



West Lothian Council

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

12 April 2017

A meeting of West Lothian Council will be held within the **Council Chambers, Civic Centre, Livingston** on **Tuesday 18 April 2017 at 10:00am.**

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. 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.
3. Order of Business, including notice of urgent business and declarations of interest in any urgent business
4. Minutes -
 - (a) Confirm Draft Minute of Meeting of West Lothian Council held on Tuesday 07 March 2017 (herewith)
 - (b) Correspondence Arising from Previous Decisions (herewith)
 - (c) Note Minute of Meeting of Audit and Governance Committee held on Monday 19 December 2016 (herewith)
 - (d) Note Minute of Meeting of Employee Appeals Committee (Private) held on Friday 20 January 2017 (herewith)

- (e) Note Minute of Meeting of Employee Appeals Committee (Private) held on Friday 17 February 2017 (herewith)
- (f) Note Minute of Meeting of Education (Quality Assurance) Committee held on Tuesday 31 January 2017 (herewith)

Public Items for Decision

- 5. Election Business
- 6. Recording and Broadcasting Council Meetings - Amendment to Standing Orders - Report by Chief Executive (herewith)
- 7. Notice of Motion - West Lothian Prostate Cancer Support Group - Submitted by Council Leader John McGinty (herewith)
- 8. Documents for Execution

Public Items for Information

- 9. New Build Programme - Questions to Services for the Community Executive Member - Submitted by Councillor Anderson (herewith)
- 10. Rents - Questions to Services for the Community Executive Member - Submitted by Councillor Anderson (herewith)
- 11. PV Panels - Questions to Services for the Community Executive Member - Submitted by Councillor Anderson (herewith)

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

MINUTE of MEETING of the WEST LOTHIAN COUNCIL held within Council Chambers, Civic Centre, Livingston, on 7 March 2017.

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

Apologies – Councillor Janet Campbell

Absent – Angela Moohan

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTES -

- (a) The Council approved the minute of meeting of West Lothian Council held on 24 January 2017.
- (b) The Council approved the minute of the special meeting of West Lothian Council held on 20 February 2017.
- (c) The Council noted the correspondence arising from previous decisions.
- (d) The Council noted the minute of the Employee Appeals Committee held on 10 November 2016.
- (e) The Council noted the minute of meeting of the Employee Appeals Committee held on 14 December 2016.
- (f) The Council noted the minute of meeting of the Education (Quality Assurance) Committee held on 1 November 2016.
- (g) The Council noted the minute of meeting of the Joint Consultative Group (Teaching Staff) held on 19 February 2016.
- (h) The Council noted the minute of meeting of the Joint

Consultative Group held on 7 November 2016.

3. TREASURY MANAGEMENT PLAN 2017/18

The Council considered a report (copies of which had been circulated) by the Head of Finance and Property Services attaching the Treasury Management Plan for 2017/18.

The plan detailed the expected activities of the treasury function in 2017/18. The requirement of the Prudential Code had been incorporated into the report.

The Head of Finance and Property Services explained that, as the range of counterparties had diminished slightly because of previous counterparty movements it was proposed to increase the investment limits for each category by £2 million. This would increase investment options available to the council through the continued use of appropriately rated institutions without substantially increasing current risk levels. The revised limits were reflected in Appendix 4 to the plan.

As credit rating agencies no longer included sovereign country ratings when assessing individual institutions, there was an opportunity to investigate the potential for extending the council's counterparty list to include appropriately rated non UK institutions. It was proposed that officers considered the options available, taking advice from Capita Asset Services, and report to the Partnership and Resources Policy Development and Scrutiny Panel during 2017 on any resulting proposals on changes to the counterparty list.

It was recommended that the Council:

1. Approve the 2017/18 Treasury Management Plan;
2. Approve the increase to the investment limits for each category of investment, as set out in Appendix 4;
3. Agree that officers should explore the potential for extending counterparty options to include appropriately rated non UK institutions and prepare a report for Partnership and Resources Policy Development and Scrutiny Panel.

Decision

To approve the terms of the report.

4. NOTICE OF MOTION - TAM DALYELL MP - SUBMITTED BY COUNCILLOR JOHN MCGINTY

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

“West Lothian Council notes with sadness the death of Tam Dalyell,

former Member of Parliament for West Lothian, then Linlithgow constituency, and Council sends it condolences to his wife Kathleen, his family and friends.

Council recalls his unique contribution to West Lothian life and his long record of outstanding service to West Lothian's communities and people, his distinguished parliamentary service, including serving as Father of the House of Commons, and his contributions as a school teacher, author and journalist.

Council agrees to instruct Council Officers to bring a report to a future meeting of the Council Executive with a proposal to permanently mark his contribution to West Lothian."

Moved by Council Leader John McGinty.

Decision

To unanimously approve the terms of the motion.

5. NOTICE OF MOTION - AVON GORGE LINK - SUBMITTED BY COUNCILLOR JOHN MCGINTY

The Council considered a motion (copies of which had been circulated) by Council Leader John McGinty in the following terms:-

"West Lothian council notes with concern the failure of the Scottish Government to fund a solution to the long standing traffic risks at Avon Gorge.

Council agrees to write to the Scottish Government to demand that they now fund the Avon Gorge project as a matter of priority."

Moved by Council Leader John McGinty, seconded by Councillor Jim Dixon.

First Amendment

"West Lothian Council notes that the traffic issues relating to the Avon Gorge had been unresolved for decades.

Council further notes that at present Labour-controlled Falkirk Council has failed to progress matters in terms of delivering traffic management solutions.

West Lothian Council calls all the three parties concerned, including the Scottish Government, to work together to deliver an effective solution to this long-standing problem."

Moved by Councillor De Bold, seconded by Councillor Sara King.

Second Amendment

The Council considered an amendment by Councillor Borrowman in the

following terms:-

“Council instructs officers to bring a report to the appropriate Committee or PDSP, within 3 months, outlining proposals for the introduction of traffic management measures on the West Lothian side of the Avon Gorge which will address dangerous manoeuvres. The report should also provide an update on discussions with the Scottish Government concerning the funding of a solution to the traffic issues at Avon Gorge”.

Before a seconder for Councillor Borrowman’s amendment had been identified, the Council Leader intimated that he was willing to incorporate this additional paragraph into the motion.

The mover of the first amendment, Councillor De Bold, then intimated that he was willing to incorporate the additional paragraph into the amendment.

It was agreed that a roll call vote be taken with members being asked to vote on the motion by Councillor McGinty (with additional paragraph) or the amendment by Councillor De Bold (with additional paragraph). The vote resulted as follows:-

Motion

Stuart Borrowman
Tony Boyle
Harry Cartmill
Tom Conn
Alex Davidson
Jim Dixon
David Dodds
Lawrence Fitzpatrick
Tom Kerr
Dave King
Danny Logue
Anne McMillan
John McGinty
Cathy Muldoon
George Paul
Barry Robertson
Frank Toner

Amendment

Frank Anderson
Willie Boyle
Diane Calder
Robert De Bold
Jim Dickson
Mary Dickson
Carl John
Peter Johnston
Sarah King
Greg McCarra
Andrew Miller
John Muir
David Tait
Jim Walker

Decision

The motion as undernoted was successful by 17 votes to 14 votes and it was agreed accordingly:-

“West Lothian Council notes with concern the failure of the Scottish Government to fund a solution to the long standing traffic risks at Avon Gorge.

Council agrees to write to the Scottish Government to demand that they now fund the Avon Gorge project as a matter of priority.

Council instructs officers to bring a report to the appropriate Committee or PDSP, within 3 months, outlining proposals for the introduction of traffic management measures on the West Lothian side of the Avon Gorge which will address dangerous manoeuvres. The report should also provide an update on discussions with the Scottish Government concerning the funding of a solution to the traffic issues at Avon Gorge."

6. DOCUMENTS FOR EXECUTION

The Chief Solicitor presented 127 documents for execution.

Decision

That the deeds be executed.

7. PV (SOLAR) PANELS - QUESTION TO THE EXECUTIVE COUNCILLOR FOR COMMUNITY SERVICES - SUBMITTED BY COUNCILLOR JOHN MCGINTY

Written questions to the Executive Councillor for Community Services were submitted by Council Leader John McGinty in the following terms:-

1. How many Council tenants have contacted the Council in the last 5 years to request that solar panels be fitted to their home?
2. Has the Council confirmed that it can fit solar panels to all Council properties and that all properties are suitable?
3. What is the estimated cost of a retro fit of PV panels to all Council house stock currently without PV panels?

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

Council Leader John McGinty indicated that he wished put a supplementary question as provided for in Standing Orders. He did so and the Executive Councillor provided a verbal answer to the supplementary question.

Decision

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

8. COMMUNITY SAFETY - QUESTION TO THE EXECUTIVE COUNCILLOR FOR COMMUNITY SERVICES - SUBMITTED BY

COUNCILLOR DAVE KING

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

“During the 2007 to 2012 SNP Council Administration how many West Lothian Council tenants convicted of drug offences were evicted from their home as a consequence of their drug conviction?

Of those, how many West Lothian Council tenants were evicted for using their home for drug dealing purposes?”

The Executive Councillor for Community Services provided verbal answers to the written questions.

Decision

To note the questions put and answers given.

Higgins, Anne

From: Mike.Bloom@transport.gov.scot
Sent: 12 April 2017 17:38
To: Higgins, Anne
Subject: A801 - Avon Gorge Road

Dear Mr Hope

Thank you for your letter of 13 March to the Minister for Transport and the Islands, Humza Yousaf MSP regarding the A801 Avon Gorge road. As this matter is delegated to Transport Scotland, I have been asked to reply.

I can confirm that the Scottish Government remains committed to the upgrade of the A801 and will make funding allocations in due course, although the real terms cut in Scotland's capital budget means they will require to identify suitable funding opportunities to ensure progress.

In this context, it is planned that this upgrade will be in the second cluster of investment under the Tax Incremental Financing (TIF) project following the M9 improvements, and is still currently scheduled for delivery around 2021. As you may be aware, the upgrade will be funded by both your council and Falkirk Council and the Scottish Government. Falkirk Council outlined their proposed approaches to funding the upgrade in 2015. The Scottish Government has already approved a TIF business case from Falkirk Council which envisages a £6.67m contribution from TIF towards the estimated £30 million cost of this scheme.

The business case notes that in due course a review will be required to confirm that the upgrade is viable to commence. In terms of timescales for this upgrade, as I have indicated above, this is very much dependent on funding availability.

Should you wish to discuss this matter further then please contact Alison Irvine, Head of Strategic Transport Planning at Transport Scotland Major Transport Infrastructure Projects Directorate on 0141 272 7590 or at alison.irvine@transport.gov.scot

I hope this is helpful.

Yours sincerely

Mike Bloom

MIKE BLOOM
Transport Scotland
Buchanan House
58 Port Dundas Road
Glasgow
G4 0HF

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**West Lothian
Council**

Chief Executive Office

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

Our Ref: CEO/CH
Your Ref: 2017/0009949

Contact: Graham Hope
Tel: 01506 281697
e-mail: graham.hope@westlothian.gov.uk

Private & Confidential
Mr Humza Yousaf MSP
Minister for Transport and the Islands
The Scottish Government
St. Andrew's House
Regent Road
Edinburgh
EH1 3DG

4 April 2017

Dear Minister

MOTION – AVON GORGE LINK

Further to my letter to you of 13 March 2017, I am writing to advise that it is our intention to report back on the above issue at the next meeting of West Lothian Council on 18 April 2017. It would be useful if you were able to provide me with your response prior to this date.

I have enclosed my earlier letter of 13 March 2017 for ease of reference.

Yours sincerely

for 
Graham Hope
Chief Executive

Encl.



westlothian.gov.uk



DATA LABEL: PUBLIC

Corporate Services

Humza Yousaf MSP
Minister for Transport and the Islands
The Scottish Government
St. Andrew's House
Regent Road
Edinburgh
EH1 3DG

**Committee Services
Carol Johnston
Chief Solicitor**

Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF
e-mail: anne.higgins@westlothian.gov.uk

Contact: Anne Higgins
Tel: 01506 281601

13 March 2017

Dear Mr Yousaf

MOTION – AVON GORGE LINK

At a meeting of West Lothian Council held on 7 March 2017, the Council agreed a motion in the following terms:-

"West Lothian Council notes with concern the failure of the Scottish Government to fund a solution to the long standing traffic risks at Avon Gorge.

Council agrees to write to the Scottish Government to demand that they now fund the Avon Gorge project as a matter of priority.

Council instructs officers to bring a report to the appropriate Committee or PDSP, within 3 months, outlining proposals for the introduction of traffic management measures on the West Lothian side of the Avon Gorge which will address dangerous manoeuvres. The report should also provide an update on discussions with the Scottish Government concerning the funding of a solution to the traffic issues at Avon Gorge."

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

Yours sincerely

for Graham Hope
Chief Executive



T: 0131-244 4000

E: CorrespondenceUnit@gov.scot

Mr Graham Hope

Your ref:

Our ref: 2017/0009949

16 March 2017

Dear Mr Hope

Thank you for your letter to Humza Yousaf regarding Avon Gorge Link received on 16 March 2017.

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

Yours sincerely

Kevin McArthur

Public Engagement Unit





T: 0300 244 4000
E: scottish.ministers@gov.scot

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

Our ref: 2017/0007207
14 March 2017

Dear Graham,

Thank you for your letters of 21 February, addressed to both myself and the First Minister, about local authority funding for 2017-18. The First Minister has asked me to respond to you on her behalf.

You will now be aware that the 2017-18 Scottish Budget Bill was approved by the Scottish Parliament on 23 February and subsequently the Parliament approved the 2017-18 Local Government Finance (Scotland) Order 2017 on 9 March.

I believe that the Scottish Government has treated local government very fairly despite the cuts to the Scottish Budget from the UK Government. The overall potential increase in spending power to support local authority services amounted to over £400 million or 3.9% in cash terms. This figure takes in next year's local government finance settlement, plus the additional £160 million announced on 2 February and the other sources of support available through the actual and potential increases in council tax income, and the support through the Health and Social Care Integration.

West Lothian Council's share of the overall potential increase in spending power to support local authority services amounted to an additional £11.8 million or 3.7%. However as the council decided to freeze the council tax in 2017-18 they have decided to forego further additional revenue income of £2.2 million leaving their revised increased support for services at £9.5 million or 3.0%.



DEREK MACKAY



DATA LABEL: PUBLIC

Corporate Services

Humza Yousaf MSP
Minister for Transport and the Islands
The Scottish Government
St. Andrew's House
Regent Road
Edinburgh
EH1 3DG

**Committee Services
Carol Johnston
Chief Solicitor**

Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF
e-mail: anne.higgins@westlothian.gov.uk

Contact: Anne Higgins
Tel: 01506 281601

13 March 2017

Dear Mr Yousaf

MOTION – AVON GORGE LINK

At a meeting of West Lothian Council held on 7 March 2017, the Council agreed a motion in the following terms:-

“West Lothian Council notes with concern the failure of the Scottish Government to fund a solution to the long standing traffic risks at Avon Gorge.

Council agrees to write to the Scottish Government to demand that they now fund the Avon Gorge project as a matter of priority.

Council instructs officers to bring a report to the appropriate Committee or PDSP, within 3 months, outlining proposals for the introduction of traffic management measures on the West Lothian side of the Avon Gorge which will address dangerous manoeuvres. The report should also provide an update on discussions with the Scottish Government concerning the funding of a solution to the traffic issues at Avon Gorge.”

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

Yours sincerely



for Graham Hope
Chief Executive

MINUTE of MEETING of the AUDIT AND GOVERNANCE COMMITTEE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 19 DECEMBER 2016.

Present – Councillors Frank Toner (Chair), John McGinty, William Boyle, Jim Dixon and David Tait; Noel Lawlor, Lay Member.

In attendance

Graham Hope (Chief Executive), Donald Forrest (Head of Finance and Property Services), Julie Whitelaw (Head of Corporate Services), Kenneth Ribbons (Audit, Risk and Counter Fraud Manager), James Millar (Governance Manager), Jane Kellock (Head of Social Policy), Stuart Saunders (Senior Compliance Officer), Colin Carmichael (Auditor) and Stephen Reid (EY).

1. ORDER OF BUSINESS

The Chair welcomed the new lay member, Noel Lawlor, to his first meeting of the Audit and Governance Committee.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made.

3. MINUTE

The Audit and Governance Committee approved the minute of its meeting held on 26 September 2016 as being a correct record. The Chair thereafter signed the minute.

4. INTERNAL AUDIT PROGRESS REPORT AND REVISED AUDIT PLAN

The Committee considered a report (copies of which had been circulated) by the Audit, Risk and Counter Fraud Manager, providing details of the progress made on the internal audit plan for 2016/17. The revised Risk Based Audit Plan 2016/17 was attached as an appendix to the report.

The report advised that due to the unexpectedly large backlog of work carried forward from 2015/16, and the continuing volumes of counter fraud work being undertaken, a revised audit plan was prepared summarising the risk based audit work undertaken to date and set out the risk based audit work planned for the period to 31 March 2017.

The revised plan ensures that audit work focusses on areas of greatest perceived risk.

In response to questions from members, officers provided further information in relation to the involvement of the Internal Audit team from Falkirk Council; the capacity and resources available to the Internal Audit function: and the expected timing for progress and completion of work

carried forward.

It was recommended that the Audit and Governance Committee notes the progress made on the 2016/17 internal audit plan and approves the revised plan as set out in the appendix to the report.

Decision

Approved the terms of the report.

5. ROLES AND WORKING RELATIONSHIPS IN COUNCILS - ARE YOU STILL GETTING IT RIGHT?

The Committee considered a report (copies of which had been circulated) by the Governance Manager providing details of the report by Audit Scotland for the Accounts Commission on roles and working relationships in councils.

The report recalled that in November 2016 the Accounts Commission published a report entitled “Roles and working relationships in councils – Are you still getting it right?”, details of which were attached at appendix 1 to the report. The report was one in a series of reports under the umbrella of “How councils work”. It was specifically a follow-up report to a similar report published in August 2010 when the themes and messages in the recent report were first explored. A Summary Checklist for members and officers to consider, prepared by Audit Scotland in November 2016, was attached at appendix 2 to the report.

The proposed suggestions to progress the key themes and messages outlined in the report were detailed in paragraph 5.2 of Part D as follows:

- Members were invited to comment at the committee meeting and make suggestions about how the report should be best taken forward;
- Officers would progress the report through the Governance and Risk Board;
- The report would be circulated to all members with information about the Audit and Governance Committee’s decision;
- Officers would engage with members to consult and establish views and suggestions about improvements and actions, which would be done before and after the elections in May 2017, with a view to informing an action plan after the administration group or coalition was in place; and
- A report would then be brought back to the Audit and Governance committee as a follow-up to summarise the outcomes and recommend changes and improvements.

Finally, taking the Accounts Commission’s report forward would contribute to good governance arrangements in the council. Those in turn would assist in securing best value and achieving the council’s corporate goals

and priorities.

In response to questions from members, officers provided further information in relation to progress in the areas last identified for improvement, and the way in which the issues covered were monitored through the code of Corporate Governance.

It was recommended that the Committee:

1. Note the publication in November 2016 of “Roles and working relationships in councils – Are you still getting it right?” (Appendix 1);
2. Consider the themes and messages in the report and in particular the checklists produced for members and officers (Appendix 2); and
3. Agree the proposed steps set out in paragraph 5.2 of Part D to progress consideration of the report.

Decision

Approved the terms of the report.

6. INTERNAL AUDIT OF INFORMATION SECURITY BREACHES - RISK ASSESSMENT

The Committee considered a report (copies of which had been circulated) by the Audit, Risk and counter Fraud Manager, providing details of the outcome of an internal audit of the council's processes for risk assessing information security breaches.

The report advised that in accordance with the internal audit plan for 2016/17, an audit was undertaken of the council's processes for risk assessing information security breaches. The resultant audit report was attached as an appendix to the report which contained agreed management action as set out in the action plan.

The review of the council's processes for risk assessing information security breaches concluded that the level of control was unsound.

During the course of the discussion it was agreed that a follow-up report would be submitted to a future meeting of the Audit and Governance Committee by the Head of Corporate Services on the progress made with the action plan and review of the procedures.

In response to questions from members, officers provided further information in relation to the body which had responsibility for monitoring security breaches; the improvements which were being considered to the reporting and review process; and the need to involve the relevant Head of Service in that process.

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

Decision

- Noted the contents of the report;
- Agreed that a follow-up report would be submitted to a future meeting of the Committee by the Head of Corporate Services on the progress with the action plan and review of procedures.

7. AUDIT SCOTLAND REPORT - SOCIAL WORK IN SCOTLAND

The Committee considered a report (copies of which had been circulated) by the Head of Social Policy providing details of the Audit Scotland report on the national audit of social work published in September 2016, details of which was attached as an appendix to the report

The audit was carried out to examine how effectively councils were planning to address financial and demographic pressures facing social work in Scotland. A number of key challenges were identified details of which were outlined in the report.

Thirteen recommendations for councils and IJBs were summarised in the report which covered social work strategy and service planning, governance and scrutiny arrangements, workforce and service efficiency and effectiveness. The Committee noted that whilst West Lothian was significantly affected by financial and demographic challenges, the council benefitted from its long-term financial management strategy. West Lothian IJB has adopted a robust strategic commissioning approach which incorporated a number of key service redesign programmes aimed at transforming the way the council delivers services across whole systems. The IJB was also developing new approaches aimed at increasing community capacity.

The report highlighted the need for transformative measures to be developed and implemented to address the challenges and complexities ahead for social work and social care in Scotland. The Audit Scotland report was well received by the CSWO network, Social Work Scotland and the Office of the Chief Social Work Advisor, however it has been acknowledged that the recommendations would be extremely challenging to achieve both locally and nationally.

In response to questions from members, officers provided further information in relation to community engagement and commissioning arrangements through the Integration Joint Board.

It was recommended that the Committee notes the key messages contained in the report with respect to the challenges ahead and notes the recommendations made by Audit Scotland

Decision

Noted the contents of the report.

8. AUDIT SCOTLAND REPORT - BENEFIT PERFORMANCE AUDIT ANNUAL UPDATE 2015/16

The Committee considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing a summary of the 'Benefit Performance Audit Annual Update 2015/16' report, published by Audit Scotland in June 2016.

The report explained that the main objective of the benefit performance audit was to help councils improve their benefits service and held councils to account for any failing services. The report also outlined the key findings of Audit Scotland's report and summarised the various initiatives adopted by councils which helped to deliver continuous improvement.

Although Audit Scotland identified some areas for improvement during their last round of benefit performance audits they also acknowledged the good work of councils stating that "where benefit services were well managed they could deliver value for money and high quality services for customers".

The council would continue to work on improving the service, with reference to the identified best practice and would pro-actively address challenges that Welfare Reform would bring in the future. This would include the continued increase in claims to Universal Credit in West Lothian and the future roll-out to the full digital service. Officers would continue to assess the effects of these challenges in order to develop and shape work going forward.

It was recommended that the Committee note the contents of the Audit Scotland's annual update report.

Decision

Noted the contents of the report.

9. LOCAL GOVERNMENT IN SCOTLAND: FINANCIAL OVERVIEW 2015/16

The Committee considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing a summary of the Local Government in Scotland: Financial Overview 2015/16 report published by the Accounts Commission on 29 November 2016, details of which were attached as an appendix to the report.

The report explained that the Accounts Commission's financial overview of local government provided a high level, independent view of councils' financial performance and position in 2015/16. The report was the first of a new structure of overview reporting from the Accounts Commission, with the financial overview being published directly after the audit of the 2015/16 annual accounts to allow consideration to be given by councils and councillors when setting their 2017/18 budgets. A further overview report on the performance of council services and the challenges facing

councils would be published in March 2017. The report was aimed primarily at councillors and senior council officers and the Accounts Commission expected that their report be used as a source of information to support their complex and demanding roles.

The report acknowledged that councils had managed financial pressures well but faced increasingly difficult challenges and tough decisions to balance their budgets. The Accounts Commission recommended that councils needed to have effective long term financial plans to ensure a good understanding of finances and future pressures and that elected members should consider the points within the councillor's self-assessment tool in Appendix 1.

In response to questions from members, officers provided further information in relation to the risk assessment arrangements for the revenue fund balance and the revaluation of the insurance fund.

It was recommended that the Committee:

1. Notes the key messages and recommendations included in the overview report; and
2. Notes officer responses to the points raised within the councillors' self-assessment tool which could be used by councillors to review the council's progress in implementing the recommendations within the report.

Decision

Noted the contents of the report.

10. EXTERNAL AUDIT FRAMEWORK

The Committee considered a report (copies of which had been circulated) by the Audit, Risk and Counter Fraud Manager providing details of the external audit framework prepared by EY, the council's new external auditor.

The report advised that in May 2016 the Accounts Commission appointed EY as the council's external auditor for the five year period from 2016/17 to 2020/21. Details of West Lothian Council's External Audit Framework 2016-2021 was attached as an appendix to the report.

The framework document prepared by EY provided details of EY's approach over the term of their appointment.

It was recommended that the Committee note the external audit framework.

Decision

Noted the contents of the report.

11. PRIVATE

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 it involved the likely disclosure of exempt information under Schedule 7A of the Act.

12. COUNTER FRAUD REPORT 2015/16 AND SIX MONTHS TO 30TH SEPTEMBER 2016

The Committee considered a report (copies of which had been circulated) by the Audit, Risk and Counter Fraud Manager, providing details of the performance and activities of the Counter Fraud Team (CFT) during the financial year 2015/16 and the first half of 2016/17. The report was exempt under Paragraphs 1 and 14 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

The report highlighted the performance and activities of the Counter Fraud Team during the financial year 2015/16 and the six months to 30th September 2016. The work of the CFT was carried out in accordance with the council's Anti-Fraud and Corruption Policy and Whistleblowing Policy and in accordance with the council's zero tolerance approach to fraud.

During the course of the discussion it was noted that officers would consider how to obtain feedback from those blowing the whistle. It was also noted that service managers should have due regard to the requirements of anonymity.

In response to questions from members, officers provided further information in relation to the possibility of following-up with users of the hotline their satisfaction with the process and the availability of resources to continue the proactive work such as training for services.

It was recommended that the Committee notes the performance and activities undertaken by the Counter Fraud Team during 2015/16 and the first half of 2016/17.

Decision

Noted the contents of the report.

MINUTE of MEETING of the EMPLOYEE APPEALS COMMITTEE (PRIVATE) of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 20 JANUARY 2017.

Present – Councillors John McGinty (Chair) Harry Cartmill, Anne McMillan, John Muir, George Paul

Apologies – Councillors Frank Anderson, Tom Conn

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The committee confirmed the Minute of its meeting held on 14 December 2016 as a correct record.

3. PRIVATE SESSION

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

4. CONSIDERATION OF APPEAL

Following advice by the Clerk and HR Representative, and in fairness to the appellant, the committee agreed that consideration of this case should not commence at this stage.

Decision

The committee agreed to defer consideration of the Stage 3 Grievance to a date to be fixed as soon as possible after the conclusion of the ongoing B&H investigation.

MINUTE of MEETING of the EMPLOYEE APPEALS COMMITTEE (PRIVATE) of WEST Lothian Council held within Council Chambers, West Lothian Civic Centre, on 17 February 2017.

Present – Councillors John McGinty (Chair) Harry Cartmill, Anne McMillan, John Muir, Cathy Muldoon, Jim Walker

Apologies – Councillor Tom Conn

1. DECLARATIONS OF INTEREST

Councillor John McGinty declared a non-financial interest in that he was a member of Unite union.

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

Councillor Harry Cartmill declared a non-financial interest in that he was a member of Unite union.

2. MINUTE

The committee confirmed the Minute of its held on 20 January 2017 as a correct record.

3. PRIVATE SESSION

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

4. CONSIDERATION OF STAGE 3 GRIEVANCE

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

The committee was invited to consider a Stage 3 Grievance brought forward by an employee within Social Policy.

The appellant was present and accompanied by her union representative, Derek Ormiston. The appellant did not call any witnesses.

The management was represented by Jane Kellock, Head of Social Policy and Gillian Cairney, Senior HR Advisor. The management called Alan Bell, Senior Manager and Charles Swan, Group Manager as witnesses.

The committee heard the applicant and her representative speak in relation to her grievance.

The Management was given an opportunity to question the appellant and

her representative.

The committee had an opportunity to question the appellant and her representative.

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

The appellants were given an opportunity to question the management and witnesses in turn.

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

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

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

All parties then returned to hear the decision of the committee of the committee.

Decision

The committee found that the grounds of the grievance were not substantiated and therefore the appeal was not upheld.

The committee recommended that:

1. The management conclude the review of Mental Health Care Work and Senior Social Care workers needs at Care Home concerned.
2. That management ensure that no other operational anomaly exists at the Care Home concerned.

MINUTE of MEETING of the EDUCATION (QUALITY ASSURANCE) COMMITTEE of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 31 JANUARY 2017.

Present – Councillors Stuart Borrowman (Chair), David Dodds, Tony Boyle, Alexander Davidson, Lawrence Fitzpatrick, Carl John, Dave King, Sarah King, Danny Logue and John McGinty; Appointed Representatives Myra Macpherson, Lynne McEwen and Margaret Russell; Parent Council Representative Eric Lumsden

Apologies – Councillor Anne McMillan, Andrew Miller and George Paul

1. DECLARATIONS OF INTEREST

Agenda Item 9: VSE – Blackridge Primary School

Lynne McEwen declared a non-financial interest due to her daughter being employed as a teacher at Blackridge Primary School.

2. ORDER OF BUSINESS

The Chair ruled in terms of Standing Order 11 that Agenda items 6 (Inveralmond Early Years Centre), 7 (Elburn Nursery Class) and 8 Ladywell Nursery School) be considered at the same time as they were all managed by the same Head Teacher.

3. MINUTE

The Committee confirmed the minute of its meeting held on 1 November 2016 as being a correct record. The minute was thereafter signed by the Chair.

4. EDUCATION SCOTLAND REPORT: ST THOMAS' RC PRIMARY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Curriculum, Quality Improvement and Performance providing an update on the progress made on the school's action plan to address the areas for improvement identified in Education Scotland's report published on 22 March 2016.

The Committee was advised that since the HMI inspection carried out in January 2016 very good progress has been made under the strong leadership of the head teacher.

The Head Teacher, Joanne McKissack, provided the Committee with an update on the progress made on the school's action plan relating to the following areas:

- Increasing children's capacity as learners to enable them to become

more independent in their learning;

- Continuing to work with the community to improve the design of the curriculum and ensure that it meets the needs of all learners; and
- Staff team to continue to improve how well children's progress was evaluated to improve attainment and achievement across the school.

The school has made good progress, working with parents and other key partners to embed the school's vision in the design and development of its curriculum. Revised arrangements for collaborative working were impacting positively on increased staff confidence, professional judgement and improved approaches to planning learning, teaching and assessment. Children were more confident in talking about their learning which was having a positive impact on their resilience and positive responses to challenge and new experiences.

The Parent Council Chair, Anne-Marie McGuckin, advised the Committee that over the last year parents were happy with the improvements made in school and the children appeared to be happy and doing well.

In response to a question from the Committee in relation to the work being carried out with parents and the local community the head teacher stated that a number of sessions and workshops had been set up to support parents to help improve approaches in learning and developing family engagement, focusing on raising attainment in literacy, numeracy, health and well-being. The school's self-evaluation processes were also leading to improvements.

Finally, the Quality Improvement team would continue to work with the head teacher and the school would monitor and evaluate progress at regular quality assurance visits.

The Committee welcomed the update and acknowledged the progress made and the positive feedback received from the Parent Council Chair.

It was recommended that the Committee note the contents of the report and the school's arrangements for continuing improvement.

Decision

1. To note the contents of the report and the arrangements for continued improvement;
2. To note the update from the Head Teacher and Parent Council Chair; and
3. To note that the school was making good progress under the strong leadership of the head teacher.

5. UPDATED VALIDATED SELF EVALUATION: INVERALMOND EARLY YEARS CENTRE, ELIBURN NURSERY CLASS AND LADYWELL NURSERY SCHOOL

The Committee considered reports relating to the Updated Validated Self Evaluation (VSE) for Inveralmond Early Years Centre and VSE for Eliburn Nursery Class and Ladywell Nursery School (copies of which had been circulated) by the Head of Education (Curriculum, Quality Improvement and Performance) providing details of the outcomes of the VSE's and the actions arising.

Prior to the reports being considered the Head of Education (Curriculum, Quality Improvement and Performance) advised the Committee that the Early Years Team worked closely to support the three establishments and supported the Head Teacher to ensure continued improvements were made. The Committee also noted that the leadership of Eliburn Nursery Class was now allocated to the Head Teacher at Peel Primary School to help build on transition arrangements. This would allow the Head Teacher to focus on Inveralmond Early Years Centre and Ladywell Nursery School.

The focus of the VSE related to learners' experiences, with specific focus on support and challenges for learners.

The Head Teacher, Aileen German, advised the Committee that the VSE's carried out had common themes across all three nursery schools. Learners' experiences were reviewed with specific focus on support and challenges for learners. Action plans were put in place with targets and expectations identified.

Members of staff were aware of their strengths and were committed to improvements being made. Relationships across the nursery were positive and the staff team were proactive in promoting the wellbeing of all children and their families through the effective implementation of Getting it Right for Every Child (GIRFEC), nurturing a climate of mutual respect. Tracking and monitoring procedures were implemented to ensure shared high expectations. Staff were also being supported to gain an understanding of key learning within early literacy and numeracy and to develop skills to assess this. Arrangements in place for self-evaluation would continue to lead to further improvement for learners.

The Head Teacher, Head of Education and Early Years Officer then answered questions from Committee members confirming that plans were in place to identify the needs of all staff with clear learning plans in place to drive forward further improvements. CPD training sessions were carried out and members of staff also visited other nursery schools to share good practice.

The Chair then highlighted that within the three establishments, ten of the fifteen quality indicators were scored as "satisfactory" which was disappointing. However, he acknowledged that steps were being taken to address these issues.

The Committee recommended that an update report relating to Inveralmond Early Years Centre, Eliburn Nursery Class and Ladywell Nursery School be submitted to the first suitable meeting of the Committee following the summer recess period.

Decision

It was recommended that the Committee:

1. Note the contents of the report;
2. Note the findings of the VSE and the actions arising; and
3. Note any other actions required.

Decision

1. To note the findings of the VSE and the actions arising for Inveralmond Early Years Centre, Eliburn Nursery Class and Ladywell Nursery School; and
2. To agree that an update report relating to Inveralmond Early Years Centre, Eliburn Nursery Class and Ladywell Nursery School be submitted to the first suitable meeting of the Committee following the summer recess period to assess the progress made.

6. VALIDATED SELF EVALUATION: BLACKRIDGE PRIMARY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Curriculum, Quality Improvement and Performance) providing details of the outcomes of the VSE carried out at Blackridge Primary School.

The Head of Education advised the Committee that the head teacher and staff have achieved significant improvement in many areas within the school leading to improvement and raised attainment for learners.

The focus of the VSE was:

- Leadership of change;
- Learning, Teaching and Assessment;
- Ensuring Wellbeing, Equality and Inclusion;
- Attainment and Achievement (Primary); and
- Securit Children's progress (Nursery).

The Head Teacher, Julie Ross, advised the Committee that staff welcomed the opportunity to highlight the outcome of the VSE carried out in school. Members of staff were well placed to meet the needs of all

learners. Strategies were in place to develop pupil ownership and accountability and pupils were aware that their voices were being heard. Effective processes to track, monitor and evaluate learners' progress enabled the school to build in appropriate support for all pupils including those facing barriers to their learning. Work would continue to support and develop the curriculum to ensure that benchmarks were fully embedded in planning and practice with a focus on literacy and numeracy. Progress in literacy and numeracy was being carefully tracked and the majority of children were making progress appropriate to their individual needs. The Head Teacher was confident that the strategies put in place for self-evaluation would continue to lead to improvement and raised attainment for learners.

The Head Teacher then responded to questions from members of the Committee confirming that staff were aware of the need to ensure that there was consistency of pace and challenge for all pupils. Areas of best practice would be reviewed and promoted to continue to develop learning and teaching practices ensuring challenging learning opportunities were available for all pupils.

Relationships between staff, pupils and parents were very positive with parents being supported in reading to their children and being involved in their children's learning.

The Committee acknowledged the excellent report and members were happy with the steps being taken to improve literacy within the school.

It was recommended that the Committee:

1. Notes the findings of the VSE and the actions arising;
2. Affirm, or otherwise, the school's capacity for improvement; and
3. Note any other actions required.

Decision

- To Note the contents of the report and the update from the Head Teacher; and
- To note that the Committee was happy with the steps being taken which were leading to improvements being made in school.

7. VALIDATED SELF EVALUATION: CROFTMALLOCH PRIMARY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Curriculum, Quality Assurance and Performance) providing details of the outcomes of the VSE carried out at Croftmalloch Primary School.

The focus of the VSE was:

- Self-evaluation for self-improvement;
- Leadership of change; and
- Arrangements for ensuring wellbeing, equality and inclusion.

The Head Teacher, Vicky Fish, advised that members of staff have a clear understanding of the school's strengths and areas for improvement and were confident that the school's arrangements for self-evaluation would continue to lead to improvement and raised attainment for learners. A robust system was in place to track and monitor attainment with a clear focus on the need to address possible barriers to learning. The school's strong commitment to children's rights and positive relationships was strongly embedded in the ethos, culture and actions in the school and children were respectful and more engaged in their learning.

The school continued to engage with pupils, parents and partners to develop all aspects of the curriculum. Members of staff were encouraged to work together and take on new resources to develop pace and challenges in learning across the school to meet the needs of all children. A digital learning strategy was being developed to promote active, independent and collaborative learning in school supporting children to become independent learners.

The Committee welcomed the update and was pleased with the progress made within the school.

Councillor McGinty spoke on behalf of Councillor Paul, Elected Member for Whitburn and Blackburn, who was unable to attend the meeting, advising that he commended the Head Teacher and staff for the excellent work carried out and was pleased with the achievements made within the school.

It was recommended that the Committee note the findings of the VSE and the actions arising, affirm, or otherwise, the schools capacity for improvements and note any other action required.

Decision

- To Note the contents of the report and the findings of the VSE carried out; and
- To commend the staff team, under the leadership of the Head Teacher, for the excellent work carried out in school.

8. VALIDATED SELF EVALUATION: DEANS PRIMARY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Curriculum, Quality Improvement and Performance) providing details of the outcomes of the VSE carried out at Deans Primary School.

The Head of Education advised the Committee that the Acting Head Teacher had been in post since January 2016 and has provided effective leadership leading to significant improvements being made within the school.

The focus of the VSE was:

- Leadership of change;
- Raising attainment and achievement; and
- Arrangements for ensure wellbeing, equity and inclusion.

The Acting Head Teacher, Fiona Wales, stated that staff welcomed the VSE process and were committed to ensuring that the children's learning and social needs were being met. Raising attainment levels in literacy and numeracy were one of the main priorities for improvement with robust monitoring and tracking systems in place to ensure improved progress in the children's learning. Staff were aware of the schools strengths and areas for improvement and were confident that arrangements for self-evaluation would continue to develop and improve practice. Since the VSE was carried out staff continued through their journey of improvement and an action plan was created with clear action points and timescales identified to ensure future improvements.

The Acting Head Teacher then responded to questions from members of the Committee. In response to a question regarding issues highlighted in the report relating to numeracy and literacy, she advised that systems and supports were available to address gaps in literacy and numeracy and targeted interventions were in place to identify areas for development. Staff were also trained to support children experiencing difficulties and implement timely interventions to meet their individual needs.

Details of the actions arising following the VSE were outlined within the report which included the actions taken to ensure that improved learning and outcomes for children were being achieved.

The Committee was pleased that the issues highlighted in the report were being addressed and looked forward to progress being made in the future.

It was recommended that the Committee note the findings of the VSE and the actions arising.

Decision

1. To note the contents of the report, the findings of the VSE and the actions arising; and
2. To note the update from the Acting Head Teacher, particularly in relation to the interventions and systems in place to address gaps in literacy and numeracy.

9. VALIDATED SELF EVALUATION: ST MARGARET'S ACADEMY

The Committee considered a report (copies of which had been circulated) by the Head of Education (Curriculum, Quality Improvement and Performance) providing details of the outcomes of the VSE carried out at St Margaret's Academy.

The focus of the VSE was to evaluation the quality of:

- Leadership and management;
- Learning provision; and
- Successes and achievement.

The Head Teacher, Siobhan McGarty, advised the Committee that a number of key strengths were identified following the VSE. Performance information highlighted high levels of attainment results with a high percentage of young people moving on to positive destinations. The staff team were committed to providing children and young people with high quality learning experiences focusing on raising attainment for all. Staff participated in professional learning to enhance and improve outcomes for learners. The report also highlighted positive responses from learners in relation to their spiritual well-being. Effective tracking and monitoring systems were in place to promote success and achievement for all children and young people in school. Partnership working with stakeholders, including parents and carers and members of the local community, was positive leading to improved outcomes for learners. Self-evaluation was well established and robust and provided confidence that the school had demonstrated its capacity to improve outcomes for learners. A range of strategies were being used to support children and young people to take responsibility for their own learning and progress. The Head Teacher then summarised the work carried out relating to the actions arising from the VSE.

The Committee acknowledged the excellent report and commended the staff, under the leadership of the Head Teacher, for the hard work carried out in school.

It was recommended that the Committee note the findings of the VSE and the actions arising and affirm, or otherwise, the school's capacity for improvement.

Decision

- To note the findings of the VSE and the actions arising; and
- To commend the staff, under the leadership of the Head Teacher, for all their hard work carried out in school.

10. VALIDATED SELF EVALUATION: ST MARY'S (POLBETH) RC PRIMARY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education providing details of the progress made in St Mary's PS, Polbeth, to address the areas for improvement identified in the report to committee on 29 June 2016.

The report recalled that in June 2016, it was recommended by the committee that an update report be submitted for consideration by the committee within six months to assess improvements made.

The Head of Education advised that the school has made excellent progress under the strong leadership of the new Head Teacher.

The school has been subject to significant changes over the last three years with a number of changes in the leadership team. The current Head Teacher was appointed in August 2016.

The report provided an update on the following action points:

- Raising attainment by continuing to develop the totality of the curriculum, providing broader experiences for all learners;
- Establishing greater consistency and rigour in systems and processes to improve outcomes for all learners; and
- Working with the quality improvement team to monitor and track the impact of the school's plan for raising attainment.

The Head Teacher, Siobhan Kellock, advised the Committee that progress had been made to address the areas identified for improvement in the report to the Committee on 29th June 2016. Staff have a clearer understanding of what progression looks like across the school and have engaged in professional dialogue to develop a curriculum to meet the learners needs raising awareness for staff, pupils and parents and carers. A tracking and monitoring system was introduced which supports teachers in identifying and addressing barriers to learning, highlighting the resources required to overcome these.

The school has a clear vision to secure change and improvement at a manageable and ambitious pace. Members of staff have a better understanding of securing improvements through self-evaluation and worked collaboratively to ensure that a clear action plan was in place to deliver on the points for action identified in the VSE carried out in May 2016. The Quality Improvement team would continue to work with the Head Teacher on the action plan and would monitor and evaluate progress at regular quality assurance visits.

The Head Teacher then responded to questions from members of the Committee.

It was recommended that the Committee notes the contents of the report

and the school's plan for continuing improvement.

Decision

- To note the contents of the report and the school's plan for continued improvement; and
- To note that the Committee acknowledged the excellent progress made in school under the leadership of the new Head Teacher.

11. WORKPLAN 2016-2017

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

Decision

Noted the contents of the workplan.



WEST LOTHIAN COUNCIL

**AMENDMENT OF STANDING ORDERS - RECORDING AND BROADCASTING
COUNCIL MEETINGS**

REPORT BY CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To amend Standing Orders to enable the audio recording and broadcasting of meetings of full council.

B. RECOMMENDATIONS

- 1 To amend the council's Standing Orders for the Regulation of Meetings as shown in the appendix
- 2 To note that the new arrangements will be introduced as soon as practicable after the elections on 4 May 2017.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Local Government (Scotland) Act 1973; Standing Orders for the Regulation of Meetings. An equality relevance assessment was carried out prior to consideration by Council Executive on 28 March 2017
III Implications for Scheme of Delegations to Officers	The Chief Executive as Clerk to the Council will have responsibility for implementation
IV Impact on performance and performance Indicators	No direct relevance
V Relevance to Single Outcome Agreement	No direct relevance
VI Resources - (Financial, Staffing and Property)	Within existing resources
VII Consideration at PDSP	Partnership & Resources PDSP, 17 March 2017
VIII Other consultations	Council Executive, 28 March 2017; Governance Manager; IT Services; Finance & Property Services; HR Adviser – Equality and Diversity

D. TERMS OF REPORT

- 1 The council's Standing Orders for the Regulation of Meetings presently state that no form of audio or visual recording, photography or transmission of the proceedings of any council, committee or sub-committee meeting will be allowed, unless the meeting so agrees (Standing Order 24(3)). Those Standing Orders (including the Scheme of Administration) may only be amended by full council, and if notice of the proposed changes is given with the agenda.
- 2 On 22 November 2016 Council Executive instructed officers to investigate the feasibility and cost of broadcasting full council meetings from the start of the new council term in May 2017. Officers reported to PDSP on 17 March 2017, outlining the options explored and their advantages and disadvantages.
- 3 Based on that report and discussions at that meeting recommendations were made to Council Executive on 28 March. Council Executive unanimously accepted those recommendations and so:-
 - Noted the information provided about methods and costs of recording and broadcasting council meetings
 - Agreed that Option 3 in Appendix 1 should be implemented, whereby meetings of full council taking place in the Council Chambers in the Civic Centre were recorded (audio only) and broadcast over the internet using a commercial service
 - Noted that action would be required to procure the service, to ensure that procedures were in place to comply with data protection rules and the council's public sector equality duty and to amend Standing Orders for the Regulation of Meetings
 - Instructed officers to proceed with those actions with a view to introduce the service as soon as reasonably practicable after the council elections on 4 May 2017
- 4 This report recommends changes to Standing Orders to give effect to that decision. The proposed changes are shown in the appendix. Work is underway in relation to the other issues noted in the decision of Council Executive, and the new arrangements will be introduced as soon as practicable should the recommendations be approved.

E. CONCLUSION

Amending Standing Orders will enable the decision made by the Council Executive in principle to be implemented.

F. BACKGROUND REFERENCES

Standing Orders for the Regulation of Meetings

<http://intranet.westlothian.gov.uk/CHttpHandler.ashx?id=14551&p=0>

Council Executive, 28 March 2017

Appendices/Attachments: Proposed amendments to Standing Orders

Contact Person: James Millar, Governance Manager, 01506 281613,
james.millar@westlothian.gov.uk

Graham Hope, Chief Executive

Date of meeting: 18 April 2017

APPENDIX

Existing Standing Order 24

(1) Except where this Standing Order says otherwise, every meeting of the Council, its Committees, Sub-Committees and PDSPs shall be open to the public and press.

(2) The public shall not be admitted to a meeting when an item of business is being dealt with if it is likely that they would hear:-

- Confidential information
- Exempt information

(3) No form of audio or visual recording, photography or transmission of the proceedings of any meeting will be allowed, unless the meeting so agrees.

Amended Standing Order 24

(1) Except where this Standing Order says otherwise, every meeting of the Council, its Committees, Sub-Committees and PDSPs shall be open to the public and press.

(2) The public shall not be admitted to a meeting when an item of business is being dealt with if it is likely that they would hear:-

- Confidential information
- Exempt information

(3) Meetings of full council shall be broadcast live (sound only) through the internet and sound recordings shall be made available on the council's website. Otherwise, no form of audio or visual recording, photography or transmission of the proceedings of any meeting will be allowed, unless the meeting so agrees.

(4) No broadcast shall be made when the public is excluded under this Standing Order.

(5) Broadcasts and the availability of recordings are subject to the controls and restrictions the Clerk deems necessary in relation to:-

- confidential or exempt information
- data protection
- freedom of information, including environmental information
- offensive or defamatory conduct or language

(6) Where broadcasting and recording is permitted under these Standing Orders, meetings shall proceed even if recording or broadcasting equipment fails or is otherwise not available.

WEST LoTHIAN COUNCIL LABOUR GROUP

Notice of Motion from Councillor John McGinty For the Council Meeting on 18 April 2017

West Lothian Prostate Cancer Support Group

West Lothian Council notes that West Lothian Prostate Cancer Support Group recently celebrated the 10th anniversary of their establishment as a West Lothian group.

Council recognises the outstanding work of the group and the excellence of the vital services that the West Lothian Prostate Cancer Support Group provides to West Lothian prostate cancer patients and their families.

Council therefore agrees to continue to support the work of the West Lothian Prostate Cancer Support Group, thanks and commends Charlie Hogg and his team on all they do to support prostate cancer patients in West Lothian, and asks the Provost to write to the West Lothian Prostate Cancer Support Group to formally congratulate them on the occasion of their 10th anniversary.



**Councillor John McGinty
Council Leader
West Lothian Council**

West Lothian Council SNP Group

Leader: Cllr Peter Johnston
Depute Leader: Cllr Frank Anderson
Secretary: Cllr Mary Dickson



Questions to Services for the Community Executive Member, Council Meeting April 2017

Sites	No of Units
Adelaide Street	6
Community Centre Pumpherston	14
Auldhill Bridgend	5
Glasgow Rd, Bathgate	9
West Main Street, Broxburn	18
Philpstoun Bowling Green	5
Redhouse	100
Kirkhill	230
Almond Link Road	20
Lammermuir	44
Eastfield, Fauldhouse	40
Mill Road, Linlithgow	15
Raw Holdings	15
Bathville Cross	18
Mayfield, Armadale	22
Drumshoreland, Pumpherston	86
Appleton Parkway, Eliburn	10
Almondell, Calderwood	36
Wester Inch, Bathgate	86
Deans South	117
Almondvale Stadium	37
Nelson Park, Armadale	26
Winchburgh CDA	41
Total:	1000

Above are listed the New Build programme of the current Tory/Labour administration. Could the Executive member tell us for each site how many of the houses have been built and occupied by tenants. Also are there any sites which have not even been started, 5 years after the promise to build 1000 houses.

F Anderson

West Lothian Council SNP Group

Leader:

Cllr Peter Johnston

Depute Leader:

Cllr Frank Anderson

Secretary:

Cllr Mary Dickson



Questions to Services for the Community Executive Member, Council Meeting April 2017

How many tenants have written to the Executive Member in the past 5 years asking for their rent to be increased? If he has received any requests, could he detail for us the %age increase the tenants requested?

A handwritten signature in black ink, appearing to be 'F Anderson'.

F Anderson

West Lothian Council SNP Group

Leader: Cllr Peter Johnston
Depute Leader: Cllr Frank Anderson
Secretary: Cllr Mary Dickson



Questions to Services for the Community Executive Member, Council Meeting April 2017

How many Council houses, in Blackburn, have PV panels fitted?

On average, in financial terms, how much has each tenant saved since they were installed (assuming 50% usage), and how much has the Council received?

If we had fitted 3000 homes with PV panels in 2013, financially what would have been the savings for those tenants and what would have accrued to the Council? (assuming 50% usage)

A handwritten signature in black ink, appearing to read 'F Anderson'.

F Anderson