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**CULTURE AND LEISURE POLICY DEVELOPMENT AND SCRUTINY PANEL**

**HOUSING, CUSTOMER AND BUILDING SERVICES MANAGEMENT PLAN 2020/21**

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

**A. PURPOSE OF REPORT**

The report introduces the 2020/21 Management Plan for Housing, Customer, and Building Services, which is provided as an appendix.

**B. RECOMMENDATION**

That the Panel considers the plan and provides comment as appropriate.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	<ul style="list-style-type: none"><li>• Focusing on our customers' needs;</li><li>• Being honest, open and accountable;</li><li>• Providing equality of opportunities;</li><li>• Making best use of resources;</li><li>• Developing our employees; and</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>	The plan sets targets for high level performance indicators for 2020/21.
<b>V Relevance to Single Outcome Agreement</b>	The activities within the Management Plan are closely linked to the overall Single Outcome Agreement and revised Corporate Plan.
<b>VI Resources - (Financial, Staffing and Property)</b>	The Management Plan sets out the financial and staffing resources required to deliver the activities and objectives of Housing, Customer and Building Services in 2020/21.
<b>VII Consideration at PDSP</b>	N/A.
<b>VIII Other consultations</b>	Service employees and senior management.

## **D. TERMS OF REPORT**

In accordance with council procedures, Housing, Customer, and Building Services have produced a service Management Plan for the forthcoming financial year. The Management Plan takes account of the Corporate Plan, Transforming Your Council measures, and the agreed level of budgetary provision.

The Management Plan sets out the work that the service will undertake in this role during the 2020/21 financial year. The plan also provides a summary of the work undertaken in the year prior, and the improvements achieved by the service during the period of the previous management plan. It will act as the control document against which the service will monitor progress during 2020/2021, and it the benchmark for service provision as the service continues to deploy the recovery and renewal of services following Covid-19 impacts in 2020.

Tenant representatives are consulted on the service performance targets and actions as part of our ongoing consultation and performance reporting arrangements.

## **E. CONCLUSION**

The Housing, Customer and Building Services Management Plan enables focus for the work of the service during the year as we recover and renew our services. Its delivery will ensure the service continues to deliver high quality, efficient services to our customers and will contribute to the strategic aims of the council, enabling the council to meet its obligations.

## **F. BACKGROUND REFERENCES**

None.

Appendices/Attachments: 1

- Housing, Building and Customer Services Management Plan 2020/21

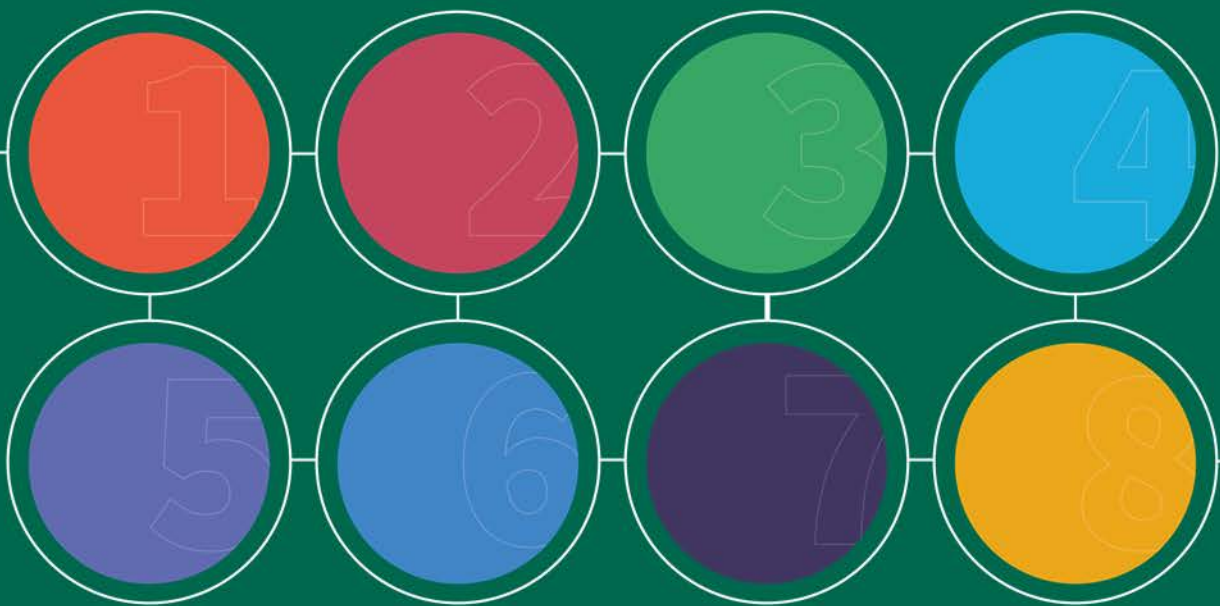
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**AnnMarie Carr**  
**Head of Service (Housing, Customer & Building Services)**

Date of Meeting: 26 November 2020

Data label: OFFICIAL

# Housing, Customer & Building Services Management Plan 2020/21



## An introduction to the Management Plan from the Head of Housing, Customer and Building Services

The Management Plan is a key planning document that will explain how the service will support in the delivery of the council's eight priorities in 2020/21.

West Lothian Council has a strong track record of delivering better outcomes for local people. Housing, Customer and Building Services play an integral role in that performance by developing and deploying corporate strategies aimed at improving the quality of life for people in West Lothian. Customer and Community Services are key to the organisation through their deployment of frontline service provision. With the continuing financial and demographic challenges ahead, the service will integrate our services to create a

seamless offering to customers, focusing on those most in need.

In Housing, Customer and Building Services we provide an extensive range of services which contribute to positive outcomes in the eight corporate priorities (see below) through provision of housing management; strategy and development, repairs and maintenance, homelessness and housing need; customer contact and frontline services in the community.

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**Corporate Priorities 2018/23** | The council re-committed to eight ambitious priorities following a large public consultation in 2017/18. We believe these priorities will continue to support improvement in the quality of life for everyone living, working and learning in West Lothian and will be the focus for council services, resources and staff in the next four years.



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In support of the Corporate Plan 2018/23 and the eight priorities, we will continue to strive to improve the quality and value of our services.

Housing, Customer and Building Services will continue to provide quality, sustainable housing and building functions as well as continuing to provide efficient and effective customer and community services. We will engage with our customers and tenants, partners and with other

council services to promote continuous improvement and transformation of our services.

This management plan fulfils a number of planning and improvement requirements and importantly, it sets out how the service will use its resources to deliver positive outcomes for West Lothian and deliver efficiencies of £1.209 over the next three years. It is the result of a detailed planning process to make sure that council

## Housing, Customer and Building Services Management Plan 2020/21

services are well planned and managed. I hope that this management plan will help our customers, employees and partners to understand how we will transform our services and continue to deliver for our communities.

The service, to those most in need, has remained constant during the Covid-19 pandemic. During initial lockdown restrictions, we continued to deliver well against our statutory duties to maintain properties, and respond to emergencies relating to homelessness and our tenants homes. During this time, our dedicated staff have embraced entirely new ways of working, and we intend to grow and learn from these changes as part of a return to full service recovery in the coming weeks and months. We have ensured that our plans for the renewal of our services as

### Our services

The services that we will deliver through collaboration with our partners in 2020/21

Housing, Customer and Building Services are a key player in developing and deploying corporate strategies aimed at improving the quality of life for all people in West Lothian. In the next four years, the service will continue to support the delivery of the council's eight key priorities with value adding activities and will also assist in the delivery of the council's transformation programme through:

- ◆ Continuing to deliver on and prioritise our ambitious programme to increase the supply of new affordable homes with the aim of delivering 3000 affordable homes over a 10 year period to 2022.
- ◆ Increasing the supply of new tenancies where individuals are supported to live sustainably, supporting improved outcomes.
- ◆ Delivering compliance with the Energy Efficiency Standard for Social Housing by 2020 to improve council homes and help tackle fuel poverty.
- ◆ Maintain and monitor housing stock to ensure it remains compliant with Scottish Housing Quality Standards (SHQS)

the country moves through the stages of the Scottish Government recovery roadmap sees HCBS move forward and incorporates these new ways of delivering services into our future plans for excellence in service delivery.



Ann Marie Carr  
Head of Service

- ◆ Continuing to reduce anti-social behaviour through a range of targeted, preventative, diversionary and educational interventions.
- ◆ Continuing to provide high quality customer services and facilities that are accessible and tailored to meet the needs and preferences of customers within our communities.
- ◆ Continuing to provide statutory services in both our Libraries and Registration Services
- ◆ Continuing to provide high quality repairs and maintenance services to meet the needs of our tenants.
- ◆ Undertake a programme of digitisation across the service to increase effectiveness and efficiency. This will also allow staff to do mobile working and be more flexible.
- ◆ Maximising housing rental income including arrears management, taking account of Universal Credit and through rent maximisation.
- ◆ Undertake a review of the council's Housing Allocations Policy and consult on proposed changes with tenants, common housing register applicants, staff and our key strategic partners
- ◆ Review and modernise supported accommodation for people in housing need to meet the requirements of the Unsuitable Accommodation Order (this relates to the new build supported accommodation for young people etc.)

## Housing, Customer and Building Services Management Plan 2020/21

The biggest challenge for Housing, Customer and Building Services continues to be tackling homelessness. The service has delivered the first year of the West Lothian Rapid Rehousing Transition Plan (RRTP) which aims to prevent homelessness. The service has delivered improvements with a reduction in the use of B&B Accommodation, decrease length of stay in temporary accommodation and increased lets to homeless people from Registered Social Landlords (RSLs). Over the next 3 years the

service will continue to lead on the delivery of the RRTP to reduce homelessness through:

- ◆ Working with the housing sector to transition to a West Lothian wide housing options and homeless prevention approach:
- ◆ Working together and partnership to deliver the supply of affordable housing
- ◆ Reduce the use of B&B accommodation and reduce lengths of stay in temporary accommodation.

## Housing, Customer and Building Services Management Plan 2020/21

### The key activities of the service are identified in the Management Plan

		Page
Housing Operations	This service manages the council's housing stock and tenancies to ensure that this resource, which is in high demand, is used efficiently and effectively.	15
Housing Strategy and Development	This service manages the council's housing strategy and policies which cover all housing and housing need across the area.	24
Performance and Change	This service delivers management and business support functions that enable other services. This covers provision and development of systems, income, compliance and performance management, service design and improvement. We set the approach to engagement with our customers and turn their experiences into improvement.	29
Building Services	The council's in-house building contractor carries out repairs, maintenance and refurbishment of council properties. This includes project works associated with housing and general services capital programmes and responsive repairs and maintenance to both housing and non-housing properties.	36
Housing Need	The service is focused on the prevention of homelessness by reducing the overall levels of homelessness within West Lothian; providing accommodation and support services as appropriate and minimising the damage homelessness causes to families, neighbourhoods and communities.	41
Customer and Community Services	The service comprises seven service areas which, together, provide the frontline delivery of council services to all communities in West Lothian. This includes the council's partnership centres, customer information offices and community facilities.	48
Customer Service Centre	The council's centre for telephone, email and web contacts manages customer enquiries from the first point of contact. The service also includes Careline – the support service for electronic care alarms used by older and vulnerable people in our community.	53
	Developing the Management Plan and reporting progress	57
	Housing, Customer and Building Services Scorecard 2020/21	59



## Supporting the delivery of Council priorities

The service will support the delivery of the Council's Corporate Plan priorities and strategies

The service will make a meaningful and measurable contribution to the delivery of the Council's Corporate Plan 2018/23. The service's key processes are aligned to the Corporate Plan priorities/enablers and deliverables in the following table.

Alignment with Corporate Priorities / Enablers					
Council priority / enabler	Deliverable	Housing, Customer and Building Services key activities / processes	Indicator(s)	2019/20 Performance	2020/21 Target
3 Minimising poverty, the cycle of deprivation and promoting equality	(P3.4) Increasing the supply of affordable housing through the New Build Council Housing Programme and working with Housing Association partners. By facilitating an increase of 3,000 affordable homes over a 10-year period to 2022, we will provide greater choice in communities where people want to live.	<ul style="list-style-type: none"> <li>◆ Work with partners to deliver new build and increased supply of social housing, implementing the Local Housing Strategy and Strategic Housing Investment Plan.</li> <li>◆ Working with partners deliver the 5 Year West Lothian RRTP</li> <li>◆ Providing advice and assistance on a range of housing options to meet the needs of customers</li> <li>◆ Provide support to prevent homelessness and enable tenancy sustainment</li> </ul>	◆ CP:HQSHSD309_9b – The Number of New Affordable Homes Delivered	2,135	2,570
			◆ HQSHOM006_9b.1a - Number of households initially presenting as homeless or potentially homeless.	371	360
			◆ P:HQSARC20.2_9b Percentage of new tenancies sustained for more than a year - homeless	88.9%	88%
	HCBS also contributes to the wider anti-poverty activity of the council through: budgeting and tenancy support; homelessness activity; and community facilities and customer engagement.				



## Housing, Customer and Building Services Management Plan 2020/21

### Alignment with Corporate Priorities / Enablers

Council priority / enabler	Deliverable	Housing, Customer and Building Services key activities / processes	Indicator(s)	2019/20 Performance	2020/21 Target
7 Reducing crime and improving community safety	(P7.1) Through the Community Safety Unit (CSU), sharing intelligence and daily multi agency tasking, to allow smarter and earlier interventions, thereby preventing crimes and escalation of incidents within the communities. Dependent on future planning in terms of transformation and police plan review.	◆ Management and implementation of Community Safety Unit activities and processes to support early intervention. Future planning related to transformation and police plan review.	◆ CP:HQS080_Number of active antisocial cases	724	760
7 Reducing crime and improving community safety	(P7.2) Reducing antisocial behaviour and hate crime within our communities and ensuring that violence within our communities is not tolerated through a range of targeted preventative, diversionary and educational interventions.	◆ Management of Community Safety Unit activities and processes to support preventative, diversionary and educational interventions. Future planning related to transformation and police plan review.	◆ (Previous PI- HQS084_9b ◆ NEW- HQS083_9b Percentage of anti-social behaviour cases which were resolved within locally agreed targets	91.67%)	81%
7 Reducing crime and improving community safety	(P7.3) Sharing information intelligence, joint tasking and coordinating resources to prevent instances of and target, disrupt and deter those involved in serious and organised crime.	◆ Management of Community Safety Unit activities and processes to support coordination and sharing of resources. Future planning related to transformation and police plan review.	◆ CSSP2ASBHC05_ Percentage of customers satisfied with Safer Neighbourhood Team involvement	30% *This survey was started in Q4 of 19/20	Target TBC following more data being gathered

## Housing, Customer and Building Services Management Plan 2020/21

Alignment with Corporate Priorities / Enablers					
Council priority / enabler	Deliverable	Housing, Customer and Building Services key activities / processes	Indicator(s)	2019/20 Performance	2020/21 Target
8 Protecting the built and natural environment	(P8.2) Helping people to access housing appropriate to their needs by supporting them to sustain their accommodation. Repairing, maintaining, improving energy efficiency to meet national standards and building social housing.	◆ Management action to reduce homelessness. Improve how we work with people with complex needs. Increase supply of temporary accommodation. Increase access to the range of permanent outcomes.	◆ P:HQSHOM031_9a2a Percentage of repeat homeless presentations	1.1%	3%
		◆ Implement the three-year capital programme to 2022/23, ensuring compliance with the Energy Efficiency Standard for Scotland (EESH).	◆ P:HQSARC25.106b5 Average length of time (days) in temporary or emergency accommodation - All Types	88.2	90
			◆ CP:HQSHSD407_9b Number of properties improved by the Home Energy Efficiency Programme Scotland (HEEPS)	16	77
8 Protecting the built and natural environment	(P8.3) Working with private landlords through the Private Sector Leasing Scheme to ensure that housing need can be met in a planned manner and that we maximise the supply of affordable housing.	◆ Management action to reduce homelessness. Improve how we work with people with complex needs. Increase supply of temporary accommodation. Increase access to the range of permanent outcomes.	◆ P: HQSARC25.106b.5 Average length of time (days) in temporary or emergency accommodation - All Types	88.2	90
			◆ P:HQSHOM031_9a2a Percentage of repeat homeless presentations	1.1%	3%
8 Protecting the built and natural environment	(P8.6) Providing high quality customer services and community facilities that are accessible and tailored to meet the needs and preferences of customers.	◆ Delivery of Whitburn Partnership Centre including new library provision, ensuring customers have improved access to council and partner services in local communities. ◆ Planning of the North Livingston Partnership Centre. It is proposed this will hold the local Library and will work in partnership with Social Policy	◆ CuCS007a_6a.7_ Customer and Communities - Percentage of customers who rated the overall quality of service as good or excellent	99.4%	99%

## Housing, Customer and Building Services Management Plan 2020/21

**Alignment with Corporate Priorities / Enablers**

Council priority / enabler	Deliverable	Housing, Customer and Building Services key activities / processes	Indicator(s)	2019/20 Performance	2020/21 Target
Modernisation and improvement	(E3.1) Providing our local communities with excellent services, looking for new and innovative ways to improve the way we plan, manage and deliver services.	◆ Introduction, ongoing monitoring and reporting of the council's 2018-2023 Customer Service Strategy which HCBS is the lead service on.	◆ A performance scorecard and actions are included alongside the strategy available at: <a href="#">CustomerServiceStrategy</a>	Various	Various
		◆ CSC – Implement the use of new technologies to enhance customer service.	◆ CSC059a_Customer Service Centre (CSC) - Percentage of customers who rated the overall quality of the service as good or excellent	96.81%	97%
		◆ Planning of the North Livingston Partnership Centre. It is proposed this will hold the local Library and will work in partnership with Social Policy	◆ HQSSAT2006_6a.7- Housing Options Survey - rate the overall quality of the service	100%	95%
		◆ Introduction of a wider Housing Options Approach			
		◆ Review and modernisation of supported accommodation.			

## Housing, Customer and Building Services Management Plan 2020/21

Alignment with Corporate Priorities / Enablers					
Council priority / enabler	Deliverable	Housing, Customer and Building Services key activities / processes	Indicator(s)	2019/20 Performance	2020/21 Target
Transformation and improvement	(E3.2) Ensuring that service provision is designed and delivered to meet local needs and that service improvements are customer-led and outcome focused.	◆ Implementation of the Tenant Participation Strategy jointly developed with council tenants to ensure the service is engaging with customers in service development and change.	◆ HQSARC06_6a Percentage of tenants that are satisfied with the opportunities given to them to participate in Housing and Building Services decisions making processes	59.7%	72%
		◆ Introduction, ongoing monitoring and reporting of the council's Customer Service Strategy 2018/23 which HCBS is the lead service on.	◆ A performance scorecard and actions are included alongside the strategy. Available at: <a href="#">CustomerServiceStrategy</a>	Various	Various
		◆ Where service failure has led to a customer complaint being upheld, ensure that the service area responsible has identified, and delivered proportionate improvement action as a result.	◆ HQSALL1000_9b- Percentage of housing applications processed on time	82.7%	70%
		◆ Introduction of an online council housing application form and housing options application form.			
		◆ Implementation of a Homeless Services User Strategy			

## Housing, Customer and Building Services Management Plan 2020/21

**Alignment with Corporate Priorities / Enablers**

Council priority / enabler	Deliverable	Housing, Customer and Building Services key activities / processes	Indicator(s)	2019/20 Performance	2020/21 Target
Transformation and improvement	(E3.3) Giving our communities a voice in the shaping of services, helping to build a stronger, more responsive organisation.	◆ Implementation of the Tenant Participation Strategy jointly developed with council tenants to ensure the service is engaging with customers in service development and change.	◆ HQSARC06_6a Percentage of tenants that are satisfied with the opportunities given to them to participate in Housing and Building Services decisions making processes.	59.7%	72%
		◆ Service developments are planned and undertaken using a service design approach where user needs and feedback are central to defining outcomes and success	◆ CuCS007a_6a.7- Customer and Communities - Percentage of customers who rated the overall quality of service as good or excellent.	99.4%	99%
		◆ Delivery Whitburn Partnership Centre, ensuring customers have improved access to council and partner services in local communities.			
		◆ Following Implementation of the 2018-2023 Customer Service Strategy, ensure the service is engaging with customers in ongoing service improvement.	◆ A performance scorecard and actions are included alongside the strategy but are across all council services.	Various	Various



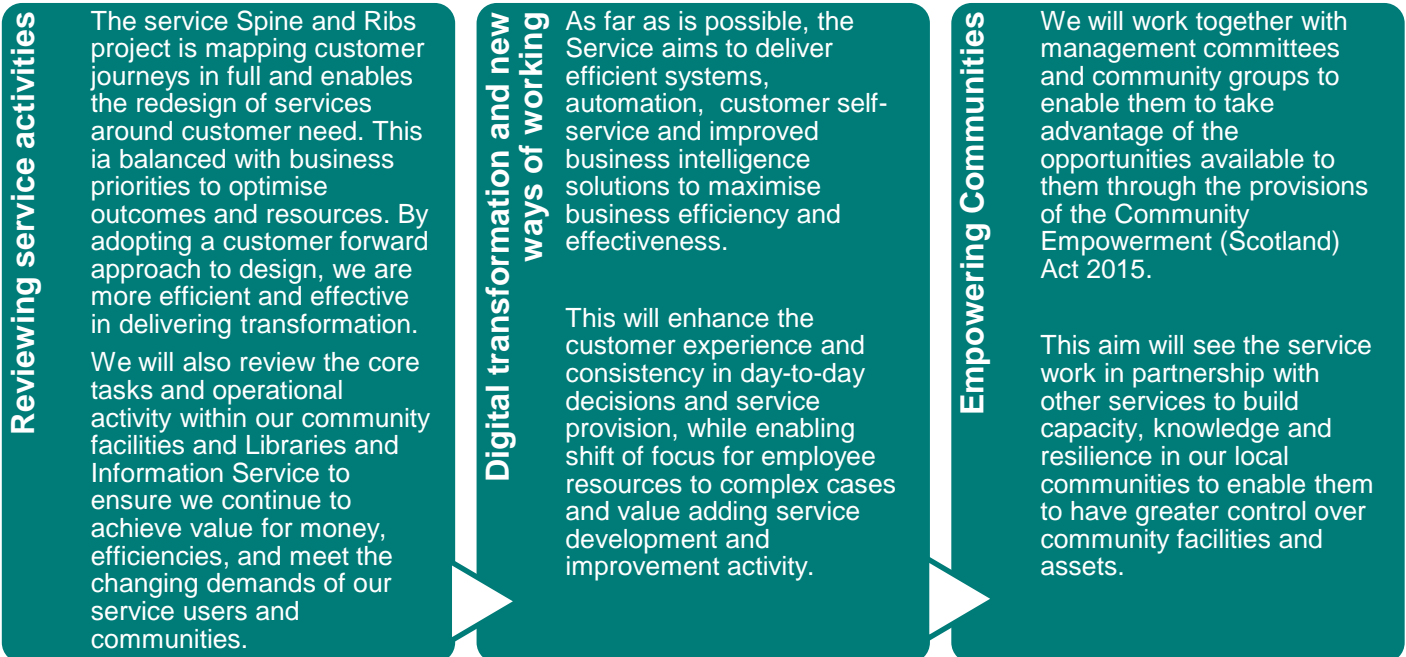
## Transforming Your Council

How Housing, Customer and Building Services will transform in the next few years

The council will embark on an ambitious programme of transformation in order to support the delivery of services that are accessible, digital and efficient. The Transforming Your Council programme is intended to deliver over £73 million in savings and will fundamentally change the way that council services are delivered.

Digital transformation is a critical element going forward for the future structure and delivery of Housing, Customer and Building Services. As far as is possible, the Service aims to deliver efficient systems, automation, customer self-service and improved business intelligence solutions to maximise business efficiency and effectiveness. This will enhance the customer experience and consistency in day-to-day decisions and service provision, while enabling shift of focus for employee resources to complex cases and value adding service development and improvement activity. Projects designed to deliver budget savings are being developed to transform the way that we work in Housing, Customer and Building Services.

**Transformation in the service will be grouped around three key themes.**



### Engagement methods

Throughout the period of this plan, the Service will continue to engage and consult with customers, employees, partners and stakeholders on the effectiveness of the services that we provide and also, any changes that are proposed to the offering. Details of planned engagement and consultation methods will be provided in the annual update to the Management Plan.

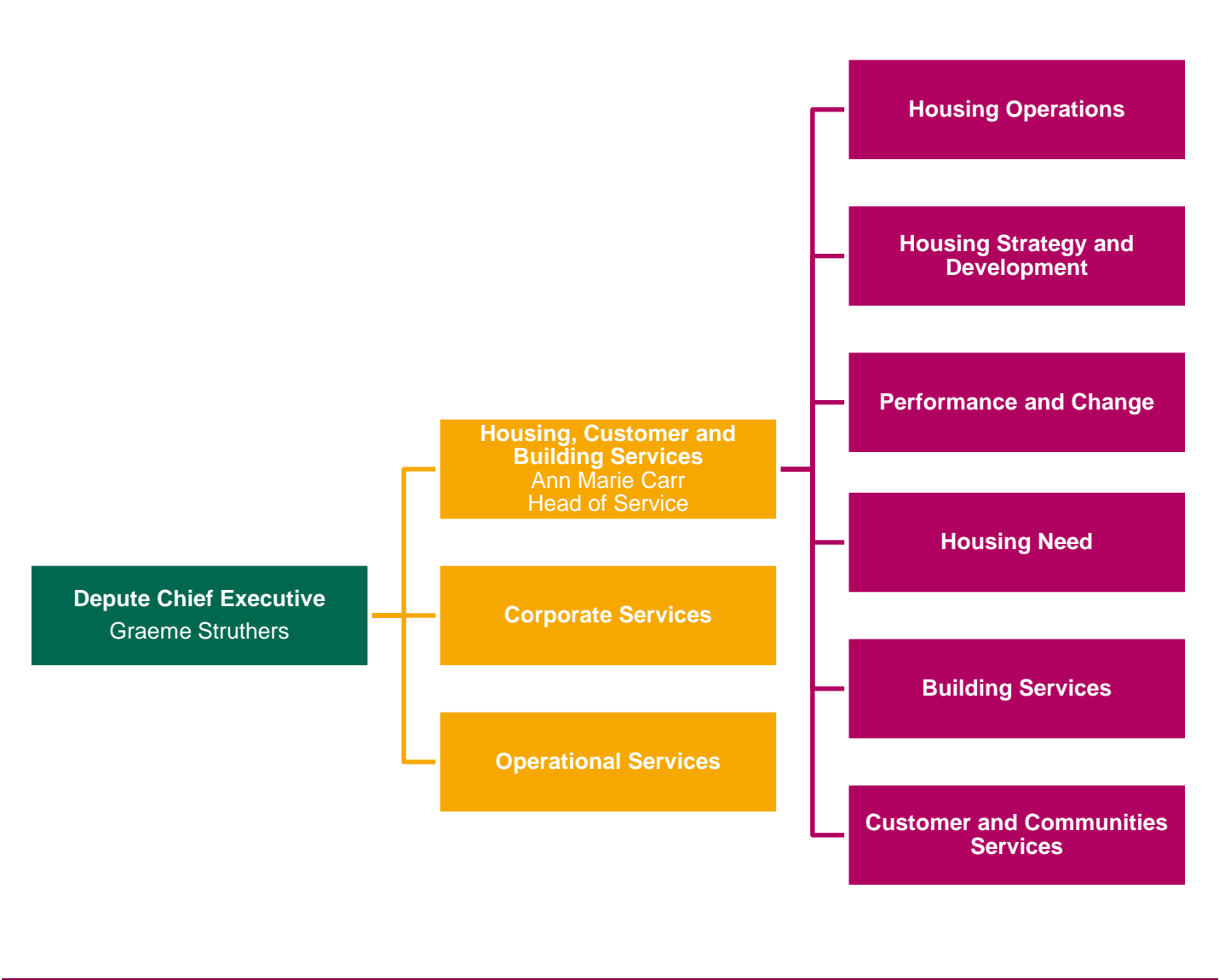
Housing, Customer and Building Services make the following commitments to customers, employees and partners:

- ◆ Involve and engage employees, customers and partners in service improvement and transformation activity through a range of appropriate methods;
- ◆ Ask customers about the quality and effectiveness of the services that we provide through regular consultation and surveys and use their views to inform decision making in the service.

# Service Activity

The Corporate, Operational and Housing Services directorate is focused on the delivery of vital infrastructure services that will make West Lothian a better, more sustainable place to live.

This includes three large service areas delivering a wide array of council activities, such as; environmental and roads services, the frontline customer and community services, social housing services and the council's support services.



Housing, Customer and Building Services comprises seven separate service areas. These service areas form five West Lothian Assessment Model (WLAM) units, under the direction of the Head of Service. Customer and Communities Services, includes the Customer Service Centre but is split into two WLAM units to allow closer scrutiny of performance. The five remaining services split into individual WLAM areas.

The following section provides more information on the activities and resources of each WLAM unit.



## Employee Engagement

Housing, Customer and Building Services has a total of 778.26 (full time equivalent) employees delivering our services.

Motivation and commitment are key drivers of employee performance and the service aims to effectively engage and develop employees through improved communication and increased participation. The service uses the council's employee engagement framework, ensuring that employees have access to the information and support they need to succeed, also that there is constructive, regular two-way communication throughout the service.

The schedule of engagement that will take place in each of our WLAM units is outlined in the table.

Employee Engagement Schedule			
Employee Group	Method	Frequency	Responsible Officer
All employees	Email Updates	Monthly	Service Manager
All employees	One-to-ones	Fortnightly / monthly	Service Manager and service management team
All employees	Team meetings/ briefings	Monthly	Service Manager and service management team
All employees	Team Briefings	Quarterly	Service Manager and service management team
All employees	Employee survey	Annually	Service Manager
All employees	Appraisal and Development Review (ADR)	Annually	Service Manager and service management team
Employee sample	Employee Focus Group	Annually	Service Manager
All employees	Management Plan Launch	Annually	Head of Service / Service Managers
All employees	Circulation of the Housing, Customer and Building Services CMT update report	Monthly	Service Manager
Service management team	Extended Management Team	Quarterly	Head of Service
Service management team	Directorate Managers meeting	Quarterly	Deputy Chief Executive



## Risk Management

**Risk can be defined as the effect of uncertainty on an organisation's objectives.**

The council aims to mitigate risks to its objectives by implementing robust risk management procedures which enable managers to effectively manage their risks.

Significant risks to Housing, Customer & Building Services' objectives are set out in the council's corporate risk register. These risks are regularly monitored by managers and are reviewed on a monthly basis by the service management team to ensure that appropriate and effective control measures are in place.

Housing, Customer & Building Services is currently managing the following risks considered to be high:

<b>Service Risks 2020/21</b>			
<b>Risk Title</b>	<b>Risk Description</b>	<b>Current Risk Score</b>	<b>Traffic Light Icon</b>
HCBS004 Overspend of allocated Housing Need budgets	Increased demand for homeless services. This may also result in an overspend of allocated budgets.	20	
HCBS012 Breach of statutory homeless duty	Lack of adequate accommodation due to increased demand results in HCBS breaching our statutory duties to accommodate unintentionally homeless people in suitable accommodation.	20	

## Housing Operations

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**Managers:** Alison Smith, Housing Management and Community Safety Manager

**Number of Staff:** 70.85 (full time equivalents)

**Locations:** Civic Centre, six local housing offices (plus local surgeries)

### Purpose

Housing Operations manages the council's housing stock and tenancies to ensure that this resource, which is in high demand, is used efficiently and effectively. The local housing teams ensure a customer focused service is delivered at the frontline and co-ordinate the implementation of Council policies and procedures in compliance with current legislation, regulation and good practice. The aim is to improve the quality of life for tenants, assist individual households and promote sustainable communities.

The Safer Neighbourhood Team is part of the Community Safety Unit (CSU) and is dedicated to preventing antisocial behaviour and ensuring a safer community where people can live their lives without fear for their own or other people's safety. The CSU is made up of council staff, Police Scotland and the Scottish Fire and Rescue Service and uses a robust intelligence-led approach to dealing with local antisocial behaviour issues and co-ordinates resources to deliver prevention, intervention and diversionary work.

The service area has operated in a fully remote manner during the pandemic and have utilised more technology and digital means of supporting customers in their homes. We have been undertaking a programme of welfare calls to every council tenancy to determine if any support is required for those who are vulnerable or shielding. This will help shape our future plans to deliver the services customers need in their communities, in a way that reflects how they interact with other organisations. Using more digital methods of having conversations and making requests is something our customers are clearly engaging with, and we will carry this with us in our renewal plans.

### Activities

The main activities of Housing Operations during the period of the Management Plan will be:

- ◆ Maximising housing rental income including arrears management, taking account of Universal Credit and supporting tenants to engage for debt and money advice.
- ◆ Void management and lettings of council properties.
- ◆ Managing tenancies to make the best use of the housing stock.
- ◆ Sustaining tenancies and communities and preventing homelessness by working in partnership through a multi-agency approach.
- ◆ Reducing antisocial behaviour in conjunction with other partners in the Community Safety Unit.
- ◆ Providing housing options information and advice.
- ◆ Encouraging and promoting tenant participation.

## Housing, Customer and Building Services Management Plan 2020/21

**Key Partners**

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include: Other Council Services, Tenants & Residents, Other RSL partners, Police Scotland, Scottish Fire Rescue Service, West Lothian Youth Action Project, Capita, Scottish Government, Scottish Housing Network, Scottish Community Safety Network, Shelter, Chartered Institute of Housing, Department for Work and Pensions, Integrated Joint Board.

## Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Customer Consultation Schedule 2020/21				
Customer Group	Method	Frequency	Responsible Officer	Feedback Method
<b>Tenant representatives</b>	Tenants Panel Meeting	Monthly	Housing Management and Community Safety Manager	Tenants Panel minutes available
	Tenant Led Inspections	Annual	Housing Management and Community Safety Manager	Feedback session, Tenants News
	Tenant Participation Development Working Group	On-going	Housing Management and Community Safety Manager	Tenants News, Tenants Panel, Housing Networks
	Tenants Editorial Panel	As required	Housing Management and Community Safety Manager	Feedback to authors of published material on views, accessibility and presentation of information
	Housing Networks	Monthly	Housing Management and Community Safety Manager	Tenants News, Homeless Networks, Tenants Panel
<b>Current Tenants</b>	Local Tenants Information Events	Annual	Housing Management and Community Safety Manager	Tenants News, Housing Networks, Tenants Panel
	Annual Tenant Satisfaction survey	Biennial	Performance and Change Manager	Results and what we will do to improve reported to tenant groups, in Tenants News and on the website
	Tenant Facebook Group	On-going	Performance and Change Manager	Tenant feedback to inform policies and initiatives
	Tenant Focus Groups	Annual	Performance and Change Manager	Tenant feedback on service issues and processes
<b>New Tenants (lettings survey)</b>	Survey completed during tenancy sign up	On-going	Housing Managers	Reported in Tenants News and to tenant groups
<b>Safer Neighbourhood Team Customer Survey</b>	Survey completed following case closure	On-going	Housing Managers	Reported in Tenants News and to tenant groups

## Housing, Customer and Building Services Management Plan 2020/21

### Customer Consultation Schedule 2020/21

Customer Group	Method	Frequency	Responsible Officer	Feedback Method
<b>Local housing strategy stakeholders</b> (tenants, RSLs, private landlords, developers, service users, service providers)	Quarterly meetings with developing landlords Annual meetings with other RSLs Quarterly Private Sector Landlord's forum and steering group	Quarterly	Performance and Change Manager	Minutes and updated action plans

Housing, Customer and Building Services Management Plan 2020/21

Activity Budget 2020/2021

Housing Operations (Housing Revenue Account)								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
<b>Responsive Repairs - Sustaining council housing and communities</b>	To provide repairs, gas servicing and estate management service to our customers that meets their needs	8 Protecting the built and natural environment	BUSMT015_9a Average cost of housing emergency repair Target: £70	WLAM	9.0	19,678,575	(19,678,575)	0
			BUSMT016_9a Average cost of housing non-emergency repair Target: £106	WLAM				
			BUS002_9b Percentage of Housing Repairs completed to timescale Target: 95%	Public				
<b>Management of voids - Void Management and Letting</b>	To improve letting and minimise loss of rental income.	8 Protecting the built and natural environment	SSHC Indicator 34_The percentage of void rent lost through properties being empty Target: 0.60%	Public	29.2	3,481,407	(3,481,407)	0
			HQSLETS001_Average length of time taken to re-let mainstream properties Target: 32 days	Public				



Housing, Customer and Building Services Management Plan 2020/21

Housing Operations (Housing Revenue Account)								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
<b>Rent Collection &amp; Arrears Management - Managing Tenancies including arrears</b>	To maximise the collection rate for rental income and ensure that customers in difficulty are provided with appropriate support and advice.	8 Protecting the built and natural environment	SSHC Indicator 31_Gross rent arrears as at 31 March each year as a percentage of rent due for the reporting year Target: 5%	WLAM	24.1	4,807,033	(4,807,033)	0
			SSHC Indicator 30_Rent collected as a percentage of total rent due in the reporting year Target: 99%	High Level				
<b>Tenant Participation - Encourage and promote tenant participation</b>	To actively engage with tenants through tenant participation and identify new ways to involve tenants, particularly in hard to reach groups.	Enabler Service - Modernisation and Improvement	HQSFIN059_9a Unit cost of Managing Tenancies in the Housing Service Target: £320	WLAM	9.5	689,427	(689,427)	0
			HQSARC03_9b Percentage of tenants who feel their landlord is good at keeping them informed about their services and decisions of tenants Target: 85%	WLAM				
			HQSCOM013_Percentage of Housing Operations Stage 1 complaints resolved within 5 days Target: 85%	WLAM				
<b>Total:</b>					<b>71.8</b>	<b>28,656,442</b>	<b>(28,656,442)</b>	<b>0</b>

Community Safety								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Antisocial Behaviour	To reduce anti-social behaviour in West Lothian in conjunction with the Community Safety Unit and other community partners	7 Reducing crime and improving community safety	SSHC Indicator 21 Percentage of anti-social behaviour cases reported which were resolved within locally agreed targets (3 months) Target: 80%	Public	9.2	444,910	(28,000)	416,910
			SSHC Indicator 17 Percentage of tenants satisfied with the management of the neighbourhood that they live in Target: 79%	Public				
Noise Related Complaint Service	To provide an efficient and effective response to deal with noise related complaints under Part V of the Antisocial Behaviour legislation	7 Reducing crime and improving community safety	SSPi20a_The average time (hours) between the time of the complaint and attendance on site Target: 1 hour	High Level	2.3	109,432	0	109,432
			cspASP040_Number of visits made - monthly comparison with last year Target: 1,140	Public				
Total:					11.5	554,342	(28,000)	526,342

## Housing, Customer and Building Services Management Plan 2020/21

**Actions 2020/21**

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

**Housing Operations Actions 2020/21**

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
<b>Tenant Participation Strategy</b>	Implementation and ongoing monitoring and reporting of the strategy.	A joint strategy with council tenants that will ensure the service is engaging with customers in service development and change.	Housing Operations and Community Safety Manager	April 2017	March 2021	Active	Strategy progress monitored through the Tenants Participation Development Working Group.
<b>Review of community safety unit – staffing and external awards</b>	Review of community safety unit structure, design and delivery. Review of external funding within community safety unit.	To enable the council and service to deliver more effective, flexible and affordable services.	Housing Operations and Community Safety Manager	April 2020	March 2021	Complete	Implemented- Audit and Review of processes and operation to be completed during 2020/21
<b>Community Safety Plan 2019-2022</b>	Implementation and ongoing monitoring and reporting of the strategy.	To continue to protect the people living, working and visiting West Lothian enabling them to feel safe in inclusive communities where their health and well-being is promoted.	Housing Operations and Community Safety Manager	April 2020	March 2021	Ongoing	Ongoing monitoring and reporting of the strategy.
<b>Income maximisation and management</b>	Process review in response to Universal Credit and implement various arrears reduction campaigns and initiatives.	Minimise impact of welfare reform on our customers and improve customer engagement and continue to reduce overall rent arrears debt.	Housing Operations and Community Safety Manager	April 2018	March 2021	Complete	Process review in response to Universal Credit has been implemented. Ongoing, fluid analysis to support arrears reduction.
<b>Rent Harmonisation</b>	Assist in the process to realign the current rent structure.	To create a more streamline, efficient and equitable rent system for tenants.	Performance and Change Manager	April 2020	March 2021	Planned	Project scope and plan to be defined.

## Housing, Customer and Building Services Management Plan 2020/21

### Housing Operations Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
<b>Digital transformation projects</b>	A programme of activity to ensure that the council is well placed to take advantage of opportunities offered in the digital age.	To deliver improved user-focused digital public services.	Head of Service	April 2019	March 2020	Ongoing	Project scope and plan defined across all services.

## Housing Strategy and Development

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**Manager:** Marjory Mackie

**Number of Staff:** 14.14 (full time equivalents)

**Locations:** Civic Centre

### Purpose

The Housing Strategy and Development team undertakes strategic planning and development for housing in West Lothian. The team promote the development of new affordable housing and improvement of the condition of existing housing. The team will manage a capital programme of £40.25 million in 2020/21.

In recovering our service area following lockdown restrictions, we are mobilising all construction sites to continue the programme of new build council housing.

### Activities

The main activities of Housing Strategy and Development during the period of the Management Plan will be:

- ◆ Planning and implementing the council house new build programme and increasing new housing supply.
- ◆ Co-ordinating the Registered Social Landlord affordable housing new build through the Strategic Local Programme.
- ◆ Co-ordinating and implementing the housing capital improvement programme of investment in existing housing stock.
- ◆ Development and maintenance of the Housing Asset Register.
- ◆ Supporting the delivery of the West Lothian Rapid Rehousing Transition Plan
- ◆ Updating and Administering Private Sector Improvement and Repair Grants through the Scheme of Assistance.
- ◆ Preparing and programming for compliance with EESSH – (Energy Efficiency Standard for Social Housing) the new legislated standard for all Social Landlords to meet by 2020.
- ◆ Home Energy Efficiency Programme (HEEPS) – develop programme using in-house staff to improve energy efficiency of our stock and to reduce fuel poverty and carbon emissions through maximising the funding awarded for HEEPS.
- ◆ Coordinate and develop the Local Housing Strategy which sets out its strategy, priorities and plans for the delivery of housing

### Key Partners

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include: other council services, Tenants and Residents, Shelter (Empty Homes Officer), Capita Software Solutions, Scottish Government, Scottish Housing Regulator, Scotland's Housing Network (SHN), Chartered Institute of Housing and other local Registered Social Landlords (RSLs).

## Housing, Customer and Building Services Management Plan 2020/21

### Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Customer Consultation Schedule 2020/21				
Customer Group	Method	Frequency	Responsible Officer	Feedback Method
<b>Tenant representatives</b>	Tenants Panel Meeting	Monthly	Housing Management and Community Safety Manager	Tenants Panel minutes available
	Tenant Led Inspections	Annual	Housing Management and Community Safety Manager	Feedback session, Tenants News
	Tenant Participation Development Working Group	On-going	Housing Management and Community Safety Manager	Tenants News, Tenants Panel, Housing Networks
	Tenants Editorial Panel	As required	Housing Management and Community Safety Manager	Feedback to authors of published material on views, accessibility and presentation of information
	Housing Networks	Monthly	Housing Management and Community Safety Manager	Tenants News, Homeless Networks, Tenants Panel
	Registered Tenant Organisations	Monthly	Housing managers	Reported in Tenants News
<b>Current Tenants</b>	Local Tenants Information Events	Annual	Housing Management and Community Safety Manager	Tenants News, Housing Networks, Tenants Panel
	Annual Tenant Satisfaction survey	Bi-Annual	Performance and Change Manager	Results and what we will do to improve reported to tenant groups, in Tenants News and on the website
	Tenant Facebook Group	On-going	Performance and Change Manager	Tenant feedback to inform policies and initiatives
	Tenant Focus Groups	Annual	Performance and Change Manager	Tenant feedback on service issues and processes
<b>New Tenants</b> (lettings survey)	Survey completed during tenancy sign up	On-going	Housing managers	Reported in Tenants News and to tenant groups
<b>Local housing strategy stakeholders</b> (tenants, RSLs, private landlords, developers, service users, service providers)	<ul style="list-style-type: none"> <li>Quarterly meetings with developing landlords</li> <li>Annual meetings with other RSLs</li> <li>Bi-annual Private Sector Landlord's forum and steering group</li> </ul>	Quarterly	Housing Strategy and Development Manager	Minutes and updated action plans

## Housing, Customer and Building Services Management Plan 2020/21

## Activity Budget 2020/2021

## Housing Strategy and Development (Housing Revenue Account)

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
<b>New Build Programme</b>	To build new council houses for rent and work with development partners to invest in housing in West Lothian.	8 Protecting the built and natural environment	CP:HQSHSD309_9b – The Number of New Affordable Homes Delivered Target: 2,570	Public	5.6	13,541,494	(13,541,494)	0
			HQSHSD301_Percentage of Scottish Government Grant Spent by West Lothian Council Target: 100%	High Level				
<b>Other Housing Capital Investment Programme</b>	To invest in our homes to make sure we comply with our statutory responsibilities as landlord and owner.	8. Protecting the built and natural environment	HQSHSD415_Cumulative Percentage of Annual Capital budget Spend Target: 100%	WLAM	8.0	10,746,584	(10,746,584)	0
			P:HQSHSD419_Percentage of Houses Maintained or Upgraded to Ensure their use is Safe and Secure Target: 100%	Public				
			P:HQSCOM024_Percentage of Housing Strategy and Development Stage 1 complaints resolved within 5 days Target: 85%	Public				



## Housing, Customer and Building Services Management Plan 2020/21

**Housing Strategy and Development (Housing Revenue Account)**

Activity Name and Description	Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
<b>Total:</b>				<b>13.6</b>	<b>24,288,078</b>	<b>(24,288,078)</b>	<b>0</b>

## Housing, Customer and Building Services Management Plan 2020/21

**Actions 2020/21**

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

**Housing Strategy and Development Actions 2020/21**

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
<b>Local Housing Strategy</b>	Implementation and ongoing monitoring and reporting of the strategy.	An effective strategy that will ensure the service is delivering on its strategic local housing development priorities.	Housing Strategy and Development Manager	October 2017	October 2022	Active	Annual update on the strategy will be reported to Services for the Community PDSP in third quarter 2019/20.
<b>Increased housing supply and new build social homes for rent.</b>	Work with partners to deliver new build and increased supply of social housing, implementing the Local Housing Strategy and Strategic Housing Investment Plan.	Delivery of 3000 affordable homes for rent over ten years to 2022.	Housing Strategy and Development Manager	April 2017	March 2022	Ongoing	Various new build sites completed or under development. Buy back policy ongoing. Partnerships with local RSLs under development.
<b>Delivery of Capital Programme, Asset Management Plan and EESSH compliance.</b>	Implement the four-year capital programme to 2022/23, ensuring compliance with the Energy Efficiency Standard for Scotland (EESSH).	Deliver a holistic approach to regeneration in partnership with other services to improve project planning, delivery, management information, customer satisfaction. 100% compliance with EESSH.	Housing Strategy and Development Manager	April 2020	March 2021	Planned	2019/20 to 2022/23 Capital Programme approved. Implementation of agreed programme to commenced in April 2019.
<b>Digital transformation projects</b>	A programme of activity to ensure that the council is well placed to take advantage of opportunities offered in the digital age.	To deliver improved user-focused digital public services.	Head of Service	April 2020	March 2021	Planned	Project scope and plan defined across all services.

## Performance and Change

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**Managers:** Sarah Kelly, Performance and Change Manager

**Number of Staff:** 15.17 (full time equivalents)

**Locations:** Civic Centre

### Purpose

The specialist Performance and Change Service ensure that the outcomes and targets outlined in the Management Plan, and the council's strategic priorities are achieved. Support is provided for the service across a range of improvement activities including, quality development, tenant participation, research and analysis, complaints management, systems administration and governance and compliance (e.g. FOIs, subject access requests).

Performance and Change ensures that our service developments remain focussed on user needs, achieve this by utilising tools and approaches such as Service Design, Agile and other project management methodologies.

The service has continued to deliver a full service during the pandemic to enable colleagues to mobilise digitally, to redesign processes and services and ensure customer were kept informed about changes to services. We have also been involved in contacting all of our tenants. We have run a full programme of tenant participation digitally, and our Tenants News digital edition was launched. Our renewal plans will see these new ways of engaging with our customers and getting them involved continue as the norm, and we will be supporting other services to develop new ways of working.

### Activities

The main activities of Performance and Change during the period of the Management Plan will be:

- ◆ Strategic quality development, including service plans and strategies and the associated and corporate planning contributions. Leading on service performance and complaints management approaches and ensuring appropriate monitoring, guidance and support is in place for staff in these activities.
- ◆ Service Design, including facilitating the redesign and integration of services and efficient process management. Delivery of project management and lead role on improvement projects across the service. Ensure compliance with statutory requirements and corporate and external accreditations through a programme of self-assessment and internal scrutiny.
- ◆ Coordinate and monitor customer and user engagement across the service to ensure the needs of our customers remain our highest priority. Seeking new means of enabling customer involvement through innovation, improving access and ensuring the security of customer data.
- ◆ Supporting income management and effective financial strategies in the service, continuing to support the management and mitigation of the impact of UK welfare reforms on service revenue and providing future planning/proofing for further reforms.
- ◆ Delivery of the service IT infrastructure and development needs. Provide fit for purpose processes and systems to enable service efficiency, continuous improvement and to support digitisation through the development of Open Housing. Enable the development of service that meets the needs of customers and staff, and meets expectations for self-service.
- ◆ Provision of ongoing support for new and existing tenants through the implementation of the Tenant Participation Strategy, with specific focus on supporting further service scrutiny through Tenant Led Inspections, and robust financial and performance scrutiny.

## Housing, Customer and Building Services Management Plan 2020/21

- ◆ Administration and process development of the Private Landlord Registration Scheme to encourage a range of good quality, well managed, affordable housing options across all tenures in order to meet housing demand in West Lothian.
- ◆ Delivery of the factoring service, ensuring compliance in statutory duties as a registered factor.

### **Key Partners**

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include: other council services, Tenants and Residents, West Lothian Youth Action, Victim Support, Police Scotland, Scottish Fire and Rescue Service, West Lothian Drug and Alcohol Service (WLDAS), local equality groups, Shelter (Empty Homes Officer), Capita Software Solutions, Scottish Government, Scottish Housing Regulator, Scotland's Housing Network (SHN), Department of Work and Pensions (DWP), Hallnet, Chartered Institute of Housing and other local Registered Social Landlords (RSLs), The Digital Office, Objective, The Office of the Chief Designer, Scottish Digital Academy.

## Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Customer Consultation Schedule 2020/2021				
Customer Group	Method	Frequency	Responsible Officer	Feedback Method
<b>Tenant representatives</b>	Tenants Panel Meeting	Monthly	Housing Management and Community Safety Manager	Tenants Panel minutes available
	Tenant Led Inspections	Annual	Housing Management and Community Safety Manager	Feedback session, Tenants News
	Tenant Participation Development Working Group	On-going	Housing Management and Community Safety Manager	Tenants News, Tenants Panel, Housing Networks
	Tenants Editorial Panel	As required	Housing Management and Community Safety Manager	Feedback to authors of published material on views, accessibility and presentation of information
	Housing Networks	Monthly	Housing Management and Community Safety Manager	Tenants News, Homeless Networks, Tenants Panel
	Registered Tenant Organisations	Monthly	Housing managers	Reported in Tenants News
<b>Current Tenants</b>	Local Tenants Information Events	Annual	Housing Management and Community Safety Manager	Tenants News, Housing Networks, Tenants Panel
	Annual Tenant Satisfaction survey	Bi-Annual	Performance and Change Manager	Results and what we will do to improve reported to tenant groups, in Tenants News and on the website
	Tenant Facebook Group	On-going	Performance and Change Manager	Tenant feedback to inform policies and initiatives
	Tenant Focus Groups	Annual	Performance and Change Manager	Tenant feedback on service issues and processes

Housing, Customer and Building Services Management Plan 2020/21

Activity Budget 2020/2021

Performance and Change (Housing Revenue Account)

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Tenant Participation - Encourage and promote tenant participation	To actively engage with tenants through tenant participation and identify new ways to involve tenants, particularly in hard to reach groups.	Enabler Service - Modernisation and Improvement	HQSFIN059_Unit cost of Managing Tenancies in the Housing Service Target: £320	WLAM	9.5	689,427	(689,427)	0
			HQSARC03_Percentage of tenants who feel their landlord is good at keeping them informed about their services and decisions of tenants Target: 86%	WLAM				
Performance and Change activities	To provide management and business support functions for Housing, Customer and Building Services.	Enabler Service - Modernisation and Improvement	HQSPC026_8b.4 Percentage of FOI Act requests responded to within 20 working days Target 85%	WLAM	13.1	1,505,861	(1,505,861)	0
			HQSCOM009_6.b Percentage of complaints received by HCBS upheld/partially upheld against total no of complaints closed in full Target 50%	WLAM				
Total:					22.6	2,195,288	(2,195,288)	0

# Housing, Customer and Building Services Management Plan 2020/21

## Landlord Registration (General Fund)

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
<b>Landlord Registration</b>	The administration, provision and maintenance of an up to date register of almost all Private Landlords within the authority area is a statutory function delivered by the service. This includes registration and application of checks to ensure applicants are fit and proper to let property. The activity also requires instigating enforcement action against unregistered or non-compliant landlords where required.	8. Protecting the built and natural environment	HQSPC030_9b.1c Total number of Private Landlord Applications Completed Target: 100	Public	2.0	82,289	(80,000)	2,289
<b>Total:</b>					<b>2.0</b>	<b>82,289</b>	<b>80,000</b>	<b>2,289</b>



## Housing, Customer and Building Services Management Plan 2020/21

**Actions 2020/21**

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

**Performance and Change Actions 2020/21**

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
<b>Performance improvement against SHR regulatory standards</b>	Coordination and validation of return to Scottish Housing Regulator. Deliver improvement, audit and performance activity.	Improved performance within priority Housing Regulator indicators. Ensuring good governance, value for money and legislative compliance across HCBS.	Performance and Change Manager	April 2020	March 2021	Ongoing	<p>Timescales and project management arrangements developed for ongoing delivery of priority compliance and governance activity.</p> <p>Performance is benchmarked throughout the year, and the service has constructed programmes of training and support on a range of activities such as complaints handling, performance management, customer engagement and handling difficult conversations. This work has seen the understanding of individual contribution to our performance in the ARC widen across the service.</p>
<b>Rent Harmonisation</b>	Assist in the process to realign the current rent structure.	To create a more streamline, efficient and equitable rent system for tenants.	Performance and Change Manager	April 2020	March 2021	Planned	<p>Project scope and plan to be defined.</p>

## Housing, Customer and Building Services Management Plan 2020/21

### Performance and Change Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
<b>Service design delivery and capability building</b>	Lead on a programme of service design led projects to transform the culture and processes across HCBS	Co-designed customer journeys which are built to respond to customer needs, and that inform service developments in all areas of the service. This will improve outcomes for customers, drive our programmes of investment and resource planning, and increase the service capacity for transformation in future.	Performance and Change Manager	April 2020	March 2021	Planned	The service has completed the mapping of primary customer journeys 'the spine' and over the summer will complete all sub-processes 'ribs'. The service is incorporating data analysis, stakeholder satisfaction, business objectives, and customer impact to build a blueprint of the service processes and needs, The work of redesigning these with customers will begin this year, with workshops to capture feedback from a range of users This will be complemented by work planned to build accurate customer profiles to forecast needs and inform strategy/plans.
<b>Digital transformation</b>	A programme of activity to ensure that the council is well placed to take advanced of opportunities offered in the digital age.	To deliver improved user-focused digital public services.	Head of Service	April 2020	March 2021	Planned	Overall digital project scope and plan defined across all services. Current projects underway in all service areas to align the digital capability to deliver services at the point of need either through improved access or self-service. This will be combined with planned customer experience (CX) activity to ensure plans are on track to reflect needs.

## Building Services

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**Manager:** Grant Taylor, Building Services Manager

**Number of Staff:** 440.81 (full time equivalents)

**Location:** Kirkton Service Centre

### Purpose

Building Services is the council's in-house building contractor, carrying out responsive repairs, maintenance and refurbishment of council properties. There are two teams; the Contracts Team who undertake project works associated with the Housing and General Services capital programmes, and the Repairs Team who carry out responsive repairs and maintenance to both housing and non-housing properties. Operatives cover all trades including:

- ◆ Plumber
- ◆ Joiner
- ◆ Builder
- ◆ Electrician
- ◆ Gas Engineer
- ◆ Blacksmith
- ◆ Glazier

### Activities

The main activities of the unit during the period of the Management Plan will be:

- ◆ Responsive repairs and maintenance to housing and non-housing properties, including an emergency standby service
- ◆ Gas servicing and repairs
- ◆ Enhanced estates management to housing communal areas
- ◆ Project works associated with both Housing (90% of works) and General Services Capital Programmes (10% of works)
- ◆ Maximising Void property turnaround for the management and lettings of council properties to assist with the elimination of the use of B&B accommodation and reduce lengths of stay in temporary accommodation

### Key Partners

The unit actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include; other council services, local sub-contractors and trade suppliers, Health and Safety Executive (HSE), all relevant trade accreditation bodies, Gas Safe Register and National Inspection Council for Electrical Inspecting Contractors.

## Customer Participation

The unit will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

### Customer Consultation Schedule 2020/21

Customer Group	Method	Frequency	Responsible Officer	Feedback Method
Tenants representatives	Telephone survey of tenants who have recently had their gas servicing completed	On-going	Building Services Manager	Reported in Tenants News and to tenant groups
	Tenants asked to complete survey following repairs	On-going	Building Services Manager	Reported in Tenants News and to tenant groups
Non-housing repairs recipients (schools, community centres, etc.)	Face to face questionnaire, on completion of repair work	On-going	Building Services Manager	Reported on Intranet
Non-housing contracts recipient community (e.g. a school's head teacher and business manager)	Pre-start meetings	Quarterly	Building Services Manager	Site specific plans produced and circulated to all relevant parties

## Housing, Customer and Building Services Management Plan 2020/21

### Activity Budget 2020/21

Building Services								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
<b>Responsive repairs – housing repairs and enhanced estates management service</b>	To provide a repairs service to our customers that meets their needs.	8 Protecting the built and natural environment	BUSMT015_Average length of time to complete emergency repair Target: 6 hours	Public	235.1	12,425,000	(12,452,000)	0
			BUSMT016_Average length of time to complete non-emergency repair Target: 7 days					
			BUS002_Percentage of Housing Repairs completed to timescale Target 95%	WLAM				
<b>Gas servicing</b>	To provide gas servicing to our customers that meets their needs.	8 Protecting the built and natural environment	BUSGAS103_Average cost of gas service Target: £46.50	WLAM	24.0	1,675,000	(1,675,000)	0
			BUSGAS106_Percentage of gas services completed within 12 months Target: 100%	Public				
<b>Housing Capital Investment Programme</b>	To invest in our homes to make sure we comply with our statutory responsibilities as landlord and owner.	8 Protecting the built and natural environment	BUSMT003_Percentage of Housing Capital Programme delivered of budget allocated to Building Services Target: 100%	WLAM	176.0	14,704,000	(14,704,000)	0

## Housing, Customer and Building Services Management Plan 2020/21

**Building Services**

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Non-housing repairs – education and general services	To provide an excellent repair and maintenance service for internal council services and other partner agencies.	8 Protecting the built and natural environment	Percentage of non-housing repairs completed to timescale (BUS003_9b) Target 90%		36.0	1,000,000	(1,000,000)	0
			BUS003_Percentage of non-housing repairs completed to timescale Target 90%	WLAM				
Total:					471.1	29,804,000	(29,804,000)	0

## Housing, Customer and Building Services Management Plan 2020/21

### Actions 2020/21

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

#### Building Services Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
<b>Health and Safety</b>	Promote best practice across HCBS. Improve procedures and practice, sharing appropriate information with partners.	Ensure a safe workplace and that repair work is carried out to high standards of safety. Reduce violent behaviour towards staff.	Building Services Manager	April 2020	March 2021	Ongoing	HCBS wide procedures and practices in place. Monitored at CMT and via Health and Safety Committee structures.
<b>Building Services process efficiency</b>	Implementation of priority process review actions in support of improved consistency and customer service.	To improve internal efficiency and increase customer satisfaction with Building Services.	Building Services Manager	April 2020	March 2021	Planned	Priority process review activity currently ongoing, identifying action to be implemented within service.
<b>Digital transformation projects</b>	A programme of activity to ensure that the council is well placed to take advantage of opportunities offered in the digital age.	To deliver improved user-focused digital public services.	Head of Service	April 2020	March 2021	Planned	Project scope and plan defined across all services.

## Housing Need

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**Manager:** Katy McBride, Housing Need Manager

**Number of Staff:** 62.14 (full time equivalents)

**Location:** Civic Centre and three emergency accommodation units

### Purpose

The Housing Need Service is responsible for delivering the statutory function of homelessness, support and allocation of council properties.

The service takes a proactive, housing options approach to preventing homelessness occurring in the first place. When homelessness does happen, the objective of the service is to ensure the provision of appropriate emergency or temporary accommodation and re-housing into settled accommodation as soon as possible. Housing support is provided where required, to help people sustain their accommodation.

The Allocations Team works in partnership with Common Housing Register, Social Landlords and private sector landlords to let settled accommodation that meets the housing needs of all applicant groups.

We have continued to provide support, advice and access to accommodation for those most in need in our communities during the pandemic. As part of our renewal plan, the service will be launching self-service options for housing options and applications, and we are planning to move to a fully digitised service in the next year – this will mean we have faster access to information, and that customers can update their records and applications themselves.

### Activities

The main activities of the service during the period of the Management Plan will be:

- ◆ Delivery of Year two of the Rapid Rehousing Transition Plan (RRTP) Action Plan
- ◆ A key priority is to provide housing information and advice on housing options to help people access appropriate housing/sustain existing housing and prevent homelessness
- ◆ Review and modernisation of supported accommodation to align with the West Lothian RRTP and to meet the requirements of the Unsuitable Accommodations Order.
- ◆ Assessing housing and support needs
- ◆ Delivering housing support services to vulnerable tenants, residents and homeless people
- ◆ Managing 24-hour emergency accommodation at three units
- ◆ Review of the Allocation Policy
- ◆ Allocating temporary and permanent accommodation
- ◆ Managing delivery of the Common Housing Register in partnership, and on behalf of, local Registered Social Landlords
- ◆ Increase/ Develop/manage the Private Sector Leasing Scheme
- ◆ Encouraging and promoting participation from Housing Need service users
- ◆ Management, support and ongoing engagement to ensure the successful community integration of refugee families to the area through the Vulnerable Persons Resettlement Scheme (VPRS).



## **Key Partners**

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include; other council services, Local Registered Social Landlords in West Lothian, private sector landlords in West Lothian, service users and partner agencies, local support service providers and the voluntary sector, NHS Lothian, Integration Joint Board and Police Scotland.

## Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

### Customer Consultation Schedule 2020/21

Customer Group	Method	Frequency	Responsible Officer	Feedback Method
<b>People who have presented as homeless</b>	Face to face	On-going	Housing Need Manager	Reported in Tenants News, on the website and to tenant groups
<b>People living in temporary or emergency accommodation</b>	Face to face survey in persons home	Annual	Housing Need Manager	Reported in Tenants News, on the website and to tenant groups
<b>The Big Lunch</b>	The Big Lunch	Monthly	Housing Need Manager	Reported in Tenants News
<b>People who have received Housing Support Service</b>	Face to Face	Bi-Annual	Housing Need Manager	Reported in Tenants News
<b>Homelessness stakeholders</b>	Joint Strategy Group	Quarterly	Housing Need Manager	Minutes and updated action plans
<b>Strategic Partners</b>	RRTP Board	Quarterly	Head of Service	Minutes and updated action plans
<b>RRTP Working Group</b>	RRTP Working Group	Quarterly	Head of Service	Minutes and updated action plans

## Housing, Customer and Building Services Management Plan 2020/21

## Activity Budget 2020/21

Housing Need Service								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
<b>Homelessness prevention and assessment</b>	To improve our support services to prevent people from becoming homeless including providing mediation, counselling personal housing plans and rent deposits schemes. Enhance the role of the private sector and other partner agencies to promote sustainable outcomes.	3 Minimising poverty, the cycle of deprivation and promoting equality	SOA1307_12 Number of applicants where homelessness is prevented Target: 260 households prevented	Public	18.7	871,249	(45109)	826,140
			HQSHOM006_Number of households initially presenting as homeless or potentially homeless Target:360 per quarter	High Level				
<b>Homelessness provision</b>	To assess need and provide temporary and emergency accommodation.	3 Minimising poverty, the cycle of deprivation and promoting equality	HQSARC25.1_Average length of time in temporary or emergency accommodation - Ordinary LA dwelling Target: 190	WLAM	7.7	4,885,213	(3,384,231)	1,500,982
			HQSARC25.10_Average length of time in temporary or emergency accommodation - All types Target: 90	High Level				

## Housing, Customer and Building Services Management Plan 2020/21

Housing Need Service								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Housing support	To help vulnerable tenants sustain their tenancy and support vulnerable homeless people in securing a sustainable housing solution.	3 Minimising poverty, the cycle of deprivation and promoting equality	SOA1307_13 Percentage of council tenancies that are sustained after 12 months for previously homeless people Target: 85%	Public	26.7	1,466,201	(21,109)	1,455,092
Total:					53.1	7,222,663	(3,450,449)	3,772,214

## Housing, Customer and Building Services Management Plan 2020/21

### Actions 2020/21

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

#### Housing Need Service Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
<b>Housing Need management activities to reduce homelessness</b>	Implement Year 2 the RRTP to shift focus further to the prevention of homelessness and reducing the use of Bed and Breakfast accommodation. To provide settled, permanent housing solutions as quickly as possible.	Improve housing options to prevent homelessness. Promote sustainability by ensuring housing need is met in a planned manner, where possible. Ensure access to range of housing support.	Housing Need Manager	April 2019	March 2021	Ongoing	Implementation of year 2 of West Lothian RRTP to be monitored quarterly by RRTP board.
<b>Review of the Allocation Policy</b>	Consult and work with tenants, applicants, members of the Common Housing Register and stake holders to review the Allocation Policy.	To align with the preventative approach of RRTP, meet the requirements of the statutory functions and legislation and address local housing issues.	Housing Need Manager	April 2020	December 2020	Planned	New Policy at Consultation Stage
<b>Modernisation and Improvement of Accommodation for People in Transition</b>	Meet statutory requirements regarding homeless people's accommodation standards.	Increase satisfaction with the quality of accommodation for people in transition.	Housing Need Manager	April 2020	March 2021	Planned	Approval has been given for new supported accommodation. The service is also reviewing existing units.
<b>Digital transformation projects</b>	A programme of activity to ensure that the council is well placed to take advantage of opportunities offered in the digital age.	To deliver improved user-focused digital public services.	Head of Service	April 2020	March 2021	Planned	Project scope and plan defined across all services.

## Housing, Customer and Building Services Management Plan 2020/21

**Housing Need Service Actions 2020/21**

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
<b>Modernisation of Housing Options</b>	Pilot a drop in Housing Options service approach delivered in the East and West of the county to as part of RRTP	Shift to a preventative approach in line with RRTP	Housing Need Manager	April 2020	March 2021	Planned	Evaluation following implementation

## Customer and Community Services

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- Manager:** Ralph Bell, Customer & Community Services Manager
- Number of Staff:** 116.65 (full time equivalents)
- Locations:** Operates from 49 buildings across West Lothian

### Purpose

Customer and Community Services comprises five functions which, together, provide the frontline delivery of council services to all communities in West Lothian. The service operates from 47 locations which include; 7 Partnership centres, 32 community centres and village halls, a further 6 buildings support and deliver library and museum services, as well as CIS delivery from Arrochar House and Registration services from the Civic centre. The service generally engages with customers on a transactional basis, that is, they tend not to have long term relationships with customers; they are very likely to refer customers to other services. However, in Library and Museum Services, focus is on creating long term engagement with customers.

The service continues to work to increase the diversity of services that can be delivered by staff at the frontline, therefore creating a better customer journey and experience.

The service also works in partnership with the 37 local management committees who lease community centre facilities in West Lothian. This model encourages active citizenship and community capacity building through local people who programme the community centres and take ownership of the facilities on a day to day basis. We also work closely with our partners, stakeholders and the voluntary sector to help build a dynamic inclusive learning community which encourages customers to develop their potential to the full.

The service has corporate responsibility for developing and overseeing the delivery of the council's Customer Services Strategy.

### Activities

The main activities of the service during the period of the Management Plan will be:

- ◆ Promotion and ongoing monitoring of the Customer Services Strategy
- ◆ Provide customers with personal access to all council services and payment facilities through a network of local service centres
- ◆ Providing housing information and advice on housing options to help people access appropriate services
- ◆ Provide access to formal and informal leisure and learning opportunities for individuals and groups in West Lothian through a comprehensive range of libraries, community centres and community museums and associated outreach activities
- ◆ Work with management committees to maximise the use of facilities through programmes which meet the needs of the community
- ◆ Maximise efficiency, effectiveness and promote 'best value', through resource management and energy management systems.

## Key Partners

The service actively works with our partners to plan, design and deliver improved services for our customers. Regular and structured engagement with key internal partners improves the quality of information delivery to front line staff.

Our key partners include; other council services, Management Committees, Community Councils, NHS Lothian, West Lothian Leisure and Police Scotland.

## Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Customer Consultation Schedule 2020/21				
Customer Group	Method	Frequency	Responsible Officer	Feedback Method
<b>Library users</b>	Focus groups and paper-based surveys	Quarterly / Monthly	Neighbourhood Manager	Notice boards and notes from meetings
<b>Community groups with an interest in development of partnership centres</b>	Meetings	Monthly	Project Manager	Notes from meetings and reports to committees
<b>Community centre users and management committees</b>	Meetings / paper-based surveys	Monthly	Neighbourhood Manager	Monthly meetings and notice board
<b>Users of CIS or Registration services</b>	Papers based surveys	Monthly	Team Managers	Monthly reports, quarterly newsletters
<b>Customer Service Participation Group</b>	Focus Group	Bi-Annual	Neighbourhood Manager	Bi-annual reporting, and reports to committee.
<b>Museum Development Plan Group</b>	Focus Groups/ paper based & online surveys	Biennial	Senior Manager	Biennial public report



## Housing, Customer and Building Services Management Plan 2020/21

## Activity Budget 2020/21

Customer and Community Services								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
<b>Registration Service</b>	To record all registrations for births, marriages and deaths accurately and issue extracts from the registers.	Enabler service – Corporate Governance and Risk	CuCS023_Unit cost of each registration activity Target: £5	High Level	6.0	215,583	(274,407)	(58,824)
			CuCS515_Percentage accuracy for the registration of births, deaths and marriages Target: 98%	WLAM				
<b>Neighbourhood Services</b>	To provide customers with personal access to all council services and cash collection facility, access to informal learning opportunities, and access to a comprehensive range of lending and reference books through a network of local service centres.	Enabler service – Modernisation and Improvement	CP:CuCS026_Percentage of CIS enquiries resolved at first point of contact Target: 72%	Public	113.4	3,868,673	(1,215,899)	2,652,774
			P:CuCS050_9a.1a Net cost per item borrowed from branch libraries	Public				
<b>Service support</b>	Provision of management and administrative Support.	Enabler service – Corporate Governance and Risk	Support activities contribute towards the overall performance of the service. Performance is monitored through the indicators for front line activities.		0.7	61,588	0	61,588
<b>Total:</b>					<b>120.1</b>	<b>4,145,844</b>	<b>(1,490,306)</b>	<b>2,655,538</b>

## Housing, Customer and Building Services Management Plan 2020/21

### Actions 2020/21

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

#### Customer and Community Services Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
<b>Customer Service Strategy 2018/23</b>	Ongoing monitoring and reporting of the council's corporate strategy.	Continue to deliver an effective strategy that will support the development of digital council services.	Customer Services Manager	December 2018	March 2023	Active	Customer Service Champions and Customer Consultation Groups ongoing.
<b>Modernised Library and Information Service</b>	Rationalisation of customer and information services.	To enable the council and service to deliver more effective, flexible and affordable services.	Customer Services Manager	June 2020	March 2021	Planned	Implementation and Review of changes
<b>Partnership Centres and reducing the number of community facilities</b>	As the number of buildings required to deliver council services reduces, community groups will have the opportunity to request ownership of properties. With the partnership model, there is an opportunity to consolidate the number of community centres and village halls. Review the provision of facilities at community centres.	To enable the council and service to deliver more effective, flexible and affordable services.	Customer Services Manager	April 2020	March 2021	Active	Implementation and Review of changes
<b>Development of new Partnership Centre Delivery</b>	Delivery of Whitburn and Livingston North Partnership Centres.	Customers have improved access to council and partner services in local communities.	Customer Services Manager	April 2020	March 2021	Active	Building Work Commenced

## Housing, Customer and Building Services Management Plan 2020/21

### Customer and Community Services Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
<b>Digital transformation projects</b>	A programme of activity to ensure that the council is well placed to take advanced of opportunities offered in the digital age.	To deliver improved user-focused digital public services.	Head of Service	April 2020	March 2021	Planned	Project scope and plan defined across all services.

## Customer Service Centre

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**Manager:** Ralph Bell, Customer & Community Services Manager  
**Number of Staff:** 57.71 (full time equivalents)  
**Locations:** Civic Centre and various locations

### Purpose

The council's centre for telephone, email and web contacts manages customer enquiries from the first point of contact. The service also includes Careline – the telephone support service for electronic care alarms used by older and vulnerable people in our community.

The service engages with customers on a transactional basis and is likely to refer customers to other services where specialist or professional support is required.

### Activities

The main activities of the service during the period of the Management Plan will be:

- ◆ Providing customers with access to all council services and payment facilities through a centrally based contact centre
- ◆ Handling a range of customer enquiries through to resolution
- ◆ Providing 24 hour / 7 days a week support for older and vulnerable people through the electronic care alarm system (Careline).

### Key Partners

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include; other council services and the Health and Social Care Partnership.

## Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

### Customer Consultation Schedule 2020/21

Customer Group	Method	Frequency	Responsible Officer	Feedback Method
<b>Careline users</b>	Paper based / electronic survey	Monthly	Customer Service Centre Co-ordinator	Results are published via the service's reported performance indicators
<b>Customer Service Centre users</b>	Phone surveys	Monthly	Customer Service Centre Co-ordinator	Results are published via the service's reported performance indicators

Housing, Customer and Building Services Management Plan 2020/21

Activity Budget 2020/21

Customer Service Centre								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
<b>Telephone service</b>	Provide customers with access to all council services through a centrally based telephone service	Enabler Service - Modernisation and Improvement	P:CSC080_9a.1a Unit cost of each CSC call Target: £1.88	Public	44.0	1,615,810	(903,918)	711,892
			P:CSC104_9b Percentage of CSC calls resolved at first point of contact Target: 75%	Public				
<b>Care Alarm system</b>	Provide 24/7 support for older and vulnerable people through the electronic care alarm system	Enabler Service - Financial Planning	CSC081a_9a.1a Unit cost of each Careline customer contact: Target £3.47	Public	15.4	624,849	0	625,849
			CSC107m_9b.1a Percentage of Careline calls answered within 30 seconds: Target 95%	WLAM				
<b>Service support</b>	Provision of management and administrative Support.	Enabler Service - Corporate Governance and Risk	Support activities contribute towards the overall performance of the service. Performance is monitored through the indicators for front line activities.		0.3	26,395	0	26,395
<b>Total:</b>					<b>59.7</b>	<b>2,268,054</b>	<b>(903,918)</b>	<b>1,364,136</b>

## Housing, Customer and Building Services Management Plan 2020/21

**Actions 2019/20**

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

**Customer Service Centre Actions 2020/21**

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
<b>Digital transformation projects</b>	A programme of activity to ensure that the council is well placed to take advantage of opportunities offered in the digital age.	To deliver improved user-focused digital public services.	Head of Service	April 2020	March 2021	Planned	Project scope and plan defined across all services.

# Developing the Management Plan and reporting progress

The Management Plan was developed to support the delivery of the council's Corporate Plan and to take account of a range of factors that are likely to impact the delivery of council services in the next four years.

## Context

The next four years will be a period of significant challenge for the council with ongoing spending constraints expected to continue. However, the council has clearly defined long term aims relating to the development of high quality services, designed to meet the needs of its customers. These long-term aims are captured in the Local Outcome Improvement Plan, Community Plan and in the council's Corporate Plan and together these strategic plans determine the work of the council's services.

The development of the Corporate Plan 2018/23 was directly influenced by the views of the people living and working in West Lothian, ensuring that all employees are focused on meeting the needs of a growing and vibrant community. The Corporate Plan sets the strategic priorities for the council up to 2022/23 and this will be the continued focus for all council services during the period.

This will help to ensure that we continue to tackle the most important issues for West Lothian. Also, that we invest in and prioritise the services which make the most significant contribution to the achievement of positive outcomes.

## Influences

There will be many internal and external factors which will influence the work of Housing, Customer and Building Services during the period. The more prominent include: the ongoing economic challenges for communities; the continued roll out of Universal Credit and other welfare changes; continuing to meet the challenges of the Scottish Social Housing Charter; availability of Government grant funding for new homes and energy efficiency programmes and continuing implementation of relevant legislation, including the Housing Act 2014.

## Planning Process

The Management Plan was developed by the Housing, Customer and Building Services Management team, using a range of information to ensure that services, activities and resources are aligned to:

- ◆ The council's Corporate Plan and the deliverables for which Housing, Customer and Building Services will be responsible for achieving or contributing to;
- ◆ Supporting the delivery of the council's transformation programme and Digital Transformation strategy;
- ◆ The requirements and standards set out within the Scottish Social Housing Charter; and
- ◆ The priorities of council employees, tenants, customers and partners.



## Housing, Customer and Building Services Management Plan 2020/21

The process and timescales for the development and publication of the management plan is set out, including consultation with the appropriate stakeholders.




Corporate Plan	The Corporate Plan is approved by West Lothian Council, setting out the key priorities for all council services for the period 2018/19 to 2022/23.	February 2020
Housing, Customer and Building Services planning	The service management team develop the plan taking account of a range of factors, business requirements and customer needs.	February to March 2020
Executive Management Team approval	The council's executive management team (EMT) will review all service management plans to ensure they are sufficiently focused on corporate priorities. The EMT will also review the plans annually, scrutinising performance and progress in the stated outcomes and actions.	March 2020
PDSP consultation	The Management Plan is taken to the relevant Policy Development and Scrutiny Panel(s) for consultation, providing Panel members the opportunity to shape planning and resource allocation.	April to June 2020
Management Plan launch	The service cascades the plan to Housing, Customer and Building Services employees to ensure that they understand the key priorities and challenges ahead and how they will contribute to successful outcomes.	April to June 2020
WLC website	The Management Plan is published on the council's website to provide detailed information for the public and external stakeholders on council services, resource allocation and performance.	July 2020
Management Plan updates	The Management Plan progress is reviewed by the appropriate PDSP each year	April to June 2020













### Continuous Improvement

Housing, Customer and Building Services will continue to play a key role in the development and support of high quality customer services. Housing, Customer and Building Services will continue to engage with our customers to modernise structures and processes to ensure that they continue to provide the most efficient and effective model for service delivery. We will do this by:

- ◆ Continuing to deliver a programme of quality assurance and quality improvement review across Housing Operations, Strategy and Development, Building Services and Housing Need;
- ◆ Agreeing and implementing a programme of Tenant Led Inspections (TLIs) to enable customers to review key services and recommend improvements;
- ◆ Participate in corporate activities such as Citizen Led Inspections (CLIs) within customer and communities and Customer Service Centre, as required;
- ◆ Introducing the Customer Service Participation Group to ensure effective and ongoing delivery of the Customer Service Strategy 2018/23.
- ◆ Implement and evaluate both employee and customer satisfaction surveys to learn and change as a result of feedback for the whole service; and
- ◆ Continue to analyse service complaints to understand key strengths and weaknesses within service processes and implement improvement measures as required.

## Housing, Customer and Building Services Scorecard



The service will report on the following key measures of the success throughout the lifetime of our plan (short term trend arrows: 2019/20 performance exceeded the target =  / 2019/20 performance met the target =  / 2019/20 performance was below the target = ):

Indicators					
WLAM unit / service	PI Code and Short Name	2019/20 Performance	2019/20 Target	Performance against Target	2020/21 Target
<b>Housing Operations</b>	P:HQSARC01_6a.7 Percentage of tenants who are satisfied with the overall service from Housing and Building Services.	82.8%	88%		88%
	HQSCOM022q_6b.3 Housing Operations - Total number of complaints received by Housing Operations.	46	50		50
	P:HQSPC027_9a Unit cost of Managing Tenancies in the Housing Service.	£311	£320		£320
	CP:HQSARC30_9b1a Rent collected as percentage of total rent due in the reporting year.	98.2%	99%		99%
<b>Housing Strategy and Development</b>	P:HQSHSD110_6a Percentage of tenants satisfied with their new build home	94.4%	95%		95%
	HQSCOM026q_6b.3 Housing Strategy and Development – Total number of complaints received by Housing Strategy and Development	28	15		15
	HQSHSD410_9a Percentage of Home Energy Efficiency Programme budget spent	35%	80%		100%
	CP:HQSHSD309_9b Number of new affordable homes delivered	2135	2195		2570
<b>Performance and Change</b>	HQSPC032_9b.1c Number of Private Landlord Registration cases referred to Licensing Committee	2	2		2
	HQSPC034_9b.1c Number of Rent Penalty Notices Served	5	5		5
	HQSPC045_9b.1c Monthly number of system admin requests received from users	100	115		115
<b>Building Services</b>	P:BUS005_6a.2 Percentage of customers who are satisfied with the housing repair service (yearly).	98.54%	98%		98%

Housing, Customer and Building Services Management Plan 2020/21

Indicators					
WLAM unit / service	PI Code and Short Name	2019/20 Performance	2019/20 Target	Performance against Target	2020/21 Target
	BUSMT020a_6b.3 Total number of complaints received by Building Services.	422	440	↑	440
	BUSMT016_9a Building Services - Average cost of Housing Non-Emergency Repairs.	£89.44	£106	↑	£106
	P:HQSARC13_9b Percentage of housing repairs carried out in the last year completed 'Right First Time'.	96.8%	92%	↑	92
	BUSGAS106_9b.1b Percentage of gas services completed within 12 months	100%	100%	▬	100%
<b>Housing Need Service</b>	P:HQSARC28_6a Percentage of homeless households satisfied with the quality of temporary or emergency accommodation	97.9%	87%	↑	87.5%
	HQSCOM016a_6b.3 Housing Needs - Total number of complaints received by Housing Needs	89	120	↑	120
	P:HQSFIN058_9a1a Unit cost of Housing Needs Prevention and Assessment Service.	£520	£474	↓	£520
	P:HQSHOM034_9b The proportion of priority, unintentionally homeless applicants for whom permanent accommodation was secured.	79.7%	78%	↑	78%
<b>Customer and Communities Service</b>	CuCS007a_6a.7 Customer and Communities - Percentage of customers who rated the overall quality of service as good or excellent.	99.4%	99%	↑	99%
	CuCS010a_6b.3 Customer and Communities - Total number of complaints received by Customer and Community services.	49	48	↓	48%
	CuCS023_9a.1a Unit cost of each registration of a birth, marriage or death. This does not include handling requests for copies of birth, marriage and death certificates.	£5.24	£5	↓	£5
	CP:CuCS026_9b.1a Percentage of Customer Information Service (CIS) enquiries resolved at first point of contact.	68.9%	75%	↓	75%
<b>Customer Service Centre</b>	CSC059a_6a.9 Customer Service Centre (CSC) - Percentage of customers who rated the overall quality of the service as good or excellent.	96.81%	97%	↓	97%
	CSC062a_6b.3 Total Number of Complaints against Customer Service Centre (CSC).	67	84	↑	84

## Housing, Customer and Building Services Management Plan 2020/21

Indicators					
WLAM unit / service	PI Code and Short Name	2019/20 Performance	2019/20 Target	Performance against Target	2020/21 Target
	P:CSC080_9a.1a Unit cost of each Customer Service Centre (CSC) call.	£1.44	£2.56		£2.56
	P:CSC105a_9b.1a Percentage of Customer Service Centre enquiries resolved at first point of contact.	60.33%	75%		75%

# Housing, Customer and Building Services Management Plan 2020/21

**April 2020**

For more information:

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