

MINUTE of MEETING of the PARTNERSHIP AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY PANEL held within WEBEX VIRTUAL MEETING, on 23 APRIL 2021.

Present – Councillors Lawrence Fitzpatrick (Chair), Kirsteen Sullivan, Janet Campbell, David Dodds (substituting for Dave King), Bruce Fairbairn (substituting from Damian Doran-Timson), Chris Horne and George Paul

Apologies – Councillors Damian Doran-Timson and Dave King

In Attendance – Donald Stavert, (Joint Forum of Community Councils Representative)

1. DECLARATIONS OF INTEREST

- 1) Councillor Janet Campbell declared an interest in that she was a NHS employee.
- 2) Agenda Item 5 - Councillor David Dodds declared an interest in that he was previously a council appointed member to the Lothian Joint Valuation Board but would participate in the item of business.

2. MINUTE

The panel approved the Minute of its meeting held on 5 February 2021.

3. LOTHIAN VALUATION JOINT BOARD

The panel considered a report (copies of which had been circulated) by the Chief Executive providing an update on the business and activities of the Lothian Valuation Joint Board.

It was recommended that the panel notes :-

1. The Audited Financial Statements for the year ended 31 March 2020; and
2. The terms of the minutes of the meeting held on 9 November 2020 of the Lothian Valuation Joint Board.

Decision

To note the contents of the report

4. QUARTERLY PERFORMANCE REPORT QUARTER 3 2020/21

The panel considered a report (copies of which had been circulated) by the Depute Chief Executive reporting the current level of performance for all indicators in support of the council's Corporate Plan and were the

responsibility of the Partnership and Resources Policy Development and Scrutiny Panel.

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

#### Decision

To note the content of the report

### 5. REVISED COMPLAINT HANDLING PROCEDURE

The panel considered a report (copies of which had been circulated) by the Depute Chief Executive providing an update on the council's revised Complaint Handling Procedure.

It was recommended that the panel :-

1. Notes and provides comment on the council's revised Complaint Handling Procedure; and
2. Notes that the revised Complaint Handling Procedure will be referred to the Council Executive for approval

#### Decision

1. To note the content of the report and the revised Complaints Handling Procedure; and
2. To agree that the report be presented to a future meeting of Council Executive for approval

### 6. COMMUNITY COUNCILS REVIEW

The panel considered a report (copies of which had been circulated) by the Head of Corporate Services advising of the outcome of the second round of statutory consultation on the council's proposal to adopt a new Scheme of Establishment of Community Councils in West Lothian and to outline the next steps.

The panel was asked :-

1. To note the outcome of the second round of consultation;
2. To endorse the terms of the second draft model scheme; and
3. To note the next round of consultation to be undertaken.

#### Decision

To note the content of the report

## 7. COMMUNITY COUNCIL FOUR YEARLY ELECTIONS

The panel considered a report (copies of which had been circulated) by the Head of Corporate Services advising of the arrangements for the four-yearly community council elections due to take place in October 2021.

The panel was asked to note the timetable of the four-yearly community council elections which would take place on 14 October 2021.

In considering the report the panel noted the comments from the Joint Forum of Community Councils representative requesting that in order to increase participation in community councils that the council do all it could to promote the forthcoming elections and support the devolvment of more powers to community councils, sooner rather than later and which would make then more attractive to those considering joining one.

### Decision

1. To note the content of the report;
2. To note the undertaking of the Chief Executive that the council would make use of all available resources to promote the forthcoming community council elections and
3. To note that the council had already made its position clear with regards to community councils going forward in responding to the Local Government Review being conducted jointly by the Scottish Government and CoSLA.

## 8. PUBLIC RECORDS (SCOTLAND) ACT 2011 AND COUNCIL'S RECORDS MANAGEMENT PLAN

The panel considered a report (copies of which had been circulated) by the Head of Corporate Services providing an update on the changes to the Public Records (Scotland) Act 2011 (PRSA) Model Records Management Plan, present a draft of the Council's updated Records Management Plan for consideration by the Panel and advise the panel Note that the council's updated Records Management Plan will be submitted to the Keeper of the Records of Scotland (the Keeper) for agreement.

It was recommended that the panel note and consider the following recommendations which were intended to be submitted to Council Executive for approval :-

1. Notes the changes made to the Public Records (Scotland) Act 2011 Model Records Management Plan;
2. Considers and provides comments on the draft of the Council's updated Records Management Plan;
3. Notes that the council's updated Records Management Plan will be

submitted to the Scottish Government agent the Keeper of the Records of Scotland (the Keeper) for agreement;

4. Note that the council's updated Records Management Plan will be presented to Council Executive for approval prior to being submitted to agent the Keeper of the Records of Scotland (the Keeper) for agreement.

#### Decision

1. To note the content of the report; and
2. To agree that the report be presented to a future meeting of Council Executive for approval.

#### 9. EQUALITY MAINSTREAMING AND EQUALITY OUTCOMES - REPORT BY HEAD OF CORPORATE SERVICES (HEREWITH)

The panel considered a report (copies of which had been circulated) by the Head of Corporate Services presenting an update on progress on delivering the Council's Equality Outcomes and Mainstreaming Progress Report 2019- 2021 and to present the draft Equality Outcomes and Mainstreaming Framework 2021 - 2025

It was requested that the panel :-

1. Note the terms of the Council's Equality Outcomes and Mainstreaming Progress Report 2019- 2021 and
2. Consider and provide comment on the draft Equality Outcomes and Mainstreaming Framework 2021 – 2025 which was to be reported to Council Executive for approval.

#### Decision

1. To note the content of the report; and
2. To agree that the report be presented to a future meeting of Council Executive for approval.

#### 10. THE VENNEL, PROPOSED DEVELOPMENT MARKETING UPDATE

The panel considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the initial property marketing activities carried out at The Vennel, Linlithgow.

It was recommended that the panel :-

1. Notes the outcome of the initial marketing of the site as a development opportunity; and
2. Notes that regular updates will be presented to Partnership and

Resources PDSP at key milestones of the development as it progresses and to Council Executive for decisions as required.

Decision

To note the content of the report

11. WORKPLAN TO 18 JUNE 2021

A copy of the workplan had been circulated for information.

Decision

To note the workplan.

12. PARTNERSHIP AND RESOURCES PDSP TIMETABLE 2021-22

The panel considered a timetable of meetings, of the Panel, for the period August 2021 through to June 2022.

Decision

To note the timetable of meetings for 2021/22