



Partnership and Resources Policy Development and Scrutiny Panel

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

31 January 2020

A meeting of the **Partnership and Resources Policy Development and Scrutiny Panel** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre, Livingston** on **Friday 7 February 2020** 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. Confirm Draft Minute of Meeting of the Panel held on 6 December 2019 (herewith).
5. Scheme of Polling Places and Districts - report by Chief Executive (herewith).
6. Quarterly Performance Report - Quarter 3 of 2019/20 - report by Depute Chief Executive (herewith).
7. Review of West Lothian Citizen Panel - report by Head of Planning, Economic Development and Regeneration (herewith).
8. Family Leave Provisions - Elected Members - report by Governance Manager and Head of Corporate Services (herewith).

9. Review of Scheme for Establishment of Community Councils in West Lothian - report by Head of Corporate Services (herewith).
10. Sickness Absence (1 April 2019 to 31 December 2019) - report by Head of Corporate Services (herewith).
11. Review of Policy and Procedure for Supporting Attendance at Work - report by Head of Corporate Services (herewith).
12. Policy on the Misuse of Alcohol, Drugs and Other Substances - report by Head of Corporate Services (herewith).
13. Supporting Performance Framework - report by Head of Corporate Services (herewith).
14. Horizon Scan - report by Head of Finance and Property Services and Head of Planning, Economic Development and Regeneration (herewith).
15. Availability of Automated Cash Machines in West Lothian - report by Head of Finance and Property Services (herewith).
16. CIPFA Financial Management Code - report by Head of Finance and Property Services (herewith).
17. Review of Income and Contributions - report by Head of Finance and Property Services (herewith).
18. Risk Management Policy - report by Head of Finance and Property Services (herewith).
19. Workplan (herewith).

NOTE **For further information please contact Val Johnston on 01506 281604 or e-mail val.johnston@westlothian.gov.uk**