



Environment Policy Development and Scrutiny Panel

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

4 November 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 10 November 2020 at 11:00am** or at the conclusion of Development and Transport PDSP, whichever is the later.

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest
3. Order of Business, including notice of urgent business and declarations of interest in any urgent business
4. Confirm Draft Minutes of Meeting of Environment Policy Development and Scrutiny Panel held on Tuesday 15 September 2020 (herewith).
5. Scotland's Climate Change Declarations - Annual Report 2019/20 - Report by Head of Planning and Economic Development and Regeneration (herewith)
6. Petition - Request for Speed Reduction Measures in Falside, Bathgate - Report by Head of Operational Services (herewith)
7. Consultation on Cycle 2 of the Forth Estuary Flood Risk Management Strategies and Plans - Report by Head of Operational Services (herewith).

8. Performance Report - Report by Head of Operational Services (herewith)
9. Travelling Funfairs (Licensing) (Scotland) Bill - Call for Views - Report by Head of Corporate Services (herewith)
10. Active Travel Plan for West Lothian 2021 to 2026 - Report by Head of Operational Services (herewith)
11. Dealing with the Presence of Coal Tar in Roads and Footways - Report by Head of Operational Services (herewith)
12. Accessibility Improvement Schemes to the Road and Footway Network 2020/21 and 2021/22 - Report by Head of Operational Services (herewith)
13. School Crossing Patrol Guides - Recruitment Difficulties - Report by Head of Operational Services (herewith)
14. Open Space Plan 2020 m- 2024 - Report by Head of Operational Services (herewith).
15. Operational Services Management Plan 2020/21 - Report by Head of Operational Services (herewith).
16. Planning, Economic Development Management Plan 2020/21 - Report by Head of Planning, Economic Development and Regeneration (herewith)
17. Consultation Response to Scotland's Road Safety Framework to 2030 - Report by Head of Operational Services (herewith).
18. Workplan (herewith)

NOTE **For further information please contact Eileen Rollo on 01506 281621 or email eileen.rollo@westlothian.gov.uk**

MINUTE of MEETING of the ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL held within WEBEX VIRTUAL MEETING ROOM, on 15 SEPTEMBER 2020.

Present – Councillors Tom Conn (Chair), Cathy Muldoon, Alison Adamson, Diane Calder, Andrew McGuire, Tom Kerr substituted for Chris Horne

Apologies – Councillors Chris Horne, George Paul

1. DECLARATIONS OF INTEREST

Agenda Item 5 – Update on Linlithgow Loch Improvements – Councillor Tom Kerr declared an interest in that he was a trustee of Lady Park Trust and would leave the meeting taking no part in the consideration of this item of business.

Agenda Item 11 - Interim Review of West Lothian Geodiversity – Councillor Alison Adamson declared an interest in this item of business in that she was a council appointed member of Almond Valley Heritage Trust.

Agenda Item 13 – The Shale Trail Across West Lothian – Councillor Alison Adamson declared an interest in this item of business in that she was a council appointed member of Almond Valley Heritage Trust.

2. MINUTES

- a) The Panel confirmed the Minute of its meeting held on 11 February 2020 as a correct record. The Minute was thereafter signed by the Chair.
- b) The Panel confirmed the Minute of its meeting held on 10 March 2020 as a correct record. The Minute was thereafter signed by the Chair.

3. UPDATE ON LINLITHGOW LOCH IMPROVEMENTS

The panel considered a joint report (copies of which had been circulated) by the Head of Operational Services and the Head of Planning, Economic Development and Regeneration providing an update on the various improvements proposed for Linlithgow Loch and surrounding areas.

The report recommended that the panel:

1. Not the contents of the report and Appendices 1 and 2; and
2. Offer any comments about further improvements to the Loch and surrounding areas.

Decision

To note the contents of the report and appendices.

4. CYCLING WALKING AND SAFE STREETS - PEDESTRIAN CROSSINGS AND FOOTWAY SCHEMES

The panel considered a report (copies of which had been circulated) by the Head of Operational Services providing a list of proposed schemes for the provision of pedestrian crossing and footways to deliver cycling, walking and safer streets and sustainable active travel within West Lothian.

The report recommended that the panel note the contents of the report and recommends the following to the Council Executive:

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 to bring a report back to a future meeting of the Panel for scrutiny of the prioritised programme.

Decision

1. To note 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.

5. ADDITIONAL TIME LIMITED BUDGET PROVISION - IMPLEMENTATION UPDATE

The panel considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on the work being undertaken to progress the additional funding measures approved as part of the council's budget setting exercise on 28 February 2020.

The report recommended that the panel note the progress and the implementation timescales outlined in Appendix 1 to the report.

Decision

To note the contents of the report.

6. PENTLAND HILLS REGIONAL STRATEGIC MANAGEMENT PLAN

(2019-28)

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of the review of the strategic management plan for the Pentland Hills Regional Park that covered the 10-year period from 2019–2028.

The report recommended that the panel note and consider the following recommendations which were intended to be submitted to Council Executive for approval after a consultation exercise had been undertaken:

1. Note the comments received on the Pentland Hills Regional Park Strategic Management Plan (2019-2028) following consultation;
2. Agree the responses to the comments received during consultation on the Pentland Hills Park Strategic Management Plan (2019-2028);
3. Approve the content of the Pentland Hills Regional Park Strategic Management Plan (2019-2028) (appendix 1);
4. Approve the “Screening Report” which was to be submitted to SEA Gateway and the Consultation Authorities and which set out the council’s justification that the guidance was exempted from additional Strategic Environmental Assessment because it would 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 would 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; and
6. Note that following consideration by Council Executive (and having secured exemption from additional SEA) the guidance would require to be submitted to Scottish Minister for scrutiny and consideration before it could be adopted as non-statutory supplementary guidance in support of the West Lothian Local Development Plan.

Decision

1. To note 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. HARPERRIG RESERVOIR LOCAL NATURE RESERVE - INTERIM REVIEW OF 2016-21 HABITAT MANAGEMENT PLAN

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of the interim review of the management plan for Harperrig Reservoir Local Nature Reserve that covered the period 2016-2021.

The report recommended that the panel:

1. Note the interim review of the Harperrig Reservoir Local Nature Reserve Management Plan (2016-2021) (see appendix 1); and
2. Offer any comments at this stage of the plan.

Decision

To note the contents of the report.

8. SCOTTISH ROAD WORKS COMMISSIONER'S PERFORMANCE REVIEW 2019/20

The panel considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on the Scottish Road Works Commissioner's performance review of West Lothian for 2019/20.

The report recommended that the panel note the progress made by Roads and Transportation during 2019/2020, in improving performance in respect of compliance with the notification, co-ordination and planning aspects of the New Roads and Street Works Act 1001 and acknowledged the efforts of the staff involved.

Decision

To note the contents of the report.

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

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of the mid-point review of the West Lothian Geodiversity Action plan that covered the 5-year period from 2017-2022.

The report recommended that the panel:

1. Note the outcome of the mid-point review of the West Lothian Geodiversity Action Plan (2017-2022); and
2. Offer any further comments at this stage of the plan.

Decision

To note the contents of the report.

10. 2019/20 FINANCIAL PERFORMANCE - MONTH 12 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 for the General Fund Revenue budget and the General Services Capital Investment Strategy.

The report recommended that the panel:

1. Note the financial performance of the Environment portfolio for 2019/20;
2. Note that the Environment portfolio position for the year formed part of the overall council position reported to Council Executive on 23 June 2020; and
3. Note 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.

11. THE "SHALE TRAIL" ACROSS WEST LOTHIAN

The panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of the new 16-mile walking and cycling "Shale Trail" route that crossed West Lothian from West Calder to Winchburgh, via Livingston and Broxburn.

The report recommended that the panel note and consider the following recommendation which was intended to be submitted to a future meeting of the Council Executive for approval;

- Note the details of the new "Shale Trail" across West Lothian and offer any further comments on the initiative.

Decision

3. To note the contents of the report; and
4. Agreed that the report and its recommendations be forwarded to the next appropriate meeting of the Council Executive for approval.

12. 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 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.

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 on detailed design to adapt the weir at Mid Calder, restoring fish passage; and
2. Approve efforts to secure alignment 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 proved feasible.

Decision

5. To note the contents of the report; and
6. Agreed that the report and its recommendations be forwarded to the next appropriate meeting of the Council Executive for approval.

13. PERFORMANCE REPORT

The panel considered a report (copies of which had been circulated) by the Head of Operational Services on the current levels of performance for all indicators which were the responsibility of the Environment Policy 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 mentioned within the report.

Decision

To note the contents of the report.

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

The panel considered a report (copies of which had been circulated) by the Head of Operational Services advising of 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 part of the revision

of Overtime & Sickness Absence cover.

The proposed changes to shift patterns permitted 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 reduced 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 were phased for introduction in 2020/21.

The report recommended that the panel:

1. Note the customer journey and changes within the service to date;
2. Note proposals and approach;
3. Note the phasing impact due to the requirement to undertake requisite approvals, public and staff engagement for a wholesale change of the collection scheduling; and
4. Agree for a report to be submitted to Council Executive for consideration given the public impact of the outlined savings proposals.
7. To note the contents of the report; and
8. Agreed that the report and its recommendations be forwarded to the next appropriate meeting of the Council Executive for approval.

15. 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 workplan

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT & SCRUTINY PANEL

SCOTLAND'S CLIMATE CHANGE DECLARATION – ANNUAL REPORT 2019/20

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to inform the Panel of West Lothian's annual Scottish Climate Change Declaration Report for 2019/20.

B. RECOMMENDATION

It is recommended that the Panel:

1. notes the contents of the Declaration at Appendix 1; and
2. considers and comments on the annual report prior to its submission to the Council Executive for approval and, subject to that approval, onward submission to the Scottish Government for publication.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' 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)	<p>The council is legally bound to comply with duties for public sector bodies within the Climate Change (Scotland) Act 2009. The duties require that the council must, in exercising its functions, act:</p> <p>(a) in the way best calculated to contribute to the delivery of the targets set in or under Part 1 of the Act;</p> <p>(b) in the way best calculated to help deliver any programme laid before the Scottish Parliament under section 53;</p> <p>(c) in a way that it considers is most sustainable.</p> <p>The response does not raise any equality issues. SEA not required</p>
III	Implications for Scheme of Delegations to Officers	None.

IV	Impact on performance and performance Indicators	There are a number of performance indicators related to the council's carbon emissions and related factors.
V	Relevance to Local Outcomes Improvement Plan	Outcome 7 - We live longer, healthier lives and have reduced health inequalities, and; 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
VII	Consideration at PDSP	This is the first consideration at PDSP
VIII	Other consultations	Climate Change and Sustainability Working Group members. Relevant staff from other services.

D. TERMS OF REPORT

D.1 Background

The council has a number of obligations under the Public Bodies Duties of the Climate Change (Scotland) Act 2009 (the Act) and has been reporting on Climate Change since becoming a signatory to Scotland's Climate Change Declaration in 2007. Reporting has been mandatory since the 2015/16 reporting year and must be submitted to the Scottish Government by 30 November each year.

D.2 Summary of the Declaration for West Lothian Council

The Declaration is split into two sections. There is a "Required" section which must be completed and a "Recommended" section which is optional.

The first part of the required section provides key information about the organisation and the reporting year covered.

Part two includes information on how the council provides effective governance, leadership and management of climate change. There is a particular emphasis on the role of senior staff and elected members in climate change initiatives and groups and in promoting awareness and action on climate change.

Part three addresses the council's corporate greenhouse gas emissions including targets, performance and actions to reduce emissions. The footprint for 2019/20 has been calculated to be 36,635 tCO₂e, a significant decrease of 5,807 tonnes (13.7%) on the 2018/19 footprint and 24,426 tonnes (40%) reduction from our baseline year of 2013/14. This is twice the level of the target of 20% set out in the current Climate Change Strategy (CCS) and Carbon Management Plan (CMP) which were approved in November 2015. The council's targets will be reviewed and updated as part of our response to the Climate Emergency, setting out the path to a net zero carbon council. It is anticipated that these new targets will be in place in 2021.

Section four relates to the council's approaches to dealing with the already changing climate in Scotland. This includes assessing risks, physical works such as flood prevention and the development of local and national action plans.

Sustainable procurement is covered in section five, with information on how the council's policies and activities contribute to compliance with the climate change duties.

The final section of the required reporting area is for the council to outline how the reporting document and the information contained within it has been validated, and a declaration to confirm that it is correct. The accuracy of the data within the annual return has been verified by Internal Audit.

The "Recommended" section of the report outlines the council's wider impact, including partnership working, awareness raising campaigns and behavioural change programmes. We have also included a wide range of activities related to biodiversity, resource use and local food production. Of particular note this year is the work undertaken with our Community Planning Partners. This included a CPP Board meeting themed around the Climate Emergency and a follow up seminar attended by a wide range of partners and local high school pupils where the challenges, opportunities and possibilities for partnership working were discussed in more detail. These discussions and actions from them informed the development of the CPP Climate Change Action Plan. Officers also attended West Lothian College's Sustainability Summit, delivering a short workshop on the activities being undertaken by the CPP and the council to address the climate emergency. The CPP Board discussed a draft new Local Outcomes Improvement Plan in March 2020 which included a new Climate Change outcome focused on building a sustainable, nature rich, net zero carbon community and set out how a partnership approach to achieving net zero carbon will be developed.

The report is currently undergoing an internal audit which will be complete prior to submission to Council Executive. All of the figures used for the emissions calculation have already been verified.

E. CONCLUSION

The council's Climate Change Declaration Report for 2019/20 highlights the continued efforts across the council in reducing our emissions and adapting to Climate Change. New targets will be brought forward in 2021 as part of a revised Climate Change Strategy. The Declaration, if approved by Council Executive, will be submitted to the Scottish Government for publication.

F. BACKGROUND REFERENCES

Climate Change (Scotland) Act 2009

<http://www.gov.scot/Topics/Environment/climatechange/scotlands-action/climatechangeact>

Climate Change Act – Public Bodies Duties

<http://www.gov.scot/Topics/Environment/climatechange/howyoucanhelp/publicbodies/publicsector>

Scottish Climate Change Adaptation Programme *Climate Ready Scotland*

<https://www.gov.scot/publications/climate-ready-scotland-second-scottish-climate-change-adaptation-programme-2019-2024/>

Public Bodies Climate Change Duties: Putting Them Into Practice

Guidance Required By Part 4 Of The Climate Change (Scotland) Act 2009

www.scotland.gov.uk/publications/2011/02/04093254/0

Appendices/Attachments: One

Appendix 1 – Climate Change Declaration Report 2019/20

Contact Person: Peter Rogers, Energy & Climate Change Manager, 01506 281107,
peter.rogers@westlothian.gov.uk

Craig McCorriston

Head of Planning, Economic Development and Regeneration

10 November 2020

TABLE OF CONTENTS

Required

PART 1: PROFILE OF REPORTING BODY

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

PART 3: EMISSIONS, TARGETS AND PROJECTS

PART 4: ADAPTATION

PART 5: PROCUREMENT

PART 6: VALIDATION AND DECLARATION

Recommended Reporting: Reporting on Wider Influence

RECOMMENDED – WIDER INFLUENCE

OTHER NOTABLE REPORTABLE ACTIVITY

PART 1: PROFILE OF REPORTING BODY

1(a) Name of reporting body
West Lothian Council

1(b) Type of body
Local Government

1(c) Highest number of full-time equivalent staff in the body during the report year
6726

1(d) Metrics used by the body			
Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.			
Metric	Unit	Value	Comments
Population size served	population	183,100	https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/population/population-estimates/mid-year-population-estimates/mid-2019

1(e) Overall budget of the body	
Specify approximate £/annum for the report year.	
Budget	Budget Comments
£493,232,000	Total revenue budget taken from annual accounts.

1(f) Report year	
Specify the report year.	
Report Year	Report Year Comments
2019/20	Financial (April to March)

1(g) Context
Provide a summary of the body’s nature and functions that are relevant to climate change reporting.
As a local authority in an area with an expanding population of over 180,000, West Lothian Council provides services such as Education, Social Services, Planning, Housing, Economic Development, Highways, Street Lighting and Cleansing. It also works closely with other public bodies such as police, fire and health through its Community Planning Partnership. There are, however, four main areas where the nature and functions of the organisation make a significant contribution to greenhouse gas emissions and are therefore relevant. These are: the operation of over 250 buildings including offices, partnership centres, schools, sheltered housing and depots; street lighting and other road furniture (signage etc); operation of the council's fleet of vehicles; and waste collection and disposal throughout the area. In addition, the council's Planning function shapes future policy to ensure that mitigation and adaptation to the impacts of climate change are considered in the Local Development Plan and associated planning guidance.

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

2(a) How is climate change governed in the body?
<p>Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements.</p> <p>Climate change and sustainability is embedded within the governance structure of West Lothian Council as outlined in the simplified diagram attached. Council Executive has overall responsibility for ensuring the council's compliance with the Climate Change (Scotland) Act 2009 and is responsible for the approval of all climate change strategies, policies, action plans and monitoring reports. The Environment Policy Development and Scrutiny Panel (PDSP) is comprised of elected members who develop new policies for the council and review existing policies to identify where changes are required. The panel does not make decisions, but it makes recommendations to the Council Executive. The Environment PDSP has responsibility for consideration of the Climate Change Strategy and associated Action Plans and climate change reports, including the annual Climate Change Duties report and regularly reviews Performance Indicators relating to climate change. The Community Planning Partnership (CPP) Steering Group has responsibility for monitoring performance against the Environment outcome of the Local Outcomes Improvement Plan 2013-2023 (LOIP) including targets for climate change and sustainability. The chair of the CCSWG reports quarterly to the Steering Group. The minutes of the CCSWG / Environment Forum are submitted to the Steering Group for scrutiny and minutes from the Steering Group circulated to CCSWG members.</p>

2(b) How is climate change action managed and embedded by the body?
<p>Provide a summary of how decision-making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision-making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how responsibility is allocated outside the body (JPEG, PNG, PDF, DOC)</p> <p>The council's principal corporate decision making body is its Executive Committee which is chaired by the Leader of the council. The attached table summarises the council's internal management structures relating to climate change. The Head of Planning, Economic Development & Regeneration has direct responsibility for climate change, is the council's nominated Sustainable Procurement Champion and chairs the Climate Change and Sustainability Working Group (CCSWG). In support of the Head of Planning, Economic Development & Regeneration's role, each Head of Service is a lead officer for climate change with responsibility for climate change actions and targets within their service area. Heads of Service may delegate their responsibility to a direct report to ensure that day to day management responsibilities are clear and that delegated decision making is undertaken at the appropriate level. All activities relating to climate change are set out in the council's Climate Change Strategy and associated Action Plans, and are coordinated by the Energy & Climate Change Manager through the CCSWG. Lead officers for specific actions provide quarterly progress reports through the council's performance management system (Pentana). The Emergency Planning Service is located in the Chief Executive Office. The service is responsible for ensuring that the council has emergency response arrangements in place to enable it to respond effectively in times of crisis. The impact of climate change has also been identified in the council's Corporate Risk Register and progress against actions to address climate risk is monitored by senior management through the appropriate service management team. Climate Change is also embedded throughout the organisation in a number of ways:- Corporate Induction includes a section on energy and climate change awareness;- When new projects or plans are being developed, the Strategic Outline Business Case includes a section on Sustainability which must be considered and completed in all cases;- The council's Corporate Procurement Strategy sets out the vision to "achieve superior procurement performance through advanced sustainable procurement practices for the benefit of the council and its stakeholders" and a number of Performance Indicators have been developed which are regularly monitored and reported on. One of our key LOIP outcomes is that "We make the most efficient and effective use of resources by minimising our impact on the built and natural environment".</p>

2(c) Does the body have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?		
Provide a brief summary of objectives if they exist.		
Objective	Doc Name	Doc Link
The council aims to develop a strong, inclusive and sustainable West Lothian. We want to build communities and services that are well designed and protect the built and natural environment for current residents and future generations.	Corporate Plan 2018-2023 (P.33)	https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf
Improving waste recycling rates across West Lothian by implementing the Scottish Government's Zero Waste Strategy.	Corporate Plan 2018-2023 (P.34)	https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf

Protecting the environment through a range of regulatory and enforcement activities that will protect the health, wellbeing and safety of local people.	Corporate Plan 2018-2023 (P.34)	https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf
Engaging with the community and commercial operators to deliver a cost effective public transport network and active travel options.	Corporate Plan 2018-2023 (P.34)	https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf
Continue to maintain and protect the local environment for residents, visitors and future generations by maintaining public spaces, gardens and provision of country parks and encouraging community to play a more active role in looking after their local environment.	Corporate Plan 2018-2023 (P.34)	https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf
The council is committed to working with its partners on mitigating and adapting to climate change and promoting sustainable development. This will be achieved through a range of activities relating to:- -Waste - minimising the amount of waste that is sent to landfill and increasing recycling; -Transport - promoting sustainable and active modes of transport and increasing access to sustainable transport; -Sustainable use of resources - reducing energy use through the introduction of renewable technology and energy efficiency measures in buildings and encouraging behavioural change to reduce energy consumption; and, -Measures to adapt to both current and future changes in the climate. Further action is identified in the council's Climate Change Strategy for West Lothian.	Local Outcomes Improvement Plan 2013-2023 (P.48)	https://www.westlothian.gov.uk/media/17003/West-Lothian-Local-Outcomes-Improvement-Plan-2013-2023/pdf/West_Lothian_Local_Outcomes_Improvement_Plan_2013-2023.pdf
The council's assets will be managed to ensure that their useful operational life meets expected life expectancy, as well as minimising the potential adverse impact on the environment. Sustainability should make sure that council assets are available to support ongoing service delivery in the long term.	Corporate Asset Management Strategy (Outcome 7) 2018-2028 (P.13)	https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dg%8Fpy%88

2(d) Does the body have a climate change plan or strategy?
If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.
A new Climate Change Strategy is currently under development and will be published in 2021. The current Climate Change Strategy 2015-2020 and Carbon Management Plan were approved in in November 2015. These can be found at: www.westlothian.gov.uk/article/2211/Climate-change---what-are-we-doing

2(e) Does the body have any plans or strategies covering the following areas that include climate change?				
Provide the name of any such document and the timeframe covered.				
Topic area	Name of document	Link	Time period covered	Comments
Adaptation	Climate Change Strategy	https://www.westlothian.gov.uk/media/10479/West-Lothian-Council-Climate-Change-Strategy-2015-2020/pdf/West_Lothian_Council_Climate_Change_Strategy_2015-2020.pdf	2015-2020	
Business travel	Green Transport Policy and Green Transport Procedure Note	https://intranet.westlothian.gov.uk/article/13346/Green-Transport	2017-2023	The policy and procedure notes were developed to assist employees meet the objectives of an internal transport review project and set out employee responsibilities and the procedures that should be followed in relation to how they approach business travel.
Staff Travel	Green Transport Policy and Green Transport Procedure Note Active Travel Plan	https://intranet.westlothian.gov.uk/article/13346/Green-Transport https://www.westlothian.gov.uk/activetravel	2017-2023 2016-2021	
Energy efficiency	Carbon Management Plan	https://www.westlothian.gov.uk/media/10480/West-Lothian-Council-Carbon-Management-Plan-2015-20/pdf/Carbon_Management_Plan_2015-2020.pdf	2015-2020	
Fleet transport	Operational Services Management Plan	https://www.westlothian.gov.uk/media/35349/2019-20-Management-Plan-Operational-Services/pdf/Operational_Services_Management_Plan_2019-20.pdf	2019-20	
Renewable energy	Carbon Management Plan	https://www.westlothian.gov.uk/media/10480/West-Lothian-Council-Carbon-Management-Plan-2015-20/pdf/Carbon_Management_Plan_2015-2020.pdf	2015-2020	
Sustainable/renewable heat	Carbon Management Plan	https://www.westlothian.gov.uk/media/10480/West-Lothian-Council-Carbon-Management-Plan-2015-20/pdf/Carbon_Management_Plan_2015-2020.pdf	2015-2020	
Waste management	Operational Services Management Plan	https://www.westlothian.gov.uk/media/35349/2019-20-Management-Plan-Operational-Services/pdf/Operational_Services_Management_Plan_2019-20.pdf	2019-20	
Water and sewerage	Carbon Management Plan	https://www.westlothian.gov.uk/media/10480/West-Lothian-Council-Carbon-Management-Plan-2015-20/pdf/Carbon_Management_Plan_2015-2020.pdf	2015-2020	
Land Use	West Lothian Local Development Plan	https://www.westlothian.gov.uk/LDP	2014-2024	The council's Local Development Plan sets out in its aims that it will "Help achieve climate change objectives by minimising the area's carbon footprint through promoting development in sustainable locations and supporting mitigation and adaptation measures."

2(f) What are the body’s top 5 priorities for climate change governance, management and strategy for the year ahead?
Provide a brief summary of the body’s areas and activities of focus for the year ahead.
<div><ul style="list-style-type: none">• Development of new Climate Change Strategy• Development of new Carbon Management Plan• Review of CCSWG membership and remit• Development of targets, performance indicators and format for quarterly reporting to Environment PDSP• Review of existing strategies, policies and governance• West Lothian signed the national “Household Recycling Charter” at the beginning of 2019. Although work has been delayed due to the introduction of the Scottish Government Deposit Return Scheme in 2021, we continue to work with Zero Waste Scotland to progress the aims of the associated Code of Practice Standards were reviewed to suit the current service provision and take recognition of the national aims of the charter</div>

2(g) Has the body used the Climate Change Assessment Tool(a) or equivalent tool to self-assess its capability / performance?
If yes, please provide details of the key findings and resultant action taken.
<p>The Climate Change & Sustainability Working Group carried out a comprehensive review using the CCAT tool in December 2017. The results of this process have identified a number of areas for improvement including climate change adaptation and sustainable procurement. We will consider using the CCAT tool again as part of our review processes.</p>

2(h) Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to governance, management and strategy.

PART 3: EMISSIONS, TARGETS AND PROJECTS

3a Emissions from start of the year which the body uses as a baseline (for its carbon footprint) to the end of the report year							
Complete the following table using the greenhouse gas emissions total for the body calculated on the same basis as for its annual carbon footprint /management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the body's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b)). If data is not available for any year from the start of the year which is used as a baseline to the end of the report year, provide an explanation in the comments column. (a) No information is required on the effect of the body on emissions which are not from its estate and operations.							
Reference Year	Year	Scope1	Scope2	Scope3	Total	Units	Comments
Baseline carbon footprint	2013/14				61061	tCO2e	
Year 1 carbon footprint	2014/15	17954	28003	15162	61119	tCO2e	
Year 2 carbon footprint	2015/16	13264	24883	22979	61126	tCO2e	
Year 3 carbon footprint	2016/17	16352	20494	19985	56831	tCO2e	
Year 4 carbon footprint	2017/18	17290	17153	16388	50831	tCO2e	
Year 5 carbon footprint	2018/19	15888	12782	13772	42442	tCO2e	
Year 6 carbon footprint	2019/20	16445	10731	9459	36635	tCO2e	

3b Breakdown of emission sources									
Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3(a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column.									
Total	Comments – reason for difference between Q3a & 3b.	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments
36,635.3	N/A	Grid Electricity (generation)	Scope 2	41,986,267	kWh	0.25560	kg CO2e/kWh	10,731.7	Total includes EV Charging
		Grid Electricity (transmission & distribution losses)	Scope 3	41,986,267	kWh	0.02170	kg CO2e/kWh	911.1	
		Natural Gas	Scope 1	64,317,929	kWh	0.18385	kg CO2e/kWh	11,824.9	
		Biomass (Wood Chips)	Scope 1	3,414,100	kWh	0.01563	kg CO2e/kWh	53.4	Metered heat kWh

		Biomass (Wood Pellets)	Scope 1	4,986,160 kWh	0.01563 kg CO2e/kWh	77.9	Metered heat kWh
		Water - Supply	Scope 3	328,117 m3	0.344 kg CO2e/m3	112.9	
		Water - Treatment	Scope 3	303,114 m3	0.708 kg CO2e/m3	214.6	
		Refuse Municipal to Landfill	Scope 3	11,518 tonnes	586.5313 kg CO2e/tonne	6,755.5	
		Refuse Commercial & Industrial to Landfill	Scope 3	3,142 tonnes	99.75920 kg CO2e/tonne	313.4	
		Organic Food & Drink Composting	Scope 3	6,174 tonnes	10.20390 kg CO2e/tonne	63.0	
		Organic Garden Waste Composting	Scope 3	10,336 tonnes	10.20390 kg CO2e/tonne	105.5	
		Paper & Board (Mixed) Recycling	Scope 3	8,574 tonnes	21.35380 kg CO2e/tonne	183.1	
		WEEE (Mixed) Recycling	Scope 3	1,016 tonnes	21.35380 kg CO2e/tonne	21.7	
		Glass Recycling	Scope 3	2,473 tonnes	21.35380 kg CO2e/tonne	52.8	
		Plastics (Average) Recycling	Scope 3	2,459 tonnes	21.35380 kg CO2e/tonne	52.5	
		Metal Cans (Mixed) & Metal Scrap Recycling	Scope 3	3,096 tonnes	21.35380 kg CO2e/tonne	66.1	
		Refuse Municipal /Commercial /Industrial to Combustion	Scope 3	20,218 tonnes	21.35380 kg CO2e/tonne	431.7	
		Construction (Average) Recycling	Scope 3	17,724 tonnes	1.37 kg CO2e/tonne	24.3	
		Diesel (average biofuel blend)	Scope 1	1,655,659 litres	2.59411 kg CO2e/litre	4295	
		Petrol (average biofuel blend)	Scope 1	87,795 litres	2.20904 kg CO2e/litre	193.9	
		Car - diesel (average - unknown engine size)	Scope 3	867,601 km	0.17336 kg CO2e/km	150.4	

3c Generation, consumption and export of renewable energy					
Provide a summary of the body's annual renewable generation (if any), and whether it is used or exported by the body.					
	Renewable Electricity		Renewable Heat		
Technology	Total consumed by the organisation (kWh)	Total exported (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	Comments
Solar PV	223,801	24,867			Assumed 90% consumption of on-site generated electricity.
Biomass			8,400,260	0	Actual metered data for amount of biomass heat consumed by WLC in the reporting period.

3d Targets										
List all of the body's targets of relevance to its climate change duties. Where applicable, overall carbon targets and any separate land use, energy efficiency, waste, water, information and communication technology, transport, travel and heat targets should be included.										
Name of Target	Type of Target	Target	Units	Boundary/scope of Target	Progress against target	Year used as baseline	Baseline figure	Units of baseline	Target completion year	Comments
Reduction in emissions from the council's activities and services (from non-domestic buildings, transport, external lighting, waste and Reduction in emissions from the council's activities and services (from non-domestic buildings, transport, external lighting, waste and water. water.	absolute	47,959	tCO2e reduction	All emissions	36,635	2013/14	61,061	tCO2e	2020/21	New target for council to be net-zero carbon by 2045 at latest to be set out in new Climate Change Strategy.
Carbon emissions from energy used in buildings (annual)	absolute	27,540	tCO2e reduction	Energy use in buildings	19,923.7	2013/14	30,808	tCO2e	2020/21	New target for council to be net-zero carbon by 2045 at latest to be set out in new Climate Change Strategy.
Electricity Consumption (kWh/m2)	absolute	67	kWh/m2 reduction	Energy use in buildings	66.63	2013/14	72	Other (specify in comments)	2020/21	Baseline unit kWh/m2. Aim is to reduce consumption.
Gas Consumption (kWh/m2)	absolute	155	kWh/m2 reduction	Energy use in buildings	170	2013/14	190	Other (specify in comments)	2020/21	Baseline unit kWh/m2. Aim is to reduce consumption.
Tonnes of CO2 emissions per capita for the West Lothian district	absolute	5.3	tCO2e reduction	All emissions	5.8	2011/12	7.3	tCO2e	2023/24	Target to be below national average
Energy generated as a result of installation of renewables and low carbon technology. MWh of heat produced	absolute	14,400	Other (specify in comments)	Energy use in buildings	8,758	2013/14	354.7	MWh	2023/24	Target to increase amount of heat - measured in MWh

Energy generated as a result of the installation of renewables and low carbon technology. kWh of electricity produced	absolute	390,000	Other (specify in comments)	Energy use in buildings	248,668	2013/14	21,221	kWh	2023/24	Target to increase amount of electricity generated from low carbon and renewable sources - measured in kWh
Percentage of household waste recycled.	percentage	50	Other (specify in comments)	Waste	58.2	2011/12	42.5	Other (specify in comments)	2020/21	Target to increase percentage of waste recycled.
Percentage of West Lothian Council housing stock compliant with Energy Efficiency Standard for Social Housing	percentage	100	Other (specify in comments)	Energy use in buildings	89	2015/16	42.4	Other (specify in comments)	2020/21	Target is for 100% of properties to be compliant by 2020

3e Estimated total annual carbon savings from all projects implemented by the body in the report year			
Total	Emissions Source	Total estimated annual carbon savings (tCO2e)	Comments
5,093	Electricity	973	LED lighting upgrades (street lighting and buildings)
	Natural gas	0	.
	Other heating fuels	0	
	Waste	4102	Reductions in waste to landfill and changes to recycling.
	Water and sewerage	0	
	Business Travel	0	
	Fleet transport	18	
	Other (specify in comments)	0	

3f Detail the top 10 carbon reduction projects to be carried out by the body in the report year											
Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.											
Project name	Funding source	First full year of CO2e savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO2e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
LED Street Lighting	Capital	2019/20	Estimated				Grid Electricity	650			
Energy Efficiency in buildings	Capital	2019/20	Estimated				Grid Electricity	100			
Building Management Systems Centralisation	Capital	2019/20	Estimated				Natural Gas	50			
Reduction in waste to landfill	Capital	2019/20	Estimated				Waste to landfill	4000			

3g Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year				
If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction.				
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
-789.00	Estate changes			
	Service provision			
	Staff numbers			
	Other (specify in comments)	1,319	Decrease	Changes in emissions factors
	Other (specify in comments)	530	Increase	Increased gas - higher degree days

3h Anticipated annual carbon savings from all projects implemented by the body in the year ahead			
Total	Source	Saving	Comments
1000.00	Electricity	650	LED lighting replacements and efficiencies
	Natural gas	300	Ongoing projects
	Other heating fuels		
	Waste		
	Water and sewerage		
	Business Travel		
	Fleet transport	50	Shift to electric vehicles
	Other (specify in comments)		

3i Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the year ahead				
If the emissions are likely to increase or decrease due to any such factor in the year ahead, provide an estimate of the amount and direction.				
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
326	Estate changes	100	Increase	New builds and extensions.
	Other 1	1,013	Decrease	Electricity emissions factor
	Other 2	1,126	Increase	Increase in industrial waste to landfill emissions
	Other (specify in comments)	113	Increase	Increase in fleet use due to Covid

3j Total carbon reduction project savings since the start of the year which the body uses as a baseline for its carbon footprint	
If the body has data available, estimate the total emissions savings made from projects since the start of that year ("the baseline year").	
Total	Comments
18,874	Estimated figure, taken as the sum of savings identified from 2015/16-2018/19 as 19/20 savings yet to be fully realised.

3k Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to its emissions, targets and projects.

PART 4: ADAPTATION

4(a) Has the body assessed current and future climate-related risks?
If yes, provide a reference or link to any such risk assessment(s).
<p>The council completed a Local Climate Impact Profile (LCLIP) in early 2015 as part of a process to assess our exposure to weather events. The LCLIP looked at historical events and the potential for future disruption to local communities and has been refreshed to take into account more recent events. The council continues to deliver its obligations under the Forth Estuary Local Flood Risk Management Plan, a six-year plan of action. This is largely focused on the collection of data and commissioning of studies. In addition to the above, the council has worked with SNIFFER in the development of an Adaptation Action Plan which is due to be published in 2021.</p> <p>The assessment of flood risk and sustainable drainage are integrated into the Council's Development Planning and Management processes with the aim of reducing the number of properties at risk within the Council's administrative area. In assessing development proposals, we seek flood risk assessments where appropriate and ensure that these include the most up to date data and climate change allowances for land use planning.</p>

4(b) What arrangements does the body have in place to manage climate-related risks?
Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.
<p>The council's Climate Change Strategy sets out key objectives with regards to managing adaptation, including the development of a number of strategies and action plans. The Climate Change & Sustainability Working Group (CCSWG) monitors and reports progress of adaptation activities. Reports on adaptation related work are reviewed by Environment and Development and Transport Policy Development & Scrutiny Panels as appropriate. The council's Corporate Risk Register includes a risk that the council does not meet its obligations with regards to Climate Change. This is regularly monitored and updated and is reported to the appropriate service management team. One of the key priorities is to develop an Adaptation Action Plan and this will be published in 2021. A specific Adaptation Sub-group to the CCSWG has been set up and one of their tasks is to take this forward. A Severe Weather Plan is already in place which sets out the council's response to weather events and the way these are managed. Progress delivering actions under the Surface Water Action Plan also continues. The two Integrated Catchment Studies for Bathgate and Linlithgow, a joint action with Scottish Water, are now complete. Progress vesting of legacy SUDS on PVA 10/27 continues to be less-tangible with most actions falling to Scottish Water's vesting team, whose priorities are focussed on working with house builders.</p>

4(c) What action has the body taken to adapt to climate change?
Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action.
<ul style="list-style-type: none">• The Council has continued to invest in improvements to headwalls and trash screens to enhance the safe inspection and cleaning of the screens to reduce flood risk. We also continue to monitor and maintain a network of level sensors to improve response before, during, and in the aftermath of flood events and to provide a record of events.• We have continued to assess open watercourse and to survey culverted watercourses, including previously uncharted systems, and record this information on the spatial asset management database.• Work is underway on the detailed design of a scheme to protect against flooding from the Liggat Syke, a tributary of the Brox Burn as part of the Brox Burn Flood Protection Scheme. A plan is also being developed for the roll-out of property-level protection for some properties in the town that are at risk but won't benefit from structural protection.• Work with partners, evaluating opportunities and master planning improvements to watercourses and associated public open space in Bathgate is shortly due to get underway following a scoping exercise. A funding package is being drawn together to enable us to take forward the design and implementation of improvements, which will be agreed in advance with the local community.• Improved drainage - we have reduced the risk of flooding to residential properties and schools in Whitburn, Blackridge, Bridgend, and Livingston.• We have invested to reduce the risk to flooding to council owned social housing stock in Armadale, Blackburn and Uphall, reducing the scale of potential damages and disruption to tenants' lives. The programme has been prioritised favouring the most vulnerable in our communities.• We have improved access to, use of public open space by reducing the accumulation of surface water at locations in Bridgend, Blackridge, Fauldhouse, Livingston and Torphichen.• We continue to work with partners to deliver physical improvements to the water environment under the RiverLife: Almond & Avon programme. Fish passage has now been enabled at Kirkton Weir Rugby Club Weir and Howden Bridge Weir, Livingston. Construction of a fish pass in a bypass channel is underway at Limefield Falls Weir, Polbeth and a technical fish pass at Mid Calder Weir is currently subject to detailed design with a view to construction in early 2021. These projects together improve the opportunity for migrating fish species to navigate physical barriers across the river allowing them to take advantage of quality habitat upstream, enhancing the biodiversity of the whole river system.

4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?					
<p>If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1,B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress made' column for that objective.</p> <p>(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.</p>					
Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment	N1-10	Data has been provided to the council which has been used to develop plans. Updated guidance provided by SEPA is used to improve the information provided by developers as part of the Development Planning process.	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-2	Green infrastructure - green networks, green space, street trees and other vegetation, green roofs, wetlands and other water features, and coastal habitats - helping Scotland to mitigate and adapt to climate change.	Open Space Capital Programme - delivered over £300,000 of open space improvements to urban parks and greenspaces in West Lothian, including path infrastructure and street trees.
			N2-11	Planning guidance as part of Local Development Plan. Involvement in CSGN Habitat Network Workstream West Lothian Council Forestry and Woodland Strategy Action Plan	West Lothian B-Lines - in partnership with Buglife - created 1.15ha of wildflower meadow - reducing habitat fragmentation and improving pollinator corridors.
			N2-17	Part of Forth River Basin management area.	
			N2-18	Local Flood Risk Management Plan approved June 2016	

Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment	N3-7	Management Plan for Trees and Woodland on West Lothian Council Owned Land published in 2017.	
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	B1-13	Local Flood Risk Management Plan approved June 2016	
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks		N/A	
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-2	Relevant PAN's incorporated into Supplementary Planning Guidance as part of adopted LDP	
			B3-3	West Lothian Local Development Plan policy NRG-1 - Climate Change & Sustainability	
			B3-6	Continued involvement in the HEEPS/ABS scheme, mainly focused on External Wall Insulation and hard to treat properties. Investment has been made to maintain the structural integrity and historic value of Beecraigs Reservoir	
			B3-7	Work to ensure compliance with EESSH standards by 2020 is continuing.	
			B3-8	SHQS requirements achieved	
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society		Work has been done to increase the effectiveness of the council's response to flooding and to support Category 1 responders. Our response to specific flood events is also reviewed in the aftermath to identify future improvements.	

4(e) What arrangements does the body have in place to review current and future climate risks?
Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b).
<p>The Adaptation sub-Group of the CCSWG is developing the Adaptation Action Plan which will set out detailed actions including consideration of whether further assessment of climate risks is required. This will be published in 2019/20.</p> <p>The council is legally obliged to reduce overall flood risk and there are systems in place to ensure a systematic approach is taken to review current and future risks from flooding and have plans in place which will deliver mitigation and increase resilience. Where new guidance is provided by other public bodies, our strategies, plans and the council's own guidance will be updated to include reference to the most up to date advice.</p>

4(f) What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions?
Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).
<p>Where investment has been made in physical works, the council will monitor the performance of the measures in response to weather conditions to ensure that it remains effective - enhanced by the remote monitoring improvements outlined in 4c. In the event that frailties or failures are identified, it will then be reviewed and the need for further work identified.Greater incidents of tree pests and diseases including Ash Dieback (Chalara) are already affecting West Lothian and this is being informally monitored on WLC land.</p>

4(g) What are the body’s top 5 priorities for the year ahead in relation to climate change adaptation?
Provide a summary of the areas and activities of focus for the year ahead.
<p>The year ahead is the last of the Local Flood Risk Management Plan period. Work is ongoing with partners to prepare for the next Local Flood Risk Management Plan, whilst completing the final obligations from the current plan, subject to available resources. In particular, it is hoped to commission a flood study for Bathgate having recently completed the Integrated Catchment Plan for the area.</p> <p>We hope too that detailed design of the structural measures to reduce the risk of flooding from the Liggat Syke will be completed and that construction will get underway and that we can implement the plan to roll-out protection to a number of individual properties at risk from flooding in Broxburn.</p> <p>Review and publication of the Climate Change Adaptation Plan and refresh of the LCLIP</p>

4(h) Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to adaptation.
<p>We are now delivering a programme of measures in liaison with the Council's Housing Service to reduce the number of council owned social housing at risk of flooding, lessening potential damages and disruption to tenants' lives. The programme has been prioritised, taking into account the most vulnerable in our communities.</p>

PART 5: PROCUREMENT

5(a) How have procurement policies contributed to compliance with climate change duties?
Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.
<p>The Council's Corporate Procurement Strategy 2019-23 refers extensively to Sustainable Procurement. The Strategy is subject to statutory guidance in line with the Procurement Reform (Scotland) Act 2014. The main activities that are undertaken to achieve this priority outcome are;</p> <ul style="list-style-type: none">• Considering sustainable procurement for spend equating to £50,000 and above• Implementing an appropriate training and awareness programme• maintain level 2 within the Scottish Government's Sustainability Framework Assessment• Promoting the payment of the Living Wage. <p>The Scottish Government's sustainability test is also considered for relevant tenders through our contract strategies. In addition, the Council has developed a Community Benefits in Procurement Procedure to guide procurement activity. This has been in place and used in contracting activity since June 2013 and applies to all contract spend above the value of £50,000. More specific sustainability policies include Sustainable Building Standards for Council Controlled Buildings, Sustainable Timber and Sustainable Printing policies. Within the context of the sustainable procurement outcome of our Corporate Procurement Strategy, work with services includes:</p> <ul style="list-style-type: none">• Operational Services - delivering transport and contracts that support and sustain economic and population growth help in minimising traffic congestion and environmental deterioration. Waste management contract provision helps West Lothian to improve its waste recycling rates as prescribed in the Scottish Government's Zero Waste Strategy• Corporate - through the provision of contracts for low carbon and renewable energy solutions to support the delivery of council services which have a reduced environmental impact and help to meet the challenging targets for reduced energy consumption and carbon emissions. <p>These overarching strategies and policies reinforce the Council's commitment to climate change and provide practical guidance at all stages of the tender process, including identification of need, specification development, selection and award and contract management phases in order to reduce their carbon footprint and greenhouse gas emissions.</p>

5(b) How has procurement activity contributed to compliance with climate change duties?
Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.
<p>Through the Procurement Reform (Scotland) Act 2014 climate change is embedded in the Sustainable Procurement Duty and this is reflected in the Councils procurement processes and procedures, in particular the Contract Strategy for regulated procurement. So before buying anything, the Council must consider how we can, through tendering, improve the social, environmental and economic wellbeing in Scotland, with a particular focus on reducing inequality, for example through the appropriate use of the sustainability test and the application of relevant and proportionate contract requirements. As Strategic procurement is long term planning to ensure timely supply of goods, services and works that are critical to the ability to meet core business objectives, strategic procurement covers the whole procurement cycle and considers analysis of expenditure, looking across services and partnerships to identify synergies and opportunities for improving economy, efficiency and effectiveness. Prior to commencing any procurement exercise, the Officer responsible must, in accordance with Corporate Procurement Procedures, complete a contract strategy to appraise the procurement in a manner commensurate with its complexity and value. Information contained in the strategy template includes; Contract objective, funding arrangements, current contract status, historical spend information, market analysis, collaboration considerations, sustainability considerations, option appraisal for procurement procedure to be followed, proposed contract benefits and recommendation of procurement route. Sustainability is included in the risk segmentation which is used to identify the level of Contract and Supplier Management required for each contract. Examples of procurement activities carried out that contribute to the three areas stated within the climate change duties are included in 5a above.</p>

5(c) Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to procurement.
<p>The council has a specific performance indicator which monitors the number of contract strategies incorporating sustainable procurement elements. CPU041_9b.1a is an indicator to review the number of contract strategies incorporating sustainable procurement elements. The target for this indicator is 100% and this has been consistently achieved since the target was introduced.</p>

PART 6: VALIDATION AND DECLARATION

6(a) Internal validation process
Briefly describe the body’s internal validation process, if any, of the data or information contained within this report.
The Energy & Climate Change Manager is responsible for coordinating and compiling the report. Access to the portal is restricted to appropriate officers. Supporting data is held within the council electronic records management system. An internal audit has been carried out on mandatory sections of the report, with the objective of conducting a high-level review of the content of the Climate Change Report, and to obtain evidence to support key emissions, targets and project data reported within the Declaration. Energy consumption data has been validated internally. Waste figures are audited annually by SEPA. Head of Service for Planning, Economic Development & Regeneration reviews and agrees the report following completion of audit.

6(b) Peer validation process
Briefly describe the body’s peer validation process, if any, of the data or information contained within this report.
N/A

6(c) External validation process
Briefly describe the body’s external validation process, if any, of the data or information contained within this report.
N/A

6(d) No validation process
If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.
N/A

6e - Declaration		
I confirm that the information in this report is accurate and provides a fair representation of the body’s performance in relation to climate change.		
Name	Role in the body	Date
Craig McCorriston	Head of Planning, Economic Development and Regeneration	17 November 2020

RECOMMENDED – WIDER INFLUENCE

Q1 Historic Emissions (Local Authorities only)

Please indicate emission amounts and unit of measurement (e.g. tCO2e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).
(1) UK local and regional CO2 emissions: **subset dataset** (emissions within the scope of influence of local authorities):
(2) UK local and regional CO2 emissions: **full dataset**:

Select the default target dataset

Full

Table 1b - Full													
Sector	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Units	Comments
Total Emissions	1431.92	1296.74	1393.41	1265.80	1329.14	1277.97	1120.04	1083.64	1072.1	1096.2	1056.3	ktCO2	
Industry and Commercial	550.88	475.57	549.85	479.12	520.08	481.76	385.52	349.62	345.7	348.6	339.5	ktCO2	
Domestic	433.14	386.69	412.24	364.55	391.35	385.30	322.61	312.76	297.9	291.6	283.2	ktCO2	
Transport total	410.43	398.94	396.58	388.77	384.18	382.43	385.83	395.58	400.7	420.2	425.6	ktCO2	
Per Capita	8.36	7.49	8.00	7.22	7.55	7.25	6.32	6.2	6	6	5.8	tCO2	
Waste												tCO2e	
LULUCF Net Emissions	37.47	35.54	34.74	33.36	33.54	28.47	26.09	25.69	10.4	35.8	8.1	ktCO2	
Other (specify in 'Comments')													

Q2a – Targets

Please detail your wider influence targets

Sector	Description	Type of Target (units)	Baseline value	Start year	Target saving	Target / End Year	Saving in latest year measured	Latest Year Measured	Comments
	Tonnes of CO2 emissions per capita for the West Lothian District	Per capita (TCO2/per)		8 2010		2 2020		2 2018	Target to be on or below Scottish average (currently 5.3)

Q2b) Does the Organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.

The council's vision for tackling climate change, set out within our Climate Change Strategy, is:- "A resource efficient, low carbon council working in partnership with and supporting the West Lothian community to mitigate the worst effects of climate change and create a resilient and more sustainable future. Outcome 2 of the Climate Change Strategy is "A Resource Wide West Lothian". The council's aim is to continue to monitor emissions across West Lothian, and work with partners and local communities to implement a range of measures which promote the efficient use of energy and water and waste minimisation.

Q3) Policies and Actions to Reduce Emissions														
Sector	Start year for policy / action imple - mentation	Year that the policy / action will be fully imple - mented	Annual CO2 saving once fully imple - mented (tCO2)	Latest Year measured	Saving in latest year measured (tCO2)	Status	Metric / indicators for monitoring progress	Delivery Role	During project / policy design and implementation, has ISM or an equivalent behaviour change tool been used?	Please give further details of this behaviour change activity	Value of Investment (£)	Ongoing Costs (£/ year)	Primary Funding Source for Implementation of Policy / Action	Comments
Transport	2017	2022				In Implementation	Number of schools with a school travel plan in place. Number of cycle friendly schools. Aiming for 100% uptake in Bikeability Levels 1 and 2 at primary school level.	Enabling	Yes-ISM	West Lothian Active Travel Plan 2016-21 contains an action to promote adoption of school travel plans by all schools in West Lothian. Related actions to encourage schools (primary and secondary) to become Cycle Friendly Schools - baseline 0 early 2015, 6 in early 2016. Increase number of children receiving Bikeability Level 2 training.			Only staff time required to develop travel plans - actions within them may require budget which is sourced as and when possible (e.g.Sustrans and council funding for new cycle or scooter parking). NHS and West Lothian Council funding of council Health Improvement Team; Transport Scotland funding of Smarter Choices Smarter Places programme; Cycling Scotland funding for cycle friendly community and school work.	
Transport	2016	2022					Qualitative - progress recorded on an annual basis	Direct	Yes-ISM	Modal shift - Private Vehicle to Active Travel (Cycling/Walking). Actions include: Provide cycle training to adults; providing bike lending libraries within communities to overcome barrier of no access to a bike; improve information on sustainable travel; build community capacity on community mapping to increase awareness of smarter travel opportunities.			NHS and West Lothian Council funding of council Health Improvement Team; Transport Scotland funding of Smarter Choices Smarter Places programme; Cycling Scotland funding for cycle friendly community and school work.	Engagement using ISM approach recorded in Active Travel Plan at www.westlothian.gov.uk/activetravel .
Transport	2016	2021				In Implementation	Delivery of strategic and local walking and cycling infrastructure as per prioritisation framework within Active travel Plan	Direct	Yes-ISM	Delivery of Active Travel Plan for West Lothian, 2016-21 - approved and adopted by West Lothian Council Executive in April 2016. Planning guidance associated with the council's Proposed Local			Cycling Walking Safer Streets grant allocation from Transport Scotland to West Lothian Council; Transport Scotland's Community Links programme;	ISM work with a high school group of pupils and teachers was carried out in the development of the West Lothian Active Travel Plan and linked to a broader project on behaviour change (Green Impact).

									Development Plan http://www.westlothian.gov.uk/proposedplan ; other funding as and when it becomes available e.g. linked to open space, green networks.				
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Q4) Partnership Working, Communication and Capacity Building. Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.									
Key Action Type	Description	Action	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
Partnership Working	CPP Board meeting themed around the Climate Emergency (September 2019)	Partnership working of climate change or sustainability	Lead		West Lothian Chamber of Commerce	The 18 public sector partners of the CPP (including NHS Lothian, Police, Fire, DWP, council)	West Lothian Chamber of Commerce	Agreed to hold CPP Climate Change seminar to discuss further	CPP Board meeting themed around the Climate Emergency, to begin to think about common challenges, opportunities and potential collaboration and partnership working
Partnership Working	CPP Climate Change Seminar (October 2019)	Partnership working of climate change or sustainability	Lead		Partnership working of climate change or sustainability	Attended by officers from WLC, SEStran, Scottish Enterprise, NHS Lothian, SDS, SEPA, SNH, West Lothian College	Voluntary Sector Gateway West Lothian, Joint Forum of Community Councils	Discussions and actions informed development of CPP Climate Change Action Plan	Arranged following CPP Board meeting to discuss challenges, opportunities and partnership working in more detail. Session facilitated by SSN and attended by partners, community and young people.
Partnership Working	West Lothian College Sustainability Summit	Partnership working of climate change or sustainability	Supporting	West Lothian College				Valuable insight gained on young people's views on climate emergency. This will inform the new LOIP and Climate Change Strategy	Youth engagement and involvement key to West Lothian approach to the climate emergency. WLC Energy Manager and Community Planning Development Officer attended the Summit to deliver a workshop to provide an overview of activities CPP and council are undertaking to tackle the climate emergency and to carry out engagement with young people using the Mentimeter tool.
Partnership Working	Development of the new Local Outcomes Improvement Plan - Climate Change outcome				West Lothian Chamber of Commerce	The 18 public sector partners of the CPP (including NHS Lothian, Police, Fire, DWP, council)	Voluntary Sector Gateway West Lothian, Joint Forum of Community Councils	New LOIP due to be signed off in 2020 - on hold while the CPP fully considers the impact of COVID-19 on communities	The CPP began the process of developing a new LOIP in 2019. Through consultation with partners and communities, it was agreed that the climate emergency would be a key focus of the new LOIP and the following draft outcome was developed: 'Everyone who lives, works and delivers services in West Lothian builds a sustainable, nature rich, net zero carbon community'. Although the development of the new LOIP is on hold and the draft outcomes will be revisited, it is likely that there were still be a focus on tackling the climate emergency

OTHER NOTABLE REPORTABLE ACTIVITY

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below.				
Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Biodiversity	Ranger Service ran clean ups and habitat management sessions at Little Boghead Nature Park	Lead	Maintenance/improvement of species diversity	Funding from land trust
Biodiversity	Environmental education - Ranger Service engaged with 1124 pupils, 1428 attendees on public events and 241 participants from community organisations; worked with work placements who carried out over 92 hours of management work and volunteers who carried out 2170 hours of conservation and access projects in 2019/20	Lead	Improved knowledge and understanding of our local habitats, the pressures they are under and ways we can help them adapt and ultimately become more resilient and sustainable.	
Biodiversity	Ranger Service ran its annual 'Wild Wednesday' free environmental fairs across West Lothian (Polkemmet Country Park, Craigton Park in Winchburgh, Peel Park in Livingston, Almondell & Calderwood Country Park). 17 guest organisations from environmental sector joined WL Ranger Service across the four dates. 570 members of the public attended.	Lead	Environmental awareness raised, and appreciation of the natural world fostered through fun activities and crafts. The free fairs deliberately move around different towns and parks in West Lothian each year so that everyone gets the chance to attend within easy reach of their home.	Supported by SNH
Biodiversity	Additional funding from SNH Peatland Action for peatland restoration works in 2019/20. Ranger Service continues to manage Easter Inch Moss (LNR) to improve the peatland bog and moss areas, to try to start reversing the degraded areas and increase carbon capture long term. Includes collation of species data from annual volunteer surveys for site monitoring. Water levels are also monitored through dataloggers to monitor success of rewetting of areas	Lead	Maintenance/improvement of species diversity/improve long-term carbon capture abilities of moss	Supported by SNH
Biodiversity	Ranger Service continues to manage Blackmoss Nature Park to improve the peatland bog and moss areas, to try to start reversing the degraded areas and increase carbon capture long term. Water levels are also monitored through dataloggers to monitor success of rewetting of areas.	Participant	Maintenance/improvement of species diversity/improve long-term carbon capture abilities of moss	Partnership with SNH and Butterfly Conservation 'Bog Squad'
Biodiversity	Ranger Service working with a community group on project to restore Skolie Burn, a SSSI for unimproved grassland and geological site.	Lead	Maintenance/improvement of species diversity. Environmental education and community involvement	
Biodiversity	Ranger Service have co-ordinated path drainage and upgrade works on high profile access paths within Beecraigs Country Park to address wetter conditions and erosion issues.	Lead	Improve access, reduce soil erosion, increased resilience	Ranger Service lead with Volunteer Rangers support.
Biodiversity	Ranger Service worked with Volunteer Ranger Service to create wildflower areas within Beecraigs CP Caravan site, management change to areas of amenity grassland within the site and Interpretation panels to inform the public of benefits	Lead	Increase in species-richness, encouraging species diversity, increased carbon sequestration and better soil condition as well as greater resilience from climate change.	Ranger Service lead with Volunteer Rangers support.
Biodiversity	Buglife B-Lines – helped plant winter/spring bulbs in Loaninghill Cemetery, Almond Park, Balbardie Park, Almondvale Park, Bankton Mains Park and Eliburn Park - in support of the Scottish Pollinators Strategy	Participant	Conserving native pollinators, helping wildlife respond to climate change by making it easier for them to move around. Bringing nature to people.	
Biodiversity	Continued management of meadows at Almondell & Calderwood Country Park, Beecraigs Country Park and Polkemmet Country Park including annual monitoring	Lead	Maintenance/improvement of species diversity and habitat	

Biodiversity	Parks & Woodland continue to maintain and improve fen and pond habitats at Calderwood (SSSI)	Lead	Maintenance/improvement of species diversity and scarce habitat.	Supported by Friends of Almondell & Calderwood, in agreement with SNH. Small equipment grant from SNH
Water	Clearance of silt and overcrowded vegetation at the wildlife pond at Polkemmet.	Lead	Improvement of species diversity, long-term safeguarding of an important habitat within the Park. Increased environmental education opportunities.	Funded by Land Trust
Water	Willow spiling installed on the banks of the River Almond at Polkemmet Country Park and Almondell & Calderwood Country Park. Friends of Polkemmet, Friends of Almondell, and other volunteers assisted.	Partner	Climate change resilience as greater rainfall and erosion anticipated. Habitat creation as willow forms natural 'soft' banking.	Riverlife project from Forth Rivers Trust.
Other	Relevant planning applications scrutinised by Ranger Service and biodiversity responses / recommendations submitted to Planning as part of statutory planning process.	Consultee	Protecting and enhancing the biodiversity of West Lothian, ensuring habitat integrity and connectivity is considered in relevant applications.	
Other	Relevant planning applications and TPO / conservation area applications scrutinised and specialist tree condition and local biodiversity advice provided	Consultee		
Water	Paths improved and drainage installed in Holmes Park and Falconbrae Park.	Lead	Increased resilience to effects of climate change, as paths are more accessible and less prone to ponding/flooding.	
Energy	Core partner with greenspace Scotland in their Green Heat in Greenspaces project.	Partnership	Potential to significantly decrease Carbon emissions in long term, and possibly provide sustainable income for park maintenance.	
Food & Drink	33 fruit bushes and 35 fruit trees planted by the community in Holmes, Glebe and Millbank Parks in Broxburn/Uphall.	Support	Increases community resilience to the effects of climate change, helps to reduce food miles, reduce food insecurity and increase access to fresh produce.	

Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template

LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

PETITION - REQUEST FOR SPEED REDUCTION MEASURES IN FALSIDE, BATHGATE

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to inform the Panel of the receipt of a petition from the residents in the Falside area, Bathgate. This petition was remitted to the Environment PDSP from the Council Executive at its meeting on the 18 August 2020.

B. RECOMMENDATION

The Panel should note and consider the following recommendation which is intended to be submitted to the Council Executive for approval.

It is recommended that the Falside area in Bathgate continues to be monitored through the annual AIP programme and any accident trends or changes be analysed accordingly through this programme.

C. SUMMARY OF IMPLICATIONS

I Council Values	<ul style="list-style-type: none">Focusing on our customers' needs; andBeing honest, open and accountable;
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>Policy: The council's procedures on dealing with petitions require that petitions are considered by the Council Executive.</p> <p>Legal: None</p>
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	None
VI Resources - (Financial, Staffing and Property)	<p>Financial: None</p> <p>Staffing: None.</p> <p>Property: None.</p>

VII Consideration at PDSP	N/A
VIII Other consultations	None

D. TERMS OF REPORT

Background

- D1** A petition which has been signed by 92 people has been received by the council from residents in the Falside area of Bathgate.

The petition is titled "Petition to West Lothian Council from residents living in Falside Bathgate supported by Councillor Harry Cartmill. Speed reduction measures must be implemented to avoid a potentially serious road accident in our community where so many young children and older people live". This supporting document is attached in Appendix 1.

D2 Assessment of the petition

The Falside area in Bathgate consists of six residential streets, Falside Drive, Falside Terrace, Falside Crescent, Boghead Crescent, Hardhill Terrace and Robertson Avenue and is shown in Appendix 2. Construction was completed on the properties and streets in this residential area in the early 1950's.

The Falside area has a mandatory 30mph speed limit, however there has been a longstanding advisory 20mph speed limit in place with the appropriate signs and road markings installed. This area is accessed from Sibbalds Brae/Hardhill Road at its junction with Falside Drive. Sibbalds Brae and Hardhill Road is the route used by the public travelling from Bathgate to the south side of Armadale. This section of road has existing traffic calming features installed in the form of road cushions and pedestrian islands shown in Appendix 3.

The junction of Sibbalds Brae with Falside Drive has good visibility for all users due to the open space environment. There is also a pedestrian crossing guide at the junction to assist schoolchildren crossing the road during the school terms.

The councils' Accident Investigation and Prevention programme (AIP) is the mechanism used for casualty reduction in West Lothian. The AIP programme is based on international best practice as embodied in the RoSPA Road Safety Engineering Manual. At its core is the use of reported road injury accident data. The Road Traffic Act 1988 states that local authorities must investigate such accidents and take measures to prevent them from re-occurring. It is therefore not acceptable to use anecdotal reports of damage only accidents, near misses or even perceptions of safety problems as an alternative to the use of solid analysis of reported injury accidents.

To assess if there is an injury accident concern in the Falside area, accident records have been investigated for the latest five year period (up to the 9 February 2020). The accident retrieval has confirmed that there have been no recorded injury accidents in the Falside area and therefore highlights that there are no accident trends or patterns that can be analysed. Based on the lack of accidents, there is no need for any further measures to be considered.

The councils' AIP programme is monitored annually and should the current situation change then this will be assessed to ensure that any increase in accident levels are considered within the context of the AIP programme.

D3 SUMMARY

The council receives many requests for traffic calming speed reduction measures throughout West Lothian but has a limited casualty reduction budget that must be prioritised. The AIP programme aims to identify locations where engineering measures are likely to have the greatest impact on casualty reduction. The Falside area of Bathgate has never been identified as a site for concern through the AIP programme and a review of our injury accident database for the latest five year period (up to 9 February 2020) shows that there have been no recorded accidents in this area.

E. CONCLUSION

It is recommended that the Falside area in Bathgate continues to be monitored through the annual AIP programme and any accident trends or changes be analysed accordingly through this programme.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments:

Appendix 1 – Redacted petition received.

Appendix 2 – Falside area location plan.

Appendix 3 – Existing traffic calming screenshots.

Contact Person: Gordon Brown, Roads Network Manager tel: 01506 282340, e-mail: gordon.brown@westlothian.gov.uk

Jim Jack, Head of Operational Services, Whitehill House, Whitestone Place, Bathgate, West Lothian

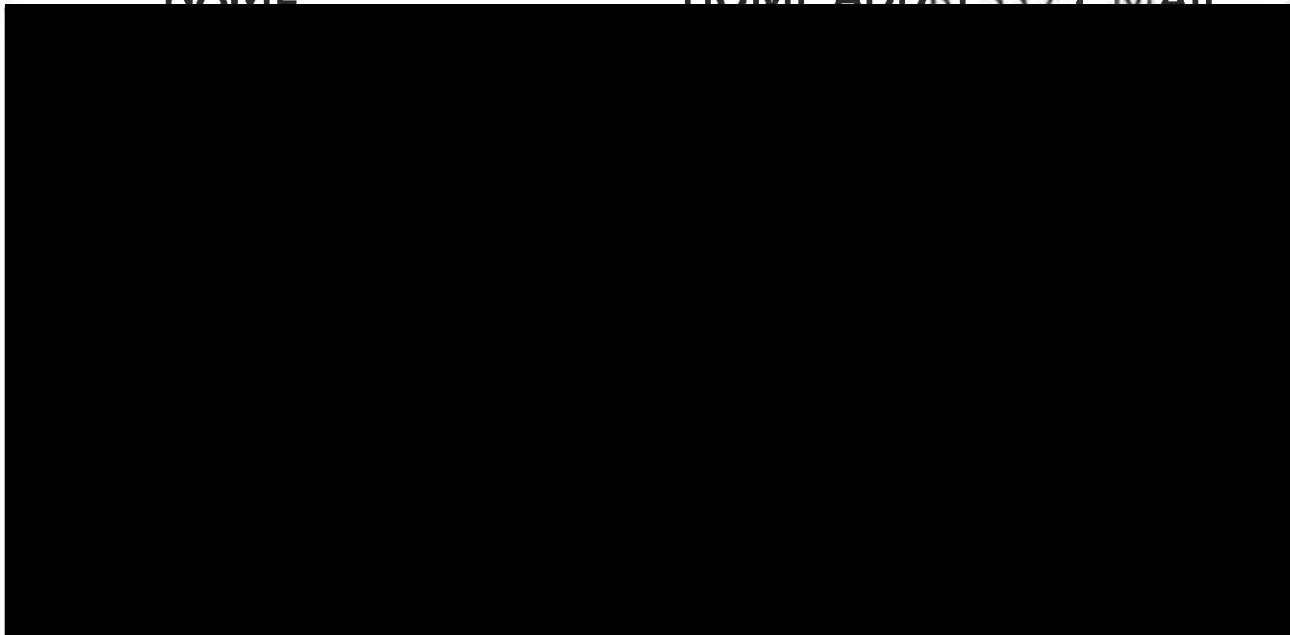
Date: 10 November 2020

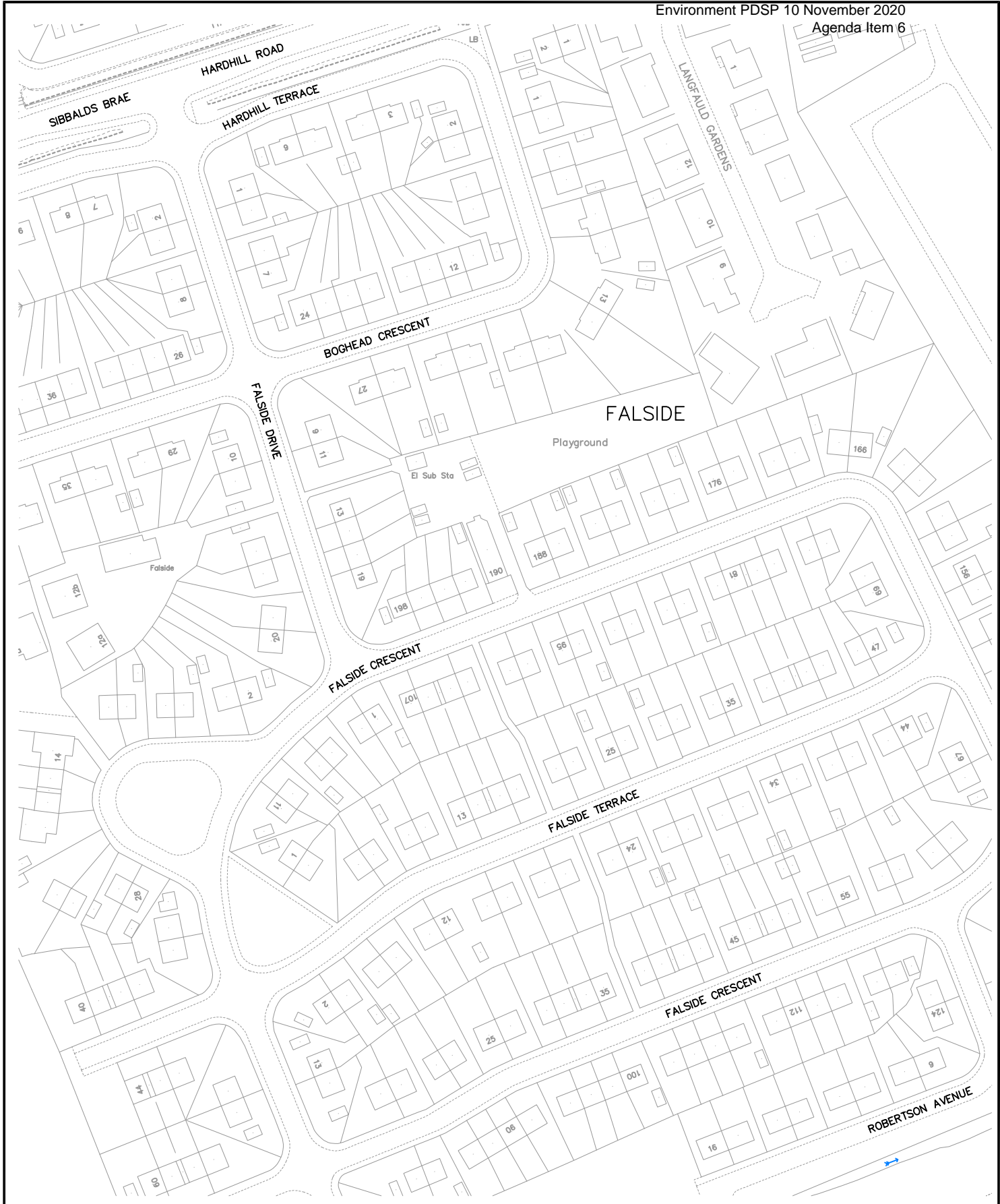
**PETITION TO WEST LoTHIAN COUNCIL FROM
RESIDENTS LIVING IN FALSIDE BATHGATE SUPPORTED
BY COUNCILLOR HARRY CARTMILL.**

**"SPEED REDUCTION MEASURES MUST BE
IMPLEMENTED TO AVOID A POTENTIALLY SERIOUS
ROAD ACCIDENT IN OUR COMMUNITY WHERE SO
MANY YOUNG CHILDREN AND OLDER PEOPLE LIVE"**

NAME

HOME ADDRESS / E MAIL





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DATA LABEL: – Public

WEST LOTHIAN COUNCIL OPERATIONAL SERVICES		FALSIDE AREA IN BATHGATE LOCATION PLAN	
ROADS & TRANSPORTATION MANAGER WHITEHILL SERVICE CENTRE WHITEHILL INDUSTRIAL ESTATE BATHGATE EH48 2EP TEL : 01506 282351	TRANSPORTATION ROAD SAFETY AND TRAFFIC MANAGEMENT	DATE: – NOV 2020	DRAWN BY: – GB
		SCALE: – NTS	CHECKED BY: – GM
		Drg. No.: – FALSIDE/D1	



Sibbalds Brae/Falside Drive Junction
Traffic calming looking west



Sibbalds Brae/Falside Drive Junction
Traffic calming looking east (Hardhill Road)



Pedestrian refuge island and traffic calming looking east on Hardhill Road

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT & SCRUTINY PANEL

CONSULTATION ON CYCLE 2 OF THE FORTH ESTUARY FLOOD RISK MANAGEMENT STRATEGIES AND PLANS

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of the report is to update the Panel on the forthcoming public consultation for the Draft 2021 - 2027 Forth Estuary Flood Risk Management Strategy and the Draft 2022-2028 Forth Estuary Local Flood Risk Management Plan.

B. RECOMMENDATION

It is recommended that the Panel notes the content of this report, the forthcoming Forth Estuary consultation dates for the flood risk management strategy and plans, and the Council's agreed Objective Target Areas, which are to be reported to the Council Executive for information.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; developing employees; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>Policy – Draft 2021 – 2027 Forth Estuary Flood Risk Management Strategy and Draft 2022 – 2028 Forth Estuary Flood Risk Management Plan.</p> <p>Legal - The Flood Risk Management (Scotland) Act 2009.</p> <p>SEA – Draft SEA for the Flood Risk Management Strategy will be included with Phase 2 of the public consultation.</p> <p>Equality Issues – Not applicable.</p> <p>H&S – Not applicable.</p> <p>Risk Assessment – Not applicable.</p>

III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	SOA 4. We live in resilient, cohesive and safe communities; SOA 5. People most at risk are protected and supported to achieve improved life chances; SOA 6. Older people are able to live independently in the community with an improved quality of life; SOA 7. We live longer, healthier lives and have reduced inequalities; and 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)	<p>Financial: Scottish Government funding of local authority flood risk management actions is based on the agreed actions and their prioritisation in the 2021 – 2027 Flood Risk Management Strategies, and the resulting 2022-2028 Local Flood Risk Management Plans.</p> <p>Staffing: Existing resources.</p> <p>Property/Assets: The forthcoming flood risk management actions will generate new flood protection assets in Cycle 2 or beyond.</p>
VII	Consideration at PDSP	Not applicable.
VIII	Other consultations	This report is to advise of the forthcoming public consultation arrangements for the Draft 2021 – 2027 Forth Estuary Flood Risk Management Strategy, and the subsequent public consultation of the Draft 2022 – 2028 Forth Estuary Local Flood Risk Management Plan.

D. TERMS OF REPORT

- 1.0** This report is to update the Panel on the forthcoming public consultations for Cycle 2 of the Forth Estuary Local Plan District Flood Risk Management Strategy (the 'Strategy') and the Forth Estuary Local Plan District Local Flood Risk Management Plan (the 'Plan').
- 2.0** Under the Flood Risk Management (Scotland) Act 2009, Cycle 1 Strategies were published by the Scottish Environment Protection Agency (SEPA) in December 2015 for the period 2015 – 2021. Cycle 1 Plans were published by the Forth Estuary Lead Local Authority (formerly The City of Edinburgh Council) in June 2016 for the period 2016 – 2022.
- 3.0** Draft Cycle 2 Strategies and Plans are currently being prepared for public consultation. Phase 1 of the public consultation will be launched by 21 December 2020. Draft Strategy information will include a Forth Estuary Local Plan District (LPD) summary, Potentially Vulnerable Area (PVA) summary, and a list of agreed Objective Target Areas (OTA's). The agreed OTA's for the Council's administrative area are: Armadale, Bathgate, Blackburn, Blackridge, Broxburn, Fauldhouse, Linlithgow, Livingston & Mid Calder, West Calder and Whitburn.
- 4.0** Phase 2 of the public consultation will be launched by 22 March 2021. Draft Strategy information will include the OTA Datasheets and a Draft Strategic Environmental Assessment (SEA). Draft Plan information will include the proposed prioritised flood risk management actions for Cycle 2. Both consultations will be run using the Citizen Space online citizens' engagement platform, and will remain open until June 2021. Once open, the Strategy and Plan consultations can be accessed here: <https://consultation.sepa.org.uk/>
- 5.0** Scotland's 14 Cycle 2 Strategies are due to be published by SEPA in December 2021. The Forth Estuary Cycle 2 Plan is due to be published by the Forth Estuary Lead Local Authority (currently Falkirk Council) in June 2022.
- 6.0** The Draft Strategy and Plan is prepared in collaboration with the other Responsible Authorities in the Forth Estuary LPD, i.e. 13 local authorities, SEPA, Scottish Water, Network Rail, Transport Scotland and Forestry & Land Scotland.
- 7.0** A subsequent report will be brought to the Panel early 2021, which will include the Draft OTA Datasheets for the Council, the proposed prioritised actions for the Cycle 2 Plan and further information on the March 2021 public consultation.

E. CONCLUSION

This report is to advise the Panel of the forthcoming consultation arrangements for the Flood Risk Management (Scotland) Act 2009 Cycle 2 Flood Strategies and Plans.

- Phase 1 of the public consultation for the 2021 – 2027 Draft Forth Estuary Flood Risk Management Strategy is due to be launched by 21 December 2020.

- Phase 2 of the public consultation for the 2021 – 2027 Draft Forth Estuary Flood Risk Management Strategy is due to be launched by 22 March 2021, alongside the launch of the public consultation for the 2022 – 2028 Draft Forth Estuary Local Flood Risk Management Plan.

Both consultations will close in June 2021.

The agreed Objective Target Areas (OTA's) for the Council's flood risk management actions during Cycle 2 are: Armadale, Bathgate, Blackburn, Blackridge, Broxburn, Fauldhouse, Linlithgow, Livingston & Mid Calder, West Calder and Whitburn. OTA Datasheets and the proposed prioritisation of the Council's flood risk management actions for Cycle 2 will be presented to the Panel January – February 2021.

F. BACKGROUND REFERENCES

- Flood Risk Management Strategy for the Forth Estuary Local Plan District, Published by SEPA, December 2015
- Local Flood Risk Management Plan for the Forth Estuary Local Plan District, Published by City of Edinburgh Council, June 2016
- National Flood Risk Assessment, Report by the Head of Operational Services to the Council Executive, 26 June 2018
- Forth Estuary Local Plan District – Flood Risk Management Interim Report, Report by the Head of Operational Services to the Council Executive, 26 February 2019

Appendices/Attachments: None

Contact Person: Shona Collins, Engineer – Flood Risk Management
07769 725540, shona.collins@westlothian.gov.uk

Jim Jack, Head of Operational Services

Date of meeting: 10 November 2020

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

PERFORMANCE REPORT

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to report the current levels of performance for all indicators which are the responsibility of the Environment Policy Development and Scrutiny Panel.

B. RECOMMENDATION

It is recommended 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:

- 7 Green
- 1 Amber
- 5 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:NLCS042_6b.4 Percentage of NETs, Land and Countryside Complaints, Stage 1 and 2, which are upheld or part upheld

Current Performance: 64%

Target: 36%

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 four 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.

P:RTS034_6b.3 Total number of Roads and Transportation Complaints (Stage 1 and 2) received

Current Performance: 34
Target: 19

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 ten of the last thirteen months.

Target reviewed in April 2020 and amended to 19 per month based on recent performance.

P:WM022_6b.3 Number of Waste Services Complaints (Stage 1) received

Current Performance: 82
Target: 60

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.

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

Current Performance: 4
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 September 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. Whilst there has been an increase on average since May 2020, the total number received remains low.

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

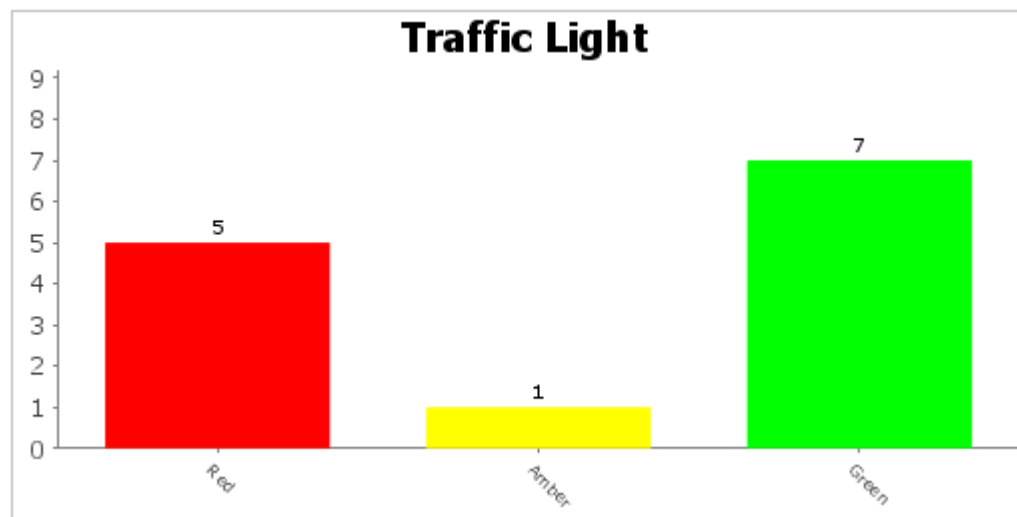
Jim Jack
Head of Operational Services


10 November 2020

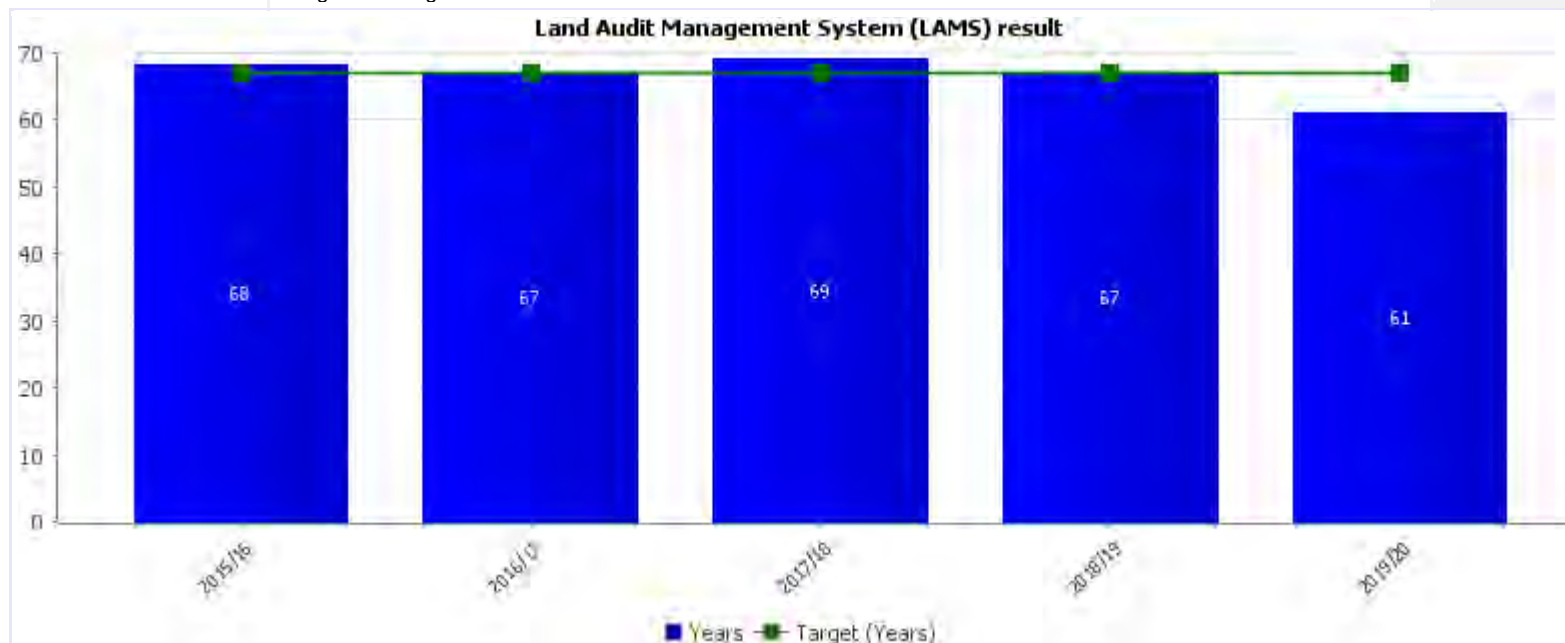
Appendix 1

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




Trend Chart Commentary:

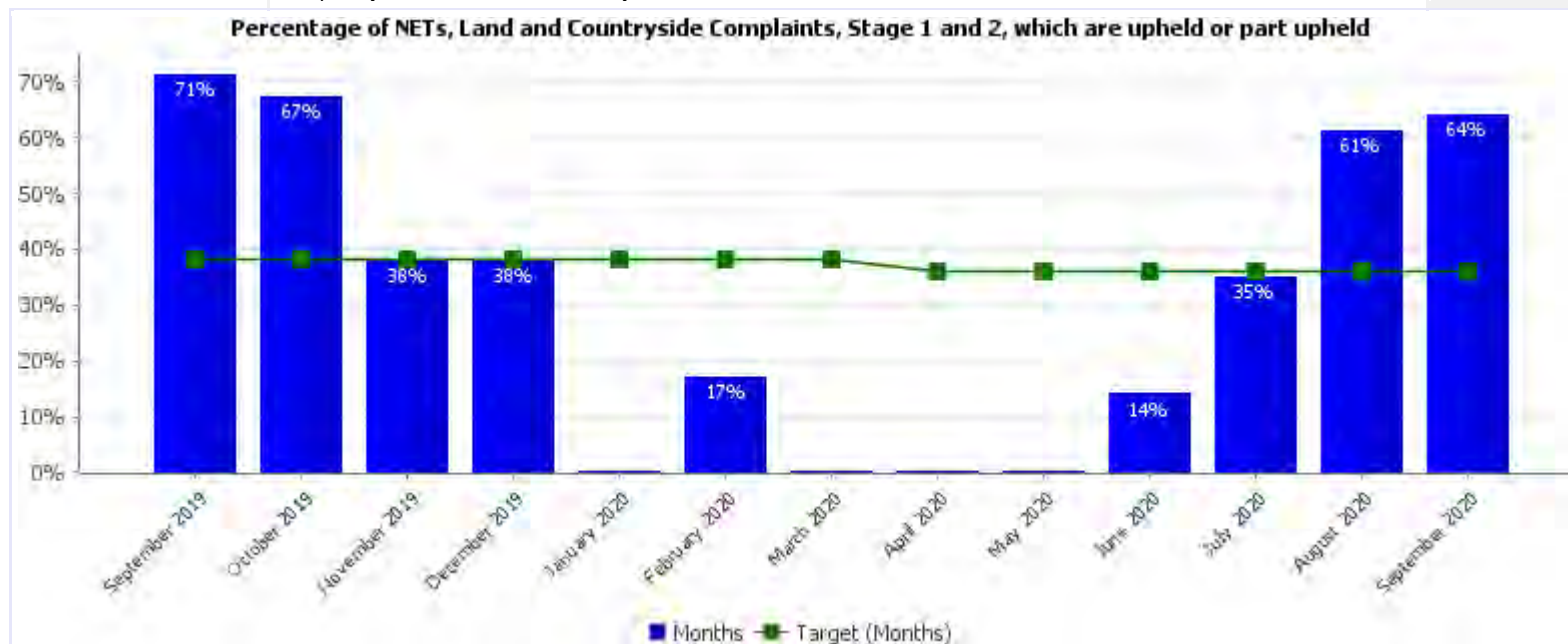
The monthly results for this year reflect the reduction in service standards implemented through Transforming Your Council, and also the weather had a significant impact on grass growth levels and our ability to complete grass cutting and weed management cycles on schedule.

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	64%
		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.

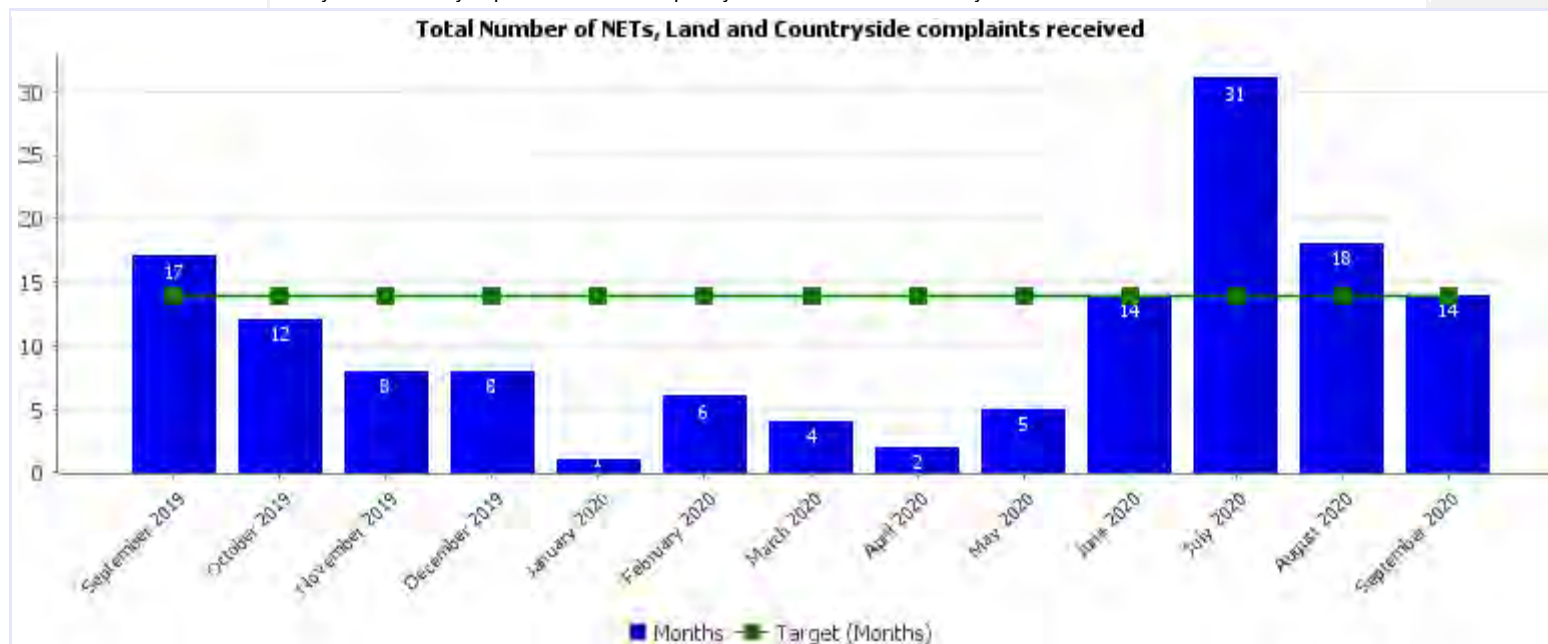
The target has been exceeded on four occasions over the period shown in the chart.

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	14



Trend Chart Commentary:

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

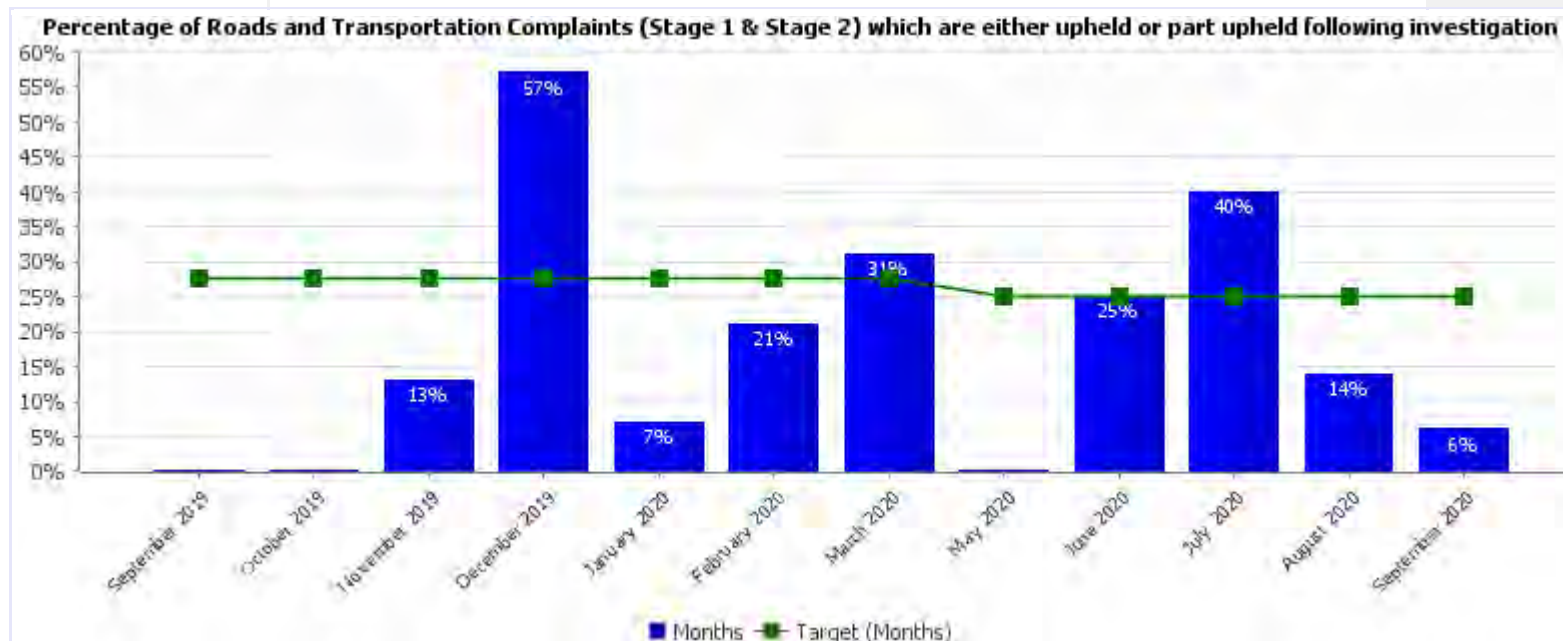
Complaints received cover the range of services provided by NETs, Land and Countryside. While there are no specific patterns to the receipt of complaints, there is a seasonal aspect to the fluctuations such as complaints in Grounds Maintenance around grass cutting in the summer months and leaf fall in 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 in August and September 2019 is predominately related to grass cutting service standards.

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	6%
		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 four upheld complaints in December 2019 were for four different service activities, 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	34
		Current Target	19



Trend Chart Commentary:

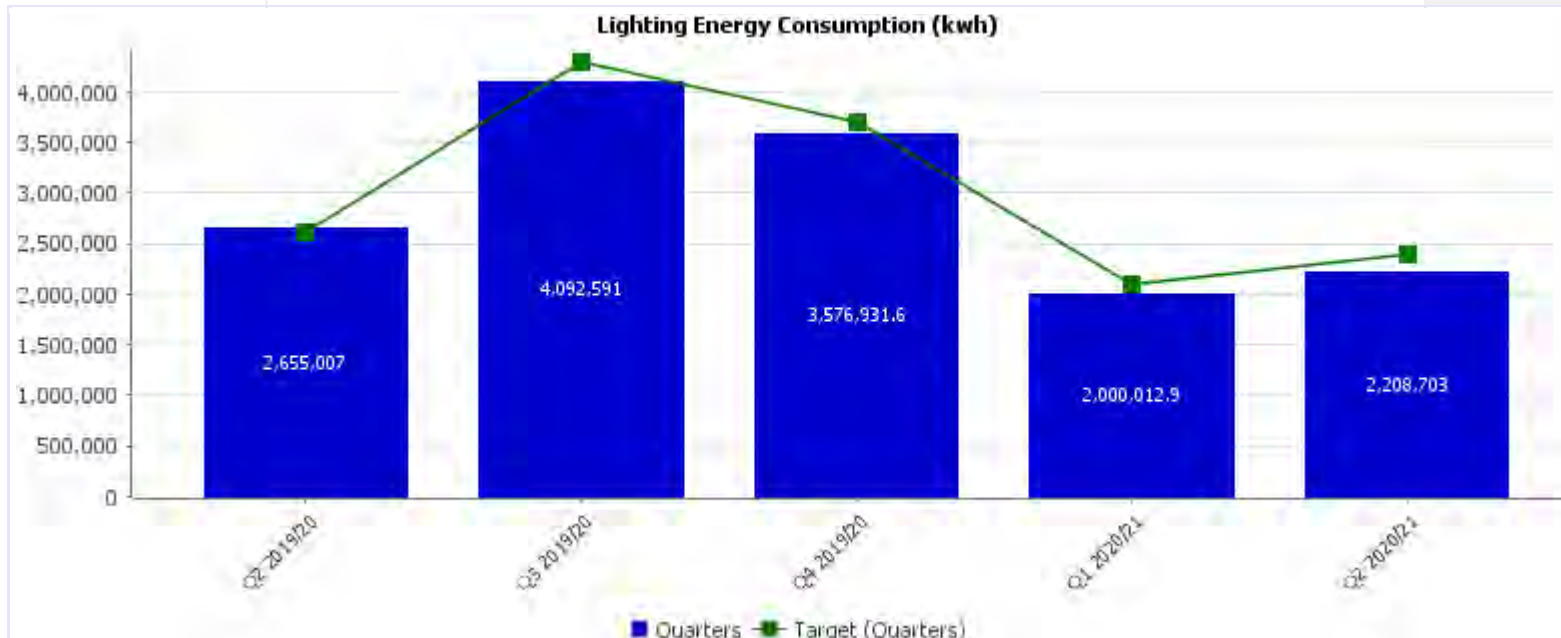
Where performance dips, this means that we have received more complaints than our target. The number of complaints which are actually upheld following investigation is very low.

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 ten of the last thirteen months.

Target reviewed in April 2020 and amended to 19 per month based on recent performance.

PI Code & Short Name	P:RTS093_9b.2b Lighting Energy Consumption (kwh)	PI Owner	zSLS_PIAAdmin; 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	2,208,703
		Current Target	2,400,000



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

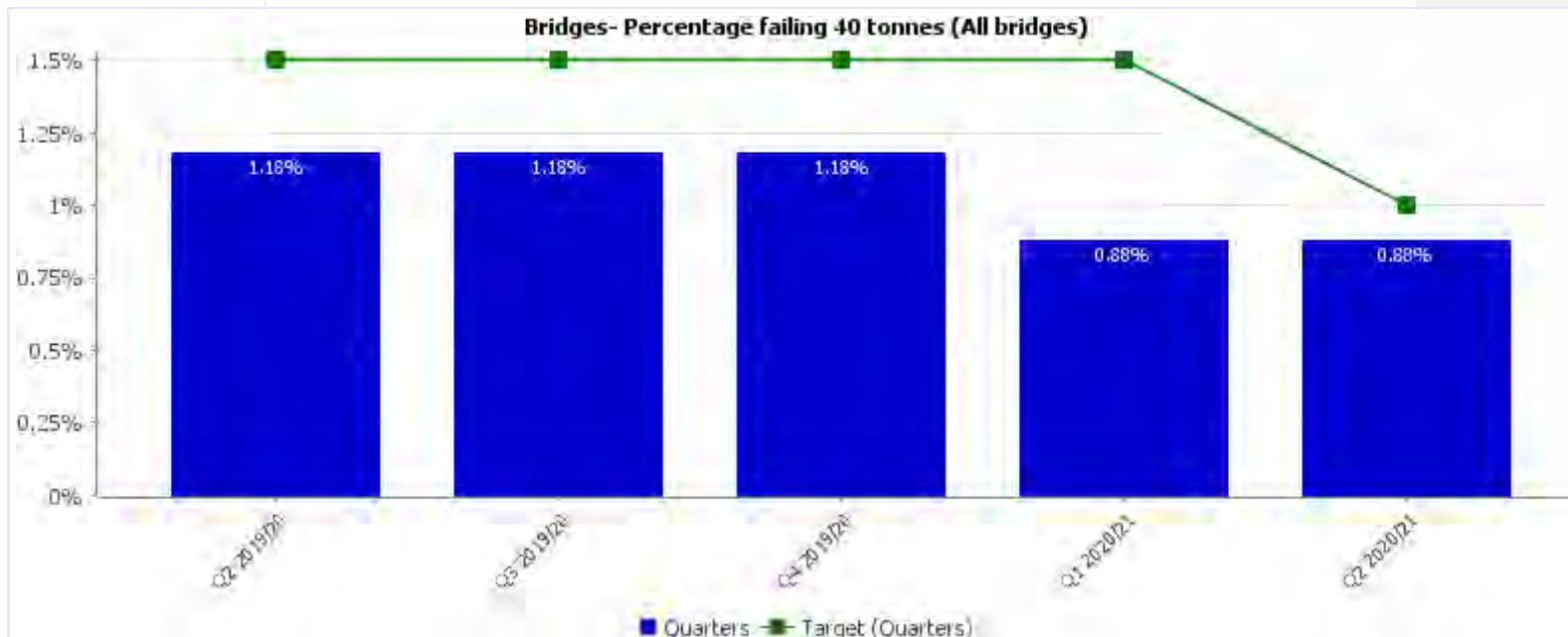
Quarter 2 - 2,400,000

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	This performance indicator is part of the performance scorecard for the council's asset management strategy and will contribute to outcome 3 suitability. 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).	Traffic Light Icon	🟢
		Current Value	0.88%
		Current Target	1%



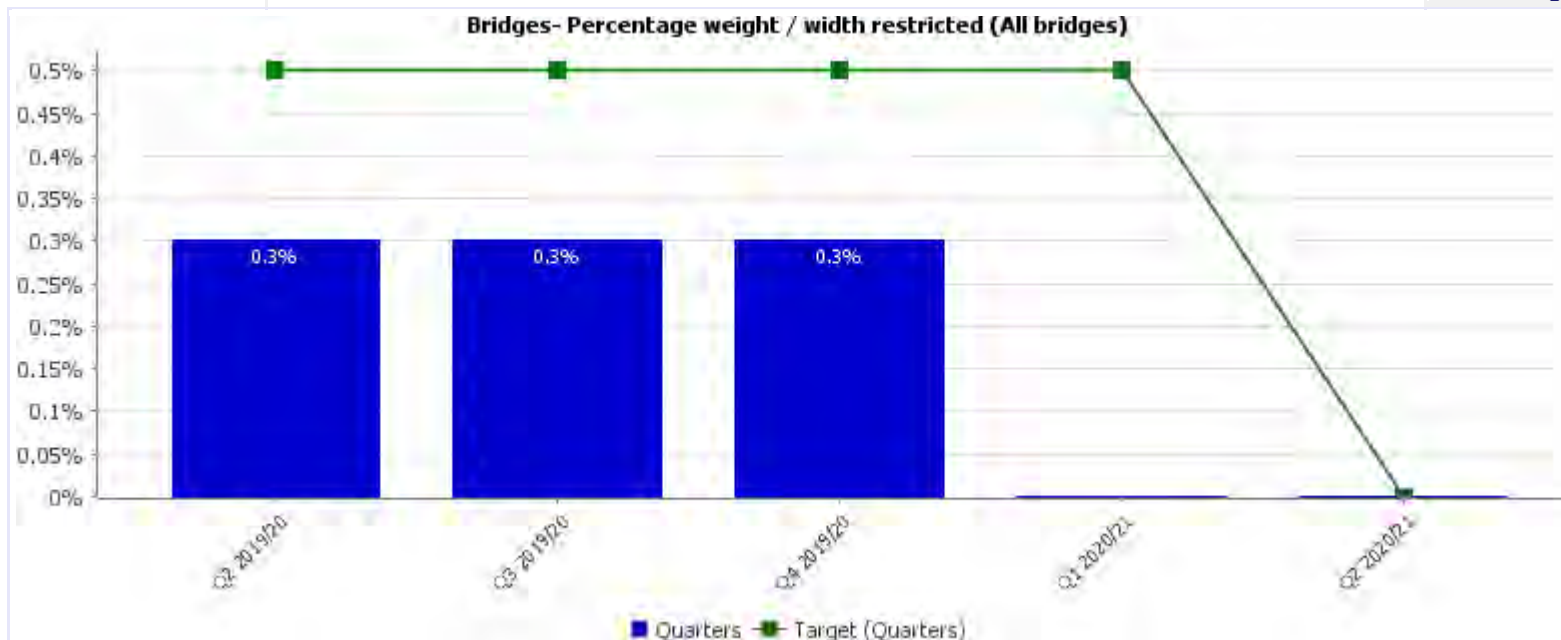
Trend Chart Commentary:

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 no 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%

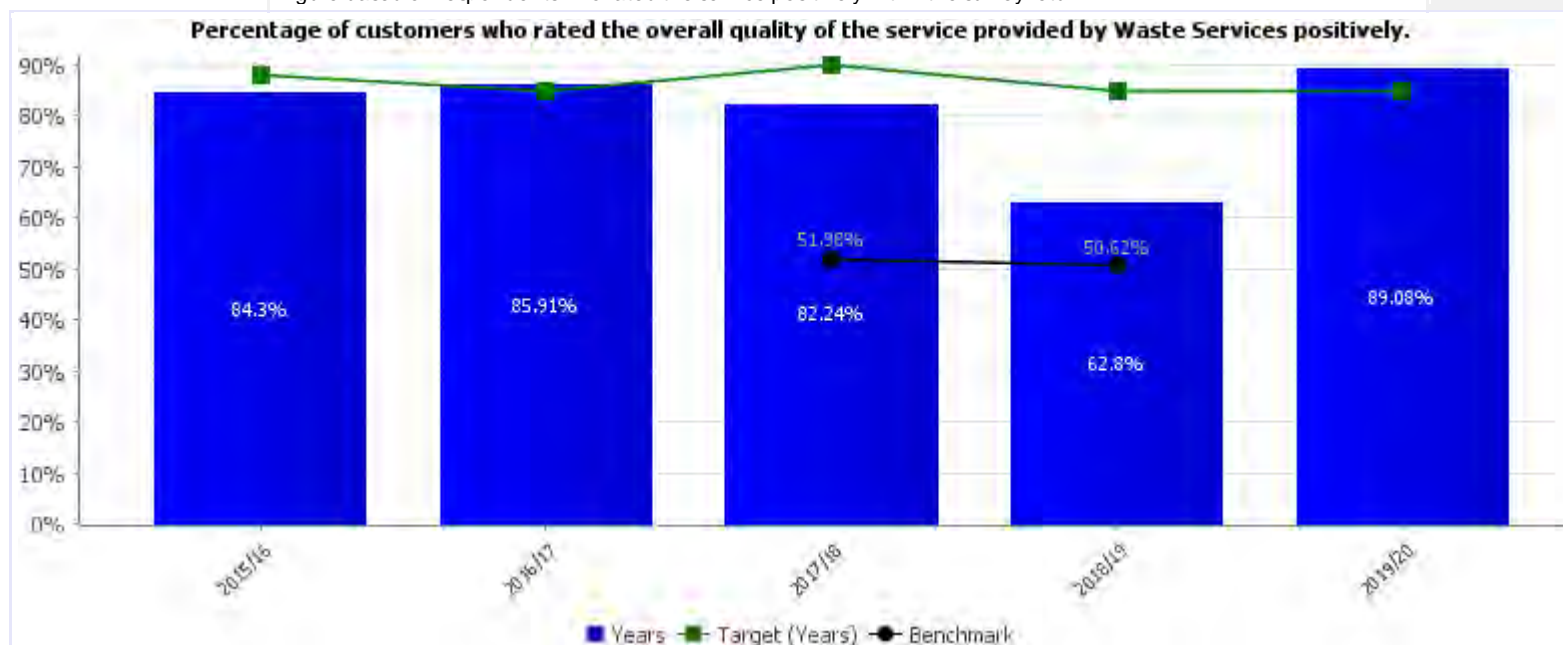


Trend Chart Commentary:

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	82
		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 a 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	4
		Current Target	2



Trend Chart Commentary:

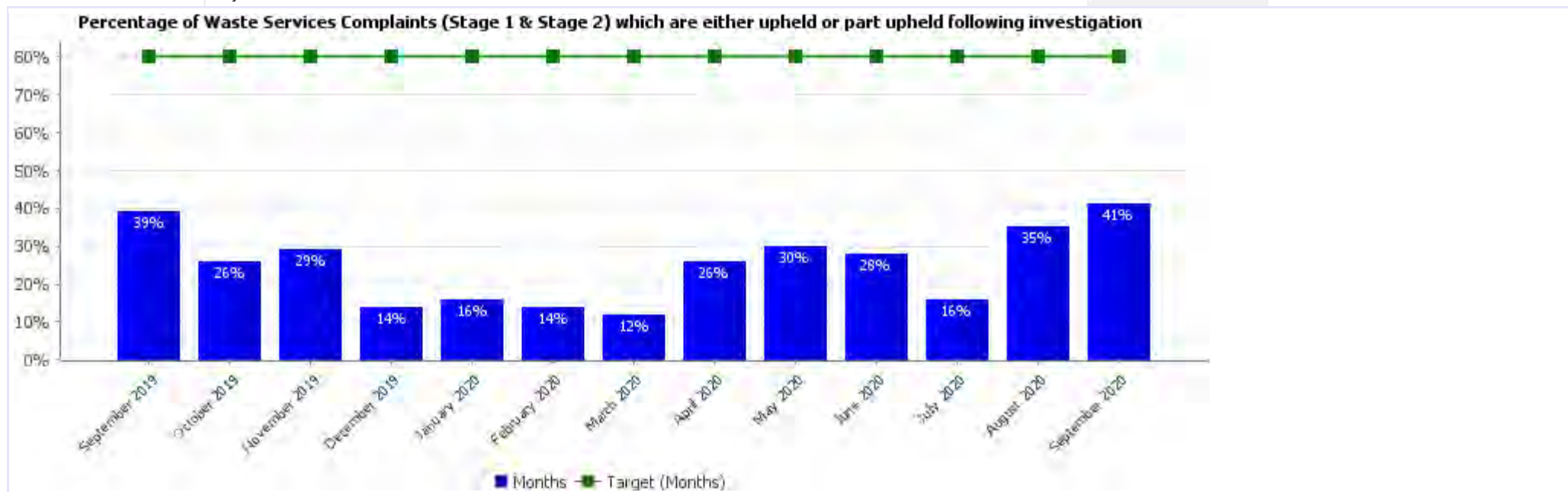
We aim to deal with all Stage two complaints within 20 working days where we miss this target this is down to the nature and complexity of the complaint meaning that it requires a significant amount of investigation to ensure that the customer is given the fairest possible outcome. The number of complaints 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 a 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 September 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. Whilst there has been an increase on average since May 2020, the total number received remains low.

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	41%
		Current Target	80%




Trend Chart Commentary:

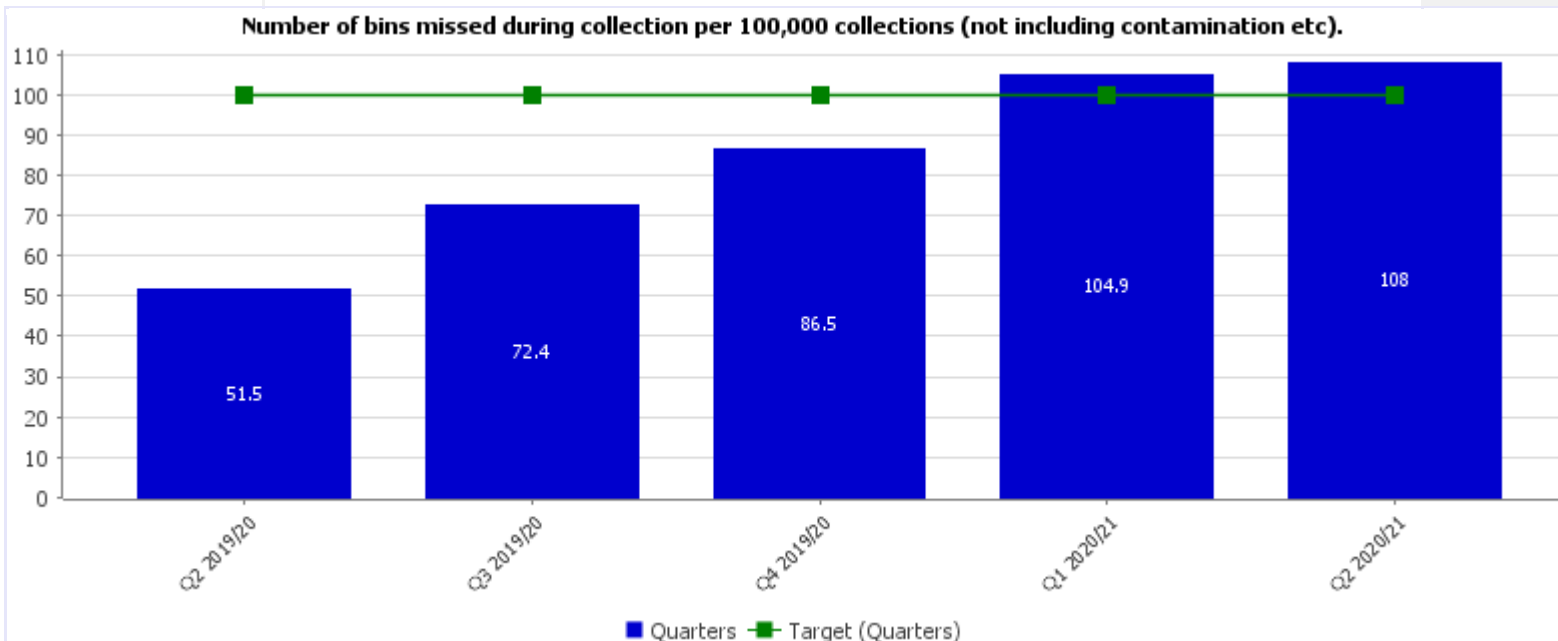
We aim to provide the best service possible and where this falls below customers' expectations we have a corporate policy for dealing with any complaints in a efficient and effective manner as possible.

Upheld and partially upheld complaint percentages have been below the target since September 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
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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	108
		Current Target	100



Trend Chart Commentary:

The number of bins missed has risen compared to the 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 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 produced vehicle savings and allowed 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

TRAVELLING FUNFAIRS (LICENSING)(SCOTLAND) BILL – CALL FOR VIEWS

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To make the Panel aware of the Scottish Parliament's call for views on the Travelling Funfairs (Licensing) (Scotland) Bill and to invite the Panel to consider the draft response appended to this report.

B. RECOMMENDATION

That the Panel agrees to recommend to the Council Executive that the proposed response to the call for views on the Bill is considered and a response is approved.

C. SUMMARY OF IMPLICATIONS

I Council Values	<ul style="list-style-type: none">• Focusing on our customers' needs• Being honest, open and accountable• Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The Travelling Funfairs (Licensing)(Scotland) Bill
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	None
VI Resources - (Financial, Staffing and Property)	None
VII Consideration at PDSP	N/A
VIII Other consultations	None

D. TERMS OF REPORT

D1 Background

Richard Lyle MSP introduced the Travelling Funfairs (Licensing)(Scotland) Bill to the Scottish Parliament as a private members Bill on 29 April 2020. The background information on the Scottish Government webpage states that Mr Lyle believes that the current law and practices regarding the issuing of Public Entertainment Licences (PELs) for travelling funfairs threaten the survival of showpeople. Mr Lyle has designed the Bill to make it easier for operators to put on travelling funfairs in Scotland. In Mr Lyle's view it is designed to create a new licensing process which he believes would be simple, consistent, fair and proportionate.

Travelling funfairs are currently licensed under the Civic Government (Scotland) Act 1982. The 1982 Act allows local authorities to issue "public entertainment licences". Licences may be temporary (up to 6 weeks) or full (up to three years). Funfairs are amongst several types of public entertainment subject to these licensing rules.

D2 What the Bill Aims to Do

The Bill begins with the following key provisions:

- It takes travelling funfairs out of the licensing regime in the 1982 Act;
- It provides a definition of "travelling funfair", including a maximum duration of 6 weeks;
- It states that anyone holding a travelling funfair needs a licence and that it is the local council that decides whether to grant one.

Most of the rest of the Bill concerns the new licensing regime. This includes—

- Rules about the information the applicant needs to provide and in what format;
- A requirement for the council to consult the police and fire and rescue service about each application;
- Rules on time limits for deciding an application and for appeals against a decision;
- Giving councils the power to impose certain types of condition when allowing a licence;
- Giving council officials and the police a right of entry and inspection to ensure a licence is being complied with.

A key provision that the fee for a licence is to be £50. It can be revised upwards in future years but only in line with inflation.

D3 Call for views

The Scottish Parliament's Local Government and Communities Committee has made a call for views of stakeholders on the provisions of this Bill.

The webpage states that any proposal for new laws requires very careful consideration and there is a possibility the Bill might fall when the election is called. The Committee undertakes to consider carefully all written submissions received on the Bill and to decide on next steps by early in the New Year.

A draft response has been prepared and is attached Appendix 1.

E. CONCLUSION

The Scottish Government has issued a call for views on Travelling Funfairs (Licensing)(Scotland) Bill and the Panel is being consulted regarding the terms of draft response prior to it being considered by the Council Executive.

F. BACKGROUND REFERENCES

<https://beta.parliament.scot/bills/travelling-funfairs-licensing-scotland-bill>

Appendices/Attachments:

Appendix 1: Draft response to the call for views on the Travelling (Licensing) (Scotland) Bill

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Julie Whitelaw, Head of Corporate Services

Date: 10 November 2020

Appendix 1

DRAFT RESPONSE FROM WEST LOTHIAN COUNCIL TO THE CALL FOR VIEWS ON THE TRAVELLING FUNFAIRS (LICENSING) (SCOTLAND) BILL

Questions

1.The main aim of the Bill is to make the licensing system for travelling funfairs less restrictive and less expensive for applicants. Do you agree with this aim? Do you agree that the Bill will achieve this aim?

A key way in which the Bill seeks to achieve this overall aim is to create a uniform approach, meaning that councils must all follow the same rules. (The current law allows councils to take different approaches to licensing travelling funfairs.) In answering question 1, you may wish to express a view on whether you agree that this is the best approach or that it is necessary to achieve the aims of the Bill.

West Lothian Council notes that not all councils are dealing with applications for temporary public entertainment licences (PELs) in the same way and the difficulties that this causes for applicants who apply for licences across Scotland. This council is of the view that these issues are not restricted to those experienced by members of the Showman's Guild. The lack of an appeal from decisions made on applications for temporary licences has meant that decisions made for reasons other than the grounds of appeal set out in the legislation cannot be challenged.

This council is of the view that the licensing provisions of the Civic Government (Scotland) Act 1982 ("the 1982 Act") which were drafted over 40 years ago are no longer fit for purpose and require to be reviewed to take into account current business practices. This applies to a variety of licences applied for under the 1982 Act, not just PELs.

We are aware that over the last ten years there has been a major shift away from entertainment and events taking place within licensed premises to a variety of outdoor events and events taking place in unlicensed premises. This has led to an increase in temporary applications associated with events such as for public entertainment, market operator's and street trader's licences.

The council does not support this Bill as we consider that it would not solve the issues for many customers. The council is of the view that the 1982 Act provisions need to be reviewed rather than the parliament making changes to only one type of licence for one particular type of applicant. The council would question whether the provisions of the Bill are fair to other licensing customers.

Sadly over the last few years there have been a number of high profile accidents arising from public entertainment including bouncy castles and other inflatable structures as well as mechanical rides. This council recognises the need for licensing of events to ensure public safety and would not wish to see any streamlined and fast track licensing system introduced which would dilute the public safety aspects of the current system. The council would not wish funfair licensing to potentially be viewed as a rubber-stamping exercise rather than a robust licensing scheme.

2.Section 1 of the Bill sets out a definition of "travelling fairground". Amongst other things, this provides that it cannot go on in one location for more than 6 weeks. (If the plan is for it to go on for longer than this, the current licensing law will apply.) Do you think the definition used in section 1 is a good one?

The council's view is that the definition is not clear. There is an argument that any funfair which is being erected on a temporary basis at any event could fall within the current definition. This would mean that any temporary public entertainment licence application could fall within the definition as many funfairs are now run at events organised by large events companies and local community groups as well as members of the Showmen's Guild. It is clear from the documents which accompany the Bill that this was not the intention of Mr Lyle.

3.The Bill imposes a flat fee of £50 for a license application. This may be increased but only in line with "changes in the value of money" (section 5(2)(d) and (6)) In the vast majority of cases, this will be less than applicants are paying under the current law. Do you agree with this?

The council's view is that a fee of £50 is insufficient to recover the costs incurred by councils in processing applications for temporary public entertainment licences and carrying out any compliance checks which are required. It is accepted that some councils are charging more than these costs could amount to. However, legislation could be passed to prevent this which could apply to all types of licences.

The proposition that the proposed fee is far too low is evidenced by the fact that only one council in Scotland charges a fee of £50 and that the vast majority of councils charge between £150 and £250. It is a key part of the 1982 Act that councils are obliged to recover their costs in administering the licensing process. This proposal would lead to obvious inequality whereby applicants not falling within the scheme would inevitably find that their fees would have to rise significantly to allow the reduced fees to be paid. Given that members of the Showmen's Guild are in business to make profits from the entertainment which they provide for the public there seems no real argument that they should pay smaller fees than others who organise public entertainment at the many events which take place across the country.

There are examples of fixed licensing fees being set by the Government under the liquor licensing legislation. Such fees have never been increased in line with inflation despite this being possible. For example, the fee of £50 for a personal licence to sell alcohol was set in 2007 and has never been increased so councils cannot realistically expect the fee level for funfair licensing to be increased regularly. This council believes that the £50 fee is insufficient to recover the cost of administering applications for personal licences despite that process being much simpler than the PEL scheme.

4.Key provisions concerning a council's decision-making role are that—

- a. The council must decide on an application within 21 days, otherwise it will be granted by default,**
- b. It must allow a validly made application unless (a) the applicant is not a "fit and proper person" or (b) there are safety or health concerns about the funfair that would not be reasonably mitigated by attaching conditions to the licence,**
- c. It may grant a licence subject to conditions (section 11 lists the type of conditions that may be imposed),**
- d. It can only revoke a licence if (a) it becomes aware of a fact not previously shared that would have led it to decide the application differently or (b) if a condition or other provision of the licence is not met.**

Are you satisfied that these provisions give councils the right level of control and choice over the licensing process?

This council is of the view that the proposal that council must decide on an application within 21 days, otherwise it will be granted by default is unworkable. If the licensing system is to be robust sufficient

time must be given to the council to allow it to consult with advisors, consider responses and make decisions on contentious applications.

Our council policy is that applications for temporary licences must be made a minimum of 35 days before the event but we encourage applicants to apply at least 4 months before the event to allow plenty of time to hold any committee hearing which may be required. Given that most events are planned at least 6 months in advance and advertised for many months this suggestion is not considered overly onerous. It is designed to give customers an early indication if there are issues raised about the event to allow time for Safety Advisory Group meetings to take place and discussions to be had with a view to resolving these issues. This council would wish to avoid the inevitable negative publicity which would result from a decision being taken to refuse a licence for sound public safety reasons near to the planned start date of an event. For the above reasons the council considers that the reduced timescale for applications will inevitably lead to a delay in such applications being lodged and increased pressure on already stretched advisors and that is not in anyone's interests.

5. We welcome views on any other aspect of the licensing system set out in the Bill that you consider important, for example, provisions on—

- a. What persons a council must consult before deciding any application (the Bill mentions two: the police, and the fire and rescue service),**
- b. The matters that an applicant has to address in their application; for instance, whether you think anything important is missing,**
- c. The right of an applicant to appeal a council's decision to the Sheriff Principal,**
- d. The criminal penalties set out in the Bill, for instance, where a person operates a travelling funfair without a licence or makes false statements in support of an application;**
- e. Powers to enter and inspect a travelling fairground: who may do so and for what reasons.**

(a) The council also consults with internal advisors such as Environmental Health and Building Standards and in line with recognised good practice suggested by Police Scotland considers whether a Safety Advisory Group meeting should be convened to involve applicants and both internal and external advisors in discussions regarding the safety of the public at the event. This should be recognised in the legislation by increasing the proposed timescales.

(b) The application should be accompanied by a plan which should show the area to be licensed, a location plan showing where that area is situated with reference to the nearest road or street and the location of the various public entertainment structures and equipment. The proposal that two potential sites could be identified is a good one and this could be applied to other licences if a review of the 1982 was undertaken.

(c) A right of appeal is an important aspect of any licensing scheme.

(d) and (e) no comment.

6. The MSP who introduced the Bill thinks it will help protect the way of life of Scotland's showpeople, a distinct community associated with putting on travelling fairgrounds. Do you agree the Bill will make a difference in this way?

Any other comments on the Bill's impact (positive or negative) on equalities, human rights and quality of life issues for local communities are also welcome as part of any response to question 6.

The council's view is that the impact of the 1982 Act on all customers not just showpeople should be considered by the Government and the Act should be reviewed to improve the system for all stakeholders rather than one particular customer group to be fair to all customers.

7.What financial impact do you think the Bill will have – on operators of travelling fairgrounds, on councils, on local economies, or on others?

See the response at question 3 above the council is of the view that the proposal within the Bill to reduce fees for certain customers will have a significant financial impact on the level of fees which will need to be set for other PEL applications in order that the council can recover the cost of administering the licensing scheme.



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

ACTIVE TRAVEL PLAN FOR WEST LoTHIAN 2021 TO 2026

REPORT BY OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to inform the Panel that the current Active Travel Plan for West Lothian requires to be reviewed and a new five-year plan developed for the period 2021 to 2026.

B. RECOMMENDATION

It is recommended that the Panel notes the contents of the report and the intention of officers to apply for Sustran Places for People funding to allow the appointment of consultants to review the current Plan and develop a new five-year Active Travel Plan (2021 to 2026).

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs, 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 preparation of a new Active Travel Plan will encourage active travel. Equality Impact Assessment will be undertaken as part of the Plan's development.
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: <ul style="list-style-type: none">• We live in resilient, cohesive and safe communities.• 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)	Funding is to be sought through Sustrans Places for People application process.
VII	Consideration at PDSP	

VIII Other consultations

Stakeholder engagement will be undertaken as part of the Plan's refresh.

D. TERMS OF REPORT

D.1 Background

Active travel is defined as making journeys by walking, cycling, scooting. It is an approach to travel and transport that focuses on physical activity as opposed to motorised means.

The Active Travel Plan provides a policy framework to inform and influence the development of policy and projects within the council and by external partners. It aims to understand the spatial needs of communities, and tackle barriers to increased levels of active travel with all the benefits this brings to health, the environment and the economy.

It is developed in partnership with a number of service areas across the Council. Engagement with the wider West Lothian community was also undertaken during the preparation of the current Plan and this will be continued during the development of the 2021-2026 Plan.

The Plan is linked to the Local Development Plan as planning guidance and the Council's Smarter Travel to School initiative. It is therefore an important document within the Council.

The current Action Travel Plan for West Lothian ends in 2021. The existing Plan requires to be reviewed and a new five-year plan developed for 2021 to 2026.

D.2 Resourcing

Officers intended to seek funding through Sustrans Places for People application process. This funding stream offers awards up to 100% funding and, if successful, officers would look to engage consultants to carry out the review on the existing Plan and develop a new five-year plan.

E. CONCLUSION

A successful funding bid will enable officers to engage the services of consultants and ensure the Council has a five-year Active Travel Plan in place from 2021.

F. BACKGROUND REFERENCES

Active Travel Plan for West Lothian 2016 – 2021: Making Active Connections
<https://www.westlothian.gov.uk/activetravel>

Adoption of West Lothian Active Travel Plan 2016 - 2021 – Report by Head of Operational Services to the Council Executive on 26 April 2016

Appendices/Attachments: None

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Jim Jack, Head of Operational Services

Date of meeting: 10 November 2020



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

DEALING WITH THE PRESENCE OF COAL TAR IN ROADS AND FOOTWAYS

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to inform the Panel of the impacts of the presence of coal tar when found in roads and footways.

B. RECOMMENDATION

It is recommended that the Panel notes the contents of the report and the intention to bring back a policy, to a future Environment PDSP, on a process of dealing with coal tar in roads and footways.

C. SUMMARY OF IMPLICATIONS

I	Council Values	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)	Under the Construction (Design and Management) Regulations 2015, it is the responsibility of the Designer to minimise construction hazards.
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)	Testing for coal tar will be funded through the relevant revenue or capital budget allocation pertaining to the works.
VII	Consideration at PDSP	

VIII Other consultations

Agenda Item 11
 Engagement has taken place with Society of Chief Officers of Transportation Officers (SCOTS). Issue initially discussed at the Capital Asset Management Board.

D. TERMS OF REPORT

D.1. Background

Coal tar-based materials were used in road carriageway construction until the mid-1980s. Coal tar contains hydrocarbons, some of which are carcinogenic and can be highly toxic to aquatic life.

In January 2018, consultants produced a guidance note for the Scottish Road Research Board on dealing with coal tar bound arisings. This guidance note was subsequently published by Transport Scotland.

The guidance states that coal tar must be assumed to be present within the carriageway construction until proven otherwise. This has raised concerns, with industry practitioners throughout Scotland, on the impact of maintaining road assets.

D.2. Testing for Coal Tar

To identify if coal tar is present within the carriageway construction, the carriageway has to be cored and the core sample tested. An initial test is carried out on site and if the presence of coal tar is identified, further tests are carried out in the laboratory to establish the level of Benz(o)pyrene within the material. The concentration of Benz(o)pyrene within the sample taken will determine whether the material is classed as a hazardous waste or not.

Testing for coal tar is necessary, as guidance states that if testing is not carried out then it must be assumed that coal tar is present and the material treated as hazardous waste. Testing early in the design process allows the designer to consider a more cost-effective option in dealing with material containing coal tar other than disposal.

D.3. Implications

The guidance advises that test cores should be taken at 100m centres in each lane of the carriageway. Reviewing the amount of major capital roadworks undertaken over the last 6 years, it is estimated that 180 cores would have needed to be taken and tested each year with an estimated annual cost of £35,000. This estimate does not include the impact of patching contracts carried out under the revenue budget or other works where excavation is required in the carriageway, footways, car parks, playgrounds etc.

Although there will be costs associated with testing, these are necessary to ensure that avoidable costs are not subsequently incurred as a result of untested materials being deemed to be hazardous waste.

The cost of dealing with coal tar material as a hazardous waste product is approximately £170/m³ compared to £15/m³ for material where coal tar is not present. This is largely due to the fact that there are currently no facilities in Scotland that accept coal tar material and only one facility in England, the alternative is to ship the material to recycling centres in the Netherlands.

It is the intention of officers to contain the cost of testing and treatment within the relevant revenue and capital budgets. However, if significant cost pressures arise these will have to be considered as part of future budget settings.

D.4. Process for Managing the Presence of Coal Tar

Officers have developed a process within Roads and Transportation's Quality Management System for undertaking testing for the presence of coal tar.

Where coal tar is found the preferred option is to recycle as part of the works being undertaken as this avoids the cost of removal and treatment.

However, in Scotland, approval needs to be sought from the Scottish Environmental Protection Agency (SEPA), when in-situ recycling is to be undertaken. Transport Scotland's Pavement Forum is currently preparing further guidance that will provide a national approach for recycling bitumen and coal tar bound arisings. The draft guidance is currently being reviewed by the SCOTS.

Once the Pavement Forum's guidance is finalised officers will bring a report back to the Panel recommending a policy on dealing with coal tar.

E. CONCLUSION

There is now an obligation in relation to health and safety to test for coal tar within our roads and footways prior to commencing works as a result of it being classed as a hazardous waste.

The testing and subsequent treatment are likely to have significant cost implications on the road's capital and revenue programmes over the coming years.

The development of guidance, by Transport Scotland's Pavement Forum on how to safely recycle bitumen and coal tar bound arisings, will help to inform officers in the preparation of a Council policy.

F. BACKGROUND REFERENCES

Dealing with Coal Tar Bound Arisings – Scottish Road Research Board January 2018

Capital Asset Management Board on 23 January 2020 - The Impacts of The Presence of Coal Tar in Road Construction

Appendices/Attachments: None

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Jim Jack, Head of Operational Services

Date of meeting: 10 November 2020



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

ACCESSIBILITY IMPROVEMENT SCHEMES TO THE ROAD AND FOOTWAY NETWORK 2020/21 AND 2021/22

REPORT BY OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to inform the Panel of officers' recommendations for the programme of works for accessibility schemes (2020/21 and 2021/22).

B. RECOMMENDATION

It is recommended that the Panel notes the contents of the report and the programme of accessibility schemes identified in Appendix 1, which will be submitted to Council Executive for approval.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs, providing equal 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)	Schemes promoted under the Equality Act 2010.
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	<p>The project will contribute to outcomes:</p> <ul style="list-style-type: none">• We live in resilient, cohesive and safe communities.• Older people are able live independently in the community with an improved quality of life.• 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 programme accessibility schemes is being funded through £40,000 of new time limited investment funding.

VII Consideration at PDSP

VIII Other consultations Programme of schemes developed in consultation with Disability West Lothian (DWL).

D. TERMS OF REPORT

D.1 Background

On 23 June 2020, Council Executive approved a budget of £30,000 in 2020/21 and £10,000 in 2021/22 to deliver accessibility schemes on the road and footway network.

D.2 Consultation

Officers have worked closely with DWL to review community requests that have been received for accessibility schemes. As with previous programmes of accessibility schemes assessment of requests were carried out in line with the Council's approved process.

D.3. Programme of Works

Appendix 1 lists the locations recommended by officers and DWL for implementation. The programme identifies works to the full value of the budget covering 2020/21 and 2021/22.

E. CONCLUSION

The programme of works will deliver improvements to the road and footway network by removing barriers to those with mobility difficulties.

F. BACKGROUND REFERENCES

Equality Act – Roads Network Improvements, Assessment of Requests and programme of Works – Report by Head of Operational Services to the Council Executive on 12 April 2011

Appendices/Attachments: Appendix 1 – Accessibility Schemes Programme of Works

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: 10 November 2020

Appendix 1 – Accessibility Schemes Programme of Works

Location	Details	Cost Estimate
Golf Course Road at Anderson Green, Deans Livingston	Dropped kerbs required at either side of junction	£3,840
Calder Park Road, Mid Calder	Dropped kerbs required between bus stops to Westgate.	£1,920
Lochshot Place, Livingston	Dropped kerb required at end of Lochshot Place to access existing path network to Livingston Village.	£960
Beatlie School, Livingston	Dropped kerb required at southern entrance to Beatlie Campus on Almond East	£960
St John's Court, Livingston	Dropped kerb required from St John's Court to hospital.	£960
High Academy Street, Armadale	Dropped kerb required at the footpath at the east side of entrance to the garage site at St Helen's Place	£960
Hopetoun Lane (Acredale car park), Bathgate at the vennel leading from Hopetoun Street	Dropped kerb at the end of the vennel and opposite.	£1,920
West Main Street, Broxburn	Dropped kerbs required from School Road to Greendykes Road.	£7,680
B792 footpath between Bathgate and Blackburn	Dropped kerbs required at the access to Pullman's.	£2,880
Standhill Road, Bathgate	Dropped kerbs required on east side of Standhill Road to access from Inchcross Park.	£1,920
Tweed Drive, Livingston	Dropped kerb required at bottom of Tweed Drive to access Craigshill Health Centre.	£1,920
Junction of Mavisbank Gardens and Torphichen Road, Bathgate	Dropped kerbs required at junction.	£1,920
B792 at Priors Croft, Torphichen	Dropped kerbs required from the steps at the park across to Priors Croft.	£1,920
Ash Grove, Blackburn	Dropped kerbs required on the north side of Ash Grove	£3,840
Bankton Brae, Livingston	Dropped kerb required to access footpath network.	£960
Blaeberryhill Road, Whitburn	Dropped kerbs required at entrance to cemetery.	£1,920
Academy Street, Armadale	Dropped kerbs required at school crossing patrol point adjacent to Academy Street	£1,920
Fauldhouse Road, Greenrigg	Dropped kerbs required at Baillie Avenue	£1,920
		£40,320

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

SCHOOL CROSSING PATROL GUIDES - RECRUITMENT DIFFICULTIES

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to advise the Panel of the current vacancy levels in the School Crossing Patrol Guides service and the steps being taken to recruit staff.

B. RECOMMENDATION

It is recommended that the Panel note the current recruitment difficulties in the School Crossing Patrol Guides service and seek the Panel views on additional measures to recruit staff via a targeted recruitment campaign.

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 provision of School Crossing patrol guides is a non-statutory service which the council provides. The responsibility for ensuring the safety of children travelling to and from school is a parental one.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	
VI	Resources - (Financial, Staffing and Property)	The annual budget for the provision of the School Crossing Patrol Guides 2020/21 is £425,905.
VII	Consideration at PDSP	None
VIII	Other consultations	None

D. TERMS OF REPORT

D.1 School Crossing Patrol Guide Locations

Although a non-statutory service, the Council has provided School Crossing Patrol Guides for many years. Currently, there are 82 approved sites that have guides and these are detailed in Appendix 1. Appendix 1 also shows whether the sites are currently staffed. At present, there are 17 sites with vacancies which equates to 21%. In addition, the service continues to get regular requests for new guides.

D.2 Covering Staff Absences / Vacancies

Where staff are absent or there is a vacancy the School Crossing Patrol Co-Ordinator deploys a mobile guide to cover points where possible. If locations cannot be covered by mobile guides, then a risk assessment is undertaken, and guides re-positioned, where possible, to the highest risk locations. This means sites which have less identified risks or alternative controlled crossing provision such as a zebra or pelican / toucan crossing are not staffed. Where a guide cannot be provided the school(s), in the area, is notified as quickly as possible and they in turn issue a group call message to advise all parents/carers.

The Road Safety Team are undertaking an assessment of the sites which have been vacant for some time to confirm if a crossing point is still required.

D.3 Recruitment Methods

Over recent months recruitment of School Crossing Patrol Guides has been increasing challenging. Vacancies tend only to be attractive to people who live nearby. The positions average 10 hours per week, 1-hour morning and 1-hour afternoon for 38 weeks per year. The position attracts an hourly rate of £9.34. The posts are regulated and require Disclosure Scotland PVG checks to be undertaken as part of the recruitment process.

Some prospective candidates are put off due to having to apply online when they have limited digital skills and the current pandemic is also impacting on recruitment due to anxiety around contact with others and staying safe.

In the past various recruitment drives have been undertaken using the following methods:

- Poster campaigns
- Social Media advertising
- Job Centre promotion
- Websites
- Leaflet drops in communities
- Posters/Leaflets - distributed to social clubs, churches, libraries, community centres, local shops
- Campaigns written up in Polish

Unfortunately, these recruitment drives have not been successful which means that vacancies still occur.

D.4 Targeted Recruitment Campaign

A further campaign can be done covering all the above again and flyers created for guides to hand out to people they meet whilst crossing their children. Arrangements will be made with HR Services to accept paper-based applications.

If the campaign fails to fill posts an assessment of all points will be undertaken, and staff requested to move to points of highest risk and where no automated supported crossing is available.

E. RECOMMENDATION

It is recommended that the Panel note the content of the report and officers' intention to do a targeted recruitment campaign to attract School Crossing Patrol Guides.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: Appendix 1 – Street Crossing Patrols

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Jim Jack
Head of Operational Services

10 November 2020

Post	Location	Local School	Location	Occupied / Vacant	Vacant From Year
4OK001	Church Street at Zebra crossing	Addiewell Primary	Addiewell	Filled	
4OK002	Pelican crossing West Main Street outside Academy	Armadale Academy	Armadale	Vacancy	2014
4OK003	Pelican crossing South Street at St. Helen's Place	Armadale Primary	Armadale	Filled	
4OK004	West Main Street j'w Academy Street	Armadale Primary	Armadale	Filled	
4OK005	Barbauchlaw Avenue j'w East Main Street	Armadale Primary	Armadale	Vacancy	2016
4OK006	High Academy St j'w Academy Street	Armadale Primary	Armadale	Vacancy	2019
4OK007	Pelican crossing at Bathville Cross	Armadale Primary	Armadale	Vacancy	2016
4OK008	Mill Road at footpath leading to school	Eastertoun Primary	Armadale	Filled	
4OK009	Manse Avenue j'w West Main Street	Eastertoun Primary	Armadale	Vacancy	2020
4OK010	Torphichen Street at school	Balbardie Primary	Bathgate	Filled	
4OK011	Hopetoun Street j'w Gideon Street	Balbardie Primary	Bathgate	Filled	
4OK012	Boghall Drive at Academy (South Gate)	Bathgate Academy	Bathgate	Filled	
4OK013	Edinburgh Road at refuge island east of Starlaw Crescent	Boghall Primary	Bathgate	Filled	
4OK014	Glasgow Road at school	St Mary's RC Primary	Bathgate	Filled	
4OK015	Mill Road j'w Cochrane Street/Burnside Road	St Mary's RC Primary	Bathgate	Filled	
4OK016	Hardhill Road /Hardhill Terrace/ Falside Drive	Windyknowe Primary	Bathgate	Filled	
4OK017	Glasgow Road West at Pelican crossing	Windyknowe Primary	Bathgate	Filled	
4OK018	Pelican crossing Blackburn X	Blackburn Primary	Blackburn	Vacancy	2012
4OK019	Bathgate Rd j'w Mosside Rd	Our Lady of Lourdes	Blackburn	Filled	
4OK020	Main Street at footpath to school	Blackridge Primary	Blackburn	Filled	
4OK021	West Main Street j'w Cardross Rd	Broxburn Academy	Broxburn	Filled	
4OK022	Zebra crossing Greensdyke Road	Broxburn Primary	Broxburn	Filled	
4OK023	Pelican crossing at Library West Main Street	Broxburn Primary	Broxburn	Filled	
4OK024	Pelican crossing West Main Street	St Nicholas RC Primary	Broxburn	Filled	
4OK026	Main Street at School	Dechmont Infants	Dechmont	Filled	
4OK027	Langton Road/ Redcraig Road	East Calder Primary	East Calder	Vacancy	2019
4OK028	Langton Rd at footpath to School	East Calder Primary	East Calder	Filled	
4OK029	Main Street at Rear Entrance to School	East Calder Primary	East Calder	Filled	
4OK030	Main Street at Church Gates	East Calder Primary	East Calder	Filled	
4OK031	Main Street / Harthill Road	Falla Hill Primary	Fauldhouse	Filled	
4OK032	Harthill Road at school	Falla Hill Primary	Fauldhouse	Filled	
4OK033	Sheephousehill j'w Quarry Road	Falla Hill Primary	Fauldhouse	Vacancy	2017
4OK034	Sheephousehill j'w Earl's Place	Falla Hill Primary	Fauldhouse	Filled	
4OK035	Main Street j'w Sheephousehill	St John the Baptist RC	Fauldhouse	Filled	
4OK036	Langrigg Road j'w Lanrigg Avenue	St John the Baptist RC	Fauldhouse	Filled	
4OK037	Station Road outside School	Kirknewton Primary	Kirknewton	Filled	
4OK038	Main Street at Bus Stop (Linlithgow Bridge)	Linlithgow Primary	Linlithgow	Vacancy	2020
4OK039	Mains Road at footpath to Merker Terrace	Linlithgow Primary	Linlithgow	Filled	
4OK040	Avon Mill Road j'w Mill Road	Linlithgowbridge Primary	Linlithgow	Filled	
4OK041	St Ninian's Road j'w Falkirk Road	Linlithgow Primary	Linlithgow	Filled	
4OK042	Preston Road j'w West Port	Linlithgow Primary	Linlithgow	Vacancy	2017
4OK043	West Port at Zebra crossing	Linlithgow Primary	Linlithgow	Vacancy	2016
4OK044	Preston Road at School	Linlithgow Primary	Linlithgow	Filled	
4OK045	Braehead Road j'w Preston Road	Linlithgow Primary	Linlithgow	Filled	
4OK046	Braehead Road outside Academy	Linlithgow Primary	Linlithgow	Filled	
4OK047	Preston Road & Deanburn Road	Linlithgow Primary	Linlithgow	Filled	
4OK048	Mains Road at Toucan crossing	Linlithgow Primary	Linlithgow	Vacancy	2020
4OK049	Back Station Road/Manse Road	Low Port Primary	Linlithgow	Filled	
4OK050	Blackness Road at Pelican crossing outside school	Low Port Primary	Linlithgow	Filled	
4OK051	High Street at RAB Low Port	Low Port Primary	Linlithgow	Filled	
4OK052	Springfield Road at school	Springfield Primary	Linlithgow	Filled	
4OK053	Glen Road at path leading to school	Deans Primary	Livingston	Filled	
4OK054	Bellsquarry South j'w Newpark Road	Bellsquarry Primary	Livingston	Filled	
4OK055	Main Street at Pelican crossing	Longridge Primary	Longridge	Filled	
4OK056	Market Street j'w Main Street	Mid Calder Primary	Mid Calder	Filled	
4OK057	Main Street j'w Spottiswoode Gardens	Mid Calder Primary	Mid Calder	Filled	
4OK058	Calderpark Road j'w Main Street	Mid Calder Primary	Mid Calder	Filled	
4OK059	Pelican crossing A71 & Polbeth Rd	St Mary's RC Polbeth	Polbeth	Filled	
4OK061	Drumshoreland Road outside school	Pumpherston Primary	Pumpherston	Vacancy	2016
4OK062	Drumshoreland Road j'w Uphall Station Road	Pumpherston Primary	Pumpherston	Filled	
4OK063	Redhouse Road at Pelican crossing	Seafield Primary	Seafield	Vacancy	2020
4OK064	Main Street at school	Our Lady's RC	Stoneyburn	Filled	
4OK065	Auchenhard Terrace at school	Stoneyburn Primary	Stoneyburn	Filled	
4OK066	The Loan j'w Priorscroft	Torphichen Primary	Torphichen	Vacancy	2019
4OK067	The Loan j'w The Square	Torphichen Primary	Torphichen	Filled	
4OK068	Crossgreen Drive/Wynford Avenue	Uphall Primary	Uphall	Filled	
4OK069	East Main Street east of shop	Uphall Primary	Uphall	Filled	
4OK070	Ecclesmachan Road opposite Public Park	Uphall Primary	Uphall	Filled	
4OK071	West Main Street east of St Andrew's Drive at refuge island	Uphall Primary	Uphall	Filled	
4OK072	Pumpherston Road at Bus Stop at park entrance	Uphall Station Infant	Uphall	Vacancy	2016
4OK073	Main Street j'w Stewart Street	Parkhead Primary	West Calder	Filled	
4OK074	Harburn Road j'w Harburn Lane	Parkhead Primary	West Calder	Filled	
4OK075	Longridge Road j'w Dixon Terrace	Polkemmet Primary	Whitburn	Filled	
4OK076	West Main Street at Pelican crossing	Polkemmet Primary	Whitburn	Filled	
4OK077	Longridge Road at Toucan crossing	St Joseph's RC Primary	Whitburn	Filled	
4OK078	Whitburn/Bathgate Rd at Pelican crossing	Whitdale Primary	Whitburn	Vacancy	2017
4OK079	Pelican crossing Whitburn Cross	Whitdale Primary	Whitburn	Filled	
4OK080	East Main Street j'w Shanks Road	Whitdale Primary	Whitburn	Filled	
4OK081	East Main Street at Pelican crossing	Whitdale Primary	Whitburn	Filled	
4OK082	Blaeberryhill Road/75 Yards North of Glenburn Gardens	Whitdale Primary	Whitburn	Filled	

4OK083	Main Street j'w Niddry Road	Winchburgh Primary	Winchburgh	Filled	
4OK084	Pelican crossing on Niddry Road	Winchburgh Primary	Winchburgh	Filled	
			Environment PDSP 11	November 2020	
				Agenda Item 13	
			Filled	65	79%
			Vacant	17	21%
			Total	82	100%

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT & SCRUTINY PANEL

OPEN SPACE PLAN 2020 – 2024

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to make the panel aware of the content and adoption of the Open Space Plan for the period 2020-2024 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.

B. RECOMMENDATION

The panel is asked to note the following:

- (i) the content and adoption of the Open Space Plan 2020-2024.
- (ii) the plan to incorporate, through the introduction of Annexes, the full range of service areas under the Open Space Asset Category, these include Food Growing, Cemeteries, Play Areas, Parks and Woodlands, Core Paths, Bio/Geo Diversity, Green and Blue Networks, Sports Facilities and Public Art.
- (iii) support the submission of the Open Space Plan 2020-2024 to Council Executive for approval

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	None
IV Impact on performance and performance Indicators	Provides the basis for the formulation of open space related performance indicators
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.

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

Outcome 14 – We reduce the local and global environmental impact of our consumption and] production.

Outcome 15 – Our public services are high quality, continually improving and efficient.

VI Resources - (Financial, Staffing and Property)

Whilst the purpose of the plan is to define and present a framework which allows the service to prioritise resources over the duration of the plan, in its current form it is links to elements of the Open Space Asset Category, both in its current focus on Urban Parks, but also in terms of linking across the proposed Annexes to the wider Open Space Asset Category Group.

Over the financial years 2020/21 and 2021/2 there is a total of £939,000 allocated to planned improvements within urban parks and whilst the plan drives prioritisation the focus of these 2 years will be addressing issues in parks that are not “fit for purpose”.

VII Consideration at PDSP

Not Applicable

VIII Other consultations

Open Space Working Group
Planning and Economic Development
Sports and Facilities Development

D. TERMS OF REPORT

D.1 Background

The West Lothian Open Space Plan provides a strategic vision for the provision, development, regeneration and management of open space within West Lothian in a co-ordinated, proactive and sustainable way. The Plan seeks to ensure open space within the council boundary is strategically managed to deliver meaningful benefits to local communities, whilst securing best value and providing a clear and prioritised framework for further investment and management. The adopted West Lothian Open Space Plan (2005 - 15) gives an undertaking to review the Plan regularly.

The document was reviewed and refreshed in 2009 and 2015, taking into account progress made since 2005. These documents presents a complete revision and re-write of the plan and is designed to cover the period 2020 – 2024, to more fully reflect current policies and practices and align with the timelines of the Corporate Plan.

The vision of this new document is to align with the strategic vision to encompass all aspects of the Open Space Asset Management Category within the plan and ensure that this vision aligns with the councils financial commitments to open space found within the 10 year Capital Programme running to 2027/28.

The new Open Space Plan will be reviewed every 5 years and it is envisaged that over the coming 2 years Annexes of the Plan will be developed and presented to Committee for each of the Open Space Asset Categories within the asset group. These annexes will cover service areas such as Food Growing, Cemeteries, Play Areas, Parks and Woodlands, Core Paths, Bio/Geo Diversity, Green and Blue Networks, Sports Facilities and Public Art.

This will ensure that the plan reflects an integrated approach to Open Space management and aligns with the Corporate Asset management Plan

The Open Space Plan 2020-24 has updated baseline information across the Open Space estate for each settlement within West Lothian

The Plan establishes a clear and coherent framework based around a shared vision and a collectively agreed set of objectives for West Lothian's open space. In addition, the Plan will help inform and support important parallel policy initiatives, including the Local Development Plan and Sports Strategy.

E. CONCLUSION

This Open Space refresh will provide the momentum to continue to improve the availability, quality and quantity of Open Space available to the communities of West Lothian.

F. BACKGROUND REFERENCES

1. Open Space Strategy 2005
2. Open Space Strategy Refresh 2009
3. Open Space Strategy Refresh 2015

Appendices/Attachments:

West Lothian Open Space Plan 2020 - 2024

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Jim Jack, Head of Operational Services

Date of meeting: 31 October 2020

Draft



West Lothian **OPEN SPACE PLAN**



Tippetknowe Play Area, Winchburgh

2020 – 2024

Executive Summary

Introduction

The West Lothian Open Space Plan 2020 to 2024 (Open Space Plan) provides an overview of open space in West Lothian. The Open Space Plan seeks to ensure open space within the council boundary and ownership is managed to deliver meaningful benefits to local communities.

In summary, the Open Space Plan will:

- Create and maintain an inventory of open space
- set general standards and objectives for open space
- ensure these standards and objectives reflect current legislation, national guidance, and council corporate objectives
- monitor performance on these standards and objectives
- identify priorities for capital investment based on these standards and objectives
- outline the council's operations and investment related to open space.

The Open Space Plan will also help inform and support important parallel policy initiatives, including the Local Development Plan (LDP), assessment of individual planning applications, and the various individual open space related strategies/plans employed by individual council service areas. The Open Space Plan will also distil legislation, national guidance, and council priorities into simple objectives and standards that can be used to guide other groups and organisations' operations and investment related to open space.

There are multiple council service areas operating within the sphere of open space and wider greenspace related activities. A summary of the operational activity of each is provided in the main document. Where appropriate, some service areas will also provide a comprehensive service plan to compliment and augment the Open Space Plan.

Active Open Space

The council has adopted the government's Planning Advice Note (PAN) 65 (2008) definition of open space. At present, when applying the council open space standards and assessing performance against those standards, the council considers only certain categories of open space that are defined as 'active open space'. These spaces predominately owned by the council, are mostly available for unrestricted outdoor public recreation, and they have established regular maintenance schedules. When the council look to improve formal parks and play areas, through internal investment and grants or through advising developers or others, they are looking to improve or create 'active open space'.

Benefits of Open Space

Well planned and managed open space provides a wide range of social, environmental and economic benefits to communities. These include:

- Mental and physical health benefits associated with outdoor recreation and exposure to nature
- a sense of local character
- opportunities for sustainable and active travel
- food growing to reduce indirect carbon emissions, food costs, and contribute to healthier diets
- carbon and pollution capture
- flood mitigation
- improving the quality of surface water runoff
- protecting and enhancing biodiversity
- providing links to other open spaces through green and blue networks
- economic benefits including attracting new residents and businesses to surrounding areas, hosting businesses, tourism, and income from harvest resources including timber, energy, and various agricultural products
- outdoor educational resource
- reducing crime and anti-social behaviour by providing free recreation opportunities
- social inclusion and fostering community spirit.

Open Space Plan Standards

In order to measure the value of open space and ensure that it is protected, enhanced, and expanded, where appropriate, it is important to set clear standards. PAN 65 suggests that standards should contain three elements: quantity, quality, and accessibility. West Lothian Council has adopted this approach.

Total open space provision (quantity) can provide a useful guideline on provision within individual settlement areas and provide a broad basis for comparative assessments when identifying priorities.

Open spaces need to be at least maintained in a 'fit for purpose' condition (quality). They should serve local communities by providing a level of service and functionality that meets as wide a range of benefits as practical, while being safe.

Open spaces need to be accessible to as wide a range of users as practical (accessibility). Their location should be widely known and access should be safe and easy; be it walking, cycling, horse riding, driving, or using public transport.

Open Space Plan Objectives

The following Open Space Plan objectives will be monitored through suite of Key Performance Indicators (KPIs), and reported via committee and through the West Lothian Asset Management (WLAM) review panel:

- all active open spaces (surveyed sites) will be fit for purpose before 2028/29 (maintained annually thereafter)
- the average score for all quality subcategories across formal parks (and other scored open spaces) will be maintained
- the council will aspire to meet the quantity standard for all settlements
- the council will aspire to have all residents have access to the hierarchy of active open spaces
- all planning applications for development (10 or more dwellings) will be reviewed by council Open Space Officers and others as appropriate
- all 'land safeguarded for open space' (in LDP) will be identified and surveyed by 2025, thereafter considered active open space

Open Space Investment

Various service areas have a revenue budget that contributes to day-to-day maintenance of open spaces and wider green spaces, including allowing the council to meet its legal obligations to ensure council assets are safe. However, addressing poor open space standards, improving the general quality of open spaces and wider greenspaces, and replacing assets that naturally or unnaturally reach the end of their life across West Lothian, requires more significant investment. The life expectancy of an open space asset can be determined by various factors including quality of construction materials, level of footfall, local ground condition, and anti-social behaviour and accidental damage etc. These larger scale investments are 'capital works'. In general, each service area decides upon a list of priority capital projects annually and may develop longer term management projects, based on ensuring public safety, or maintaining and improving service delivery. These are reported to the Council Executive when considering the capital programme.

In relation to urban parks, council Open Space Officers initially identify parks that are considered 'unfit' i.e. scoring less than 40 on the quality standard, or parks that may soon fall into an unfit condition due to high footfall or other factors that are acceleration deterioration. They then consider the quality, accessibility, and quantity standards of the surrounding area prior to determining the list of priorities for capital investment.

Financial Resources Overview

The council has a number of funding streams that are utilised for the maintenance and development of Open Space assets across West Lothian. There are 2 Primary sources of funding as follows:

Revenue Budget – The revenue budgets across Nets, Land and Countryside services are used to maintain all of the service assets, a proportion of the service budget is used to maintain the authorities Parks and Open Spaces.

Revenue funding is set annually, and for the financial year 2020/21 circa £4.1m of the service budget impacts directly or indirectly to parks and open spaces.

Capital Budget – The council is currently in the early years of an agreed 10 year Capital Programme, which commenced in the financial year 2018/19 and is scheduled to run until the financial year 2027/28. The Capital programme is based on an in depth, and projected, funding requirement identified at the outset of the programme, which is augmented as new projects are approved. The programme is based on the funding required to maintain open space assets (parks, cemeteries, play areas and sports facilities) in a “fit for purpose” condition. The financial commitment to maintenance of Open Space Assets is in the region of £17.1m for the remaining years of the Capital Plan from 2020/21 to 2027/28.

This funding is apportioned annually in order to improve assets, or complete projects, deemed as priorities based on the criteria within the attached Open Space Plan. The table below lists the annual allocations for the duration of the Open Space plan until 2024:

Year	2020/21	2021/22	2022/23	2023/24
Funding	£2.891m	£3.4m	£1.850m	£1.745m

In addition to the Revenue and Capital Budgets other sources of funding are allocated on a more specific or ad hoc basis to improve or provide open space assets for communities, these include:

Developer Contributions – These are collected from developers as part of the planning process around new development. The funds can be allocated to a specific development in order to provide or improve open space assets impacted by or required by the development.

Other funding – Funding on a more ad hoc basis can also be utilised to improve and maintain open space assets. In normal circumstances additional one off funding is normally allocated to particular projects and may be provided in the form of match funding to increase the levels of improvement that can be made to an asset from the council capital resources. Examples of ad hoc funding include:

HRA contributions

Town Centre Improvement Funds

Village Improvement Funds

Match funding from external funding providers and partner organisations

CONTENTS

1.0	INTRODUCTION	7
1.1	Background	7
1.2	Changes in Plan Format for 2020 to 2024	8
1.3	Definition of Open Space	9
1.4	Active Open Space	8
1.5	Local Decision Making	12
1.6	Multiple Benefits of Open Space	12
2.0	THE OPEN SPACE PLAN PROCESS	14
2.1	Open Space Inventory	14
2.2	Baseline Quality Standard Survey	14
2.3	Settlement Review	15
2.4	Consultation	15
2.5	Objectives and Standards	16
2.6	Priority Projects	16
3.0	WORKING WITH OTHERS	18
3.1	External Organisations	18
3.2	Community Involvement	18
4.0	POLICY CONTEXT	20
4.1	National	20
4.2	Regional and Local	21
5.0	THE OPEN SPACE PLAN OBJECTIVES	23
6.0	OPEN SPACE STANDARDS	24
6.1	Quantity	24
6.2	Quality	25
6.3	Accessibility	27
7.0	OPEN SPACE PROVISION IN NEW DEVELOPMENTS	29
8.0	COUNCIL SERVICE AREAS	32
8.1	Urban Parks	34
8.2	Grounds Maintenance	36
8.3	Local Biodiversity and Local Geodiversity Sites	38
8.4	Green and Blue Networks	41
8.5	Play Areas	43
8.6	Food Growing Areas	45
8.7	Cemeteries	47
8.8	Countryside, Country Parks & Semi-Natural Sites	49
8.9	Trees and Woodlands	53
8.10	Core Path Plan, Rights of Way, and Other Public Access Routes	57
8.11	Sports Facilities	60
8.12	Public Arts	62

TABLES

Table 1	PAN65 Open Space Category Description	10
Table 2	Park Hierarchy, Accessible Woodland, and Play Area Hierarchy and Typical Features	26
Table 3	Park Hierarchy Minimum Size and Accessibility Standards	28
Table 4	Annex Publication Timeline	32

APPENDICES

Appendix 1 Settlement Reviews

Appendix 2 Quality Standard Survey Methodology

ANNEXES

Annex	Service Area	Publication
A	Food Growing	Jan 2021
B	Cemeteries	May 2021
C	Play Areas	Nov 2021
D	Countryside, Country Parks, and Semi-Natural Sites	2022
E	Trees and Woodlands	2022
F	Core Path Plan, Rights of Way, and Other Public Access Routes	2022
G	Local Biodiversity and Local Geodiversity Sites	June 2021
H	Green and Blue Networks	June 2021
I	Sports Facilities	TBC
J	Public Art	TBC

1.0 INTRODUCTION



Almondvale Park, Livingston

1.1 Background

West Lothian Council is committed to ensuring the authority area is well served with a wide range of public parks, play areas, sports pitches and other open spaces. The West Lothian Open Space Plan 2020 to 2024 (Open Space Plan) provides an overview of open space in West Lothian, a plan for future investment in open spaces, and a summary of ongoing maintenance.

The Open Space Plan seeks to ensure open space within the council boundary and ownership is managed to deliver meaningful benefits to local communities, and that these benefits are aligned with open space legislative requirements, national guidance, and other council priorities. The Open Space Plan will summarise this legislation, national guidance, and council priorities in order to provide an understanding of open space issues and assist services and other external parties investing in West Lothian's open space to get the most out of this investment. The Open Space Plan further aims to distil the legislation, national guidance, and council priorities into simple objectives and standards that can be used to guide the council and other groups operations and investment.

The initial West Lothian Open Space Strategy adopted in 2005 gave an undertaking to review the Open Space Plan every 5 years. The document was reviewed in 2010 and again in 2015. This document presents the review and refresh for the period 2020 to 2024.

The Open Space Plan establishes a clear inventory of important open spaces in West Lothian and will therefore help inform and support important parallel policy initiatives, including the Local Development Plan (LDP) adopted in 2018 and its forthcoming update, LDP2, assessment of

individual planning applications, and the various individual open space related strategies/plans employed by individual council service areas with a role in open space and wider green space.

In summary, for West Lothian, the Open Space Plan will:

- create and maintain an inventory of open space
- set general standards and objectives for open space
- ensure these standards and objectives reflect current legislation, national guidance, and council corporate objectives
- monitor performance on these standards and objectives
- identify priorities for capital investment based on these standards and objectives
- outline the council's operations and investment related to open space.

The Open Space Plan is comprised of a number of sections, which are mostly included in this document. The exceptions are:

- GIS file (map and data table)
- Excel database summarising open space data.

These are held by NETs, Land and Countryside Service and used for operational purposes.

1.2 Changes in Plan Format for 2020 to 2024

The Open Space Plan format has changed since the review in 2015. Changes are intended to improve readers understanding of the council's approach to open space while also supporting the delivery of a wider range of open space benefits by the multiple service areas operating in open space.

Summary of changes:

- updated open space quality standard process to reflect a wider range of benefits e.g. ecosystem services and economic benefit
- clarification of how open space standards relate directly to capital spend in urban parks
- removed demographics and West Lothian context from main document i.e. those elements that will fall out of date
- removed the action plan, replaced with objectives related to standards
- addition of summary information on all council service areas operating in open spaces and wider green spaces
- additional reference to local and national legislation and guidance on open space
- additional guidance for planners and developers on open space standards
- settlements' summaries on open space are more frequently updated.



Almondvale Park, Livingston

1.3 Definition of Open Space

The council has adopted the government's Planning Advice Note (PAN) 65 (2008) definition of open space. PAN 65 provides advice on the role of the planning system in protecting and enhancing existing open spaces and providing high quality new spaces. PAN 65 defines open space as:

"Any vegetated land or structure, water, path or geological feature within and on the edge of settlements, and civic space consisting of squares, market places and other paved or hard landscaped areas with a civic function. Some spaces may combine green and civic elements."

Table 1 below describes the various broad categories of open space from the PAN 65 methodology. These categories are at the top of a hierarchy of open spaces that includes subcategories representing spaces of regional, settlement, neighbourhood, and local importance. For example the public parks and gardens category includes sub-categories; Country Parks (regional importance), District Parks (settlement importance), Neighbourhood Parks (neighbourhood importance), and Local Parks (local importance). This allows assessment of the various types of open space against their standard level of provision (see **Table 3**).

It is important to note that the PAN 65 descriptions of different types of open space are not intended to be prescriptive, but are merely a guide to what might generally be expected to be seen in each of the categories of open space across West Lothian. Where there are specific local (West Lothian) standards for types of open space, these are defined in **section 6.2**.

It should also be noted that the council has a responsibility for all land within its ownership. This includes considerable land outwith settlements. The current Open Space Plan is concerned primarily with open space in and around urban settlements and in the related green/blue networks and access

routes that connect these settlements. However the council intends to move towards a more comprehensive plan that collectively addresses all 'green space' within its portfolio. This is reflected in the Annexes that will support and augment the Open Space Plan. Wider green space the council has a responsibility for includes agricultural land holdings, former bings, woodland areas, and other semi-natural spaces. The Open Space Plan includes multiple references to these areas. As information related to these spaces improves and the council begin to objectively quantify their value, it is the intention to work toward a Green Space Plan in future years that will allow application of standards and investment prioritisation across a wider range of council assets.

Table 1 – PAN65 Open Space Category Description

Category	Description
Public parks and gardens	Areas of land normally enclosed, designed, constructed, managed and maintained as a public park or garden. These may also be owned or managed by community groups.
Private gardens or grounds	Areas of land normally enclosed and associated with a house or institution and reserved for private use.
Amenity greenspace	Landsaped areas providing visual amenity or separating different buildings or land uses for environmental, visual or safety reasons and used for a variety of informal or social activities such as sunbathing, picnics or kickabouts.
Playspace for children and teenagers	Areas providing safe and accessible opportunities for children's play, usually linked to housing areas.
Sports areas	Large and generally flat areas of grassland or specially designed surfaces, used primarily for designated sports (including playing fields, golf courses, tennis courts and bowling greens) and which are generally bookable.
Green corridors	Routes including canals, river corridors and old railway lines, linking different areas within a town or city as part of a designated and managed network and used for walking, cycling or horse riding, or linking towns and cities to their surrounding countryside or country parks. These may link green spaces together.
Natural/semi-natural greenspaces	Areas of undeveloped or previously developed land with residual natural habitats or which have been planted or colonised by vegetation and wildlife, including woodland and wetland areas.
Allotments and community growing spaces	Areas of land for growing fruit, vegetables and other plants, either in individual allotments or as a community activity.
Civic space	Squares, streets and waterfront promenades, predominantly of hard landscaping that provide a focus for pedestrian activity and can make connections for people and for wildlife.
Burial grounds	Includes churchyards and cemeteries.
Other functional greenspace	May be one or more types as required by local circumstances or priorities.

1.4 Active Open Space

Open space in residential areas comprises three elements:

1. gardens and private open space
2. active open space (including informal play/recreational space, equipped play areas and sports pitches)
3. passive open space (including amenity greenspace/landscaped areas providing visual or separating different buildings or land uses, green corridors and areas of undeveloped or previously developed land with residual natural habitats).

At present, when applying the council open space standards and assessing performance against those standards, the council considers only certain sub-categories of open space within certain categories. This allows the council and developers to focus on improving and increasing those spaces that can be objectively defined as valuable to the public and their quality can be quantified i.e. we have sufficient information on their features and dimensions etc. to make objective decisions.

The following sub-categories are considered 'active open space':

- Allotments
- District Parks
- Local Parks
- Neighbourhood Parks
- Playspaces
- Soft Play Area Swing Parks
- Sports Basketball Courts
- Sports Bowling Greens
- Sports Centre and Playing Fields
- Sports Football Pitches
- Sports Kick Pitches
- Sports Playing Fields
- Sports Tennis Courts
- War Memorials.

These spaces predominately owned by the council, are mostly available for unrestricted outdoor public recreation, and they have established regular maintenance schedules. When the council look to improve formal parks and play areas, through internal investment and grants or through advising developers or others, they are looking to improve or create 'active open space'. At present the scale and complexity of more semi-natural open spaces and rural green spaces make it more difficult to define 'value' in these other spaces. As such investment and advice related to these areas is considered on a case by case basis, considering public use (often measured with people counters), formal designation status (e.g. SSSIs and Local Biodiversity Sites), and on existing condition.

If an area of active open space should change to a different kind of active open space, e.g. creation of an allotment site within a park, the area will still be safeguarded as open space. If the new use should decline, then the nature of the space will revert back to what it was before.

It is intended that prior to the 2024 refresh of this plan, further categories of open space may be added to the definition of active open space as and when baseline inventories and survey methodology are created for these types e.g. natural/semi-natural greenspaces (including woodlands) and green corridors.

1.5 Local Decision Making

The West Lothian Local Development Plan adopted in 2018 (LDP) is the main planning policy document that sets out a vision of how West Lothian should develop in a sustainable way. It is used by the council for making decisions on development proposals and planning applications. Conserving and improving open spaces is one of the core strategies in the LDP. Scottish Planning Policy (2014) requirements in relation to open space are fulfilled through integrating the Open Space Plan with the LDP and through consultation on individual planning applications.

The LDP protects those individual open spaces identified as being of most value; these are referred to as 'Land Safeguarded for Open Space'. It also outlines those exceptions whereby development on existing space may be permissible. These are outlined in LDP Planning Policies **ENV21 and ENV22**.

The Open Space Plan is a material consideration in the determination of planning applications and has provided important information that has influenced the outcome of strategic land use decisions. The Open Space Plan has enabled council Open Space Officers to review individual planning applications and make recommendations to Planning Services based on the open space standards. Developers are obliged to make adequate provision of open space and associated access as required by the Supplementary Guidance laid out in the council's **Residential Development Guide 2018**, which reflects the Open Space Strategy 2015. Developers are obliged to make sure any new open space is properly designed, managed, and maintained in order to ensure no negative impact on open space standards occurs from their development.

1.6 Multiple Benefits of Open Space

Well planned and managed open space provides a wide range of social, environmental and economic benefits to communities. These include:

- Mental and physical health benefits associated with outdoor recreation and exposure to nature
- a sense of local character
- opportunities for sustainable and active travel
- food growing to reduce indirect carbon emissions, food costs, and contribute to healthier diets

- carbon and pollution capture
- flood mitigation
- improving the quality of surface water runoff
- protecting and enhancing biodiversity
- providing links to other open spaces through green and blue networks
- economic benefits including attracting new residents and businesses to surrounding areas, hosting businesses, tourism, and income from harvest resources including timber, energy, and various agricultural products
- outdoor educational resource
- reducing crime and anti-social behaviour by providing free recreation opportunities
- social inclusion and fostering community spirit.

These benefits are reflected across the 15 measures described in the quality standard, **Appendix 2**. The ideal in creating and improving open space is to realise a wide variety of benefits.

2.0 THE OPEN SPACE PLAN PROCESS



Eliburn Park Play Area, Livingston

The preparation of the original 2005 Open Space Plan involved a number of broadly sequential stages. These stages are summarised below. Further information on a number of these stages is provided later in the Open Space Plan.

2.1 Open Space Inventory

The original 2005 Open Space Plan created an inventory of urban open space sites including at a minimum their name, location, type, and dimensions. There were in excess of 1,800 sites mapped and input into the original database (2004) i.e. all sites in West Lothian that were classified as urban open space under PAN 65 typology and greater than 0.2 Ha in size. Site boundaries were identified from Ordnance Survey maps and confirmed by various council officers and consultants on site. Many boundaries were updated in 2017/2018 to reflect changes since 2005 e.g. sites lost to development, new sites constructed, and changes to boundaries for a variety of reasons.

2.2 Baseline Quality Standard Survey

In 2004, council officers prioritised all sites in terms of importance i.e. category 1 = most important, 2 = important, 3 = less important. In general all active open space was classified as category 1 i.e. the most important. The Open Space Audit 2004 was a baseline quality survey limited to just category 1 sites. The survey was designed to add some descriptive data for the site and to score the site's quality on a simple numeric scale. 750 sites were surveyed and the survey attributed a total score between 0 and 75. The survey was designed to capture quality related to a wider range of benefits than could be captured by a Land Audit Management System (LAMS) survey or the council's internal CONFIRM reporting system. Additional details captured for the sites surveyed included site description, opportunities for improvement, problems, and ownership details.

While historically only those sites subject to capital investment were resurveyed to quantify improvement, in preparing this new Open Space Plan it was decided to survey all urban parks in 2017/18 and then resurvey them at least every 5 years. This was used to estimate a general deterioration rate as well as quantifying improvement as and when investment is complete. In addition, the survey methodology was changed to reflect a wider range of benefits associated with open space.

The original inventory plus the additional detail captured in 2017/18 became the Open Space Database. This database is a GIS file (map and related data table). This database provides a descriptive, quantitative, qualitative and spatial record for all urban parks within West Lothian, and more limited records for all other open spaces within settlement boundaries. At present the database does not include all those valuable urban semi-natural spaces and any of the valuable rural green spaces the council own and manage for public/environmental benefit.

In the future it will be important to capture all the green space owned by the council on the database in order to ensure that at least the basic requirements are being met by the council as a responsible landowner i.e. ensuring that its legal duties are met and for the prudent and sustainable, long-term management of all the council land assets. This will include Country Parks, semi-natural spaces, tree/woodland areas, core paths, rights of way, and other public access routes.

It is understood that review of the council's land assets has been undertaken from time to time by Property Services and Planning Services with a view to disposal of those areas which had been identified as surplus to operational requirements and hence identified for potential development and a subsequent capital receipt. It will be important that any future surveys for the Open Space/Green Space Plan include the identification of these areas which are now no longer required, for example due to changes in demographics or provision of new facilities as part of development and also areas where land acquisition would help to deliver significantly increased benefits e.g. adjacent to well used sites or to provide a missing link in a green network.

2.3 Settlement Review

The database was used to create a settlement review for each of West Lothian's settlements. This provides a simple spreadsheet and text that provide a summary of each settlement's open space provision, and its performance in relation to the quality, quantity, and accessibility standards. This is a useful tool in considering the impact of new developments and in identifying priorities for new investment. **Appendix 1** provides the settlement review as at September 2020. These reviews are provided as and when required e.g. planning application review, identifying sites for local investment by community group or external funds etc.

2.4 Consultation

The council consulted with key stakeholders during the implementation of the 2005 strategy, facilitated through the internal West Lothian Open Space Strategy Working Group. The two

subsequent five year refreshes (utilising consultants) included ongoing consultation with this group and other internal council services. The group includes representatives from all service areas whose work relates to open space. Consultation informed the content of the original strategy, the baseline methodology, review of open space standards, and the selection of priority projects. Consultation with this working group will remain a feature of the Open Space Plan in future. All five year refresh plans require to go through the Environment Policy Development & Scrutiny Panel before formal approval by the Council Executive.

2.5 Objectives and Standards

Earlier incarnations of the Open Space Plan comprised a vision, aims, and an action plan, in addition to the three core standards: quantity, quality, accessibility. This has been simplified to form a short list of overall objectives for the Open Space Plan (**section 5.0**). These objectives are directly linked to improving the three open space standards throughout West Lothian.

Historically the open space strategy and subsequent refreshes concentrated on informing capital spend related to urban parks only. Other service areas had, and continue to have, their own individual plans and priority projects related to their specific interest and remits. Their objectives, standards, and priority projects may be informed by legislation, national guidance, and corporate priorities that relate only to their specific service area.

However, overall open space standards where appropriate should ideally be reflected in all service areas' operations and plans. This is valuable in prioritising spend across a number of different service areas as well as ensuring local priorities, legislation, and national guidance on open space is informing all service areas and performance can be measured e.g. biodiversity should be a consideration of all open space service areas.

2.6 Priority Projects

Various service areas have a revenue budget that contributes to day-to-day maintenance of open spaces and wider green spaces, including allowing the council to meet its legal obligations to ensure council assets are safe. However, addressing poor open space standards, improving the general quality of open spaces and wider greenspaces, and replacing assets that naturally reach the end of their life across West Lothian, requires more significant investment. These are 'capital works'. In general, each service area decides upon a list of priority projects annually and may develop longer term management projects, based on ensuring public safety, or maintaining and improving service delivery. These are reported to the Council Executive when considering the capital programme.

In relation to urban parks, council Open Space Officers initially identify parks that are considered 'unfit' i.e. scoring less than 40 on the quality standard. They then consider the accessibility and quantity standards of the surrounding area prior to determining the list of priorities for capital investment. For example, an unfit park in an area with a good quantity of open space, with lots of good parks within easy reach of residents would be a lesser priority than an area with very little good open space within reach. Where standards are poor, and there is a lack of formal parks, investment

in areas other than parks may be considered e.g. green networks or community woodlands which could augment active open space in an area. In general, the amount of capital funds approved by the council as part of the 10 year budget setting exercise in early 2018 should allow all urban parks to become and remain fit for purpose in the current capital period (2017/27).

Capital works in service areas other than urban parks are determined by individual service area plans. See relevant **Annexes**. There is an aspiration that the council will work towards a more uniform method of developing wider green space inventories and standards that will help prioritise investment across all council service areas operating under the open space asset category.

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3.0 WORKING WITH OTHERS



Glebe Park Play Area, Uphall

Council revenue and capital investment in open spaces is limited and currently allows the council to keep assets in a 'fit for purpose' condition only (see **section 6.2** for definition). In order to maximise available resources to make improvements and to ensure West Lothian open spaces deliver what local communities want, the council will often work with external organisations and the public to secure external grants and volunteering opportunities to improve open spaces.

3.1 External Organisations

Partnership working with external agencies provides significant additional resources to protect, enhance, and create open space. Historically there have been many joint projects involving the council. For example, works to improve the Livingston North and South Blue/Green Networks have involved liaison with Central Scotland Green Network Trust (CSGNT) and The Woodlands Trust Scotland (WTS), and there have been joint projects with Sustrans to improve active travel routes through green spaces. Council capital funds allocated to open space may be used as leverage to pull in additional external match funding or investment, which may influence priorities i.e. one unfit site or settlement with poor standards may be chosen for investment over another if there is potential to bring in external funding for an individual site or settlement/other area.

External funding sources related to open space include Forest and Land Scotland, landfill funds, The National Lottery Heritage Fund, Central Scotland Green Network Development Fund, Scottish Environmental Protection Agency, Scottish Natural Heritage, West Lothian Development Trust, and the Water Environment Fund.

3.2 Community Involvement

In order to ensure open space meets the needs of its users, council officers will work closely with local community groups and individuals when developing projects and completing core work. This can include involving communities in quality surveys, offering guidance to community groups on their own projects, consulting school children and local residents when developing capital projects, and advising local elected members on projects that have arisen from communities. Where appropriate, the Community Choices methodology and framework for consultation will be adopted.

The council also maintains an online presence relating to open space. Specific issues can be reported directly online to the council, as can feedback on all individual parks, woodlands, and public access routes etc. As and when an open space is allocated capital funding this information can (along with other ad hoc or systematically collected information) form a starting point for additional consultation.

Consultation range and expenditure will depend on the scale and nature of investment proposed. Typically any works that relate to a safety requirement may have no (or limited) consultation opposed to works that relate to a need or desire to improve an open space beyond repairs i.e. if adding new features or changing use of a site.

Individual service area summaries or Annexes contain additional detail on the consultation processes applied by individual council service areas.

4.0 POLICY CONTEXT



Quarry/Froggy Park, Livingston

4.1 National

The preparation of the original open space strategy in 2005 was in response to the requirements set out in Scottish Planning Policy, Planning Advice Note (PAN) 65, and the National Planning Framework in place at that time.

Scottish Planning Policy is the Scottish Government's vision for the planning system, setting the framework for the council's individual development plans including how individual planning applications are assessed. The current Scottish Planning Policy 2014 states that:

"Development plans should be based on a holistic, integrated and cross-sectoral approach to green infrastructure. They should be informed by relevant, up-to-date audits, strategies and action plans covering green infrastructure's multiple functions, for example open space, playing fields, pitches, outdoor access, core paths, active travel strategies, the historic environment, biodiversity, forestry and woodland, river basins, flood management, coastal zones and the marine environment. Plans should promote consistency with these and reflect their priorities and spatial implications. Strategic development plans should safeguard existing strategic or regionally important assets and identify strategic priorities for green infrastructure addressing cross-boundary needs and opportunities. Local development plans should identify and protect open space identified in the open space audit and strategy as valued and functional or capable of being brought into use to meet local needs."

In summary Scottish Planning Policy encourages local authorities to take a strategic approach to planning and managing open spaces, and to consider quantity, quality, and accessibility.

PAN 65 provides more detailed interpretation of national policy and advice for users on the functions of the planning system with regard to open space including:

- Protecting valued areas, and ensuring appropriate provision with, or close to, new development
- the interactions with the planning policy framework
- the broad values attached to open space
- types of open space
- links to design and placemaking
- developing open space strategies, including conducting audits
- requirements for development plan policies
- interactions between open space strategies and development management
- approaches to securing appropriate delivery, management and maintenance of open spaces in parallel with new development.

Identified as a 'National Development' initially in National Planning Framework 2 (NPF2 2009), and subsequently NPF3 2014, the Central Scotland Green Network (CSGN) is a large scale, long term open space initiative. The vision is to transform Central Scotland (by 2050) into a place where the environment adds value to the economy and where people's lives are enriched by its quality. The initiative takes in 19 local authorities across Central Scotland, including West Lothian. It aims to connect and enhance existing environmental assets, and deliver a range of interventions where the need is greatest, benefitting people, the environment and the economy. The Central Scotland Green Network Trust (CSGNT) invests significantly in West Lothian, including by leading projects developed by the council and securing grant funding that may not be available to the council.

4.2 Regional and Local

4.2.1 Strategic Development Plan

The Edinburgh and South East Scotland Strategic Development Planning Area (SDPA), which was designated by Scottish Ministers on 25 June 2008 comprises City of Edinburgh, East Lothian, Midlothian, South Fife, Scottish Borders and West Lothian Councils. The key role of the SDPA is to prepare and maintain an up-to-date Strategic Development Plan for the area, the first of which SESplan (SDP1), was approved by Scottish Ministers on 27 June 2013.

SDP2 was submitted to Scottish Ministers for examination on 26 June 2017 but subsequently rejected. SESplan's key role was to prepare and maintain an up to date Strategic Development Plan for the South East Scotland area, the purpose of which was to communicate strategic level and cross-boundary planning policy on issues including housing, transport, employment, infrastructure and energy, and apply national planning policy and guidance from the Scottish Government. With the advent of a new Planning Act in July 2019, SDPA were replaced by Regional Spatial Strategies (RSS), but secondary legislation is awaited to outline how these will function.

A Strategic Development Plan sets a regional framework for open space planning and delivery, and is used to inform the Local Development Plans prepared by each of the member Authorities in the region. Specific SDP 1 Green Network Technical Guidance was produced in 2019 relating to potential cross boundary initiatives. In the absence of SESPlan, SNH will continue to lead on the wider cross boundary green network co-ordination.

4.2.2 Local Development Plan (2018)

The Open Space Plan contributes to and secures the outcomes sought by the Local Development Plan 2018 (LDP). Local Development Plans set out the local vision, priorities, and policies for development. This includes establishing local planning policies for the protection and enhancement of open space. Where appropriate, the LDP protects open space and identifies where there is scope for improvements. There is a presumption against the development of open spaces identified (and mapped) in the LDP (Policy ENV 21 and ENV 22).

4.2.3 Local Outcomes Improvement Plan 2013-2023

West Lothian's Community Planning Partnership, Local Outcomes Improvement Plan (LOIP) 2013 to 2023 includes 8 outcomes to help make West Lothian the best place possible for everyone to live, work and do business. These outcomes determine the objectives of all underlying plans and related operations;

Good quality, accessible open space makes a significant contribution to the following outcomes:

- We live longer, healthier lives and have reduced health inequalities
- we make the most efficient and effective use of resources by minimising our impact on the built and natural environment.

Good quality, accessible open space also makes a contribution to:

- Our children have the best start in life and are ready to succeed
- we are better educated and have access to increased and better quality learning and employment opportunities
- our economy is diverse and dynamic, and West Lothian is an attractive place for doing business
- we live in resilient, cohesive and safe communities
- people most at risk are protected and supported to achieve improved life chances
- older people are able to live independently in the community with an improved quality of life.

5.0 THE OPEN SPACE PLAN OBJECTIVES



Torphichen Park

There are multiple benefits of open space as outlined above (**section 1.6**). If applied throughout service areas, the objectives below will deliver these benefits and fulfil council obligations across legislation, national guidance, and council priorities.

Publication of a new plan implies change. Essentially, the desired change is to ensure that while council service areas continue to deliver their own clear legislative and operational responsibilities, they also consider wider national and local 'open space' legislation, policy, and guidance is reflected in their plans and operations.

The following Open Space Plan objectives will be monitored through suite of Key Performance Indicators (KPIs), and reported via committee and through the West Lothian Asset Management (WLAM) review panel:

- all active open spaces (surveyed sites) will be fit for purpose before 2028/29 (maintained annually thereafter)
- the average score for all quality subcategories across formal parks (and other scored open spaces) will be maintained
- the council will aspire to meet the quantity standard for all settlements
- the council will aspire to have all residents have access to the hierarchy of active open spaces
- all planning applications for development (10 or more dwellings) will be reviewed by council Open Space Officers and others as appropriate
- all 'land safeguarded for open space' (in LDP) will be identified and surveyed by 2025, thereafter considered active open space

6.0 OPEN SPACE STANDARDS



Balbardie Park, Bathgate

In order to measure the value of open space and ensure that it is protected, enhanced, and expanded, where appropriate, it is important to set clear standards. PAN 65 sets out how local authorities should prepare open space strategies and audits and advocates a 'standards based approach' for the assessment of open space provision and need. PAN 65 suggests that standards should contain three elements: quantity, quality, and accessibility. West Lothian Council has adopted this approach.

The West Lothian standards were developed in context of historic and existing guidance from Fields in Trust, Greenspace Scotland, Woodland Trust Scotland, and with consideration of standards applied by other Local Authorities. The standards are considered appropriate and applicable to West Lothian.

The standards outlined below are intended to:

- Be realistic rather than aspirational
- allow Planning Officers to readily evaluate local and major development applications
- provide a structured basis for assessing sites and settlements against a consistent methodology
- allow priorities for capital investment in open space to be identified.

6.1 Quantity

Quantity is a consideration in ensuring appropriate provision of open space, although perhaps of lower relative importance than accessibility and quality. Total open space provision can provide a

useful guideline on provision within individual settlement areas and provide a broad basis for comparative assessments when identifying priorities.

Fields in Trust recommend a minimum standard for outdoor playing space of 6 acres (2.4 hectares) for 1,000 people. "Outdoor playing space" is space that is safely accessible and available to the general public, and of a suitable size and nature for sport, active recreation or children's play. This standard is applied in West Lothian using active open space as defined in **section 1.4**.

There are also recommended minimum sizes for the various park types (**Table 3**). While many existing parks may not comply with this standard, opportunities to enlarge parks will be considered as appropriate and any new parks built should comply with these standards.

6.2 Quality

Open spaces need to be at least maintained in a '**fit for purpose**' condition. They should serve local communities by providing a level of service and functionality that meets as wide a range of benefits as practical, while being safe.

Determining a quality survey methodology is made difficult by the diversity of spaces (e.g. character, scale, and function vary greatly). This problem can be addressed by recognising that quality criteria are not absolute measures, but rather provide an informed, common sense approach on which a consistent judgement of the quality of a space can be determined. However, it would be of no value to assess a single football pitch or a small isolated play area using the same criteria as a District Park. As such only formal parks are currently scored with the quality standard. The condition of play areas, sports facilities, cemeteries, and other facilities are assessed using different criteria, outlined in the relevant **Annex**.

It is the intention of the council to widen the scope of assets that are assessed by the quality standard with subsequent refreshes of the open space plan e.g. Country Parks, semi-natural spaces, green networks and woodlands quality should be quantified.

Appendix 2 outlines the quality standard survey methodology. This survey was revised in early 2017 to reflect the full range of open space benefits. In summary, each site is given a score between 1 and 5 (low to high) for each of 15 quality criteria. These scores are then totalled, giving an overall score out of 75. A site with a score of 40 or above is considered 'fit for purpose'.

To assist the scoring of different park types, Table 2 below sets out the range of features that might typically be provided throughout the park hierarchy. In addition, the general size of the space and its catchment area should be taken into consideration.

For example, a Local Park that can be seen in its entirety from a single entrance may be scored 5/5 for 'Orientation and Interpretation' if it has an entrance sign and one good interpretation sign,

whereas a District Park may require a network of way markers and interpretation of various key features to score 5/5.

In all cases where scoring may be difficult, or very subjective, an explanatory note will be entered into the database along with the score e.g. there may be a lack of play or sport facilities in a Local Park as it is of high historic value with many manicured flower beds. In general, where criteria score lower than 3, a note should be entered to the database outlining the reason. Therefore when a low scoring park is looked at in terms of potential capital investment it will be clear what investment may be appropriate and what may be inappropriate.

Table 2 – Park Hierarchy, Accessible Woodland, and Play Area Hierarchy and Typical Features

Park Type	Feature
Country Park	Visitor Centre (including facilities)
	Ranger Service
	Unique facilities / attractions
	Offers diverse recreational use
	Offers diversity of habitat / landscape
	Offers signage / interpretation
	Provision of paths / access including waymarked routes
	Public transport connections
	Car park provision
	Country Park management
District Park	Offer diverse recreation use
	Offer facility for formal / informal sport
	Offer diversity of habitat / landscape
	Provide toilet facilities
	Provide changing facilities
	Provide Play Area
	Provide seating / litter bins
	Lit core path network
	Provision of paths / access
	Receives regular maintenance
	Car park provision (circa 36 spaces)
	Formal landscape features
	Offer diverse recreational use (e.g. MUGA, Football Pitch, Fitness, MTB etc.)
Neighbourhood Park	Provide Play Area (NEAP type, see below)
	Provide seating / litter bins
	Provision of paths / access
	Community event space
	Receives regular maintenance
	Formal landscape features
	Car park provision (typically 24 minimum spaces)
	Provide for limited local recreation use
Local Park	Provide Play Area (LEAP type, see below)
	Provision of paths / access
	Receives regular maintenance

Woodland Type	Feature
Accessible Woodland	Land under stands of trees, with, or with the potential to achieve tree crown cover of more than 20%
	Unrestricted open access or restricted but permissive access

Play Area Type	Feature
Neighbourhood Equipped Area for Play (NEAP)	For children 0-15
	Close to well used pedestrian route
	Well drained, reasonably flat, grass or hard surface
	At least 30m from nearest dwelling
	Sign indicating play area with contact details of operator
	Sign discouraging dogs
	Fenced if within 15m of road
	Minimum 9 unique pieces of play equipment
	Recognisable boundary
	Seating and litter bins
	Convenient and secure parking facilities for bicycles
Local Equipped Area for Play (LEAP)	For children 0-12
	Close to well used pedestrian route
	Well drained, reasonably flat, grass or hard surface
	At least 20m from nearest dwelling
	Sign indicating play area with contact details of operator
	Sign discouraging dogs
	Fenced if within 15m of road
	Minimum 6 unique pieces of play equipment
	Recognisable boundary
	Seating and litter bins
Local Area for Play (LAP)	Primarily for under-6's
	Close to well used pedestrian route
	Well drained, reasonably flat, grass or hard surface
	At least 10m from nearest dwelling
	Sign indicating play area with contact details of operator
	Sign discouraging dogs
	Fenced if within 15m of road
	Minimum 3 unique pieces of play equipment
	Recognisable boundary

6.3 Accessibility

Open spaces need to be accessible to as wide a range of users as practical. Their location should be widely known and access should be safe and easy; be it walking, cycling, horse riding, driving, or using public transport.

Table 3 below outlines the accessibility standard. For each level of the park hierarchy, accessible woodland and play areas, the recommended maximum distance that all residents should have to travel to reach is outlined, as is a population guideline where applicable. The broad principle is that

people should be close to at least some type of active open space, while it is reasonable that they may have to travel longer distances to reach larger, less abundant open space with more facilities, particularly if they live in small settlements or in the countryside.

The 500m maximum distance that applies to play areas and Local Parks equates to roughly a 5 minute walk/2 minute cycle.

When applying this accessibility standard to the existing play areas and urban parks held in the Open Space Database, it is possible to identify those settlements which do not meet the standard for having particular park types present, and also to identify particular areas within settlements that are not within recommended distances of play areas or the various park types (**see Appendix 1**).

It should be noted that maximum recommended distances to play areas and parks are 'as the crow flies'. As such when considering individual planning applications or capital projects, the practicalities of reaching active open space should be considered. For example a park may be 500m from a small proposed development, but barriers to the community have to be considered e.g. railway line, water courses, poor path network etc.

Table 3 – Park Hierarchy Minimum Size and Accessibility Standards

Sub-Category	Minimum Accessibility Standard	Minimum Size (Ha)	Population Guidelines
Country Park	10km	-	50,000+
District Park	4km	17 ha	10,000 to 50,000
Accessible Woodland	4km	20 ha	-
NEAP	1km	1,000m ²	-
Neighbourhood Park	1km	3 ha	2,000 to 10,000
Local Park	500m	1 ha	250 to 2,000
Accessible Woodland	500m	2 ha	-
LEAP	500m	400m ²	-
LAP	NA	100m ²	-

7.0 OPEN SPACE PROVISION IN NEW DEVELOPMENTS



Woodmuir Park Play Area, Breich

The West Lothian Residential Design Guide reviewed, updated, and adopted in 2018 sets out the council's position on the provision of open space associated with new developments. Developers are required to ensure new developments provide residents with access to active open space that meets the standards outlined in the Open Space Plan.

When the number of proposed properties and location is known, proposed new developments of more than ten properties are systematically assessed by council Open Space Officers in relation to the open space standards, by considering the following questions:

1. Will the relevant settlement continue to maintain an acceptable quantity standard with the anticipated increase in population?
2. Are all proposed properties within accessibility standards of a play area and the various park types?
3. Are all existing individual play areas and parks accessible from the new development fit for purpose?

If all questions are answered in the affirmative, or only question 3 is negative, there will be an initial presumption in favour of trying to satisfy active open space requirements through a financial contribution from the developer that will upgrade any existing facilities in the immediate locality that are not 'fit for purpose' i.e. off-site in another part of the settlement.

If all facilities are fit for purpose, those predicted to become unfit soonest will be targeted for investment. There is a presumption that active open spaces are all degrading over time, and the pressure of additional residents will accelerate this degradation toward an unfit state. Where the level of financial contribution is significant, some or all of the contribution may be used to address

poor Open Space standards elsewhere in West Lothian i.e. if all local sites are predicted to remain fit for purpose for many years.

Where Questions 1 and/or 2 are answered in the negative, open space provision should be delivered on-site. Where this is the case, council Open Space Officers will advise on appropriate provision. In general, new active open space should be created to ensure all residents are within minimum distance of the various types where accessibility standards apply. The quantity of new open space added should not reduce the overall quantity standard for the settlement.

Any new active open space provided should be fit for purpose and remain so for a period of at least 10 years. The council's quality standard (**Appendix 2**) can be provided to support developers.

For smaller developments, where Questions 1 and/or 2 are answered in the negative, but developer contributions would not allow creation of new active open space on-site, these contributions will be used to upgrade any existing facilities in the immediate locality that are not fit for purpose, or contributions may be held and pooled by the council to allow for improvement in local open spaces, or potential creation of new active open space locally at a later date. This may include investment in green infrastructure and flood prevention i.e. not exclusive to active open space.

Active open space provision related to new developments may include:

- only on-site provision of new facilities
- contribution to external sites within accessible distances
- contribution to improving overall West Lothian standards, or
- a combination of all three of the above features.

Whatever the nature of the provision, the overall expenditure should directly relate to the developer financial contributions outlined in the Residential Development Guide (2018). In some cases where there is a clear understanding of the extent and features of local semi-natural open spaces or other passive open spaces, there may be investment in these spaces with agreement of all parties e.g. community woodland investment.

In new, strategic Core Development Areas (CDAs), other provisions will apply.

If open space provision by developers includes the creation of any new facilities, these facilities should be maintained indefinitely by the developers or their factors to a standard acceptable to the council. Maintenance plans should be developed and presented to council officers alongside open space designs as they will form part of the approved planning application. Designs should include provision of signage that will inform residents who are responsible for maintenance and include contact details.

The principle of multi-functionality can be applied to all categories of open space in developments, and offers the opportunity to make good use of design innovations and the latest technology. For example, Sustainable Urban Drainage Systems (SUDS) do not only include retention basins or ponds, but can also incorporate green roofs, swales, raingardens, reed beds, street trees and wetlands. Street trees can be used instead of traffic bollards and trees can also be used to aid traffic calming. The Scottish Government's publication "Green Infrastructure: Design and Placemaking" can be referred to for ideas on placing green infrastructure at the core of planning developments. The Trees and Design Action Group (TDAG) have many useful publications, including "Trees in Hard Landscapes: A guide for delivery" which includes information on designing with trees – using trees as positive assets, as well as technical design solutions to ensure the long-term health of trees above and below ground.

Green Infrastructure, design and place making link:

<https://www.gov.scot/publications/green-infrastructure-design-placemaking/pages/2/>

TDAG link: <http://www.tdag.org.uk/guides--resources.html>

8.0 COUNCIL SERVICE AREAS



Bridgend Pump Track

There are multiple council service areas operating within the sphere of open space and wider greenspace related activities. A summary of the operational activity of each is provided below. Where appropriate, some service areas will also provide a comprehensive service plan to compliment and augment the open space plan. This will be in the form of an Annexe to the Open Space Plan. Table 4 below details each service area and the timelines for the delivery of the service plans, where this is required.

Table 4 –Annex Publication Timeline

Service Area	Section	Annex	Expected Publication	Responsibility
Urban Parks	8.1	N/A	N/A	Open Space Team
Grounds Maintenance	8.2	N/A	N/A	Grounds Maintenance Team
Food Growing	8.6	A	Jan 2021	Open Space Team
Cemeteries	8.7	B	May 2021	Cemeteries Team
Play Areas	8.5	C	Nov 2021	Open Space Team
Countryside, Country Parks, and Semi-Natural Sites	8.8	D	2022	Parks & Woodland Team
Trees and Woodlands	8.9	E	2022	Trees & Woodland Team
Core Path Plan, Rights of Way, and Other Public Access Routes	8.10	F	2022	Parks & Woodland Team

Local Biodiversity and Local Geodiversity Sites	8.3	G	June 2021	Planning Services (Development Plan Team)
Green and Blue Networks	8.4	H	June 2021	Planning Services (Development Plan Team with advice from SNH & SEPA)
Sports Facilities	8.11	I	TBC	
Public Art	8.12	J	TBC	Community Arts Team & Planning Services

Some service areas have dedicated revenue and/or capital budgets, some have teams of operatives and officers, while others relate only to legislative obligations or national guidance but may have no dedicated resources related to open space issues. In general, each service area will have their own unique legislative requirements, national guidance, and local objectives and measures, while also being subject to wider overarching legislation, national guidance, and local objectives and measures related to open space.

Only those services involved in managing council owned open space assets that are freely accessible to the public are included in this plan. For example, some of the sports facilities (where booking and charges apply) including open space are managed by West Lothian Leisure on behalf of the council. Likewise some of the open space around social housing areas is funded and maintained by Housing Services or a housing association. This is particularly a feature of Livingston as a former new town. Many housing developments also contain open space managed by a private housing developer often through a factor arrangement. Much of the open space around schools is not accessible to the public and is maintained by the council for pupils only.

Each summary contains, as a minimum the following details on individual service areas:

- description
- strategic summary
- operational summary
- service standards
- asset inventory and condition survey
- improvement plan
- community involvement.

8.1 Urban Parks

There are over 100 formal urban parks in West Lothian. These include Local, Neighbourhood, and District Parks. Most parks contain a variety of features, listed in **section 6.2**.

8.1.1 Strategic Summary

The Open Space Plan can be considered the strategic plan for West Lothian Urban Parks.

8.1.2 Operational Summary

Many council teams work in urban parks:

- the NETs, Land and Countryside Service Grounds Maintenance Team is responsible for regular grass cutting, weed control, shrub/hedge and wildflower meadow maintenance. They also maintain football pitches and some drainage features within parks
- the Play Team is responsible for maintaining Play Areas within urban parks including regular inspection and replacement or refurbishment, where required
- the Cleaner Communities Team is responsible for emptying bins, removing fly tipping, and discouraging dog fouling in parks
- the Parks & Woodland Team is responsible for trees and woodland areas including inspection, safety, management and development in urban parks
- the Road Maintenance Team is responsible for the maintenance of adopted footpaths in urban parks
- the Flood Risk Management Team is responsible for reducing overall flood risk, maintaining and upgrading drainage, ensuring the attenuation of surface water from developments, and improving the quality of runoff. They also have a role in protecting the water environment and maintain and protect water-related assets.

Council Open Space Officers are responsible for improving and repairing parks where the above regular maintenance operations are insufficient to keep the park in a fit for purpose condition. Typically this can include adding play equipment, repairing or improving footpath networks, signage, and enhancing biodiversity and green network connectivity. This is done through a programme of capital works or by working with colleagues, community groups or other external organisations, and identifying and securing external grants.

8.1.3 Service Standards

The majority of urban parks do not have individual management plans. All regular and ad hoc maintenance is scheduled within the council's CONFIRM job management system. This includes a minimum of weekly litter collection, twelve cuts of amenity grass areas per annum, annual cutting of wildflower areas (and removing arisings), annual shrub and hedge pruning, and two chemical weed control visits. Ad hoc maintenance required as and when identified by officers or the public is typically responded to within 7 working days. Play Areas are inspected at least every 10 working days. Pitches are lined every year. The quantity,

quality, and accessibility standards as outlined in **section 6.0** are applied across all urban parks.

8.1.4 Asset Inventory and Condition Survey

Comprehensive details of all urban parks are held within the Open Space Database. The parks are condition surveyed after capital investment or at least every 5 years as outlined in the quality standard methodology.

8.1.5 Improvement Plan

In addition to regular scheduled maintenance, every year, a number of sites are identified as priority projects as defined in **section 2.6**. The level of investment is generally appropriate to ensure sites are brought into a fit state and remain fit for purpose for a minimum of ten years. The level of investment over the council's present 10 year capital period is intended to ensure all urban parks are fit for purpose by 2028/29.

8.1.6 Community Involvement

A minimum consultation range for capital investment will include local elected ward members, Community Councils, Grounds Maintenance, Open Space Officer, Play Coordinator, any active Regeneration Group, and any other named individuals from local/national organisations that have expressed an interest in a park.

If the improvement does not relate to safety requirements, consultation may become broader to proactively engage local residents and the wider community. Generally, the scale of consultation will relate to scale and type of works and budget. Where appropriate, the Community Choices methodology and framework for consultation will be adopted.

In addition the community may have an ongoing involvement in a site or wider area. Community Groups may proactively maintain elements of a site either ongoing or ad hoc, and also conceive and complete their own improvement projects in liaison with council officers. In general council officers will encourage all community groups where they support maintenance of existing assets and in particular support establishment of new community groups where these groups can assist and enhance core maintenance of an open space site.

8.2 Grounds Maintenance

8.2.1 Strategic Summary

The Grounds Maintenance Team deliver the Council's grounds maintenance objectives, which were reviewed in 2019 to coincide with the Transforming Your Council budget changes.

8.2.2 Operational Summary

The Grounds Maintenance Team is responsible for the routine maintenance of all housing open space, schools, parks and road verges.

A basic service is provided, in the main consisting of grass cutting and weed management in summer, with hedge cutting and shrub bed maintenance completed during the winter months. These tasks are delivered on a geographical basis, with teams covering east and west areas.

In addition, the team also deliver a Garden Maintenance Scheme on behalf of Housing Services during the summer months, as well as maintaining a variety of outdoor sports facilities.

8.2.3 Service Standards

The following Service Standards were introduced for open space areas in 2019:

<i>Task</i>	<i>Annual Frequency</i>
General Open Space Mowing	12 visits
Parks / Sports Pitch Mowing	16 visits
Road Verge / Rural Path Mowing	1 visit
Wildflower Areas	1 visit
Weed Management (All Surfaces)	2 visits
Shrub Pruning/Bed Clearance	1 visit
Hedge Cutting	1 visit

Garden Maintenance Service Standards consist of:

- 11 grass cutting cycles
- 4 strimming cycles
- 1 hedge cut

The Service Standards for outdoor sports facilities vary depending on the type of sport.

8.2.4 Asset Inventory and Condition Survey

The Service use Confirm Environmental to record the assets being maintained. A review of the database is underway, which will be used to revise future work plans.

The Grounds Maintenance Team work in conjunction with the Council's Open Space Officers, reacting to any minor issues raised through condition surveys.

8.2.5 Improvement Plan

The Service was restructured to reflect the changes introduced through the Transforming Your Council initiative in 2019. Having worked these for a year, it is clear that some adaptations are required.

A vehicle and plant review is planned for 2020, with specific replacements identified and procured as existing leases expire.

The other priority relates to weed management. Historically, Plant Protection Products have been used for this, having been proven as the most cost effective method. However, this has resulted in health and environmental concerns over the past few years. While the products used have been assessed and approved for use, there is a requirement to review the current method. The Council have also committed to minimising the use of Plant Protection Products, particularly Glyphosate. A voluntary industry led initiative, Amenity Assured, will require any organisation using Plant Protection Products to demonstrate Best Practice, including staff training, communication and the use of Integrated Weed Management. The Service are committed to achieving this industry standard.

8.2.6 Community Involvement

A small part of the Grounds Maintenance budget will be subject to Community Choices participatory budgeting in the near future. A comprehensive consultation exercise is planned over the summer period in 2020, which will then shape service delivery going forward.

8.3 Local Biodiversity and Local Geodiversity Sites

The Nature Conservation (Scotland) Act (2004) places a duty on all public bodies to further the conservation of biodiversity when carrying out their responsibilities (i.e. not just in protected sites).

While the council does not employ a dedicated biodiversity officer, biodiversity should be considered in all plans and operations including the Open Space Plan as part of the Scottish Governments Biodiversity Duty on all local authorities. There are approximately 130 Local Biodiversity Sites (LBS) throughout West Lothian. In the absence of a biodiversity officer, the council works with the Wildlife Information Centre (TWIC) to administer and organise the LBS system.

TWIC is the Local Environmental Records Centre for south-east and part of central Scotland that collects, collates and disseminates information about wildlife in West Lothian. TWIC is part of the Association of Local Environmental Records Centres (ALERC) and a member of the National Biodiversity Network (NBN).

In terms of Geodiversity, the British Geological Survey surveyed West Lothian in 2005/06 and identified over 200 potential Local Geodiversity Sites (LGS). Just over 50 LGS have been confirmed and included in the Local Development Plan. The Lothian & Borders Geo-conservation Group (LABGCG) assist the council with LGS issues.

West Lothian's Local Geodiversity Sites have been selected to represent the variety of landscapes, landforms and rock features of the area. These sites have particular value either for education and tourism, for academic research, for the history of science or for their aesthetic appearance.

8.3.1 Strategic Summary

The current West Lothian Local Biodiversity Strategy (Local Biodiversity Action Plan - LBAP) ran until 2009. It has not been updated and there are currently no plans to update it.

Priority strategic habitats include:

- Rivers and streams
- Farmland – grass and cultivated land
- Woodland
- Lowland raised bog
- Heather moorland
- Coastline
- Oil shale bings
- Union Canal.

The 2009 LBAP maintains the direction of the strategic approach of the initial West Lothian 1998 - 2003 LBAP to delivering biodiversity enhancement in West Lothian, with the focus on projects and co-ordinated initiatives that, wherever possible, are cross cutting. The need to

enhance and increase the mosaic of biodiversity in West Lothian habitats and the key species of which they are composed, remains the main objective of the LBAP.

The Council signed the Scottish Geodiversity Forum charter in 2017 and prepared a Geodiversity Action Plan (2017).

8.3.2 Operational Summary

All 130 LBS are identified in the West Lothian Local Development Plan (2018) and shown on the related Proposals Maps. Planning Policies ENV17 – ENV20 relate to protection of: international, national and local nature conservation sites, as well as LBS and Local Geodiversity Sites and also species protection and enhancement. There are separate planning policies relating to: the protection of water environment, riparian corridors, woodland, forestry trees, hedgerows and peatlands and carbon rich soils.

TWIC also screen all planning applications in West Lothian and provide species information to Planning Services as part of the Development Management process when considering planning applications.

The council's Park & Woodland Team is responsible for trees and woodland areas including inspection, safety, management, and development. They also have responsibility for overseeing access management across West Lothian including core paths, rights of way and other public access routes. Maintaining and enhancing biodiversity and geodiversity is a key consideration for this work.

With Scottish Natural Heritage (SNH) assistance, Planning Guidance was initially adopted in 2015 relating to "Planning for Nature: Development Management and Wildlife". This sets out for developers and their agents what is required on natural heritage features in relation to submitting a planning application. It has been reviewed and updated with SNH help and presented to committee in September 2019.

8.3.3 Service Standards

The council has a Service Level Agreement (SLA) with TWIC that is reviewed annually. The council is the lead on a number of actions outlined in the 2017 Geodiversity Action Plan.

8.3.4 Asset Inventory and Condition Survey

Although somewhat out of date, in 1994 a survey of all habitats (Phase 1 Habitat Survey) was commissioned by the former West Lothian District Council and Scottish Natural Heritage for the whole county and carried out by Scottish Wildlife Trust.

For planning, policy and environment initiatives this remains invaluable information albeit in some areas such as Livingston this is well out of date. It created a picture of the habitat

variety of West Lothian at that time but it is also the baseline on which the success of biodiversity enhancement will be monitored and assessed.

An audit of animal and plants in West Lothian for the 2005 - 09 LBAP indicated that there were over 5,000 species present, ranging from the very rare to the common. Many species are still unrecorded.

The British Geological Survey remains the most up-to-date review of geodiversity in West Lothian

8.3.5 Improvement Plan

There is no current proposal to update the previous LABP due to staff resource and budget issues. However, officers in several Services across the council continue to work on many projects that involve biodiversity protection and enhancement. LABGC assist with preparing leaflets and related information for priority Local Geodiversity Sites.

8.3.6 Community Involvement

There are a number of species experts who sit on the West Lothian LBS Steering Group that meets annually. Their expertise currently covers flora, insects and moths. It also includes the Scottish Wildlife Trust, Scottish Natural Heritage, and officers from Planning Services and the Park and Woodland Team.

WLC Park and Woodland Team organise interested volunteers to undertake a number of biodiversity surveys, Citizen Science will be used where possible to input into the LBS and future LBAP review processes.

The main LABGC Group have a volunteer subgroup that assists with preparing leaflets and related geological information.

8.4 Green and Blue Networks

In 2015 West Lothian Council prepared draft Supplementary Planning Guidance that identified potential areas to enhance and establish green networks throughout West Lothian, '*West Lothian place-based Green Networks (2015)*', although it received some limited consultation with interested parties, it was never formally adopted by the council. The aim of green networks is to safeguard and protect existing areas of interconnected mainly semi-natural green spaces and identify the key needs and opportunities to enhance them. Green networks represent corridors that allow species to spread and move throughout an area creating larger, more viable habitats to sustain healthy populations of wildlife.

An updating and revision of the Green Network Supplementary Guidance due in 2020 will include spatial proposals to avoid the fragmentation of existing green networks and identify key opportunities to enhance them.

In recent years, increasing awareness of the social, environmental and economic value of 'green infrastructure' has highlighted the importance for authorities of gathering and managing data on their open space resources.

Individual elements of green infrastructure can serve a useful purpose, without being connected. However, when green infrastructure components are linked together to form green networks further combined benefits are achieved at a strategic level. Green networks are an excellent delivery mechanism to meet a wide range of Scottish Government's objectives including enhancing biodiversity and encouraging active travel by enhancing public access routes.

Most types of open space form key components of the green network. Developing open space audits and strategies provides critical information to ensure that these assets and the network as a whole are properly understood and managed. For more information see the **Central Scotland Green Network (CSGN)** website.

Green network partnerships help deliver the green networks. Key agencies, local and strategic planning authorities and third sector organisations have developed a range of partnerships, most notably regional structures, including Lothians and Fife Green Network Partnership (LFGNP).

8.4.1 Strategic Summary

It is helpful to consider green networks as a hierarchy of three levels:

- local authority-wide;
- settlement-wide and
- local or neighbourhood-level;

and when establishing how best to deal with them in the Local Development Plan (LDP), focussing on:

- What can usefully be shown at the whole plan level
- what is better shown at the settlement level
- what is more appropriately dealt with through supplementary guidance.

8.4.2 Operational Summary

Early dialogue between the council and Scottish Natural Heritage provided an opportunity to discuss the priorities for green networks in relation to the LDP. These early discussions suggested that the aim should be to two-fold:

- To safeguard and protect existing areas of interconnected green networks
- to identify the key needs and opportunities to enhance them.

The council's Park & Woodland Team is responsible for trees and woodland areas including inspection, safety, management, and development. They also have responsibility for overseeing access management across West Lothian including core paths, rights of way and other public access routes. Maintaining and enhancing green and blue networks is a key consideration for this work.

8.4.3 Service Standards

Service Standards will be developed and incorporated into the Annex.

8.4.4 Asset Inventory and Condition Survey

Through the revision of the 2015 draft supplementary guidance there will be a mapping of the majority of the asset. However, due to the large and disparate nature of the green network across West Lothian, there are no current plans to undertake a condition survey.

8.4.5 Improvement Plan

The draft Green Network Supplementary Guidance is under review in winter 2019/spring 2020.

8.4.6 Community Involvement

Once the Planning Guidance is considered by the council's Development & Transport Policy Development and Scrutiny Panel (PDSP), it will be subjected to public consultation alongside issuing it to developers and other interested parties for comment, before being reported to the Council Executive in 2020 for consideration for adoption.

8.5 Play Areas

There are over 400 play facilities in West Lothian's parks and open spaces, catering for a range of ages and abilities. This figure includes public play areas, school play areas, facilities for wheeled sports, youth shelters, multi-use game areas (MUGAs), and kick-pitches. However, for the purposes of the Open Space Plan, play areas are all play facilities maintained by the council and publicly accessible i.e. excludes school play areas and any private play areas.

8.5.1 Strategic Summary

Play Areas are assumed to have a lifespan of no more than 15 years. As such, in addition to regular maintenance inspections to identify immediate safety risks, the play areas are all either replaced or refurbished as they reach the end of their life. The lifespan of an individual play area relates to the type of equipment, construction material, intensity of use, and exposure to weather.

8.5.2 Operational Summary

The Play Team inspects and maintains all play areas on council owned or leased land. Play areas within school grounds are only inspected (as these sites are maintained by the schools). Each play area is inspected at least every 10 working days. There is also a periodic independent inspection. High risk safety issues are resolved within 24 working hours by either replacing or removing equipment, parts, or foreign objects and contaminants. In addition to regular inspection, faults may be reported by the public.

While some privately built and maintained facilities may be accessible to the public, the council has no role in the management of these sites. Typically they are maintained by a factor on behalf of the local residents.

8.5.3 Service Standards

All residents living in West Lothian settlements should live no more than 500m from a play area. All play areas should be inspected at least once every 10 working days and remain in a fit for purpose condition.

8.5.4 Asset Inventory and Condition Survey

All play areas are mapped within the council's GIS database and within its CONFIRM system. Private and school play areas are also mapped. While the condition of play areas and quality is not measured on a numeric scale, they are all graded during the independent inspection cycle i.e. both surface and equipment is graded as poor, fair, good, very good, or excellent.

8.5.5 Improvement Plan

All play areas are on a rolling review programme. This programme determines when they will next be assessed for refurbishment or upgrade.

8.5.6 Community Involvement

In general, a play area refurbishment which simply replaces parts will not include consultation. If a large number of pieces of equipment are to be replaced or an entire play area replaced or built, local schools will be consulted as part of the design process. This is typically a service provided by a play equipment contractor employed by the council. Where appropriate, the Community Choices methodology and framework for consultation may be adopted.

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8.6 Food Growing Areas

8.6.1 Strategic Summary

The development of food growing areas in West Lothian is guided by the West Lothian Food Growing Strategy 2020-25. The Community Empowerment (Scotland) Act 2015 Part 9 makes it a statutory duty for councils to produce a 5-year 'Food Growing Strategy', an annual allotment report, and to keep and manage a list of people requesting allotments. The strategy provides an audit of existing food growing initiatives and states the council's intentions for increasing food growing opportunities by responding to community demand and promoting and supporting a variety of community food growing approaches throughout the area (e.g. allotments, community gardens, growing in parks).

8.6.2 Operational Summary

West Lothian's operational model for allotments and community gardens on council land is to lease the site to a community group, who have responsibility for the day-to-day maintenance and management of the site. Other, less formal, food growing initiatives may only require a maintenance agreement between the community group and NETS, Land and Countryside Services.

The development of new growing sites is driven by community demand, and prioritised using geographic and population data.

8.6.3 Service Standards

Each allotment site has its own management rules, and community gardens have their own guidelines.

A new standard for the strategic provision of allotments specific to West Lothian has been set through the Food Growing Strategy, at 7 allotments per 1000 households.

New legislation through the Community Empowerment Act also states that if the number of people on the allotment waiting list is more than 50% of the total number of plots on council owned/leased land, there is a duty on Local Authorities to make reasonable steps towards increasing the number of allotment sites.

8.6.4 Asset Inventory and Condition Survey

There are currently 2 allotment sites on public (council-owned) land and 3 formal community gardens (with leases). There are another 7 sites where communities are growing on public land through more informal management agreements.

8.6.5 Improvement Plan

In order to adhere to the new standard, the council will seek to create another 3 allotment sites with up to 40 plots each over the next 5 years.

We will also promote various methods of food growing on our website and will continue to work with communities to support demand for other kinds of growing projects throughout the area.

8.6.6 Community Involvement

Community involvement is fundamental to the development and management of food growing areas.

Stakeholders were formally engaged in the creation of the Food Growing Strategy through workshops, an online survey and face-to-face meetings. Informal discussions with stakeholders also contributed to the strategy.

Where there is demand for a new allotment and/or community garden, consultations are carried out with the surrounding communities.

The council continues to engage with communities about food growing areas through formal meetings, informal advice and support.

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8.7 Cemeteries

West Lothian Council manages and maintains all council owned cemeteries, churchyards and war memorials. There are 33 burial grounds in West Lothian reflecting the dispersed settlement pattern of the area. Of these burial grounds, 21 are cemeteries and 12 are churchyards. The primary difference between a cemetery and a churchyard is that a cemetery is a burial ground which is not typically associated with a church. In Scotland, these are normally owned and operated by local authorities. Churchyards on the other hand are graveyards in the grounds of a church, the maintenance of which was transferred to local authorities as part of the Church of Scotland (Property and Endowments) Act 1925.

8.7.1 Strategic Summary

Of the 21 cemeteries, 11 are in regular use and 10 are no longer open for new lair burials. The closed cemeteries tend to be located in town centres or beside operational cemeteries. As an old cemetery reaches capacity, and in order to try and maintain as local a provision as possible, a new cemetery is located on nearby ground, although in practice, this has not always been possible.

Burial capacity remains at the main West Lothian cemeteries of Livingston (Adambrae); East Calder (Almondell); Whitburn (Blaeberry); Bathgate (Boghead); Fauldhouse (Extension); West Calder (Hermand Park); Linlithgow (Kingscavil); Kirknewton; Uphall (Loaninghill); Winchburgh, and Armadale (Woodbank) for periods of time ranging from approximately 30 years and beyond.

8.7.2 Operational Summary

The Cemeteries Team are responsible for all cemetery activity including burial and maintenance activity associated with the burial service and the routine seasonal maintenance of the grounds. In addition to burial and maintenance activity, the team are also responsible for the West Lothian memorial / headstone stability programme, which is a 5 year cyclical programme of inspection across all cemeteries and churchyards.

8.7.3 Service Standards

Service standards for cemeteries are aligned, where possible, to the comparable standards for grounds maintenance in terms of grass cutting, weed control and shrub bed maintenance. However the ability to ensure that standards are maintained are closely aligned to burial demand which is the primary purpose of the service.

8.7.4 Asset Inventory and Condition Survey

All cemeteries and churchyards are mapped within the council's GIS database and within its CONFIRM system.

8.7.5 Improvement Plan

West Lothian cemeteries are strategically planned to ensure localised burial capacity is maintained well into the future. Most local cemeteries have pre identified extension areas and land already earmarked for future use.

8.7.6 Community Involvement

Communities are involved in cemetery management and maintenance through a variety of surveys and forums including the citizen's inspection panel.

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8.8 Countryside, Country Parks & Semi-Natural Sites

8.8.1 Strategic Summary

The Parks & Woodland Section is responsible for the management and development of three Country Parks namely Almondell & Calderwood, Beecraigs and Polkemmet, together constituting some 597 hectares and attracting an estimated 1,811,600 visitors in 2018/19. In addition, the section has a responsibility for a further 868 hectares of countryside, and biodiversity & semi-natural sites owned by West Lothian Council.

Parks & Woodland are also responsible for woodland areas and trees on all council assets,

The Land Reform (Scotland) Act 2003 Part 1, sets out that management of access is the responsibility of access authorities, and gives them duties and powers to manage access in their areas. Parks & Woodland fulfil this role for West Lothian Council. The main duties are:

- To uphold the exercise of access rights over any route, waterway or other means by which access rights may be exercised
- to plan for a system of core paths that gives the public reasonable access throughout their area
- to establish one or more local access forums for their area
- to publicise the Scottish Outdoor Access Code.

These areas are covered separately within this Plan and in their own separate annexes.

8.8.2 Operational Summary

The range of services is diverse and includes the following:-

- Frontline Country Park visitor services including three visitor centres
- Beecraigs caravan and camping site
- Beecraigs animal attraction
- Beecraigs skills area and mountain bike trails
- Barbecue hire facilities in each Country Park
- Polkemmet bowling green
- Ranger Service
- environmental education, Forest Schools, work experience, and public events
- management of access across West Lothian including the Core Path Plan, Rights of Way and other public access routes
- partnerships such as Friends groups, Polkemmet Park Run, work parties, etc.
- commercial franchises & event management
- commercialisation and income generation
- habitat management
- Local Nature Reserves, Local Nature Parks, and other community open space resources

- asset management and Scottish Integrated Administration and Control System (SIACS)
- woodland management strategies and management plans
- tree and woodland safety
- Trees & Woodland operative tasks
- tree advice to Planning Services
- grounds maintenance and facility maintenance by Parks & Woodland operatives
- Biodiversity and access planning related advice•
- Biodiversity enhancement works including carbon capture
- Visitor management projects
- “ParkPower”

8.8.3 Service Standards

The section measures and monitors its performance against their main activities, which feed into the overall objectives of NETs, Land and Countryside Services and ultimately the council, through the council's performance management system – Covalent. The section has a published suite of performance indicators which are reported to the public through the council's website. As a service we regularly review our performance to assess our performance measures for reliability and relevance, and to implement changes and improvements based on customer feedback.

The visitor centres, Animal Attraction, Beecraigs Caravan & Camping Site, Trees & Woodland and Ranger Service all have their own service standards.

8.8.4 Asset Inventory and Condition Survey

An asset inventory is in development, which contains details of the majority of sites managed within the council's GIS database. This database is a GIS file (map and related data table). Each site is patrolled on a regular basis to check the condition of the infrastructure and furniture and any required work is noted on either Confirm or the maintenance database. From there work is carried out as resources allow on a priority basis. Currently there is no quality standard methodology for grading country parks or other countryside/semi-natural sites in West Lothian; however the council has been looking to have some assets assessed to a Green Flag standard.

There is a need to include in the baseline quality survey inventory, referred to previously, all areas managed by Parks & Woodland including Country Parks, semi-natural sites, tree and woodland areas, Core Paths, Rights of Way and other public access routes.

Independent assessments by VisitScotland are currently conducted every two years for each Country Park, and yearly by VisitScotland and the AA for the Beecraigs Caravan & Camping Site.

8.8.5 Improvement Plan

In addition to regular scheduled maintenance, every year, a number of improvements are identified for a number of sites. The level of investment is generally appropriate to ensure sites remain at an acceptable standard, fit for purpose for the level of use that they receive. The level of investment over the council's present 10 year capital period will have limited impact on council sites other than where there is investment through woodland management projects, also limited due to the funding available (internal and external).

Parks & Woodland are however proactive in searching for appropriate funding opportunities to further develop their resources, especially within the Country Parks.

The current review of the core path network across West Lothian aims to highlight opportunities for greater connectivity and encourage greater use by the public.

8.8.6 Community Involvement

Generally, the scale of consultation relates to type of project work and budget.

A minimum consultation would aim to include local elected ward members, Community Councils, proactively engage those currently using the area or facilities - local residents and the wider community and where appropriate named individuals from local/national organisations, Open Space Officer, and any others that have expressed an interest in the specific project.

Where the improvement relates to safety requirements consultation would be minimal or not carried out.

There are a number of sites where the community have an ongoing active involvement in the management and development of the site, usually in the form of a Friends Group. Other community groups may proactively maintain elements of a site either ongoing or ad hoc, and also conceive and complete their own improvement projects in liaison with council officers. In general council officers will encourage all community groups, where resources allow, where they support maintenance of existing assets and in particular support establishment of new community groups where these groups can assist and enhance core maintenance of council assets managed by Parks & Woodland.

The Ranger Service provides significant support to the community through their education programme with schools, their Forest Schools, public events programme and support to a wide range of community groups. In addition the Rangers provide information and interpretation on West Lothian's Country Parks, countryside and semi-natural sites both at Visitor Centres, on sites, online and in person.

The Local Community Leisure Trust “West Lothian Leisure” now runs the Visitor Centre, driving range and golf course at Polkemmet Country Park. It is hoped that this partnership can develop for the benefit of all user groups within that Park.

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8.9 Trees and Woodlands

8.9.1 Strategic Summary

Trees and woodland make a significant contribution to quality of life, the local economy and the environment. They provide a wide range of ecosystem services not least in sequestering carbon dioxide and mitigating against climate change.

West Lothian Council owns approximately 1000 ha of forest and woodland varying from the 270 ha forest in Beecraigs Country Park, to the numerous smaller shelterbelts and woods across the region. A notable feature of the 'new town' design of Livingston is its extensive woodland and tree cover providing screening along main roads, separating neighbourhoods and providing attractive green networks through which recreation and travel routes run. A large investment into this was made by the Livingston Development Corporation (LDC) but the council has never had the same resources to manage this in the manner that was anticipated.

Over the decades many of the former bings in West Lothian were reclaimed and restored to woodland with a network of paths which are now well used for outdoor recreation.

There is also a large population of individual trees along streets, in school grounds, council house gardens, and parks. These trees and woodland are located on landholdings which fall under the responsibility of a number of council services. Park & Woodland through the Trees & Woodland Team is responsible for the management of all trees on land owned by West Lothian Council, however the budgets for this work are held by a number of council services.

The council through its own landholding and also through its educational and economic development activities has the opportunity to contribute in a significant way within West Lothian to Scotland's Forestry Strategy 2019-29.

8.9.2 Operational Summary

The range of services is diverse and includes the following:-

- Woodland/forestry management
- tree safety
- customer enquiries and inspections
- arboricultural and forestry operations
- tree and woodland related planning advice
- tree health and disease/biosecurity
- forestry policy and legislation as related to WLC
- asset management and Scottish Integrated Administration and Control System (SIACS)

- individual tree management
- veteran tree management
- trees in the landscape.

8.9.3 Service Standards

The team measures and monitors its performance against their main activities, which feed into the overall objectives of NETs, Land and Countryside and ultimately the council, through the council's performance management system – Covalent. The team has a published suite of performance indicators which are reported to the public through the council's website. As a team we regularly review our performance measures for reliability and relevance and to implement changes and improvements based on customer feedback.

The largest forested area owned by the council is at Beecraigs Country Park and from which significant volumes of timber area harvested is certified under UK Woodland Assurance Scheme. It is independently audited and recognises that the forest is managed in a sustainable manner and meets the UK Forest Standard. The aim is that all the council's woods be managed in line with the UK Forest Standard, including managing them to mitigate against and can adapt to climate change; safeguards biodiversity, water, historic environment and landscape; takes account of people's use of the woodland.

8.9.4 Asset Inventory and Condition Survey

Only limited pro-active management of the council's woods and tree population has been carried out over a number of years, due to limited resources, with most of the work being in response to windblow and other safety issues. An extensive amount of emergency work has been required over the past few years due to an increasing number of severe gales which have damaged large areas of forest and many individual trees.

At present there is no complete inventory of the individual trees or woodland areas in the council's ownership but work is underway to create this in a GIS database. Beecraigs Forest has a 20 year Long-term Forest Plan (LFP) and Urban Woodland Management Plans (UWMPs), including public access improvements, have been prepared and approved by Scottish Forestry for Almondell & Calderwood and Polkemmet Country Parks. Further UWMPs are due to be submitted to Scottish Forestry (SF) for 2 extensive areas within Livingston. SF are also encouraging both the council and Woodland Trust Scotland, to which about 50% of the LDC woods were transferred, to prepare LFPs for their connected woods throughout Livingston, to give a much needed holistic approach to the restructuring and management of the woods across the town.

Over 10,000 individual trees were captured as part of the NETS, Land and Countryside survey of maintained ground but their attributes and condition were not recorded. The most pressing survey work is the safety inspection of all trees within zones of highest risk from

tree failure, the majority of which were not included above. Currently individual trees and woodland belts within these zones are being mapped and their condition assessed and recorded on GIS database, in most cases for the first time.

There is a need to include in the baseline quality survey inventory, referred to previously, all areas managed by Park & Woodland including Country Parks, semi-natural sites, tree and woodland areas, Core Paths, Rights of Way and other public access routes.

8.9.5 Improvement Plan

The aim is to have up to date management plans for all the woods owned by the council. A full plan in line with those required by SF for the purpose of felling permissions and grant applications will be prepared for the larger areas with simpler management statements for smaller woods and those requiring less pro-active management.

Priority for preparing the plans and undertaking the subsequent operations will be based on the numbers of people using the woods or being affected by them and their current condition. However, trees and woods do not remain the same over time and even those woods in 'good condition' need to be thinned to give the remaining trees space to grow or be felled and re-planted/naturally regenerated to sustain the woods, which is a legal requirement under the Forestry and Land Management Scotland Act 2018.

A limited capital budget for 'Sustainable Woodland Management' over the past few years has enabled the first phase of the restructuring of Beecraigs to be undertaken. For the foreseeable future, the improvements will be funded from the sale of timber from Beecraigs and to a limited extent from other woods, supplemented by grants from SF and other sources, which are currently limited. This will constrain the improvements to those woodland open space areas that are eligible for funding.

The council's capital budget funds two members of the Trees & Woodland Team and there is a small budget for additional arboriculture work. The in house team will continue to develop the tree safety management plan and undertake the required surveys within High Risk Zones and then Medium Risk Zones as resources allow. These then need to be undertaken on a cycle of no more than three years. Once the first round of tree safety surveys have been completed the number of potentially dangerous trees should reduce and with it the amount of reactive works required.

Unfortunately there are a number of tree diseases which recently have begun to affect certain species of trees within West Lothian. These include *Phytophthora ramorum* on Larch and Chalara or Ash dieback disease and it is expected that significant numbers of these species will succumb and require removal within the next few years. Information on the numbers of trees of these species is being collated and a tree health report is to be prepared to inform the likely scale and impact of these and other tree diseases on the council.

8.9.6 Community Involvement

Generally, the scale of consultation relates to scale and type of project work and budget.

A minimum consultation would aim to include local elected ward members, Community Councils, proactively engage users of the area, local residents, and the wider community and where appropriate named individuals or local/national organisations, Grounds Maintenance, Open Space Officer, and any others that have expressed an interest in the project.

For SF funded projects a minimum level of consultation is a condition of their grants/permissions and they publish notices of these on their website. Where trees or woods are covered by a Tree Preservation Order or are within a Conservation Area Planning Services are consulted.

Where the improvement relates to safety requirements consultation would be minimal or not carried out.

There are a number of sites where the community have an ongoing involvement in the management and development, usually in the form of a Friends Group. Other Community Groups may proactively maintain elements of a site either on an ongoing or ad hoc basis. Some also conceive and complete their own improvement projects in liaison with council officers. In general council officers will encourage all community groups, where resources allow, where they support maintenance of existing assets and in particular support establishment of new community groups where these groups can assist and enhance core maintenance of council assets managed by Park & Woodland.

8.10 Core Path Plan, Rights of Way, and Other Public Access Routes

8.10.1 Strategic Summary

West Lothian offers a wide range of opportunities for outdoor access. The Land Reform (Scotland) Act 2003 gives the right of responsible non-motorised access (but allows mobility scooters) to most land and inland water in Scotland. This responsible right of access extends to walking, including taking your dog for a walk, as well as cycling, equestrian activities and many other activities.

The Scottish Outdoor Access Code explains how you can take responsible access when outdoors. It gives useful advice and guidance on how to act when faced with different situations. The Ranger Service helps promote the Code.

Every local authority in Scotland is required under the Land Reform (Scotland) Act 2003 to prepare a Core Paths Plan to 'provide the basic framework of routes sufficient for the purpose of giving the public reasonable access throughout the area.' Core Paths aim to promote access and reduce the potential for conflict between the needs of land managers and those of access users. The development of the plan aimed to ensure that each town and village had a basic framework of paths available for recreation and everyday journeys by local people and visitors. The routes identified as Core Paths were selected through public consultation and aimed to meet the needs of communities and visitors. The Core Paths Plan is currently being reviewed by the Ranger Service to ensure that the network still meets the needs of our communities, to highlight opportunities for greater connectivity and encourage greater use by the public.

Unlike some local authorities, West Lothian Council does not have an Outdoor Access Officer. This role is fulfilled by the Parks & Woodland section including the Ranger Service and Country Park Operatives.

Areas of work include:

- Administrative support for the West Lothian Outdoor Access Forum
- developing an Outdoor Access Strategy for West Lothian
- review and implementation of the Core Paths Plan
- providing advice and guidance on outdoor access
- path maintenance, establishment, and implementation projects
- rights of way and related issues
- promotion of responsible outdoor access.

Outdoor Access Forum

West Lothian Outdoor Access Forum brings together parties with an interest in developing and managing outdoor access. The Forum's functions are to:

- Advise on the exercise of access rights
- assist with the development of the core paths plan

- offer assistance in disputes about access rights.

The Forum is made up of people appointed by the local authority and will include:

- Land owners/managers or their representative
- individuals (e.g. walkers, cyclists, canoeists, horse-riders)
- agencies (local health and tourist boards).

The Forum meets approximately twice a year. Meeting notes are available on the council's website.

8.10.2 Operational Summary

The range of responsibilities is diverse and includes the following:-

- 194 km core paths
- 578 km Rights of Way (asserted, vindicated & claimed RoW)
- 311 km other paths.

8.10.3 Service Standards

The Parks & Woodland section measures and monitors its performance against their main activities, which feed into the overall objectives of NETs, Land and Countryside Services and ultimately the council, through the council's performance management system – Covalent. The section has a published suite of performance indicators which are reported to the public through the council's website. As a service we regularly review our performance to assess our performance measures for reliability and relevance, and to implement changes and improvements based on customer feedback.

8.10.4 Asset Inventory and Condition Survey

On a rolling programme the Rights of Way and the Core Path have been monitored by the Ranger Service for a number of years. Work recommended on these has been identified and reported on. However, funding for the work has been limited and only priority work has been carried out. The Core Path Network is being assessed with the intention of a public review in 2020.

The majority of these networks are on private land. Parks & Woodland work with private landowners, where possible, to ensure that these routes remain open and passable for use. A significant proportion of the access network is owned and managed by the Council.

There is a need to include in the baseline quality survey inventory, referred to previously, all areas managed by Parks & Woodland including Country Parks, semi-natural sites, tree and woodland areas, Core Paths, Rights of Way and other public access routes.

8.10.5 Improvement Plan

In addition to ongoing maintenance operations, every year a number of improvements are identified for key routes. The level of investment is restricted by the limited capital budget available and external funding (e.g. Woodland In And Around Town projects and Shale Trail).

8.10.6 Community Involvement

Generally, the scale of consultation relates to scale and type of project work and budget.

A minimum consultation would aim to include the Access Forum, landowners, local elected ward members, Community Councils, local residents and the wider community and, where appropriate, named individuals or local/national organisations, Grounds Maintenance, Open Space Officer, and any others that have expressed an interest.

Where the improvement relates to safety requirements / improvements consultation would be minimal or not carried out.

There is a longer term intention to investigate the possibility of an volunteer access team. However, this will only be possible when we have the staff resource to support this.

8.11 Sports Facilities

There are many football pitches, sports centres, and other sports pitches and facilities in West Lothian. Most are under direct maintenance by NETs, Land and Countryside Service. In addition, a number of sports centres and associated outdoor facilities are managed by West Lothian Leisure (Xcite).

8.11.1 Strategic Summary

The development and maintenance of sports facilities in West Lothian is guided by the West Lothian Sports and Recreation Facilities Strategy. The latest version of the strategy was approved in 2009 and a new strategy is currently in development, and will become an Annex of this plan in due course.

8.11.2 Operational Summary

Sports facilities come within the scope of the council's Corporate Asset Management Plan, which covers both 'Open Space' and 'Property Asset Management' as football pitches, for example, are maintained within the wider open space portfolio, whereas the associated pavilions are West Lothian Council property assets. As such, any capital/revenue allocated to the development or maintenance of sports facilities may come within one of these asset management areas. Typically, buildings and their hardstanding grounds are maintained by Property Services, while pitches and other open spaces are maintained by Grounds Maintenance. West Lothian Leisure manages ten facilities (Xcite venues) throughout West Lothian.

8.11.3 Service Standards

The highest level assessment of sporting assets is detailed through the Local Government Benchmarking Framework (LGBF) and the Scottish Household Survey.

The Scottish Household Survey reports the national picture with regards to the satisfaction with leisure facilities at an authority level. This information is reported by both the LGBF and is an indicator within the Active Scotland Outcome Framework.

The LGBF also provides a comparative measure for all local authorities of the cost per visit to leisure facilities.

8.11.4 Asset Inventory and Condition Survey

The current West Lothian Sports and Recreation Facilities Strategy (2009) takes account of certain sports and activities. It does not detail all sporting assets within West Lothian.

Sports facilities are managed by a diverse group of organisations. Facilities may be managed directly by West Lothian Council (e.g. primary school facilities), through West Lothian Leisure (Xcite venues), or through lease arrangements to local sports clubs and organisations.

8.11.5 Improvement Plan

There is an aspiration to review some sports facilities including those associated with school grounds in order to consider improving public access where there may currently be restrictions e.g. school play areas opened at weekends, where maintenance resources would allow.

8.11.6 Community Involvement

Users of sporting facilities liaise directly with facility managers (e.g. Xcite) to address reactive maintenance issues. Investment in the estate is currently directed through the West Lothian Sports and Recreation Facilities Strategy (2009).

Various community sports clubs manage use of individual facilities across the council assets including sports pitches and pavilions.

8.12 Public Arts

8.12.1 Strategic Summary

Public art has a key role to play in creating a sense of place and can be found in many open spaces. The West Lothian Public Art Strategy (2014-19) aims to outline and promote the value and importance of public art to the built environment, to publicise the council's commitment to the subject, to celebrate previous successes, to detail the role of key players, process and responsibilities involved and to set appropriate targets. The current Supplementary Planning Guidance that relates to developer contributions towards public art has been reviewed and updated in 2019, undergone public consultation and presented to the Council Executive for consideration for adoption in September 2019. These developer contributions are held within the West Lothian Public Art Fund.

8.12.2 Operational Summary

Public art project development includes a wide range of services, community group partnerships, Planning Services and developer consultation support which come together to deliver place based creative projects. These activities include:

- disbursement of public art grants to community groups within West Lothian to progress their specific idea for their locality (This is through the "Grassroots Grants Programme");
- community group support for public art project development
- delivery of public art projects in partnership with council services, such as Construction Services, NETs, Land and Countryside Service and Education Services, that are required by their individual planning applications and the related SG to deliver public art projects
- public art commissioning group
- artist recruitment and procurement support
- artist contract management
- planning application support as required to developers for outdoor sited public artworks
- public art strategy development in partnership with major housing developers for Core Development Areas (CDA) e.g. Winchburgh and Calderwood
- Public Art Fund contribution monitoring and reporting
- Public Art Strategy Group (PASG) quarterly meetings of officers.

8.12.3 Service Standards

The Community Arts Service measures and monitors its performance through project partnership and participant evaluations, Planning Services developer consultations and Creative Scotland recommendations on equitable pay for artists based on the Scottish Artists Union.

As a service standard, the PASG monitors and reviews the outcomes of each public art project which are assessed on multiple 'soft social indicators' such as levels of satisfaction

during project participation, durability of externally sited artworks and approval of planning applications for artworks which receive no objections from local residents in the area.

8.12.4 Asset Inventory and Condition Survey

West Lothian Council's Structures Unit has a programme of assessing public art installations across West Lothian that may have an engineering issue on a 2 year schedule. Recommendations are then reported to the Public Art Strategy Group, comprised of council officers from Community Arts and Planning Services that meets quarterly. Currently an estimated 10% of the Public Art Fund (PAF) annual budget is earmarked for artworks requiring immediate or future maintenance.

8.12.5 Improvement Plan

A 2018 mapping project assessed approximately 130 public art sited installations in West Lothian to identify those that may require interpretation. The PAF may fund this project as part of a large interpretation programme for public art in the area. There is the intention to develop a new public art plan for 2020 to 2025 which will outline future work.

8.12.6 Community Involvement

The council have used the West Lothian Public Art Fund to promote three rounds of "Grassroots" public art grants available to community organisations across West Lothian. Large sections of the community have been engaged by numerous artists working on diverse public art projects in many settlements. This has included both primary and secondary schools and the West Lothian Youth Action Project, Community Councils and many other local interest groups. Each public art project delivered by the council makes public engagement a signature requirement of the artists design method and so enables local people to inform and influence some of the final aesthetic decisions made by the appointed artist/s.

Appendix 1 - Settlement Review

The open space database can be used to create a summary of active open space provision and standards for each of West Lothian's settlements. This is a useful tool in considering the impact of new developments and in identifying priorities for new investment.

Each settlement listed below has a one or two page summary of its active open space including site names and size, and reference to the settlements quality, quantity, and accessibility standard.

Quantity is measured as the amount of open space available per one thousand people. West Lothian adopts the Fields in Trust recommend minimum standard of 6 acres (2.4 hectares) for 1,000 people.

Quality is measured by individual site survey score, with the survey reflecting the full range of open space benefits. In summary, each site is given an overall score out of 75. A site with a score of 40 or above is considered 'fit for purpose' i.e. meeting minimum standard.

Accessibility is measured as distance to open space. The broad principle is that people should be close to at least some type of active open space, while it is reasonable that they may have to travel longer distances to reach larger, less abundant open space with more facilities, particularly if they live in small settlements or in the countryside. The 500m maximum distance that applies to play areas and Local Parks equates to roughly a 5 minute walk/2 minute cycle.

It should be noted (for the purposes of the settlement review) that 'Playspaces' are play areas that are out with formal parks. In general all Local, Neighbourhood, District, and Country Parks also contain play areas.

Population estimates are mid 2015 estimates.

Contents

1.	Addiewell / Loganlea	3
2.	Armadales and Armadales CDA	4
3.	Bathgate / Boghall	5
4.	Blackburn	7
5.	Blackridge / Westrigg	8
6.	Breich	9
7.	Bridgend.....	10
8.	Broxburn.....	11
9.	Dechmont.....	13
10.	East Calder and Calderwood CDA.....	14
11.	East Whitburn.....	15
12.	Ecclesmachan	16
13.	Fauldhouse	17
14.	Greenrigg	18
15.	Kirknewton	19
16.	Linlithgow and Linlithgow Bridge	20
17.	Livingston.....	22
18.	Longridge	26
19.	Mid Calder.....	27
20.	Newton / Woodend	28
21.	Philpstoun	29
22.	Polbeth	30
23.	Pumpherstoun	31
24.	Rural	32
25.	Seafeld	33
26.	Stoneyburn / Bents	34
27.	Torphichen.....	35
28.	Uphall	36
29.	Uphall Station	37

30. West Calder 38

31. Westfield 39

32. Whitburn..... 40

33. Winchburgh and Winchburgh CDA..... 41

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1. Addiewell / Loganlea

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Addiewell	2	1.44	
Local Park	1	1.44	
Meadowhead Crescent		1.44	52
Playspace	1	0.09	
Addiewell PS Play Area		0.09	
Loganlea	3	7.09	
Local Park	1	0.56	
Loganlea Road Green		0.56	56
Neighbourhood Park	1	6.51	
Loganlea Park		6.51	48
Playspace	1	0.02	
Loganlea Place		0.02	
Total	5	8.62	
Population	1,328		
Quantity Standard	6.49		
Quality Standard (Formal Parks)	3 out of 3 Fit for Purpose		

Accessibility Standard

The majority of properties are within 500m of a play area. Approx. 20 properties in Addiewell (Station Court, Faraday Place, and Blackburn Road) are not within 500m of any play area.

The majority of properties are within 500m of a formal park. Approx. 20 properties in Addiewell (Station Court, Faraday Place, and Blackburn Road) are not within 500m of any formal park.

All properties are within 1km of a Neighbourhood Park, and 10km of a District Park. All Loganlea properties are within 4km of a District Park. The majority of properties in Addiebrownhill and Addiewell are not within 4km of a District Park.

2. Armadale and Armadale CDA

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	2	7.21	
Avondale Park		5.29	48
St Anthony's Park		1.92	54
Neighbourhood Park	3	41.45	
Drove Road Park		20.37	54
Watson Park		10.61	40
Wood Park		10.47	48
Playspace	8	2.96	
Birkenshaw Way		0.03	
Eastertoun Ball Court		0.17	
Glenwood Drive		0.05	
Gracie's Wynd Play Area		0.57	
Kerr's Way Play Area (Private)		0.16	
Mayfield Green		1.79	
McCallum Court		0.05	
Watt Avenue Play Area		0.13	
Sports Bowling Green	2	1.78	
Armadale West Bowling Club		0.89	
Watson Park Bowling Club		0.88	
Sports Football Pitch	1	3.09	
Volunteer Park		3.09	
War Memorial	1	0.05	
Armadale War Memorial		0.05	
Total	17	56.66	
Population	11,618		
Quantity Standard	4.87		
Quality Standard (Formal Parks)	5 out of 5 Fit for Purpose		

Accessibility Standard

The majority of properties in Armadale are within 500m of a play area. Approx. 60 new properties in the South are not within 500m of any play area, and approx. 300 properties in new developments in this area are only served by a privately maintained play area.

The majority of properties in Armadale are within 500m of a formal park. Several hundred properties in the South of Armadale are not within 500m of any formal park.

The majority of properties are within 1km of a Neighbourhood Park. Approx. 100 properties in the East (Atlas Court, Etna Court, Old Golf Course Road, and Terrareoch Court) are not. The majority of properties are within 4km of a District Park. Approx. 100 properties in the North West are not. Armadale's population is at the lower end of the guideline population for a District Park. All properties in Armadale are within 10k of a Country Park.

3. Bathgate / Boghall

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
District Park	1	115.43	
Balbardie Park of Peace		115.43	61
Local Park	5	12.64	
Burghmuir Park		3.70	47
Limefield Park (Boghall)		4.48	50
Marchwood Crescent Park		1.67	47
Robertson Avenue Local Park		1.66	37
Windyknowe Park		1.13	43
Neighbourhood Park	3	37.84	
Boghall Playing Fields		12.58	45
Kirkton Park		17.75	60
Meadow Park		7.51	43
Playspace	11	1.66	
Birniehill		0.20	
Blackburn Road		0.03	
Charles Crescent		0.07	
Falside Crescent Grass		0.35	
Hope Park Gardens		0.15	
Limefield Playspace		0.07	
Meikle Inch Lane		0.08	
Philip Avenue		0.10	
Wester Inch Circle		0.16	
Wester Inch Pond		0.37	
Whiteside Play Area		0.09	
Sports Bowling Green	3	1.77	
Bathgate Bowling Club		0.68	
Kirkton Park Bowling Club		0.50	
Glenmavis Bowling Club		0.60	
Sports Football Pitch	2	4.36	
Creamery Park		4.20	
Limefield Five a Side Pitch		0.16	
Sports Playing Fields	1	1.77	
Standhill Park		1.77	
War Memorial	1	0.26	
Bathgate War Memorial		0.26	
Total	27	175.73	
Population	21,725		
Quantity Standard	8.09		
Quality Standard (Formal Parks)	8 out of 9 Fit for Purpose		

Accessibility Standard

The majority of properties are within 500m of a play area. Several hundred properties in central Bathgate and in the Standhill area are not within 500m of any play area. The majority of the Belvedere area is also not within 500m of any play area.

The majority of properties are within 500m of a formal park. However, the majority of property in Wester Inch, Standhill, and Whiteside areas are not within 500m of any formal park. Wester Inch Ponds Play Area and its surrounding open space do serve as a Neighbourhood Park, although the ponds and wider open space are not in council maintenance/ownership.

The majority of properties are within 1km of a Neighbourhood Park. Wester Inch, Standhill, and Whiteside areas and Glenmavis area are not within 1km of any Neighbourhood Park. All of Bathgate is within 4km of a District Park, and 10km of a Country Park.

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4. Blackburn

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	2	4.31	
King George V Park		2.55	54
Redhouse Place Green		1.76	51
Neighbourhood Park	1	18.21	
Murrayfield Park		18.21	57
Playspace	3	0.24	
Blackburnhall Garll Gardens		0.06	
Kidz Grove		0.13	
Murrayfield 1		0.04	
Sports Bowling Green	1	1.69	
Blackburn Bowling Club		1.69	
Sports Football Pitch	1	3.61	
Blackburn Juniors Football Field		3.61	
War Memorial	1	0.26	
Blackburn War Memorial		0.26	
Total	9	28.33	
Population	5,392		
Quantity Standard	5.25		
Quality Standard (Formal Parks)	3 out of 3 Fit for Purpose		

Accessibility Standard

All properties in Blackburn are within 500m of a play area.

The majority of properties in Blackburn are within 500m of a formal park. However, there are approx. 50 properties in the North (Beechwood Road and Beechwood Gardens) that are not within 500m of any formal park.

All properties are within 1km of a Neighbourhood Park, and 10km of a Country Park. Only approx. 30 properties (Happy Valley Road) fall out with the 4km standard for access to a District Park.

5. Blackridge / Westrigg

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	2	3.25	
Hillside Drive Grass		0.73	37
West Craigs		2.52	44
Neighbourhood Park	2	6.50	
Blackridge Park		3.03	50
Westrigg Park		3.48	48
Total	4	9.76	
Population	1,954		
Quantity Standard	4.99		
Quality Standard (Formal Parks)	3 out of 4 Fit for Purpose		

Accessibility Standard

Blackridge meets all accessibility standards excluding that for District Parks. No properties are within 4km of a District Park, although Blackridge is approx. 2.5km from a Country Park.

6. Breich

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	5.34	
Breich Park / School site		5.34	59
Playspace	2	1.14	
Breich Green		1.12	
Community Centre Play Park		0.02	
Total	3	6.49	
Population	209		
Quantity Standard	31.04		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

Breich meets all accessibility standards.

7. Bridgend

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	2	5.71	
Bridgend Park		1.76	60
Bridgend South Park		3.95	39
Playspace	1	0.13	
Bridgend Ball Court		0.13	
Total	3	5.84	
Population	776		
Quantity Standard	7.53		
Quality Standard (Formal Parks)	1 out of 2 Fit for Purpose		

Accessibility Standard

All properties in Bridgend are within 500m of a play area and within 500m of a formal park.

No properties are within 1km of a Neighbourhood Park, and approx. 30 properties in the East are not within 4km of a District Park. All properties are within 10km of a Country Park. Bridgend's population is lower than the recommended guideline population for a Neighbourhood Park.

8. Broxburn

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
District Park	1	26.34	
Stewartfield Park		26.34	53
Local Park	3	11.74	
Liggat Syke		6.37	57
Park View Square		1.10	48
Wyndford Avenue		4.27	39
Neighbourhood Park	2	14.99	
Holmes Park		7.34	51
Station Road Park		7.65	44
Playspace	12	1.74	
Almondell Play Area		0.06	
Badger Brook		0.09	
Badger Brook Ball Court		0.16	
Buchan Park		0.21	
Craigseaton		0.03	
Parklands 1		0.10	
Parklands 2		0.11	
Strathbrock Family Unit		0.07	
Cardross Play Area		0.04	
Globe Park (Private)		0.21	
Holmes Road (Private)		0.62	
Nicol Place (Private)		0.06	
Sports Bowling Green	2	2.32	
Broxburn Bowling Club		1.08	
Buchan Park Bowling Club		1.24	
Sports Centre and Playing Fields	1	6.69	
Broxburn Sports Centre		6.69	
Sports Football Pitch	1	6.07	
Broxburn United Sports Club		6.07	
Total	22	69.9	
Population	9,896		
Quantity Standard	7.06		
Quality Standard (Formal Parks)	5 out of 6 Fit for Purpose		

Accessibility Standard

All areas of Broxburn are within 500m of a play area.

All areas are also well within the recommended distances of Neighbourhood, District, and Country Parks.

There is a large gap in Local Park provision in the centre of Broxburn. Much of this area is within 500m of a Neighbourhood Park, which means they are within the standard for public parks as a whole, however there is a strip of housing down the centre of Broxburn which is more than 500m from any formal public park. This includes Laing Gardens/Galloway Crescent/Clarkson Road/Globe Park/Port Buchan/Blyth Road/Badger Brook. Much of this area is not within council ownership.

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9. Dechmont

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	1	2.44	
Dechmont Park		2.44	50
Total	1	2.44	
Population	711		
Quantity Standard	3.43		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility standard

The eastern residences of Badger Wood and Craiglaw are out with 500m of a play area.

All areas are within recommended distance of a District Park and Country Park.

The eastern end of Craiglaw is further than 500m from a Local Park, and further than 500m from any formal park.

None of Dechmont is within the recommended distance of a Neighbourhood Park. Dechmont's population is lower than the recommended guideline population for a Neighbourhood Park.

10. East Calder and Calderwood CDA

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	2	7.89	
Langton Gardens / Redcraig Open Space		5.86	40
Langton Park		2.03	33
Neighbourhood Park	1	14.01	
East Calder Park		14.01	37
Playspace	2	0.91	
Broompark Green		0.77	
Queens Gardens		0.14	
Sports Bowling Green	1	0.77	
East Calder Bowling Club		0.77	
Sports Centre and Playing Fields	1	4.52	
East Calder Sports Centre		4.52	
Total	7	28.10	
Population	5,167		
Quantity Standard	5.44		
Quality Standard (Formal Parks)	1 out of 3 Fit for Purpose		

Accessibility Standard

Currently, all areas of East Calder are within 500m of a play area except most of the Calderwood development.

There is a gap in Local Park provision in the north of East Calder (level with and north of East Calder Primary School), none of this area is within 500m of a Local Park. However, all areas of East Calder are within 500m of some type of formal public park.

All the areas are within the recommended distance of Neighbourhood, District and Country Parks.

11. East Whitburn

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	3.88	
Redmill Park		3.88	54
Playspace	1	0.30	
Mains Place Play Area (Private)		0.30	
Total	2	4.18	
Population	1,132		
Quantity Standard	3.69		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

The majority of properties in East Whitburn are within 500m of a play area. However, there are 6 properties in the West (Hamilton Way) that are not within 500m of any play area, and approx. 25 properties in the South (Mains Place, Crofters Way, and Mains Farm Place) are only served by a private play area.

East Whitburn meets all accessibility standards related to formal parks, excluding these same properties in the South that are not within 500m of any formal park.

12. Ecclesmachan

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Playspace	1	0.15	
Ecclesmachan Play Area		0.15	
Total	1	0.15	
Population	198		
Quantity Standard	0.76		
Quality Standard (Formal Parks)	0 out of 0 Fit for Purpose		

Accessibility Standard

The majority of properties in Ecclesmachan are within 500m of a play area. However, there are circa 20 properties in the South that are not within 500m of any play area.

Ecclesmachan is not within 500m of any formal park, nor within 1km of any Neighbourhood Park. Ecclesmachan's population is lower than the recommended guideline population for a Local or a Neighbourhood Park.

All properties are within 4km of a District Park and 10km of a Countryside Park.

13. Fauldhouse

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	3	7.30	
Caledonian Road		2.27	54
Lanrigg Road Green		1.69	46
Meadow Crescent Strip		3.34	55
Neighbourhood Park	2	13.16	
Eastfield Road Park		7.63	34
Fallas Park		5.53	36
Playspace	2	0.41	
Burnside Play Area		0.09	
Church Place Play Area		0.32	
Sports Football Pitch	1	2.73	
Park View (Fauldhouse United JFC)		2.73	
War Memorial	1	0.32	
Blackfaulds Place War Memorial		0.32	
Total	9	23.92	
Population		4,887	
Quantity Standard		4.89	
Quality Standard (Formal Parks)	3 out of 5 Fit for Purpose		

Accessibility Standard

All properties in Fauldhouse are within 500m of a play area and within 500m of a formal park.

All properties are within 1km of a Neighbourhood Park and 10km of a Country Park. The majority of properties are within 4km of a District Park. Those properties west of Falla Hill Primary School are not within 4km of a District or Country Park.

14. Greenrigg

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	10.06	
Greenrigg Park		10.06	45
Playspace	1	0.09	
Polkemmet Road		0.09	
Sports Football Pitch	1	2.76	
Gibshill Park Football Park		2.76	
Total	3	12.91	
Population	1,033		
Quantity Standard	12.50		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

The majority of properties in Greenrigg are within 500m of a play area. However, there are approx. 10 properties across the South East (Dyke Court) and South West (Baillie Avenue) that are not within 500m of any play area. There is a private play area in Baillie Avenue.

The majority of properties are within 500m of a formal park. Most properties on Baillie Avenue are not within 500m of any formal park.

All properties are within 1km of a Neighbourhood Park and within 10km of a Country Park. All properties excluding most of the properties on Baillie Avenue are within 4km of a District Park. However, all properties are within 4km of a Country Park.

15. Kirknewton

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	7.85	
Kirknewton Park		7.85	49
Total	1	7.85	
Population	1,852		
Quantity Standard	4.24		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

The central areas of Kirknewton are within 500m of a play area, however areas in the west and east of Kirknewton are not (West end of Station Road and Braekirk Gardens and all of Caledonian Court; East end of Main St and Kaimes Crescent and all of Hillhouse Wynd).

The same areas are out with 500m of any formal public park.

Most of Kirknewton is more than the recommended distance from a District Park.

16. Linlithgow and Linlithgow Bridge

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
District Park	1	146.21	
Linlithgow Loch and Park		146.21	52
Local Park	7	10.50	
Baillielands Park		1.75	45
Beechwood Playing Field		1.84	39
Douglas Avenue Park		1.70	52
Justinhaugh Drive Green		1.02	45
Preston Road Park		1.41	41
Sheriffs Park Strip		1.38	48
Springfield Road Green		1.39	52
Neighbourhood Park	3	22.80	
Listloaning Playing Field		4.20	43
Rosemount Park		6.67	50
Springfield Park		11.93	47
Playspace	9	1.02	
Deanburn		0.06	
Laverock Park		0.06	
Linlithgow Loch Playspace		0.14	
Mill Road		0.17	
Millerfield		0.17	
Oatlands Park		0.11	
Philip Avenue		0.16	
Springfield Drive Play Area		0.10	
The Vennel		0.05	
Sports Bowling Green	2	1.28	
Linlithgow Bowling Club		0.63	
Linlithgow Sports Club - Bowling Green		0.66	
Sports Centre and Playing Fields	1	31.03	
Linlithgow Leisure Centre		31.03	
Sports Football Pitch	1	3.33	
Prestonfield		3.33	
Sports Playing Fields	1	10.85	
Linlithgow Rugby Club		10.85	
Sports Tennis Courts	1	0.51	
Linlithgow Sports Club - Tennis Courts		0.51	
Total	26	227.53	
Population	13,515		
Quantity Standard	16.84		
Quality Standard (Formal Parks)	10 out of 11 Fit for Purpose		

Accessibility Standard

The majority of properties in Linlithgow are within 500m of a play area. However, there are a few to the immediate west of Kingscavil Cemetery that are not within 500m. In addition, approx. 30 properties across Kettil'stoun Grove and Gardens are not within 500m of a play area.

The majority of properties are within 500m of a formal park. Those properties mentioned above are not, neither are an additional 8 properties on Braehead Park, and a dozen properties on Lovells Glen.

All properties are within 1km of a Neighbourhood Park, excluding approx. 50 properties in the Kettil'stoun area. All properties are within 4km of a District Park, and 10km of a Country Park.

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17. Livingston

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Allotments	2	3.07	
Deans Allotments		0.87	
Killandean Allotments		2.20	
District Park	4	183.57	
Almond Park		47.21	58
Almondvale Park		22.64	68
Bankton Mains Park		61.14	62
Eliburn Park		52.58	54
Local Park	8	19.54	
Bellsquarry Recreation Ground		5.41	42
Central Recreation Area / Deans Park		2.93	50
Clement Rise / Glebe Farm Park		2.56	57
Craigspark		1.77	63
Edmonton Green		1.99	47
Fells Rigg Green		1.84	52
Stonebank Local Park		0.96	50
Sutherland Way Park		2.08	55
Neighbourhood Park	9	115.42	
Falcon Brae Grass		4.38	51
Heatherbank Park		8.00	43
Howden Park (North)		57.38	46
Lanthorn (South)		4.88	63
Letham Park (Craigshill)		3.90	48
Livingston Village Park		16.67	48
Mosswood Playing Fields		5.04	39
Peel Park		10.82	66
Quarry Park		4.35	52
Playspace	69	9.02	
Adambræ		0.12	
Bankton Park West		0.11	
Bankton Way Play Area		0.12	
Birrell Gardens Play Area		0.25	
Buchanan Playspace		0.03	
Burnsknowe		0.05	
Bute Green		0.37	
Camps Rigg 103		0.40	
Chestnut Grove		0.06	
Chuckethall Road		0.10	
Clement Rise Ball Court		0.24	
Clova Drive Play Area & Goals		0.29	

Columbia Avenue		0.02	
Columbia Avenue Play Area		0.15	
Crathes Gardens		0.10	
Deans Ball Court		0.07	
Doon Walk		0.19	
Doon Walk Green		1.21	
Eliburn Nursery Class		0.01	
Everard Playspace		0.07	
Falcon Brae 42		0.00	
Forestbank Ball Court		0.07	
Forestbank Playspace		0.29	
Gowanbank		0.07	
Granby Avenue		0.05	
Harburn Avenue 120		0.01	
Haymarket Playspace		0.03	
Kestrel Brae		0.08	
Kirkfield West		0.03	
Kirkton South		0.06	
Knightsridge Adventure Area		0.41	
Ladywell East Playspace		0.20	
Lanark Avenue Playspace		0.15	
Larchbank Playspace		0.18	
Lenzie Avenue Ball Court		0.16	
Leven Walk Playspace		0.08	
Logan Way Playspace		0.03	
Moncrief Way 49		0.03	
Muirfield Way 52		0.01	
Murieston Valley		0.13	
Ogilvie School Campus		0.09	
Oldwood Place Playspace		0.18	
Onslow Green		0.29	
Orchard Place		0.17	
Palmer Rise 77		0.01	
Peveril Rise 23		0.03	
Peveril Rise 49		0.03	
Peveril Rise 99		0.01	
Play Pals		0.04	
Quentin Rise 12		0.01	
Raeburn Rigg 240		0.04	
Raeburn Rigg Grass		0.65	
Roseberry Place		0.09	
Rosehill Playspace		0.06	
Rushbank		0.08	
Sarazen Green Playspace		0.05	
Staffa		0.18	

Staunton Rise 49		0.00	
Sutherland Way Ball Court		0.25	
Sutherland Way Play Area		0.16	
Talisman Rise 30		0.01	
Talisman Rise 44		0.01	
Talisman Rise 64		0.01	
Templar Rise 4		0.01	
Templar Rise Steelway Goals		0.10	
Waverley Crescent Playspace		0.32	
Wellview Lane Playspace		0.11	
Wood Place 22		0.00	
Wood Place 33		0.00	
Soft Play Area Swing Park	1	0.22	
Knightsridge Community Centre		0.22	
Sports Bowling Green	5	3.69	
Bankton Mains Bowling Green		0.87	
Craigs Farm Bowling Green		0.68	
Harrysmuir Bowling Club		0.65	
Letham Park Bowling Green		0.84	
Livingston Station Bowling Green		0.65	
Sports Centre and Playing Fields	1	41.34	
Craigswood Sports Centre and Playing Fields		41.34	
Sports Football Pitch	4	6.19	
Larchbank Kickspace		0.13	
Livingston Football Club Stadium Pitch		1.76	
Livingston Football Pitch Practice Pitch		1.73	
Station Park		2.57	
Sports Kick Pitch	1	0.27	
Livingston Village Kick Pitches		0.27	
Sports Playing Fields	2	9.44	
Centre Greenspace		0.18	
Livingston RFC		9.26	
Sports Tennis Courts	1	0.27	
Harrysmuir Tennis Courts		0.27	
Total	107	392.04	
Population	54,640		
Quantity Standard	7.17		
Quality Standard (Formal Parks)	20 out of 21 Fit for Purpose		

Accessibility Standard

Most areas of Livingston are within 500m of a play area, except areas around the periphery and pockets throughout the town, including:

in the west –

the roads north and south of Simpson parkway A705, residential areas around Alderstone Business Park, Appleton Drive, Quarrywood Court

in the north –

Deans: Beechwood Park, east end of Middlewood Park, Woodlands Park, Golf Course Road, Player Green, Gallacher Green, Taylor Green, Eagles View

in the south –

Murieston: some of Easter Bankton, Bankton Glade, Murieston Road, West Cairn View, Wellview Lane, Skivo Wynd.

For future reference, in case they are re-designated as residential areas, these areas are also further than 500m from a play area: Houston Ind Estate, Brucefield Ind Estate, Almondvale Business Park.

There are gaps in Local Park and Neighbourhood Park coverage, and some areas out with 500m of any formal parks. These are areas around North Deans/Dechmont Law, Houston Ind Estate, Simpson Parkway/Kirkton, Charlesfield/Adambræ, all houses along Murieston Road and in the south of Murieston, Craigswood in the north of Craigshill.

All areas are within the recommended distance from District and Country Parks.

18. Longridge

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	2.02	
Longridge Park		2.02	49
Playspace	1	0.02	
Northfield Meadow		0.02	
War Memorial	1	0.07	
Longridge Cross		0.07	
Total	3	2.11	
Population	945		
Quantity Standard	2.23		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

Longridge meets all accessibility standards.

It should be noted that the play area within Longridge Primary School grounds is fully accessible to the public.

19. Mid Calder

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	1	5.05	
Sommers Park		5.05	61
Neighbourhood Park	1	11.12	
Cunnigar Park		11.12	44
Playspace	4	0.86	
Avenue Park West Playspace		0.46	
Maryfield		0.15	
Ochiltree View		0.21	
Spottiswood Gardens		0.04	
Sports Bowling Green	1	0.68	
Mid Calder Bowling Green		0.68	
Total	7	17.72	
Population	3,381		
Quantity Standard	5.24		
Quality Standard (Formal Parks)	2 out of 2 Fit for Purpose		

Accessibility Standard

All areas are within 500m of a play area, except Almondside and Pumpherston Road/Mill Lane.

All areas are within the recommended distance of a Neighbourhood, District, and Country Park.

Although there is a gap in provision of Local Parks in Mid Calder, all areas are within 500m of a formal public park.

20. Newton / Woodend

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Playspace	1	0.18	
Duddingston Crescent		0.18	
Total	1	0.18	
Population	139		
Quantity Standard	1.30		
Quality Standard (Formal Parks)	0 out of 0 Fit for Purpose		

Accessibility Standard

Only those properties in Newton are within 500m of a play area, those in Woodend are not.

Newton (inc. Woodend) is not within 500m, 1km, or 4km of any formal park. It is within 10km of a Country Park. Newton's population is lower than the recommended guideline population for any formal park.

21. Philpstoun

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	1	2.63	
Philpstoun Playing Field		2.63	54
Sports Bowling Green	1	0.56	
Philpstoun Bowling Club		0.56	
Total	2	3.19	
Population	417		
Quantity Standard	7.66		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

The majority of properties in Philpstoun are within 500m of a play area. Two properties in the East of the main settlement, and all properties in Old Philpstoun are not.

The majority of properties in Philpstoun are within 500m of a formal park. Two properties in the East of the main settlement, and all properties in Old Philpstoun are not.

No properties are within 1km of a Neighbourhood Park. Philipstoun's population is lower than the recommended guideline population for a Neighbourhood Park. The majority of properties are within 4km of a District Park, Old Philipstoun and Wyndford Brae are not. All properties are within 10km of a Country Park.

22. Polbeth

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	2	4.73	
Ennis Park		2.85	47
Langside Gardens Green		1.88	41
Neighbourhood Park	1	20.81	
Limefield Park (Polbeth)		20.81	56
Playspace	3	0.48	
Burnside Terrace		0.05	
Fells Road Play Area		0.28	
Polbeth Community Centre Ball Court		0.15	
Sports Bowling Green	1	0.83	
Limefield Park Bowling Green		0.83	
Total	7	26.85	
Population		2,366	
Quantity Standard		11.35	
Quality Standard (Formal Parks)	3 out of 3 Fit for Purpose		

Accessibility Standard

Polbeth meets all accessibility standards.

23. Pumpherston

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	1	1.54	
Letham Park (Pumpherston)		1.54	28
Neighbourhood Park	1	5.23	
Fraser Park (Drumshoreland)		5.23	64
Playspace	2	0.18	
Harrysmuir Playspace		0.08	
Heaney Avenue		0.10	
Sports Bowling Green	1	0.60	
Pumpherston Bowling Club		0.60	
Sports Playing Fields	1	5.08	
Pumpherston Sports Ground		5.08	
Total	6	12.63	
Population	1,209		
Quantity Standard	10.45		
Quality Standard (Formal Parks)	1 out of 2 Fit for Purpose		

Accessibility Standard

All areas of Pumpherston are currently within 500m of a play area.

Although there is a gap in provision of local parks in the north of Pumpherston, all areas are within 500m of any formal public park.

All areas are within the recommended distance of Neighbourhood, District and Country Parks.

24. Rural

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Bridgecastle		0.19	
Playspace	1	0.19	
Bridgecastle		0.19	
Threemiletown		1.85	
Local Park	1	1.85	
Redhouse Recreation Ground		1.85	51
Total	2	2.04	
Population	6,588		
Quantity Standard	NA		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

NA

25. Seafield

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	1	1.51	
Seafield Green		1.51	50
Playspace	1	0.01	
Seafield Institute		0.01	
Sports Bowling Green	1	0.66	
Seafield Bowling Club		0.66	
Sports Football Pitch	1	3.60	
Seafield Football Pitch		3.60	
Total	4	5.78	
Population	1,320		
Quantity Standard	4.38		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

All properties in Seafield are within 500m of a play area and within 500m of a formal park.

No properties are within 1km of a Neighbourhood Park. Seafield's population is lower than the recommended guideline population for a Neighbourhood Park. All properties are within 4km of a District Park and 10km of a Country Park.

26. Stoneyburn / Bents

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Bents		0.09	
Playspace	1	0.09	
Wallace Walk		0.09	
Stoneyburn		19.08	
Local Park	1	9.18	
Foulshiels		9.18	44
Neighbourhood Park	1	2.68	
Glenview Crescent Playing Fields		2.68	52
Playspace	1	0.08	
Burnlea Drive Play Area		0.08	
Sports Bowling Green	1	0.92	
Stoneyburn Bowling Club		0.92	
Sports Football Pitch	1	6.10	
Beechwood Park		6.10	
War Memorial	1	0.11	
Stoneyburn War Memorial		0.11	
Total	7	19.17	
Population		1,976	
Quantity Standard		9.70	
Quality Standard (Formal Parks)	2 out of 2 Fit for Purpose		

Accessibility Standard

The majority of properties in Stoneyburn and Bents are within 500m of a play area. A handful of properties in the west of Bents are not.

The majority of properties in Stoneyburn and Bents are within 500m of a formal park. Approx. 50 properties in the west of Bents (Cannon Crescent, Main Street, and Garden City) are not.

The majority of properties in Stoneyburn and Bents are within 1km of a Neighbourhood Park. A handful of properties in the west of Bents are not. All properties are within 4km of a District Park and 10km of a Country Park.

27. Torphichen

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	5.97	
Torphichen Park		5.97	57
Total	1	5.97	
Population	595		
Quantity Standard	10.03		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

The majority of properties in Torphichen are within 500m of a play area. Approx. 20 properties on the western and eastern fringes are not.

The majority of properties in Torphichen are within 500m of a formal park. Approx. 20 properties on the western and eastern fringes are not.

All properties are within 1km of a Neighbourhood Park, 4km of a District Park, and 10km of a Country Park.

28. Uphall

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	3	6.56	
Glebe Park		2.72	52
Millbank Place East		1.71	43
Burn Edge Park		2.13	53
Neighbourhood Park	1	5.66	
King George V Playing Fields		5.66	41
Playspace	5	0.54	
Ball Court & Skatepark		0.26	
McLardy Court		0.07	
Thompson Court		0.04	
Craigengar Avenue (Private)		0.05	
South Middleton (Private)		0.12	
Sports Bowling Green	1	0.80	
Uphall Bowling Club		0.80	
Total	10	13.56	
Population		4,702	
Quantity Standard		2.88	
Quality Standard (Formal Parks)	4 out of 4 Fit for Purpose		

Accessibility standard

All areas are within 500m of a play area.

The gap in provision of Local Parks in the south-east of Uphall has been filled by designating the open space north of Loaninghill Park and north-east of Middleton Road as a Local Park. The new park is called Burn Edge Park.

All areas are within the recommended distance of Neighbourhood, District and Country Parks.

29. Uphall Station

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	3.27	
Marrfield Park		3.27	51
Playspace	1	0.38	
Nettlehill Drive Play Area		0.38	
Sports Bowling Green	1	0.77	
Uphall Station Bowling Club		0.77	
Total	3	4.42	
Population		932	
Quantity Standard		4.74	
Quality Standard (Formal Parks)	1 out of 1 park Fit for Purpose		

Accessibility standard

All areas of Uphall Station are within 500m of a play area.

Although there are no Local Parks in Uphall Station, all areas are within 500m of a formal public park.

All areas are within the recommended standards of Neighbourhood, District and Country Parks.

30. West Calder

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Allotments	1	0.80	
Northfield Cottage Allotments		0.80	
Local Park	1	1.48	
Burngrange West Park		1.48	41
Neighbourhood Park	2	12.56	
Burngrange East Park		5.49	52
Parkhead Recreational Ground		7.07	44
Playspace	2	2.09	
Parkhead Cottages Green		0.94	
The Glebe Green		1.16	
Sports Bowling Green	1	0.53	
West Calder Bowling Club		0.53	
Sports Football Pitch	1	6.16	
Hermand Park		6.16	
War Memorial	1	0.17	
War Memorial		0.17	
Total	9	23.79	
Population	3,143		
Quantity Standard	7.57		
Quality Standard (Formal Parks)	3 out of 3 Fit for Purpose		

Accessibility Standard

The majority of properties in West Calder are within 500m of a play area. Approx. 80 properties in the North (Westwood View, and Mossend Gardens) are not.

The majority of properties in West Calder are within 500m of a formal park. Approx. 80 properties in the North (Westwood View, and Mossend Gardens) are not.

All properties are within 1km of a Neighbourhood Park, and within 10km of a Country Park. The western half of West Calder is not within 4km of a District Park.

31. Westfield

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Playspace	1	0.29	
Westfield Play Area		0.29	
Total	1	0.29	
Population	564		
Quantity Standard	0.52		
Quality Standard (Formal Parks)	0 out of 0 Fit for Purpose		

Accessibility Standard

All properties are within 500m of a play area.

Westfield is not within 500m of any formal park. Westfield's population is within recommended guideline population for a Local Park.

Westfield is not within 1km of a Neighbourhood Park. The majority of Westfield is within 4km of a District Park, four properties in the North West are not. Westfield is within 10km of a Country Park.

32. Whitburn

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
District Park	1	48.68	
Blaeberryhill Park		48.68	58
Neighbourhood Park	2	33.73	
Hunter Grove Park		13.72	60
King George V Playing Field		20.01	54
Playspace	4	1.23	
Croftmalloch		0.11	
Dixon Road Play Area		0.14	
Glenisla Court		0.04	
Whitburn Academy		0.94	
Sports Bowling Green	2	1.07	
Polkemmet Country Park Bowling Club		0.73	
West End Gospel Hall		0.34	
Sports Football Pitch	1	2.97	
Central Park		2.97	
Total	10	87.67	
Population		11,131	
Quantity Standard		7.88	
Quality Standard (Formal Parks)	3 out of 3 Fit for Purpose		

Accessibility Standard

The majority of properties in Whitburn are within 500m of a play area. Approx. 200 properties in the Heartlands development are not.

The majority of properties in Whitburn are within 500m of a formal park. Approx. 50 properties to the immediate east of Whitburn Academy are not.

All properties are within 1km of a Neighbourhood Park, 4km of a District Park, and 10km of a Country Park.

33. Winchburgh and Winchburgh CDA

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Allotments	1	1.47	
Winchburgh Allotments		1.47	
Neighbourhood Park	2	13.04	
Millgate Park		4.01	50
Niddry Park		9.03	45
Playspace	2	0.29	
Glendevon		0.17	
Millgate Green Playspace		0.12	
Sports Bowling Green	1	0.92	
Winchburgh Bowling Club		0.92	
War Memorial	1	0.14	
Winchburgh War Memorial		0.14	
Total	7	15.85	
Population	2,950		
Quantity Standard	5.66		
Quality Standard (Formal Parks)	2 out of 2 Fit for Purpose		

Accessibility standards

Most of Winchburgh is currently within 500m of a play area, except Station Road, Station View and Beattlie Road in the north-east and Hillend View in the west.

There is a deficit of Local Parks in Winchburgh, resulting in some areas being over 500m from any formal public park. These areas are: Hillend View and Hillend Road in the west and Station View and Beattlie Road in the north-east. However, these areas will be covered with the construction of Auldcathie District Park in the west of Winchburgh and Daisy Park in the north-east, by Winchburgh Developments.

All areas are within the recommended distance of Neighbourhood, District and Country Parks.

Appendix 2 - Quality Standard Survey Methodology

QU No.	Category	Sub-category	Score	Some things to consider	Notes
1	High Quality	Character and continuity	1-5	Is the overall space attractive visually? Is there a unique character that distinguishes the space from others? Is there a consistent character and design element throughout? Is the design and features consistent with the surrounding area?	Unique archaeological or natural features will be visible and ideally interpretation available.
2	High Quality	Community Involvement	1-5	Are the community involved in group activities that make use of the space? Are the community contributing to maintenance, policing, and improvement of the space? Are the community engaged in council management of the space and decision making?	Contribution by community can include across sports pitches, play equipment, managing pavilion, conservation projects etc.
3	High Quality	Material Quality	1-5	Is there high quality material used in surface and feature construction? Are materials durable? Does new planting reflect best contribution to overall quality of space i.e. right tree right place, native species, low maintenance, contribute to biodiversity etc.?	Poor quality would include cheap untreated benches, flimsy fences, whin-dust paths where tarmac is required to deal with high footfall.
4	High Quality	Sustainable resources	1-5	Are materials in construction and maintenance from a sustainable source? Is water management sustainable? Is the use of herbicides sustainable and appropriate? Is manual and mechanical vegetation control and other maintenance at appropriate level?	Sustainable materials may be difficult to determine, but should be able to determine if scoring park after an upgrade or if in contact with those responsible for maintenance.
5	High Quality	Adaptability	1-5	Does the space afford flexibility to be managed or used differently over time according to changing needs and uses? Could amenity grassland or pitches become food growing? Could building be erected? Could habitats be changed economically?	

Appendix 2 - Quality Standard Survey Methodology

6	Multifunctional	Biodiversity	1-5	<p>Have physical measures been taken to encourage biodiversity?</p> <p>Are there a variety of native plants, are there suitable habitats for native animals? Are non-natives controlled and removed?</p> <p>If there are water bodies are these clean with suitable surrounding vegetation to encourage biodiversity?</p> <p>If notable species and habitats are present, are there any protection measures?</p>	<p>Measures taken could include native planting, bird and bat boxes, areas of previously mown grass allowed to grow, wood piles for insects and amphibians etc.</p> <p>Suitable habitats could include wildflower meadow, areas where grass can grow long, old and new trees, areas with minimal disturbance etc.</p>
7	Multifunctional	Economic benefit	1-5	<p>Are groups or organisations benefitting economically through their use of the space (e.g. personal trainers/boot camps/food selling/wedding photography)</p> <p>Is the space sponsored?</p> <p>Does the space attract external investment in the space or surrounding area i.e. commercial or NGO, charity etc.?</p> <p>Does the council make any direct economic benefit from the space e.g. visitor centre, event charges, fishery?</p> <p>Is public benefitting from natural products on site? e.g. fresh water, cultivated food, wild food, timber or wood products, wood fuel, renewable energy.</p>	
8	Multifunctional	Networks	1-5	<p>Does the space have green links to wider open space?</p> <p>Does the space contribute to a quality blue network?</p> <p>Are there good sustainable transport links into nearby commercial and/or industrial areas i.e. getting people to work?</p> <p>Does the space link into wider recreational pedestrian or cycle networks including regionally significant ones?</p>	<p>When considering green networks, the extent by which buildings, roads, water, and paths inhibit wildlife travel and disturbance should be considered i.e. rope bridges, underpasses, green bridges etc. improve the quality of a network.</p>

Appendix 2 - Quality Standard Survey Methodology

9	Multifunctional	Regulating Services	1-5	<p>Is this the largest green space in the area?</p> <p>Is the space storing water from surrounding areas through vegetation or direct drainage? (or is it contributing to flooding?)</p> <p>Is the space improving water quality e.g. quality of run off, or standing water</p> <p>Does the space provide significant habitat for pollinators?</p> <p>Is there significant vegetation on site that can help to filter pollutants e.g. trees, bushes, long grasses, rushes/reeds, bog mosses, etc?</p> <p>Is there vegetation on site that is helping to prevent soil erosion e.g. plants on slopes, beside waterways, etc.? (or are there signs of soil erosion, e.g. bare ground on slopes?)</p>	
10	Multifunctional	Cultural Services (Variety of use)	1-5	<p>Are there any good views or nice places to relax/enjoy the surroundings here?</p> <p>Are there any places particularly good for studying plants or watching wildlife?</p> <p>Can people play a number of different sports activities here?</p> <p>Does play equipment cater to different ages?</p> <p>Are there features for other recreational activities? e.g. dog walking, picnics, public art etc.</p> <p>Is there a suitable space that allows for events and new activities? e.g. school sports days, gala, markets</p> <p>Does the space offer opportunities for learning and school use?</p>	

Appendix 2 - Quality Standard Survey Methodology

11	Safe and Welcoming	Accessibility	1-5	<p>Is the area within 500m of a community</p> <p>Is the majority of the space accessible to able bodied</p> <p>Is a large part of the space and its features accessible to buggies and wheelchairs</p> <p>Is car parking and public transport links appropriate for the size and function of the site</p> <p>Is any sports and play equipment accessible to all abilities</p>	
12	Safe and Welcoming	Entrances and boundary	1-5	<p>Are fences, gates, and vehicle barriers appropriate for space and attractive</p> <p>Are entrances in the right place, clear and welcoming or are they hidden or intimidating</p> <p>Could the site be easily found by new visitors to the area either on foot or by vehicle</p> <p>Does the space have a clear boundary</p>	
13	Safe and Welcoming	Maintenance	1-5	<p>Does the park have scheduled maintenance</p> <p>Is maintenance effective e.g. are damaged features being repaired, vegetation controlled, furniture treated, bins emptied</p> <p>Is it clear who maintains the site and how to contact them</p> <p>Is the area draining well or are there areas of flooding that could restrict access and potentially be unsafe</p> <p>Are there any areas of neglect</p>	
14	Safe and Welcoming	Orientation and Interpretation	1-5	<p>Is it clear that this is a park?</p> <p>Is it clear what is available in the space and where it is?</p> <p>Is it clear what the space links to? e.g. industrial estate, core path, neighbouring settlements etc.</p> <p>Is there any information about the wildlife/history/geography/folklore of the site?</p>	

Appendix 2 - Quality Standard Survey Methodology

15	Safe and Welcoming	Safety	1-5	<p>Are there areas where people may not feel safe during the day or at night</p> <p>How much of the park is visible from nearby houses and roads i.e. natural surveillance</p> <p>Are there signs of anti-social behaviour e.g. graffiti, fly-tipping, broken glass, damaged furniture, evidence of drinking and drug-use</p> <p>Do paths and entrances etc. allow for pedestrians to safely pass wheeled users</p>	
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DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

OPERATIONAL SERVICES MANAGEMENT PLAN 2020/21

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to make the panel aware of the Operational Services Management Plan for 2020/21.

B. RECOMMENDATION

It is recommended that the panel notes the terms of the report and the attached management plan.

C. SUMMARY OF IMPLICATIONS

I Council Values	<ul style="list-style-type: none">• Being honest, open and accountable.• Focusing on our customers' needs• Making best use of our resources• Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Actions will be screened as they are progressed to determine the need for environment, equality, health or risk assessments.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	Successful delivery of the plan will ensure satisfactory performance against a number of performance indicators detailed in the Management Plan.
V Relevance to Single Outcome Agreement	The Management Plan highlights the key activities and performance of Operational Services which directly impacts on the Single Outcome Agreement.
VI Resources - (Financial, Staffing and Property)	The Management Plan sets out the financial and staff resources required to deliver its activities and key outcomes for 2020/21.
VII Consideration at PDSP	This is the first consideration of the plan by the PDSP. It will also be reported to the Development and Transport PDSP.

VIII Other consultations

The Management Plan has been approved by the Executive Management Team for submission to the PDSP, in November 2020.

D. TERMS OF REPORT

D1. Introduction

The appended Operational Services management plan details the activities and actions the service plans to undertake in 2020/21. The plan also reports on outcomes achieved within the previous year.

The management plan template comprises of a number of sections;

1. An introduction by the Head of Service
2. A service overview of the key activities for each part of the service and an explanation of how these support the delivery of the Council's priorities
3. A summary of how the service will change as part of the Council's Transforming Your Council agenda
4. A detailed section on each aspect of the service
5. The services action plan for 2020/21 and its scorecard for the previous year.

D2. 2019/20 Performance

The scorecard section of the plan has been introduced to show performance against the key measures contained within the plan. The panel will note that;

1. Customer satisfaction in Facilities Management reduced in 2019/20, but remains high at 73.1%, with the number of upheld complaints below target. However, the cost of school meals to produce was above target.
2. The percentage of household waste recycled or composted per annum was 65.2% in 2018/19, exceeding the target.
3. The percentage of West Lothian streets at an acceptable standard decreased slightly to 93.5%, with the number of complaints received above target. Customer satisfaction in NETs, Land and Countryside, however, was lower than anticipated, although it showed an increase of 5% from the previous year.
4. The cost of the public transport network per resident increased slightly in 2019/20 due to cost inflation.
5. The cost of waste collection was above target, however there was a marked improvement in recycling performance.
6. Customer satisfaction was above target, and there were fewer complaints received in Roads and Transportation.

It should be noted that the service also completed a number of significant changes during the year as part of the Transforming Your Council Agenda. It also delivered a number of key capital projects in the Roads and Open Space asset management parts of the council's Capital Programme.

D3. Action Plan 2020/21

The service action plans set out a range of actions to support delivery of the council's corporate priorities and objectives, most of which are underpinned by its Transforming Your Council agenda. Some of the larger projects are detailed below.

1. Ensuring actions are taken to ensure environmental impacts are reduced in West Lothian.
2. Implement mainstream community choices for Grounds Maintenance, litter bins and open space assets.
3. Delivery of the Roads Capital Programme
4. Review of cleaning services in schools and council buildings
5. Planning and delivery of the Early Learning Childcare cleaning and meal provision
6. Review of passenger transport services

E. CONCLUSION

The management plan provides the framework for service delivery by Operational Services for the coming year.

Its delivery will contribute to the aims of the Council and enable the Council to meet its obligations.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: Operational Services Management Plan 2020/2021

Contact Person: Jim Jack, Head of Operational Services, Whitehill Service Centre, Whitehill Industrial Estate, Bathgate

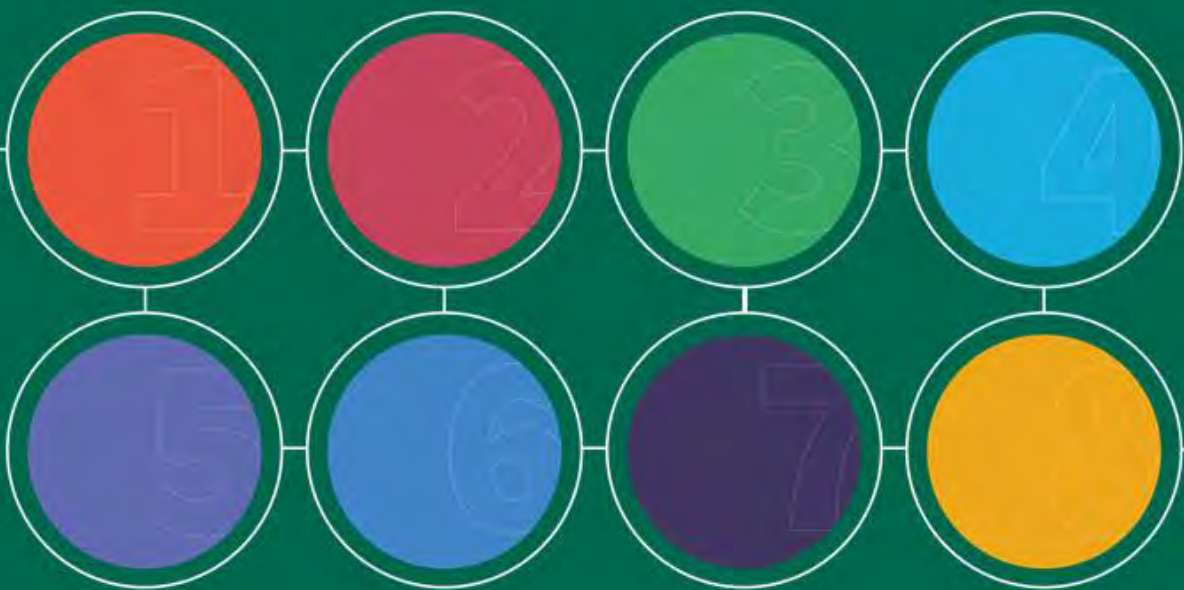
Jim Jack, Head of Operational Services, jim.jack@westlothian.gov.uk
Telephone number 01506 284680

10 November 2020

Data label: OFFICIAL

Operational Services

Management Plan 2020/21



transforming
yourcouncil



West Lothian
Council

An introduction to the Management Plan from the Head of Operational Services

The Management Plan is a key planning document that will explain how the service will support in the delivery of the council's eight priorities in 2020/21.

West Lothian Council is one of the top performing local authorities in Scotland, with a strong track record of delivering better outcomes for local people. The council aims to continue to support growth in a thriving local community and, with financial and demographic challenges ahead, in doing so it will require Operational Services to deliver efficient and effective services to our communities. In Operational Services we provide a wide range of services which contribute to positive outcomes in the eight corporate priorities (see below) through provision of recycling and waste services, passenger transport services and facilities management services, as well as the management of roads and transportation and open space assets.

Corporate Priorities 2018/23 | The council re-committed to eight ambitious priorities following a large public consultation in 2017/18. We believe these priorities will continue to support improvement in the quality of life for everyone living, working and learning in West Lothian and will be the focus for council services, resources and staff in the next four years.



The outcomes achieved by Operational Services in 2020/21 will make a significant contribution to a number of the council's Corporate Plan priorities.

It is essential that these outcomes are managed effectively and delivered efficiently as the service changes through the council's Transforming Your Council agenda.

The management plan sets out how the constituent parts of the service will prioritise and use their resources to deliver their key activities and outcomes in the coming year.

It also sets out the actions required by them to deliver appropriate performance outcomes.

In addition it commits our staff and business partners to the successful delivery of these actions and outcomes for the benefit of our service users and wider community.



Jim Jack
Head of Service

Our services

The services that we will deliver through collaboration with our partners in 2020/21

Operational Services plays a key role in the management and direct delivery of front line services to those who reside, visit and work within West Lothian. The service is grouped into functional areas that are helping to enhance and protect the local environment of West Lothian. This includes infrastructure services in relation to waste, roads and transport networks and also, management of streets, open spaces and country

parks.

In the next three years Operational Services will continue to deliver value adding activities, focusing on the following areas:

- ◆ Recycling and waste services
- ◆ Management of roads and transportation
- ◆ Management of open space assets
- ◆ Passenger transport services
- ◆ Facilities management services

The key activities of the service are identified in the Management Plan.

		Page
Facilities Management	The service is the council's integrated catering, cleaning and facilities management service, responsible for 144 council buildings including 88 secondary, primary, additional support needs and nursery schools. It also includes support and reprographics services for Operational Services.	11
NETs, Land and Countryside Services	The service is responsible for the development, management, maintenance and cleanliness of West Lothian's local environment. This includes three country parks, as well as a further 2,600 hectares of open space and countryside land.	17
Passenger Transport	The service is responsible for the provision of council public transport services within West Lothian and to neighbouring areas. It is also responsible for the provision of free and fare paying school transport services for pupils in West Lothian schools, including bespoke services for additional support pupils. In addition, the service provides community transport to service users with varying needs to a number of locations throughout West Lothian as well as school meals delivery service and delivery of internal mail.	24
Recycling, Waste and Fleet Services	The service is responsible for the collection of all household waste and the environmentally responsible management of waste in line with the government's Zero Waste Plan. This includes a weekly uplift to households, bulky uplifts and provision of community recycling centres. Fleet Services are responsible for the provision, management and maintenance of the council's fleet of approximately 1,000 vehicles.	30
Roads and Transportation Services	The service provides an integrated service to construct, manage and maintain the road, footpath and transportation network in West Lothian in the safest way possible. This includes public road and footways, street lights, traffic lights, bridges and other structures, grit bins and bollards.	38
	Developing the Management Plan and reporting progress	45
	Operational Services Scorecard 2020/21	47

Supporting the delivery of Council priorities

The service will support the delivery of the Council's Corporate Plan priorities and strategies

The service will make a meaningful and measurable contribution to the delivery of the Council's Corporate Plan 2018/23. The service's key processes are aligned to the Corporate Plan priorities/enablers and deliverables in the following table.

Alignment with Corporate Priorities / Enablers					
Council enabler	Deliverable	Operational Services key activity / process	Indicator(s)	2019/20 Performance	2020/21 Target
1 Improving attainment and positive destinations	(P1.6) Continuing to provide access to a Breakfast Club for primary and secondary pupils, in recognition of the link between health and attainment.	◆ Provision of meal service to Primary, Secondary and Additional Support Needs Schools, as well as breakfast service to schools.	P:FMS083 Total cost per meal.	£3.05	£3.05
			P:FMS090 School meal uptake Primary schools	51.1%	55%
6 Delivering positive outcomes on health	(P6.7) Promoting positive health and wellbeing to all, including through the provision of leisure facilities and well maintained open spaces.	◆ Management and maintenance of the councils open space assets (parks and urban open spaces, sports grounds and recreational areas)	NLCS018 The cost of the street cleaning service per household.	£32.36	£32.19
			P:NLCS021 Quality Assessment score of improvements on open space parks	95	93
7 Reducing crime and improving community safety	(P7.6) Reducing the casualty rates from fires and road traffic collisions by continuing to work in partnership Fire and Rescue Services and Police Scotland through enforcement, engineering, education and effective early interventions.	◆ To provide engineering measures which contribute in a cost effective way to road casualty reduction.	P:RTS107 Number of people killed or seriously injured in road accidents	49 (2018/19)*	43 (2019/20)*
			CP:RTS108 Number of children killed or seriously injured in road accidents	3 (2018/19)*	3 (2019/20)*

Alignment with Corporate Priorities / Enablers

Council enabler	Deliverable	Operational Services key activity / process	Indicator(s)	2019/20 Performance	2020/21 Target
8 Protecting the built and natural environment	(P8.4) Maintaining our roads network to support and sustain economic and population growth in the local area. Engaging with the community and commercial operators to deliver a cost effective public transport network and active travel options.	◆ To manage and maintain the public road and footpath network	RTS081 Total carriageway maintenance expenditure per kilometre of carriageway	£8,815 (2018/19)*	£6,953 (2019/20)*
		◆ To support local bus services including infrastructure and publicity provision.	P:RTS100 Percentage of the overall road network which should be considered for maintenance treatment	27.3%	28.5%
			P:PTS070 Cost of network per resident served at minimum service level	£11.61	£11.50
8 Protecting the built and natural environment	(P8.7) Continue to maintain and protect the local environment for residents, visitors and future generations by maintaining public spaces, gardens and provision of country parks and encouraging community to play a more active role in looking after their local environment.	◆ Provision of Countryside Visitor Centres, visitor attractions and recreational activities within our Country Park estate. This includes the Camping/Caravan site and Animal Attraction sites at Beecraigs.	P:NLCS222 Cost of providing countryside services per head of population	£3.97	£4.08
			CP:NLCS047 Estimated Visitor numbers to West Lothian's 3 Country Parks	1,505,835	1,658,718

Operational Services Management Plan 2020/21

Alignment with Corporate Priorities / Enablers

Council enabler	Deliverable	Operational Services key activity / process	Indicator(s)	2019/20 Performance	2020/21 Target
8 Protecting the built and natural environment	(P8.8) Continuing to work with our community schools and businesses to reduce littering in our towns and villages and increasing cleanliness through street cleansing.	◆ To cleanse all adopted roads, footpaths, Civic centres, hard surfaces and rural road side verges at a frequency to comply with the Environmental Protection Act	NLCS018 The cost of the street cleansing service per household	£32.36	£32.19
		◆ To provide dedicated resource to educate communities, take appropriate enforcement action and provide a visible deterrent in relation to environmental crime including litter, graffiti, fly tipping, abandoned vehicles and dog fouling.	CP:NLCS008 Local Environment Management System (LEAMS) - Percentage of West Lothians Streets at an Acceptable Standard	93.5%	94%
8 Protecting the built and natural environment	(P8.9) Improving waste recycling rates across West Lothian by implementing the Scottish Government's Zero Waste Strategy.	◆ To recycle waste collected to various recycling centres, recycling points and via kerbside collections.	CP:WM040 Percentage of Household waste recycled/ composted per annum	65.2% (2018)*	60% (2019)*
			SOA1308 Percentage of municipal solid waste recycled	63.5% (2018)*	61.7% (2019)*
			P:WM088 Average Percentage of Material Recycled at Community Recycling Centres (per calendar year)	54.1% (2018)*	57.5% (2019)*

* Due to reporting timescales, the data for these indicators is only available for the year shown



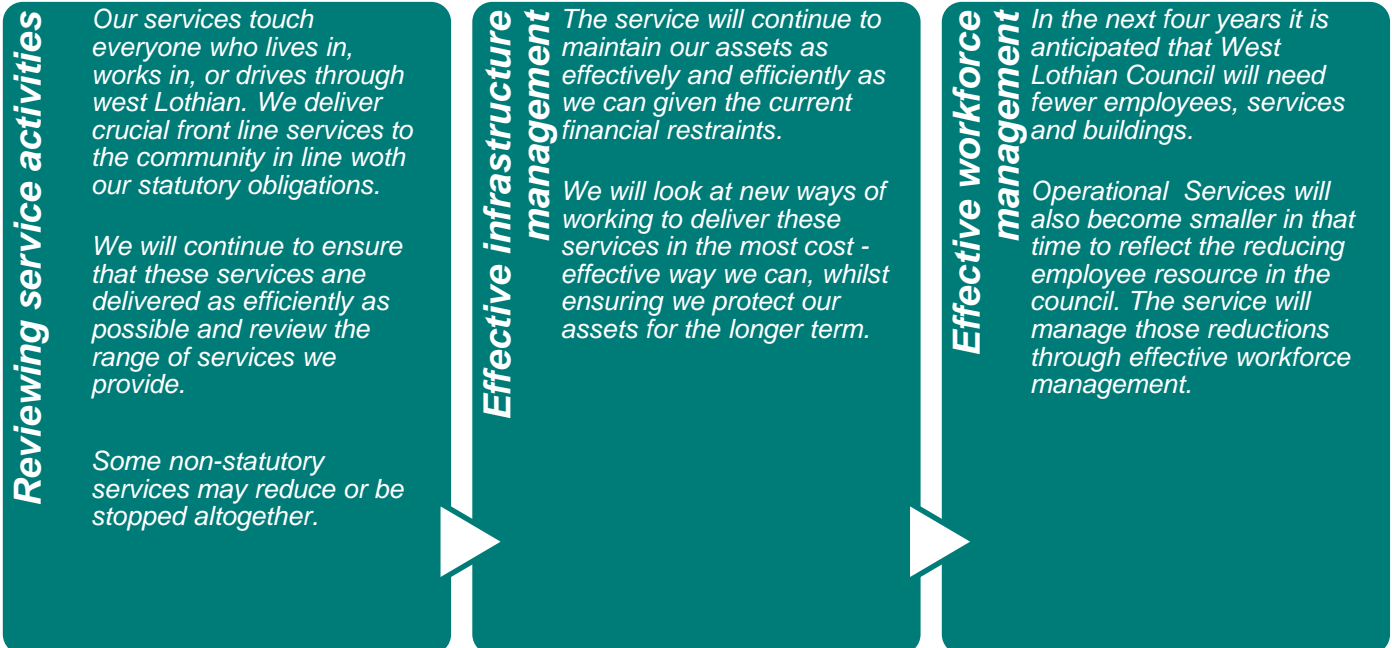
Transforming Your Council

How Operational Services will transform in the next four years

The council has embarked on an ambitious programme of transformation in order to support the delivery of services that are accessible, digital and efficient. The Transforming Your Council programme is intended to deliver £32.865 million in savings in the period 2020/21 – 2022/23 and will fundamentally change the way that council services are delivered.

As a key frontline service that delivers services to every part of West Lothian, it is critical that Operational Services is at the forefront of change in the council. We must ensure that as well as delivering our statutory obligations and other crucial services, we identify opportunities for improving service delivery and becoming increasingly effective and efficient. Projects designed to deliver budget savings of £4.037 million in the period 2020/21 – 2022/23 are being developed to transform the way that we work in Operational Services.

Transformation in the service will be grouped around three key themes.



Engagement methods

Throughout the period of this plan, Operational Services will continue to engage and consult with customers, employees, partners and stakeholders on the effectiveness of the services that we provide and also, any changes that are proposed.

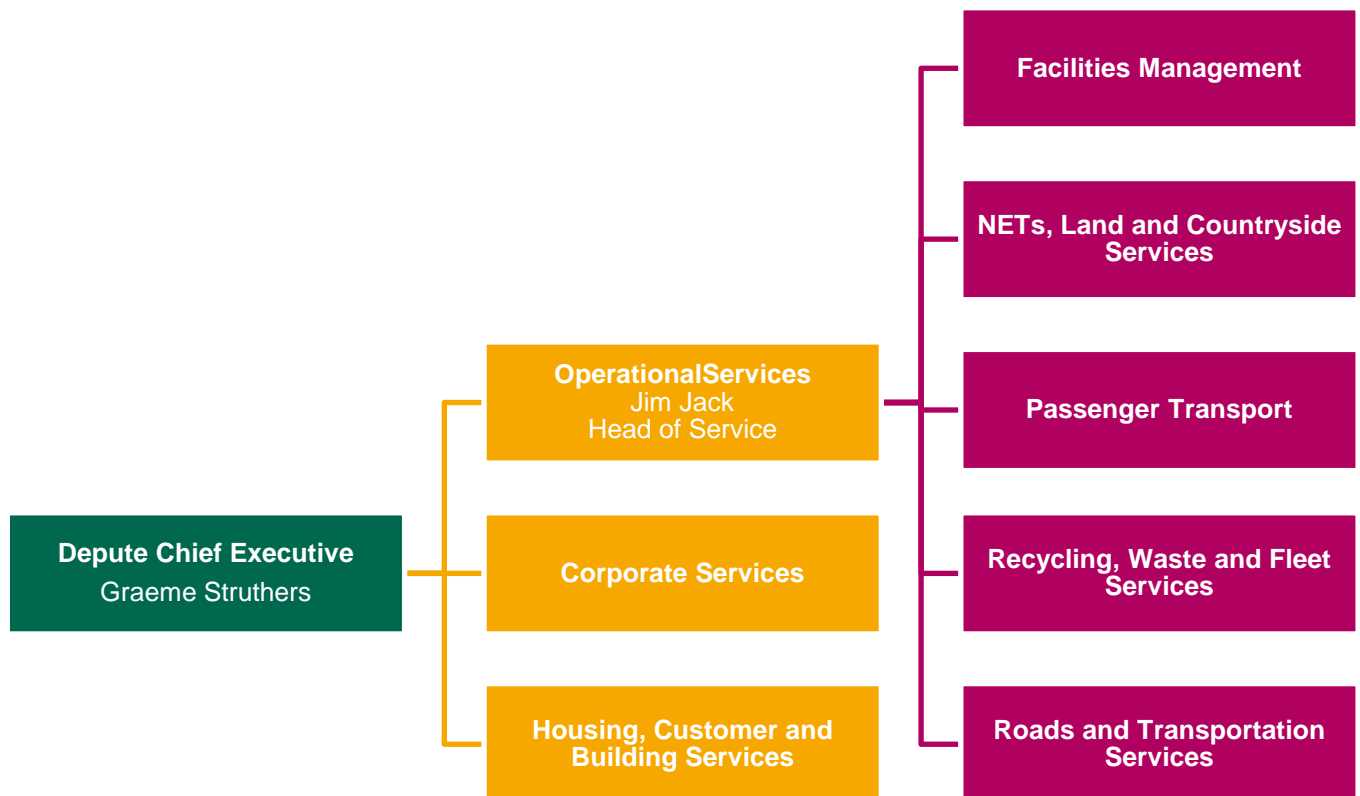
Operational Services make the following commitments to customers, employees and partners:

- ◆ Involve and engage employees, customers and partners in service improvement and transformation activity through a range of appropriate methods;
- ◆ Ask customers about the quality and effectiveness of the services that we provide through regular consultation and surveys and use their views to inform decision making in the service.

Service Activity

The Corporate, Operational and Housing Services directorate is focused on the delivery of vital infrastructure services that will make West Lothian a better, more sustainable place to live.

This includes three large service areas delivering a wide array of council activities, such as; environmental and roads services, the frontline customer and community services, social housing services and the council's support services.



Operational Services comprises of five large services – known as West Lothian Assessment Model (WLAM) units, under the direction of the Head of Operational Services.

The following section provides more information on the activities and resources of each WLAM unit.

Employee Engagement

Operational Services has a total of 1157.03 (full time equivalent) employees delivering our services.

Motivation and commitment are key drivers of employee performance and the service aims to effectively engage and develop employees through improved communication and increased participation. The service uses the council's employee engagement framework, ensuring that employees have access to the information and support they need to succeed, also that there is constructive, regular two-way communication throughout the service.

The schedule of engagement that will take place in each of our WLAM units is outlined in the table.

Employee Engagement Schedule 2020/21			
Employee Group	Method	Frequency	Responsible Officer
All employees	Email	Monthly	Service Manager
All employees	One-to-ones	As required	Service Manager and service management team
All employees	Team meetings	Monthly	Service Manager and service management team
All employees	Team Briefings	Quarterly	Service Manager and service management team
All employees	Employee survey	Annually	Service Manager
All employees	Appraisal and Development Review (ADR)	Annually	Service Manager and service management team
Employee sample	Employee Focus Group	Annually	Service Manager
All employees	Management Plan Launch	Annually	Head of Service / Service Managers
Service management teams	Extended Management Team	Quarterly	Head of Service
Service management team	Directorate Managers meeting	Quarterly	Depute Chief Executive
All employees	Staff briefings on policy changes	Quarterly	Line Managers
FM Cleaning Co-ordinators / Cook Supervisors	Team meetings	Quarterly	FM Manager
Employee representatives	Works committee meetings	8 weekly	Line Managers
Employee sample	Walkabouts	Monthly	NETs, Land & Countryside Manager

Operational Services Management Plan 2020/21

Employee Engagement Schedule 2020/21

Employee Group	Method	Frequency	Responsible Officer
Employee representatives	Health and Safety Steering Group	Quarterly	Line Managers
Employee representatives	Fleet and Plant Steering Group	Monthly	Line Managers
All employees	Tool box talks	As required	Line Managers
Team Leaders/Supervisors	Customer Service meetings	Six weekly	Recycling & Waste Services Manager
All Roads and Transportation staff	Newsletter	Quarterly	Roads and Transportation Manager
Community Transport staff	Newsletter	Monthly	Community Transport Co-ordinator

Risk Management



Risk can be defined as the effect of uncertainty on an organisation's objectives.

The council aims to mitigate risks to its objectives by implementing robust risk management procedures which enable managers to effectively manage their risks.

Significant risks to Operational Services' objectives are set out in the council's corporate risk register. These risks are regularly monitored by managers and are reviewed on a monthly basis by the service management team to ensure that appropriate and effective control measures are in place.

Operational Services is currently not managing any risks considered to be high.

The two highest risks managed by the service are:

Risk Title	Risk Description	Current Risk Score	Current Traffic Light Icon
OPSHQ005 Loss of operating licence for all vehicles over 3.5 Tonnes GVW.	Failure to comply with the terms and conditions of the operating licence, leading to an accident and / or a failed inspection, and resulting in the licence being revoked or curtailed. A revoked license would prevent the operation of any vehicle over 3.5 tonnes and would have a serious impact on services relying on this type of vehicle.	10	
WLC027 Driver risk - injury or death to members of the public	Risk of injury or death to members of the public or council staff from drivers on council business.	10	

Facilities Management

Service manager: Jamie Fisher, Facilities Manager

Number of staff: 530.29 (full time equivalents)

Location: Whitehill Service Centre

Purpose

Facilities Management provides catering, cleaning, crossing patrol guides and janitorial services throughout the authority.

The service includes Inprint, the council's in-house print management and reprographics service which provides printing solutions on a cost recovery basis. Also, a range of support services to Operational Services in relation to performance, health and safety, organisational development, systems administration and administration processes.

Activities

The main activities of the service during the period of the Management Plan will be:

- ◆ The service cleans 144 buildings throughout the Council covering 345,142 square metres of floor space. These include 88 secondary, primary, nursery and additional support needs schools plus partnership buildings, council offices, community centres, housing with care units and libraries.
- ◆ The service anticipates serving around 2.6 million meals in 2020/21.
- ◆ There are 84 school crossing patrol points maintained throughout the area ensuring children and parents are provided with a safer route to school.
- ◆ The Facilities Management Assistants provide a security, maintenance and janitorial service to 67 secondary, primary, nursery and additional support needs schools.
- ◆ Digital reprographics service to all council services.
- ◆ Print Management, Print finishing and Direct mailing

Key Partners

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include; other council services such as Education and Property Services and also the service's key suppliers and contractors.

Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Customer Consultation Schedule 2020/21

Customer Group	Method	Frequency	Responsible Officer	Feedback Method
Primary School pupils	Face to face survey with all primary school pupils in West Lothian on the school meal provision	Annual (Winter 2020)	FM Manager	<ul style="list-style-type: none"> • Poster sent to all schools • Reported through a public performance indicator
Secondary School pupils	Web based and face to face survey carried with a sample of secondary school pupils in West Lothian on the school meal provision	Annual (Spring 2020)	FM Manager	<ul style="list-style-type: none"> • Poster sent to all schools • Reported through a public performance indicator
School meal users	Consultation taster sessions exercise carried out with pupils prior to new school menu being implemented	As required	FM Manager	<ul style="list-style-type: none"> • Feedback via revised school menu
Head Teachers/ teachers and support staff	Online survey distributed to all Head Teachers in West Lothian (all schools) on the quality of service provided by catering, cleaning, school crossing patrols and janitorial staff	Annual (Spring 2020)	FM Manager	<ul style="list-style-type: none"> • Feedback directly to Head Teachers from service manager • Reported through a public performance indicator
Sandwich Service users	Survey distributed to employees who use the sandwich service throughout the various council offices	Annual (Autumn 2020)	FM Manager	<ul style="list-style-type: none"> • Feedback through FM management team to nominated users
Civic Centre café users	Survey distributed to employees who use the Civic Centre café	Annual (Spring 2020)	FM Manager	<ul style="list-style-type: none"> • Feedback through FM management team to nominated users
Building users	Survey distributed to Building responsible persons on the quality of service provided by the cleaning staff	Annual (Spring 2020)	FM Manager	<ul style="list-style-type: none"> • Feedback through responsible officers for each building

Operational Services Management Plan 2020/21

Activity Budget 2020/21

Facilities Management								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Schools catering	To provide meal service to Primary, Secondary and Additional Support Needs Schools, as well as breakfast service to schools.	6. Delivering positive outcomes on health	P:FMS083_9a.1c Total cost per meal - Primary & Secondary Schools. (Target £2.60) P:FMS090_9b.1a. School meal uptake Primary schools. (Target 60%) P:FMS091_9b.1a. School meal uptake Secondary schools. (Target 47%)	WLAM Public	182.9	7,753,667	(2,920,000)	4,833,667
Cleaning	To provide a Cleaning Service in over 197 sites including Primary and Secondary Schools, Offices, Libraries etc.	Enabler Service - Financial Planning	FMS079_9a.1a. Cost per sq. m cleaned (Target £16.50)	High Level	211.0	5,351,004	(538,166)	4,812,838
			FMS092_9b.1c Total square meters cleaned per labour hour (Target 230m2)	WLAM				
Facilities management	To provide an FM Service in all schools, nurseries and additional support needs schools.	Enabler Service - Financial Planning	FMS081_9a.2a The average cost of janitorial provision per FTE (Target £32,000)	WLAM	94.0	2,697,842	0	2,697,842
			FMS031_6b.5 Percentage of maintenance jobs completed by FM staff within 2 days of being reported (Target 100%)	WLAM				

Facilities Management								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Street Crossing Patrols	To provide a crossing patrol officer (CPOs) for all locations which meet guidelines	8. Protecting the built and natural environment	FMS082_9a.1a Average Cost, per site, of providing the School Crossing Patrol service per annum (Target £5,000)	WLAM	21.6	449,086	0	449,086
			FMS093_9b Percentage of school crossing patrols locations staffed (Target 100%)	WLAM				
Service support	Provision of management and administrative Support.	Enabler Service - Corporate Governance and Risk			4.9	239,818	0	239,818
Total:					514.4	16,491,417	(3,458,166)	13,033,251

Operational Services Management Plan 2020/21

Inprint								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Printing	To provide a quality litho and digital printing service	Enabler service – Modernisation and Improvement	IS002_9b Over / Under recovery of cost (Target zero)	High Level	7.0	290,920	(290,920)	0
Total:					7.0	290,920	(290,920)	-

Operational Services Management Plan 2020/21

Actions 2020/21

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

Facilities Management Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
Food for life Accreditation	Maintain Food for Life Award in schools.	Providing healthier and more locally sustainable school meals.	Service Manager	April 2020	March 2021	Active	Continue to work to FFLSH accreditation.
Early Learning & Childcare (ELC) cleaning and meal provision	Planning and delivery of ELC cleaning and meal provision.	Provision of additional cleaning and meals to support ELC nursery expansion.	Service Manager	April 2020	March 2021	Active	Project scope and plan defined in partnership with Education.
Review of facilities management in schools and council buildings	Review of cleaning services in schools and council buildings.	Delivery of enhanced affordable services to customers.	Service Manager	April 2020	March 2021	Active	Project scope approved and implementation planned for August 2020
Digital transformation projects	All cook supervisors in high schools and primary schools setup with logins for PCs	Continue roll out of tasks and communication electronically and remove paper processes	Service Manager	April 2020	March 2021	Active	All accounts have been created and new ordering and approvals will be managed online.

NETs, Land and Countryside Services

Manager: Andy Johnston, NETs, Land and Countryside Manager
Number of Staff: 216.8 (full time equivalents)
Location: Whitehill Service Centre and Beecraigs Country Park

Purpose

NETs, Land and Countryside Services are responsible for the development, management, maintenance and cleanliness of West Lothian's local environment. This includes the three Country Parks of Almondell and Calderwood, Beecraigs and Polkemmet as well as a further 2,600 hectares of open space and countryside land.

The service also manages and maintains 2,164 local residential gardens for the elderly, 2,100 km of street and footpath surface, 100 hectares of woodland, 280 children's play areas, 113 parks and open spaces, 33 cemeteries and churchyards and 18 war memorials.

The service also has a team of Environmental Enforcement Officers and Education and Engagement Officers who are dedicated to educating communities and providing enforcement action to address environmental crime.

Activities

The main activities of the service during the period of the Management Plan will be:

- ◆ Grounds Maintenance
- ◆ Open Space and Cemeteries
- ◆ Cleaner Communities
- ◆ Parks and Woodland
- ◆ Stores facilities

In addition to service activities, the service delivers a substantial capital programme each year. The Open Space Asset Management Plan details the capital programme allocated to the Open Space Asset category group. Over the remaining 8 years of the 10 year capital programme revised and approved in February 2020, this is a total budget of £15.107m and an allocation of £2.518m in 2020/21. The funding is distributed across multiple project areas, and will deliver improvements in Open Spaces, Sports Facilities, Children's Play Parks and Cemeteries.

For 2020/21, there are 30 different projects aimed at improving the facilities used by residents.

Key Partners

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include; other council services, Keep Scotland Beautiful, Forestry Commission Scotland, Scottish Environmental Protection Agency, Green Network Trust, SRUC Oatridge Campus, West Lothian Youth Action Project, West Lothian Leisure, Zero Waste Scotland, West Lothian housing providers, Scottish National Heritage, APSE and Green Space Scotland.

Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Customer Consultation Schedule 2020/21

Customer Group	Method	Frequency	Responsible Officer	Feedback Method
West Lothian Citizens Panel	Annual Survey distributed to 2700 members of the citizens panel to evaluate the satisfaction with the service provided and highlight areas for service improvement	Annual (February 2020/21)	NETs, Land and Countryside Manager	<ul style="list-style-type: none"> Results available on the council website Reported through a public performance indicator
Play area and Open Space users	Web based survey, face to face survey, forums and place making events held with local community prior to the development of new play areas or investments in open space to agree user needs, preferences and understand local issues	Ongoing (9 planned in 2019/20)	Open Space and Cemetery Manager	<ul style="list-style-type: none"> Feedback through the council website Agreed plans distributed to local schools
Local schools and community groups	Consulting on the programme of community clean ups to agree level of involvement from each school	Ongoing	Cleaner Communities Manager	<ul style="list-style-type: none"> Information fed back on agreed partnership arrangements Outcome of the clean ups reported through the council website
Country Park, Open Space and Woodland visitors	Paper based surveys captured at time of service use to evaluate customer experience and satisfaction with the service provided and how the service could be improved in the future.	Annual	Park and Woodlands Manager	<ul style="list-style-type: none"> Via Almondell, Beecraigs and Polkemmet Country Park visitor centres Feedback through the Beecraigs website Reported through a public performance indicator
West Lothian Citizens	14 service specific surveys distributed to customers who have contacted the council with enquiries. Focus group will evaluate customer feedback.	Monthly	NETs, Land and Countryside Manager	<ul style="list-style-type: none"> Feedback through customer satisfaction surveys Reported through service specific performance indicators Outcomes reported through social media and council website

Activity Budget 2020/21

NETs, Land and Countryside Services

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Countryside recreation	Provision of Countryside Visitor Centres, visitor attractions and recreational activities within our Country Park estate. This includes the Camping/Caravan site and Animal Attraction sites at Beecraigs.	8 Protecting the built and natural environment	NLCS222_9a.1a Cost of providing countryside services per head of population (Target £7.76)	Public	16.00	744,667	(212,292)	532,375
			NLCS047_9b.1c Estimated Visitor numbers to West Lothian's 3 Country Parks (Target 1,205,572)	Public				
Ranger service	Provision of environmental education and interpretation opportunities in the countryside for formal education groups and the general public. Liaison with voluntary groups that are involved in the management of our open space assets. Delivery of routine patrols of open space assets to ensure that safety standards are being met and those sites are welcoming to the public.	8 Protecting the built and natural environment	NLCS222_9a.1a Cost of providing countryside services per head of population (Target £7.76)	Public	4.0	152,036	(8,000)	144,036
			NLCS236_9b Number of educational / school visits hosted within Country Parks (Target 31 per annum)	WLAM				
Parks and woodland management	Management of the council's tree and woodland stock. Development of management plans to ensure that our woodlands/forests are managed effectively. Provision	8 Protecting the built and natural environment	NLCS223_9a.1c Average cost of Parks and Woodlands Service per visit made to three country parks (Target £1.10)	WLAM	5.0	207,792	(91,458)	116,334

Operational Services Management Plan 2020/21

NETs, Land and Countryside Services

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
	of advice to members of the public on tree-related matters. Delivery of a frontline arboricultural service that carries out maintenance tasks, where required, in response to service requests from the public and Elected Members.		NLCS019_6b.2 Percentage of NETs, Land and Countryside related enquiries responded to within 3 days (Target 90%)	WLAM				
Parks and Open Spaces	Management and maintenance of the councils open space assets (parks and urban open spaces, sports grounds and recreational areas)	8 Protecting the built and natural environment	NLCS017_9a.1c The cost of the grounds maintenance service per household. (Target £32.91 per household)	WLAM	104.0	4,101,470	(2,001,780)	2,099,690
			NLCS021_9b.2a Quality Assessment score of improvements on open space parks (Target 90%)	Public				
Play areas	To arrange for play area inspection, maintenance and management (includes skate parks MUGAs and school play facilities) and to design, procure and establish new play area provision.	8 Protecting the built and natural environment	NLCS043_9a.1c Cost of managing and maintaining children's play areas per household (Target £6.50)	Public	4.0	238,299	(67,249)	171,050
			NLCS006_9b.1a Play areas - Percentage of sites complying with independent annual safety audit standards. (Target 98%)	High Level				

Operational Services Management Plan 2020/21

NETs, Land and Countryside Services

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Cemeteries	Management and maintenance of cemeteries, including the provision of a burial service and the maintenance of war memorials	8. Protecting the built and natural environment	NLCS125_9a.1c - Cost of cemeteries service per 1000 head of population (Target £2,703 0.00)	WLAM	18.0	849,640	(602,043)	247,597
			NLCS019_6b.2 Percentage of NETS, Land and Countryside related enquiries responded to within 3 days (Target 90%)	WLAM				
Street Cleaning and Environmental Enforcement	To cleanse all adopted roads, footpaths, Civic centres, hard surfaces and rural road side verges at a frequency to comply with the Environmental Protection Act To provide dedicated resource to educate communities, take appropriate enforcement action and provide a visible deterrent in relation to environmental crime including litter, graffiti, fly tipping, abandoned vehicles and dog fouling.	8 Protecting the built and natural environment	NLCS018_9a.1c The cost of the street cleansing service per household (Target £32.19)	WLAM	72.0	2,454,310	(11,782)	2,442,528
			P:NLCS008_9b.2a. Local Environment Management System (LEAMS) - Percentage of West Lothians Streets at an Acceptable Standard (Target 93.5%)	Public				

Operational Services Management Plan 2020/21

NETs, Land and Countryside Services

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Service Support	Provision of management and stores support	Enabler service – Corporate Governance and Risk	Support activities contribute towards the overall performance of the service. Performance is monitored through the indicators for front line activities.		4.9	239,818	0	239,818
Total:					227.9	8,988,032	(2,994,604)	5,993,428

Actions 2020/21

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

Operational Services Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
Open Space Strategy	Implementation of Open Space Strategy.	The revised strategy will integrate plans for allotments, food growing, cemeteries and sports facilities and align with the Corporate Asset Management Plan and 10 year capital programme.	Open Space & Cemeteries Manager	April 2019	April 2020	Active	The strategy has been completed and the consultation process was concluded in November 2019. The date for the strategy to be scrutinised by elected members at the PDSP is yet to be confirmed.
West Lothian Community Choices	Implement mainstream community choices for Grounds Maintenance, litter bins and open space assets.	To develop a service approach to community choices and implement processes to deliver community choices for mainstream budgets.	Service Manager	January 2020	March 2021	Active	Project plan and working groups have been established to deliver objectives. The consultation process will start in May 2020.
West Lothian Litter Policy	The Environment Protection Act 1990 (Section 89) requires Local Authorities to approve a statutory policy for litter management	To implement a Litter policy that incorporates a Litter Bin Plan and Litter Prevention Action Plan.	Cleaner Communities Manager	October 2019	April 2020	Active	Policy and plans are complete and a report will be presented to the Council executive for approval in April 2020.

Passenger Transport

Service manager: Nicola Gill, Passenger Transport Manager

Number of staff: 59.6 (full time equivalents)

Location: Whitehill Service Centre

Purpose

Passenger Transport is responsible for ensuring the provision of efficient council public transport services within West Lothian and to neighbouring areas including infrastructure and publicity provision.

The service is also responsible for the provision of free and fare paying school transport services for schools, including pupils with additional support needs, as well as the provision of travel concessions for elderly and vulnerable residents.

Furthermore, the service provides community transport to service users with varying needs to a number of locations throughout West Lothian on a daily basis. Also the service provides a school meals delivery service and delivery of internal mail.

Activities

The main activities of the service during the period of the Management Plan will be:

- ◆ Providing a school transport service for approximately 6,000 pupils across West Lothian utilising a range of transport options including double deck buses, coaches, minibuses and taxis over approximately 360 contracts.
- ◆ Public Transport service support through subsidising 20% of the local bus network within West Lothian.
- ◆ Supporting concession schemes for elderly and disabled including providing Dial-A-Ride and Dial-A-Bus provision and over 20,000 discounted rail journeys per year.
- ◆ Providing sufficient public transport infrastructure through siting, erecting and maintaining approximately 500 bus stops and 500 shelters throughout West Lothian, including any publicity items on display.
- ◆ Transporting Community Transport service users to various locations throughout West Lothian.
- ◆ Delivering school meals from 22 production centres to schools and collect and deliver internal mail to all council buildings.

Key Partners

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include; other council services, SEStran, bus companies, taxi companies, community transport service providers, NHS Lothian, Scottish Government, Scotrail, Traveline, other councils, industry user groups and community groups.

Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Customer Consultation Schedule 2020/21

Customer Group	Method	Frequency	Responsible Officer	Feedback Method
Community Public Transport forum	We will undertake consultation and engagement to improve service users' influence on services	Bi-annual (September 2020 and March 2021)	Passenger Transport Manager	<ul style="list-style-type: none"> • Face to face meetings with focus groups and results published on council website
School and public transport users	Targeted consultation exercise to be carried out on the school transport service	Annual (February 2021)	Passenger Transport Manager	<ul style="list-style-type: none"> • Directly via specific Schools
West Lothian Citizens panel	Online survey of all members of the West Lothian Citizens Panel to gain feedback on public transport in West Lothian and the service we provided	Annual (February 2021)	Passenger Transport Manager	<ul style="list-style-type: none"> • Feedback through the council website and on request
Bus service providers	Ongoing consultation with our main service providers	Ongoing	Passenger Transport Manager	<ul style="list-style-type: none"> • Via face to face meetings with service providers
Small and large vehicle operator forums	Face to face meetings	Annual (Spring 2020)	Passenger Transport Manager	<ul style="list-style-type: none"> • Via face to face meetings with service providers
Parent Participation Forum	Targeted consultation with the forum on transport provision for pupils with additional support needs	Ongoing	Passenger Transport Manager	<ul style="list-style-type: none"> • Via face to face meetings and electronically with forum. Directly via specific schools.
West Lothian residents	NHT Public Satisfaction Survey	Annual (June 2020)	Passenger Transport Manager	<ul style="list-style-type: none"> • Council Executive • West Lothian Bulletin • Results available on the council website

Operational Services Management Plan 2020/21

Activity Budget 2020/21

Passenger Transport

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Subsidised bus and Taxibus services	To manage cost effective subsidised public transport services.	8 Protecting the built and natural environment	PTS070_9a.1c Cost of network per resident served at minimum service level (Target £11.50/year)	WLAM	1.7	2,693,414	(735,099)	1,958,315
			PTS090_9b Number of passenger-journeys made on council contract local bus and Taxibus services (Target 700,000 passenger-journeys)	Public				
Local Travel Concessions	Discounted local concessionary travel schemes.	8 Protecting the built and natural environment	PTS071_9a.1d Total cost of rail travel concessions (Target £189,990.00/year)	WLAM	0.5	268,428	0	268,428
			PTS095_9b.1c Number of passenger journeys made on concessionary rail (Target 277,000/Year)					
Asset management and promotion of public	Bus stop and bus service information database maintenance, Traveline data feed, shelter, stop and	8 Protecting the built and natural environment	PTS072_9a.1a Cost per bus shelter maintained (Target £130/year)	WLAM	1.4	152,133	0	152,133

Operational Services Management Plan 2020/21

Passenger Transport

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
transport	publicity provision.		PTS093_9b.1c Percentage of bus stops having bus service information on display. (Target 55%)	WLAM				
School Transport	To provide free and fare paying mainstream and additional support needs transport to and from school.	8. Protecting the built and natural environment	PTS073_9a.1c Cost per mainstream pupil offered free transport (Target £800/year)	WLAM	2.6	7,415,173	(69,134)	7,346,039
			PTS094_9b.2 Percentage of completed school transport contract inspections with driver and escorts compliant in Protection of Vulnerable Groups (PVG) Disclosure Scotland requirements (Target 100%)	WLAM				
Transportation of service users	To transport clients to various locations throughout West Lothian and provide assistance where necessary.	6 Delivering positive outcomes on health	FTS041_9a.1a Average annual maintenance cost per vehicle - Minibuses up to 17 seats (Target £1,300.00/year)	Public	39.2	1,973,215	(1,973,215)	0
			PTS097_9b.1c: Percentage of Community Transport bus runs which are completed (Target 100%)	Public				

Passenger Transport								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Transportation meals	To deliver meals from 25 production centres to local units such as schools.	8 Protect the built and natural environment and ensuring other council activities are carried out in a sustainable manner	PTS074_9a.1d Total actual cost of providing school meal delivery service per annum	WLAM	6.4	322,240	(322,240)	0
			PTS098_9b.1a Percentage of School meals which are delivered to schools on a daily basis as scheduled (Target 100%)	WLAM				
Internal Mail Service	To collect and deliver mail to all Council buildings.	Enabler Service - Corporate Governance and Risk	PTS075_9a.1c Total cost of providing Internal Mail Service per annum (Target £222,500/year)	WLAM	3.3	166,155	(166,155)	0
			PTS099_9b.1a Internal Mail - Number of missed mail drops (Target 0)	WLAM				
Service support	Provision of management and administrative Support.	Enabler Service – Corporate Governance and Risk	Support activities contribute towards the overall performance of the service. Performance is monitored through the indicators for front line activities.		4.9	239,818	0	239,818
Total:					59.8	13,230,576	(3,265,843)	9,964,733

Actions 2020/21

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

Passenger Transport Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
Total Transport Review	Holistic review of passenger transport services exploring how existing and alternative resources can be allocated and coordinated more efficiently.	To implement revised passenger transport strategy with corresponding networks providing more effective and efficient services meeting passenger needs.	Service Manager	April 2019	March 2021	Active	Project Review ongoing. Reported to PDSP March 2020.
Review of internal passenger transport operations	Review operations to reduce reliance on contracted services	Extending the existing transport model using internal fleet and staff across other areas of Passenger Transport to reduce cost.	Service Manager	January 2020	August 2020	Active	Project working group established. Review ongoing.
Digital transformation projects	Development and implementation of project for Smart Ticketing	To deliver improved user-focused digital public services.	Head of Service	April 2020	March 2021	Active	Project scope and plan defined.

Recycling, Waste and Fleet Services

Service manager: David Goodenough, Recycling, Waste and Fleet Services Manager

Number of staff: 214.67 (full time equivalents)

Location: Whitehill Service Centre

Purpose

Recycling, Waste and Fleet Services is responsible for the collection of all household waste and the environmentally responsible management of waste in line with the government's Zero Waste Plan. The service provides a weekly uplift to over 80,000 households and four weekly uplifts of garden waste (with the exception of the festive season) to the majority of households each year. Over 61.3 percent of all household waste was recycled (43,556 tonnes) in West Lothian last year.

The service has five Community Recycling Centres (CRCs) located throughout West Lothian where residents bring their own household waste for recycling. In addition, we have around 140 glass recycling points and provide information and support to customers on how to reduce, reuse and recycle their waste.

The service is also responsible for the provision, management and maintenance of the council's fleet of approximately 1,000 vehicles. This includes commercial vehicles, buses, pool cars and items of plant equipment. With its own team of mechanics, the service operates 24 hours a day and undertakes all safety inspections as well as servicing, repairs and MoTs for the council's fleet and members of the public.

Activities

The main activities of the service during the period of the Management Plan will be:

- ◆ Proving a domestic waste and recycling service, including household residual, recycling, green and food waste collection, internal council services, bulky uplift, and clinical waste
- ◆ Recycling and Waste strategic planning and statutory data returns
- ◆ Operating Community Recycling Centres
- ◆ Customer liaison in education and engagement
- ◆ Providing an effective and efficient vehicle maintenance service and fully operational MoT test station – Class IV, V, VII
- ◆ Managing the council's vehicle and plant portfolio

Key Partners

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include; other council services, Scottish Environment Protection Agency (SEPA), Waste & Resources Action Programme (WRAP), Zero Waste Scotland, ECO Schools, Homeaid, Changeworks, Her Majesty's Prison Service, Association for Public Service Excellence (APSE), Local Authority Recycling Advisory Committee (LARAC), Trading Standards, Animal and Plant Health Agency (APHA), Community Payback, Convention of Scottish Local Authorities (COSLA), Scottish Government, waste disposal and recycling contractors, Scotland Excel, suppliers and sub contractors, Driver and Vehicle Standards Agency (DVSA) and Freight Transport Association (FTA).

Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Customer Consultation Schedule 2020/21

Customer Group	Method	Frequency	Responsible Officer	Feedback Method
Targeted engagement work regarding recycling with householders in identified areas	Use the ISM model (Individual, Social, and Material) to carry out discussion groups. Use this information to develop materials appropriate for specific community needs.	April 2020 and February and March 2021	Recycling Waste and Fleet Services Manager	<ul style="list-style-type: none"> Bulletin, website and direct with customers.
West Lothian citizens	Attend gala days and other public events including Wild Wednesdays	June – September 2020	Recycling Waste and Fleet Services Manager	<ul style="list-style-type: none"> Direct face to face
West Lothian service user annual survey	Email to customers after Confirm enquiries, .gov text messaging system and face to face	Annual but continuous within the year	Recycling Waste and Fleet Services Manager	<ul style="list-style-type: none"> Performance Indicators, website you said we did
Householder focus group on collection systems and patterns	Engaging with customer directly to gain views on potential changes to operational practices.	Q1 2020/21	Recycling Waste and Fleet Services Manager	<ul style="list-style-type: none"> Focus group and through members
Community groups and drop in sessions	Consultation with community groups and focus groups e.g. Community Councils, with regards to the siting of new bottle banks in local areas, food waste and recycling collection (which will assist with improvements and extended services in local areas)	Ongoing	Recycling Waste and Fleet Services Manager	<ul style="list-style-type: none"> Community groups and focus groups
Recycling centre customers	Face-to-face survey of customer experience to be carried out at all recycling centres	Annual (September 2020)	Recycling Waste and Fleet Services Manager	<ul style="list-style-type: none"> Results available on the council website
Take out service customers	All customers to be contacted to determine whether service still required	Every two years (Winter 2021)	Recycling Waste and Fleet Services Manager	<ul style="list-style-type: none"> Results available on the council website
School pupils	Face-to-face attendance to increase awareness of the 3 R's, participation and reduce contamination.	Ongoing	Recycling Waste and Fleet Services Manager	<ul style="list-style-type: none"> Feedback from schools and pupils

Operational Services Management Plan 2020/21

Activity Budget 2020/21

Recycling, Waste and Fleet Services

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Recycling & Waste Collection	The collection of recyclable materials and residual waste from domestic and internal commercial premises.	8. Protecting the built and natural environment	WM089_9b.1c : No. of bins missed during collection per 100,000 collections (not including contamination) (Target less than 2%)	WLAM	115.7	3,490,801	(116,000)	3,374,801
			SENV01a: Cost of Refuse Collection Service per Household (PI not comparable across councils as does not produce a like for like comparison based on infrastructure and geographical constraints, PI used for year to year comparisons only)	Public				

Operational Services Management Plan 2020/21

Recycling, Waste and Fleet Services

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Recycling & Waste Disposal	Resource management of all materials collected by, and on behalf of, the council including: the operation of recycling centres, the transfer and handling of materials, the transportation of materials, and the management of associated contracts.	8. Protecting the built and natural environment	SENV02a: Net cost of refuse disposal per premise (sspi not comparable as does not produce a like for like comparison based on infrastructure and geographical constraints, used for year to year comparison vs WLC figures only)	Public	63.0	8,938,540	(590,847)	8,347,693
			WM080: The total tonnes of municipal waste handled (No target = reporting figure)	Public				
			SENV06: Percentage of total waste arising that is recycled (Target 60% annual average to reflect Zero Waste Plan target, seasonal variations to be built in)					
			WM088_9b.1a Average Percentage of Material Recycled at Community Recycling Centres (per quarter). (Target 60% average, with seasonal variations to be built in)					

Operational Services Management Plan 2020/21

Recycling, Waste and Fleet Services

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Education, Engagement, Strategy and Statutory Compliance Reporting	Customer engagements and education activities across the council area. The research, development and implementation of existing and future resource management and efficiency objectives. The compilation, audit and submission of waste data for statutory reporting purposes. The management and implementation of projects and services related to supporting the activities of the service.	8. Protecting the built and natural environment	sspi23aiiii: Number of premises for refuse collection, household and commercial (Target 81,212)	Public	10.0	283,274	0	283,274
			SOA1308_03: Percentage of household waste collected that was composted or recycled per annum (Target 60 %)	Public				
			SOA1308_04: Percentage of municipal solid waste recycled (Target 50%)	Public				
			SOA1308_05 Percentage of material prepared for reuse (Target 0.85%)	Public				
Fleet management	The effective and efficient management of the council's fleet resource in accordance with the duties to comply with the Operator's Licence.	Enabler Service - Corporate Governance and Risk	FTS060_9b.2a: Percentage of Vehicles Maintained Monthly as per schedule (Target 100%)	Public	3.3	4,047,275	0	4,047,275
			FTS063_9b.1b Total annual business mileage (Target 1,949,111)	Public				

Recycling, Waste and Fleet Services								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Fleet maintenance	Maintaining the council's fleet in accordance with legislative requirements.	Enabler Service - Corporate Governance and Risk	FTS042_9a.1a Average annual maintenance cost per vehicle - All Cars (Pool) (Target £964.00)	Public	23.7	1,363,711	0	1,363,711
			FTS062_9b.1a Percentage of Heavy Goods vehicles passing their MOT (DOE) test first time. (Target 100%)	Public				
Green travel fleet	Management and maintenance of the council's green travel fleet.	Enabler service – Financial Planning	FTS042_9a.1a Average annual maintenance cost per vehicle - All Cars (pool) (Target £600.00)	Public	2.00	807,489	(166,740)	640,749
			FTS063_9b.1b Total annual business mileage (Target 1,949,111)	Public				
Service support	Provision of management and administrative Support	Enabler service – Corporate Governance and Risk	Support activities contribute towards the overall performance of the service. Performance is monitored through the indicators for front line activities.		4.9	239,818	0	239,818
Total:					222.6	19,170,908	(873,587)	18,297,321

Actions 2020/21

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

Recycling, Waste and Fleet Services Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
Continuing to reduce the environmental impact of West Lothian	Ensuring actions are taken to ensure environmental impacts are reduced in line with our Mission Statement.	Reduction in the amount of material sent to landfill and recycling as much material as is environmentally and economically practicable.	Service Manager	January 2020	December 2020	Active	The currently implemented and compliant systems see the majority of West Lothian's waste material not being landfilled. In 2018 only 24.4% of all waste was landfilled. This will reduce further in 2019 figures (available September 2020). Recycling rates will remain among the highest in Scotland for 2019 but will be lower than 2018 due to changes in the acceptance of material for onward recycling.

Operational Services Management Plan 2020/21

Recycling, Waste and Fleet Services Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
Improving customer engagement and awareness	Keeping customers informed of service development changes and proposals through consultation and engagement.	Improved satisfaction levels, reducing contamination levels and improving recycling performance.	Service Manager	January 2020	December 2020	Active	2020 Communications Plan is agreed and in progress. Customer Survey for 2020 has been released and helps to inform service activities. Regular meetings scheduled between Corporate Communications and the service.
Supporting employee development and improving engagement	Working with our employees to improve the service offered to customers, their working conditions and morale	Improved staff retentions, survey results and reductions in absence.	Service Manager	January 2020	December 2020	Active	A wide range of groups, engagement activities and internal information exchange are in place to deliver on this action.

Roads and Transportation Service

Service manager: Graeme Malcolm, Roads and Transportation Manager

Number of staff: 135.67 (full time equivalents)

Locations: Whitehill Service Centre

Purpose

Roads and Transportation Services provide an integrated service to construct, manage and maintain the road, footpath and transportation network in West Lothian in the safest way possible. The service manages and maintains over 1,047 km of public roadway, 1,390 km of public footway, 48,138 street lights, 161 traffic light installations, 2,531 grit bins, 10,840 illuminated and non-illuminated signs and bollards, 591 bridges and other structures.

Activities

The main activities of the service during the period of the Management Plan will be:

- ◆ To manage, maintain and improve the public roads and footpath network
- ◆ Flood Risk Management
- ◆ To provide transport planning and a development control service

In addition to service activities, the service delivers a substantial capital programme each year. The Roads Asset Management Plan details the capital programme allocated to the Roads and Other Related Asset category group. Over the remaining 8 years of the 10 year capital programme revised and approved in February 2020, this is a total budget of £57.612m and an allocation of £9.398m in 2020/21. The funding is distributed across multiple project areas, and will deliver improvements in Roads, Street Lighting, Flood Protection and Bridges.

Key Partners

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include; other council services, Transport Scotland, utility companies, other local authorities, Network Rail and ScotRail, SEPA, SEStran and Sustrans.

Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Customer Consultation Schedule 2020/21				
Customer Group	Method	Frequency	Responsible Officer	Feedback Method
West Lothian citizens	Annual Survey distributed to 2,700 members of the Citizens Panel to evaluate the satisfaction with the service provided and highlight areas for service improvement	Annually (February 2021)	Roads and Transportation Manager	<ul style="list-style-type: none"> • Citizens Panel newsletter • Results available on the council website • Reported through a public performance indicator
West Lothian residents	NHT Public Satisfaction Survey	Annually (June 2020)	Roads and Transportation Manager	<ul style="list-style-type: none"> • Council Executive • West Lothian Bulletin • Results available on the council website
Community groups	Regular meetings held with local community groups e.g. Community Councils, to consult on any potential issues and how the service can assist in improving local communities.	Ongoing	Various officers	<ul style="list-style-type: none"> • Via face to face meetings with members of each group
Local business groups	Regular meetings held with local business groups e.g. Town Centre Management groups, Traders' Associations etc. on any potential issues and how the service can assist in improving business opportunities.	Ongoing	Various officers	<ul style="list-style-type: none"> • Via face to face meetings with members of each group
Active Travel	Consultation exercise carried out for specific initiatives	As required	Development Management and Transportation Planning Manager	<ul style="list-style-type: none"> • Via the consultation exercise and subsequent Committee Reports

Activity Budget 2020/21

Roads and Transportation Service								
Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Road and footpath maintenance - structural and routine works	To manage and maintain the public road and footpath network	8. Protecting the built and natural environment	RTS081_9a.1a Total carriageway maintenance expenditure per Kilometre of carriageway (Target £6,953) RTS100_9b.2a Percentage of the overall road network which should be considered for maintenance treatment (2020/21 Target <28.5%)	WLAM Public	61.1	4,113,511	(1,589,089)	2,524,422
Winter Maintenance	To manage and deliver the winter maintenance service for public roads and footpaths	8. Protecting the built and natural environment	Total cost for carriageway winter maintenance period divided by the total network length (to be introduced) RTS027_6b.5. Percentage of occasions precautionary salting routes are completed before the formation of ice (Target. 100%)	WLAM High level	28.0	2,081,000	0	2,081,000
Street lighting	To inspect, manage and maintain street lighting, traffic lights, illuminated signs/bollards and street nameplates.	8. Protecting the built and natural environment	RTS080_9a.1c.. Average running cost (including electricity and maintenance) per lighting unit per year (£37.74) RTS091_9b.1c Average time in days to repair street lights (Target 14 days) and RTS090_9b.1c Average time in hours to repair Traffic Lights (Target 48 hours)	Public WLAM High Level	23.1	2,761,991	(15,000)	2,746,991

Operational Services Management Plan 2020/21

Roads and Transportation Service

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Development Planning	Manage the council statutory function of issuing Road Construction Consents for new developments and to support the council's private roads scheme. Inspecting prospectively adoptable roadworks being built by developers under a Road Construction Consent. Cost of inspections met through inspection charges. Providing statutory advice to Development Management on the Transportation impacts of new developments. To promote and protect the council's interests nationally, regionally and locally on developing transportation issues. Supporting SEStran and FETA. Input to national, regional and local policies.	8. Protecting the built and natural environment	RTS040_6b.5 Draft Road Construction Consents Completed within 12 weeks (Target 90%)	High level	5.5	203,717	(69,000)	134,717
			RTS041_6b.5 Final Road Construction Consents Completed within 4 weeks (Target 85%)	High level				
			RTS039_6b.5 Percentage of responses to planning consultations within 3 weeks (Target 80%)	WLAM				

Operational Services Management Plan 2020/21

Roads and Transportation Service

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Design Engineer - Structures, Flood Risk Management and Projects	To manage and maintain bridges and other roads related structures. Maintain notifications from hauliers in respect of abnormal load movements. To design and deliver capital projects for Roads & Transportation and other service areas. Provide advice on roads related structures and other council structural assets. Assessment of the condition of roads related structures through completion of General/Principal Inspections in accordance with Best Practice and inspections of headwalls and trash screens. To reduce overall flood risk by contributing to the preparation of Local Flood Risk & Surface Water Management Plans and deliver the objectives set in the Plans. Ensure the safety and structural integrity of reservoirs owned by the Council.	8. Protecting the built and natural environment	RTS038_6b.5 Percentage of abnormal loads processed on time. (Target 100%)	WLAM	18.0	1,471,619	(2,000)	1,469,619
			RTS036_6b.5 Bridges - Percentage of principal inspections carried out Target 100%)	WLAM				
			RTS037_6b.5 Bridges: Percentage of general inspections carried out (Target 100%)	WLAM				

Operational Services Management Plan 2020/21

Roads and Transportation Service

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Service Support	Provision of management and administrative Support.	Enabler Service - Corporate Governance and Risk	Support activities contribute towards the overall performance of the service. Performance is monitored through the indicators for front line activities.		4.9	239,818	0	239,818
Total:					140.60	10,871,656	(1,675,089)	9,196,567

Actions 2020/21

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

Roads and Transportation Service Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
Roads Capital Programme	Delivery of Roads Capital Programme.	To deliver the schemes approved within the capital programme within budget and by end of 31 March 2021.	Service Manager	April 2020	March 2021	Planned	Project being designed and procured.
West Lothian Parking Strategy	Development of a West Lothian Parking Strategy	The preparation of a parking strategy which will outline the council's future policy on parking.	Roads Network Manager	February 2020	October 2020	Active	Specialist parking consultants appointed February 2020
Transportation Infrastructure	Development of transportation infrastructure associated with City Deal / West Edinburgh Transport Appraisal	The delivery of public transport infrastructure on the A89 – Newbridge corridor.	Service Manager	February 2020	No agreed delivery programme	Active	Consultants appointed by City of Edinburgh council to scope initial scheme development. Commission forms part of the city deal investment package.
In-cab gritting functionality	Development of a business case for in-cab sat-nav mapping	Improved route monitoring and flexibility with gritting routes. Increased compliance with legislation and reduction in driver error.	Roads Operations Manager	May 2020	November 2020	Planned	Business case development to commence May 2020.

Developing the Management Plan and reporting progress

The Management Plan was developed to support the delivery of the Council's Corporate Plan and to take account of a range of factors that are likely to impact the delivery of council services in the next three years.

Context

The ongoing spending constraints require significant change to deliver affordable services. However, the council has clearly defined long term aims relating to the development of high quality services, designed to meet the needs of its customers. These long term aims are captured in the Local Outcome Improvement Plan, Community Plan and in the council's Corporate Plan and together these strategic plans determine the work of the council's services.

The development of the Corporate Plan 2018/23 has been directly influenced by the views of the people living and working in West Lothian, ensuring that all employees are focused on meeting the needs of a growing and vibrant community. The Corporate Plan sets the strategic priorities for the council up to 2022/23 and this will be the continued focus for all council services during the period.

This will help to ensure that we continue to tackle the most important issues for West Lothian. Also, that we invest in and prioritise the services which make the most significant contribution to the achievement of positive outcomes.

Influences

There will be many internal and external factors which will influence the work of Operational Services. The more prominent include; the current financial situation and legislative changes.

Planning Process

The Management Plan was developed by the Operational Services Management team, using a range of information to ensure that services, activities and resources are aligned to:

- ◆ The council's Corporate Plan and the deliverables for which Operational Services will be responsible for achieving or contributing to
- ◆ Supporting the delivery of the council's transformation programme
- ◆ The council's asset management strategy
- ◆ The council's digital transformation agenda
- ◆ Consideration of community asset transfer and involving communities through participatory budgeting

Operational Services Management Plan 2020/21

The process and timescales for the development and publication of the management plan is set out, including consultation with the appropriate stakeholders.




Corporate Plan	The Corporate Plan is approved by West Lothian Council, setting out the key priorities for all council services for the period 2019/20 to 2022/23.	February 2018
Operational Services Planning	The service management team develop the plan taking account of a range of factors, business requirements and customer needs.	February to March 2020
Executive Management Team approval	The council's executive management team (EMT) will review all service management plans to ensure they are sufficiently focused on corporate priorities. The EMT will also review the plans annually, scrutinising performance and progress in the stated outcomes and actions.	March 2020
PDSP consultation	The Management Plan is taken to the relevant Policy Development and Scrutiny Panel(s) for consultation, providing Panel members the opportunity to shape planning and resource allocation.	April to June 2020
Management Plan launch	The service cascades the plan to Operational Service employees to ensure that they understand the key priorities and challenges ahead and how they will contribute to successful outcomes.	April to June 2020
WLC website	The Management Plan is published on the council's website to provide detailed information for the public and external stakeholders on council services, resource allocation and performance.	July 2020
Management Plan updates	The Management Plan progress is reviewed by the appropriate PDSP each year	April to June











Continuous Improvement

Operational Services will continue to play a key role in the development and support of high quality customer services. Operational Services will continue to engage with our customers to modernise structures and processes to ensure that they continue to provide the most efficient and effective model for service delivery.

In 2020/21 we will continue to look for efficiencies arising from the re-location of services to our centralised Service Centre as well as reviewing service standards and exploring new ways of delivering services.

Operational Services Scorecard

The service will report on the following key measures of the success throughout the lifetime of our plan (short term trend arrows: 2019/20 performance exceeded the target =  / 2019/20 performance met the target =  / 2019/20 performance was below the target = ):

Indicators					
WLAM unit / service	PI Code & Short Name	2019/20 Performance	2019/20 Target	Performance against Target	2020/21 Target
Facilities Management	FMS007_Percentage of customers in schools who rated the overall quality of service provided by Facilities Management Services as good or excellent	73.1%	82%		75%
	FMS030_Number of upheld complaints received against service delivery (annual)	7	16		12
	P:FMS083_Total Cost per Meal produced (Primary and Secondary Schools)	£3.05	£2.55		£3.05
	P:FMS090_School Meal Uptake in Primary School	51.1%	60%		55%
NETs, Land and Countryside Services	P:NLCS030_Percentage of customers who rated the overall quality of the Service provided by NETs, Land & Countryside Services as good or excellent	61.06%	80%		80%
	NLCS046_Total Number of NETs, Land and Countryside complaints received (annual)	192	144		144
	NLCS018_The cost of the Street Cleansing Service per Household	£32.36	£31.25		£32.19
	CP:NLCS008_Local Environment Management System (LEAMS) of Street Cleanliness - Percentage of West Lothian Streets at an acceptable standard	93.5%	94%		94%
Passenger Transport	P:PTS014_Percentage of customers who rated the overall quality of the Service provided by Public Transport as good or excellent	62%	50%		60%
	PTS035_Total number of Public Transport Complaints (Stage 1 and Stage 2) received (annual)	78	60		60

Indicators					
WLAM unit / service	PI Code & Short Name	2019/20 Performance	2019/20 Target	Performance against Target	2020/21 Target
	P:PTS070_Cost of the Public Transport network per resident	£11.61	£11.50	↓	£11.00
	P:PTS092_Percentage of residents with access to an hourly or more frequent bus service	91.6% (2018/19)	90% (2018/19)	↑	90%
Recycling, Waste and Fleet Services	P:WM007_Percentage of customers who rated the overall quality of the service provided by Waste Services as good or excellent	89.08%	85%	↑	92%
	WM022_Number of Waste Services Complaints (Stage 1) received (annual)	794	840	↑	840
	SENV01a_Net cost of waste collection per annum per premises	£79.89 (2018/19)	£75.54 (2018/19)	↓	£82.69 (2019/20)
	CP:WM087_Percentage of Household waste recycled or composted per annum	65.2% (2018/19)	56.3% (2018/19)	↑	60% (2019/20)
Roads and Transportation Services	P:RTS007_Percentage of customers who rated the overall quality of service provided by Roads and Transportation Services as good or excellent	58%	47%	↑	60%
	RTS034_Total number of Roads and Transportation Complaints (Stage 1 and 2) received (annual)	155	264	↑	240
	P:RTS080_Average running cost, including electricity and maintenance, per lighting unit per year	£33.72	£37.74	↑	£33.72
	CP:RTS100_Percentage of the overall Road Network which should be considered for maintenance treatment	27.3%	31%	↑	28.5%

This scorecard offers a high level snapshot of the service performance. More information about the performance of the service can be viewed via the council's website: www.westlothian.gov.uk/performance

Operational Services Management Plan 2020/21

April 2020

For more information:

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Whitehill Service Centre
4 Inchmuir Road | Whitehill Industrial Estate | Bathgate | West
Lothian | EH48 2EP

DATA LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT & SCRUTINY PANEL

PLANNING, ECONOMIC DEVELOPMENT & REGENERATION MANAGEMENT PLAN 2020/21

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of the report is to make the panel aware of the Planning, Economic Development and Regeneration Management Plan 2020/21.

B. RECOMMENDATION

It is recommended that the panel notes the terms of the report and the attached management 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)	Actions will be screened as they are progressed to determine the need for environment, equality, health or risk assessments.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	Successful delivery of the plan will ensure good performance against a number of performance indicators detailed in the document.
V Relevance to Single Outcome Agreement	SOA: 3 Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. SOA: 4 We live in resilient, cohesive and safe communities. SOA: 7 We live longer, healthier lives and have reduced health inequalities.

SOA: 8 We have the most efficient and effective use of resources by minimising our impact on the built and natural environment.

VI	Resources - (Financial, Staffing and Property)	Resource implications are detailed throughout the plan, particularly in the sections headed "Activity Budget".
VII	Consideration at PDSP	This is the first consideration of the plan by the PDSP. The plan will also be reported to the Development & Transport PDSP and Voluntary Organisations PDSP.
VIII	Other consultations	The plan has been approved by the Executive Management Team for submission to the panel.

D. TERMS OF REPORT

D1 Introduction

The management plan comprises of five sections as follows:

1. An overview from the head of service outlining the key service areas, how these align to the council priorities, and how performance against them is measured.
2. An overview of activities relating to transforming your council, service structures and employee engagement.
3. A series of service specific sections incorporating activity budgets, resource allocation, performance and action plan.
4. An overview of the management processes to support delivery of services and corporate priorities.
5. A scorecard indicating performance against specific key indicators.

D2 Key service areas

The Planning, Economic Development and Regeneration service grouping covers the functional areas of Economic Development, Regeneration and Employability, Community Planning, Environmental Health, Trading Standards, Planning Services which includes Education Planning, and Environment and Climate Change teams. These services are delivered through three main service groupings:

Economic Development and Regeneration; Economic Development and Regeneration has a key role in monitoring the West Lothian Economy and providing services to individuals and businesses to help deliver the conditions for economic growth in West Lothian and improved employability and regeneration. The service also leads on community planning for the council.

Environmental Health and Trading Standards; Environmental Health and Trading Standards role is to protect and enhance, through the application of statute, the health, welfare, environment, safety, and trading marketplace of the people of West Lothian and those obtaining services from within West Lothian.

Planning Services; Planning Services carries out the statutory planning and building standards functions of the council and ensures that sufficient education capacity exists for predicted levels of demand in nurseries and schools. The service also leads on delivering the council's duties and responsibilities in responding to climate change.

The management plan fulfils a number of planning and improvement requirements and, importantly, it sets out how the service will use its resources to deliver positive outcomes for West Lothian. It is the result of a detailed planning process to make sure that council services are well planned and managed. In the coming year the service will continue to focus on facilitating economic growth and continue working with the house-building industry in order to increase the rate of house construction in West Lothian. The service will also ensure protection of our communities through promoting a safe and legal trading environment.

In the next five years Planning, Economic Development and Regeneration will continue to deliver value adding activities, in particular focusing on the following areas:

1. Supporting the creation of wealth and employment,
2. Meeting its regulatory obligations in Building Standards and Planning,
3. Protecting customers and businesses through regulatory obligations in Environmental Health and Trading Standards.

D3 Key Actions 2020/21

During 2019/20, Planning, Economic Development and Regeneration Service provided a wide range of services to all areas of the council, local communities and business. Each contributing to positive outcomes in the eight corporate priorities. This will continue during 2020/21.

The 2020/21 plan highlights a number of key actions which will be undertaken to facilitate delivery of the plan. These are summarised as follows:

1. Planning Services will prepare and implement new supplementary and planning guidance in support of the adopted West Lothian Local Development Plan including commencing preparation for Local Development Plan 2.
2. Economic Development will continue to support economic growth and respond to any impacts arising from the UK's departure from the European Union. It will continue to work with local communities to develop regeneration plans.
3. Environmental Health & Trading Standards will carry out a review of services, moving towards full cost recovery for pest control.

It should, however, be noted that the service, particularly through the Economic Development and Environmental Health & Trading Standards teams is leading on key aspects of the council's response to the COVID-19 pandemic. These interventions were not wholly anticipated at the start of the year and will continue to influence the work of the service throughout the remainder of the year.

E. CONCLUSION

The management plan provides the framework for service delivery by Planning and Economic Development and Regeneration in the coming financial year, including those services that report through the Development and Transport Policy Development and Scrutiny Panel.

The panel is asked to note that all final performance figures for 2019/20 have not yet been verified and that the plan will be updated to fully report last year's performance, with all performance indicators annualised, prior to publication.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: One.

Appendix 1: Planning and Economic Development Management Plan 2020/21.

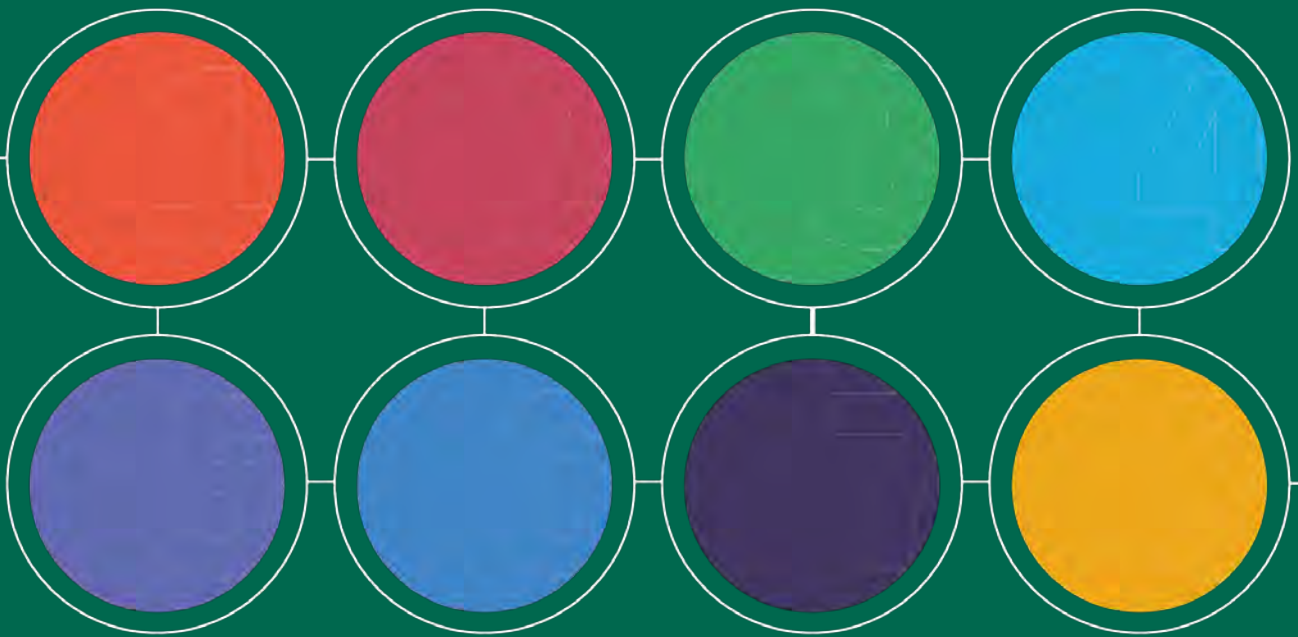
Contact Person: Craig McCorriston, Head of Planning, Economic Development and Regeneration, Tel. 01506 282443 e-mail craig.mccorriston@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development & Regeneration

10 November 2020

Data label: OFFICIAL

Planning, Economic Development and Regeneration Management Plan 2020/21



An introduction to the Management Plan from the Head of Planning, Economic Development and Regeneration

The Management Plan is a key planning document that will explain how the service will support the delivery of the council's eight priorities in 2020/21

West Lothian Council is one of the top performing local authorities in Scotland, with a strong track record of delivering better outcomes for local people. The council aims to continue to support growth in a thriving local community and, with financial and demographic challenges ahead, will require an effective Planning, Economic Development and Regeneration service to support the delivery and transformation of our services.

In Planning, Economic Development and Regeneration we provide a wide range of services to all areas of the council, local communities and businesses. Each is designed to efficiently contribute to positive outcomes in the eight corporate priorities (see below) through effective models of front line services in planning, building standards, business gateway, access2employment and environmental health and trading standards.

Corporate Priorities 2018/23 | The council re-committed to eight ambitious priorities following a large public consultation in 2017/18. We believe these priorities will continue to support improvement in the quality of life for everyone living, working and learning in West Lothian and will be the focus for council services, resources and staff in the next five years.



In support of the Corporate Plan 2018/23 and the eight priorities we will continue to strive to improve the quality and value of council services.

As well as assuring effective service delivery and compliance with statute, Planning, Economic Development and Regeneration will maintain a clear focus on delivering Best Value, whilst empowering residents and stakeholders to have their say on how council services develop and transform.

This Management Plan fulfils a number of planning and improvement requirements and,

importantly, it sets out how the service will use its resources to deliver positive outcomes for West Lothian. It is the result of a detailed planning process to make sure that council services are well planned and managed. I hope that it will help our customers, employees and partners to understand how we will transform our services and continue to deliver for West Lothian.



Craig McCorrison
Head of Service

Our services

The services that we will deliver through collaboration with our partners in 2020/21

The Planning, Economic Development and Regeneration service grouping covers the functional areas of Economic Development, Regeneration and Employability, Community Planning, Environmental Health, Trading Standards, and Planning Services which includes the Education Planning, Environment and Climate Change teams.

In the next five years Planning, Economic Development and Regeneration will continue to deliver value adding activities, focusing on the following areas:

- ◆ Supporting the creation of wealth and employment,
- ◆ Focusing on effective partnership working and minimising social disadvantage through the Community Planning Partnership,
- ◆ Meeting its regulatory obligations in Building Standards and Planning, and
- ◆ Protecting the health of the community and the trading market place of customers and businesses through regulatory obligations in Environmental Health and Trading Standards.

The key activities of the service are identified in the Management Plan.

		Page
Economic Development and Regeneration	Economic Development & Regeneration has a key role in monitoring the West Lothian Economy and providing services to individuals and businesses to help deliver the conditions for economic growth in West Lothian and improved employability and regeneration. The service also leads on community planning for the council.	13
Environmental Health and Trading Standards	The role of Environmental Health & Trading Standards is to protect and enhance, through the application of statute, the health, welfare, environment, safety, and trading marketplace of the people of West Lothian and those obtaining services from within West Lothian.	20
Planning Services	The principal purpose of Planning Services is to carry out the statutory planning and building standards functions of the council and to ensure that sufficient education capacity exists for predicted levels of demand in nurseries and schools. The service also leads on delivering the council's duties and responsibilities in responding to climate change.	27
	Developing the Management Plan and reporting progress	33
	Planning, Economic Development and Regeneration Service Scorecard 2020/21	35

Supporting the delivery of Council priorities

The service will support the delivery of the Council's Corporate Plan priorities and strategies

The service will make a meaningful and measurable contribution to the delivery of the Council's Corporate Plan 2018/23. The service's key processes are aligned to the Corporate Plan priorities/enablers and deliverables in the following table.

Alignment with Corporate Priorities / Enablers					
Council enabler	Deliverable	Planning, Economic Development and Regeneration key activity / process	Indicator(s)	2019/20 Performance	2020/21 Target
3 Minimising poverty, the cycle of deprivation and promoting equality	(P3.5) Providing a route out of poverty through work and continuing to support those further from the labour market to progress towards work.	<ul style="list-style-type: none"> ◆ Employment and skills service providing specialist support and training to both unemployed and low paid workers and businesses to create job opportunities. ◆ Tackling poor quality private rented homes, reducing community 'churn' and unplanned relocations. ◆ Ensuring lower cost homes are not subject to additional environmental risks. 	EDR032 Number of Job Candidates supported into work, education or training by Council's Employability Service.	408	400
5 Improving the employment position in West Lothian	(P5.1) Supporting businesses through building an entrepreneurial culture, supporting business start-ups and early stage company growth to increase the overall stock of businesses.	<ul style="list-style-type: none"> ◆ Focusing on and prioritising planning applications for employment generating uses. ◆ Business Gateway Start Up to provide specialist advice and support to enable individuals to set up their own business. 	DM035 Monthly percentage of local planning applications lodged by Small and Medium Enterprises for proposals which will assist economic development that are determined within two months. EDR038 Number of new businesses started in West Lothian through Business Gateway.	78.5%	75%
				365	375

Alignment with Corporate Priorities / Enablers

Council enabler	Deliverable	Planning, Economic Development and Regeneration key activity / process	Indicator(s)	2019/20 Performance	2020/21 Target
5 Improving the employment position in West Lothian	(P5.2) Supporting investment through collaboration with national and local agencies and other partners, including through the City Region Deal, to develop new approaches to improving enterprise and increasing jobs. This will include, where appropriate, support for social enterprise but the overall approach and the level of funding available may be influenced by the outcome of Brexit negotiations.	◆ Business Gateway Business Development to support the growth and aspirations of local businesses in West Lothian.	EDR039 Number of small and medium sized businesses receiving support from Economic Development's Business Gateway service.	489	475
5 Improving the employment position in West Lothian	(P5.3) Maximising the potential of West Lothian's town centres and visitor attractions through targeted investment and partnership working to increase the range of employment opportunities available, including the promotion of Fairtrade.	◆ Town Centre Team work with the Town Centre Management Groups and BIDS to provide specific support in enhance our traditional town centres.	SOA1303-08 Percentage of retail occupancy in town centres.	92%	90%
5 Improving the employment position in West Lothian	(P5.4) Targeting regeneration interventions on communities with the greatest need including areas suffering disadvantage, rural areas and isolated communities, whilst attracting investment and promoting sustainable growth in those areas. Funding interventions focused on those projects most closely linked to agreed corporate priorities and which can demonstrate greatest impact on addressing disadvantage.	◆ Community Regeneration supporting the 13 most deprived areas in West Lothian to develop Regeneration Plans.	EDR034 Number of residents engaged in the development of projects and participate in decision making process.	502	450

Alignment with Corporate Priorities / Enablers

Council enabler	Deliverable	Planning, Economic Development and Regeneration key activity / process	Indicator(s)	2019/20 Performance	2020/21 Target
5 Improving the employment position in West Lothian	(P5.5) Promoting access to employment by ensuring young people have an opportunity to progress into a positive destination on leaving school.	◆ Through Access2employment the Steps N2 Work programme provides specific support to young people to provide training and employment opportunities.	EDR028 Number of Steps N2 work wage subsidy places created.	64	50
5 Improving the employment position in West Lothian	(P5.6) Specific employability programmes will be dependent on the availability of funding but will be focused on the continuation of current initiatives within West Lothian Council, including non-trade modern apprenticeships and the West Lothian Job Fund.	◆ Through Access2employment the Steps N2 Work programme provides specific support to young people to provides training and employment opportunities.	EDR028 Number of Steps N2 work wage subsidy places created.	64	50
6 Delivering positive outcomes on health	(P6.2) Increase well-being and reduce health inequalities across all communities in West Lothian.	◆ Support improvements in health and wellbeing for individuals for whom that is a barrier to employment via PSI intensive 1:1 support and create opportunities to gain SQA certification at level 3 Health & Wellbeing	EDR037 PSI intensive 1:1 support	TBC	50
		◆ Protect public health, workplace safety and a fair trading environment through the application of food hygiene, food composition and workplace safety legislation, to reduce illness, disease and infirmity within the local population.	CP:EH044 Percentage of commercial premises rated as high risk which are inspected on time.	83.6%	95%

Alignment with Corporate Priorities / Enablers

Council enabler	Deliverable	Planning, Economic Development and Regeneration key activity / process	Indicator(s)	2019/20 Performance	2020/21 Target
		<ul style="list-style-type: none"> ◆ Protect the safety and welfare of the public and animals by applying statutory controls over animal licensing, breeding, boarding and riding establishments. Investigating animal related noise complaints and enquiries relating to out of control dogs. ◆ Protect public health through monitoring air quality and the application of various noise, pollution, public health and housing standards to reduce and remove the negative impacts on the physical and mental health of the population. ◆ Protect public health and damage to properties through eradication of vermin and specified pests. Fulfil the council's statutory duty to help ensure that the district is free from vermin. ◆ Tackling poor quality private rented homes to protect the health and well-being of tenants. ◆ Investigate food and water borne diseases and reported accidents to prevent further spread in community. 	P:EH048 Percentage of service requests made to Environmental Health which were responded to within the specific service level targets.	85.6%	85%
		<ul style="list-style-type: none"> ◆ Promote a fair trading environment through enforcement of product safety and weights & measures legislation to protect the safety and financial well-being of the consumers. ◆ Protect the health of the community and rural economy through enforcement of animal health, disease and animal movement control legislation. ◆ Protect young people through test purchasing activities in relation to age restricted products (tobacco/ fireworks). Protect elderly and vulnerable adults from nuisance cold calling and door step crime. 	P:EH049 Percentage of service requests made to Trading Standards which were responded to within the specific service level targets.	99.4%	96%

Planning, Economic Development and Regeneration Management Plan 2020/21

Alignment with Corporate Priorities / Enablers

Council enabler	Deliverable	Planning, Economic Development and Regeneration key activity / process	Indicator(s)	2019/20 Performance	2020/21 Target
8 Protecting the built and natural environment	(P8.1) Supporting the sustainable residential and commercial development of the local area through the council's 10 year West Lothian Development Plan and emerging linkages with the City Region Deal. This will involve continuation of the co-ordinated, creative and flexible approach to funding, lobbying, negotiation and policy development that is proving to be successful in the core development areas.	◆ Prepare and implement the Development Plan for West Lothian comprising the Strategic Development Plan and the West Lothian Local Development Plan, or other components as required by legislative change, and supplementary and planning guidance arising.	DP001 Percentage of population covered by the adopted West Lothian Local Development Plan.	100%	100%
		◆ Prepare and implement the Action Programme for the West Lothian Local Development Plan.	SECON10 Immediately available employment land as a % of total land allocated for employment purposes in the local development plan.	TBC	50%
8 Protecting the built and natural environment	(P8.5) Protecting the environment through a range of regulatory and enforcement activities that will protect the health, wellbeing and safety of local people.	◆ Improving the percentage of planning applications dealt with within the statutory period whilst ensuring high quality development on the ground.	DM031 Annual percentage of all householder planning applications determined within two months.	89.21%	90%
		◆ Taking enforcement action where necessary to protect residential amenity and, in partnership with other regulatory agencies (SEPA, Environmental Health), to protect the wider environment.	DM054 Percentage of enforcement cases closed within the set resolution timescale.	76.61%	70%
		◆ To ensure new development is undertaken in the interests of the health & safety and welfare of the general public and the environment.	P:BS030 Percentage of applications for building warrant which receive a full technical assessment within 20 days of receipt by Building Standards.	100%	100%

Alignment with Corporate Priorities / Enablers					
Council enabler	Deliverable	Planning, Economic Development and Regeneration key activity / process	Indicator(s)	2019/20 Performance	2020/21 Target
		<p>◆ To ensure new development is undertaken in the interests of the health & safety and welfare of the general public and the environment.</p>	<p>BS039 Quarterly number of enforcement notices issued by building standards under the Building (Scotland) Act 2003.</p>	2	8



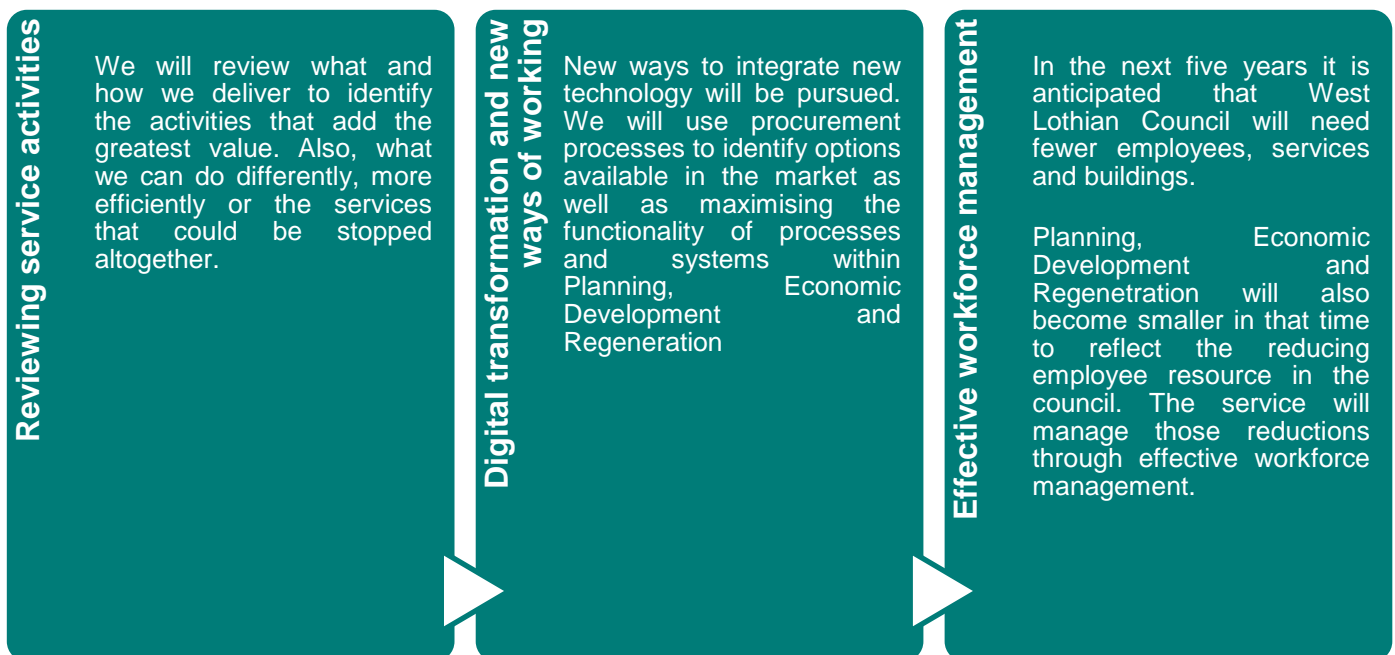
Transforming Your Council

How Planning, Economic Development and Regeneration will transform in the next five years

The council will embark on an ambitious programme of transformation in order to support the delivery of services that are accessible, digital and efficient. The Transforming Your Council programme is intended to deliver over £69.4 million in savings and will fundamentally change the way that council services are delivered.

Projects designed to deliver budget savings of £1,110,000 are being developed to transform the way that we work in Planning Economic Development and Regeneration.

Transformation in the service will be grouped around three key themes.



Engagement methods

Throughout the period of this plan, the service will continue to engage and consult with customers, employees, partners and stakeholders on the effectiveness of the services that we provide and also, any changes that are proposed to. Details of planned engagement and consultation methods will be provided in the annual update to the Management Plan.

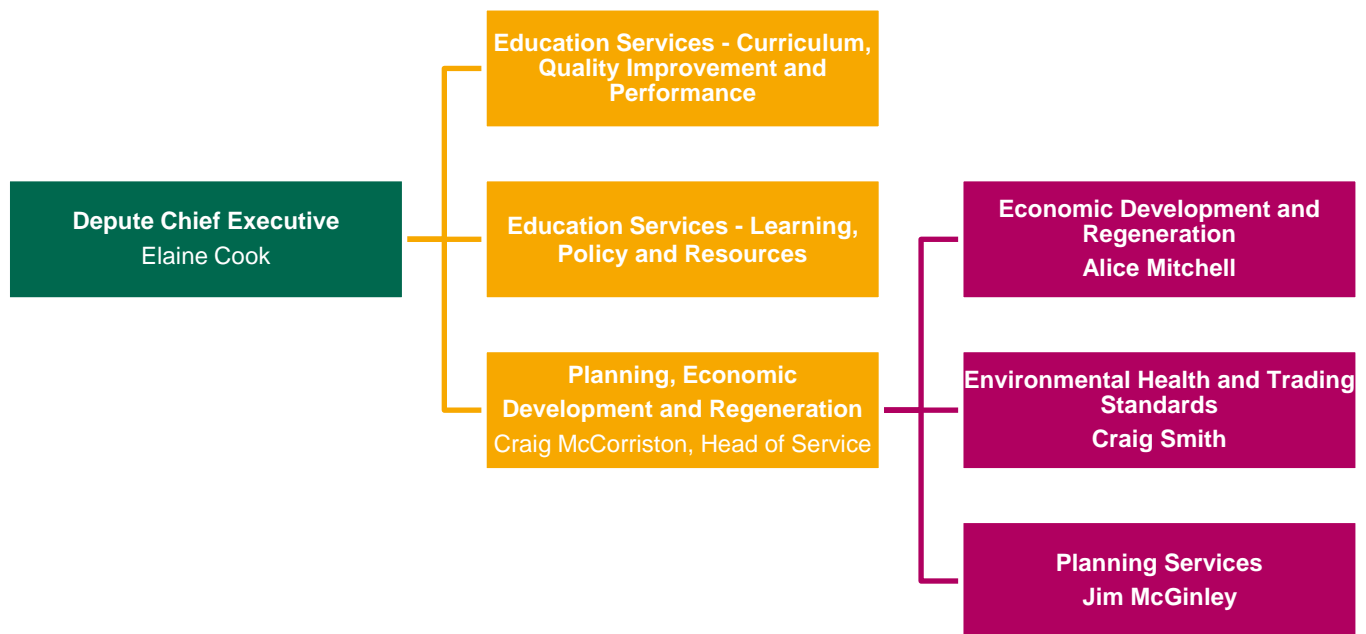
Planning, Economic Development and Regeneration make the following commitments to customers, employees and partners:

- ◆ Involve and engage employees, customers and partners in service improvement and transformation activity through a range of appropriate methods; and
- ◆ Ask customers about the quality and effectiveness of the services that we provide through regular consultation and surveys and use their views to inform decision making in the service.

Service Activity

The Education, Planning and Regeneration Services directorate is focused on the delivery of services that will support our community to grow and develop with better outcomes in early years, education and employability.

This includes services such as; schools, education support services, planning and economic development and culture and leisure services.



Planning, Economic Development and Regeneration comprises three service groups – known as West Lothian Assessment Model (WLAM) units, under the direction of the Head of Planning, Economic Development and Regeneration.

The following section provides more information on the activities and resources of each WLAM unit.

Employee Engagement

Planning, Economic Development and Regeneration has a total of 112.5 (full time equivalent) employees delivering our services.

Motivation and commitment are key drivers of employee performance and the service aims to effectively engage and develop employees through improved communication and increased participation. The service uses the council's employee engagement framework, ensuring that employees have access to the information and support they need to succeed, also that there is constructive, regular two-way communication throughout the service.

The schedule of engagement that will take place in each of our WLAM units is outlined in the table.

Employee Engagement Schedule 2020/21			
Employee Group	Method	Frequency	Responsible Officer
All employees	Email	Monthly	Service Manager
All employees	One-to-ones	Fortnightly / monthly	Service Manager and service management team
All employees	Team meetings	Monthly	Service Manager and service management team
All employees	Team briefings	Quarterly	Service Manager and service management team
All employees	Employee survey	Annually	Service Manager
All employees	Appraisal and Development Review (ADR)	Annually	Service Manager and service management team
Employee sample	Employee focus group	Annually	Service Manager
All employees	Management Plan Launch	Annually	Head of Service / Service Managers
All employees	Circulation of the service CMT update report	Monthly	Service Manager
Service management team	Extended Management Team	Quarterly	Head of Service


Risk Management

Risk can be defined as the effect of uncertainty on an organisation's objectives.

The council aims to mitigate risks to its objectives by implementing robust risk management procedures which enable managers to effectively manage their risks.

Significant risks to the Planning, Economic Development and Regeneration service objectives are set out in the council's corporate risk register. These risks are regularly monitored by managers and are reviewed on a monthly basis by the service management team to ensure that appropriate and effective control measures are in place.

Planning, Economic Development and Regeneration Services is currently managing the following risks considered to be high:

Service Risks 2020/21			
Risk Title	Risk Description	Current Risk Score	Traffic Light Icon
WLC026 Failure to effectively manage the impact on council objectives of exit from the European Union	Exit from the European Union resulting in an economic downturn or recession impacting on the overall grant settlement, and causing an increased demand for welfare advice, additional Scottish Welfare Fund claims, additional housing benefit claims and increased processing times, reduced commercial rent income from tenanted non- residential portfolio, and lower council tax collection rates. EU nationals may decide to return home, and there may also be short term disruption to the supply of goods to the council, both of which would have an adverse impact on council services. It is expected that the impact of EU exit would be particularly severe in the event of a "no deal" scenario. Current EU funding may not be maintained by the UK government - this is specifically covered by risk EDR002.	16	

Economic Development and Regeneration

Service manager: Alice Mitchell, Economic Development and Regeneration Manager

Number of staff: 41.3 (full time equivalents)

Location: Civic Centre

Purpose

The overarching purpose of Economic Development and Regeneration is “Working with others to regenerate West Lothian by enabling individuals, families, communities and businesses to achieve their potential”.

The service through the main teams of Employability, Community Planning & Regeneration and Economic Development will support and lead on:

- ◆ Regenerating the most disadvantaged communities in West Lothian.
- ◆ Improving the life chances of individuals and groups experiencing poverty and disadvantage.
- ◆ Improving employability particularly for young people and other disadvantaged groups.
- ◆ Supporting and promote West Lothian's economy.
- ◆ Maximising the contribution of business and enterprise through creating jobs and business capacity.
- ◆ Community Planning.

Activities

The main activities of the service during the period of the Management Plan will be:

- ◆ Enabling and facilitating community engagement and implementing the key elements of the Community Empowerment (Scotland) Act 2015 and the Community Justice Scotland Act.
- ◆ Supporting the achievement of the Community Planning Partnership Local Outcome Improvement Plan.
- ◆ Supporting customers to alleviate the impact of welfare reform on them by supporting them back into employment, education or training, particularly those affected by Universal Credit.
- ◆ Continuing to support wage subsidies, West Lothian Jobs fund, graduate work experience and non-trade modern apprenticeship opportunities via the Steps n2 Work programme.
- ◆ Leading the production of Local Regeneration Plans in 13 key communities in West Lothian.
- ◆ Review and refresh the Economic Partnership Strategy for West Lothian.
- ◆ Supporting the Third Sector Interface.
- ◆ Support 1,000 unemployed residents, with a range of interventions including accredited training, with 500 of them progressing into a positive destination.
- ◆ Continuing the progression of the West Lothian Jobs Task Force.
- ◆ Promoting enterprise and improving the competitiveness of local firms to retain and strengthen businesses that can grow and create new higher value jobs.
- ◆ Working in partnership with local authorities in the Edinburgh city region to maximise the benefits to West Lothian from an Edinburgh and South East Scotland City Deal.
- ◆ Maximising remaining income from external sources including European Regional Development Fund (ERDF), European Social Fund (ESF) and LEADER to support and enhance local delivery.
- ◆ Lobbying for share of UK Prosperity Fund

- ◆ Maximising the potential of West Lothian as a tourism/visitor destination and promoting the competitiveness of our town centres.
- ◆ Lobbying for continued access to economic development and regeneration funds post Brexit.
- ◆ Reviewing of activities across the service to achieve efficiencies this will include Employability across all service areas.

Key Partners

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include; other council services, West Lothian College, Police Scotland, Scottish Fire and Rescue Service, Community Councils, Department of Work and Pensions, local community development trusts and voluntary sector organisations, Voluntary Sector Gateway West Lothian, NHS Lothian, Skills Development Scotland, the Scottish Government, Scottish Enterprise, the Chamber of Commerce and Federation of Small Businesses.

Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Customer Consultation Schedule 2020/21

Customer Group	Method	Frequency	Responsible Officer	Feedback Method
Residents engaged or potentially engaged in employability initiatives	Door knocking / questionnaire/ stakeholders	Quarterly	Service Manager	Email to customers/ leaflets
Key community organisations and partners in areas of high deprivation	Questionnaire / stakeholder events	Annually	Team Leader	Email to customers/ community notice boards
Citizens panel members	Quality of Life survey and thematic focused surveys	Survey every 3 years. Thematic surveys carried out by partners	Community Planning Development Officer	Quality of Life survey report – informs key SOA indicators.
Wider stakeholders	Community planning newsletter and website	Quarterly newsletter. Regular website updates	Community Planning Development Officer	Newsletter, website, inside news.
Business Gateway – Start Up service users	Telephone / Online	Ongoing	Business Development Manager	Publication on the website
Business Gateway – Growth service users	Telephone / Online	Ongoing	Business Development Manager	Publication on the website
Visitors to West Lothian	Market Research	Annual	Business Growth Advisor	Publication on the website
Traditional town centre users	Market research	Annual	Tourism and Town Centre Officer	Circulation of minutes
Workshop attendees	Feedback forms	Ongoing	Business Development Manager	E mail
Economic conference attendees	Electronic survey	Annual	Economic Development Officer	E mail

Planning, Economic Development and Regeneration Management Plan 2020/21

Activity Budget 2020/21

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Economic Development Strategy and Policy	To develop Councils and Partners economic development strategies and to promote West Lothian as a business location to provide economic intelligence and to support and inform policy.	2. Improving the employment position in West Lothian	EDS034_9b - Economic Development Strategy and Policy - Total number of businesses receiving advice and support provided by European Funding.	PUBLIC	4.3	206,351	(51,116)	155,235
			EDS013_6A.7 - Percentage of customers who rated the overall quality of the service provided by Business Gateway as good or excellent.	PUBLIC				
Town Centre Management	To improve and promote traditional town centres as retail, leisure, employment and visitor locations.	2. Improving the employment position in West Lothian	EDS032_9B - Town Centre Occupancy Levels for Armadale, Bathgate, Broxburn/Uphall, Linlithgow, Whitburn, and Livingston.	PUBLIC	2.0	85,260	0	85,260
			EDS013_6A.7 - Percentage of customers who rated the overall quality of the service provided by Business Gateway as good or excellent.	PUBLIC				
Tourism - via Visit West Lothian	To maximise the tourism offering for West Lothian through support to Visit West Lothian.	2. Improving the employment position in West Lothian	EDS035_9b - Tourism - Visit West Lothian: Visitor numbers to West Lothian.	PUBLIC	0.0	0	0	0
			EDS013_6A.7 - Percentage of customers who rated the overall quality of the service provided by Business Gateway as good or excellent.	PUBLIC				

Planning, Economic Development and Regeneration Management Plan 2020/21

Leader	To support the development and sustainability of rural business and organisations.	2. Improving the employment position in West Lothian	EDS033_9B - LEADER Project - Total number of Projects supported.	PUBLIC	2.0	90,000	(90,000)	0
			EDS013_6A.7 - Percentage of customers who rated the overall quality of the service provided by Business Gateway as good or excellent.	PUBLIC				
Entrepreneurship	To provide a wide range of support through Business Gateway branded services to start up and small, growing local companies through one to one consultancy, training, business planning advice, specialist support and access to finance.	2. Improving the employment position in West Lothian	EDS001_9B.1A - Number of new businesses started in West Lothian assisted by Economic Development Service – Business Gateway.	PUBLIC	3.4	351,934	(351,934)	0
			EDS013_6A.7 - Percentage of customers who rated the overall quality of the service provided by Business Gateway as good or excellent.	PUBLIC				
Business Development	To support the growth of existing business in West Lothian by supporting them to develop new products and process which will lead to higher turnover and employment.	2. Improving the employment position in West Lothian	EDS002_9b.1a - Number of small and medium sized enterprises receiving support by the Economic Development Service's Business Gateway service.	PUBLIC	5.3	326,118	(326,118)	0
			EDS013_6A.7 - Percentage of customers who rated the overall quality of the service provided by Business Gateway as good or excellent.	PUBLIC				
Community Planning & Regeneration	To work with all Community Planning Partners to ensure that they are working together in 9 multi member	5. Minimising poverty, the cycle of deprivation and promoting	CRRE082_9b Percentage of health checked voluntary organisations where there was evidence of a planned approach to income and expenditure and finances are robustly controlled.	PUBLIC	7.8	1,603,951	0	1,603,951

	wards with the common aim of closing the opportunity gap.	equality	CRRE053_9a.1c Cost per resident engaged in structured activity.	WLAM				
Employment and Skills	Supporting residents to secure and sustain employment, education or training opportunities. This involves developing their individual employability skills. Services delivered outreach in areas of high unemployment.	2. Improving the employment position in West Lothian	CRRE051_9a.1c Cost per employability client supported into work, training and education.	PUBLIC	14.3	1,789,659	(347,349)	1,442,310
			CRRE070_9b.1a Number of Job Candidates Supported by Council's Employability Service.	WLAM				
Service Support	Provision of management and administrative support.	Enabler Service - Corporate Governance and Risk	Support activities contribute towards the overall performance of the service. Performance is monitored through the indicators for front line services.		0.8	79,109	0	79,109
	Total :-				39.9	4,532,382	(1,166,517)	3,365,865
Time Limited Employability Measures	Jobs Task Force	1. Improving the employment position in West Lothian	Progress on this activity is reported to both CMT and Council Executive on a quarterly basis		0.0	400,000	0	400,000
Time Limited Employability Measures	Voluntary Organisations Modernisation and Improvement Fund	5. Reduce poverty, the cycle of deprivation and promote equality	Progress on this activity is reported to both CMT and Council Executive on a quarterly basis		0.0	150,000	0	150,000
	Total :-				41.3	5,082,382	(1,166,517)	3,915,865

Actions 2020/21

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

Economic Development and Regeneration Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
Digital transformation projects	A programme of activity to ensure that the council is well placed to take advantage of opportunities offered in the digital age.	To deliver improved user-focused digital public services.	Head of Service	April 2018	March 2021	Active	Project scope and plan defined.
Voluntary Organisations	To review the current process and funding of the Voluntary Organisations to include participatory budgeting.	A more streamlined and efficient process maximising outcomes.	Economic Development & Regeneration Manager	April 2018	March 2021	Active	Project Board has implementing a pilot project to review during 2020 for changes to 2021/22 funding.
Community Empowerment Act	Worked with CPP Partners and local communities to advise on the implications of the new Act.	Engaged third sector and local communities.	Economic Development & Regeneration Manager	April 2018	March 2021	Active	SCDC doing a series of workshops to feedback to CPP.
Edinburgh and South East Scotland City Deal	Working in partnership to develop the business case for Winchburgh and work in partnership to deliver the other themes.	Improve the employment position of West Lothian.	Head of Service/ Economic Development & Regeneration Manager	April 2018	March 2021	Active	Work on Winchburgh project underway and representation on IRES board.
Develop regeneration plans	Work with local communities to develop regeneration plans in our 13 most deprived areas.	Reduced deprivation.	Economic Development & Regeneration Manager	April 2018	March 2021	Active	All regeneration plans are live and will be reviewed due to SIMD information during 2020.

Environmental Health and Trading Standards

Manager: Craig Smith, Environmental Health and Trading Standards Manager

Number of Staff: 31.5 (full time equivalents)

Location: Linlithgow Partnership Centre – Tam Dalyell House

Purpose

The role of Environmental Health and Trading Standards is to protect and enhance, through the application of statute, the health, welfare, environment, safety, and trading marketplace of the people of West Lothian.

Teams within the service deliver health protection in relation to food safety and composition; workplace safety; pollution control, including air quality and noise issues; housing conditions; animal health, welfare and control; pest control; consumer protection and compliance with fair trading legislation.

Without the fundamental principles of a clean and safe environment, food which will not harm you, and trust in trading operations, the other aspirations of the council would be diminished, highlighting the importance of this service.

Activities

The main activities of the service during the period of the Management Plan will be:

- ◆ Protect public health by ensuring compliance with food hygiene, food compositional and water quality standards.
- ◆ Protect community health by examining trends in air pollution and initiating actions as necessary to improve the air quality in communities where monitoring has shown results to be failing.
- ◆ Protect and promote safe working environments through monitoring and inspection of the highest risk premises, and carry out investigations in to the most serious accidents.
- ◆ Protect those most at risk of financial harm through joint working with partners and other protection agencies.
- ◆ Promote community safety, well-being and cohesion by investigating and abating nuisance, including concerns relating to industrial or commercial noise.
- ◆ Protect the health and well-being of individuals through investigation in to complaints of unfit housing and ensure that private sector conditions meet national standards.
- ◆ Address concerns reported to service in relation to out of control dogs.
- ◆ Protect the agricultural economy, human health and animal health, by ensuring compliance with animal health legislation relating to animal movement and disease control.
- ◆ Protect health of children by regulating the sale of age restricted products such as tobacco and by carrying out appropriate test purchasing to ensure compliance.
- ◆ Protect consumers and legitimate businesses through enforcement of weights and measures legislation and provision of advice and calibration facilities to businesses.
- ◆ Fulfil the council's statutory duty to ensure that vermin and pest concerns are addressed.
- ◆ Protect public health through our contribution to the Scottish Government aspirations in relation to reducing pollution from vehicle emissions.
- ◆ Fulfil the council's statutory licensing duty in relation various regulated activities such as animal breeding and boarding, storage of petroleum, fireworks, caravan and residential mobile homes etc.

Key Partners

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include; other council services, Food Standards Scotland, Trading Standards Scotland, NHS Lothian, Financial Harm Reduction Group, Scottish Government, Scottish Environment Protection Agency, Citizen's Advice National Consumer Helpline, Health and Safety Executive and Police Scotland.

Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Customer Consultation Schedule 2020/21

Customer Group	Method	Frequency	Responsible Officer	Feedback Method
Business owners	Offer to participate in online questionnaire and in person questionnaire to all premises subjected to inspection.	Ongoing	Environmental Health and Trading Standards Manager	Survey results are reported via the council's website
Public using service	Offer to participate in online questionnaire and in person questionnaire to all customers accessing the service.	Ongoing	Environmental Health and Trading Standards Manager	Survey results are reported via the council's website

Activity Budget 2020/21**Environmental Health and Trading Standards**

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Food Safety Enforcement; Health and Safety Enforcement	Protect public health, workplace safety and a fair trading environment through the application of food hygiene, food composition and workplace safety legislation. Assist new businesses comply. Investigate food and water borne diseases and reported accidents. Carry out licensing functions and facilitate food export from West Lothian.	6 Delivering positive outcomes on health	SENV05b_9a.1d Resources allocated to Environmental Health delivery per 1,000 population compared to the Scottish average. Target £8,625.	Public	10.3	522,196	3,506	518,690
			EH044_9b.1a Percentage of commercial premises rated as high risk for food hygiene, food standards, trading standards or health and safety, which were inspected on time as per the annual inspection program. Target: 95%	Public				
Pest Control	Protect public health and damage to properties through management control and eradication of vermin and specified pests.	6 Delivering positive outcomes on health	SENV05b_9a.1d Resources allocated to Environmental Health delivery per 1,000 population compared to the Scottish average. Target £8,625.	Public	3.6	169,269	131,053	38,216
			EH048_6b.5 Percentage of service requests made to environmental health which were responded to within specific service level targets Target: 85%	Public				

Environmental Health and Trading Standards

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Animal Welfare	Protect the safety and welfare of the public and animals by applying animal licensing, breeding, boarding and riding establishment controls. Investigating animal related noise complaints and complaints relating to out of control dogs and dog straying.	8 Protecting the built and natural environment	SENV05b_9a.1d Resources allocated to Environmental Health delivery per 1,000 population compared to the Scottish average. Target £8,625.	Public	1.6	83,156	0	83,156
			EH048_6b.5 Percentage of service requests made to environmental health which were responded to within specific service level targets Target: 85%	Public				
Public Health, Housing and Pollution Control	Protect public health and prevent deterioration of wellbeing through the application of various noise, pollution, public health and housing standards. Monitor air quality. Prevent detriment to health through development of Planning policy, assessing the environmental impact of planning applications, designing out potential problems and recommending safeguards.	6 Delivering positive outcomes on health	SENV05b_9a.1d Resources allocated to Environmental Health delivery per 1,000 population compared to the Scottish average. Target £8,625.	Public	6.0	400,489	62,588	337,901
			EH048_6b.5 Percentage of service requests made to environmental health which were responded to within specific service level targets Target: 85%	Public				

Planning, Economic Development and Regeneration Management Plan 2020/21

Environmental Health and Trading Standards

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Fair Trading, Commercial and Agriculture Enforcement	Protect consumer and business interests by ensuring a safe and fair trading environment through the application of statute. Issue advice to public and traders to assist in this aim. Deliver statutory weights and measures services. Protect young people through test purchasing activities in relation to age restricted products. Protect the health of the community and farming economy through enforcement of animal health and movement control legislation.	7 Reducing crime and improving community safety	SENV05a_9a.1d - Resources allocated to Trading Standards delivery per 1000 population compared to the Scottish Average. Target £10,453.	Public	8.0	412,594	8,070	404,524
			EH049_6b.5 Percentage of service requests made to trading standards which were responded to within specific service level targets Target: 96%	Public				
Vehicles Emissions Testing	Reduce negative health effects caused by vehicle emissions; carrying out testing and promoting good vehicle operation. Education and enforcement relating to vehicle idling. Delivered across four local authorities.	6 Delivering positive outcomes on health	SENV05b_9a.1d Resources allocated to Environmental Health delivery per 1,000 population compared to the Scottish average. Target £8,625.	Public	1.0	160,000	160,000	0
			EH048_6b.5 Percentage of service requests made to environmental health which were responded to within specific service level targets Target: 85%	Public				

Planning, Economic Development and Regeneration Management Plan 2020/21

Environmental Health and Trading Standards

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Service support	Provision of management and administrative support.	Enabler Service – Corporate Governance and Risk	Support activities contribute towards the overall performance of the service. Performance is monitored through the indicators for front line activities.		1.0	85,626	0	85,626
Total:					31.5	1,833,330	365,217	1,468,113

Actions 2020/21

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

Environmental Health and Trading Standards Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
Digital transformation projects	A programme of activity to ensure that the council is well placed to take advantage of opportunities offered in the digital age.	To deliver improved user-focused digital public services.	Head of Service	April 2018	March 2023	Active	Project scope and plan defined.
Restructure and move towards cost recovery for pest control	Environmental Health and Trading Standards efficiencies including increasing pest control income to full cost recovery.	Pest control income will deliver full cost recovery.	EH&TS Manager	April 2018	March 2023	Active	Project Board is implementing required changes during target timescales.
Review of service delivery procedures and priorities	Complete service planning and review process with staff.	Implement processes and priorities identified from service planning and staff engagement.	EH&TS Manager	April 2020	March 2021	Active	Service planning took place in March 2020.

Planning Services

Service managers: Jim McGinley, Planning Services Manager

Number of staff: 39.7 (full time equivalents)

Location: Civic Centre

Purpose

The principal purpose of Planning Services is to carry out the statutory planning and building standards functions of the council and ensure that sufficient infrastructure capacity exists to deal with the demands of new development, in particular to ensure that sufficient education capacity exists for predicted levels of demand in nurseries and schools. The service also leads on delivering the council's duties and responsibilities in responding to climate change.

The overall aim of the service is to promote economic development and ensure protection of the environment.

Activities

The main activities of the service during the period of the Management Plan will be:

- ◆ Implementation of the local development plan and monitoring of the local development plan via the Local Development Plan Action Programme.
- ◆ Assisting in the preparation of a Regional Spatial Growth Framework for the SESplan area; the Framework will in turn inform the Regional Spatial Strategy for the Edinburgh and South East Scotland City Deal Region and National Planning Framework 4.
- ◆ Preparatory work on a new local development plan (LDP2).
- ◆ Implementing, monitoring and reviewing the Climate Change Strategy, Carbon Management Plan and Adaptation Action Plan.
- ◆ Carrying out the council's statutory planning duties on biodiversity and the natural environment.
- ◆ Preparing, monitoring and reviewing supplementary and planning guidance.
- ◆ Implementing, monitoring and reviewing the Contaminated Land Inspection Strategy.
- ◆ Verifying applications for building warrants and completion certificate submissions.
- ◆ Enforcement of Building (Scotland) Act 2003 in relation to dangerous buildings and unauthorised works.
- ◆ Processing planning and related applications.
- ◆ Collecting and tracking planning obligations for infrastructure investment required to service new developments.
- ◆ Processing appeals through written submissions, hearings and public inquiries and participating in local reviews against decisions on planning applications.
- ◆ Enforcement of planning control through action to regulate or stop unauthorised development, remove unauthorised advertisements, and protect West Lothian's listed buildings and conservation areas from inappropriate development.
- ◆ Conservation and design of the built heritage.
- ◆ Preparing school roll projections.
- ◆ Assisting in progressing school consultations to support the development plan alongside appropriate school provisioning and capacity increases.

- ◆ Assisting in the delivery of improved workflow, procedural practices and digital transformation measures for development management and building standards.

Key Partners

The service actively works with our partners to plan, design and deliver improved services for our customers.

Our key partners include; other council services, SESplan, Scottish Government, other key government agencies including the Scottish Environment Protection Agency (SEPA), Scottish Natural Heritage (SNH), Historic Environment Scotland (HES) and Education Scotland.

Customer Participation

The service will actively engage customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Customer Consultation Schedule 2020/2021				
Customer Group	Method	Frequency	Responsible Officer	Feedback Method
Development Planning customers	Online and Newsletter	Linked to development plan timetable	Development Planning and Environment Manager	Development Plan
Development Planning customers	Questionnaires	Annually	Development Planning and Environment Manager	Service Improvement Plan as part of the Planning Performance Framework
School consultations	Online, in writing, ad hoc meetings, public meetings, Education Scotland review	As required per consultation	Senior Education Planning Officer	Education Executive
Applicants and agents (Development Management)	Focus group	Biennial	Development Management Manager	Minutes and follow up meeting
Applicants and agents (Development Management)	Questionnaires	Annually	Development Management Manager	Service Improvement Plan as part of the Planning Performance Framework
Applicants and agents (Building Standards)	Focus group	Biennial	Building Standards Manager	Minutes and follow up meeting
Applicants and agents (Building Standards)	Questionnaires	Annually	Building Standards Manager	Annual Performance Report and Customer Charter

Activity Budget 2020/21

Planning Services

Activity Name and Description		Link to Corporate Plan	Performance Indicator and Target 2020/21	PI Category	Staff Resources (FTE)	Revenue Expenditure Budget 2020/21 £	Revenue Income Budget 2020/21 £	Net Revenue Budget 2020/21 £
Development Management – processing planning and other applications and appeals	To determine applications for planning permission, advertisement consent and listed building consent in accordance with the development plan and other material considerations.	8 Protecting the built and natural environment	P: DM033_Annual percentage of all applications, excluding major applications, determined in two months. Target: 80%	Public	11.3	620,216	(940,661)	(320,445)
			P:DM037_Annual percentage of local review body decisions made in favour of the original decision under delegated powers. Target: 60%	Public				
Development Management – Enforcement	To regulate unauthorised development in the interests of our communities and the environment.	8 Protecting the built and natural environment	DM054_Monthly percentage of enforcement cases closed within the set resolution timescale. Target: 75%	High Level	2.0	109,450	(165,999)	(56,549)
			DM055_Quarterly Fee Income received as a result of enforcement action. Target: £20,000 per annum	High Level				
Building Standards – processing applications for building warrants,	To ensure new development is undertaken in the interests of the health and safety and welfare of the general public	8 Protecting the built and natural environment	P:BS030_Percentage of applications for building warrant which receive a full technical assessment within 20 days of receipt by Building Standards. Target: 100%	Public	18.0	834,436	(1,063,430)	(228,994)

Planning, Economic Development and Regeneration Management Plan 2020/21

completion certs, letters of comfort	and the environment.		P:BS036_Average fee received per FTE building standards officer. Target: £80,236	Public				
Dangerous Building Notices and other Enforcement Notices	To ensure new development is undertaken in the interests of the health & safety and welfare of the general public and the environment.	8 Protecting the built and natural environment	BS039_Quarterly number of enforcement notices issued by Building Standards under the Building (Scotland) Act 2003. Target: 2 notices	High Level	0.5	43,918	(55,970)	(12,052)
			BS041_Annual Average Budget Cost for Building Standards enforcement enquiry. Target: £500	WLAM				
Development Planning – Development Plan, supplementary and planning guidelines	Maintain and implement an up to date development plan and provide a statutory framework for development and to implement plan policies and proposals. Prepare, monitor and review supplementary planning guidance (SPG) and prepare planning guidelines to assist in the delivery of development. Maintain the corporate address gazetteer (CAG).	8 Protecting the built and natural environment	DP002_Average time taken to handle Development Planning Consultation Enquiry per Officer. Target: 3.5 working days	WLAM	5.6	549,443	(35,347)	514,096
			DP012 _ Number of developer funded school extensions and new schools in West Lothian Target: 1 school extensions and new schools	WLAM				

Planning, Economic Development and Regeneration Management Plan 2020/21

Environment - Environmental Projects, Climate Change Projects, Contaminated Land and Tree Preservation Orders	Protect and enhance the environment. To make West Lothian a more sustainable environment for working, living and leisure.	8 Protecting the built and natural environment	P:CMP001_Total annual emissions from non-domestic operational buildings, transport, external lighting, waste and water total (tonnes Co2e). Target: 54,570 tonnes	Public	1.5	146,301	(9,412)	136,889
			DP011_Percentage of Contaminated Land enquiries from Development Management responded to within service level agreement. Target:60%	WLAM				
Service support	Provision of management and administrative support.	Enabler service – Corporate Governance and Risk	Support activities contribute towards the overall performance of the service. Performance is monitored through the indicators for front line activities.		0.8	82,108	0	82108
Total:					39.7	2,385,872	(2,270,819)	115,053

Actions 2020/21

The service will undertake a range of actions to support corporate priorities and objectives, improve services and deliver transformation.

Planning, Economic Development and Regeneration Actions 2020/21

Action	Description	Planned Outcome	Owner(s)	Start	End	Status	Update
Digital transformation projects	A programme of activity to ensure that the council is well placed to take advantage of opportunities offered in the digital age.	To deliver improved user-focused digital public services.	Head of Service	April 2018	March 2023	Active	Project scope and plan defined.
Commence preparation of LDP2	Replacement local development plan for West Lothian.	Full up to date development plan coverage.	Development Planning & Environment Manager	April 2020	March 2023	Planned	Progress dependent on Planning Bill.
Develop or revise procedures in planning service	Prepare and revise procedures in accordance with new Planning (Scotland) Act as sections enabled.	Full up to date development planning and development management service.	Planning Services Manager	April 2020	March 2023	Planned	Progress dependent on Planning Act enablement.
Prepare and implement new supplementary and planning guidance in support of the West Lothian Local Development Plan	Prepare and implement supplementary and planning guidance arising from the West Lothian Local Development Plan.	Review and replace current supplementary planning guidance.	Development Planning & Environment Manager	April 2018	March 2023	Active	Supplementary and planning guidance will proceed to the D&T PDSP and Council Executive during the course of 2020/21 for approval.

Developing the Management Plan and reporting progress

The Management Plan was developed to support the delivery of the Council's Corporate Plan and to take account of a range of factors that are likely to impact the delivery of council services in the next five years.

Context

The next five years will be a period of significant challenge for the council with spending constraints expected to continue. However, the council has clearly defined long term aims relating to the development of high quality services, designed to meet the needs of its customers. These long term aims are captured in the Local Outcome Improvement Plan, Community Plan and in the council's Corporate Plan and together these strategic plans determine the work of the council's services.

The development of the Corporate Plan 2018/23 has been directly influenced by the views of the people living and working in West Lothian, ensuring that all employees are focused on meeting the needs of a growing and vibrant community. The Corporate Plan sets the strategic priorities for the council up to 2022/23 and this will be the continued focus for all council services during the period.

This will help to ensure that we continue to tackle the most important issues for West Lothian. Also, that we invest in and prioritise the services which make the most significant contribution to the achievement of positive outcomes.

Influences

There will be many internal and external factors which will influence the work of Planning, Economic Development and Regeneration. The more prominent factors include:

- ◆ Brexit
- ◆ Legislative Change
- ◆ Transforming Your Council work streams

Planning Process

The Management Plan was prepared by the Planning Economic Development and Regeneration Management team, using a range of information to ensure that services, activities and resources are aligned to:

- ◆ The council's Corporate Plan and the deliverables for which Planning, Economic Development and Regeneration are responsible
- ◆ Supporting the delivery of the council's transformation programme and Digital Transformation strategy
- ◆ Local Outcome Improvement Plan
- ◆ Economic Strategy
- ◆ Relevant Legislative Processes

Planning, Economic Development and Regeneration Management Plan 2020/21

The process and timescales for the development and publication of the Management Plan is set out, including consultation with appropriate stakeholders.




Corporate Plan	The Corporate Plan is approved by West Lothian Council, setting out the key priorities for all council services for the period 2018/19 to 2022/23.	February 2018
Planning, Economic Development and Regeneration planning	The service management team develop the plan taking account of a range of factors, business requirements and customer needs.	January to March 2020
Executive Management Team approval	The council's Executive Management Team (EMT) will review all service Management Plans to ensure they are sufficiently focused on corporate priorities. The EMT will also review the plans annually, scrutinising performance and progress in the stated outcomes and actions.	March 2020
PSPS consultation	The Management Plan is taken to the relevant Policy Development and Scrutiny Panel(s) for consultation, providing Panel members the opportunity to shape planning and resource allocation.	April to June 2020
Management Plan launch	The service cascades the plan to service employees to ensure that they understand the key priorities and challenges ahead and how they will contribute to successful outcomes.	April to June 2020
WLC website	The Management Plan is published on the council's website to provide detailed information for the public and external stakeholders on council services, resource allocation and performance.	July 2020
Management Plan updates	The Management Plan progress is reviewed by the appropriate PDSP each year.	April to June













Continuous Improvement

Planning, Economic Development and Regeneration will continue to play a key role in the development and support of high quality customer services. Planning, Economic Development and Regeneration will continue to engage with our customers to modernise structures and processes to ensure that they continue to provide the most efficient and effective model for service delivery.

Planning, Economic Development and Regeneration Scorecard

The service will report on the following key measures of the success throughout the lifetime of our plan (short term trend arrows:

2019/20 performance exceeded the target =  / 2019/20 performance met the target =  / 2019/20 performance was below the target = ):

Indicators					
WLAM unit / service	PI Code & Short Name	2019/20 Performance	2019/20 Target	Performance against Target	2020/21 Target
Economic Development and Regeneration	P:EDR007_Customer satisfaction with the service overall	100 %	95%		95%
	P:EDR011_Percentage of complaints received by Economic Development and Regeneration that were upheld / partially upheld	100%	100%		100%
	CP:EDR028_Number of Steps N2 Work Wage Subsidy places created	64	70		60
	CP:EDR038_Number of new businesses started in West Lothian through Business Gateway	365	375		375
Environmental Health and Trading Standards	P:EH050_Customer satisfaction with the service overall	95%	85%		85%
	P:EH048_Percentage of service requests made to Environmental Health which were responded to within the specific service level targets	84%	85%		85%
	P:EH049_Percentage of service requests made to Trading Standards which were responded to within the specific service level targets	99%	95%		95%
	CP:EH045_Premises rated as broadly compliant with food hygiene legislation as a percentage of all risk-rated food premises	96%	90%		90%
Planning Services	P:STP005_Customer satisfaction with the service overall	75%	70%		70%
	STP021_Percentage of complaints received by Planning Services that were upheld / partially upheld	16%	25%		25%
	P:BS031_Average number of working days to respond to a request for completion certificate	1.5	1.7		1.7
	P:DM031_Annual percentage of all householder planning applications determined within two months	89%	90%		90%

This scorecard offers a high level snapshot of the service performance. More information about the performance of the service can be viewed via the council's website: www.westlothian.gov.uk/performance

Planning, Economic Development and Regeneration Management Plan 2020/21

April 2020

For more information:

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West Lothian Civic Centre
Howden South Road | Livingston | West Lothian | EH54 6FF

LABEL: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

CONSULTATION RESPONSE TO SCOTLAND'S ROAD SAFETY FRAMEWORK TO 2030

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to inform the Panel of the consultation that is being carried out by the Scottish Government in relation to Scotland's Road Safety Framework to 2030. The report suggests a Council response to the consultation questions.

B. RECOMMENDATION

It is recommended that the Panel notes the content of the Scotland's Road Safety Framework to 2030 consultation document and considers the proposed response detailed in Appendix 1 of this report which is intended to be submitted to the Council Executive for approval and submission to the Scottish Government.

C. SUMMARY OF IMPLICATIONS

I Council Values	<ul style="list-style-type: none">Focusing on our customers' needs; andBeing honest, open and accountable;
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Policy: None. Legal: None
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	None
VI Resources - (Financial, Staffing and Property)	Financial: None. Staffing: None. Property: None.
VII Consideration at PDSP	N/A

VIII Other consultations None.

D. TERMS OF REPORT

D1 Overview

Scotland's new National Transport Strategy (NTS2), published in February 2020, sets out an ambitious and compelling vision for our transport system for the next 20 years and one that protects our climate and improves our lives.

The Strategy advocates a Vision for Scotland's transport system, that will help create great places – a sustainable, inclusive, safe and accessible transport system, helping deliver a healthier, fairer and more prosperous Scotland for communities, businesses and visitors.

The draft Road Safety Framework to 2030 has taken into consideration the above-mentioned government's ambitions as well as the overarching context in which road safety operates.

Road safety policy and delivery will play a pivotal role in supporting policies and priorities and can help achieve outcomes across a number of Strategic Priorities which are detailed in the background reference document.

This consultation exercise commenced on the 8 September 2020 and closes at midnight on the 1 December 2020.

D2 The Document's Content

The consultation document covers the following key areas::

- A Vision for Scotland;
- Road Safety in Scotland and Beyond;
- Current and Emerging Challenges;
- Strategic actions; and
- Road safety performance management.

D3 Consultation Questions and Responses

Appendix 1 highlights the questions asked by Transport Scotland and the suggested Council responses. (Questions are indicated in bold and responses in italics.) Upon approval, the approved response will be submitted using the Scottish Government's Consultation Hub, Citizen Space.

E. CONCLUSION

It is recommended that the responses shown in Appendix 1 are submitted as the Council's formal response to the Scotland's Road Safety Framework to 2030. In doing so the Council's views will be considered prior to the final publication of the Framework.

F. BACKGROUND REFERENCES

Scotland's Road Safety Framework to 2030 – Consultation document, website link:

https://consult.gov.scot/transport-scotland/road-safety-framework-to-2030/user_uploads/425982_sct1219677072-001_sg-consultation-on-road-safety_final_web--1-.pdf

Appendices/Attachments:

Appendix 1 – Consultation questions with proposed formal responses on behalf of
West Lothian Council.

Contact Person: Gordon Brown, Roads Network Manager tel: 01506 282340, e-mail:
gordon.brown@westlothian.gov.uk

Jim Jack, Head of Operational Services, Whitehill House, Whitestone Place, Bathgate, West
Lothian

Date: 10 November 2020

APPENDIX 1- CONSULTATION QUESTIONS AND PROPOSED COUNCIL RESPONSES

Is the vision set out for the next 10 years the right one?

No.

The vision, as set-out, is too vague and more detail is required on how performance will be measured. Evidence shows that even within Scotland's overall good road safety record there are some casualty classes and user groups that suffer relatively poor casualty reduction performance. Perhaps a better vision would be 'Scotland's roads to be the safest in the world for all road users'.

Are the outcomes to deliver the vision the right ones?

Yes.

The "five pillars" taken together should all contribute to a safer road system. There is however a significant cross-over between road use and speed, so arguably the pillars could be reduced to 4. It is important that 'funding and resources' are included in the five pillars and it is suggested this is included in the Safe Road Use pillar 'A safe system involves those who fund, manage and design'. Without appropriate, proportionate funding, improvements cannot be realised. This should be emphasised the pillars.

Safe Road Use

The Safe Road Use pillar description appears biased towards motorised vehicle road user behaviours. The description should highlight other high risk behaviours such as walking, cycling and horse-riding while using modern technical devices such as phones, watches, headphones. Encouraging active travel modes is laudable but is it road safety related? Perhaps a more apt contribution from the Road Safety Framework to encourage modal shift would be to promote safer vulnerable user facilities and infrastructure.

Safer Roads and Roadsides

Agree with most of the supporting statement for this pillar, however stating that a speed limit in itself will protect vulnerable road users is debatable. It is suggested this statement is removed or amended to say speed limits can be reduced where appropriate and give mention of supporting speed reducing measures where a stand-alone speed limit reduction is not appropriate.

Safe Speeds – No adverse comment.

Safe Vehicles – Perhaps the importance of road maintenance in the effective use of emerging technologies should be mentioned in this section – e.g. in-vehicle lane warning systems using road markings, speed limit sign recognition, vehicle "close" proximity warning systems etc?

Post-Crash Response – This outcome is a positive addition to the Framework.

Do you agree that the Safe System Approach is fundamental to the success of the Framework?

Yes.

A safe system approach recognises that for a system to improve, all parts of the system need to be scrutinised and treated equally. It also recognises that there can be many contributory factors involved in an accident and it is rarely possible to apportion blame to any single factor. It is reassuring, for those that advocate an evidence led, scientific based casualty reduction approach, that the Safe System approach closely aligns with the RoSPA road accident definition;

‘an accident is a rare random multi-factor event always preceded by a situation in which one or more road users have failed to cope with the road environment’.

Are the 12 key challenges for road safety, from Climate Emergency, Health to Emerging technologies and Post-crash response, the correct ones?

Yes.

These challenges appear to cover the road safety issues and problems that are present on the road network. It may be helpful to explicitly identify links to the five pillars because it looks like two different approaches to improving road safety.

Do you think the strategic actions will deliver the outcomes and address the identified challenges?

No.

From the supporting statements for each action, it is difficult to say whether these are the correct strategic actions to take forward with limited context or data provided to assess their potential contribution to casualty reduction and improving road safety. There needs to be demonstrable links with reported accidents and a detailed explanation of why these actions have been selected. What are the expected casualty reduction benefits of addressing these? This is important in terms of limited funding allocations and the need to ensure best value.

There does not appear to be any means suggested to measure the success or otherwise of these individual actions and their contribution to achieving the casualty reduction targets.

Are some of these actions more important than others?

Yes.

Funding - Without adequate funding across the whole network, the overall targets will be difficult to meet. Most road users cannot access the strategic road network without using local roads. The suggested possible centralised fund which will presumably require competitive bidding unlikely to be helpful. Ring fenced funding such as Cycling Walking Safer Streets, is preferable. Experience from active travel funding is that some authorities are better placed to take advantage of such bidding systems than others. Those with great resources, generally the cities, get more funds. Often staff resources are disproportionately high on the bidding and monitoring processes.

Data – Although alternative sources of data are always welcome, there is no mention of STATS19 data under this heading.

‘Climate change’ is considered to be an action that, although very important in a wider transport context, is perhaps not important in terms of road safety. Addressing this action appears to have limited potential direct impact on reducing casualties and therefore improving road safety. Experience suggests that accidents due to climate change have not increased in any significant way, so why has this been selected as a strategic action that presumably will result in valuable, diminished resources being dedicated to investigating?

What are your views on the proposed 2030 Interim Targets?

The targets have been derived through commissioned research, which considers and builds on the previous research used to inform the setting of the 2020 framework targets. This gives confidence that the targets have been carefully selected using the latest available data, techniques and technology and are realistically achievable.

Do you think that the Intermediate Outcome Targets and Key Performance Indicators are appropriate to monitor the progress towards the 2030 Interim Targets?

No.

The intermediate outcome targets seem to be good measures of progress and there is some reasoning behind their adoption in the report produced for Transport Scotland by Agilisys.

The majority of the suggested KPIs appear to be appropriate and measurable, as confirmed in the supporting report. However, there are some KPIs proposed in the consultation document that the report recommended not to use, some that have been altered and some that are of questionable value.

For example, a suggested KPI is ‘Percentage of riders of powered two wheelers and bicycles wearing a protective helmet’ It was recommended not to use this KPI as helmet wearing for powered two wheel users is almost universal. Bicycle helmet wearing was added to the KPI but is not mandatory and measuring this in any meaningful way then linking this to casualty reduction seems to be very difficult.

The proposed KPI ‘Percentage of vehicle occupants wearing a seatbelt or child restraint system correctly’ is of questionable value as it combines two different issues. Seatbelt wearing appears from the data supplied to be almost universal, so any changes will be small and presumably within error margins when extrapolated to the network. There is no measure currently taken or proposed for correctly fitted child seats, which is recognised to be a problem. The surveys used for seatbelt wearing cannot determine whether a child seat is correctly fitted, only if it is used.

It was recommended that the proposed KPI ‘Time elapsed in minutes and seconds between the emergency call following a collision resulting in personal injury and the arrival at the of the emergency services’ is not used due to difficulties measuring this accurately and linking to accident severity targets.

Do you think that the proposed Governance Structure is appropriate?

Yes.

The continuance and expansion of a tiered approach is welcome, but it would be useful to accommodate at least one expert member of the Strategic Partnership Board to ensure a detailed understanding of the issues and actions. It is good that governance is proposed to extend to a local level however, there is an assumption that local road safety groups are set up across the country, which isn't the case. To overcome this, representatives from each local authority, trunk road unit, safety camera unit and road policing unit (local and trunk) should be included in any local forum membership. Perhaps using the existing Local Transport Partnership area boundaries could be a starting point for group membership. Alternatively, with the expansion of remote meeting capability, groups based on similarity of road network / road safety problems rather than geographic proximity could be formed.

Would road safety performance be improved across Scotland as a result of systematically sharing information and best practice between local authorities and/or local/regional partnerships through the Local Partnership Forums?

Yes.

Formalising opportunities to share what works and what does not, based on experience, can only be positive. It is important that experiences from practitioners are also communicated upwards to the Operational Partnership Group and Strategic Partnership Board.

In your opinion what aspects of road safety work well at the moment?

National campaigns - Road Safety Scotland has for a number of years provided evidence led and evaluated educational and promotional campaigns. It is important that this continues at a national level.

Most road safety engineering professionals have attended the RoSPA Road Safety course to gain a grounding in accident investigation and prevention techniques including best practice. This has ensured that the application of road safety best practice is common and consistent around the country.

Engineering Institutions are active in promoting best practice in road safety engineering.

What practical actions would you like to see taken to encourage and promote these aspects?

A co-ordinated effort to bring back AIP courses to Scotland would be very beneficial.

Bringing other road safety and auditing courses to Scotland to reduce costs, such as the certificate of competency courses would be useful in maintaining the required CPD level of practitioners in Scotland.

In your opinion what aspects of road safety do not work well in general and as a result of Covid-19?

Road safety education and promotion has suffered in recent times due to budget reductions in most authorities and in many, there is no provision. In the past former regional police forces provided this function but this was removed with the formation of Police Scotland. There is a marked disconnect between education/policy and engineering. The excellent output of Road Safety Scotland is in many cases not delivered effectively or in some cases, not at all.

Through a variety of factors including retirements, succession planning, lack of replacement and reduction in budgets, it is becoming more difficult to support independent road safety audit teams or a qualified road safety engineering resource. These are essential to the discharge of statutory duties under the Road Traffic Act 1988 and therefore this is a concern.

What practical actions would you like taken to overcome these aspects?

Directly funded or ring-fenced road safety officer posts in local authorities to link education and encouragement with engineering and enforcement.

Industry wide, as road safety practitioners retire and leave the profession, there is a lack of qualified replacements and funding to train new practitioners. A co-ordinated effort to bring back AIP courses to Scotland would be useful.

Encouraging collaboration by sharing of resources and skills, between authorities involving Transport Scotland and operating companies.

END

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 on 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 on 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 on 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 on 15 September 2020	Chris Alcorn	15 September 2020	Yes

5.	Harperrig LNR Management Plan - Interim Review	<p>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.</p> <p>Report to be submitted to the PDSP on 15 September 2020</p>	Chris Alcorn	15 September 2020	No
6.	Interim review of Geodiversity Action Plan	<p>The purpose of this report is to advise the panel of the interim review of the WL Geodiversity Action Plan (2017-22).</p> <p>Report to be submitted to the PDSP on 15 September 2020</p>	Chris Alcorn	15 September 2020	No
7.	The 'Shale Trail' Across West Lothian	<p>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.</p> <p>Report to be submitted to the PDSP on 15 September 2020</p>	Chris Alcorn	15 September 2020	No
8.	2019/20 Financial Performance – Month 12 Monitoring Report	<p>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.</p> <p>Report to be submitted to the PDSP on 15 September 2020</p>	Robert Young	15 September 2020	Yes
9.	Riverlife: Almond & Avon – Almond Barriers Project – Mid Calder Weir	<p>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</p> <p>Report to be submitted to the PDSP on 15 September 2020</p>	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 on 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 on 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 on 15 September 2020	David Goodenough	15 September 2020	Yes
13.	Scotland's Climate Change Declaration – Annual Report 2019/20	The purpose of this report is to inform the Panel of West Lothian's annual Scottish Climate Change Declaration Report for 2019/20. Report to be submitted to the PDSP on 10 November 2020	Peter Rogers	10 November 2020	Yes
14.	Petition - Request for Speed Reduction Measures in Falside, Bathgate	The purpose of this report is to inform the Panel of the receipt of a petition from the residents in the Falside area, Bathgate. This petition was remitted to the Environment PDSP from the Council Executive at its meeting on the 18 August 2020. Report to be submitted to the PDSP on 10 November 2020	Gordon Brown/Stuart Geddes	10 November 2020	Yes

15.	Consultation on Cycle 2 Of the Forth Estuary Flood Risk Management Strategies and Plans	<p>The purpose of the report is to update the Panel on the forthcoming public consultation for the Draft 2021 - 2027 Forth Estuary Flood Risk Management Strategy and the Draft 2022-2028 Forth Estuary Local Flood Risk Management Plan.</p> <p>Report to be submitted to the PDSP on 10 November 2020</p>	Graeme Hedger/Shona Collins	10 November 2020	Yes
16.	Environment PDSP Performance Report – Quarter 2	<p>To report the current levels of performance for all indicators which are the responsibility of the Environment Policy Development and Scrutiny Panel</p> <p>Report to be submitted to the PDSP on 10 November 2020</p>	Jim Jack	10 November 2020	No
17.	Travelling Funfairs (Licensing)(Scotland) Bill – Call for Views	<p>To make the Panel aware of the Scottish Parliament's call for views on the Travelling Funfairs (Licensing) (Scotland) Bill and to invite the Panel to consider the draft response appended to this report.</p> <p>Report to be submitted to the PDSP on 10 November 2020</p>	Audrey Watson	10 November 2020	Yes
18.	Active Travel Plan for West Lothian 2021 To 2026	<p>The purpose of this report is to inform the Panel that the current Active Travel Plan for West Lothian requires to be reviewed and a new five-year plan developed for the period 2021 to 2026.</p> <p>Report to be submitted to the PDSP on 10 November 2020</p>	Ronnie Fisher	10 November 2020	No
19.	Dealing with the Presence of Coal Tar in Roads and Footways	<p>The purpose of this report is to inform the Panel of the impacts of the presence of coal tar when found in roads and footways.</p> <p>Report to be submitted to the PDSP on 10 November 2020</p>	Ronnie Fisher	10 November 2020	No
20.	Accessibility Improvement Schemes to The Road and Footway Network 2020/21 And 2021/22	<p>The purpose of this report is to inform the Panel of officers' recommendations for the programme of works for accessibility schemes (2020/21 and 2021/22).</p> <p>Report to be submitted to the PDSP on 10 November 2020</p>	Ronnie Fisher	10 November 2020	Yes

21.	School Crossing Patrol Guides - Recruitment Difficulties	The purpose of this report is to advise the Panel of the current vacancy levels in the Street Crossing Patrol Guides service and the steps being taken to recruit staff to mitigate this shortfall. Report to be submitted to the PDSP on 10 November 2020	Jamie Fisher	10 November 2020	No
22.	Consultation Response to Scotland's Road Safety Framework to 2030	Report to be submitted to the PDSP on 10 November 2020	Graeme Malcolm	10 November 2020	Yes
23.	Operational Services Management Plan 2020/21	To advise the panel of the purpose, scope and content of the Operational Services Management Plan for 2020/21 Report to be submitted to the PDSP on 10 November 2020	Jim Jack	10 November 2020	No
24.	Planning, Economic Development and Regeneration Management Plan 2020/2021	The purpose of the report is to make the panel aware of the Planning, Economic Development and Regeneration Management Plan 2020/21. Report to be submitted to the PDSP on 10 November 2020	Craig McCorriston	10 November 2020	No
25.	Open Space Plan 2020 – 2024	The purpose of this report is to make the panel aware of the content and adoption of the Open Space Plan for the period 2020-2024 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. Report to be submitted to the PDSP on 10 November 2020	David Cullen	10 November 2020	Yes
26.	Scottish Government Biodiversity Duty	Report to the panel to advise on the proposed statutory return to the Scottish Government on how West Lothian Council has implemented its biodiversity duty over the 3 year period 2018-2020. Report to be submitted to the PDSP on 2 February 2021	Chris Alcorn	2 February 2021	Yes

27.	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
28.	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
29.	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
30.	National Flood Risk Management Consultation		Graeme Hedger/Shona Collins	To be confirmed	Yes
31.	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
32.	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
33.	Communication protocol in respect of wastewater treatment in the Almond Valley		Graeme Malcolm	To be confirmed	Yes
34.	Section 7 Scottish Water Agreements		Graeme Malcolm	To be confirmed	Yes

Jim Jack

