



## ***Council Executive***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

14 October 2020

A Special meeting of the **Council Executive** of West Lothian Council will be held within the **Webex Virtual Meeting Room** on **Thursday 22 October 2020** at **10:00am**.

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

#### **Public Items for Decision**

4. Town Centre Fund - Capital Grant 2020/21 - report by Head of Planning, Economic Development and Regeneration (herewith)

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NOTE      **For further information please contact Val Johnston, Tel No.01506 281604 or email [val.johnston@westlothian.gov.uk](mailto:val.johnston@westlothian.gov.uk)**



## CODE OF CONDUCT AND DECLARATIONS OF INTEREST

This form is to help members. It is not a substitute for declaring interests at the meeting.

Members should look at every item and consider if they have an interest. If members have an interest they must consider if they have to declare it. If members declare an interest they must consider if they have to withdraw.

NAME	MEETING	DATE

AGENDA ITEM NO.	FINANCIAL (F) OR NON- FINANCIAL INTEREST (NF)	DETAIL ON THE REASON FOR YOUR DECLARATION (e.g. I am Chairperson of the Association)	REMAIN OR WITHDRAW

The objective test is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor.

Other key terminology appears on the reverse.

If you require assistance, please ask as early as possible. Contact Julie Whitelaw, Monitoring Officer, 01506 281626, [julie.whitelaw@westlothian.gov.uk](mailto:julie.whitelaw@westlothian.gov.uk), James Millar, Governance Manager, 01506 281695, [james.millar@westlothian.gov.uk](mailto:james.millar@westlothian.gov.uk), Carol Johnston, Chief Solicitor, 01506 281626, [carol.johnston@westlothian.gov.uk](mailto:carol.johnston@westlothian.gov.uk), Committee Services Team, 01506 281604, 01506 281621 [committee.services@westlothian.gov.uk](mailto:committee.services@westlothian.gov.uk)

## **SUMMARY OF KEY TERMINOLOGY FROM REVISED CODE**

### **The objective test**

“...whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor”

### **The General Exclusions**

- As a council tax payer or rate payer or in relation to the council's public services which are offered to the public generally, as a recipient or non-recipient of those services
- In relation to setting the council tax.
- In relation to matters affecting councillors' remuneration, allowances, expenses, support services and pension.
- As a council house tenant, unless the matter is solely or mainly about your own tenancy, or you are in arrears of rent.

### **Particular Dispensations**

- As a member of an outside body, either appointed by the council or later approved by the council
- Specific dispensation granted by Standards Commission
- Applies to positions on certain other public bodies (IJB, SEStran, City Region Deal)
- Allows participation, usually requires declaration but not always
- Does not apply to quasi-judicial or regulatory business

### **The Specific Exclusions**

- As a member of an outside body, either appointed by the council or later approved by the council
- The position must be registered by you
- Not all outside bodies are covered and you should take advice if you are in any doubt.
- Allows participation, always requires declaration
- Does not apply to quasi-judicial or regulatory business

### **Categories of “other persons” for financial and non-financial interests of other people**

- Spouse, a civil partner or a cohabitee
- Close relative, close friend or close associate
- Employer or a partner in a firm
- A body (or subsidiary or parent of a body) in which you are a remunerated member or director
- Someone from whom you have received a registrable gift or registrable hospitality
- Someone from whom you have received registrable election expenses

LF/mm

9<sup>th</sup> October 2020

Mr Graham Hope  
Chief Executive  
West Lothian Council  
Civic Centre  
Howden South Road  
Livingston  
West Lothian

West Lothian Council  
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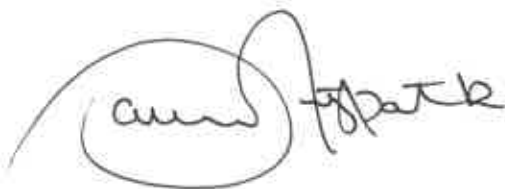
Dear Graham

**Council Executive - Special Meeting**

In terms of Standing Order 5, I am calling a Special Meeting of the Council Executive on 22 October 2020 at 10am to consider the following item of business: -

- Town Centre Fund – Capital Grant 2020/21

Yours sincerely



**Councillor Lawrence Fitzpatrick  
Leader of the Council**



DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **TOWN CENTRE FUND – CAPITAL GRANT 2020/21**

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

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

The purpose of this report is to set out proposals for the delivery and operation of the Town Centre Capital Grant 2020/21 of £658,000 which has been allocated to the council from Scottish Government.

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

It is recommended that Council Executive:

1. Agrees the list of eligible areas and allocation to each area, as set out in appendix 1 of the report;
2. Agrees the criteria for the assessment of projects;
3. Agrees that decisions on the applications are made 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 will 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 there is still a balance remaining, Council Executive will decide how and where all remaining balances from the Local Area Committees should be spent across the whole council area;
4. Notes that special virtual Local Area Committee (LAC) meetings will be required; and
5. Notes the conditions pertaining to the grant as set out in the report.

##### **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>	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>	Responsibility for the funded will be added to the remit of 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>	Outcome 1- We make West Lothian an attractive place to do business.  Outcome 10 -We live in well-designed sustainable places where we are able to access the services we need.  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 £658,000 will be allocated to the Capital Fund through the Scottish Government Grant Settlement.
<b>VII</b>	<b>Consideration at PDSP</b>	Not applicable.
<b>VIII</b>	<b>Other consultations</b>	Financial Management Unit.

## **D. TERMS OF REPORT**

### **D1 Introduction**

In September 2020 the Scottish Government announced a £30 million capital budget as part of the £230 million economic recovery package aimed at supporting construction activity across Scotland. The Scottish Government agreed with CoSLA and local authority Leaders that £18 million will be provided to local authorities as a top up to the existing Town Centre Fund approved in 2019/20.

Funding allocations would be based upon the same methodology as agreed between Ministers and Council Leaders for the 2019/20 allocations.

On that agreed basis a budget of £658,000 has been allocated to West Lothian Council.

### **D2 Eligible Works and Conditions of Grant**

The grant is for capital expenditure with the aim of this additional fund to stimulate local construction activity and support local employment. The grant should fund a wide range of investments which deliver against the themes of the Town Centre First Principle, the Town Centre Action Plan, and more recently, the Place Principle.

The grant may be used to fund third party capital expenditure in the current year.



All grant expenditure must be complete by 31 March 2021. Expenditure is defined as "it is expected that work will be completed; or at least work or contracts signed or commenced within 2020/21".

The grant is for capital expenditure which is additional to that which is already or would otherwise be allocated to the Council's 2020/21 budget, and should not substitute for existing spend.

### **D3 Allocation of the Grant in West Lothian**

On 12 June 2019 Council Executive agreed a distribution of the £1.826 million allocated to the council from the fund at that time. It is proposed to allocate the grant on the same basis of the agreed 2019/20 fund and Scottish Government methodology. That means allocating 50% of the funding equally across 23 communities with each community receiving £14,000. The balance of the funding is then allocated across the 23 communities on a pro rata basis based on population. The proposed allocation to the 23 communities is on this basis and set out in appendix 1.

The very tight timescales for agreeing projects and ensuring money is committed within the financial year coupled with the current restrictions due to the COVID-19 pandemic makes early progress essential. Given this it is proposed that the Economic Development & Regeneration team will quickly contact current networks, including those organisations which currently have capital works from the 2019/20 allocation, to ask them to assist in identify eligible projects.

Projects can also be recommended from Council Services and other partners such as for example, the Central Scotland Green Network Trust.

For continuity the same application process which was agreed by Council Executive on 11 June 2019 will be used for this year's allocation. Applicants will have 5 weeks (one week less than the previous round due to time constraints) to apply following approval from Council Executive. This will see a deadline of Friday, 27<sup>th</sup> November. Thereafter, Local Area Committees will be asked to consider these in the week beginning 7<sup>th</sup> December with successful applicants informed as soon as the decision made and it is hoped that all projects will be agreed prior to the festive period. This is likely to require a special Local Area Committees will be required in order that funding decisions can be made unless there is a suitable scheduled meeting already arranged. As per previous year after the initial round of decision, if there is still a balance remaining, the committees will be able to allocate to applications in the ward areas which have not been funded at all or not fully funded.

### **E. CONCLUSION**

Officers will work with respective ward communities to ensure the allocation to each LAC area is fully utilised during 2020/21. Officers will ensure that all communications adhere to the current COVID-19 government guidance.

### **F. BACKGROUND REFERENCES**

Council Executive Report 12 June 2019 – Town Centre Fund Capital Grant 2019/20

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

Appendices/Attachments: Appendix 1 – Proposed Allocation of Grant in West Lothian;  
Appendix 2 Application & guidance

Contact Person: Alice Mitchell, Economic Development & Regeneration Manager;  
Email: [alice.mitchell@westlothian.gov.uk](mailto:alice.mitchell@westlothian.gov.uk), 01506 283079

**Craig McCorriston**  
**Head of Planning, Economic Development & Regeneration**

22 October 2020

## Appendix 1 – Proposed Allocation of Grant with settlements more than 1000 in West Lothian

Settlement	Population	Fixed Allocation	Population Allocation	Total Amount Awarded
		£	£	£
Livingston	54,516	14,000	104,418	118,418
Bathgate	23,559	14,000	45,124	59,124
Linlithgow	13,862	14,000	26,551	40,551
Armadale	12,021	14,000	26,025	37,025
Whitburn	11,805	14,000	22,611	36,611
Broxburn	10,970	14,000	21,012	35,012
Uphall	4,687	14,000	8,977	22,977
Blackburn	5,775	14,000	11,061	25,061
East Calder	5,733	14,000	10,981	24,981
Fauldhouse	4,804	14,000	9,201	23,201
Winchburgh	3,758	14,000	7,198	21,198
Midcalder	3,351	14,000	6,418	20,418
West Calder	3,152	14,000	6,037	20,037
Kirknewton	2,598	14,000	4,976	18,976
Polbeth	2,301	14,000	4,407	18,407
Blackridge	2,074	14,000	3,972	17,972
Addiebrownhill	1,991	14,000	3,814	17,814
Stoneyburn	1,982	14,000	3,796	17,796
Pumpherston	1,667	14,000	3,193	17,193
East Whitburn	1,344	14,000	2,574	16,574
Seafeld	1,334	14,000	2,555	16,555
Uphall Station	1,073	14,000	2,055	16,055
Greenrigg	1,066	14,000	2,042	16,044
<b>Total</b>	<b>175,423</b>	<b>322,000</b>	<b>336,000</b>	<b>658,000</b>

### **Livingston**

<b><u>Area</u></b>	<b><u>Population</u></b>	<b><u>Amount Awarded</u></b>
Livingston Eliburn	8,211	£17,836
Livingston Craigshill	7,057	£15,329
Livingston Dedridge	6,808	£14,788
Livingston Murieston / Bankton	5,315	£11,545
Livingston Carmondean	5,170	£11,230
Livingston Ladywell	5,024	£10,913
Livingston Deans	4,234	£9,197
Livingston Knightsridge	3,945	£8,569
Livingston Howden	3,489	£7,579
Livingston Village / Kirkton	2,958	£6,425
Livingston Bellsquarry / Adambrae	2,305	£5,007
	54,516	<b><u>£118,418</u></b>
		£118,418

**Proposed Allocation of Grant by Ward in West Lothian**

<b>Ward</b>	<b>Settlement</b>	<b>Allocation £</b>	<b>Total Allocation £</b>
<b>Linlithgow</b>	Linlithgow	40,551	<b>40,551</b>
<b>Broxburn, Uphall &amp; Winchburgh</b>	Broxburn	35,012	
	Uphall	22,977	
	Winchburgh	21,198	<b>79,187</b>
<b>Livingston North</b>	Eliburn	17,836	
	Carmondean	11,230	
	Deans	9,197	
	Knightsridge	8,569	
	Livingston Village / Kirkton	4,176	<b>51,008</b>
<b>Livingston South</b>	Dedridge	14,788	
	Murieston/Bankton	11,545	
	Ladywell	10,913	
	Howden	7,579	
	Bellsquarry/Adamrae	5,007	
	Livingston Village / Kirkton	2,249	<b>52,081</b>
<b>Livingston East &amp; East Calder</b>	Craigshill	15,329	
	East Calder	24,981	
	Mid Calder	20,418	
	Kirknewton	18,976	
	Uphall Station	16,055	
	Pumpherston	17,193	<b>112,952</b>
<b>Fauldhouse &amp; Breich Valley</b>	Fauldhouse	23,201	

	West Calder	20,037	
	Polbeth	18,407	
	Addiebrownhill	17,814	
	Stoneyburn	17,796	<b>97,255</b>
<b>Whitburn Blackburn</b> &	Whitburn	36,611	
	Blackburn	25,061	
	Seafield	16,555	
	Greenrigg	16,044	
	East Whitburn	16,574	<b>110,845</b>
<b>Bathgate</b>	Bathgate	59,124	<b>59,124</b>
<b>Armadale Blackridge</b> &	Armadale	37,025	
	Blackridge	17,972	<b>54,997</b>
			<b>658,000</b>

## Appendix 2 -Town Centre Fund Capital Grant 2020-2021 Application Form

West Lothian Council  
Town Centre Fund – Capital Grant 2020/21



### Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

#### 1. Applicant Organisation Details

Organisation Name	
Project Title	
Contact Person	
Position	
Address	
Telephone Number	
Email Address	
Type of organisation (public sector, voluntary organisation etc)	
What are the main activities of your organisation?  (please answer in no more than 100 words)	

For voluntary or charity applicants	
What date was your organisation formed?	
If a charity, please quote your charity number	
Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes / No
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes / No

## 2. Project Details

<b>Council Ward</b>	
<b>Project Location</b>	
<b>Project Start Date</b>	
<b>Project End Date</b>	

### **Project Description**

Describe fully the project for which grant is being sought (background and context of the project, description of works).

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**Evidence of Need**

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

**Project Outcomes**

Describe what your project will deliver in line with funding outcomes.

**Partners involved**  
(other local  
organisations you are  
working with)

### 3. Project Costs

<b>Total Project Cost</b>	
<b>Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)</b>	

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>Cost (TCF)</b>

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

<b>Funding Source (i.e. Lottery, WLC)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>

#### **Project Management**

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

<b>Supporting Documentation Check List - For voluntary organisations please supply</b>	<b>Please Indicate (x)</b>
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - Dated within the last 3 months	
Annual Accounts	

## **Privacy Notice**

### **Town Centre Fund – Capital Grant 2020/21**

#### **Information held about you**

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
  - List of committee members/directors list
  - Annual Accounts
  - Cash flow forecast 2021/22
  - Memorandum of Association or Constitution
  - Bank Statements / Bank Details
  - Invoices
  - Payslips

#### **Who is processing my data?**

All personal information is held and processed by West Lothian Council in accordance with data protection law.

#### **How will we use information we hold about you?**

Your data will be used to:

- Assess and progress your application
- Contact you regarding the Town Centre Fund – Capital Grant 2020/21
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

#### **Who will we share your information with?**

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

## How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

## Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email – [douglas.grierson@westlothian.gov.uk](mailto:douglas.grierson@westlothian.gov.uk)

## Providing accurate information

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

## Further information

If you have any questions or concerns about how your information is used, please contact Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email – [douglas.grierson@westlothian.gov.uk](mailto:douglas.grierson@westlothian.gov.uk)

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email: [dpo@westlothian.gov.uk](mailto:dpo@westlothian.gov.uk)

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the [Information Commissioner's Office](#)

## Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website:

<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

<b>Declaration</b>
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

I consent to West Lothian Council processing my personal data for the purposes of:	
	Application to the Town Centre Fund Capital Grant 2020/21 & the monitoring of the grant if awarded.
	To provide you with updates on the progress of your application.
	Contact you to pass on information that may be relevant to you.
	Contact you for feedback on quality of services provided to you.
<b>Name</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>Date</b>	

**Please send your completed application forms to:**

**The Regeneration Team:** [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For admin related queries contact:

Gemma Telfer, Administrative Assistant  
Community Regeneration  
Economic Development and Regeneration  
West Lothian Council  
1st Floor South  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Tel: 01506 281692

E-mail: [gemma.telfer@westlothian.gov.uk](mailto:gemma.telfer@westlothian.gov.uk)