



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

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

5 November 2020

A meeting of the **Livingston South Local Area Committee** of West Lothian Council will be held within the **Webex Virtual Meeting Room** on **Thursday 12 November 2020** at **9:30am**.

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence.
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest
3. Order of Business, including notice of urgent business, declarations of interest in any urgent business and consideration of reports for information.  
  
The Chair will invite members to identify any such reports they wish to have fully considered, which failing they will be taken as read and their recommendations approved.
4. Confirm Draft Minutes of Meeting of Livingston South Local Area Committee held on 23 January 2020 (herewith).
5. Police Report Ward 4, Livingston South Update - Report by Police Scotland (herewith).
6. Livingston South Multi-Member Ward Performance - Q1 - Report by Scottish Fire and Rescue Service (herewith).
7. Livingston South Multi-Member Ward Performance - Q2 - Report by Scottish Fire and Rescue Service (herewith).

DATA LABEL: Public

8. Housing, Customer and Building Services - Report by Head of Housing, Customer and Building Services (herewith).
9. Service Update - NETS, Land and Countryside - Report by Head of Operational Services (herewith).
10. Workplan (herewith).

-----

NOTE      **For further information please contact Anastasia Dragon on 01506 281601 or email [anastasia.dragona@westlothian.gov.uk](mailto:anastasia.dragona@westlothian.gov.uk)**



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

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

6 November 2020

The following additional item(s) of business will be dealt with at the meeting of the **Livingston South Local Area Committee** to be held within **Webex Virtual Meeting Room** on **12 November 2020** at **9:30am**.

for Chief Executive

### **BUSINESS**

12. Pensioners' Groups Christmas Fund 2020/21 - Report by Head of Planning, Economic Development and Regeneration (herewith)

-----

NOTE **For further information please contact Anastasia Dragon on 01506 281601 or email [anastasia.dragona@westlothian.gov.uk](mailto:anastasia.dragona@westlothian.gov.uk)**

MINUTE of MEETING of the LIVINGSTON SOUTH LOCAL AREA COMMITTEE held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, on 23 JANUARY 2020.

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

Apologies – Councillor Peter Heggie

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The Committee confirmed the Minute of its meeting held on 23 January 2020 as a correct record. The Minute was thereafter signed by the Chair.

3. ST. MARGARET'S ACADEMY - PRESENTATION BY SIOBHAN MCGARTY

The committee considered a presentation by Siobhan McGarty, Head Teacher, St Margaret's Academy. The presentation explained that the vision for the school was to ensure excellence through raising attainment and achieving equity for all young people to support them reaching their potential. Details on the school's attainment and achievements for 2018/19 were also provided in the presentation.

Decision

To note the presentation.

4. POLICE REPORT WARD 4, LIVINGSTON SOUTH UPDATE

The committee considered a report (copies of which had been circulated) by Police Scotland providing an update on performance activities and issues across the ward for the period up to 22 December 2019.

The report recommended that the committee note the content of the report.

Decision

To note the contents of the report.

5. LIVINGSTON SOUTH MULTI-MEMBER WARD PERFORMANCE

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

by the Scottish Fire and Rescue Service providing an update on the performance and activity in the ward for the period 31 December 2019.

The report recommended that the committee note and provide comment on the Livingston South ward performance.

Decision

To note the contents of the report.

6. HOUSING, CUSTOMER AND BUILDING SERVICES

The committee considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services providing an overview of service activities within the ward.

The report recommended that the committee note the Housing, Customer and Building Services activity as detailed in the ward for the period 1 October 2019 – 31 December 2019.

Decision

To note the contents of the report.

7. SERVICE UPDATE - NETS, LAND AND COUNTRYSIDE

The committee considered a report (copies of which had been circulated) by the Head of Operational Services providing an update of the recent activity within the ward for the period 1 October 2019 – 31 December 2019.

The report recommended that the committee: -

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

Decision

To note the contents of the report.

8. REPORT ON PROGRESS OF REGENERATION PLANNING

The Committee considered a report (copies of which had been circulated) providing an update on the progress in the delivery of regeneration planning within the ward.

The report recommended that the committee notes: -

1. The progress of the two local regeneration plans.
2. The plans progress and developing actions in relation to the Town

Centre Fund.

3. The progress of Ladywell Community Fridge.
4. The recent appointment of oral health coordinator within Kidzeco.

Decision

To note the contents of the report.

9. TOWN CENTRE FUND 2019/20

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration providing an update on progress in delivering the Town Centre Capital Projects agreed by the committee on 3 October 2019.

The report recommended that the committee:

1. Notes that 18 projects were agreed within the ward.
2. Notes that officers were working with applicants to support the delivery the projects.
3. That further progress updates would be brought to the committee.

Decision

To note the contents of the report and the verbal updates on each project.

10. WORKPLAN

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

Decision

To note the contents of the workplan and agree to include further updates on the Town Centre Fund.



OFFICIAL: POLICE AND PARTNERS

DATA LABEL: PUBLIC



**LIVINGSTON SOUTH, LOCAL AREA COMMITTEE**

**WARD 4, LIVINGSTON SOUTH, UPDATE**

**A. PURPOSE OF REPORT**

The purpose of this report is to provide the Local Area Committee with an update on performance, activities and issues across the Ward for the period up to 28<sup>th</sup> October 2020.

**B. RECOMMENDATION**

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

**C. SUMMARY OF IMPLICATIONS**

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

**D. TERMS OF REPORT**



## **NATIONAL PRIORITIES – DELIVERED LOCALLY**

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

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

## **WEST LOTHIAN PRIORTIES**

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

- Protecting the Most Vulnerable People
- Reducing Violence and Antisocial Behaviour
- Acquisitive Crime
- Improving Road Safety
- Tackling Serious Organised Crime

## **COMMUNITY ENGAGEMENT PRIORTIES**

Livingston South

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

## **PERFORMANCE**

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

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

<https://www.scotland.police.uk/about-us/our-performance>

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

PC Ewan Hannay  
PC Gillian Minshull

The Covid-19 pandemic and national guidance, restrictions and legislation, has created new demands on police. All aspects of policing have been affected accordingly.

### **Reducing anti-social behaviour**

Antisocial behaviour rose in all wards across West Lothian creating unprecedented demand. Night-time economy issues dropped dramatically, as would be expected with the restrictions on public houses and we refocused our activities to attending dwellings and public spaces across the area and across all days of the week.

Despite the significant increase in calls, there was not much difference year on year in relation to fireraising, malicious mischief, vandalism and reckless conduct. The vast majority of calls related to the public calling in to report neighbours and various COVID breaches from 0800 hours through to 0200, as opposed to most 'traditional' public nuisance being reported during the 1700-2100 hours windows. Children were at home rather than in school, many people were furloughed or working from home resulting in an increase of Covid related issues.

The current situation makes ASB comparisons very challenging. Officers continue to lead the "4Es" approach, and whilst the vast majority of the public comply with guidance, enforcement has become increasingly necessary, particularly where repeat addresses or incidents are identified.

Hate incidents – the vast majority of incidents were verbal abuse with a common thread again appearing to be general Covid related frustration manifesting as intolerance and abuse.

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

This fits in with the localised 'Operation Torsion' and the national 'Operation Moonbeam' both of which is Police Scotland's response to address ongoing issues surrounding both Halloween and Bonfire night. Their aims are to protect

communities and emergency services, whilst at the same time they can call on a range of specialist resources and specially-trained officers to deal with any spontaneous incidents of disorder that occur.

Several complaints of ASB at Howden House area with numerous young people gathering. Police have been linking in with WLC SNT, WYLAP and secondary schools to address the issue. This has included the use of social media to alert parents and young people highlighting the risk associated with large groups congregating.

### **Making Our Roads Safer**

In response to the new 20MPH restrictions. Police Scotland remains firmly committed to reducing casualties on roads across West Lothian and officers routinely carry out speed checks to enforce speed limits.

We prioritise those locations which represent the greatest risk. This could include sites of previous collisions where speed has been a factor and areas with vulnerable road users, for example near schools.

The dangers of speeding are well-known. People who speed not only put themselves at risk, but also other members of the public.

Police Scotland will continue to monitor the 20 mph trial as it develops and through collaboration with our colleagues at West Lothian Council will take enforcement action where it is assessed as necessary and proportionate to the circumstances.

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

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

The schools all have access to the relevant materials.

There have been several complaints regarding driver behaviour in the town centre area. Road Policing dept have been linking in with the various businesses and with the organisers of the 'cruises' to address concerns. Again Covid has resulted in a significant increase in 'pop up' cruises with Operation Kazoo providing a national, co-ordinated response to these incidences. Roads Policing officers continue to target this anti-social and dangerous driving.

### **Tackling Substance Misuse**

Local Policing Teams and specialist resources continue to disrupt drug dealing and production in the local area. After gathering intelligence on subjects, a number of operations have taken place and dwellings across the West Lothian area have been searched under warrant, resulting in the seizure of several cannabis cultivations, other drugs and the recovery of large sums of cash. Several offenders have been reported to the procurator fiscal as a result of these operations. Relevant disclosures are also provided to the registered social landlords for the affected premises.

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

Roads policing officers have also been utilising the new drug wipe kits, which can instantly test drivers for cocaine and cannabis through their saliva. This has resulted in several persons being reported



Data Label: Public



## **LIVINGSTON SOUTH LOCAL AREA COMMITTEE**

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

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

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

To update the Livingston South Local Area Committee on the activity within Livingston South Multi-Member Ward for the period up to 30<sup>th</sup> June 2020.

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

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

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

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

## **D. TERMS OF REPORT**

### **D.1 Background**

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

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

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

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

Continuous Priority

- Local Risk Management and Preparedness.

High Priority

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

Medium Priority

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

## **E. CONCLUSION**

The Livingston South Multi-member Ward Performance Report aligns to the key priorities of the Local Fire and Rescue Plan for West Lothian 2018, the West Lothian Strategic Assessment of Community Safety and continues with the excellent partnership working on Community Safety, which is evident in West Lothian.

## **F. BACKGROUND REFERENCES**

None.

**Dougie Tait**

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

**July 2020**

Appendix 1 - Livingston South Multi-Member Ward Performance Report



## West Lothian Council Area

### Ward Performance Report

Quarter 1 20/21

## Livingston South

#### **DISCLAIMER**

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

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

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



## **Introduction**

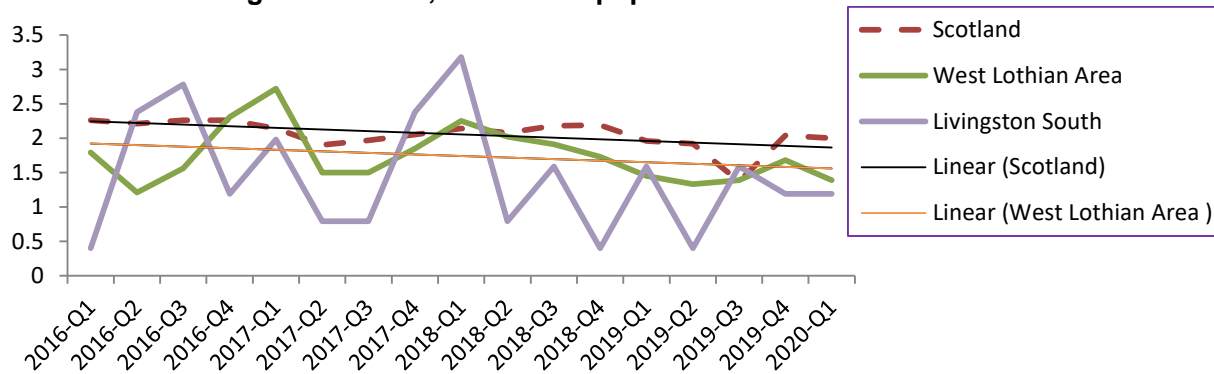
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

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

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

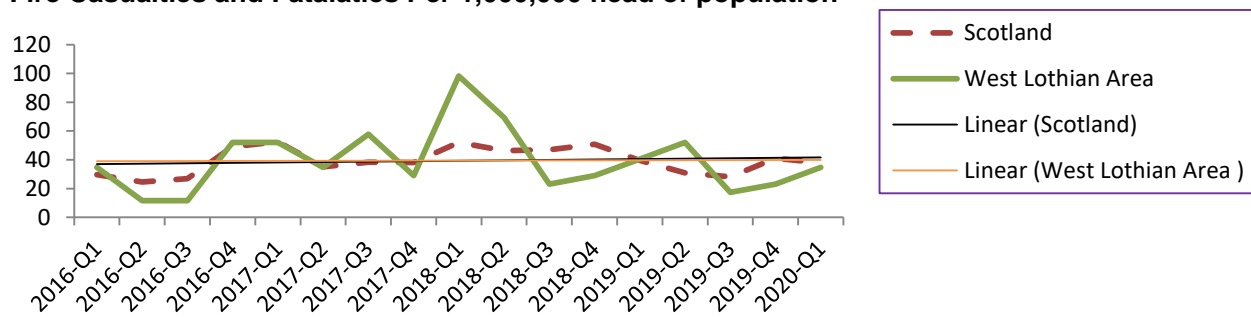
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

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



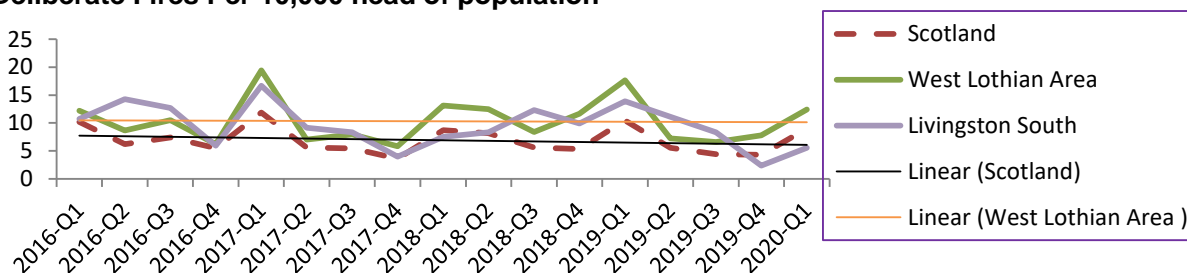
During the 2020-21 year to date reporting period SFRS have dealt with 3 accidental dwelling fires in comparison to 4 during 2019-20 year to date reporting period.

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



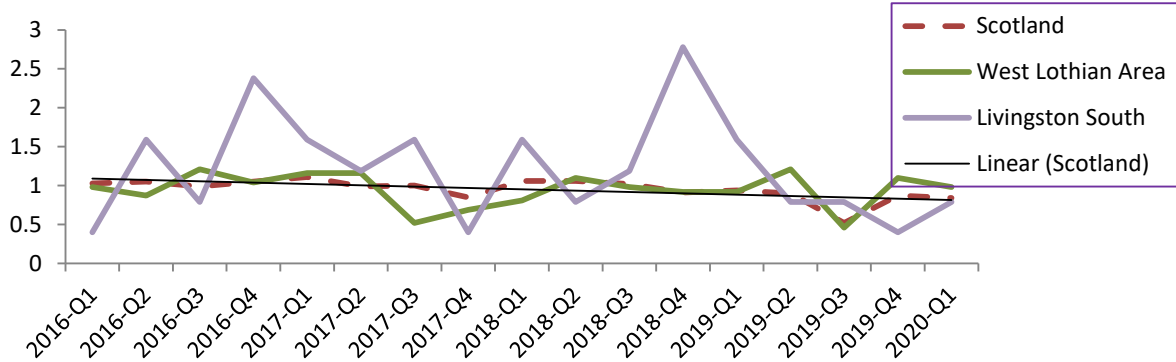
During the 2020-21 year to date reporting period SFRS have dealt with 1 Casualty and 0 Fatalities due to fire in comparison to 1 Casualties and 0 Fatalities during 2019-20 year to date reporting period.

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



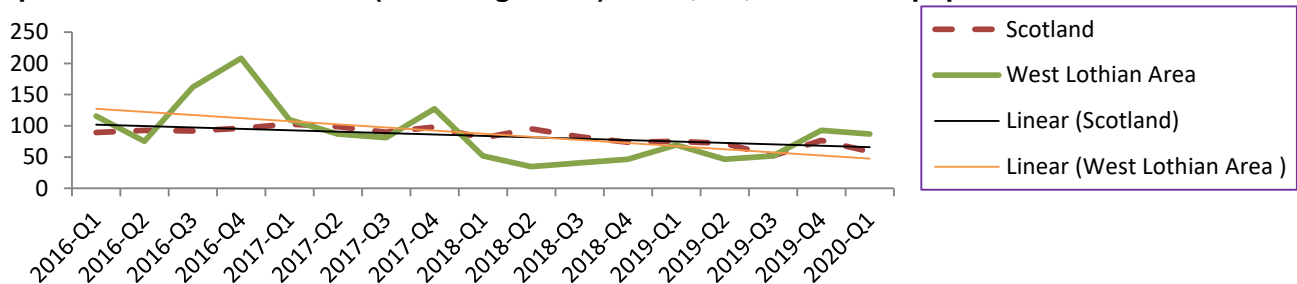
SFRS have dealt with 14 Deliberate fire incidents during 2020-21 year to date reporting period in comparison to 36 during 2019-20 year to date reporting period.

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



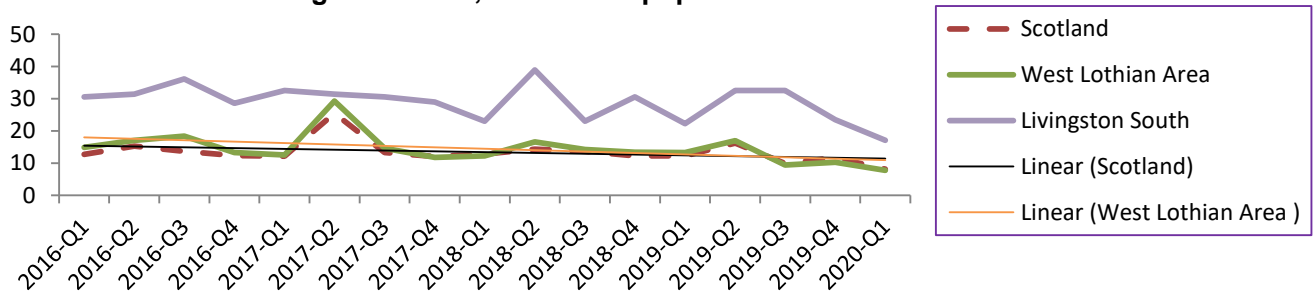
SFRS have dealt with 2 non domestic fires incident during 2020-21 year to date reporting period in comparison to 4 during 2019-20 year to date reporting period.

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



SFRS have dealt with 3 casualties from Special Services during 2020-21 year to date reporting period in comparison to 2 during 2019-20 year to date reporting period.

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

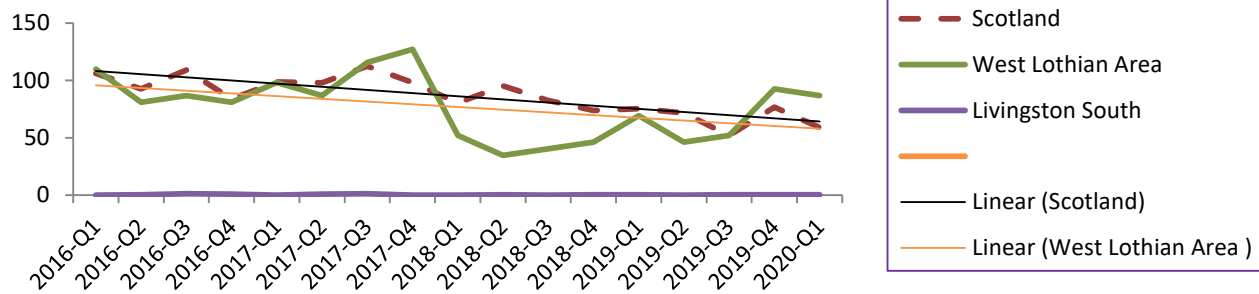


SFRS have dealt with 44 UFAS incidents during 2020-21 year to date reporting period in comparison to 60 during 2019-20 year to date reporting period.

### Additional Comments

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

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



During the 2020-21 year to date reporting period SFRS have dealt with 1 Casualties and 0 Fatalities from RTC's in comparison to 1 Casualties and 0 Fatalities during 2019-20 year to date reporting period.



Data Label: Public



## **LIVINGSTON SOUTH LOCAL AREA COMMITTEE**

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

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

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

To update the Livingston South Local Area Committee on the activity within Livingston South Multi-Member Ward for the period up to 30<sup>th</sup> September 2020.

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

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

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

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

## **D. TERMS OF REPORT**

### **D.1 Background**

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

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

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

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

Continuous Priority

- Local Risk Management and Preparedness.

High Priority

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

Medium Priority

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

## **E. CONCLUSION**

The Livingston South Multi-member Ward Performance Report aligns to the key priorities of the Local Fire and Rescue Plan for West Lothian 2018, the West Lothian Strategic Assessment of Community Safety and continues with the excellent partnership working on Community Safety, which is evident in West Lothian.

## **F. BACKGROUND REFERENCES**

None.

**Dougie Tait**

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

**September 2020**

Appendix 1 - Livingston South Multi-Member Ward Performance Report



## West Lothian Council Area

### Ward Performance Report

Quarter 2 20/21

## Livingston South

#### **DISCLAIMER**

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

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

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



## **Introduction**

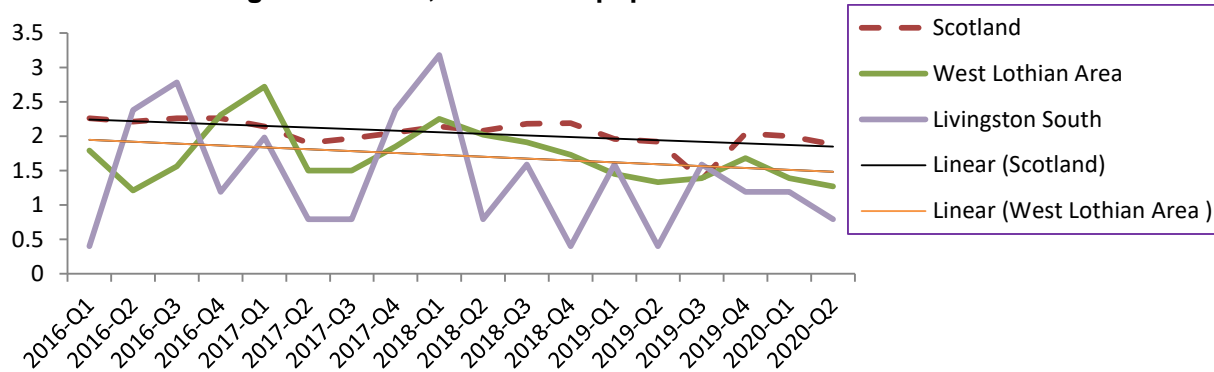
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

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

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

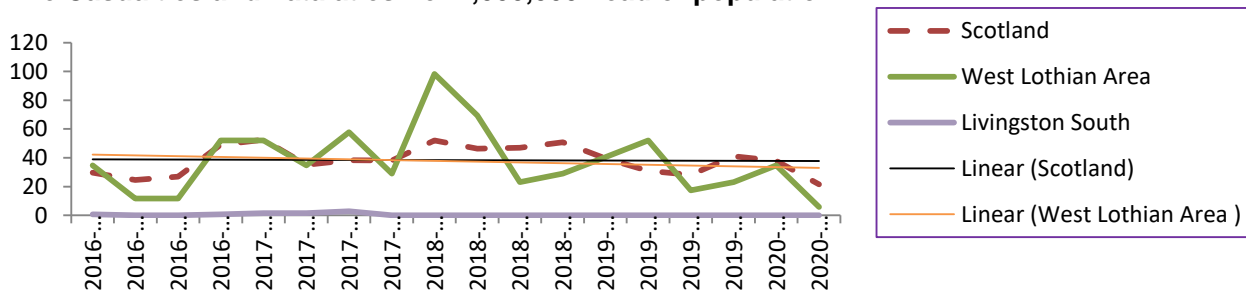
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

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



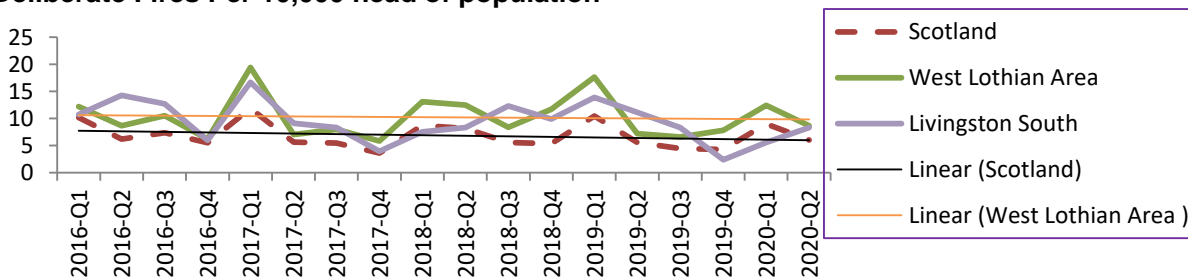
During the 2020-21 year to date reporting period SFRS have dealt with 2 accidental dwelling fires in comparison to 1 during 2019-20 year to date reporting period.

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



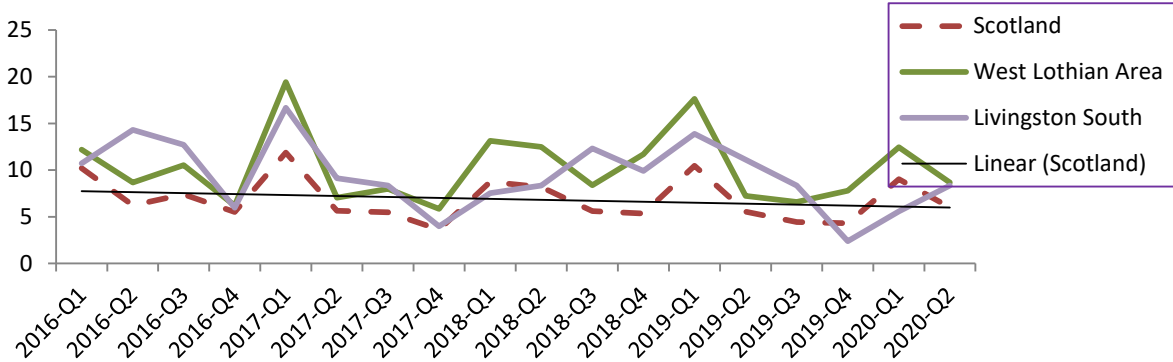
During the 2020-21 year to date reporting period SFRS have dealt with 0 Casualties and Fatalities due to fire in comparison to 1 Casualties and 0 Fatalities during 2019-20 year to date reporting period.

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



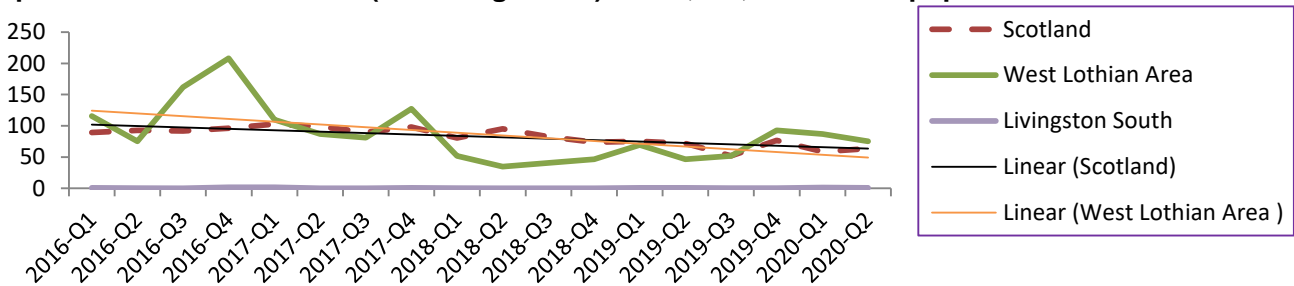
SFRS have dealt with 21 Deliberate fire incidents during 2020-21 year to date reporting period in comparison to 28 during 2019-20 year to date reporting period.

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



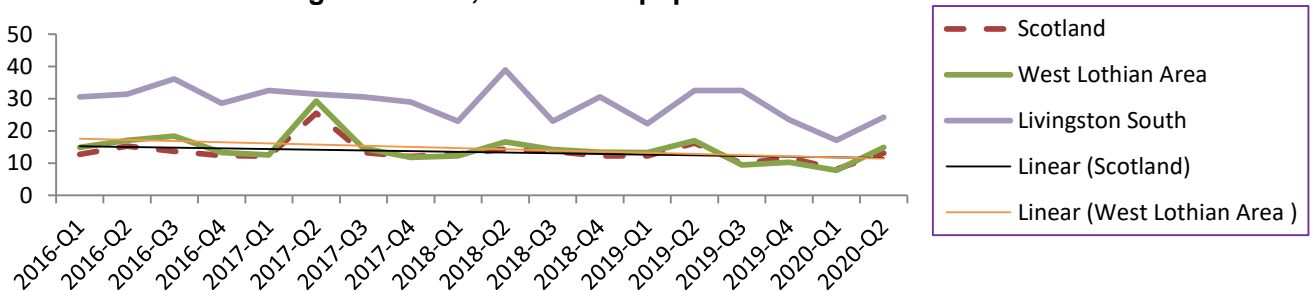
SFRS have dealt with 5 non domestic fires incident during 2020-21 year to date reporting period in comparison to 2 during 2019-20 year to date reporting period.

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



SFRS have dealt with 2 casualties from Special Services during 2020-21 year to date reporting period in comparison to 2 during 2019-20 year to date reporting period.

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

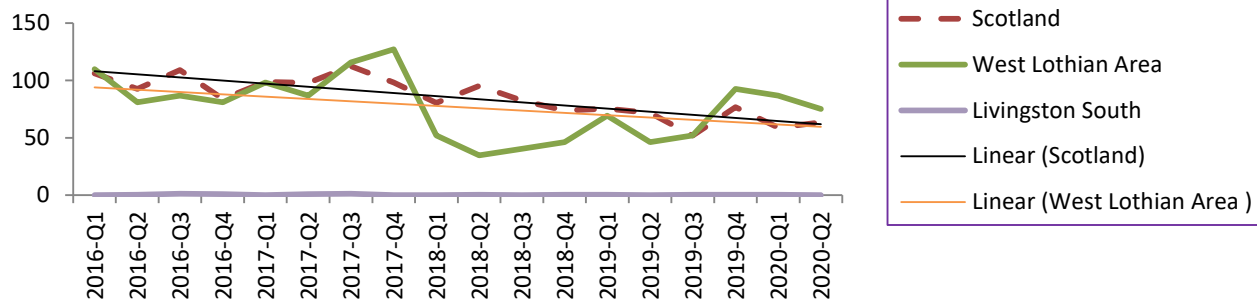


SFRS have dealt with 61 UFAS incidents during 2020-21 year to date reporting period in comparison to 84 during 2019-20 year to date reporting period.

#### Additional Comments

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

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



During the 2020-21 year to date reporting period SFRS have dealt with 0 Casualties and Fatalities from RTC's in comparison to 0 Casualties and Fatalities during 2019-20 year to date reporting period.



DATA LABEL: PUBLIC



## **LIVINGSTON SOUTH LOCAL AREA COMMITTEE**

### **HOUSING CUSTOMER AND BUILDING SERVICES**

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

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

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

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

The Local Area Committee is asked to note Housing, Customer and Building Service activity as detailed in the ward report for the period Quarter 1 & 2 - 1<sup>st</sup> April to 30<sup>th</sup> September 2020.

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

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

## D. TERMS OF REPORT

### D1. Housing Performance Information

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

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

Void Period	Apr	%	May	%	Jun	%	WL Target %
0-2 weeks	0	0%	0	0%	0	0%	55%
2-4 weeks	0	0%	0	0%	0	0%	30%
4+ weeks	0	0%	0	0%	0	0%	15%
<b>Total Lets</b>	<b>0</b>	<b>100%</b>	<b>0</b>	<b>100%</b>	<b>0</b>	<b>100%</b>	<b>100%</b>

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

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

Void Period	Apr	%	May	%	Jun	%	WL Target %
0-2 weeks	0	0%	0	0%	0	0%	55%
2-4 weeks	0	0%	0	0%	0	0%	30%
4+ weeks	0	0%	1	100%	2	100%	15%
<b>Total Lets</b>	<b>0</b>	<b>100%</b>	<b>1</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>100%</b>

Void Period	July	%	Aug	%	Sept	%	WL Target %
0-2 weeks	1	50%	0	0%	1	50%	55%
2-4 weeks	1	50%	3	100%	0	0%	30%
4+ weeks	0	0%	0	0%	1	50%	15%
<b>Total Lets</b>	<b>2</b>	<b>100%</b>	<b>3</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>100%</b>

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

There were 4 policy voids in the ward for this period.

Void period	Number of properties	PV reasons
<4 weeks	0	
4 – 12 weeks	1	Legal dispute
13 – 16 weeks	1	Legal dispute
26+ weeks	2	Decant

#### **D2. Arrears Performance:**

Income management information is contained in appendix 1 and 2 attached

#### **D3. Livingston Team Activity.**

Officers in the team have over the period in Q1 and Q2 have been working from home as a result of lockdown measures. Officers initially were making contacting with as many tenants as possible to officer advice and assistance to ensure that any support and guidance was given and signposting to other services such as Advice Shop and Foodbank.

The focus on rent arrears activity has continued to be a weekly priority task for the team and will continue to work with all our tenants in offering the support, advice and assistance. Such assistance includes referrals for money and debt advice, benefit health checks, completion of income and expenditure to help set up a sustainable payment plan and where appropriate, assist with applications for Discretionary Housing Payments. Officers have also been doing targetted work to encourage tenants to update their universal credit journals as many have not updated their housing costs in April following the rent increase meaning they are losing out on money they are entitled to.

During Quarter 2 whilst we have continued in the main with home working for staff, we have required to mobilise more officers in order we could progress requests for mutual exchanges and other essential housing management tasks which has required a presence within the office/community, whilst adhering to health and safety measures. This has been a challenging time for the service and we have worked with our Health & Safety advise and Trade Unions to ensure we have safe operating systems, risk assessments and personal protection equipment so that we are safe guarding our staff whilst undertaking key essential tasks at this time

#### **D4. New Build Housing**

WLC New Build Activity	Site	No of units	Site Start	No. of Houses Handed Over	Site Completion
WLC	Eagle Brae	29	Jan-21	0	Mar-22



<b>RSL New Build Activity</b>	<b>Site</b>	<b>No of Units</b>	<b>Site Start</b>	<b>No of Units Handed Over</b>	<b>Site Completion</b>
West Lothian Housing Partnership	Kirk Lane	6	Sep-19	6	Mar-20
West Lothian Housing Partnership	Almondvale	146	Mar-19	0	Sept-21
Almond Housing Association	Cloverbank, Ladywell	12	Sep-19	0	Nov-20
Places for People	Quentin Court	18	Dec-18	0	Mar-21

#### **D5. Tenant Participation Update April to September 2020**

With the onset of Spring, the TP Team found themselves in unfamiliar ground when meetings and events were suspended and home working was introduced due to the Covid 19 pandemic outbreak. Undeterred, the team rose to the challenges to deliver different ways of communication and engagement both for tenant and staff. Over the course of the past six months the use of social media and online forums have proved to be valuable in the delivery of TP in West Lothian.

#### **Tenant Participation Annual Report**

The annual report was finalised and approved. This document summarises the work carried out over the course of the year and highlights many achievements.

#### **Tenants Panel**

The TP Team hosted an online Tenants Panel. This meeting was held via WebEx and allowed officers to discuss priorities for their service and updates on how they will move forward as the restrictions are eased.

#### **Allocations Policy Consultation.**

Housing Needs Manager, updated tenants on the results of the allocation consultation that had been carried out recently and on the implementation of the new Applicants online portal which tenants had trialled previously.

#### **Tenant Led Inspection Completion**

Tenant Inspectors have met virtually to complete and sign off the TLI into Dampness & Condensation. Inspectors were given a presentation from Repairs Manager showing how the recommendations the inspection had highlighted had been met. Inspectors were happy to sign this inspection off as complete.

#### **TP Facebook Group**

The team have seen a huge rise in the number of tenants following posts on their Facebook Group Page. The team post useful information from various sources such as Scottish Government, NHS and the Council's Corporate websites as well as queries from tenants and light-hearted quotes and phrases. They have also carried out a small survey regarding online preferences. This has led to an increase in activity within the last six months.

#### **Tenant Information Service (TIS) Award Submission**

A submission has been completed on behalf of the Tenant Led Inspection Team explaining the scrutiny process which has helped improve services for over two decades and has been adopted corporately to ensure good practise throughout the council. We await the results with anticipation.

#### **Capital & Repairs Working Group**

Managers from Building Services and the Strategy & Development Team met with tenant members to discuss major improvement works, update them on the various projects being carried out and share benchmark information. These meetings ensure that tenants views are taken onboard and offers another method of scrutinising service delivery.

## D6. Safer Neighbourhood Team Update

The Covid19 pandemic has impacted on the service that officers are able to provide and ability to take formal legal action is restricted as a result. The lockdown period at end March 2020, the SNT service have had officers working from home and therefore have restrictions/limitations on the ability to undertake full duties in respect of interviewing, witnessing noise nuisance/ anti-social behaviour.

SNT officers have provided a telephone service and followed up wherever possible to engage with both complainants and perpetrators. Officers have provided advice and assistance, telephone mediation, issuing letters to residents seeking further information to assist with corroboration and also issuing warning letters where evidence to do so has been obtained.

Officers have continued to liaise with Scottish Fire Rescue Service and with Police Scotland to access supporting information /corroboration to assist with case management. The most serious cases, SNT have consulted with Legal Services to progress to Court, albeit this has been limited.

The SNT service has very recently remobilised with officers able to undertake greater engagement in communities with a blended approach of community work and home working. The mobilisation planning progressed as the Covid19 Route Map from Scottish Government emerged over the summer period. The Service revised staff risk assessments, safe systems of work processes and engaged with trade unions and staff to ensure the safe return of staff to undertake their duties at this challenging time.

INCIDENTS						
No of All ASB Incidents	Apr	May	Jun	Jul	Aug	Sep
Livingston South	22	20	18	39	28	9

CASES						
Count of Case/ Ward - new cases opened	Apr	May	Jun	Jul	Aug	Sep
Livingston South	1	1	2	1	3	1

## E. CONCLUSION

To note the contents of the report.

## F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1 Q1 Livingston South ward financial summary  
Appendix 1 Q2 Livingston South ward financial summary

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

Tel: 01506 284345/83973

Date: 12<sup>th</sup> November 2020.

## Appendix 1

### Q1 Livingston South ward – Financial summary

For the Livingston South ward the collection rate for the YTD in Q1 remains excellent at 95.0%. Livingston South has collected £1,478,176 vs a charge of £1,555,438.

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

In the same week last year Livingston South ward had 26 Universal Credit (UC) households. Since then the number of UC households has increased by 953.8%.

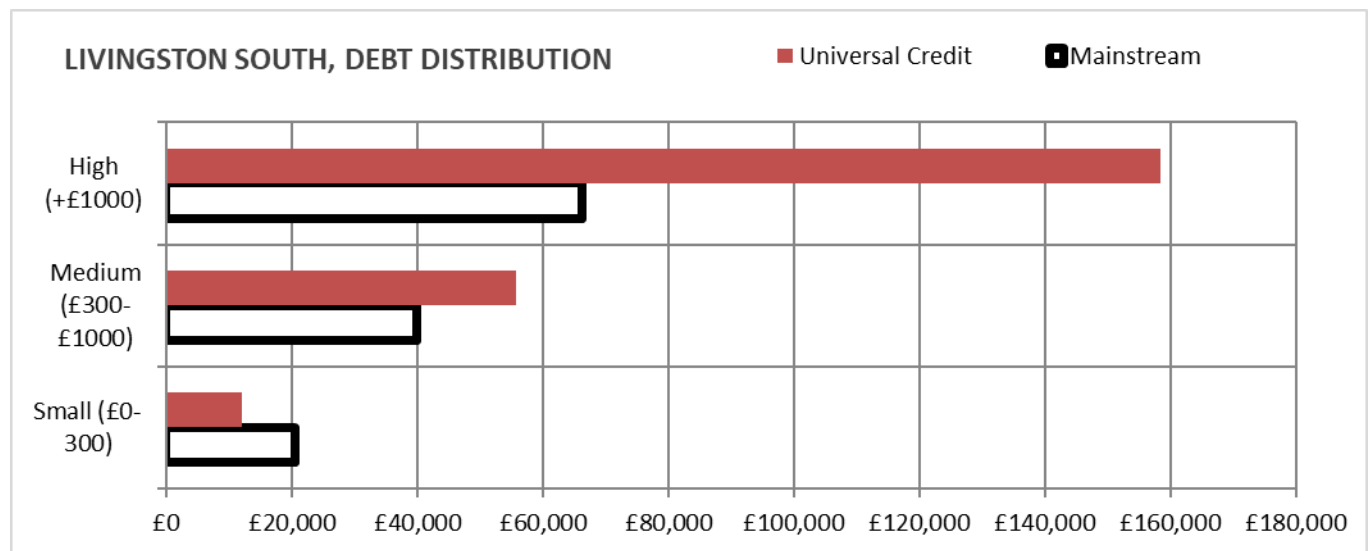
The number of tenancies in arrears in this ward has increased by 28 since last year. Small debt cases (£300 or less), account for 52.6% of households.

There are 108 serious arrears cases (+£1000 in arrears). These cases are 18.9% of all households in arrears in this area, containing 63.7% of the debt.

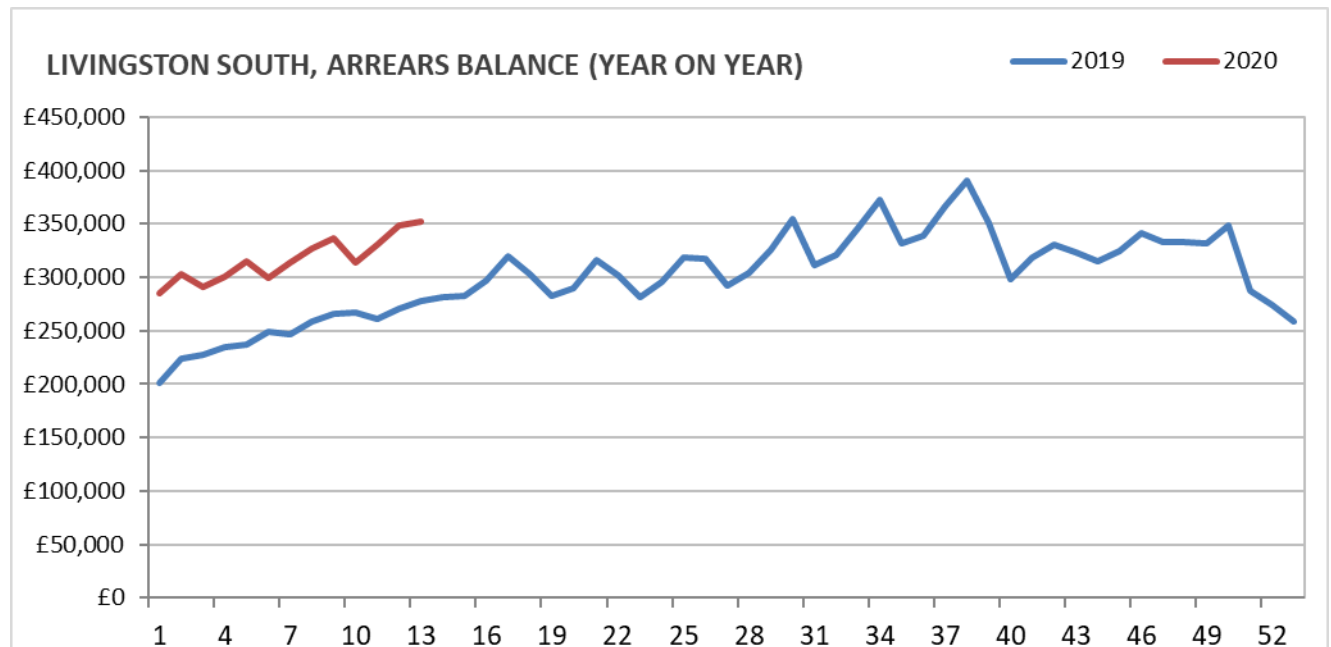
The arrears position for Livingston South Q1 is £352,739. This is an increase of £74,936 on last year's position. The West Lothian overall position is currently £3,682,519.

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

- Making best use of resources by considering communicating more with customers through SMS, email and telephone
- Benchmarking with other local authorities to ensure we identify and consider implementing any best practice
- Performance Monitoring and Reporting will be reviewed and where appropriate streamlined to ensure information is meaningful and robust to assist with improving rent arrears due.
- Promote Alternative payment methods, particularly the Tenant's Self-Service Portal



	2019/20 (WK13)				2020/21 (WK13)			
	Mainstream		UC		Mainstream		UC	
Arrears Banding	Balance	#	Balance	#	Balance	#	Balance	#
£0.01 to £99.99	£9,937	212	£155	2	£7,419	144	£1,536	28
£100.00 to £299.99	£31,287	163	£1,620	7	£13,010	76	£10,549	52
£300.00 to £499.99	£27,645	71	£2,466	6	£11,693	30	£14,532	37
£500.00 to £749.99	£15,541	26	£3,128	5	£14,563	23	£18,992	31
£750.00 to £999.99	£19,084	22	£0	0	£13,650	16	£22,122	25
£1000.00 to £1999.99	£23,202	17	£7,033	5	£26,769	19	£58,931	43
£2000+	£13,287	5	£3,391	1	£39,457	14	£99,515	32
<b>Group Total</b>	<b>£139,983</b>	<b>516</b>	<b>£17,793</b>	<b>26</b>	<b>£126,562</b>	<b>322</b>	<b>£226,177</b>	<b>248</b>
<b>Movement</b>					(-) £13,421	(-) 194	(+) £208,384	(+) 222
<b>Overall Total</b>			<b>£157,776</b>	<b>542</b>			<b>£352,739</b>	<b>570</b>
<b>Overall Movement</b>							(+) £194,963	(+) 28



## Appendix 2

### Q2 Livingston South ward – Financial summary

For the Livingston South ward the collection rate for the YTD in Q2 remains excellent at 96.3%. Livingston South has collected £3,003,929 vs a charge of £3,120,576.

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

In the same week last year Livingston South ward had 60 Universal Credit (UC) households. Since then the number of UC households has increased by 421.7%.

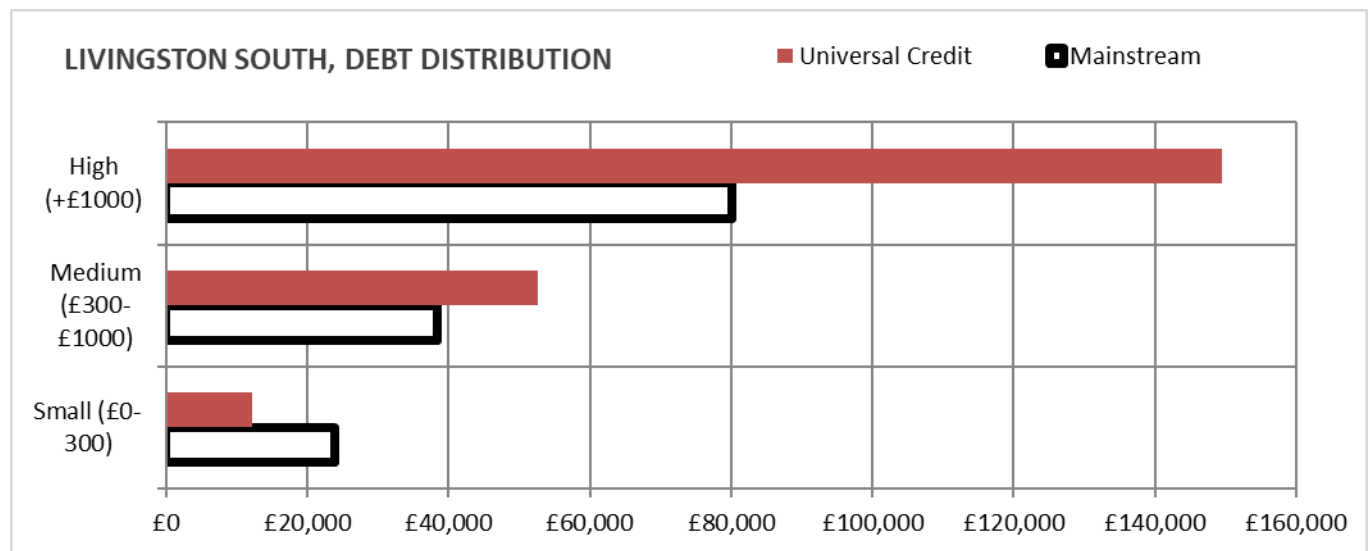
The number of tenancies in arrears in this ward has decreased by 29 since last year. Small debt cases (£300 or less), account for 53.4% of households.

There are 102 serious arrears cases (+£1000 in arrears). These cases are 17.8% of all households in arrears in this area, containing 64.4% of the debt.

The arrears position for Livingston South Q2 is £356,295. This is an increase of £38,966 on last year's position. The West Lothian overall position is currently £3,716,171.

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

- Making best use of resources by considering communicating more with customers through SMS, email and telephone
- Benchmarking with other local authorities to ensure we identify and consider implementing any best practice
- Performance Monitoring and Reporting will be reviewed and where appropriate streamlined to ensure information is meaningful and robust to assist with improving rent arrears due.
- Promote Alternative payment methods, particularly the Tenant's Self-Service Portal



	2019/20 (WK26)				2020/21 (WK26)			
	Mainstream		UC		Mainstream		UC	
Arrears Banding	Balance	#	Balance	#	Balance	#	Balance	#
£0.01 to £99.99	£8,163	185	£127	3	£4,399	103	£1,684	37
£100.00 to £299.99	£33,507	180	£3,118	16	£19,373	111	£10,441	55
£300.00 to £499.99	£31,539	82	£4,589	12	£11,904	31	£18,884	49
£500.00 to £749.99	£29,495	49	£4,681	7	£14,068	23	£20,653	33
£750.00 to £999.99	£15,250	18	£2,443	3	£12,330	14	£13,021	15
£1000.00 to £1999.99	£27,296	20	£19,397	14	£29,600	22	£50,020	34
£2000+	£19,590	8	£15,006	5	£50,531	16	£99,387	30
<b>Group Total</b>	<b>£164,840</b>	<b>542</b>	<b>£49,360</b>	<b>60</b>	<b>£142,204</b>	<b>320</b>	<b>£214,090</b>	<b>253</b>
<b>Movement</b>					(-) £22,635	(-) 222	(+) £164,730	(+) 193

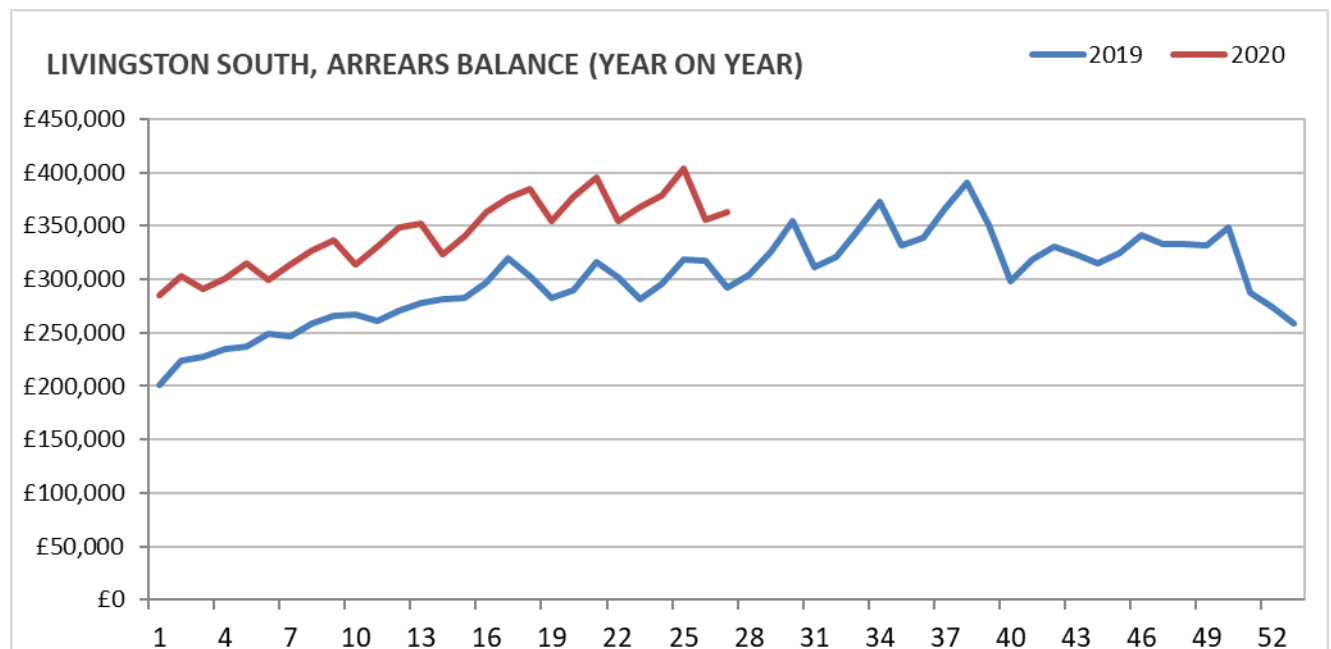
**Overall Total**

**£214,200      602**

**£356,295      573**

**Overall Movement**

(+) £142,095  
(-) 29





DATA LABEL: PUBLIC



**LIVINGSTON SOUTH LOCAL AREA COMMITTEE**

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

**REPORT BY HEAD OF OPERATIONAL SERVICES**

**A. PURPOSE OF REPORT**

To advise members of the recent activity of the NETs, Land & Countryside Services teams for the period 1 January 2020 – 30 September 2020.

**B. RECOMMENDATION**

The Local Area Committee is asked to:

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

**C. SUMMARY OF IMPLICATIONS**

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



## **D1 Terms of Report**

The report covers the activity for the period 1 January 2020 – 30 September 2020. However, it should be noted that due to Covid19 Lockdown restrictions, all non-essential services were suspended during the national lockdown period between mid-March and early August.

For NETs, Land and Countryside this meant that with the exception of the Cemeteries Service and the NETs teams that were classified as essential services, all other service areas were deemed as non-essential services and were suspended from mid-March and reinstated on a phased basis during June, July and early August.

The impact of the service suspensions on each service area is outlined within each section of the report.

## **D2 Grounds Maintenance Routine Works**

The Ground Maintenance Service was suspended from mid-March and was reinstated on a phased basis, based on risk, from late June through to early August. To protect essential council assets, it was agreed that priority grass cutting could resume in late June. This included cutting grass in schools and sports pitches, as well as carrying out essential maintenance on golf courses and bowling greens. Grass cutting in residential areas, general open spaces and parks, as well as weed management operations were reinstated in July and early August.

The grass cutting teams have been reduced in size to comply with social distancing guidance. Starting the grass cutting in June and July was challenging for the teams as the grass had grown considerably in length to 600mm in some areas; impacting on the time taken to complete the first cutting cycle. However, the grass cutting teams have now successfully recovered the service standards for grassed areas across the ward and have successfully completed 6 cutting cycles.

Weed management operations were reinstated in July and were initially focused on road/footpath channels and hard surfaces in all wards. The priority was amended in early August to ensure schools were as weed free as possible for them returning after the summer break.

The winter programme will commence in October and will include annual hedge cutting and the maintenance of shrub beds and overgrown bushes.

Neighbourhood Environmental Teams delivered a continuous service throughout the period, predominately responding to fly-tipping enquiries.

Land Audit Management (LAMs) inspections were suspended over the past six months while the service was concentrating on getting things back to an acceptable standard.

## Grounds Maintenance Enquiries

In total 193 grounds maintenance related enquiries were received and dealt with during this reporting period in 2020.

	2020	2019
Ball Game Enquiries	1	3
Bench or Seat Enquiries	2	0
Burns or Watercourses	1	1
Complaint Grounds Maintenance	14	28
Drainage Flooding Grass Areas	5	3
Emergency Tree Out Of Hours	2	1
Enforcement Officer Enquiries	5	10
Fencing Enquiries	8	9
GalaDay Public Event Enquiries	2	4
Gardens Competition Enquiries	0	5
Grass Area Damaged	5	6
Grass Cutting Enquiries	45	63
Grass Cutting Missed Not Cut	1	15
Grass Highway Verges	1	24
Grass Left on Paths or Roads	1	2
Ground Ownership Enquiries	4	2
Grounds Main Accident Insurance Claim	0	1
Grounds Property Vandalised	2	3
Hedge Cutting Enquiries	15	22
Illegal Adverts Estate Signs	1	1
Manholecover Damaged In Grass	1	1
Neighbourhood Environment Teams	0	1
Public Park Enquiries	7	17
School Grounds Enquiries	1	0
Shrub Bed Enquiries	9	14
Shrub Beds Overhanging Path	43	78
Shrub Beds Not Maintained	8	13
Shrub Vegetation Sight Lines	1	5
Sports Facility Enquiries	0	1
Sports Pitch Marking Request	0	3
Weeds General Enquiries	5	9
Weeds on Paths or Roads	3	10
Total	193	355

### D3 Garden Maintenance Routine Works

The Garden Maintenance Scheme was deemed a non-essential service, with the service commencing on the 20<sup>th</sup> July. This was necessary to comply with Scottish Government guidance and for the council to protect a vulnerable customer group.

The late start to this year's programme combined with the lengthy periods of wet weather have resulted in only three cutting cycles being completed. However, all the gardens included on the scheme have been successfully returned to normal standard. New applicants were accepted on to the scheme if eligible but were informed that we were unable to cut their gardens this year.

Having got the existing gardens back to normal, the team are now concentrating on these new gardens to ensure they are able to be cut on route as normal when the scheme re-starts in April 2021. Additional ad-hoc requests from Housing Office staff will also be completed before the end of the year.

### **Garden Maintenance Enquiries**

There were 41 garden maintenance related enquiry received and dealt with within this reporting period in 2020.

	2020	2019
Complaint Garden Maintenance	3	3
Garden Maintenance Change of Address	1	1
Garden Maintenance General Enquiries	18	23
Garden Maintenance Grass Not Cut	16	38
Garden Maintenance Hedge Cutting	2	5
Garden Maintenance Livingston	0	1
Garden Maintenance No Longer Req	1	2
Garden Maintenance Standard of Cut	0	5
Total	41	78

### **D4 Cleaner Communities Routine Works**

The Street Cleansing service was deemed a non-essential service with the service being reinstated in July 2020.

However, some essential activities such as the emptying litter and dog fouling bins, twice weekly, continued throughout the lockdown period.

All areas within the wards have been successfully recovered to a normal standard.

## Cleaner Communities Enquiries

In total 704 cleaner communities related enquiries were received and dealt with during this reporting period.

	2020	2019
Complaint Street Cleansing	1	5
Dead Animals	24	31
Dog Fouled Grass/Open Space	5	20
Dog Fouled Kids Play Area	2	1
Dog Fouling on Paths/Roads	46	37
Dog No Fouling Sign Request	1	1
Dog Waste Bin New Request	0	11
Dog Waste Bin Overflowing	13	12
Glass on Paths or Open Spaces	13	21
Graffiti Non-Offensive	0	1
Graffiti Racist or Offensive	9	7
Illegal Fly Posting	5	6
Illegal Fly Tipping/Dumping	323	295
Litter Bin Burnt Damaged	3	4
Litter Bin Full Overflowing	8	9
Litter Bin New Request For Bin	2	2
Litter General Enquiries	31	24
Litter in Grass Open Space	1	1
Litter in Shrub Beds	1	0
Litter on Paths Roads Verges	71	77
Needles Syringes Abandoned	4	3
Street Sweeping Enquiries	36	49
Trolleys Abandoned/Dumped	39	13
Trolleys Dumped in Livingston	7	15
Vehicle Abandoned	59	60
Total	704	705

## Fly Tipping Enquiries (January to December)

	2019	2018	2017	2016	2015
Illegal Fly Tipping/Dumping	386	315	306	277	216

## Environmental Community Action

The Education, Engagement and Enforcement team have continued to deal with enquiries as they are logged with all, going as planned until COVID-19 and the restrictions hit us.

Despite the movement restrictions imposed by the Government in a bid to tackle the spread of the virus, Enforcement Officers still managed to cover some enforcement as they liaised with other teams on the ground (essential workers) to retrieve information of environmental crime committers.

Once restrictions were eased, Officers were able to return to work. Since returning Officers have been working to catch up on enquiries relating to fly tipping, littering, dog fouling, abandoned vehicles and general enquiries. There have been 323 enquiries in relation to fly tipping for the period which has shown a significant increase in fly tipping offences during the lockdown.

In dealing with abandoned vehicles, Officers have gained compliance from vehicle owners with said vehicles getting removed from the streets and where appropriate, requests have been sent to WLC contractors for removal.

Throughout West Lothian Officers continue to engage with volunteering groups, attend regeneration group meetings and render the necessary assistance needed to encourage the exercise they currently perform. There has also been a significant increase in the purchase of litter picking equipment's by WLC, as volunteer groups are expanding.

The Education Officers are also looking at working with Campus Officers within the High Schools to get schools more involved in community welfare.

## **D5 Parks and Woodland**

### **Parks and Woodland Enquiries**

In total 149 Parks and Woodland related enquiries were received during this reporting period.

	2020	2019
Tree Advice or Consultations	9	11
Tree Blocking Light	5	4
Tree Branches Overhanging	41	77
Tree Broken/Damaged or Dead	5	17
Tree Dangerous or Unsafe	17	17
Tree Enquiries General	66	42
Tree Felling Work Unauthorised	1	1
Tree Leaves Causing Problems	3	7
Tree Roots Causing Problems	1	4
Tree Woodland Enquiries	1	1
<b>Total</b>	<b>149</b>	<b>181</b>

### **Ranger Service Update**

	2020	2019
Access Rights Way Core Paths	7	2
Complaint Country Parks/ Trees	1	0
Country Park Forestry or Woods	2	0
Country Park General Enquiries	2	2
Ranger Service General Enquiry	1	0
<b>Total</b>	<b>13</b>	<b>4</b>

No. Rights Of Way / Core Path / Patrols carried out (hours)	20
No. Access Enquiries	5
No. Volunteer hours	18

The Ranger Service have been doing a mix of home working, site visits and park patrols since May with a Ranger now 'on duty' every day. The Rangers have not been able to carry out any Public Events or School sessions this year as a result of COVID-19.

## Access

Since the start of the pandemic we have seen a huge increase in the number of people are accessing their local parks and the wider countryside. As a result of this as well as a considerable increase in enquiries received relating to access, the Ranger Service has devised and published a 'Ranger Service Guide to Responsible Access on WLC Facebook page and Council website – a general post about access rights, followed by user-specific guidance for dog encounters, horse encounters, bikes and walkers. The series was well received and shared widely.

Linhouse Loop patrolled. Southern section remains very eroded and re-highlighted on scoring sheets for path as priority project for the future.

Patrol carried out at Froggy Park, cutting back encroaching vegetation from paths and steps. Scraped back paths and cut back shrubs to re-establish original path widths, as walkers had mentioned to us in passing that they were getting pushed off the paths and onto boggy grass. Signage and interpretation cleaned, flights of steps cleared of bramble / pheasant bush. Good public engagement with local park users. Path network assessed and audited for maintenance requirements against other paths in West Lothian.

Patrol of Dedridge Pond carried out - Litter picked entire site, filling three bin bags. Removed shopping trolley from loch. Cut back encroaching vegetation and whacked back nettles and brambles. Cut lets to let wet sections of path drain away. Scraped back paths and steps to re-establish original widths; cut back vegetation; reported two damaged / one overflowing litter bins to Waste Services; cut lets and sumps to drain flooded sections of path; retrieved flytipped textiles from Ambrose Rise; cleaned interpretation and signage at both ponds. Path network assessed and audited for maintenance requirements against other paths in West Lothian. Positive public engagement throughout.

The Ranger Service have now completed a full audit of all Core Paths and Rights of Way throughout West Lothian. These routes have been scored and prioritised, where actions are needed, to inform path network improvements going forward.

## D6 Open Space and Cemeteries

Ladywell - path works at Falcon Brae Park have begun. This park is incredibly wet; therefore, drainage works will also be incorporated. As agreed with the youth group, the height of the fencing at one end of the Forestbank ball court will be extended, using Capital funds.

The Open Space Officer is giving ongoing support and advice to groups with Town Centre Fund projects.

### Open Space Enquiries

There were 21 Open Space enquiries for this reporting period in 2020.

	2020	2019
Childrens Play Enquiries	16	7
Complaint Childrens Play Areas	1	0
Glass or Litter In Play Areas	1	2
Play Area Property Vandalised	1	0
Safety Issues In Play Areas	2	1
Total	21	10

## **Cemeteries Routine Works**

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

## **Cemeteries Enquiries**

There were 151 Cemeteries enquiries for this reporting period in 2020.

	2020	2019
Bench Donations	0	2
Cemeteries General Enquiries	17	8
Complaint Cemeteries and Burials	2	0
Lair Enquiries	14	8
Lair Sunken or Uneven	1	2
Memorial/ Headstone Works	41	0
New Interment Booking	55	0
Purchase of Interment Lair	21	0
Total	151	20

(Please note difference in totals due to a configuration in reporting)

## **E. CONCLUSION**

Over this period the Cleaner Communities team have continued to deal with Street Cleansing enquiries, with the NETs teams dealing with fly tipping.

The Open Space Officer is giving ongoing support and advice to groups with Town Centre Fund projects.

## **F BACKGROUND REFERENCE**

None

Appendices/Attachments: None

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

**Jim Jack**  
**Head of Operational Services**  
**12 November 2020**

DATA LABEL: PUBLIC



## **LIVINGSTON SOUTH LOCAL AREA COMMITTEE**

### **WEST LOTHIAN RESPONSE TO COVID-19**

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

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

The purpose of this report is to inform the Committee of the work done to support communities across West Lothian and in the ward during the COVID-19 crisis.

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

It is recommended that the panel:

1. Notes the role and partnership work carried out between West Lothian Council and the Third Sector to support our communities through COVID-19;
2. Notes the funding directed to support the Third Sector in its response;
3. Notes the opportunities to build on this partnership working in the future; and
4. Notes the work to support local business and employment support.

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

<b>I Council Values</b>	Focusing on our customers' needs. Being honest, open and accountable. providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Appropriate assessments will be carried out as required.
<b>III Implications for Scheme of Delegations to Officers</b>	None, although the report sets out a one-off delegate for the Head of Planning, Economic Development & Regeneration to approve and disburse grant funding in April 2021.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	The proposal does not raise any matters of conflict with the single outcome agreement.
<b>VI Resources - (Financial, Staffing and Property)</b>	Funding and staffing resources in the COVID-19 response are detailed in the body of the report.
<b>VII Consideration at PDSP</b>	The Voluntary Organisations PDSP considered a similar COVID-19 response



report in September 2020

## **VIII Other consultations**

Extensive consultation has been carried out with the Third Sector and communities in framing the council's response.

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

#### **D.1 Background**

In March 2020 it became clear that the effects of COVID-19 would have a dramatic impact on our communities with lockdown rules put in place and over 5,000 of our most vulnerable people placed on a Shielding List. This saw an unprecedented response from the council and our Third Sector partners to support our most vulnerable people and communities. Community organisations responded quickly to the situation with other communities coming together through local helping hands and similar local support networks. The number of people looking to volunteer increased significantly. West Lothian Council itself played a key role in supporting those shielding and in need of support and advice. This report provides an overview of the support provided by West Lothian Council and some of the work done in partnership with the Third Sector to support our communities.

#### **D.2 Partnership Approach**

West Lothian Council worked closely with Voluntary Sector Gateway West Lothian (VSGWL) in the initial stages to recognise that the Third Sector had responded quickly with new groups coming together in communities, existing organisations adapting their services to support their communities and their clients. The Community Planning and Regeneration Team worked with VSGWL to develop an online directory of all know groups, their activities and locations, circulate regular newsletters and information to help and support both local community organisations and community members around latest local and national information, PPE advice, risk assessments etc. effectively creating a one stop shop for information on third sector support and volunteering.

#### **D.3 West Lothian Council support**

Council officers, in the main, focussed on support for the shielding group, coordinated by the Shielding Coordination Team. Across West Lothian this work saw 5,500 plus shielding people contacted and supported through the contact centre. From this 1,018 (183 in Livingston South) prescriptions delivered by the Community Planning and Regeneration Team; 579 food boxes delivered through Operational Services (70 in Livingston South), in the main filling gaps or delays when required with the national food parcel programme and specific emergency situations; and 455 general inquires that in the main were dealt with through the Advice Shop around financial advice and food support, of which 79 were in the ward.

The Advice Shop was also working to an increased demand for it's existing support around poverty related advice service and links to the Food Network.

As shielding was eased in early August the specific support to those shielding was wound down. However, the national Shielding Lists are being maintained in case of future lockdowns.

#### **D.4 Funding support for the Third Sector**

There has been considerable funding made available to the Third Sector through a number of sources; national Government programmes such as the Third Sector Resilience Fund and The Wellbeing Fund, often administered on their behalf by third parties such as Corra Foundation, the Scottish Council for Voluntary Organisations (SCVO) and locally via the VSGWL. A full picture of the amount of funding coming in to West Lothian through these routes is known to be significant but will take time to fully understand given the various avenues.

On top of this West Lothian Council directly allocated funding to support a number of community organisations to deliver support.

A Third Sector Hardship Fund of £327,000 allocated £96,570 to 25 local Third Sector organisations, and another £177,000 was allocated to support the approach to food insecurity, see Section D.4. A balance of £53,430 remains available to support future work as we move forward.

As part of the council's Hardship Fund a £150,000 Food Fund was created to support community organisations to respond to immediate food insecurity needs due to lockdown with funding going to 28 local community providers.

Other funding whilst originally identified prior to the pandemic to reduce food insecurity, was brought forward to develop the Food Network and £173,590 from the Modernisation and Improvement Fund was essentially utilised to respond to the immediate effects of the pandemic.

Additional money was utilised to address food insecurity, separate from the shielding group, as detailed in Section D.5.

#### **D.5 Economic Development and Regeneration**

The service continued to focus support on supporting businesses, employment and the community planning and regeneration work. See appendix 1 for an overview of the numbers supported.

This included the Regeneration Team focussing on supporting the shielding group around prescription deliveries and referrals to other services as appropriate. It also worked closely with the VSGWL to develop a central database of support and provide community newsletters and advice to help local groups and keep them up to date with changes and advice. A survey of community organisations was also carried out to support the Health and Wellbeing and anti-poverty work to identify priorities going forward.

Business Gateway has worked closely with local business to provide the appropriate advice, through over 753 interventions. This has included approving 139 newly self-employed applications to the hardship fund to a value of £278,000. This has also included advice to the social enterprise and third sector with over 60 organisations supported to continue to deliver their services or adapt their services to support many of the people most affected by the pandemic.

As detailed in Section D.5 in March 2020, 26, now 34, West Lothian based charities and community organisations began working together under the banner of West Lothian Food Network to develop a collaborative and coordinated response to helping people that were not able to access food as a result of the COVID-19 pandemic. Business Gateway assisted them to develop plans for their day to day

operations and to develop processes to record the impact measurement of the reporting of their activities and develop funding bids. Ongoing business support continues to be delivered to the Food Network and Hub to support them to develop their plans for future service delivery.

The Access 2 Employment service has supported around 1,000 clients, both existing clients and new ones, 272 new clients at the end of September, of which 33 were in Livingston South. It has adapted its service to provide a range of online workshops, including Women into Work and, job interviews etc. and has create a new jobs bulletin distributed weekly to clients.

## **D.6 Food Insecurity**

The council received £1.045m as its share of Scottish Government Funding to alleviate food insecurity during COVID-19. This was topped up with £177,000 from the Third Sector Hardship Fund to create a fund of £1,222,000. This was used to ensure that all children entitled to free school meals/clothing grants were able to go to a school and pick up either a hot cooked meal to go, or a packed lunch, a snack and some cereal. Added to this a direct payment of £10 per week, per eligible child, was made to help with the wider household food needs. This was continued through the school holidays and ended once schools re-opened.

The other focus of this funding was the development of significant partnership working was around food support. This built on existing strong partnership work on food insecurity which had been mapped out prior to COVID-19. When the response to the pandemic kicked in £150,000 previously committed to support the development of a food network, as mentioned in Section D.3, was used to support the COVID-19 response, for example allowing small organisations to apply for membership to Fareshare which provides surplus food to community groups.

West Lothian Food Bank had to close all of its 10 distribution centres as a result of lockdown resulting in West Lothian Council becoming a full time food bank distribution centre with all referrals for a crisis food parcel being directed through either the Advice Shop or Citizens Advice to ensure that those in crisis receive a benefits health check, are helped to complete an application for a crisis grant and/or support to access an Universal Credit Advance payment.

West Lothian Food Network, with the Food Bank the lead partner, submitted a bid to provide a community based response to those experiencing food insecurity through the lockdown through the creation of Food Hub, currently a network of 34 community providers, see appendix 2 for list of organisations involved. They provide food parcels, chilled and frozen meals as well as operate food pantries. They have received three tranches of funding which will cover provision of support to the end of September when Government funding comes to an end. In total this amounts to £379,517 which has supported just over 4,000 people every week to access food. A further funding bid has been agreed with West Lothian Food Bank to support delivery over the winter months (October-March) and includes contingency boxes in case of a further lockdown or severe bad weather.

The Food Network has received over 63 tonnes of food surplus from over 33 businesses; often food has been saved from being disposed of as waste and instead re-directed to West Lothian Food Network member organisations. The Food Network has also purchased 64 tonnes of food to ensure food supplies help to provide balanced, nutritious meals.

## **D.7 Anti-Poverty Service**

Since the start of the COVID-19 pandemic West Lothian Council's Anti-Poverty Service has continued to offer help and support to constituents across West Lothian. The service has pro-actively adapted to the current situation to maximise the help and support on offer to individuals and the information and results of this support is detailed below;

### **Advice Shop**

From April until end October, the Advice Shop has supported 10,529 individuals resulting in 25,033 separate enquiries of which 1,287 individuals and 2,855 enquiries have been from the Livingston South Ward

The Advice Shop generated £15,549,631 in extra income and successfully managed £2,785,046 of debt.

A range of targeted support and campaigns have been delivered over the period to support: those who are self employed, those who may have been entitled to Discretionary Housing Payment, increasing uptake in new Social Security Scotland payments and, help and advice relating to energy. Advisors were able to support customers to engage with charities and third sector organisations which had received additional, one-off funding to help the most vulnerable as a result of the Covid-19 pandemic; this included access to white goods, one off payments for energy or transport costs.

Service Delivery has also had to adjust to the current restrictions and new requirements. Implementation of new digital outreach sessions and appointments have been well received by customers and staff.

Improved processes and system digitalisation has also meant that we have managed to continue to fully support customers. The service continues to provide face to face appointments where alternative options are not suitable.

### **Benefits**

From 1 April 20, 880 Housing Benefit applications have been received and 12,118 change of circumstance notifications. Despite the demand, performance remains well within target with new housing benefit claims being processed within 10.3 days and change of circumstances within 4.24 days. There were 3,326 applications received for Council Tax Reduction and 22,689 change of circumstance notifications. Again, despite the demand performance remains well within target with new CTR claims processed within 9.45 days and change in circumstances within 2.54 days.

### **Scottish Welfare Fund**

Over the Covid-19 period there was a significant increase in the number of Crisis Grant applications with 6,885 Crisis Grant applications being received for the period 1 April to 26 October 2020 compared to 4,662 in the same period last year. The total financial support provided via Crisis Grants for this year to date is £448,647 compared to £189,579 last year.

Community Care Grant applications decreased due to the abrupt halt in the housing market including the movement of council tenancies. This has started to increase with volumes of applications currently increasing to pre Covid-19 levels. Over the period 1 April 20 to 26 October 2020 1,586 Community Care applications have been received with £462,847 worth of household goods awarded. In 2019/20, 1,630

applications were received for the same period and awarded £456,586.

### **Self-Isolation Grant**

This grant was introduced on 12 October to provide financial assistance to individuals who are required to self-isolate. Individuals will be awarded a £500 payment if they are working, unable to work from home during self-isolation and will lose income as a result. Individuals also have to be in receipt of a qualifying benefit. To date 176 applications have been received and 20 individuals awarded a grant.

### **School Clothing Grants/Meals**

Over 6,000 children have been awarded free school meals and school clothing grants to 7,714 pupils.

5,637 pupils who were eligible were awarded a £10 payment weekly for food related expenses from 7 May until schools returned totalling £794,240.

### **Discretionary Housing Payments**

From 01 April until end October, the service has made 4,952 awards for discretionary housing payments amounting to £1,828,716.24.

424 awards amounting to £161,007.87 were awarded for financial hardship, 75 awards amounting to £102,016.08 for the benefit cap and 4,453 awards amounting to £1,565,692.29 for under occupancy.

## **D.8 Community support in Livingston South**

Across the Livingston South Ward communities mobilised quickly working together to support communities. Social media was a key factor in uniting communities. Many local Coronavirus Facebook pages sprung up, harnessing support, volunteers and actions. This was also a mechanism used for those shielding, vulnerable and/or isolating to get help quickly and a useful resource to get key information out. The Lanthorn and Ladywell Neighbourhood Network (LNN) utilised this mechanism to build community capacity through volunteers for shopping, prescriptions, as well as through their own local networks. Volunteering increased over 100% with LNN seeing their regular volunteering rise from 10 to 23.

The community food outlets within Ladywell and Dedridge adapted quickly and between them supplied and/or delivered over 17,912 bags and parcels of food to 945 households over a period of 19 weeks. On top of this the schools were supported by Livingston Round Table (LRT) with food sharing sheds within James Young High School, Inveralmond CC, Harrysmuir PS, Lanthorn, Ladywell Fridge and Kidzeco pantry. They also helped distribute 7000 school meals to children shielding, self-isolating or vulnerable working with James Young high school and Inveralmond Community Complex. Within the meal deliveries the Lanthorn and LRT added activities like books and masks to keep those isolating busy and safe. LRT, working with a local distillery, also distributed over 500 bottles of hand sanitizer and various PPE equipment and donated dignity boxes, in which they added £1000 worth of toiletries, to the maternity ward for new mums and high schools.

Over 120 prescription pickups were undertaken within the ward through local organisations coordinating community volunteers. This was on top of the service provided by the Community Planning and Regeneration Team for those shielding. Opportunities taken at delivery for befriending and 'check ins' for those shielding and isolating.

Livingston United Parish Church (LUPC) administered a support fund of £15,000 - £10,000 provided by Carmondean Community Centre user groups and £5,000 sourced by LUPC. The purpose of the fund was to support COVID-19 impacted individuals and households in the various communities of Livingston. Initially, 11 community groups and organisations were supported with a total of £6,750 going to: Safe Families, The Vennie, Ladywell Neighbourhood Network, Home Start, Women's Aid, Rock Trust, Youth Action Project @ Riverside, Craigshill Good Neighbour Network, Inveralmond High School, Harrysmuir Primary School, School Bank.

In addition, 41 households received a grant after referral from a variety of schools/agencies/organisations. £2,350 has been awarded so far. 64 households received grants towards the payment of utility bills. £3,200 has been awarded. These payments are made in partnership with/referral from WLC's Advice Shop. A further 25 households requested telephone support, delivery of shopping etc. supported by their 20 volunteers. They also hosted an online summer holiday club which reached over 60 children of primary school age.

Ladywell Neighbourhood Network delivered 1,500 activity packs and Schools Cooking activities, funded by LUPC, supported struggling families in Ladywell as well as providing learning and healthy eating options for 4 days of the week to 60 families

Communities Councils were active through a range of activities from signposting and getting the messages to volunteering.

## **E CONCLUSION**

COVID-19 has seen an unprecedented response to our communities needs and West Lothian Council had worked closely with our third sector partners to ensure that our communities have access to the support they need. By keeping in constant contact with our partners the council has tried to ensure that people were able to understand the support available and had the information on how to access it and target funding where it was most needed. There is a belief that no one who has needed support should have been unable to get that support through the structures in place, although it is appreciated that this is not fully quantifiable.

After six months there remains a great deal of uncertainty as to how the pandemic will play out but it is clear that it will have implications for both West Lothian Council and out voluntary organisations for some time to come. Much of the support provided in the first six months, particularly those affected by income, job loss, mental health and other drivers of poverty will continue to be required by our most vulnerable community members.

The response for our third sector and possibly even more from the surge in volunteering provide opportunities to strengthen the third sector going forward bit in the continuing response to COVID 19 but also over the longer term.

## **F. BACKGROUND REFERENCES**

Council Executive, 26 May 2020,  
<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=45727>  
Vol Orgs PDSP, 24 September 2020,  
<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=46330>

Appendices/Attachments:

Appendix 1 Economic Development and Regeneration 6-month Infographic

Contact Persons:

Alice Mitchell, Economic Development and Regeneration Manager, tel: 01506 283079;  
email [alice.mitchell@westlothian.gov.uk](mailto:alice.mitchell@westlothian.gov.uk)

Lesley Keirnan, Community Regeneration Officer, tel: 07771 980037  
email [lesley.keirnan@westlothian.gov.uk](mailto:lesley.keirnan@westlothian.gov.uk)

**Craig McCorriston**

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

12 November 2020



# Economic Development and Regeneration - 6 Month Update



**12** Expert Help Business Support

Continued Support For West Lothian's LEADER Programme 

**16** Community Planning Partners Engaged

**2** Community Listening Events Held

CPP Board Meeting Held

Regular Meetings With Health & Wellbeing / Anti-Poverty Partners

**78** Responses From Community Organisations To Health & Wellbeing Survey

Continued Engagement And Support Provided To Equality Forums





**LIVINGSTON SOUTH LOCAL AREA COMMITTEE – February 2021  
WORKPLAN 2021-22**

	<b>Issue</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Date</b>
	Housing report	Quarterly update on housing issues	Sandy Ross	All Meetings
	Police report	Quarterly update on police activity	Iain Wells	All Meetings
	Operational Services report	To provide a quarterly update report on activity	David Lees	All Meetings
	Fire and Rescue	To provide quarterly update report on activity	Stuart McNiven	All Meetings
	Community Regeneration Report	Update on Regeneration Plans	Lesley Keirnan	All Meetings
	Capital Town Centre Fund	Update report on progress	Lesley Keirnan	February 2021
	Pensioners Christmas Fund	Pensioners Christmas fund update	Lesley Keirnan	February 2021
	St Margaret's Academy	To provide an annual report on activity and attainment at the school and cluster primaries	Siobhan McGarty	TBC
	James Young High School	To provide an annual report on activity and attainment at the school and cluster primaries.	Tricia Gallagher	TBC
	Inveralmond Community High School	To provide an annual report on activity and attainment at the school and cluster primaries.	Suzie Young	TBC
	Livingston South Blue Green Network	To provide update on project	Graeme Hedger	TBC
	Anti-poverty services	Annual update report	Elaine Nisbet	TBC
	Ladywell Regeneration	Update on Ladywell Regeneration plan	Lesley Keirnan	TBC

DATA LABEL: PUBLIC



**LIVINGSTON SOUTH LOCAL AREA COMMITTEE**

**PENSIONERS' GROUPS CHRISTMAS FUND 2020/21**

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

**A. PURPOSE OF REPORT**

The purpose of this report is to inform the Committee of the final allocation of the Pensioners Fund for 2020 in the Livingston South ward and the effect the COVID-19 has had on the process. The committee is also asked to note the additional option developed to provide a pre-prepared meal to groups who have indicated their interest.

**B. RECOMMENDATION**

It is recommended that the committee:

1. Notes the effect of COVID-19 on the arrangements in 2020; and
2. Note that seven groups within Livingston South have been contacted and four have declined due to COVID-19, two have requested a grant towards a hamper or similar and one has requested a prepared meal for distribution.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Being honest, open and accountable. Focussing on our customers' needs. Making best use of resources. Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The duty of Best Value is set out in the Local Government in Scotland Act 2003.
<b>III Implications for Scheme of Delegations to Officers</b>	The Head of Planning, Economic Development and Regeneration has the delegated authority to make the final allocations and payments.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	SOA 5 - Older people are able to live independently in the community with an improved quality of life.
<b>VI Resources - (Financial, Staffing and Property)</b>	Total fund of £29,000 agreed by the council.

- |                                  |   |
|----------------------------------|---|
| <b>VII Consideration at PDSP</b> | An update on the West Lothian wide allocation has been prepared for the Voluntary Organisations PDSP. |
| <b>VIII Other consultations</b>  | Similar reports will be prepared for the other eight Local Area Committees.                           |

## **D. TERMS OF REPORT**

### **D1 Background**

Council approves the Pensioners' Groups Christmas Fund each year. In 2020/21 the total fund amounts to £29,000.

Due to the effects of COVID-19 all previously funded groups were contacted by email or phone to discuss whether they would be applying and to offer an alternative on a pre-prepared meal prepared through the Food Network support coordinated by the Council's Anti Poverty Service.

Following this work a number of groups stated that they were not looking to apply to this year's fund due to COVID-19, others indicated they were looking to provide a food hamper or similar to their members and would welcome a financial contribution towards that and others that they would request a meal to be provided for local distribution. On the basis of this exercise it was agreed that groups could receive a grant contribution to a hamper, or similar, or be provided with a pre-prepared meal to the same value for distribution in their communities.

As in other years the fund is divided equally by the total number of beneficiaries and payment made by the end of November directly to the bank accounts of groups via PECOS. Based on the numbers the allocation will be around £9.00 per head but is likely to be slightly more or less once the last remaining groups confirm their final numbers.

A full report on the final allocations across West Lothian will be made to the Voluntary Organisation PDSP at its November meeting.

### **D2 Applications 2020/21: Livingston South ward**

Seven groups were contacted across Livingston South ward with three looking to deliver and service in 2020 and four others who are not applying due to COVID-19.

### **D3 Applications 2020/21: Livingston-wide & West Lothian-wide organisations**

One Livingston-wide group was contacted and did not wish to apply due to COVID-19. Two West Lothian-wide groups were contacted and one has confirmed it will provide support and the other is yet to confirm. Appendix one shows the groups invited to apply.

## **E. CONCLUSION**

The report asks the Committee to note the effect of COVID-19 on the uptake and allocation of the 2020. grant 2019/20 across West Lothian and in the Livingston South ward, Livingston-wide groups and West Lothian-wide groups.

A full report on the final allocations will be made to the Voluntary Organisation PDSP in November 2020.

## **F. BACKGROUND REFERENCES**

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

Appendices/Attachments: Appendix 1: Pensioners allocation in 2020/21 in Livingston South ward, Livingston-wide groups, West Lothian-wide groups.

Contact Person: Graham Whitelaw, Administration Assistant, Regeneration  
Tel: 01506 281101  
E-mail: [graham.whitelawr@westlothian.gov.uk](mailto:graham.whitelawr@westlothian.gov.uk)

Craig McCorriston, Head of Planning Economic Development and Regeneration  
Date: 12<sup>th</sup> November 2020

**Appendix 1: Groups invited to apply in 2020/21 in Livingston South Ward, Livingston-wide groups, West Lothian-wide groups.**

**Livingston South Ward**

Group	Provision	No of beneficiaries in 2020
Dedridge Baptist Church Lunch Club	Provided with meal	50
Dedridge Good Neighbour Network	Hampers	100
Forestbank CE Association	N/A	Not applying in 2020
Ladywell Community Council	N/A	Not applying in 2020
Ladywell Neighbourhood Network	Hampers	51
Livingston South Community Church & St Philip's R.C. Church Seniors Group Baptist Church Lunch Club	N/A	Not applying in 2020
Murieston 50+ Group	N/A	Not applying in 2020
<b>Totals</b>		<b>201</b>

**Livingston-Wide**

Group	Provision	No of beneficiaries in 2020
Braid House Day Centre	N/A	Not applying in 2020
<b>Total</b>		<b>0</b>

**West Lothian-Wide Organisations**

Group	Provision	No of beneficiaries in 2020
West Lothian 50+ Network	Hampers	380
West Lothian Financial Inclusion Network	unknown	TBC
<b>Total</b>		<b>380</b>