



Environment Policy Development and Scrutiny Panel

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

8 September 2020

A meeting of the **Environment Policy Development and Scrutiny Panel** of West Lothian Council will be held within the **Webex Virtual Meeting Room** on **Tuesday 15 September 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, including notice of urgent business and declarations of interest in any urgent business
4. Minutes
 - (a) Confirm Draft Minute of Meeting of Environment Policy Development and Scrutiny Panel held on Tuesday 11 February 2020 (herewith).
 - (b) Confirm Draft Minute of Meeting of Environment Policy Development and Scrutiny Panel held on Tuesday 10 March 2020 (herewith).
5. Update on Linlithgow Loch Improvements - Joint Report by Head of Operational Services and Head of Planning, Economic Development and Regeneration (herewith).

6. Cycling Walking and Safe Streets - Pedestrian Crossings and Footway Schemes - Report by Head of Operational Services (herewith).
7. Additional Time Limited Budget Provision - Implementation Update - Report by Head of Operational Services (herewith).
8. Pentland Hills Regional Strategic Management Plan (2019-28) - Report by Head of Planning, Economic Development and Regeneration (herewith).
9. Harperrig Reservoir Local Nature Reserve - Interim Review of 2016-21 Habitat Management Plan - Report by Head of Planning, Economic Development and Regeneration (herewith).
10. Scottish Road Works Commissioner's Performance Review 2019/20 - Report by Head of Operational Services (herewith).
11. Interim Review of West Lothian Geodiversity Action Plan (2017-2022) - Report by Head of Planning, Economic Development and Regeneration (herewith)
12. 2019/20 Financial Performance - Month 12 Monitoring Report - Report by Head of Finance and Property Services (herewith).
13. The "Shale Trail" Across West Lothian - Report by Head of Planning, Economic Development and Regeneration (herewith).
14. Riverlife: Almond & Avon - Almond Barriers Project Mid Calder Weir - Report by Head of Operational Services (herewith).
15. Performance Report - Report by Head of Operational Services (herewith).
16. Transforming Your Council: Recycling & Waste Services Collection Section Shift Changes and Road End Collections - Report by Head of Operational Services (herewith).
17. Workplan (herewith).

NOTE **Webex Virtual Meeting Room**

MINUTE of MEETING of the ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 11 FEBRUARY 2020.

Present – Councillors Tom Conn (Chair), Alison Adamson, Diane Calder, Chris Horne, Andrew McGuire, Andrew McGuire, David Dodds, substituting for George Paul and Dom McGuire substituting for Cathy Muldoon

Apologies – Councillor Cathy Muldoon, George Paul, Maureen Findlay, Senior Peoples Forum

In attendance – Keith MacLeod, Joint Forum of Community Councillors

1. DECLARATIONS OF INTEREST

Agenda Item 6 – Edinburgh Airport Airspace Change Update – Councillor Tom Conn declared an interest in this item of business in that he was a member of the Edinburgh Airport Consultation Committee.

Agenda Item 14 – West Lothian Recycling Annual Report – Councillor Tom Conn declared an interest in this item of business in that he was a Director of West Lothian Recycling.

2. MINUTE

The panel confirmed the Minute of its meeting held on 5 November 2019 as a correct record. The Minute was thereafter signed by the Chair.

3. 2019/20 FINANCIAL PERFORMANCE - MONTH 6 MONITORING REPORT

The panel considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the financial performance of the Environment portfolio.

The report recommended that the panel:

1. Notes the financial performance of the Environment portfolio as at month 6;
2. Notes that the Environment portfolio position at month 6 was part of the overall council budget position reported to Council Executive on 12 November 2019;
3. Notes any actions required to be taken by Heads of Service and budget holders to manage spend within available resources.

Decision

To note the contents of the report.

4. EDINBURGH AIRPORT AIRSPACE CHANGE UPDATE

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration providing an update on the current position and likely future activity on Edinburgh Airport Limited's desired airspace changes.

The report recommended that the panel:

1. Notes the content of the report; and
2. Notes that further reports would be provided to the panel once Edinburgh Airport Limited's Airspace Change Proposal was made available for consultation.

Decision

To note the contents of the report.

5. PERFORMANCE REPORT

The panel considered a report (copies of which had been circulated) by the Head of Operational Services providing the current levels of performance for all indicators which were the responsibility of the Environment Police Development and Scrutiny Panel.

The report recommended that the panel note the performance information and determine if further action or enquiry was necessary for any of the indicators mention within the report.

It was suggested that the performance indicator provided for Waste Services be broken down to show CRC's and bin collections separately.

The Head of Operational Services advised that it would be possible to provide separate figures.

Decision

To note the contents of the report.

6. PRODUCT SAFETY INCIDENT MANAGEMENT PLAN

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration providing details of the draft Product Safety Incident Management Plan that was developed in line with guidance from the Office of Product Safety & Standards.

The report recommended that the panel notes and considers the draft Product Safety and considers the draft Product Safety Incident

Management Plan as detailed in Appendix 1 of the report and was intended to be presented to the Council Executive with the following recommendations:

1. Notes the content of the report and the Product Safety Incident Management Plan.
2. Approves the Product Safety Incident Management Plan
3. Approves any future amendments to the plan being approved by the Environmental Health and Trading Standards Manager.

Decision

1. Noted the contents of the report; and
2. Agreed that the report and its recommendations be forwarded to the next appropriate meeting of the Council Executive for approval.

7. WEST LOTHIAN PARKING STRATEGY: APPOINTMENT OF CONSULTANT

The panel considered a report (copies of which had been circulated) by the Head of Operational Services advising of the appointment of Peter Brett Associates LLP to carry out the work associated with the development of the West Lothian parking strategy. The report outlined the anticipated timescales, costs and tasks for the parking strategy development work.

The report recommended that the Panel notes the consultant's appointment, costs and timescales for the development of the West Lothian Parking Strategy.

Decision

To note the contents of the report.

8. PETITION - PARKING PROBLEMS ON ELIBURN SOUTH ROAD AND JACKSON PLACE IN LIVINGSTON

The Panel considered a report (copies of which had been circulated) by the Head of Operational Services advising of a petition submitted by the residents of Eliburn South Road area of Livingston. The petition was remitted to the Environment PDSP from the Council Executive at its meeting on 25 November 2019.

The report recommended that the panel note and consider the following two recommendations which officers intend to submit to Council Executive for approval.

1. That the Council Executive approves the section of Eliburn South Road from Peel Roundabout to Jackson Place has "No waiting at

any time” restrictions installed to prevent parking; and

2. A future report would be presented to the Council Executive, as part of a current ongoing programme, to commence the statutory process to install these road restrictions.

Decision

1. Noted the contents of the report.
2. Agreed that the report and its recommendations be forwarded to the next appropriate meeting of Council Executive for approval.

9. NATIONAL HIGHWAYS AND TRANSPORT CUSTOMER SATISFACTION SURVEY 2019

The Panel considered a report (copies of which had been circulated) by the Head of Operational Services providing the National Highways and Transport Network Public Satisfaction Survey results for 2019.

The report recommended that the panel notes the positive outcomes as detailed in the report and the areas of improvement as advised through the public response.

Decision

To note the contents of the report.

10. APSE AWARD FOR ENVIRONMENTAL HEALTH BEST PERFORMER 2019

The Panel considered a report (copies of which had been circulated) by Head of Planning, Economic Development & Regeneration advising that West Lothian Council's Environmental Health Team won the Association for Public Service Excellence Award for Environmental Health Best Performer 2019.

The report recommended that the panel note the content of the report and the work of the Environmental Health staff and management in achieving the award.

Decision

To note the contents of the report.

11. SCOTLAND'S LOW EMISSION ZONES - CONSULTATION ON REGULATIONS AND GUIDANCE, WEST LOTHIAN COUNCIL'S RESPONSE

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

the Head of Planning, Economic Development and Regeneration advising of the Scottish Government's Consultation on Regulations and Guidance for Scotland's Low Emission Zones (LEZs) and to recommend a formal response to Council Executive.

It was recommended that the panel notes the contents of the report and recommends Appendix 1 to Council Executive as the council's response to the Scottish Government's consultation.

Decision

1. Noted the contents of the report; and
2. Agreed that the report and its recommendations be forwarded to the next appropriate meeting of Council Executive for approval.

12. WEST LOTHIAN RECYCLING - ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2018 AND UPDATE ON THE CLOSURE OF THE JOINT VENTURE

The Panel considered a report (copies of which had been circulated) by the Depute Chief Executive providing an update on the business and activities of West Lothian Recycling for the year ending 31 December 2018 and the progress in closing the joint venture.

The report recommended that the panel note the terms of the annual report of West Lothian Recycling dated 31 December 2018 and in particular the independent auditor's statement, the financial statements and the update on the progress in closing the joint venture.

Decision

To note the contents of the report.

13. WORKPLAN

The Panel considered the list of items that would form the basis of the panel's work over the coming months.

Decision

To note the work.

MINUTE of MEETING of the ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 10 MARCH 2020.

Present – Councillors Tom Conn (Chair), Alison Adamson, Chris Horne, Andrew McGuire, Andrew McGuire, Carl John (substitute for Councillor Diane Calder)

Apologies – Councillor Cathy Muldoon, Diane Calder, George Paul, Maureen Finlay, Senior Peoples Forum, Keith MacLeod, Joint Forum of Community Councils

In Attendance – John Sives, Joint Forum of Community Councillors

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. RIVERLIFE: ALMOND & AVON - ALMOND BARRIERS PROJECT - MID CALDER WEIR

The Panel considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on progress, outlining the issues that had arisen in development of the project to adapt Mid Calder Weir and to afford the panel an opportunity to review the previous decision of the Council Executive in favour of a partial rock ramp.

The report recommended that the panel note and consider the following recommendations which were intended to be submitted to Council Executive for approval.

1. Note the progress being made to adapt the weir at Mid Calder and the issues that had arisen;
2. Consider a proposal to proceed with detailed design, procurement and construction of a Larinier-type technical fish pass on riparian land owned by the council; and
3. Authorise officers to work with consultants to determine the optimum location and design of the Larinier-type technical fish pass.

The officer advised the panel that he wished to redress an inaccurate statement in paragraph 3.2 that had been attributed to the residents in Powie's Path in relation to local concern as follows:

It was advised that the continued enjoyment of the amenity afforded by current conditions was not a main concern, although this had an impact on the village as a whole.

Their principal concerns were based on mitigation of the flood risk to their properties which significant changes to the river would be likely to bring,

the redirection of river flow, wildlife habitat and the industrial heritage of the village all of which may be affected through the introduction of particular measures to provide fish passage.

The panel was also advised that Mid Calder Community Council had submitted a statement in support of the proposal for a Larinier fish pass on the right-hand bank of the river.

Decision

1. To note the contents of the report.
2. To note the report would be updated to address the inaccurate statement contained in paragraph 3.2 and that Mid Calder Community Council had submitted a statement supporting the project.
3. Agreed that the report and its recommendations be forwarded to the next appropriate meeting of Council Executive for approval.

3. CIVIC GOVERNMENT (SCOTLAND) ACT 1982 - TAXI FARE REVIEW 2020

The Panel considered a report (copies of which had been circulated) by the Head of Corporate Services providing an update on the review of the council's table of taxi fares and associated charges and to ask the panel to note the changes to the fare table which had been proposed by the relevant trade organisations.

The report recommended that the Panel:

1. Note that a review of the fare table was required under section 17 of the Civic Government (Scotland) Act ("the 1982 Act");
2. Note that consultation had taken place with the relevant trade organisations, as required under section 17(4A)(a) of the 1982 Act;
3. Note the changes to the fare table which had been proposed by the relevant trade organisations;
4. Note that following the consultation with the trade organisations the council must propose and publish a new fare table for public consultation; and
5. Recommend to the Council Executive that a proposed new fare table was approved for public consultation.

During discussion it was suggested that the consultation was extended to include Community Council's and the Joint Forum of Community Councils.

Decision

1. Noted the contents of the report; and
2. Agreed that the report and its recommendations be forwarded to the next appropriate meeting of the Council Executive for approval.

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

UPDATE ON LINLITHGOW LOCH IMPROVEMENTS

JOINT REPORT BY HEAD OF OPERATIONAL SERVICES & HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to inform and update the Panel about the various improvements proposed for Linlithgow Loch and surrounding area.

B. RECOMMENDATION

It is recommended that the Panel:

1. notes the content of the report and Appendices 1 and 2; and
2. offers any comments about further improvements to the Loch and surrounding area.

C. SUMMARY OF IMPLICATIONS

I Council Values

- Focusing on our customers' needs;
- being honest, open and accountable;
- making best use of our resources; and
- working in partnership.

II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)

The Water Environment & Water Services Act 2003 requires local authorities to carry out their statutory functions and duties in a way, which adheres to the principles of the European Water Framework Directive.

The Flood Risk Management (Scotland) Act 2009 requires local authorities to exercise their powers with a view to reducing overall flood risk.

The Nature Conservation (Scotland) Act 2004 places a duty on officials and public bodies to further biodiversity. The Scottish Biodiversity Strategy identifies the role of local authorities in meeting national species and habitat priorities.

Policy ENV18 of the West Lothian Local Development Plan (2018) supports the protection of Linlithgow Loch, as it is a Site of Special Scientific Interest (SSSI).

| | | |
|-------------|---|---|
| | | <p>The Local Biodiversity Action Plan is a supporting document of the now superseded West Lothian Local Plan.</p> <p>There are no equality or SEA issues. Health and risk assessment would be managed as projects are implemented.</p> |
| III | Implications for scheme of delegation | None. |
| IV | Impact on performance and performance indicators | None. |
| V | Relevance to Single Outcome Agreement | <p>SOA 3 - Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business;</p> <p>SOA 4 - We live in resilient, cohesive safe communities;</p> <p>SOA 5 - People most at risk are protected and supported to achieve improved life chances;</p> <p>SOA 7 - We live longer, healthier lives and have reduced health inequalities;</p> <p>SOA 8 - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.</p> <p>SOA 10 - We live in well-designed, sustainable places where we are able to access the services we need.</p> |
| VI | Resources - (Financial, Staffing and Property) | None, at this stage. External grants are likely to be sought to implement projects. |
| VII | Consideration at PDSP | The matter has previously been considered by the Environment PDSP in June 2011, March 2013, June 2015, February 2016 and April 2017, as well as the Local Area Committee in June 2017, and a PDSP update in April 2019. |
| VIII | Other consultations | Environmental Health, Historic Environment Scotland. |

D. TERMS OF REPORT

D1 Background

Linlithgow Loch is one of only two remaining natural lowland lochs in the Lothians. It provides the setting for Linlithgow Palace and Peel. The loch is integral to the town's tourist appeal and provides various land and water-based recreational opportunities as well as being the focal point for naturalists and outdoor education activities.

The loch is owned and managed by Historic Environment Scotland (HES) and designated a Site of Special Scientific Interest (SSSI) for its botanical and ornithological interests. It was originally notified as the only example of a lowland mesotrophic loch in West Lothian. Site condition monitoring in 2004 concluded that the loch was in an unfavourable condition due to nutrient enrichment largely associated with land use in the catchment. Evidence now suggests that the loch is currently eutrophic (nutrient rich and at times lacking oxygen), trending towards hyper-eutrophic.

One of the negative effects of the increase in nutrient levels within the water body is the appearance of an extended seasonal bloom of blue-green algae which breaks down, releasing toxins into the water. This leads to a further decline in water quality and low oxygen levels and represents a potential risk to public health.

In April 2013, following almost a decade of investigation and data collection, the council confirmed its support for the Linlithgow Loch Catchment Management Plan (CMP). The plan included thirteen management recommendations to reduce the effects of contaminated run-off into the loch. These recommendations are reviewed in Appendix 1.

However, algal bloom issues continued over extended periods in 2014 and 2015. The 2016 season did not see as aggressive a bloom as previous years. This can be the result of temperature, wind conditions and light levels. While the 2018 season also had reduced levels of bloom, although it lasted from late July through to mid-December, the 2019 season saw reports of various blooms in Autumn. SEPA advised that the sample taken from Town Bay was the greenest sample that they had seen. However, by November the algae had dissipated.

D2 Review of Projects

The following projects were listed on a map attached to earlier reports to the Panel about Linlithgow Loch. The projects were grouped into those specifically related to the Loch (Blue circles / numbers) and those related to issues surrounding the Loch (Red circles / numbers). These references are used for the update below; numbers are not consecutive as some projects were undertaken and were then removed from the list. Details are set out in Appendix 2.

Issue 1: Bonnytown Farm surface water management

While a surface water management scheme was drawn up to address run-off into the Hatchery Burn, which enters the north east corner of the Loch and initially discussed on site with the farmer and Central Scotland Green Network Trust, there remains currently no identifiable source for funding for the project. However, it remains a suitable project should funding be identified.

Issue 2a: Small linear car park / east end of loch on Bonnytown Road

Whilst there is scope for a small linear car park on the west side of Bonnytown Road to alleviate the pressure of informal parking along the road verge, there is currently no identified budget to advance it. There are drainage issues with road run-off affecting the east end of north side path. Roads & Transportation Services have assessed the road drains.

There was also flooding of the M9 underpass adjacent to the Oracle site in 2019, but this was resolved in liaison with Transport Scotland's Road Operating Company.

A number of additional Peel-related sub-issues were identified from a joint site visit and raised with Historic Environment Scotland (HES). The issues and HES updated response are outlined below:

Sub-issue: replacement of chain-link fence along Peel / St Michael's RC Church boundary

While HES acknowledge that this chain-link fence is its responsibility to replace, currently no work has been undertaken on this fence line due to other more pressing HES priorities and limited funds.

Sub-issue: repointing / structural integrity of Low Port Primary School wall.

HES confirm that this wall is its responsibility and it was inspected in 2018, No urgent works are identified, but some minor remedial works will be programmed as part of the HES general maintenance programme.

Sub-issue: leaning trees in embankment alongside Low Port Primary School.

Due to inconsistencies between the tree survey previously undertaken by HES covering the entire Peel and also its more recent topographical survey, there was a review of the data from both surveys in 2019/20 and the most urgent / dangerous tree works were undertaken. There is a wider HES tree project underway where every tree on its estate is to be geo-tagged.

Issue 8: Removal of concrete stage to south of Rose Garden

HES acknowledge that this concrete plinth is in its ownership, however it is not seen as a high-priority to remove, nor does it have funds to do so. HES were approached in summer 2018 to use the stage by a local musician and again in 2019 by local groups.

Issue 9: Future of Peel timber bothies / sheds

Following a number of break-ins to these facilities, HES has carried out in 2019 a major replacement and upgrade programme related to the various previous operational structures to the south east corner of the Peel near Low Port and installed new green metal containers that are still to receive timber cladding due to their sensitive location within the Peel.

There are on-going discussions with the council's Planning Services with regards to the whether to clad these containers, adjust the style of cladding or request a change to permit no cladding. HES have provided one container for Linlithgow Gala Committee to use to store a new stage.

Issue 10: Former toilet block in Peel and entrance bothy at Market Lane.

While HES has no operational need for the former toilet block, they have no budget for demolition, and are willing to offer it to local groups if there is interest in re-use. However, the Market Lane bothy remains in use by HES ground staff. The Town Centre Manager has been asked if any local groups may have an interest in utilising the former toilet block.

Issue 11: Replacement of Harbour timber bothy with seasonal café / events platform

While HES has repaired the existing timber shed which has been leased to the Low Port Centre, it has not identified a budget to progress any new-build structure. New timber retaining walls have been inserted into the harbour area in 2019. Improvements to the harbour area and associated drainage have been scoped out with plans, but again, no budget is available. HES remains committed to the Peel area with national events such as the annual jousting tournament.

Issue 13: Town Bay loch side path embankment coping stone replacement

The final length of the most frequently used stretch of the south loch path at Town Bay has been re-built, edged and re-surfaced by HES in 2019.

Issues 14: Nutrient Source Apportionment Study

While HES has continued its commitment to the Loch by funding the Nutrient Source Apportionment Study, unfortunately due to delay resolving legal issues between HES and the Centre for Ecology and Hydrology, who are the scientists supporting the study, monitoring did not finally get underway until Summer 2019.

This is a significant scientific study, which will take 18 months to complete and will influence a wide range of future major and minor actions to improve water quality in the Loch. Results and recommendations, which are now expected in early 2021, will be reported to a future meeting of the Panel.

It must be remembered that tackling loch pollution is a long-term issue. The similar, albeit larger, Loch Leven in Fife took more than twenty years to begin to realise water quality improvements and included significant public and a private sector investment.

Issues 15 & 16: Lady Park

Linlithgow Loch and the surrounding Peel, whilst in the ownership of HES, are considered to function as a District Park for the town. Consequently, £81k was allocated in NETs 2019/20 Open Space Strategy budget towards this site.

Improvements are focused on a proposal to re-align the lochside path and fence inside the field, to allow the west side of the loch to be re-wilded and to facilitate improved access. A planning application was approved by the council in October 2019. Property Services have engaged with both the Lady Park Trust and the tenant farmer since February 2018 with a view of acquiring the site by negotiation. As of August 2020, a negotiated acquisition has not been forthcoming to date. Property Services are currently pursuing acquisition including by Compulsory Purchase Order if required.

Issue 17: New Sluice at Mill Burn

HES have undertaken some dredging work / vegetation removal on the Mill Burn and has discussed with the adjacent owner about potential impact on the property boundary. A hand rail has been inserted into Mains Burn to facilitate safe access to the sluice.

The small footbridge at the west end of the loch is considered to be in reasonable condition. There is no budget available at present to install a new, wider bridge to link up with any proposed widening of the path along the west loch side at Lady Park.

The grille under the bridge is also functioning, but it is the responsibility of the local angling club to maintain and keep it clear of weed. There is on-going reed and bank management and stabilisation with willow weaving by HES and they offered a course to the local community. Eight local residents attended.

Issue 18: St Ninian's Road Culvert improvement

The council and HES continue to jointly monitor the water level and monitoring equipment on the culvert is to be left in place.

Issue 19: Review interpretation panels around the Loch

There has been no start to this project as it was viewed as a low-priority and the existing panels continue to be relevant and not significantly out of date. However, new panels are in production for the Palace and will be installed by the end of 2020.

D3 Management Structure

Since the Linlithgow Loch Summit involving numerous interested parties and local organisations was convened by HES in November 2015, one of the major actions resulted in the formation of a Strategic Loch Management Group comprised of senior officers from stakeholder organisations. Whilst the group initially met annually, it has been in abeyance awaiting the findings from the Nutrient Source Apportionment Study. Its recommendations will allow the group to consider how to prioritise actions and attract greater investment to improve water quality.

E. CONCLUSION

Linlithgow Loch remains an important asset for the town and for West Lothian. However, it remains in a long-term deteriorating condition due to pollution associated with surrounding land use within what is a complex catchment.

Once the results of the major Nutrient Source Apportionment Study are available in 2021, this will allow the Strategic Loch Management Group and associated ad-hoc working groups to review and consider its recommendations. It will allow the strategic group to consider how to prioritise actions and attract investment to improve water quality.

F. BACKGROUND REFERENCES

Linlithgow Loch Catchment Management Plan (April 2013)
<https://www.westlothian.gov.uk/article/34751/Linlithgow-Loch>

Appendices / Attachments - two

Appendix 1: Review of Linlithgow Loch Management Plan (2013) recommendations

Appendix 2: Map of Linlithgow Loch showing location of projects

Contact Persons:

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Chris Alcorn, Principal Planner; 01506-282428.
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Jim Jack, Head of Operational Services
Craig McCorriston, Head of Planning, Economic Development & Regeneration

15 September 2020

DATA LABEL: PUBLIC

Appendix 1

EXTRACT FROM 2013 LINLITHGOW LOCH CATCHMENT MANAGEMENT PLAN – REVIEW & UPDATE MARCH 2020

| Ref No' | Linlithgow Loch Management Plan Recommendations (2013) | Lead Partner(s) | Review & Update Comment - March 2020 |
|---------|--|--|--|
| 1 | <p><i>One additional desirable aquatic plant species is required for the community to be classified as favourable in line with the loch's SSSI designation. It may, therefore, be beneficial to conduct transplantation trials, where a robust desirable macrophyte species is removed from another loch or grown from seed in the laboratory and planted in Linlithgow Loch. It is critical to ensure any transplanted stock would be free of invasive species.</i></p> <p><i>The US Army Corp has developed a lake habitat model capable of assessing the likelihood of establishing specific macrophyte species under specific environmental conditions. This modelling approach may be useful in identifying a suitably robust desirable species for introduction to Linlithgow Loch. It should be stressed that the macrophyte community may be restricted due to poor water quality and that this issue may need to be addressed first, before other plant species are able to thrive in the loch.</i></p> | <p><i>Scottish Natural Heritage (validating)</i></p> <p><i>Centre for & Ecology Hydrology (PhD studies & involve local universities)</i></p> | <p>Not taken forward as awaits results of Nutrient Source Apportionment Study 2019-21.</p> <p>No background information at present to allow decision on what best macrophyte species to be transplanted to Loch to help water quality.</p> <p>As part of Mains Burns works, there has been minor transplantation of reeds and willow in West Bay carried out by Historic Environment Scotland (HES).</p> |
| 2 | <p><i>The reasons behind the general increase in waterfowl diversity and the decreasing trends in mallard, great crested grebe and little grebe should be identified. SNH can provide a regional or national perspective on the population trends for the relevant species.</i></p> <p><i>A plan should be developed to reverse the decreasing trends described above. These measures will likely be species specific and relate to behaviour, local habitat quality and regional and national scale climate</i></p> | <p><i>Historic Scotland Rangers Service (with input from SNH & BTO)</i></p> | <p>Some work has been undertaken by HES. However mink are present in the area and potentially affecting wildfowl breeding.</p> <p>Forth Rivers Trust undertakes some mink trapping. HES natural heritage advisor is considering what further action might be taken and is in discussions with Scottish Canals and SEPA around the wider</p> |

| Ref No' | Linlithgow Loch Management Plan Recommendations (2013) | Lead Partner(s) | Review & Update Comment - March 2020 |
|---------|---|--|---|
| | <i>patterns.</i> | | catchment impact /potential for improvement. |
| 3 | <p><i>A full mammal survey should be carried out within the catchment to determine the presence of different species and the threats to these species associated with poor water and habitat quality in and around Linlithgow Loch.</i></p> <p><i>This could be done as an extension of the mammal survey being carried out on the Avon and its tributaries under the auspices of the River Avon Trust in conjunction with Falkirk Environmental Trust.</i></p> | <i>River Avon Trust (through 3rd party grants)</i> | HES will look to fund this mammal study in 2020/21, depending on its available budget. |
| 4 | <p><i>The increase in fish stocking reported in recent years may have shifted the balance of the food web in the loch to favour a higher yield of algae. This has been reported in similar lakes across Europe where abundances of the main algal grazers, zooplankton (e.g. Daphnia sp.), are reduced under high stocking densities of zooplanktivorous fish.</i></p> <p><i>An assessment of the zooplankton community composition and biomass in relation to fish stocks and phytoplankton community composition and biomass should be conducted.</i></p> <p><i>In addition, a comprehensive survey of predator-prey relationships, to include cormorant-trout interactions should be conducted. A management plan should be prepared to review the above and to propose recommendations to achieve a sustainable fishery at Linlithgow Loch.</i></p> | <i>Centre for & Ecology Hydrology (PhD studies & involve local universities) with SEPA; Scottish Natural Heritage and Forth Area Federation of Anglers</i> | <p>The new Forth Area Federation of Anglers (FAFA) lease with HES has recommendations on fish stock levels and the need for a stocking management plan included within it. However, both will be further advised by the forthcoming Nutrient Source Apportionment Study outcomes.</p> <p>The results of the Nutrient Source Apportionment Study which are anticipated to be available in 2021 are required before an assessment of the zooplankton community composition and biomass can be undertaken.</p> <p>This issue has been raised by FAFA in the past, but again the assessment of predator-prey relationships has been postponed until the results of the Nutrient Source Apportionment Study are available in 2021.</p> |
| 5 | <i>It is recommended that a thorough socio-economic assessment be conducted to estimate the value of Linlithgow Loch to the town and the cost of poor water quality on socio-economic capacity. This activity could</i> | <i>WLC - NETs (subject to budget /</i> | A SROI study is in abeyance, until it potentially secures external grant funding based on Nutrient Source Apportionment Study recommendations. |

| Ref No' | Linlithgow Loch Management Plan Recommendations (2013) | Lead Partner(s) | Review & Update Comment - March 2020 |
|---------|---|---|---|
| | <i>constitute a Social Return on Investment (SROI) exercise, currently being pioneered by Greenspace Scotland.</i> | <i>grant) with HES and Linlithgow CDT</i> | There has been an “Ecosystem Service Valuation for Water Resource Management – A Natural Capital Accounting Case Study of Linlithgow Loch” using benefit transfer and Semi-Structured Interviews. This was undertaken by a Master’s Student from Edinburgh University in 2018/19. |
| 6 | <p><i>The public should be encouraged and aided to continue to manage the pressures on Linlithgow Loch. This should be aimed at a variety of audience groups and conducted through continuation of public events, liaisons with local schools and interest groups, and targeted education campaigns (e.g. for septic tank maintenance and the spread of invasive species as well as education on appropriate feeding of wildfowl through grain or seeds rather than bread).</i></p> <p><i>Given the local importance of Linlithgow Palace, archaeological investigations, for example, the continuing work commissioned by HES in the Peel, should be used to demonstrate the long and rich history of occupation and human use of Linlithgow Loch.</i></p> | <p><i>Linlithgow Community Development Trust, HES Rangers Service & continuation through the Loch Catchment Management Plan Working Group (with WLC & SEPA)</i></p> | <p>The “Fish in the Classroom “programme led by Forth River Trust continues to be undertaken in local primary schools and is part funded by HES.</p> <p>The drain marking project was completed, however HES Rangers may take the project forward to maintain heightened levels of awareness and extend reach to Blackness Road properties and new CALA properties at Boghall site.</p> <p>There remains no incentive for septic tank owners to connect to the main system. The proposed Wilcoxholm development provides the potential to extend the sewerage network allowing those that wish to do so to connect to the sewer. However, the feasibility of this development remains in question until issues related to flooding and drainage can be resolved.</p> <p>In terms of invasive species, there has been localised treatment in and around the loch side, although Japanese knotweed has returned at Calf Lea near St Ninian’s Road car park. Forth River Trust</p> |

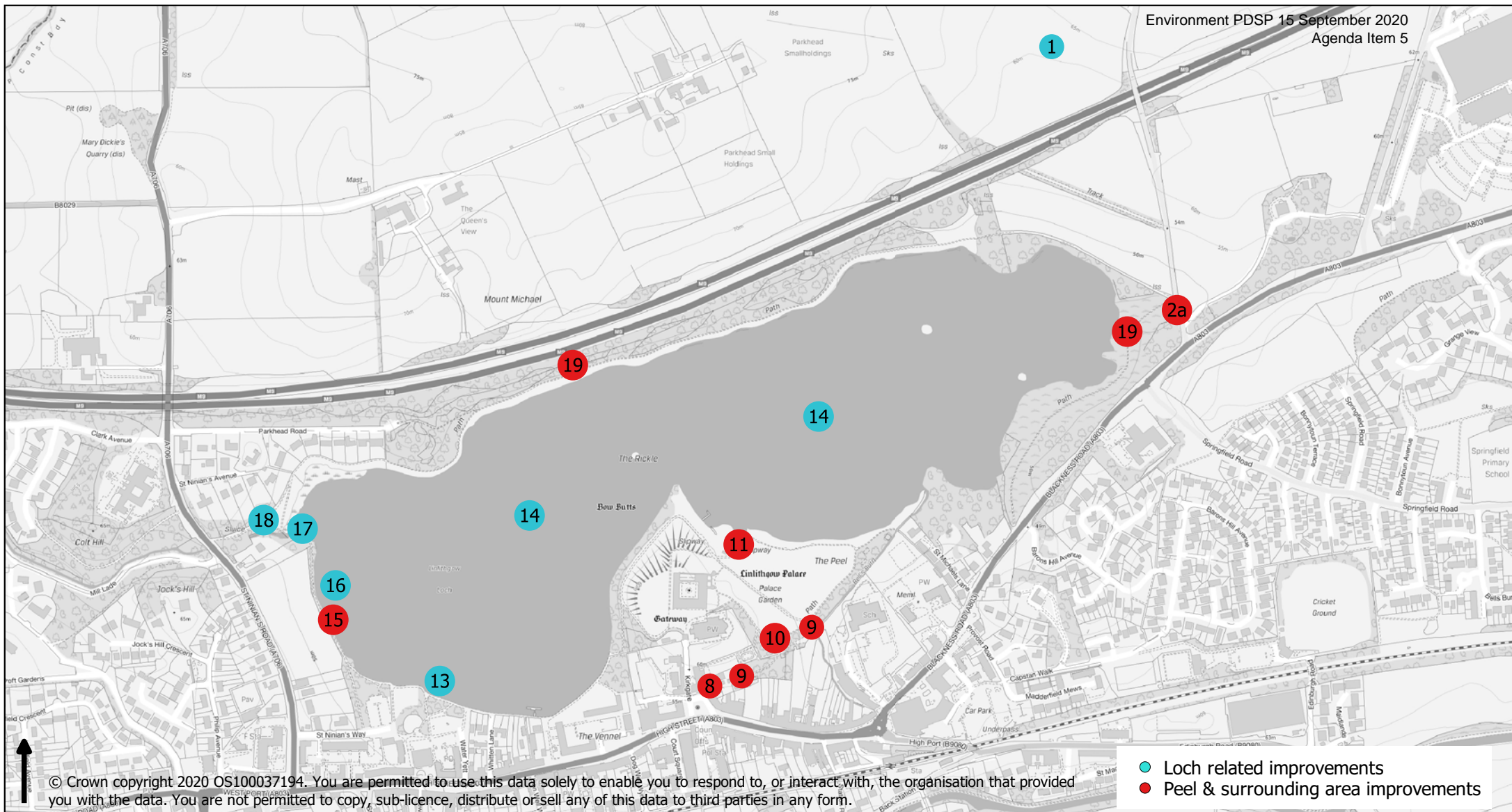
| Ref No' | Linlithgow Loch Management Plan Recommendations (2013) | Lead Partner(s) | Review & Update Comment - March 2020 |
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| | | | <p>has co-ordinated invasive species control between the months of March and October.</p> <p>With appropriate feeding of wildfowl, HES have had Rangers undertaking bread exchanges. FAFA also, now, sell grain from its fishing lodge, when open.</p> <p>On behalf of HES, Wessex Archaeology has undertaken a bathymetric survey of the loch. A public event to showcase this work will happen in February 2020.</p> <p>HES also await the results of core sampling, carried out in 2019 both in the Loch and around the Loch edge by Wessex Archaeology.</p> <p>HES Communications Team continues to explore opportunities to share information about the on-going Nutrient Source Apportionment Survey through various media channels to raise wider public awareness.</p> |
| 7 | <p><i>It is recommended that a full and quantitative source apportionment survey be conducted in the Linlithgow Loch catchment to identify and prioritise management of main sources. An assessment of nutrient loading from inflowing streams should be conducted over a one year period and catchment surveys should be conducted to assess loads from 'hot spot' sources identified in the recent risk assessment.</i></p> <p><i>Specific management measures will be required to address different types of nutrient source. Event data from sewage overflows should be</i></p> | <p><i>Centre for & Ecology Hydrology (PhD studies & involve local universities)</i></p> | <p>The Nutrient Source Apportionment Study finally got underway in June 2019, (i.e. HES staff carry out water sampling. Taking 6 samples from all Loch inlets on an 8 day cycle for a year, SEPA labs analyse the samples taken and CEH carries out further sample testing for Phosphorus and Nitrogen).</p> <p>CEH are due to carry out a full analysis at the end of the years sampling process and provide a written</p> |

| Ref No' | Linlithgow Loch Management Plan Recommendations (2013) | Lead Partner(s) | Review & Update Comment - March 2020 |
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| | <p><i>documented and assessed to aid management of these systems and to reduce the impact on the loch.</i></p> <p><i>SAC Consulting (a division of SRUC) should advise the farming community to continue to deliver improvements in high risk agricultural practices in the catchment. There is an on-going need to raise awareness of, and to provide farmers with additional information and advice on how to comply with:</i></p> <ul style="list-style-type: none"> <i>• The Diffuse Pollution General Binding Rules and other WFD requirements</i> <i>• Cross compliance including GAEC</i> <i>• Effective measures for control/minimisation of agricultural diffuse pollution from all sources</i> <p><i>Measures should be implemented to control or intercept nutrients from these sources where appropriate, and would benefit land management practices.</i></p> | <p><i>SEPA, Scottish Water and SAC Consulting /landowners.</i></p> | <p>report with recommendations. This is due to report in early 2021.</p> <p>No further work has been undertaken by SRUC at present following their survey report in 2011.</p> |
| 8 | <p><i>It is recommended that a comprehensive survey of bed sediments be conducted and that the Centre for Ecology & Hydrology (CEH) continue to investigate management options through laboratory and in-loch trials. These management measures may include treatment of bed sediments with materials known to adsorb phosphorus, regulation of flushing rate, or removal of nutrient rich sediments.</i></p> <p><i>It is stressed that control of internal loading should be considered only in combination with the control of nutrient sources in the catchment.</i></p> | <p><i>Centre for Ecology & Hydrology</i></p> | <p>(As above - dependant on outcome of CEH Nutrient Source Apportionment Study).</p> |
| 9 | <p><i>It is recommended that the current monitoring programme be developed to include comprehensive monitoring of cyanobacterial bloom occurrence to safeguard public health. This should be coupled with the completion of</i></p> | <p><i>SEPA with West Lothian Council</i></p> | <p>These actions have been implemented by WLC Environment Health in association with SEPA, HES and NHS Scotland.</p> |

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| | <p><i>a rapid response public communication initiative, which is already under development. Nutrient reductions should be prioritised to reduce the likelihood of cyanobacterial blooms.</i></p> <p><i>It is also important to define the difference between a perceived problem of cloudy water/excessive weed growth and an actual cyanobacterial bloom. This should be achieved through frequent reporting of water quality data, by implementing a rapid response procedure to inform public awareness of blooms, and through public education events.</i></p> | <p><i>(Environmental Health) and in association with NHS Scotland</i></p> | <p>WLC Environment Health received reports of a possible algae bloom on Linlithgow Loch on 2/7/19. Water samples were taken from The Town Bay & The Peel on 9/7/19 and were analysed by SEPA. Both samples had low levels of blue-green algae of less than 20,000 cells/ml.</p> <p>On 29/7/19 Environmental Health received further reports of high levels of blue-green at Linlithgow Loch. Further water samples were taken on 30/7/19 and analysed by SEPA. Both samples had high levels of algae of greater than 100,000 cells/ml. SEPA advised that the sample taken from Town Bay was the greenest sample that they had seen.</p> <p>Further water samples were taken on 24/9/19 as well as two mid loch samples. The levels of algae at The Peel and Mid Loch East were less than 20,000 cells/ml. Levels at Town Bay and Mid Loch West still had high levels of over 100,000 cells/ml.</p> <p>Environmental Health reported in November 2019 that samples taken at Town Bay and The Peel on 19/11/19 were now absent from blue-green algae.</p> <p>Blue / green algae signage was removed by HES in November 2019 following confirmation that the bloom had subsided. Further signs are not erected over the winter months. There are two levels of signs dependant on algae results. Spring signs carry</p> |

| Ref No' | Linlithgow Loch Management Plan Recommendations (2013) | Lead Partner(s) | Review & Update Comment - March 2020 |
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| | | | general update and health information. If samples are over the threshold, then high algae level signs are erected around the Loch side by HES staff indicating restrictions on loch usage and this information is also shared with relevant user groups and displayed on the council's webpage. |
| 10 | <p><i>A survey of aquatic plants should be conducted annually to map the extent and spread (i.e. spatial maps) of desirable and non-native invasive species in the loch. These maps will provide the baseline data with which the efficacy of aquatic plant community control techniques may be assessed.</i></p> <p><i>For example, the use of jute netting has recently been demonstrated in water bodies to effectively reduce non-native species cover whilst acting to support the emergence of native (charophyte and angiosperm) species. Similar surveys should be conducted for terrestrial non-native invasive species including Japanese Knotweed and Himalayan Balsam.</i></p> <p><i>A non-native species management plan should be considered to manage all current and potential invasions.</i></p> | Scottish Natural Heritage supporting Historic Environment Scotland Rangers Service | <p>These baseline survey maps cannot be progressed until the Nutrient Source Apportionment Study is available.</p> <p>As outlined in review of Management Recommendations 2 and 6 above, HES are looking at Knotweed and mink issues.</p> |
| 11 | <p><i>It is recommended that a further study be conducted to install level sensors on the tributaries of the loch and on the Mill Burn which drains the loch. This comprehensive monitoring system will provide more high frequency flow data with which flood risk can be more accurately assessed.</i></p> <p><i>This study is required to underpin the assessment of measures required to reduce any flood risk associated with the loch for inclusion in the Local</i></p> | West Lothian Council (Flood Risk Management Team) | <p>All these Actions have been carried out. WLC jointly purchased survey equipment with HES.</p> <p>A Flood Risk Assessment was produced that indicated the loch side properties were located at a higher level than flood risk.</p> <p>Remote survey equipment has now been removed,</p> |

| Ref No' | Linlithgow Loch Management Plan Recommendations (2013) | Lead Partner(s) | Review & Update Comment - March 2020 |
|---------|--|-------------------------|---|
| | <p><i>Flood Risk Management Plan for wider West Lothian due for publication by West Lothian Council in 2015.</i></p> <p><i>Finally, a rapid response procedure should be considered further with respect to communicating and responding to flood risk in 'real-time'.</i></p> | | although sensors remains at Hatchery Burn and Mains Burn. Hand flow meter samples are being taken at other inflows as part of the Source Apportionment Survey. |
| 12 | <p><i>It is recommended that first time sewerage be provided to properties on Edinburgh Road, Linlithgow south of the canal bridge. Providing the owners of 24 properties with access to a waste water sewer would significantly lessen the pollution load on the Bell's Burn improving the quality of this watercourse, but providing a step-change in the quality of water reaching the Loch. Though nutrient from sediment already within the loch will effectively delay the benefit, first time sewerage is one of the most important steps that can be taken if the quality of water in the loch and the negative impacts that result are to be addressed.</i></p> | SEPA, Scottish Water | No progress. |
| 13 | <p><i>Sustainable drainage systems in the form of wetlands or ponds should be constructed to intercept runoff from road infrastructure, roofs and the private curtilage to take out sediment, lock-up diffuse pollution and attenuate flows before the cleaned water is issued into the loch.</i></p> | | <p>Awaiting results and recommendations from the Nutrient Source Apportionment Study which will help prioritise the principal sources of pollution.</p> <p>There is an expectation that Scottish Water and others such as SEPA and SNH would help fund these types of measure under its new, more flexible Investment Programme.</p> <p>Scottish Water Operations Senior management personnel attended the Linlithgow Loch summit in 2015 and subsequent Strategic Loch Catchment Management Group meetings in 2016 – 2018.</p> |



Linlithgow Loch & Peel: Potential Project List (not in priority order)

NB: All subject to consultation with community & owners

| | | | |
|----|--|----|--|
| 1 | Bonnyton Farm surface water management | 14 | Algae Bloom in the loch - Nutrient Apportionment Study |
| 2a | Small linear car park | 15 | Lady Park footpath widening/realignment |
| 8 | Remove small disused bandstand | 16 | Re-wilding loch side west town bay |
| 9 | Improve access via Market Lane into Lower Rose Garden (signage, mesh fence replaced by stone wall repairs) | 17 | New Sluice on Mill Burn |
| 10 | Disused toilet block/future of Bothy | 18 | St Ninian's Road culvert gradient improvement |
| 11 | Replacement stage for public events/seasonal cafe investigation | 19 | Review of interpretive panels around loch |
| 13 | Repairs to loch side footpath/assessment of loch side trees | | |

Appendix 2

Scale:- 1:8000

April 2020



DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

CYCLING WALKING AND SAFE STREETS - PEDESTRIAN CROSSINGS AND FOOTWAY SCHEMES

REPORT BY OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to inform the panel of the list of proposed schemes for the provision of pedestrian crossings and footways to deliver cycling walking and safer streets and sustainable active travel within West Lothian.

B. RECOMMENDATION

It is recommended that the Panel notes the contents of the report and makes recommendation to the Council Executive to:

1. Approve the list of schemes detailed in Appendices 1 and 2;
2. ask officers to proceed with designs through to implementation of the footway schemes; and
3. ask officers to carry out the assessments of the pedestrian crossings detailed in Appendix 1 and bring back a report to a future Panel for scrutiny of the prioritised programme.

C. SUMMARY OF IMPLICATIONS

| | | |
|-----|--|--|
| I | Council Values | Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership |
| II | Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | The delivery of these projects will contribute to improved road safety and encourage active travel. |
| III | Implications for Scheme of Delegations to Officers | None |
| IV | Impact on performance and performance Indicators | None |

- | | | |
|-------------|---|--|
| V | Relevance to Single Outcome Agreement | The project will contribute to outcomes: “We live in resilient, cohesive and safe communities.” |
| VI | Resources - (Financial, Staffing and Property) | The projects will be funded through the General Services capital budget allocation for Cycling, Walking and Safer Streets/Active Sustainable Travel. |
| VII | Consideration at PDSP | |
| VIII | Other consultations | The Financial Management Unit has been consulted and is satisfied with the contents of the report. Consultation on individual projects will be carried out during their development. |

D. TERMS OF REPORT

D.1 Background

At its meeting on 23 June 2020, the Council Executive approved a budget of £801,000 to deliver schemes relating to cycling, walking and safer streets and active sustainable travel. This budget is linked to the Cycling Walking and Safer Streets (CWSS) grant funding awarded to West Lothian Council from the Scottish Government for the financial year 2020/21.

The conditions of the grant funding stipulate that it must be spent by 31 March 2021 and a number of projects were previously identified to achieve spend to the value of the grant. However, with resources diverted to deal with the design and implementation of social distancing measures on the road network, the progress of a number of schemes has been limited.

Armada to Whitburn Cyclepath is currently under construction and will be completed this financial year. 50% of the outturn cost for this project will be funded through the CWSS grant funding. It is therefore proposed that further schemes be identified to help officers manage the delivery of projects and ensure that the full grant of £801,000 can be claimed

To enable this, officers have reviewed the list of requests that have been received from members of the community and identified locations that may benefit from the introduction of a form of road crossing or provision of a footway, see Appendices 1 and 2.

D.2 Pedestrian Crossings Provision

An assessment of the locations detailed in Appendix 1 will be carried out and a prioritised list will be generated in line with the process used in the previous programme for the implementation of pedestrian crossings.

To inform this assessment officers require traffic and pedestrian counts and speed surveys to be carried out at these locations. The assessments will be carried out in accordance with Local Transport Note 1/95, The Assessment of Pedestrian Crossings. This will ensure a consistent approach is maintained from previous assessments and enabled the appropriate type of facility to be recommended.

The key survey characteristics to be considered include carriageway and footway width, surrounding amenities, vehicular and pedestrian flow and composition, average crossing time and difficulty, and recorded injury accidents.

It is proposed that the assessments are carried out on the pedestrian crossings this financial year with implementation carried out in line with the prioritised programmed developed from the assessment. A report detailing the assessments and the prioritised list will be submitted to a future Panel for scrutiny and recommendation to the Council Executive.

D.3 Footway Provision

There are four footway requests that have been identified by officers in Appendix 2. Three have been identified as missing links within the footway network and will provide a suitable surface to connect to existing footways on desirable pedestrian routes. The fourth will provide a safer walkway between the communities of East Calder and Mid Calder.

It is proposed that officers progress designs for these footway schemes through to implementation.

E. CONCLUSION

This report notes the conditions of the CWSS grant funding stipulating that it must be spent by 31 March 2021 and the need to progress and deliver additional schemes to enable officers to maximise spend to the value of the grant funding.

Officers are mindful of the desire to create safer environments within communities by introducing pedestrian crossings and footway schemes. The schemes identified in the appendices will contribute to the improvement of infrastructure within West Lothian and encourage active travel.

BACKGROUND REFERENCES

F.

Council Executive on 23 June 2020 - General Services Capital Investment Strategy 2020/21 to 2027/28 Update

Council Executive on 4 June 2013 - Cycling, Walking and Safer Streets Grant 2012/13 – 2014/15 Proposed Pedestrian Crossing Programme, Various Locations, West Lothian

Appendices/Attachments: Appendix 1: List of Pedestrian Crossing Locations for Assessment
 Appendix 2: List of Proposed Footway Schemes

Contact Person: *Ronald Fisher, Design Engineer Manager, Tel: 01506 284597, email: ronnie.fisher@westlothian.gov.uk*

Jim Jack, Head of Operational Services

Date of meeting: 15 September 2020

APPENDIX 1 – List of Pedestrian Crossing Locations for Assessment

| SCHEME REQUEST | SETTLEMENT | ESTIMATED SCHEME COST | NOTES |
|---|------------|-----------------------|---|
| Request existing zebra crossing in Addiewell be upgraded to a pelican at Addiewell primary school. | Addiewell | £40,000 | Exiting zebra facility to be assessed to see if the location now justifies an upgrading to a puffin crossing. |
| Request for crossing North Street south of McNeill Crescent. | Armadale | £40,000 | To be assessed to see if the location justifies a controlled crossing. |
| Provision of Pelican Crossing on Lower Bathville and upgrade of the zebra crossing east of Heathervale Walk to a puffin crossing. | Armadale | £80,000 | To be assessed to identify the most appropriate location to justify a controlled crossing. Due to the length of the road two crossing may be justified. |
| Request for additional ped crossing facilities on the B8084 South Street north of Mayfield Drive. | Armadale | £40,000 | To be assessed to see if the location justifies a controlled crossing. |
| Request for a pedestrian crossing on Hardhill Road near Falside Drive for children crossing to Windyknowe Primary School. | Bathgate | £40,000 | A puffin crossing would provide a facility to Windyknowe Primary School. Suitable crossing point would be west of Falside Drive to access steps to Windyknowe Crescent. |
| Request for a new pedestrian crossing point on the A705 at the old Redhouse School. | Blackburn | £40,000 | Benefits for pedestrians in providing a controlled pedestrian crossing across the A705. Suitable crossing point would be east of Elm Grove. |
| Request for pedestrian island on the A89 for a pedestrian crossing at Newhouses Road. | Broxburn | £40,000 | Benefits for cyclists and pedestrians in providing pedestrian island and footway link across the A89. |
| Request for a pedestrian crossing on Preston Road in the vicinity of Linlithgow Primary School. | Linlithgow | £40,000 | To be assessed to see if the location justifies a controlled crossing. Suitable crossing point would be north of vehicle access to school car park. |
| Request for a zebra crossing outside Springfield Primary School in Linlithgow. | Linlithgow | £55,000 | A puffin crossing would provide a facility to Springfield Primary School. |
| Request for pedestrian crossing on Kirkton South Road near Charlesfield Lane. | Livingston | £40,000 | Benefits for cyclists and pedestrians in providing pedestrian facilities on Kirkton South Road. Suitable crossing point would be west of Charlesfield Lane. |
| Request for controlled pedestrian crossing on Muirieston West Road at Robins Path. | Livingston | £40,000 | A puffin crossing would provide a facility to Williamston Primary School and Bright Horizons. |

APPENDIX 1 – List of Pedestrian Crossing Locations for Assessment

| SCHEME REQUEST | SETTLEMENT | ESTIMATED SCHEME COST | NOTES |
|--|------------|-----------------------------|--|
| Request for crossing on Simpson Parkway to link to bus stops from adult learning centre in Lister Road. | Livingston | £40,000 | To be assessed to see if the location justifies a controlled crossing. |
| Request for pedestrian crossing on Calderpark Road south of Braeside Gardens. | Mid Calder | £40,000 | To be assessed to see if the location justifies a controlled crossing. |
| Request for pedestrian crossing at Mid Calder Primary School. | Mid Calder | £40,000 | A puffin crossing would provide a facility to Mid Calder Primary School. Suitable crossing point would be just east of South Lodge Avenue. |
| Request for pedestrian crossing and footway improvements on the B7015 Mid Calder outside Cunnigar House. | Mid Calder | £50,000 | To be assessed to see if the location justifies a controlled crossing. |
| Request for pedestrian crossing point on A705 East Whitburn near to Red Mill Nursing Home for access to park and bus stop. | Whitburn | £25,000 | To be assessed to see if the location justifies an uncontrolled crossing point. |
| | | £690,000 | |

APPENDIX 2 – List of Proposed Footway Schemes

| SCHEME REQUEST | SETTLEMENT | ESTIMATED SCHEME COST | NOTES |
|--|------------|-----------------------------|---|
| Request for footway on Whitburn Road to Inchcross Industrial Estate. | Bathgate | £100,000 | This would require a footway approximately 230m long. |
| Request for footway widening on Balmuir Road from Jardine Place to Race Road | Bathgate | £25,000 | This would require a footway approximately 50m long. |
| Request for widening of footway and signalisation of Mid Calder bridge on the B7015 between Mid Calder to East Calder. | Mid Calder | £150,000 | Would require widening of footway over bridge and traffic signals as road would have to be narrowed down to one lane. |
| Request to complete the missing footway link outside Livingston Crematorium on the A779 Starlaw Road. | Livingston | £60,000 | This would require 120m of footway. |
| | | £335,000 | |

DATA LABEL: PUBLIC



ENVIRONMENTAL POLICY AND DEVELOPMENT SCRUTINY PANEL

ADDITIONAL TIME LIMITED BUDGET PROVISION – IMPLEMENTATION UPDATE

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To inform panel members of the work being undertaken to progress the additional funding measures approved as part of the Council's budget setting exercise on the 28th February 2020.

B. RECOMMENDATION

Panel members are requested to note progress to date and the implementation timescales outlined in Appendix 1 of the report.

C. SUMMARY OF IMPLICATIONS

| | | |
|------------|--|---|
| I | Council Values | Focussing on customers' needs, being honest open and accountable and making best use of resources. |
| II | Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | None. |
| III | Implications for Scheme of Delegations to Officers | None. |
| IV | Impact on performance and performance Indicators | The measures will improve service standards and access to services. |
| V | Relevance to Single Outcome Agreement | SOA8 - we make the most efficient and effective use of our resources by minimising our impact on the built and natural environment. |
| VI | Resources - (Financial, Staffing and Property) | Council approved the allocation of ten additional funding measures applicable to the services covered by the Environment Policy and Development Scrutiny Panel. Equating to £2,498,000 over the period of the three year budget (£716,000 in 2020/21, £896,000 in 2021/22 and £886,000 in 2022/23). |

VII Consideration at PDSP None.

VIII Other consultations None.

D. TERMS OF REPORT

Background

Council approved its budget for the period 2020/21 to 2022/23 on the 28th February 2020. As part of that process additional funding was provided to Operational Services.

Appendix 1 provides the panel with the detail of that funding and an update on implementation plans and timescales.

Service standards are being updated to reflect any change i.e. to grounds maintenance standards and CRC opening hours. Communication plans are being prepared to inform customers of the changes.

E. CONCLUSION

Implementation plans are in place to deliver the approved additional funding measures within the stated timescales.

F. BACKGROUND REFERENCES

West Lothian Council – Revenue Budget 2020/21 to 2022/23 – Report by Head of Finance – 28th February 2020.

Appendices/Attachments: – Appendix 1 - Additional Funding projects.

Contact Person: Jim Jack, Head of Operational Services, 7 Inchmuir Road, Whitehill Industrial Estate, Bathgate email jim.jack@westlothian.gov.uk contact number 01506 284260.

CMT Member: Jim Jack

15 September 2020

APPENDIX 1

| | 2020/21 | 2021/22 | 2022/23 | Total | |
|---|---------|---------|---------|-------|---|
| Project | £'000 | £'000 | £'000 | £'000 | Implementation Update |
| Reinstate reactive cutting on sports pitches | 31 | 31 | 31 | 93 | Complete – implemented on 1 April 2020. Seasonal recruitment will be repeated in 2021 and 2022. |
| Additional grounds maintenance staff for cemeteries | 30 | 30 | 30 | 90 | Complete – implemented on 1 April 2020. Seasonal recruitment will be repeated in 2021 and 2022. |
| Feasibility study for potential replacement of CRC sites at Linlithgow and Broxburn | 20 | | | 20 | Initial site selection discussions commenced to allow full feasibility study to be undertaken. |
| Improving signage at all CRC sites and patching at Linlithgow and Broxburn sites | 50 | | | 50 | Awaiting contractor appointment. |
| New vehicles and equipment for street cleansing | 220 | | | 220 | <p>Gluttons - The procurement of the 3 Gluttons is complete and the council has now received the equipment. Following the training of staff, the Gluttons will be deployed in September 2020.</p> <p>Vans and Power Washers – following delivery of the Gluttons, vans and power washers are being demonstrated in September 2020. Thereafter, suitable vans and power washing equipment will be procured in October 2020.</p> <p>Mechanical Brushes – demonstrations were organised for April and May and were rescheduled for September 2020 due to lockdown restrictions. Following completion of the vehicle demonstrations, orders will be placed for the procurement of new mechanical brushes in October 2020.</p> |
| Containers at CRC for reusable items | 5 | 5 | 5 | 15 | To be procured once additional materials can be accepted at the Recycling Centres following further amendments to social distancing and operating practices. |

| | | | | | |
|--|------------|------------|------------|--------------|--|
| Containers at CRC for reusable items (one off) | 10 | | | 10 | To be procured once additional materials can be accepted at the Recycling Centres following further amendments to social distancing and operating practices. |
| Roads and Footpath accessibility improvement schemes | 30 | 10 | | 40 | Work on this project has been delayed because of Covid19 however a list of schemes is currently being prepared and this will be discussed with Disability West Lothian. Recommended schemes will then be brought forward for committee approval. |
| Reinstate opening hours at all 5 CRC sites | 320 | 320 | 320 | 960 | Hours were fully reinstated to all sites at the point of reopening, post Covid lockdown restrictions, on the 1 st June. The permanent recruitment into the roles currently filled on a temporary basis is underway with interviews w/c 24 th August. |
| Relocation of recycling Centres | | 500 | 500 | 1,000 | Any activity related to this funding will follow the feasibility study which will consider both the feasibility in terms of infrastructure and the funds available. |
| Total | 716 | 896 | 886 | 2,498 | |

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT & SCRUTINY PANEL

PENTLAND HILLS REGIONAL PARK STRATEGIC MANAGEMENT PLAN (2019-28)

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to advise the panel of the review of the strategic management plan for the Pentland Hills Regional Park that covers the 10-year period from 2019 - 2028.

B. RECOMMENDATION

It is recommended that the panel notes and considers the following recommendations which are intended to be submitted to Council Executive for approval after a consultation exercise has been undertaken:

1. notes the comments received on the Pentland Hills Regional Park Strategic Management Plan (2019 - 28) following consultation;
2. agrees the responses to the comments received during consultation on the Pentland Hills Regional Park Strategic Management Plan (2019 - 28);
3. approves the content of the Pentland Hills Regional Park Strategic Management Plan (2019 - 28) (Appendices 1);
4. approves the 'Screening Report' which is to be submitted to SEA Gateway and the Consultation Authorities and which sets out the Council's justification that the guidance is exempted from additional Strategic Environmental Assessment because it will not in itself have any significant environmental effects;
5. delegates authority to the Head of Planning, Economic Development and Regeneration to timeously issue a 'Screening Determination' in the event that SEA Gateway and the Consultation Authorities confirm their agreement that the guidance will not in itself have any significant environmental effects, and to report the outcome of the SEA screening process to a future meeting of the Council Executive for information;
6. notes that following consideration by Council Executive (and having secured exemption from additional SEA) the guidance will require to be submitted to Scottish Ministers for scrutiny and consideration before it can be adopted as non-statutory supplementary guidance in support of the West Lothian Local Development Plan.

C. SUMMARY OF IMPLICATIONS

I Council Values

Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; and working in partnership.

| | | |
|-------------|--|---|
| II | Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | Policies ENV 13 and ENV 14 in the adopted West Lothian Local Development Plan (2018) relate to the Pentland Hills. There are no equality, health or risk assessment issues, or SEA issues. |
| III | Implications for Scheme of Delegations to Officers | None. |
| IV | Impact on performance and performance Indicators | None. |
| V | Relevance to Single Outcome Agreement | Outcome 8 - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment. |
| VI | Resources - (Financial, Staffing and Property) | The council contributes approximately £17k per annum to the management of the regional park and this is contained within an existing Planning Services budget. |
| VII | Consideration at PDSP | This new Strategic Management Plan has not previously been considered by the PDSP. |
| VIII | Other consultations | City of Edinburgh Council (Natural Heritage Service) who are the lead authority for the Regional Park and host its management. |

D. TERMS OF REPORT

D1 Background

The Pentland Hills Regional Park (PHRP) covers around 10,000 hectares of land, located immediately south west of Edinburgh, straddling the local authority boundaries of The City of Edinburgh Council, Midlothian Council and West Lothian Council.

The PHRP was designated in October 1984. Initially it was operated by Lothian Regional Council who prepared a Subject Local Plan in 1989 to guide the park's policies and management. These policies were then incorporated into the local plans of the respective three new unitary authorities.

The City of Edinburgh Council is currently the managing authority of the regional park under the terms of a Minute of Agreement between the three local authorities.

The aims of the regional park, as set out in its designation order, are:

- to retain the essential character of the hills as a place for the peaceful enjoyment of the countryside;
- caring for the hills so that the landscape and the habitat is protected and enhanced;
- within this caring framework, to encourage responsible public enjoyment of the hills; and
- co-ordination of these aims so that they co-exist with farming and other land uses within the Pentland Hills Regional Park.

D2 Review of PHRP Strategic Management Plan

The previous 10-year Strategic Management Plan (SMP) for the regional park covered the period 2007 - 2017. A review of this plan has involved:

- a review of relevant Pentland Hills Regional Park documentation; local, national and international agency strategies, policies and plans;
- a consultation programme to develop the Pentland Hills Regional Park Plan. This included workshops with the PHRP Consultative Forum, meetings with the PHRP land managers and the PHRP Service, an initial presentation of the Pentland Hills Regional Park Plan process to the PHRP Joint Committee with opportunities to provide inputs; and
- in addition, an invitation to the public to provide comments, opinions and suggestions for the Pentland Hills Regional Park Plan was provided in January 2020.

Feedback was received from a wide range of stakeholders, including farmers / landowners, visitors, residents and organisations such as Scottish Natural Heritage. A total of 76 responses were received. The consultation process has identified a gap within the SMP about how to reconcile landowners / farmers ambitions and rights on their lands, public exercising their access rights and nature's requirements and public expectations in the light of the Climate Emergency.

The PHRP Consultative Forum, comprising of land managers and other interested organisations, will be asked for their further views when meetings are reconvened in Autumn 2020 and how these general issues can be addressed in the 10-year Plan.

D3 PHRP Strategic Management Plan (2019 - 2028)

The SMP can be viewed in full at https://consultationhub.edinburgh.gov.uk/sfc/pentland-hills-plan/user_uploads/pentland-hills-regional-park-plan-final-draft.pdf The overall purpose of this SMP is to provide the relevant contemporary strategic framework guiding the management of the Park and the preparation of detailed action plans which will translate the Pentland Hills Regional Park Plan into deliverable tasks and projects.

It provides a renewed over-arching vision for the sustainable integrated management of the Pentland Hills Regional Park and highlights the underlying principles and themes which provide the framework within which aims, objectives and actions have been formulated. The plan identifies a prioritised programme for investment, together with monitoring recommendations.

Reflecting all the related various national, regional and local policies and strategies, the vision for the Pentland Hills Regional Park Plan is:

To guide and assist all stakeholders in the sustainable management of the Pentland Hills Regional Park's changing environment in a way which supports communities living and working within the Pentland Hills Regional Park, promotes responsible access for all, develops public understanding of the mixed land use resource and conserves and enhances the Pentland Hills Regional Park's landscape, cultural, historic and natural heritage features.

The vision comprises five elements:

1. Responsible Enjoyment and Understanding of the Hills;
2. The Local Economy of the Hills;
3. Conservation and Enhancement of the Landscape, Natural and Cultural Heritage of the Hills;
4. Partnership & Participation; and
5. Managing the Pentland Hills Regional Park Plan.

For each of the five PHRP themes, a strategic framework has been prepared which includes:

- Aims;
- Objectives;
- Key operational programme actions including dates; and
- Potential outputs and outcomes.

For ease of use the vision, themes, principles, aims and objections have been brought together to show how each one is interrelated and a 'Prioritised Implementation Programme' for the 10-year time frame between 2019-2028 is set out in an appendix which also highlights the potential outputs and outcomes of the actions.

D4 Monitoring the Implementation of the PHRP Strategic Management Plan

It will be important that the delivery of the PHRP Plan is reviewed on an ongoing basis to monitor the success of the Plan delivery in terms of the prioritised timescale targets.

The PHRP SMP has set out a number of Guiding Principles which underpin the Plan aims, objectives and actions. The monitoring process will therefore assess whether, and to what degree, these guiding principles are being met through the delivery of the Plan, as this will impact upon the level of success in delivering the overall vision of the PHRP Plan.

A potential checklist of specific monitoring indicators has been derived from the scope of the PHRP Plan action recommendations. These include:

- user activity / experience and education;
- visitor transport profiles;
- agricultural activity & business sustainability;
- land management change;
- community vibrancy;
- landscape and species & habitat changes; and
- historic environment and cultural heritage changes.

The first formal detailed review of the PHRP SMP should be undertaken in Year 5 (2023 / 24), but in the interim, there will be additional reports to the Environment Panel and Council Executive on the PHRP Annual Reports and the Harperrig Reservoir area that forms West Lothian's main part of the Regional Park.

D5 'Pentlands Paths Project' (PPP)

The main strategic project that arises from the revised SMP that would affect West Lothian would be the proposed 'Pentlands Paths Project'. This derives from an Upland Path Audit undertaken for the Regional Park in 2016 by the Cairngorm Outdoor Access Trust the acknowledged leaders in mountain footpath repairs. This would allow liaison with landowners over grant funding streams e.g. National Lottery Heritage Fund in applying for and delivering large scale strategic path improvements works.

An initial meeting has occurred with the Lottery Fund about this multi-million pound bid. Funding would relate to management of public access; deliver enhanced quality of path surfacing and associated landscape furniture; as well as expanding the current path networks by completing missing links, which also enhances the visitor experience potential of the PHRP as a significant outdoor recreational resource and could provide training and employment.

E. CONCLUSION

The Pentland Hills Regional Park is a living, changing environment and has evolved as a mixed land use resource which is an important leisure, economic, community and heritage asset to the capital city and the surrounding Lothians.

With this evolution comes increasing and changing pressures and demands on the management of the Regional Park and the other key stakeholders seeking to balance recreation and enjoyment with economic demands and the conservation of the regional park's natural and built heritage assets.

The PHRP Service has produced, in collaboration with partners, a new 10-year Strategic Management Plan for the park. The plan provides the strategic framework which will guide the management of the park and details an implementation programme which will translate the aims and objectives of the plan into deliverable tasks and projects.

F. BACKGROUND REFERENCES

Pentland Hills Regional Park Strategic Management Plan (2019 - 2028):

https://consultationhub.edinburgh.gov.uk/sfc/pentland-hills-plan/user_uploads/pentland-hills-regional-park-plan-final-draft.pdf

Appendices/Attachments: None.

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Craig McCorriston
Head of Planning, Economic Development & Regeneration

15 September 2020

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT & SCRUTINY PANEL

**HARPERRIG RESERVOIR LOCAL NATURE RESERVE - INTERIM REVIEW OF 2016-21
HABITAT MANAGEMENT PLAN**

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to advise the panel of the interim review of the management plan for Harperigg Reservoir Local Nature Reserve that covers the period 2016-2021.

B. RECOMMENDATION

It is recommended that the panel:

1. notes the interim review of the Harperrig Reservoir Local Nature Reserve Management Plan (2016-21) and its associated Action Plan (see Appendix 1); and
2. offers any further comments at this stage of the Plan.

C. SUMMARY OF IMPLICATIONS

| | | |
|------------|--|---|
| I | Council Values | Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; and working in partnership. |
| II | Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | <p>Policies ENV 13 and ENV 14 in the adopted West Lothian Local Development Plan (2018) relate to the Pentland Hills, while Policy ENV 19, on Protection of Local Biodiversity Sites, refers to Local Nature Reserves.</p> <p>There are no equality, health or risk assessment issues, or SEA issues.</p> |
| III | Implications for Scheme of Delegations to Officers | None. |
| IV | Impact on performance and performance Indicators | None. |
| V | Relevance to Single Outcome Agreement | Outcome 8 - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment. |
| VI | Resources - (Financial, | None, though Officers will continue to look at |

| | | |
|-------------|-------------------------------|--|
| | Staffing and Property) | options for securing external financial support for project delivery related to the actions within the management plan. |
| VII | Consideration at PDSP | The second Harperrig Reservoir Management Plan (2016-21) was first reported to the Environment PDSP on 15 December 2016. |
| VIII | Other consultations | City of Edinburgh Council (Natural Heritage Service). |

D. TERMS OF REPORT

D1 Background

Harperrig Reservoir lies to the north of the Pentland Hills and to the south of the A70, south west of Kirknewton. The management group for Harperrig Reservoir has produced two Habitat Management Plans for this large public asset in West Lothian that changed ownership in 2007/08 from Scottish Water to City of Edinburgh Council (CEC) as part of the Water of Leith Flood Prevention Scheme.

The second Habitat Management Plan from 2016-2021 is part of the process arising from designating the reservoir, and its adjacent wildlife refuge, as a Local Nature Reserve (LNR).

The Harperrig Reservoir LNR Habitat Management Group has been established for over 25 years and consists of local farmers (Cairns Farm), land owners (Dalmahoy Estate), nearby residents and Harperrig Fishery, along with officers from West Lothian Council, Pentland Hills Regional Park, and CEC Flood Prevention Team. It meets bi-annually.

D2 Harperrig Reservoir LNR Management Plan (2016-2021) – Interim Review 2020

The interim review of the second Habitat Management Plan (see Appendix 1) for Harperrig Reservoir was drawn up by officers from both West Lothian Council (WLC) and City of Edinburgh Council (Natural Heritage Service). Natural Heritage Officers manage the Pentland Hills Regional Park that covers Harperrig Reservoir. West Lothian Council contributes towards the operation and management of the regional park.

The six aims of the Habitat Management Plan remain relevant. It aims to:

1. improve the amount of woodland cover around the reservoir;
2. protect and enhance habitats and species within the LNR;
3. provide and enhance habitats for breeding birds and to allow increased usage by over-wintering birds;
4. improve interpretation around the site and encourage its use as an educational resource;
5. improve public access around the reservoir & deter misuse of the site; and
6. encourage community involvement and participation in the management of the site.

The plan outlines the objective, its prescription, the lead role and potential funding required, as well as a suggested timetable for works and projects to be undertaken.

These have been reviewed in early 2020 and indicate that after the half way stage in the plan, of the 33 actions identified, 7 have been completed, 25 are underway or ongoing and only one has yet to be started.

Actions which have been completed include: achieving a grant from the West Lothian Development Trust to install a defibrillator at the Fishery Lodge on the west side of the reservoir; including more interpretation in the south side bird hide; tree works within Woodpecker Walk, adjacent to the Wildlife Refuge at Cairns Farm and liaison with the local raptor group to get several bird nesting boxes put up around the reservoir for barn owl, merlin and kestrel.

Other physical works carried out include repairs to drystone dykes along the north boundary, together with drainage works on ditches on the north west side and replacement signage around the reservoir. A Corporate Social Responsibility Group removed many old tree guards from surrounding woodland in 2019.

An application was made to the West Lothian Development Trust for a grant for further drystone dykes repair works, which would have included demonstrations to local primary school groups, however the trust declined to support the project as they were over-subscribed and required match funding rather than the in-kind stone.

That the bulk of the actions are either underway, or on-going, is indicative of many of the actions being of a monitoring nature and that this is the half way stage in this Management Plan. Officers will continue to work through the actions, in consultation with the Local Nature Reserve Management Group and seek to secure external grants to deliver many of these improvements.

E. CONCLUSION

There have been long established efforts by local land managers and residents around Harperrig Reservoir to improve the management of the feature and carry out environmental improvements that will aid the nature conservation value of this northern part of the Pentland Hills Regional Park.

Review of the current Habitat Management Plan for Harperrig Reservoir will allow the management group to apply for funding to carry out further improvements and continue to monitor the associated work plan to prepare for the third Habitat Management Plan to cover the next five year period from 2022 to 2027.

F. BACKGROUND REFERENCES

Harperrig Reservoir Local Nature Reserve Habitat Management Plan (2016 - 2021):
https://www.westlothian.gov.uk/media/32693/Harperrig-Reservoir-2nd-Management-Plan-2016-21/pdf/Harperrig_Reservoir_2nd_Management_Plan_2016-2021_Final1.pdf?m=636884960115270000

Appendices/Attachments: one

Appendix 1 -

Updated extract from Harperrig Local Nature Reserve Management Plan 2016-21 Action Plan.

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Craig McCorriston

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15 September 2020

DATA LABEL: PUBLIC

APPENDIX 1

EXTRACT FROM 2016 - 21 HARPERRIG LOCAL NATURE RESERVE MANAGEMENT PLAN - (ADOPTED 2017)

“8. 2016 – 2021 Management Plan Aims

Following on from the review, management aims for the next five years (2016/21) have been developed;

Aim 1: To improve the amount of woodland cover around the reservoir;

Aim 2: To protect and enhance habitats and species within the LNR;

Aim 3: To provide and enhance habitats for breeding birds and to allow increased usage by over-wintering birds;

Aim 4: To improve interpretation around the site and encourage its use as an educational resource;

Aim 5: To improve public access around the reservoir and deter misuse of the site; and

Aim 6: To encourage community involvement and participation in the management of the site.

9. Work Plan

The following highlights the aims and objectives of the 2016-2021 Harperrig Management Plan and provides a suggested timetable for works and projects to be undertaken.”

Aim 1: To improve the amount of woodland cover around the reservoir

| Objective | Prescription | Lead role | Funding required | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | Resources | Review Comments - Spring 2020 |
|--|----------------------------------|---------------|------------------|-------|-------|-------|-------|-------|---|---|
| 1. Continue to seek opportunities for native woodland planting on non-CEC owned land | 1.1 Consult the local landowners | CSGNT/ WLC | Yes | * | * | * | * | * | Grant- Wind Farm Community Development Fund | Previously agreed Thrashedean Plantation area, identified in 2015 “Woodland around Pentland Hills”, (WaPH) study not now suitable for progression for planting. There is an application for extensive new |

| Objective | Prescription | Lead role | Funding required | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | Resources | Review Comments - Spring 2020 |
|--|---|------------------|------------------|-------|-------|-------|-------|-------|------------------|---|
| | | | | | | | | | | <p>woodlands to be planted on Cairns Farm to north and west of the Reservoir.</p> <p>PHRP & WLC officers are reviewing WaPH report for other suitable areas that CSGNT could consider progressing and securing grant funding e.g. via West Lothian Development Trust.</p> |
| 2. Continue to seek opportunities for native woodland planting on CEC owned land | 2.1 Monitor current woodland stock and re-plant failed trees where appropriate and funding availability | PHRP | Yes | | * | * | * | * | PHRP | <p>(As above)</p> <p>New woodland plantings have been monitored and are doing well except two areas: "the Spit" and the north shore section. Both of these have had failed trees that were previously re-planted.</p> |
| 3. Ensure site is protected from stock grazing | 3.1 Monitor the boundaries and carry out repairs as required to exclude stock grazing on site | PHRP/ landowners | TBC | * | * | * | * | * | PHRP/ landowners | <p>Boundary checks have been carried out annually. PHRP staff have a clear idea of where problems lie and are of a view that they are getting on top of the boundary issues with the dyker working on the major gaps in March 2020.</p> <p>However, this will be on-going as the dyke is old and is on marshy ground so will need regular repair. The main problem is when water levels in the reservoir drop, sheep can access tree planted areas as they are only fenced on three sides and it is difficult to fence into the reservoir. Most trees are growing well and PHRP staff have started taking off tree shelters as they are no longer required. PHRP staff also keeps CEC Flood Risk Management Team informed about reservoir boundary issues and speak to Dalmahoy Estates tenant farmer at Auchinoon Farm. Aim would be to have packages of</p> |

| Objective | Prescription | Lead role | Funding required | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | Resources | Review Comments - Spring 2020 |
|-----------|--------------|-----------|------------------|-------|-------|-------|-------|-------|-----------|---|
| | | | | | | | | | | work to be able to submit to e.g. WLDT and others, for grant funding. |

Aim 2: To protect and enhance habitats and species within the LNR.

| Objective | Prescription | Lead role | Funding required | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | Resources | Review Comments January 2020 |
|---|---|--------------|------------------|-------|-------|-------|-------|-------|---|--|
| 1. Identify species and habitats for protection | 1.1 Analyse available data and produce species and habitats list | PHRP | No | | * | | | | Students | While a SRUC student did undertake a project on Harperrig Reservoir, this did not fit in with this specific action. PHRP will look to undertake this before the end of the current Habitat Management Plan. |
| | 1.2 Encourage species recording through iRecord | PHRP | No | * | * | * | * | * | FoP/TWIC | PHRP Staff are in the process of changing all of wildlife recording to iRecord. However, there are some technical issues to be resolved. |
| 2. Enhance habitats and species | 2.1 Consider species such as sand martin, water vole, otter and kingfisher and habitats such as reed-beds or wet woodland for enhancement | PHRP | Yes | * | * | * | * | * | Grant- Wind Farm Community Development Fund | Further research is required by PHRP Staff on where these specific species are located and what would be the measures needed to enhance these habitats and their potential costs. |
| 3. Monitor the water levels for benefit of both fishery and waterfowl | 3.1 Liaise with CEC Flood Prevention to monitor the water levels for benefit of | PHRP / Flood | No | * | * | * | * | * | N/A | PHRP Staff get weekly updates of water levels from CEC Flood Risk (FRM) Management Team. |

| Objective | Prescription | Lead role | Funding required | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | Resources | Review Comments January 2020 |
|--|--|-----------|------------------|-------|-------|-------|-------|-------|---|---|
| | both fishery and waterfowl where possible within the restrictions of the Flood Prevention Programme | | | | | | | | | While the Fishery seems to be in abeyance, CEC Flood Risk Management are considering what can be done within FRM restrictions. |
| 4. Prevent disturbance to species and habitats | 4.1 Install seasonal signage to ensure responsible use of site by visitors | PHRP | No | * | * | * | * | * | N/A | PHRP are continuing to erect signage at lambing season and also annually with birds nesting signage. |
| | 4.2 Install interpretation within bird hide to inform public of sensitivities of the site | PHRP | Yes | | * | | | | Grant- Wind Farm Community Development Fund | A note book asking for visitors to record their wildlife sightings, (along with Pentland Hills Regional Park Visitor Guides), were put into the bird hide in 2018. These are occasionally used by visitors. More interpretation could be produced. This issue is in PHRP Work Plan. |
| | 4.3 Ensure that contractors/ groups working on the site are informed of sensitivities of the site prior to any works | PHRP | No | * | * | * | * | * | N/A | Contractors, when used, are made aware of sensitivity of reservoir habitat by PHRP or CEC FRM Staff. |
| 5. Monitor badger population | 5.1 Undertake regular checks of known badger setts, liaise with local badger group and report findings | PHRP | No | * | * | * | * | * | N/A | Known badger setts are both monitored annually. (Lothian & Borders Badger Group have been subsumed into Scottish Badgers). |

Aim 3: To provide and enhance habitats for breeding birds and to allow increased usage by over-wintering birds

| Objective | Prescription | Lead role | Funding required | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | Resources | Review Comments January 2020 |
|--|---|-----------|------------------|-------|-------|-------|-------|-------|---|--|
| 1. Improve Gull Island for breeding and over-wintering birds | 1.1 Survey island and analyse data | PHRP | Yes | * | | | | | SNH, TWIC, FoP | CEC Natural Heritage Services officers surveyed islands in 2018 and 2019. If water level stays at below full during Spring, birds nest on small islands. However, if it rains, heavy birds cannot nest as these islands flood. Liaised with CEC Flood Risk Management team and it is not possible for them to adjust levels for amount of rain. A potential solution would be to build up islands above the top level of reservoir, but this would be a major and difficult project with large costs. |
| | 1.2 Seek expert advice for most up to date methods of improving the area | PHRP | No | | * | | | | N/A | Specialist CEC Biodiversity Officer advice and then WLC Environment Graduate placement produced a report with habitat suggestions (2017) – that included the Wildlife Refuge west of the Causeway. Main advice was that the tree planting around the reservoir would improve the biodiversity, by creating habitat and shelter by the water. The improvement of islands was discussed but agreed this would be difficult and may have limited success. Scrapes around the shore was another possibility, but this may be also difficult to achieve. Wildlife Refuge proposal was to put in a small weir by the bridge which would keep the water level more constant. However, with issues about ownership of bridge, this cannot progress at this time. |
| | 1.3 Consult with fishery / local landowners and implement agreed improvements | PHRP | Yes | | * | | | | Grant- Wind Farm Community Development Fund | As above - Ongoing |

| Objective | Prescription | Lead role | Funding required | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | Resources | Review Comments January 2020 |
|---|--|-----------------------|------------------|-------|-------|-------|-------|-------|---|---|
| 2. Improve the area for raptors | 2.1 Liaise with local raptor group over the installation of habitat boxes | PHRP/ Raptor Group | Yes | | * | * | | | Grant- Wind Farm Community Development Fund | Natural Heritage Service Staff have liaised with local raptor group. Boxes have been put up for kestrel, merlin and barn owl. |
| | 2.2 Liaise with raptor group over producing a contingency plan in the event of increased nesting taking place. | PHRP | No | | * | | | | N/A | This action is not an issue at present. |
| 3. Investigate habitat improvements for birds on Red List | 3.1 Identify Red List species which are present on site. | PHRP | No | * | | | | | N/A | Six Red List birds identified species found. Further research is required to see if any habitat improvements could be made. |
| | 3.2 Prioritise species for habitat improvement and promote projects to students | PHRP | No | | * | * | * | * | N/A | SRUC student did undertake a project on Harperrig Reservoir, but did not directly fit in with this action. |

Aim 4: To improve interpretation around the site and encourage its use as an educational resource.

| Objective | Prescription | Lead role | Funding required | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | Resources | Review Comments January 2020 |
|--|--|-----------|------------------|-------|-------|-------|-------|-------|-----------|--|
| 1. Review Woodpecker Walk near Wildlife Refuge | 1.1 Arrange for area to have trees made safe | Landowner | Yes | * | * | | | | Landowner | Recent issue about Woodpecker Walk being closed. Change of use for adjacent farm to a wedding venue. Needs discussion, via CEC-PHRP, with landowner. |

| Objective | Prescription | Lead role | Funding required | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | Resources | Review Comments January 2020 |
|--|--|-----------|------------------|-------|-------|-------|-------|-------|---|---|
| 2. Improve interpretation at bird hide | 1.2 Assess and make improvements on gaining information on visitor numbers | PHRP | Yes | * | | | | | Grant- Wind Farm Community Development Fund | People counters under investigation for nearby Cauldstane Slap right of way. Counter to be considered on reservoir south side path near bird hide, if affordable. PHRP to obtain outline costs. |
| | 1.3 Consider locating second bird hide near western car park | PHRP/WLC | Yes | | | * | | | Grant- Wind Farm Community Development Fund | Discussion at Management Group concluded it was not a suitable location for a second bird hide. |
| 3. Assess signage | 3.1 Produce a list of signs requiring upgrading or replacement | PHRP | No | * | | | | | N/A | A lot of these signage works have occurred over last 2-3 years e.g. at east end and west end and Little Vantage car parks. This remains an on-going action. |
| | 3.2 Apply for funding through Wind Farm Development Fund for new signs | WLC | Yes | | * | * | | | Grant- Wind Farm Community Development Fund | Signs paid for out of PHRP budget. |

Aim 5: To improve public access around the reservoir and deter misuse of the site

| Objective | Prescription | Lead role | Funding required | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | Resources | Review Comments January 2020 |
|-----------|--------------|-----------|------------------|-------|-------|-------|-------|-------|-----------|-------------------------------------|
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| | | | | | | | | | | |
|-------------------------------|--|------------|-----|---|---|---|---|---|---|--|
| 1. Identify usage of the area | 1.1 Monitor usage of west car park | PHRP | No | * | * | * | * | * | N/A | Action on WLC arising from October 2019 Management Group meeting for Environmental Health colleagues to consider erecting a dummy camera box on Fishery building overlooking car park. |
| | 1.2 Consider installing height restriction barrier | PHRP | Yes | | * | | | | Grant- Wind Farm Community Development Fund | LNR Management Group have expressed at meeting in 2019 that this was no longer necessary and camper van issue has reduced. |
| | 1.3 Monitor usage of bird hide | PHRP | No | * | * | * | * | * | N/A | As above in Aim 4.2(1.1) above. |
| 2. Improve access routes | 2.1 Consult local landowners on improvement works to drainage and surface of south reservoir path | WLC / PHRP | Yes | | * | * | * | * | Grant- Wind Farm Community Development Fund | PHRP Staff to survey path and identify outline costs for a potential application to West Lothian Development Trust (WLDLT) in 2020. |
| | 2.2 Create a list of priority works, consult local residents and landowners, and apply for funds to the Wind Farm WL Development Trust Fund. Works to include: dyke reinstatement; hedge planting, new path to bird hide, path along north shore, signage, interpretation panels | WLC / PHRP | Yes | | * | * | * | * | Grant- Wind Farm Community Development Fund | WLC & PHRP need to expand list and details of a range of small environmental improvements in and around the Reservoir / Harperrig area. WLC would initiate applications to WLDLT, albeit perhaps at smaller scale (i.e.; c£5k - £8k level; as while a defibrillator was granted for £1.2k in 2018, WLDLT rejected an application for £12k of dry stane dyke works in 2019); as well as approaching other relevant grant funding bodies e.g. SNH LNR grant. |

Aim 6: To encourage community involvement and participation in the management of the site

| Objective | Prescription | Lead role | Funding required | 16/17 | 17/18 | 18/19 | 19/20 | 20/21 | Resources | Review Comments |
|-----------|--------------|-----------|------------------|-------|-------|-------|-------|-------|-----------|-----------------|
| | | | | | | | | | | January 2020 |

| | | | | | | | | | | |
|--|--|------|----|---|---|---|---|---|------|---|
| 1. Encourage participation in the management of the site | 1.1 Review membership of Mgt Group and contact surrounding landowners/ tenants and groups with an interest in the site | PHRP | No | * | | | | | | Approximately 25 residents approached in 2019 and increased attendance at October 2019 meeting as numbers attending had been very low in 2017 / 18 when met at Kirknewton Green Room. |
| | 1.2 Promote the site as a location for corporate volunteering for practical tasks | PHRP | No | * | * | * | * | * | | A Corporate Group were out in 2019 removing tree guards. There will be more tree guards to remove for the next five to ten years. |
| | 1.3 Liaise with local wildlife group on recording of species and sharing of records | PHRP | No | * | * | * | * | * | TWIC | PHRP Staff are not aware of a local wildlife group, but as more people use iRecord recording of species and sharing records could be promoted on site for individuals. |
| | 1.4 Direct Volunteer Rangers to patrol the area on a regular basis | PHRP | No | * | * | * | * | * | | <p>Along with the Cauldstane Slap right of way, PHRP Volunteer Rangers patrol at Harperrig approximately once every 3 months, although they are generally not sent in Winter.</p> <p>Alongside PHRP Natural Heritage Service staff patrols this is considered sufficient to detect any maintenance issues. The area does not suffer from as many of the other problems as rest of the Regional Park e.g. sheep attacks, so Volunteer Rangers are more likely to be deployed in busier parts of the Regional Park.</p> |

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

SCOTTISH ROAD WORKS COMMISSIONER'S PERFORMANCE REVIEW 2019/20

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of the report is to update the Panel on the Scottish Road Works Commissioner's performance review of West Lothian for 2019/20.

B. RECOMMENDATION

It is recommended that the Panel notes the progress made by Roads and Transportation, during 2019/2020, in improving performance in respect to compliance with the notification, co-ordination and planning aspects of the New Roads and Street Works Act 1991 and acknowledge the efforts of the staff involved.

C. SUMMARY OF IMPLICATIONS

| | |
|---|--|
| I Council Values | Being honest, open and accountable; providing equality of opportunities; making best use of our resources. |
| II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | The Council is required to demonstrate Best Value through a structured framework for the management of its assets. |
| III Implications for Scheme of Delegations to Officers | Not applicable |
| IV Impact on performance and performance Indicators | Improved performance in terms of New Roads and Street Works Act 1991. |
| V Relevance to Single Outcome Agreement | Not applicable |
| VI Resources - (Financial, Staffing and Property) | Not applicable |
| VII Consideration at PDSP | Not applicable |
| VIII Other consultations | None |

D. TERMS OF REPORT

D1 Background

The Scottish Road Works Commissioner is an independent public official established under section 16 of the Transport (Scotland) Act 2005 and is accountable to the Scottish Ministers and ultimately to the Scottish Parliament.

The Commissioner's aim is to improve the planning, co-ordination and quality of road works across Scotland.

The Commissioner monitors performance, promotes and encourages good practice by both utility companies and roads authorities. They also have powers to impose financial penalties on roads authorities who systematically fail in their duty to coordinate, and on utility companies who systematically fail to co-operate when undertaking road works.

D2 The key outcomes which the Commissioner considers are those that the public are looking for in relation to road works:

- Shorter Works Periods;
- Better Co-ordination of Works;
- Better Traffic Management; and
- Better Reinstatements

D3 The Commissioner produced five key questions which any monitoring of road works should try to answer:

- Are roads authorities co-ordinating their works?
- Are utility companies co-operating with roads authorities?
- Are works taking too long to complete?
- Is traffic management to an acceptable standard?
- Are reinstatements in roads meeting the specification?

D4 For each of the questions above, national indicators have been identified and developed. It should be noted that the council's performance is measured in two respects, i.e. Roads Authority and Road Works Authority. The former relates to the council's duties to maintain the road network and would generally relate to works carried out to this effect (these are highlighted in orange in page 2 of appendix 1). The latter relates to duties to coordinate road works carried out by public utilities (these are highlighted in blue in page 2 of appendix 1). It is worth noting that utility works represented 72% of total notifiable works completed in West Lothian during 2019/20.

D5 Whilst the 2018/19 Commissioner's review described West Lothian Council's performance as "good" and "with significant improvements made to a number of indicators", it was however, observed that the council's performance fell slightly below the required level for sample inspections of utility works. Officers investigated the circumstances behind this and developed and implemented measures to ensure that all of these inspections are carried out and that the target would be met going forwards.

- D6** The Commissioner has recently completed his annual performance review for 1 April 2019 to 31 March 2020 and has again observed performance to be “good” and with “no specific action required”. The previously cited issue relating to the level of sample inspections of utility works can be observed to have been addressed and has not been noted as an area for improvement.

Overall, the review represents welcome news and is down in the main to the hard work of the staff involved.

Forthcoming changes to Road Works legislation will present a significant challenge. In order to maintain the current performance level, a substantial staff training programme is to be developed and implemented. It is hoped that the experience gained reaching the current high-performance level will serve the council well in dealing with the coming legislative changes.

E. CONCLUSION

The council's Road Works performance has now been recognised as “good” for the last two years, with performance indicator levels remaining high. This is the result of the on-going efforts of all the staff involved.

F. BACKGROUND REFERENCES

Nil

Appendices/Attachments:

Appendix 1 - Scottish Road Works Commissioner's Letter of 25 August 2020

Contact Person: Jason Halliday

Tel: 01506 284839

Email: Jason.halliday@westlothian.gov.uk

Jim Jack, Head of Operational Services

Date: 15 September 2020

Appendix 1: - Scottish Road Works Commissioner's Letter of 25 August 2020



Mr Graham Hope
Chief Executive
West Lothian Council
Civic Centre
Howden South Road
Livingston EH54 6FF

Contact: Graham Milne
Direct Tel: 0131 528 5518

25 August 2020

Our Ref: PER/GM/2020/WLC

Dear Mr Hope

Scottish Road Works Commissioner 2019/20 Road Works Performance Review

Please find enclosed West Lothian Council's 2019/20 annual road works Performance Review in respect of the period 1 April 2019 to 31 March 2020.

My review is presented in a similar format to last year utilising data from two full business years for comparison purposes. Roads authority and utility company averages are included where appropriate.

In terms of section 118(1) of the New Roads and Street Works Act 1991 (the 1991 Act), roads authorities have a statutory duty to co-ordinate the execution of works of all kinds (including works for road purposes) in roads for which they are responsible:

- a) in the interests of safety;
- b) to minimise inconvenience to persons using the road; and
- c) to protect the structure of the road and integrity of apparatus in it.

This review considers how well you are meeting your statutory obligations.

In addition to your annual review, West Lothian Council's road works performance is routinely discussed at quarterly Area Roads Authorities and Utilities Committee meetings.

Management and Performance Reports

Organisations are expected to routinely monitor their own performance utilising reports which are downloadable from the Scottish Road Works Register (SRWR). This ongoing performance review process allows your organisation to take appropriate action throughout the year to improve performance. If your performance falls at any point during the year, it is expected that an explanation will be provided to my representative at your Area RAUC meeting. Organisations can also generate reports to assist benchmarking against similar authorities. Your organisation's performance against the expected targets is detailed on page 2.

Consistent failure to achieve the expected level of performance may result in further formal action.

E Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD
Tel: 0131 244 9936 enquiries@roadworks.scot <http://roadworks.scot>

West Lothian Council Road Works Performance – Primary Indicators

| Number of Road Works | | 998 | | | | | | |
|--|--|---------|----------|------------|-----------------|--|--|--|
| | Indicator | Current | Expected | RA Average | Utility Average | Notes | | |
| Administrative Functions | Gazetteeer Submissions | 4 | 4 | | | | | |
| | Noticing Failure rate (%) | 3% | < 4% | 4% | 5% | | | |
| | Notices without correct Contact Details | 0% | 0 | | | Originator and Contractors names and telephone numbers must be recorded prior to works commencing. | | |
| | Notices without Traffic Management Type | 0% | 0 | | | Prior to works commencing the correct traffic management type must be recorded on all notices of 7 days or less. | | |
| Operational Functions | Works requiring Early Start (%) | 4% | < 15% | 13% | 9% | | | |
| | Works requiring Late Start (%) | 0% | < 1% | 1% | 1% | | | |
| | Works requiring Works Extension (%) | 9% | < 10% | 7% | 7% | | | |
| | Overrunning Works (%) | 0% | < 1% | 1% | 3% | | | |
| | Unplanned Works (%) | 0% | < 4% | | | Excessive use suggests poor works planning and a lack of co-ordination and co-operation. | | |
| | Works Awaiting Closure at year end | 0% | 0 | | | | | |
| Works Planning and Operational Functions | Works awaiting Final Site Reinstatement Details Notice at year end | 0% | < 1% | | | | | |
| | Works registered per 100km | 95 | | 56 | | This metric considers a roads authorities performance against their respective SCOTS peer group. The RA Average is shown for SCOTS Group - Semi-Urban Group. | | |
| | Category A Undertaken | 98% | 100% | | | | | |
| | Category B Undertaken | 102% | 100% | | | | | |
| Sample Inspections | Category C Undertaken | 102% | 100% | | | | | |
| | Fixed Penalty Notices (FPNs) Issued | 171 | > 0 | | | It is expected that all roads authorities undertake all target sample inspections in each of the 3 categories. | | |
| | Attendance at Area RAUC meetings | 100% | 100% | | | All roads authorities are encouraged to issue FPNs to drive improvement of utility performance. Currently 22 authorities issue FPNs. | | |
| | Vault Submissions | 4 | 4 | | | Regular attendance at Area RAUC meetings demonstrates a commitment to meeting your statutory obligations to co-ordinate road works. | | |
| Miscellaneous | | | | | | Whilst not a statutory requirement, organisations are encouraged to submit regular updates in the interests of safety and to assist good works planning. | | |



Specific action is required in respect of:

No specific action required.

Summary

In general terms, the road works performance of West Lothian Council was good during 2019/20.

Administrative Functions

No specific action is required.

Works Planning and Operational Functions

No specific action is required.

Sample Inspections

No specific action is required.

Miscellaneous

No specific action is required.

Data and statistics relating to your road works performance is available from the Scottish Road Works Register throughout the year. It is expected that your organisation will continue to self-monitor this information and take appropriate action. In particular, it is recommended that your operational staff provide senior managers with mid-year performance in November.

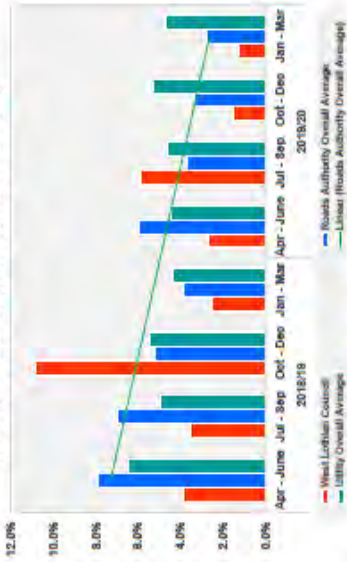
Should you wish to discuss any part of this letter please do not hesitate to contact my Performance Manager Graham Milne at: enquiries@roadworks.scot

Yours sincerely

Angus Carmichael
Scottish Road Works Commissioner

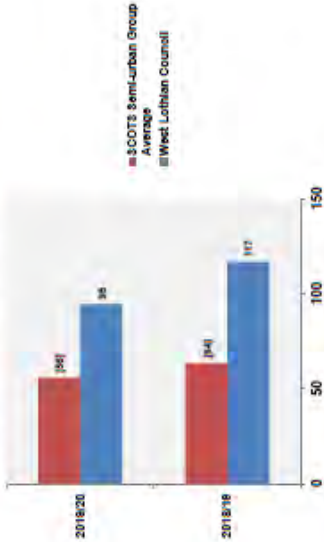
WEST LOTHIAN COUNCIL KEY MANAGEMENT INDICATORS (April 2018 to March 2020)

Noticing Failures (2a) per Works Started (9a)



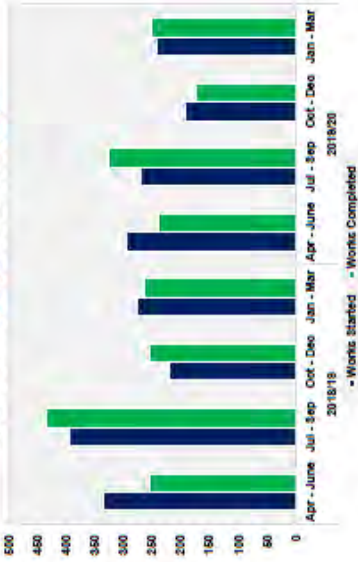
The number of noticing failures made by the roads authority as a percentage of actual starts as compared with the overall Utility and Roads Authority averages across Scotland.

Works Started (9a) per 100 km (Scotland (average of all authorities))



The number of works started notices entered per 100 km of road in authority area as compared to the authorities SCOTS grouping.

Works Started (9a) and Completed (9b)



The number of works started and works completed in each quarter.

Overrunning Works (6)

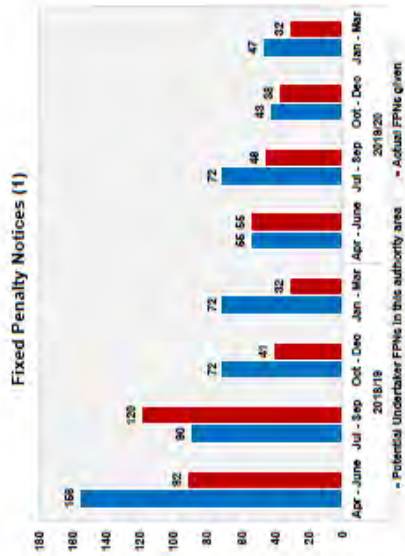


The number of roads authority overrunning works outstanding

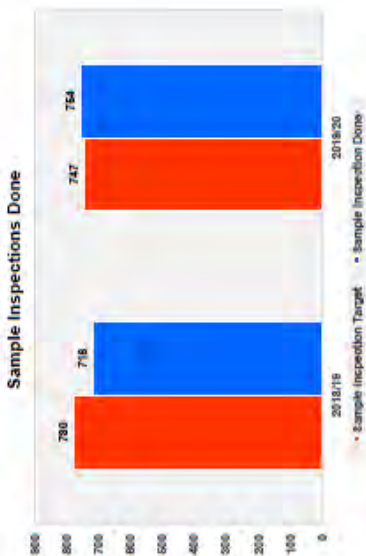
West Lothian Council

Scottish Road Works Commissioner Annual Performance Review - (April 2018 to March 2020)

| Notifying Activity and FPNs | | | | | | | | | | | | |
|--|------------|-----------|---------|------------|-----------|---------|------------|-----------|---------|------------|-----------|---------|
| Notifying Failures | | | | | | | | | | | | |
| The Commissioner wishes to measure the accuracy of the information held on notices and that the appropriate timescales are being met. This report measures the number of error messages generated by the Scottish Road Works Register (SRWR) which would flag a potential Fixed Penalty Notice offence were the same entered by a utility company. The failure rate is based on a comparison with the number of Actual Start Notices which are issued. | | | | | | | | | | | | |
| Number of Notifying Failures Notifying Failures per Actual Start Notice Roads Authority Overall Average Utility Overall Average | 2018/19 | | | 2019/20 | | | 2018/19 | | | 2019/20 | | |
| | Apr - June | Jul - Sep | Year | Apr - June | Jul - Sep | Year | Apr - June | Jul - Sep | Year | Apr - June | Jul - Sep | Year |
| | 13 | 14 | 14 | 8 | 18 | 13 | 3 | 8 | 13 | 3 | 18 | 30 |
| | 3.8% | 3.9% | 3.9% | 2.7% | 5.9% | 4.7% | 1.9% | 5.9% | 3.4% | 1.2% | 5.9% | 3.0% |
| | (7.8%) | (7.6%) | (7.7%) | (16.0%) | (13.7%) | (14.8%) | (3.4%) | (13.7%) | (14.8%) | (2.8%) | (13.7%) | (14.8%) |
| | (10.5%) | (5.0%) | (7.8%) | (14.4%) | (15.3%) | (15.2%) | (15.3%) | (14.4%) | (15.3%) | (14.7%) | (14.4%) | (14.9%) |
| Notifying Management Information | | | | | | | | | | | | |
| The Commissioner wishes to determine if road authorities are meeting their duty to enter notices for all of their works on the SRWR. This is done by measuring the number of Actual Start Notices and Completion Notices entered on to the SRWR. The Commissioner also wishes to help under review the designations given to works. | | | | | | | | | | | | |
| Works Started Works Completed Permits, Consents and Works Under Licence Emergency, Urgent or Remedial Dangerous Works Minor, Standard, Major Works, Remedial Other and Road Restrictions | 2018/19 | | | 2019/20 | | | 2018/19 | | | 2019/20 | | |
| | Apr - June | Jul - Sep | Total | Apr - June | Jul - Sep | Total | Apr - June | Jul - Sep | Total | Apr - June | Jul - Sep | Total |
| Indicator Report 8a | 337 | 384 | 721 | 284 | 270 | 554 | 284 | 270 | 554 | 241 | 241 | 482 |
| Indicator Report 8b | 268 | 438 | 706 | 238 | 328 | 566 | 238 | 328 | 566 | 251 | 351 | 602 |
| Indicator Report 8c | 282 | 168 | 450 | 183 | 168 | 351 | 183 | 168 | 351 | 122 | 122 | 244 |
| Indicator Report 8d | 6 | 8 | 14 | 1 | 1 | 2 | 1 | 1 | 2 | 1 | 1 | 2 |
| Indicator Report 8e | 332 | 388 | 720 | 283 | 288 | 571 | 283 | 288 | 571 | 240 | 240 | 480 |
| | | | | | | | | | | | | |
| Works Notices per 100km | | | | | | | | | | | | |
| The Commissioner wishes to ensure that all road authorities are entering all their notices. To this end the number of notices issued by each authority has been analysed to give a figure representative of works per 100km. This figure is being used as a benchmark to compare information for each authority from the same SCOTS grouping (rural, semi-urban, urban and city). Road lengths are taken from Chapter 4, Table 4.2 Public Road Lengths by Council Area and Class of the Scottish Transport Statistics. | | | | | | | | | | | | |
| West Lothian Council | 2018/17 | 2017/18 | 2018/19 | 2019/20 | | | | | | | | |
| | 80 | 118 | 117 | 1065 | | | | | | | | |
| SCOTS Group - Semi-urban Group | | | | | | | | | | | | |
| East Ayrshire Council | 28 | 57 | 60 | 1158 | | | | | | | | |
| East Lothian Council | 37 | 33 | 43 | 937 | | | | | | | | |
| Fife Council | 72 | 70 | 48 | 2439 | | | | | | | | |
| Midlothian Council | 36 | 46 | 53 | 880 | | | | | | | | |
| North Ayrshire Council | 46 | 55 | 46 | 1040 | | | | | | | | |
| South Ayrshire Council | 31 | 50 | 50 | 1178 | | | | | | | | |
| South Lanarkshire Council | 188 | 108 | 105 | 2271 | | | | | | | | |
| Stirling Council | 52 | 94 | 50 | 1017 | | | | | | | | |
| SCOTS Semi-urban Group Average | (88) | (97) | (94) | (11,490) | | | | | | | | |



The number of actual fixed penalty notices issued to undertakers operating in the authority area compared with the potential fixed penalty notices.



The percentage of sample inspections carried out by the authority shown as a percentage of those expected to be achieved.

| Fixed Penalty Notices | | | | | | | | | | | | |
|---|---|---|------------|-----------|-----------|-----------|------------|-----------|-----------|-----------|------------|-----------|
| The Commissioner is monitoring the number of roads authorities which are issuing Fixed Penalty Notices. This is included for information only as the issuing of FPNs is at the discretion of the roads authority. | | | | | | | | | | | | |
| Potential Undertaker FPNs in this authority area | Actual FPNs given | FPNs given for Road (Goodland) Act Offences | 2018/19 | | | | 2019/20 | | | | 2019/20 | |
| | | | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar | Apr - June | Jul - Sep |
| Indicator Report 1 | 168 | | 80 | 72 | 380 | 56 | 72 | 43 | 47 | 217 | | |
| Indicator Report 1 | 82 | | 120 | 41 | 32 | 286 | 56 | 48 | 38 | 32 | 171 | |
| Indicator Report 3 | 8 | | 8 | 7 | 25 | 4 | 8 | 6 | 2 | 17 | | |
| Contact Details | | | | | | | | | | | | |
| The Commissioner wishes to ensure that all roads authorities are entering accurate contact details to ensure good communication. The SRW/R triggers a warning if a notice is created without contact details for the Originator of the notice and the Contractor carrying out the works. Data is presented as a percentage of FPNs & RPNs to include works started. Only under licence works are included from RPN. | | | | | | | | | | | | |
| Number of works recorded without correct contact details | Percentage of works input under this category per Actual Start Notice | | 2018/19 | | | | 2019/20 | | | | 2019/20 | |
| | | | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar | Apr - June | Jul - Sep |
| Indicator Report 10 | 1 | | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Indicator Report 10 | 0.3% | | 0.3% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Management and Timing of Works | | | | | | | | | | | | |
| The Commissioner wishes to review the use of RAUC(S) agreed procedures relating to Early Starts, Late Starts, Overtaking Works and Works Extensions. Early Starts, Late Starts and Works Extensions are presented as a percentage of all works. | | | | | | | | | | | | |
| Number of Early Starts | Percentage of Early Starts | Roads Authority Early Starts Average | 2018/19 | | | | 2019/20 | | | | 2019/20 | |
| | | | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar | Apr - June | Jul - Sep |
| Indicator Report 10 | 68 | | 88 | 38 | 186 | 7 | 8 | 5 | 18 | 32 | | |
| Indicator Report 10 | 18.3% | | 18.3% | 18.3% | 18.3% | 2.5% | 2.7% | 2.5% | 8.9% | 8.9% | 8.9% | 8.9% |
| Indicator Report 10 | 1 | | 1 | 1 | 3 | 0 | 1 | 0 | 0 | 1 | | |
| Indicator Report 10 | 0.3% | | 0.3% | 0.3% | 0.3% | 0.0% | 0.3% | 0.0% | 0.0% | 0.3% | 0.3% | 0.3% |
| Indicator Report 8 | 4 | | 1 | 1 | 8 | 0 | 0 | 1 | 0 | 2 | | |
| Indicator Report 8 | 1.2% | | 0.3% | 0.3% | 0.6% | 0.0% | 0.0% | 0.5% | 0.0% | 0.6% | 0.0% | 0.0% |
| Indicator Report 12 | 37 | | 31 | 37 | 120 | 15 | 22 | 10 | 30 | 82 | | |
| Indicator Report 12 | 11.0% | | 7.9% | 18.7% | 8.8% | 5.8% | 7.5% | 11.3% | 12.4% | 12.4% | 12.4% | 12.4% |
| Indicator Report 18 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Indicator Report 18 | 0.0% | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Traffic Management Not Yet Known | | | | | | | | | | | | |
| Misuse of "Not Yet Known" Traffic Management Type The Commissioner wishes to monitor the misuse of this category. The SRW/R triggers a warning if Traffic Management "Not Yet Known" is still selected when issuing a Notice of Expected Start Data on planned, non-urgent works. Data is presented as a percentage of all works where an Actual Start Notice is required. | | | | | | | | | | | | |
| Number of works recorded as "Traffic Management not yet known" | Percentage of works input under this category per Actual Start Notice | | 2018/19 | | | | 2019/20 | | | | 2019/20 | |
| | | | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar | Apr - June | Jul - Sep |
| Indicator Report 10 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Indicator Report 10 | 0.0% | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |

Gazettee Updates

The Commissioner wishes to monitor the frequency of submission of Gazettee updates made to the SRWR. These submissions should be made every quarter, but on rare occasions there are no new roads in the council area the submitter can report that there is no update required.

| Submissions made | 2018/19 | | | | 2019/20 | | | |
|------------------|--------------------------|------------------|------------------|------------------|--------------------------|------------------|------------------|------------------|
| | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar |
| | Update Submitted | Update Submitted | Update Submitted | Update Submitted | Update Submitted | Update Submitted | Update Submitted | Update Submitted |
| | Total | | | | Total | | | |
| | 4 Successful Submissions | | | | 4 Successful Submissions | | | |
| | 2019/20 Total | | | | 2019/20 Total | | | |

Sample Inspections Undertaken

The Commissioner wishes to ensure that all road authorities are undertaking their statutory sample inspections as required.

| | 2018/19 | | | | 2019/20 | | | |
|---------------------------------|---------------|-----------|-----------|-----------|---------------|-----------|-----------|-----------|
| | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar |
| Quarterly Inspections Reports | 74 | 56 | 54 | 43 | 82 | 111 | 19 | 93 |
| Category A Inspections | 67 | 53 | 51 | 38 | 77 | 98 | 15 | 26 |
| Category A Pass Rate Percentage | 90.6% | 94.6% | 94.1% | 83.7% | 93.9% | 93.5% | 78.9% | 75.8% |
| Category B Inspections | 64 | 84 | 81 | 58 | 42 | 87 | 22 | 123 |
| Category B Pass Rate Percentage | 81.3% | 81.3% | 83.9% | 87.5% | 53.3% | 97.0% | 96.6% | 92.5% |
| Category C Inspections | 54 | 83 | 88 | 70 | 36 | 88 | 18 | 133 |
| Category C Pass Rate Percentage | 93.8% | 88.8% | 93.3% | 92.5% | 97.2% | 91.5% | 88.7% | 78.3% |
| Sample Inspection Target | 185 | 185 | 185 | 185 | 188.75 | 188.75 | 188.75 | 188.75 |
| Sample Inspection Done | 182 | 183 | 174 | 169 | 180 | 248 | 58 | 259 |
| Percentage of Samples Done | 98.6% | 98.9% | 95.2% | 93.7% | 95.7% | 131.7% | 31.6% | 164.5% |
| | 2019/20 Total | | | | 2019/20 Total | | | |
| | 227 | | | | 245 | | | |
| | 207 | | | | 218 | | | |
| | 91.2% | | | | 88.2% | | | |
| | 245 | | | | 254 | | | |
| | 204 | | | | 223 | | | |
| | 83.3% | | | | 87.4% | | | |
| | 246 | | | | 255 | | | |
| | 226 | | | | 215 | | | |
| | 91.8% | | | | 84.5% | | | |
| | 780 | | | | 747 | | | |
| | 718 | | | | 754 | | | |
| | 82.1% | | | | 100.8% | | | |

Attendance at Meetings

The Commissioner wishes to ensure that at least 75% of Area RAUC(S) meetings are being attended to ensure co-operation and co-ordination takes place.

| Area RAUC Attended SE RAUC | 2018/19 | | | | 2019/20 | | | |
|----------------------------|--------------------|-----------|-----------|-----------|--------------------|-----------|-----------|-----------|
| | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar | Apr - June | Jul - Sep | Oct - Dec | Jan - Mar |
| | Y | Y | Y | Y | Y | Y | Y | Y |
| | Attendance | | | | Attendance | | | |
| | 100% | | | | 100% | | | |
| | 2019/20 Attendance | | | | 2019/20 Attendance | | | |
| | 100% | | | | 100% | | | |

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT & SCRUTINY PANEL

INTERIM REVIEW OF WEST LOTHIAN GEODIVERSITY ACTION PLAN (2017 - 2022)

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to advise the panel of the mid-point review of the West Lothian Geodiversity Action Plan that covers the 5 year period from 2017 - 2022.

B. RECOMMENDATION

It is recommended that the panel:

1. notes the outcome of the mid-point review of the West Lothian Geodiversity Action Plan (2017 - 22)
2. and offers any further comments at this stage of the plan.

C. SUMMARY OF IMPLICATIONS

| | | |
|------------|--|---|
| I | Council Values | Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; and working in partnership. |
| II | Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | Policy ENV 19 in the adopted West Lothian Local Development Plan (2018) relates to the 'Protection of Local Geodiversity Sites'. There are no equality, health or risk assessment issues, or SEA issues. |
| III | Implications for Scheme of Delegations to Officers | None. |
| IV | Impact on performance and performance Indicators | None. |
| V | Relevance to Single Outcome Agreement | Outcome 8 - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment. |
| VI | Resources - (Financial, Staffing and Property) | None, as minor cost of any geodiversity leaflet publications can be met from external grants. |
| VII | Consideration at PDSP | The West Lothian Geodiversity Action Plan (2017-22) was initially considered by the |

Environment PDSP on 7 September 2017.

VIII Other consultations

Scottish Natural Heritage, Lothian & Borders
Geo-conservation Group.

D. TERMS OF REPORT

D1 Background

For its size, Scotland has an exceptional geodiversity; i.e. the rocks, landforms, soils and natural geomorphological processes that span a vast 3 billion-year-long geological timescale. Scotland was the birthplace of modern geosciences with early, leading contributors such as geologists James Hutton and Archibald Geikie.

West Lothian Council initially signed the Scottish Geodiversity Charter in 2012 and its later update in 2017. With its rich mining and quarrying heritage, West Lothian has over 50 Local Geodiversity Sites. The initial Geodiversity Audit undertaken by the British Geological Survey (BGS) in 2006/07 reviewed the component elements of West Lothian's geodiversity and its relevance to other interests, at local, regional, national and international levels. It was undertaken as a means of informing the framing of recommendations and action points designed to guide the sustainable management, planning, conservation and interpretation of all aspects of the earth heritage of West Lothian.

The audit included evaluations of 122 potential sites and features of geological and landscape importance in West Lothian. Four of these are currently protected nationally as geological features in Sites of Scientific Interest (SSSIs) and six protected locally. These were originally known as Regionally Important Geological Sites (RIGS), but are now termed Local Geodiversity Sites (LGS). These RIGS were initially shown in the West Lothian Local Plan adopted in 2009. The list of 51 LGS selected (see Appendix 1), expands this original list of important RIGS sites to provide much better geodiversity coverage at the local level and. The sites are protected within the adopted West Lothian Local Development Plan (2018).

A draft West Lothian Geodiversity Action Plan (WLGAP) was prepared in 2007. It was revised and updated in 2017 and this is the interim update at the midway point in the five year action plan to 2022 (see Appendix 2).

D2 Review of West Lothian Geodiversity Action Plan (2020)

The main objectives of the WLGAP can be summarised as seeking to:

- promote overall awareness, understanding, enjoyment and care of West Lothian's geodiversity and its relationship with biodiversity through partnership and community involvement;
- 'embed' geodiversity into future development planning and environmental management, monitoring and interpretation policies;
- provide guidance to the council, landowners, other individuals & organisations on sustainable management of geodiversity;
- identify threats to geological sites or features and recommend strategies to conserve and protect geological features;
- identify opportunities to enhance, or restore, the value of geodiversity features; and
- engage industry, local communities and voluntary groups in caring for West Lothian's geodiversity.

Of the 30 actions identified in the Geodiversity Action Plan, these have all been assessed against the following criteria and progress with the actions was as follows:

- RED: Not Started - 5 actions;
- AMBER: Ongoing or underway - 11 actions; and
- GREEN: Complete - 14 actions.

Highlights of the completed actions include:

- Kirkton Quarry near Boghall, owned by the council and a SSSI & LGS, had trees and scrub removed from the main rock face exposures by Countryside Services;
- revision of 5 original geodiversity leaflets including a new leaflet for Auchinoon Quarry near Harperrig and the Bathgate Hills leaflet updated and distributed, with a further revision under consideration;
- a new leaflet and geodiversity trail at Society Point near Hopetoun covering several local geodiversity sites along the foreshore was prepared by an Edinburgh University Geoscience student, overseen by the Lothian & Borders Geo-conservation group of geologists and copies distributed to Hopetoun Estate Rangers Service through an external grant; and
- updating of all 51 West Lothian Geodiversity Sites on the council's Planning website using the Graduate Work Experience Placement programme.

Scottish Natural Heritage and Lothian & Borders Geo-conservation and Edinburgh Geological Society raised no adverse comments.

However, The WLGAP review will require some minor targeted additional consultation among partners, such as the Almond Valley Heritage Trust, Oatridge College, Soil Association and Scottish Wildlife Trust, to continue to pursue actions and timescales,

D3 West Lothian Shale Trail

West Lothian is unique in its shale mining heritage. Following a major grant to Edinburgh & Lothians Greenspace Trust in 2019 of £100,000 from the Heritage Lottery Fund; £200,000 from West Lothian LEADER and a £10,000 contribution from West Lothian Council to help secure these grant funds, a 16 mile walking and cycling shale trail route across West Lothian from West Calder to Winchburgh, via the Almond Valley Heritage Centre (AVHC) in Livingston and Drumshoreland and Broxburn, is being developed. A Project Officer was appointed and physical works and signage have been carried out on the ground.

There has been public consultation through surveys and an open meeting held at AVHC, as well as a steering group involving the AVHC, Community Development Trusts in West Calder, Broxburn and Winchburgh and council officers. A major community aspect has involved a visual heritage consultant preparing a Shale Trail web site that has involved many local schools along the route producing relevant video material and a related "Kids shale trail".

The web site is part of the interpretation of oil shale in West Lothian and will be linked to and maintained in the future by the Scottish Shale Museum based at Almond Valley Heritage Centre. The Shale Trail is scheduled to open in late Autumn 2020. (A separate, more detailed report is elsewhere on this PDSP Agenda).

E. CONCLUSION

Within West Lothian there are examples of good geodiversity practice outlined in the Scottish Geodiversity Charter (2018-23) which West Lothian Council had signed and that have been translated into the West Lothian Local Development Plan, supplementary guidance & the Geodiversity Action Plan along with work on community consultation, education and interpretation and the new Shale Trail.

F. BACKGROUND REFERENCES

West Lothian Council signing Scottish Geodiversity Charter (2018-23) in August 2017: <https://scotlandsgiodiversitycharter.org/>

Appendices / Attachments: two:

Appendix 1: List and map of all West Lothian Geodiversity Sites.

Appendix 2: Review of West Lothian Geodiversity Action Plan (2017 - 22)

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Craig McCorriston

Head of Planning, Economic Development & Regeneration

15 September 2020

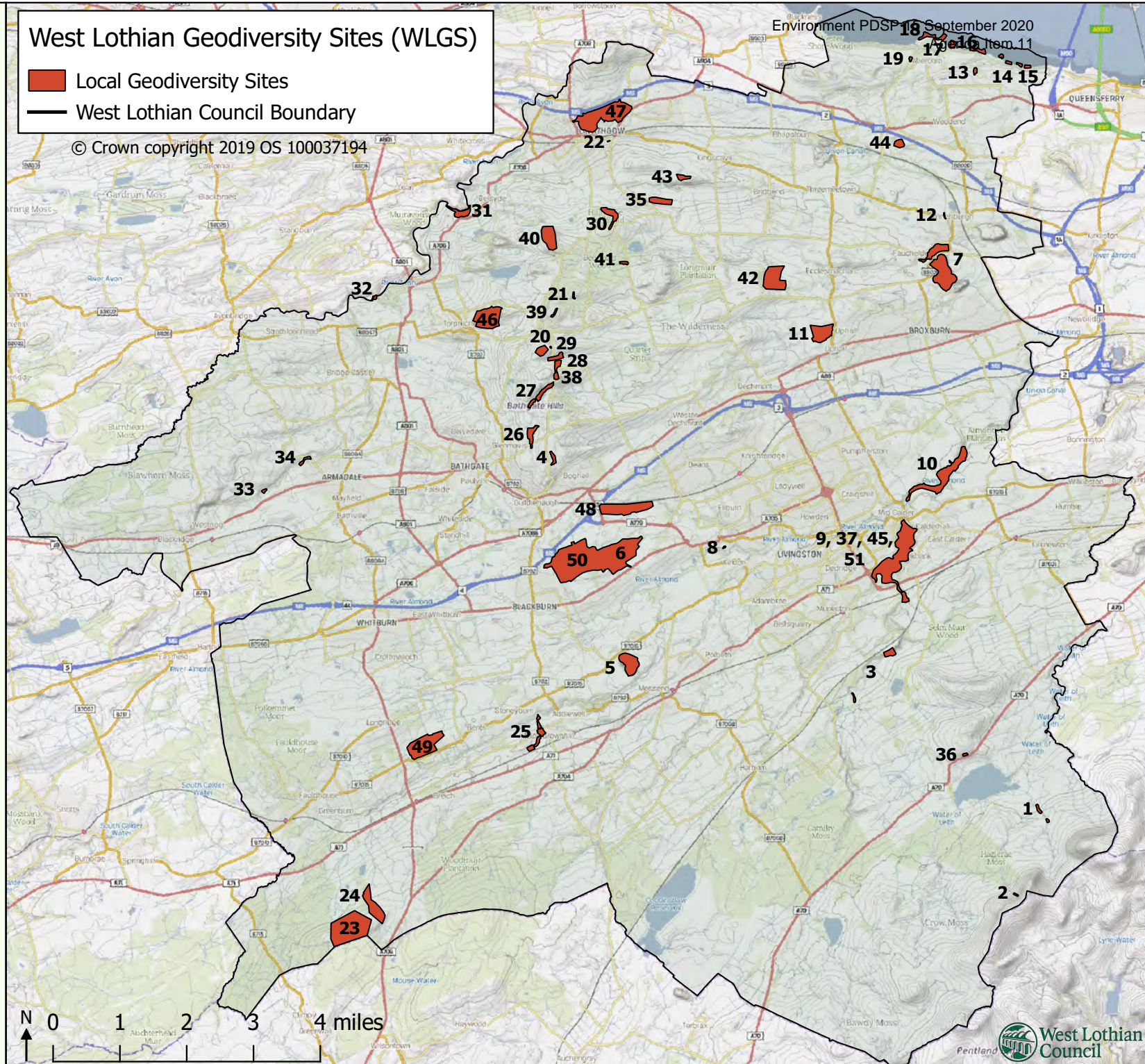
DATA LABEL:PUBLIC

1. Baad Park Burn
2. West Cairn Hill, East Burn
3. Linhouse Water (above Carstairs Viaduct)
4. East Kirkton Quarry
5. Five Sisters
6. Seafield Law
7. Greendykes
8. Almond Valley Heritage Centre
9. Murieston Water
10. Almondell and Calder Wood
11. Upper Uphall
12. Union Canal, Winchburgh
13. Hopetoun Obelisk Quarry
14. Society East Shore
15. Society Point
16. Society Shore
17. Hopetoun Shore
18. Abercorn Point
19. Midhope Burn
20. Cairnpapple Hill
21. Wairdlaw Quarry
22. Union Canal Museum
23. Levenseat working quarry
24. Levenseat quarries & mines
25. Skolie Burn
26. Petershill Quarries
27. Rifle Range Quarries
28. Hilderston Silver Mine Quarry
29. Hilderston Silver Mine
30. Hillhouse Quarry and Mine
31. Muiravonside, Carribber Glen
32. Wallace's Arch
33. Barbauchlaw Quarries
34. Barbauchlaw Burn Quarries
35. Carsie Hill
36. Auchinoon Quarry
37. Linhouse Water (Edinburgh-Shotts Viaduct)
38. The Knock
39. Witch Craig Viewpoint
40. Cockleroy
41. Beecraigs Quarry
42. Binny Craig
43. Kildimmery Fishery Quarry
44. Craigton (Hill) Quarry
45. Linhouse Water (Calderwood at Oakbank)
46. Torphichen Hill
47. Linlithgow Loch
48. Tailend Moss
49. Longridge Moss
50. Easter Inch Moss
51. Calder Wood

West Lothian Geodiversity Sites (WLGS)

- Local Geodiversity Sites
- West Lothian Council Boundary

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DATA LABEL: PUBLIC

Appendix 2

West Lothian Geodiversity Action Plan (WLGAP): 2017 - 2022 (Interim Review - 2020)

Introduction

The initial Geodiversity Audit, undertaken by the British Geological Survey (BGS) in 2006 / 07, reviewed the component elements of West Lothian's geodiversity and its relevance to other interests, at local, regional, national and international levels. It was undertaken as a means of informing the framing of recommendations and action points designed to guide the sustainable management, planning, conservation and interpretation of all aspects of the earth heritage in West Lothian.

The Audit included evaluations of 122 sites and features of geological and landscape importance in West Lothian, four of which are currently protected nationally as geological features in Sites of Special Scientific Interest (SSSIs) and six protected locally, that were originally known as Regionally Important Geological Sites (RIGS), but are now termed Local Geodiversity Sites (LGS). These RIGS were shown in the former West Lothian Local Plan, adopted in 2009, while the new LGS are shown on the proposals map in the West Lothian Local Development Plan adopted in 2018. The list of 51 LGS selected expands this original list of important RIGS sites to provide much better geodiversity coverage at the local level.

A draft West Lothian Geodiversity Action Plan (WLGAP) was initially prepared in 2007. It was revised and updated in 2017 and below is the interim update in March 2020. The WLGAP will require some minor targeted consultation among partners, such as Scottish Natural Heritage, the Almond Valley Heritage Trust, British Geological Survey, Lothian & Borders Geo-Conservation Group, Soil Association, SRUC Oatridge College and Scottish Wildlife Trust, to agree further actions and timescales.

AIMS

The main objectives of the WLGAP can be summarised as follows:

- To promote overall awareness, understanding, enjoyment and care of West Lothian's geodiversity and its relationship with biodiversity through partnership and community involvement;
- To 'embed' geodiversity into future development planning and environmental management, monitoring and interpretation policies;
- To provide guidance to the council, landowners, other individuals & organisations on sustainable management of geodiversity;

- To identify threats to geological sites or features and recommend strategies to conserve and protect geological features;
- To identify opportunities to enhance, or restore, the value of geodiversity features; and
- To engage industry, local communities and voluntary groups in caring for West Lothian's geodiversity.

West Lothian Geodiversity Action Plan (WLGAP): 2017 - 2022 (Revised & updated 2020)

| Objective | Action | Lead Key ¹ | Partners | Timescale (2017) | Update 2020 ² RED / AMBER / GREEN | Comments - 2020 |
|------------------------------|--|-----------------------|----------|-------------------------|---|--|
| 1. Geodiversity Audit | 1. Desk study of potential geodiversity resources. | BGS | LaBGCG | Completed May 2005 | | N/a. |
| | 2. Conduct field audit of selected sites. | BGS | n/a | Completed December 2005 | | Need further review via BGS Field work cost-tbc |
| | 3. Compile geodiversity database & GIS layers. | BGS | n/a | March 2006 | | N/a. |
| | 4. Compile detailed geodiversity report including key list of geodiversity sites (WL LGS). | BGS | n/a | Completed March 2006 | | Local Geodiversity Site citations need reviewed and updated – relates to Action 1.2 above. |
| | 5. Supply "GeoDiversitY" database, GIS layers and report to WLC and SNH. | BGS | BGS, SNH | Completed | | N/a. |

¹ See end of document for Abbreviations.

² Review Criteria: RED = Not Started / AMBER = Ongoing or underway / GREEN = Complete.

| Objective | Action | Lead Key ¹ | Partners | Timescale (2017) | Update 2020 ² RED / AMBER / GREEN | Comments - 2020 |
|--|---|-----------------------|--|---|---|---|
| | 6. Keep “GeoDiversity” database and GIS up to date with new data and additional site information. | BGS | WLC | Ongoing | | No new additional sites identified or added to database. |
| | 7. Publish WLC geodiversity report. | WLC | BGS, SNH, LaBGCG | 2012 | | On WLC Planning Website. |
| | 8. Attempt to gain access to major estates geodiversity sites. | WLC | WLC /SNH / BGS / LaBGCG, Estates. | Ongoing | | Around half dozen sites not surveyed in 2005 require site visit via BGS or volunteer geologist. |
| | 9. Visit potential geodiversity sites identified in desk study, but not visited in main 2005 audit. | LaBGCG | SNH, LaBGCG, BGS, EGS, Edinburgh Uni Geosciences | Ongoing | | As above. |
| 2. Monitor condition of WL LGS, SSSIs (and RIGS) and seek to improve where necessary, and secure long-term future | 1. Note site condition from Fragility and Fragility Notes fields in “GeoDiversity” database. | WLC | SNH, LaBGCG | 2006 - Ongoing | | |
| | 2. Establish a site monitoring system and secure the resources to implement it and follow up with | WLC, LaBGCG | SNH, BGS | Next Local Plan review Cycle – LDP 2015 | | Local Development Plan adopted 2018. 51 LGS shown on Proposals Maps & protected via LDP. |

| Objective | Action | Lead Key ¹ | Partners | Timescale (2017) | Update 2020 ² RED / AMBER / GREEN | Comments - 2020 |
|---|--|-----------------------|---------------|---|---|--|
| | appropriate management or restoration action. | | | | | <i>Budget restrictions remain / grant opportunities limited.</i> |
| | 3. Seek to retain LGS status for previous RIGS sites and consider listing additional LGS from WL LGS list. | LaBGCG | WLC, SNH, BGS | WLLP 2009, MIR 2014 & LDP 2015 | | <i>RIGS incorporated within 2018 LDP. 51 LGS identified in LDP.</i> |
| | 4. Consider what protection WL LGS status should provide. | WLC | SNH, LaBGCG | 2014/15 | | <i>Ditto.</i> |
| | 5. Implement a policy towards soil sustainability, soil management procedures within Development Management process, and consider developing a soil action plan. | WLC | SNH | Policy within earlier WLLP 2009 and continued into adopted Local Development Plan (2018). | | <i>SNH asked in February 2020 to consider funding Scottish Agricultural College to update 2006 Soil Review report and also short guidance for planners & developers - under preparation.</i> |
| 3. Greater collaborative working | 1. Prepare guidance on the interpretation of the geodiversity audit for development management | WLC | SNH, LaBGCG | Completed | | <i>Planning Guidance on Green Network, incorporating LGS, drafted in 2015, issued for consultation, then</i> |

| Objective | Action | Lead Key ¹ | Partners | Timescale (2017) | Update 2020 ² RED / AMBER / GREEN | Comments - 2020 |
|-----------|--|-----------------------|-------------|---|---|---|
| | purposes. | | | | | <i>stalled. PG on GN update underway.</i> |
| | 2. Plan the integration and implementation of the GAP with the next review of the LBAP. | WLC | LaBGCG, SNH | Undertaken with preparation of Green Network Supplementary Guidance | | <i>LBAP ended in 2009. No resources available to update LBAP.</i> |
| | 3. Seek broader local membership for the annual West Lothian Geodiversity Working Group within LaBGCG Group. | LaBGCG | WLC, SNH | Ongoing - annually | | <i>West Lothian Geodiversity Working Group met in February 2018. Involved Almond Valley Heritage Trust, LaBGCG & EGS.</i> |
| | 4. Work with landowners to develop list of further LGS in West Lothian | LaBGCG | WLC / SNH | Ongoing | | <i>Issues remain of Estates not keen on access for surveying e.g. quarries.</i> |
| | 5. Work with landowners to help manage the geodiversity resource at further LGS in West Lothian | LaBGCG, WLC | Landowners | Ongoing | | <i>E.g. Kirkton Quarry Bathgate SSSI & LGS trees removed from rock face / exposures.</i> |
| | 6. With WLC, work to place LGS in planning context | LaBGCG, WLC | Landowners | Draft LDP 2015 | | <i>Completed with incorporation of 51 LGS in 2018 LDP.</i> |

| Objective | Action | Lead Key ¹ | Partners | Timescale (2017) | Update 2020 ² RED / AMBER / GREEN | Comments - 2020 |
|---|---|---|-----------|---|---|---|
| | for next Local Plan Review | | | | | |
| 4. Raise awareness of geodiversity | 1. Promote geodiversity and WL LGS in publications, plans and strategies and re-sign "Scottish Geodiversity Charter 2017" | WLC | SNH, BGS | Signed Charter in June 2012; and to consider re-signing in September 2017 | | <i>WLC Council Executive report in November 2017 on Charter and Leader of Council & CEO signed Charter.</i> |
| | 2. Write/publish at least one new LBS leaflet per year | WLC / LaBGCG University of Edinburgh - School of Geosciences. | AVHC | Ongoing | | <i>Availability of Edinburgh University Geo-sciences students reduced.</i> |
| | 3. If required, provide basic geological training to rangers and seek funding for this purpose | WLC | WLC, SNH | 2017/18 | | <i>Budget restrictions remain.</i> |
| | 4. Identify needs for new LGS posters and seek funds | LaBGCG / WLC | AVHC, WLC | Ongoing | | <i>A4 flyer on West Lothian geodiversity produced.</i> |
| | 5. Consult WLC Countryside Services to identify interpretive leaflet support needs and seek funding if | WLC | WLC, SNH | 2017 - 22 | | <i>No progress.</i> |

| Objective | Action | Lead Key ¹ | Partners | Timescale (2017) | Update 2020 ² RED / AMBER / GREEN | Comments - 2020 |
|--|--|---|--|--|---|--|
| | required | | | | | |
| NEW ACTION - (Inserted March 2020) | 6. Shale Trail across West Lothian (16 miles: West Calder to Winchburgh) | Edinburgh & Lothian Greenspace Trust | WLC, AVHC, West Calder / Broxburn / Winchburgh CDTs | Due to launch in Autumn 2020. | N/a | Awarded £300k of funding from LEADER & Heritage Lottery Fund in 2019. |
| 5. Education and lifelong learning | 1. Write and publish landscape leaflet based upon Union Canal tourist potential | LaBGCG, University of Edinburgh - School of Geosciences. | SNH, BGS, WLC Scottish Canals UKGeoCG, SAGT, ESTA | 2018/19 | | List of various suitable LGS identified but need for LaBGCG Volunteers to be available to draft. |
| | 2. Collaborate with Central Scotland Green Network Trust on River Avon Heritage Trail project | CSGNT, WLC, FCS, LaBGCG | SNH, BGS, landowners | Ongoing | | While path improvements to RAHT occurred, via CSGNT, in 2016/17, update of leaflet stalled due to resources. |
| | 3. Collaborate with Pentland Hills Ranger Service in geodiversity project in Pentland | MLC, WLC, CEC, LaBGCG | BGS, landowners | Complete with "Pentland Rocks" leaflet revised and distributed | | Auchinoon leaflet produced. Scope for additional sites: West Cairn and Baad Burn Cleugh. |
| | 4. Collaborate with WLC Countryside Services (including Hopetoun House and NTS) in further geodiversity projects | WLC, LaBGCG, University of Edinburgh - School of Geosciences. | BGS, landowners | Society Shore Hopetoun leaflet and trail under design | | Forth Foreshore and Society Point leaflet with trail produced and distributed to Hopetoun House. Bathgate Hills leaflet updated. |

| Objective | Action | Lead Key ¹ | Partners | Timescale (2017) | Update 2020 ² <i>RED / AMBER / GREEN</i> | Comments - 2020 |
|-----------|--------|-----------------------|----------|------------------|--|-----------------------------------|
| | | | | | | <i>Revision being considered.</i> |

(NB: Abbreviations: Almond Valley Heritage Centre - AVHC; UKGeoCG – UK Geoconservation Group; LaBGCG – Lothian & Borders Geo-Conservation Group; SAGT– Scottish Association of Geography Teachers; ESTA – Earth Science Teachers Association; EGS – Edinburgh Geological Society; SC - Scottish Canals; CEC – City of Edinburgh Council; MLC – Midlothian Council; SF – Scottish Forestry; SNH - Scottish Natural Heritage; CSGNT- Central Scotland Green Network Trust; WLLGS – West Lothian Local Geodiversity Sites) (3.8.20 – V6)

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

2019/20 FINANCIAL PERFORMANCE – MONTH 12 MONITORING REPORT

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To provide the Panel with an update on the financial performance of the Environment portfolio for the General Fund Revenue budget and the General Services Capital Investment Strategy.

B. RECOMMENDATION

It is recommended that the Panel:

1. Notes the financial performance of the Environment portfolio for 2019/20;
2. Notes that the Environment portfolio position for the year formed part of the overall council position reported to Council Executive on 23 June 2020;
3. Notes any actions required to be taken by Heads of Service and budget holders to manage spend within available resources.

C. SUMMARY OF IMPLICATIONS

| | |
|---|---|
| I Council Values | Focusing on customers' needs, being honest, open and accountable, making best use of resources, working in partnership. |
| II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | Local Government (Scotland) Act 1973, Section 95; Local Government in Scotland Act 2003, section 1-14. |
| III Implications for Scheme of Delegations to Officers | No implications at this stage. |
| IV Impact on performance and performance indicators | Effective budget management is an essential element of service performance. Additional financial reporting provides elected members with information to allow for proper scrutiny of performance of services. |
| V Relevance to Single Outcome Agreement | The revenue and capital budgets provide resources necessary to help deliver the Single Outcome Agreement. Effective prioritisation of resources is essential to achieving key outcomes. |
| VI Resources – (Financial, Staffing and Property) | An overspend of £536,000 and £263,000 in the revenue and capital programme budgets in 2019/20 respectively. |
| VII Consideration at PDSP | A financial performance report will be presented to the Panel twice yearly on an ongoing basis. |

VIII Other Consultations

Depute Chief Executives, Head of Operational Services and Head of Planning, Economic Development and Regeneration

D. TERMS OF REPORT

D.1 Introduction

This report provides an update on the financial performance of the general fund revenue and general services capital investment strategy in respect of the Environment Policy Development and Scrutiny Panel (PDSP) portfolio of services. The council's revenue budget is operationally managed at a Head of Service level and the capital budgets are managed at an asset level. The financial position included within this report formed part of the overall council position reported to Council Executive on 23 June 2020. This report also includes the position on the delivery of approved budget reduction measures relevant to the Environment portfolio for 2019/20.

The budget monitoring process is undertaken in line with the council's budgetary control framework and procedures, which places particular focus on a risk based and pro-active approach to budget monitoring.

This report focuses on the financial performance of council services which further enhances the information presented to elected members to allow scrutiny of service and financial performance. The report contains reference to key performance measures for service areas which are contained within Service Management Plans and referenced in the 2018/19 Local Government Benchmarking Framework (LGBF) data-set. LGBF data for 2019/20 will be collated by the Improvement Service and will be made available later in the financial year.

The current Covid-19 restrictions had limited impact on the 2019/20 period being commented on in this report as they were only implemented towards the end of this year.

D.2 Financial Information for 2018/19 Month 12 Position

The table below summarises the position in relation to service expenditure for the Environment portfolio area. The revenue and capital programme positions are overspent by £536,000 and £263,000 respectively. As part of the monitoring exercise, a number of key risks and service pressures have been identified and these are noted in the narrative for the relevant service area.

| Service | 2019/20 Budget £'000 | Month 12 £'000 | Variance £'000 |
|--|----------------------------|-------------------|-------------------|
| GENERAL FUND REVENUE | | | |
| Operational Services | | | |
| Roads and Transportation | 16,875 | 17,015 | 140 |
| Recycling and Waste Management | 16,256 | 17,125 | 869 |
| Nets, Land and Countryside | 12,302 | 12,009 | (293) |
| Operational Services - Total | 45,433 | 46,149 | 716 |
| Planning, Economic Development and Regeneration | | | |
| Environmental Health and Trading Standards | 1,597 | 1,417 | (180) |
| Planning, Economic Development and Regeneration - Total | 1,597 | 1,417 | (180) |
| TOTAL EXPENDITURE GENERAL FUND REVENUE | 47,030 | 47,566 | 536 |
| GENERAL SERVICES CAPITAL | | | |
| Roads | 11,828 | 12,738 | 910 |
| Open Spaces | 2,828 | 2,181 | (647) |
| TOTAL EXPENDITURE GENERAL SERVICES CAPITAL | 14,656 | 14,919 | 263 |

D.3 Summary of Main Issues in Service Expenditure Budgets and Impact on Performance

D.3.1 General Fund Revenue - Operational Services

Roads and Transportation

Roads and Transportation Services had an overspend of £140,000 as a result of the net impact of a £212,000 saving in Winter Maintenance variable spend due to a milder winter and an overspend of £352,000 in a variety of other parts of the service area including transport and electricity spend on street lighting.

Service performance remains positive in terms of asset condition with the council being ranked sixth overall in Scotland for the conditions of roads (the percentage of roads that should be considered for maintenance treatment) in 2018/19. The most recent customer satisfaction survey, 2019/20, indicated that customers are less satisfied with the condition of roads, the time taken to complete roadworks and our response to pot holes on the road network, however customers are more satisfied with street lighting, road safety and pavements and footpaths. A full report on last year's National Highways & Transport survey was approved by Environment PDSP on 11 February 2020.

Recycling and Waste Management

Recycling and Waste Management's outturn was £869,000 higher than budget, mainly as a result of higher staff costs. There was a delay in implementing the revised opening hours at recycling centres resulting in greater staff costs being incurred than budgeted. Opening hours in 2020/21 have since reverted to their previous levels following a budget motion. In addition, there are continuing pressures on overtime to cover sickness absence and meet current service standards. It is anticipated that these will be mitigated in 2020/21 after the implementation of previously agreed service standard changes for the service and alterations to how holiday cover is managed throughout the year.

Future budget reductions in this area will inevitably reduce the cost of the service, in particular, changes to the way blue bin, food and brown bins are collected and how their respective waste is treated. However, this expected reduction in cost will also increase public recycling rates and the challenge will be to maintain customer satisfaction levels through the provision of clear service standards to the public, which require the customer to actively participate in the services. A continuing development is the Scottish Government's proposals for a deposit return scheme. Close liaison with the government is being maintained to assess the extent of the potential negative impact on the council's expenditure and funding arrangements, including agreed budget savings to introduce further source segregation of blue bin material.

In terms of LGBF benchmarking service performance, household recycling rates continued to increase considerably, from 61.3% in 2017/18 to 65.2% in 2018/19, which is the second highest council household recycling rate overall. However, this comes at a financial cost as the service is ranked 30th and 19th in Scotland for the cost of collection and disposal respectively within the LGBF exercise for 2018/19, both of which are down on 2017/18 rankings of 24th and 16th respectively although it is noted that our average disposal costs is broadly in line with the council average (£99.90 per tonne vs £97.23) with this average being lowered by some very low cost councils eg Dumfries & Galloway (£44.69) and Shetland Islands (£47.33). Future agreed TYC measures will help reduce collection costs. In addition, the council was ranked 22nd in Scotland for customer satisfaction in 2018/19 compared to 8th the previous year.

Nets, Land and Countryside

Nets, Land and Countryside underspent by £293,000 as a result of lower waste charges.

LGBF data indicates that in comparison with other local authorities', adult satisfaction with our three country parks is lower than the national average in that we were ranked 23rd out of 32 in Scotland in 2018/19 (down from 18th the previous year) although it is noted that our satisfaction rate at 70% is reasonably close to the average of 72%. Investment in these three country parks is planned for 2021 which should improve their satisfaction rates. In addition, we were ranked 16th when compared to other local authorities in terms of the cost of parks and open spaces per 1,000 population which is consistent with the previous year and slightly lower than average (£20,072 vs £20,174). LGBF data does not cover our 300 district and local parks where independent surveys show 93% satisfaction demonstrating the benefit of the improvements that have been implemented at these parks.

D.3.2 General Fund Revenue – Planning, Economic Development and Regeneration

Environmental Health and Trading Standards

Environmental Health and Trading Standards achieved an underspend of £180,000 as a result of the net impact of an underspend due to staff vacancies throughout the year and general savings within non-staffing elements being partially offset by a shortfall in pest control income of £22,000. Pest control income continues to be monitored closely, with measures taken to increase income where opportunities exist such as the introduction of new services.

Expenditure in this area has allowed the service to maintain performance in line with previous years. Overall, for the most recent survey periods, 99.4% and 85.6% of service requests to Trading Standards and Environmental Health respectively have been responded to within service level targets, an improvement on the previous year and above target.

95.8% of customers have measured the service as either good or excellent, and 83.6% of the highest risk commercial premises have been inspected within the agreed programme timelines. This is below target, but reflects the impact of gaps in staff resource whilst vacancies were being filled along with a change in premises inspection requirements with the introduction of a new code of practice, as reported to Council Executive in June 2020.

In terms of benchmarking costs with other local authorities, the council's Environmental Health service is consistently performing better than the average of Scottish authorities demonstrating the delivery of efficient services by the council. LGBF comparative data for 2018/19 indicates that the council has the fourth lowest expenditure in Scotland for Environmental Health. Staffing resource and other anticipated external demands may impact on performance going forward and therefore targets and priorities will be reviewed to ensure continued focus on highest priority aspects of the service. Monitoring of service performance will continue in the new financial year to allow for appropriate response and adjustments, but it is anticipated that performance in high priority aspects of the service will not be adversely affected by the delivery of approved budget reduction measures.

D.3.3 General Fund Revenue – Monitoring of approved budget reductions

For the Environment portfolio, savings in 2019/20 have been delivered in full. The operational delivery of the savings for future years is progressing well with many savings requiring changes to shift working arrangements and changes to refuse collection schemes.

D.3.4 General Services Capital

Roads and Open Spaces asset categories had a net capital overspend of £263,000 for the financial year. The Property and ICT asset categories are reported within the Partnership and Resources PDSP.

Roads

The final outturn position for the roads programme in 2019/20 was a net overspend of £910,000. The programme delivered a variety of projects which are aimed at key infrastructure such as roads, street lighting, bridges, footways, flood prevention, traffic signals and road casualty reduction schemes.

Good progress was made with Skolieburn and Bathgate Branch railway bridges but both projects will overspend as a result of compensation events which have arisen during both contracts. For Skolieburn, this included weather delays, additional carriageway surfacing, ground conditions impacting on piling work and modifications to existing drainage. For Bathgate, this included Network rail charges, unforeseen ground conditions impacting on scaffolding footings and additional traffic management costs relating to an extension of time on the contract.

Open Spaces

Slippage of £647,000 was reported due to a number of factors including delays in projects that were being delivered in collaboration with external organisations and slippage of council funding to allow match funding to be secured to enable a greater programme of works to be carried out. These projects include Kettilstoun Mains, Linlithgow, Balbardie Park of Peace, Bathgate and the pitch upgrade at St Margaret's Academy.

Following the budget roll forward exercise in June 2020, the budget for Kettilstoun Mains, Linlithgow has been rephased to 2021/22 and Balbardie Park of Peace over 2021/22 and 2022/23. The 3G pitch project at St Margaret's Academy has been delayed due to the Covid-19 lockdown with completion now anticipated by August 2021 – the existing pitch has been repaired and is in a useable condition in the meantime.

E. SUMMARISED BUDGET POSITION FOR 2018/19

The month 12 position is an overspend of £536,000 within the General Fund Revenue budget for the Environment portfolio. The overall outturn was reported to Council Executive on 23 June 2020. Capital projects had a net overspend of £263,000. Various factors led to the overspends on revenue and capital which are outlined in this report.

F. FUTURE BUDGET ISSUES AND RISKS

West Lothian Council approved a four-year revenue budget strategy from 2019/20 to 2022/23 on 19 February 2019 which included approved savings measures for 2019/20 of £14.674 million. The significant level of approved savings, in addition to the impact of constrained funding and the financial consequences of the current Covid-19 pandemic, is resulting in an increased risk of overspends across council services and the ability to deliver approved budget reductions. In addition, there are currently recurring pressures of around £974,000, as reported to Council Executive on 18 August 2020. Mitigating actions have been agreed and are being implemented to ensure these pressures are managed on a recurring basis.

Council Executive has provided with a number of updates reports on the financial implications of the current Covid-19 pandemic on 26 May 2020, 23 June 2020 most recently on 18 August 2020 as part of the 2020/21 General Fund revenue budget monitoring exercise for period 3. There is an estimated revenue pressure of approximately £4.334 million in 2020/21 even after the anticipated additional funding is accounted for. Council Executive agreed the £994,000 over and above the minimum approved General Fund Balance level of £2 million should be ear-marked for managing the projected 2020/21 overspend and considered the potential actions available to manage and mitigate the financial pressures. Council executive also agreed that officers should continue to monitor the financial impact of Covid-19 and engage with the Scottish Government and COSLA around further government funding for the council to mitigate the significant additional costs being incurred by the council. Further updates will be provided to Council Executive to allow consideration of the latest position and any action required to manage to the financial implications of the virus, the next of which will be included

within the month four budget monitoring exercise to be reported to Council Executive in October 2020.

The overall position reflects the very challenging financial context the council is now facing after many years of funding constraints and requirements to make significant savings with demand for services continuing to grow. There are considerable risks and uncertainties around various aspects of council spending, particularly the impact of Covid-19, including the costs of demand led services especially in social care, the level of inflationary increases in budgeted expenditure and the waste recycling market. There are also major risks connected to the future level of UK and Scottish Government funding and of policy changes that impact on local government in Scotland.

Specifically for the Environmental portfolio, the key risks and uncertainties include increased waste and recycling volumes resulting from the Covid-19 lockdown.

The council's risk-based approach to budget monitoring will ensure that effective action is taken to manage risks during the course of the financial year. Officers will continue to provide updates on risks as part of the quarterly budget monitoring reporting to Council Executive at period 4, 6 and 9.

G. CONCLUSION

The revenue position for the Environment portfolio was an overspend of £536,000. As noted, the position for the Environment portfolio is part of the overall outturn position for 2019/20 which was reported to Council Executive on 23 June 2020. There was an overspend of £263,000 on the capital programme for the portfolio area.

H. BACKGROUND REFERENCES

1. 2019/20 Financial Performance – Month 6 Monitoring Report – Report by Head of Finance and Property Services to Environment PDSP on 11 February 2020
2. Draft 2018/19 General Fund Revenue Budget Outturn - Report by Head of Finance and Property Services on 23 June 2020
3. Local Government Benchmarking Framework

Contact Person: Robert Young, Senior Service Accountant
robert.young@westlothian.gov.uk - Tel No. 01506 281298

Donald Forrest

Head of Finance and Property Services

Date: 15 September 2020

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT & SCRUTINY PANEL

THE 'SHALE TRAIL' ACROSS WEST LOTHIAN

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to advise the panel of the new 16-mile walking and cycling 'Shale Trail' route that crosses West Lothian from West Calder to Winchburgh, via Livingston and Broxburn.

B. RECOMMENDATION

It is recommended that the panel notes and considers the following recommendation which is intended to be submitted to a future Council Executive for approval:

1. notes the details of the new 'Shale Trail' across West Lothian and offers any further comments on the initiative.

C. SUMMARY OF IMPLICATIONS

| | | |
|------------|--|---|
| I | Council Values | Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; and working in partnership. |
| II | Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | Policy ENV 8 in the adopted West Lothian Local Development Plan (2018) supports development of a green network in West Lothian, while Policy TRAN 3 supports Core Paths and Active Travel. There are no equality, health or risk assessment issues, or SEA issues. |
| III | Implications for Scheme of Delegations to Officers | None. |
| IV | Impact on performance and performance Indicators | None. |
| V | Relevance to Single Outcome Agreement | Outcome 8 - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment. |
| VI | Resources - (Financial, Staffing and Property) | None. The cost of establishing the Shale Trail has come from external grants. |

| | | |
|-------------|------------------------------|--|
| VII | Consideration at PDSP | Not considered previously by the PDSP. |
| VIII | Other consultations | NETs & Land Services (Greenspace), Almond Valley Heritage Trust, West Calder & Harburn Community Development Trust (CDT), Winchburgh CDT and Broxburn CDT. |

D. TERMS OF REPORT

D1 Background

The Shale Trail is a proposed new 16-mile waymarked trail across West Lothian linking sites, features and communities relating to the area's rich oil shale heritage. The trail largely follows existing paths, stretching from West Calder in the south-west to Winchburgh in the north-east, via Livingston (Almond Valley Heritage Centre that hosts the Scottish Oil Shale Museum) & Broxburn (on the Union Canal).

As well as creating and improving opportunities for informal recreational access, the Shale Trail will inspire and enable people of all ages and abilities to explore and learn about how the development of the shale industry in West Lothian has shaped the local landscape, economy, wildlife and culture. The Shale Trail is scheduled to open in late Autumn 2020. (see Appendix 1 for map of the route).

D2 Implementation of the Shale Trail

Lothian & Fife Green Network Partnership (L&FGNP), of which West Lothian Council is a member, initially identified the concept for the Shale Trail and secured £310,000 (i.e. £100k from the Heritage Lottery Fund and £200k from LEADER along with £10k from WLC to act as leverage for grants) in spring 2019 to develop a walking and cycling route across West Lothian from West Calder to Winchburgh. LEADER is a European rural development fund, part of the EU Common Agricultural Policy (CAP), and delivered in Scotland through the Scottish Rural Development Programme.

As L&FGNP went into abeyance shortly afterwards due to funding issues, Edinburgh & Lothians Greenspace Trust (E&LGT) which works on environmental projects across the Lothians stepped in and hosted a Shale Trail Project Manager for 18 months to deliver the scheme and specify and oversee a contract to undertake path improvements along the various rights of way and core paths that form the route.

A Steering Group was formed that included Almond Valley Heritage Trust and several community development trusts along the route involving West Calder & Harburn, Broxburn and Winchburgh alongside council officer input from Planning & NETs & Land Services.

D3 Heritage Interpretation

Heritage consultants were also appointed to develop an associated Shale Trail web site with a major focus on children, involving 150 school pupils from five West Lothian primary schools along the route over a seven-month period. The pupils produced relevant video material for the website and a related "Kids Shale Trail".

The web site is part of the interpretation of oil shale in West Lothian and will be linked to and maintained in the future by the Scottish Oil Shale Museum based at Almond Valley Heritage Centre, Livingston which is on the Shale Trail route.

A public meeting was held in October 2019 to explore themes and content for the web site, as well as the style and form of the Shale Trail logo that has been used in way-marking the trail.

D4 Greening the Shale Trail

Planning Services provided a brief for the related "*Greening the Shale Trail*" consultants study (undertaken by Mark Hamilton Landscape Studies), which was completed in March 2020. This identified and costed around 100 environmental actions straddling the route that could be carried out by either contractors, or volunteers from surrounding communities.

The budget for these works will be raised from external grant funding sources and the council's Countryside Services will organise the volunteer activity.

As part of the legacy required by the Heritage Lottery Fund and LEADER grant an annual forum meeting will be established to continue to allow parties to work together and explore other aspects of West Lothian oil shale heritage.

A potential second phase of the Shale Trail could involve a connection south westwards from West Calder to Tarbrax in South Lanarkshire with its well-preserved shale village and associated bing. This new section of the Trail could involve the Cobbinshaw to Woolfords route recently approved by the council using Section 75 funds from lowland crofting schemes and is to be implemented by the Central Scotland Green Network Trust.

E. CONCLUSION

West Lothian is unique in its shale mining heritage. Following a major grant to Edinburgh & Lothians Greenspace Trust in 2019, a 16-mile walking and cycling shale trail route across West Lothian from West Calder to Winchburgh, via the Almond Valley Heritage Centre in Livingston and Drumshoreland and Broxburn, has been developed. A Project Officer was appointed and physical works and signage have been carried out on the ground.

The Shale Trail Project has brought together various resources to create an active travel route across West Lothian that can be undertaken in one day, or as a series of shorter loops.

Alongside the waymarked and physically improved route, is a large interactive website with a vast array of further geodiversity subjects related to the unique story of oil shale in West Lothian which allows communities and visitors to explore this heritage issue in greater detail.

F. BACKGROUND REFERENCES

None

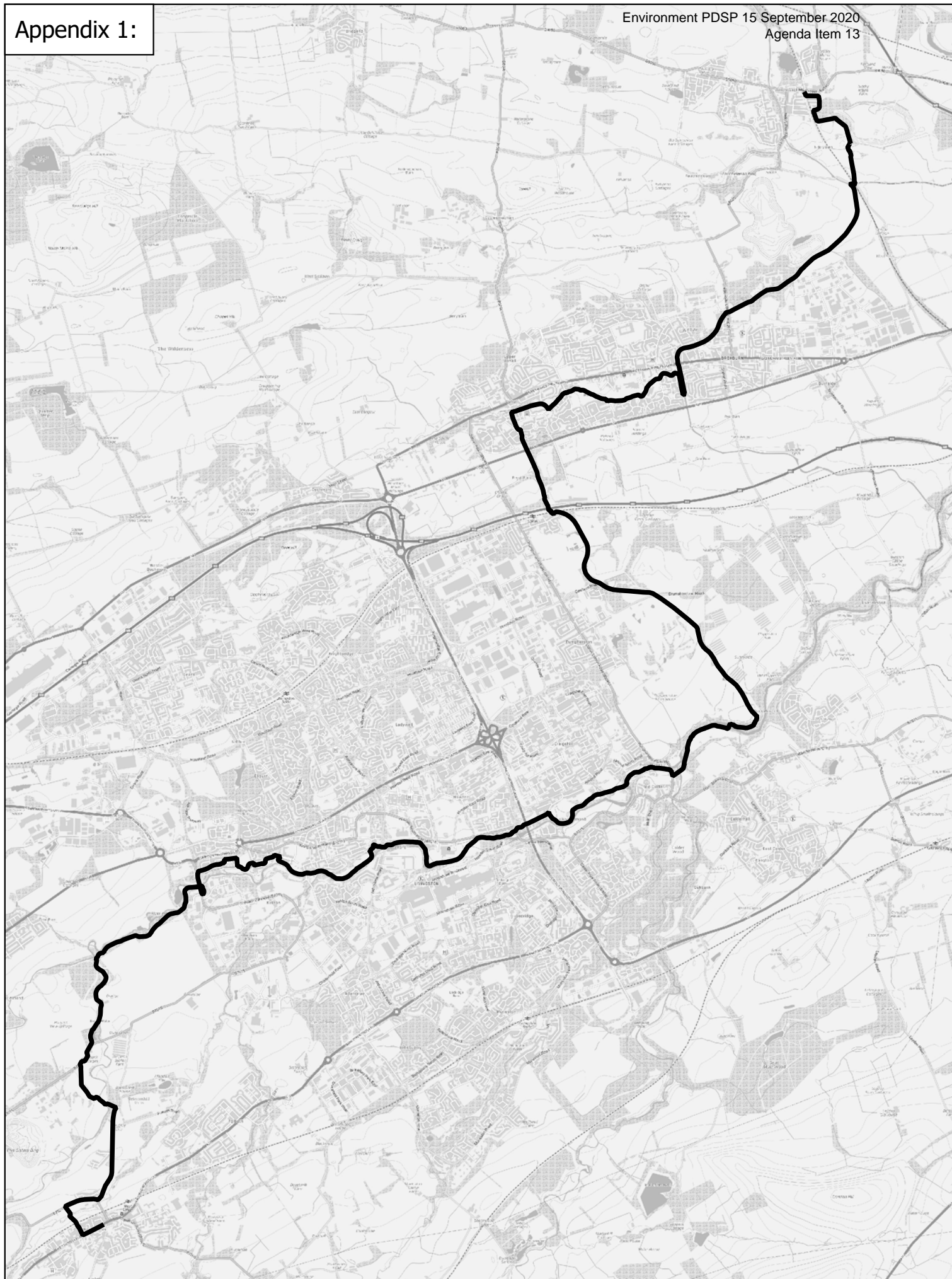
Appendices / Attachments: one - Appendix 1: Map of Shale Trail route.

Contact Person: Chris Alcorn, Principal Planner, Development Planning: 01506 - 282428.

Email: chris.alcorn@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development & Regeneration

15 September 2020



DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT & SCRUTINY PANEL

RIVERLIFE: ALMOND & AVON – ALMOND BARRIERS PROJECT – MID CALDER WEIR

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to provide a further update on progress in the development of the project to adapt Mid Calder Weir to allow fish passage and to enhance access to the weir from Mid Calder.

B. RECOMMENDATION

The Panel is recommended to note and consider the following recommendations, which are intended to be submitted to Council Executive for approval

1. Note the progress being made on detailed design to adapt the weir at Mid Calder, restoring fish passage; and
2. Approve efforts to secure realignment of the National Cycle Network route (NCN75) between Pumpherston Road, Mid Calder and East Calder Wastewater Treatment Works and authorise officers to secure external funding and necessary consents leading to detailed design and construction, if the proposal proves feasible.

C. SUMMARY OF IMPLICATIONS

I Council Values

Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; and working in partnership.

II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)

Policy: The Scottish Biodiversity Strategy identifies the role of local authorities in meeting national species and habitat priorities.

Legal: The Water Environment & Water Services (Scotland) Act 2003 requires local authorities to carry out their statutory functions and duties in a way, which adheres to the principles of the European Water Framework Directive.

The Nature Conservation (Scotland) Act 2004 places a duty on officials and public bodies to further biodiversity.

Delivery of the active travel component of this

| | | |
|------------|---|--|
| | | project would contribute to improved road safety and further encourage active travel. |
| III | Implications for Scheme of Delegations to Officers | None |
| IV | Impact on performance and performance Indicators | Across Scotland river quality has improved significantly over the last 25-years and just under half of our rivers are now of good status. Ambitious targets have been set for rivers, with an objective for 87% to be at good or high-status by 2027. SOA1308-11 (% of water bodies achieving high or good status). |
| V | Relevance to Single Outcome Agreement | <p>SOA 3. Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business;</p> <p>SOA 6. Older people are able to live independently in the community with an improved quality of life;</p> <p>SOA 7. We live longer, healthier lives and have reduced health inequalities;</p> <p>SOA 8. We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.</p> |
| VI | Resources - (Financial, Staffing and Property) | <p>Financial: Funding for RiverLife projects derives from the Scottish Government's Water Environment Fund (WEF) and National Lottery Heritage Fund (NLHF).</p> <p>Officers to apply for Places for Everyone grant funding through Sustrans to fund the realignment of the NCN 75.</p> <p>Staffing: The Council is represented by officers on individual project groups and the RiverLife Project Board. The National Lottery Heritage Fund and Scottish Government provide additional resources to support the project through a number of pre-agreed activities discharged by Forth River Trust.</p> <p>Property: The Council has riparian ownership, of the right (south) bank to the middle of the river.</p> |
| VII | Consideration at PDSP | Not applicable. |

VIII Other consultations

The following organisations and individuals have been consulted in work leading to preparation of this report:

NETs, Land & Countryside Services, Forth District Salmon Fishery Board (FDSFB), Householders with left (north) bank riparian ownership, Mid Calder Community Council (MCCC), Mid Calder Weir Project Group, RiverLife: Almond & Avon Project Board, Scottish Government, Scottish Environment Protection Agency (SEPA) and Sustrans.

D. TERMS OF REPORT

1.0 Mid Calder Weir

- 1.1 In May 2020, Council Executive approved a proposal to authorise officers to commission work to determine the optimum location and technical design of a Larinier-type technical fish pass at Mid Calder Weir to restore fish passage.
- 1.2 In arriving at the proposed location and layout, close to the right (south) bank of the river (Appendix 1 attached), specialist consultants considered available guidance, hydrology, fish ecology, wildlife crime, installation of a fish counter, the effects of debris and sedimentation, appearance and whole-life costs.
- 1.3 Specialists from Forth Rivers Trust, Forth District Salmon Fishery Board and the Scottish Environment Protection Agency have contributed to the proposal by providing feedback in response to a draft report and layout and support what is proposed. Whilst the proposal in plan form is unlikely to change significantly, detailed design and modelling is ongoing, and could potentially result in slight shifting of location or changes to detailing.
- 1.4 As this stage of the project has developed, there has been regular dialogue between those householders that have riparian ownership from the left (north) bank of the river, the consultants and a council official to ensure that everyone remains informed about what is proposed and allow concerns to be addressed.
- 1.5 Mid Calder Community Council and Ward Members have also been advised of the proposals.
- 1.6 Dialogue is underway with planning officials, which will lead to an application for planning permission being lodged shortly. A further meeting is proposed, beforehand, with householders in an attempt to avert any last-minute concerns.

2.0 National Cycle Network Route 75

- 2.1 A route for construction access to the weir has not yet been established. Three options are being explored. Currently, only one provides the prospect of quality, long-term access to the weir for the purposes of maintenance.
- 2.2 The National Cycle Network (NCN) is a network of signed paths and routes extending throughout the United Kingdom for walking, cycling and wheeling. Sustrans, the UK walking and cycling charity, as custodians of the NCN, envisage a network of routes, which are sufficiently wide and fully accessible for all legitimate

users. The section of NCN 75 within proximity of the proposed fish pass (extending from Pumpherstons Road to the west edge of the East Calder Wastewater Treatment Works) currently comprises steep path gradients, stepped access, unbound path construction and reduced path width. This does not accord with Sustrans NCN design principles and opportunities to improve this route have the potential to provide immediate benefits to local people and increase overall patronage of the route.

- 2.2 Officers are therefore in talks with Sustrans, about the potential realignment and upgrading of this part of the route, which would also provide attractive, long-term access to the weir and to Almondell Country Park beyond. In assessing feasibility, however, consideration still needs to be given to the potential impact on the functional flood plain and consequent flood risk, and ensure that the quality of what may later be proposed is consistent with its location within Mid Calder Conservation Area.
- 2.3 The residents of Powie's Path, with whom officers have been in discussion, and who look directly across the river towards the proposed alternative route have indicated support for the concept and see significant benefit to the community, particularly as it would allow the less-able to enjoy access to the Almondell Country Park from Mid Calder. They have also suggested that consideration be given to extending the proposed route eastwards, to approximately 50 metres downstream of the weir on the basis that it is currently one of the less-appealing sections of this otherwise attractive walkway.

E. CONCLUSION

Council Executive has previously approved a proposal to proceed with detailed design and determination of the optimum location for a technical fish pass at Mid Calder Weir.

Consultants have now confirmed the broad location, layout and appearance of the structure and continue to refine its design.

Officers have been engaging with those householders that have riparian ownership from the left (north) bank and have their support and have kept the Community Council and Ward Members up to date as detailed design has progressed.

Access to the weir and to Almondell Country Park beyond is currently compromised. Work is underway to investigate the feasibility of realigning part of this route, which has the potential to provide improved access for all.

Dialogue with planning officials is underway to prepare the ground for an application for planning permission to be submitted shortly.

The Panel is being asked to note the progress being made and recommend to Council Executive that it approves the proposal to investigate realignment of NCN 75 and, if feasible, proceed with design and construction.

F. BACKGROUND REFERENCES

Consultation on SEPA's Second River Catchment Management Plan for the Scotland River Basin District - Report by Head of Operational Services to the Environment Policy Development & Scrutiny Panel - 23 April 2015

SEPA consultation on developing the second river basin management plan for the

Scotland River Basin District:

http://www.sepa.org.uk/water/river_basin_planning/scotland.aspx

Barriers to Fish Migration - River Almond - Report by Head of Operational Services to the Environment Policy Development & Scrutiny Panel - 04 June 2015

Barriers to Fish Migration - River Almond - Report by Head of Operational Services to the Council Executive - 30 June 2015

RiverLife: Almond & Avon Programme - Report by Head of Operational Services to the Environment Policy Development & Scrutiny Panel - 13 September 2016.

RiverLife: Almond & Avon Programme - Report by Head of Operational Services to the Council Executive - 11 October 2016

RiverLife: Almond & Avon - Novation & Procurement Exemption - Report by Head of Corporate Services to the Council Executive - 23 October 2018

RiverLife: Almond & Avon Programme - Report by Head of Operational Services to the Environment Policy Development & Scrutiny Panel - 30 October 2018

RiverLife: Almond & Avon Programme - Report by Head of Operational Services to the Council Executive - 13 November 2018

RiverLife: Almond & Avon - Almond Barriers Project - Mid Calder Weir - Report by Head of Operational Services to the Environment Policy Development & Scrutiny Panel - 10 March 2020

RiverLife: Almond & Avon - Almond Barriers Project - Mid Calder Weir - Report by Head of Operational Services to the Council Executive - 26 May 2020

Appendices/Attachments:

Appendix 1 - Plan Showing the Proposed Location and Layout of the Technical Fish Pass at Mid Calder Weir

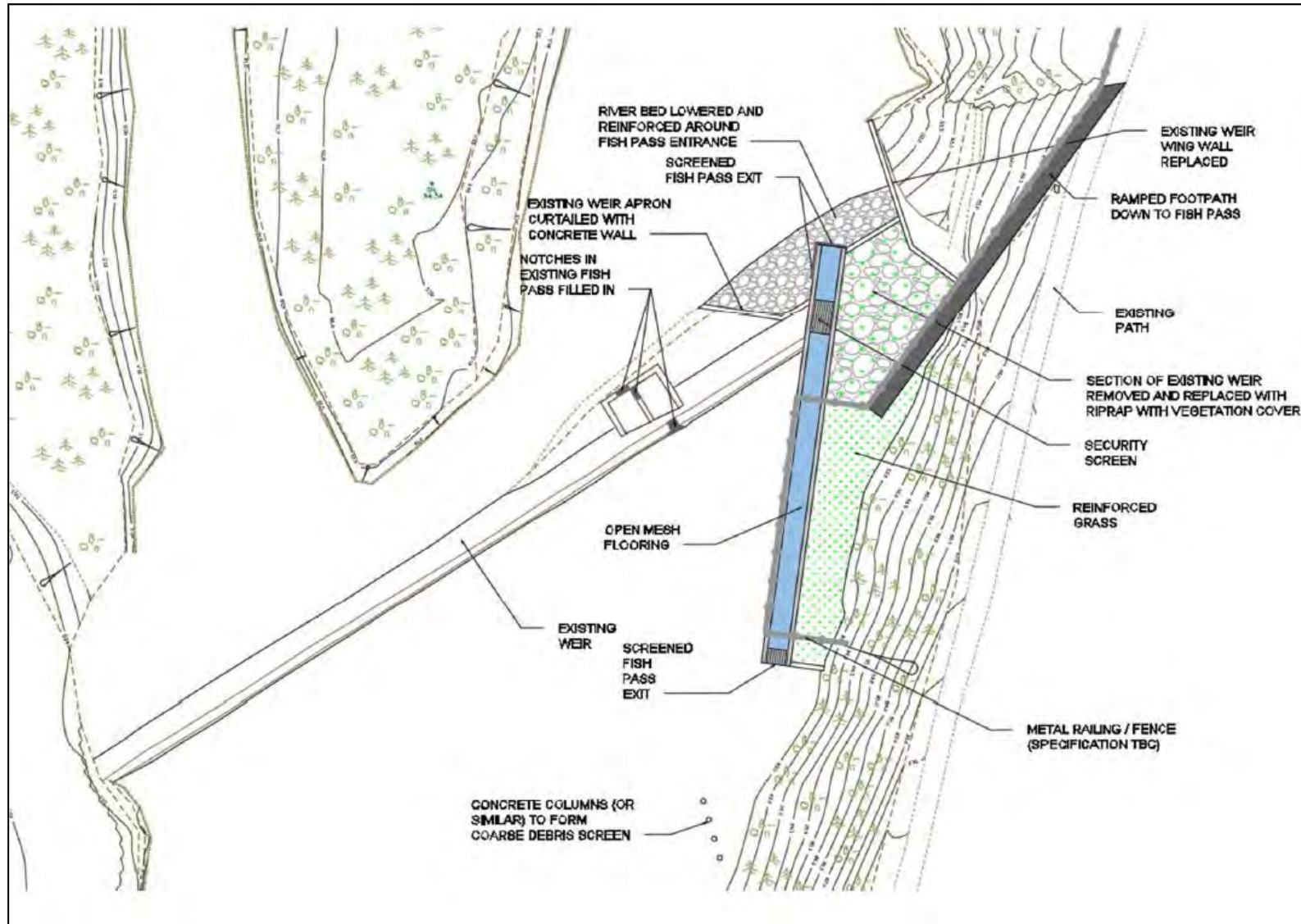
Appendix 2 - Aerial photograph showing existing route and proposed realignment of NCR75

Contact Person: Graeme Hedger, Senior Professional Officer, 07774 479863, graeme.hedger@westlothian.gov.uk

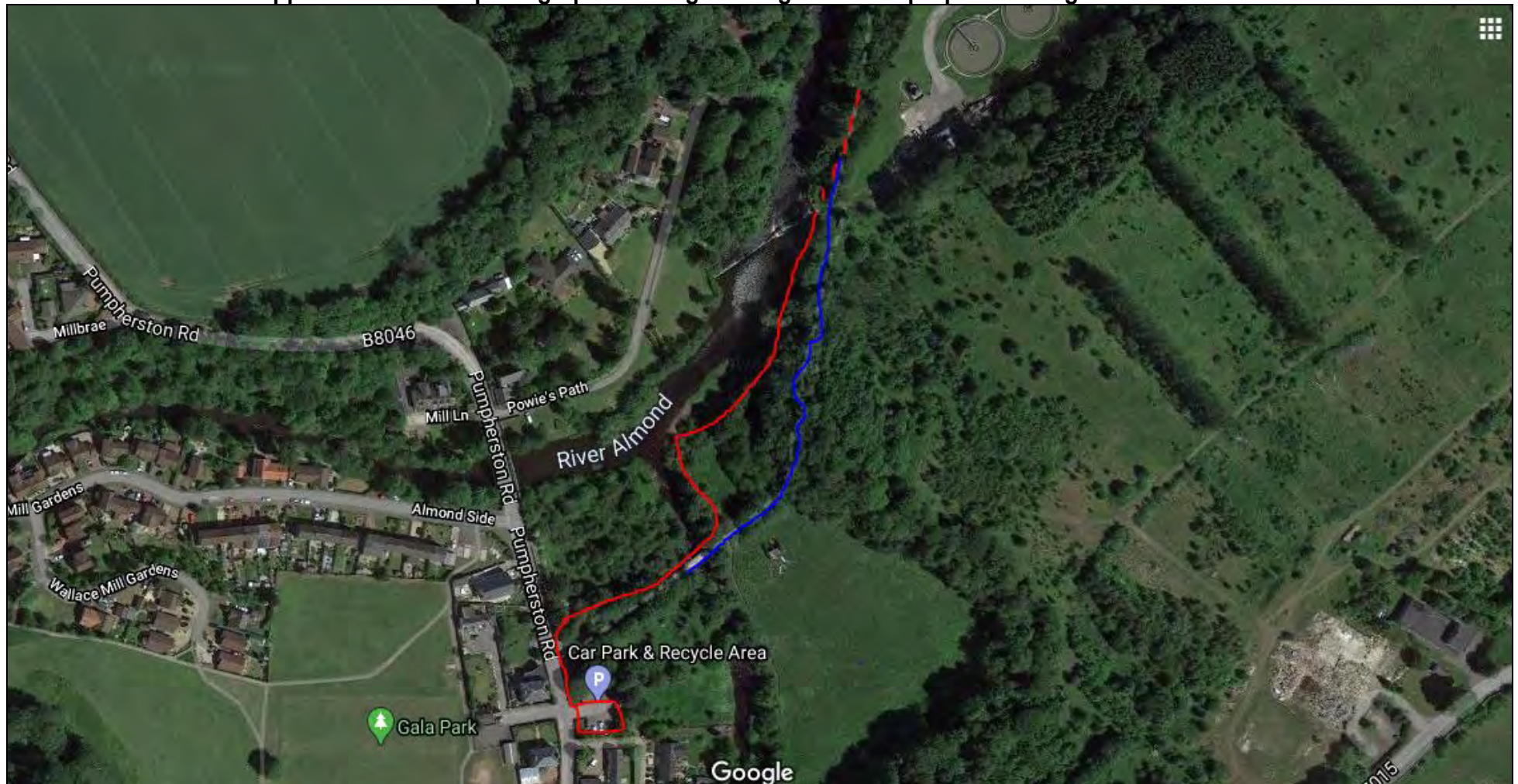
CMT Member: Jim Jack, Head of Operational Services

Date of meeting: 15 September 2020

Appendix 1 - Plan Showing the Proposed Location and Layout of the Technical Fish Pass at Mid Calder Weir



Appendix 2 – Aerial photograph showing existing route and proposed realignment of NCR 75



Existing route - blue
Proposed realignment - red

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

PERFORMANCE REPORT

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To report the current levels of performance for all indicators which are the responsibility of the Environment Policy Development and Scrutiny Panel.

B. RECOMMENDATION

That the Panel note the performance information and determine if further action or enquiry is necessary for any of the indicators mentioned within the report.

C. SUMMARY OF IMPLICATIONS

| | |
|---|---|
| I Council Values | Being honest, open and accountable. |
| II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | In compliance with the Corporate Code of Governance. |
| III Implications for Scheme of Delegations to Officers | None |
| IV Impact on performance and performance Indicators | Challenges current service performance through the evaluation of performance indicators |
| V Relevance to Single Outcome Agreement | Indicators support various outcomes in the SOA |
| VI Resources - (Financial, Staffing and Property) | Met from existing budgets |
| VII Consideration at PDSP | Performance reports will be submitted to the PDSP every other meeting. |
| VIII Other consultations | None |

D. TERMS OF REPORT

Background

The council's performance management system, Pentana measures the performance of service activities through the use of key performance indicators (KPIs). These indicators have been deemed high level and are publically reported.

Pentana uses a simple traffic light system to show if progress is on target (green), in danger of falling behind target (amber), or below target (red). The trend chart commentary field provides an explanation of the ongoing trend in the performance as well as describing any shortfall in performance and what action is being taken to rectify this shortfall.

Members will note that the performance indicators linked to the Environment PDSP range across four service areas – Environmental Health, NETs, Land and Countryside Services, Roads and Transportation and Fleet, Recycling and Waste Services.

Performance Update

There are currently 36 High Level Key Performance Indicators under the remit of the Panel. 13 of these are quarterly indicators and are included in this quarterly report. A full annual report which also includes all annual indicators will be presented to the panel in June 2021.

The 13 performance indicators are categorised as follows:

- 10 Green
- 1 Amber
- 2 Red

Each indicator is shown in full detail in appendix 1 of this report, including latest notes and trend chart commentary to explain the current performance. Details of the red PIs are shown below.

Red Indicators

P:NLCS016_9b.2a Land Audit Management System (LAMS) result

Current Performance: 61

Target: 67

The monthly results for this year reflect the reduction in service standards implemented through Transforming Your Council, and also the weather had a significant impact on grass growth levels and our ability to complete grass cutting and weed management cycles on schedule.

No surveys were completed in December 2019 due to the Quality Assurance Officer responsible for LAMS reporting retiring from the service on short notice at the end of November. A replacement Quality Assurance Officer was appointed in January 2020. Surveys could not be completed in March - July 2020 due to the Covid 19 situation. The annual result is an average of the 10 months we have results for.

Discussions with APSE are ongoing, regarding the required changes to LAMS to reflect the wider reduction in ground maintenance service standards across Scotland and the UK. The council has agreed with APSE to trial a new methodology for calculating LAMS scores during 2020 along with an electronic app that will allow sample sizes for surveys to be increased.

The target is based on the national average target set by APSE of 67 and this is based on achieving an acceptable grade B standard for all grounds maintenance areas which equates to a maximum index score of 67.

P:WM023_6b.3 Number of Waste Services Complaints (Stage 2) received

Current Performance: 5

Target: 2

We aim to deal with all Stage two complaints within 20 working days where we miss this target this is down to the nature and complexity of the complaint meaning that it requires a significant amount of investigation to ensure that the customer is given the fairest possible outcome. The number of complaints which are actually upheld following investigation is low.

We aim to provide the best service possible and where this falls below customers' expectations we have a corporate policy for dealing with any complaints in as efficient and effective manner as possible.

The main cause of complaints is missed bins. Each complaint is analysed as part of the investigation and also included in a quarterly report which details the improvement actions identified. Current complaint numbers are generally showing a reduction when compared to 2019 and were at or below the target level between June and December 2019, however there was an increase to 6 in January 2020. 1 of these was upheld and 2 part upheld, and relate to bins not being emptied. February 2020 showed a reduction to 4 complaints, only one of which was upheld. There was a further reduction in March 2020 to 2 complaints, neither of which was upheld.

2020/21 monthly target set at 2 complaints to represent a reasonable target to return to following the issues caused by severe weather and public holidays this year.

E. CONCLUSION

The attached performance report is intended to keep members of the Environment PDSP informed about the performance of the wide range of activities taking place to support the remit of the panel.

The summary chart at the front of Appendix 1 shows that the majority of performance indicators which are the responsibility of the Environment PDSP are categorised as green.

The information contained in Appendix 1 will allow the Panel to focus on the issues that services currently face and includes the indicators where service's performance is currently below target.

This information allows the Panel to function in accordance with the Council's Code of Corporate Governance and the principles of Best Value.

F. BACKGROUND REFERENCES

Best Value and Community Planning Audit, 2006

Appendices/Attachments: One.

- 1 Environment PDSP Performance report - quarterly

Contact Person:

Melanie Phillips, Project Team Leader, Operational Services, Whitehill House, Bathgate.
melanie.phillips@westlothian.gov.uk

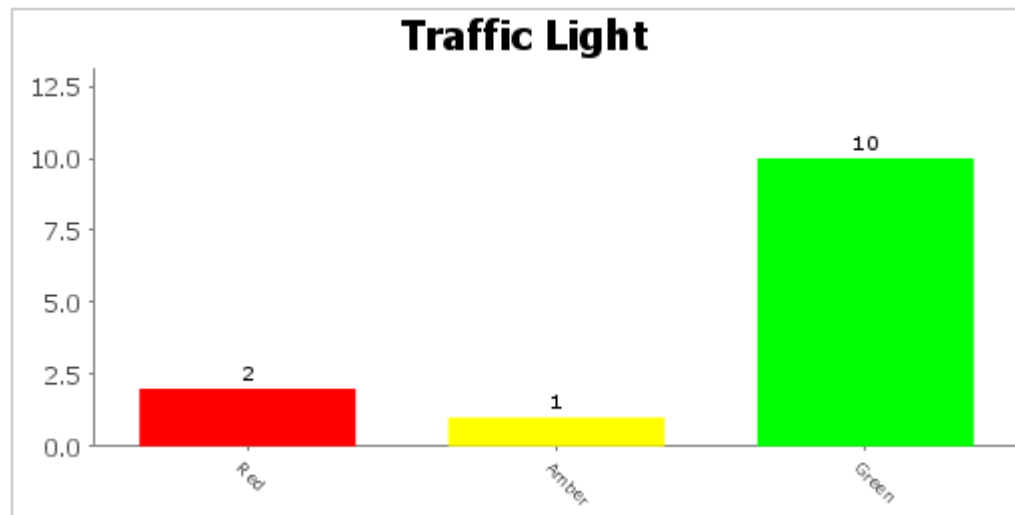
Jim Jack
Head of Operational Services


15 September 2020

Appendix 1

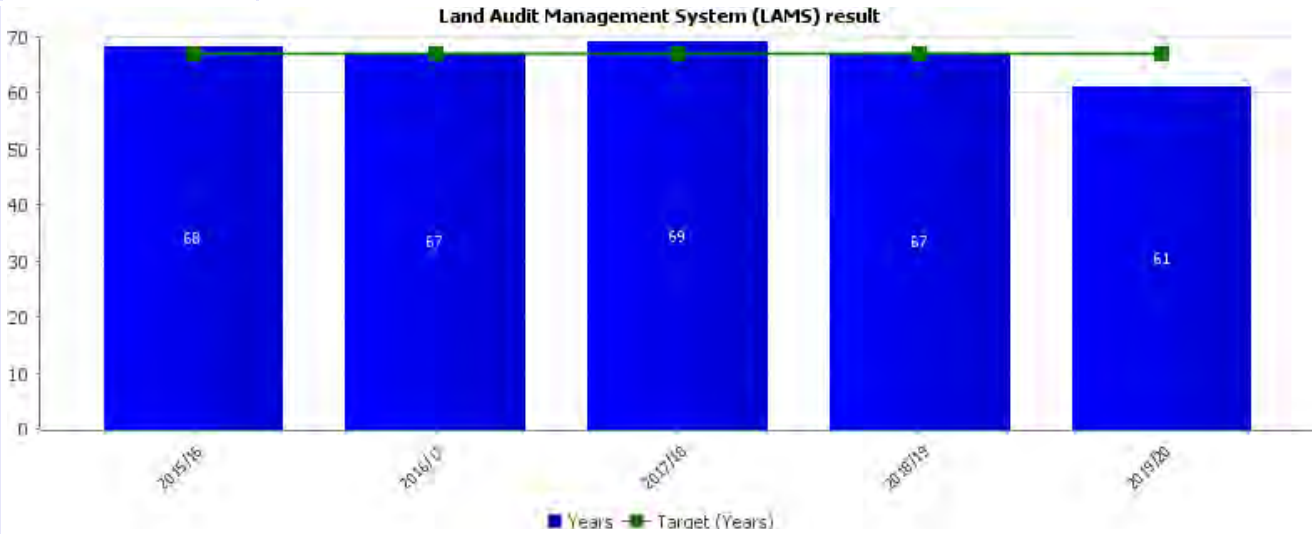
Data Label : OFFICIAL

Environment PDSP Performance report – quarterly



| | | | |
|---------------------------------|--|---------------------------|---|
| PI Code & Short Name | P:NLCS016_9b.2a Land Audit Management System (LAMS) result | PI Owner | NETs, Land & Countryside Manager(Andy Johnston); zNLCS_PAdmin |
| Description | <p>This performance indicator is a measure of the standard of grounds maintenance delivered by the service across West Lothian. The Land Audit Management System has been designed to allow an internal monitoring and measuring for councils of the standard of grounds maintenance. The score for each month is made up of individual scores for the East, West and Central areas of West Lothian as well as the overall grounds maintenance service.</p> <p>The data is provided through randomly generated site inspections by Ground Maintenance staff, and based on their first visual impression of the standard of maintenance. Sites are zoned, either 1 – 3 dependent on the level of maintenance required, with the largest majority either a 2 or 3, (standard or low maintenance). War Memorials, golf courses or bowling greens are the only areas considered in Zone 1, (High Amenity standard).</p> <p>Sites are assessed against set criteria, between an excellent - poor standard and scored accordingly. The scores for each area are combined and the average used for this indicator.</p> <p>The national average target score set by APSE (Association for Public Service Excellence) is 67. The score is calculated using the average score across 3 localities and the overall service.</p> | Traffic Light Icon |  |
| | | Current Value | 61 |
| | | Current Target | 67 |

Land Audit Management System (LAMS) result



| Year | Score |
|---------|-------|
| 2015/16 | 68 |
| 2016/17 | 67 |
| 2017/18 | 69 |
| 2018/19 | 67 |
| 2019/20 | 61 |

Trend Chart Commentary:

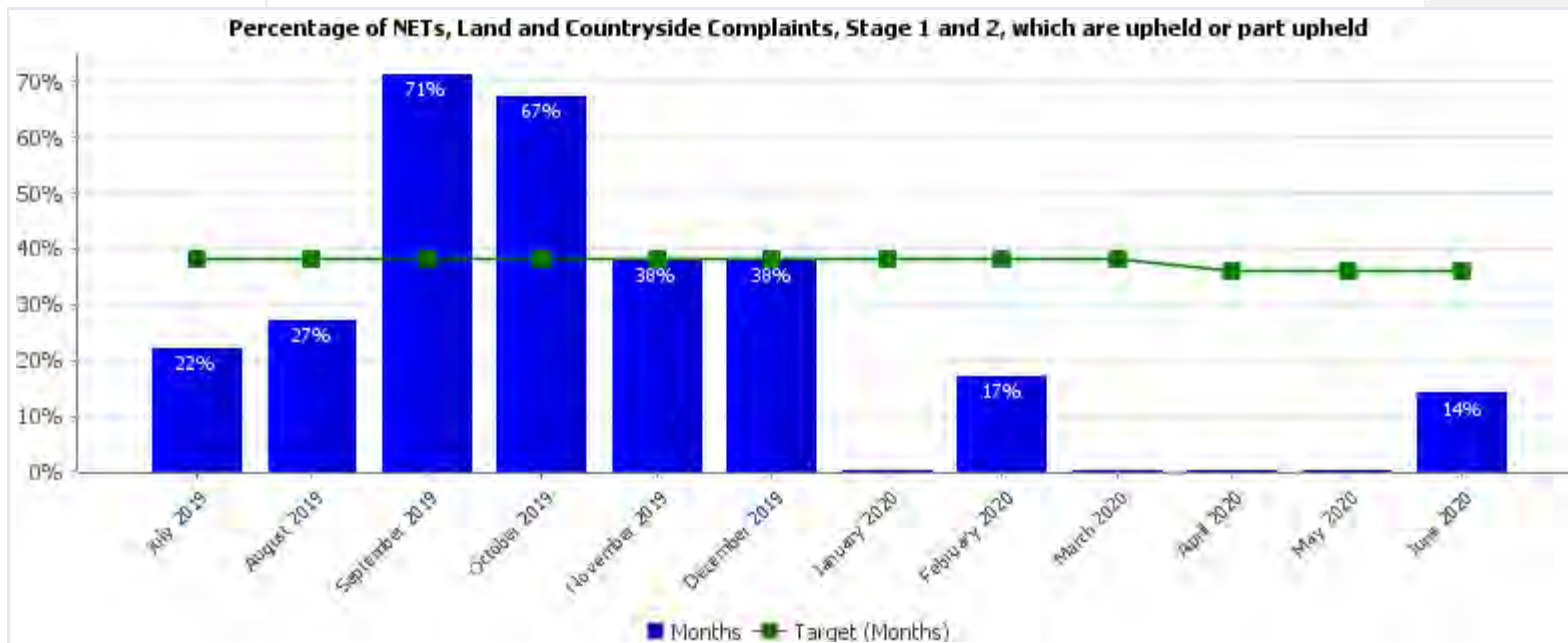
The monthly results for this year reflect the reduction in service standards implemented through Transforming Your Council, and also the weather had a significant impact on grass growth levels and our ability to complete grass cutting and weed management cycles on schedule.

No surveys were completed in December 2019 due to the Quality Assurance Officer responsible for LAMS reporting retiring from the service on short notice at the end of November. A replacement Quality Assurance Officer was appointed in January 2020. Surveys could not be completed in March - July 2020 due to the Covid 19 situation. The annual result is an average of the 10 months we have results for.

Discussions with APSE are ongoing, regarding the required changes to LAMS to reflect the wider reduction in ground maintenance service standards across Scotland and the UK. The council has agreed with APSE to trial a new methodology for calculating LAMS scores during 2020 along with an electronic app that will allow sample sizes for surveys to be increased.

The target is based on the national average target set by APSE of 67 and this is based on achieving an acceptable grade B standard for all grounds maintenance areas which equates to a maximum index score of 67.

| | | | |
|---------------------------------|--|---------------------------|---|
| PI Code & Short Name | P:NLCS042_6b.4 Percentage of NETs, Land and Countryside Complaints, Stage 1 and 2, which are upheld or part upheld | PI Owner | NETs, Land & Countryside Manager(Andy Johnston); zNLCS_PIAAdmin |
| Description | This performance indicator measures the overall percentage of closed complaints received by NETs, Land and Countryside Services that have been upheld or part upheld during each month. In each period, the total number of upheld and partially upheld complaints is divided by the total number of complaints closed to determine the overall percentage. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers. | Traffic Light Icon | ✓ |
| | | Current Value | 14% |
| | | Current Target | 36% |



Trend Chart Commentary:

We aim to provide the best service possible and, where this falls below customers' expectations, we have a corporate policy for dealing with any complaints in as efficient and effective a manner as possible. A complaint report is provided to each Action Officer monthly, and a quarterly report is compiled for the Service Manager and Head of Service, providing the information required to manage, monitor and report complaints.

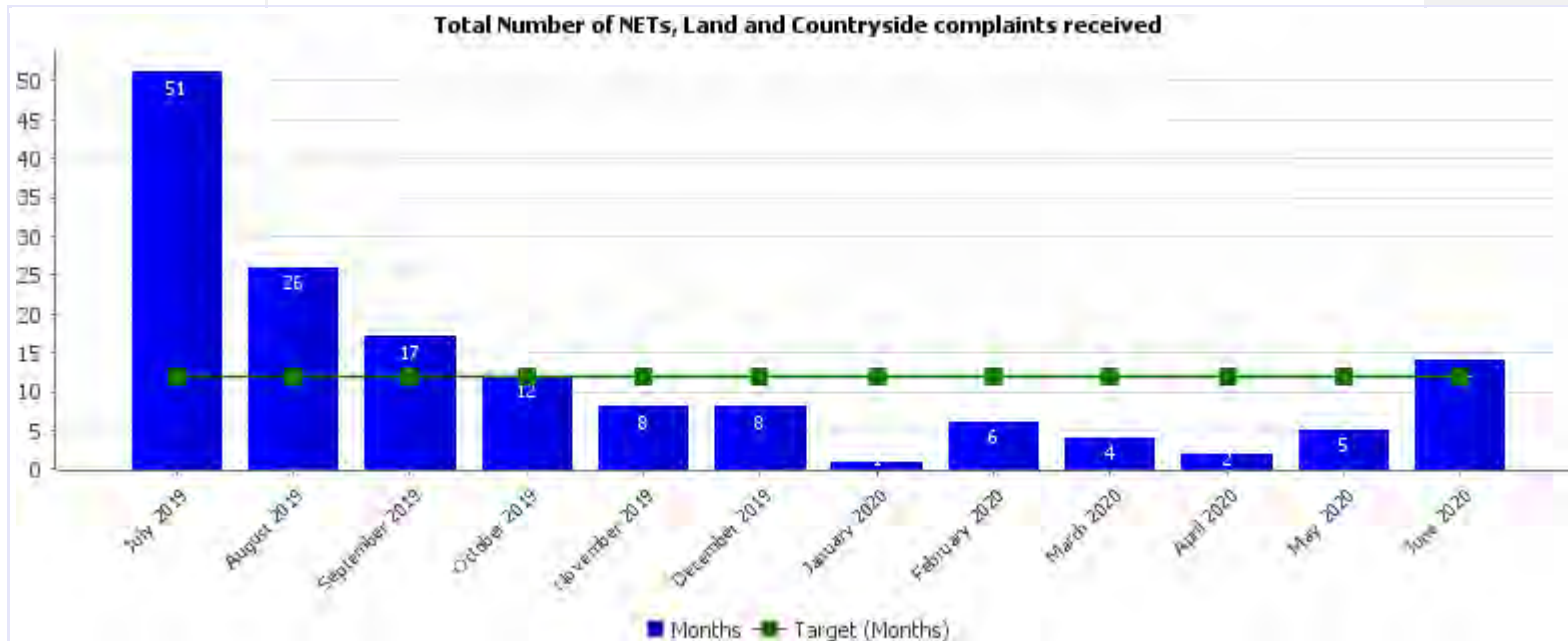
The target has been exceeded on two occasions over the period shown in the chart.

No set pattern or trend is identifiable given the range of services which feed into this target, however, partially upheld complaints tend to be where the complaint may relate to multiple service areas or aspects of service.

The numbers involved on a monthly basis in the NETs, Land and Countryside Service continue to be low.

The target for 2020/21 has been set at 36% - which is 2% below the monthly average for 2019/20 - to encourage an improvement in performance.

| | | | |
|---------------------------------|--|---------------------------|---|
| PI Code & Short Name | P:NLCS046_6b.3 Total Number of NETs, Land and Countryside complaints received | PI Owner | NETs, Land & Countryside Manager(Andy Johnston); zNLCS_PIAAdmin |
| Description | This performance indicator measures the total number of complaints received by NETs, Land and Countryside Services each month. Performance is reviewed on a regular basis and reported quarterly to ensure there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers. | Traffic Light Icon | ✓ |
| | | Current Value | 14 |
| | | Current Target | 12 |



Trend Chart Commentary:

The number of complaints has exceeded the target five times over the period shown in the chart. All complaints are investigated and actioned where appropriate.

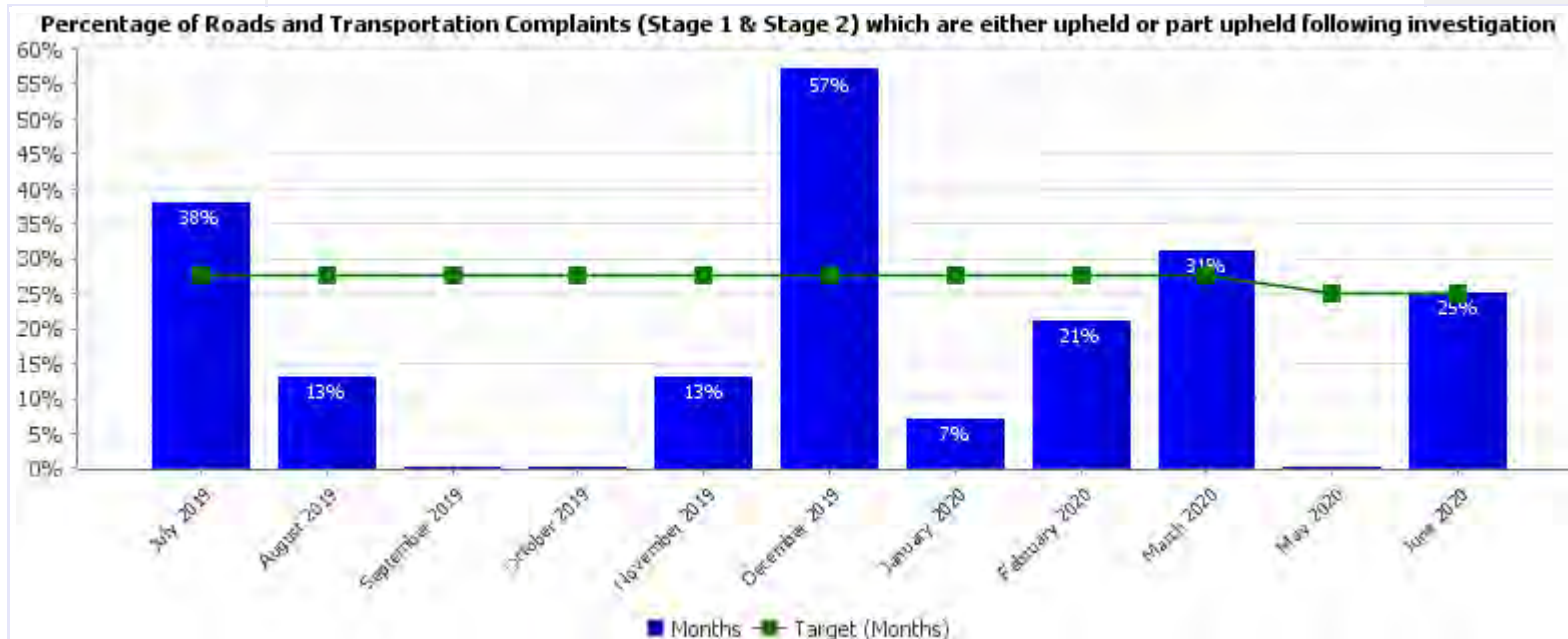
Complaints received cover the range of services provided by NETs, Land and Countryside. While there are no specific patterns to the receipt of complaints, there is a seasonal aspect to the fluctuations such as complaints in Grounds Maintenance around grass cutting in the summer months and leaf fall in the autumn months. However, complaint levels across the services provided remain relatively low in comparison to the number of interactions with residents.

The service introduced new service standards for grounds Maintenance in April 2019.

The increase in complaints received between June 2019 and September 2019 predominately related to grass cutting service standards. The rise in the number of complaints was due to customers being unhappy with the introduction of new service standards for Grounds Maintenance in April 2019.

The target for 2020/21 will be set at 12 which is the monthly average for 2018/19. This target is aimed at returning performance to a "normal" standard for the service.

| | | | |
|---------------------------------|--|---------------------------|---------------------------------|
| PI Code & Short Name | P:RTS033_6b.4 Percentage of Roads and Transportation Complaints (Stage 1 & Stage 2) which are either upheld or part upheld following investigation | PI Owner | zOPSHQ_PIAAdmin; Graeme Malcolm |
| Description | This performance indicator measures the total number of complaints received by Road and Transportation Services each month. Performance is reviewed on a regular basis and reported quarterly to ensure that there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers. | Traffic Light Icon | 🟢 |
| | | Current Value | 25% |
| | | Current Target | 25% |



Trend Chart Commentary:

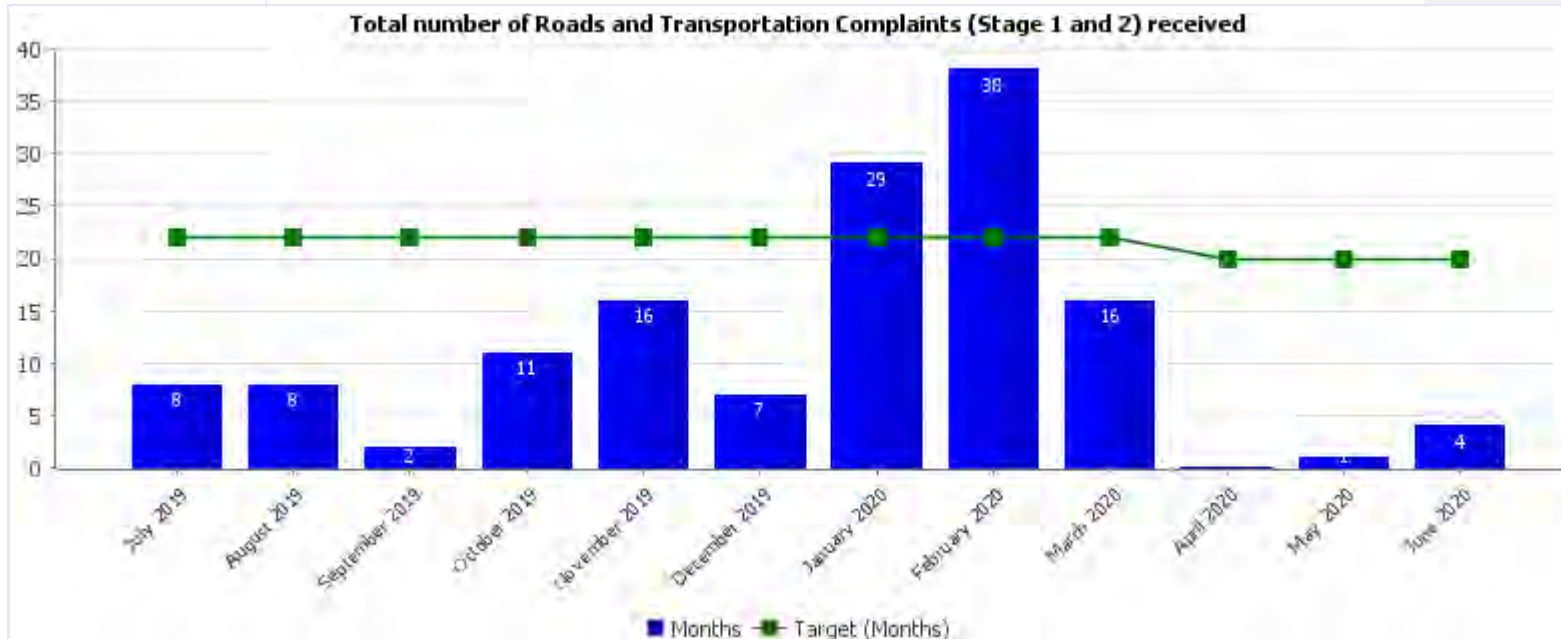
We aim to provide the best service possible and where this falls below customers' expectations we use the corporate policy for dealing with any complaints in as efficient and effective manner as possible. All complaints are analysed on a quarterly basis to look for common themes and trends and identify areas for improvement.

Due to the low number of complaints and the wide range of issues raised there tends to be a variation in the percentage of complaints upheld or part upheld. For example the three upheld complaints in July were in three different categories, none of which had been seen in May. The four upheld complaints in December 2019 were for four different service activities, again none of which had been seen in the previous month.

Where periods are missing (such as April 2020), this means that no complaints were received.

Target is set to provide a challenge to the service, and was reviewed in April 2020 and reduced to 25% to reflect current good performance.

| | | | |
|---------------------------------|--|---------------------------|---------------------------------|
| PI Code & Short Name | P:RTS034_6b.3 Total number of Roads and Transportation Complaints (Stage 1 and 2) received | PI Owner | zOPSHQ_PIAAdmin; Graeme Malcolm |
| Description | This performance indicator measures the total number of complaints received by Roads and Transportation Services each month. Performance is reviewed on a regular basis to ensure that there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers. | Traffic Light Icon | 🟢 |
| | | Current Value | 4 |
| | | Current Target | 20 |



Trend Chart Commentary:

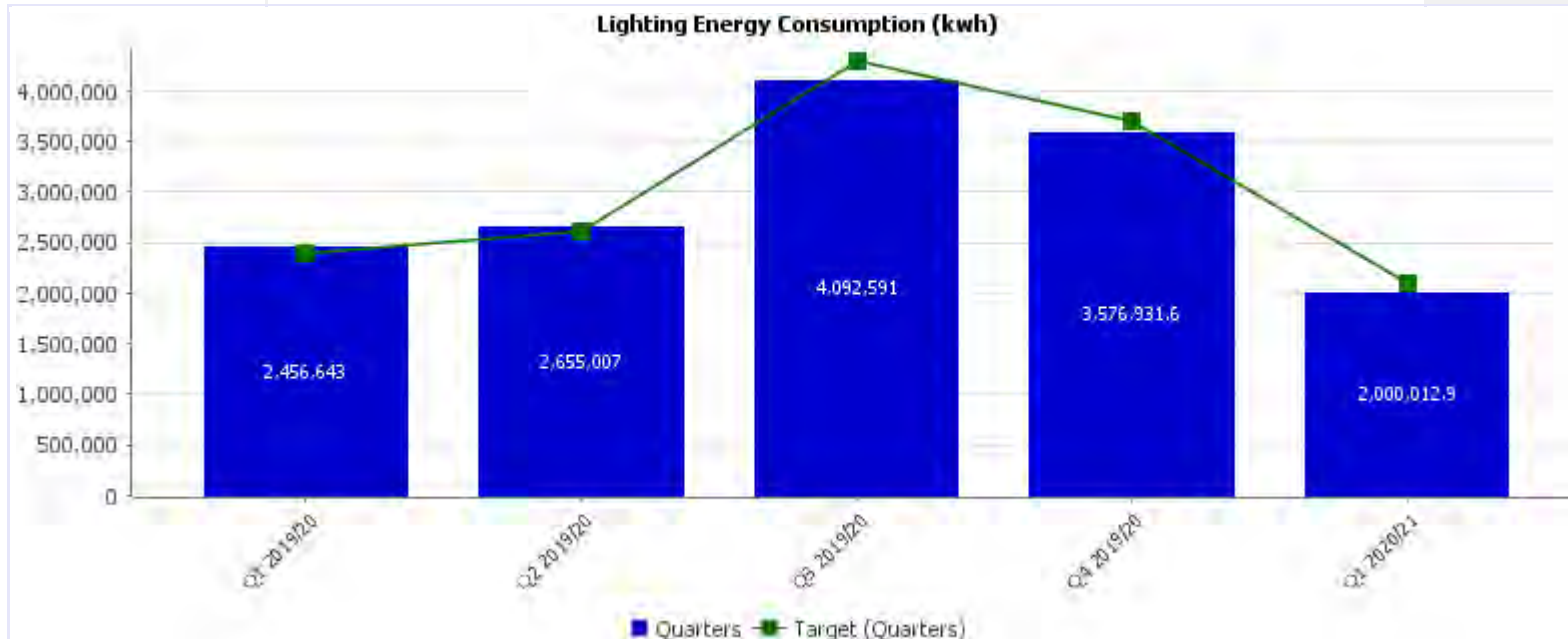
Where performance dips, this means that we have received more complaints than our target. The number of complaints which are actually upheld following investigation is very low.

We aim to provide the best service possible and where this falls below customers' expectations we use the corporate policy for dealing with any complaints in as efficient and effective manner as possible. All complaints are analysed on a quarterly basis to look for common theme, trends and identify areas for improvement.

We have been below our target figure for eleven of the last thirteen months.

Target reviewed in April 2020 and amended to 20 per month based on recent performance.

| | | | |
|---------------------------------|--|---------------------------|-----------------------------|
| PI Code & Short Name | P:RTS093_9b.2b Lighting Energy Consumption (kwh) | PI Owner | zSLS_PAdmin; Graeme Malcolm |
| Description | <p>This performance indicator measures the energy consumed in kilowatt hours (kWh) by all equipment maintained by the Lighting Section (unmetered supplies) which includes street lighting, signs, traffic signals, festive lighting and stair lighting.</p> <p>This indicator is part of the performance scorecard for the council's asset management strategy and will contribute to outcome 7 sustainability.</p> | Traffic Light Icon | ✓ |
| | | Current Value | 2,000,012.9 |
| | | Current Target | 2,100,000 |



Trend Chart Commentary:

The introduction of more energy efficient equipment is continuing to gradually reduce our energy consumption, despite asset growth, to a level which is meeting our target. This is being achieved through the LED replacement programme where existing light sources are being replaced with more energy efficient equipment. We will also continue to monitor illumination requirements.

From 2018/19 our target has been set in line with estimated reductions through the LED replacement programme.

*Targets for 2020/21 are:
Quarter 1 - 2,100,000*

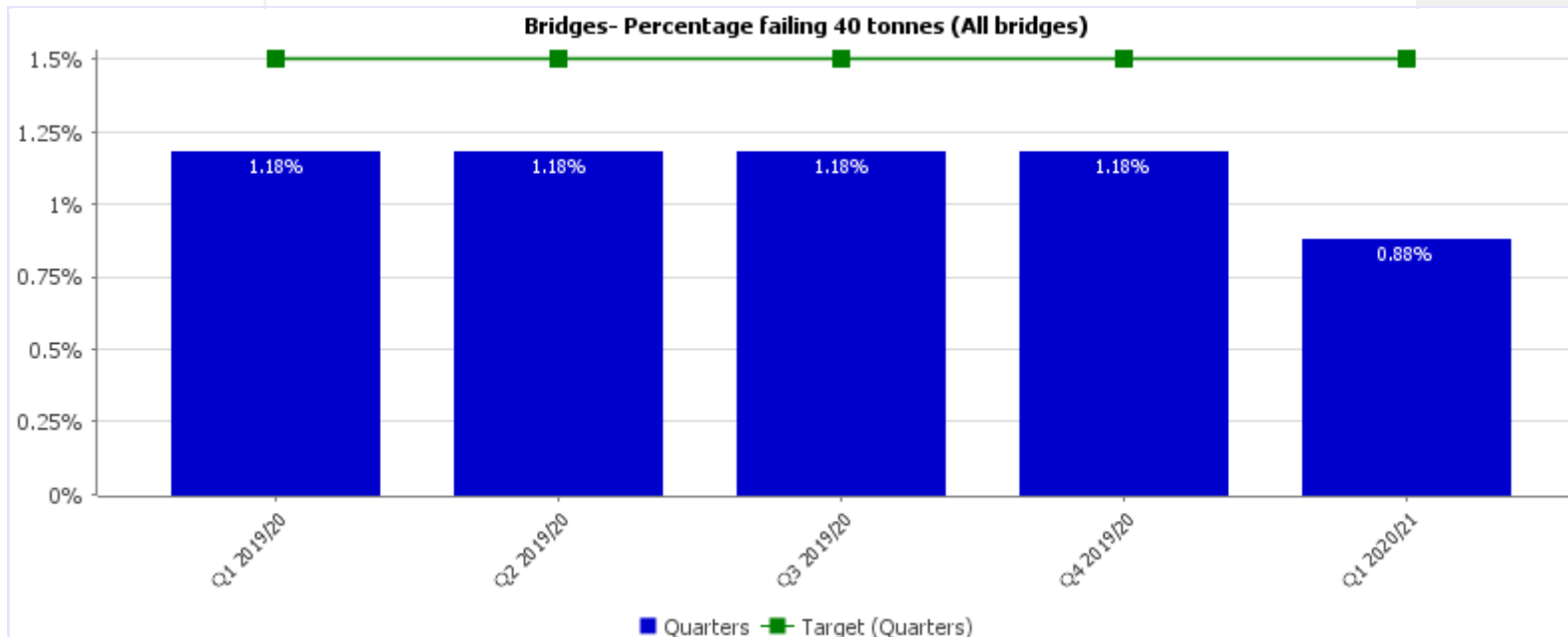
Quarter 2 - 2,400,000

Quarter 3 – 3,800,000

Quarter 4 - 3,300,000

2020/21 Total 11,600,000 kilowatt hours

| | | | |
|---------------------------------|---|---------------------------|-------------------------------|
| PI Code & Short Name | P:RTS103_9b.1a Bridges- Percentage failing 40 tonnes (All bridges) | PI Owner | zTRA_PIAadmin; Graeme Malcolm |
| Description | <p>This performance indicator is part of the performance scorecard for the council's asset management strategy and will contribute to outcome 3 suitability.</p> <p>Percentage of council and private bridges failing to meet European standard of 40 tonnes (not including those where the authority has secured a permanent satisfactory solution). This performance indicator ensures that we are monitoring any deterioration of bridges carrying the public road network (whether council owned or privately owned including Scottish Government, Scottish Canals and Network Rail).</p> | Traffic Light Icon | ✓ |
| | | Current Value | 0.88% |
| | | Current Target | 1.5% |



Trend Chart Commentary:

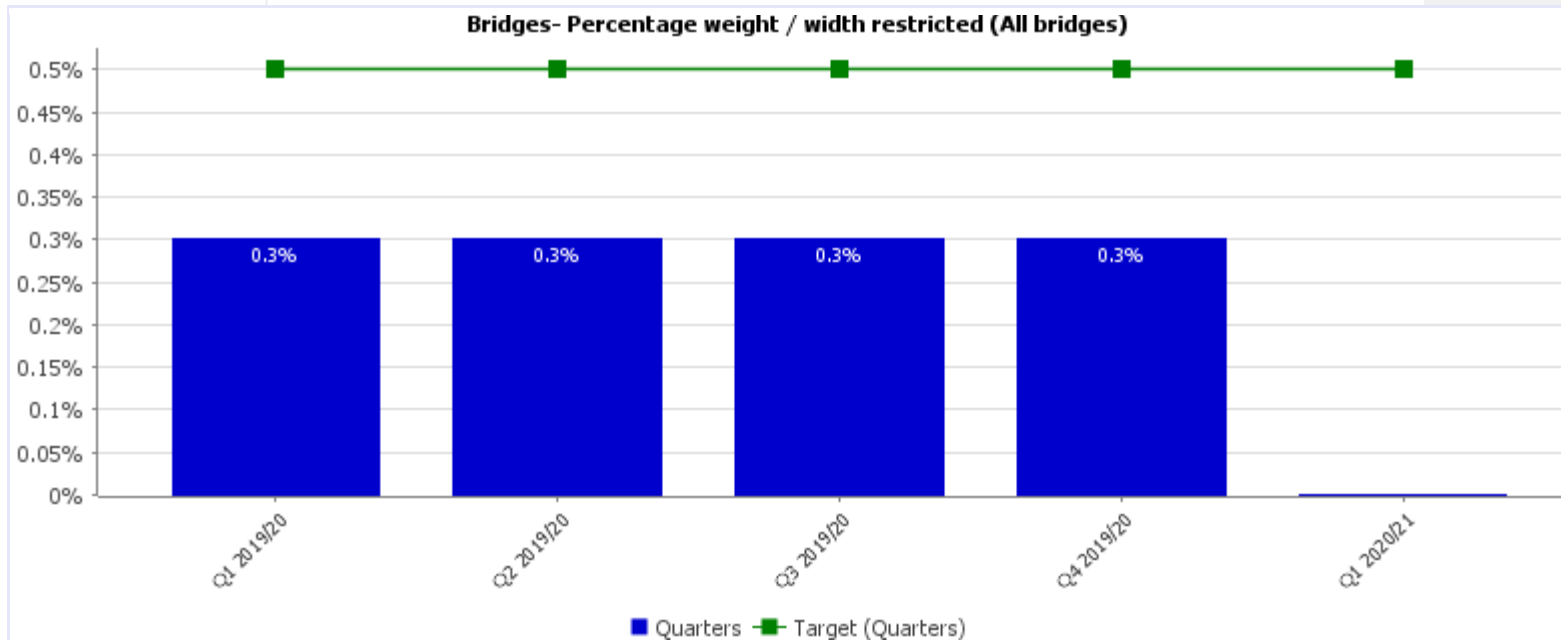
It is noted that this performance indicator relates to both private and council owned bridges. The reason that privately owned bridges are recorded is that, although not owned by the council, these still carry the council road network and are therefore important to road network availability. Privately owned bridges on the network include those owned by the Scottish Government (over M8 and M9 motorways), Network Rail (over railway lines) and Scottish Canals (over the Union Canal).

There are currently 3 of the 340 bridges (private and council owned) failing the European Standard of 40 tonnes. These bridges are: Kinnenhill Bridge (7.5 tonnes), Starlaw Bridge (7.5 tonnes on west edge) and Cobbinshaw Railway Bridge (25 tonnes). The Starlaw Bridge assessment failure is on the west edge beam only and this area is protected by a vehicle restraint system and there is therefore no requirement or intention to progress strengthening works. Cobbinshaw Railway Bridge is a Network Rail owned structure. It is planned to partially replace and strengthen

Kinnenhill Bridge but works have been delayed due to land ownership and access issues. Skolie Burn Bridge replacement works were completed in spring 2020 and longer fails the 40 tonne assessment.

From quarter 2 2020/21 the target has been set at 1% since the Skolie Burn bridge works have been completed .

| | | | |
|---------------------------------|--|---------------------------|-------------------------------|
| PI Code & Short Name | P:RTS106_9b.1a Bridges- Percentage weight / width restricted (All bridges) | PI Owner | zTRA_PIAadmin; Graeme Malcolm |
| Description | Percentage of bridges (council and private combined) with a weight or width restriction placed on them (not including those bridges where the authority has secured a permanent satisfactory solution). This performance indicator ensures that we are monitoring any reduction in accessibility to bridges. | Traffic Light Icon | 🟢 |
| | | Current Value | 0% |
| | | Current Target | 0.5% |

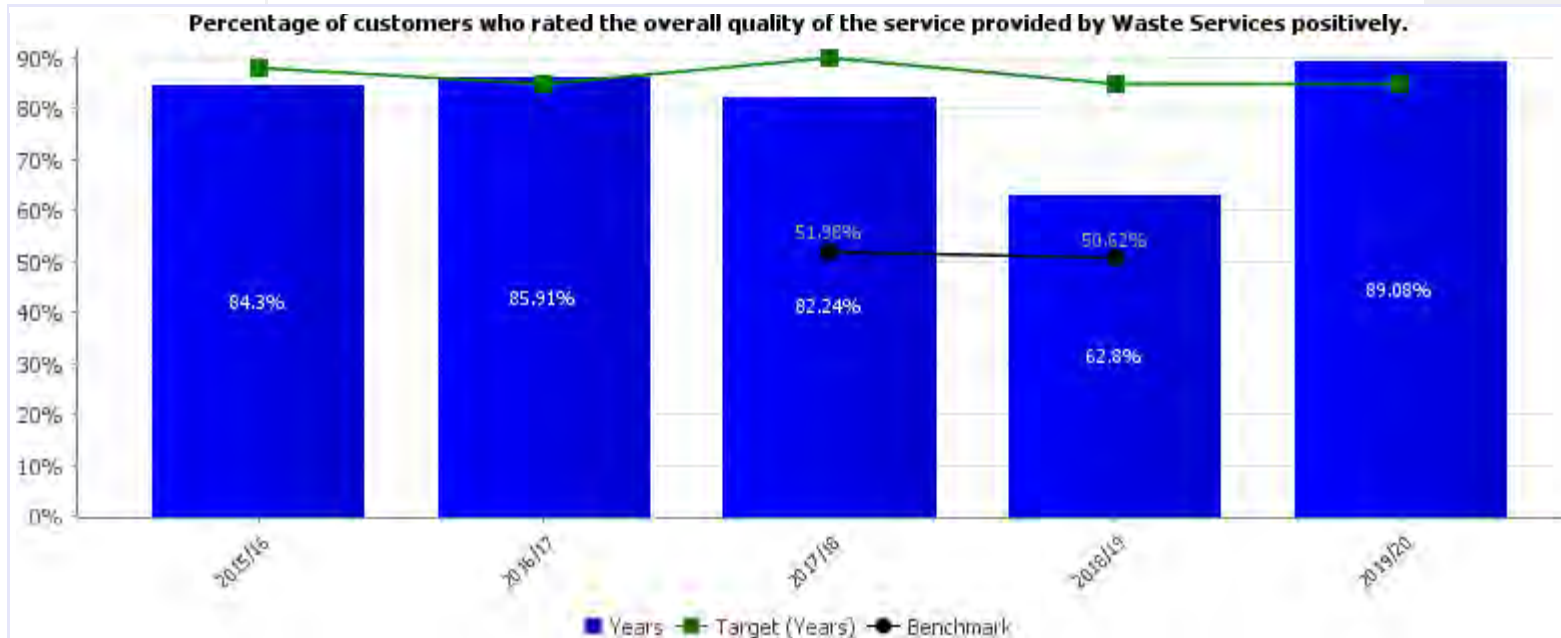


Trend Chart Commentary:

The number of bridges with weight / width restrictions has remained constant over the last 8 years, with 1 of the 340 bridges (private and council owned) having an unsatisfactory weight restriction. However, this figure changed to 0 in June 2020 with completion of replacement of Skolie Burn Bridge which was the only bridge with an unsatisfactory weight restriction. Note that there are three other bridges with weight restrictions but these are considered to be permanent satisfactory solutions and there are no plans to carry out strengthening or replacement works.

2020/21 target from quarter 2 is now set at 0% to maintain current position.

| | | | |
|---------------------------------|--|---------------------------|--------------------------------|
| PI Code & Short Name | P:WM007_6a.7 Percentage of customers who rated the overall quality of the service provided by Waste Services positively. | PI Owner | zWM_PIAAdmin; David Goodenough |
| Description | <p>The PI gives the service an indication of how customers view our complete service and allows us to monitor responses against our service standards.</p> <p>The figure was taken from the Annual Customer Survey carried out by Waste Services to the West Lothian Citizens Panel up to 2018/2019. From 2019/2020 onwards the survey has been undertaken face to face at Recycling Centres; online via issuing a link post transaction, via QR codes embedded in posters and documents issues as well as via a mass SMS government survey.</p> <p>Figure based on respondents who rated the service positively within the survey return.</p> | Traffic Light Icon | 🟢 |
| | | Current Value | 89.08% |
| | | Current Target | 85% |



Trend Chart Commentary:

The percentage of customers who rated the overall quality of our service as 'good' or 'excellent' increased in 2019/20 to 89.08%. In 2019/20 we changed our approach to customer surveys, including face-to-face surveys at recycling centres and using e-surveys. This increased the number of returns to 1,758 in 2019/20 from 88 in 2018/19.

The percentage of customers who rated the overall quality of our service as 'good' or 'excellent' decreased in 2018/19 to 62.8%, after having remained stable at between 82% and 86% for the previous four years.

The dip seen in 2018/19 is a combination of the issues faced by the collection service during the severe weather events at the start of the period and the perceptions of the proposed changes which were approved towards the end of the period. Following this period the recruitment into a more stable employee base, the completion of the line management restructure and process reviews have led to increases in performance.

We are keen to maintain our customer satisfaction levels at a high level and feedback from our customers is used to try and improve our services as much as possible and we will continue to work hard to provide a good service to the households of West Lothian.


We are keen to maintain our customer satisfaction levels at a high level and feedback from our customers is used to try and improve our services as much as possible and we will continue to work hard to provide a good service to the Households of West Lothian.

The 2018/19 Survey was distributed to 1,297 members of the West Lothian Citizens Panel in March 2019 with only 88 responses being received. The service explored alternative approaches to increase survey returns for 2019/20. There were direct surveys undertaken at Recycling Centres in November/December 2019 (356 responses) and the use of e-surveys which are sent to those who have ordered bins via the online system, QR code linked posters in CIS offices and libraries as well as the mass issue of the link to the survey to all customers who have engaged with the service via complaints in mid December 2019, enquiries or other interactions recorded within Confirm. This brought the total number of survey responses to 1,758 for the period, an increase of 1,670 versus the previous year.

The next survey period will be from 1st January 2020 to 31st December 2020.

The black line shows Operational Services average.

2020/21 target set at 92% to represent a reasonable increase in performance from a new baseline.

| | | | |
|---------------------------------|---|---------------------------|---|
| PI Code & Short Name | P:WM022_6b.3 Number of Waste Services Complaints (Stage 1) received | PI Owner | zWM_PIAAdmin; David Goodenough |
| Description | This performance indicator measures the total number of Stage 1 complaints received by Waste Services each month. Performance is reviewed on a regular basis to ensure that there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers. | Traffic Light Icon |  |
| | | Current Value | 66 |
| | | Current Target | 60 |



Trend Chart Commentary:


We aim to deal with all Stage one complaints within five working days. Where we miss this target this is down to the nature and complexity of the complaint meaning that it requires a significant amount of investigation to ensure that the customer is given the fairest possible outcome. The number of complaints which are actually upheld following investigation is low.

Complaint numbers tend to be higher in periods of bad weather and public holidays (such as January 2020) when it is more difficult to catch up on any missed bins.

The main cause of complaints is missed bins. Each complaint is analysed as part of the investigation and also included in a quarterly report which details the improvement actions identified.

We aim to provide the best service possible and where this falls below customers' expectations we have a corporate policy for dealing with any complaints in as efficient and effective manner as possible.

2020/21 monthly target set at 60 complaints to represent a reasonable target to return to following the issues caused by vehicle issues and public holidays this year, with alterations included to take account of weather related issues and increases in levels of interaction during public holiday periods.

| | | | |
|---------------------------------|---|---------------------------|---|
| PI Code & Short Name | P:WM023_6b.3 Number of Waste Services Complaints (Stage 2) received | PI Owner | zWM_PIAAdmin; David Goodenough |
| Description | This performance indicator measures the total number of Stage 2 complaints received by Waste Services each month. Performance is reviewed on a regular basis to ensure that there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers. | Traffic Light Icon |  |
| | | Current Value | 5 |
| | | Current Target | 2 |



Trend Chart Commentary:

We aim to deal with all Stage two complaints within 20 working days where we miss this target this is down to the nature and complexity of the complaint meaning that it requires a significant amount of investigation to ensure that the customer is given the fairest possible outcome. The number of complaints which are actually upheld following investigation is low.

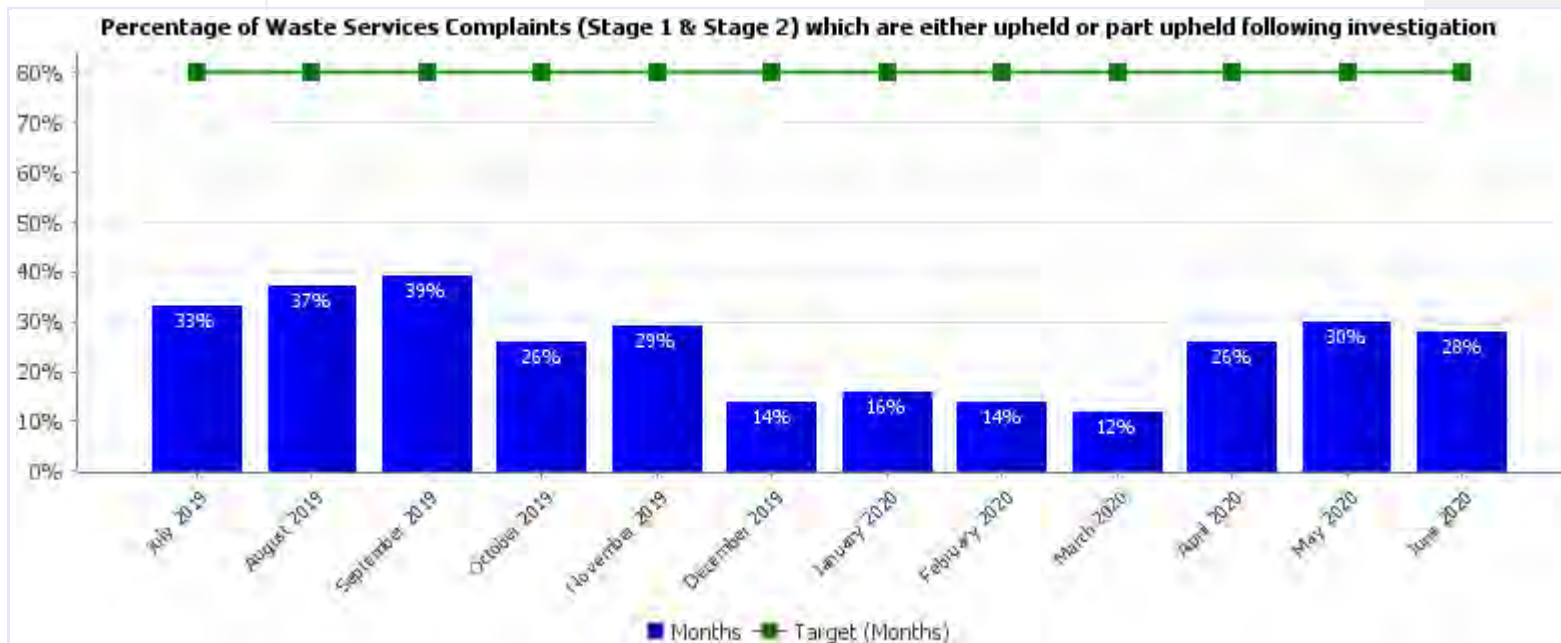
We aim to provide the best service possible and where this falls below customers' expectations we have a corporate policy for dealing with any complaints in as efficient and effective manner as possible.

The main cause of complaints is missed bins. Each complaint is analysed as part of the investigation and also included in a quarterly report which details the improvement actions identified. Current complaint numbers are generally showing a reduction when compared to 2019 and were at or below the target level between June and December 2019, however there was an increase

to 6 in January 2020. 1 of these was upheld and 2 part upheld, and relate to bins not being emptied. February 2020 showed a reduction to 4 complaints, only one of which was upheld. There was a further reduction in March 2020 to 2 complaints, neither of which was upheld.

2020/21 monthly target set at 2 complaints to represent a reasonable target to return to following the issues caused by severe weather and public holidays this year.

| | | | |
|---------------------------------|---|---------------------------|--------------------------------|
| PI Code & Short Name | P:WM024_6b.4 Percentage of Waste Services Complaints (Stage 1 & Stage 2) which are either upheld or part upheld following investigation | PI Owner | zWM_PIAAdmin; David Goodenough |
| Description | This performance indicator measures the overall percentage of closed complaints received by Waste Services that have been upheld or part upheld during each month. In each period, the total number of upheld and partially upheld complaints is divided by the total number of complaints closed to determine the overall percentage. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers. | Traffic Light Icon | 🟢 |
| | | Current Value | 28% |
| | | Current Target | 80% |



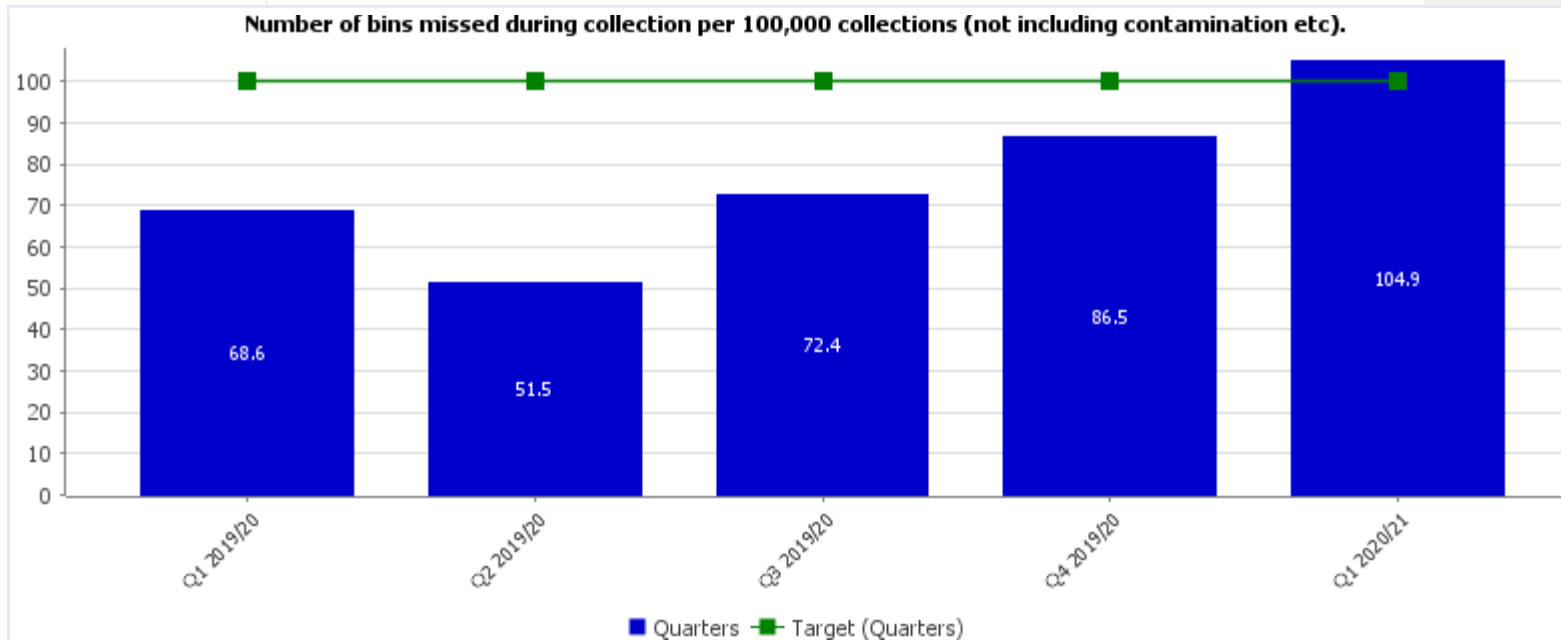
Trend Chart Commentary:

We aim to provide the best service possible and where this falls below customers' expectations we have a corporate policy for dealing with any complaints in as efficient and effective manner as possible.

Upheld and partially upheld complaint percentages have been below the target since June 2019.

2020/21 target kept at 80% to represent a reasonable target based on service interactions.

| | | | |
|---------------------------------|---|---------------------------|--------------------------------|
| PI Code & Short Name | P:WM089_9b.1c Number of bins missed during collection per 100,000 collections (not including contamination etc). | PI Owner | zWM_PIAAdmin; David Goodenough |
| Description | This Performance Indicator measures number of bins which have been presented on the correct day and missed during collection (per 100,000 collections). The figure does not include bins which have not been presented, were not lifted due to contamination or their lids not being closed | Traffic Light Icon | 🟢 |
| | | Current Value | 104.9 |
| | | Current Target | 100 |



Trend Chart Commentary:

The number of bins missed has risen compared to previous 4 quarters, mainly due to the effect on the service during COVID 19. Waste and Recycling trained additional staff from other services, to cover those self-isolating, to minimise the impact. The number of missed bins is 0.1% of all scheduled collections.

The numbers of missed bins rises when there are issues relating to public holiday issues (Quarter 4 2018/19) or bad weather, but is steadily below the target, and decreasing, when these factors are not involved.

Quarters 1 to 4 in 2019/20 show steady good performance below the target level for this indicator.

Quarter 1 2019/20 is lower than the same quarter in 2018/19. This is because the service had additional resources to cover the Easter period and there was no unseasonably bad weather

which occurred at that time last year.

The increase in Quarter 4 2019/20 was due to the seasonal increase in missed bins reported over the festive season and rescheduled collections.

As part of Transforming Your Council (TYC) efficiencies the previous separate weekly food waste only collection and 4 weekly green waste only brown services were replaced by fortnightly comingled food and garden waste collections on 30th September 2019. This will produce vehicle savings and allows all rural properties to recycle their food waste. This efficiency reduces the number of scheduled bin collections provided per quarter from 2.1 million per quarter to around 1.4 million across all its customers, as a result of the end of weekly food waste collections, even taking the increase in brown bin collections from 4 weekly to fortnightly into account.

Although fewer collections should result in proportionately fewer missed bins, if the majority of missed bins originate from grey and blue bins, then even if the number of missed bins remains steady compared to previous quarters, the reduced number of collections will affect the calculation of this indicator by increasing the 'Number of bins missed during collection per 100,000 collections',

The target for 2020/21 remains at 100 per quarter as this previously represented a reasonable average. However, this may need to be reviewed when the effect of the above changes has been determined.

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

TRANSFORMING YOUR COUNCIL: RECYCLING & WASTE SERVICES COLLECTION SECTION SHIFT CHANGES AND ROAD END COLLECTIONS

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To advise the Environment Policy Development Scrutiny Panel on the proposals for efficiency savings of £320,000 to be met from changing the current shift working arrangements within the collection section of Recycling & Waste Services and a further £76,000 from implementing the previously agreed policy for Road End Collections on private roads and narrow access areas to complement the £92,000 saving already achieved as a part of the revision of Overtime & Sickness Absence cover.

The proposed changes to shift patterns permit an increase in the utilisation of the vehicle assets whilst retaining the overall staffing complement and functional hours for service delivery over a 7 day period. The implementation of road end collections reduces the liability and financial cost of operating collections in these locations as well as improving efficiency through the use of standard collection vehicles. These savings were an approved budget measure following the Transforming Your Council (TYC) process and are phased for introduction in 2020/2021.

B. RECOMMENDATION

It is recommended that the Environment Policy Development Scrutiny Panel:

1. Notes the customer journey and changes within the service to date.
2. Notes proposals and the approach.
3. Notes the phasing impact due to the requirement to undertake requisite approvals, public and staff engagement for a wholesale change of the collection scheduling.
4. Agrees for a report to be submitted to the Council Executive for consideration given the public impact of the outlined savings proposals.

C. SUMMARY OF IMPLICATIONS

| | |
|---|--|
| I Council Values | <ul style="list-style-type: none">• Focusing on customer needs• Being honest, open and accountable• Making best use of our resources |
| II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | The proposal to change the collection shift patterns does not have any direct policy, legal or equalities issues. This type of service is in place within a number of other Scottish Local |

Authorities and recognition of areas which may be harder to access at weekends is considered when building routes.

The proposal to reintroduce road end collections has no direct legal or environmental issues. It clearly impacts those on private roads or narrow access areas, however the relocation of the containers does not adversely impact any health issues and lowers the risk of damage to property and council assets.

| | | |
|-------------|---|---|
| III | Implications for Scheme of Delegations to Officers | None. |
| IV | Impact on performance and performance Indicators | Decrease in the cost of collection per household due to the reduction of vehicles required to perform the collection service. |
| V | Relevance to Single Outcome Agreement | SOA 8 – We make the most efficient and effective use of resources by minimising our impact on the built and natural environment. |
| VI | Resources - (Financial, Staffing and Property) | Due to the requirement to work over a 7 day period on rotating/alternating shifts there is a potential for an increase in staffing costs due to the level of shift allowance attracted by the potential patterns required to deliver the reduction in vehicle numbers. Significant reductions in vehicle operating costs are realised through the introduction of these proposals, which generate the approved saving. |
| VII | Consideration at PDSP | Environment PDSP Report 30 th October 2018: Recycling & Waste Services – Service Review |
| VIII | Other consultations | Financial Management Unit Transforming Your Council public consultation Full Council – Budget Setting 28 th February 2020 |

D. TERMS OF REPORT

D.1 INTRODUCTION

D1.1 Our journey

Recycling & Waste Services customers have seen significant changes to their collection service and recycling services over the past 7 years. The service has had to introduce changes in order to comply with legislation, such as the Waste (Scotland) Regulations 2012, and in order to deliver operational savings through the Delivering Better Outcomes and Transforming Your Council process.

Customers have experienced changes to their service from the original paper and card collections through to the introduction of the alternate weekly service via the blue bin, in 2004. The introduction of brown bin recycling in 2005 and in 2013 the start of the Food Waste Collection Service introduced further streams from which the separation of recyclable materials could be achieved. This culminated in 2014 with the full roll out of the Food Waste Collection Service and the acceptance of additional materials within the blue recycling bin. In 2016 the service then optimised all collection routes, which involved day changes for the majority of residents and introduced a smaller 140 litre residual waste bin. In 2017/2018 changes occurred at the recycling centres through the introduction of reduced, seasonal, hours across the sites followed in 2019 by a further reduction of 3/5ths of the opening hours across the remaining 5 sites. External commercial waste collections were also stopped in 2019 and towards the end of the year householders were moved onto the Food & Garden co-mingled service which saw around 80,000 households having their original Brown Bin or Food collection days changed at the time of service introduction. In 2020 the service have increased the opening hours of the Recycling Centres, following a budget motion in February 2020, and have prepared for the introduction of the measures detailed in this paper. The impact on these service introductions on the recycling rate is highlighted in the following table.

| Year | Change introduced | Recycling Rate |
|------------------|--|----------------|
| 2000/2001 | Baseline | 4.0% |
| 2004/2005 | Phased roll out of Blue & Brown Bins | 17.9% |
| 2005/2006 | Further roll out of Blue & Brown Bins | 27.0% |
| 2008/2009 | Full coverage of Blue & Brown Bins | 41.8% |
| 2013 | Food Waste (design phase) | 44.3% |
| 2014 | Food Waste (partial roll out) | 45.4% |
| 2016 | 140l Bin Roll (partial roll out) | 48.5% |
| 2017 | Full roll out of 140l bins New residual treatment contract | 61.3% |
| 2018 | Stable household service | 65.2% |
| 2019 | Removal of commercial services Introduction of Food & Garden Collections Reduction in Recycling Centre hours | ~60%* |
| 2020 | Recycling Centre hours increase Shift working changes in Collection Road End Collections | - |

*estimated figure including drop in performance due to increased levels of material no longer accepted for recycling, by external markets, via the blue bin and grey bin processing.

The changes planned for shift working will affect all householders in West Lothian and the reintroduction of road end collections will affect around 977 properties identified across the council area.

The shift working proposal contained within this paper will result in householders collection days changing as the working day moves from a 7 hour day to a longer day, across 7 days per week. With the changes affecting all three collection streams it would be more than likely that the majority of the 81,488 households served would see a change in collection day for at least one of their containers.

Road end collections affect around 977 households across West Lothian but due to the nature of the change being made each property is dealt with on an individual basis following a site assessment and would be phased to match any changes to routes as a part of shift pattern changes. 444 properties are already on road end collections, 72 can be accessed by a standard collection vehicle and 145 have been added to the narrow access vehicle, taking it to capacity.

D1.2 The next steps

In the proposals agreed through the council's budget setting process on February 13th 2018 the Recycling & Waste – Service Review incorporated a total proposed saving of £1,461,000 which was scheduled for delivery as shown below across 2019/2020 and 2020/2021.

Through the budget setting process in February 2020, the saving relating to the Blue Bin Options was formally moved to take account of the timelines for the implementation of the Deposit Return Scheme for Scotland. The New Ways of Working saving was adjusted to commence from the 1st October 2020 to take account of the timescales for implementation, however the service was still tasked with delivering the remaining savings as detailed in the following table along with their current status:

| Workstream | Approved Saving | Original Implementation Date | February 2020 Budget Update | Current status |
|---|-----------------|------------------------------|---|--|
| Revised Blue Bin Options | £973,000 | 1 st April 2019 | Delayed until 1 st April 2022 to recognise the National Deposit Return Scheme (DRS) impact | Market and DRS impacts being modelled |
| New Ways of Working within the Collection Service | £320,000 | 1 st April 2020 | Rephased to 1 st October 2020 | Indicative public facing start 1 st February 2021 |
| Road End Collections | £76,000 | 1 st April 2020 | Rephased to 1 st October 2020 | Timed to match the saving above |
| Reduction in Overtime & Absence Cover | £92,000 | 1 st April 2020 | Completed | N/A |

This paper is concerned with New Ways of Working within the Collection Service and the implementations of Road End Collections as the other two elements have been rephased or completed.

D1.3 New Ways of Working within the Collection Service

The use of 7 day working, in order to improve utilisation and efficiency, is in place within: East Dunbartonshire, Glasgow City, North Lanarkshire, Perth & Kinross, Renfrewshire and Stirling Council. Of these authorities three use a rotating 4 on 4 off pattern, two use a 7 over 14 pattern and one use a fixed shift approach. The use of 7 day working allows routes to be planned to ensure that areas where accessibility may be an issue at the weekend, such as new build housing developments, are collected during the week with more rural and easily accessible areas collected at the weekend.

The proposal to move to a 7 day working pattern allows the service to reduce the number of frontline vehicles that it requires whilst ensuring sufficient coverage for collection operations and cover vehicles for servicing and repair. The vehicle assets are therefore utilised more efficiently whilst retaining the employee numbers required to undertake statutory collections as they are at present.

The Transforming Your Council proposal has always been based upon moving to a shift pattern to provide 7 day a week coverage and allowing a significant reduction in vehicle numbers to deliver the proposed saving. The pattern and approach were noted in the service restructure business case of January 2014 and as part of a Delivering Better Outcomes related saving proposals the following year, which at the time was rephased due to view that the original proposal was a “terms and conditions” change rather than a straight working pattern change. The original proposal involved the use of three fixed shifts with contractual overtime which brought the daily working hours up to a level that allows for two full tips of the recyclable materials, which is more efficient for routing and bulking of materials.

The original proposal, in line with the approach across the majority of Scottish Local Authorities, and private sector organisation, involved no weekend enhancement for staff who worked the Friday to Monday shift. However, advice provided from HR has noted that the weekend enhancements would continue to be required due to the fact that the council has not yet harmonised former Manual Worker and former APT&C staff pay enhancements and allowances as set out in Appendices 1 and 2 of Part 3 of the National Agreement on Pay and Conditions of Service ('Red Book'), the additional cost from the provision of contractual overtime and weekend enhancements is £284,690 which reduces the overall saving as proposed down to £96,870, well below the approved target level of £320,000.

In order to deliver the savings level required an alternative shift pattern has been proposed to the staff members affected which involves working the same pattern as the Recycling & Waste Disposal Section. This pattern is: 4 days on, 5 days off, 5 days on, 4 days off. This attracts a 12.5% shift allowance, which would see employees gain, in salary terms, from their current pattern which attracts a 7.5% allowance. This also still delivers the 7 day working desired along with the more efficient longer working day, without the need for contractual overtime to do this. Additionally by virtue of working a shift pattern, this approach would provide the confirmation that there is a requirement to work on public holidays and cover days that fall within an employees designated pattern. This approach delivers the approved saving and the details of the workings regarding this and the pattern are explained in section D.2.

D1.4 Implementing the road end collection policy

Implementing the previously approved road end collection policy will enable the council to standardise collections onto 26 Tonne refuse collection vehicles and improve the efficiency and reliability of collections by removing the need to access unadopted and private roads. This enables a reduction of 1 vehicle and its associated crew from frontline operations which delivers the saving required. Every location is unique and has required a review to be undertaken to determine the best presentation location for access by the council collection staff and for the householder.

D.2 PROPOSAL COSTINGS

D.2.1 New Ways of Working within the Collection Service

The proposal sees a reduction in the number of frontline 26 Tonne refuse collection vehicles through the changing of working patterns to increase asset utilisation. The saving is made through the removal of lease charges and maintenance costs (£28,150 and £19,545, respectively, per vehicle) totals £47,695 per vehicle.

This vehicle saving is offset by an increase in staffing costs to take account of the change to shift allowance payable.

Costings were based on 2019/20 salary costs, with National Insurance contributions, Superannuation, contractual overtime based on the current rate of a 1.5 x and the weekend enhancement as per current arrangements.

In summary:

The proposal sees the additional cost from the payment of a shift allowance of 12.5% which equates to £154,112 netted off against a reduction of 10 vehicles due to the two shift alternating pattern.

This would deliver a Net saving of £322,838.

The financial impact on staff would be a positive one as the shift allowance payable would increase from the current 7.5% up to 12.5%.

There are also one off costs associated with such a proposed change. The requirement to issue calendars and undertake the standard engagement process for a major service change incurs a cost of £45,000 for printed calendars, £10,000 for on line look up system amendments and around £4,000 for newspaper and other advertisements, totalling £59,000.

D.2.2 Implementing the road end collection policy

In order to deliver the approved saving of £76,000 it is necessary to reduce the staffing complement by 1x Band E and 2x Band C operatives along with removing one of the small refuse collection vehicles from the fleet, which were dedicated to undertaking road end collections.

This reduction in resource is offset by the changes already made to Overtime & Sickness cover which removed seasonal working requirements and increased the overall staffing complement by 2x Band E and 2 x Band C operatives. The net affect of this is that there was an increase of 1x Band E permanent staffing positions, whilst delivering the staffing element of the saving.

In order to fully achieve the saving on a recurring basis the vehicle also has to be removed from the establishment and the collection points for properties on unadopted and private roads moved back to the road end, following assessment, in line with the previously approved Private Road Collection Policy within the Customer Service Standards, shown in Appendix 4 of this report.

D.3 STEPS TO IMPLEMENTATION

D3.1 Implementation plan

Due to the shift pattern changes being tied directly to proposed public facing service changes the lead time is worked back from the day of public change incorporating the political, operational and communication steps required along with the required staff consultation timelines. The changes being proposed will affect all 81,488 households in West Lothian and

the over 6.4 million household collections that will be undertaken per year. The route planning exercise for the delivery of such a change required a significant amount of input from both the frontline operatives and the use of our routing system, WebAspx, to build and test the new routes prior to initiating the calendar printing and distribution process that will inform the public of the changes, along with the associated press and media releases in advance of the change happening.

The following table sets out the key high level activities required to implement the service on a timeline that is achievable provided the appropriate political and staffing approvals are achieved. The timeline is in keeping with those used for the 140 litre grey bin change and the implementation of the Food & Garden service but incorporates the requisite periods for staff consultation as this will require a change of working hours, patterns and pay.

| Activity | Date |
|---|---------------------------------|
| Routing Activity Start | December 2019 |
| EMT (principles of new system, working pattern and service) | February 2020 |
| Routing Activity End | July 2020 |
| Start of staff engagement period (formal engagement with Trade Union and staff) | 18 th August 2020 |
| Presentation to Environment PDSP | 15 th September 2020 |
| Seek Agreement to Progress at Council Exec | 5 th October 2020 |
| Staffing implementation deadline (notification of new working patterns, 12 weeks) | 6 th November 2020 |
| Calendars finalised, printed and collated | December 2020 |
| Calendars issued | Late January 2021 |
| Start of new collection days | 1 st February 2021 |

*this timeline is dependant on staff agreeing to the proposed change to shift patterns

D3.2 Public facing changes

The proposed changes, whilst affecting every customer, would see the same frequency and material types collected, the only change being that the designated collection day could be on any day of the week. For example, this would mean that if the collection day for Blue/Grey was Tuesday and Brown was Sunday, the bins would always be picked up on these days following the collection frequency of every two weeks. The collection window in a given day would also be extended to match the longer operational hours. Additionally, it should be noted that the material mix within the containers would not be changing as a result of this proposal.

If the proposals are accepted public engagement into the changes would take the form of an initial focus group on the impacts and suggestions relating to 7 day working and collections occurring throughout the entire week. This is proposed to be undertaken via a group from the Tenants Panel, the Access Forum and a wider group of residents, in order to help inform the implementation process.

Following this external engagement and consultation exercise the standard approach of notifying the public of changes to collection services would be undertaken, as occurred with changes to Food & Garden collections. This would include: print media, social media, website and directly via calendars to each household.

With respect to Road End Collections the approach taken to engage with the public will need to focus on individual communication and engagement as the properties affected are spread across the local authority area. This engagement would take the form of an initial letter to

the properties which would be affected, detailing the changes planned and the background to the decision taken with contact options for discussing the matter with officers. This would then be formally followed up with a letter detailing the collection location, the start date of collections from this new location and the collection calendar for the property. There would be an option to put out a wider message via social media, however this has the risk of being misconstrued by residents not affected by the change and could raise concerns with them.

D3.3 Staffing related changes

In terms of staffing related changes and impacts the most significant impact is the change of working pattern for all of the collection related staff, however there would also be further impacts on enabler services to ensure this frontline service can operate effectively.

Formal engagement with the Trade Union Representatives was undertaken on the 18th August to present the proposed shift pattern and agree the engagement process with the staff directly affected. Presentations were given to all staff members, in person for those at work and electronically to those who were absent, during the week of the 24th August with the proposals posted on depot noticeboards on 28th August. Following this service engagement, the Trade Union Representatives then discussed the proposals with their members during the following week.

The initial feedback from the engagement process, during the briefings, was that the proposed pattern suited some but not others. As with any working pattern proposal the change to the current pattern will fit with the individual life situation of some better than others. The same is true of the current pattern. Employees were asked to take time to reflect on the proposal and discuss the matter with their household, and those that they may have caring responsibilities for, before feeding back through their Trade Union or service management staff. The Trade Unions put the proposal to their members on the 2nd September with feedback and a formal response back to the service expected in the week commencing the 7th September.

The service proposal change from the current pattern would see employees attracting a higher shift allowance than the current 7.5% level, however, it would mean that all employees would have to work two out of every four weekends. In order to implement the formal change to working hours appropriate engagement is required, well in advance of the public facing change, and a 12 week notification period given, in keeping with other significant working pattern changes implemented within the council. Recent examples such as the unrest caused in Angus when implementing shift pattern changes suggest that this is the most critical part of the entire process and that clear and concise information needs to be provided to staff members at all stages in the process right through to implementation. This process requires HR support throughout and would follow the Managing Workforce Change Process. Additionally, the process of moving contracts to a new pattern, which attracts a shift allowance, enables the service to confirm that due to an allowance being payable employees are required to work on any public holidays which fall within their shift pattern. This removes the need to request volunteers on overtime during public holiday periods which placed a significant unbudgeted pressure on the service. The timeline for these processes are shown in Appendix 2 of this report.

E. CONCLUSION

The proposed measures will enable the service to meet the approved savings target set under Transforming Your Council of £320,000 through improving the utilisation of the existing vehicle fleet and £76,000 through the implementation of the previously approved road end collection policy. The measures are in keeping with those implemented in other Scottish

Local Authorities. The key to delivering the largest portion of the approved savings is the change to working patterns for the existing workforce and this requires open discussion and engagement with the groups affected through the Managing Organisational Change process. With regards to road end collections the challenge is around implementing a policy which, whilst in keeping with those of other Scottish Local Authorities, results in customers containers being placed at a point that is potentially less convenient. Provided political approval and staffing agreement can be reached within the timelines set out in section D.3. the saving can be delivered from the 1st February 2021 which avoids any school or public holidays as well as providing ample time for engagement and awareness raising with the public.

F. BACKGROUND REFERENCES

Environment PDSP Report 29th October 2015: Sustainable Collection Service

Environment PDSP Report 30th October 2018: Recycling & Waste Services – Service Review

Council Executive Report of 13th November 2018: Recycling & Waste Services – Service Review

Full Council Report 13th February 2018: Revenue Budget

Full Council Report 28^h February 2020: Revenue Budget

Appendices/Attachments:

Appendix 1: Illustrated example work pattern

Appendix 2: Managing Workforce Change timeline

Appendix 3: Work pattern example details

Appendix 4: Private Road Collection Service Standards

Appendix 5: Rural Road End Survey Data

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Jim Jack
Head of Operational Services
15 September 2020

Appendix 1:- Illustrated example work pattern

The pattern illustrated in calendar format.

4 days on, 5 days off, 5 days on, 4 days off, 5 days on, 5 days off (2 weekends on shift, then 2 weekends off shift)

10 hour and 17 minute working day

0700 to 1747 with a 30 minute lunch break

| Day | Shift A | Shift B |
|-----------|---------|---------|
| Monday | ON | |
| Tuesday | ON | |
| Wednesday | ON | |
| Thursday | ON | |
| Friday | | ON |
| Saturday | | ON |
| Sunday | | ON |
| Monday | | ON |
| Tuesday | | ON |
| Wednesday | ON | |
| Thursday | ON | |
| Friday | ON | |
| Saturday | ON | |
| Sunday | ON | |
| Monday | | ON |
| Tuesday | | ON |
| Wednesday | | ON |
| Thursday | | ON |
| Friday | ON | |
| Saturday | ON | |
| Sunday | ON | |
| Monday | ON | |
| Tuesday | ON | |
| Wednesday | | ON |
| Thursday | | ON |
| Friday | | ON |
| Saturday | | ON |
| Sunday | | ON |

Appendix 2: - Managing Workforce Change timeline

ANTICIPATED TIMESCALES

| Stage | Milestone | Start Date | End Date | Comments |
|-------|---|-------------------------------|--------------------------------------|--|
| 1 | Trade Union Consultation | 18 th August | 18 th August (2 weeks) | Presentation of proposals at formal meeting following Labour Group meeting discussions. |
| 2 | Open Employee Engagement | 24 th August | 5 th October | Shift pattern document and proposed implementation plan will be made available to staff for consideration and feedback before the implementation plan is confirmed in Stage 3. |
| 3 | Confirm implementation plan | 20 th October | 20 th October | |
| 4 | Internal selection onto the appropriate shift undertaken | Early November | Early November | Selection process if over subscription onto a particular shift. |
| 5 | Issuing of notice to move to new working pattern from 1 st February 2021 | 6 th November 2020 | 6 th November 2020 | Issuing of notice to change working pattern from 1 st February 2021 issued 12 weeks in advance of the physical change. |
| 6 | New Work Pattern Commences | 1 st February 2021 | 1 st February 2021 | Contractual obligation on new working pattern commences. |

Appendix 3: - Shift Pattern Comparison

The paper proposes the delivery of savings through increasing the utilisation of the vehicle assets whilst maintaining staffing levels. Ultimately the number of containers that can be collected is determined by the actual amount of staffing resource available and the time that this resource physically spends actively collecting containers, as opposed to traveling to and from tipping locations. In order to reduce the 'downtime' caused tipping the council constructed the Transfer Station part of the Whitehill Service Centre, which gives the service the option of tipping directly at the processor or at Whitehill, whichever is the most efficient.

Current position

The staffing pattern is shown in the following table.

| Crews | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total Hours |
|-----------|-----------|-----------|-----------|-----------|-----------|------------|--------|-------------|
| All staff | 0700-1430 | 0700-1430 | 0700-1430 | 0700-1430 | 0700-1330 | 0700-1100* | - | 36** |

* every second Saturday, ** over a two week period

This pattern attracts a shift allowance of 7.5%. The pattern is the same week in, week out with alternating Saturdays on.

The current number of crews and vehicles actively taking part in collection operations are detailed in the table below.

| Collection Stream | Crews | Vehicles | Vehicle Operating Hours per week | Vehicle Utilisation |
|-------------------|-------|----------|----------------------------------|---------------------|
| Grey | 9 | 9 | 324 | 21% |
| Blue | 9 | 9 | 324 | 21% |
| Brown/Food | 8 | 8 | 288 | 21% |
| Total | 26 | 26 | 936 | 21% |

West Lothian Disposal Section Pattern (4 on, 5 off, 5 on, 4 off, 5 on, 5 off) with collection hours

The staffing pattern is shown in the following table.

| Day | Shift A | Shift B |
|-----------|-------------|-------------|
| Monday | 0700 – 1747 | |
| Tuesday | 0700 – 1747 | |
| Wednesday | 0700 – 1747 | |
| Thursday | 0700 – 1747 | |
| Friday | | 0700 – 1747 |
| Saturday | | 0700 – 1747 |
| Sunday | | 0700 – 1747 |
| Monday | | 0700 – 1747 |
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| Saturday | 0700 – 1747 | |
| Sunday | 0700 – 1747 | |
| Monday | 0700 – 1747 | |
| Tuesday | 0700 – 1747 | |
| Wednesday | | 0700 – 1747 |
| Thursday | | 0700 – 1747 |
| Friday | | 0700 – 1747 |
| Saturday | | 0700 – 1747 |
| Sunday | | 0700 – 1747 |

*included 30 minute unpaid lunchbreak

This pattern would attract 12.5% shift allowance payments. The pattern rotates on a 4 weekly basis with 2 full weekends off in any 4 week period.

The implications on vehicle utilisation are shown in the following table.

| Collection Stream | Crews | Vehicles | Hours per week | Vehicle Utilisation |
|-------------------|-------|----------|----------------|---------------------|
| Grey/Blue | 18 | 10 | 648 | 39% |
| Brown/Food | 8 | 6 | 288 | 29% |
| Total | 26 | 16 | 936 | 35% |

There is a reduction of 10 frontline vehicles from the current position.

Appendix 4: - Private Road Collection Policy (Approved Customer Service Standards)

The council will provide kerbside refuse/recycling collections to properties located on a private road, only if all of the following conditions are met:

1. the private road serves a settlement, or settlements, rather than sporadic individual properties (as a guide, a settlement is a grouping of six or more properties);
2. there is sufficient turning space for a refuse collection vehicle at the road end (i.e. a turning circle, t- junction or hammerhead), or if the vehicle can enter/exit the road by other safe means;
3. the condition of the road surface is acceptable for a refuse collection vehicle to access;
4. sufficient and safe access for the refuse collection vehicle is maintained (i.e. absence of overhanging branches / over grown bushes acceptable surface condition etc).
5. the owner of the private road agrees to indemnify the council (through a signed waiver) against any damage caused from reasonable use of the road by a refuse collection vehicle;
6. any bridges or other structures along the private road are certified by a competent person to be safe and meet West Lothian Council health & safety requirements. It is the responsibility of the owner(s) of the road to demonstrate the safety of these structures;

[Any locations suitability will be determined by the Recycling & Waste Services Manager, in discussion with the Roads & Transportation Services Manager]

As an exception to Condition 1, the council may choose to service properties on a private road, if the use of the private road provides operational advantages to the Council (i.e. a private road that connects two public roads or the use of a private road avoids vehicles stopping on hazardous stretches of public roads). Conditions 2-5 must still be met.

Appendix 5: - Rural Road End Survey Data

The service has undertaken preliminary assessments across the 1,562 locations which are currently accessed using the smaller 18 Tonne vehicle. Within these locations there are a total of 1,638 properties split across the wards as shown in the following table:

| Ward | Number of Rural properties |
|---------------------------------|----------------------------|
| Armadale and Blackridge | 112 |
| Bathgate | 81 |
| Broxburn Uphall and Winchburgh | 255 |
| East Livingston and East Calder | 313 |
| Fauldhouse and Breich Valley | 339 |
| Linlithgow | 360 |
| Livingston North | 10 |
| Livingston South | 29 |
| Whitburn and Blackburn | 139 |
| Grand Total | 1638 |

When carrying out the assessments the service has created three categories into which each location has been placed.

A categorisation of **Green** means that the property will just require a letter notifying the owner of the new collection location and that there is no groundwork or issues for presentation and collection noted.

A categorisation of **Amber** means that the property will need minor alterations to the presentation location or access arrangements.

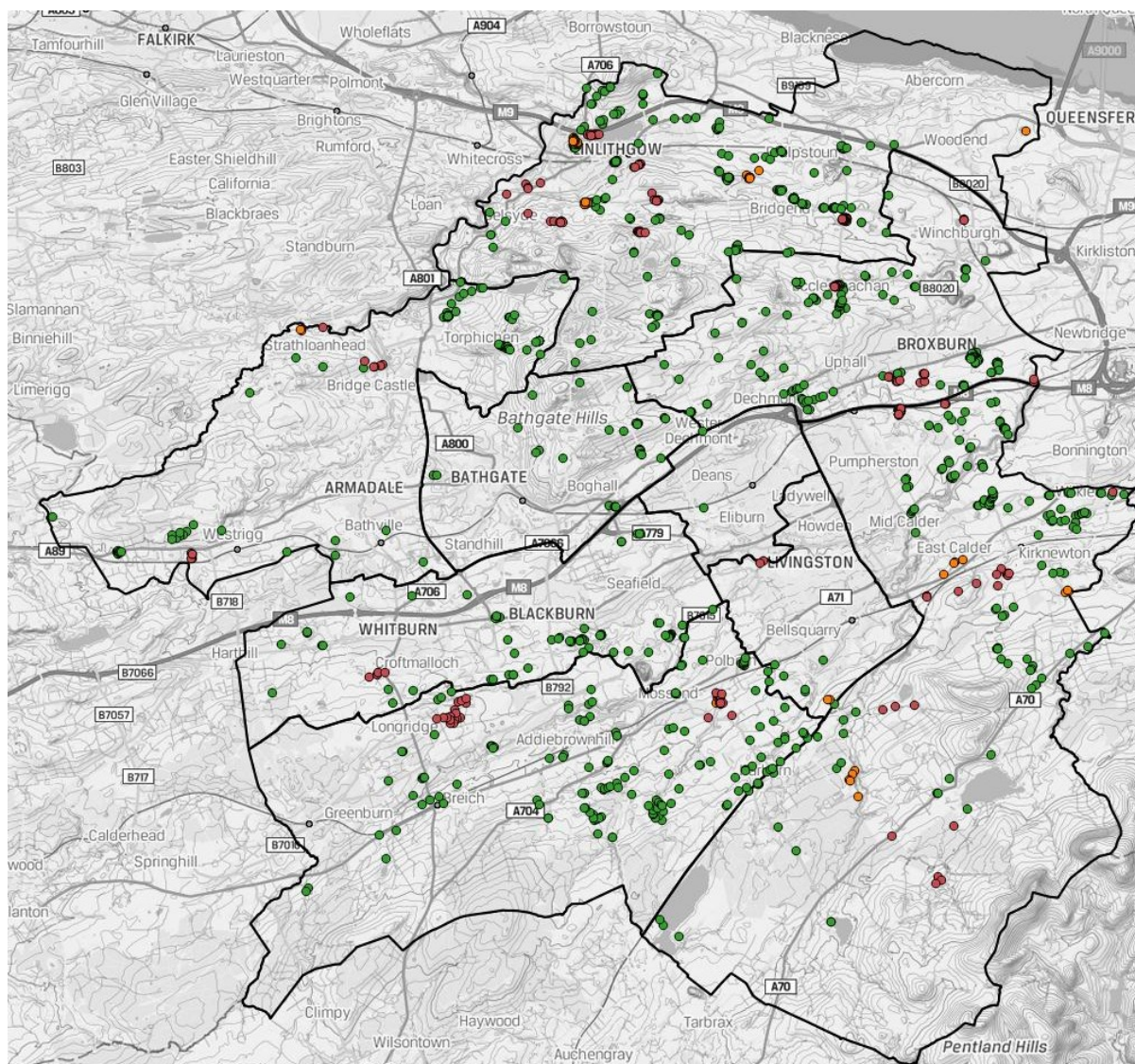
A categorisation of **Red** means that the presentation location will require groundwork or adjustment to enable a collection to be made at the road end, in the majority of cases these have been included in the remaining narrow access vehicle, taking it to capacity.

Additionally each location was also assessed to determine if a 26 Tonne, standard Refuse Collection Vehicle could access the property if a road end collection could not be put into place.

The following table shows the split of rural properties into Red, Amber, Green and Not applicable (where the property is already on a road end or main road collection).

| Assessment Category | Number properties | Accessible by 26 Tonne (standard vehicle) |
|--------------------------------|-------------------|---|
| Red | 210 | 65 |
| Amber | 136 | 7 |
| Green | 848 | n/a |
| Already on Road End Collection | 444 | n/a |
| Total | 1,638 | |

Map showing the spread of rural properties and colour coding following assessment



Environment Policy, Development and Scrutiny Panel

Workplan 2020/2021

| | | | | | |
|----|---|---|----------------|---|-----|
| 1. | Update on Linlithgow Loch improvements | To provide an update report on various issues in and around Linlithgow Loch arising from the Loch Management Plan. Report to be submitted to the PDSP in 15 September 2020 | Chris Alcorn | 15 September 2020 <i>Report c/fwd from 31 March 2020</i> | No |
| 2. | Cycling Walking Safer Streets Projects 2020/21 | The purpose of this report is to inform the panel of the list of proposed schemes for the provision of pedestrian crossings and footways to deliver cycling walking and safer streets and sustainable active travel within West Lothian. Report to be submitted to the PDSP in 15 September 2020 | Graeme Malcolm | 15 September 2020 <i>Report c/fwd from 31 March 2020</i> | Yes |
| 3. | Additional Time Limited Budget Provision – Implementation Update | To inform panel members of the work being undertaken to progress the additional funding measures approved as part of the Council's budget setting exercise on the 28th February 2020. Report to be submitted to the PDSP in 15 September 2020 | Jim Jack | 15 September 2020 <i>Report c/fwd from 31 March 2020</i> | No |
| 4. | Pentland Hills Regional Park - Strategic Management Plan: 2019 – 2027 | The purpose of this report is to advise the panel of the 10-year PHRP Strategic Management Plan that while prepared at end of 2019 and underwent one-month consultation in January 2020, still has to be reported to PHRP Joint Committee & PHRP Consultative Forum, before WLC Council Executive. Report to be submitted to the PDSP in 15 September 2020 | Chris Alcorn | 15 September 2020 | Yes |

| | | | | | |
|-----|--|---|---------------|-------------------|-----|
| 5. | Harperrig LNR Management Plan - Interim Review | The purpose of this report is to advise the panel of the interim review of the existing 5-year habitat management plan (2016 -21) for the Harperrig Reservoir Local Nature Reserve. Report to be submitted to the PDSP in 15 September 2020 | Chris Alcorn | 15 September 2020 | No |
| 6. | Interim review of Geodiversity Action Plan | The purpose of this report is to advise the panel of the interim review of the WL Geodiversity Action Plan (2017-22). Report to be submitted to the PDSP in 15 September 2020 | Chris Alcorn | 15 September 2020 | No |
| 7. | The 'Shale Trail' Across West Lothian | The purpose of this report is to advise the panel of the new 16-mile walking and cycling 'Shale Trail' route that crosses West Lothian from West Calder to Winchburgh, via Livingston and Broxburn. Report to be submitted to the PDSP in 15 September 2020 | Chris Alcorn | 15 September 2020 | No |
| 8. | 2019/20 Financial Performance – Month 12 Monitoring Report | To provide the Panel with an update on the financial performance of the Environment portfolio for the General Fund Revenue budget and the General Services Capital Investment Strategy. Report to be submitted to the PDSP in 15 September 2020 | Robert Young | 15 September 2020 | Yes |
| 9. | Riverlife: Almond & Avon – Almond Barriers Project – Mid Calder Weir | The purpose of this report is to provide a further update on progress in the development of the project to adapt Mid Calder Weir to allow fish passage and to enhance access to the weir from Mid Calder Report to be submitted to the PDSP in 15 September 2020 | Graeme Hedger | 15 September 2020 | Yes |
| 10. | Environment PDSP Performance Report | To report the current levels of performance for all indicators which are the responsibility of the Environment Policy Development and Scrutiny Panel Report to be submitted to the PDSP in 15 September 2020 | Jim Jack | 15 September 2020 | No |

| | | | | | |
|-----|---|--|------------------|-------------------|-----|
| 11. | Scottish Road Works Commissioner's Performance Review 2019/20 | The purpose of the report is to update the Panel on the Scottish Road Works Commissioner's performance review of West Lothian for 2019/20. Report to be submitted to the PDSP in 15 September 2020 | Jason Halliday | 15 September 2020 | No |
| 12. | Transforming Your Council: Recycling & Waste Services Collection Section Shift Changes and Road End Collections | To advise the Environment Policy Development Scrutiny Panel on the proposals for efficiency savings of £320,000 to be met from changing the current shift working arrangements within the collection section of Recycling & Waste Services and a further £76,000 from implementing the previously agreed policy for Road End Collections on private roads and narrow access areas to complement the £92,000 saving already achieved as a part of the revision of Overtime & Sickness Absence cover. Report to be submitted to the PDSP in 15 September 2020 | David Goodenough | 15 September 2020 | Yes |
| 13. | Open Space Plan 2020 – 2025 | The purpose of this report is to make the panel aware of the content and adoption of the Open Space Plan for the period 2020-2025 and highlight to the panel the plans for the document going forward. Also, to seek approval for submission of the plan to Council Executive for approval. | David Cullen | To be confirmed | Yes |
| 14. | Licensing of Sexual Entertainment Venues | Report to advise the panel of the outcome of public and stakeholder consultation regarding whether West Lothian should introduce an SEV licensing scheme and to seek comments on proposals | Audrey Watson | To be confirmed | Yes |
| 15. | Hire Car Licensing | Report to advise the panel of the outcome of public and stakeholder consultation regarding the proposed review of the hire car licensing scheme and to seek comments on priorities for the review | Audrey Watson | To be confirmed | Yes |

| | | | | | |
|-----|---|---|-----------------------------|-----------------|----------------|
| 16. | Contaminated Land Supplementary Guidance, including the Contaminated Land Inspection Strategy | The purpose of this report is to advise the panel of preparation of Supplementary Guidance (SG) on contaminated land in support of the West Lothian Local Development Plan (LDP) and a contaminated land inspection strategy. | Fiona McBrierty | To be confirmed | Yes |
| 17. | National Flood Risk Management Consultation | | Graeme Hedger/Shona Collins | To be confirmed | Yes |
| 18. | Broxburn Flood Protection Scheme - Property Level Protection | Report to advise the Panel of the progress being made delivering property-level protection | Graeme Hedger/Shona Collins | To be confirmed | Yes. Info only |
| 19. | Reservoir Safety | Report to advise the Panel of the measures being taken to ensure the safety of Beecraigs Reservoir in the context of ageing infrastructure, a changing climate and recent dam failures elsewhere in the UK | Graeme Hedger | To be confirmed | Yes. Info only |
| 20. | Communication protocol in respect of wastewater treatment in the Almond Valley | | Graeme Malcolm | To be confirmed | Yes |
| 21. | Section 7 Scottish Water Agreements | | Graeme Malcolm | To be confirmed | Yes |

Jim Jack
Head of Operational Services
 15 September 2020