



## ***Livingston South Local Area Committee***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

7 November 2019

A meeting of the **Livingston South Local Area Committee** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre, Livingston** on **Thursday 14 November 2019** at **9:30am**.

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest
3. Order of Business, including notice of urgent business and declarations of interest in any urgent business
4. Minutes
  - (a) Confirm Draft Minute of Meeting of Livingston South Local Area Committee held on Thursday 05 September 2019 (herewith).
  - (b) Confirm Draft Minutes of Meeting of Livingston South Local Area Committee held on Thursday 03 October 2019 (herewith).
5. Inveralmond High School Presentation
6. Livingston South Multi-Member Ward Performance - Report by Scottish Fire and Rescue Service (herewith).

DATA LABEL: Public

7. Police Report Ward 4, Livingston South Update - Report by Police Scotland (herewith).
8. Service Update - NETS, Land and Countryside - Report by Head of Operational Services (herewith).
9. Housing, Customer and Building Services - Report by Head of Housing, Customer and Building Services (herewith).
10. Anti-Poverty Service Update - Report by Head of Finance and Property Services (herewith).
11. Pensioners' Christmas Fund Allocations 2019/20 - Report by Head of Planning, Economic Development and Regeneration (herewith).
12. Town Centre Fund 2019/20 - Report by Head of Planning, Economic Development and Regeneration (herewith).
13. Livingston South LAC Workplan (herewith)

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

MINUTE of MEETING of the LIVINGSTON SOUTH LOCAL AREA COMMITTEE held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, LIVINGSTON, on 5 SEPTEMBER 2019.

Present – Councillors Lawrence Fitzpatrick (Chair), Peter Heggie and Peter Johnston

Absent – Councillor Moira Shemilt

In Attendance –

James Cameron, Lead Officer, West Lothian Council  
Lesley Keirnan, Community Regeneration Officer, West Lothian Council  
David Cullen, Nets, Land and Countryside Services, West Lothian Council  
Sandy Ross, Housing Manager, West Lothian Council  
Lee Clark, Scottish Fire and Rescue Service  
Peter Dunlop, Scottish Fire and Rescue Service  
PC Andy McMahon, Police Scotland  
Patricia Gallagher, Head Teacher, James Young High School,  
Ross Wylie, Dedridge Action Plan Representative  
Tracy Murdoch, Kidzeco

1. DECLARATIONS OF INTEREST

Agenda Item 6 (James Young High School Presentation) – Councillor Peter Heggie declared an interest in that his daughter attended James Young High School but would participate in the item of business.

2. MINUTE

The Committee approved the Minute of its meeting held on 24 May 2019. The Minute was thereafter signed by the Chair.

3. JAMES YOUNG HIGH SCHOOL - PRESENTATION BY HEADTEACHER TRICIA GALLAGHER

The Panel were provided with an overview of James Young High School for the term 2018/19. This would include school achievements, early exam analysis, positive destinations; and school priorities for 2019/20.

The Head Teacher summarised the school's achievements which included matters such as two individual winners of the Stellar Awards in the categories of Local Hero and Sport, 2<sup>nd</sup> place in the West Lothian dance competition, a gold award at the Scottish band finals in Perth; and the Pop Up Prom initiative.

The Head Teacher then provided an explanation of the Pop Up Prom initiative which had proven to be very successful and involved making attending the prom more economically viable for many of the pupils who previously may not have been able to attend otherwise. The Head

Teacher explained that the approach taken to funding the cost for the pop up prom was now being adapted in other parts of the school.

The committee continued to be advised that the academic success of the school continued to go from strength to strength and that the school was in involved in a number of partnership awards including Employability Award, Saltire, Edinburgh College; and Duke of Edinburgh.

In terms of positive destinations the school was achieving much success in comparison to other schools across West Lothian and the national average.

On a final note the Head Teacher explained what the priorities would be going forward.

The committee then recorded a note of thanks to the Head teacher and all the staff for their commitment and hard work with the pupils and wished the school for the coming year.

Additionally the representative from Scottish Fire and Rescue Service, Lee Clark, wished to record a note of thanks on behalf of his organisation as they had recently worked with the school on a number of initiatives; these being British Heart Foundation, Employability and West Drive and they have been extremely well received by the young people involved particularly pupils Cameron Hunter and Chris Williams

#### Decision

To note the contents of the report.

#### 4. DEDRIDGE LOCAL ACTION PLAN - PRESENTATION BY ROSS WYLIE AND TRACY MURDOCH

The Chair welcomed Ross Wylie and Tracy Murdoch to the meeting.

The presentation began with an overview by the council's Community Regeneration Officer, who explained how the Dedridge Action Plan had been formulated by the community for the community. The Plan was split into four themes; these being Poverty, Income Deprivation & Employability; Early Intervention & Prevention; Health & Wellbeing; and Community Capacity & Cohesion. This made the plan easy to navigate.

Mr Ross Wylie, who was a member of the local Dedridge community then proceeded to explain how he had become involved in developing the Action Plan and spoke about one of the themes; this being Poverty, Income Deprivation & Employability theme. In doing so Mr Wylie explained how a community consultation had been undertaken about public transport and that the main areas of concerns for local residents included matters such as direct routes for commuting to Edinburgh, buses through Dedridge West, links to the train station and cost/affordability of using public transport.

The presentation continued by providing information on community

capacity and cohesion and early prevention and intervention.

In terms of the theme “Prevention and Intervention” the committee were then provided with an overview of a local social enterprise known as Kidzeco; the presentation was conducted by Ms Tracy Murdoch. Ms Murdoch explained that Kidzeco had initially started out in Bathgate and then expanded to a second site in Livingston shopping centre. The purpose of Kidzeco was to sell pre-loved children’s clothes, toys and equipment at affordable prices.

Ms Murdoch continued to explain that the social enterprise had grown to such an extent that they had had to move from their original premises to a larger retail unit in the Livingston shopping centre. However they were now using their original retail unit as a community space which as a drop-in centre for local families and provided a community café and access to services such as nutrition and advice on breast feeding. The community space was being funded by a health improvement grant for a three year period.

Ms Murdoch concluded her presentation by explaining that the focus of the social enterprise was very much about West Lothian and that there was much cross fertilisation between the shop and the community space.

The Chair thanked the two speakers for their very informative presentation.

### Decision

To note the contents of the presentation

## 5. POLICE REPORT

The committee considered a report (copies of which had been circulated) by Police Scotland providing an update on police activity for the ward up to 31 July 2019.

In terms of anti-social behaviour the committee were advised of a number of initiatives that were being undertaken by Police Scotland in conjunction with colleagues in the council and in the fire service. This continued to be a worthwhile and effective tactic in reducing the number of complaints. This also included the identification of a number of hot spot areas which had seen an increase in the number of foot patrols being carried out by Police and Fire colleagues and which had seen a significant reduction in wheelie bin fires.

Police Scotland had also been working with the management at St John’s Hospital with regards to antisocial behaviour and drug misuse in and around the hospital grounds.

The report also provided information relating to work being carried out in relation to making the roads safer and tackling substance misuse.

The committee was asked to note the contents of the report.

Decision

To note the contents of the report

6. FIRE REPORT

The committee considered a report (copies of which had been circulated) by Scottish Fire and Rescue Service providing an update on the activity in the ward for the period up to 30 June 2019.

Attached to the report at Appendix 1 was a series of graphs showing details of accidental dwelling fires, fire casualties and fatalities, deliberate fires, fires in non-domestic properties, special services casualties and unwanted fire alarm signals; this was for Q1 2019 and provided comparisons with previous years.

The Fire Service also acknowledged the joint patrols that were taking place with Police colleagues and how effective this approach had been in tackling wheelie bin fires, dealing with travelling sites and being involved in the West Drive initiative.

With regards to fires in domestic properties Mr Clark advised committee that the Fire Service did use social media to advise households against leaving washing machines/dryers switched on whilst away from the home. Additionally the Fire Service always conducted a targeted approach if there had been a fire in a domestic dwelling.

In relation to a question asked Mr Clark also advised committee that planning was well under for Bonfire night. This included visiting all the secondary schools in West Lothian, a targeted approach and making use of Crime Stoppers.

Decision

To note the contents of the report

7. PENSIONERS' GROUPS CHRISTMAS FUND 2019/20

The Committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration informing the Committee of the groups invited to apply for the Pensioners' Groups Christmas Fund 2019 in the Livingston South ward, Livingston-wide groups and West Lothian-wide groups.

The Committee was informed that seven application forms had been issued to groups across the ward

One application had been sent to a Livingston-wide group and two applications had been issued to West Lothian-wide groups.

Details of all the groups to whom an application form had been sent were

outlined in Appendix 1 attached to the report.

It was recommended that the committee noted that seven groups within the Livingston South ward had been invited to apply to the Pensioners' Christmas Fund and applications were awaited.

#### Decision

To note the contents of the report

### 8. SERVICE UPDATE - NETS, LAND AND COUNTRYSIDE

The committee considered a report (copies of which had been circulated) by the Head of Operational Services providing an update of activity of the Nets, Land and Countryside Service teams for the period 1 May to 31 July 2019

The report provided a summary under the headings of Ground Maintenance; Garden Maintenance; Cleaner Communities; Parks & Woodland; and Open Space and Cemeteries.

It was noted that the reporting period had seen quite a challenging time for the service as there had been unprecedented growing conditions caused by prolonged periods of wet weather combined or followed by periods of warm weather. This had caused the grass to grow significantly quicker than normal between cuts and had often meant the staff was cutting the grass in wet conditions.

These unprecedented growing conditions had also had an impact on the most recent LAMs score noting that it 60 for the ward, which was lower than the target score of 67.

The committee noted that there had been a significant increase in abandoned cars in the reporting period and sought more clarification on the process involved in dealing with abandoned cars. Officers undertook to supply this information to all the members of the committee in due course.

Committee was asked to note the work carried out by the service in the local ward area and advise of any areas that required further information or investigation.

#### Decision

1. To note the contents of the report; and
2. To agree that information on the process for dealing with abandoned cars be provided to all the committee members.

### 9. HOUSING REPORT

The committee considered a report (copies of which had been circulated)

by the Head of Housing, Customer and Building Services providing an overview of the service activities in the Livingston South ward.

The report examined property void and let performance for both mainstream and temporary tenancies, noting that delays for re-letting could occur for a variety of reasons. This included type or location of the property, completion of void work or identification of additional works not visible during the initial inspection. It was noted that for the reporting period the number of mainstream voids had been 25 and not 23 as detailed in the officer's report.

The report continued by providing information on arrears performance for the ward, noting that the ward had a collection rate for the YTD in Q1 of 94.5% and that Livingston South had collected £1,310,231 versus a charge of £1,386,724

Further information on arrears performance and the implications of Universal Credit were also detailed in the report. This included an increase in arrears of £120,027 on last year's position.

Information relating to the capital programme and new build council housing, tenant participation and the homeless housing network were also summarised in the report.

The local area committee was asked to not the activity detailed in the report for the period 1 April to 30 June 2019

#### Decision

To note the contents of the report

### 10. REPORT ON PROGRESS OF REGENERATION

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of progress towards developing regeneration plans within the ward.

The committee were advised that the regeneration plans for Ladywell and Dedridge were now live working documents. The plans had been divided into five sections to ensure they remained accessible and easy to read for all stakeholders. The priorities in the regeneration plans reflected the data collected from the community engagement consultation, statistical data from Scotpho and SIMD and mapping services and organisations.

Further work was beginning to link local overarching priorities in both plans to key strategies within the Local Outcome Improvement Plan (LOIP) and the East Locality Plan (for the IJB). The aim was to develop a golden thread of shared outcomes and outcome indicators that demonstrated key step changes from the local regeneration plan to the LOIP and IJB East Locality Plan, ensuring that they all complemented each other and added value.

The report then provided an overview of the activity in the Dedridge area, details of which had been subject of a presentation earlier in the meeting and details of the activity in the Ladywell area.

Additionally the local area committee were provided with an overview of the town centre fund for 2019/20 noting that the Scottish Government had allocated £1.826 million to West Lothian. The grant was exclusively for capital projects that delivered against key themes; these being :-

- Town centre living
- Vibrant local economies
- Enterprising communities
- Accessible public services
- Digital towns
- Proactive planning

An application based approach had been set up with a deadline of 31 August 2019 and officers had been working with local working groups, including Dedridge Community Council, Crofthead Community Association and Forrestbank Community Centre to develop ideas with a view to the submission of applications. Eligible applications would be presented to a future meeting of the local area committee.

It was recommended that the Local Area Committee notes :-

1. The presentation, earlier in the meeting, on the update of the Dedridge Plan;
2. The progress of the two local regeneration plans;
3. The plans progress and developing actions;
4. The work being done to promote the Town Centre Capital Fund and its related deadlines; and
5. The need for an additional meeting of the local area committee to agree applications for town centre funding.

### Decision

To note the contents of the report

## 11. GENERAL SERVICES CAPITAL PROGRAMME UPDATE

The committee considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on general services capital investment in the ward during 2018/19 and planned investment for the nine year period 2019/20 to 2027/28.

The report recalled that West Lothian Council agreed a ten year asset management and capital investment plan for 2018/19 on 13 February 2018. As part of the ten year capital plan it was agreed that officers would

report annually to local area committees on the progress on capital investment in their ward.

With respect to the Livingston South ward the general services capital investment expenditure was £28.702 million compared to the approved budget of £29.410 million. Overall there was a net slippage of £706,000 in the programme. As spend was 97.6% of the budget, this demonstrated continued progress in delivering the council's capital investment plans.

For 2018/19 identifiable investment in the Livingston South ward was £810,000 against a budget of £1.220 million. Full details of all budgets and expenditure for the ward was provided in Appendix 1 attached to the report.

In terms of the update capital investment programme 2019/20 to 2027/28 approved on 25 June 2019 this included identifiable investment of £7.159 million in Livingston South over the nine year period. Full details of the planned investment for the ward were provided in Appendix 2 attached to the report. The main areas of investment in the ward included Property Assets; Roads and Related Assets; and Open Space Assets; a narrative for each of these areas was outlined in the report.

In line with the established reporting arrangements for capital budget monitoring, reports on progress of the 2019/20 approved programme would continue to be presented to Council Executive following detailed monitoring at months four, six and nine. Any material changes to the delivery would be highlighted in these reports.

It was recommended that the local area committee notes :-

1. The progress made in delivering the approved general services capital programme within the Livingston South ward in 2018/19;
2. The approved capital projects planned for the ward in 2019/20 to 2027/28;
3. That detailed allocations of block budgets for the period 2023/24 to 2027/28 to specific programmes attributable to specific wards would not be undertaken until 2022;
4. Progress in delivery of the 2019/20 programme would be reported to Council Executive following detailed budget monitoring exercises during the course of the year; and
5. An update capital investment programme would be presented to Council for approval in February 2020.

### Decision

To note the contents of the report

## 12. WORKPLAN

The Committee considered the contents of the workplan (a copy of which had been circulated).

Decision

To note the contents of the workplan



MINUTE of MEETING of the LIVINGSTON SOUTH LOCAL AREA COMMITTEE held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, on 3 OCTOBER 2019.

Present – Councillors Lawrence Fitzpatrick (Chair), Peter Heggie, Peter Johnston and Moira Shemilt

Apologies – Mary Benson, Ladywell Community Council

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. ORDER OF BUSINESS

The Chair agreed for two maps accompanying application MA02 (Dedridge Milestones part) to be tabled.

The Chair announced that Jo Rule, a member of Livingston Village Community Council, had passed away the previous week. Committee members noted their sadness at her passing as well as their appreciation for her time dedicated to community council work.

3. TOWN CENTRE FUND 2019/20: PROPOSED FUNDING AWARDS

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration inviting members to consider the applications to the Towns Centre Fund and to agree the allocation of funding for the settlements within the ward.

The report recalled that in February 2019, the Scottish Government had announced, as part of its budget, a new Town Centre Fund of £50 million, aimed at addressing the core themes of the Scottish Government's Town Centre Action Plan 2013 and the Town Centre First Principle.

Council Executive had agreed on 11 June 2019 that the funding should be allocated to all 23 communities with populations over 1,000 through a grant application process. Within the Livingston South ward, six towns were eligible for the funding, and following the deadline of 31 August 2019, 23 applications had been received for projects in the ward – these were shown in Appendices 2–8. All applications had been reviewed by officers through the Capital Asset Management Board and recommendations and advice were set out in Appendix 1.

It was recommended that the committee:

1. note that 23 applications had been received for projects within the ward;

2. note the recommendations provided by officers within each town within the ward;
3. agree to award funding as set out in the report;
4. note that if the officer recommendation on funding was accepted there would be an unallocated sum of £4,485.00, which, if committee agreed, could be redistributed within the ward;
5. agree on the distribution of the unallocated sum which could be used for submitted projects in any settlement in the ward;
6. note that any unallocated sums would be available for distribution to projects elsewhere in West Lothian and that it would be for Council Executive to decide on the distribution of unallocated funds;
7. note that some of the funding costs remained as estimates and delegate the Head of Planning, Economic Development & Regeneration to finalise award amounts within the overall value of the funding available within the ward;
8. note the terms and conditions associated to the awarding of grants as set out in the report; and
9. agree to the reallocation of funding for application MUR01.

### Decision

1. To agree the recommendations in the report and applications as follows:

#### Dedridge

DED01 Crofthead upgrade – £12,578.00

DED02 Nigel Rise to The Centre path – £24,578.00

MA001 Crofthead local centre – Not supported

MA001 Dedridge local centre – Not supported

MA001 Dedridge East local centre – Not supported

MA02 Dedridge Milestones part – £3,000

#### Murieston/Bankton

MUR01 Signage – It was also agreed to allocate this project £2,000 out of the reallocation pot as per recommendation 9 in the report.

MUR02 Community Notice board – £3,375

MUR03 Community Garden – £27,975

MUR01 Murieston local centre – Not supported

Ladywell

LAD01 Community Garden – £19,134.00

LAD02 WiFi – £5,600

LAD03 Fun & Games – £2,400

LAD04 Signage – £2,500

MA001 Ladywell local centre – Not supported

Howden

HOW01 Staggered fencing – £1,200

MA001 Howden local centre – £12,000

MA002 Milestones part – £3,500

Bellsquarry/Adambrae

BEL01 Village hall upgrade – £2,513

BEL02 Sound System – £800

BEL03 The Larder kitchen – £2,500

MA001 Bellsquarry neighbourhood centre –£7,783.00

Livingston Village / Kirkton

MA002 Milestones part – £3,500

2. In addition, it was agreed that the unallocated sum of £4,485 would be divided equally between the following projects:
  - DED02 Nigel Rise to The Centre path – £1,495
  - MUR03 Community Garden – £1,495
  - LAD01 Community Garden – £1,495
3. It was noted that the overallocation sum of £136,769.35 shown on page 4 of the report was incorrect; the correct figure was

£119,663.35.

4. The committee requested the following:
  - a. That the community councils be contacted and advised immediately of the above fund allocation decisions.
  - b. That officers start work immediately on supported projects.
  - c. That a report providing an update on fund allocation and project progress be submitted to the next Livingston South LAC meeting.

# ICHS

Local Area Committee

# INVERALMOND COMMUNITY HIGH SCHOOL

OUR VISION

We are working together to  
inspire learners and shape successful  
futures ensuring excellence and  
equity for all.

OUR VALUES



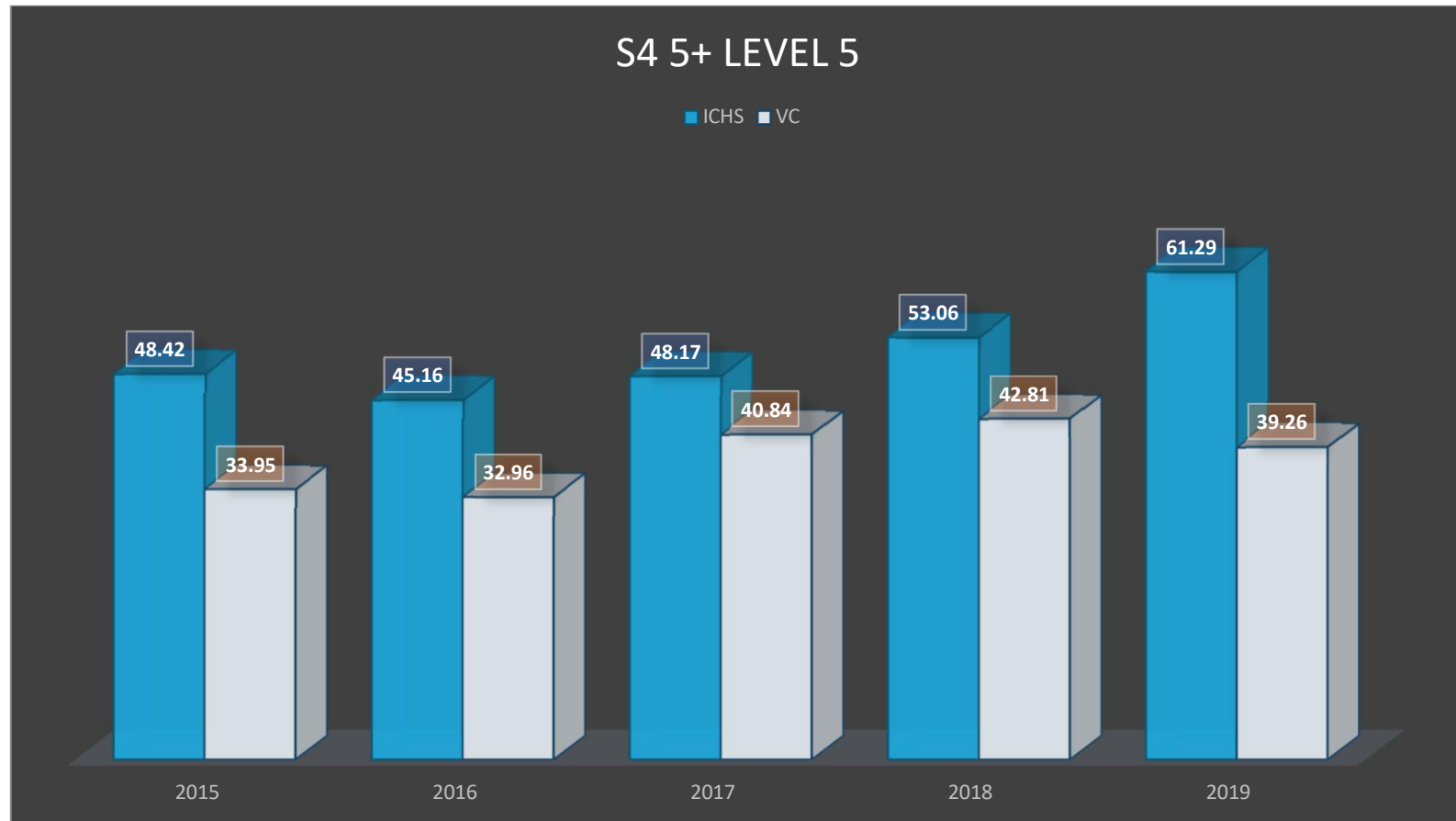
# Council Priorities

*We remain committed to eight ambitious priorities that will support our aim of improving the quality of life for everyone living, working and learning in West Lothian.*

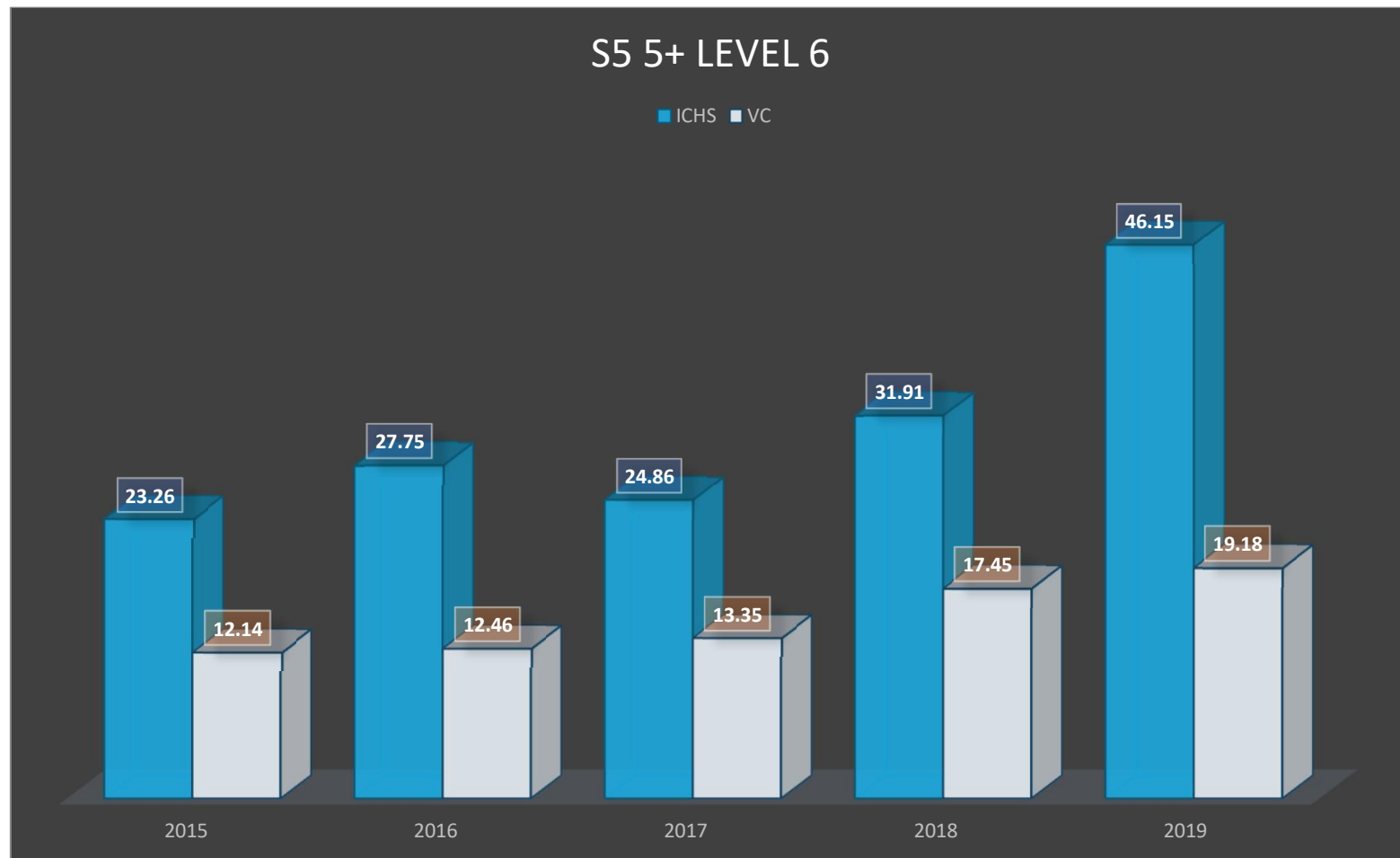


- Supportive attainment meetings with the local authority to ensure effective raising attainment strategies in place
- VSE model in place to support schools in their improvement journey
- The establishments of HUBs/QIPS have also helped to support school and develop a collaborative culture
- The Moving Forward in Learning strategy has developed capacity and leadership in our school whilst driving improvement
- Headteacher meetings – now leadership meetings – provide further opportunity for collaboration
- Central Education Team (Heads of Service, Education Officers and Performance Team) along with the Moving Forward in Learning model promotes collaboration amongst schools in order to improve outcomes for all learners

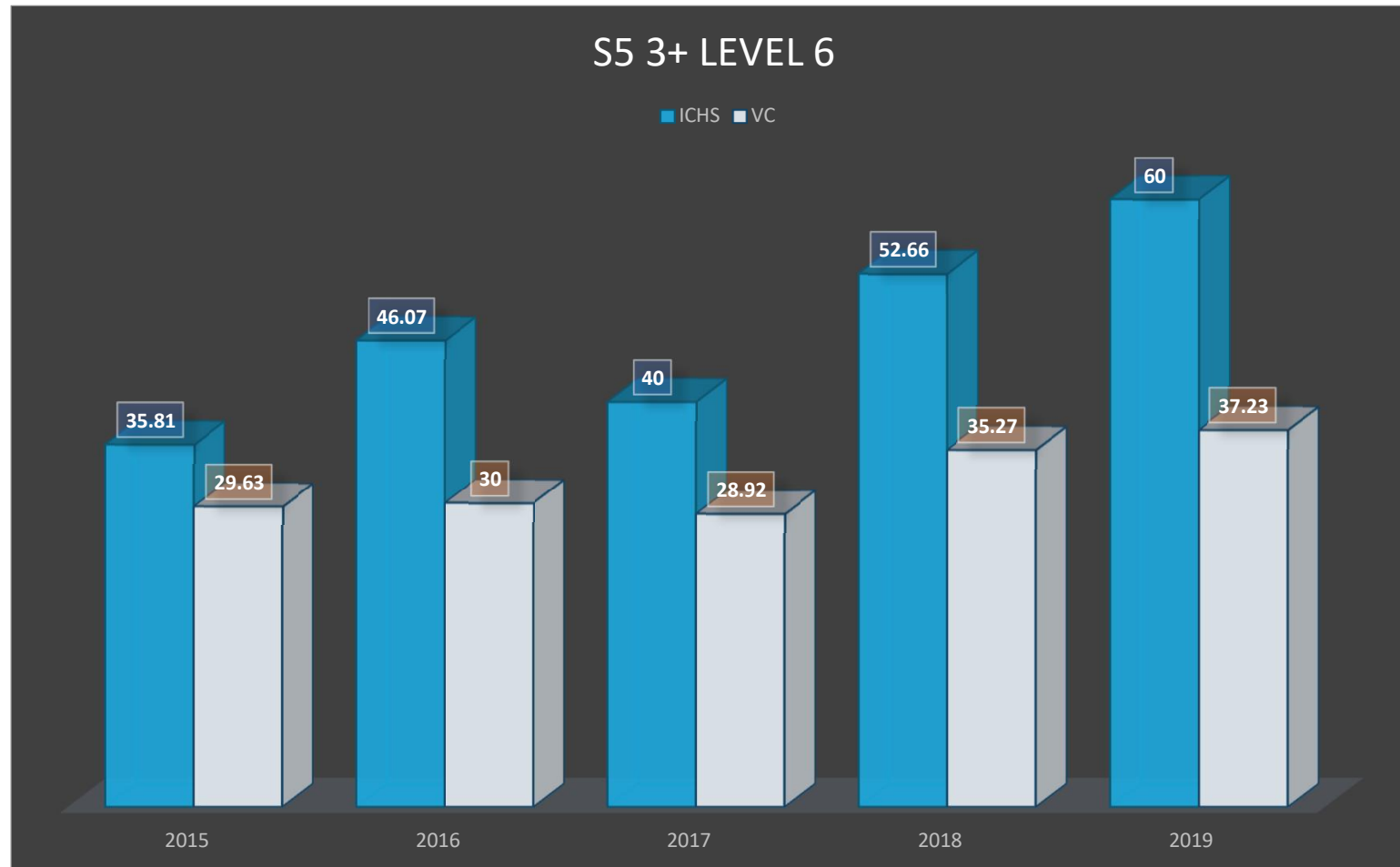
# S4 Attainment



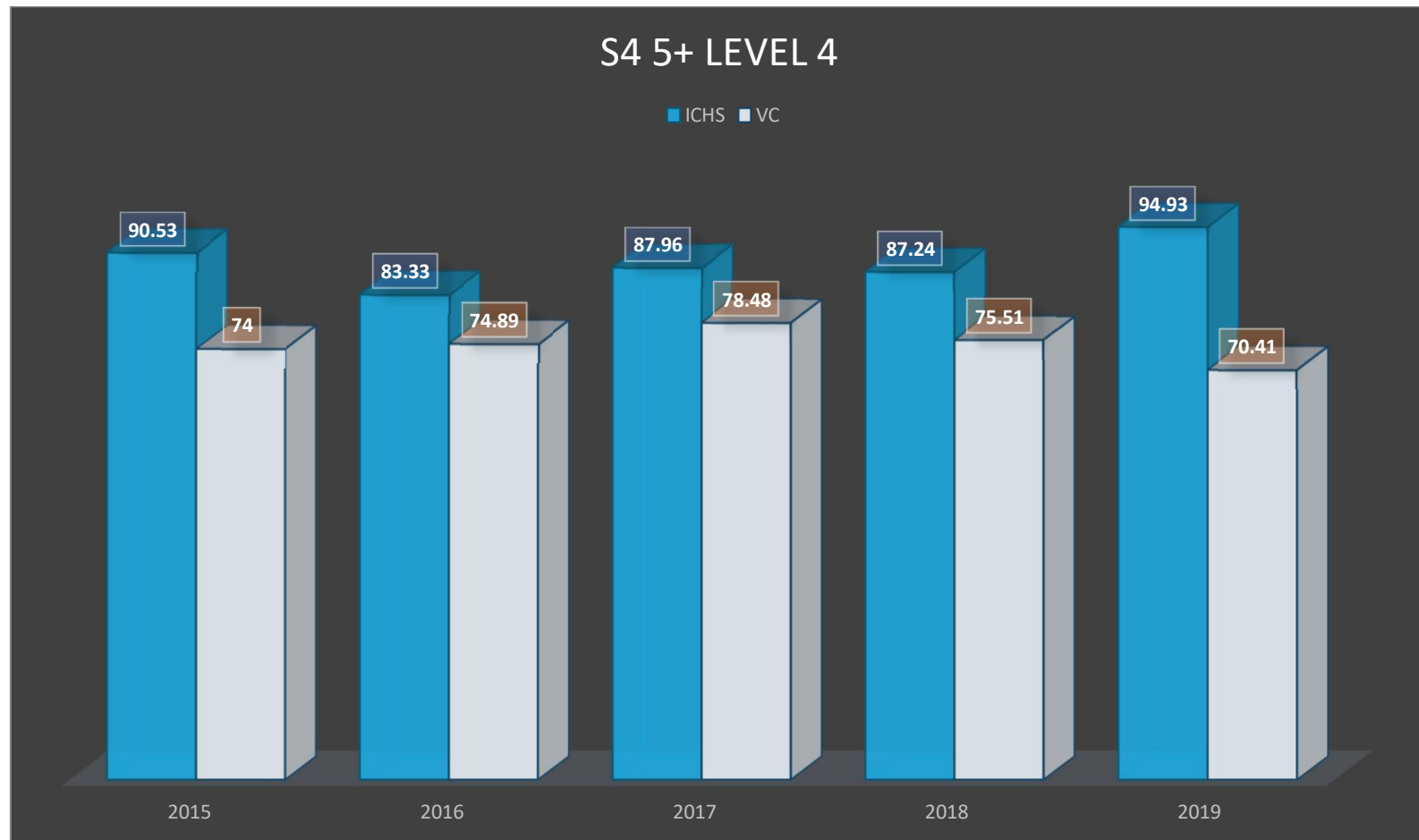
# S5 Attainment



# S5 Attainment



# S4 level- The Magic Five



# Breadth of Awards

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Awards	
West Lothian College Levels 5-7	Foundation Apprenticeships
Health and Wellbeing Levels 4 & 5	Leadership Levels 4-6
Open University	Personal Development Levels 4-6
Virtual Campus	Employability Award Levels 4-6
Career Ready	Saltire
Science Training School Levels 5-7	Religious Beliefs and Values Levels 4-6
Emergency First Aid Award	Mental Health & Wellbeing
National Progression Awards	Volunteering Awards

# The ICHS Improvement Hub



Vision, Values & Purpose

Excellent Learning and Teaching

Curriculum

Search

## EXCELLENT LEARNING AND TEACHING

**Our teaching is underpinned by our shared school vision and values**



Purpose of Learning



Teaching Approaches



Skilled Questioning



Appropriate Challenge




Students take ownership of their progress in learning




Classroom Ethos

"WE ARE WORKING TOGETHER TO INSPIRE LEARNERS AND SHAPE SUCCESSFUL FUTURES ENSURING EXCELLENCE AND EQUITY FOR ALL"


# School Priorities

**19/20  
Development  
Plan**

**Improvement  
in Young  
peoples  
wellbeing**





Almost all  
pupils feel  
safe,  
respected  
and ready to  
learn



**Improvement in  
skills and leaver  
destinations for  
all young people**



Learners have confidence & understanding to enter  
current and future market place

**Raising Attainment  
for all, particularly  
in Literacy and  
Numeracy**



More learners achieving level 4 in literacy &  
Numeracy by end of S4

Learners in  
S1-3 can talk  
confidently  
about  
progress  
and next  
steps in  
learning



**Closing the  
attainment gap  
between most &  
least  
advantaged  
children**

**In Inveralmond, our priority is  
to improve the quality of  
Learning, Teaching &  
Assessment to raise attainment  
& achievement for all.**

# Closing the Gap

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**Numeracy Aim:** To increase numeracy in the lower level students through one-to-one Maths Recovery sessions, by at least one point for each of the Maths Recovery programme levels, by June 2019

**Impact:** All pupils on the programme achieved the targets set

20 pupils targeted session 2018-2019

31 pupils targeted this session

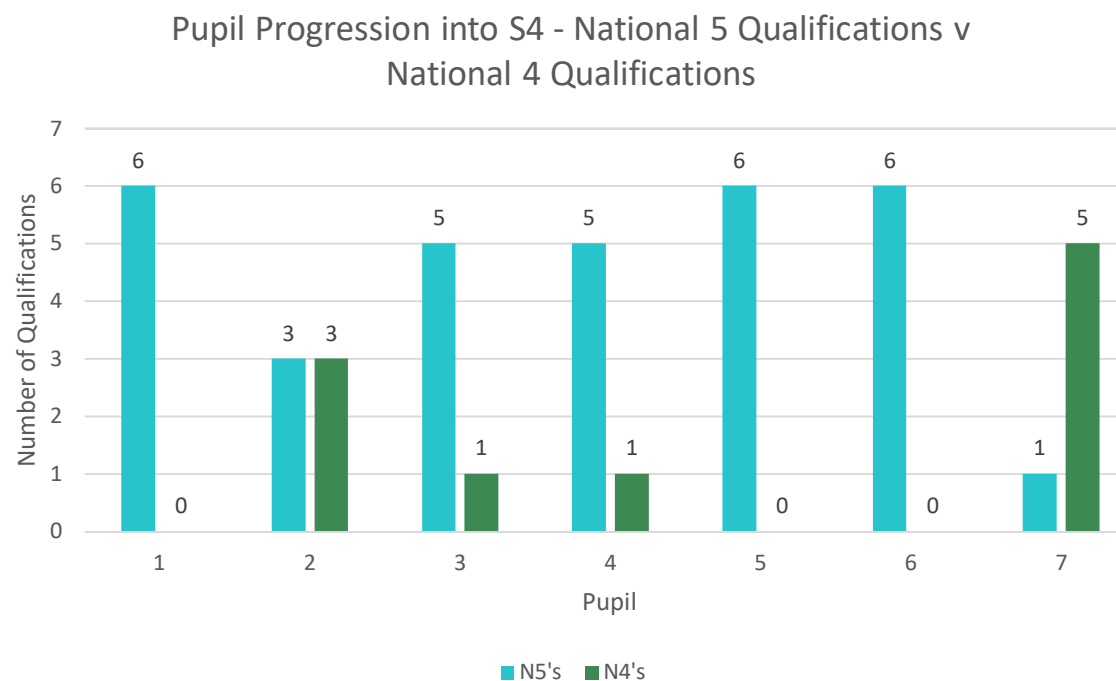
Chartered Teacher undertook Maths recovery training for use in the classroom and is now in action in lessons



# Closing the Gap

**Literacy Aim:** To improve the reading level of a targeted group of S1-S3 pupils with reading levels from 8-10 years, to a minimum of 11 years, through reading groups, so that pupils can access National 5 Qualifications in S4

**Impact:** Over 70% of pupils from last year's S3 PEF reading group have been coursed into at least 5 National 5 Qualifications



# Opportunities to Shine

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**“Congratulations to all the pupils and adults of Inveralmond Community High School . You are now officially recognised as a Unicef UK Silver: Rights Aware school.”**

Gerry McMurtrie  
Senior Professional Adviser, Rights Respecting Schools

**UNCRC: Article 14 - You have the RIGHT to choose your own religion and beliefs.**



The school is delighted and happy to launch our new Multi-Faith Room. This is a safe, quiet space for anyone in our school who wishes to pray, meditate, or reflect on a situation they may be going through

# DYW Champion Awards



Eileen Black – Business Partner



Dr Moncrieff – STEM



Sandy Higgins – Business Links

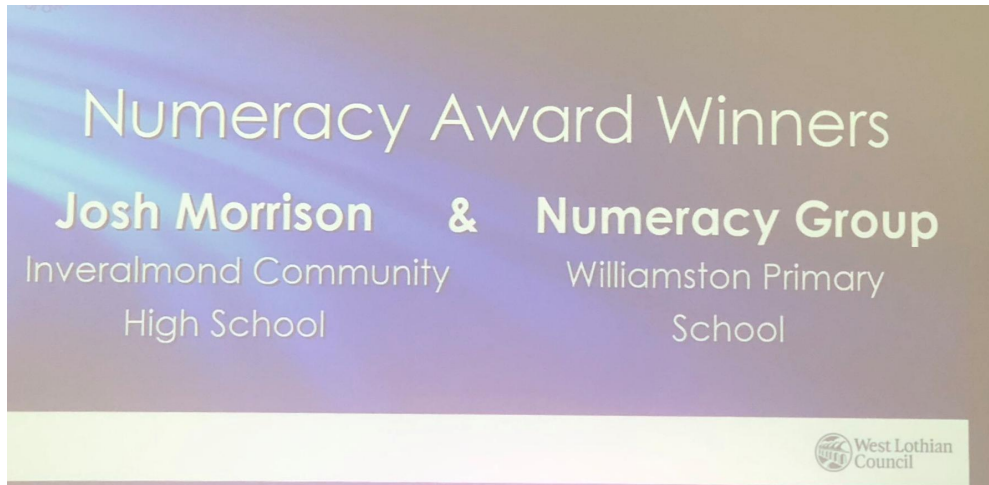


Tammalynn Hassell – Senior Phase Support



Megan Quinn & Tori McMaster –  
Development of Foundation Apprenticeship

# Stellar Awards





## **LIVINGSTON SOUTH LOCAL AREA COMMITTEE**

### **LIVINGSTON SOUTH MULTI-MEMBER WARD PERFORMANCE REPORT**

#### **REPORT BY SCOTTISH FIRE AND RESCUE SERVICE**

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

To update the Livingston South Local Area Committee on the activity within Livingston South Multi-Member Ward for the period up to 30<sup>th</sup> September 2019.

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

That Committee Members are invited to note and provide comment on the Livingston South Multi-member Ward Performance Report.

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

<b>I Council Values</b>	<ul style="list-style-type: none"><li>• Being honest, open and accountable</li><li>• Focusing on our customers' needs</li><li>• Making best use of our resources</li><li>• Working in partnership</li></ul>
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Quarterly reports on the Multi-member Ward Operational Plans are being produced to ensure delivery of the Local Fire and Rescue Plan, which is a statutory requirement of the Police and Fire Reform (Scotland) Act 2012.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	WL CPP SOA Performance indicators.
<b>V Relevance to Single Outcome Agreement</b>	SOA1304_13 Number of deliberate fires per 100,000 population SOA1304_14 Number of accidental dwelling fires per 100,000 population.
<b>VI Resources - (Financial, Staffing and Property)</b>	The council contributes to directly and in partnership to the delivery of the Ward Plan
<b>VII Consideration at PDSP</b>	None
<b>VIII Consultations</b>	West Lothian Citizen's Panel Survey, July 2014.

## **D. TERMS OF REPORT**

### **D.1 Background**

Quarterly reports on the Multi-Member Ward Operational Plans have been produced by SFRS to ensure delivery of the Local Fire and Rescue Plan for West Lothian 2018, which is a requirement under the Police and Fire Reform (Scotland) Act 2012, Section 41E.

### **D.2 Scottish Fire and Rescue Service (SFRS) Livingston South Multi-member Ward Quarterly Report**

Following the publication of the Livingston South Multi-member Ward Operational Plan, the Local Senior Officer for Falkirk and West Lothian has produced a Performance Report detailing activity against the key priorities.

The seven key priorities within the Livingston South Ward area are as follows:

Continuous Priority

- Local Risk Management and Preparedness.

High Priority

- Reduction of Dwelling Fires
- Reduction in Fire Fatalities and Casualties
- Reduction of Unwanted Fire Alarm Signals

Medium Priority

- Reduction of Deliberate Fire Setting
- Reduction of Fires in Non-Domestic Property
- Reduction in Casualties from Special Services (excluding RTC's).
- Reduction in RTC Fatalities and Casualties

## **E. CONCLUSION**

The Livingston South Multi-member Ward Performance Report aligns to the key priorities of the Local Fire and Rescue Plan for West Lothian 2019, the West Lothian Strategic Assessment of Community Safety and continues with the excellent partnership working on Community Safety, which is evident in West Lothian.

## **F. BACKGROUND REFERENCES**

None.

**Gordon McGuire**

**Station Manager, Scottish Fire and Rescue Service**

**September 2019**

Appendix 1 - Livingston South Multi-Member Ward Performance Report



**SCOTTISH**  
**FIRE AND RESCUE SERVICE**  
Working together for a safer Scotland

## West Lothian Council Area

### Ward Performance Report

Quarter 2 2019/20

## Livingston South

#### **DISCLAIMER**

The figures included in this report are provisional and subject to change as a result of quality assurance and review. The statistics quoted are internal management information published in the interests of transparency and openness.

The Scottish government publishes Official Statistics each year which allow for comparisons to be made over longer periods of time.

Please ensure any external partners in receipt of these reports are aware of this.

## **Introduction**

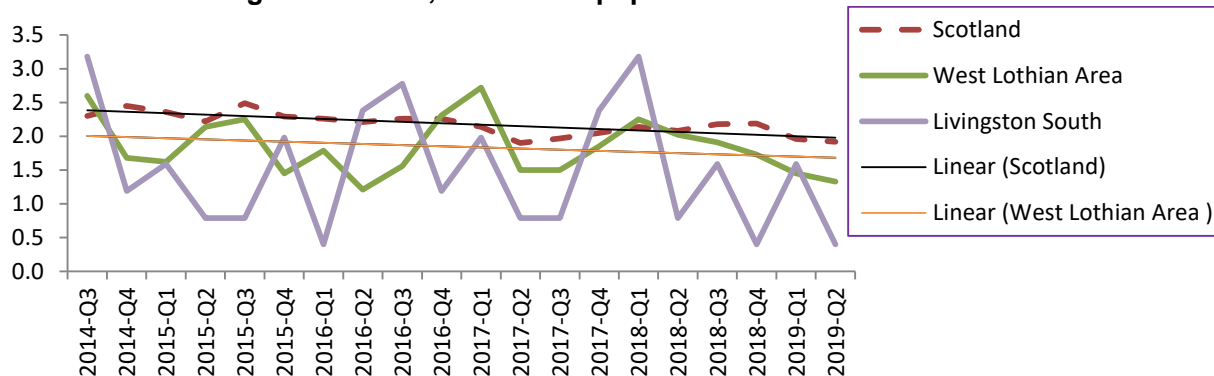
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

In addition to historical ward based activity, this performance report provides information on the historic activity in the West Lothian Council area and Scotland. To allow benchmarking to be undertaken, the units of measurement in the performance graphs in the report are based on incidents/events per head of population.

Whilst using historic statistical benchmarking data, consideration must be taken of the somewhat random nature of fire related incidents and events, and how this can pose difficulties in interpreting emerging patterns and trends. This is of specific relevance where ward level data is analysed due to the relatively small number of actual incidents/events that occur in ward areas.

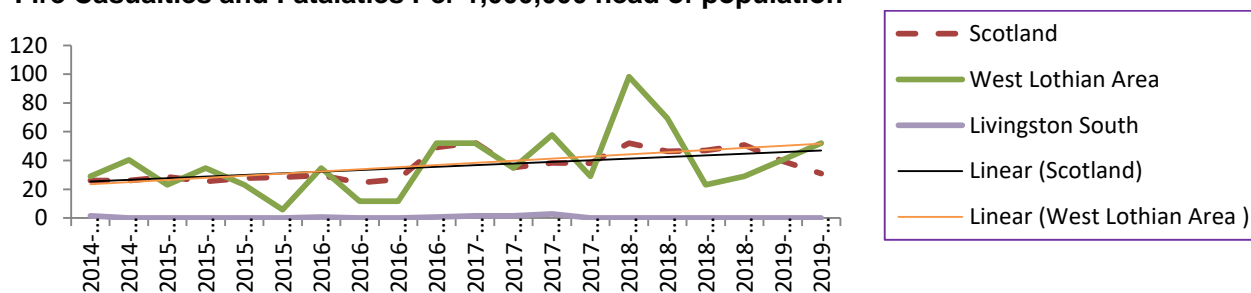
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

### Accidental Dwelling Fires Per 10,000 head of population



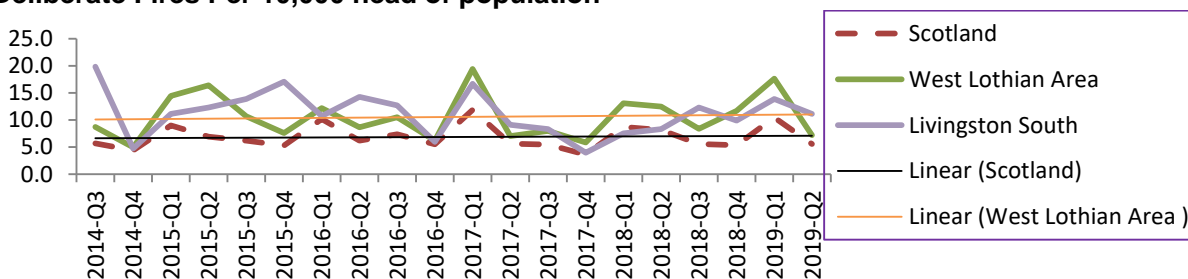
During the 2019-20 year to date reporting period SFRS have dealt with 2 accidental dwelling fires in comparison to 1 during 2018-19 year to date reporting period.

### Fire Casualties and Fatalities Per 1,000,000 head of population



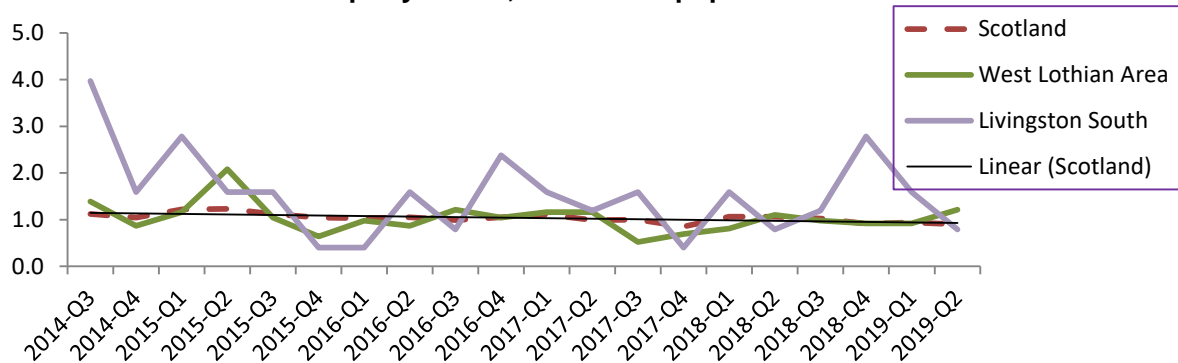
During the 2019-20 year to date reporting period SFRS have dealt with 1 Casualty and 0 Fatalities due to fire in comparison to 2 Casualties and 0 Fatalities during 2018-19 year to date reporting period.

### Deliberate Fires Per 10,000 head of population



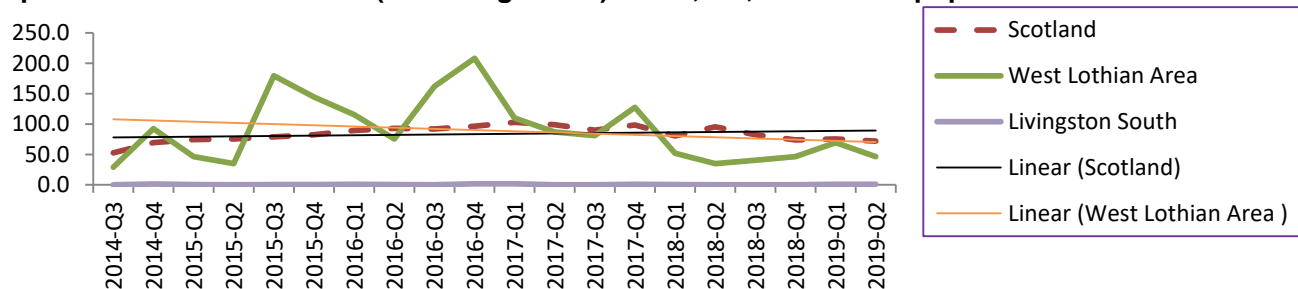
SFRS have dealt with 28 Deliberate fire incidents during 2019-20 year to date reporting period in comparison to 22 during 2018-19 year to date reporting period.

### Fires In Non Domestic Property Per 10,000 head of population



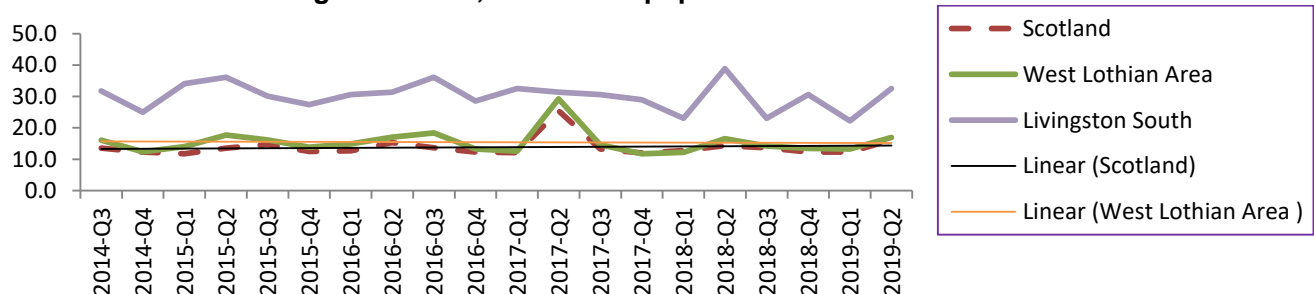
SFRS have dealt with 2 non domestic fires incident during 2019-20 year to date reporting period in comparison to 2 during 2018-19 year to date reporting period.

### Special Services Casualties (excluding RTC's) Per 1,000,000 head of population



SFRS have dealt with 2 casualty from Special Services during 2019-20 year to date reporting period in comparison to 1 during 2018-19 year to date reporting period.

### Unwanted Fire Alarm Signals Per 10,000 head of population

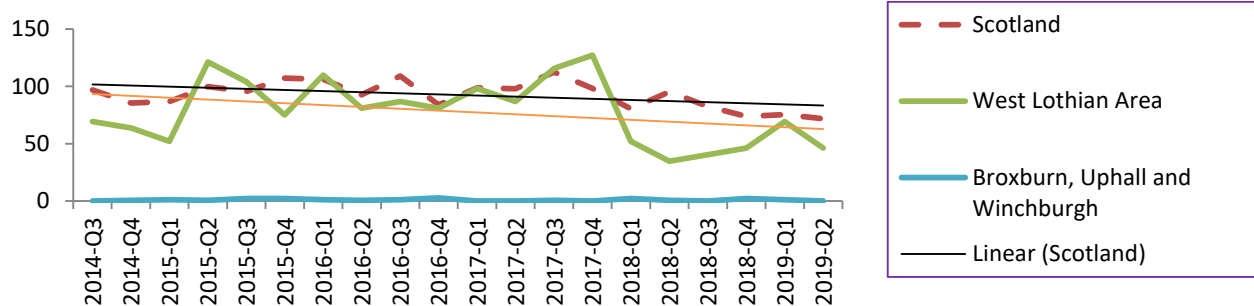


SFRS have dealt with 82 UFAS incidents during 2019-20 year to date reporting period in comparison to 103 during 2018-19 year to date reporting period.

#### Additional Comments

SFRS is committed to '*Working Together for a Safer Scotland*' and to engage with business partners to reduce demand from Unwanted Fire Alarm Signals (UFAS).

# **RTC Casualties and Fatalities Per 1,000,000 head of population**



During the 2019-20 year to date reporting period SFRS have dealt with 0 Casualties or Fatalities from RTC's in comparison to 1 Casualties and 0 Fatalities during 2018-19 year to date reporting period.





## **LIVINGSTON SOUTH, LOCAL AREA COMMITTEE**

### **WARD 4, LIVINGSTON SOUTH, UPDATE**

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

The purpose of this report is to provide the Local Area Committee with an update on performance, activities and issues across the Ward for the period up to 31<sup>st</sup> October 2019.

#### **B. RECOMMENDATION**

It is recommended that the Local Area Committee notes the content of the report.

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

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; and working in partnership
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	Performance relative to the same period in 2015; set out in the report.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	We live our lives free from crime, disorder and danger; we take pride in a strong, fair and inclusive society
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	None.
<b>VII</b>	<b>Consideration at PDSP</b>	None.
<b>VIII</b>	<b>Other consultations</b>	None.

#### **D. TERMS OF REPORT**

## **NATIONAL PRIORITIES – DELIVERED LOCALLY**

Based on our assessment of national priorities, the following have been identified for tailored action for the communities of West Lothian:

- Violence, Disorder and Antisocial Behaviour
- Protecting the Public
- Road safety and Road Crime
- Serious Organised Crime and Terrorism
- Major Events and Threats
- Benefits of Reform
- Public Confidence

## **WEST LOTHIAN PRIORTIES**

The community priorities identified for West Lothian through our Community Planning Partnership are:

- Protecting People
- Reducing Antisocial Behaviour
- Reducing Violence
- Tackling Substance Misuse
- Making our Roads Safer
- Tackling Serious Organised Crime

## **COMMUNITY ENGAGEMENT PRIORTIES**

Livingston South

- Reducing antisocial behaviour
- Making our roads safer
- Tackling substance misuse

## **PERFORMANCE**

There is currently no partnership analyst in the Community Safety Unit and therefore there is no access to the previously provided statistics.

Police Scotland official West Lothian statistics can be found at (page 190 onwards)

<https://www.scotland.police.uk/assets/pdf/138327/232757/445136/council-quarterly-bulletin-q3-2018-19>

### **Livingston South and Craigshill Community Officers**

PC Ryan McCartney  
PC Ronan McCullagh

#### **Antisocial Behaviour**

The Community Policing team continues to work closely with the West Lothian Council Safer Neighbourhood Team. A number of joint visits have been carried out and several warnings issued to occupiers. This continues to prove a worthwhile and effective tactic in reducing the number of complaints, in particular repeat offenders.

As mentioned in previous reports, fire raising involving the thefts of wheelie bins remains low in comparison to previous years. Police Scotland will continue to work in partnership with the Scottish Fire and Rescue service on this front.

Local officers have been spending an increasing amount of time dealing with anti-social behaviour, assaults, violence and vandalism in and around the Centre and Livingston Designer Outlet. In the recent weeks and months, officers have arrested and reported a number of children who have been responsible for these incidents as well as carrying out interventions with the children and their parents.

Community officers continue to liaise with Centre and Designer Outlet Security staff, providing a high visibility presence at key times. Police are also working closely with Youth Justice at West Lothian Council in an attempt to channel such behaviour.

Since the last report, members of the travelling community appear to have moved on and there are no new encampments currently within the ward area.

Local officers remain engaged in Anti-violence & Anti-social behaviour patrols across all West Lothian wards. This allows us to tackle and prevent public space violence and reduce the impact of antisocial behaviour on the wider community through high profile policing at key locations, such as shops, licenced premises and clubs, engaging positively with the community and using stop and search powers where proportionate.

In the run up to the Halloween and Bonfire seasons, the police are working in partnership with Scottish Fire and Rescue (SFRS), West Lothian Council and WLYAP on an agreed strategy to minimise the impact on local communities.

This fits in with the localised 'Operation Torsion' and the national 'Operation Moonbeam' both of which is Police Scotland's response to address ongoing issues surrounding both Halloween and Bonfire night. Their aims are to protect communities and emergency services, whilst at the same time they can call on a range of specialist resources and specially-trained officers to deal with any spontaneous incidents of disorder that occur.

## **Making Our Roads Safer**

Police continue to receive a number of complaints regarding inappropriate/dangerous parking in and around schools throughout West Lothian, however, it is of note that after investigating many of these complaints, often the problem can be attributed to volume of traffic and congestion which causes subsequent frustration for other road users.

Officers have been issuing a number of parking tickets around the Centre at Livingston, with the majority of offences being parked on double yellow lines.

Roads Policing officers continue to target anti-social and dangerous driving in and around Livingston Centre as well as carrying out hi-visibility patrols and speed checks.

Ward Officers continue to support The Parksmart Scheme which has been adopted by many schools across the county and encourage all schools to sign up to it.

The schools all have access to the relevant materials.

## **Tackling Substance Misuse**

Your Community Policing Team continue to disrupt drug dealing and production in the local area. After gathering intelligence on subjects, a number of operations have taken place and dwellings in Livingston and the surrounding areas have been raided, resulting in the capture of several cannabis cultivations, other uncontrolled drugs as well as the recovery of large sums of cash attributed to drug dealing. Several offenders have been reported to the procurator fiscal as a result of these operations.

Roads policing officers have also been utilising the new drug wipe kits, which can instantly test drivers for cocaine and cannabis through their saliva.

Members of the public are always encouraged to report suspicious activity, so that police can continue to gather intelligence and disrupt those who deal and misuse controlled drugs. This can be done directly by phoning 101 or anonymously by using Crimestoppers by email or 08005551111.

## **Incident of Note**

Local Police provide substantial resources at Livingston Football Stadium before, during and after home fixtures as Livingston FC continue their season in the Scottish Premiership. Officers provide visibility and reassurance at the stadium, The Centre, Livingston North and South train stations and surrounding areas, ensuring a safe environment for fans and the general public.



**LIVINGSTON SOUTH LOCAL AREA COMMITTEE**

**SERVICE UPDATE – NETS, LAND & COUNTRYSIDE**

**REPORT BY HEAD OF OPERATIONAL SERVICES**

**A. PURPOSE OF REPORT**

To advise members of the recent activity of the NETs, Land & Countryside Services teams for the period 1 August 2019 – 30 September 2019.

**B. RECOMMENDATION**

The Local Area Committee is asked to:

1. Note the work carried out by service within the local area.
2. Advise of any areas that require further information or investigation.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; making best use of our resources; working in partnership
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	None
<b>V Relevance to Single Outcome Agreement</b>	Relates to items 9 - We live our lives free from crime, disorder and danger & 12 – We value and enjoy our built environment and protect it and enhance it for future generations
<b>VI Resources - (Financial, Staffing and Property)</b>	In line with available revenue and capital budgets
<b>VII Consideration at PDSP</b>	None
<b>VIII Other consultations</b>	None

## **D1 Terms of Report**

The report comments on activity for the period 1 August 2019 – 30 September 2019

## **D2 Grounds Maintenance Routine Works**

Grass cutting and weed management operations have been completed for the year.

The Neighbourhood Environmental Teams continue to be fully utilised removing fly tipping and cutting back overgrown shrubs from footpaths etc.

The most recent LAMs score for the East area was 62, which remains considerably less than the target of 67; however is an improvement on the previously reported score of 60.

### **Grounds Maintenance Enquiries**

In total 56 grounds maintenance related enquiries were received and dealt with during this reporting period in 2019.

	2019	2018
Ball Game Enquiries	0	2
Burns or Watercourses	0	1
Complaint Grounds Maintenance	3	3
Drainage Flooding Grass Areas	1	0
Enforcement Officer Enquiries	0	1
Grass Area Damaged	1	1
Grass Cutting Enquiries	8	2
Grass Highway Verges	3	1
Grass Left on Paths or Roads	2	0
Grounds Maintenance Accident Ins Claim	1	0
Grounds Ownership Enquiries	0	2
Grounds Property Vandalised	0	1
Hedge Cutting Enquiries	10	2
Public Park Enquiries	1	8
Shrub Bed Enquiries	4	1
Shrub Bed Overhanging Path	16	20
Shrub Bed Not Maintained	2	4
Shrub Vegetation Sight Lines	0	2
Sports Pitch Marking Request	1	0
Weeds on Paths or Roads	3	1
Total	56	52

## **D3 Garden Maintenance Routine Works**

Grass cutting work has been completed. Hedge cutting commenced in October.

## Garden Maintenance Enquiries

There were 14 garden maintenance related enquiry received and dealt with within this reporting period in 2019.

	2019	2018
Complaint Garden Maintenance	1	1
Garden Maintenance General Enquiries	6	6
Garden Maintenance Grass Not Cut	6	2
Garden Maintenance Standard Of Cut	1	0
	14	9

## D4 Cleaner Communities Routine Works

Staff are continuing to deal with enquiries and carry out routine works to empty litter/dog waste bins, lift litter on footpaths, roads and open spaces throughout the ward with the NETs team dealing with fly tipping enquiries.

## Cleaner Communities Enquiries

In total 122 cleaner communities related enquiries were received and dealt with during this reporting period.

	2019	2018
Complaint Street Cleansing	4	1
Dead Animals	7	5
Dog Fouled Grass/Open Space	3	2
Dog Fouled Kids Play Areas	0	1
Dog Fouling on Paths/Roads	8	4
Dog No Fouling Sign Request	1	0
Dog Waste Bin New Request	0	2
Dog Waste Bin Overflowing	3	4
Glass on Paths or Open Spaces	7	1
Graffiti Non Offensive	0	1
Graffiti Racist or Offensive	0	1
Illegal Fly Tipping/Dumping	49	33
Litter Bin Burnt Damaged	1	1
Litter Bin Full Overflowing	1	1
Litter General Enquiries	4	2
Litter In Grass Open Space	0	1
Litter on Paths Roads Verges	9	8
Street Sweeping Enquiries	12	8
Trolleys Abandoned/Dumped	3	0
Trolleys Dumped in Livingston	0	3
Vehicle Abandoned	10	8
Total	122	87

## Environmental Community Action

The Cleaner Communities Environmental team have dealt with various environmental enquiries relating to enforcement, education and engagement during the period.

Abandoned/Nuisance vehicle enquiries have been received and where required vehicles have been removed from streets by gaining compliance following negotiation, verbal warnings, warning letters, official notices served, or WLC contractor removal.

Officers have also engaged in partnership working with various other departments and external agencies on a range of issues affecting communities.

The Education Officers continue to support Community Clean Up events by supplying equipment and removal of waste.

## **D5 Parks and Woodland**

### **Parks and Woodland Enquiries**

In total 33 Parks and Woodland related enquiries were received during this reporting period.

	2019	2018
Tree works outstanding for LAC area	n/a	n/a
Emergency Tree Out Of Hours	0	3
Tree Blocking Light	2	0
Tree Branches Overhanging	16	22
Tree Broken/Damaged or Dead	1	12
Tree Dangerous or Unsafe	1	43
Tree Enquiries General	8	40
Tree Leaves Causing Problems	3	1
Tree Roots Causing Problems	1	4
Tree Woodland Enquiries	1	0
<b>Total</b>	<b>33</b>	<b>125</b>

### **Ranger Service Update**

The Ranger Service attended the Local Scottish Countryside Ranger Association (SCRA) meet up on the 18<sup>th</sup> September to share knowledge, ideas and best practice. This time the meeting focus was on public events, targets and there was a talk from Scottish Badgers.

The Ranger Service attended the SNH (Scottish Natural Heritage) Integrating Habitat Networks workshop on the 23<sup>rd</sup> September with a variety of other organisations.

## **D6 Open Space and Cemeteries**

Livingston North Blue-Green Network (LNBGN) – Howden. Path works are scheduled for the north of Howden Park over the winter. Some patching of asphalt has already taken place on the pathways on each side of Howden House to smooth potholes and trip hazards.

Howden Secret Garden – The Conservation Volunteers (TCV) led a workday in the garden to create four raised beds. Two of these will be used by Homestart and two by the Howden Garden Group. Cedarbank School has joined the partnership of groups working in the garden.

Ladywell - path works are scheduled for Falcon Brae Park over the winter.

Dedridge - Clement Rise ballcourt is scheduled for improvements by March 2020.

The Open Space Officer gave support and advice to groups submitting Town Centre Fund bids.

### **Open Space Enquiries**

There were three Open Space enquiries for this reporting period in 2019.

	2019	2018
Childrens Play Enquiries	2	0
Safety Issues in Play Areas	1	0
Total	3	0

### **Cemeteries Routine Works**

Routine grass cutting and weed control tasks have been completed. Winter maintenance works and lair reinstatement and burial duties are ongoing across the cemetery estates.

### **Cemeteries Enquiries**

There were four Cemeteries enquiries for this reporting period in 2019.

	2019	2018
Cemeteries General Enquiries	2	2
Lair Enquiries	2	2
Purchase Plaque For Planter	0	1
Total	4	5

## **E. CONCLUSION**

Grass cutting work has been completed. Hedge cutting commenced in October.

The Cleaner Communities Environmental team have dealt with various environmental enquiries relating to enforcement, education and engagement during the period.

The Open Space Officer has been giving support and advice to groups submitting Town Centre Fund bids.

## **F BACKGROUND REFERENCE**

None

Appendices/Attachments: None

Contact Persons: David Lees, Whitehill Service Centre, Bathgate 01506 284612  
david.lees@westlothian.gov.uk

**Jim Jack**  
**Head of Operational Services**  
**14 November 2019**





**LIVINGSTON SOUTH LOCAL AREA COMMITTEE**

**HOUSING CUSTOMER AND BUILDING SERVICES**

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

**A. PURPOSE OF REPORT**

To provide the Local Area Committee with an overview of the service activities within the Livingston South Ward.

**B. RECOMMENDATION**

The Local Area Committee is asked to note Housing, Customer and Building Service activity as detailed in the ward report for the period 1<sup>st</sup> July 2019 – 30<sup>th</sup> September 2019.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs. Being honest, open and accountable. Providing equality of opportunities. Making best use of our resources. Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Housing (Scotland) Act 2001 Housing (Scotland) Act 2010
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	There is no impact
<b>V Relevance to Single Outcome Agreement</b>	There are positive impact on the following SOA indicators:  SOA4 – we live in resilient, cohesive and safe communities  SOA8 – we make the most effective use of resources by minimising our impact on the built and natural environment
<b>VI Resources - (Financial, Staffing and Property)</b>	None
<b>VII Consideration at PDSP</b>	Yes
<b>VIII Other consultations</b>	N/A

## D. TERMS OF REPORT

### D1. Housing Performance Information

The purpose of this report is to provide the Local Area Committee with an overview of the activities of Housing, Customer and Building Services, specific to the Livingston South Ward.

#### Property Void & Let Performance: Mainstream Tenancies

Void Period	July	%	Aug	%	Sept	%	WL Target %
0-2 weeks	2	33.3%	0	0%	0	0%	55%
2-4 weeks	2	33.3%	1	50%	0	0%	30%
4+ weeks	2	34%	1	50%	4	100%	15%
<b>Total Lets</b>	<b>6</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>4</b>	<b>100%</b>	<b>100%</b>

#### Property Void & Let Performance: Temporary Tenancies

Void Period	July	%	Aug	%	Sept	%	WL Target %
0-2 weeks	0	0%	1	33.3%	1	33.3%	55%
2-4 weeks	0	0%	2	66.7%	1	33.3%	30%
4+ weeks	2	100%	0	0%	1	33.4%	15%
<b>Total Lets</b>	<b>2</b>	<b>100%</b>	<b>3</b>	<b>100%</b>	<b>3</b>	<b>100%</b>	<b>100%</b>

There has been 12 mainstream and 8 Temporary tenancies re let within the ward for Q2.

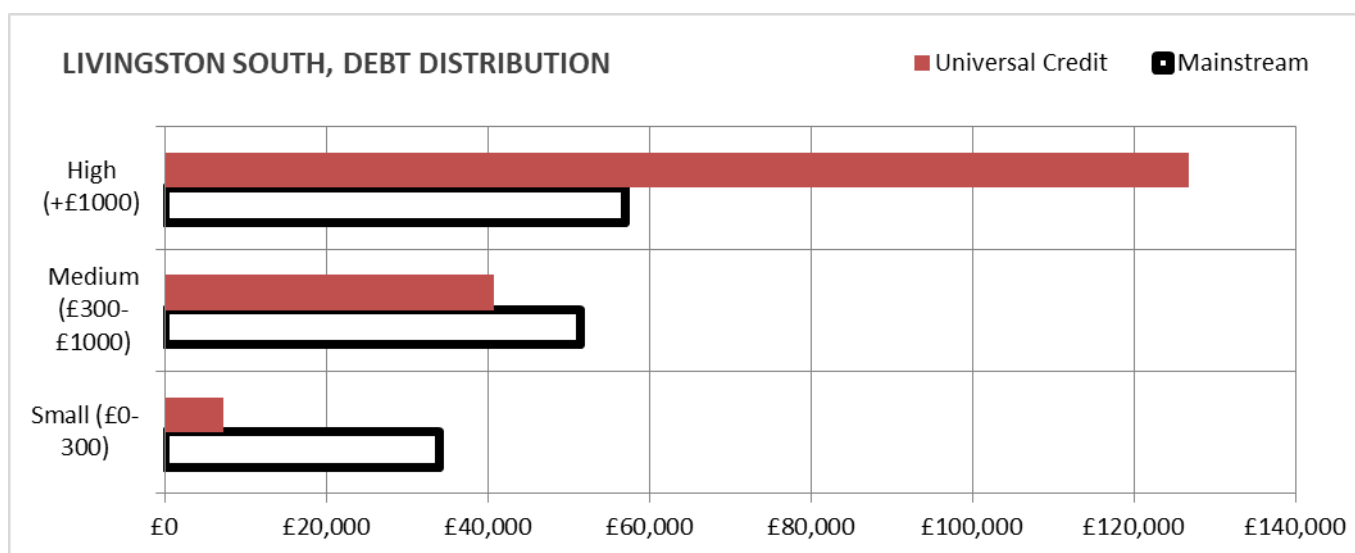
Delays in re-letting can occur for a variety of reasons. The type or location of the property, the completion of void work or the identification of additional works not visible during the initial inspection and time taken ensuring that vulnerable persons are supported through the viewing and sign up process. Some of our applicants have specific support requirements which require detailed planning and co-ordination by both social work and housing services prior to tenancy commencement.

### D2. Arrears Performance:

#### Livingston South - Financial Summary

For the Livingston South ward the collection rate for the year to date in Q2 remains excellent at 95.0%. Livingston South rental income to collect is £2,882,449 and the service has collected £2,737,305.

The overall increased arrears in comparison to last year are as a result of Full Service Universal Credit being introduced in West Lothian from May 2018, along with other Welfare Benefit reforms and the current economic climate.



In the same week last year Livingston South ward had 60 Universal Credit (UC) households. Since then the number of UC households has increased by 305.0%.

### High

There are 99 cases of which 63 are Universal Credit Cases.

### Medium

There are 175 cases of which 72 are Universal Credit cases.

### Low

There are 339 cases of which 48 are Universal Credit cases.

	2018/19 (WK26)				2019/20 (WK26)			
	Mainstream		UC		Mainstream		UC	
Arrears Banding	Balance	#	Balance	#	Balance	#	Balance	#
£0.01 to £99.99	£8,163	185	£127	3	£5,805	133	£849	16
£100.00 to £299.99	£33,507	180	£3,118	16	£28,204	158	£6,400	32
£300.00 to £499.99	£31,539	82	£4,589	12	£22,502	59	£12,720	33
£500.00 to £749.99	£29,495	49	£4,681	7	£20,730	34	£13,470	22
£750.00 to £999.99	£15,250	18	£2,443	3	£8,240	10	£14,583	17
£1000.00 to £1999.99	£27,296	20	£19,397	14	£35,815	28	£51,813	35
£2000+	£19,590	8	£15,006	5	£21,250	8	£74,948	28
<b>Group Total</b>	<b>£164,840</b>	<b>542</b>	<b>£49,360</b>	<b>60</b>	<b>£142,546</b>	<b>430</b>	<b>£174,784</b>	<b>183</b>
<b>Movement</b>					(-) £22,294	(-) 112	(+) £125,423	(+) 123

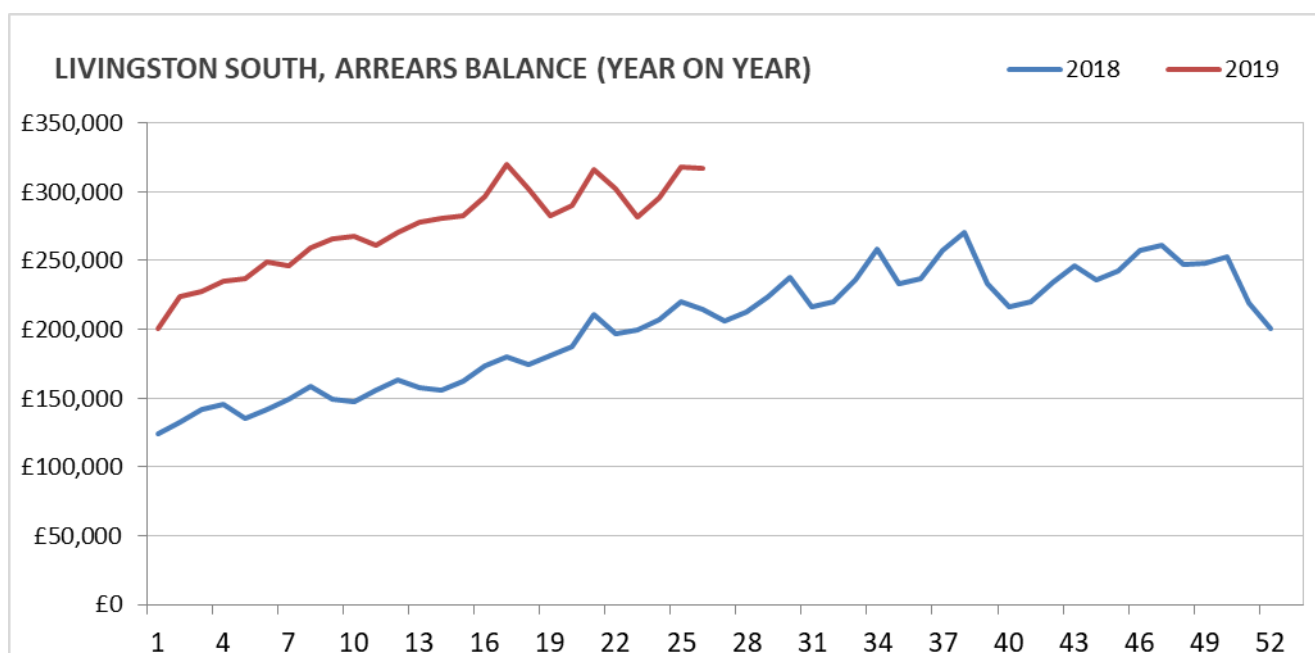
### Overall Total

**£214,200    602**

### Overall Movement

**£317,329    613**  
 (+)  
 £103,129    (+) 11

The arrears position for Livingston South Q2 is £317,329. This is an increase of £103,129 on last year's position. The West Lothian overall position is currently £3,383,810.



During the course of this year we plan to focus on the following:

Making best use of resources by considering communicating more with customers through SMS, email and telephone.

Benchmarking with other local authorities to ensure we identify and consider implementing any best practice.

Performance Monitoring and Reporting will be reviewed and where appropriate streamlined to ensure information is meaningful and robust to assist with improving rent arrears due.

Promote Alternative payment methods, particularly the Tenant's Self Service Portal

### D3. Livingston Team Activity.

Rent arrears activity continues to be a weekly priority task for the team and will continue to work with all our tenants in offering support, advice and assistance. Such assistance includes referrals for money, energy and debt advice, benefit health checks, completion of income and expenditure to help set up a sustainable payment plan and where appropriate, assist with applications for Discretionary Housing Payments.

Officers in the team have a number of tenancies under supervision for issues such as child protection, anti-social behaviour and poor tenancy conditions. Our officers' work with a range of services and agencies to ensure tenants and residents are fully supported, tenancies maintained and sustained as far as possible and appropriate action taken where necessary.

### Livingston South Team Activity

Rent arrears activity continues to be a weekly priority task for the team and will continue to work with all our tenants in offering support,

### D4. New Build Housing

WLC New Build Activity	Site	No of units	Site Start	No. of Houses Handed Over	Site Completion
	Almond Link	20	Feb-16	20	April - 2017
	Lammermuir	44	Jun-16	44	January – 2019
	Almondvale Stadium	37	Aug-17	17	December - 2019 (estimated)
	Eagle Brae	30	TBC	0	TBC

	A design team has been engaged to progress with the development works for the Eagle Brae site. Demolition works to the site will commence in January 2020.				
<b>RSL New Build Activity</b>	<b>Site</b>	<b>No of Units</b>	<b>Site Start</b>	<b>No. of Houses Handed Over</b>	<b>Site completion</b>
<b>RSL Activity</b>					
Places for People	Brotherton Farm, Bellsquarry	23	March 19	0	March – 2020 (estimated)
Castle Rick/Edinvar	Quentin Court, Dedridge	18	Jan 19	0	June - 2020 (estimated)
West Lothian Housing Partnership	Former Police Station, Almondvale	146	March 17	0	March – 2021 (estimated)
Almond Housing Association	Cloverbank, Ladywell	12	Aug 19	0	July – 2020 (Estimated)

#### **D5. Tenant Participation Update July to September 2019**

The TP Team continue to engage with tenants at various forums and regular meetings which include, Housing Networks, Tenants Panel, Capital and Repairs Working Group and Editorial Panel.

##### Meet and Greet on The Street

The TP team joined forces with the local housing staff to carry out a programme of events on the streets of West Lothian, promoting Tenant Participation and a variety of services such as, home security, Assisted Decoration Scheme, Aids and Adaptations and assistance with rent and applying for a council house. There were eight pop up events carried out over the summer months and many people benefited from first hand advice and information.

##### Blackburnhall Tenants

Following on from the Meet and Greet events, tenants from the new build site in Blackburn had shown an interest in forming a tenants group. The TP team and local Housing staff arranged a meeting in August where fifteen tenants came to discuss various concerns about their homes and the surrounding area. A further meeting was planned for October to identify the interest in setting up a tenants group.

##### Eastfield Tenants

There had been some interest from tenants on the new build site in Fauldhouse and the local housing staff to establish a tenants group. All tenants were invited to attend a meeting to look at the way forward but unfortunately only one person attended. The housing staff will continue to seek interest and monitor the requirement for a tenants group should it arise.

##### The Big Lunch

Following on from the Homeless Housing Network, members have developed an innovative approach to engaging with customers who are in the homeless route, either from temporary tenancies or B&B accommodation. The lunch is provided by 'The Larder' a social enterprise cook school who aims to help people change lives through food. Customers have an opportunity to have a hot meal and spend some time in a social setting with access to services such as, the Advice Shop and Housing Services.

##### Tenant Led Inspection

A new inspection commenced in September with three inspectors looking at the Dampness and Condensation process carried out to council homes by Building Services. The team of three have interviewed operatives and

managers, visited homes and had demonstrations of the testing kits available. The final report will be delivered to senior managers early in November.

#### **D6. Safer Neighbourhood Team Update**

The Safer Neighbourhood Teams (SNT's) continue to work in two teams across the nine multi member ward areas as an integral part of the Community Safety Unit. In all the wards, partnership working involves the local housing teams, the SNT officers, resources from Police Scotland and the Scottish Fire and Rescue Service all working together to tackle antisocial behaviour. When necessary, the partners will liaise with partners from the voluntary organisations including Mental Health advisory workers, Youth Action Project and private landlords in order to reduce antisocial behaviour. The team also responds to complaints regarding unauthorised encampments and concerns about Houses of Multiple Occupation.

SNT have been busy conducting joint visits with Police Scotland officers, having discussion meetings with police officers, carrying out joint visits with Housing officers regarding day to day tenancy and ASB management issues. Examples of activity - a warning notice was issued on a tenant in the ward. An intervention visit was carried out following complaints against a resident who had previously been subject to an interim ASBO. Partnership working is ongoing with regards to issues arising from private lets and a House of Multiple Occupancy in the area and investigations continue.

#### **E. CONCLUSION**

To note the contents of the report.

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

None

Appendices/Attachments: None

Contact Person: [Sandy.Ross@westlothian.gov.uk](mailto:Sandy.Ross@westlothian.gov.uk)

Tel: 01506 283973

Date: 14<sup>th</sup> November 2019.



## **LIVINGSTON SOUTH LOCAL AREA COMMITTEE**

### **ANTI-POVERTY SERVICE UPDATE**

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

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

The purpose of the report is to inform the Local Area Committee of the work undertaken by the Anti-Poverty Service from April 2018-March 2019.

#### **B. RECOMMENDATION**

It is recommended that the committee notes:

1. The Anti-Poverty Service provision in the ward; and,
2. The impact provision is having in terms of supporting the outcomes of the Community Planning Partnership's Anti-Poverty Strategy 2018 to 23.

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

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	The activity contained in the report contributes to service KPIs.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	<p>We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>We live longer, healthier lives and have reduced health inequalities.</p> <p>We have tackled significant inequalities in West Lothian society.</p>

<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	Activities delivered from approved budgets supplemented by external funding from Macmillan Cancer Support, European Social Fund and Scottish Legal Aid Board.
<b>VII</b>	<b>Consideration at PDSP</b>	None.
<b>VIII</b>	<b>Other consultations</b>	None.

## **D. TERMS OF REPORT**

### **D1 Background**

The Anti-Poverty Service provides services to help the most vulnerable households in West Lothian. The service contributes to the Council's Corporate Plan priority "Minimising poverty, the cycle of deprivation and promoting equality" by providing comprehensive advice, support and assistance to people in West Lothian who are:

- Without work or in low paid work
- Are poor and / or fuel poor
- Have money / debt issues
- Have been affected by cancer or other long term conditions
- In crisis
- In receipt of benefits and /or have an entitlement to payments managed by the service
- Being assessed for social care services

The service aims to help these groups increase their disposable income, manage their debt, improve their budgeting skills, to remain in their home and to appeal decisions made by the Department of Work and Pensions. The service also utilises the skills and knowledge of volunteers who provide a valuable role in supporting customers to access services and provide a listening ear which can offer a network of support and information.

The service is responsible for the administration of Housing Benefit, the Council Tax reduction scheme and the Scottish Welfare Fund. It also has the responsibility of administering and improving the uptake of free school meals, school clothing grant, education maintenance allowance and blue badges. It provides a front line service to recipients of benefits, which includes processing claims, assessing benefits, processing discretionary housing payments as well as other payments to claimants.

All activity across the service is informed and prioritised by the Community Planning Partnership Anti-Poverty Strategy 2018 to 2023. The overall purpose of this strategy is to reduce the inequalities gap and tackle the causes of inequality to ensure that people are not financially excluded and minimises the impact of poverty on the people of West Lothian.

### **D2 Provision**

Over the past year the service has:

- Given 14,355 individuals advice and support resulting in 38,793 separate enquiries covering money and debt, energy, housing and welfare benefits.
- Maximised Income by over £27.3 million in benefits and supported 532 customers to appeal decisions made by the Department for Work and

Pension which they think are wrong, 74% of cases were successfully appealed

- Managed £8.4 million debt of which 79% was successfully managed.
- Processed 2,405 new benefit claims in 11 days and 37,009 changes of circumstances in 4 days; West Lothian is one of the top performing benefits teams in Scotland.
- Undertaken 10,735 Scottish Welfare Fund applications for both crisis grants and community care grants and administered £1,081,145 budget.

#### Non Residential Care Contribution Policy

Since the policy was introduced in October 2018 the service has carried out 1,580 financial assessments offering support and advice at every stage of the process. Advisers have increased income by over £1.7million through accessing additional benefits and providing support with over 1800 separate enquiries across the full range of advice the service provides.

The service has supported customers to understand the policy and their contribution towards care costs. Customers have been supported to request a review if they felt their personal circumstances meant they had additional disability related expenses or were facing financial hardship. There have been over 100 reviews of which 56% were successfully changed.

The Anti-Poverty Service developed and delivered training to over 100 Social Policy staff and implemented a new internal referral process to ensure that partners have the knowledge and ability to refer customers at the earliest possible point. There has also been training delivered to external organisations and partners to increase understanding around the financial assessment process and further highlight support available to individuals.

We continue to embed services into the local community and to support customers to help mitigate poverty, to enable and empower people and work collaboratively with partners to maximise the benefits of our service at a customer's time of need.

The service successfully achieved Scottish National Standards for Information and Advice Providers at level I, II and III for Welfare Benefits, Money/Debt and Housing Advice and has been awarded two quality assurance standards for volunteering: Macmillan volunteer Quality Standard and Volunteer Scotland Volunteer Friendly Standard.

### **D3 Livingston South**

Appendix one shows the number of people the Anti-Poverty service has worked with over the last year in the Livingston South area and further information on the Anti-Poverty Service.

The Advice Shop has helped 1,660 customers to manage their money and to resolve benefit problems within the Livingston South ward. This is an increase of 10% compared to 2017-18 and is a result of the weekly sessions held at Arrochar House and the continued presence of the Advice @ St John's service within the hospital. This resulted in 3,597 customer contacts and 4,408 separate enquiry types. As a result, customers better understand that claimants and benefit administrators have rights, obligations and constraints and have some idea what these are. Customers know how to take the steps they can to sort out their benefit queries and are able to maximise their household income.

### Arrochar House

This session offers customers around 600 appointments each year to access the Advice Shop service within the Livingston South ward. A dedicated advisor attends Arrochar House twice weekly to ensure customers have the opportunity to access support within their local community.

### Advice @ St John's

The Advice @ St John's Project was developed in partnership with NHS Lothian, West Lothian Council Advice Shop and West Lothian Citizens Bureau. Through combining our expertise and resources, it has ensured the best possible support is available for patients, families and carers who are attending St John's Hospital. The project has supported over 1,400 customers generating more than £1.5 million in extra income. The project recognises that what everyone needs is a friendly face, someone who can spend time and listen to what is worrying you. Volunteers play a vital role providing that 'listening ear' along with a wealth of knowledge and understanding.

The Anti-Poverty Service has identified the following priorities for development over the 2019/20 year. Namely, to;

- Develop and embed new software to improve processing timescales for Blue Badges.
- Work with partners to mitigate the effects of the full roll out of Universal Credit which commenced in May 2018.
- Digitalisation of areas of the service, improving efficiencies and offering more choice to customers at a time which suits them.
- Implement a new referral system to allow internal and external services and organisations to easily refer customers ensuring customers receive the support required at the earliest point.
- Work with Housing, Customer and Building Services to implement the Rapid Rehousing Transition Plan particularly focussing on prevention and early intervention.
- Undertake a review of the Scottish Welfare Fund which will include looking at ways of making it easier for individuals to collect awards.
- Continue to provide advice and advocacy to customers who are in receipt of non-residential care and streamline the assessment process by transferring to a software solution.
- Work with colleagues in Education to develop and embed processes to improve uptake on Free School Meals and Milk, Clothing Grants and Education Maintenance Allowance.

## **E. CONCLUSION**

The report and attached appendix summarise the work of the Anti-Poverty service in the Livingston South ward area and an overview of the service as a whole. The Local Area Committee is asked to note the contents of the report and to consider how the service could better target its resources in this area. It is the intention to report on activity in the ward area on an annual basis.

## **F. BACKGROUND REFERENCES**

West Lothian Anti-Poverty Strategy 2018 to 2023

Appendices/Attachments:

Appendix 1: Livingston South Ward Profile Report April 2018-March 2019

Contact Person: Elaine Nisbet, Anti-Poverty Manager

Tel: 01506 282921 Email: [Elaine.Nisbet@westlothian.gov.uk](mailto:Elaine.Nisbet@westlothian.gov.uk)

Donald Forrest

**Head of Finance and Property Services**

14<sup>th</sup> November 2019



# Anti-Poverty Service Ward Profile Report

## Livingston South

April 2018 to March 2019

### About Your Community



- 20% Children
- 65% Working Age
- 15% Pensionable Age

### Poverty Profile

#### Foodbanks

296 Vouchers were issued supporting 664 adults and children in the Livingston South ward

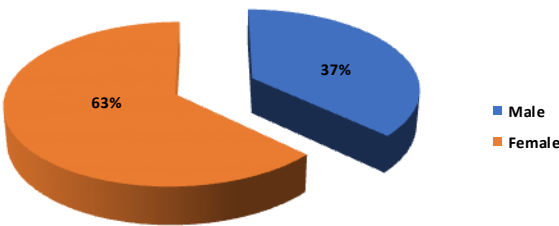
#### Child Poverty

30% of children in the Livingston South ward are living in poverty after housing costs

### Who we have worked with

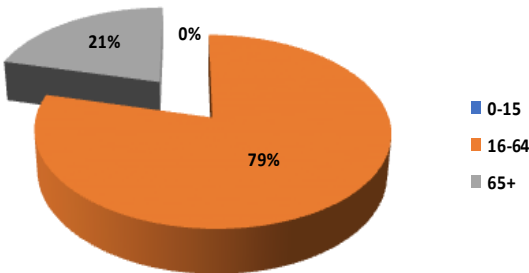
Individual Customers = 1660

Gender



Number of Enquiries = 4408

Age



# Maximising Income For Customers in Livingston South

Type	Amount	Information
Benefit Awards	£2,865,211	The amount the service has gained in benefits
Appeal Awards	£134,264	The amount the service has gained through appealing unfair decisions
Energy Savings	£39,360	The amount the service assisted customers to make in fuel savings
Debt Managed	£687,372	This is the amount of debt the service help customers successfully manage

## Case Study

Mrs O and Mr H are a couple from Sudan with three daughters – twins age 12 and a younger daughter age 8. The family has recently been granted refugee status in the UK. The service engaged with the couple at a Talk Money Week Event and the advisor identified they were only in receipt of Jobseeker's Allowance and had to live as a family of five on £114 per week.

The couple visited the Advice Shop in Bathgate the following day and the advisor established that they had already applied for Child Tax Credit but there would be a long wait before the first payment. A Child Benefit claim was completed and the correct documents were sent to HMRC with their claim form.

As they would be waiting for some time before receiving Child Benefit and Child Tax Credit, the advisor made an online referral to the Scottish Welfare Fund for a Crisis Grant. They were awarded £135 due to the delay in child-related benefits, with a further £135 being awarded the following month as both claims were still not resolved.

The advisor assisted the family in accessing support from other services and charities in West Lothian. Thanks to this, the children received new school uniforms and a full range of accessories for school from the School Bank, along with a generous selection of toys and Christmas gifts from the River Kids Toy Appeal. We issued the family with a family - sized food parcel, Festive Fiver gift bags of toiletries for the parents and bus vouchers for future travel. The service gave the family an invite to the Polbeth Food For All event from the Larder Cook School, and also to the West Lothian Choir Christmas event which our Advice Shop colleague had organised.

# Did you know?

In 2018/19 the Advice Shop represented customers at 532 Social Security appeals. The service had a success rate of 75% which is above the national average of 61%



The Anti-Poverty Service currently has over 50 volunteers across 7 separate roles providing a wealth of knowledge, experience and support to customers

We have seen a 20% increase in the number of applications received for the Scottish Welfare Fund during the 2018/19 period



£2,433,097 was paid out in Discretionary Housing payments to those affected by Bedroom Tax, Benefit Cap and suffering Financial Hardship during 2018/19



99% of respondents have rated the overall quality of service from the Anti-Poverty Service as good or excellent since the service was formed.

Housing benefit new claims were processed within 11 days compared to the national average of 20 days



## In 2019/20 we plan to

- Gain 'Investing in Volunteers' quality standard to better support the volunteers and build capacity to increase volunteering opportunities.
- Embed and develop new areas of the service, streamlining processes, and improving the customer journey.
- Improve access to advice by embedding a benefit calculator and budgeting tools onto the website and linking this to help and support.





## **LIVINGSTON SOUTH LOCAL AREA COMMITTEE**

### **PENSIONERS' CHRISTMAS FUND ALLOCATIONS 2019/20**

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

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

The purpose of this report is to inform the Local Area Committee of the allocations made from the Pensioners' Christmas Fund 2019/20 to groups in the Livingston South ward, Livingston-wide groups and West Lothian-wide groups.

#### **B. RECOMMENDATION**

It is recommended that the committee notes that seven groups within Livingston South ward applied to the fund and have been supported.

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

<b>I Council Values</b>	Being honest, open and accountable. Focussing on our customers' needs. Making best use of resources. Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The duty of Best Value is set out in the Local Government in Scotland Act 2003.
<b>III Implications for Scheme of Delegations to Officers</b>	The Head of Planning, Economic Development and Regeneration has the delegated authority to make the final allocations and payments.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	SOA 5 - Older people are able to live independently in the community with an improved quality of life.
<b>VI Resources - (Financial, Staffing and Property)</b>	Total fund of £29,000 agreed by the council. £2,668.80 will be distributed in the Livingston South ward.
<b>VII Consideration at PDSP</b>	Following consideration at all nine Local Area Committees, an update will be prepared for the Voluntary Organisations PDSP.
<b>VIII Other consultations</b>	Similar reports will be prepared for the other eight Local Area Committees.

## **D. TERMS OF REPORT**

### **D1 Background**

Council approves the Pensioners' Christmas Fund each year. In 2019/20 the total fund amounts to £29,000 (£29,054 in 2018/19). The fund is divided equally by the total number of beneficiaries, which in 2019/20, is 5,210 (5,663 in 2018/19). By using that number the global unit cost for 2019/20 is £5.56 (£5.13 in 2018/19) per beneficiary (£29,000 / 5,210).

In Livingston South ward there are 480 beneficiaries and an allocation of £2,668.80. A full report on the final allocations will be made to the Voluntary Organisation PDSP later in the year. Letters were issued to groups in early November advising them of the amount of funding they will receive and asking for any outstanding information. Payments will be made directly to the bank accounts of most groups via PECOS. Cheques will be issued to some groups who are not on PECOS.

### **D2 Applications 2019/20: Livingston South ward**

Seven application forms were issued to groups across Livingston South ward, with all seven being returned and the groups supported. Appendix one shows the groups supported and the allocations to each.

### **D3 Applications 2019/20: Livingston-wide & West Lothian-wide organisations**

One application was sent to a Livingston-wide group. The application form was returned and the group has been supported. Two applications were issued to West Lothian-wide groups. Both applications have been received and the groups supported. Appendix one shows the groups and the allocation to each.

## **E. CONCLUSION**

The report advises of the allocations that have been made from the Pensioners' Groups Christmas Fund 2019/20 to groups in Livingston South ward, Livingston-wide groups and West Lothian-wide groups.

A full report on the final allocations will be made to the Voluntary Organisation PDSP later in the year. Letters were issued to groups in early November advising them of the amount of funding they will receive and asking for any outstanding information. Payments will be made directly to the bank accounts of groups via PECOS. Cheques will be issued to some groups who are not on PECOS.

## **F. BACKGROUND REFERENCES**

Voluntary Organisations Policy Development and Scrutiny Panel, Review of the Pensioners' Groups Christmas Fund Process 2011, Report By Head Of Area Services.

Appendices/Attachments: Appendix 1: 2019/20 Allocations to groups in Livingston South Ward, Livingston-wide groups, West Lothian-wide groups.

Contact Person: Lesley Keirnan, Community Regeneration Officer  
[Lesley.keirnan@westlothian.gov.uk](mailto:Lesley.keirnan@westlothian.gov.uk)

Craig McCorriston, Head of Planning Economic Development and Regeneration

Date: 14 November 2019



## **LIVINGSTON SOUTH LOCAL AREA COMMITTEE**

### **PENSIONERS' CHRISTMAS FUND ALLOCATIONS 2019/20**

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

**Appendix 1:** 2019/20 Allocations to groups in Livingston South Ward, Livingston-wide groups, West Lothian-wide groups.

#### **Livingston South Ward Organisations**

Group	Number of Beneficiaries	Amount Awarded
Dedridge Baptist Church Lunch Club	50	£278.00
Dedridge Good Neighbour Network	100	£556.00
Forestbank CE Association	60	£333.60
Ladywell Community Council	100	£556.00
Ladywell Neighbourhood Network	40	£222.40
Joint Churches Senior Citizens Lunch trading as Livingston South Community Church	60	£333.60
Murieston 50+ Group	70	£389.20
<b>Totals</b>	<b>480</b>	<b>£2,668.80</b>

#### **Livingston-Wide Organisations**

Group	Number of Beneficiaries	Amount Awarded
Braid House Day Centre	100	£556.00
<b>Total</b>	<b>100</b>	<b>£556.00</b>

#### **West Lothian-Wide Organisations**

Group	Number of Beneficiaries	Amount Awarded
West Lothian 50+ Network	390	£2,168.40
West Lothian Financial Inclusion Network	250	£1,390.00
<b>Total</b>	<b>640</b>	<b>£3,558.40</b>

**Notes:** The group known as Livingston South Community Church & St Philip's R.C. Church Seniors Group Baptist Church Lunch Club has changed name to the Joint Churches Senior Citizens Lunch trading as Livingston South Community Church.





**LIVINGSTON SOUTH LOCAL AREA COMMITTEE**

**TOWN CENTRE FUND 2019/20**

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

**A. PURPOSE OF REPORT**

The purpose of this report is to update the committee on progress in delivering the Town Centre Capital Projects agreed by the committee on 3 October 2019.

**B. RECOMMENDATION**

It is recommended that the local area committee:

1. notes that 18 projects have been agreed within the ward;
2. notes that officers are working with applicants to agree the final details to support the delivery the projects; and
3. That further progress updates will be brought to the committee.

**C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership.
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	To be assessed on an individual project basis but it is not anticipated that any proposals will require to be the subject of specific assessments.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	The report sets out specific delegations to the Head of Planning, Economic Development & Regeneration..
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	<p>Outcome 1 – We make West Lothian an attractive place to do business.</p> <p>Outcome 10 – We live in well-designed, sustainable places where we are able to access the services we need.</p>

Outcome 12 – We value and enjoy our built environment and protect it and enhance it for future generations.

<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	A total of £1.826 million will be available to the Town Centre Fund.
<b>VII</b>	<b>Consideration at PDSP</b>	Not applicable.
<b>VIII</b>	<b>Other consultations</b>	Capital Asset Management Board

## **D. TERMS OF REPORT**

### **D1 Background**

In February 2019 the Scottish Government announced, as part of its budget, a new Town Centre Fund. The fund is a ring fenced capital allocation of £50 million for 2019/20. The fund is based on the Scotland's Town Partnership working definition of a town being a place with a population of 1,000 or more, which equates to 484 towns across Scotland, 23 for West Lothian. This allocation for West Lothian is £1.826 million.

Funding is aimed at addressing the core themes of the Scottish Government's Town Centre Action Plan 2013 and the Town Centre First Principle which requested that government, local authorities, the wider public sector, businesses and communities put the health of town centres at the heart of proportionate and best value decision making. It also encouraged a focus on delivering the best local outcomes regarding investment and de-investment decisions, alignment of policies, targeting of available resources to priority town centre sites, and encouraging vibrancy, equality and diversity. It committed to a collaborative approach which understands and underpins the long term plan for each town centre.

The themes of the Town Centre Action Plan include:

- **Town Centre Living** – footfall is key to achieving thriving, successful towns centre; and, the best footfall is residential for people who will use shops, services, and will care for its safety and security in the evenings
- **Vibrant Local Economies** – creating a supportive business environment including the involvement of Business Improvement Districts (BIDs) and other local partnerships
- **Enterprising Communities** – social enterprise, services, arts and events; and, community empowerment and community based activities which increase the health, wealth and wellbeing of town centres
- **Accessible Public Services** – creating and accessing public facilities and services, supported by economic, service and transport hubs
- **Digital Towns** – exploiting digital technology and promoting Wifi infrastructure to enable access to information, data analytics, marketing opportunities, branding, and communication with the wider world

- **Proactive Planning** – land reform and supporting the creation of sustainable, low-carbon and connected places which promote natural and cultural assets, designed in partnership with local communities and key stakeholders.

## **D2 West Lothian Council's approach**

The Council Executive agreed on 11 June 2019 that the funding detailed above should be allocated to all 23 communities with populations over 1,000 through a grant application process (see background reference below). The deadline from receipt of applications was set for 31 August 2019 to allow for decisions to be taken and projects delivered within the stated delivery deadline of 31 March 2019.

The process agreed that decisions on the applications would be as follows:

- a) Local Area Committees will consider applications from each community to the fund and have the power to award funding in full or in part as they see fit up to the amount allocated to that community.
- b) After doing so, if there is a balance remaining of the aggregate amount allocated to the ward, Local Area Committees have the power to apply that balance to applications for the ward area which have not already been funded at all or fully.
- c) After doing so, if a balance remains, Council Executive will decide how and where all remaining balances from Local Area Committee should be spent across the whole council area.

## **D3 Livingston South Projects – Update on delivery of projects**

At the Livingston South LAC held on 3 October the committee agreed to support 18 projects in the ward. The final list of projects and awards is set out in in appendix 1. Following the LAC meeting all applicants were contacted by email/letter to confirm the decision and level of funding awarded, as well as informing those that had been unsuccessful.

A second letter is currently being issued setting out the conditions of grant for the applicant to sign off to accept the funding. This also includes, where appropriate, a key council contact who is either responsible for the delivery of the project on behalf of the applicant or is the point of contact for advice based on their expertise with regards to the nature of the project. The letter also noted any additional conditions that needed to be agreed that was part of the agreement to award the funding.

As the signed conditions of grant are returned funding will be released. This will be a mix of funding being directly issued to the applicant and where it is transferred to a council service to deliver on their behalf. Meetings and dialogue is currently taking place, or in the process of being put in place, to agree and firm up the detail of costs, project management and agree detail between council officers and the applicant.

#### **D4 Next steps**

As all projects have to be delivered, or contractually committed, by 31 March 2020 officers will keep in contact with the applicant and service lead to ensure that the projects are going to be delivered as agreed. At the end of January 2020 progress will be reviewed to see if any projects will not go ahead and or where projects may have underspends. Where this is the case a further report will be brought to Council Executive for a decision.

#### **E. CONCLUSION**

The Town Centre Capital Fund offers significant additional capital funding to improve West Lothian's town centres. The projects in Livingston South will deliver community identified projects that would not otherwise have been carried out. The timescales for delivering this work has made the application and assessment process challenging for both applicants and officers. The delivery of the agreed projects will be equally challenging as detailed in the report and will require ongoing monitoring to ensure delivery within the timescales.

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

Council Executive, 11 June 2019

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=42684>

Livingston South LAC, 3 October 2019

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=43768>

Appendices/Attachments: Appendix 1 – List of agree projects in Livingston South

Contact Person: Alice Mitchell, Economic Development Manager

Email: [alice.mitchell@westlothian.gov.uk](mailto:alice.mitchell@westlothian.gov.uk)

Tel no: 01506 283079

**Craig McCorriston**

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

**14 November 2019**

**Appendix 1 - Livingston South Town centre Capital Projects 2019/20**

<b>App. Code</b>	<b>Applicant (Group/Service)</b>	<b>Project Name</b>	<b>Town</b>	<b>Award (£)</b>
BEL01	Bellsquarry Village Hall committee	Village hall upgrade	Bellsquarry/Adamrae	2,513
BEL02	Bellsquarry and Adamrae Community Council	Improvements to Bellsquarry Village Hall	Bellsquarry/Adamrae	800
BEL03	The Larder West Lothian	The Larder Catalyst Kitchen	Bellsquarry/Adamrae	2,500
MA001	WLC - Planning Services & Community Regeneration Team.	Livingston Local Centres Refurbishment	Bellsquarry/Adamrae	7,783
			<b>Bellsquarry/Adamrae Total</b>	<b>£13,596</b>
DED01	Crofthead Farm Community Education Association	Upgrade for Mill Room	Dedridge	12,578
DED02	Dedridge Community Council	Nigel Rise to Almondvale Centre Improvements	Dedridge	26,073
MA002	Planning - WLC	Dedridge - Milestones restoration and interpretation project.	Dedridge	3,000
			<b>Dedridge Total</b>	<b>£41,651</b>
HOW01	Almond housing - Howden	Staggered fencing	Howden	1,200

MA002	Planning - WLC	Howden - Milestones restoration and interpretation project.	Howden	3,500
MA001	WLC - Planning Services & Community Regeneration Team.	Livingston Local Centres Refurbishment	Howden	12,000
			<b>Howden Total</b>	<b>£16,700</b>
LAD01	Ladywell Community Council	Ladywell Community Garden Growing Together	Ladywell	20,629
LAD02	Forestbank Community Centre Management Committee	WIFI in Forrestbank CEC	Ladywell	5,600
LAD03	Forestbank Community Centre Management Committee	Fun & Games	Ladywell	2,400
LAD04	Ladywell Community Council	Ladywell Ring Road Signage	Ladywell	2,500
			<b>Ladywell Total</b>	<b>£31,129</b>
MA002	Planning - WLC	Dedridge, Kirkton & Howden - Milestones restoration and interpretation project.	Livingston Village / Kirkton	3,500
			<b>Livingston Village / Kirkton Total</b>	<b>£3,500</b>
MUR01	West Lothian Council	Signage at Livingston South Station and The Centre	Murieston/Bankton	2,000
MUR02	Muriston Community Council	Murieston Community Notice Board	Murieston/Bankton	3,375

MUR03	Muriston Community Council	Murieston Community Garden	Murieston/Bankton	29,470
			<b>Murieston/Bankton Total</b>	<b>£34,845</b>
			<b>Livingston South Total</b>	<b>£141,421</b>



**LIVINGSTON SOUTH LOCAL AREA COMMITTEE – NOVEMBER 2019**
**WORKPLAN 2019-20**

<b>Issue</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Date</b>
Housing report	Quarterly update on housing issues	Sandy Ross	All meetings
Police report	Quarterly update on police issues	Iain Wells	All meetings
Operational Services report	Quarterly update on Operational Services activity	David Lees	All meetings
Fire and Rescue	Quarterly update from Fire service	Alan Cunningham	All meetings
Community Regeneration report	Update on Regeneration Planning	Lesley Keirnan	All meetings
Pensioners Christmas Fund	Pensioners Christmas fund final allocations	Lesley Keirnan	November meeting
Town Centre Capital Fund 2019/20	Update on progress of projects	Lesley Keirnan	All meetings (while projects running)
Ladywell Regeneration Steering Group	Presentation by Ladywell Regeneration Steering Group	Lesley Keirnan	January 2020
Inveralmond Community High School	Presentation by Headteacher	Suzie Young	November 2019
Livingston South Blue Green Network	To provide update on project	Graeme Hedger	TBC