



## **ENVIRONMENT AND SUSTAINABILITY POLICY DEVELOPMENT AND SCRUTINY PANEL**

### **REVENUE BUDGET STRATEGY 2023/24 TO 2027/28**

#### **REPORT BY LEAD OFFICER FOR THE PANEL**

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

This report provides the Panel with an update on the council's medium term financial plan and summarises a number of potential saving options relevant to the remit of this Panel to address the council's budget gap over the three year period 2023/24 to 2025/26, including responses from the WL2028 Your Council, Your Say Phase 2 consultation.

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

It is recommended that the Panel:

1. Notes the outcome of the WL2028 Your Council, Your Say Phase 2 consultation and comments, as set out in Appendices 1 and 2;
2. Notes the updated revenue budget gap of £47.6 million, demonstrating the hugely challenging financial position facing the council over the next five years;
3. Notes work undertaken to date by officers in developing the five year revenue financial plan for the period 2023/24 to 2027/28;
4. Notes officer saving options, relevant to the remit of the Panel, as set out in Appendix 4 of the report;
5. Notes the Integrated Relevance Assessments for all proposed savings options and Integrated Impact Assessments (IIA) where the options are assessed as having a potential impact on a protected group or characteristic, as set out in Appendix 5;
6. Notes that following conclusion of the PDSPs to consider potential saving options, the Head of Finance and Property Services will present a report to full Council on 21 February 2023 containing a five year revenue financial plan and a three year detailed revenue budget for 2023/24 to 2025/26.

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

<b>I Council Values</b>	Being honest, open and accountable, making the best use of resources, focusing on our customers' needs and working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The council is required to approve a balanced revenue budget for each financial year. Accounts Commission, Audit Scotland and Chartered Institute of Public Finance and Accountancy (CIPFA) best practice guidance recommends medium term financial plans are prepared for at least five years in duration, with detailed budgets prepared for at least three years. This best practice is a requirement of the CIPFA Financial Management Code of Practice, which the council has complied with from 1 April 2021.
<b>III Implications for Scheme of Delegations to Officers</b>	No implications at this stage.

<b>IV</b>	<b>Impact on performance and performance Indicators</b>	Ongoing restraint in relation to government grant funding inevitably has implications for the council's budget and performance.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	The revenue budget provides resources necessary to help deliver the Local Outcome Improvement Plans (LOIP), Corporate Plan and council activities. Effective prioritisation of resources is essential to achieving key outcomes.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	<p>Scottish Government grant funding has not been sufficient since 2007/08 to meet the increasing costs and demands for services.</p> <p>Based on current central planning scenarios, it is forecast that West Lothian Council may have a budget gap of £47.6 million over the five year period 2023/24 to 2027/28 and £35.8 million over the three year period 2023/24 to 2025/26.</p>
<b>VII</b>	<b>Consideration at PDSP</b>	This report forms part of the ongoing process of briefing elected members on the council's financial position and budget strategy.
<b>VIII</b>	<b>Other consultations</b>	The council received 7,605 responses and over 36,000 comments from the first two phases of the Your Council, Your Say 2028 consultation. The Corporate Management Team has been consulted on this report.

## **D. TERMS OF REPORT**

### **D.1 Background**

Since 2007/08 the council has had to deliver considerable savings to balance the budget whilst funding has been constrained. It is within this context of delivering over £150 million of savings from 2007/08 to 2022/23 that the council looks ahead to another financially challenging five year period.

The following financial planning principles were agreed by Council Executive in June 2018. In addition it was agreed that PDSPs should be scheduled, in advance of the revenue plan for future years being reported to full Council, to consider the substance of budget saving options.

- The council should continue to have a five year financial plan, aligned with political administrations, and three year detailed revenue budgets.
- Estimated budget gaps for at least three years should be reported to elected members before local elections.
- The Corporate Plan and revenue, capital and treasury plans should continue to be considered and agreed at the same Council meeting.
- Future five year financial plans should be subject to public consultation.
- Public consultations on the five year plan should cover priorities, taxation and saving options.

In October 2021, Partnership and Resources PDSP and Council Executive considered an initial update on the revenue financial plan 2023/24 to 2027/28. This included an initial estimate of budget scenarios and budget gaps. Council Executive agreed that officers should continue to implement the process to develop a new five year financial plan.

Council in February 2022 and Council Executive in June 2022 considered updated budget scenarios following the publication of the 2022 Scottish Spending Review. On 6 December 2022, Council Executive noted a revised central scenario gap of £57.7 million for 2023/24 to 2027/28 with considerable risks around the high level assumptions used to calculate the gap. It was agreed that officers should continue to implement the process to develop a revenue financial plan for 2023/24 to 2027/28.

## D.2 WL2028 Your Council, Your Say Consultation

On 24 June 2022, the Council Executive approved a three stage West Lothian (WL) 2028 Your Council, Your Say public consultation approach. Phase 1 of the consultation commenced on 24 June 2022 and closed on 31 July 2022 and Phase 2 commenced on 7 October 2022 and closed on 20 November 2022.

The council received 2,560 responses to Phase 2 from a wide range of stakeholders, with the majority of responses being received via the online survey. From those responses over 22,000 individual comments were received. A summary of the results from Phase 1 was presented to Council Executive 4 October 2022, with an overall summary from Phase 2 considered by Council Executive on 20 December 2022.

Of the 22,000 comments received, 7,768 comments (33.97% of all comments) across nine measures, including council tax questions, have been allocated to service areas which report to this PDSP. The allocation of the comments and measures is set out below in table 1.

*Table 1: Phase 2 Consultation Comments Relevant to PDSP Remit*

<b>Phase 2 Ref</b>	<b>Phase 2 Proposal</b>	<b>Number of Comments</b>	<b>% of Comments</b>
1B	Review of management arrangements/management efficiencies	1,003	4.39%
1I	Revised facilities management in schools	916	4.01%
3A	Empowering communities & reducing the number of council facilities	738	3.23%
4A	Revised service standards & delivery models – Waste Services	827	3.62%
4B	Reprioritised passenger transport strategy	862	3.77%
4C	Reprioritised school transport strategy	830	3.63%
4D	Revised country parks service	743	3.25%
4E	Revised service standards & delivery models – Roads and Transport	794	3.47%
5	Reviewing income, concessions & other contributions	1,055	2.48%
	<b>Total</b>	<b>7,768</b>	<b>33.97%</b>

A summarised version of the comments received in relation to the saving options being considered by this Panel is provided in Appendix 1 for consideration.

Officers have reviewed all of the individual comments, considering the merits of the measure and suggested a response from the following options:

1. The respondent advised that they agree with the proposal.
2. The respondent advised that they either did not agree or did not believe the council should consider the proposal.
3. The respondent advised that they had no comment to make, or posed a question of the measure.
4. The council is already doing this.
- 5a. It is proposed that this suggestion is not taken forward because the council is required by law to deliver this work.

- 5b. It is proposed that this suggestion is not taken forward because it is likely that the costs of this proposal would outweigh the benefit, or requires additional expenditure.
- 5c. It is proposed that this suggestion is not taken forward because it is not consistent with the council's values and priorities.
- 5d. It is proposed that this suggestion is not taken forward because it has been previously considered and will not be progressed.
- 6. The respondent suggested an improvement. Officers will consider how this could be developed.
- 7. The respondent's comment was either not relevant to the question, inappropriate and/or contained personal and sensitive information.
- 8. This suggestion is out with the responsibility of West Lothian Council. Where relevant, we will forward these comments to our partner organisations.
- 9. The respondent made a comment on the survey question.

A summary of the categorised responses is set out below in table 2.

*Table 2: Phase 2 Comment Categorisation*

<b>Comment Category</b>	<b>Number of Comments</b>	<b>% of Total Comments</b>
1. The respondent advised that they agree with the proposal.	3,039	13.29%
2. The respondent advised that they either did not agree or did not believe the council should consider the proposal.	2,281	9.98%
3. The respondent advised that they had no comment to make, or posed a question of the measure.	780	3.41%
4. The council is already doing this.	347	1.52%
5a. It is proposed that this suggestion is not taken forward because the council is required by law to deliver this work.	57	0.25%
5b. It is proposed that this suggestion is not taken forward because it is likely that the costs of this proposal would outweigh the benefit, or requires additional expenditure.	82	0.36%
5c. It is proposed that this suggestion is not taken forward because it is not consistent with the council's values and priorities.	31	0.14%
5d. It is proposed that this suggestion is not taken forward because it has been previously considered and will not be progressed.	11	0.05%
6. The respondent suggested an improvement. Officers will consider how this could be developed.	525	2.30%
7. The respondent's comment was either not relevant to the question, inappropriate and/or contained personal and sensitive information.	87	0.38%
8. This suggestion is out with the responsibility of West Lothian Council. Where relevant, we will forward these comments to our partner organisations.	159	0.70%
9. The respondent made a comment on the survey question.	369	1.61%
<b>Total</b>	<b>7,768</b>	<b>33.97%</b>

An analysis of all of the comments allocated to the Environment and Sustainability PDSP is set out in Appendix 2. The Phase 2 consultation document is provided in Appendix 3 for reference. Full details of the officer response to each comment is available to view online on the council's website at [www.westlothian.gov.uk/wl2028](http://www.westlothian.gov.uk/wl2028).

### D.3 Updated Revenue Budget Position 2023/24 to 2027/28

Following the report to Council Executive on 6 December 2022, which highlighted the adverse movements in the projected budget position since the commencement of phase 2 of the public consultation and agreed actions required to ensure the continued financial sustainability of the council, the council has received the local government finance settlement (LGFS) for 2023/24. A report on the outcome of the LGFS and the council's updated financial planning position for the five years 2023/24 to 2027/28 was reported to Council Executive on 17 January 2023.

The table below summarises the main elements of the budget model for each of the five years, with the revised budget gap for 2023/24 to 2027/28 estimated to be £47.6 million. The assumptions for council tax are currently under review by officers, with a report on scenarios presented to Corporate Policy and Resources PDSP on 26 January 2023.

*Table 3: Budget Model Summary 2023/24 to 2027/28*

<b>Incremental Movements</b>	<b>23/24 £'m</b>	<b>24/25 £'m</b>	<b>25/26 £'m</b>	<b>Three Year Total £'m</b>	<b>26/27 £'m</b>	<b>27/28 £'m</b>	<b>Five Year Total £'m</b>
<b>Expenditure</b>							
Staffing Costs	14.5	6.3	6.6	<b>27.4</b>	6.7	6.8	<b>40.9</b>
Demographics & Demand Pressures	3.7	3.3	2.9	<b>9.9</b>	3.1	3.4	<b>16.4</b>
Revenue Consequences of Capital	2.3	1.0	0.9	<b>4.2</b>	1.3	0.5	<b>6.0</b>
SG Funded Developments	1.9	0.0	0.0	<b>1.9</b>	0.0	0.0	<b>1.9</b>
Service Pressures & Developments	5.4	0.1	0.2	<b>5.7</b>	0.2	0.4	<b>6.3</b>
Inflation & Indexation	15.0	8.5	5.1	<b>28.6</b>	5.3	5.7	<b>39.6</b>
<b>Gross Expenditure Increases</b>	<b>42.8</b>	<b>19.2</b>	<b>15.7</b>	<b>77.7</b>	<b>16.6</b>	<b>16.8</b>	<b>111.1</b>
<b>Income</b>							
Council Tax (4.5% assumption)	(5.4)	(5.5)	(5.8)	(16.7)	(6.1)	(6.4)	(29.2)
Fees & Charges (4.5% assumption)	(0.4)	(0.5)	(0.5)	(1.4)	(0.5)	(0.6)	(2.5)
Ringfenced SG Grant Funding	(9.4)	(2.5)	(2.5)	(14.4)	(2.5)	(2.5)	(19.4)
Core SG Grant Funding	(9.4)	0.0	0.0	(9.4)	(3.0)	0.0	(12.4)
<b>Income Movements</b>	<b>(24.6)</b>	<b>(8.5)</b>	<b>(8.8)</b>	<b>(41.9)</b>	<b>(12.1)</b>	<b>(9.5)</b>	<b>(63.5)</b>
<b>Forecast Budget Gap</b>	<b>18.2</b>	<b>10.7</b>	<b>6.9</b>	<b>35.8</b>	<b>4.5</b>	<b>7.3</b>	<b>47.6</b>

The forecast budget gap reflects the outcome of the 2023/24 local government finance settlement and latest budget model assumptions. Officers continually keep the assumptions in the budget model under review to ensure, as far as possible, they reflect current circumstances and information. The nature of long term forecasting means it is challenging to identify expenditure pressures and income for future years. There are always risks and uncertainties associated with long term financial planning and assumptions. The ongoing cost of living crisis and the remaining effects of the pandemic and the UK leaving the EU continue to provide considerable uncertainty. In addition, the outcome of the National Care Service (Scotland) Bill commencing its journey through the Scottish Parliament and resulting changes to service delivery models will have an impact on local government services, funding and financial and planning assumptions. There are significant risks and uncertainties associated with the long term financial assumptions underlying the budget model, including:

- Although the Scottish Government has intimated flat cash funding for local government, with a minor increase in 2026/27, the outlook for public sector funding remains uncertain.
- Continuation of high inflation resulting in substantial real terms reduction in the value of council funding.

- Policy changes by the UK or Scottish governments which restrict the council's flexibility to decide how to deliver services locally.
- Funding not being provided to fully cover the costs of introducing new legislation and commitments.
- Ring fencing of grant funding, or service delivery commitments, constraining the ability of local authorities to allocate resources to deliver local priorities.
- Economic uncertainty, where economic growth is not in line with the Office for Budget Responsibility and Scottish Fiscal Commission forecasts.
- Reform of local governance being pursued, providing uncertainty for service provision and funding.
- House building assumptions of 900 houses per year not being realised resulting in changes to council tax and school demographic assumptions.
- The level of future pay awards, which could be in excess of the council's planning assumptions.
- Increase in costs associated with demand led services.
- Actual pupil numbers not reflecting the school pupil forecasts.

#### D.4 Approach to Financial Planning

Audit Scotland and the Chartered Institute of Public Finance and Accountancy (CIPFA) have both identified the need for public bodies to focus on their medium to long term financial sustainability. They have advised that public bodies should develop strategies that are based on defined priorities, providing a clear road map for service delivery within constrained budgets.

The Accounts Commission has emphasised in several local government overview reports that evidence shows that councils are finding financial pressures increasingly difficult to manage and that effective leadership and robust planning are essential to help meet the challenges ahead. In addition, the Accounts Commission believe that all councils should have a long term financial strategy covering a minimum of five years and that these long term strategies should be supported by detailed plans covering a minimum of three years. The current financial headwinds facing local government, means that councils are required to take urgent and sustainable actions to ensure ongoing financial sustainability.

As agreed by Council Executive in October 2021 officers have continued the current approach to financial planning. The main elements of the financial planning process are:

- **Activity prioritisation** – priority analysis of services against council priorities and enabler themes to inform decisions about whether the service should continue or if changes should be made to service delivery. Scores provide a starting point from which to review proposed future service delivery.
- **Modernisation & efficiency savings** – whilst considering prioritisation savings, officers will also think about how activities can continue to be delivered within available resources. This will include identifying more efficient ways of delivery. This means that services need to focus on delivering statutory services at minimum cost and potentially removing or substantially reducing non statutory services.
- **Corporate projects** – identification and development of corporate saving options covering areas such as income generation, digital transformation, shared services and climate change.

To ensure the council is operating on a sustainable financial footing, fundamental changes will be required to some services, subject to the results from the consultation exercise. This is consistent with the findings of the Accounts Commission which believes that all options for change need to be investigated, with councils rigorously challenging existing service models and identifying alternative approaches to service delivery. The council's approach to financial and corporate planning:

- Provides a medium term view which is essential when implementing effective service and workforce planning, allowing workforce changes to be made in a proactive way.
- Provides as much certainty as possible for council employees and trade unions on the plans and actions to deliver budget savings and service changes.
- Provides officers with sufficient time to implement what, in many cases, will be fundamental changes to service delivery which require a significant lead in time, and may be dependent on or linked to other saving options.
- Helps officers and elected members to consider the long term implications of policy decisions and changes to service delivery.
- Creates greater certainty surrounding detailed financial plans, especially for the first three years of the five year financial strategy.
- Provides services and customers with advance notice of changes.
- Helps to integrate services and planning with community planning partners, especially where outcomes are longer term (e.g. health and social care, preventative spend).

## D.5 Budget Saving Options Relevant to Environment and Sustainability PDSP

Building on the process outlined above, officers have developed budget saving options. Information is provided in Appendix 4 on officer proposed budget reduction options for the three years 2023/24 to 2025/26 providing a comprehensive list of savings at a service level. Where a saving measure is agreed and implemented in the first three years of the new five year strategy but there is continued associated savings in years four and five, this is noted in the appendix.

A description of the saving options, the value (including any full year effect for years 4 and 5) and anticipated full time equivalent (FTE) reduction is provided, in addition to whether it is a prioritisation or efficiency saving. Any staffing reductions will be achieved through the council's organisational change procedure. Information on further consultation, reporting or delegation to officers and potential impact on service performance and quality is also provided consistent with the annual revenue budget report. Links to the consultation help demonstrate how options have been developed following the consultation.

The council's budget model, as summarised in section D.3 of this report, provides indexation for budgets on the basis of the anticipated net budget after application of saving options. Should West Lothian Council not agree to implement the budget saving options identified by officers, the budget gap will further increase as the council will have to provide additional budget to cover increased indexation.

In summary, the budget saving options relevant to the Environment and Sustainability PDSP by service area for the three years 2023/24 to 2025/26 are as follows:

### Operational Services

Phase 2 Ref	Phase 2 Proposal	Ref	Saving Option	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total 3 Years £'000
4B	Reprioritised passenger transport strategy	O1a	Removal of subsidised bus and demand responsive transport	1,463	487	0	1,950
4C	Reprioritised school transport strategy	O1b	Mainstream school transport adjusted to reflect statutory requirements	951	321	0	1,272
4B	Reprioritised passenger transport strategy	O1c	Removal of concessionary rail scheme	213	0	0	213

Phase 2 Ref	Phase 2 Proposal	Ref	Saving Option	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total 3 Years £'000
1I	Revised facilities management in schools	O2a	Removal of street crossing patrol service	356	119	0	<b>475</b>
1I	Revised facilities management in schools	O2b	Realign breakfast club provision with roll out of FSM & breakfast club funding from Scottish Government	0	0	268	<b>268</b>
1I	Revised facilities management in schools	O2c	Use of Facilities Management Assistants to deliver school meals	144	0	0	<b>144</b>
1I	Revised facilities management in schools	O2d	50% reduction in cleaning hours in primary schools on a Friday	111	55	0	<b>166</b>
1I	Revised facilities management in schools	O2e	Focusing on Food & Drink in Schools (Scotland) Regulations 2020 rather than Food for Life Served Here accreditation	53	0	0	<b>53</b>
4D	Revised country parks service	O3a	Consolidating service provision at Beecraigs Country Park on wider park experiences and closing the animal attraction	95	0	0	<b>95</b>
4E	Revised service standards & delivery models – Roads and Transport	O4a	Removal of festive lighting	85	0	0	<b>85</b>
4E	Revised service standards & delivery models – Roads and Transport	O4b	Street lighting electrician workforce management	61	0	0	<b>61</b>
4E	Revised service standards & delivery models – Roads and Transport	O4c	Revised winter maintenance service	100	0	0	<b>100</b>
4A	Revised service standards & delivery models – Waste Services	O5a	Revised community recycling centre opening hours	336	0	0	<b>336</b>
4A	Revised service standards & delivery models – Waste Services	O5b	Full year effect of twin stream recycling saving <b>(previously agreed saving)</b>	231	0	0	<b>231</b>



Phase 2 Ref	Phase 2 Proposal	Ref	Saving Option	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total 3 Years £'000
5	Reviewing income, concessions & other contributions	O6a	Introduction of charges for household garden waste collections	661	159	0	820
1B	Review of management arrangements/ management efficiencies	O7a	Management restructures following changes to service delivery	0	150	0	150
<b>Total</b>				<b>4,860</b>	<b>1,291</b>	<b>268</b>	<b>6,419</b>

### Chief Executive/Finance & Property Services

Phase 2 Ref	Phase 2 Proposal	Ref	Measure	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total 3 Years £'000
3A	Empowering communities & reducing the number of council facilities	F7b	Closure of automated public conveniences	163	195	0	358
<b>Total</b>				<b>163</b>	<b>195</b>	<b>0</b>	<b>358</b>

Equality relevance assessments (ERAs) have been completed for all saving options in line with the council's established approach to equality. Where it has been assessed that a measure is relevant to equality, human rights and/or socioeconomic disadvantage, a full integrated impact assessment (IIA) has been completed. All ERAs and IIAs for options being considered by this PDSP are included in Appendix 5. Equality assessments enable the council to identify impacts and to consider and develop mitigation measures. They are intended to inform the decision making process by making all relevant information available to members. They are not intended to prevent decisions being taken and implemented.

At this stage the estimated budget gap over the five years 2023/24 to 2027/28 is £47.6 million and there are total officer savings options across all PDSPs of £47.5 million, leaving a small outstanding budget gap. As agreed by Council Executive on 6 December 2022, officers will develop additional savings to address any remaining gaps. Ensuring the council has a sustainable financial plan over the medium and longer term will be an ongoing process, with the council using one-off resources in the first years of the new five year programme to provide time to identify and implement recurring budget saving options. This is a departure from the council's previous approach to financial planning but is a necessity due to the financial crisis facing local government. Following approval of the new five year revenue financial plan 2023/24 to 2027/28 officers will identify further savings options in early 2023 for incorporation into Phase 3 of the public consultation, which will cover further savings options for 2024/25 to 2027/28.

## E. CONCLUSION

This report provides the Environment and Sustainability PDSP with information on potential saving options in council services included within the remit of the PDSP to enable further scrutiny and consideration before the new five year revenue financial plan 2023/24 to 2027/28 is presented to Council for approval.

## F. BACKGROUND REFERENCES

Review of Elected Member Involvement in Financial Planning – Report by Head of Finance and Property Services to Council Executive on 12 June 2018

Future Budget Strategy 2023/24 to 2027/28 – Financial Context and Proposed Approach – Report by Head of Finance and Property Services to Council Executive on 26 October 2021

Revenue Budget 2022/23 – Report by Head of Finance and Property Services to West Lothian Council on 15 February 2022

Scottish Spending Review 2022 and Future Budget Strategy 2023/24 to 2027/28 Update – Report by Head of Finance and Property Services to Council Executive on 21 June 2022

Public Consultation Approach 2022 – Report by Depute Chief Executive to Council Executive on 21 June 2022

WL2028 Your Council Your Say – Public Consultation – Report by Depute Chief Executive to Council Executive on 4 October 2022

Autumn Statement and Scottish Budget Announcements 2022 – Report by Head of Finance and Property Services to Council Executive on 6 December 2022

WL2028 Your Council Your Say – Public Consultation – Report by Depute Chief Executive to Council Executive on 20 December 2022

Scottish Budget and Local Government Finance Settlement 2023/24 – Report by Head of Finance and Property Services to Council Executive on 17 January 2023

### Appendices/Attachments:

Appendix 1 – Summary of WL2028 Your Council, Your Say Consultation Responses for Corporate Policy and Resources PDSP

Appendix 2 – Phase 2 Consultation Response – Comment Categorisation on measures within the remit of the Panel

Appendix 3 – WL2028 Your Council, Your Say – Phase 2 Consultation Document

Appendix 4 – Potential Budget Saving Options for services within the remit of the Panel

Appendix 5 – Equality Relevance Assessments (ERAs) and Integrated Impact Assessments (IIAs)

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**Jim Jack**  
**Head of Operational Services**  
**31 January 2023**

### Summary of WL2028 Your Council, Your Say Consultation Responses for Environment and Sustainability PDSP

Phase 2 Ref	Phase 2 Proposal	Number of Comments	Percentage of Total Comments	Summary of Comments
1B	Review of management arrangements/management efficiencies	1,003	4.39%	<p>Support for a reduction/consolidation of the management structure in the council to achieve efficiencies and suggestions that it should be the first step of the redesign of services (proposal 1a).</p> <p>Support for a flatter structure that promotes quicker decision making and that it needs to be complemented by a review of internal business processes to reduce the level of administration required of managers.</p> <p>Suggested that the council should utilise voluntary severance and early retirement to achieve management savings in the first instance.</p> <p>Concern that the burden on remaining managers and other staff will increase with any reduction in the current management tiers.</p>
1I	Revised facilities management in schools	916	4.01%	<p>There is support for rationalising the council estate and opening hours of various buildings including schools to achieve efficiencies. The council is encouraged to maximise resources and ensure working arrangements are aligned with business/customer needs.</p> <p>Some respondents feel that opening hours of schools should be based on usage and operate on a cost recovery basis (for staffing and building heating costs, for example).</p> <p>Some respondents feel that schools are an under-utilised community resource and that the council should think about how schools can be used to promote health and wellbeing and increase access to facilities, such as swimming pools.</p> <p>Some respondents would like to ensure that community groups' access to schools and other buildings are maintained and remain affordable.</p> <p>Concern about the reduction in school facilities staff and their ability to appropriately provide cover, in accordance with building users' needs, across the opening hours of each facility.</p>

Phase 2 Ref	Phase 2 Proposal	Number of Comments	Percentage of Total Comments	Summary of Comments
3A	Empowering communities & reducing the number of council facilities	738	3.23%	<p>Support from many respondents to sell or asset transfer assets, especially those that are under-utilised or those that are prohibitively costly to maintain or repair.</p> <p>Some concern about the capacity of local groups and communities to manage these assets and that they council will need to provide some level of advice and/or support to ensure that communities are not disadvantaged.</p> <p>Suggested that groups need greater support from the council to undertake asset transfer and obtain alternative funding to maintain their asset.</p> <p>It was highlighted that this proposal may disproportionately negatively impact upon smaller and/or more isolated towns or villages in West Lothian, especially those that rely on community facilities as a hub for services, socialising and leisure activities.</p>
4A	Revised service standards & delivery models – Waste Services	827	3.62%	<p>Many respondents highlight the importance of effective and accessible recycling and waste collections services to the community and are not supportive of any reduction in service.</p> <p>Some respondents feel that there are opportunities to increase the efficiency of the recycling services and in some suggest the introduction of a small charge for visiting the Community Recycling Centre.</p> <p>Some respondents feel that any reduction in recycling and waste services will have a detrimental impact on recycling rates and could lead to increased levels of fly tipping.</p> <p>Some comments are focused on the importance of maintaining appropriate opening hours at the Community Recycling Centres for residents.</p> <p>Some respondents do not feel that the introduction of the green bin was necessary. Whilst conversely, some would like to see a glass collection added to the service.</p>

Phase 2 Ref	Phase 2 Proposal	Number of Comments	Percentage of Total Comments	Summary of Comments
4B	Reprioritised passenger transport strategy	862	3.77%	<p>Some respondents feel that the bus services are already infrequent and unreliable and that this proposal will exacerbate this problem for communities.</p> <p>Some respondents feel that it is a sensible approach to align resources with demand and do not want public monies to be used to maintain bus services with low usage or routes that are commercially unviable.</p> <p>Some respondents are concerned about the environmental impact of under subscribed bus services. Whereas some respondents feel that reducing bus subsidies will increase private car usage and have a negative environmental impact.</p> <p>Some respondents suggest the removal of the rail concession scheme for older people as it will encourage use of bus passes and improve the viability of the bus routes and also, reduce expenditure on non-statutory services.</p> <p>Some respondents suggest that the removal of the rail concession for older people will have a detrimental impact on their independence and wellbeing.</p>
4C	Reprioritised school transport strategy	830	3.63%	<p>Some feel that alignment with the statutory limit is fair and equitable.</p> <p>Some respondents support this proposal as aligns with the active travel aims and also that young people have access to free transport using their bus pass.</p> <p>Some respondents feel that the unreliability of commercial bus routes may mean that pupils do not attend school on time.</p> <p>Some respondents feel that this proposal will result in an unfair financial burden with parents required to transport their children in place of the bus.</p> <p>Some respondents feel that the council needs to take into consideration the income levels of any families who no longer meet the threshold for school transport.</p> <p>Some respondents feel that this proposal would need to be accompanied by a review of the pedestrian routes to schools and lighting to ensure that walking or cycling is safe for pupils and parents/carers.</p>

Phase 2 Ref	Phase 2 Proposal	Number of Comments	Percentage of Total Comments	Summary of Comments
4D	Revised country parks service	743	3.25%	<p>Some respondents suggest that this will have a detrimental impact on visitor numbers at Beecraigs and will negatively impact on visitors' experience, in particular for children.</p> <p>Some respondents are concerned about the welfare of the animals and would like assurances as to how they will re-homed.</p> <p>Some respondents feel that the animal attraction has not been effectively marketed and there are opportunities to increase visitor numbers and perhaps, introduce a modest charge.</p>
4E	Revised service standards & delivery models – Roads and Transport	794	3.47%	<p>Some respondents support the proposal to cease festive lighting (and gala day flags) as they do not feel it is a priority for the council and maybe could be provided by local businesses or community groups.</p> <p>Some respondents feel that the removal of festive lighting will negatively impact community and festive spirit in West Lothian.</p> <p>Concern is raised about any reduction to Winter Maintenance and the impact that this may have on public safety.</p> <p>Suggested by some respondents that road condition has declined and needs to be an area for improvement/increased investment by the council.</p>
5	Reviewing income, concessions & other contributions	1,055	4.61%	<p>Some respondents do not support the introduction of charges for brown bins uplift as they feel it is covered by Council Tax and may lead to increased levels of fly tipping or impact on recycling rates.</p> <p>Some respondents feel that there are opportunities to increase council progress in respect to reducing carbon emissions and a faster and wider introduction of renewable technologies and insulation across the estate.</p> <p>It is suggested by some respondents that some council buildings could use less heating and lighting and feel that there is some inefficiency in this area.</p> <p>Some respondents feel that the hybrid/flexible home working model should be</p>

Phase 2 Ref	Phase 2 Proposal	Number of Comments	Percentage of Total Comments	Summary of Comments
				extended to increase energy efficiency savings and reduce other council building costs.
	<b>Total</b>	<b>7,768</b>	<b>33.97%</b>	

## Appendix 2

**Phase 2 Consultation Response – Comment Summary on measures within the remit of the Panel**

Phase 2 Proposal	1. The respondent advised that they agree with the proposal	2. The respondent advised that they either did not agree or did not believe the council should consider the proposal	3. The respondent advised that they had no comment to make, or posed a question of the measure	4. The council is already doing this	5a. It is proposed that this suggestion is not taken forward because the council is required by law to deliver this work.	5b. It is proposed that this suggestion is not taken forward because it is likely that the costs of this proposal would outweigh the benefit, or requires additional expenditure	5c. It is proposed that this suggestion is not taken forward because it is not consistent with the council's values and priorities	5d. It is proposed that this suggestion is not taken forward because it has been previously considered and will not be progressed	6. The respondent suggested an improvement. Officers will consider how this could be developed	7. The respondent's comment was either not relevant to the question, inappropriate and/or contained personal and sensitive information	8. This suggestion is out with the responsibility of West Lothian Council. Where relevant, we will forward these comments to our partner organisation	9. The respondent made a comment on the survey question	Total
1B Review of management arrangements/ management efficiencies	591	76	119	48	1	8	5	-	44	8	9	94	1,003
1I Revised facilities management in schools	284	264	188	22	1	21	4	1	52	9	4	66	916
3A Empowering communities & reducing the number of council facilities	346	142	78	45	3	6	2	-	44	16	9	47	738
4A Revised service standards & delivery models – Waste Services	176	322	88	56	32	17	3	3	69	12	5	44	827
4B Reprioritised passenger transport strategy	270	294	67	20	1	13	1	-	62	4	85	45	862



Phase 2 Proposal	1. The respondent advised that they agree with the proposal	2. The respondent advised that they either did not agree or did not believe the council should consider the proposal	3. The respondent advised that they had no comment to make, or posed a question of the measure	4. The council is already doing this	5a. It is proposed that this suggestion is not taken forward because the council is required by law to deliver this work.	5b. It is proposed that this suggestion is not taken forward because it is likely that the costs of this proposal would outweigh the benefit, or requires additional expenditure	5c. It is proposed that this suggestion is not taken forward because it is not consistent with the council's values and priorities	5d. It is proposed that this suggestion is not taken forward because it has been previously considered and will not be progressed	6. The respondent suggested an improvement. Officers will consider how this could be developed	7. The respondent's comment was either not relevant to the question, inappropriate and/or contained personal and sensitive information	8. This suggestion is out with the responsibility of West Lothian Council. Where relevant, we will forward these comments to our partner organisation	9. The respondent made a comment on the survey question	Total
4C Reprioritised school transport strategy	377	289	59	28	8	2	-	-	32	8	16	11	830
4D Revised country parks service	384	184	51	14	-	2	-	4	96	4	-	4	743
4E Revised service standards & delivery models – Roads and Transport	300	244	57	68	1	2	8	-	88	12	3	11	794
5 Reviewing income, concessions & other contributions	311	466	73	46	10	11	8	3	38	14	28	47	1,055
<b>Total</b>	<b>3,039</b>	<b>2,281</b>	<b>780</b>	<b>347</b>	<b>57</b>	<b>82</b>	<b>31</b>	<b>11</b>	<b>525</b>	<b>87</b>	<b>159</b>	<b>369</b>	<b>7,768</b>

## **Appendix 3**

### **WL2028 Your Council, Your Say – Phase 2 Consultation Document**



# Your Council Your Say

## A message from the Chief Executive

**The council is committed to meeting the needs of local people and high performance across all areas of service delivery.**

Like other local authorities in Scotland, West Lothian Council faces constrained funding and substantial cost increases in the next five years.

This means that the council, along with the West Lothian community, will have to make difficult decisions about local services. Reductions in local government public spending have impacted council services for over 15 years and the council has made over £150 million worth of savings since 2007/08.

We also understand that local people and businesses are also experiencing difficulties from the Cost of Living increases and the next five years are also expected to be extremely challenging for the council as it will also face many of the same pressures from the Costing of Living crisis.

In preparation for the challenges ahead, we want to work with you – our community and partners – in shaping the future of council services in West Lothian. This consultation is the second in a series of planned engagements.

**Your feedback** will be used to help us become more sustainable, address the funding gap and meet the challenges ahead.

Phase 1 of the Council's consultation approach commenced in June 2022.

Following further developments in the Cost of Living crisis and related cost pressures on energy costs the budget gap has increased to £47.1million over the five-year period 2023/24 to 2027/28, with a budget gap of £36.5million over the three-year period 2023/24 to 2025/26.

The consultation on the officer savings proposals will only take around 5-10 minutes to complete but it is vital that you take the time to tell us what your views are on the officer budget proposals contained within this document; and what your views are on Council tax, which is used to help fund local services.

Your views are important and I would encourage every person who lives and/or works in West Lothian, local organisations and business to get involved

**Graham Hope,**  
Chief Executive



## Consultation Roadmap to 2028

The council is undertaking a three-stage consultation with the people, business and customers of West Lothian in order to form the Council's Priorities and Budget Strategy for 2023/24 to 2027/28, and also consult on the future direction of the Council.

### PHASE 1 | CONSULTATION – COMPLETE

### PHASE 2 | CONSULTATION

Autumn 2022 Budget savings 2023/24 to 2025/26

### BUDGET SETTING

5-year financial plan 2023/24 to 2027/28

3-year detailed revenue budget 2023/24 to 2025/26

Agreement on taxation levels for 2023/24 to 2027/28

### PHASE 3 | CONSULTATION

Summer 2023 - Budget savings 2026/27 to 2027/28

## Phase 2 | Our Budget

Local voices matter and, in the second phase of our consultation, we want you to help us:

1

Consider the officer proposals that are set out in the consultation to address the funding gap of £47.1 million



2

Provide feedback on the proposals



3

Suggest any other ways that we may help to reduce council expenditure and/or changes to council services to make them more efficient



4

Have your say on Council Tax in West Lothian



## How to take part in the survey:



**Online**  
Respondents are encouraged to complete the form online by going to [www.westlothian.gov.uk/WL2028](http://www.westlothian.gov.uk/WL2028) or by scanning the QR code with your mobile device.

### Paper copy

You can complete this form, Please read the proposals from pages 10 to 12 and share your views on pages 13 and 14. Post your completed form to:

**West Lothian Council**  
Freepost BULLETIN SURVEY  
Livingston  
EH54 6FF

### Hand survey in

Alternatively hand your completed survey into any partnership centre or Customer Information services (CIS) office.

**Have your say by 20 November. The consultation is now open and closes on 20 November.**

It is expected that West Lothian Council will have to make significant savings over the next five years due to insufficient funding and rising costs.

This means that the council, along with the West Lothian community, will have to make difficult decisions about local services.

We are consulting on officer proposals, from the senior leadership team, to save £36.5 million over the next three years – from 2023/24 to 2025/26. The council must balance its budget – something we are legally required to do. Because we have insufficient budget, we are forced to reduce expenditure on local services. We want to ensure that the funding we do have is spent on services that matter most to our communities.



## What you need to know

### Background

Reductions in local government public spending have impacted council services for over 15 years and the council has made over £150 million worth of savings since 2007

Like other councils in Scotland, West Lothian Council faces further constrained funding and substantial costs over the next five years

The Scottish Government has advised that councils face a cash freeze in funding for 2023/24 to 2025/26. These funding constraints are combined with rising costs

which include growing number of pupils, an increasing number of older people with care needs, higher energy costs and meeting pay awards.

This means that the council, along with the West Lothian community, will have to make difficult decisions about local services.

It's clear that the council need to make changes to the way services are delivered in future

### Are we consulting on proposed changes?

Yes, the council is consulting on the future direction of council services

At this stage, council officers have published a number of budget proposals which represent reductions and changes in services. Decisions on what will change will not be made by elected members (councillors) until after the consultation is complete

### What might the future look like for local services?

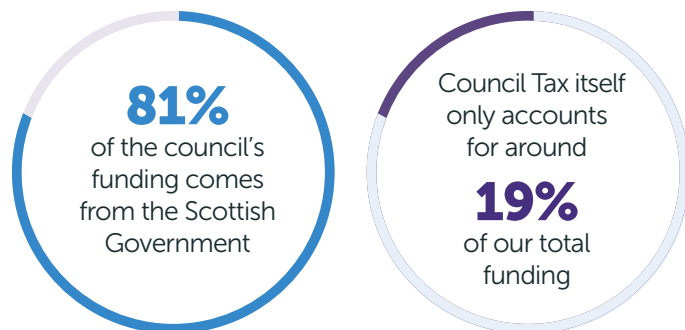
The council has a legal duty to provide certain services and this will continue. The council will also continue to prioritise our resources and ensure we have the right people, partners and assets to deliver positive

outcomes for West Lothian

In future, the council will not deliver all of the services it currently provides – we simply do not have the resources to do so. Some services currently delivered will have to be delivered by partners, communities and other organisations

If all of these officer proposals (pages 10 to 12) are agreed, the council will be able to balance its budget – something we are legally required to do. If some of these proposals are not agreed, other ways to deliver a balance budget via additional savings proposals will have to be identified.

## How is the council funded?



In 2022/23 our revenue budget (day to day running costs) amounts to:

**£490 million**

## How do we spend that budget?

**£10.5 million** on public transport (including school transport) and bus subsidies for privately owned bus providers

**£15.8 million** on facilities management, including school meals, cleaning council buildings, janitorial staff and street crossing patrol guides



**£5.8 million** on the council's fleet of vehicles



**£29.2 million** is spent on social work services for children and families

**£36.6 million** on services for vulnerable adults



**£26.7 million** on Early Learning and Childcare



**£9.3 million** on footpaths, street lighting, roads, winter maintenance, structures and flood prevention



**£53.8 million** on services for older people

**£3.6 million** on culture and sports services



**£4.2 million** on homelessness services and community safety



**£19.5 million** on support for children with additional needs



**£70.5 million** on Primary School education

**£60.5 million** on Secondary School education



**£4 million** on planning, regeneration, economic development, trading standards and environmental health

**£2.9 million** on neighbourhood services, including libraries, registration services, community centres, and customer information services



**£14.9 million** on the council's property portfolio



**£6.4 million** on country parks/open spaces, play areas, street cleaning and cemeteries



**£13.3 million** on waste management & recycling services



# Phase 1 | Consultation | Our Future

## Local Voices matter and the first stage – Phase 1, aimed to:

- 1 Understand the services that local people want and need in the future
- 2 Identify priorities that will help West Lothian be a better place to live, work, learn and visit
- 3 Identify some principles for change that help us to transform the way that the Council works
- 4 Understand how you think we should address the funding gap.
- 5 Understand how you want the council to engage with communities and customers

## A summary of the outcome from the Phase 1 consultation is set out below:

### Your Community

#### ? We asked

What are the best parts of living in West Lothian?

#### ≡ You said

- Access to open spaces, parks and green spaces
- Access to shops and services
- The Transport links

What parts of your community need to be improved?

- Better community facilities
- Availability and reliability of public transport
- Access to open spaces

What are the most important issues for your community?

- Access to health care
- Economy and the cost of living
- Crime and community safety

What are the most important issues for you?

- Access to health care
- My mental health and wellbeing
- My physical health

#### What we will do

- The council will continue to protect and maintain the local environment through a range of council services.
- The council will continue to support the local economy through support for business and employability programmes.
- The council will develop a re-prioritised and demand led Public Transport Strategy (see proposal **4b**).
- The council will offer communities the opportunity to access community facilities in partnership with other organisations.
- The council will pass comments about access to health services to our partners NHS Lothian and will continue to work with them to increase the quality and responsiveness of local health services.
- The council will pass comments about crime to our partners in Police Scotland and will continue to work with them to improve community safety in West Lothian

### Engaging with the Council

#### ? We asked

What is your preferred way of engaging with the council on the future of council services

#### ≡ You said

- By far the most popular option was through online surveys
- Some support for social media
- Only limited support for in-person public meetings, focus groups and road shows
- Only limited support for paper surveys

#### What we will do

- The council will continue to engage with people who live and/or work in West Lothian, local organisations and business through a range of methods, forums, and channels.

### Council Commitments and Priorities

#### ? We asked

Connect, Empower and Deliver as commitments for the Council?

#### ≡ You said

- These are good commitments
- The council must put them into action
- The council must demonstrate achievement

#### What we will do

- The council will put these commitments into action, including; re-developing the council values, appraisal process and performance management system to ensure they are embedded in the delivery of our services and actions of all of our staff.
- Opportunities to connect and empower the community and our staff will also be advanced, such as under proposals **1a**, **1c**, and **3a**.

#### ? We asked

Are the Eight Priorities for West Lothian still the right ones?

#### ≡ You said

- Yes, they still matter
- Consider adding Housing & Homelessness
- The council must demonstrate achievement in the priorities

#### What we will do

- The council will realign our priorities using feedback from the community. This will be used as the basis for our Corporate Plan for the period 2023 to 2028 and will guide our decision making and resource prioritisation in the years ahead.
- The council will ensure that measurable progress and achievement in each of the priorities is reported to the community on a regular scheduled basis.

### Reducing Council Costs

#### ? We asked

To reduce costs, the council should?

#### ≡ You said

- Sell some Council properties and assets
- Close some buildings that have low usage
- Empower local groups and communities to deliver some services

#### What we will do

- The council will continue to modernise and rationalise all properties across the estate.
- As the number of buildings required to deliver council services reduces, community groups will have the opportunity to request ownership of properties through the provisions of the Community Empowerment (Scotland) Act 2015, see proposal **3a**.

#### ? We asked

The approach to Digital Council service provision should be?

#### ≡ You said

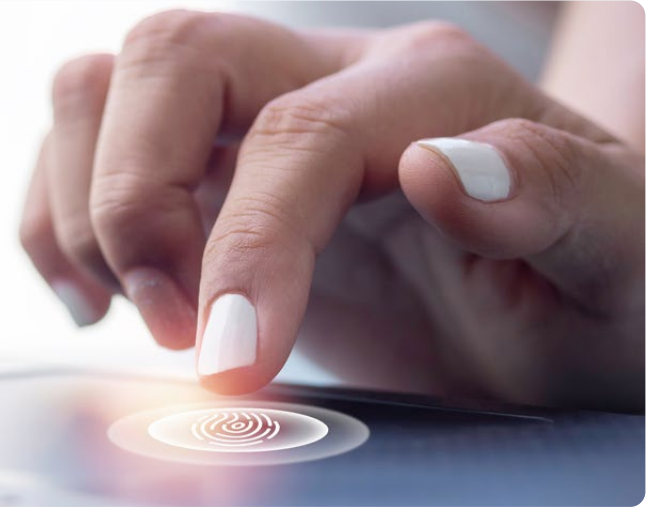
- Continue to invest in the council website
- Increase the number of services that are accessible online via the council website
- Continue to provide telephone and face-to-face access to services for those who do not or cannot access digital services

#### What we will do

- The council will pursue opportunities to digitalise processes where there is a clear benefit to customers/efficiency, see proposals **1a** and **1c**.
- The council is committed to the partnership model that increases access and connectivity of council services for the public. We will also continue to provide a comprehensive customer service that is demand-responsive and preserves face-to-face and telephone contact as well as digital contacts.

# 1 Modernising the council

Measures totalling £21.3 million over the next three years have been identified, which would make the council more agile and cost effective. There are opportunities – due to new technologies, planned service changes and new ways of working – to increase the efficiency of council operations. This will mean changes and/or reductions to some of the services that we deliver and the council will also make changes to structures, resourcing and management arrangements in some services in order to achieve efficiencies.



## 1A Service Redesign, Integration and Modernisation

**Estimated saving: £1.2 million**

The internal business and financial support functions that are provided to council services to support statutory (legal) requirements would change through redesign, integration and greater use of technology to increase efficiency and effectiveness. This would include consolidating services, reducing staff numbers and the number of systems we use within the internal business and financial support functions that are provided to council services. There will be an impact on customers but we will seek to minimise the impact through redesigning services, integration of teams and further use of technology. The council will also review a small number of externally contracted services, with a view to achieving cost reductions.

## 1B Review of Management arrangements / Management efficiencies

**Estimated saving: £500,000**

Some management arrangements will be reviewed in conjunction with changes to services and resource re-alignment, where it is appropriate. The council will ensure that the management structure continues to support effective delivery of council services and statutory duties, whilst also seeking to make council governance and decision-making more efficient.

## 1C Digital Transformation

**Estimated saving: £502,000**

The council must continue to match provision with the way that customers access services, which increasingly requires investment in digital solutions to meet demand. The council will adopt technologies that will deliver automated processes and a reduction in staff costs and will also deliver multi-media customer services that will increase customer choice and accessibility. This would allow the council to continue to provide support whilst delivering a more efficient service at low cost.

## 1D Allocation of School Resources

**Estimated saving: £5 million**

It is proposed that the model for determining devolved school resources is revised further to identify opportunities for more efficient service delivery. This may include utilising resources provided to deliver additional support in schools for core staffing requirements, greater use of technology to deliver the curriculum, and changes to administrative and pupil support staffing arrangements.

The council proposes that changes made in the allocation of resources to schools, through a revised Devolved School Management funding model and through a review of provision by third party providers, will enable the council to continue service provision.

## 1E Realignment of free provision in schools to match Scottish Government commitments and funding, and maintain school clothing grants at current levels

**Estimated saving: £890,000**

The council would propose to align free school meal, breakfast club and instrumental music provision with Scottish Government funding levels. The council would continue to deliver these vital services for our children and young people. The council would also maintain school clothing grants, which are above the amounts paid by many councils, at existing levels.

## 1F Restructuring the School Day

**Estimated saving: £2.4 million**

West Lothian has developed an agile learning culture and approach and delivered improved school attainment results and improved learning experiences for pupils. Teacher contact time is currently 22.5 hours per week and there is an opportunity to re-align the primary school day to match this time. This could provide continuity for children and offer the opportunity to provide alternative learning experiences for the remainder of the time. This would result in teacher/pupil contact time being reduced but with no change to the length of the overall school day. This proposal would also lead to a review of the secondary school week by reducing the school week by 50mins, but again with no change to the start time and end time of the school day, and would bring the secondary school week in line with other local authorities.

## 1G Care for Children

**Estimated saving: £1.2 million**

The proposal includes a review of all children's services to achieve further efficiency by redesigning and aligning teams more closely to deliver more streamlined teams and reduced staffing. The service will maintain its focus on supporting children most at risk and providing earlier intervention services in line with statutory (legal) requirements.

There will also be a strengthening of the range of fostering options available locally to support children stay in West Lothian. This will support good outcomes and prevent children having to leave their home community of West Lothian to be cared for.

This proposal includes developing intensive foster care to support the most traumatised children, investing in

increasing the existing group of fostering families and also increasing the numbers of foster carers able to care for children with a disability.

## 1H Commissioned Services

**Estimated saving: £533,000**

This proposal includes a review of all commissioning arrangements with third parties in place for children's services ensuring that they are aligned with the services current priorities and taking account of all new developments and approaches in place. This review will lead to cost reductions and the delivery of commissioned services targeted at the highest areas of priority.

## 1I Revised facilities management in schools

**Estimated saving: £1.1 million**

It is proposed that the facilities management service will be reviewed to seek better scheduling of activities and revised cover arrangements and opening hours in schools.

## 1J Technical Financial Savings

**Estimated saving: £1 million**

The council has strong financial planning and management arrangements in place and the effectiveness of those arrangements are recognised by our Audit and Regulators. The council intends to make efficiencies in the administration of our financial processes, with resources re-aligned to match the demand for support for customers and changes to processes such as, Universal Credit.

## 1K Review funding models in partnership with West Lothian Leisure

**Estimated saving: £750,000**

Reflecting the council's reduced income, the funding provided to West Lothian Leisure will be removed and it will become fully self-funded. The council would continue to engage and support West Lothian Leisure in reviewing its business model and service delivery for communities.

## 1L General balance of savings to be identified

**Estimated saving: £6.2 million**

Officer proposals amount to savings of £30.3 million for the three year period 2023/24 to 2025/26 against a budget gap of £36.5 million over this period, resulting in a general balance of savings of £6.2 million that has still to be identified. Given that the majority of the council's budget is staffing costs, it is highly likely that the balance will be met by changes to service delivery and staffing levels across the council's workforce.



## 2 Modernising Social Care

The **West Lothian Integration Joint Board (IJB)** has responsibility for planning for most of the health and social care services for adults in West Lothian.

The IJB role is to set the strategic direction for functions delegated to it and deliver the priorities set out in its **Strategic Plan** ([insert link](#)). The functions of the IJB include: Primary Care, Adult Social Care, Mental Health Services, Learning Disability Services, Physical Disability Services, Community Health Services, Community Pharmacy Services, Health Improvement, Unscheduled Care for Adults, Housing Support/Aids and Adaptations.

The IJB receives funding allocations from West

Lothian Council and NHS Lothian to enable delivery of local priorities for health and social care for adults. The Board gives directions to the council and health board as to how they must carry out their business to secure delivery of the Strategic Plan.

Over the three-year period, from 2023/24 to 2025/26, it is expected the IJB will have to make substantial savings as funding available will be insufficient to meet the increasing cost of service

delivery. The ongoing financial pressures and the increasing levels of demand mean that the IJB will need to change the way it delivers services. A range of officer proposals totalling £5.45 million over the next three years have been identified for relevant social care services and the IJB will consult with people in West Lothian to seek their views on these proposals and associated changes to service delivery. The IJB's consultation can be accessed **INSERT LINK.**

## 3 Community Empowerment and Partnership

Through community empowerment the council is seeking to support people to working together with others in their community to increase control over their lives and the services they use. Measures totalling £3.8 million over the next three years have been identified which would enable the council to deliver more effective, flexible and affordable services.

### 3A Empowering communities and reducing the number of council facilities

**Estimated saving: £1.1 million**

Over the years the council has significantly reduced the number and cost of buildings and the council will continue to modernise and rationalise all properties across the estate.

As the number of buildings required to deliver council services reduces, community groups have the opportunity to request ownership of community centres and other council properties through the provisions of the Community Empowerment (Scotland) Act 2015. As the council has moved to the partnership model, there is an opportunity to consolidate the number of

community centres and village halls. It is therefore proposed to rationalise the provision of council facilities and community centres across West Lothian and support community access through council or partner facilities within each community.

### 3B Redesign of Early Learning and Childcare

**Estimated saving: £2.3 million**

The council will make sure that all resources available for early learning and childcare are fully utilised to support high quality service delivery. The council will realign provision and staffing in nurseries to match parental choice for nursery placements, and deliver an option for parents/carers to purchase additional hours of early learning and childcare in council settings.

### 3C Service Re-structure of Youth Services

**Estimated saving: £500,000**

A review of youth services has shown that the service makes its greatest impact through More Choices, More Chances (MCMC) – a programme that aims to reduce the number of young people not in education, employment or training.

The focus will be on MCMC, with other initiatives and work supported through closer working between schools and community learning partners.

Scan to Complete the survey online





## 4 Environment, Climate Change and reducing energy use

Measures totalling £4.8 million over the next three years have been identified that would change the services we provide to improve the local environment and infrastructure, and ensure that the council continues to have efficient and effectively managed assets to support service delivery. This will include new standards and delivery models that will ensure we continue to protect the built and natural environment in West Lothian more effectively.

### 4A Revised Service Standards and Delivery Models – Waste Services *Estimated saving: £336,000*

There is a requirement to review service provision at the Community Recycling Centres to make sure that the service is delivered in an effective and efficient way whilst meeting council priorities.

### 4B Reprioritised Passenger Transport Strategy *Estimated saving: £2.2 million*

The council currently subsidises around 20% of bus routes as well as providing a number of other services, such as school transport and concessionary transport schemes.

Many of the subsidised services are underutilised, and a public transport review is proposed to focus on connecting communities and businesses in a way that is affordable and effective. This will include ceasing some services and exploring alternative transport models. An updated transport strategy would focus on use of concessionary bus, Handicabs and Dial-a-Ride schemes, and removal of all subsidies for bus routes that are not commercially viable. The council would also propose to remove concessionary rail schemes with are in additional to existing national schemes.

### 4C Reprioritised School Transport Strategy *Estimated saving: £1.4 million*

The council currently provides school transport to pupils who live less than the statutory (legal) distance of 2 miles for Primary School pupils and 3 miles for Secondary School pupils. An updated school transport strategy would apply the statutory (legal) minimum limits for school transport and the use of the Young Persons national entitlement scheme for free travel on commercial bus routes.

### 4C Revised Country Parks Service *Estimated saving: £95,000*

It is proposed that animal attraction at Beecraigs Country Park is closed, with the animals being relocated to alternative animal attraction venue(s) out with council operations. This attraction currently operates at a net loss and closure is expected to have minimal impact on future visitor numbers.

### 4D Revised Service Standards and Delivery Models – Roads and Transport *Estimated saving: £246,000*

There is a requirement to review service provision and standards to make sure that the service is delivered in an effective and efficient way whilst meeting council priorities. Service delivery, including winter

maintenance, will be changed to focus on statutory (legal) requirements with an updated approach to asset management. This will mean some services, such as festive lighting, will no longer be provided by the council.

### 4E Efficiencies from improved use and management of council properties *Estimated saving: £279,000*

The council has a ten-year programme for investing in its assets to support service delivery. This approach reduces the need for reactive maintenance work, improving how the council invests in property assets.

### 4F Reducing carbon emissions and improving efficiency *Estimated saving: £245,000*

Following the success of previous energy efficiency initiatives, the council will continue to reduce energy consumption and related costs through new energy efficiency and renewable energy projects. processes, with resources re-aligned to match the demand for support for customers and changes to processes such as, Universal Credit.

## 5 Reviewing income, concessions and other contributions

The council has one of the lowest levels of income through sales, fees and charges per head of population in Scotland. The council established an approach to income and concessions in 2015 where all discretionary charges are benchmarked with Scottish averages or other local providers. Measures totalling £1.1 million over the next three years have been identified, which would raise additional income.

It is proposed that all opportunities for discretionary charging will be reviewed and benchmarked in addition to a standard indexation increase being applied in line with existing practice.

### Areas where the council could investigate opportunities for additional sources of income include:

- Introduction of charges for household garden waste collections
- Review of fees for planning advisory services and to maximise developer contributions
- Lease facilities to a commercial operator, social enterprise or franchise
- Review of rents and fees for the council's commercial properties



Scan to Complete  
the survey online



Following analysis of the feedback received, the results of the Phase 2 consultation will be reported to a meeting of the Council Executive Committee on 20 December 2022, and thereafter a series of special Policy Development and Scrutiny Panels will take place in January 2023. This will provide a platform for elected members and community organisation representatives to discuss the findings of the consultation and put questions to council officers relating to the consultation.

**Thank you for taking the time to complete this consultation document.**



Respondents are encouraged to complete the form online by going to **[www.westlothian.gov.uk/WL2028](http://www.westlothian.gov.uk/WL2028)** or by scanning the QR code with your mobile device.

You can complete this form, Please read the proposals from pages 10 to 12 and share your views on pages 13 and 14. Post your completed form to:

**Alternatively hand your completed survey into any partnership centre or Customer Information services (CIS) office.**

**Provide your comments here (please include the budget measure reference, for example: 1a)**

**F**

☐ Prefer not to say

**Potential Budget Saving Options for service within the remit of the Panel****Consultation Questions Key:**

Ref	Consultation Question
1B	Review of management arrangements/management efficiencies
1I	Revised facilities management in schools
3A	Empowering communities & reducing the number of council facilities
4A	Revised service standards & delivery models – Waste Services
4B	Reprioritised passenger transport strategy
4C	Reprioritised school transport strategy
4D	Revised country parks service
4E	Revised service standards & delivery models – Roads and Transport
5	Reviewing income, concessions & other contributions

**Operational Services – Reprioritised Passenger Transport Strategy**

Saving Ref	Consultation Ref	Measure	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000	Years 4 & 5 £'000	Estimated Staffing Reduction (FTE)	Prioritisation/ Efficiency	Full IIA?	Further Consultation/ Reporting or Delegation to Officers <sup>1</sup>	Impact on Service Performance and Quality
O1a	4B	Removal of subsidised bus & demand responsive transport	1,463	487	0	<b>1,950</b>	0	0.0	Prioritisation	Yes	Revised Passenger Transport Strategy to be considered by Environment and Sustainability PDSP and Council Executive.	If demand increases previous uncommercial routes could become commercial. As subsidised routes are not statutory, this would have no impact on statutory requirements.
O1b	4C	Mainstream school transport adjusted to reflect statutory requirements	951	321	0	<b>1,272</b>	0	0.0	Prioritisation	Yes	Revised school transport policy to be considered by Environment and Sustainability PDSP and Council Executive.	The council will continue to meet statutory requirements in the delivery of mainstream school transport.
O1c	4B	Removal of concessionary rail	213	0	0	<b>213</b>	0	0.0	Prioritisation	Yes	Officers to implement as operational measure,	No adverse impact on council performance

<sup>1</sup> Further Consultation/Reporting or Delegation is subject to the measure being approved by Council at the budget setting meeting.

Saving Ref	Consultation Ref	Measure	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000	Years 4 & 5 £'000	Estimated Staffing Reduction (FTE)	Prioritisation/ Efficiency	Full IIA?	Further Consultation/ Reporting or Delegation to Officers <sup>1</sup>	Impact on Service Performance and Quality
		scheme									consulting with rail provider.	anticipated.
<b>Total</b>			<b>2,627</b>	<b>808</b>	<b>0</b>	<b>3,435</b>	<b>0</b>	<b>0.0</b>				

#### **Operational Services – Revised Catering, Cleaning & Facilities Management Models & Standards**

Saving Ref	Consultation Ref	Measure	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000	Years 4 & 5 £'000	Estimated Staffing Reduction (FTE)	Prioritisation/ Efficiency	Full IIA?	Further Consultation/ Reporting or Delegation to Officers	Impact on Service Performance and Quality
O2a	1I	Removal of street crossing patrol service	356	119	0	<b>475</b>	0	24.1	Prioritisation	Yes	Revised policy to be considered by Environment and Sustainability PDSP & Council Executive.	No adverse impact on council performance anticipated.
O2b	1I	Realign breakfast club provision with roll out of FSM & breakfast club funding from Scottish Government	0	0	268	<b>268</b>	161	3.4	Prioritisation	No	Officers to deliver as operational measure.	Alignment of provision with revised policy and Scottish Government funding should have no adverse impact on performance or service quality.
O2c	1I	Use of Facilities Management Assistants to deliver school meals	144	0	0	<b>144</b>	0	0.0	Efficiency	Yes	Officers to deliver as operational measure.,	Will improve service efficiency and performance with improved use of council assets. Meals would continue to be delivered.
O2d	1I	50% reduction in cleaning hours in primary schools on a Friday	111	55	0	<b>166</b>	0	7.5	Prioritisation	Yes	Officers to deliver as operational measure.	Cleaning of key areas would be maintained, including statutory requirements. Revised building cleaning schedules will be adopted and should have no major

Saving Ref	Consultation Ref	Measure	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000	Years 4 & 5 £'000	Estimated Staffing Reduction (FTE)	Prioritisation/ Efficiency	Full IIA?	Further Consultation/ Reporting or Delegation to Officers	Impact on Service Performance and Quality
												impact on performance.
O2e	1I	Focusing on Food & Drink in Schools (Scotland) Regulations 2020 rather than Food for Life Served Here accreditation	53	0	0	53	0	0.0	Efficiency	No	Officers to deliver as operational measure.	It is anticipated that this will have no impact on performance. The council will continue to meet the nutritional requirements in the Food and Drink in Schools (Scotland) regulations 2020.
<b>Total</b>			<b>664</b>	<b>174</b>	<b>268</b>	<b>1,106</b>	<b>161</b>	<b>35.0</b>				

#### **Operational Services – Revised Service Standards & Delivery Models – NETs, Land & Countryside**

Saving Ref	Consultation Ref	Measure	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000	Years 4 & 5 £'000	Estimated Staffing Reduction (FTE)	Prioritisation/ Efficiency	Full IIA?	Further Consultation/ Reporting or Delegation to Officers	Impact on Service Performance and Quality
O3a	4D	Consolidating service provision at Beecraigs Country Park on wider park experiences & closing the animal attraction	95	0	0	95	0	2.0	Efficiency	No	Officers to deliver as operational measure.	The closure of the animal attraction is expected to have a minimal impact on future visitor numbers and service quality.
<b>Total</b>			<b>95</b>	<b>0</b>	<b>0</b>	<b>95</b>	<b>0</b>	<b>2.0</b>				

### Operational Services – Revised Service Standards & Delivery Models – Roads & Transportation

Saving Ref	Consultation Ref	Measure	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000	Years 4 & 5 £'000	Estimated Staffing Reduction (FTE)	Prioritisation/ Efficiency	Full IIA?	Further Consultation/ Reporting or Delegation to Officers	Impact on Service Performance and Quality
O4a	4E	Removal of festive lighting	85	0	0	<b>85</b>	0	0.0	Prioritisation	No	Officers to deliver as operational measure.	Despite removal of festive lighting, this will have no impact on statutory service performance.
O4b	4E	Street lighting electrician workforce management	61	0	0	<b>61</b>	0	2.0	Efficiency	No	Officers to deliver as operational measure.,,	No adverse impact on performance or quality.
O4c	4E	Revised winter maintenance service	100	0	0	<b>100</b>	0	0.0	Prioritisation	No	Amended service standards to be considered by Environment and Sustainability PDSP and approved by Council Executive.	Service prioritisation will ensure that statutory requirements are delivered with the level and quality of service for non-priority areas reducing. The council will continue to meet its statutory winter maintenance obligations.
<b>Total</b>			<b>246</b>	<b>0</b>	<b>0</b>	<b>246</b>	<b>0</b>	<b>2.0</b>				

### Operational Services – Revised Service Standards & Delivery Models – Waste

Saving Ref	Consultation Ref	Measure	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000	Years 4 & 5 £'000	Estimated Staffing Reduction (FTE)	Prioritisation/ Efficiency	Full IIA?	Further Consultation/ Reporting or Delegation to Officers	Impact on Service Performance and Quality
O5a	4A	Revised community recycling centre opening hours	336	0	0	<b>336</b>	0	9.0	Prioritisation	Yes	Revised hours to be considered by Environment and Sustainability PDSP and	As all of the sites will be retained with revised opening hours, the impact on recycling rates is expected to

											approved by Council Executive.	be minimal.
O5b	4A	Full year effect of previously implemented twin stream recycling saving <b>(previously agreed saving)</b>	231	0	0	231	0	0.0	Efficiency	No	Change to collection methods approved by Council Executive on 22 June 2021. Officers implemented as an operational measure during 2022/23.	The introduction of twin stream recycling will increase recycling rates whilst reducing the net cost of disposal per household. Overall it should not adversely affect service performance.
<b>Total</b>			<b>567</b>	<b>0</b>	<b>0</b>	<b>567</b>	<b>0</b>	<b>9.0</b>				

### Operational Services – Income & Contributions

Saving Ref	Consultation Ref	Measure	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000	Years 4 & 5 £'000	Estimated Staffing Reduction (FTE)	Prioritisation/ Efficiency	Full IIA?	Further Consultation/ Reporting or Delegation to Officers	Impact on Service Performance and Quality
O6a	5	Introduction of charges for household garden waste collections	661	159	0	820	0	0.0	Prioritisation	Yes	Officers to deliver as an operational measure.	Anticipate a reduction in tonnage of garden waste collected which would reduce recycling performance however this would have a positive impact on carbon reduction targets through reduced collection mileages.
<b>Total</b>			<b>661</b>	<b>159</b>	<b>0</b>	<b>820</b>	<b>0</b>	<b>0.0</b>				

### Operational Services – Service Redesign, Integration & Modernisation

Saving Ref	Consultation Ref	Measure	2023/24 £'000	2024/25 £'000	2025/26 £'000	Total £'000	Years 4 & 5 £'000	Estimated Staffing Reduction (FTE)	Prioritisation/ Efficiency	Full IIA?	Further Consultation/ Reporting or Delegation to Officers	Impact on Service Performance and Quality
O7a	1B	Management	0	150	0	150	0	3.0	Efficiency	Yes	Officers to deliver as	Revised structure to match

		restructures following changes to service delivery									operational measure.,	reduced workloads due to changes in service provision and reducing budgets. No impact on service delivery.
<b>Total</b>			<b>0</b>	<b>150</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>3.0</b>				

**Chief Executive/Finance & Property Services – Empowering Communities & Reducing the Number of Community Facilities**

<b>Saving Ref</b>	<b>Consultation Ref</b>	<b>Measure</b>	<b>2023/24 £'000</b>	<b>2024/25 £'000</b>	<b>2025/26 £'000</b>	<b>Total £'000</b>	<b>Years 4 &amp; 5 £'000</b>	<b>Estimated Staffing Reduction (FTE)</b>	<b>Prioritisation/ Efficiency</b>	<b>Full IIA?</b>	<b>Further Consultation/ Reporting or Delegation to Officers</b>	<b>Impact on Service Performance and Quality</b>
F7b	3A	Closure of automated public conveniences	163	195	0	<b>358</b>	0	0.0	Prioritisation	Yes	Officers to deliver as operational measure, including consultation with communities and potential comfort partners.	Subject to alternative facilities being available, this should have no adverse impact on performance and quality.
<b>Total</b>			<b>163</b>	<b>195</b>	<b>0</b>	<b>358</b>	<b>0</b>	<b>0.0</b>				



## Equality Relevance Assessments (ERAs) and Integrated Impact Assessments (IIAs)



### Integrated Relevance Assessment Form

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O1a - Removal of subsidised bus and demand responsive transport
<b>Service Area</b> (detail which service area and section this relates to)	Operational Services – Passenger Transport Services
<b>Lead Officer</b> (Name and job title)	Passenger Transport Manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	
<b>Date relevance assessed</b>	01/08/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	X	<b>NO</b>	

<p><b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b></p> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	X
<b>Disability</b> – people with disabilities/long standing conditions	X
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	
<b>Sex</b> – Male, female and intersex	
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	

**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	X
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	X
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	X
Socio-economic Background – social class i.e. parents education, employment and income	

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>	X	<b>NO</b>	
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Full Integrated Impact Assessment Form**

<b>1. Details of proposal</b>	
<b>Policy Title</b> (include budget reference number if applicable)	O1a - Removal of subsidised bus and demand responsive transport
<b>Details of Others Involved</b>	Passenger Transport Manager, Passenger Transport Team Leader and Project Officer
<b>Date Assessment Conducted</b>	07/12/22

<b>2. Set out a clear understanding of the purpose of the policy being developed or reviewed</b> (what are the aims, objectives and intended outcomes including the context within which it will operate)
<p>The budget reduction proposal is to remove the funding for subsidised local bus and demand responsive transport routes. Approximately 80% of services within West Lothian are commercial and do not receive a subsidy from the council. Subsidy is provided to bus operators to operate routes where a commercial service is not available or viable therefore it is assumed that the removal of the subsidy would result in the removal of the route.</p> <ul style="list-style-type: none"> <li>- There are 21 subsidised local bus contracts.</li> <li>- In 2021/22 there were 106,000 passenger journeys on subsidised services (comparison to pre-pandemic figures – 2018/19 was 614,000 and 2019/20 was 350,000)</li> <li>- There are 10 Demand Responsive Taxibus Services</li> <li>- In 2021/22 there were 2746 journeys on subsidised services.</li> </ul>

<b>3. Please outline any needs and/or barriers which equality groups (people with protected characteristics) may have in relation to this policy</b>	
Age	<p><b>What effect/difference will the policy have on people?</b> The removal of subsidised public transport routes will have an impact on older or younger people who use these routes to access services including healthcare, further education, work and social interaction who may not otherwise have access to alternative modes of transport.</p> <p><b>How do you know that?</b> A large proportion of passengers on many subsidised local bus services are concessionary bus pass holders. In 2021/22, 60% of the passengers on subsidised services were concessionary pass holders.</p> <p>Evidence suggests that younger people are most likely to use the bus. Scottish Household Survey 2019, reported that people aged 16 to 19 are most likely to have used the bus in the last reported month in the survey (57%).</p>
Disability	<p><b>What effect/difference will the policy have on people?</b> The removal of subsidised public transport routes may have an impact on people with disabilities who use these routes to access vital services who may not otherwise have access to alternative modes of transport.</p>

	<p><b>How do you know that?</b> The subsidised public transport network is available for use by all members of the public which will include people with disability.</p> <p>Evidence suggests that disabled people tend to make fewer journeys than those non-disabled people (an average of 1.63 journeys per day vs 2.07) and, on average, their journeys are shorter in distance (3.2km vs 4.5km). In broad terms, the modes of travel used by both disabled and non-disabled people are similar. For example, car driving journeys account for by far the largest proportion of journeys for both groups.</p> <p>However, there are still some differences. Disabled adults are more likely to use the bus than non-disabled adults (11% of journeys vs 7%), less likely to drive (42% vs 54%), and more likely to be a car-passenger (18% vs 12%) (Scottish Household Survey, 2019).</p>
Gender Reassignment – Trans/Transgender Identity	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage.</p>
	<p><b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.</p>
Marriage or Civil Partnership	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage.</p>
	<p><b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.</p>
Pregnancy and Maternity	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage.</p>
	<p><b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.</p>
Race	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage.</p>
	<p><b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.</p>
Religion or Belief	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage.</p>
	<p><b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.</p>
Sex – Gender Identity	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage.</p>
	<p><b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.</p>
Sexual Orientation	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage.</p>
	<p><b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.</p>

**4. Please outline any needs and/or barriers which may affect vulnerable groups falling into poverty and disadvantage in relation to this policy.**

Vulnerable groups may include the following:

- Unemployed
- Single parents and vulnerable families
- People on benefits
- Those involved in the criminal justice system
- People in the most deprived
- Pensioners
- Looked After Children
- Carers including young carers
- People misusing services
- Others e.g. veterans, students
- Those leaving the care setting including children and young people and those with illness
- Homeless people
- People with low literacy/ numeracy
- People with lower educational qualifications

communities (bottom 20 SIMD areas)	<ul style="list-style-type: none"> <li>• Single adult households</li> <li>• People who have experienced the asylum system</li> </ul>	<ul style="list-style-type: none"> <li>• People in low paid work</li> <li>• People with one or more protected characteristics</li> </ul>
<ul style="list-style-type: none"> <li>• People who live in rural areas</li> </ul>		

### What effect/difference will the policy have on people?

The removal of subsidised public transport routes may disadvantage some vulnerable groups due to the removal of lower cost transport options. Groups could include: Unemployed, single parents, people on benefits, pensioners, people in low paid work.

Subsidy is provided to bus operators to operate routes where a commercial service is not available or viable therefore these routes tend to be for social need such as town centres residential routes or hospital routes. It is assumed that the removal of the subsidy would result in the removal of some of the routes as commercial operators would not operate at a financial loss.

Removal of public transport options, especially where someone does not drive, could result in employees leaving existing employment. Where people are on benefits, a lack of transport options may restrict access to employment where areas are now inaccessible or travel times unachievable.

The council subsidise 2 hospital services which do not exist commercially. Passengers use this for employment and appointments. The removal of these services could result in additional cost such as taxi/private hire or parking charges

The reduction of transport routes may impact younger people travelling to college and universities however the Scottish Government Young Persons free bus scheme will ensure that some passengers can still travel for free where alternatives exist.

Passengers which are on benefits/ or low paid may also be impacted by removing lowest cost options. Alternatives could be taxi or driving resulting in higher fares, fuel prices and parking charges/availability.

A large proportion of the subsidised network operates in rural areas as there are no commercial alternatives. The removal of these service will leave rural areas with no public transport options meaning the only available transport is private car or taxi/private hire which may negatively impact passengers financially.

### How do you know that?

Currently, the council subsidises public transport in areas where there is a social need but no commercial alternative. The removal of the subsidy will likely result in the removal of the route and therefore there will be no public transport options in these areas.

## 5. Action Plan

What action/s will be taken, by whom and what is the timescale for completion?

<b>Actioner Name:</b> Passenger Transport Manager	<b>Action Date:</b> Planned implementation October 2023
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### What is the issue?

The changes are planned to be implemented in October 2023

### What action will be taken?

Communication plan will be implemented ensuring that all information on suitable public transport alternatives are available and easily accessed by passengers.

### Progress against action

Work is ongoing with the project team to develop plans.

## 6. Details of consultation and involvement

Who will be or has been involved in the consultation process?

- a) State which service users and groups are involved in this process and describe their involvement.
- b) Describe any planned involvement saying when this will take place and who is responsible for managing the involvement process.
- c) Describe the results of the involvement and how you have taken this into account.

This proposed change is part of a wider programme of transformation planned by West Lothian Council to provide a balanced budget between the years 2023/24 and 2027/28. Proposals have been developed

by council officers, and formed the basis of 'Your Council, Your Say' consultation undertaken in Summer and Autumn 2022. The consultation was available electronically via the council's website and was within all key council buildings to ensure broad accessibility. The consultation was also included in the printed council newspaper, Bulletin, and was delivered to every household and local business in West Lothian. Trade Unions were briefed in relation to the proposals.

Passenger Transport will lead on stakeholder communication during the implementation of the proposal.

## 7. Data and Information

What equality data, poverty data, research, information or other evidence has been used to inform this assessment?

- a) What information or other evidence has been used in the development of the policy?
- b) What does research, consultation and other data or information tell you about the impact of the policy? (describe the information and conclusions, and state where the information can be found)
  - i. Quantitative (numbers, percentages, statistical analysis)
  - ii. Qualitative (written/spoken words, opinions, surveys)
- c) Describe any gaps in the available information, and record within section five (Action Plan), action you are taking in relation to this (e.g. new research, further analysis) and when this is planned.
- d) Give details of any existing local or national evidence which has been used to inform the development of your policy.

Information has been obtained from the Scottish Transport Statistics (2021), the Scottish Household Survey (2019) and the Disability Equality Scotland Poll (2022).

## 8. Mitigating Actions

If the policy has a negative/adverse impact on a particular group/s, but is still to be implemented, please provide justification for this.

Note: If the policy is unlawfully discriminatory under the Equality Act 2010 and/or is having a negative impact on poverty and socioeconomic disadvantage under the Fairer Scotland Duty, you MUST identify, how the policy can be amended or justified so the Council acts lawfully.

- a) How could you modify the policy to eliminate discrimination or to reduce any identified negative impacts? If necessary, consider other ways in which you could meet the aims and objectives.
- b) How could you modify the policy to create or maximise the positive aspects of the proposals and to increase equality and reduce poverty and socioeconomic disadvantage.
- c) Describe any modifications which you can make without further delay (for example, easy, few resource implications).
- d) If you propose to make any of the modifications shown above, describe any potential new negative impacts on other groups in society or on the ability to achieve the aims and how you will minimise these.
- e) Please describe the resource implications of any proposed modifications taking into account financial, people and property issues.

A working group will be established consisting of service users, service operators and the third sector to establish if alternative travel arrangements can be set up which do not require a subsidy. The Scottish Government Older and Disabled People and Young Persons Free Bus Travel scheme will also still be available on commercial routes.

## 9. Monitoring and Review

- a) How will the implementation and impact of the policy be monitored, including implementation of any

amendments? For example, what type of monitoring will there be? How frequent?

- b) What are the practical arrangements for monitoring? For example, who will put this in place? When will it start?
- c) How will results of monitoring be used to develop future policies?
- d) When is the policy due to be reviewed?
- e) Who is responsible for ensuring this happens? Please detail below

The planning, implementation and reviewing of this measure will be to ensure that following implementation of any changes, there is regular and ongoing quality assurance. The Passenger Transport Service will monitor and review this policy change through current engagement processes with passengers including complaint data.

## 10. Recommendation and Reasoning

Implement proposal taking account of mitigating actions (as outlined above)

### Reason for Recommendation

Further consideration of equality impacts will be undertaken as part of the staged approach to implementing this proposal.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O1b – Mainstream school transport adjusted to reflect statutory requirements
<b>Service Area</b> (detail which service area and section this relates to)	Operational Services – Passenger Transport Services
<b>Lead Officer</b> (Name and job title)	Passenger Transport Manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	
<b>Date relevance assessed</b>	01/08/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	X	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	X
<b>Disability</b> – people with disabilities/long standing conditions	
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	
<b>Sex</b> – Male, female and intersex	
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	



**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	X
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	X
Socio-economic Background – social class i.e. parents education, employment and income	X

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>	X	<b>NO</b>	
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

There is no socio-economic impact as any pupils previously entitled to free transport who are no longer entitled as a result of the proposal will have a no cost suitable walking route alternative.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Full Integrated Impact Assessment Form**

<b>1. Details of proposal</b>	
<b>Policy Title</b> (include budget reference number if applicable)	O1b – Mainstream School Transport adjusted to reflect statutory requirements
<b>Details of Others Involved</b>	Passenger Transport Manager, Passenger Transport Team Leader
<b>Date Assessment Conducted</b>	7/12/22

<b>2. Set out a clear understanding of the purpose of the policy being developed or reviewed</b> (what are the aims, objectives and intended outcomes including the context within which it will operate)
The budget reduction proposal is to reduce the service qualification criteria to the statutory minimums including the removal of fare paying options. This would revise the current distance criteria to 2 miles for primary aged pupils and 3 miles for secondary aged pupils. The option to pay a fare for non-entitled pupils would also be removed. This would result in a change in council policy.

<b>3. Please outline any needs and/or barriers which equality groups (people with protected characteristics) may have in relation to this policy</b>	
Age	<b>What effect/difference will the policy have on people?</b> The reduction of the school transport distance criteria will affect some pupils currently utilising the school bus service contracted by the council. The proposal would result in those pupils no longer being entitled to free home to school transport or the option to pay for the school bus. Pupils could utilise a suitable walking route alternative.
	<b>How do you know that?</b> The change of policy would result in the removal of school transport entitlement from affected pupils. This would remove the option of utilising the school bus service and pupils would be required to utilise the suitable walking route alternative.
Disability	<b>What effect/difference will the policy have on people?</b> None identified at this stage.
	<b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.
Gender Reassignment – Trans/Transgender Identity	<b>What effect/difference will the policy have on people?</b> None identified at this stage.
	<b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.
Marriage or Civil Partnership	<b>What effect/difference will the policy have on people?</b> None identified at this stage.
	<b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.
Pregnancy and Maternity	<b>What effect/difference will the policy have on people?</b> None identified at this stage.
	<b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.
Race	<b>What effect/difference will the policy have on people?</b> None identified at this stage.
	<b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.

Religion or Belief	<b>What effect/difference will the policy have on people?</b> None identified at this stage.
	<b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.
Sex – Gender Identity	<b>What effect/difference will the policy have on people?</b> None identified at this stage.
	<b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.
Sexual Orientation	<b>What effect/difference will the policy have on people?</b> None identified at this stage.
	<b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.

#### 4. Please outline any needs and/or barriers which may affect vulnerable groups falling into poverty and disadvantage in relation to this policy.

Vulnerable groups may include the following:

- Unemployed
- Single parents and vulnerable families
- People on benefits
- Those involved in the criminal justice system
- People in the most deprived communities (bottom 20 SIMD areas)
- People who live in rural areas
- Pensioners
- Looked After Children
- Carers including young carers
- People misusing services
- Others e.g. veterans, students
- Single adult households
- People who have experienced the asylum system
- Those leaving the care setting including children and young people and those with illness
- Homeless people
- People with low literacy/ numeracy
- People with lower educational qualifications
- People in low paid work
- People with one or more protected characteristics

#### **What effect/difference will the policy have on people?**

Pupils no longer entitled to free home to school transport will no longer use contracted home to school transport. Parents and pupils will be responsible for travel to and from school. A no cost alternative exists through suitable walking routes.

It is not anticipated that there will be an impact on any of the other protected characteristics or vulnerable groups.

#### **How do you know that?**

Suitable walking routes have been identified for all pupils impacted by the policy change.

#### 5. Action Plan

What action/s will be taken, by whom and what is the timescale for completion?

**Actioner Name:** Passenger Transport Manager | **Action Date:** Planned Implementation August 2023

#### **What is the issue?**

The changes to policy are scheduled to be implemented in August 2023.

#### **What action will be taken?**

Communication plan will be implemented ensuring that all information on suitable walking routes and public transport alternatives are available and easily accessed by parents and pupils.

#### **Progress against action**

Work is ongoing with the project team to develop plans.

## 6. Details of consultation and involvement

Who will be or has been involved in the consultation process?

- a) State which service users and groups are involved in this process and describe their involvement.
- b) Describe any planned involvement saying when this will take place and who is responsible for managing the involvement process.
- c) Describe the results of the involvement and how you have taken this into account.

This proposed change is part of a wider programme of transformation planned by West Lothian Council to provide a balanced budget between the years 2023/24 and 2027/28. Proposals have been developed by council officers, and formed the basis of 'Your Council, Your Say' consultation undertaken in Summer and Autumn 2022. The consultation was available electronically via the council's website and was within all key council buildings to ensure broad accessibility. The consultation was also included in the printed council newspaper, Bulletin, and was delivered to every household and local business in West Lothian. Trade Unions were briefed in relation to the proposals.

Passenger Transport and Education Services will lead on stakeholder communication during the implementation of the proposal.

## 7. Data and Information

What equality data, poverty data, research, information or other evidence has been used to inform this assessment?

- a) What information or other evidence has been used in the development of the policy?
- b) What does research, consultation and other data or information tell you about the impact of the policy? (describe the information and conclusions, and state where the information can be found)
  - i. Quantitative (numbers, percentages, statistical analysis)
  - ii. Qualitative (written/spoken words, opinions, surveys)
- c) Describe any gaps in the available information, and record within section five (Action Plan), action you are taking in relation to this (e.g. new research, further analysis) and when this is planned.
- d) Give details of any existing local or national evidence which has been used to inform the development of your policy.

There are 73 large and medium sized buses employed in this work carrying some 4,000 mainstream pupils on large at a budgeted cost of £2.807 million annually.

The impact of the proposal on each bus route/contract has been assessed. The proposal will result in 35 of 73 bus routes/contracts being able to be removed. Further work is ongoing to assess the impact on the number of pupils affected.

## 8. Mitigating Actions

If the policy has a negative/adverse impact on a particular group/s, but is still to be implemented, please provide justification for this.

Note: If the policy is unlawfully discriminatory under the Equality Act 2010 and/or is having a negative impact on poverty and socioeconomic disadvantage under the Fairer Scotland Duty, you MUST identify, how the policy can be amended or justified so the Council acts lawfully.

- a) How could you modify the policy to eliminate discrimination or to reduce any identified negative impacts? If necessary, consider other ways in which you could meet the aims and objectives.
- b) How could you modify the policy to create or maximise the positive aspects of the proposals and to increase equality and reduce poverty and socioeconomic disadvantage.
- c) Describe any modifications which you can make without further delay (for example, easy, few resource implications).
- d) If you propose to make any of the modifications shown above, describe any potential new negative impacts on other groups in society or on the ability to achieve the aims and how you will minimise these.
- e) Please describe the resource implications of any proposed modifications taking into account financial, people and property issues.

A working group will be established including Education Services and Road Safety to highlight potential concerns with regard to suitable walking routes and possible mitigating actions. Information on suitable walking routes will be made available to parents and pupils highlighting the routes available.

Discussions are ongoing with commercial operators to explore the potential opportunities to utilise the commercial local bus network to mitigate impact to affected pupils. From 31 January 2022, young people under 22 are entitled to free bus travel on commercial services as part of the Young Persons National Entitlement Scheme. This provides non entitled pupils with an option of free bus travel where a service exists.

## 9. Monitoring and Review

- a) How will the implementation and impact of the policy be monitored, including implementation of any amendments? For example, what type of monitoring will there be? How frequent?
- b) What are the practical arrangements for monitoring? For example, who will put this in place? When will it start?
- c) How will results of monitoring be used to develop future policies?
- d) When is the policy due to be reviewed?
- e) Who is responsible for ensuring this happens? Please detail below

The planning, implementation and reviewing of this measure will be to ensure that following implementation of any changes, there is regular and ongoing quality assurance. The Passenger Transport Service will monitor and review this policy change through application processes and current engagement processes with parents and pupils.

## 10. Recommendation and Reasoning

Implement proposal taking account of mitigating actions (as outlined above)

### Reason for Recommendation

Further consideration of equality impacts will be undertaken as part of the staged approach to implementing this proposal.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O1c – Removal of concessionary rail scheme
<b>Service Area</b> (detail which service area and section this relates to)	Operational Services, Passenger Transport Services
<b>Lead Officer</b> (Name and job title)	Passenger Transport Services
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	
<b>Date relevance assessed</b>	01/08/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	X	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	X
<b>Disability</b> – people with disabilities/long standing conditions	X
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	
<b>Sex</b> – Male, female and intersex	
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	

**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	X
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	X
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	
Socio-economic Background – social class i.e. parents education, employment and income	

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>	X	<b>NO</b>	
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Full Integrated Impact Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O1c – Removal of concessionary rail scheme
<b>Details of Others Involved</b>	Passenger Transport Manager, Passenger Transport Team Leader
<b>Date Assessment Conducted</b>	7/12/22

2. Set out a clear understanding of the purpose of the policy being developed or reviewed (what are the aims, objectives and intended outcomes including the context within which it will operate)
The budget reduction proposal is to cease the council's concessionary rail scheme therefore it would no longer be available to passengers.

3. Please outline any needs and/or barriers which equality groups (people with protected characteristics) may have in relation to this policy	
Age	<p><b>What effect/difference will the policy have on people?</b> The current rail concessions scheme is available to those who have a concessionary bus pass in the older and disabled persons scheme. The removal of the council's rail concessions scheme does not remove the option of travel however passengers would no longer have the reduced fare subsidised by the council.</p> <p><b>How do you know that?</b> The majority of pass holders (90%) in the older and disabled persons scheme hold a pass on the basis of age (Scottish Transport Statistics, 2021).</p>
Disability	<p><b>What effect/difference will the policy have on people?</b> The current rail concessions scheme is available to those who have a concessionary bus pass in the older and disabled persons scheme. The removal of the council's rail concessions scheme does not remove the option of travel however passengers would no longer have the reduced fare subsidised by the council.</p> <p><b>How do you know that?</b> The majority of pass holders (90%) in the older and disabled persons scheme hold a pass on the basis of age (Scottish Transport Statistics, 2021).</p>
Gender Reassignment – Trans/Transgender Identity	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage.</p> <p><b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.</p>
Marriage or Civil Partnership	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage.</p> <p><b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic</p>
Pregnancy and Maternity	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage.</p> <p><b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic</p>
Race	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage.</p> <p><b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.</p>



Religion or Belief	<b>What effect/difference will the policy have on people?</b> None identified at this stage.
	<b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.
Sex – Gender Identity	<b>What effect/difference will the policy have on people?</b> None identified at this stage.
	<b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.
Sexual Orientation	<b>What effect/difference will the policy have on people?</b> None identified at this stage.
	<b>How do you know that?</b> No relevant evidence has been found at this stage that there may be hidden needs relating to this protected characteristic.

**4. Please outline any needs and/or barriers which may affect vulnerable groups falling into poverty and disadvantage in relation to this policy.**

Vulnerable groups may include the following:

- Unemployed
- Single parents and vulnerable families
- People on benefits
- Those involved in the criminal justice system
- People in the most deprived communities (bottom 20 SIMD areas)
- People who live in rural areas
- Pensioners
- Looked After Children
- Carers including young carers
- People misusing services
- Others e.g. veterans, students
- Single adult households
- People who have experienced the asylum system
- Those leaving the care setting including children and young people and those with illness
- Homeless people
- People with low literacy/ numeracy
- People with lower educational qualifications
- People in low paid work
- People with one or more protected characteristics

**What effect/difference will the policy have on people?**

The removal of the rail concessions scheme may impact older people that currently possess a National Entitlement Card (NEC) bus pass. In November 2021, there were 38,955 NEC holders for older people in West Lothian (Scottish Transport Statistics, 2021). The removal of the scheme will remove the reduced fare option for these passengers which may have a financial impact. However, many current users of the scheme would be eligible for a Senior Railcard. Provided by the rail industry (at no cost to West Lothian Council), anyone aged 60 or over is able to purchase a Senior Railcard for £30 per annum, which then entitles them to one-third off most rail fares.

The removal of the rail concessions scheme may impact disabled people that currently possess a NEC bus pass. In November 2021, there were 643 NEC holders for disabled people in West Lothian (Scottish Transport Statistics, 2021). The removal of the scheme will remove the reduced fare option for these passengers which may have a financial impact. Evidence suggests that affordability is a factor when using the train. Reasons for not using the train more were not greatly different between disabled and non-disabled people, although 'cost' was named by more disabled people than non-disabled people (16% compared to 12%) (Scottish Household Survey, 2019).

However, many current users of the scheme would be eligible for a Disabled Persons Railcard. Provided by the rail industry (at no cost to West Lothian Council), anyone meeting the eligibility criteria is able to purchase a Disabled Persons Railcard for £20 per annum, which then entitles them to one-third off most rail fares.

**How do you know that?**

Evidence obtained from national surveys and publications.

**5. Action Plan**

What action/s will be taken, by whom and what is the timescale for completion?

**Actioner Name:** Passenger Transport Manager

**Action Date:** Planned Implementation April 2023

**What is the issue?**

The changes to policy are scheduled to be implemented in April 2023.

**What action will be taken?**

Communication plan will be implemented ensuring that all information on public transport alternatives are available and easily accessed by the travelling public.

**Progress against action**

Work is ongoing with the project team to develop plans.

**6. Details of consultation and involvement**

Who will be or has been involved in the consultation process?

- a) State which service users and groups are involved in this process and describe their involvement.
- b) Describe any planned involvement saying when this will take place and who is responsible for managing the involvement process.
- c) Describe the results of the involvement and how you have taken this into account.

This proposed change is part of a wider programme of transformation planned by West Lothian Council to provide a balanced budget between the years 2023/24 and 2027/28. Proposals have been developed by council officers, and formed the basis of 'Your Council, Your Say' consultation undertaken in Summer and Autumn 2022. The consultation was available electronically via the council's website and was within all key council buildings to ensure broad accessibility. The consultation was also included in the printed council newspaper, Bulletin, and was delivered to every household and local business in West Lothian. Trade Unions were briefed in relation to the proposals.

Passenger Transport Service will lead on stakeholder communication during the implementation of the proposal.

**7. Data and Information**

What equality data, poverty data, research, information or other evidence has been used to inform this assessment?

- a) What information or other evidence has been used in the development of the policy?
- b) What does research, consultation and other data or information tell you about the impact of the policy? (describe the information and conclusions, and state where the information can be found)
  - i. Quantitative (numbers, percentages, statistical analysis)
  - ii. Qualitative (written/spoken words, opinions, surveys)
- c) Describe any gaps in the available information, and record within section five (Action Plan), action you are taking in relation to this (e.g. new research, further analysis) and when this is planned.
- d) Give details of any existing local or national evidence which has been used to inform the development of your policy.

Information has been obtained from the Scottish Transport Statistics (2021), the Scottish Household Survey (2019) and the Disability Equality Scotland Poll (2022).

## 8. Mitigating Actions

If the policy has a negative/adverse impact on a particular group/s, but is still to be implemented, please provide justification for this.

Note: If the policy is unlawfully discriminatory under the Equality Act 2010 and/or is having a negative impact on poverty and socioeconomic disadvantage under the Fairer Scotland Duty, you MUST identify, how the policy can be amended or justified so the Council acts lawfully.

- How could you modify the policy to eliminate discrimination or to reduce any identified negative impacts? If necessary, consider other ways in which you could meet the aims and objectives.
- How could you modify the policy to create or maximise the positive aspects of the proposals and to increase equality and reduce poverty and socioeconomic disadvantage.
- Describe any modifications which you can make without further delay (for example, easy, few resource implications).
- If you propose to make any of the modifications shown above, describe any potential new negative impacts on other groups in society or on the ability to achieve the aims and how you will minimise these.
- Please describe the resource implications of any proposed modifications taking into account financial, people and property issues.

Alternative services are available for most concessionary rail card scheme holders. Scottish Government alternatives include free bus travel and Senior Railcards. An effective media campaign would highlight the alternative transport options available and any alternative concessionary schemes available for users that travel by train.

There are no journeys between West Lothian rail stations that cannot be made by bus (for free by National Entitlement Card holders), so alternatives are available for people that are unable to afford the normal fare for train journeys.

## 9. Monitoring and Review

- How will the implementation and impact of the policy be monitored, including implementation of any amendments? For example, what type of monitoring will there be? How frequent?
- What are the practical arrangements for monitoring? For example, who will put this in place? When will it start?
- How will results of monitoring be used to develop future policies?
- When is the policy due to be reviewed?
- Who is responsible for ensuring this happens? Please detail below

The planning, implementation and reviewing of this measure will be to ensure that following implementation of any changes, there is regular and ongoing quality assurance. The Passenger Transport Service will monitor and review this policy change through engagement with passengers and the Scotrail Trains Limited.

## 10. Recommendation and Reasoning

Implement proposal taking account of mitigating actions (as outlined above)

### Reason for Recommendation

Further consideration of equality impacts will be undertaken as part of the staged approach to implementing this proposal.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O2a - Removal of street crossing patrol service
<b>Service Area</b> (detail which service area and section this relates to)	Operational Service, Facilities Management
<b>Lead Officer</b> (Name and job title)	FM & Support Services Manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	Heads of Service Education
<b>Date relevance assessed</b>	18/07/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	YES	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	Yes
<b>Disability</b> – people with disabilities/long standing conditions	No
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	No
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	No
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	No
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	No
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	No
<b>Sex</b> – Male, female and intersex	No
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	No

#### 4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?

Consideration must be given particularly to children and families

Socio-economic Disadvantage	Impact (Please Tick as Appropriate)
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	Yes
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	Yes
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	No
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	No
Socio-economic Background – social class i.e. parents education, employment and income	No

#### 5. Integrated impact assessment required?

(Two ticks above = full assessment necessary)

YES	X	NO	
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#### 6. Decision rationale

If you have ticked no above, use this section to evidence why a full IIA is not required

The school crossing patrol service is provided to all pedestrians however, due to the guides work patterns it would impact children and parents / carers of children as they would utilise the service when walking to and from school / nursery. The removal of staff would not impact any group more so than another. The removal of the staff posts does impact on older employees as ages profile of this staff group is 60-90 years old.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

## Full Integrated Impact Assessment Form

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O2a - Removal of street crossing patrol service
<b>Details of Others Involved</b>	Head of Education
<b>Date Assessment Conducted</b>	13/01/2023

2. Set out a clear understanding of the purpose of the policy being developed or reviewed (what are the aims, objectives and intended outcomes including the context within which it will operate)
The school crossing patrol service is provided to all pedestrians however, due to the guides work patterns it would impact children and parents / carers of children as they would utilise the service when walking to and from school / nursery. The removal of staff would not impact any group more so than another. The removal of the staff posts does impact on older employees as ages profile of this staff group is 60-90 years old.

3. Please outline any needs and/or barriers which equality groups (people with protected characteristics) may have in relation to this policy	
Age	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Disability	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Gender Reassignment – Trans/Transgender Identity	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Marriage or Civil Partnership	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Pregnancy and Maternity	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Race	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Religion or Belief	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Sex – Gender Identity	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Sexual Orientation	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage

#### 4. Please outline any needs and/or barriers which may affect vulnerable groups falling into poverty and disadvantage in relation to this policy.

Vulnerable groups may include the following:

- Unemployed
- Single parents and vulnerable families
- People on benefits
- Those involved in the criminal justice system
- People in the most deprived communities (bottom 20 SIMD areas)
- People who live in rural areas
- Pensioners
- Looked After Children
- Carers including young carers
- People misusing services
- Others e.g. veterans, students
- Single adult households
- People who have experienced the asylum system
- Those leaving the care setting including children and young people and those with illness
- Homeless people
- People with low literacy/ numeracy
- People with lower educational qualifications
- People in low paid work
- People with one or more protected characteristics

#### What effect/difference will the policy have on people?

There will be no school crossing patrol services to assist pedestrians crossing roads during travel to and from school. Parents/Carers will need to be responsible for safe journeys to and from school.

#### How do you know that?

The service will be withdrawn.

#### 5. Action Plan

What action/s will be taken, by whom and what is the timescale for completion?

**Actioner Name: Jamie Fisher**

**Action Date: August 2023**

#### What is the issue?

The service will be withdrawn.

#### What action will be taken?

Implementation will be managed via the councils Management of Organisational Change Policy.

#### Progress against action

Will be progressed if proposal approved by the Council.

#### 6. Details of consultation and involvement

Who will be or has been involved in the consultation process?

- a) State which service users and groups are involved in this process and describe their involvement.
- b) Describe any planned involvement saying when this will take place and who is responsible for managing the involvement process.
- c) Describe the results of the involvement and how you have taken this into account.

The recognised Trade Unions and affected staff will be consulted in accordance with the council's organisational change policy.

Parent/Carers will be advised of the service withdrawal.

## 7. Data and Information

What equality data, poverty data, research, information or other evidence has been used to inform this assessment?

- a) What information or other evidence has been used in the development of the policy?
- b) What does research, consultation and other data or information tell you about the impact of the policy? (describe the information and conclusions, and state where the information can be found)
  - i. Quantitative (numbers, percentages, statistical analysis)
  - ii. Qualitative (written/spoken words, opinions, surveys)
- c) Describe any gaps in the available information, and record within section five (Action Plan), action you are taking in relation to this (e.g. new research, further analysis) and when this is planned.
- d) Give details of any existing local or national evidence which has been used to inform the development of your policy.

None

## 8. Mitigating Actions

If the policy has a negative/adverse impact on a particular group/s, but is still to be implemented, please provide justification for this.

Note: If the policy is unlawfully discriminatory under the Equality Act 2010 and/or is having a negative impact on poverty and socioeconomic disadvantage under the Fairer Scotland Duty, you MUST identify, how the policy can be amended or justified so the Council acts lawfully.

- a) How could you modify the policy to eliminate discrimination or to reduce any identified negative impacts? If necessary, consider other ways in which you could meet the aims and objectives.
- b) How could you modify the policy to create or maximise the positive aspects of the proposals and to increase equality and reduce poverty and socioeconomic disadvantage.
- c) Describe any modifications which you can make without further delay (for example, easy, few resource implications).
- d) If you propose to make any of the modifications shown above, describe any potential new negative impacts on other groups in society or on the ability to achieve the aims and how you will minimise these.
- e) Please describe the resource implications of any proposed modifications taking into account financial, people and property issues.

Safe routes to school and pedestrian crossings have been identified and will be shared with parents/carers.

The council's organisational change policy will provide displaced staff with priority access to apply for other suitable posts within the council.

## 9. Monitoring and Review

- a) How will the implementation and impact of the policy be monitored, including implementation of any amendments? For example, what type of monitoring will there be? How frequent?
- b) What are the practical arrangements for monitoring? For example, who will put this in place? When will it start?
- c) How will results of monitoring be used to develop future policies?
- d) When is the policy due to be reviewed?
- e) Who is responsible for ensuring this happens? Please detail below

The impact of the service withdrawal will be monitored at individual school level and as part of wider pedestrian/road safety monitoring.



10. Recommendation and Reasoning	
<b>Reason for Recommendation</b>  Non statutory service provided by the council. Safe routes to school and pedestrian crossings have been identified and will be shared with parents/carers. Implement proposal taking account of mitigating actions (as outlined above)	
<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O2b - Realign breakfast club provision with roll out of free school meals and breakfast club funding from Scottish Government
<b>Service Area</b> (detail which service area and section this relates to)	Operational Service, Facilities Management
<b>Lead Officer</b> (Name and job title)	FM & Support Services Manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	Heads of Service Education
<b>Date relevance assessed</b>	18/07/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	YES	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	Yes
<b>Disability</b> – people with disabilities/long standing conditions	No
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	No
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	No
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	No
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	No
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	No
<b>Sex</b> – Male, female and intersex	No
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	No

4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities? Consideration must be given particularly to children and families	
Socio-economic Disadvantage	Impact (Please Tick as Appropriate)
Low Income/Income Poverty – cannot afford to maintain	No

regular payments such as bills, food, clothing	
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	No
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	No
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	No
Socio-economic Background – social class i.e. parents education, employment and income	No

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>		<b>NO</b>	X
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

It is assumed that Scottish Government Funding will be sufficient to continue existing provision in its current format. If this is not the case, a further relevance assessment will be necessary.

The service will still continue to be provided, but through an alternative funding model, and so there will be no adverse impact on service users. There will be no disproportionate impact on any group with protected characteristics, any group based on socio-economic background, or on human rights.

It is anticipated that the new funding format will also be targeted at expanding out of school care, targeting those in greatest need based on socio-economic background, resulting in an improved service for this group.

Pupils using the service may have protected characteristics, and different socio-economic background, but there will be no disproportionate impact on any group. The families of pupils using the service may have protected characteristics, and different socio-economic background, but there will be no disproportionate impact on any group. Staff delivering the service may have protected characteristics, and different socio-economic background, but there will be no disproportionate impact of any group.

The requirement to achieve excellence, equity and inclusion for all pupils (in line with legal requirements and national and local policy) is embedded in service delivery in all schools, and the service will continue to be delivered in line with these requirements.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O2c - Use of Facilities Management Assistants to deliver school meals
<b>Service Area</b> (detail which service area and section this relates to)	Operational Service, Facilities Management
<b>Lead Officer</b> (Name and job title)	FM & Support Services Manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	Head of Education
<b>Date relevance assessed</b>	18/07/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	X	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	No
<b>Disability</b> – people with disabilities/long standing conditions	No
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	No
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	No
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	No
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	No
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	No
<b>Sex</b> – Male, female and intersex	No
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	No

4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities? Consideration must be given particularly to children and families	
<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	Yes

Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	Yes
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	No
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	No
Socio-economic Background – social class i.e. parents education, employment and income	Yes

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>	X	<b>NO</b>	
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

This is a proposed change to a job role within the service. There is no impact to service users. To mitigate changes to overtime payments due to revised roles, other job roles could be offered to these staff to enable them to sustain their earning if they so wished.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

## Full Integrated Impact Assessment Form

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O2c - Use of Facilities Management Assistants to deliver school meals
<b>Details of Others Involved</b>	Head of Education
<b>Date Assessment Conducted</b>	13/01/2023

2. Set out a clear understanding of the purpose of the policy being developed or reviewed (what are the aims, objectives and intended outcomes including the context within which it will operate)
<p>This is a proposed change to a job role within the service. There is no impact to service users however, there will be an indirect impact on community transport drivers ability to earn overtime payments. This would impact specifically on part-time staff reducing earnings of 16 hours per week on a 38 week per year basis. To mitigate this other job roles could be offered to these staff to enable them to sustain their earning if they so wished.</p>

3. Please outline any needs and/or barriers which equality groups (people with protected characteristics) may have in relation to this policy	
Age	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage</p> <p><b>How do you know that?</b> No relevant evidence has been found at this stage</p>
Disability	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage</p> <p><b>How do you know that?</b> No relevant evidence has been found at this stage</p>
Gender Reassignment – Trans/Transgender Identity	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage</p> <p><b>How do you know that?</b> No relevant evidence has been found at this stage</p>
Marriage or Civil Partnership	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage</p> <p><b>How do you know that?</b> No relevant evidence has been found at this stage</p>
Pregnancy and Maternity	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage</p> <p><b>How do you know that?</b> No relevant evidence has been found at this stage</p>
Race	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage</p> <p><b>How do you know that?</b> No relevant evidence has been found at this stage</p>
Religion or Belief	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage</p> <p><b>How do you know that?</b> No relevant evidence has been found at this stage</p>
Sex – Gender Identity	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage</p> <p><b>How do you know that?</b> No relevant evidence has been found at this stage</p>
Sexual Orientation	<p><b>What effect/difference will the policy have on people?</b> None identified at this stage</p> <p><b>How do you know that?</b> No relevant evidence has been found at this stage</p>

#### 4. Please outline any needs and/or barriers which may affect vulnerable groups falling into poverty and disadvantage in relation to this policy.

Vulnerable groups may include the following:

- Unemployed
- Single parents and vulnerable families
- People on benefits
- Those involved in the criminal justice system
- People in the most deprived communities (bottom 20 SIMD areas)
- People who live in rural areas
- Pensioners
- Looked After Children
- Carers including young carers
- People misusing services
- Others e.g. veterans, students
- Single adult households
- People who have experienced the asylum system
- Those leaving the care setting including children and young people and those with illness
- Homeless people
- People with low literacy/ numeracy
- People with lower educational qualifications
- People in low paid work
- People with one or more protected characteristics

#### What effect/difference will the policy have on people?

No impact on service users. It will reduce the income of community transport staff delivering this service as the measure remove the need for them to work overtime.

#### How do you know that?

Service delivery will be maintained and no change noticeable to service recipients

#### 5. Action Plan

What action/s will be taken, by whom and what is the timescale for completion?

**Actioner Name:** Jamie Fisher

**Action Date:** April 2023

#### What is the issue?

Advise current staff of changes

#### What action will be taken?

Advise current staff delivering service that their opportunity to earn x1 overtime will cease and advise existing FMA's of the addition task now incorporated to their job outlines

#### Progress against action

Will be progressed if proposal approved by Council.

#### 6. Details of consultation and involvement

Who will be or has been involved in the consultation process?

- a) State which service users and groups are involved in this process and describe their involvement.
- b) Describe any planned involvement saying when this will take place and who is responsible for managing the involvement process.
- c) Describe the results of the involvement and how you have taken this into account.

Recognised Trade Unions and affected Community Transport drivers involved in delivering meals and current FMA's

## 7. Data and Information

What equality data, poverty data, research, information or other evidence has been used to inform this assessment?

- What information or other evidence has been used in the development of the policy?
- What does research, consultation and other data or information tell you about the impact of the policy? (describe the information and conclusions, and state where the information can be found)
  - Quantitative (numbers, percentages, statistical analysis)
  - Qualitative (written/spoken words, opinions, surveys)
- Describe any gaps in the available information, and record within section five (Action Plan), action you are taking in relation to this (e.g. new research, further analysis) and when this is planned.
- Give details of any existing local or national evidence which has been used to inform the development of your policy.

None

## 8. Mitigating Actions

If the policy has a negative/adverse impact on a particular group/s, but is still to be implemented, please provide justification for this.

Note: If the policy is unlawfully discriminatory under the Equality Act 2010 and/or is having a negative impact on poverty and socioeconomic disadvantage under the Fairer Scotland Duty, you MUST identify, how the policy can be amended or justified so the Council acts lawfully.

- How could you modify the policy to eliminate discrimination or to reduce any identified negative impacts? If necessary, consider other ways in which you could meet the aims and objectives.
- How could you modify the policy to create or maximise the positive aspects of the proposals and to increase equality and reduce poverty and socioeconomic disadvantage.
- Describe any modifications which you can make without further delay (for example, easy, few resource implications).
- If you propose to make any of the modifications shown above, describe any potential new negative impacts on other groups in society or on the ability to achieve the aims and how you will minimise these.
- Please describe the resource implications of any proposed modifications taking into account financial, people and property issues.

Staff affected will be offered opportunities to access alternative /other job roles to maintain earnings, where available.

## 9. Monitoring and Review

- How will the implementation and impact of the policy be monitored, including implementation of any amendments? For example, what type of monitoring will there be? How frequent?
- What are the practical arrangements for monitoring? For example, who will put this in place? When will it start?
- How will results of monitoring be used to develop future policies?
- When is the policy due to be reviewed?
- Who is responsible for ensuring this happens? Please detail below

Service will be monitored through existing service delivery arrangements with schools.

## 10. Recommendation and Reasoning

### Reason for Recommendation

No impact on service users. Implement proposal taking account of mitigating actions for affected staff (as outlined above)

Signed by Lead Officer

Designation

Head of Operational Services



<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O2d - 50% reduction in cleaning hours in primary schools on a Friday
<b>Service Area</b> (detail which service area and section this relates to)	Operational Service, Facilities Management
<b>Lead Officer</b> (Name and job title)	FM & Support Services Manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	Head of Education
<b>Date relevance assessed</b>	18/07/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	YES	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	Yes
<b>Disability</b> – people with disabilities/long standing conditions	No
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	No
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	No
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	No
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	No
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	No
<b>Sex</b> – Male, female and intersex	No
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	No

**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	Yes
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	Yes
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	No
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	No
Socio-economic Background – social class i.e. parents education, employment and income	No

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>	X	<b>NO</b>	
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

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<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

## Full Integrated Impact Assessment Form

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O2d - 50% reduction in cleaning hours in primary schools on a Friday
<b>Details of Others Involved</b>	Head of Education
<b>Date Assessment Conducted</b>	13/01/2023

2. Set out a clear understanding of the purpose of the policy being developed or reviewed (what are the aims, objectives and intended outcomes including the context within which it will operate)	
<p>The cleaning service delivered in the Education estate impacts on all site users equally and this proposal does not disproportionately impact on any groups of protected characteristics.</p> <p>As Friday are half days for teaching in all primary schools cleaning resource will be limited to a priority only clean i.e. bins, toilets</p>	

3. Please outline any needs and/or barriers which equality groups (people with protected characteristics) may have in relation to this policy	
Age	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Disability	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Gender Reassignment – Trans/Transgender Identity	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Marriage or Civil Partnership	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Pregnancy and Maternity	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Race	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Religion or Belief	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Sex – Gender Identity	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage
Sexual Orientation	<b>What effect/difference will the policy have on people?</b> None identified at this stage
	<b>How do you know that?</b> No relevant evidence has been found at this stage

#### 4. Please outline any needs and/or barriers which may affect vulnerable groups falling into poverty and disadvantage in relation to this policy.

Vulnerable groups may include the following:

- Unemployed
- Single parents and vulnerable families
- People on benefits
- Those involved in the criminal justice system
- People in the most deprived communities (bottom 20 SIMD areas)
- People who live in rural areas
- Pensioners
- Looked After Children
- Carers including young carers
- People misusing services
- Others e.g. veterans, students
- Single adult households
- People who have experienced the asylum system
- Those leaving the care setting including children and young people and those with illness
- Homeless people
- People with low literacy/ numeracy
- People with lower educational qualifications
- People in low paid work
- People with one or more protected characteristics

#### What effect/difference will the policy have on people?

Minimal impact on service users. Proposal will impact earnings of sessional cleaning staff.

#### How do you know that?

Hours of work required will be reduced

#### 5. Action Plan

What action/s will be taken, by whom and what is the timescale for completion?

**Actioner Name: Jamie Fisher**

**Action Date: April 2023**

#### What is the issue?

Advise current staff of changes

#### What action will be taken?

Provide current staff with notice if reduction in hours and implement

#### Progress against action

Will be progressed if proposal approved by Council.

#### 6. Details of consultation and involvement

Who will be or has been involved in the consultation process?

- a) State which service users and groups are involved in this process and describe their involvement.
- b) Describe any planned involvement saying when this will take place and who is responsible for managing the involvement process.
- c) Describe the results of the involvement and how you have taken this into account.

Recognised Trade Unions and staff affected will be consulted. Change would be required to be managed via dismissal and re-engagement or a removal of all impacted cleaning roles and staff reapplying for role with reduced hours.

#### 7. Data and Information

What equality data, poverty data, research, information or other evidence has been used to inform this assessment?

- a) What information or other evidence has been used in the development of the policy?
- b) What does research, consultation and other data or information tell you about the impact of the policy? (describe the information and conclusions, and state where the information can be found)
  - i. Quantitative (numbers, percentages, statistical analysis)
  - ii. Qualitative (written/spoken words, opinions, surveys)
- c) Describe any gaps in the available information, and record within section five (Action Plan), action you are taking in relation to this (e.g. new research, further analysis) and when this is planned.
- d) Give details of any existing local or national evidence which has been used to inform the development of your policy.

None

## 8. Mitigating Actions

If the policy has a negative/adverse impact on a particular group/s, but is still to be implemented, please provide justification for this.

Note: If the policy is unlawfully discriminatory under the Equality Act 2010 and/or is having a negative impact on poverty and socioeconomic disadvantage under the Fairer Scotland Duty, you MUST identify, how the policy can be amended or justified so the Council acts lawfully.

- How could you modify the policy to eliminate discrimination or to reduce any identified negative impacts? If necessary, consider other ways in which you could meet the aims and objectives.
- How could you modify the policy to create or maximise the positive aspects of the proposals and to increase equality and reduce poverty and socioeconomic disadvantage.
- Describe any modifications which you can make without further delay (for example, easy, few resource implications).
- If you propose to make any of the modifications shown above, describe any potential new negative impacts on other groups in society or on the ability to achieve the aims and how you will minimise these.
- Please describe the resource implications of any proposed modifications taking into account financial, people and property issues.

Staff affected will be offered access to opportunities to access other job roles to maintain earnings, where available.

## 9. Monitoring and Review

- How will the implementation and impact of the policy be monitored, including implementation of any amendments? For example, what type of monitoring will there be? How frequent?
- What are the practical arrangements for monitoring? For example, who will put this in place? When will it start?
- How will results of monitoring be used to develop future policies?
- When is the policy due to be reviewed?
- Who is responsible for ensuring this happens? Please detail below

Service will be monitored through existing service delivery arrangements with schools.

## 10. Recommendation and Reasoning

### Reason for Recommendation

Minimal impact on service users. Implement proposal taking account of mitigating actions for affected staff (as outlined above)

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O2e - Focusing on Food and Drink in Schools (Scotland) Regulations 2020 rather than Food for Life Served Here accreditation
<b>Service Area</b> (detail which service area and section this relates to)	Operational Service, Facilities Management
<b>Lead Officer</b> (Name and job title)	FM & Support Services Manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	Head of Education
<b>Date relevance assessed</b>	18/07/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	YES	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	Yes
<b>Disability</b> – people with disabilities/long standing conditions	No
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	No
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	No
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	No
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	No
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	No
<b>Sex</b> – Male, female and intersex	No
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	No

**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	No
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	No
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	No
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	No
Socio-economic Background – social class i.e. parents education, employment and income	No

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>		<b>NO</b>	X
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

School meals are served to all school children and the service accommodates all dietary and life choice needs. These are produced in line with legislation and Food For Life Served Here specifies additional requirements on food sourcing but adds no additional value to the end product to be consumed. The accreditation is in place throughout the primary school estate.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023



**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O3a - Consolidating service provision at Beecraigs Country Park on wider park experiences and closing the animal attraction
<b>Service Area</b> (detail which service area and section this relates to)	NETs, Land and Countryside
<b>Lead Officer</b> (Name and job title)	Service Manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	
<b>Date relevance assessed</b>	07/12/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	YES	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	
<b>Disability</b> – people with disabilities/long standing conditions	
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	
<b>Sex</b> – Male, female and intersex	
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	

**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	
Socio-economic Background – social class i.e. parents education, employment and income	

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>		<b>NO</b>	X
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

This is a free of charge visitor attraction based at Beecraigs Country park. The closure of the animal attraction will not prevent visitors from continuing to use the park free of charge; and there is no direct evidence that the closure of the animal attraction will directly impact on any groups and there is no direct evidence that any socially-economically disadvantaged are visiting the attraction.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O4a - Removal of festive lighting
<b>Service Area</b> (detail which service area and section this relates to)	Roads and Transportation
<b>Lead Officer</b> (Name and job title)	Service Manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	
<b>Date relevance assessed</b>	07/12/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	<b>YES</b>	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	
<b>Disability</b> – people with disabilities/long standing conditions	
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	
<b>Sex</b> – Male, female and intersex	
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	

**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	
Socio-economic Background – social class i.e. parents education, employment and income	

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>		<b>NO</b>	X
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

No disadvantages to any groups

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O4b - Street lighting electrician workforce management (linked to O4a)
<b>Service Area</b> (detail which service area and section this relates to)	Roads and Transportation
<b>Lead Officer</b> (Name and job title)	Service Manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	
<b>Date relevance assessed</b>	07/12/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	YES	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	
<b>Disability</b> – people with disabilities/long standing conditions	
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	
<b>Sex</b> – Male, female and intersex	
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	

**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	
Socio-economic Background – social class i.e. parents education, employment and income	

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>		<b>NO</b>	X
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

Proposal would result in the removal of two vacant posts within the service structure. Which currently supplement the use of contracted resources to erect festive lighting. This proposal is linked to acceptance of O4a.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O4c – Revised winter maintenance service
<b>Service Area</b> (detail which service area and section this relates to)	Roads and Transportation
<b>Lead Officer</b> (Name and job title)	Service Manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	
<b>Date relevance assessed</b>	07/12/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	YES	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	X
<b>Disability</b> – people with disabilities/long standing conditions	X
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	
<b>Sex</b> – Male, female and intersex	
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	

**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	
Socio-economic Background – social class i.e. parents education, employment and income	

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>		<b>NO</b>	X
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

Proposal will require service prioritisation to ensure statutory provision, with the level of service for non-priority areas reducing. Schools, social care and health facilities will continue to be prioritised.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023



**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O5a – Revised community recycling centre opening hours
<b>Service Area</b> (detail which service area and section this relates to)	Recycling and Waste
<b>Lead Officer</b> (Name and job title)	Recycling, Waste and Fleet manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	Contracts and Resources manager
<b>Date relevance assessed</b>	02/08/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	X	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	
<b>Disability</b> – people with disabilities/long standing conditions	
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	
<b>Sex</b> – Male, female and intersex	
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	

**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	X
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	X
Socio-economic Background – social class i.e. parents education, employment and income	

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>	X	<b>NO</b>	
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

Whilst Opening Hours may be inconvenient, they do not involve the removal of a service, just provision on a shorter / different timescale, therefore there is no material impact on groups with protected characteristics.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Full Integrated Impact Assessment Form**

<b>1. Details of proposal</b>	
<b>Policy Title</b> (include budget reference number if applicable)	O5a – Revised Community Recycling Centre Opening Hours
<b>Details of Others Involved</b>	Contracts and Resources manager
<b>Date Assessment Conducted</b>	15/01/2023

<b>2. Set out a clear understanding of the purpose of the policy being developed or reviewed</b> (what are the aims, objectives and intended outcomes including the context within which it will operate)
<p>The proposal retains the council's existing 5 CRCs but reduces their opening hours from 280 hours per week to 112 hours per week by introducing phased opening on weekdays and full opening at weekends, facilitating a 50% staffing reduction (18FTE to 9FTE) to deliver a saving £336,000.</p> <p>The proposal does not change the current recycling provision or site access rules.</p> <p>Expansion of the booking system, currently used for vans and trailers, is being considered to ensure all users have guaranteed access as they may choose to travel to a site out with their local community. The council's contact centre will also assist in taking bookings for those who do not have access to IT systems.</p>

<b>3. Please outline any needs and/or barriers which equality groups (people with protected characteristics) may have in relation to this policy</b>	
Age	<b>What effect/difference will the policy have on people?</b> None – the proposal does not change current policy beyond opening hours
	<b>How do you know that?</b> Analysis of the proposed policy change
Disability	<b>What effect/difference will the policy have on people?</b> None – the proposal does not change current policy beyond opening hours
	<b>How do you know that?</b> Analysis of the proposed policy change
Gender Reassignment – Trans/Transgender Identity	<b>What effect/difference will the policy have on people?</b> None – the proposal does not change current policy beyond opening hours
	<b>How do you know that?</b> Analysis of the proposed policy change
Marriage or Civil Partnership	<b>What effect/difference will the policy have on people?</b> None – the proposal does not change current policy beyond opening hours
	<b>How do you know that?</b> Analysis of the proposed policy change
Pregnancy and Maternity	<b>What effect/difference will the policy have on people?</b> None – the proposal does not change current policy beyond opening hours
	<b>How do you know that?</b> Analysis of the proposed policy change
Race	<b>What effect/difference will the policy have on people?</b> None – the proposal does not change current policy beyond opening hours
	<b>How do you know that?</b> Analysis of the proposed policy change
Religion or Belief	<b>What effect/difference will the policy have on people?</b> None – the proposal does not change current policy beyond opening hours
	<b>How do you know that?</b> Analysis of the proposed policy change
Sex – Gender Identity	<b>What effect/difference will the policy have on people?</b> None – the proposal does not change current policy beyond opening hours

	<b>How do you know that?</b> Analysis of the proposed policy change
Sexual Orientation	<b>What effect/difference will the policy have on people?</b> None – the proposal does not change current policy beyond opening hours
	<b>How do you know that?</b> Analysis of the proposed policy change

#### 4. Please outline any needs and/or barriers which may affect vulnerable groups falling into poverty and disadvantage in relation to this policy.

Vulnerable groups may include the following:

- Unemployed
- Single parents and vulnerable families
- People on benefits
- Those involved in the criminal justice system
- People in the most deprived communities (bottom 20 SIMD areas)
- People who live in rural areas
- Pensioners
- Looked After Children
- Carers including young carers
- People misusing services
- Others e.g. veterans, students
- Single adult households
- People who have experienced the asylum system
- Those leaving the care setting including children and young people and those with illness
- Homeless people
- People with low literacy/ numeracy
- People with lower educational qualifications
- People in low paid work
- People with one or more protected characteristics

None – the proposal does not change current policy beyond opening hours

**How do you know that?**

Analysis of the proposed policy change

#### 5. Action Plan

What action/s will be taken, by whom and what is the timescale for completion?

**Actioner Name:** David Cullen, Recycling, Waste and Fleet Service manager

**Action Date:** Planned implementation April 2023

**What is the issue?**

The changes are planned to be implemented in April 2023

**What action will be taken?**

Communication plan will be implemented ensuring that users are aware of the change to opening hours. The staffing changes will be managed via the council's Managing Organisational Change Policy.

**Progress against action**

Work is ongoing with the project team to develop plans.

#### 6. Details of consultation and involvement

Who will be or has been involved in the consultation process?

- a) State which service users and groups are involved in this process and describe their involvement.
- b) Describe any planned involvement saying when this will take place and who is responsible for managing the involvement process.
- c) Describe the results of the involvement and how you have taken this into account.

This proposed change is part of a wider programme of transformation planned by West Lothian Council to provide a balanced budget between the years 2023/24 and 2027/28.

Proposals have been developed by council officers, and formed the basis of 'Your Council, Your Say' consultation undertaken in Summer and Autumn 2022. The consultation was available electronically via the council's website and was within all key council buildings to ensure broad accessibility. The consultation was also included in the printed council newspaper, Bulletin, and was delivered to every household and local business in West Lothian.

The recognised Trade Unions and affected staff will be consulted on the proposal.

## 7. Data and Information

What equality data, poverty data, research, information or other evidence has been used to inform this assessment?

- a) What information or other evidence has been used in the development of the policy?
- b) What does research, consultation and other data or information tell you about the impact of the policy? (describe the information and conclusions, and state where the information can be found)
  - i. Quantitative (numbers, percentages, statistical analysis)
  - ii. Qualitative (written/spoken words, opinions, surveys)
- c) Describe any gaps in the available information, and record within section five (Action Plan), action you are taking in relation to this (e.g. new research, further analysis) and when this is planned.
- d) Give details of any existing local or national evidence which has been used to inform the development of your policy.

The Refuse Disposal (Amenity) Act 1978, s1 states that waste collection authorities must accept all kinds of non-business waste from residents at recycling sites for free in any quantity. The act does not stipulate a minimum number of sites nor the operational hours. This is deemed to be at least one site per council. The council is therefore required to continue to provide a service.

## 8. Mitigating Actions

If the policy has a negative/adverse impact on a particular group/s, but is still to be implemented, please provide justification for this.

Note: If the policy is unlawfully discriminatory under the Equality Act 2010 and/or is having a negative impact on poverty and socioeconomic disadvantage under the Fairer Scotland Duty, you MUST identify, how the policy can be amended or justified so the Council acts lawfully.

- a) How could you modify the policy to eliminate discrimination or to reduce any identified negative impacts? If necessary, consider other ways in which you could meet the aims and objectives.
- b) How could you modify the policy to create or maximise the positive aspects of the proposals and to increase equality and reduce poverty and socioeconomic disadvantage.
- c) Describe any modifications which you can make without further delay (for example, easy, few resource implications).
- d) If you propose to make any of the modifications shown above, describe any potential new negative impacts on other groups in society or on the ability to achieve the aims and how you will minimise these.
- e) Please describe the resource implications of any proposed modifications taking into account financial, people and property issues.

Staff affected will be offered access to hours opportunities to access other jobs role to maintain earnings, where available.

## 9. Monitoring and Review

- a) How will the implementation and impact of the policy be monitored, including implementation of any amendments? For example, what type of monitoring will there be? How frequent?
- b) What are the practical arrangements for monitoring? For example, who will put this in place? When will it start?
- c) How will results of monitoring be used to develop future policies?
- d) When is the policy due to be reviewed?
- e) Who is responsible for ensuring this happens? Please detail below

The Service manager will monitor the effectiveness of the policy change through existing performance management arrangements including; reviewing user numbers, tracking recycling performance, monitoring Flytipping incidents and assessing customer feedback.

## 10. Recommendation and Reasoning

Implement proposal taking account of mitigating actions (as outlined above)

### Reason for Recommendation

Further consideration of equality impacts will be undertaken as part of the staged approach to implementing this proposal.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O5b – Full year effect of previously implemented twin stream recycling saving
<b>Service Area</b> (detail which service area and section this relates to)	Recycling and Waste
<b>Lead Officer</b> (Name and job title)	Recycling, Waste and Fleet manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	Contracts and Resources manager
<b>Date relevance assessed</b>	10/01/2023

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	X	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	
<b>Disability</b> – people with disabilities/long standing conditions	
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	
<b>Sex</b> – Male, female and intersex	
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	

**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	
Socio-economic Background – social class i.e. parents education, employment and income	

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>		<b>NO</b>	X
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

The introduction of twin stream recycling will increase recycling rates whilst reducing the net cost of disposal per household. Overall it should not adversely affect service performance.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023



**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O6a Introduction of Charges for Household Garden Waste Collections
<b>Service Area</b> (detail which service area and section this relates to)	Recycling and Waste
<b>Lead Officer</b> (Name and job title)	Recycling, Waste and Fleet manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	
<b>Date relevance assessed</b>	20/07/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	X	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	
<b>Disability</b> – people with disabilities/long standing conditions	
<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	
<b>Sex</b> – Male, female and intersex	
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	

**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	X
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	X
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	
Socio-economic Background – social class i.e. parents education, employment and income	

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>	X	<b>NO</b>	
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

## Full Integrated Impact Assessment Form

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O6a – Chargeable Garden Waste Collections
<b>Details of Others Involved</b>	Head of Operational Services Recycling, Waste and Fleet Manager Contracts and Resources Manager Business Change Lead
<b>Date Assessment Conducted</b>	16/01/2023

2. Set out a clear understanding of the purpose of the policy being developed or reviewed (what are the aims, objectives and intended outcomes including the context within which it will operate)
<p>The policy being developed aims to generate income within Operational Services through the introduction of a chargeable garden waste collection. This will help to meet savings required in future years.</p> <p>Garden waste collections are currently provided free of charge, however it is not currently a statutory service, meaning the council does not have a legal obligation to collect garden waste.</p> <p>The policy will see a charge of £35 per annum levied to residents who wish to continue using their brown bin for garden waste. Garden waste can still be taken to local Community Recycling Centres and disposed of free of charge. More sustainable methods of recycling garden waste will be promoted to customers, such as composting and mulching.</p> <p>14 other Local Authorities have already implemented, or are in the process of implementing, charging for garden waste collections across Scotland at an average cost of £35.21 per annum.</p>

3. Please outline any needs and/or barriers which equality groups (people with protected characteristics) may have in relation to this policy	
Age	<b>What effect/difference will the policy have on people?</b> None – the proposal does not affect this group
	<b>How do you know that?</b> Analysis of the proposed policy change
Disability	<b>What effect/difference will the policy have on people?</b> Yes – the proposal may impact on someone's ability to dispose of their garden waste if they have a physical disability that prevents them from travelling to a Community Recycling Centre.
	<b>How do you know that?</b> Analysis of the proposed policy change
Gender Reassignment – Trans/Transgender Identity	<b>What effect/difference will the policy have on people?</b> None – the proposal does not affect this group
	<b>How do you know that?</b> Analysis of the proposed policy change
Marriage or Civil Partnership	<b>What effect/difference will the policy have on people?</b> None – the proposal does not affect this group
	<b>How do you know that?</b> Analysis of the proposed policy change
Pregnancy and Maternity	<b>What effect/difference will the policy have on people?</b> None – the proposal does not affect this group
	<b>How do you know that?</b> Analysis of the proposed policy change

Race	<b>What effect/difference will the policy have on people?</b> None – the proposal does not affect this group
	<b>How do you know that?</b> Analysis of the proposed policy change
Religion or Belief	<b>What effect/difference will the policy have on people?</b> None – the proposal does not affect this group
	<b>How do you know that?</b> Analysis of the proposed policy change
Sex – Gender Identity	<b>What effect/difference will the policy have on people?</b> None – the proposal does not affect this group
	<b>How do you know that?</b> Analysis of the proposed policy change
Sexual Orientation	<b>What effect/difference will the policy have on people?</b> None – the proposal does not affect this group
	<b>How do you know that?</b> Analysis of the proposed policy change

#### 4. Please outline any needs and/or barriers which may affect vulnerable groups falling into poverty and disadvantage in relation to this policy.

Vulnerable groups may include the following:

- Unemployed
- Single parents and vulnerable families
- People on benefits
- Those involved in the criminal justice system
- People in the most deprived communities (bottom 20 SIMD areas)
- People who live in rural areas
- Pensioners
- Looked After Children
- Carers including young carers
- People misusing services
- Others e.g. veterans, students
- Single adult households
- People who have experienced the asylum system
- Those leaving the care setting including children and young people and those with illness
- Homeless people
- People with low literacy/ numeracy
- People with lower educational qualifications
- People in low paid work
- People with one or more protected characteristics

People on a low income (Unemployed, single parents, people in most deprived communities, Pensioners, people in low paid work) may be unable to afford the £35 charge. However, waste can still be disposed of for free at a Local CRC or composted at home. There may be an increase in fly-tipping as a result, however this is not something that has been observed in other Local Authorities.

#### How do you know that?

Analysis of the proposed policy change, including customer journey mapping to understand how customers may behave.

#### 5. Action Plan

What action/s will be taken, by whom and what is the timescale for completion?

**Actioner Name:** Recycling, Waste and Fleet Service Manager

**Action Date:** Planned implementation April 2023

#### What is the issue?

Customers may be unaware they can still use CRCs free of charge to dispose of Garden Waste.

#### What action will be taken?

Incorporate into communications campaign to encourage home composting.  
Ensure information on the website is up to date.

#### Progress against action

Work is ongoing with the project team to develop plans.

**Actioner Name:** Recycling, Waste and Fleet Service Manager

**Action Date:** February 2023

#### What is the issue?

Householders receiving the Garden Maintenance Service will not expect to pay for removal of their garden waste.

<b>What action will be taken?</b>
Explore possible exemptions to the scheme for those on the Garden Maintenance Scheme.
<b>Progress against action</b>
Discussions are ongoing with Housing Services to develop any exemptions.

<b>Actioner Name:</b> Recycling, Waste and Fleet Service Manager	<b>Action Date:</b> April 2023
<b>What is the issue?</b>	
Encourage customers to use alternate methods of disposal/recycling of garden waste, such as composting and mulching.	
<b>What action will be taken?</b>	
Build in to communications campaign. Ensure the website is up to date with information on alternatives, and that this information is clear and easy to find.	
<b>Progress against action</b>	
Work is ongoing with the project team to develop plans.	

<b>Actioner Name:</b> Recycling, Waste and Fleet Service Manager	<b>Action Date:</b> Ongoing
<b>What is the issue?</b>	
Understand how other Local Authorities implementations of the scheme are progressing and learn from them.	
<b>What action will be taken?</b>	
Watch and brief on how Garden Waste charging is being implemented in other Local Authorities. Ongoing discussion/learning from those who have already implemented.	
<b>Progress against action</b>	
Discussions have taken place with Perth and Kinross Council.	

## 6. Details of consultation and involvement

Who will be or has been involved in the consultation process?

- State which service users and groups are involved in this process and describe their involvement.
- Describe any planned involvement saying when this will take place and who is responsible for managing the involvement process.
- Describe the results of the involvement and how you have taken this into account.

This proposed change is part of a wider programme of transformation planned by West Lothian Council to provide a balanced budget between the years 2023/24 and 2027/28. Proposals have been developed by council officers, and formed the basis of 'Your Council, Your Say' consultation undertaken in Summer and Autumn 2022.

The consultation was available electronically via the council's website and was within all key council buildings to ensure broad accessibility. The consultation was also included in the printed council newspaper, Bulletin, and was delivered to every household and local business in West Lothian.

The recognised Trade Unions and affected staff will be consulted on the proposals.

## 7. Data and Information

What equality data, poverty data, research, information or other evidence has been used to inform this assessment?

- What information or other evidence has been used in the development of the policy?
- What does research, consultation and other data or information tell you about the impact of the policy? (describe the information and conclusions, and state where the information can be found)
  - Quantitative (numbers, percentages, statistical analysis)
  - Qualitative (written/spoken words, opinions, surveys)
- Describe any gaps in the available information, and record within section five (Action Plan), action you are taking in relation to this (e.g. new research, further analysis) and when this is planned.
- Give details of any existing local or national evidence which has been used to inform the development

of your policy.

Information has been gathered as part of the WL2028 consultation process. Discussions have been undertaken with other Local Authorities to understand the impact on customers and any unintended consequences. Garden Waste collections are not currently a statutory collection as per the Waste (Scotland) Regulations 2012.

Other Local Authorities have advised a take up of around 40%, with the remaining customers either disposing of waste at recycling centres or turning to more sustainable methods.

Further analysis is required of impact – the service is monitoring new schemes being implemented in other council areas, and ensuring any impacts accounted for in the development of our own garden waste scheme.

14 councils across Scotland have already implemented garden waste schemes in a similar fashion to the scheme proposed by West Lothian at an average cost of £35.21

## 8. Mitigating Actions

If the policy has a negative/adverse impact on a particular group/s, but is still to be implemented, please provide justification for this.

Note: If the policy is unlawfully discriminatory under the Equality Act 2010 and/or is having a negative impact on poverty and socioeconomic disadvantage under the Fairer Scotland Duty, you MUST identify, how the policy can be amended or justified so the Council acts lawfully.

- a) How could you modify the policy to eliminate discrimination or to reduce any identified negative impacts? If necessary, consider other ways in which you could meet the aims and objectives.
- b) How could you modify the policy to create or maximise the positive aspects of the proposals and to increase equality and reduce poverty and socioeconomic disadvantage.
- c) Describe any modifications which you can make without further delay (for example, easy, few resource implications).
- d) If you propose to make any of the modifications shown above, describe any potential new negative impacts on other groups in society or on the ability to achieve the aims and how you will minimise these.
- e) Please describe the resource implications of any proposed modifications taking into account financial, people and property issues.

The policy could be modified to include discounts and exemptions; however, these would be counterproductive to encouraging customers to become self-sufficient in recycling their Garden Waste, and would require large resource input to administer.

The policy will promote sustainable recycling options to encourage customers to become self-sufficient.

Ensure a comprehensive communications campaign takes place is vital to the success of the scheme, and ensuring customers undertake other options to dispose of their garden waste. This will include both print and online materials to communicate with customers.

Resource implications of undertaking a comprehensive communications campaign have already been factored in to the development of the scheme and are included in the one-off costs in the first year of the scheme.

## 9. Monitoring and Review

- a) How will the implementation and impact of the policy be monitored, including implementation of any amendments? For example, what type of monitoring will there be? How frequent?
- b) What are the practical arrangements for monitoring? For example, who will put this in place? When will it start?
- c) How will results of monitoring be used to develop future policies?
- d) When is the policy due to be reviewed?
- e) Who is responsible for ensuring this happens? Please detail below

Data will be collected regarding waste continuing to be transferred for disposal, and the number of households paying the charge. Fly tipping will also be monitored to ensure there is not a significant increase.

The policy will be reviewed after one year initially. This responsibility lies with the Waste, Recycling and Fleet Manager who will monitor the effectiveness of the policy change through existing performance management arrangements including; reviewing user numbers, tracking recycling performance, monitoring Flytipping incidents and assessing customer feedback.

## 10. Recommendation and Reasoning

Implement proposal taking account of mitigating actions (as outlined above)

### Reason for Recommendation

Further consideration of equality impacts will be undertaken as part of the staged approach to implementing this proposal.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O7a – Management restructures following changes to service delivery
<b>Service Area</b>	Operational Services
<b>Lead Officer</b>	Head of Operational Services
<b>Other Officers/Partners Involved</b>	
<b>Date relevance assessed</b>	15/01/2023

2. Does the council have control over how this policy will be implemented?			
YES	X	NO	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
Age – older people, young people and children	
Disability – people with disabilities/long standing conditions	
Gender reassignment – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	
Marriage or civil partnership – people who are married or in a civil partnership	
Pregnancy and maternity – woman who are pregnant and/or on maternity leave	
Race – people from black, Asian and minority ethnic communities and different racial backgrounds	
Religion or belief – people with different religions and beliefs including those with no beliefs	
Sex – Gender Identify – women and men (boys and girls) and those who self-identify their gender	
Sexual Orientation – lesbian, gay, bisexual, heterosexual/straight	



**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	X
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	X
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	
Socio-economic Background – social class i.e. parents education, employment and income	

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

YES	X	NO	
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

This proposal adjusts service structures to align with changes made through other proposals (O1a and O1b) and reducing capital budgets.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Head of Operational Services
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Depute Chief Executive
<b>Date</b>	16/01/2023

## Full Integrated Impact Assessment Form

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	O7a – Management restructures following changes to service delivery
<b>Details of Others Involved</b>	None
<b>Date Assessment Conducted</b>	15/01/2023

2. Set out a clear understanding of the purpose of the policy being developed or reviewed (what are the aims, objectives and intended outcomes including the context within which it will operate)
<p>The proposal is to review service management structures following the adoption and introduction of the other Operational Services revenue proposals (O1a and O1b) and the new five-year capital budget roads asset allocation to deliver a target saving of £150,000 and an FTE reduction of 3 posts in 2024/25.</p> <p>O1a and O1b are subject to their own Integrated Relevance Assessment and Integrated Impact Assessments the structure review does not introduce any additional policy changes.</p> <p>The staffing implications (approximately 3 FTE) will be managed via the council's Managing Organisational Change Policy.</p>

3. Please outline any needs and/or barriers which equality groups (people with protected characteristics) may have in relation to this policy	
Age	<b>What effect/difference will the policy have on people?</b> None
	<b>How do you know that?</b> The restructure follows the adoption of other proposals and is not in itself a policy change.
Disability	<b>What effect/difference will the policy have on people?</b> None
	<b>How do you know that?</b> The restructure follows the adoption of other proposals and is not in itself a policy change.
Gender Reassignment – Trans/Transgender Identity	<b>What effect/difference will the policy have on people?</b> None
	<b>How do you know that?</b> The restructure follows the adoption of other proposals and is not in itself a policy change.
Marriage or Civil Partnership	<b>What effect/difference will the policy have on people?</b> None
	<b>How do you know that?</b> The restructure follows the adoption of other proposals and is not in itself a policy change.
Pregnancy and Maternity	<b>What effect/difference will the policy have on people?</b> None
	<b>How do you know that?</b> The restructure follows the adoption of other proposals and is not in itself a policy change.
Race	<b>What effect/difference will the policy have on people?</b> None
	<b>How do you know that?</b> The restructure follows the adoption of other proposals and is not in itself a policy change.
Religion or Belief	<b>What effect/difference will the policy have on people?</b> None
	<b>How do you know that?</b> The restructure follows the adoption of other proposals and is not in itself a policy change.

Sex – Gender Identity	<b>What effect/difference will the policy have on people?</b> None
	<b>How do you know that?</b> The restructure follows the adoption of other proposals and is not in itself a policy change.
Sexual Orientation	<b>What effect/difference will the policy have on people?</b> None
	<b>How do you know that?</b> The restructure follows the adoption of other proposals and is not in itself a policy change.

#### 4. Please outline any needs and/or barriers which may affect vulnerable groups falling into poverty and disadvantage in relation to this policy.

Vulnerable groups may include the following:

- Unemployed
- Single parents and vulnerable families
- People on benefits
- Those involved in the criminal justice system
- People in the most deprived communities (bottom 20 SIMD areas)
- People who live in rural areas
- Pensioners
- Looked After Children
- Carers including young carers
- People misusing services
- Others e.g. veterans, students
- Single adult households
- People who have experienced the asylum system
- Those leaving the care setting including children and young people and those with illness
- Homeless people
- People with low literacy/ numeracy
- People with lower educational qualifications
- People in low paid work
- People with one or more protected characteristics

**What effect/difference will the policy have on people?**

None.

**How do you know that?**

The restructure follows the adoption of other proposals and is not in itself a policy change.

#### 5. Action Plan

What action/s will be taken, by whom and what is the timescale for completion?

**Actioner Name: Jim Jack**

**Action Date: 15 January 2023**

**What is the issue?**

The changes will be delivered for April 2024.

The restructure review will be carried out by the Operational Services management team during 2023.

The staffing implications (approximately 3 FTE) will be managed via the council's Managing Organisational Change Policy.

**What action will be taken?**

A reduction of approximately 3 FTE will be required.

**Progress against action –**

A review group will be set up in April 2023.

#### 6. Details of consultation and involvement

Who will be or has been involved in the consultation process?

- a) State which service users and groups are involved in this process and describe their involvement.
- b) Describe any planned involvement saying when this will take place and who is responsible for managing the involvement process.
- c) Describe the results of the involvement and how you have taken this into account.

Staff and Trade Union consultation will be carried out in line with the requirements of the council's Managing Organisational Change Policy.

## 7. Data and Information

What equality data, poverty data, research, information or other evidence has been used to inform this assessment?

- a) What information or other evidence has been used in the development of the policy?
- b) What does research, consultation and other data or information tell you about the impact of the policy? (describe the information and conclusions, and state where the information can be found)
  - i. Quantitative (numbers, percentages, statistical analysis)
  - ii. Qualitative (written/spoken words, opinions, surveys)
- c) Describe any gaps in the available information, and record within section five (Action Plan), action you are taking in relation to this (e.g. new research, further analysis) and when this is planned.
- d) Give details of any existing local or national evidence which has been used to inform the development of your policy.

No data required.

## 8. Mitigating Actions

If the policy has a negative/adverse impact on a particular group/s, but is still to be implemented, please provide justification for this.

Note: If the policy is unlawfully discriminatory under the Equality Act 2010 and/or is having a negative impact on poverty and socioeconomic disadvantage under the Fairer Scotland Duty, you MUST identify, how the policy can be amended or justified so the Council acts lawfully.

- a) How could you modify the policy to eliminate discrimination or to reduce any identified negative impacts? If necessary, consider other ways in which you could meet the aims and objectives.
- b) How could you modify the policy to create or maximise the positive aspects of the proposals and to increase equality and reduce poverty and socioeconomic disadvantage.
- c) Describe any modifications which you can make without further delay (for example, easy, few resource implications).
- d) If you propose to make any of the modifications shown above, describe any potential new negative impacts on other groups in society or on the ability to achieve the aims and how you will minimise these.
- e) Please describe the resource implications of any proposed modifications taking into account financial, people and property issues.

Not applicable.

## 9. Monitoring and Review

- a) How will the implementation and impact of the policy be monitored, including implementation of any amendments? For example, what type of monitoring will there be? How frequent?
- b) What are the practical arrangements for monitoring? For example, who will put this in place? When will it start?
- c) How will results of monitoring be used to develop future policies?
- d) When is the policy due to be reviewed?
- e) Who is responsible for ensuring this happens? Please detail below

No monitoring required.

## 10. Recommendation and Reasoning

**Reason for Recommendation – N/A**

**Signed by Lead Officer**

**Designation**

Head of Operational Services

**Date**

16/01/2023

**Counter Signature**

(Head of Service or Depute Chief Executive responsible for the policy)

Depute Chief Executive

**Date**

16/01/2023

**Integrated Relevance Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	F7b – Closure of 13 automated public conveniences
<b>Service Area</b> (detail which service area and section this relates to)	Finance and Property Services – Property Services
<b>Lead Officer</b> (Name and job title)	Property Services Manager
<b>Other Officers/Partners Involved</b> (list names, job titles and organisations if applicable)	Customer and Community Services Manager Strategic Property Asset Manager
<b>Date relevance assessed</b>	26/07/2022

2. Does the council have control over how this policy will be implemented?			
<b>YES</b>	✓	<b>NO</b>	

<b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
<b>Age</b> – older people, young people and children	<p>For those individuals who use APCs, they would be required to access alternative facilities. This would include appropriate council buildings, such as partnership centres, but also other local businesses.</p> <p>It is estimated that over 75% of those accessing APCs pay to use the facility with 25% using a radar key, although use of a radar key does not necessarily mean the individual has a disability, or requirement to have immediate access to a toilet, as the keys can be purchased by anyone.</p> <p>As part of the development of the full integrated impact assessment mitigations will be identified to support those users who are most vulnerable and impacted.</p>
<b>Disability</b> – people with disabilities/long standing conditions	<p>For those individuals who use APCs, they would be required to access alternative facilities. This would include appropriate council buildings, such as partnership centres, but also other local businesses.</p> <p>It is estimated that over 75% of those accessing APCs pay to use the facility with 25% using a radar key, although use of a radar key does not necessarily mean the individual has a disability, or requirement to have immediate access to a toilet, as the keys can be purchased by anyone.</p> <p>As part of the development of the full integrated impact assessment mitigations will be identified to support those users who are most vulnerable and impacted.</p>

<b>Gender reassignment</b> – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	<p>For those individuals who use APCs, they would be required to access alternative facilities. This would include appropriate council buildings, such as partnership centres, but also other local businesses.</p> <p>It is estimated that over 75% of those accessing APCs pay to use the facility with 25% using a radar key, although use of a radar key does not necessarily mean the individual has a disability, or requirement to have immediate access to a toilet, as the keys can be purchased by anyone.</p> <p>As part of the development of the full integrated impact assessment mitigations will be identified to support those users who are most vulnerable and impacted.</p>
<b>Marriage or civil partnership</b> – people who are married or in a civil partnership	<p>There are no indications that there may be an impact on this protected characteristic.</p>
<b>Pregnancy and maternity</b> – woman who are pregnant and/or on maternity leave	<p>For those individuals who use APCs, they would be required to access alternative facilities. This would include appropriate council buildings, such as partnership centres, but also other local businesses.</p> <p>It is estimated that over 75% of those accessing APCs pay to use the facility with 25% using a radar key, although use of a radar key does not necessarily mean the individual has a disability, or requirement to have immediate access to a toilet, as the keys can be purchased by anyone.</p> <p>As part of the development of the full integrated impact assessment mitigations will be identified to support those users who are most vulnerable and impacted.</p>
<b>Race</b> – people from black, Asian and minority ethnic communities and different racial backgrounds	<p>There are no indications that there may be an impact on this protected characteristic.</p>
<b>Religion or belief</b> – people with different religions and beliefs including those with no beliefs	<p>There are no indications that there may be an impact on this protected characteristic.</p>
<b>Sex</b> – Male, female and intersex	<p>For those individuals who use APCs, they would be required to access alternative facilities. This would include appropriate council buildings, such as partnership centres, but also other local businesses.</p> <p>It is estimated that over 75% of those accessing APCs pay to use the facility with 25% using a radar key, although use of a radar key does not necessarily mean the individual has a disability, or requirement to have immediate access to a toilet, as the keys can be purchased by anyone.</p> <p>As part of the development of the full integrated impact assessment mitigations will be identified to support those users who are most vulnerable and impacted.</p>
<b>Sexual Orientation</b> – lesbian, gay, bisexual, heterosexual/straight	<p>There are no indications that there may be an impact on this protected characteristic.</p>

**4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

<b>Socio-economic Disadvantage</b>	<b>Impact (Please Tick as Appropriate)</b>
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	There are no indications that there may be an impact on this socio-economic group.
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	There are no indications that there may be an impact on this socio-economic group.
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	There are no indications that there may be an impact on this socio-economic group.
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	There are no indications that there may be an impact on this socio-economic group.
Socio-economic Background – social class i.e. parents education, employment and income	There are no indications that there may be an impact on this socio-economic group.

**5. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

<b>YES</b>	✓	<b>NO</b>	
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**6. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

The full integrated impact assessment will be undertaken Property Services. This will include considering the availability of other public conveniences and potential to introduce either a formal or informal comfort partner scheme.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Property Services Manager
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Head of Finance and Property Services
<b>Date</b>	16/01/2023

**Full Integrated Impact Assessment Form**

1. Details of proposal	
<b>Policy Title</b> (include budget reference number if applicable)	F7b - Closure of 13 automated public conveniences
<b>Details of Others Involved</b>	Property Services Manager Asset Manager Business Change Lead
<b>Date Assessment Conducted</b>	07/11/2022

2. Set out a clear understanding of the purpose of the policy being developed or reviewed (what are the aims, objectives and intended outcomes including the context within which it will operate)
<p>The council currently has a contract for the provision of 13 APCs as well as an extensive network of partnership centres and community schools which all have publicly accessible toilets with many available seven days a week and until 9pm most days.</p> <p>Usage figures for the APCs show that they are under-utilised at a significant cost to the council. The proposal is to achieve budget savings through the closure of the 13 APCs as well as the active promotion of the council's existing publicly accessible toilets. Also, the proposal will include the investigation of a comfort partner scheme, in addition to the council's accessible toilets within partnership centres and community schools, where options will be investigated to have toilets available within businesses such as hotels, cafes, restaurants and other commercial businesses.</p>

3. Please outline any needs and/or barriers which equality groups (people with protected characteristics) may have in relation to this policy	
Age	<p><b>What effect/difference will the policy have on people?</b> For those individuals who use APCs, they would be required to access alternative facilities. This would include appropriate council buildings, such as partnership centres, but also other local businesses.</p> <p>It is estimated that over 75% of those accessing APCs pay to use the facility with 25% using a radar key, although use of a radar key does not necessarily mean the individual has a disability, or requirement to have immediate access to a toilet, as the keys can be purchased by anyone.</p> <p>Although the proposal is to close the APCs, there would not be full removal of public toilet provision. However, it is acknowledged that the alternative arrangements wouldn't be available 24 hours a day 365 days per year and this could have an impact on those who need easy access to toilet facilities</p> <p><b>How do you know that?</b> Usage information used to establish frequency of usage. Feedback on the proposed alternative arrangements will be sought from equality groups to mitigate potential impact.</p>
Disability	<p><b>What effect/difference will the policy have on people?</b> For those individuals who use APCs, they would be required to access alternative facilities. This would include appropriate council buildings, such as partnership centres, but also other local businesses.</p> <p>It is estimated that over 75% of those accessing APCs pay to use the facility with 25% using a radar key, although use of a radar key does not necessarily mean the individual has a disability, or requirement to have immediate access to a toilet, as the keys can be purchased by anyone.</p>



	<p>Although the proposal is to close the APCs, there would not be full removal of public toilet provision. However, it is acknowledged that the alternative arrangements wouldn't be available 24 hours a day 365 days per year and this could have an impact on those who need easy access to toilet facilities</p> <p><b>How do you know that?</b> Usage information used to establish frequency of usage. Feedback on the proposed alternative arrangements will be sought from equality groups to mitigate potential impact.</p>
Gender Reassignment – Trans/Transgender Identity	<p><b>What effect/difference will the policy have on people?</b> For those individuals who use APCs, they would be required to access alternative facilities. This would include appropriate council buildings, such as partnership centres, but also other local businesses.</p> <p>It is estimated that over 75% of those accessing APCs pay to use the facility with 25% using a radar key, although use of a radar key does not necessarily mean the individual has a disability, or requirement to have immediate access to a toilet, as the keys can be purchased by anyone.</p> <p>Although the proposal is to close the APCs, there would not be full removal of public toilet provision. However, it is acknowledged that the alternative arrangements wouldn't be available 24 hours a day 365 days per year and this could have an impact on those who need easy access to toilet facilities</p> <p><b>How do you know that?</b> Usage information on frequency and research on gender identity confidence for toilet usage. However, toilets available are compliant with all accessibility requirements.</p>
Marriage or Civil Partnership	<p><b>What effect/difference will the policy have on people?</b> None Identified</p> <p><b>How do you know that?</b> No relevant evidence has been found.</p>
Pregnancy and Maternity	<p><b>What effect/difference will the policy have on people?</b> For those individuals who use APCs, they would be required to access alternative facilities. This would include appropriate council buildings, such as partnership centres, but also other local businesses.</p> <p>It is estimated that over 75% of those accessing APCs pay to use the facility with 25% using a radar key, although use of a radar key does not necessarily mean the individual has a disability, or requirement to have immediate access to a toilet, as the keys can be purchased by anyone.</p> <p>Although the proposal is to close the APCs, there would not be full removal of public toilet provision. However, it is acknowledged that the alternative arrangements wouldn't be available 24 hours a day 365 days per year and this could have an impact on those who need easy access to toilet facilities.</p> <p><b>How do you know that?</b> Usage information used to establish frequency of usage. Feedback on the proposed alternative arrangements will be sought from equality groups to mitigate potential impact.</p>
Race	<p><b>What effect/difference will the policy have on people?</b> None identified</p> <p><b>How do you know that?</b> No relevant evidence has been found</p>
Religion or Belief	<p><b>What effect/difference will the policy have on people?</b> None identified</p> <p><b>How do you know that?</b> No relevant evidence has been found</p>
Sex	<p><b>What effect/difference will the policy have on people?</b> For those individuals who use APCs, they would be required to access alternative facilities. This would include appropriate council buildings, such as partnership centres, but also other local businesses.</p>

	<p>It is estimated that over 75% of those accessing APCs pay to use the facility with 25% using a radar key, although use of a radar key does not necessarily mean the individual has a disability, or requirement to have immediate access to a toilet, as the keys can be purchased by anyone.</p> <p>Although the proposal is to close the APCs, there would not be full removal of public toilet provision. However, it is acknowledged that the alternative arrangements wouldn't be available 24 hours a day 365 days per year and this could have an impact on those who need easy access to toilet facilities</p> <p><b>How do you know that?</b> Usage information on frequency and research on gender identity confidence for toilet usage. However, toilets available are compliant with all accessibility requirements.</p>
Sexual Orientation	<p><b>What effect/difference will the policy have on people?</b> None identified</p> <p><b>How do you know that?</b> No relevant evidence has been found</p>

#### 4. Please outline any needs and/or barriers which may affect vulnerable groups falling into poverty and disadvantage in relation to this policy.

Vulnerable groups may include the following:

- Unemployed
- Single parents and vulnerable families
- People on benefits
- Those involved in the criminal justice system
- People in the most deprived communities (bottom 20 SIMD areas)
- People who live in rural areas
- Pensioners
- Looked After Children
- Carers including young carers
- People misusing services
- Others e.g. veterans, students
- Single adult households
- People who have experienced the asylum system
- Those leaving the care setting including children and young people and those with illness
- Homeless people
- People with low literacy/ numeracy
- People with lower educational qualifications
- People in low paid work
- People with one or more protected characteristics

#### What effect/difference will the policy have on people?

There are no indications that there may be an impact on this socio-economic group.

#### How do you know that?

As the proposal is developed the needs and barriers to available toilets to this socio-economic group will be considered.

#### 5. Action Plan

What action/s will be taken, by whom and what is the timescale for completion?

**Actioner Name:** David Baird

**Action Date:** March 2023 to March 2024

#### What is the issue?

Actively engage with older people forums and other equality groups to understand potential impact of the removal of APCs and the needs of the alternative arrangement proposal for comfort partner schemes and promotion of already available council public toilet facilities.

Termination of contract with JC Decaux with reinstatement of land on which APCs are currently sited.

#### What action will be taken?

Comprehensive consultation exercise will be undertaken mapping out publicly accessible toilet facilities across West Lothian and engaging with potential comfort partners to develop proposals which will be scrutinised by equality forums to ensure a positive impact on communities from the change in provision.

Liaison with JC Decaux regarding the removal of APCs and the reinstatement of land.

#### Progress against action

Work is ongoing with the project team to develop plans to engage with service users.

## 6. Details of consultation and involvement

Who will be or has been involved in the consultation process?

- State which service users and groups are involved in this process and describe their involvement.
- Describe any planned involvement saying when this will take place and who is responsible for managing the involvement process.
- Describe the results of the involvement and how you have taken this into account.

Consultation will be undertaken with equality groups and communities in the 13 APC areas as well as engaging with local businesses with regards to the comfort partner scheme. This will include how to increase awareness of existing publicly accessible toilet facilities as well as the promotion of comfort partners. The engagement will be undertaken by Property Services and the Property Services Manager will be responsible for ensuring that appropriate consultation is completed.

## 7. Data and Information

What equality data, poverty data, research, information or other evidence has been used to inform this assessment?

- What information or other evidence has been used in the development of the policy?
- What does research, consultation and other data or information tell you about the impact of the policy? (describe the information and conclusions, and state where the information can be found)
  - Quantitative (numbers, percentages, statistical analysis)
  - Qualitative (written/spoken words, opinions, surveys)
- Describe any gaps in the available information, and record within section five (Action Plan), action you are taking in relation to this (e.g. new research, further analysis) and when this is planned.
- Give details of any existing local or national evidence which has been used to inform the development of your policy.

Plans of the locations of the APCs are currently available and this will be mapped to the existing publicly accessible toilet facilities as well as potential comfort partners to demonstrate access, this could result in additional public access toilets than are currently available and have a positive impact.

Analysis of usage information has determined the following usage information:

APC Location	Actual Cost Paid by WLC – contract costs 2022/23 £	2018/19 Usage	Cost per use £	Usage required to break even (30p per use)
Bathgate Rail Station	27,947	7,073	3.41	80,370
Bathgate Town Centre	27,140	6,459	3.73	79,933
Fauldhouse	27,488	1,697	14.13	79,933
East Calder (removed-in storage)	24,945	0	0	0
Carmondean, Livingston	27,947	4,392	5.49	80,370
West Calder	27,196	2,112	11.21	78,883
Whitburn (removed-in storage)	24,511	0	0	0
Broxburn	29,052	2,601	9.10	78,883
Craighill, Livingston	27,725	1,543	15.62	80,370
Armadales	29,641	1,838	13.05	79,933
Elilburn, Livingston	27,126	3,461	7.52	90,923
Livingston South Rail Station	28,790	5,725	4.19	79,933
Linlithgow	28,675	7,890	3.02	83,170
TOTAL	358,183	47,546	Avg Cost £8.22	

For 2018/19 an average of 25% of the users accessed using a radar key and 75% by coin payment. It should be noted however, that the use of a radar key does not necessarily mean utilised by someone with a disability as radar keys can also be purchased by any member of the public, including taxi and bus drivers for as little as £1.99.

## 8. Mitigating Actions

If the policy has a negative/adverse impact on a particular group/s, but is still to be implemented, please provide justification for this.

Note: If the policy is unlawfully discriminatory under the Equality Act 2010 and/or is having a negative impact on poverty and socioeconomic disadvantage under the Fairer Scotland Duty, you MUST identify, how the policy can be amended or justified so the Council acts lawfully.

- How could you modify the policy to eliminate discrimination or to reduce any identified negative impacts? If necessary, consider other ways in which you could meet the aims and objectives.
- How could you modify the policy to create or maximise the positive aspects of the proposals and to increase equality and reduce poverty and socioeconomic disadvantage.
- Describe any modifications which you can make without further delay (for example, easy, few resource implications).
- If you propose to make any of the modifications shown above, describe any potential new negative impacts on other groups in society or on the ability to achieve the aims and how you will minimise these.
- Please describe the resource implications of any proposed modifications taking into account financial, people and property issues.

The intention is to not only utilise partnership centre's but also businesses, such as shops, cafes and restaurants. The intention is to provide cover seven days a week for a minimum time of 9 am to 5pm with the aim to have availability until 10pm most days. This may not be possible in every location; however, it is possible that capacity may increase in some areas due to the availability of any comfort partners with multiple cubicle facilities. If comfort partners are established, they will be clearly signed, advertised and local directional signage will be provided to ensure the locations are easily identified. These will replace existing automated public conveniences, which are not well used, and do not provide a welcoming environment for persons requiring to relieve themselves. The automated public conveniences are leased under an expensive contract the termination of which will achieve savings of £358,000 as well as no longer having to provide for a contracted inflationary uplift each year.

West Lothian Leisure facilities will be included in considerations, along with community centres and community access schools where appropriate

## 9. Monitoring and Review

- How will the implementation and impact of the policy be monitored, including implementation of any amendments? For example, what type of monitoring will there be? How frequent?
- What are the practical arrangements for monitoring? For example, who will put this in place? When will it start?
- How will results of monitoring be used to develop future policies?
- When is the policy due to be reviewed?
- Who is responsible for ensuring this happens? Please detail below

The impact of the policy will be monitored based on feedback received from the public as well as information from comfort partners to review usage and general feedback and information.

## 10. Recommendation and Reasoning

Implement proposal taking account of mitigating actions (as outlined above)

### Reason for Recommendation

The automated public conveniences are leased under an expensive contract the termination of which will achieve savings of £358,000 as well as no longer having to provide for a contracted inflationary uplift each year. Further consideration of equality impacts will be undertaken as the proposal is developed further, consultation with stakeholders will be undertaken to ensure mitigating actions are completed where issues are identified.

<b>Signed by Lead Officer</b>	
<b>Designation</b>	Property Services Manager
<b>Date</b>	16/01/2023
<b>Counter Signature</b> (Head of Service or Depute Chief Executive responsible for the policy)	Head of Finance and Property Services
<b>Date</b>	16/01/2023