ENVIRONMENT & SUSTAINABILITY

A REMIT

1 The remit of the Executive Councillor holding the Environment & Sustainability Portfolio, as follows:-

(1) Climate emergency and carbon management

(2) Roads network and maintenance, including road safety, winter service plan, street and festive lighting and internal fleet management

(3) Public transport and regional and local transportation planning

(4) External environment, including parks, open spaces, flood prevention, cemeteries and crematoria, street cleansing and public toilets

(5) Waste and recycling

(6) School meals catering and FM and cleaning services for council premises

B MEMBERSHIP

1 7 members (4 Labour, 2 SNP, 1 Conservative), but one of whom is to be the Executive Councillor holding the Environment & Sustainability Portfolio.

2 Others may be appointed by the Council to participate or invited to participate by resolution of the panel from time to time, to be drawn from, for example:-

- other Elected Members
- non-elected members appointed under section 124 of the Local Government (Scotland) Act 1973
- officers
- representatives of partner bodies, public bodies and agencies, voluntary organisations, community councils, licensing forums, Local Area Committees, town centre management groups, etc.
- experts, consultants and advisers from both private and public sectors.

3 The Executive Councillor holding the Environment & Sustainability Portfolio shall be the Chair, and the Council shall appoint a Vice-Chair.

4 The following organisations are entitled to nominate the following number of representatives who are entitled to attend and take part in PDSP meetings:-

- Two representatives from the recognised trade unions (to be agreed between the teaching and non-teaching staff unions)
- One representative of the Senior Peoples Forum
- One representative of the Youth Congress
- One representative of any recognised umbrella organisation representing the interests of community councils
- One representative of the recognised voluntary sector interface in West Lothian
- One representative of the Race Forum
- One representative of the Faith Forum

C SUBSTITUTES

1 Substitutes to be allowed, drawn from all Elected Members of the Council.

D MEETINGS (SUBJECT TO STANDING ORDER 50)

1 Meetings to be arranged by the Clerk in consultation with the Chair and the Lead Officer for the panel.

2 Meetings are to be publicised and open to the public, and agendas and reports are to be published and available to the public, as they would be if they were committee meetings (see Standing Order 50).

3 Meetings shall be held as physical, hybrid or remote-access meetings, as they would be if they were committee meetings.

E REPORTING ARRANGEMENTS

1 Minutes will be reported to the next meeting of the panel.

2 Any recommendation made by the panel shall be noted by the Clerk, finalised by the Clerk in consultation with the Chair and Lead Officer, and reported by the relevant Depute Chief Executive to (as the case may be) the Council Executive or to the Education Executive as soon as practicable.

F MISCELLANEOUS

1 The panel is a form of working group of the Council.

2 Its role is:-

(a) to develop policies with a view to making recommendations for their adoption by the Council Executive or the Education Executive,

(b) to review the working of existing policies of the Council, and to make recommendations about their working, amendment or replacement to the Council Executive or to the Education Executive,

(c) to consider and review periodic service performance reports and make recommendations to officers for improvements or actions to be taken, and

(d) to prepare and follow insofar as practicable a forward work plan to assist the continuous flow of policy and the best use of council resources, and

3 The panel shall also consider business referred to it by the Council Executive, the Education Executive, the Council or a Committee of the Council.

4 The panel has a Lead Officer appointed by the Chief Executive, and the Lead Officer's role is to liaise with officers and Members, to assist the panel in its work and to guide it in the conduct of its business.

5 The panel is able to call on the services of officers of the Council to attend its meetings and provide comment or advice on its business.

6 The Council has chosen as a matter of policy to apply the same rules to information before the panels as apply as a matter of law to council Committees (sections 50A to 50 K and Schedule 7A to the Local Government (Scotland) Act 1973). Some information may therefore be denied to the public, and the public may be excluded from parts of certain meetings of the panels. The agenda will specify where that is likely to happen and it will be for the panel to make an appropriate resolution to that effect.

7 The nominated representatives shall be entitled to take part subject to them confirming that they agree to abide by the terms of the Councillors' Code of Conduct.