as well as community councils and members of the public. It was also anticipated that the Community Planning Partnership would input to this process. The exact format for the consultation was yet to be agreed but was expected to be largely web based.

Following consultation on the proposed plan a response to all submissions received together with the proposed plan would be submitted to Scottish Ministers for Examination. A report on the Examination, once received, would be binding on the council. Therefore the LDP would be adopted by the council and replace the existing WLLP with the earliest anticipated date for adoption being late 2016.

It was recommended that the Board :-

1. Note the progress on the West Lothian LDP; and
2. Note that following consideration by the Council Executive public consultation on the LDP Proposed Plan would commence.

#### Decision

1. To note the contents of the report; and
2. Agreed that the Community Planning Development Manager organise a seminar for partner organisations at which scenario planning could be provided to allow for a better understanding of the Local Development Plan process and its effect on the West

Lothian environ.

## 12. OCCUPATIONAL SEGREGATION TO MODERN APPRENTICESHIPS

The Board considered a report (copies of which has been circulated) by Skills Development Scotland advising of a pilot project that was being scoped for West Lothian to address gender segregation within the Modern Apprentice Framework.

The project would be led by an occupational segregation specialist within Skills Development Scotland in partnership with Close the Gap and Engender who would scope the project which would inform the development of an activity workplan.

A multi-agency steering group would be convened to oversee the work of the pilot project and members would include representatives from Skills Development Scotland, Close the Gap, Engender, West Lothian Council, West Lothian College, Scottish Training Federation and CareerWISE.

The purpose of the pilot was to address the under-representation of women in traditional frameworks, with the wider aim of developing a Scottish model to occupational segregation in Modern Apprenticeships as it was known that occupational segregation was a major cause of the gender pay gap and therefore was intrinsically linked to women's and children's poverty.

It was recommended that the Board support the development of the pilot project.

### Decision

1. To note the contents of the report;
2. Endorsed the course of action proposed by Skills Development Scotland; and
3. Requested that consideration be given to the inclusion of private enterprises in the process.

## 13. LIFE STAGES REFRESH

The Board considered a report (copies of which had been circulated) by the Community Planning Development Manager outlining the influences of the Life Stages programme to date and to set out plans for revisiting and refreshing the programme.

The Community Planning Development Manager explained that the Life Stages was a strategic programme of change that aimed to transform how the West Lothian Community Planning Partnerships planned and delivered services to ensure more effective interventions, tackle inequalities and achieve positive outcomes for our communities. It was also about embedding a new way of working and driving service redesign

around three principles ; use of evidence to target services to reduce inequalities, shifting resources upstream to deliver preventative services and to ensure that we obtained maximum impact for expenditure.

The recent CPP audit report confirmed that the CPP was a mature partnership with a long history of good collaborative working and therefore it was felt that now was the right time to reflect on the findings of the audit report and to take forward its recommendations and to track how Life Stages had influenced the CPP's approach to service delivery.

The report then provided a number of examples of the influence of Life Stages on the CPP noting that whilst there had been some successes there had also been some challenges. Therefore it was proposed to refresh and revisit the programme through a series of stages which were summarised in the report along with timescales.

Initial discussions had been held with lead officers from across each life stage around the current position of Life Stages and the potential for revisiting the programme. Further discussions had also recently been held at the Community Planning Steering Group.

Therefore it was recommended that the Board :-

1. Note the influence of Life Stages on CPP service delivery to date; and
2. Approve the plans to refresh the programme.

#### Decision

1. To approve the terms of the report; and
2. Agreed that as part of the refresh process consideration be given to the effects of the Community Empowerment Bill which was now in place.

#### 14. UPDATED SOA AND DRAFT SOA ANNUAL REPORT 2014-15

The Board considered a report (copies of which had been circulated) by the Community Planning Development Manager providing a copy of the updated Single Outcome Agreement (SOA) and the draft Single Outcome Agreement (SOA) Annual Report 2014-15, copies of which were attached to the report.

The Community Planning Development Manager continued to explain that the SOA had been updated to ensure that the SOA was moving in the right direction and that the PI's within the current SOA had been reviewed in-line with various public service reforms. A number of proposed changes had been discussed at a recent meeting of the Community Planning Steering Group and these changes had been incorporated into the updated SOA; a summary of the changes were also attached to the attached as an appendix.

The report continued to advise that an SOA Annual Report for 2014-15 had been produced showing key achievements over the year, using high-level performance information, good practice examples and case studies to demonstrate progress in achieving SOA outcomes. The annual report also included an update on key enabling themes that would allow achievement of the outcomes, prevention, community engagement, use of data and information and targeted interventions.

It was intended that the updated SOA and the SOA Annual Report 2014-15 would be submitted to the Scottish Government in September as a “package” of documents, along with the CPP Development Plan; these would demonstrate what the CPP had achieved and how the partnership would continuously improve.

The Community Planning Development Manager continued to advise that the updated SOA and draft SOA Annual Report would include some of the themes that had emerged from a recent conference held amongst the partners before they were submitted to the Scottish Government. Also the Community Planning Development Manager would soon start to formulate four working groups to take forward some of those recently discussed themes.

The Board was asked to :-

1. Approve the updated version of the SOA;
2. Approve the draft SOA Annual Report 2014-15; and
3. Agree plans for submitting the updated SOA, Annual Report and CPP Development Plan to the Scottish Government.

#### Decision

To approve the terms of the report.

#### 15. WEST LOTHIAN ALCOHOL AND DRUG PARTNERSHIP DELIVERY PLAN 2015-18

The Board considered a copy of the West Lothian Alcohol and Drug Partnership Delivery Plan for 2015-18.

The West Lothian ADP was a multi-agency partnership set up in 2008 that had a strategic responsibility for co-ordinating actions to address local issues with alcohol and drugs.

The plan had been developed with the collaboration and support of all partners with local outcomes and additional key performance indicators agreed by the partnership as part of the development of the delivery plan.

The Board were asked to note the content of the West Lothian Alcohol and Drug Partnership Delivery Plan for 2015-18.

Decision

To note the contents of the delivery plan.

16. GIRFEC SELF ASSESSMENT

The Board considered the contents of a self-assessment questionnaire that had recently been completed and which related to the implementation of GIRFEC.

It was noted that the self-assessment had been submitted to the Scottish Government by the deadline of 31 July 2015.

Decision

To note the contents of the self-assessment questionnaire.

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST Lothian Council held within COUNCIL CHAMBERS, WEST Lothian Civic Centre, on 16 NOVEMBER 2015.

Present –

Councillors Cathy Muldoon (Chair)	West Lothian Council
Councillor John McGinty	West Lothian Council
Councillor Harry Cartmill	West Lothian Council
Councillor Tom Conn	West Lothian Council
Graham Hope, Chief Executive	West Lothian Council
Angus McInnes	Police Scotland
Mhairi Harrington	West Lothian College
Gary Laing	Scottish Fire & Rescue
Donald Lumsden	Skills Development Scotland
Des Martin	Oatridge College
Mike Neilson	Scottish Government
Dr Alison McCallum	NHS Lothian
William Boyle	WL Voluntary Sector Gateway

In Attendance –

Lorraine Gillies	West Lothian Council
Graeme Struthers	West Lothian Council
Jim Forrest	West Lothian Council
David Maule	West Lothian Council
Tim Ward	West Lothian Council
Elizabeth Butters	West Lothian Council
Steve Field	West Lothian Council
Craig McCorrison	West Lothian Council
Scott McKillop	West Lothian Council
Susan Gordon	West Lothian Council
Margaret Clarke	WL Voluntary Sector Gateway

Apologies –

Councillor Tony Boyle	West Lothian Council
Linda Scott	WL Chamber of Commerce
Julie McDowell	NHS Lothian

Absent –

Councillor Peter Johnston	West Lothian Council
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1. DECLARATIONS OF INTEREST

Councillor Willie Boyle wished the Board to note that he was attending the meeting in his capacity as the Chair of the Voluntary Sector Gateway and not as an elected member.

2. MINUTE

The Board confirmed the Minute of its meeting held on 17 August 2015. The Minute was thereafter signed by the Chair.

3. MINUTE OF MEETING OF THE COMMUNITY PLANNING STEERING GROUP HELD ON 2 NOVEMBER 2015

The Board noted the Minute of the Community Planning Steering Group held on 2 November 2015.

4. MINUTES OF THEMATIC FORUMS -

a) The Board noted the Minute of the Community Safety Board meeting held on 22 June 2015; and

b) The Board noted the Minute of the Economic Partnership Forum held on 17 June 2015

5. SOA PERFORMANCE REPORTING -

a) The Board noted the high level indicators report;

b) The Board noted the SOA Community Safety Report;

c) The Board noted the SOA Exceptions Report; and

d) The Board the Summary Dashboard.

6. CONTEST PRESENTATION BY INSPECTION ANGUS MACINNES, POLICE SCOTLAND

The Board were provided with an overview of CONTEST which was a UK Government strategy for counter terrorism and how it linked into the partner's activity in West Lothian.

The Board were advised that the UK was currently at a threat level of Severe which meant that an attack was highly likely. The threat stemmed from a number of sources including Al Qaeda, Islamic State, Northern Ireland related terrorism, animal rights and the far left/far right wing.

The CONTEST strategy had been in place since 2003 with the aim to reduce the risk from terrorism so that people could go about their lives freely and with confidence. CONTEST had been reviewed and revised in 2011 to reflect the changing terrorist threat and to also incorporate new Government policies following a change of Government in 2010.

The purpose of the strategy was to prevent and stop people from becoming or supporting terrorists including challenging ideologies, supporting vulnerable institutions and protect vulnerable individuals.

A local CONTEST Implementation Plan had been devised by Police Scotland and would support delivery of the Strategic Plan and would be amended to suit local need. Additionally Police Scotland had set up a Lothian & Borders Multi Agency CONTEST Group which would include

senior points of contact and partner governance structures.

There then followed a questions and answer session noting that the Board's role in the implementation of the local Strategic Plan was building and maintaining resilience within West Lothian communities and was to include working closely with Registered Social Landlords.

The Board were also advised by the council's appointed member to the strategic group, the council's Depute Chief Executive Graeme Struthers that a Community Safety Strategy was being developed for West Lothian and would be presented to the Board in due course.

The Chair thanked Angus for the very informative presentation.

### Decision

- 1) To note the contents of the presentation;
- 2) To note that the key to success was building and maintaining resilience in West Lothian communities and that this was to include Registered Social Landlords; and
- 3) To note that a Community Safety Strategy was being developed for West Lothian and would be presented to the Board in due course.

## 7. WEST LOTHIAN ALCOHOL AND DRUGS PARTNERSHIP ANNUAL REPORT 2014-15

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing a copy of the Alcohol and Drug Partnership (ADP) Annual Report 2014-15, a copy of which was attached to the report.

The Board were advised that the West Lothian Alcohol and Drug Partnership was a multi-agency strategic partnership, taking responsibility for addressing substance misuse problems and co-ordinating local action and priorities on alcohol and drug use.

A new delivery plan for 2015-18 was submitted to the Scottish Government in June 2015 and subsequent annual reports would provide updates in accordance with this plan.

A key aspect of this year's Annual Report was a self-assessment of local performance against national and local outcomes and included the following :-

- Sustained performance against the HEAT A11 Waiting Times Standard
- Increased coverage of take home naloxone to 25%
- Compliance with HEAT H4 Alcohol Brief Intervention Standard



- Increase in data compliance across national databases
- Implement the Quality Principles as outlined in “Quality Principles : Standard Expectations of Care and Support in Drug and Alcohol Services”.
- Respond to the needs of prisoners affected by drugs and alcohol;
- Improve identification and prevention activities around new psychoactive substances (NPS)
- Increase reach and coverage of the take home naloxone programme.

A summary of implications for the Single Outcome Agreement were summarised in the report.

Partners within the ADP had been consulted and involved with the production of the report and the development of the Joint Delivery Plan 2015-2018.

It was recommended that the Board note the contents of the Annual Report

#### Decision

To note the contents of the report.

#### 8. WEST LOTHIAN ALCOHOL AND DRUGS PARTNERSHIP WORKFORCE DEVELOPMENT

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on the ADP Workforce Development project that had been conducted in partnership with Scottish Training on Drugs and Alcohol (STRADA).

The Board were advised that the Joint Scottish Government and COSLA statement “Supporting the development of Scotland’s Alcohol and Drug Workforce” set the aim of identifying a range of actions that were required to ensure that Scotland had a confident, competent drug and alcohol workforce which had a shared value base that was focused on improving the outcomes for individuals, families and communities.

In May 2014 this work was endorsed by the Community Planning Partnership Board and included an additional strand of activity under the Public Sector Collaborative Learning leadership programme.

West Lothian ADP had completed stage one and two of the workforce development plan and a summary of each of these stages was provided for in the report.

The Head of Social Policy continued to explain that WLADP had

commenced stage three in January 2015 with a planned completion for August 2015. However STRADA had experienced a change in funding and had therefore not been in a position to continue with the work which had resulted in a significant delay.

STRADA had since devised a more streamlined and solution focused approach to completion of the work and which would hopefully recoup some of the time lost during the delay period. Appendix 3 attached to report also provided further details of how stage three would be taken forward.

A summary of implications for the Single Outcome Agreement was summarised in the report.

Partners within the ADP had been consulted, had noted the progress to date and had approved the new streamlined model for forwarding onto the CPP Board.

It was recommended that the Board :-

1. Note the progress of the WLADP workforce development group and acknowledge the delay to the project's completion;
2. Approve the new streamlined model as outlined in Appendix 2 attached to the report; and
3. Nominate key strategic people from those partner organisations represented on the Board to participate in the ADP Workforce Development working group due to commence in January 2016.

#### Decision

1. To approve the recommendations of the report; and
2. Agreed that partner organisations provide Elizabeth Butters with details of a suitable representative who could participate in the ADP Workforce Development Working Group.

#### 9. WHITBURN CHARRETTE

The Board considered a report (copies of which had been circulated) by the Head of Area Services providing the outcomes from the charrette exercise undertaken in Whitburn as part of the placemaking exercise for the town.

The Head of Area Services explained that the Scottish Government and the council had provided funding to undertake a charrette which was an intensive planning and community engagement exercise in Whitburn. The purpose of the charrette was to integrate the various elements of planned investment and activity into a single cohesive masterplan for the area.

Following a competitive tendering exercise Austin-Smith:Lord (ASL) were appointed as the lead contractor to deliver the charrette. The charrette

exercise then took place in April 2015 and consisted of a number of workshops which were attended by over 140 different people.

A masterplan, a copy of which was attached to the report, had since been produced and this was now out for consultation with partners and community groups with the deadline for responses being Sunday 15 November 2015. Any responses would be taken into consideration before the masterplan was finalised and presented to the council's Development and Transport Policy Development Scrutiny Panel on 14 December 2015.

Moving forward the extensive work that had been involved in developing the masterplan would provide a sound basis for developing a Regeneration Plan for the town which would be a more "live" plan that would be community-led.

A summary of implications for the Single Outcome Agreement was detailed in the report.

It was recommended that the CPP Board note the progress to date and in particular :-

1. That a charrette exercise had been undertaken in April 2015;
2. That outputs of discussions from the exercise were being considered by other services and partners; and
3. The masterplan for the town would be finalised over the coming weeks and the Regeneration Plan would be developed for the town which would provide a mechanism for further developing projects following the charrette.

#### Decision

To note the terms of the report.

#### 10. COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

The Board considered a report (copies of which had been circulated) by the Community Planning Development Manager advising of the key messages of the Community Empowerment (Scotland) Act 2015 and its implications for the Community Planning Partnership (CPP).

The Community Empowerment Bill was passed by the Scottish Parliament on 17 June and received Royal Assent in July 2015. The Act provided a legal framework to promote and encourage community empowerment and participation by creating new rights for community bodies and placing new duties on public authorities. The measures in the Act strengthened community planning to ensure that local service providers worked together even more closely with communities to meet the demand of the people who used them.

The Act would therefore put Community Planning on a statutory basis and would place specific duties on CPP's around improving local priority

outcomes and acting with a view to tackling inequalities. CPP's must prepare and publish a local outcomes improvement plan (LOIP) as well as locality plans for the areas where communities experienced the poorest outcomes.

Tackling Inequalities was already the key theme of the CPP and partners were working together to achieve this. The local outcomes improvement plan was the equivalent of the ten-year Single Outcome Agreement that the CPP already had in place, which was formed by a robust assessment of local need and community consultation.

There were some areas that would require further development in order to fully take forward the new Community Planning processes and these were summarised in the report.

The Scottish Government was about to begin consultation on the guidance that would accompany the Act. There was more work to be done on guidance on localities and an attempt would be made to keep regulations as light as possible allowing scope for local variation. It was likely that different parts of the Act would come into force at different times and it was anticipated that the Community Planning elements would come into effect by the Summer of 2016.

Four short-life work streams were being set-up to take forward the four themes of the West Lothian CPP Development Plan; Governance; Resources, Data & Information; Culture, Approach & Behaviour; and Delivery Approaches. These work streams would meet for around six months from November 2015 and would pick up the areas for development relating to the Act as outlined in the report and in Appendix 1.

A summary of implications for the Single Outcome Agreement were summarised in the report.

The key messages of the Act had previously been presented to partners at the Celebrating Community Planning conference and the CPP Board meeting in August 2015. Partners would also be involved in the four work streams.

It was recommended that the Board note the contents of the report and its appendix.

#### Decision

To note the contents of the report.

### 11. GIRFEC UPDATE

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on multi agency progress toward implementation of the Getting it Right for Every Child (GIRFEC) aspects of the Children and Young People (Scotland) Act 2014, specifically the Named Person service and role, the single Child's Plan

and the Use of Wellbeing indicators.

The Children and Young People (Scotland) Act 2014 embedded the Getting it Right for Every Child approach into the legislation. The main GIRFEC elements of the Act would come into force in August 2016.

To support readiness for full implementation in August 2016, a local project management group was meeting regularly, having discussions with the third sector and sharing practice experience across the Lothians. There was also ongoing collaboration involving the Scottish Government and local authority GIRFEC lead officers to support the agenda of change.

The report then provided an overview of the Named Person Role, Wellbeing and Child's Plan noting that for the effective operation of both the Named Person service and the Child's Plan, processes would be best supported by seamless electronic transfer of agreed child wellbeing concern information between agencies.

A summary of implications for the Single Outcome Agreement were summarised in the report.

In terms of consultation West Lothian's multi agency partners had been working on the implementation of GIRFEC for some years and the wellbeing indicators were well embedded into practice. The project management group also included representatives from NHS Lothian, education and social policy services.

It was recommended that the Board note progress on implementing the new legal duties imposed by the Children and Young People (Scotland) Act 2014.

#### Decision

To note the contents of the report.

## 12. RESOURCE ALIGNING GROUP UPDATE

The Board considered a report (copies of which had been circulated) by the Head of Finance and Estates providing an update on the Resource Aligning Group (RAG).

The Board were advised that the West Lothian Community Planning Partnership Resource Aligning Group was the lead group established to progress resource mapping across the partnership as outlined in the partnership development plan. The RAG would consider how the West Lothian CPP could work together to identify the totality of resources deployed across the partnership to ensure delivery of each of the Single Outcome Agreements and to develop an agreed framework to improve the partnership's capacity to target and align resources for better impact.

The RAG had previously agreed a number of areas for development which would support information sharing and alignment across the CPP. These areas had been agreed prior to the findings of the Audit Scotland

report on the West Lothian CPP. It had now been agreed by the Board that the areas for development previously agreed by the RAG would be integrated with those actions attributed to the RAG in the CPP Development Plan.

The RAG action plan was split into four sections; these being Governance, Aligning Resources & Resource Efficiency, Asset Management Planning and Scenario Planning.

A RAG questionnaire had been completed by partners to ascertain services provided by their organisation and included information on geographical spread, funding sources and the number of years the funding confirmed for, revenue and capital budgets, people resources and budget links to the SOA.

RAG officers from the council would, by the end of December 2015, visit partner members of the RAG to reinforce the purpose and importance of the RAG activities and to gather information on partners' budgets and resources. Monthly highlight reports on progress would be provided to RAG members and regular meetings of the group would be held.

Details of the RAG action plan were attached to the report at Appendix 1.

A summary of implications for the Single Outcome Agreement was summarised in the report.

It was recommended that the Board note the report and agree that the RAG progresses with the activities set out in the RAG Action Plan.

#### Decision

- 1) To approve the terms of the report; and
- 2) Agreed that the themes contained within the Anti-poverty strategy would be taken into consideration as part of the RAG Section on "Aligning Resources and Resource Efficiency".

### 13. VOLUNTARY SECTOR GATEWAY WEST LOTHIAN UPDATE

The Board considered a report (copies of which had been circulated) by the Chief Executive providing an update on the circumstances in relation to the West Lothian third sector interface and the Community Planning Partnership.

The Chief Executive advised that the role of the third sector interface (TSI) was to provide an effective single point of access for support and advice for the third sector within a local area. It was expected that the TSI would provide a strong and cohesive conduit between the third sector and the local authority and Community Planning Partners and that it would be well managed, governed and effective.

The TSI operating in West Lothian was the Voluntary Sector Gateway West Lothian (VSGWL) and they were a member of the Community

Planning Partnership Board. They received grant funding from the Scottish Government Third Sector Unit and from West Lothian Council.

A number of concerns had come to the attention of senior council officers in relation to the operation of the VSGWL and these had been raised with their Board. To date these issues remained outstanding. The Scottish Government Third Sector Unit was aware of these circumstances and following a discussion with senior officers of the council had commissioned a report to consider the operation of the TSI for West Lothian.

The Scottish Government then advised that the report and the response from the Board of the VSGWL were under consideration and that the next steps would be determined soon. However at the meeting of Council Executive held on 15 September 2015 a motion was approved which instructed the Depute Chief Executive to write to Scottish Government formally seeking release of the review.

The Scottish Government's response, dated 21 October 2015 stated that the council's request was being treated as a Freedom of Information request and that they would be refusing that request citing a number of reasons including it could prejudice the conduct of personal affairs, prejudice substantially the administration of justice, prejudice the exercise by a public authority of its function and contravene the Data Protection Act in relation to the disclosure of personal information.

The council was entitled to ask the Scottish Government to carry out an internal review of its response. This had to be made within 40 working days of the receipt of the Scottish Government's letter and this then had to be dealt with by the Scottish Government within 20 days of receipt of any review request. Given the ongoing impact on the third sector, the Community Planning Partnership and West Lothian communities of the current impasse, the council's Depute Chief Executive had written to the Scottish Government requesting that an internal review be undertaken.

The Chief Executive then advised that Board that the council had heard back from the Scottish Government following the request for an internal review and that this had been refused and therefore the only other option available to the council was to approach the Information Commissioner.

It was recommended that the Board note the current situation regarding the Voluntary Sector Gateway.

#### Decision

To note the contents of the report

#### 14. COMMUNITY JUSTICE REDESIGN IMPLEMENTATION PROCESS

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on the proposed model and implementation process that would be followed by West Lothian for the Scottish Government Community Justice Redesign, with further details

contained in Appendix 1 attached to the report.

The Head of Social Policy advised that West Lothian was now in the early stages of planning the details of the transition towards the new arrangements noting that there was a major challenge in ensuring that all relevant local bodies were kept informed and could have their reviews represented in the final agreement.

A number of actions had been taken to date and included the following :-

- The setting up of the West Lothian Reducing Reoffending Committee structure in early 2013;
- Discussions in various forums about the future shape of governance for Community Justice Redesign; and
- The first meeting of the Community Justice and Community Safety Implementation Group

Consultation to date had included the full range of justice and planning partners including direct contact with the staff delivering services. Consideration was also being given on how best to raise public awareness of the changes ahead.

A summary of implications for the Single Outcome Agreement were summarised in the report.

It was recommended that the Board agree the following :-

1. That the draft Transition Plan be circulated electronically for consultation by the beginning of December 2015;
2. That any comments arising from the consultation were considered by the Community Justice and Community Safety Implementation Group and where relevant were incorporated into the final draft of the Transition Plan;
3. That the Transition Plan and an accompanying report be presented to the meeting of the Social Policy Policy Development and Scrutiny Panel on 14 January 2016 for ratification; and
4. That the final version of the report be signed off by the Leader of the Council in his role as Chair of the Community Safety Board and by the Chair of the Community Planning Partnership Board.

#### Decision

To approve the terms of the report

#### 15. ANTI-POVERTY STRATEGY UPDATE

The Board considered a report (copies of which had been circulated) by the Head of Area Services providing an update on the work undertaken by



the Welfare Reform and Anti-Poverty Development Group between April 2014 and March 2015.

The Welfare Reform and Anti-Poverty Development Group had developed an annual plan each year since the development of the Better Off : West Lothian Anti-Poverty Strategy in 2012. The action plan was thematically comprised of 15 outcomes relating to seven priorities to tackle poverty. Key achievements over the period were summarised in the report and included Income Maximisation, Employability, Preventing Homelessness, Raising Awareness of poverty related issues and the provision of Additional Support.

A summary of implications for the Single Outcome Agreement were detailed in the report.

It was recommended that the Board note the contents of the report and note the work of Anti-Poverty Strategy and Welfare Reform Development Group in 2014-15.

#### Decision

To note the terms of the report

### 16. COMMUNITY ENGAGEMENT PLAN UPDATE

The Board considered a report (copies of which had been circulated) by the Community Planning Development Manager providing an update on activity related to the Community Engagement Plan.

The report recalled that West Lothian's Community Engagement Plan was developed to support the Single Outcome Agreement and CPP's had a responsibility to ensure that SOA's were delivered with a high level of community engagement.

At a local level, West Lothian Community Planning Partnership was fully committed to the principles and practice of community engagement and recognised that there needed to be a better understanding of communities to be able to provide genuine opportunities to involve them in meaningful ways.

The Community Engagement Practitioners Network (CEPN) was set up in 2013 to help take forward activity related to the Community Engagement Plan. This multi-agency group of practitioners met on a quarterly basis and was responsible for progressing the practical actions that would help achieve the outcomes in the Community Engagement Plan.

The report also provided a narrative on the Engaging Community Toolkit and the Engaging Communities Training Programme

The Community Planning Development Manager continued to explain that as part of the Scottish Government's programme to support Participatory Budgeting in Scotland, West Lothian CPP had been successful in securing a 4 day package of support to help develop participatory

budgeting in West Lothian.

It was also noted that following on from the recent review of the SOA the Community Engagement Plan would undergo a review to ensure that it reflected recent policy developments around community engagement both nationally and locally.

A summary of implications for the Single Outcome Agreement were included in the report.

It was recommended that the Board note the content of the report.

#### Decision

To note the terms of the report.

### 17. DATES OF NEXT MEETINGS

The Board noted the dates of future meetings of the Community Planning Partnership Board. These being :-

- 15 February 2015
- 9 May 2015
- 22 August 2015 (provisional date)
- 21 November 2015 (provisional date)

MINUTE of MEETING of the COMMUNITY PLANNING PARTNERSHIP BOARD of WEST Lothian Council held within COUNCIL CHAMBERS, WEST Lothian Civic Centre, on 15 FEBRUARY 2016.

Present –

Councillor Cathy Muldoon (Chair)	West Lothian Council
Councillor John McGinty	West Lothian Council
Councillor Tony Boyle	West Lothian Council
Councillor Tom Conn	West Lothian Council
Councillor David Tait	West Lothian Council
Graham Hope, Chief Executive	West Lothian Council
Eddie Ritchie	Scottish Fire & Rescue
Sandy Milne	Voluntary Sector Gateway WL
Gill Imery	Police Scotland
Alison McCallum	NHS Lothian
Lindsay Seywright	West Lothian College
Grant McDougall	Skills Development Scotland

In Attendance –

Lorraine Gillies	West Lothian Council
Graeme Struthers	West Lothian Council
Jim Forrest	West Lothian Council
Steve Field	West Lothian Council
Alistair Shaw	West Lothian Council
Joanna Anderson	West Lothian Council

Apologies -

Mhairi Harrington	West Lothian College
Douglas Westwater	Voluntary Sector Gateway WL
Julie McDowell	NHS Lothian
Martin Riach	Scottish Fire & Rescue
Gary Laing	Scottish Fire & Rescue

1. DECLARATIONS OF INTEREST

Agenda Item 13 (Community Justice Transition Plan) – Councillor Tony Boyle declared a non-financial interest in that he was a council appointed member of the Criminal Justice Authority.

2. MINUTE

The Board confirmed the Minute of its meeting held on 16 November 2015. The Minute was thereafter signed by the Chair.

3. MINUTE OF MEETING OF THE COMMUNITY PLANNING STEERING GROUP HELD ON 1 FEBRUARY 2016

The Board noted the Minute of the Community Planning Steering Group held on 1 February 2016.

4. MINUTES OF THEMATIC FORUMS -

- a) The Board noted the Minute of the Community Safety Board held on 21 September 2015;
- b) The Board noted the Minute of the West Lothian Economic Forum meetings, held on 9 September and 2 December 2015; and
- c) The Board noted the Minute of the Climate Change and Sustainability Working Group held on 21 January 2016.

5. SOA PERFORMANCE REPORTING -

- a) The Board noted the High Level Indicators report;
- b) The Board noted the Health and Wellbeing Thematic Report;
- c) The Board noted the SOA Exceptions Report; and
- d) The Board noted the Summary Dashboard.

6. OPERATION WHITECROSS - PRESENTATION BY CHIEF SUPERINTENDENT, GILLIAN IMERY, POLICE SCOTLAND

The Board were provided with an overview of Operation Whitecross by Chief Superintendent Gill Imery who explained that the current Operational Policing Model which had been implemented across J Division on 4 March 2015 had been subject of a six month review in September 2015. The introduction of the model had led to a re-distribution of the resources across Response and Community roles.

The Chief Superintendent explained that the review team led by Inspector O'Connor had initially carried out an internal review in the form of staff surveys and workshops and then externally by engaging with partners in each of the local authority areas including the holding of workshops involving elected members and representatives of the community.

The review found that there was a need for change to the current policing model to meet demand and objectives. Therefore on 23 November 2015 the Divisional Commander instructed that an implementation team (Operation Whitecross) consider the recommendations of the review and decide which of those were suitable for implementation in a New Policing Model for J Division.

Based on the findings of the review and the engagement process there was a desire to rebalance the ratio of Response and Community Officers. This provided an opportunity to ensure that Response Officers dealt with incidents arising daily and reduced the abstraction of Community Officers from their core role, allowing them to support an increased focus on public engagement and the prevention of crime and anti-social behaviour.

Additionally Response Hubs would be increased from two to four, allowing for a greater distribution of officers across the county thus affording a greater presence in the community and more efficient call attendance.

The presentation continued by noting that it was recognised that the existing and previous model had presented challenges in meeting call demand and facilitating such community focussed activities but it was hoped that the proposed model would allow for more consistent police participation in local forums, such as Community Council meetings, and a renewed drive to have Community Officers focus on creating sustainable solutions to local issues.

The presentation continued by providing details of similar models that had been successfully operating in both East and Mid Lothian noting that for West Lothian the new model would allow for the creation of two distinct Community Action Teams, one in the east and the other in west and which would create significant opportunities for police officers and the WLC Neighbourhood Response teams to work even more closely together.

Finally the presentation explained that the three School Link Officers operating in West Lothian would be increased to six in recognition of the excellent work carried out in prevention and diversionary tactics.

The presentation concluded by advising that as part of the continued engagement and review process a letter would be sent out to all elected members seeking opinions on the effectiveness of the change. This would be then followed up after a period of 10 months with a similar letter and this would allow Police Scotland to assess the viability of the new policing model over a period of time.

#### Decision

1. To note the contents of the presentation; and
2. Welcomed the opportunity to participate in the review of the new policing model that was being introduced across West Lothian.

#### 7. FAULDHOUSE CHARETTE

The Board considered a report (copies of which had been circulated) by the Community Planning Development Manager advising of the successful application to the Scottish Government's Charrette Mainstreaming Programme 2015-16 to carry out a charrette in Fauldhouse.

The Board were advised that an application had been submitted to the Scottish Government's Charrette Mainstreaming Programme 2015-16 for funding to deliver a charrette in Fauldhouse. The Scottish Government had recently advised that the application had been successful.

The first town centre charrette had been carried out in Whitburn in March

2015 and by delivering a charrette in Fauldhouse the Community Planning Partnership would have an opportunity to test the knowledge and experience gained in Whitburn.

The charrette exercise for Fauldhouse would take place in Spring 2016 and from this a masterplan would be produced for Fauldhouse.

Whilst physical regeneration would be one focus of the charrette there would also be an opportunity to focus on a number of other key issues which had been identified. These included below average health outcomes for Fauldhouse residents, poor levels of satisfaction with Fauldhouse as a place to live and improving the village's economic position.

Community Planning partners would be involved to ensure that the emerging designs and other outputs from the process aligned to the agreed wider priorities of partners.

Key timescales for the project were detailed in the report.

Consultation had already taken place with Planning and Economic Development, Finance and Estates and the Fauldhouse Community Development Trust. Further consultation would also take place with the community and partners throughout the project.

It was recommended that the Board note :-

1. That a successful application had been made to the Scottish Government allowing a second charrette to be carried out in West Lothian;
2. The timescales for delivery of the project; and
3. That progress would be forwarded to Fauldhouse and the Breich Valley Local Area Committee and the Community Planning Partnership Board.

### Decision

To note the contents of the report.

## 8. VOLUNTARY SECTOR GATEWAY WEST LOTHIAN - UPDATE

The Board considered a report (copies of which had been circulated) by the Chair of the Voluntary Sector Gateway providing an update on circumstances in relation to the West Lothian Third Sector Interface (TSI) with the Community Planning Partnership (CPP) which was provided by the Voluntary Sector Gateway West Lothian.

The role of the TSI was to provide an effective single point access for support and advice for the third sector within a local area. It was expected that the TSI would provide a strong and cohesive conduit between the third sector and the local authority and the Community Planning

Partnership and was well managed, governed and effective.

The TSI operating in West Lothian was the Voluntary Sector Gateway West Lothian and who were a member of the CPP. The Voluntary Sector Gateway received funding from the Scottish Government Third Sector Unit, West Lothian Council and from external funders.

Concerns had been raised by senior officers of the council in relation to the operation of the Voluntary Sector Gateway and an update report on that matter was presented to the CPP Board at its meeting on 16 November 2015.

On the 14 December 2015 the Voluntary Sector Gateway held an AGM which was well attended by representatives of the third sector, members and community planning partners. During that meeting a number of concerns were raised including a review which had been carried out by the Scottish Government. Particular concerns were also raised with regards to the annual accounts for 2014-15 and the current financial position and the accounts were not accepted or approved by the membership.

During the election process for the board all of the present Board of Directors stood down. Therefore under the stewardship of an independent solicitor the membership elected four members to act as a new Board of Directors for the Voluntary Sector Gateway West Lothian. Within days of this action a further three members were co-opted onto the Board.

Since this time a number of actions had taken place and these were summarised in the report and included a review of all policies and procedures, engagement with West Lothian Council internal audit to undertake a detailed 4 year financial audit of the organisation and significantly amended and signed off the accounts.

The next steps to be taken by the organisation were as follows :-

- Member and sector open meeting on 10 February 2016;
- Secure funding from Scottish Government for an external change manager;
- Recruit CEO;
- Research and write strategic action plan for 2016-17; and
- Secure funding arrangements for the next 12 months.

The report concluded that there was now a new interim board for the third sector interface in West Lothian and that the Scottish Government and the council were working with the new board to support development of a new fit for purpose organisation which fulfilled its funded objectives.

It was recommended that the Board :-

1. Note the significant changes made to the Voluntary Sector

Gateway West Lothian;

2. Note the progress made by in the interim board; and
3. Consider how their organisation could support the continued development of the third sector interface.

#### Decision

To note the contents of the report

#### 9. DRAFT CPP WORKPLAN 2016

The Board considered a report (copies of which had been circulated) by the Community Planning Development Manager providing a copy of the CPP Workplan, a copy of which was attached to the report.

The workplan had been developed in order to prioritise and schedule discussion at Community Planning Steering Group and Community Planning Board meetings in 2016.

Having a workplan in place would provide partners with an opportunity to suggest agenda items and allow the CPP to plan ahead to ensure all relevant items were discussed. The draft workplan incorporated upcoming strategies, plans, consultations and items for discussion at each of the CPP Steering Group and Board meetings scheduled for 2016.

Partners were invited to contribute agenda items to the CPP workplan and Board members were encouraged to provide appropriate additional items for inclusion.

It was recommended that Board Members consider any additional agenda items to be included in the workplan by 26 February 2016.

#### Decision

1. To note the contents of the draft workplan; and
2. To note the deadline of 26 February 2016 for the inclusion of any additional items for inclusion on the workplan.

#### 10. EARLY YEARS AND EARLY INTERVENTION CHANGE FUND

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on the activities and progress within the Early Years and Early Intervention Change Fund and the 2014-15 annual return to Scottish Government.

The Board were advised that the Early Years and Early Intervention Change Fund supported a portfolio of projects which had a key focus on the following :-



- Early Intervention
- Evidence based working
- Preventative approaches
- Tackling social inequalities; and
- Effective management of change

Attached to the report was a copy of the annual return for 2014-15 that had been made to the Scottish Government providing progress and spend information on ongoing activities funded by the Change Fund as well as the broader activity in the Community Planning partnership.

The report also provided a summary of the implications for the relevant Single Outcome performance measures.

The Board were asked to note the 2014-15 return to the Early Years task Force.

#### Decision

To note the contents of the report

### 11. COMMUNITY JUSTICE TRANSITION PLAN

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on the Community Justice Redesign Transition Plan noting the continuing consultation and reporting to a range of committees and boards which had resulted in the preparation and submission of the formal Transition Report to the Scottish Government, a copy of which was attached to the report.

The Transition Plan had to be submitted to the Scottish Government by 31 January 2016. The final version of the report was signed off by the Leader of the Council in his role as Chair of the Community Safety Board and by the Chair of the Community Planning Partnership.

The Transition Report was primarily intended to outline the steps that had already been taken and would be taken in the next few months to implement the redesign in West Lothian. It focussed strongly on governance rather than on the achievement of specified outcomes; these would be addressed during the transitional year through the production of separate and more detailed plans, which would be submitted to the Scottish Government.

Consultation to date had involved the full range of justice and planning partners, carried out both directly with staff delivering services and in a range of cross-organisational groups. The Community Justice Redesign Implementation Group was also considering ways of both increasing public awareness of the organisational changes and encourage

community participation in the hope that community representatives would be able to attend a formal launch event being considered for June 2016.

The Board was asked to note the content of the Transition Plan

Decision

To note the contents of the report.



**COUNCIL EXECUTIVE**

**AUDIT OF VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**

**REPORT BY AUDIT, RISK AND COUNTER FRAUD MANAGER**

**A. PURPOSE OF REPORT**

To inform the Council Executive of the outcome of the internal audit of the Voluntary Sector Gateway West Lothian.

**B. RECOMMENDATION**

It is recommended that the Council Executive notes the outcome of the audit as set out in the appended audit report.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Being honest, open and accountable, making best use of our resources.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	Our public services are high quality, continually improving, efficient and responsive to local people's needs.
<b>VI Resources - (Financial, Staffing and Property)</b>	None.
<b>VII Consideration at PDSP</b>	None.
<b>VIII Other consultations</b>	Council officers, board members and employees of Voluntary Sector Gateway West Lothian, as part of the audit process.

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

On 12 January 2016 West Lothian Council approved a motion in relation to the Voluntary Sector Gateway West Lothian (VSGWL) which included an instruction to the Chief Executive to “deploy the Council’s Internal Audit Service to work with the new board to ensure that all sums previously allocated to VSGWL were properly spent and accounted for”.

The resultant audit report is attached as an appendix to this report. The main findings are summarised in paragraph 1.8 of the executive summary and section three of the report. The detailed audit findings are set out in section four. Section six of the report contains a response from the current Board of VSGWL and a completed action plan.

An appendix to the report has been prepared for separate consideration since it contains exempt information under the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973. It is recommended that this is taken in private, being exempt under the relevant paragraphs.

#### **E. CONCLUSION**

It is concluded that the level of financial governance within the VSGWL, and financial reporting by the VSGWL to its key funders, has been unsatisfactory.

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

Motion to West Lothian Council 12 January 2016: Voluntary Sector Gateway West Lothian - Review of West Lothian's Third Sector Interface

Appendices/Attachments: Internal Audit report on the Voluntary Sector Gateway West Lothian dated 17 August 2016.

Contact Person: Kenneth Ribbons [kenneth.ribbons@westlothian.gov.uk](mailto:kenneth.ribbons@westlothian.gov.uk) Tel No. 01506 281573

**Kenneth Ribbons**  
**Audit, Risk and Counter Fraud Manager**

Date of meeting: 30 August 2016



West Lothian Council

Finance & Property Services  
Audit, Risk and Counter Fraud Unit

UW1506

**INTERNAL AUDIT REPORT**  
**ON THE**  
**VOLUNTARY SECTOR GATEWAY**  
**WEST LoTHIAN**

17 August 2016



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## 1.0 EXECUTIVE SUMMARY

- 1.1 In accordance with the motion approved by West Lothian Council on 12 January 2016, we have undertaken an audit of the Voluntary Sector Gateway West Lothian (“VSG” or “the Gateway”) giving particular consideration to the projects funded by the council. As a result of our audit, we consider that the level of financial governance within the VSG, and financial reporting by the VSG to its key funders, has been unsatisfactory.
- 1.2 The audit remit is set out in section two.
- 1.3 The VSG was formed from the merger of two predecessor organisations, the Volunteer Centre West Lothian and Voluntary Action West Lothian, in 2009. It is registered as a charitable company limited by guarantee and operates from premises in Bathgate which it owns outright.
- 1.4 Financial stability is underpinned by core funding received on an annual basis from the Scottish Government and West Lothian Council, with additional funding received from the council to undertake projects on the council’s behalf. This is supplemented by grant funding from other sources on a project specific basis. Projects are reported in the annual accounts on a fund accounting basis, as either restricted or unrestricted funds.
- 1.5 The VSG is overseen by a Board of Directors although certain internal VSG documents refer to a Management Committee. These terms are interchangeable for the purposes of our report.
- 1.6 At the VSG’s AGM on 14 December 2015 the previous Board members resigned and four new Board members were elected, with a further three members co-opted within the following days. The new Board includes a member with relevant financial experience.
- 1.7 Total funding received from the council over the three financial years 2012/13 to 2014/15 inclusive amounted to £453,598, and during the 2015/16 financial year up to end February 2016, the total was £95,353. During each of the 2012/13 and 2013/14 financial years core funding of £60,959 was received from the council. This core funding of £60,959 was withheld by the council during the 2014/15 financial year, and in the 2015/16 financial year a restricted sum of £30,000 was released on 10 February 2016 following completion of a ‘health check’ by the council’s link officer. Scottish Government funding has also been restricted during the 2015/16 financial year. Having historically posted small annual surpluses, the VSG posted a financial deficit of £91,053 in the 2014/15 financial year.
- 1.8 For ease of reference, section three is a summary presentation of our findings. Those findings of particular note are summarised below and cross referenced to section four which contains our detailed findings.
- a costing prepared in 2013 within the VSG for the Befriending Project, resulted in ongoing payment by the council at a level which was significantly beyond the actual project costs incurred by the VSG. We consider this project to have been incorrectly accounted for by the VSG as unrestricted funds, resulting in a substantial ongoing unreported underspend (4.1.2). The external accountant for the VSG (who is also the independent examiner) produced a file note from his records stating that accounting for these funds on an unrestricted basis had been agreed during a conversation between the VSG’s ex-CEO and a council officer in 2009;
  - an “Awards for All” lottery grant received for the production of a Third Sector Strategy has been incorrectly accounted for by the VSG as unrestricted funds. The external accountant advises this was based on information received from the VSG.

Full payment of £10,000 was made to an external supplier despite this document still remaining incomplete (4.7);

- the cumulative underspend across six council funded projects totalled £108,252 across the three years 2012/13 to 2014/15 (4.2);
- there has been a lack of adequate record keeping across projects (4.3);
- the accounts were subject to verification by an Independent Examiner (refer footnote 1), despite a clear requirement for audited accounts in the agreement signed between the council and the VSG in June 2010 (4.5.2);
- quarterly income and expenditure statements have not been provided to the council, despite this also being a requirement of the above noted agreement (4.5.1);
- a severance payment made to the ex-CEO of the VSG is considered more fully in a separate appendix to this report.

1.9 Section six contains an action plan including a response to our audit from the VSG's current Board, prepared after discussion with us. The implementation of the identified actions will help improve control.

1.10 We appreciate the support of VSG staff and the VSG's new Board during the conduct of our audit. Should you require any further assistance please contact Colin Carmichael.

**Kenneth Ribbons**  
**Audit Risk and Counter Fraud Manager**

**Colin B Carmichael**  
**Auditor**

1) an independent examiner is only required to give a 'negative assurance' that "...no evidence has been found that certain things have not been done by the charity". There is no requirement to plan work so as to identify material fraud or to test the internal financial controls operating in the charity. Reference: Examiners' Guide (CC32)



## **2.0 REMIT**

- 2.1 The audit objectives were to determine whether sums relating to financial years 2012/13, 2013/14, 2014/15 and 2015/16 have been properly spent and accounted for. The audit therefore covers a period during which the Gateway was under the control of the old board, and only a short period following which the new board was in post.
- 2.2 The audit undertaken has considered the historic financial governance of the VSG during the period from 1 April 2012 onwards, taking evidence from a sample of available records and through interviewing key staff. Whilst access was made available to the separate review undertaken by Avante, dated 31<sup>st</sup> March 2015, this has been used purely by way of background on historic governance more generally and has not influenced our report.
- 2.3 Our review concentrated on the VSG's financial controls and reporting procedures during the period from 1 April 2012 onwards. Our testing was undertaken with reference to the annual accounts, internal accounting systems, electronic and paper records and interview of key staff. Audit work is undertaken on a sample basis and the issues and weaknesses we have identified are not necessarily all those which exist.
- 2.4 We discussed the draft report for factual accuracy with Alexander Milne and John McKechnie on 27 April 2016.
- 2.5 The Board of the VSG is responsible for both the implementation of agreed actions and the risk arising from not acting on any agreed actions identified.

### **3.0 AUDIT FINDINGS - SUMMARISED**

#### **3.1 Incorrect Project Accounting / Use of Project Funds**

- Despite evident underspends across a range of projects, only one of these has resulted in a refund to the council (ref: 4.1. and 4.2);
- There was inaccurate costing of volunteer expenses for the Befriending Project, where historic evidence was available to cost it on a considerably more accurate basis (ref: 4.1.2);
- In relation to the Consulting Older People project, we identified an inappropriate cost passed against project funds (ref: 4.1.4);
- In relation to the Minibus Driver Awareness Project, we identified an imbalance in the use of project funds – administration costs (co-ordinator salary between £5,000 and £6,000 annually) were substantially higher than the costs of the driver training provision at £2,016 (ref: 4.1.5);
- There has been an apparent lack of accuracy in recording some volunteer expenses (ref: 4.2.1);
- “Awards for All” grant funding was incorrectly accounted for as unrestricted funds (ref: 4.6.2).

#### **3.2 Cumulative Project Underspend**

- We identified a cumulative three year underspend on projects of £108,252 (ref: 4.2.1 – Table 4.);
- Overall the underspend was largely influenced by inaccurate costing by the VSG of one key project (ref: 4.1.2 – Table 2.);
- Underspends for three projects are historic and were not resolved on completion of the projects (refs: 4.1.4, 4.1.6, 4.1.8 & 4.2.1 – Table 4);
- Refund of Garden Angels project underspend to the council was after deducting a £5,000 overhead / admin recharge representing 18% of total project expenditure (4.1.1).

#### **3.3 Inconsistent Project Record Keeping and Reporting**

- There has been a lack of consistency in maintaining project records and a general lack of project financial reporting (ref:4.3.1);
- There was no evidence of consistent project reporting to the council (ref:4.3.1);
- There has been a historic issue with coding of entries to the SAGE accounting system (ref: 4.3.1).

#### **3.4 Incorrect Fund Accounting in Annual Accounts**

- Certain restricted funds (ref: 4.1.2 & 4.7), have been reported as unrestricted. This fails to meet the Charities Statement of Recommended Practice 2005, Clause 69 (ref: 4.6.1);

#### **3.5 Internal Financial Oversight**

- The Board failed in its duty to ensure grants and fees were used according to the terms of the grant agreement (ref: 4.4.2);
- The Board failed in its duty to ensure that internal systems of control were both rigorous and observed by staff (ref: 4.4.3);
- There was a general failure in financial monitoring and control (ref: 4.4).

### **3.6 Failure to Adhere to Terms of 2010 Agreement with the Council**

- Quarterly income & expenditure statements were not provided to the council (ref: 4.5.1);
- Annual accounts should have been audited by a qualified accountant. They were not (ref: 4.5.2).

### **3.7 Issues Surrounding the Third Sector Strategy Document**

- A strategy was commissioned but a final paper was never presented, only an incomplete draft (ref: 4.7.1);
- There was no evidence received of proper commissioning of the report, or of any invoicing or receipts etc. (ref: 4.7.1);
- Grant funds for this project were incorrectly accounted for (ref: 4.6.2);
- The company which undertook this project was registered at the VSG's address, and from evidence available never traded prior to its dissolution (ref: 4.7.2);
- The payment was authorised by the Board.

### **3.8 CEO Severance Terms**

- We have been refused access to a confidential agreement which we were advised was made between the previous Board and the ex-CEO;
- An issue remains in relation to income tax which was not deducted from the severance payment, but was paid by the VSG. The potential for recovery of this by the VSG remains under consideration;
- We have been unable to determine whether the sums actually paid agreed with those authorised by the Board;
- The above points and the package awarded to the ex CEO are considered in a separate appendix to this report.

## **4.0 AUDIT FINDINGS - DETAILED**

### **4.1 Individual Projects**

#### **4.1.1 Garden Angels Project**

This project was subject to an application for initial funding to cover the cost of a two year pilot, and was designed to address the needs of West Lothian's older population who have a garden but lack the means to manage its maintenance. A document has been provided which is said to be a copy of the initial funding application, but is undated and unsigned. The initial funding is booked through the VSG's SAGE internal accounting system at the very end of the 2012/13 financial year and annual expenditure lags behind this.

There is a variance between reported project expenditure and the SAGE accounting records, with no allowance in SAGE for overhead recovery / admin expenses re-charge, however £5,000 p.a. is allowed in the project co-ordinator's end of pilot financial summary. An end of pilot surplus of £9,036 was returned to WLC after deduction of the £5,000 overhead / admin recharge. We noted that this represented 18% of the total project expenditure.

The Garden Angels project is now being funded by grants and donations without recourse to WLC funding, and there has been no requirement for ongoing WLC financial support.

#### 4.1.2 Befriending Project

This project provides a 'befriending service' to 35 adults with learning difficulties and, from discussions with the project co-ordinator, we were advised that the project has now been running for over ten years. The project has been funded by the council on an annual basis, and during the period 2012/13 through to 2015/16 this has amounted to £54,917 per annum. Funding for the project is detailed in the 2010 Agreement between the VSG and the council.

The annual accounts of the VSG differentiate between restricted (to a specific named project) and unrestricted (available for general use) funds, and this project has been placed in the unrestricted category in the annual accounts. This varies from the other WLC funded projects which are detailed as restricted and as such are more fully reported on in the published accounts. Discussions with the project co-ordinator indicate that the funds for this project were restricted historically but, subsequent to the VSG being established in 2009, its treatment changed and the funds became unrestricted. The external accountant (who is also the independent examiner) produced a file note from his records stating that the accounting for these funds was based on a conversation between the ex-CEO and a council officer in 2009, where there was agreement that the Befriending Project should be treated as unrestricted funds. In any event, as a direct result surplus funds are free to be released for general use without details of this being disclosed in the annual accounts.

It has been necessary in assessing this project to supplement the limited information available from the published accounts with data from SAGE and information obtained from the project co-ordinator. Table 1 reflects this, with an indication that actual expenditure on the project has been considerably short of that anticipated:

**Table 1**

<b>Befriending Project</b>	<b>Final 2012/13</b>	<b>Final 2013/14</b>	<b>Final 2014/15</b>	<b>9 months 2015/16</b>
B/Fwd from prior year	£ not disclosed	£21,873	£45,592	£71,607
Received from WLC	£53,055	£54,917	£54,917	£41,188
Actual Expenditure (from SAGE)	(£31,182)	(£31,198)	(£28,902)	(£24,957)
<b>Cumulative end year underspend</b>	<b>£21,873</b>	<b>£45,592</b>	<b>£71,607</b>	<b># £ 87,838</b>

# NB: this represents the cumulative underspend for the period April 2012 to December 2015 only

A costing was prepared by the VSG (unsigned and undated - provided by the VSG interim senior manager and said by her to have been prepared by the ex-CEO), with a substantial variance evident between estimated volunteer expenses and actual volunteer expenses paid. Although the

costing itself is undated the electronic filepath indicates it was prepared in 2013. An SLA has also been seen, but this too is unsigned and undated. The costing included expenses of £650 per annum per client / volunteer match, totalling £22,750 for 35 projected matches. We have reservations over the accuracy of coding when entries have been marked to SAGE. However, the project co-ordinator herself has maintained a spreadsheet of expenses paid to volunteers covering the financial years from 2008-09 onwards. This has been obtained and table 2 provides a comparison between the costed expenses and actual / historic:

**Table 2**

<b>Volunteer Expenses</b>	<b>2008/09**</b>	<b>2009/10**</b>	<b>2010/11**</b>	<b>2011/12**</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16* (c11 months)</b>
Volunteer Expenses per 2013 Costing	£22,750	£22,750	£22,750	£22,750	£22,750	£22,750	£22,750	£20,854
Actual Expenses	£8,614	£8,282	£7,893	£9,888	£8,290	£9,281	£7,078	£5,942
<b>Expenses Underspend</b>	£14,136	£14,468	£14,857	£12,862	£14,460	£13,469	£15,672	£14,912

\* adjustment made for 11 month expenses allowance.

\*\* these years pre-date the 2013 cost projection and no costing for them is held. As such, the projected expenses figure of £22,750 has been used as a representative base line.

On the basis the costing referred to above was prepared in 2013, it should have been evident at the time of preparation from historic annual expenses that an allowance of £22,750 per annum was grossly overstated, in the absence of a fundamental shift in claim levels from that point onwards. Of particular note, the average annual total volunteer expenses for the VSG as a whole, as detailed in the published accounts for the most recent four years, was £12,320. This in itself is over £10,000 per annum less than the costing produced purely for the Befriending Project. On this basis, it is entirely conceivable that this costing was prepared to justify project income rather than to cover anticipated expenditure as evidenced by historic claims or in line with realistic expectations.

### 4.1.3 Schools Mentoring Project

This project was aimed at assisting young people aged between 14 and 19 by providing them with a mentor. Limited funding was received by the project from WLC and the key source of funding was from a lottery grant award. The funding split was as outlined in table 3:

**Table 3**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
<b>WLC - schools</b>	£5,454	£0	£ 4,363
<b>Lottery</b>	£12,531	£24,958	£0

Salaries and other costs paid out in relation to this specific project were considerably greater than income from WLC. There is no surplus arising, and the project was overspent in 2014/15 requiring a transfer in from the VSG's own funds to clear it.

On the basis of the above, no further audit enquiries have been undertaken.

#### **4.1.4 Consulting Older People Project**

This project undertook a community consultation across the 2012/13 and 2013/14 years. The intention was to engage with up to 2,000 older people to ascertain their views on a range of quality of life issues. A one-off funding payment of £23,435 was made to the VSG by the council to cover the costs of this project in the 2012/13 financial year, and largely expended over this and the subsequent year.

This project terminated in the 2013/14 financial year with an unspent surplus of £4,787 evident in the published accounts from that year end onwards, and still showing at end of the 2014/15 financial year.

An entry in the SAGE accounting system was noted in respect of driving lessons for the amount of £199.00 dated 17 December 2013. The beneficiary was a member of the VSG staff who had apparently been engaged on the project. The funding of driving lessons does not appear to be a cost relevant to the project.



#### **4.1.5 Minibus Driver Awareness Project (“MiDAS”)**

This project was aimed at offering volunteer drivers MiDAS training to a national standard, and was carried out in conjunction with LCTS (Lothian Community Transport Services).

The project benefited from WLC funding of £10,408 annually to administer and carry out the training. Of the £10,408 received annually by VSG, £2,016 was then paid out annually to LCTS to undertake the training, while the remaining £8,392 was retained by VSG. Of this remaining sum, a nominal amount (£120 - £200) was paid out to cover the cost of lunches at training sessions and a further small sum used for various other direct costs. However, the bulk of the funds (between £5,000 and £6,000 annually) were paid by way of co-ordinator salaries.

With a surplus of £2,273 carried into the 2012/13 year, and annual surpluses in subsequent years, the total cumulative underspend as at the end of the 2014/15 financial year was shown as £9,909 in the annual accounts.

#### **4.1.6 Library Outreach Project**

This project was to recruit, train and support sufficient volunteers to deliver and collect library books on behalf of 50 homebound individuals.

During the period under consideration (April 2012 to date), £20,000 was received over two tranches - £10,000 in each of the 2012/13 and 2013/14 financial years. A carry forward of £3,325 was also evident at commencement of the 2012/13 year.

On cessation of funding, at the end of the 2013/14 year a cumulative underspend of £1,738 was evident and remains as at the end of December 2015.

#### **4.1.7 Supported Volunteering**

This project was aimed at "supporting and facilitating the move into volunteering of up to eight volunteers with a supported need".

An annual underspend is evident, with a build-up of surplus funds which, as at end March 2015, was £14,893.

#### **4.1.8 Employer Supported Volunteering**

Somewhat self-explanatory, in that the project was to organise 10 employer supported volunteering opportunities for teams of 6-12 WLC staff for one or two days per team.

There was a carry forward of £2,287 into the 2012/13 year, and £10,000 was received by VSG in that year, with expenditure in the year amounting to £6,969. There was no further income or expenditure in subsequent years, and a surplus of £5,318 has been carried forward annually since.

## 4.2 Cumulative Underspend

### 4.2.1 All Projects - Summary Findings

Over the three financial years 2012/13 to 2014/15, underspends have been identified across most projects as evidenced from both the SAGE records and published annual accounts. In one case, the Garden Angels project, an underspend of £9,036 was returned to the council, although we do have reservations over the reasonableness of overhead recovery against this project by the VSG. In all other projects where an underspend is evident, this has been retained by the VSG. This is set out in table 4 below, where a net cumulative underspend of £108,252 for the period is disclosed after deduction of volunteer expenses.

We have reservations over the accuracy of coding of entries in the SAGE records, including in relation to volunteer expenses. We are aware for example, that the figures for the Garden Angels project vary between the co-ordinator's end-project summary and the external accountant's summary figures (as separately provided to us) which, in turn, differ from the annual accounts for both the 2013 and 2014 financial years and the figures we have been able to extract from SAGE.

In the case of the Befriending Project a spreadsheet has been maintained by the project co-ordinator allowing for easy identification of this project's volunteer expenses. These are substantial at £24,649 (of £32,089 total for the VSG as a whole) for the three year period.

**Table 4**

<b>Project</b>	<b>Cumulative Underspend 12/13 – 14/15 £</b>	<b>Comment</b>
Garden Angels	Nil	Financial position closely monitored by co-ordinator and £9,036 surplus returned to the council. Overhead / admin recharge was 18% of total project expenditure.
Befriending (Learning Difficulties)	71,607	Three year surplus. True carried surplus likely to be significantly higher, <i>potentially over £100,000</i> , if prior years are taken into account – this project is said to have been running since 2004.
Schools Mentoring	Nil	Major funding from lottery grant. WLC funding minor by comparison.
Consulting Older People	4,787	Underspend has been carried in accounts at this level since end of 2013/14 year.
Driver Training ('MiDAS')	9,909	2012/13 year opened with a carried surplus which has progressively increased.
Library Outreach	1,738	Underspend has been carried in accounts at this level since end of 2013/14 year.
Supported Volunteering (supported needs)	14,893	Underspend increasing annually
Employer Supported Volunteering	5,318	Underspend has been carried in accounts at this level since end of 2012/13 year
<b>Cumulative underspend at March 2015</b>	<b>108,252</b>	

Reference should be made to the Befriending Project findings at 4.1.2, in relation to the source of that project's underspend – there is considered to have been a significant over-allowance in respect of volunteer expenses when re-costing the project in 2013.

#### **4.2.2 VSG Fees and Cost Recovery**

It was suggested by VSG staff during the audit, that allowance should be made against each project for both a VSG management fee and VSG overhead recovery, and this was built into some project funding proposals. However, other than the Garden Angels Project where a deduction has been made before the refund to the council, this has not been allowed for in either the SAGE records or the published annual accounts. We consider this accounting treatment to be reasonable given the separate funding received historically from both WLC (£60,959 p.a.) and the Scottish Government (£187,200 p.a.) totalling £248,159 p.a. to finance the ongoing running costs of the VSG.

#### **4.2.3 Conclusion**

A considerable cumulative underspend has been seen over the three years detailed above with the key contributor to this being the Befriending Project

The costing from 2013 prepared within the VSG in relation to 3.1.2, the Befriending Project, significantly overstated volunteer expenses and the outcome of this was not evident due to the project being accounted for on an 'unrestricted' basis. Funds not expended on the project were thereby released to the general funds of the VSG for use without restriction. Due to this, a substantial annual sum has been made available by WLC to the VSG for general use over an extended period. It is considered likely that the cumulative underspend would be higher if a pre-2012/13 review of the Befriending Project was undertaken. This was outwith the scope of our audit, but actual volunteer expense levels from 2008/09 onwards were noted to be significantly lower than costed.

### **4.3 Project Records**

#### **4.3.1 Consistency of Record Keeping & Reporting**

A particular issue which has become evident during the course of the audit is the lack of consistency in record keeping across the various projects. There is no standardised file plan, no commonality of record keeping requirements, no standardisation of monitoring / reporting templates etc. and this has not aided in ensuring that good and consistent practice is followed at all times by project co-ordinators. The co-ordinator of the Garden Angels Project has kept her own comprehensive financial records, but states this to have been necessitated by her lack of confidence in the information produced from the SAGE system. This view is backed up by evidence of historic miscoding of items entered into SAGE, e.g. volunteer expenses being coded as a core cost rather than against individual projects. The co-ordinator of the Befriending Project does not maintain any financial records other than for volunteer expenses, and her reports do not pass comment on financial out-turn.

#### **4.3.2 Conclusion**

The introduction of generic procedures and templates (covering both project finance and project outcomes) would be beneficial in standardising the approach to project monitoring and reporting, and would thereby aid considerably in the ability to exercise an acceptable degree of ongoing project oversight and control.

SAGE entries need to be correctly coded going forward to ensure the accuracy of reports being produced.

## **4.4 Financial Oversight**

### **4.4.1 Monitoring and Control Requirements**

A 'Financial Management Policy' document was obtained from the VSG's electronic files. The document is in MS Word format and is unsigned and undated, but the file creation date is noted as 7 August 2009 and last updated 23 April 2012. This policy places upon the Management Committee of the VSG a:

*".....duty to exercise overall control of the policy and general management, including the financial affairs, of the Gateway."*

Under the terms of this document day-to-day financial matters are delegated to the Chief Executive. However, specific duties of care are required of the Management Committee as outlined in clauses a. to l of the Policy.

### **4.4.2 Clause j. – Correct Use of Grants & Fees**

*"The Management Committee ensures that grants and fees from West Lothian Council and other bodies are used according to the terms of the grant agreement."*

Grant underspends have been left and not dealt with for extended periods across a number of projects. The Befriending Project has been incorrectly accounted for, leading to restricted funding being released to the general funds of the VSG.

### **4.4.3 Clause l. – Oversight of Financial Control**

*"The Management Committee oversees internal systems of financial control to ensure that they are both rigorous and observed by staff."*

SAGE accounting packages are in common use across SMEs, and should be more than adequate for the purposes of the VSG. However, historic issues have been seen with the accurate coding of entries and allocation of costs, compounded by an apparent lack of rigour in general oversight and monitoring.

### **4.4.4 Conclusion**

The Board should ensure that the Financial Management Policy document is revised and brought up to date, and that the provisions of the Policy are fully complied with.



## **4.5 Funding Agreement between West Lothian Council (WLC) and the VSG**

### **4.5.1 Quarterly Income and Expenditure Statements**

Clause 4.5 of the 2010 agreement between WLC and the VSG contains a requirement to provide the council with quarterly income and expenditure statements, showing the source and application of the VSG's funds and details of service usage. We could find no evidence of this having been provided.

### **4.5.2 Annual Audit**

Clause 4.6 of the 2010 agreement contains a requirement for the VSG to submit to WLC by 31 December each year its annual report and accounts audited by a qualified accountant. The VSG's accounts have been examined by an Independent Examiner (who also prepares the accounts), however have not been audited. The independent examination requirements are much less stringent.

A full annual audit may have highlighted issues of governance and financial control at an earlier date. It would have been reasonable to expect the independent examiner to identify the reasons why the Befriending Project and Awards for All grant were included in the annual accounts, apparently erroneously, as unrestricted. As also detailed in 4.1.2 and 4.6, the external accountant (who is also the independent examiner) produced a file note from his records stating that the accounting for these funds was based on a conversation between the ex-CEO and a council officer in 2009, where there was agreement that the Befriending Project should be treated as unrestricted funds.

### **4.5.3 Conclusion**

Inadequate attention has been paid to the detail of the 2010 agreement entered into between the VSG and the council. Had the requirements detailed in these clauses been adhered to, the shortcomings identified during our audit may not have arisen or, if they had, may have come to light at an earlier date.

## 4.6 Grant and Project Accounting

### 4.6.1 Restricted Funds

Under the Charities SORP (Statement of Recommended Practice) 2005, clause 69, restricted funds require to be separately accounted for. Appendix 3.2(b) of the 2005 SORP elaborates with regard to fund differentiation as follows:

2(b) Where incoming resources are for goods or services and, upon full performance of the service, any surplus funds can be retained and used for general purposes, the incoming resources and related expenditure will most likely be unrestricted. However, if upon full performance any surplus is retrievable by the donor then the resources are most likely to be restricted.

Whilst not specifically stated as a requirement of the funding, our view is that it would be reasonable to expect funds provided by the council in relation to specific projects to be accounted for as restricted funds and if they remain unspent, to be repaid unless otherwise agreed.

There was no evidence to suggest that the funds for the Befriending Project should be treated any differently from other council funded projects, all of which were classed as restricted and one of which saw a refund made to the council. Indeed various projects were detailed in the same section of the 2010 Agreement between the council and the VSG with no differentiation. However, we are advised that this specific project was accounted for as unrestricted following agreement being given to this during a conversation between the ex-CEO and a council officer in 2009. No written agreement to this has been produced, although we have had sight of a file note (unsigned and undated).

### 4.6.2 Accounting for Grant Funds

The terms and conditions attaching to Big Lottery Fund "Awards for All" grants, include as clause 1.1 the following restriction:

*"We will use the grant exclusively for the project. We will hold any unused part of the grant on trust for you at all times, and we will repay any grant (including any unused grant) to you immediately upon demand."*

The effect of this is that the funds require to be accounted for in the annual accounts as restricted funds. However, the accounts to the end of March 2014 are very specific in detailing them as unrestricted. This represents incorrect and misleading accounting treatment. We are advised by the external accountant that this was queried by him at the time, and erroneously accepted.

### **4.6.3 Conclusion**

We noted that the VSG's projects have not been accounted for in a uniform manner, in some cases in our view incorrectly, and have received no explanation for this.

## **4.7 Third Sector Strategy**

### **4.7.1 Strategy**

An organisation entitled Action for Community Enterprise CIC ("ACE") had been engaged by the VSG to undertake research and analysis with a view to preparing a 3rd Sector Strategy for West Lothian.

The contract was funded by a Big Lottery Fund "Awards for All" grant of £10,000, received specifically for this purpose. Despite our requests, we have not obtained sight of any quotes, tenders, contracts, receipts or invoices relating to this contract.

The 3rd sector strategy paper was presented to the VSG by ACE and has been seen as part of the audit. However, this is an incomplete draft. The new VSG Board Chair advises that he has pursued a director of ACE for finalisation of the strategy document, but to no avail.

An end of project report was submitted to the Big Lottery Fund, dated 'Spring 2015'. This is a word document and is unsigned, but the file creation and last modification dates are 26 April 2015.

A £10,000 cheque payment to ACE came to light from examination of the VSG's bank statements and is said by the interim senior manager to have been authorised by the board, although we have not seen any board minutes to evidence this. This cheque cleared the bank account on 9 April 2015.

### **4.7.2 Action for Community Enterprise**

We have undertaken limited research in relation to ACE which has disclosed that it remained a dormant company from establishment in February 2013 through to presentation of its accounts in February 2015 (£0 tangible net worth). The company subsequently filed for dissolution in February 2016. We were advised that there is no requirement to make any other filings with the register of companies for the period February 2015 to February 2016 due to the timing of their dissolution.

We identified that the registered address for ACE was the VSG's premises in Bathgate.

### **4.7.3 Conclusion**

The VSG's records in relation to the commissioning of, and payment for, the strategy document are incomplete. In our view it was completely inappropriate for payment to be made to ACE for a strategy document that was incomplete and not fit for purpose.

## 5.0 CONCLUSION

5.1 We consider that the level of financial governance within the VSG, and financial reporting by the VSG to its key funders, has been unsatisfactory.

5.2 The main issues identified have been:

- a costing prepared in 2013 within the VSG for the Befriending Project, resulted in ongoing overpayment by the council. This project was incorrectly accounted for, resulting in a substantial ongoing unreported underspend;
- an “Awards for All” lottery grant received for the production of a Third Sector Strategy has been incorrectly accounted for as unrestricted funds. Full payment of £10,000 was made to an external supplier despite this document still remaining incomplete;
- the cumulative underspend across six council funded projects totalled £108,252 across the three years 2012/13 to 2014/15;
- there has been a lack of adequate record keeping across projects;
- the accounts were subject to verification by an Independent Examiner, despite a clear requirement for audited accounts in the agreement signed between the council and the VSG in June 2010;
- quarterly income and expenditure statements have not been provided to the council, despite this also being a requirement of the above noted agreement;
- a payment was made to the ex-CEO of the VSG outwith the terms of his contract of employment. We have not had sight of a legal agreement reached by the previous Board with the CEO prior to his departure, and were informed by the current board that this was confidential. The CEO was paid gross, however part of the payment should have been subject to deduction of income tax.

5.3 An action plan has been agreed with the Board which, subject to robust ongoing monitoring, should ensure effective financial governance.

## **6.0 VSG RESPONSE & ACTION PLAN**

### **6.1 WLC Audit 2011/2015 – VSGWL Response**

The current Board members were appointed in December 2015 and as a result the picture presented in this report relates primarily to a period of time prior to our involvement.

The Board of VSGWL accept the report as presented by WLC Audit, Risk and Counter Fraud Unit. There is nothing which requires challenge in regard to the overall picture described. There are three matters which require comment.

1. Apart from the Befriending Service, the underspends are as reported in the most recent financial statements. Although that fund was included in Unrestricted Funds it is accepted that there is a significant underspend. It should be noted the amount indicated by WLC is their estimate. The amounts referred to in the report in relation to costs represent amounts identified by WLC which have not been verified by VSGWL. It is the Board's intention to review the reserves relating to all projects with a view to presenting a more accurate position at 31 March 2016: this will be a significant exercise entailing a review of the costs attributed to each project as well as a re-examination of the need to classify the Befriending Project as Restricted. This will be carried out in conjunction with the Auditors and subject to their scrutiny as part of the audit process.
2. While WLC express the opinion that there is no requirement for an allowance to be recovered from each project (4.2.2) it is our opinion that this is unrealistic. Each project benefits from a platform provided by funding from the two main sponsors (WLC & SG). This resource is finite and without some compensation for the services it provides the ability to deliver the services required of us is unduly constrained. We regard the scope to do this as a matter for negotiation for any new projects undertaken. It is, we believe, normal practice in the sector and it would disadvantage VSGWL in the future if this is cast in stone at this stage.
3. While PAYE was not deducted from the payments made to the former CEO the amount due to HMRC was recorded in SAGE and paid to HMRC. There have been attempts by both the previous and current boards to recover this, so far without success.

As indicated above it is the Board's intention that a full audit will be carried out going forward. The Board is currently conducting an Audit Tender process in conjunction with ACOSVO. It is hoped to appoint an auditor in the near future. This will address a number of governance issues which are highlighted in the report (e.g. compliance with WLC Agreement and higher level of scrutiny of VSGWL financial processes and internal reporting). In addition it is expected that this will also benefit the perception of VSGWL by members and the wider Third Sector in West Lothian.

One of the principal challenges facing us on appointment was the state of relationships with VSGWL and both SG and WLC. With no core funding received from WLC between 1 April 2014 and 31 December and none from SG between 1 April 2015 and December 2015 existing cash reserves were utilised to keep the organisation operational. However, at the time of our appointment there were only sufficient reserves to pay salaries for just over 3 months. In light of this immediate steps were taken to rebuild relationships in order to reinstate funding. During this time cash forecasts were prepared regularly to ensure that, as Directors, we could continue to meet the financial commitments of the organisation.

Financial reports are now being submitted for consideration by the Board and decisions minuted. A project is in process to create a new suite of financial reports that will be extracted from SAGE which will enable the Board to monitor performance against budget, review the balances on restricted and unrestricted funds and the VSGWL's financial position on a regular basis. This will address the requirement for the Board and the CEO to have up to date and reliable information on which to make informed decisions: at the same time it will open up accounts to greater scrutiny allowing for inaccuracy in the records to be identified and corrected.

Finally, a new set of policies and procedures, including financial ones, is required given the lack of clarity surrounding those which have been identified in the VSGWL's files. The new CEO will prepare and collate these for reference and implementation in such a way that compliance can be monitored. These will be approved by the Board and compliance reports prepared on a regular basis to highlight the need for changes, if any.

There is a considerable amount of work to be done by both the CEO and the Board to achieve a stable and well-regulated organisation which makes it difficult to set a timeline for completion. In light of the Voluntary nature of Board as well as other priorities a target date of 31 March 2017 is proposed for introducing the new regime of policies and procedures (including financial). To ensure this is achieved it is proposed to include this as part of the regular Board agenda to allow progress to be monitored.

<b>6.2</b>	<b>Project Monitoring and Reporting</b>
Audit Finding References	4.2.1 – accuracy of internal financial records; 4.3 – consistency of project record keeping and reporting; 4.4 – financial oversight.
Proposed Action(s)	<p>Generic internal reporting procedures will be established to apply across all current and future projects. This will include the introduction of standard financial and performance templates for ongoing completion by project co-ordinators. These will be used for internal monitoring and control purposes and for external reporting.</p> <p>As part of this process, administrative costs charged to projects will be monitored to ensure that they are accurate and not excessive.</p> <p>Arrangements for reporting on council funded projects will be agreed with the council.</p>
Timescale	By 31 March 2017

<b>6.3</b>	<b>Project Underspends</b>
Audit Finding References	4.1 / 4.2 – unidentified / unreported project underspends.
Proposed Action(s)	<p>Implementation of 6.2 will enable ongoing comparison of project expenditure against budget and, as a direct result, any underspends can be more timeously dealt with in an appropriate manner.</p> <p>Material underspends will be discussed with the project funder and agreed action taken which may include return of funds.</p> <p>This will ensure that there are no further instances of longstanding underspends where no action has been taken.</p>
Timescale	By 31 March 2017



<b>6.4</b>	<b>Project Record Keeping</b>
Audit Finding References	4.1 / 4.2 – unidentified / unreported project underspends; 4.2.1 – accuracy of internal financial records; 4.3 – consistency of project record keeping and reporting; 4.4 – financial oversight; 4.5 – ability to adhere to conditions of funding; 4.6 – accurate accounting for restricted / grant funds.
Proposed Action(s)	Financial procedures will be developed which set out standardised records to be kept for all projects.
Timescale	By 31 March 2017

<b>6.5</b>	<b>Financial Oversight</b>
Audit Finding References	4.1 / 4.2 – unidentified / unreported project underspends; 4.4 – financial oversight; 4.6 – accurate accounting for restricted / grant funds; 4.7 / App – payments made inappropriately or with inadequate disclosure to key funders.
Proposed Action(s)	Delegation of day-to-day financial control to the new chief executive will continue, following recruitment. However, a process of regular (minimum quarterly) reporting on the Gateway's general financial position and on individual projects, to a finance sub-group will be implemented.  The sub-group will only be considered quorate where it either a) includes the Gateway's Treasurer, having appropriate financial qualification / experience; or b) if the Treasurer cannot be present, it has received advance commentary from the Treasurer on the financial reports presented.
Timescale	By 31 March 2017

<b>6.6</b>	<b>'SAGE' Internal Accounting System</b>
Audit Finding References	4.1 / 4.2 – unidentified / unreported project underspends; 4.3 – consistency of project record keeping and reporting; 4.4 – financial oversight; 4.5 – ability to adhere to conditions of funding; 4.6 – accurate accounting for restricted / grant funds.
Proposed Action(s)	Internal accounting procedures will be developed and will ensure that volunteer expenses and other direct costs are correctly accounted for.  The procedures will also cover the accounting treatment of restricted and unrestricted funds.
Timescale	By 31 March 2017

<b>6.7</b>	<b>Annual Accounts</b>
Audit Finding References	4.5.2 – annual accounts to be audited by a qualified accountant; 4.6 – accounting for restricted funds.
Proposed Action(s)	The annual accounts of the Gateway will, in future, be audited by a qualified accountant.  Care will be taken to ensure the correct reporting of restricted funds.
Timescale	Audited accounts commencing with those to be produced for the year ending 31 March 2016

6.8	Irregular / Inappropriate Payments
Audit Finding References	4.7 – full payment made for incomplete report; App – ex-Chief Executive severance payment.
Proposed Action(s)	<p>It is not anticipated that payments similar to that made on exit of the previous CEO will be repeated. However, in the unlikely event that similar circumstances should arise in future then any such payments will be authorised by the Board and such authorisation will be minuted.</p> <p>Subject to the circumstances allowing, consideration will be given to entering into discussion with core funders as part of the process.</p> <p>Appropriate advice will be taken and adhered to, to ensure that correct deductions are made for tax and national insurance arising.</p>
Timescale	By 31 March 2017

6.9	Procurement Records
Audit Finding References	4.7 – full payment made for incomplete report; 4.7 – incomplete / inadequate records.
Proposed Action(s)	<p>The Financial Management Policy will be reviewed and updated.</p> <p>The VSG will adopt procurement rules to ensure that any future procurement requirements are subject to receipt of appropriate quotes / tenders.</p> <p>The procedures implemented, will include tiered levels of authority for the authorisation of payments. The Board will be responsible for authorising material payments and such authorisation will be minuted.</p> <p>Retention schedules will be devised and implemented, together with a checking procedure to ensure that documentation is being obtained and retained as appropriate.</p>
Timescale	By 31 March 2017

<b>6.10</b>	<b>Board Minutes</b>
Audit Finding References	4.7 – incomplete / inadequate records; 4.7.1 – non-availability of board minutes.
Proposed Action(s)	<p>Future board meetings will be properly minuted.</p> <p>The retention period for minutes is presently under consideration following recent appointment of the new VSG Chief Executive, but is expected to reflect the standard for the sector.</p>
Timescale	Ongoing – valid for all board meetings