



## ***Council Executive***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

9 November 2022

A hybrid meeting of the **Council Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre, Livingston** on **Tuesday 15 November 2022 at 11:00am**.

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence
2. Declarations of Interest - Members must declare any interests they have in the items of business for consideration at the meeting, identifying the relevant agenda items and the nature of their interests.
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 Council Executive held on Tuesday 25 October 2022 (herewith)

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

5. Community Council Special Project Grants - Report by Head of Corporate Services (herewith)
6. Proposed Lease of Land at Murieston Valley to Murieston Tennis and Sports Club - Report by Head of Finance and Property Services (herewith)

7. 2022/23 General Fund Revenue Budget - Month 6 Monitoring Report - Report by Head of Finance and Property Services (herewith)
8. 2022/23 General Services Capital Budget - Month 6 Monitoring Report - Report by Head of Finance and Property Services (herewith)
9. Consultation Response - Police Scotland Local Police Plan 2023-2026 - Report by Head of Housing, Customer and Building Services (herewith)
10. Registration and Access to Defibrillator - Report by Head of Housing, Customer and Building Services (herewith)
11. Hiring of Council Minibuses to Community Organisations - Report by Head of Operational Services (herewith)
12. Planning Guidance: Historic Battlefield - Site of Battle of Linlithgow Bridge (1526) (Allocated Housing Site H-LL 13 at Kettlestoun Mains, Linlithgow Bridge) - Report by Head of Planning, Economic Development and Regeneration (herewith)
13. Climate Change Declaration - Annual Report 2021/22 - Report by Head of Planning, Economic Development and Regeneration (herewith)
14. Edinburgh & South East Scotland City Region Deal Annual Report 2021/22 - Report by Head of Planning, Economic Development and Regeneration (herewith)
15. Place Based Investment Fund Town Centre Capital Fund 2022/23 - Report by Lead Officer, Broxburn, Uphall and Winchburgh Local Area Committee (herewith)

**Public Items for Information**

16. Councillors' Local Disbursement Fund - Report by Head of Corporate Services (herewith)
17. 2022/23 Housing Revenue Account - Month 6 Monitoring Report - Report by Deputy Chief Executive (herewith)
18. 2022/23 Housing Capital Report - Month 6 Monitoring Report - Report by Deputy Chief Executive (herewith)
19. Update on Audit Scotland Tackling Child Poverty Briefing - Report by Head of Finance and Property Services (herewith)
20. Ukraine Refugee Support Schemes - Report by Deputy Chief Executive (herewith)
21. Update to Statutory List of Public Roads - Report by Head of Operational Services (herewith)

DATA LABEL: Public

22. West Lothian Adult Protection Committee 2020-2022 Adult Protection Biennial Report - Report by Chief Social Work Officer (herewith)

**Public Items for Decision**

23. PRIVATE SESSION - The Clerk considers that the following business is likely to be taken in private (exempt in terms of the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973)

**Private Items for Decision**

24. Proposed Sale of 40.11 Hectares, Inchmuir Road, Whitehill Industrial Estate, Bathgate to Castlebrooke HS2 Developments Limited - Report by Head of Finance and Property Services (exempt in terms of Paragraphs 6 and 9)

-----

NOTE      **For further information please contact Anastasia Dragona on tel. no. 01506 281601 or email [anastasia.dragona@westlothian.gov.uk](mailto:anastasia.dragona@westlothian.gov.uk)**





## **CODE OF CONDUCT AND DECLARATIONS OF INTEREST (2021)**

**This form is a reminder and an aid. It is not a substitute for understanding the Code of Conduct and guidance.**

**Interests must be declared at the meeting, in public.**

**Look at every item of business and consider if there is a connection.**

**If you see a connection, decide if it amounts to an interest by applying the objective test.**

**The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.**

**If the connection does not amount to an interest then you have nothing to declare and no reason to withdraw.**

**If the connection amounts to an interest, declare it as soon as possible and leave the meeting when the agenda item comes up.**

**When you declare an interest, identify the agenda item and give enough information so that the public understands what it is and why you are declaring it.**

**Even if the connection does not amount to an interest you can make a statement about it for the purposes of transparency.**

**More detailed information is on the next page.**

Look at each item on the agenda, consider if there is a “connection”, take advice if necessary from appropriate officers in plenty of time. A connection is any link between the item of business and:-

- you
- a person you are associated with (e.g., employer, business partner, domestic partner, family member)
- a body or organisation you are associated with (e.g., outside body, community group, charity)

Anything in your Register of Interests is a connection unless one of the following exceptions applies.

A connection does not exist where:-

- you are a council tax payer, a rate payer, or a council house tenant, including at budget-setting meetings
- services delivered to the public are being considered, including at budget-setting meetings
- councillors’ remuneration, expenses, support services or pensions are being considered
- you are on an outside body through a council appointment or nomination unless it is for regulatory business or you have a personal conflict due to your connections, actions or legal obligations
- you hold a view in advance on a policy issue, have discussed that view, have expressed that view in public, or have asked for support for it

If you see a connection then you have to decide if it is an “interest” by applying the objective test. The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.

If the connection amounts to an interest then:-

- declare the interest in enough detail that members of the public will understand what it is
- leave the meeting room (physical or online) when that item is being considered
- do not contact colleagues participating in the item of business

Even if decide your connection is not an interest you can voluntarily make a statement about it for the record and for the purposes of transparency.

The relevant documents are:-

- [Councillors’ Code of Conduct, part 5](#)
- [Standards Commission Guidance, paragraphs 129-166](#)
- [Advice note for councillors on how to declare interests](#)

If you require assistance, contact:-

- James Millar, Interim Monitoring Officer and Governance Manager, 01506 281613, [james.millar@westlothian.gov.uk](mailto:james.millar@westlothian.gov.uk)
- Carol Johnston, Chief Solicitor and Depute Monitoring Officer, 01506 281626, [carol.johnston@westlothian.gov.uk](mailto:carol.johnston@westlothian.gov.uk)
- Committee Services Team, 01506 281604, 01506 281621  
[committee.services@westlothian.gov.uk](mailto:committee.services@westlothian.gov.uk)

January 2022

MINUTE of MEETING of the COUNCIL EXECUTIVE held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, on 25 OCTOBER 2022.

Present – Councillors Lawrence Fitzpatrick (Chair), Kirsteen Sullivan, Tom Conn, Robert De Bold, Angela Doran-Timson, Damian Doran-Timson, Carl John, Andrew McGuire, Anne McMillan, Craig Meek (substituting for Councillor Danny Logue), Pauline Orr (substituting for Councillor Janet Campbell), Sally Pattle and George Paul

Apologies – Councillors Janet Campbell and Danny Logue

The Council Executive observed a minute's silence in honour of former Councillor Bruce Ferry, who had recently passed away.

## 1 DECLARATIONS OF INTEREST

Councillor Pauline Orr stated a connection as an employee of Scottish Government.

### Agenda item 7 – Deans South, Livingston Regeneration Update

Councillor Andrew McGuire declared an interest in that he was employed as a housing officer by Wheatley Homes East, which was owned by the Wheatley Group. He would therefore not participate in the item of business.

### Agenda item 21 – Request for a 30MPH Speed Limit on the B8047 Westfield Road, the B792 Slackend and Cathlaw Lane in Torphichen – Options for Works and Associated Costs

Councillor Andrew McGuire declared an interest in that he had taken part in various meetings of Torphichen Community Council where the matter had been discussed; as he considered this a conflict of interest he would not participate in the item of business.

### Agenda item 24 – Place-Based Investment Programme 2022/23 Town Centre Capital Fund

Councillor Craig Meek declared an interest as the report had been considered by his Local Area Committee, where he was unable to take part due to his connection to the West Calder Community Hub. He would therefore not participate in the item of business.

## 2 ORDER OF BUSINESS

Council Executive agreed, in accordance with Standing Order 8(3), that agenda items 25, 26 and 27 were to be taken as read and their recommendations noted without further consideration.

The Chair ruled in terms of Standing Order 11 that Agenda item 7 (*Deans South, Livingston Regeneration Update*) would be considered before item

6 (*Procurement Approval Report*) and that agenda item 10 (*Proposed Sale of 0.471 Hectares at Former Cedarbank School, Ladywell, Livingston to Springfield Properties PLC*) would be considered before item 9 (*Proposed Extension and Variation of Ground Lease of 7.72 Acres at Craigton Park, Winchburgh*).

### 3 MINUTES

The Council Executive confirmed the Minutes of its meeting held on 4 October 2022 as a correct record. The Minute was thereafter signed by the Chair.

At the end of this item, the Council Executive observed a minute's silence in honour of musician Nigel Boddice, who had recently passed away.

### 4 SHORT-TERM LETS LICENSING SCHEME

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services advising members that a mandatory licensing scheme for short-term lets has been introduced by the Scottish Government and to report on the progress of the implementation of that scheme.

It was recommended that the Council Executive:

1. Note that councils are required to implement a mandatory short-term let licensing scheme introduced by the Scottish Parliament and the progress made to date to implement that scheme; and
2. Note that consultation would take place from 31 October 2022 on the draft Scheme and agree that a further report be brought to Council Executive, via Public & Community Safety PDSP, on 20 December 2022 with a view to updating committee on progress, reporting on the consultation outcomes, and approving the council's policy and fee structure.

#### Decision

To approve the terms of the report.

### 5 DEANS SOUTH, LIVINGSTON REGENERATION UPDATE

Councillor Andrew McGuire having declared an interest took no part in the following item of business.

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the proposed regeneration of Deans South, Livingston and the outcome of Springfield Properties PLC offer to purchase properties within

the regeneration site. In addition, approval was sought to initiate proceedings by officers to negotiate acquisition of properties within the regeneration site by mutual agreement and if agreement was not reached, that officers should progress work to consider the requirements of promoting a Compulsory Purchase Order (CPO).

In response to a question from members, the Chief Solicitor advised that there was no prescribed timeline for negotiations with property owners and that the process of negotiation could continue up to the commencement of the CPO.

It was recommended that the Council Executive:

1. Note the background and current position in relation to the wider regeneration of Deans South, Livingston;
2. Approve the initiation of negotiations between the council and the owners of the privately-owned properties in Deans South, Livingston to acquire these by mutual agreement and for officers to proceed with considering the requirements of promoting a Compulsory Purchase Order in the event that acquisition by mutual consent could not be achieved; and
3. Note that further updates would be provided as the negotiations and redevelopment of Deans South, Livingston progressed.

### Decision

To approve the terms of the report.

## 6 PROCUREMENT APPROVAL REPORT

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to enter into contracts where Committee authorisation was required by Standing Orders.

It was recommended that the Council Executive approve:

1. A direct award of a contract to Branch out together (Lothian Autistic Society) to provide holiday clubs for children with Autistic Spectrum Disorder from 1 April 2023 for a period of 3 years to 31 March 2026, with the option to extend for 2 further 1 year periods, with an estimated total value of £445,500;
2. A direct award of a contract to The Action Group to provide holiday clubs for children with severe disabilities and multiple needs from 1 April 2023 for a period of 3 years to 31 March 2026, with the option to extend for 2 further 1 year periods, with an estimated total value of £221,760;
3. A direct award of a contract to Simply Play to provide holiday clubs for children with complex care needs from 1 April 2023 for a period

of 3 years to 31 March 2026, with the option to extend for 2 further 1 year periods, with an estimated total value of £163,250;

4. A direct award of a contract to Portsmouth Council for the provision of training and quality assurance for a period of 5 years effective from 1 January 2023 until 31 December 2027, with an option to extend for 2 further 1-year periods, with an estimated total value of £182,000; and
5. A direct award of a contract to GL Assessments for the provision of cognitive ability testing for a period of 3 years effective from 1 November 2022 until 31 October 2025, with an estimated total value of £100,000.

#### Decision

To approve the terms of the report.

### 7 LAND AT ALLEN ROAD, LIVINGSTON - PROPOSED SALE TO WORKFLO SOLUTIONS (SCOTLAND) LIMITED

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for the sale of land at Allen Road, Livingston.

It was recommended that the Council Executive:

1. Approve the sale of plot 3 at Allen Road, Livingston to Workflo Solutions (Scotland) Limited for £100,000 (one hundred thousand pounds) on the terms set out in this report; and
2. Authorise the Head of Finance and Property Services to carry out any further negotiations in respect of the terms of sale for the property, on the basis that any revised terms and conditions still represented the achievement of best value for the council.

#### Decision

To approve the terms of the report.

### 8 PROPOSED SALE OF 0.471 HECTARES AT FORMER CEDARBANK SCHOOL, LADYWELL, LIVINGSTON TO SPRINGFIELD PROPERTIES PLC

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for the sale of the former Cedarbank School, extending to 0.471 hectares at Cedarbank, Livingston to Springfield Properties PLC for the sum of £475,000.

It was recommended that the Council Executive:

1. Approve the sale of the former Cedarbank School, extending to 0.471 hectares at Cedarbank, Livingston to Springfield Properties PLC for the sum of £475,000 subject to the terms and conditions set out in this report.;
2. Note the proposal for Springfield Properties PLC to demolish the former school building in order to create a cleared site for subsequent residential development; and
3. Authorise the Head of Finance and Property Services to carry out any further negotiations with the purchaser in respect of the terms of sale on the basis that any revised terms and conditions still represented the achievement of best value for the council.

#### Decision

To approve the terms of the report.

### 9 PROPOSED EXTENSION AND VARIATION OF GROUND LEASE OF 7.72 ACRES AT CRAIGTON PARK, WINCHBURGH

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for an extension to and variation of the existing ground lease granted in favour of the council by Hopetoun Estates at Craigton Park, Winchburgh.

It was recommended that the Council Executive:

1. Approve an extension to and variation of the existing ground lease at Craigton Park, Winchburgh for a period of 15 years at an initial rental of £4,000 per annum on the terms set out in this report; and
2. Authorise the Head of Finance and Property Services to negotiate any further terms and conditions or changes to those outlined in the report on the basis that these continued to represent the achievement of best value for the council.

#### Decision

To approve the terms of the report.

### 10 CEDAR HOUSE, QUARRYWOOD COURT, LIVINGSTON VILLAGE - PROPOSED LEASE VARIATION

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for a five-year lease extension for the premises at Cedar House, Quarrywood Court, Livingston to the tenant, Cashfac Solutions Limited.

It was recommended that the Council Executive:

1. Approve the extension of the existing lease agreement at Cedar House, Quarrywood Court, Livingston for a period of five years; and
2. Authorise the Head of Finance and Property Services to negotiate any further terms and conditions or changes to those outlined in the report on the basis that these continued to represent the achievement of best value for the council.

#### Decision

To approve the terms of the report.

### 11 RIVERSIDE & LETHAM - LEARNING ESTATE INVESTMENT PROGRAMME UPDATE

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the council's proposed submission for the Phase 3 Learning Estate Investment Programme (LEIP) funding support, setting out the outcome of the options appraisal and business case for Riverside and Letham Primary Schools and the timescales involved in the LEIP submission process.

It was recommended that the Council Executive:

1. Note the outcomes of the detailed option appraisals and business case for the Riverside and Letham Primary Schools which had been previously identified as emerging priority projects;.
2. Note the estimated construction cost of the new facility is £24 million (Twenty Four Million pounds) and the revenue savings identified;
3. Approve the submission of Riverside and Letham for funding under Phase 3 of the Learning Estate Investment Programme; and
4. Note that an update will be provided to Council Executive on the outcome of the Learning Estate Investment Programme submission and any implications arising.

#### Decision

To approve the terms of the report.

### 12 LEARNING ESTATE STRATEGY

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services covering a new Learning Estate Strategy, created jointly between Education and Property Services which set out the vision, aspiration, expectation and ambition for

the future planning and investment in West Lothian Council's learning estate over the next ten-year period.

It was recommended that the Council Executive:

1. Note the overall content of the Learning Estate Strategy;
2. Agree that West Lothian Council adopt the Learning Estate Strategy – refer to Appendix 1 for the document; and
3. Note that the Learning Estate Strategy would be kept under review and updated as required.

#### Decision

To approve the terms of the report.

### 13 PROPOSED GOVERNANCE ARRANGEMENTS FOR THE MANAGEMENT OF COMMON GOOD PROPERTY

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services advising members of work undertaken by officers to develop suitable governance arrangements for the management of common good property in accordance with the requirements of Part 8 of the Community Empowerment (Scotland) Act 2015 and seeking approval for the implementation of those arrangements.

It was recommended that the Council Executive:

1. Note the work undertaken by officers to develop suitable governance arrangements for the management of common good property in accordance with the requirements of Part 8 of the Community Empowerment (Scotland) Act 2015; and
2. Approve the implementation of the arrangements set out in this report.

In response to a question from members, the Governance Manager advised that decisions on the disposal of common good property could be delegated to council committees if the Council Executive gave appropriate powers to committees.

#### Motion

To approve the terms of the report.

- Moved by the Chair and seconded by Councillor Kirsteen Sullivan.

#### Amendment

To agree that that decisions relating to disposal of common good land be made at Local Area Committee level rather than Council Executive.

- Moved by Councillor Robert De Bold and seconded by Councillor Carl John.

An electronic vote was conducted. The result was as follows:

Motion

Tom Conn  
Angela Doran-Timson  
Damian Doran-Timson  
Lawrence Fitzpatrick  
Andrew McGuire  
Anne McMillan  
Craig Meek  
Sally Pattie  
George Paul  
Kirsteen Sullivan

Amendment

Robert De Bold  
Carl John  
Pauline Orr

Decision

Following a vote, the motion was successful by 10 votes to 3 and it was agreed accordingly.

14 REGISTER OF COMMON GOOD UPDATE

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on work undertaken by officers to further develop the council's Register of Common Good in accordance with the requirements of Part 8 of the Community Empowerment (Scotland) Act 2015 and seeking approval to publish an updated version of that register.

It was recommended that the Council Executive:

1. Note the work undertaken by officers to further develop the council's Register of Common Good in accordance with the requirements of Part 8 of the Community Empowerment (Scotland) Act 2015;
2. Approve the additions to the existing register and agree that the updated register can be published in accordance with the requirements of Part 8 of the Community Empowerment (Scotland) Act 2015.
3. Note that work was ongoing to fully consider the remaining representations received during the mandatory community consultation exercise.

Decision

To approve the terms of the report.

## 15 IMPACT OF RISING ENERGY COSTS AND POTENTIAL MITIGATIONS

The Council Executive considered a report (copies of which had been circulated) providing an update on the significant cost impact of energy market volatility which was impacting on the council's electricity and gas supplies and set out potential mitigation measures for consideration#.

It was recommended that the Council Executive:

1. Note the anticipated pressure on existing revenue budgets and that it was likely that these pressures would continue through 2023/24 and in to 2024/25;
2. Note the mitigation measures that had been implemented at officer level outlined in Appendix 1 of the report;
3. Note the further potential measures, outlined in Appendix 2 of the report, and agree that officers bring forward costed proposals for energy mitigation measures to a Council Executive meeting prior to the council's budget setting meeting due to be held early in 2023;
4. Agree that a report be prepared for the Corporate Policy and Resources PDSP in December on the introduction of tariffs for public Electric Vehicle (EV) charging; and
5. Note the Heating Guidance to be implemented across the council's estate as set out in Appendix 3 of the report.

### Decision

To approve the terms of the report.

## 16 COLLECTIONS DEVELOPMENT POLICY REPORT

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services presenting the Museums Service Collection Development Policy 2022–2027.

It was recommended that the Council Executive approve the draft Museums Service Collection Development Policy 2022–2027.

### Decision

To approve the terms of the report.

## 17 2021/22 ANNUAL RETURN ON THE CHARTER

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building advising members of the performance against the Annual Return on the Charter

and seeking approval of the Annual Assurance Statement following the submission of the ARC to the Scottish Housing Regulator on 31 May 2022.

It was recommended that the Council Executive:

1. Note the content of the 2021/22 Annual Return on the Charter;
2. Note the commentary and improvement actions identified during the data verification and benchmarking exercise; and
3. Approve the Annual Assurance Statement for submission to the Scottish Housing Regulator by 31 October 2022.

#### Decision

To approve the terms of the report.

### 18 HOUSING RENT CONSULTATION 2023/24 TO 2027/28

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services informing members of the proposed future rent charge consultation process for the period 2023/24 to 2027/28 and the range of tenancy support services and potential capital investment that could be funded by each rent increase option, and seeking approval for the proposed rent consultation options.

It was recommended that the Council Executive:

1. Note the intention to consult with tenants and persons on the Common Housing Register on the rent strategy options for the period 2023/24 to 2027/28;
2. Note the range of tenancy support services and potential capital investment required to meet legislative, compliance and quality standards on existing housing stock and surrounding estates;
3. Note the rent charge increase options which were proposed to be set out in the consultation;
4. Note the scale of capital investment that could be funded by each of the rent charge increase options; and
5. Approve the proposed consultation plan and associated rent increase options and note the indicative timeline for approval of the rent strategy, Housing Revenue Account budget and Housing Capital Investment Programme for the period 2023/24 to 2027/28.

#### Decision

To approve the terms of the report.

19      CIH SCOTLAND 2022 - SCOTLAND HOUSING AWARDS

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services seeking approval for the attendance of the appropriate elected member(s) at the CIH (Chartered Institute of Housing) Scotland Housing Award on 27 October 2022.

It was recommended that the Council Executive:

1. Note that Customer Experience team for Housing, Customer and Building Services had been shortlisted for Excellence in Customer Service at the forthcoming CIH Scotland Housing Award ceremony; and
2. Approve the attendance of appropriate elected member(s) at the CIH Scotland Housing Award ceremony on 27 October 2022 with appropriate officer attendance from Housing, Customer and Building Services.

Decision

1. To approve the terms of the report.
2. To unanimously agree that Councillor George Paul would attend the CIH Scotland Housing Award ceremony on 27 October 2022.

20      REQUEST FOR A 30MPH SPEED LIMIT ON THE B8047 WESTFIELD ROAD, THE B792 SLACKEND AND CATHLAW LANE IN TORPHICHEN - OPTIONS FOR WORKS AND ASSOCIATED COSTS

Councillor Andrew McGuire having declared an interest took no part in the following item of business.

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services providing further information in relation to the motion agreed at Council Executive on 16 August 2022 regarding the request to outline options and costings for the works to reduce the 40mph speed limit on the B8047 Westfield Road, the B792 Slackend and Cathlaw Lane in Torphichen to 30mph.

It was recommended that the Council Executive note the contents of the report and agree that there remained no justification for the making of permanent orders to reduce the existing 40mph speed limits on the B8047 Westfield Road, the B792 Slackend and Cathlaw Lane in Torphichen to 30mph at that time.

Decision

To approve the terms of the report.

21      2022 LOCAL BUS FESTIVE SERVICES

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational advising members of the outcome of a recent tender process relating to Local Bus Festive Services and requesting that members agree to the award of the Local Bus Festive Services contracts.

It was recommended that the Council Executive:

1. Note the outcome of the tender exercise in Appendix 2 of the report;
2. Note the available budget and cost of proposed services; and
3. Agree to the award of contracts for the festive services to operate on a 2-hourly basis at a total cost of £46,689.

Decision

To approve the terms of the report.

22      2022/23 WINTER PLAN - ROADS AND TRANSPORTATION

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services seeking approval for the council's Winter Service Plan for 2022/23 per the advice of the Code of Practice *Well-managed Highway Infrastructure – 2016*, which recommended that councils should review and approve their Winter Service Plan annually.

It was recommended that the Council Executive approve the Winter Service Plan 2022/23 as detailed in Appendix A of the report.

Decision

To approve the terms of the report.

23      PLACE-BASED INVESTMENT PROGRAMME 2022/23 TOWN CENTRE CAPITAL FUND

Councillor Craig Meek having declared an interest took no part in the following item of business.

The Council Executive considered a report (copies of which had been circulated) by the Lead Officer of the Fauldhouse and the Breich Valley Local Area Committee asking members to determine additional funding to the Place Based Investment Fund Town Centre Capital Fund 2022/23 for the Fauldhouse and the Breich Valley Ward, which could not be decided by the Local Area Committee.

It was recommended that the Council Executive:

1. Note that the Fauldhouse and the Breich Valley Local Area Committee on 4 October 2022 had been inquorate when it came to deal with the report on additional funding to the Place Based Investment Fund Town Centre Fund Capital Grant 2022/23;
2. Note the terms of that report, including the officers' recommendations, in the appendix; and
3. Consider and determine the recommendations in that report in accordance with the procedures agreed at Council Executive on 8 February 2022

Decision

To approve the terms of the report.

24 EARLY RETIRAL AND VOLUNTARY SEVERANCE APRIL 2022 TO 30 SEPTEMBER 2022

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services advising members of the number of employees who had been granted early retiral / voluntary severance or flexible retiral from the council during the 6-month period from 1 April 2022 to 30 September 2022.

It was recommended that the Council Executive note the content of the report which had been prepared in accordance with the reporting requirements of the council's policy on Early Retiral and Voluntary Severance.

Decision

To note the terms of the report.

25 LEGACY OF CHATTEL SLAVERY WORKING GROUP UPDATE

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services providing an update on the work of the Legacy of Chattel Slavery Working Group and an overview of the dates associated with the ongoing programme of work and public consultation.

It was recommended that the Council Executive note:

1. The work that had been undertaken so far in respect of the working group set up to look at West Lothian's historical links to chattel slavery; and
2. The key dates associated with the programme of work and the

public consultation.

Decision

To note the terms of the report.

26 UPDATE ON CHILD WELFARE MEASURES FOLLOWING THE UK BUDGET

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services informing members of how the recent UK government budgetary announcement impacted on families with children and highlighting the range of measures in place at UK, Scottish and West Lothian level to address child poverty.

It was recommended that the Council Executive note:

1. The range of measures in place at UK, and Scottish levels to mitigate the impact of the cost of living crisis, particularly on children and young people; and
2. The targeted work undertaken by Community Planning Partners at a local level to mitigate the impact of poverty and the current cost of living crisis in West Lothian.

Decision

To note the terms of the report.



## **COUNCIL EXECUTIVE**

### **COMMUNITY COUNCIL SPECIAL PROJECT GRANTS**

#### **REPORT BY HEAD OF CORPORATE SERVICES**

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

To invite the Council Executive to consider applications for special project grants which have been received from Torphichen and Ladywell Community Councils.

#### **B. RECOMMENDATION**

That the Council Executive determines the applications received from Torphichen and Ladywell Community Councils as detailed in the appendix.

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

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; 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>	Section 22 of the Local Government (Scotland) Act 1994 and the Special Project Grant Guidelines
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	None.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	£3000 in the special project grant budget for financial year 2022/23.
<b>VII</b>	<b>Consideration at PDSP</b>	None.
<b>VIII</b>	<b>Other consultations</b>	None.

## **D. TERMS OF REPORT**

A special project grant scheme currently operates for community councils in West Lothian to allow them to carry out projects in their areas. Community councils can apply for a maximum of £750 special project funding in each financial year. There is no minimum grant. The total budget for financial year 2022/23 is £3000. Applications are dealt with on a first come first served basis. Community councils who retain more than £75 of their annual grant from the previous financial year are expected to contribute 10% towards projects less than £750.

Two valid applications have been received so far in financial year 2022/23. The applications are detailed in Appendix 1. The balance remaining in the budget for the current financial year is £3000. The amount requested in the applications is £1,275.

If the applications are granted in full, there will be £1,725 remaining in the special project grant scheme budget available for distribution.

## **E. CONCLUSION**

The special project grant scheme allows community councils to carry out projects which they consider to be of benefit to their area. It is recommended that the Council Executive determines the applications received from Joint Forum of Community Councils in West Lothian and Torphichen Community Council.

## **F. BACKGROUND REFERENCES**

Minute of Meeting of the Partnership & Resources PDSP held on 18<sup>th</sup> February 2011.

Minute of Meeting of the Council Executive held on 22<sup>nd</sup> March 2011.

Appendices/Attachments: One

Contact Person: Lorraine McGrorty, Committee Officer, 01506 281609

Lesley Henderson  
Interim Head of Corporate Services

15 November 2022

## APPENDIX

**Application 1**

<b>Community Council</b>	<b>Project</b>	<b>Cost</b>	<b>Total Grant Requested</b>
Torphichen Community Council	Towards the costs of continuing publication, printing and distribution of the Torphichen News newsletter.	In excess of £1000	£750

**Comments**

1. The community council wishes to continue publication of the Torphichen News, their main method of communicating with every member of the community. The village newspaper is produced 10 times per year and is distributed to the whole village, the rural community and ex-villagers including those living abroad. It is especially welcomed by newcomers to the area. A large print version is made available on request to anyone who needs it.
2. The newspaper contains local news, events, church matters, gala day events and community council discussions and decisions. There are also other regular and incidental matters such as a recent listening project survey of the needs of the community. The newsletter allows everyone to be included in the community news and 380 copies of each issued are produced and distributed monthly.
3. The Editor gives her time free of charge as do those who deliver and collect the newspaper. The community council uses donations to subsidise the costs. The community council will meet the shortfall from the balance of funds it retains.
4. The project is acceptable and meets the criteria for assistance.

**Recommendation**

That the Council Executive considers and determines the application received from Torphichen Community Council.

**Application 2**

<b>Community Council</b>	<b>Project</b>	<b>Cost</b>	<b>Total Grant Requested</b>
Ladywell Community Council	Towards the costs of taking local senior citizens to see the pantomime at the Pavilion Theatre in Glasgow.	In excess of £1000	£525

**Comments**

1. The community council received funding of £750 towards this project in March 2022. The total cost of the outing is £1275, leaving a shortfall of £525 for which they are seeking further funding from the special project fund.
2. The trip will go ahead if the application is unsuccessful as the community council will meet the shortfall from their funds. They will also be paying for ice creams for the group.

3. The project is acceptable and meets the criteria for assistance.

**Recommendation**

That the Council Executive considers and determines the application received from Ladywell Community Council.

DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **PROPOSED LEASE OF LAND AT MURIESTON VALLEY TO MURIESTON TENNIS AND SPORTS CLUB**

#### **REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES**

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

The purpose of this report is to advise Council Executive of proposals by Murieston Tennis and Sports Club to fund and deliver a new community focused, multi-sports facility on an area of council-owned land at Murieston Valley, Livingston and to seek Council Executive approval to grant a twenty five year community benefit lease in favour of Murieston Tennis and Sports Club over that land to enable the proposed project to be delivered should funding be secured.

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

It is recommended that Council Executive:

1. Notes proposals by Murieston Tennis and Sports Club to fund and deliver a new community focused, multi-sports facility on an area of council-owned land at Murieston Valley, Livingston.
2. Agrees that the council shall grant a twenty five year community benefit lease in favour of Murieston Tennis and Sports Club over that land to enable the proposed project to be delivered should funding be secured and subject to the terms set out in this report.
3. Delegates authority to the Head of Finance and Property Services to finalise negotiations, including the variation of terms and site boundaries as necessary to conclude the transaction, noting that these will not materially differ from the terms set out in this 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; working in partnership.
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The disposal and leasing of property is governed by S74 (2) of the Local Government (Scotland) Act 1973 and the Disposal of Land by Local Authorities (Scotland) Regulations 2010.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	The report seeks approval for delegation to the Head of Finance and Property Services to finalise negotiations.

<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	<p>We live longer, healthier lives and have reduced health inequalities.</p> <p>Our children have the best start in life and are ready to succeed.</p> <p>We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.</p>
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	The proposed lease would relieve the council of future revenue and capital expenditure relating to the ongoing maintenance and upkeep of the existing kick-pitch at Murieston Valley, Livingston.
<b>VII</b>	<b>Consideration at PDSP</b>	None.
<b>VIII</b>	<b>Other consultations</b>	<p>NETs Land and Countryside Services Manager, Culture and Sport Manager.</p> <p>Livingston Cricket Club.</p> <p>The local elected members for the ward have been provided with a copy of the report for information.</p>

## **D. TERMS OF REPORT**

### **D.1 Background**

Murieston Tennis and Sports Club (MTSC) is a newly established, non-profit making organisation that has been set up with the aim of creating a community tennis and sports hub in south Livingston. The club is a fully constituted, registered Scottish Charitable Incorporated Organisation (SCIO) that is seeking to engage with and offer inclusive activities to diverse communities across south Livingston and beyond.

MTSC are seeking to secure funding to deliver three full-size, floodlit, outdoor tennis courts and one multi-use sports court that would facilitate basketball, netball and five-a-side football. They have identified an area of council-owned land at Murieston Valley, Livingston as the preferred location for their proposed project. The area in question is shown indicatively hatched in black on the location plan at Appendix 1. MTSC are unlikely to require the full extent of the area hatched in black, with the final configuration of their proposed new facility and its associated land requirement being determined by a future planning application.

Part of the site comprises a kick-pitch that is currently held and managed by the council as an open space asset. The remainder of the site forms part of a wider area of land that is leased by the council to Livingston Cricket Club under a long-term ground lease.

The council's NETs Land and Countryside Services Manager has been consulted on MTSC's proposals and is supportive of the site of the existing kick-pitch being included in this project. Similarly, Livingston Cricket Club strongly support the MTSC's proposals and have worked collaboratively with MTSC to identify potential synergies and shared opportunities that would benefit both clubs and the communities they serve. The council's Culture and Sports Manager has also been consulted on these proposals and is supportive of them.

Livingston Cricket Club has confirmed that the portion of land falling within their existing ground-lease is not operationally significant to them and as such they would be prepared to relinquish it from their lease to enable MTSC's project to be delivered.

## **D.2 Current Position**

MTSC have prepared a business plan in support of their proposed project and a copy of that plan is included at Appendix 2. The business plan references community engagement that has taken place to date and the outcomes that they aim to deliver through this project. The business plan also confirms that MTSC would be responsible for all future costs associated with the proposed new facilities and sets out how those costs would be met.

MTSC have engaged with specialist providers and have been advised that it is likely to cost in the region of £270,000 to deliver the proposed new facilities. MTSC are committed to raising those funds and procuring and delivering the new facilities themselves. They have thus far been successful in securing a £100,000 award from Sportscotland, with further funding applications and fundraising ongoing.

MTSC have stated that it would significantly enhance their prospects of securing the required additional funding were they able to provide potential funders with evidence that the council, as landowner, supports the project and in doing so demonstrate that the new facilities could be delivered at this location if and when all of the necessary funding is in place.

To that end and to ensure Council Executive is fully aware of the proposed project, officers are seeking approval via this report for the granting of a twenty five year community benefit lease in favour of MTSC over the area of land at Murieston Valley, Livingston shown indicatively hatched in black on the plan at Appendix 1.

## **D.3 Proposed lease terms**

The following lease terms have been provisionally agreed between the parties:

1. Subjects: Land at Murieston Valley, Livingston shown indicatively hatched in black on the plan at Appendix 1. The extent and configuration of the area to be leased will be finalised following the outcome of MTSC's future planning application for their proposed new facilities.
2. Tenant: Murieston Tennis and Sports Club (MTSC).
3. Landlord: West Lothian Council.
4. Period: 25 years from the date of entry.
5. Rent: Market rent (£3,000 per annum) with community benefit provision enabling the rent to be discounted or waived in full.

6. Rent Review: Every five years from the date of entry.
7. Repairs and Maintenance: Responsibility of the tenant.
8. Non-domestic rates: Responsibility of the tenant, however MTSC are likely to qualify for full exemption due to their charitable status.
9. Sinking Fund: The tenant will establish a sinking fund sufficient to ensure future life-cycle maintenance and improvement works can be undertaken.

MTSC would be required to secure planning permission for the proposed new facilities prior to any works taking place. If MTSC are unable to secure the necessary planning permission, or if they are unable to secure the funding needed to deliver the project, then the proposed lease will not be granted by the council and the project will not proceed.

Officers recognise that MTSC's design proposals could, through necessity, be subject to change going forward (e.g. due to planning requirements and/or funding conditions. Council Executive is therefore requested to delegate authority to the Head of Finance and Property Services to finalise negotiations, including the variation of lease terms and site boundaries, as necessary to conclude the transaction, noting that these will not materially differ from the terms set out in this report.

## **E. CONCLUSION**

Officers are supportive of the community focused, multi-sports project that MTSC is seeking to deliver and are satisfied that it is in the council's best interests to grant MTSC a twenty five year community benefit lease of the land at Murieston Valley, Livingston shown hatched in black on the plan at Appendix 1 on the terms set out in this report.

## **F. BACKGROUND REFERENCES**

None.

Appendices/Attachments:

Appendix 1 - Location Plan.

Appendix 2 – Murieston Tennis & Sports Club Business Plan

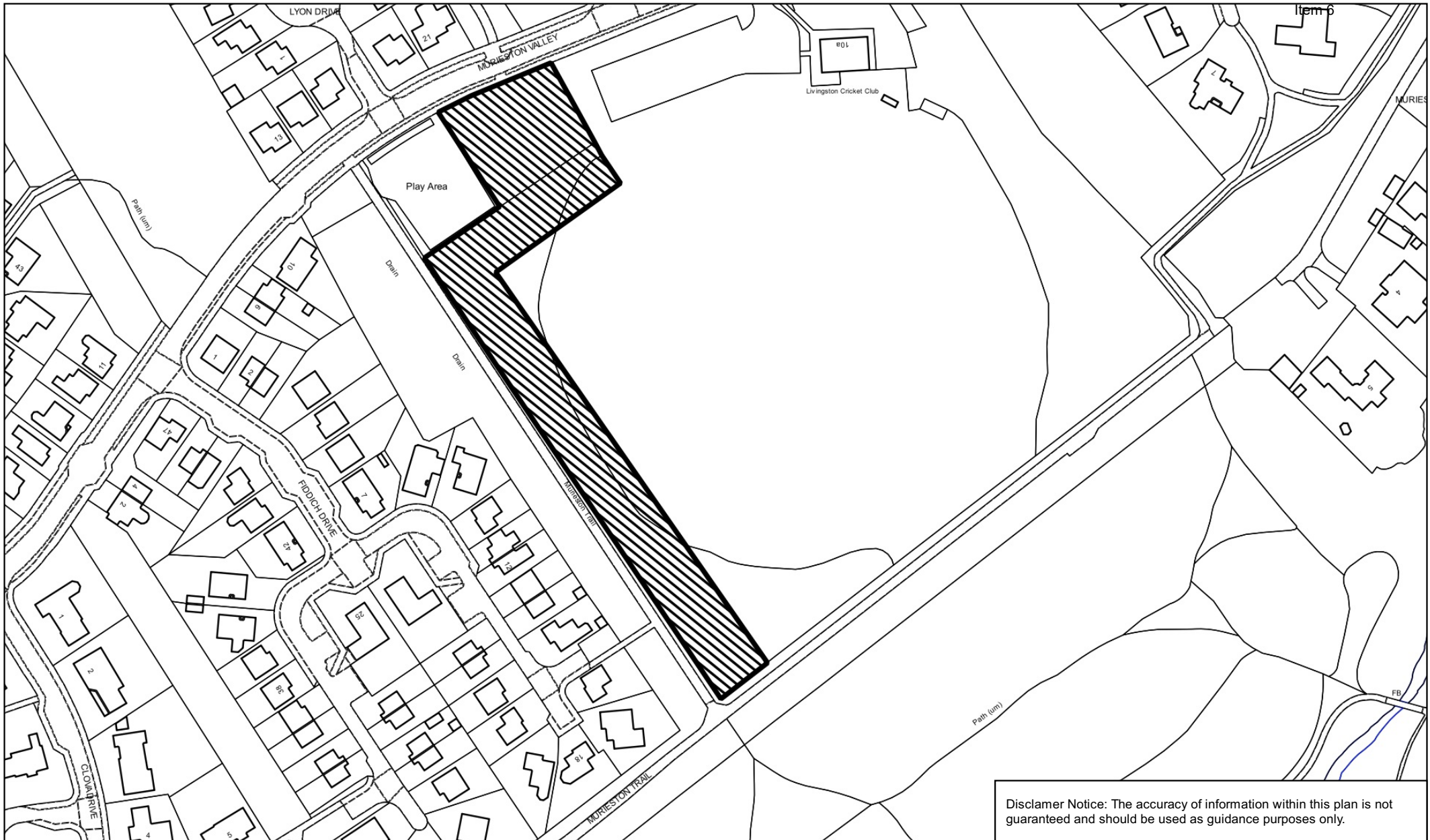
Contact Person: Scott Hughes, Strategic Property Asset Manager, Property Services


Tel: (01506) 281825 E-mail: [scott.hughes@westlothian.gov.uk](mailto:scott.hughes@westlothian.gov.uk)

**Donald Forrest**

**Head of Finance and Property Services**

**Date of meeting: 15 November 2022**



	<h2>Appendix 1: Land at Murieston Valley, Livingston</h2> <p>Property Management, West Lothian Civic Centre, Livingston, EH54 6FF</p>	<p>2/11/2022</p>	<p>Reproduced from the Ordnance Survey mapping with the permission of Her Majesty's Stationery Office. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. ©Crown copyright. All rights reserved. Licence 100037194 2022</p>
	<p>Not to Scale</p>	<p>A4</p>	<p>N ↑</p>



# Business Plan

Murieston Tennis and Sports Club

Updated: Mar 29<sup>th</sup> 2022

# Plan Structure

- Vision (what?)
  - Big picture, goals and objectives
- Plan (how?)
  - Proposal, location, facilities
  - Governance, community engagement
  - Financials, forecasts, funding
- Outcomes (why?)
  - Impact on community

# Vision

## Goals and Objectives

- **Vision:** to see a tangible improvement in physical and mental quality of life across the entire community through increased participation in tennis and other sports, fitness and social activities
- **Goals and Objectives:**
  - Kids fully engaged in a range of sports, improving their physical and mental wellbeing, building on local *ActiveSchool* programs
  - The community motivated to volunteer, manage and self-develop an organization dedicated to improving health and fitness
  - An open, inclusive and diverse space for all groups, using sports like tennis, basketball, netball and football to encourage participation
  - A not-for-profit, affordable membership structure, reaching out to disadvantaged areas and capable of sustained self-governance
  - A learning environment, supported by local coaches, clubs and volunteers, encouraging all groups to develop new skills

# Plan:

## Proposal

---

To create and establish a new (not-for-profit) community tennis and sports hub located in Murieston and built on the (LCC) Dresselrigg site

---

To build three full-size tennis courts and one multi-use court supporting basketball, netball and 5-a-side football

---

To create an inclusive, diverse and community-run membership from the Livingston South and wider catchment areas

---

To organize regular coaching, classes, open days and club nights and to establish teams to compete in regional leagues

---

To collaborate with local clubs, sports bodies (eg Livingston Wolves, Netball Scotland) and coaches (eg Tennis Revolution)

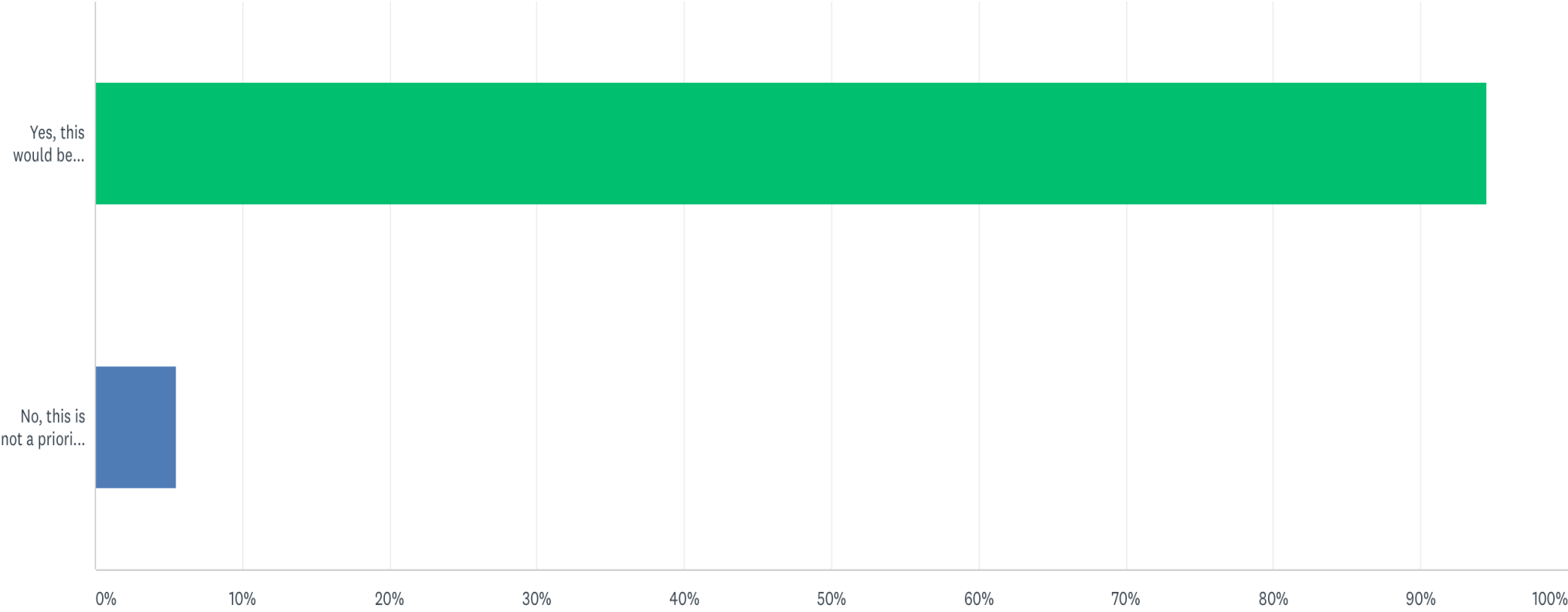
---

To fund the project from a variety of sources eg local charities, community funds, trusts, LTA / Tennis Scotland and sportscotland

---

Do you feel that the Murieston / Livingston South area would benefit from some additional sports facilities (or are there currently enough)?

Answered: 379 Skipped: 1



Murieston Tennis and Sports Facilities

ANSWER CHOICES	RESPONSES	
▼ Yes, this would be welcome	94.46%	358
▼ No, this is not a priority for the area right now	5.54%	21
TOTAL	379	

# Plan:

## Target Groups

---

**Younger kids:** structured fun coaching eg mini-tennis, come-and-try sessions eg basketball, soft cricket

---

**Girls:** mini-tennis; Netball Scotland's Get Outdoors campaign, Summer Leagues, new ug sections

---

**Youths:** competitive team tennis, basketball, 5-a-sides; advanced coaching, classes

---

**Over 60s:** walking football, Masters tennis, Tai-Chi classes

---

**Disadvantaged:** affordable pricing, concessions, payment plans, free equipment, open days

---

**Disabled:** accessibility plans, wheelchair tennis

---

## Site Location and Layout Plan



Note: these are preliminary sketches for illustrative purposes only and do not necessarily represent final locations of courts

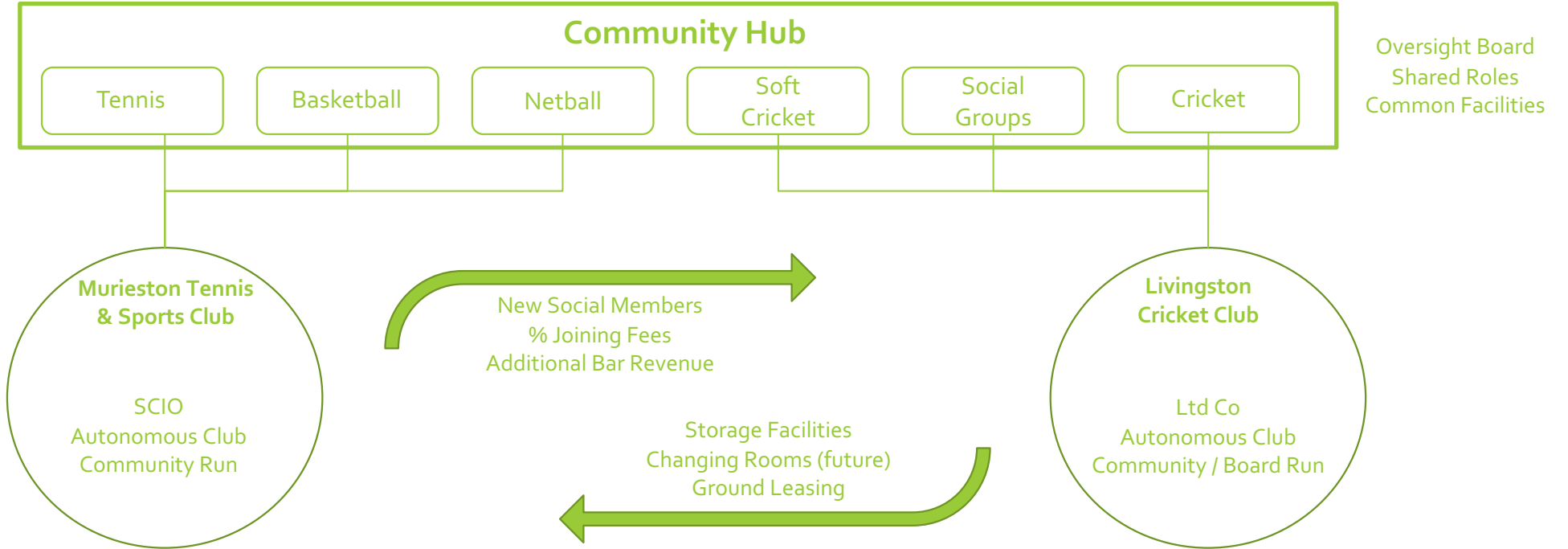
# Site Tenure

1- Areas highlighted in Blue are LCC leased ground (99-year lease from WLC) – and will be sub-leased to Murieston Tennis and Sports Club.

2- Area highlighted in Red currently belongs to WLC and will be subject of asset transfer with 25-year lease to LCC / MTSC.



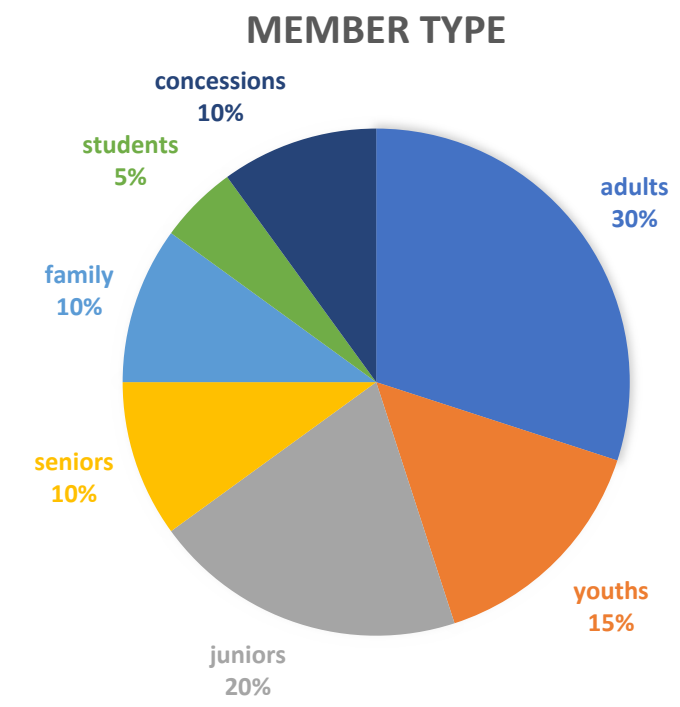
Note: these are sketches for illustrative purposes only and do not necessarily represent final or precise locations



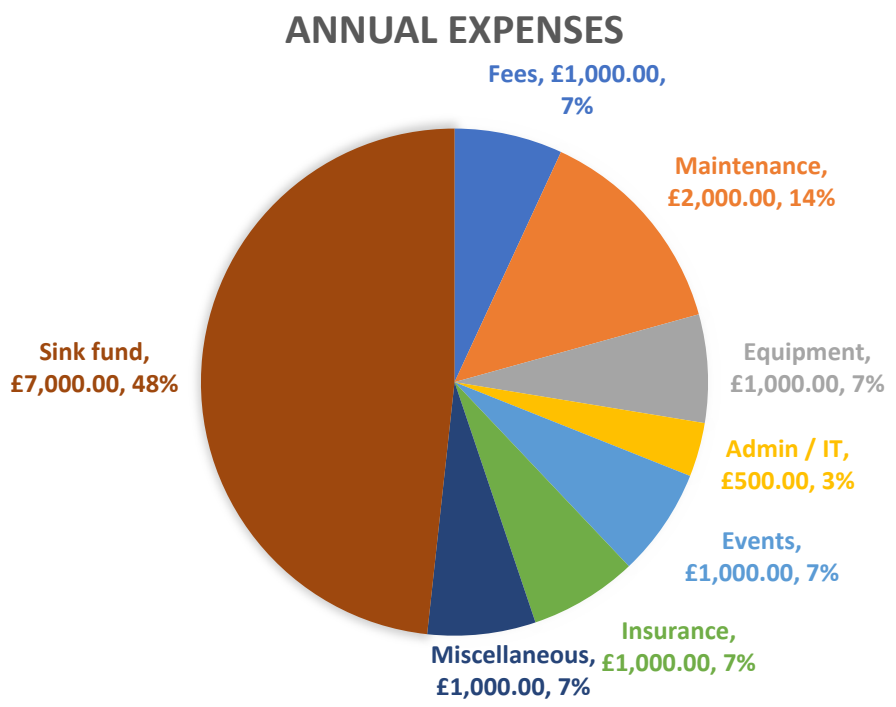
- Proposed model provides both clubs with autonomy
- Community Sports Hub provides oversight for all stakeholders
- SCIO status opens up wide range of funding opportunities
- Quid pro quo arrangement benefits both parties

# Plan:

Financial Forecasts - assumptions



Family	2 adults, n juniors	£220.00	10%
Adults	over 18, employed	£100.00	30%
Youths	secondary school age	£50.00	15%
Seniors	over 60, retired	£50.00	10%
Students	in full or part-time education	£50.00	5%
Concessions	unemployed, other?	£50.00	10%
Juniors	primary school age	£25.00	20%
Tots	pre-school age	FREE	



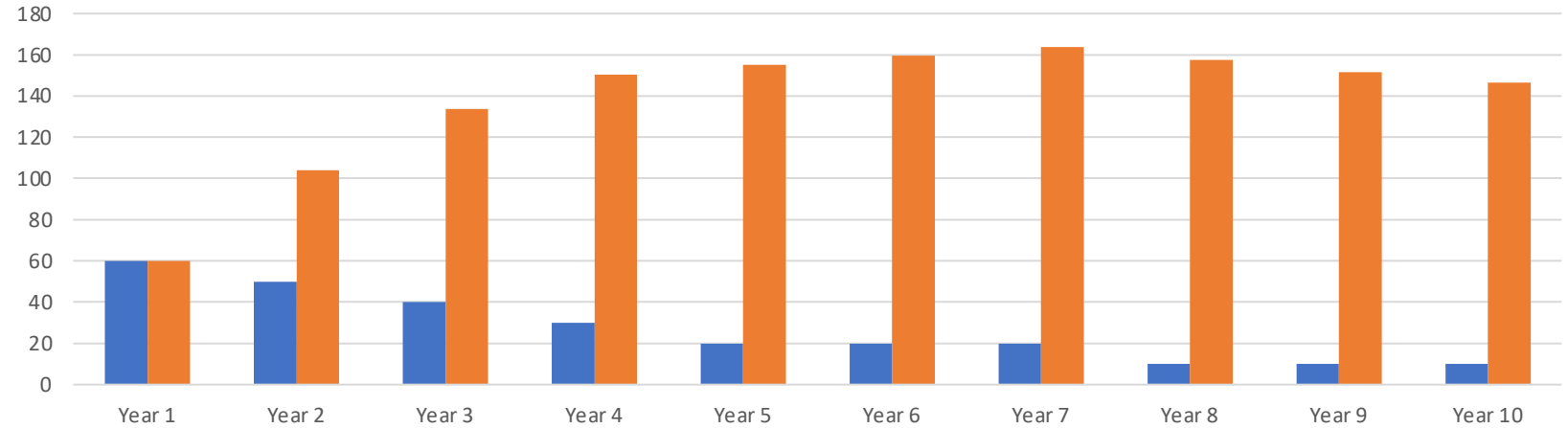
Fees	LTA registration etc	£1,000.00	per year
Maintenance	Gates, fences, grounds etc	£2,000.00	per year
Equipment	Rackets, balls, nets etc	£1,000.00	per year
Admin / IT	Web / IT costs	£500.00	per year
Events	Social, competitive	£1,000.00	per year
Insurance	Insurance fees	£1,000.00	per year
Miscellaneous	Unplanned costs	£1,000.00	per year
Sink fund	To fund upgrades, resurfacing etc	£7,000.00	per year
Maintenance	Court re-painting, repairs etc	£5,000.00	every 5 years

# Plan:

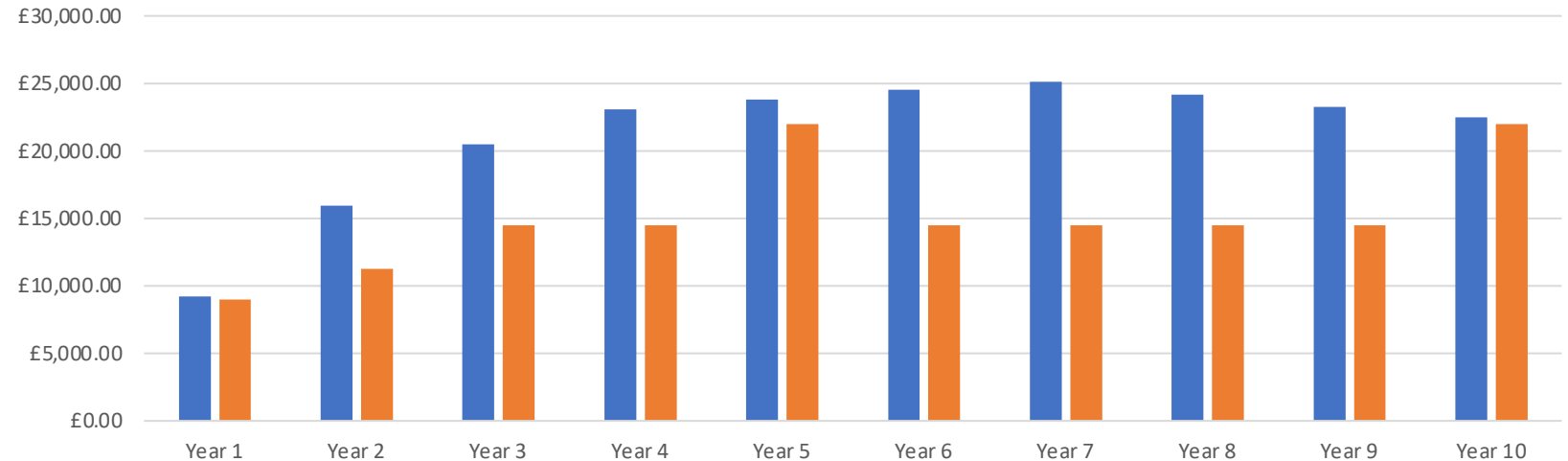
Financial Forecast - based on **150** members, no pay-per-play revenue

Cumulative (RED) and Annual (new, BLUE) #Members

Item 6



Annual Membership Income (BLUE) vs Expenses (RED)



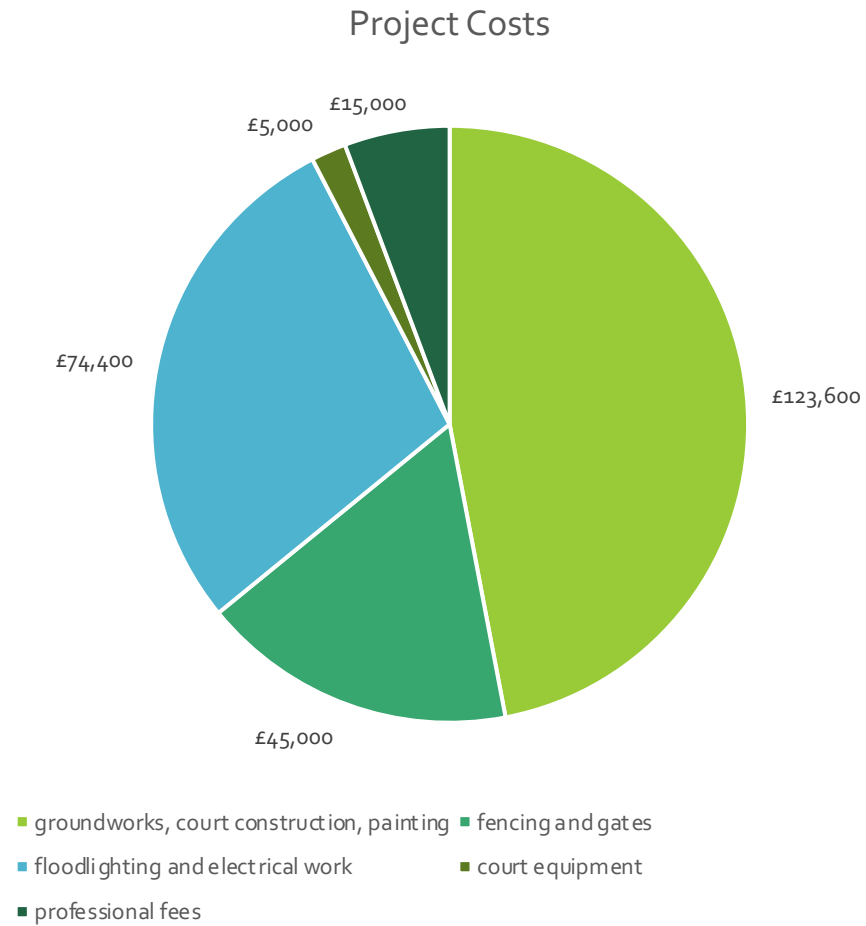
- Membership numbers are based on conservative target of achieving 150 members; upside case could be 300+
- Pay-per-play option (not included here) could add an additional £3K income per annum
- Income figures include nominal levy to LCC for use of facilities, lease etc
- 10% annual member attrition rate assumed
- Sinking fund accumulation of approx. £65K over 10 years

# Project Costs

Description	Cost	Details	Contingency %	Amount	Description
1. Prelims	£5,000	covers site setup, security, toilets etc		£103,000	groundworks, court construction, painting
2. Earthworks	£12,000	based on excavation works staying on site – helping costs, drainage	20%	£20,600	
3. Drainage	£15,000	courts to start away from drainage / road, no drains under new courts		<b>£123,600</b>	
4. Civils	£27,000	excavations, foundations, kerbing etc			
5. Asphalt	£34,000	porous macadam surface on all courts, 2 layers, ready to spray paint (1)			
6. Line painting (on asphalt)	£10,000	court line markings etc			
7. Fence including: Weldmesh panel 3.0m high					
1x double gate					
3x single gates	£37,500	15ft on roadside, 9ft on other sides; gate location TBD; rebound on MUGA		£37,500	fencing and gates
			20%	£7,500	
				<b>£45,000</b>	
8. Floodlighting and electrical					
Tennis: 550 lux	£10,000	electrical cabling and connector work (into LCC junction box)			
Muga: 120 Lux	£52,000	low level LED, low spillage, low glare; could be retrofit (2)		£62,000	floodlighting and electrical work
			20%	£12,400	
				<b>£74,400</b>	
9. Equipment					
3x Tennis sets					
1x 5 a side football	£2,500	includes tennis nets, posts and recessed football goals (3)		£4,000	court equipment
additional equipment (basketball, netball)	£1,500	basketball, netball, football, racquets etc	25%	£1,000	
				<b>£5,000</b>	
10. Fees					
planning application	£10,000			£15,000	professional fees
legal / other	£5,000				
				<b>£15,000</b>	
<b>Total</b>				<b>£263,000</b>	

# Funding Plan:

Proposed sources of funding



Note: 20-25% contingency has been added to originally quoted prices

## Funding Plan

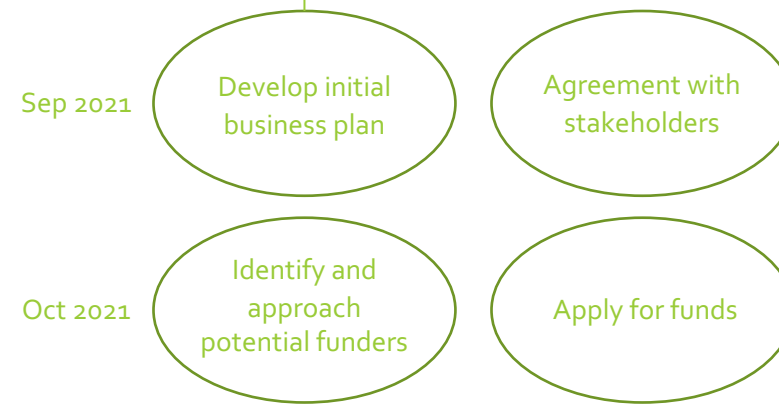
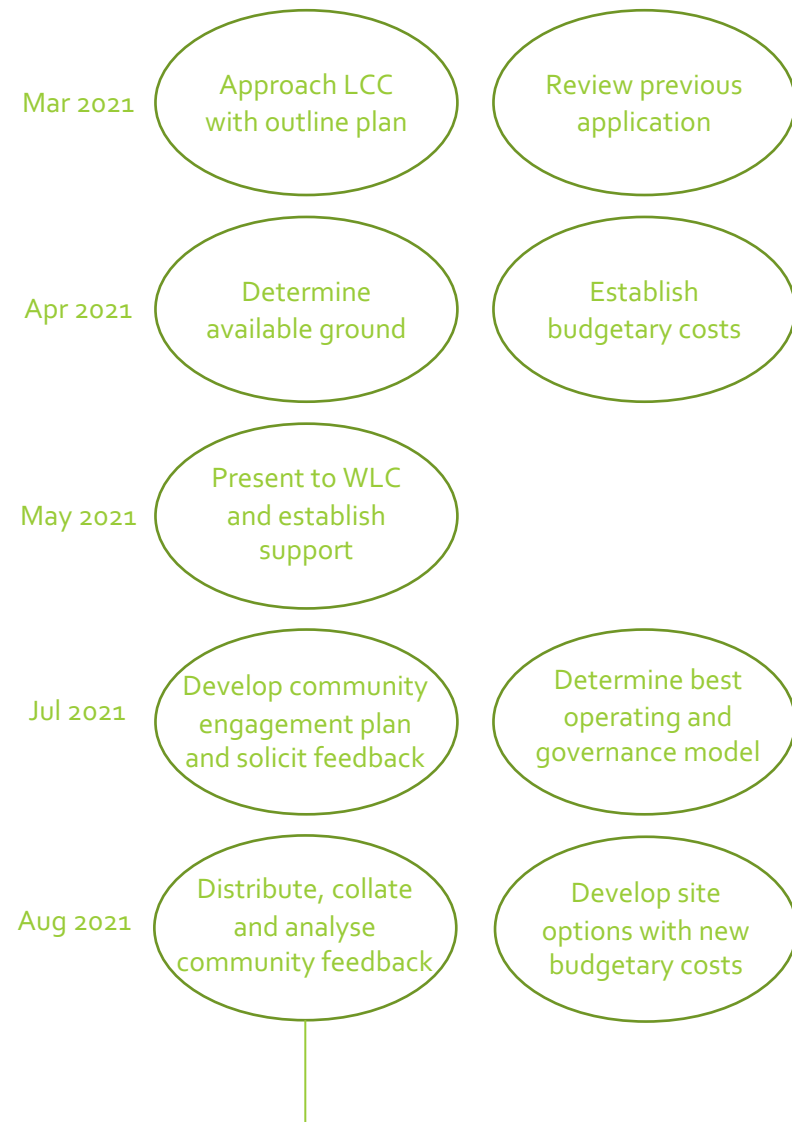
- Courts
  - Sportscotland £100k
  - WLDT £25k
- Floodlights
  - Landfill Trust £40k
  - PBIP £40K
- Fencing
  - Harrison £40k
  - Mickel £5k
- Equipment
  - Mickel £5k
- Fees / Miscellaneous
  - Crowdfunding £15k
- TOTAL £270K

# Outcomes:

Impact and Value

- To improve **access to outdoor sports and leisure facilities** for kids, youths, adults, families, over 60s, disabled and disadvantaged
  - Tennis, basketball, netball, 5-a-side, cricket and fitness for all groups
- To provide facilities run **by the community for the community**
  - A sports hub run by and organized for the benefit of the community
- To offer a range of **learning opportunities** for kids, and all ages
  - Via coaching, classes, open days, active schools and competitions
- To improve **physical and mental health** for all participants
  - Benefits from increased activity and social interaction as part of club
- To provide an **intervention path for disadvantaged areas**
  - Via affordable fees, concessions, free equipment and open sessions
- To create a **social and sports hub** expanding on success of LCC
  - Bring clubs together in one place to create community focal point
  - Encourage community engagement through volunteering opportunities

## Actions: Roadmap



end Q1  
2022

end Q2  
2022

Q3-Q4  
2022



Move on to  
contractor /  
building stage

DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **2022/23 GENERAL FUND REVENUE BUDGET - MONTH 6 MONITORING REPORT**

#### **REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES**

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

This report provides Council Executive with an update on the outcome of the General Fund revenue budget monitoring exercise at month 6, including an update on material budget pressures, progress being made with the delivery of approved budget savings for 2022/23 and projected expenditure against one-off budgets in 2022/23 and 2023/24.

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

It is recommended that Council Executive:

1. Notes the outcome of the month 6 monitoring exercise, which is a forecast overspend position of £4.446 million which will be funded by one-off resources. This includes an overspend on net service expenditure of £696,000 and further costs of £3.750 million in relation to the pay award package after taking account of funding from Scottish Government to help councils manage the additional costs;
2. Notes the overall month 6 forecast position is in line with the position reported to Council Executive at month 4, albeit there are movements in forecast between services;
3. Notes the overspend of £4.446 million forecast at month 6 will be funded, as agreed at month 4, from retained one-off balances of £81,000 and the net saving in the committed General Fund balance of £3.850 million and savings from one-off resources in 2022/23 of £515,000;
4. Agrees that Heads of Service take all management action necessary to curtail spend and preserve any in year underspends to minimise the projected in-year overspend;
5. Notes the material recurring pressures of £6.363 million and the updates from relevant Heads of Service on progress being made against the agreed actions to mitigate these pressures;
6. Notes Heads of Service have been instructed to take all action necessary to mitigate as far as possible the recurring pressures by 31 March 2023 including a focus on what is being done to manage and reduce the pressure by implementing specific actions;
7. Agrees Heads of Service take all action necessary to deliver the approved savings for 2022/23, categorised as Amber, by 31 March 2023 given the magnitude of the financial challenges facing the council;
8. Agrees Heads of Service review the exit strategies proposed for one-off projects in advance of 2023/24, in particular the necessary measures to ensure spend and income generation is realigned to the recurring budget once the one-off investment ends;

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

###### **I Council Values**

Focusing on customers' needs, being honest, open and accountable, making best use of resources, 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>	No implications at this stage.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	Ongoing funding restraint is likely to have implications for performance.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	None.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	The forecast position for 2022/23 is an overspend of £4.446 million based on the month 6 risk-based monitoring exercise which is being funded by one-off resources. The forecast position includes an overspend on net service expenditure of £696,000 and a further £3.750 million in relation to the cost of the proposed pay award for all staff. Material recurring pressures are estimated to be £6.363 million.
<b>VII</b>	<b>Consideration at PDSP</b>	Financial Performance is reported biannually to PDSPs.
<b>VIII</b>	<b>Other consultations</b>	Depute Chief Executives, Heads of Service, Service Managers and Transformational Change Team.

## **D. TERMS OF REPORT**

### **D.1 Background**

West Lothian Council approved a revenue budget for 2022/23 in February 2022, with total savings for the year being £9.081 million. The budget also included significant one-off resources to address the pandemic and additional time limited investment for other council priorities.

Since February 2022, the cost of living crisis has significantly worsened and forecasts for energy prices are continuing to rise significantly. In addition, negotiations regarding the 2022/23 pay award have been continuing. The magnitude of the financial challenges facing the council are unprecedented with substantial risks that are largely out with the council's control creating material budget implications.

In line with the agreed budgetary control framework and procedures, the monitoring of the council's full revenue budget, is undertaken on a quarterly basis and reported to Council Executive. This includes an update on material pressures, progress made on the delivery of approved budget savings and implementation of the approved programme of one-off investment.

A risk based monitoring exercise is carried out on both the revenue budget and approved budget savings out with the quarterly monitoring exercises. This strategic approach to monitoring ensures that risks are identified at an early stage and allows areas to be identified for management action.

This report provides an update on the full budget monitoring exercise of service budgets at month 6, a full monitoring of approved savings and an update on the delivery of one-off resources for 2022/23 and 2023/24. The next update to Council Executive will be the outcome of the month 9 budget monitoring exercise which will be reported in early 2023.

## D.2 2022/23 Budget

### D.2.1 2022/23 Summary Position

Based on the outcome of the monitoring exercise at month 6, a significant overspend of £4.446 million is anticipated in 2022/23 against the core recurring revenue budget, which includes an overspend on net expenditure of £696,000 and currently estimated additional costs of £3.750 million in relation to the proposed pay awards. In addition, material recurring pressures remain in Operational Services, Housing, Customer and Building Services, Social Policy and Education totalling £6.363 million.

A number of overspends are currently forecast in various services and provision has been made for the agreed SJC (Scottish Joint Council) Local Government workforce pay award package worth between 5% and 10% and capped at a maximum increase of £3,000. The Scottish Government provided £140 million of recurring resource funding from 2022/23 to support the revised pay offer for all staff and £120.6 million capital funding in 2022/23 and 2023/24 which will be baselined in revenue funding from 2024/25 onwards to support the pay offer. As there was no provision for pay award in the Local Government Finance Settlement, councils have had to cover a significant amount of the total cost of the pay award. Teachers and Chief Officers pay award negotiations are ongoing.

There are also some areas where forecast underspends are helping to offset overspends elsewhere and it is important that underspends in such areas are preserved to minimise the projected overspend position. The following table summarises the forecast position following the budget monitoring exercise:

Service	Revenue Budget 2022/23	Forecast 2022/23	Projected Variance 2022/23
	£'000	£'000	£'000
Corporate Services	10,061	10,061	0
Housing, Customer and Building Services	8,532	10,162	1,630
Operational Services	61,395	63,469	2,074
Social Policy – IJB	90,995	90,995	0
Social Policy – Non IJB	34,090	34,070	(20)
Planning, Economic Development and Regeneration	4,152	3,852	(300)
Education	204,276	204,333	57
Chief Executive, Finance and Property	31,000	30,402	(598)
Joint Valuation Board	1,312	1,312	0
<b>Service Expenditure – Total</b>	<b>445,813</b>	<b>448,656</b>	<b>2,843</b>
<b>Non-Service Expenditure</b>	<b>50,001</b>	<b>49,319</b>	<b>(682)</b>
<b>Council Tax Income</b>	<b>(93,249)</b>	<b>(94,714)</b>	<b>(1,465)</b>
<b>TOTAL NET EXPENDITURE</b>	<b>402,565</b>	<b>403,261</b>	<b>696</b>
<b>Net Cost of Proposed Pay Award</b>			<b>3,750</b>
<b>TOTAL NET EXPENDITURE INCLUDING PAY</b>			<b>4,446</b>

### D.2.2 Summary update on 2022/23 material pressures

As at month 6, key material pressures total £6.363 million, an increase of £819,000 since month 4. This increase relates to further recurring pressures identified in the month 6 monitoring exercise including Homelessness costs of £268,000, additional vehicle costs within Operational Services of £302,000 due to the increase in vehicle stock, partially offset with a

reduction in projected variable costs within Nets, Land and Countryside of £98,000. A new pressure has been added for mainstream school transport contracts of £368,000.

Homelessness costs are projected to overspend by £1.794 million in 2022/23, after taking account of additional recurring budget of £550,000 and one-off budget of £450,000 provided in 2022/23 to help address the pressure resulting from the ongoing demand for temporary accommodation. The recurring pressure is forecast to be £2.114 million after taking account of the additional recurring funding. Recurring pressures continue to be forecast for overtime costs for absence cover in Older People Care Homes of £603,000 and for Additional Support Needs (ASN) and medical transport costs and £579,000.

Further information on the material pressures and actions to manage these pressures is contained within Appendix 1. It is important that Heads of Service take all action necessary to mitigate as far as possible the recurring pressures by 31 March 2023. This is vital given the very significant budget gap for 2023/24, the major risk of further cost pressures, and the planned use of the one-off resources to balance the 2023/24 budget. Council Executive will be provided with an update on progress regarding recurring pressures within the month 9 revenue budget monitoring report.

### **D.2.3 Corporate Services**

The forecast position for Corporate Services is break even. There are continuing service pressures for legal fees and procurement rebates and additional spend is forecast within Admin and HR Services from contracts for agency staff. An under recovery of income in Legal Services also remains which will be partially mitigated by the additional funding ringfenced to mitigate Covid-19 related pressures. The pressures identified can be offset against one-off savings against other budgets within the service.

### **D.2.4 Housing, Customer and Building Services**

An overspend of £1.630 million is forecast across the service area, due principally to existing pressures in Homelessness.

Homelessness is forecast to overspend by £1.794 million as a result of the ongoing demand for temporary accommodation. On average 139 clients per night were accommodated in B&B for the period from April to September 2022. Current numbers are 150 per night.

One-off budget of £450,000 was agreed to help mitigate the pressure in B&B spend but an overspend of £1.452 million is expected. This takes account of additional recurring budget provided from 2022/23 of £550,000. Other homelessness costs of £237,000 include property storage costs which is directly linked to the increased lengths of stay in temporary accommodation, as well as a change in the demographic presenting as homeless, and void rent loss and electricity. Tenders have been evaluated and awarded for the homeless transport contracts. Due to the rise in fuel costs, there has been an increase in the tender values together with the increasing number of families presenting as homeless requiring school transport, creating a pressure of £105,000 within this area.

The council has £315,000 of Rapid Rehousing Transition Plans (R RTPs) funding in 2022/23 as part of a multi-year plan to reduce the numbers of people presenting as homeless as well as rehousing people who are homeless quicker and reducing the length of stay in temporary accommodation and B&B accommodation.

The Housing Capital programme includes provision for additional housing stock through new build projects, open market acquisitions and the mortgage to rent scheme, which will help to mitigate some of the pressures on the homelessness budget as more housing stock becomes available to be let.

In addition, the General Services Capital Programme includes funding for shared living spaces which is anticipated to alleviate some of the pressure. These have all been subject to delays as

a consequence of Covid-19 and this is contributing to the pressure as noted above. On 4 October 2022, Council Executive approved the purchase of up to 30 properties through the Open Market Acquisition Scheme, which will take a minimum of 18 months to complete, and will then be converted to 60 temporary sharing spaces. It is anticipated that this will result in a reduction in the use of bed and breakfast and temporary accommodation.

Further actions will also be required to reduce expenditure on a recurring basis and fully mitigate the budget pressure, including increasing the number of lets in the private sector and increasing the sharing spaces in the council's own stock.

Customer and Community Services is forecast to underspend by £73,000. This position is supported by one-off resources of £46,000 to mitigate the impact of the pressure on Registration activity income. Underspends of £36,000 and £55,000 respectively are anticipated in the Community Safety Unit and Customer Service Centre due to staffing vacancies and turnover.

## **D.2.5 Operational Services**

An overspend of £2.074 million is forecast for Operational Services.

The Recycling and Waste Services budget is forecast to overspend by £844,000 mainly due to vehicle cost pressures of £775,000.

Pressures in Nets, Land & Countryside total £445,000 mainly due to vehicle and variable cost pressures of £329,000 and £172,000 respectively. Work continues to be undertaken by Operational Services to determine how variable costs can be controlled to reduce the pressure in this area.

Public Transport is forecast to overspend by £264,000 mainly due to ASN and Medical Transport cost pressures of £406,000 being partly offset by a forecast saving in Local Bus of £100,000. The ASN and Medical Transport cost pressures mainly relates to demand changes in relation to small group settings and ASN transport. A Public Transport and Education short-life working group is seeking ways to reduce the demand for these services with a view to eliminating this overspend. The recent re-tendering of these services provides a strong base for this exercise. The Local Bus saving mainly relates to the removal of the Falkirk cross boundary contract as Council Executive agreed to the extension of the local bus service into Westfield as an alternative.

Pressures in Fleet Management total £521,000. A shortage of mechanics is creating a pressure within the fleet workshop both because work is having to be out-sourced due to workshop capacity constraints which costs more and also because workshop overheads are not being recovered as workshop productive hours are lower than budgeted. This is creating a £185,000 pressure. There is a pressure of £139,000 in vehicle costs, £83,000 of which relates to vehicles continuing to be held beyond the end of their grant funding period with the remaining £56,000 relating to a delay in the implementation of the Green Travel budget saving measure. In addition, Fleet Management incurs the cost of electricity used in the West Lothian wide non-council Electric Vehicle charging points (£200,000). Finance and Property Services are reporting to Corporate Policy and Resources PDSP in December 2022 and then to Council Executive, on a proposal to introduce charges for using these Electric Vehicle charging points from early 2023 which would mitigate this pressure going forward.

Roads & Transportation is forecast to be on budget due to vehicle cost and income pressures of £264,000 and £94,000 respectively being offset by savings in staffing and LED lighting electricity usage.

Facilities Management, Community Transport and Inprint are currently forecast to be on budget.

The vehicle cost pressures noted above total £1.692 million. These largely arise from delays in

vehicle procurement, which has resulted in an older, more expensive to maintain and run fleet as well as an increase in short-term hires, and an increase in the number of short-term hired vehicles. In addition, inflation is impacting vehicle costs including lease, hire, maintenance and fuel costs. Operational Services has set up a short-life working group to identify ways to reduce these cost pressures.

#### **D.2.6 Social Policy – IJB**

The forecast position for IJB delegated functions is break even. There remain a number of pressure areas in IJB delegated functions, which are offset by underspends and future savings.

Internal care homes for older people continue to be a recurring pressure with a forecast overspend of £681,000, where additional agency and locum costs are being incurred to cover for staff absence and vacancies.

Due to staffing constraints being experienced by external care at home providers there is an underspend of £1.1 million forecast in this area. In addition, there are vacancies in council provided care at home services of £503,000. These underspends are partially offset by a corresponding increase in care at home agency staff costs of around £1.3 million. This is helping to support hospital discharges and reduce the level of unmet need. In both this area and internal care homes, there is a focus on recruitment in order to reduce costs.

Additional costs relating to Covid-19 included in the IJB Mobilisation Plan for social care are currently forecast to be in the region of £3.7 million for 2022/23, which includes sustainability and personal protective equipment (PPE) payments for care providers, lost income and staff costs for sickness cover and remobilisation. This is being closely monitored with actual additional costs still subject to uncertainty, and the forecast reflects the assumption that this will be fully funded through IJB reserves.

#### **D.2.7 Social Policy – Non IJB**

The forecast position for Non-IJB social care functions is an underspend of £20,000.

There is a recurring pressure in external residential schools of £605,000. This is due to a high number of placements over recent financial years because of a lack of alternative options. This has resulted in delays to moving young people out of external resources and plans are underway in order to resolve this.

There is also a pressure in Continuing Care of £90,000, where young people may apply to stay in their current placement beyond the normal leaving date at age 16/18. This represents a significant risk of additional cost to the council where young people in current residential school placements may apply to stay for a longer period. These pressures are offset by underspends in staffing of £336,000, adoption costs of £176,000, and services for children with disabilities of £183,000.

#### **D.2.8 Planning, Economic Development and Regeneration**

An underspend of £300,000 is forecast for Planning, Economic Development and Regeneration due to over recovery of Planning Application fee income anticipated. This is partly due to the Planning Fee increase which came into force during October.

#### **D.2.9 Education**

The revenue budget for Education is currently forecast to overspend by £57,000, mainly as a result of additional expenditure being incurred in relation to the Early Learning & Childcare (ELC) expansion plan of £197,000 which is being partially being offset by staffing savings due to vacancies across the service area.

All three year olds and four year olds and eligible two year olds have been offered 1,140 hours

of early learning and childcare provision since 19 April 2021. The increase in flexibility and choice for parents and carers, as required by Scottish Government policy, has resulted in a significant increase in parents choosing funded placements in private providers which has subsequently placed pressure on the revenue budget. The Early Learning & Childcare Policy is not currently fully funded by the Scottish Government, even after an adjustment to the pre-school funding distribution formula from 2022/23 which provided additional recurring resources of £932,000. The recurring pressure is anticipated to be £715,000. Officers continue to work with COSLA and Scottish Government to secure more funding next year to address the remaining gap.

Schools have submitted their second budget forecasts of the year which indicate that the DSM carry forward balance is expected to reduce to around £1 million by 31 March 2023. School budgets have been updated in line with the school census undertaken in September 2022 to reflect actual pupil numbers.

Finally, West Lothian Leisure's (WLL) updated forecast shows a deficit of £119,000 and minimum cash balance of £2.23 million in February 2023. With the ongoing cost of living crisis, a reduction in membership levels is anticipated over coming months.

#### **D.2.10 Chief Executive, Finance and Property Services**

The overall service budget is currently forecast to underspend by £598,000.

Anticipated over recovery of intervention income of £354,000 within the Revenues Unit and staff savings within Revenues takes the Revenues underspend position to £475,000.

Staff savings within the Anti-Poverty team bring the overall underspend to £215,000. Additional costs are being incurred as the result of increased demand for the Scottish Welfare Fund which will be funded from approved one-off resources in 2022/23.

Property services is a high-pressure area mainly due to the increase in energy prices. One-off resources of £3.659 million have been earmarked to help mitigate the pressure for 2022/23 although latest cost projections forecast spend on utilities to be approximately £3.736 million. These additional costs can be met from a saving in Non- Domestic rates on charges for the new Winchburgh Schools in 2022/23. A report on energy mitigation measures which have been taken and on potential future energy mitigation measures was approved by Council Executive in October.

Reactive and cyclical maintenance are forecasting to overspend by £551,000 and detailed work is being undertaken to get a full understanding of the cost drivers and to identify mitigating actions so that maintenance spend is managed within budget going forward. The under-recovery forecast for Tenanted Non- Residential Property (TNRP) income of £200,000 will be funded from approved one-off resources. Extensive work is being done by the Commercial Property manager to measure the medium-term impact on rental income. Within Property Services further pressures are highlighted, which will be offset by underspends in other areas of the budget and staff savings. These pressures will continue to be monitored.

The remainder of the savings are due to staffing savings across the service.

#### **D.2.11 Joint Valuation Board**

A break-even position is forecast.

#### **D.2.12 Non-Service Expenditure**

Non-service expenditure is forecast to underspend by £682,000. The Council Tax Reduction Scheme (CTRS) is currently forecast to underspend by £19,000. Legislation was introduced in April 2022 to better align CTRS received by Universal Credit (UC) customers with that of legacy

benefits which will mean that, on average, CTRS awards for UC claimants will increase. The impact of this is being monitored.

In addition, there is a forecast underspend of £323,000 in housing benefits due to a continuing decrease in housing benefits caseloads, as people who require additional assistance with housing costs will claim universal credit unless they meet specific criteria. A forecast underspend in pensions contributes to the overall position.

### **D.2.13 Council Tax Income**

Council Tax income is currently forecast to over recover by £1.465 million at month 6. The over recovery has reduced from month 4 due to a review of the bad debt provision process for the council tax penalty account to align this with the bad debt provision process for council tax. The impact of this change in process has been reflected in the latest position and accounts for the reduction in the over recovery of council tax income that was reported at month 4. In year collection rates have increased to 58.63% in September 2022 compared to 54.82% in September 2021 (3.81% increase) and 53.87% in September 2020 (4.76% increase). This increase is due to the Council Tax Cost of living £150 being paid to 61,195 households since 1 April 2022. The 2022/23 collection rates have increased for both in year and all years when comparing to 2021/22.

### **D.2.14 Modernisation Fund**

The balance of the Modernisation Fund is £5.956 million. Currently there are spend commitments of £8,000 against the Modernisation Fund for Early Retirement/ Voluntary Severance (ERVS) costs and £560,000 for Digital and Service Transformation leaving a balance of £5.388 million. It was previously agreed that where the Modernisation Fund is available for ERVS cases, in certain cases where costs are significant, the service may have to meet the ERVS cost through one-off resource. It is important to note that the Modernisation Fund will be needed to meet future ERVS costs and investment, transformation and modernisation costs going forward, particularly the enhanced use of digital technologies, and is a key element in ensuring the council's medium-term financial plan is sustainable.

## **D.3 Delivery of Approved 2022/23 Budget Savings**

### **D.3.1 Summary update on outcome monitoring of approved savings for 2022/23**

Based on the approved savings measures for 2022/23, Heads of Service have undertaken an exercise to assess the operational deliverability of the savings, using the following categorisation:

- Green – achieved or achievable with implementation plans being developed which are capable of achieving the saving.
- Amber – substantial work required but it is anticipated that a workable plan can be implemented or issues have emerged that require additional action to ensure deliverability. Includes where there is an identified means of delivery but staff may be potentially displaced.
- Red – cause for concern with significant issues identified which means the saving is undeliverable. Urgent action is required to ensure delivery.

Based on the exercise carried out the savings for 2022/23 are categorised 71% Green and 29% Amber. A summary of savings at a Head of Service level is provided in the following table.

Status	2022/23						
	Green £'000	%	Amber £'000	%	Red £'000	%	Total £'000
Corporate	225	92	20	8	0	0	245
Housing, Customer and Building Services	163	79	43	21	0	0	206
Operational Services	375	39	598	61	0	0	973
Social Policy - IJB	3,190	76	989	24	0	0	4,179
Social Policy - Non IJB	1,062	55	881	45	0	0	1,943
Planning, Economic Development and Regeneration	105	91	10	9	0	0	115
Education	819	93	61	7	0	0	880
Chief Executive, Finance and Property	540	100	0	0	0	0	540
<b>Total</b>	<b>6,479</b>	<b>71</b>	<b>2,602</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>9,081</b>

### D.3.2 Summary of service monitoring of approved savings

For 2022/23 29% of approved savings are categorised as Amber and include the following material measures:

- Housing, Customer and Building Services: Localised models of partnership working (£37,000) - review of non-staffing costs such as repair costs and furniture provision for temporary tenancies to be carried out to deliver reductions;
- Operational Services: Twin Stream recycling (£496,000) – this change is currently being implemented. It will take a few months to ensure that the expected saving will be achieved.
- Operational Services: Introduction of charges for new replacement bins (£35,000) – work ongoing to deliver the saving;
- Social Policy (IJB): Development of residential facilities (£344,000) – further core and cluster units to be developed;
- Social Policy (IJB): Contributions Policy (£301,000) – contributions policy implemented and continues to be monitored to confirm deliverability of the savings;
- Social Policy (IJB): Remodel Housing with Care provision (£299,000) – consultation has been completed and restructure work developing to deliver the measure;
- Social Policy (Non IJB): Education placements and care arrangements for children with disabilities (£438,000) – further work to be undertaken to fully deliver the saving;
- Social Policy (Non IJB): Reduce cost of residential placements (£425,000) - impact of increasing continuing care placements being monitored;
- All services: Digital transformation (£248,000) Saving being delivered by services as an operational measure

Given the magnitude of the financial challenges facing the council, Heads of Service should take all action necessary to deliver the remaining amber savings by 31 March 2023.

## D.4 Delivery of One-Off Resources

### D.4.1 Summary update on One-Off Resources for 2022/23 and 2023/24

The revenue budget for 2022/23 and 2023/24 includes £43.848 million for one-off projects and investment. In summary, the variance between approved resources of £43.838 million and forecast spend in 2022/23 and 2023/24 is £5.651 million which consists of long-term earmarked resources of £5.136 million which will be spent from 2024/25 onwards and other net savings from specific projects of £515,000, both of which were reported in the month 4 update.

The update confirms that, in general terms, good progress is being made to deliver agreed one-off projects. Given the significant amount of one-off resource, Heads of Service should ensure their service continues to progress and fully implement these projects during 2022/23 and 2023/24. In particular, there are a number of areas where funding provided to mitigate the impact of Covid-19 on spend and income will end in 2022/23 and it will be important that services are making the necessary plans to ensure spend and income in these areas is managed within core recurring budget available.

The one-off projects will continue to be reviewed as part of the month 9 monitoring exercise which will be undertaken in January 2023 and a further update on progress being made by services to deliver these projects will be included within the report for Council Executive.

## **D.5 Summary Position for 2022/23**

The outcome of the risk-based monitoring exercise at month 6 is an overspend of £4.446 million, consisting of an overspend on net service expenditure of £696,000 and further costs of £3.750 million in relation to the cost of the pay award, after taking account of funding from Scottish Government to help council manage the additional costs. Teachers and Chief Officers pay award negotiations are ongoing.

Material pressures have increased to £6.363 million and it will be important that Heads of Service are to implement the actions identified to mitigate these pressures.

An update on progress being made with the delivery of one-off projects in 2022/23 and 2023/24 indicates a variance between approved resources and forecast spend in 2022/23 and 2023/24 of £5.651 million, consisting of long-term earmarked resources of £5.136 million which will be spend from 2024/25 onwards and other net savings from specific projects of £515,000.

In line with the agreed position for month 4, the projected overspend will be funded from sums held in the General Fund balance, savings from one-off resources in 2022/23, the net saving in the committed General Fund balance of £3.850 million and additional savings from one-off resources in 2022/23 of £515,000.

<b>Agreed Funding of Overspend of £4.446 million</b>	<b>£'000</b>
General Fund Balance over £2 million	81
Retained savings in the Committed General Fund Balance	3,850
Savings from one-off resources in 2022/23	515
<b>Total Balance of available one-off resources</b>	<b>4,446</b>

## **D.6 Future budget issues and risks**

There remains significant risks and uncertainties associated with the financial assumptions in the council's budget which continue to be monitored, including the recovery from Covid-19, the cost of living crisis and forecast energy prices which are continuing to rise significantly. Ongoing negotiations around the 2022/23 pay award which has yet to be agreed for Teachers and Chief Officers are also a risk. The magnitude of the financial challenges facing the council are unprecedented with substantial risks that are largely out with the council's control creating significant budget implications.

In addition, material pressures of £6.363 million are having an impact on the council being able to manage spending within the agreed budget. It is therefore essential that these savings are progressed to implementation and where material pressures remain, mitigating actions are taken to ensure existing pressures are managed on a recurring basis. Future pay awards will also be a key risk going forward.

## **E. CONCLUSION**

The outcome of the risk-based monitoring exercise at month 6 is an overspend of £4.446 million, consisting of an overspend on net service expenditure of £696,000 and further costs of £3.750 million in relation to the cost of the pay award, after taking account of funding from Scottish Government to help the council manage the additional costs.

As agreed by Council Executive at month 4 the overspend is being funded from one-off resources. Material pressures have increased to £6.363 million and it will be important that Heads of Service are to implement the actions identified to mitigate these pressures.

Although good progress is being made in the delivery of approved budget reductions with 71% of savings in 2022/23 categorised as green, 29% are categorised as amber and require further action to enable full delivery. Heads of Service should take all action necessary to deliver these approved savings by 31 March 2023, given the magnitude of the financial challenges facing the council.

Finally, as funding for Covid-19 pressures and other council priorities is time limited, arrangements should be put in place by Heads of Service to ensure associated spend ceases in line with funding.

## **F. BACKGROUND REFERENCES**

General Fund Revenue Budget – Month 4 Monitoring Report – Report by Head of Finance & Property Services – 4 October 2022

Draft 2021/22 General Fund Revenue Budget Outturn - Report by Head of Finance and Property Services – 15 February 2022

Revenue Budget 2022/23 - Report by Head of Finance and Property Services – 15 February 2022

### Appendices/Attachments:

Appendix 1                                      Update on Material Pressures

Contact Person:                              Fiona Russell, Group Accountant

Email: [fiona.russell@westlothian.gov.uk](mailto:fiona.russell@westlothian.gov.uk) Tel 01506 281312

**Donald Forrest**  
**Head of Finance and Property Services**  
**15 November 2022**

DATA LABEL: PUBLIC

**Appendix 1 – Update on Material Budget Pressures**

2022/23 Forecast Variance at Month 6	Potential Recurring Pressure at Month 6	Update on agree actions in relation to the pressure
£'000	£'000	
<b>1. Housing, Customer and Building Services – Homelessness - B&amp;B Accommodation</b>		
1,452	1,902	<p>Average homeless numbers per night are 140 for the year to 16 October 2022. On that date there were also 150 clients in bed and breakfast. Due to the impact of Covid-19 there was an increase in the number of homeless presentations throughout 2020/21 and 2021/22 and the resulting rise in the cost of living is expected to add to this. This will also be impacted by availability of suitable temporary and permanent accommodation meaning that the demand of emergency accommodation is likely to increase, thus putting more pressure on the budget.</p> <p>The service is taking forward the actions in the Rapid Rehousing Transition Plan (RRTP) to reduce numbers of people presenting as homelessness as well as rehousing people who are homeless quicker and reducing the length of stay in temporary accommodation and B&amp;B accommodation.</p> <p>The Housing Capital programme includes provision for additional housing stock through the new build projects, open market acquisitions and the mortgage to rent scheme, all of which are intended to mitigate some of the pressures on the homelessness budget as more housing stock becomes available to be let. In addition, the general fund capital programme includes funding for new supported housing for young people, which is anticipated to alleviate some of the pressure. On 4 October 2022, the Council Executive approved the purchase of up to 30 homes through the Open Market Acquisition Scheme which will be turned in to 60 shared living spaces.</p> <p>There is additional recurring budget of £550,000 and one-off funding of £450,000 in the revenue budget model from 2022/23 acknowledging that it will take time for the spend to reduce as action is taken by the service to reduce/mitigate costs. This has negated £1 million of the budget pressure in 2022/23 and £550,000 of the recurring budget pressure from 2023/24.</p>

2022/23 Forecast Variance at Month 6	Potential Recurring Pressure at Month 6	Update on agree actions in relation to the pressure
£'000	£'000	
<b>2. Housing, Customer and Building Services – Other Homeless Provision</b>		
237	107	Outwith B&B costs, the main homeless budget pressures are electricity £15,000, property storage costs of £53,000 and void house rents of £46,000.
<b>3. Housing, Customer and Building Services – Homeless Transport</b>		
105	105	The contracts for the homeless school transport provision were put out to tender over the summer holidays. Due to the increased costs in fuel and overall cost of living, it was anticipated that tender values received were likely to increase to reflect this. The cost of the successful contract was around 30% higher than previous costs, meaning a pressure of £70,000 has been identified. Further to this, the number of families presenting as homeless has increased, meaning more school transport is required which has resulted in an increase in pressure to £105,000. New contracts will continue to be monitored closely throughout the financial year and any changes identified will be reflected in the forecast.
<b>4. Operational Services – Public Transport Additional Support Needs (ASN)/Medical Transport</b>		
406	579	<p>ASN/Medical Transport cost pressures mainly result from higher costs following the recent re-tendering of these contracts and demand changes requested, or expected to be requested, by Education in relation to Small Group Setting and ASN Transport.</p> <p>A Public Transport and Education short-life working group is seeking ways to reduce the demand for these services with a view to eliminating this overspend. The recent re-tendering of these services provides a strong base for this exercise.</p>
<b>5. Operational Services – Mainstream School Transport</b>		
0	368	The recent re-tendering of Mainstream School Transport contracts has created a budget pressure. This pressure is being relieved in 2022/23 through the use of one-off funding (£410,000). This funding ceases in 2022/23 thereby creating a recurring budget pressure. This recurring pressure can be mitigated by a reduction in service offering and Operational Services is currently considering how best to achieve this.

2022/23 Forecast Variance at Month 6	Potential Recurring Pressure at Month 6	Update on agree actions in relation to the pressure
£'000	£'000	
<b>6. Operational Services – Vehicles</b>		
1,692	1,692	Vehicle pressures in Operational Services largely arise from delays in vehicle procurement, which has resulted in an older, more expensive to maintain and run fleet as well as an increase in short-term hires, and an increase in the number of short-term hired vehicles. In addition, inflation is impacting vehicle costs including lease, hire, maintenance and fuel costs. Operational Services has set up a short-life working group to identify ways to reduce (as it is not considered possible to eliminate) these cost pressures.
<b>7. Operational Services – Nets, Land &amp; Countryside variable spend</b>		
172	172	Variable costs have overspent for a period of time. Work continues to be undertaken by Operational Services to reduce this budget pressure.
<b>8. Social Policy – Older People Care Homes – Absence Cover</b>		
290	603	There are significant challenges throughout Scotland in terms of adult and older people social care staffing. Locally, staffing continues to be a challenge with recruitment ongoing to increase staff numbers and reduce the need for agency staff. An action plan for recruitment has been created and includes on-the-job training for those without the former qualification requirements, in order to attract new people into the care industry. Work is ongoing with West Lothian College to attract students into social care work. A recruitment campaign is also planned. In terms of pressures created by sickness absence levels, staff in older people's services will be able to access an intensive vocational rehabilitation service being tested in the Health & Social Care Partnership (HSCP) and it is expected that over time this may have some positive impact on absence levels and thus reduce cover costs. The service benefits in 2022/23 from mobilisation plan funding.
<b>9. Social Policy – Residential Schools</b>		
442	120	Current placements in external residential schools are higher than planned due to lack of alternative options over the last couple of years and increased rate of admission. Plans are underway to reduce the number of children in placements and to bring expenditure back down to a sustainable level for future years. The current forecast is based on plans to reduced the combined Residential and Secure numbers to 16 by the end of the year, with a number of potential moves. The recurring pressure for 2023/24 and bringing this back into budget will heavily depend upon management of new placements and keeping these to a minimum.

2022/23 Forecast Variance at Month 6	Potential Recurring Pressure at Month 6	Update on agree actions in relation to the pressure
£'000	£'000	
<b>10. Education – Early Learning &amp; Childcare (ELC) Provision</b>		
197	715	<p>The increase in flexibility and choice for parents/carers, as required by Scottish Government policy, has resulted in a significant increase in parents choosing funded placements in private providers. This has subsequently placed pressure on the revenue budget. The number of placements where parents have chosen a private provider has risen from 221 to 658 over the last four years. ELC policy is not currently fully funded by the Scottish Government. A new funding formula has been implemented from 2022/23 providing the council with an additional £932,000 in funding for ELC provision. Officers are continuing to actively work on this with COSLA / SG to get more funding to address this gap. Additional measures to address the pressure are being identified by the service and include:</p> <ul style="list-style-type: none"> <li>• Ongoing review of efficient staffing levels across all council settings, whilst maintaining regulatory ratios.</li> <li>• Ongoing review of the revenue funding required for the delivery of meal provision in ELC from August 2021 in relation to uptake.</li> <li>• Engagement with Scottish Government regarding council funding for the delivery of ELC as it is currently not part of Grant Aided Expenditure.</li> <li>• Officers have advised the Scottish Government ELC Delivery Team of the revenue funding impact of the scheme.</li> <li>• Development of blended options that may encourage increased use of council settings. Parents and carers are now able to purchase additional hours in six council settings.</li> </ul>



DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **2022/23 GENERAL SERVICES CAPITAL BUDGET – MONTH 6 MONITORING REPORT**

#### **REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES**

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

To provide Council Executive with a report on the financial position in relation to the General Services capital programme following the completion of the month 6 monitoring exercise.

#### **B. RECOMMENDATIONS**

It is recommended that Council Executive:

1. Notes the outcome of the month 6 monitoring exercise including, the progress in delivery of the overall programme and the projected outturn;
2. Agrees that Asset Lead Officers and the Head of Finance and Property Services keep under review factors that impact on delivery of the approved capital programme.

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

<b>I. Council Values</b>	Focusing on customers' needs, being honest, open and accountable, 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>	The council's General Services capital programme is managed within the stringent requirements set out in the Prudential Code.
<b>III. Implications for Scheme of Delegations to Officers</b>	None.
<b>IV. Impact on performance and performance indicators</b>	Effective capital implementation is vital to service performance.
<b>V. Relevance to Single Outcome Agreement</b>	None.
<b>VI. Resources (Financial, Staffing and Property)</b>	Capital expenditure of £69.276 million is projected in 2022/23.
<b>VII. Consideration at PDSP</b>	None.
<b>VIII. Other consultations</b>	The capital monitoring exercise has involved consultation with Depute Chief Executives, Heads of Service, Asset Lead Officers and capital project managers.

## D. TERMS OF REPORT

### D.1 Background

The report provides Council Executive with an update on the 2022/23 General Services capital programme based on the results of a comprehensive monitoring exercise. The approved 2022/23 capital budget is £72.860 million, which assumes £4 million of overprogramming.

### D.2 Summary of Month 6 Financial Information

The summarised committed and projected asset expenditure at month 6 is shown below:

<b>Asset Type</b>	<b>2022/23 Approved Budget £'000</b>	<b>Committed Expenditure at Month 6 £'000</b>	<b>2022/23 Projected Outturn £'000</b>	<b>2022/23 Projected Variance £'000</b>
Property	50,329	36,114	47,921	(2,408)
Roads	12,158	5,980	11,090	(1,068)
Open Space	8,167	3,536	7,960	(207)
ICT	6,206	3,578	6,305	99
	76,860	49,208	73,276	(3,585)
Remaining Overprogramming	(4,000)	N/A	(4,000)	0
<b>TOTAL</b>	<b>72,860</b>	<b>49,208</b>	<b>69,276</b>	<b>(3,585)</b>

Good progress is being made on a number of projects with the committed expenditure as a percentage of projected outturn at 71%. In overall terms, the monitoring exercise indicates projected outturn is £69.276 million, assuming there is slippage of £4 million between now and the year end. This represents a net underspend of £3.585 which is a combination of accelerations, slippage and savings. If the programme progresses with no further slippage, the outturn will be £73.276 million and the additional accelerated spend will be funded by accelerated use of agreed capital resources.

### D.3 Summary of Forecasts and Pressures

A forecast is provided below for each asset type, including details of material movements and pressures that have been identified:

#### Property

Projected outturn expenditure at month six is £47.921 million £36.114 million of expenditure committed to date.

#### Property Planned Improvements

The programme consists of a wide range of individual property investments that materially affect the condition of the council's estate. Within schools, the traditional summer programme has delivered over 94 individual projects, demonstrating the council's continued commitment to investing in our learning estate. At Blackburn primary school, works on the asbestos removal of flooring have been rescheduled and rephased to weekends during the school term. Installation of the notice boards at Cedarbank has been rescheduled for term time due to delays in obtaining the materials.

#### Property Projects

The additional supports needs skill Centre at Burnhouse Campus, Whitburn, is reporting slippage of £800,000 at month 6. Officers are revisiting the Education client brief and the design will be updated as a result. It is estimated that the design stage will be complete in 2022/23 with a view to start construction in 2023/24. Works at the Beattie Campus are

progressing well and are on target.

Tenders have been received for the new production kitchen at Stoneyburn primary school which is part of the Early Learning Childcare projects. The valuation returned exceeds the agreed budget and as a result, officers are working through options to bring the project in line with the approved budget.

Slippage of £1.8 million is forecast for the developer funded planned extension, to increase the capacity at St Paul's primary school in East Calder. The original scope of works for the project did not include the addition of a new kitchen, however after deliberations, a decision was taken that this should be included. As a result, the design of the project had to be reconsidered and corresponding building warrants had to be updated to accommodate the inclusion of the kitchen. Officers are confident that the contract for these works will be awarded by March 2023. All developer funded projects are being closely monitored and contributions are reviewed on an ongoing basis.

Whitburn Partnership Centre is complete and open to the public. The site has now been approved for the Single Person Homeless Accommodation & Assessment Centre project and the design stage is currently in progress. In relation to the Lanthorn Community Centre RAAC Roof project, the contract has been awarded and the construction programme is estimated to take 52 weeks.

### **Roads and Other Related Assets**

Projected outturn expenditure at month six is £11.09 million, resulting in slippage of £1.060 million. In terms of actual spending, £5.98 million of expenditure has been incurred at period six, representing 54% of the 2022/23 projected outturn.

#### **Roads and Footways**

To date, there is currently 62% of the forecasted outturn committed. Resource issues within the design team, as well as contractor availability have resulted in slippage of £285,000 being identified at A89 between Dechmont and Kilpunt roundabout. It is estimated that the design will commence in November 2022 however, it is probable this project will be rephased to 2023/24. There has also been slippage highlighted at Edinburgh Road, Bathgate Station to Guildiehaugh, officers are coordinating with the Cycling Walking Safer Routes schemes and the consultation exercise is being undertaken.

Under the Cycling, Walking and Safer Routes projects (CWSR), there have been five projects identified. Each of these projects is making good progress and forecasting on budget at month six. The A706 Boghead Roundabout to Whitdale Roundabout cyclepath, is complete and designs are being progressed for the cycle path link between Wester Inch and Whitehill Ind Estate, A89 Edinburgh Road cyclepath, B7066 Polkemmet roundabout to Whitdale roundabout. Officers are confident that all projects can be successfully delivered within the given timescale.

#### **Road Lighting**

There is committed spend of £1.433 million at month six under the road lighting category, equating to 66% of the forecasted spend figure of £2.181 million. There has been substantial progress made on traffic signal improvements both at junctions as well as pedestrian/cycle crossings, resulting in a combined accelerated spend of £177,000. Works on the A899, East Mains Street at Buchan Road are due to start on site in November 2022 and Dunnet Way in December 2022. It has been highlighted at month six, that there have been challenges in filling vacant posts, specifically within the road lighting team. Whilst every effort is being made to minimise the impact of these challenges, there is still a significant risk on the deliverability of the projects.

#### **Structures and Transportation**

There has been good progress made within adopted and non-adopted bridges at month six.

Works required at Haugh Burn Bridge was less than anticipated, giving rise to a saving of £8,000. The project relating to the parapets at Howden House Underpass is scheduled for a site start in January 2023 and is forecast on budget. Officers are finalising the access agreement with the land owner to allow for works to be carried out at Kinnenhill Bridge, and it is estimated the project will be delivered in this financial year. The bridge is located on a small, no through road, off the B8020 near Westfield.

Applications have been received for the 2022/23 Place Based investment funding and awards have been made. All projects are expected to be delivered by the end of March 2023

### **Open Space**

The monitoring exercise indicates a net underspend of £207,000 with forecasted expenditure of £7.96 million at month six. The net position is combination of slippage and project savings. In addition, there is also notable accelerated spend in relation to Inveralmond Synthetic pitch.

One of the key projects under open space assets for 2022/23 pertains to Ashdieback. Contracts are in the process of being issued with the intention to appoint a contractor to commence work on site in January/February 2023.

Polbeth Community ball court project is expected to be slipped to 2023/24. The project is pending a community asset transfer request from the community football team, which will, in turn, inform the scope of the project.

In order to allow officers to focus their efforts on utilising Scottish Government play investment funding, staffing resources has been redirected and as a result, a number of projects programmed for 2022/23 have been slipped. Officers are making every effort to try minimise this slippage.

A further pressure for the service is the delay in the renewal of the Scotland Excel framework. Officers are currently looking into other options to allow the contracts to be awarded in the absence of this framework.

### **ICT**

The month six monitoring exercise is projecting an outturn expenditure of £6.305 million. In terms of actual spending to date, £3.578 million of expenditure, representing 57% of the 2022/23 projected outturn. Since the month four report, the Social Care Administration (SWIFT) Replacement project has made significant progress. The agreed contract will cover this financial year, as well as the next four years. Similar to other asset categories, ICT are experiencing some resourcing issues within the service, however officers are accessing all possible options that will help mitigate this.

The desktop refresh projects, both corporate and schools, are reporting on budget and delivered within this financial year

## **D.4 Risks**

The month 6 forecast represents all current information held on the projects being undertaken in 2022/23. There are a number of risks which can be summarised as follows:

The construction industry as a whole continues to feel the effects of Covid-19 and, as a result, the pricing of raw materials has increased significantly due to the fact that suppliers are finding it increasingly difficult to source stock. This could have a direct impact on delivering projects within the expected budget and timescale therefore must be closely monitored to ensure that the delivery of the programme is not affected. It should be noted that the services are making every effort to manage these increased costs within their current programme by either re-evaluating the scope of works required or through identified savings.

In addition to the above, there is a programme wide risk that overspends in current year projects across all asset categories will have an impact on the ability to deliver future agreed projects. Asset Lead officers need to ensure that projects are closely monitored and value engineering is carried out wherever necessary to try and ensure projects can be delivered within budget.

#### Property Assets

There is a general risk of deliverability within agreed timescales throughout the property programme however, there have been no specific risks drawn out at month six under the property asset category. Officers continue to monitor the progress of each project and will provide an update should there be any concerns regarding the deliverability.

#### Roads and Other Related Assets

The strain on resources within the team continues to be a risk regarding the deliverability of the projects in the current programme. Officers are making every effort to take steps to reduce the impact this may have. The month six monitoring exercise has highlighted the disabled persons parking as a risk. The original capital allocation for this project has been spent in prior years and as this is an ongoing legislative requirement, consideration must be given on how to manage this within the existing programme.

#### Open Space Assets

Utilisation of the Scottish Government play investment funding remains a primary focus for Open Space officers and as a result, slippage to previously agreed projects is likely. Officers will continue to access the projects and if it is determined that the maintenance required is low risk then the project will be rephased. As previously noted, there has been a delay in the renewal of the Scotland Excel framework which has meant that contracts could not be awarded. Officers are currently looking into other options to allow the contracts to be awarded in the absence of this framework.

#### ICT

There is a general risk of deliverability within agreed timescales throughout the ICT programme. IT Services continue to monitor progress to ensure that vital business systems are not unnecessarily delayed.

### **D.5 Resources**

Resources are closely monitored over the financial year to ensure projected spend is matched by available capital resources and that funding represents the best value for money option available. The 2022/23 capital programme is funded from a variety of sources comprising:

<b>Funding Source</b>	<b>£'000</b>
Capital Grants	11,556
Other Grants and Contributions (Developer Contributions & Capital Fund)	47,511
Borrowing	8,209
Capital Receipts	2,000
<b>Total Resources</b>	<b>69,276</b>

In overall terms, officers have assessed that the resource projections are achievable, although there are various risks that require ongoing monitoring.

### **D.6 Developer Contribution Update**

During the first six months of financial year 2022/23, developer contribution income of £6.623 million was received. Further details are set out in appendix 2. The balance in the developer contributions accounts at the end of month six is £27.085 million.

## D.7 Other Strategic Issues

The Prudential Code requires the council to consider a number of factors when agreeing capital spending plans. These factors are summarised as follows:

### **Risk Management and Uncertainty**

The budget monitoring process focuses attention on risks to the performance of the approved capital investment programme.

### **Long Term Affordability, Prudence and Sustainability**

In overall terms, I would assess that the current capital programme remains affordable. Resource assumptions are achievable, although there are various risks that require careful management including the ability to deliver an ambitious asset disposal programme, Scottish Government grant funding, delays in receipt of contributions creating cash flow implications and movements in interest rates. The treasury forecasts are at the absolute maximum levels of affordability, with additional revenue resources potentially required in the latter years of the programme to ensure ongoing affordability. Officers continue to refine treasury planning assumptions to help ensure that the programme remains affordable and sustainable over the longer term.

### **Stewardship of Assets**

The council's strategic approach to capital planning involves integration with asset management planning. Progress against each area of the Corporate Asset Management Plan is reported annually to elected members.

### **Value for Money and Best Value**

All aspects of the programme are geared towards securing Best Value and are undertaken in accordance with the council's Best Value Framework.

## E. CONCLUSION

Following the month 6 monitoring process, the 2022/23 outturn forecast is £69.276 million. Good progress is being made on delivery of the programme and, at the end of month 6, committed expenditure to date accounts for 71% of the projected forecast spend for the year. A number of key risks in relation to the delivery of the General Services capital programme have also been identified and will continue to be managed by asset lead officers and monitored by the Council Executive.

## F. BACKGROUND REFERENCES

General Services Capital Investment Strategy 2022/23 to 2027/28 Update – Report by Head of Finance and Property Services to Council Executive 21 June 2022

Appendices/Attachments:      Appendix 1 – General Services Capital Period 6 Monitoring  
Appendix 2 – Developer Contributions Period 6 Monitoring

Contact Person:                      Tracy Tonner, Accountant  
Email: [Tracy.Tonner2@westlothian.gov.uk](mailto:Tracy.Tonner2@westlothian.gov.uk)

**Donald Forrest**  
**Head of Finance and Property Services**  
**15 November 2022**

APPENDIX 1

2022/23 GENERAL SERVICES CAPITAL BUDGET - PERIOD 6

PROPERTY ASSETS

Planned Improvements and Statutory Compliance

	Annual Budget 2022/23 £'000	Total known commitment to year end £'000	P6 forecast 2022/23 £'000	P6 variance 2022/23 £'000	Variance Analysis	Project Status
Nursery Schools	57	33	130	73	Overspend	On Schedule
Primary Schools	399	261	435	36	On Budget	Behind Schedule
Balbardie PS - RAAC Roof	254	7	254	0	On Budget	Behind Schedule
Kirkhill PS, Brox-electrical, lift upgrade,ceilings & roofs	491	11	191	(300)	Slippage	Behind Schedule
Secondary Schools	188	49	161	(27)	Saving	On Schedule
Special Schools	0	29	30	30	Overspend	On Schedule
School General Planned Improvements	1,100	604	1,033	(67)	Slippage	On Schedule
School Toilet Improvements - Kirkhill PS, Broxburn	164	93	164	0	On Budget	On Schedule
School Toilet Improvements - St John Ogilvie PS	135	107	135	0	On Budget	On Schedule
Roof Replacement & Repair - Addiewell PS	530	538	580	50	Overspend	On Schedule
Roof Replacement & Repair - Inveralmond High School, Livingston	450	102	450	0	On Budget	On Schedule
Other School Estate Wide Planned Improvements	1,579	617	1,102	(477)	Slippage/Saving	Behind Schedule
Social Policy	133	22	131	(2)	Saving	On Schedule
Partnership Centres	4,264	1,704	4,100	(164)	Slippage	Behind Schedule
Tenanted Non Residential Properties	344	161	359	15	Overspend	On Schedule
General Statutory Compliance & Miscellaneous	2,968	1,871	3,372	404	Overspend	On Schedule
<b>Total Planned Improvements</b>	<b>13,056</b>	<b>6,209</b>	<b>12,627</b>	<b>(429)</b>		

Property Projects

Schools General Projects

'ASN Strategy - Beattie Campus, Livingston	7,677	7,064	7,677	0	On Budget	On Schedule
'ASN Strategy - Skills Centre (Burnhouse Campus, Whitburn)	1,000	29	200	(800)	Slippage	Behind Schedule
'Learning Estate Programme – East Calder PS	3,130	3,052	3,130	0	On Budget	On Schedule
ELC - Howden St Andrews PS, Livingston	435	403	635	200	Overspend	On Schedule
Other School Projects	6,397	6,729	6,889	492	Overspend	On Schedule
	<b>18,639</b>	<b>17,277</b>	<b>18,531</b>	<b>(108)</b>		

Schools Projects - Developer Funded

New Secondary in Winchburgh - denominational	2,500	2,431	2,500	0	On Budget	On Schedule
St Paul's PS, East Calder - extension to increase capacity	2,000	88	200	(1,800)	Slippage	Behind Schedule
Holy Family PS, Winchburgh - new school	2,000	2,049	2,000	0	On Budget	On Schedule
Various Projects	3,617	2,728	3,646	29	On Budget	On Schedule
	<b>10,117</b>	<b>7,296</b>	<b>8,346</b>	<b>(1,771)</b>		

Operational Buildings

Complex Care Housing Development	3,294	2,084	3,394	100	Overspend	Behind Schedule
Single Person Homeless Accommodation & Assessment Centre	500	42	200	(300)	Slippage	Behind Schedule
Other Operational Buildings	3,738	2,731	3,800	62	Overspend	On Schedule
	<b>7,532</b>	<b>4,857</b>	<b>7,394</b>	<b>(138)</b>		

Miscellaneous Projects	985	475	1,023	38	Overspend	On Schedule
------------------------	-----	-----	-------	----	-----------	-------------

Total Property Projects

TOTAL PROPERTY ASSETS

<b>37,273</b>	<b>29,905</b>	<b>35,294</b>	<b>(1,979)</b>
<b>50,329</b>	<b>36,114</b>	<b>47,921</b>	<b>(2,408)</b>

APPENDIX 1

2022/23 GENERAL SERVICES CAPITAL BUDGET - PERIOD 6

ROADS AND RELATED ASSETS

Roads and Footways

	Annual Budget 2022/23 £'000	Total known commitment to year end £'000	P6 forecast 2022/23 £'000	P6 variance 2022/23 £'000	Variance Analysis	Project Status
A Class Roads	523	13	47	(476)	Slippage	Behind Schedule
B Class Roads	309	218	260	(49)	Saving	On Schedule
C Class Roads	190	156	190	0	On Budget	On Schedule
U Class Roads	2,355	1,639	2,441	86	Overspend	On Schedule
Non Adopted Roads & Footways	200	33	152	(48)	Slippage	Behind Schedule
Adopted Footways	60	1	60	0	On Budget	On Schedule
Cycling, Walking & Safer Streets/Active & Sustainable Travel	1,246	669	1,246	0	On Budget	On Schedule
Pothole Repairs	465	493	465	0	On Budget	On Schedule
Polkemmet Country Park Replacement Road	200	4	200	0	On Budget	On Schedule
Road Casualty Reduction Scheme	250	9	20	(230)	Slippage	Behind Schedule
General Roads Projects	405	101	289	(116)	Slippage	Behind Schedule
	6,203	3,336	5,370	(833)		

Flood Prevention and Drainage

Almond Barriers	461	308	461	0	On Budget	On Schedule
Bathgate Watercourse Restoration	0	44	44	44	On Budget	On Schedule
Broxburn Flood Prevention Scheme	200	7	200	0	On Budget	On Schedule
Risk Management Non Domestic Premises Review	25	0	25	0	On Budget	On Schedule
	686	359	730	44		

Road Lighting

	2,393	1,433	2,181	(212)	Slippage	Behind Schedule
--	-------	-------	-------	-------	----------	-----------------

Structures

Adopted & Non Adopted Bridges - Backlog & Lifecycle Investment	875	222	799	(76)	Slippage	On Schedule
--	-----	-----	-----	------	----------	-------------

Town Centres and Villages Improvement Fund

	2,001	630	2,010	9	Overspend	On Schedule
--	-------	-----	-------	---	-----------	-------------

TOTAL ROADS ASSET

	12,158	5,980	11,090	(1,068)		
--	--------	-------	--------	---------	--	--

Open Space Assets

Public Art Programme	296	83	296	0	On Budget	On Schedule
Management and Regeneration of Woodlands	310	231	310	0	On Budget	On Schedule
Other Open Space and Sports Facility Projects	5,623	2,656	5,614	(10)	Slippage	On Schedule
Open Space and Sports Facility Planned Improvements	887	111	808	(79)	Saving	On Schedule
Children's Play Areas	613	360	398	(215)	Slippage	Behind Schedule
Inveralmond High School	239	2	348	109	Accelerated	On Schedule
Other Synthetic Turf Pitches	13	(11)	0	(13)	Saving	Complete
Cemeteries	144	74	144	0	On Budget	On Schedule
Land Decontamination	42	30	42	0	On Budget	On Schedule
TOTAL OPEN SPACE ASSET	8,167	3,536	7,960	(208)		

ICT Assets

Corporate and Modernisation	3,884	2,248	3,983	99	Overspend	On Schedule
School Specific Spend	2,322	1,330	2,322	0	On Budget	On Schedule
TOTAL ICT ASSET	6,206	3,578	6,305	99		

TOTAL	76,860	49,208	73,276	(3,585)		
-------	--------	--------	--------	---------	--	--

Overprogramming	(4,000)	0	(4,000)	0		
-----------------	---------	---	---------	---	--	--

TOTAL - ALL ASSETS	72,860	49,208	69,276	(3,585)		
--------------------	--------	--------	--------	---------	--	--

**APPENDIX 2 - 2022/23 DEVELOPER CONTRIBUTIONS - MONTH 6 MONITORING**

A breakdown of contributions by policy is set out below.

Policy	Opening Balance 01/04/22	Income 2022/23	Draw downs 2022/23	Balance at 30/09/2022	Details of Committed Funds
	£	£	£	£	
Affordable Housing	0	539,389		539,389	Resource for council house building
Armada Academy	264	4,128		4,392	Committed to the General Services Capital programme
Winchburgh Denom Secondary	743		743	0	Will be used to build provision for denominational secondary school at Winchburgh
Denominational Secondary School Infrastructure	0	1,273,009		1,273,009	Will be used to extend/build provision for denominational secondary sector
Travel Co-ordinator	44,779			44,779	Will be used to fund travel co-ordinator post
Winchburgh Primary School	28,098			28,098	Will be used to fund extension and nursery at Winchburgh Primary school
A801 Dualling	25,300			25,300	Committed to dualling of A801
A71 Developer Contributions	179,115	22,130		201,245	Committed to A71 Works
Cemetery Provision	974,038	24,971	805,164	193,845	Committed to fund costs of extending cemeteries in West Lothian to support development
Transportation Offsite IMP Work	115,514			115,514	Works to improve transport infrastructure outside the Development Site
Public Art	338,402	93,639		432,041	Committed to provision of public art
St Nicholas PS, Broxburn	1,900	4,610		6,510	Will be used to fund extension to St. Nicholas Primary School.
St Paul's PS, East Calder	3,232,786			3,232,786	Will be used to fund extension to St. Paul's Primary School
Denominational Primary Winchburgh	0	2,900,384		2,900,384	Will be used to build provision for denominational primary school in Winchburgh
Play Areas	709,404	101,553		810,957	Committed to providing/improving play areas at the sites for which contribution was received
St Mary's PS, Polbeth	327,410	132,833		460,243	Will be used to fund extension of St Mary's Primary School
Pumpherton & Uphall PS	2,454,852			2,454,852	Will be used to fund the extension of Pumpherton & Uphall Primary School
Parkhead PS Extension	621,453	83,553		705,006	Will be used to fund the extension of Parkhead Primary School
Linlithgow Academy	182,761	100,000	100,000	182,761	Fund for extension of Linlithgow Academy
Bathgate Academy	186,020			186,020	Will be used to fund Bathgate Academy extension
Whitburn Academy	556,120			556,120	Will be used to fund Whitburn Academy extension
Kirknewton PS	5,767			5,767	Will be used to fund extension of Kirknewton
A71 Wilkieston Bypass	127,810			127,810	Committed to A71 Works
Almondell & Calderwood Country Park	237,268			237,268	Committed to improving Almondell & Calderwood Country Park
Armada Library Replacement	23,032			23,032	Armada Library
East Calder Park	516,156			516,156	Committed to improving East Calder Park
East Calder Public Car Park	123,743			123,743	Committed to improving East Calder Public Car Park
Armada Station Park & Ride	51,216			51,216	Armada Station Park & Ride
Public Transport	634,625			634,625	Will be used to fund Public Transportation works.
St Paul's Primary School Footpath	173			173	St Paul's Primary School Footpath
East Calder Primary School	2,216,605		35,134	2,181,471	Will be used to fund increased capacity at East Calder Primary School
Town & Village Centre Policy	634,704			634,704	Town & Village Centre Policy.
Park & Ride, West Calder	84,076	26,778		110,854	West Calder Park and Ride
A71 Bus Priority Measures	16,769			16,769	Committed to A71 Bus Priority works
St Anthony's Primary School Armada	615	1,187		1,802	Will be used to fund the second phase of the extension at St Anthony's Primary School
Armada Primary School	728	6,374		7,102	Armada Primary School
Wester Inch, Bathgate	348,286			348,286	Comprises contributions for education, play areas & transportation. Is being used to extend Simpson Primary School, develop play areas, support bus route
Off site environmental works, West Mains	200,110			200,110	Will be used to fund off site works
Non-denominational Primary, Bathgate	4,220	1,080		5,300	Will be used to fund education infrastructure in Bathgate
Livingston Town Centre Variable Messaging System	93,628			93,628	Will be used to upgrade the Livingston Town Centre Variable Messaging System

Policy	Opening Balance 01/04/22	Income 2022/23	Draw downs 2022/23	Balance at 30/09/2022	Details of Committed Funds
Calders Non Denominational Secondary School	3,794,970	519,419	115,000	4,199,389	Calders Non Denominational Secondary School
Winchburgh Secondary	226,488	1,014,363		1,240,851	Will be used towards funding a new secondary school in Winchburgh
Murrayfield PS	16,208			16,208	Contributions to be used towards infrastructure costs for Redhouse Non-denominational Primary School
Our Lady of Lourdes	1,081			1,081	Contributions to be used towards infrastructure costs for Redhouse
Greendykes Junction, Broxburn	36,725			36,725	Contributions to be used towards works at Greendykes Junction, Broxburn.
Non-denominational Primary, Broxburn	157			157	Contributions to be used towards infrastructure costs for Broxburn Non-denominational Primary School
Calderwood Non Denominational Primary School	859		859	0	Will be used towards funding a new primary school in East Calder
Traffic Improvement Scheme	0	831,007		831,007	M9 Slip Road
Mill Roundabout, Eliburn	94,312			94,312	Will be used to fund improvements at the roundabout
Open Space Cont S69	300,144			300,144	Will be used to fund Open Space projects in various sites
Livingston Village PS S75	639,529			639,529	Will be used to fund an extension to Livingston Village Primary School
Kirknewton Park & Ride	53,051			53,051	Kirknewton Park & Ride
<b>TOTAL</b>	<b>20,462,014</b>	<b>7,680,408</b>	<b>1,056,900</b>	<b>27,085,522</b>	

DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **CONSULTATION RESPONSE - POLICE SCOTLAND LOCAL POLICE PLAN 2023-2026**

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

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

To inform Council Executive of the proposed response to Police Scotland community engagement survey - 'Influence Local Policing in Your Area'. The survey results will inform the development of the next Strategic Local Police Plan for 2023-2026. The closing date for submission is 31st March 2023

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

Council Executive is asked to approve the proposed response as set out in Appendix 1 and submit to Police Scotland before 31<sup>st</sup> March 2023.

##### **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 Working in partnership Providing equality of opportunity
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The Police and Fire Reform (Scotland) Act 2012 Section 47.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	Police Scotland Strategic PI's/Actions
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	This report will have a positive impact on the following SOA indicators;  SOA10 – We live in well designed, sustainable places where we are able to access the services we need  SOA11 – We have strong resilient and supportive communities, where people take responsibility for their actions and how they affect

<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	None
<b>VII</b>	<b>Consideration at PDSP</b>	Public and Community Safety PDSP on 26 October 2022
<b>VIII</b>	<b>Other consultations</b>	None

## **D. TERMS OF REPORT**

### **D1 Legislative Requirements**

The Police and Fire Reform (Scotland) Act 2012 sets out the statutory framework for Police Scotland, with the mission of policing being to improve the safety and well-being of persons, localities and communities in Scotland.

### **D2 Policing Priorities**

The current Strategic Police Priorities were published in December 2019 to help ensure that the policing system remains responsive to emerging threats and the changing needs of individuals and our communities, as well as reflecting progress in operational delivery and ongoing transformation of the service. The priorities were expected to remain in place for a period of six years, but that consultation at the mid-point of three years would allow Police Scotland to consider whether the current priorities still remain relevant and appropriate.

The current priorities include: Crime and Security, Confidence, Partnerships, Sustainability, People and Evidence.

### **D3 Consultation**

Police Scotland public engagement activities helps to improve how policing services are delivered in local communities ensuring they are accessible for everyone. As part of this engagement, Police Scotland is inviting the public to complete a survey – 'Influence Local Policing in Your Area'.

The survey opened in April 2022 and will close on 31 March 2023. Feedback from the outcome of the consultation will be reported back by Police Scotland and the results from the community engagement survey will assist Police Scotland in the development of future Strategic Police Plan for 2023-2026.

The response set out in Appendix 1 has been prepared on the basis of performance information previously submitted to Community Safety and now Public and Community safety PDSPs.

### **D4 Public and Community Safety PDSP**

The Public and Community Safety PDSP considered the report at the meeting on 26 October 2022.

The Panel made no amendments or comments on the proposed response and supported the recommendation to have proposed response presented to Council Executive.

**E. CONCLUSION**

The Council welcomes the opportunity to participate in the completion of the Police Scotland engagement survey to inform the development of the next Strategic Police Plan for 2023-2026 and looks forward to receiving update on the outcome of the community engagement survey.

**F. BACKGROUND REFERENCES**

Previous West Lothian response to the Police Scotland priorities.

Performance Reporting from Police Scotland to Community Safety and PDSP

Appendices/Attachments:

Appendix 1 - Proposed Response to Survey 'Influence Local Policing in Your Area'

Contact Person: Alison Smith,  
Housing Management & Community Safety Manager,  
Tel: 01506 281367, [Alison.Smith@westlothian.gov.uk](mailto:Alison.Smith@westlothian.gov.uk)

**Julie Whitelaw**  
**Interim Head of Housing, Customer and Building Services**

Date of meeting: 15 November 2022

## APPENDIX 1

### Postcode

Postcodes are collected for the purpose of analysis only. Your postcode helps us understand your response in relation to your local area - ensuring that we can act on what you tell us.

We **will not** use postcodes to identify you or your address. Your data is stored securely. We will only ever share generalised information about local areas to improve our services and we will never attribute your postcode to your response, either with other departments within Police Scotland or publicly.

### 1.What is your postcode? EH54 6FF

If you move between places a lot or you are currently homeless, please enter the postcode of the place where you spend most time. If you are homeless, this might be your temporary accommodation or hostel.

### Your area

For the purposes of this survey, 'local area' refers to the area you live in.

### 2. How safe do you feel in your local area?

(Please put an 'X' in the box next to your selection.)

☐ Very safe

☒ **Fairly safe**

☐ Not safe

☐ Not sure

☐ Prefer not to say

### 3. What, if anything, worries you about your local area?

**Reports of difficulty getting through on the Police Telephone system/Lack of visibility of police officers and community officers/Reduced available policing resources overall  
Increased changes in personnel**

### 4. To what extent has your concern about crime in your local area increased or decreased in the last 12 months?

☐ Increased a lot

☐ Increased a little

☐ Remained the same

☒ **Decreased a little**

☐ Decreased a lot

☐ Not sure

☐ Prefer not to say

### Policing in your local area

### 5. To what extent do you agree or disagree with the following statement: 'The police listen to the concerns of local people.'?

☐ Strongly agree

☒ **Agree**

☐ Neither agree nor disagree

☐ Disagree

☐ Strongly disagree

☐ Don't know

**6. To what extent do you agree or disagree with the following statement: 'The police are dealing with the issues that affect my local area.'?**

- ☐ Strongly agree
- ☒ **Agree**
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ Don't know

**7. To what extent do you agree or disagree with the following statement: 'The police are friendly and approachable.'?**

- ☐ Strongly agree
- ☒ **Agree**
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ Don't know

**8. To what extent do you agree or disagree with the following statement: 'I have respect for the police in my local area.'?**

- ☐ Strongly agree
- ☒ **Agree**
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ Don't know

**9. To what extent do you agree or disagree with the following statement: 'I have confidence in the police in my local area.'?**

- ☐ Strongly agree
- ☒ **Agree**
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ Don't know

**10. To what extent do you agree or disagree with the following statement: 'The police are doing a good job in my local area.'?**

- ☐ Strongly agree
- ☒ **Agree**
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ Don't know

**11. What are the police doing well in your local area?**

Police are prioritising jobs and crimes to ensure the most serious incidents are dealt with. They are maintaining, where possible, links with partner agencies, despite the reduced partnership working at a local level with community officers having to take response duties due to resource levels.

**12. Is there anything the police could do better to support communities in your local area?**

Having an increased number of resources would provide the opportunity for community officers to carry out their work connecting with communities and providing that local link and reassurance. Communication can always be improved between services, especially when there is a change in personnel / roles. Police can be more proactive in taking responsibility / ownership for reporting police data on performance systems to assist in the governance and local scrutiny arrangements in West Lothian.

**Contacting us**

**13. Have you contacted Police Scotland recently (i.e. in the last 6 months)?**

☐ Yes, to report an incident or crime (move to Q15)

☒ Yes, to get general information (move to Q15)

☐ No (move to Q18)

☐ Can't remember (move to Q18)

☐ Prefer not to say (move to Q18)

**14. What method did you use to contact Police Scotland?**

☐ Phone call 101

☐ Phone call 999

☐ Police Scotland website online forms

☒ Email

☐ Text

☐ Visit to a police station

☐ Officer on the street

☐ Through another organisation, advocate, friend or family member (third party reporting)

☐ Other

☐ Don't know/can't remember

☐ Prefer not to say

**15. How easy was it to contact Police Scotland?**

☐ Very easy

☒ Easy

☐ Neither easy nor difficult

☐ Difficult

☐ Very difficult

☐ Don't know/can't remember

☐ Prefer not to say

**16. Based on your overall experience of communicating with Police Scotland, how satisfied or dissatisfied are you?**

☐ Very satisfied

☒ Satisfied

☐ Neither satisfied nor dissatisfied

☐ Dissatisfied

☐ Very dissatisfied

☐ Prefer not to say

17. Thinking about your experience of contacting Police Scotland, what, if anything, could have done to improve your experience?

- Improved communication – in particular when personnel changes occur
- Improved Information sharing – ensure officers follow the appropriate protocols and that when there are initiatives /thematic calendar activities shared with partners
- Improved attendance /reporting at Local Area Committees/Community Councils enabling conversations locally to build further confidence in policing

18.

#### About you

The answers to the following questions will help us make sure that we receive responses from as many of Scotland's diverse communities.

Any personal information you provide will be treated in confidence and stored securely. **You may choose to answer all, some or none of these questions.**

19. In what capacity are you completing the survey?

☐ I am answering as an individual (move to Q20)

☒ I am answering on behalf of an organisation (move to Q19)

20. If you're answering on behalf of an organisation, please provide the name of the organisation

**West Lothian Council**

(END OF SURVEY)



DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **REGISTRATION AND ACCESS TO DEFIBRILLATOR**

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

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

The report presents Council Executive with information relating to the registration and access to defibrillators across West Lothian and seeks agreement to register all council devices on the British Heart Foundation national register.

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

Council Executive is asked to :-

1. Note the content of the report and
2. Agree that all Council Defibrillators are registered and maintained in a National register with the British Heart Foundation,
3. Note that community access to devices and awareness raising of the location of devices and availability of training will be maximised as far as practically possible.

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

I	<b>Council Values</b>	Making best use of our resources Working in partnership Providing equality of opportunity
II	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None
III	<b>Implications for Scheme of Delegations to Officers</b>	None
IV	<b>Impact on performance and performance Indicators</b>	None
V	<b>Relevance to Single Outcome Agreement</b>	This report may have a positive impact on the SOA indicators as they reflect on Health and wellbeing outcomes
VI	<b>Resources - (Financial, Staffing and Property)</b>	None
VII	<b>Consideration at PDSP</b>	Public and Community Safety PDSP 26 October

2022

**VIII Other consultations**

Police Scotland, Scottish Fire and Rescue Service, Scottish Ambulance Service, St John Scotland

**D. TERMS OF REPORT****D.1 Background**

At a meeting of West Lothian Council on 27 September 2022, the Council unanimously agreed a composite motion, set out in Appendix 1, which instructed the Chief Executive to bring a report on access to defibrillators for the West Lothian community and identify areas of concern with little or no coverage.

Officers were also asked to investigate potential funding from the Scottish Government to increase coverage, availability and training and report to the meeting of the Public and Community Safety Policy and Development Scrutiny Panel on 26 October 2022.

**D.2 Community Safety Partners**

Scottish Fire and Rescue Services, Police Scotland and the Scottish Ambulance Service direct members of the public to the British Heart Foundation website which contains a link to allow the user to find the nearest 10 defibrillators to the search location. <https://www.defibfinder.uk/> The website relies on groups registering their defibrillator.

Currently, there are approximately 30 police station defibrillators registered with “The Circuit” which is the UK national database. [circuit.uk](http://circuit.uk) They also have created a map site to easily find registered defibrillators which is, [www.defibfinder.co.uk](http://www.defibfinder.co.uk)

Police Scotland currently have defibrillators in:

- Broxburn Police Station
- Livingston Police Station Custody Centre
- Armadale Police Station
- Whitburn Police Station
- West Calder Police Station

Although there is not one in Bathgate Police Station, this is actively being pursued.

Livingston Police Station is mentioned in the next National Police Project, although it is understood that consideration is being given to procuring a device which would be fitted to an external heated cabinet and be made public access 24/7. Partners have not identified any known gaps in provision.

The Scottish Fire and Rescue Service (SFRS) have offered West Lothian businesses and communities the facility to utilise SFRS buildings. This will enable partners and community members the opportunity to organise the fixing of public accessible Defibrillators externally to the wall of SFRS buildings, providing 24/7 access. Scottish Fire and Rescue Service can also offer CPR awareness sessions which will support early access to defibrillators to improve the Scottish out of hospital cardiac arrest survival rates.

The Community Safety Partners recognise that it is essential that we encourage as many registered defibrillators to be located externally so that they are accessible 24/7 to all members of the public and not only within buildings for internal staff to access when the buildings are opened.

### **D.3 Procedure**

When calling 999, there is a prompt asking if anybody has an automated external defibrillator (AED) or they will alert to where a defibrillator can be accessed. From there the caller will be given an access code for that specific defibrillator. The defibrillator must be registered with the British Heart Foundation in order to be identified during the 999 call.

### **D.4 West Lothian Council Community Facilities**

There are 20 community centres which currently have a defibrillator on site. Details are set out in Appendix 2. The location of the nearest defibrillator has been identified. In addition, Newton, Philpstoun and Uphall management committees are actively looking into getting a defibrillator installed. There are no concerns currently being expressed in relation to known gaps in provision.

### **D.5 Awareness Raising**

It is recommended that the location of and arrangements to access defibrillators across West Lothian is promoted and communicated by the Council, making use of traditional communication methods and also promoting messages across our social media pages. It is also proposed that all defibrillators which are located in council buildings are registered with the British Heart Foundation to support the bank of identified locations and to aid the use of these in any emergency situations.

### **D.6 Funding for Defibrillators**

Funding for community access defibrillators is available from St John Scotland Community Defibrillator Scheme. Through this scheme a community group, charity or individual who can raise £1,000 funding will be provided with the remainder of the costs to provide a defibrillator and external storage cabinet. St John Scotland will also provide advice and support on installation and free CPR and defibrillator training:-<https://www.scottishambulance.com/your-community/automated-externaldefibrillators/purchasing-an-automated-external-defibrillator/>.

The British Heart Foundation can also part fund an AED, provided the device will be available to the public 24/7 and will be placed in an external unlocked and un-coded cabinet. There must be a clear need for the device, for example., high footfall. The scheme is not available to profit making organisations or other groups such as GP surgeries, schools or colleges.

Officers have investigated potential funding from the Scottish Government to increase coverage, availability and training but have not identified any funding available from Scottish Government.

#### **D.7 St John Scotland Community Defibrillator Scheme - Training**

Members of the St John Scotland Community Defibrillator Scheme can provide advice, training and funding to communities wishing to install a Public Access Defibrillator. Through their Community Defibrillator Scheme, they will:

- work with the public to establish the best location for a defibrillator
- set a fundraising target of £1,000 for a defibrillator and external storage cabinet, and cover the remaining costs
- offer advice and support around installation
- offer free CPR and defibrillator training in the community after installation

Modern Public Access Defibrillators are designed so that any member of the public can use them in an emergency, with no training required. When switched on, they will read aloud instructions to the person using them. St John Scotland volunteers do however find that it helps for people in the community to be able to see a demonstration of how a defibrillator works. St John Scotland volunteers offer free CPR and defibrillator training as part of their Community Defibrillator Scheme.

#### **D.8 Public and Community Safety PDSP**

The Public and Community safety PDSP considered the report at the meeting on 26 October 2022. The Panel were supportive of the recommendation in the report. The Panel noted that it was important that all groups be encouraged to keep the details in the National register up to date. The Panel also considered whether the Council should keep a register of device locations but agreed that it was better to encourage registration on the British Heart Foundation register, to ensure that there was clarity for groups on where to register and there was a single point of reference for the emergency services and the community.

### **E. CONCLUSION**

This report provides information to Council Executive on the availability of defibrillators across West Lothian and notes that it is important that devices are registered in order to support the bank of identified locations and to aid the use of these in any emergency situations.

### **F. BACKGROUND REFERENCES**

For further information: members of the public can email:  
[defibs@stjohnscotland.org.uk](mailto:defibs@stjohnscotland.org.uk)

In Edinburgh and the surrounding areas, volunteers run the St John and the City defibrillator project. For more information, contact St John and the City Defibrillator Project.

Appendices/Attachments: 2

1. Meeting of West Lothian Council 27 September 2022 - Composite Motion
2. Community Centres Defibrillators

Alison Smith, Housing Management & Community Safety Manager,  
Housing, Customer and Building Services

[Alison.smith@westlothian.gov.uk](mailto:Alison.smith@westlothian.gov.uk)

**Julie Whitelaw**

**Interim Head of Housing, Customer & Building Services**

Date of meeting: 15 November 2022

## Appendix 1

**Agenda Item 14 - Access to Defibrillators – Cllr P Heggie & Cllr C Meek – 27 September 2022**

Deemed a 'healthcare crisis', there are around 60,000 out of hospital cardiac arrests that occur every year in the UK.

According to the British Heart Foundation, less than 1 in 10 people survive a sudden cardiac arrest.

The survival rate for someone suffering a sudden cardiac arrest decreases by 10% every minute.

With such advanced technology, defibrillators work cleverly to 'shock' a person's heart into restarting after suffering a cardiac arrest. If used within a few minutes of a cardiac arrest, often a victim can make a full recovery.

We need to make searching for the nearest defibrillator easier for all members of our community to potentially save lives in West Lothian.

I would ask officers to update me on current access to defibrillators for the West Lothian community and identify areas of concern with limited or no coverage. I would also like officers to investigate potential funding available from the Scottish Government to increase coverage, availability, and training in our communities on this vital piece of equipment across West Lothian.

Council agrees to instruct the Chief Executive to bring a report to the next meeting of the Public and Community Safety PDSP

## Appendix 2

Neighbourhoods	Defibrillator Available
Armadale Partnership Centre, North Street, Armadale	Yes
CraigInn Community Centre, Main Street, Blackridge	Yes
East Whitburn Community Centre, Hen's Nest Road, East Whitburn	Yes
Fauldhouse Partnership Centre, Langrigg Road, Fauldhouse	Yes
Stoneyburn community centre, Main Street, Stoneyburn	Yes
Whitburn partnership centre, Armadale Road, Whitburn	Yes
Blackburn Partnership Centre, Ashgrove, Blackburn	Yes
Seafeld community centre, Main Street, Seafeld	Yes
Jim Walker Partnership Centre, Lindsay House, South Bridge Street, Bathgate	Yes
Dechmont memorial community centre, Main Street, Dechmont	Yes
Strathbrock Partnership Centre, 189A West Main Street, Broxburn	Yes
Linlithgow Partnership Centre, High Street, Linlithgow	Yes
Bellsquarry Village Hall, Calder Road, Bellsquarry	Yes
Carmondean Community Centre, Fells Rigg, Livingston	Yes
Crofthead Community centre, Templar Rise, Dedridge, Livingston	Yes
Dave King Partnership Centre, Main Street, East Calder	Yes
Kirknewton Village Hall, Main Street, Kirknewton	Yes
Lanthorn Community Centre, Kenilworth Rise, Dedridge, Livingston *	Yes
West Calder Community Centre, Dickson Street, West Calder	Yes
Murieston, Livingston South Rail Station, located near lift at North side	Yes

\*currently closed



DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **HIRING OF COUNCIL MINIBUSES TO COMMUNITY ORGANISATIONS**

#### **REPORT BY HEAD OF OPERATIONAL SERVICES**

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

This report explains the risks associated with hiring council minibuses to community organisations, provides an update on contracted supplier community benefits, as an alternative and seeks authority to cease the service provision.

#### **B. RECOMMENDATION**

It is recommended that Council Executive;

1. Notes the legislative position and risks for the Council in continuing community organisations access to the council mini-bus fleet;
2. Notes the updated position on the community benefits available via the Scotland Excel Vehicle and Plant Hire (0121) framework and associated costs for Community Groups;
3. Notes the position on the Council's own motor vehicle insurance policy;
4. Notes the service runs at a loss;
5. Notes that the facility for community organisations to hire council minibuses has not operated since Covid restrictions were introduced in March 2020, and
6. Agrees to cease the service provision for community organisations to hire council minibuses.

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

<b>I Council Values</b>	<p>Focusing on customer needs,</p> <p>Being honest, open and accountable,</p> <p>Making best use of our resources.</p>
-------------------------	--

<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	<p>West Lothian Council has a responsibility to ensure the safe and legal operation of its fleet at all times and to ensure that persons driving on behalf of West Lothian Council do so ensuring compliance with all applicable legislative requirements.</p> <p>The Council remains liable for the vehicles that it owns and by allowing the practice of hiring of council owned minibuses to community organisations to continue it risks both legal action in the event of an accident and potential scrutiny of its Goods Vehicle Operators Licence (OM0011821) and damage to the reputé of those named on said licence.</p>
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None
<b>IV</b>	<b>Impact on performance and performance indicators</b>	None
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	None
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	<p>The cost to West Lothian Council to lease the buses used is higher than the income generated (based on financial year 2019/20):</p> <p>Total Expenditure – £15,235</p> <p>Total Income – £9,688</p> <p>Operating Loss - £5,547</p>
<b>VII</b>	<b>Consideration at PDSP</b>	A report was considered by the Environment PDSP on the 1 February 2022.
<b>VIII</b>	<b>Other consultations</b>	<p>Corporate Procurement Unit</p> <p>Financial Management Unit</p> <p>Housing, Customer and Building Services</p>

## **D. TERMS OF REPORT**

### **D1. INTRODUCTION**

The process of allowing the use of West Lothian Council owned buses by community organisations (see appendix 1) and drivers for non-Council use was subject to review.

The review concluded that there were risks to the council in terms of the delivery of the Goods Vehicles Operators Licence requirements and in cost recovery.

The facility for community organisations to hire council minibuses has not operated since Covid restrictions were put in place in 2020.

A report was presented and agreed at a meeting of the Environment Policy Development and Scrutiny Panel (PDSP) on Tuesday 1 February 2022 with an action to review options available to support community organisations' access to cost effective minibus hire prior to report ascension to Council Executive.

This report sets out the scoping work carried out in relation to agreed actions and motor insurance policy terms and conditions.

### **D2. LEGISLATION**

The Council remains liable for the vehicles that it owns and by allowing the use of its buses by community organisations and drivers for non-council use, it risks both legal action in the event of an accident and potential scrutiny of its Goods Vehicle Operators Licence (OM0011821) and damage to the reputations of those named on said licence. Council employees are subject to comprehensive checks and training to ensure compliance with legislation, this includes:

- Yearly or Quarterly Driving Licence Checks
- Driver Training including Certificate of Professional Competence (CPC) and Minibus Driver Assessments (MiDAS)
- Driver Hours Compliance Monitoring
- Operational Risk Assessment and Safe Working Procedures production and compliance

Whilst the council has robust process in place to manage its own drivers' compliance with the above requirements there is no internal process/provision to ensure community organisations comply with them which, in the event of an accident or serious incident, could leave the council liable to prosecution.

### **D3. COMMUNITY BENEFIT**

#### Framework Pricing

The new Scotland Excel Vehicle and Plant Hire (0121) framework went live in May 2022 with dashboard and documents available for use on 12 May 2022.

During initial scoping Fleet Services contacted all suppliers of minibuses who confirmed they could provide vehicles to West Lothian Council via Lot 2 - Minibuses / Buses of said framework, see table 1.

The council charges £25.00 per day.

Table 1.

<b>Supplier</b>	<b>Hire Cost Per Day</b>
Armada Commercial Ltd (ACL)	£25.30
Arnold Clark Finance Limited	£58.52
Dawson Group Bus and Coach Limited	£97.38
Harris Vehicle Hire Ltd	£48.88
McNicol Vehicle Hire Ltd	£53.65
VMS Fleet Management Ltd	£59.00

During initial discussion it was confirmed that the pricing of hires available via the Scotland Excel Vehicle and Plant Hire (0121) framework would only be achievable if the council were to accept responsibility to insure the vehicles under the council's own motor vehicle insurance policy, however this option would not be available to community organisations (see D4).

#### Non-Framework Pricing

Of the 6 suppliers on the framework, only McNicol Vehicle Hire Ltd confirmed that they offer a minibus hire package with built in/separate insurance cover, however this would be at a significant higher cost to the community organisation.

Officers have also undertaken cost benchmarking with other non-framework commercial hire companies and a summary of the daily hire cost, inclusive of insurance, along with details of refundable deposits, is set out below in Table 2.

Table 2.

<b>Supplier</b>	<b>Hire Cost Per Day</b>	<b>Insurance Cost Per Day</b>	<b>Refundable Deposit</b>
McNicol Vehicle Hire Ltd	£300.00	Included in hire cost	£200.00
Condor Car & Van Hire	£300.00	Included in hire cost	£200.00
Practical Car & Van Rental	£180.00	Included in hire cost	£150.00
Nationwide Hire	£642.07	Included in hire cost	£250.00

### **D3. MOTOR VEHICLE INSURANCE**

Finance & Property Services (Insurance) confirmed there was no provision within the terms and conditions of the council's Motor Insurance Policy to allow Community Organisations to hire vehicles via the Scotland Excel Vehicle and Plant Hire (0121) framework.

Finance & Property Services (Insurance) have also confirmed the current provision within the terms and conditions of the council's Motor Insurance Policy to allow community organisations to hire council owned buses is predicated that any income generated for providing this service covers the cost of administration only.

Fleet Services are concerned that the acceptance of income constitutes the operation of a commercial hire business and in the event of a serious incident the council could be found to be operating vehicles without the correct policy of insurance in contravention of the Road Traffic Act 1988.

## **E. CONCLUSION**

Continuing to offer a minibus hire service to community organisations places the council at risk. An alternative solution to provide community organisations with a competitively priced service via the framework agreement with appropriate insurance cover is not available

Community organisations have not had access to council minibuses since the Covid restrictions were implemented however there is a need to conclude the decision making on this matter by submitting a report to Council Executive.

## **F. BACKGROUND REFERENCES**

Environment PDSP 1 February 2022 - Hiring of Council Minibuses to Community Organisations

### **Appendices/Attachments:**

Appendix 1 List of External Hires 2019/2020

**Contact Person:** Jim Jack, Head of Operational Services, tel 01506 284680, e-mail: jim.jack@westlothian.gov.uk

**Jim Jack**  
**Head of Operational Services**

15 November 2022

**Appendix 1**

<b>Organisation</b>	<b>Number of Hires (2019/20)</b>	<b>% of Hires</b>
1st West Calder Guides	1	1%
Acredale House	1	1%
Artlink Edinburgh	7	6%
Bathgate FABB Club	39	36%
Bathgate Ski Club	12	11%
Blackburn United Football	4	4%
Broxburn Family Centre	1	1%
Broxburn Simply Play	1	1%
Broxburn United Sports Club	1	1%
Chernobyl Kids Project	1	1%
Craigalmond Cubs	1	1%
Friends of Chernobyl	6	6%
Good Neighbourhood Group	1	1%
Homeless Network Group/TP	1	1%
Ladywell Walking Group	1	1%
Lothian Running Club	1	1%
Newton Youth Club	1	1%
Open Door Accommodation Project	7	6%
Philipstoun Youth Club	1	1%
Police Scotland	1	1%
Rotary Club	2	2%
Scout Group	4	4%
Scout Group (B-Dale Explorers)	3	3%
Scout Group (Broxburn 14th)	1	1%
Scout Group (Broxburn 17th)	1	1%
West Calder First Aid Group	1	1%
West Lothian Parachute Regiment	1	1%
Winchburgh Youth Club	1	1%
WL Youth Exchange	2	2%
Yellow Teapot Club	3	3%
<b>Total</b>	<b>108</b>	<b>100%</b>

DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **PLANNING GUIDANCE: HISTORIC BATTLEFIELD - SITE OF BATTLE OF LINLITHGOW BRIDGE (1526) (ALLOCATED HOUSING SITE H-LL 13 AT KETTLESTOUN MAINS, LINLITHGOW BRIDGE).**

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

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

The purpose of this report is to advise Council Executive of the outcome of a consultation on draft Planning Guidance for the development of land embracing LDP allocated housing site H-LL 13, which is also part of the Battle of Linlithgow Bridge battlefield site, and to seek approval of the guidance.

#### **B. RECOMMENDATION**

It is recommended that Council Executive:

1. agrees the council's responses to the comments submitted during the consultation on the draft Planning Guidance (Appendix 1);
2. approves the Planning Guidance 'Historic Battlefield – Site of Battle of Linlithgow Bridge (1526) (Allocated housing site H-LL 13 at Kettlestoun Mains, Linlithgow Bridge' incorporating identified revisions (Appendix 2);
3. approves the 'Screening Report' (Appendix 3) which is to be submitted to the SEA Gateway and the Consultation Authorities and which sets out the council's justification that the guidance is exempted from additional Strategic Environmental Assessment because it will not in itself have any significant environmental effects and there are no additional environmental effects not previously considered in the SEA for the LDP; and
4. delegates authority to the Head of Planning, Economic Development and Regeneration to timeously issue a 'Screening Determination' in the event that the SEA Gateway and the Consultation Authorities confirm their agreement that the guidance will not in itself have any significant adverse environmental effects, and to report the outcome of the SEA screening process to a future meeting of the Council Executive for information.

#### **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>	Policy HER 31 of the adopted West Lothian Local Development Plan (2018) relates to Historic battlefields, and specifically the Battle of Linlithgow Bridge (1526), while Policy ENV 32 references archaeology.

It has previously been concluded that the new guidance is in itself unlikely to have significant environmental effects and it is not anticipated that there will be a requirement to make it the subject of separate Strategic Environmental Assessment (SEA). The required 'screening' procedures will, however, be undertaken.

There are no equality, health or risk assessment issues, or SEA issues associated with the guidance.

<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance performance Indicators</b>	None.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Outcome 8 - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	None.
<b>VII</b>	<b>Consideration at PDSP</b>	Draft Planning Guidance on the Historic Battlefield: Battle of Linlithgow Bridge (1526) (Allocated Housing Site H-LL 13 at Kettlestoun Mains, Linlithgow Bridge) was reported to the Development & Transport PDSP on 9 June 2022 prior to being made the subject of a public consultation and recommendations were noted.
<b>VIII</b>	<b>Other consultations</b>	The council's archaeological services provider, West of Scotland Archaeological Service (WoSAS).

## **D. TERMS OF REPORT**

### **D1 Background**

Appendix 4 of the adopted West Lothian Local Development Plan (2018) sets out the council's intent to prepare 'statutory' Supplementary Guidance (SG) and 'non-statutory' Planning Guidance (PG) to support the policies of the LDP.

The main purpose of Guidance is to provide additional detail on specific subject areas, to explain how particular planning policies and proposals will be implemented and to give assistance to developers and other interested parties when considering development proposals.

The key practical difference is that Planning Guidance (PG) does not become part of the development plan and does not require to be approved by Scottish Ministers before being adopted by the council, as would be the case with Supplementary Guidance (SG). While Planning Guidance does not have the same weight as Supplementary Guidance, it is nevertheless still subject to the same robust consultation process and is to be regarded as a 'material consideration' when determining planning applications.

Responsibility for the historic environment is primarily shared between the council and national agencies led by Historic Environment Scotland (HES), but heritage and amenity bodies, property owners, developers and users all have a part to play. Successful built heritage conservation is dependent on a shared understanding of the heritage resource, the availability of relevant information relating to it, sound guidance and the implementation of effective planning policies.

Scottish Ministers established the Inventory of Historic Battlefields in the Scottish Historic Environment Policy (2009) and it came into being in 2011. It now identifies 40 nationally important sites and provides information to aid their understanding, protection and sustainable management through the planning system.

**D2 PG - Historic Battlefield: Site of Battle of Linlithgow Bridge (1526) (Allocated housing site H-LL -13 at Kettlestoun Mains, Linlithgow Bridge**

This extract from the HES website explains that:

*“The Battle of Linlithgow Bridge was fought on 4th September 1526 between the Earls of Angus and Lennox, the latter attempting to remove the young King James V from the power of the Douglas’s. Lennox, with his army arrived at Linlithgow Bridge, to find it so well guarded by artillery that he was forced to ford a difficult part of the River Avon, near Manuel Priory. The Battle was fought between there and the Bridge, the Lennox party being totally defeated”.*

It is intended that this guidance is used by developer(s), agents and architects when bringing forward development proposals for the allocated housing site, H-LL 13, at Kettlestoun Mains and which extends over part of the battlefield site (Appendix 4).

The allocation of this site was not one which the council had proposed when drafting the LDP. It was instead promoted by the landowner at the LDP Public Inquiry and the council was subsequently directed to include it as an additional site for housing by the Scottish Government appointed Reporter.

The issues the council will expect potential developers and others to consider when preparing and submitting planning applications for development related to the Linlithgow Bridge Battlefield site are set out in the Planning Guidance and which covers the following issues;

- Background to Battle of Linlithgow Bridge;
- Local Development Plan context and Policy ENV 31: Linlithgow Bridge battlefield and support in principle for sensitive management and interpretation of the site;
- Scottish Government Planning Advice Note (PAN 2/2011) on ‘Planning and archaeology’;
- HES ‘Managing Change in the Historic Environment: Historic Battlefields’ (2016) and the three key stages in the Development Management process relating to considering applications that effect historic battlefields:
  - a) Identify;
  - b) Assess; and
  - c) Mitigate.
- Requirements related to planning applications within Linlithgow Bridge Battlefield Inventory area and that they will be assessed by the council’s archaeological services provider, West of Scotland Archaeological Service.

### **D3 Consultation**

Public consultation was carried out over a 6-week period from August to early October 2022. This involved publication of the guidance on the council's website and issuing it for comment to all community councils and other interested national and local heritage bodies that included Linlithgow & Linlithgow Bridge Community Council, Linlithgow Civic Trust and the West Lothian History & Amenity Society.

25 representations were received timeously and are reported and presented with the council's proposed responses as Appendix 1.

It should however be noted that the majority of the representations (numbered 1 to 18) do not relate or even make reference to the draft Planning Guidance, which is of course the subject of the consultation, and for this reason their relevance and materiality is questionable.

A significant number of representations also appear to have been based on a misunderstanding that there is currently a live application for planning permission to develop site H-LL 13 and respondents have misappropriated the consultation exercise as a vehicle for expressing concerns, and in many instances outright opposition to the development of the site despite the LDP explicitly allowing for such development in principle.

So for the avoidance of doubt, there is currently no application for planning permission to develop the land which is embraced by this draft planning guidance, and, as a consequence there are no proposals to object to. If and when a planning application is made, there will be the normal opportunity for parties to engage through the established development management process.

It is also evident that there is widespread lack of awareness that site H-LL 13 is currently an allocated site for development in the adopted West Lothian Local Development Plan (LDP) 2018 and that the principle of housing has therefore been established.

Notwithstanding the above, there were several revisions suggested by other consultees which are recommended to be accepted and which are identified in Appendix 2 in the form of a 'tracked changed' version of the guidance.

### **D4 Concluding Procedures for Planning Guidance**

In the event that Council Executive approves the Planning Guidance it will require to be submitted to the SEA Gateway and the 'Consultation Authorities' (SEPA, NatureScot and Historic Environment Scotland) in order to validate the council's assertion that it is exempted from any additional Strategic Environmental Assessment (SEA) because it will not in itself have any significant environmental effects.

The council is required to set out its justification in a 'Screening Report', provided as Appendix 3, and Council Executive is invited to approve this document for submission to the SEA Gateway.

If, as anticipated, the SEA Gateway and the Consultation Authorities confirm their agreement that the guidance will not in itself have any significant environmental effects, it is requested that the Head of Planning, Economic Development and Regeneration is given delegated authority to issue a 'Screening Determination'.

The 'Screening Determination' has the effect of formalising the position that no additional Strategic Environmental Assessment is to be prepared in relation to the planning guidance and it has become established practice for this outcome of this process to be reported for information to a subsequent meeting of the Council Executive at the earliest opportunity.

## **E. CONCLUSION**

The LDP recognises that the historic environment is an important part of West Lothian's cultural heritage; it enhances the local distinctiveness of the area; and contributes towards the achievement of sustainable economic growth by playing a key role in supporting the growth of the area's tourism and leisure industry.

Bespoke Planning Guidance on the Linlithgow Bridge Battlefield site, part of which is allocated for residential development (Site H-LL 13) will assist developers and others to consider various built heritage issues and archaeological issues when preparing and submitting planning applications for development related to this large site on the west edge of the settlement.

It is proposed that it should be adopted as non-statutory Planning Guidance in support of the West Lothian Local Development Plan and, unlike Statutory Guidance, it does not require to be submitted to Scottish Ministers for scrutiny and sign-off before adoption.

## **F. BACKGROUND REFERENCES**

1. Planning Advice Note 2/2011: 'Planning and archaeology' provides advice to planning authorities and developers on dealing with archaeological remains [Planning Advice Note 2/2011: Planning and archaeology - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/planning-advice/2011-2/planning-and-archaeology/pages/1.aspx)
2. HES 'Managing Change in the Historic Environment: Historic Battlefields'; (2016 – updated 2002)  
<https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=b7a05b45-f2a9-4c71-8450-a60b0094c62e>
3. West Lothian Local Development Plan (2018) (Pages 58 / Paras 215):  
[https://www.westlothian.gov.uk/media/38765/West-Lothian-Local-Development-Plan-Adopted-2018/pdf/West\\_Lothian\\_Local\\_Development\\_Plan\\_-\\_Adopted\\_final\\_Web\\_Version\\_Amended\\_-\\_2020-01-08.pdf?m=637140907284930000](https://www.westlothian.gov.uk/media/38765/West-Lothian-Local-Development-Plan-Adopted-2018/pdf/West_Lothian_Local_Development_Plan_-_Adopted_final_Web_Version_Amended_-_2020-01-08.pdf?m=637140907284930000)

Appendices/Attachments: Four

- Appendix 1: Schedule of Representations Received and Proposed Council Responses
- Appendix 2: Tracked Changed version of Planning Guidance - Historic Battlefield : Site of Battle of Linlithgow Bridge (1526) (Allocated Housing Site H-LL 13, Kettlestoun Mains, Linlithgow Bridge
- Appendix 3: Draft SEA Screening Report
- Appendix 4: Extract from the LDP showing housing site H-LL 13 and the Battlefield

Contact Person: Steve Lovell, Principal Planner, Development Planning: 01506-282428.

Email: [steve.lovell@westlothian.gov.uk](mailto:steve.lovell@westlothian.gov.uk)

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

15 November 2022

DATA LABEL: PUBLIC

## **APPENDIX 1**

### **PLANNING GUIDANCE - HISTORIC BATTLEFIELD - SITE OF BATTLE OF LINLITHGOW BRIDGE (1526) (ALLOCATED HOUSING SITE H-LL 13 AT KETTLESTOUN MAINS, LINLITHGOW BRIDGE)**

#### **SCHEDULE OF REPRESENTATIONS RECEIVED AND PROPOSED COUNCIL RESPONSES**

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p><b><u>1</u></b> <b>Dawn Wilson</b></p> <p><b><u>2</u></b> <b>Hael Walker</b></p>	<p><i>"This area is a lovely area used by many for pea walks and swims in the Linlithgow lagoon, it would be such a shame to ruin this space of nature with houses."</i></p> <p><i>"I would urge you to consider what we are doing to this planet and the mental health of those who live on it. The lagoon is a huge part of my life and has been since I can remember. I swim there daily, I walk my dog and take my sister there too."</i></p> <p><i>Please do not let this be a mere memory for me and thousands of others. I urge you to be present at the lagoon on a nice sunny day you don't just see swimmers you will see you people enjoying sitting around playing music, having fun in the sea and chatting. Don't fill a beautiful green spot into a concrete jungle".</i></p>	<p>It is noted that the majority of the representations numbered <b><u>1 to 18</u></b> do not relate or even make any reference to the draft Planning Guidance, which is of course the subject of the consultation, and for this reason their relevance and materiality is therefore considered to be questionable.</p> <p>It is also evident from reading many of these representations that there is widespread unawareness that site H-LL 13 is currently an allocated site for development in the adopted West Lothian Local Development Plan (LDP) 2018 and that the principle of housing has therefore been established. This is especially problematic because the PG is totally premised on that unequivocal fact.</p> <p>Given that Section 25 of the Town and Country Planning (Scotland) Act 1997 requires planning applications to be determined "in accordance with the development plan" (unless material considerations indicate otherwise) there would also be little realistic prospect of the council being able to sustain a refusal of planning permission if presented with a competent proposal that satisfied all of the relevant policies and development requirements.</p>

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
		<p>Some of these representations also appear to have been based on a misunderstanding that there is currently a live application for planning permission to develop site H-LL 13 and this consultation exercise has been misappropriated as a vehicle for expressing concerns, and in many instances outright opposition to the development of the site despite the LDP explicitly allowing for such development in principle.</p> <p>In view of the foregoing it is important to provide clarification on these matters, which will at the same time serve to address the significant number of common themes and concerns raised in these multiple representations (<b><u>1 to 18</u></b>).</p> <p>There is currently no application for planning permission to develop the land which is embraced by this draft planning guidance, and, as a consequence there are no proposals to object to. If and when a planning application is made, there will be the customary opportunity for parties to engage through the established development management process and to make representations at that time. Guidance on how to do this is well publicised and can be found <a href="#">here</a> on the council's website.</p> <p>There will also be a detailed and comprehensive assessment of all aspects of the proposal, including archaeology, biodiversity, flood risk, infrastructure capacity and sustainability.</p>

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
		<p>The reason for the council undertaking the preparation of this Planning Guidance relates to the fact that when the LDP was adopted in 2018 it included the allocation of an area of land at Kettlestoun Mains for residential development (site H-LL 13) which embraces part of the Battle of Linlithgow Bridge site.</p> <p>The allocation of this site was not one which the council had proposed when drafting the LDP. It was instead promoted by the landowner at the LDP Public Inquiry and it was directed to be included as an additional site for housing by the Scottish Government appointed Reporter. Despite being located within the boundaries of the Inventory Battlefield designation relating to the Battle of Linlithgow Bridge the Reporter determined that the allocation would not cause significant damage to this important heritage asset.</p> <p>The reality now is that the broad principle of residential development has been established and it is therefore not unreasonable for the council to anticipate proposals being brought forward over time. The preparation of non-statutory Planning Guidance has been undertaken as a responsible and pre-emptive device to help ensure that developer(s), their agents and architects bring forward suitable proposals which will be appropriate and sensitive to the historic nature of this allocated housing site.</p>

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p><u>3</u> Ruth Ramsay</p>	<p><i>"Is this an absolute joke? So a woodland and a loch used by many is getting turned into housing by the greed of local councillors and development people. Cannot be serious about this. An area that is enjoyed by walkers, swimmers, paddle boarders, kayakers. That surely can't happen. Whose pockets are being lined."</i></p>	<p>It's important to be aware that guidance does not however introduce or change planning policies. It is instead produced to <u>support and re-enforce</u> the current policies of the adopted LDP and to give assistance to developers by alerting them to what the council expects from their planning submission. Land allocations can only be made/changed when a new local development plan is adopted.</p> <p>While some planning guidance has already been identified and outlined in the LDP, additional PG like this may be brought forward during the lifetime of the plan if considered helpful to applicants and/or to address more detail and/or new issues as they arise.</p> <p>It should be noted that <u>5</u> additional representations of a similar vein were initially received but that these were subsequently withdrawn after clarification had been provided to the respondent that there was no current planning application to develop site H-LL 13. An additional representation was received out of time after the consultation period for making representations had ended.</p>

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p><b><u>4</u></b> <b>Heather Bell</b></p>	<p><i>"As a resident of Linlithgow Bridge, and a lifelong resident of the town, I wish to formally object to the planning of houses on the historic battlefield, of Linlithgow Bridge. This is on a number of serious grounds, not limited to but primarily flooding and draining risk to residents and houses downstream of the Avon river.</i></p> <p><i>Further to this, there is little evidence to support new housing and families given there are limitations to local school capacity. The Linlithgow Bridge Primary school catchment has already been increased, and adding 210 houses to this catchment will no longer be sustainable. The school is already at high capacity, in particular the ELC is near capacity."</i></p>	
<p><b><u>5</u></b> <b>Dorothy Wilson</b> <i>1 of 2 representations</i></p>	<p><i>"I note that this document is only looking at the "battlefield" and trust that a full years survey of wildlife/diversity is going to take place prior to any approval. They need to make sure that if any bats are in /come to the area, they are protected. They do come to areas along the Avon around May to roost.</i></p> <p><i>I've popped a note to Scottish Natural Heritage to pick up with you."</i></p>	

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p>2 of 2 representations</p> <p><b>6</b> <b>Fiona Mashaly</b></p>	<p><i>"Maybe it's time to re think the process, and save money for the Council, by getting as many objections dealt with as early as possible, instead of wasting time and money looking at it in multiple stages, when things could be stopped at an earlier stage.</i></p> <p><i>At this stage, you could be looking at both the historic and environmental impacts of any potential change to the use of the land.</i></p> <p><i>Feel free to pass on my comments to whoever put in the request. I'd like them to know as early as possible, so that they can ensure that whatever idea they have, my feedback has been taken on board, and acted on."</i></p> <p><i>"Building on a historic battlefield is abhorrent and should be forbidden.</i></p> <p><i>Linlithgow's infrastructure is already struggling. 210 houses will put even more pressure on the catchment school and doctors surgery which are already struggling with demand. Furthermore, traffic will increase on an already busy and dangerous road. The area in question is a local green space regularly enjoyed for walking. To build houses on this area will kill wildlife and flora."</i></p>	

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<u>7</u> <b>Fouad Mashaly</b>	<i>"210 houses to be built on a historic site viz the Battle of Linlithgow Bridge. This should not be passed. Linlithgow does not have the infrastructure for more housing development. Schools and medical facilities etc are at stretching point."</i>	
<u>8</u> <b>Robert Hislop</b>	<i>"210 houses to be built on a historic site viz the Battle of Linlithgow Bridge. This should not be passed. Linlithgow does not have the infrastructure for more housing development. Schools and medical facilities etc are at stretching point."</i>	
<u>9</u> <b>Mark Darragh</b>	<p><i>"I am writing to raise concerns about the impact of development of a historic site that is important to Linlithgow's history and more importantly future tourism plans for the town.</i></p> <p><i>The site in question is of environmental importance for the town in its current condition. It's a habitat for wildlife and contributes to the mental health and wellbeing of everyone who uses it. The vast numbers of people who discovered and used it through lockdown and continue to do so today.</i></p> <p><i>Furthermore, One Linlithgow is developing a new tourism strategy for the town. We are far too often overlooked by visitors on the tourist trail to Stirling and yet with so much history to the town having a battle site that can be explored adds to the attractions and can become a long-term sustainable source of income to the town.</i></p>	

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p><b>10</b> <b>Olivia Carr</b></p>	<p><i>Our current infrastructure does not support development of this site, limited access to schools, narrow railway bridge to the north, will only negatively impact car use and further harm to the environment.</i></p> <p><i>It would be far better to see the gap sites focussed on and the bigger plans for the East side of the town where adequate infrastructure can be put in place that won't destroy historically important sites and damage to the wildlife habitats."</i></p> <p><i>"I would like to share my concerns with regards to the proposed plan to build new houses on Avontoun Quarry Site, Linlithgow.</i></p> <p><i>The town's current medical and educational facilities would likely struggle with the influx that the homes would bring.</i></p> <p><i>In addition, the proposed site is a historic battle ground of deep significance to the local community.</i></p> <p><i>There are also concerns about flooding and the fact that green space would be used to build on which should be left for the community.</i></p> <p><i>It is my opinion that the houses should not be built on this site."</i></p>	

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p><b><u>11</u></b> <b>Ian Morrison</b></p>	<p><i>"I email to confirm my objection to any development on this site. The site is a green field site (it is no longer a brown field site and has not been for over a decade) with wonderful native fauna and flora. It is well used as a community greenspace and should not be built upon."</i></p>	
<p><b><u>12</u></b> <b>Moira Smith</b></p>	<p><i>"Please register my objection to the application for planning permission to build 210 houses on this site."</i></p>	
<p><b><u>13</u></b> <b>Helen Morrison</b> <i>1 of 2 representations</i></p>	<p><i>"I completely opposed to development of this site due to its historical significance. I also oppose it due to the public money that has been spent turning it from a brown field site to a green field site. It is a highly valued site with interpretation highlighting the battle site and its significance as along a section of the John Muir Way. It is also an important wildlife and local amenity greenspace for the residents of Linlithgow and West Lothian e.g. West Lothian Dippers *outdoor swimming group regularly use the Avon Lagoon.</i></p> <p><i>I disagree with how the Reporter has put this into the LDP plan without any local or regional consultation. And I would urge that Reporter to come to site and not just takes CEMEX submission and information."</i></p>	

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p>2 of 2 representations</p> <p><b>14</b> <b>David Mumford</b></p>	<p><i>"It was my understanding that no formal application has been made. And I would like my comments to stand be, considered and passed onto the Executive when you meet.</i></p> <p><i>In response to your email I think this shows how disempowered the community feel as we have never had an opportunity to comment on this land becoming allocated for residential development because the Reporter at Scottish Government never gave us that opportunity.</i></p> <p><i>I understand The Woodland Trust have submitted a similar document in 2014 to the one you are consulting on in relation to Ancient Trees on site and clearly stated they are opposed to any building on the site. (Attached) I hope you see fit to clearly oppose any building of residential developments on this site too due to its national historical significance."</i></p> <p><i>"I object to the development of land which embraces part of the historically recognised Battle of Linlithgow Bridge but which was nevertheless allocated as an additional site for housing (H-LL 13) by the Scottish Government Reporter during the Local Development Plan examination process.</i></p> <p><i>I don't think any more land relating to this internationally important battlefield site should be lost to further development, rather the land in the battlefield area should be preserved and protected. Some of the battlefield site has already been developed and changed with housing, leisure centre and cycle track, further development should be prevented.</i></p>	

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p><b><u>15</u></b> <b>Jayne Mumford</b></p>	<p><i>The topography of the site should be preserved rather than changed. This is important to visualise what the area was like around the time of the battle and how it affected the outcome.</i></p> <p><i>More archaeological work should be undertaken to preserve any important finds that may otherwise be lost.</i></p> <p><i>Any development on higher ground could adversely affect lower ground due to increased run-off."</i></p> <p><i>"I wish to comment on the planning guidance for the Historic Battlefield: Site of Battle of Linlithgow Bridge (1526) which is located at the site of the former Avontoun Quarry.</i></p> <p><i>1. The Battle of Linlithgow Bridge is recognised as a historically significant event; as such no development of the site should be permitted which negatively impacts upon any archaeological remains.</i></p>	

DATA LABEL: PUBLIC

	<p><i>2. The wider battlefield area includes a number of information boards explaining the historical context and events at the time of the battle. Loss of the area of land covered by the LDP proposal for housing will make an understanding of the historical event more difficult for professional and amateur historians. Linlithgow will lose a little more of its heritage.</i></p> <p><i>3. The site itself is a well-loved local walking area, much-used by the local community. Sensitive development as an amenity area for locals and tourists would be my preferred option, ensuring both the environmental and historical benefits of the site are retained. The site is well connected with the John Muir Way and with the Avon Heritage Trail.</i></p> <p><i>4. Housing development, with associated roads, is likely to result in increased flooding of the land below (Kettilstoun Lagoons) due to increased run off. This in turn will have a detrimental effect on the wider battlefield area. There would also be an increased risk of flooding of garden ground and houses situated further down the Avon.</i></p> <p><i>5. Retaining the site as a nature reserve promotes environmental sustainability goals, while also preserving a historically significant battlefield."</i></p>	
--	---	--

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p><b>16</b> <b>Judy Vickers</b></p>	<p><i>"I would like to object to the plan to allow development on the site of the Battle of Linlithgow Bridge. I have read the consultation document but do not see the logic in the argument that because some of the battle site has already been developed the same should happen to the rest – I think the fact that there isn't much of the battle site left makes it even more important to protect it, especially as it is a key part.</i></p> <p><i>The document also says other key heritage assets should be taken into consideration – the whole site is a key natural heritage site with many assets. I am a dog walker and I am there almost every day and the area teams with natural heritage; deer, foxes, stoats, orchids, hawks, owls – the toads when in season are amazing! I haven't seen them but I believe there are badgers there too (my dog found a carcass). And its role as an ongoing heritage asset for humans as a lifeline during lockdown and beyond should not be underestimated either.</i></p> <p><i>This may not come within the remit of this consultation but I feel very strongly about the fact that local democracy was subverted by having this site slipped into the local plan without going out to consultation or through the council. People in the town are very proud and protective of the battle having taken place here – see the memorial close to this site – and I think many people and groups would have objected had they had the chance.</i></p>	

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p><b><u>17</u></b> <b>Carole Brown</b></p>	<p><i>The whole section to the left of the lagoon as you look at it from the river is a water meadow, presumably helping to soak up run-off from the Kettlestoun field – if that field was hard-standing, I doubt the water meadow could take it, meaning it would overflow into the river and make the path alongside the river impassable, thereby destroying a section of the River Avon Heritage Trail. Already the riverside path is underwater several days of the year when there is heavy rain – development in and around that site will inevitably cause more flooding. The heritage which would be lost there would not just be the heritage trail itself (also part of the John Muir Way), impacting not just this section but the whole network but the wildlife on this section of the river (not to mention the impact of more flood surges on houses already affected further down the river)."</i></p> <p><i>"I strenuously object to the proposal, to build houses on this land. The land is of both historic and community interest. It is used by hundreds of people each week and has many beautiful walks. Too many "green" sites are being built on, whilst other eyesores are passed by."</i></p>	

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<b><u>18</u></b> <b>Glen Clayton</b>	<p><i>"I wish to register my objection in the strongest terms to the proposed development on this site.</i></p> <ul style="list-style-type: none"> <li><i>• Destruction of natural environment near to the Lagoon which is a much used outdoor space close to the town centre</i></li> <li><i>• Concerns over local infrastructure. The schools, sports centre and health provisions in Linlithgow are currently at capacity and there is already the Preston Field Development being built. It cannot cope with 200+ more families</i></li> <li><i>• Concerns over traffic. The traffic through Linlithgow is already a nightmare on the high street with the current number of residents.</i></li> <li><i>• Destruction of historical battlefield site. Linlithgow is rightly renowned for its history and heritage and this should be celebrated not destroyed</i></li> <li><i>• Effects on water drainage. This area is already prone to flooding."</i></li> </ul>	

The following representations (**19 to 25**) do make some specific comments on the guidance and are responded to accordingly

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p><b>19</b> <b>Jennifer Leonard</b></p>	<p><i>"I write to comment on section 7 of the draft PG (requirements for planning applications). As well as requiring to follow the HES guidance, Section 7.4 should include definitive requirements for preserving the landscape character of the battlefield.</i></p> <p><i>The area at the top of the slope has great character, with defensive earth banks along the beech trees towards the east and views across the lagoon all along it. You can imagine the encampment of the Arran/Angus lines on the upper level.</i></p> <p><i>During any development. I would like to see the landscape preserved and the heritage interpreted. The area is now even more busy since lockdown being used as a vital asset for dog walkers, swimmers all year round and space for families to explore and appreciate our heritage.</i></p> <p><i>Section 7 should also therefore cap the density of any housing development to ensure that landscape character is preserved. In my view, it is not possible to build 210 houses in this area and preserve the landscape heritage here.</i></p> <p><i>Regarding the whole PG, you should also consider that the very presence of modern housing is likely to destroy the landscape character of this area.</i></p>	<p>At paragraph 3.2 of the guidance there already is a requirement relating to the protection of the landscape character:</p> <p><i>The siting, scale and design of any new development, or extensions to existing buildings, must preserve, conserve or enhance the key characteristics of the battlefield. These may include landscape characteristics, key viewpoints that assist in the understanding of the battle and historic assets (particularly archaeological deposits found in-situ).</i></p> <p>At paragraph 3.6 there is reference to and an endorsement of the HES document 'Managing Change in the Historic Environment: Historic Battlefields' (2016) which states that:</p> <p><i>If a battlefield is to accommodate modern development, its key landscape characteristics and special qualities should be retained".</i></p> <p>At paragraph 4.3 it advises that the intention of the guidance is to:</p> <p><i>identify an area of added protection where particular consideration must be given to impacts on the site that should focus on the special qualities and landscape characteristics of the battlefield.</i></p>

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><i>As a rare area of wild vegetation on the outskirts Linlithgow town. It is currently possible to imagine a battlefield but how on earth can you reconstruct it in your imagination when there are houses with cars, roads, garden fencing and everyday modern paraphernalia and noise? “</i></p>	<p>At paragraph 4.4b it is explained that as part of the development management assessment process regard will be afforded to the:</p> <p><i>Contextual impact on key landscape characteristics involving the terrain of the battlefield.</i></p> <p>At paragraph 7.1 there is again reference to the HES document ‘Managing Change in the Historic Environment: Historic Battlefields’ (2016) and to the 3 stage process it describes an making it clear that:</p> <p><i>Any development proposals for the allocated H-LL 13 housing site at Kettlestoun will be expected to demonstrate they have followed the 3-stage process.</i></p> <p>In view of the foregoing it is concluded that the PG has satisfactorily addressed the issue of landscape character and therefore <u>no change to the PG is proposed</u>.</p> <p>The additional suggestion that the PG should impose a cap on the density (i.e. the number of houses that should be built on the site) is rejected.</p>

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
		<p>Primarily because it is considered to exceed the scope and competency of this guidance, but also, because this aspect of any new development has been intentionally left as a matter more appropriately addressed through the submission of a planning application by the DPEA Reporter in his Report of Examination and by the council in the text of the LDP. Both the Reporter and the LDP regard the figure of 210 houses as notional and it is ultimately for a developer at the time of making a planning application to provide satisfactory justification for the density of housing proposed.</p> <p>The final point of this representation returns to the question of whether the battlefield site should be developed at all, but as it has already been explained, it is a matter of fact that the site benefits from an allocation in the adopted LDP and it is one of the purposes of planning guidance to support the current LDP.</p>

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<b>20</b> <b>Mark Cubitt</b>	<p><i>"The PG appears to be helpful and useful.</i></p> <p><i>If I may I would like to comment on the "public access via improvements to the path network". This is both in the context of the historic site, but particularly to the "recreational land" as described in the <a href="#">property development company brochure</a>. Since this area has matured and particularly during covid it has become an important recreational area for local residents. This is for walking, camping, barbecues as well as its adoption as a wild swimming location, despite Cemex's 'No Swimming' signs. There is inadequate parking and access which is putting considerable strain on local residents. So, improvements to the path network between the development land and recreational land sounds like a good idea, but additionally the provision of appropriately positioned parking space would be a useful addition to paragraph 12."</i></p>	<p>Comments noted.</p> <p>It should be understood that the property marketing material referenced has been produced independently by a third party and has not been endorsed by the council in any way. It has no relevance to the PG. Furthermore, the 'recreational land' to which it refers lies beyond the boundary of allocated housing site H-LL 13 and there is no way of knowing what the status of this adjacent land will be at the time of any planning application in respect of site H-LL 13. It would be for those responsible for determining that planning application to take a view on the requirement for new or improved path connections to the adjacent site and to seek to secure such works through appropriate conditions or legal agreement.</p> <p>It is therefore considered to be beyond the scope and competency of this guidance to impose such requirements and therefore <u>no change to the PG is proposed</u>.</p>

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p><b>21</b> <b>Sheila Ashby</b> <i>1 of 2 representations</i></p>	<p><i>"Below outlines the potential problems relating to future flooding of properties in Lovells Glen that back onto the River Avon.</i></p> <p><i>I believe that building these houses with infrastructure of road and paths and parking etc will increase the potential of flooding to our gardens in Lovells Glen from the River Avon.</i></p> <p><i>The new 120 dwelling houses will be about 1 – 1 ½ Miles upriver from us, "above" the river Avon, and therefore any rainfall that would have been soaked up by the fields that are currently there, will have nowhere to drain except to run into the River Avon which will increase the river's flow and level.</i></p> <p><i>I wrote to Falkirk Council in relation to one of their Applications ref: P/20/0321/FUL Case Officer: John Cooney regarding the erection of 9 Dwelling houses on the Land to the north of the Bridge Inn, Linlithgow and enclosed pictures of the height of the river Avon, and garden flooding in Lovells Glen, caused by the River Avon taken on 12th August 2020 after the heavy rain downfall. This lead to the application being refused and I believe that the comments below (taken from my correspondence to them) more that relate to the proposed erection of 210 houses (or less) at Kettlestoun.</i></p>	<p>The purpose of <u>this</u> guidance is to quite specifically address those matters which are relevant to the development of this particular site in the context of it uniquely embracing part of the historic Battle of Linlithgow Bridge battleground site.</p> <p>The document was not conceived, nor was it intended to be a comprehensive site development brief. Appendix 2 of the LDP makes it clear that it is the responsibility of potential developers to prepare and submit a masterplan to accompany any application for planning permission.</p> <p>It's the case that in the event of an application for planning permission being made to develop the site, developers will be required to have regard to this new guidance in addition to other planning guidance which the council has previously published.</p> <p>Of particular relevance is Supplementary Guidance '<a href="#">Residential Development Guide</a>' which includes multiple references to flooding and emphasises the requirement for prospective developers to take flood risk into account before committing themselves to a site or project, to undertake robust flood risk assessment and drainage assessment when required and to implement agreed measures to deal with flood risk.</p>

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><i>Quotes taken as follows:</i></p> <p><i>The SEPA Flood Maps for my address show that the River Avon directly below the proposed 210 dwelling houses and all along the river Avon down the back of the Lovells Glen houses are at "High Risk" of flooding.</i></p> <p><i>SEPA Flood Map</i>  <a href="http://map.sepa.org.uk/floodmap/map.htm">http://map.sepa.org.uk/floodmap/map.htm</a></p> <p><i>Hydrology and Flooding</i></p> <p><i>The Scottish Environment Protection Agency (SEPA) flood risk map (1:25,000), This interactive flood map and the Groundsure Report indicate that the eastern area of the site, adjacent to the River Avon, is at risk of flooding.</i></p> <p><i>Will the building site "surface topography generally falls towards the River Avon." Thus increasing the rivers height rather than the land taking in the water which will increase the flood potential to the lower levels at Lovells Glen.</i></p> <p><i>Planning Policy</i></p> <p><i>In consideration of planning applications, <b>planning authorities require to be satisfied</b> that due account has been taken of SPP, and the Scottish Government's online Planning Advice on Flood Risk. It is necessary to show that <b>adequate protection against flooding exists or can be provided</b> for the proposed development and that the <b>development does not increase any existing flood risk to persons or property upstream and downstream.</b></i></p>	<p>Additionally, there is Supplementary Guidance '<a href="#">Flooding and Drainage</a>' which, as the title suggests, promotes awareness of flood risk together with detailed guidance that is designed to ensure that new development is not at risk from flooding and that the risk of flooding is not increased elsewhere. Other relevant guidance of import to this site includes:</p> <p><a href="#">PG - The Historic Environment</a>  <a href="#">PG - Planning for Nature</a>  <a href="#">PG - Soil Management and After-use of Soils on Development Sites</a>  <a href="#">SG - Air Quality</a></p> <p>It is also the case that Appendix 2 of the <a href="#">Local Development Plan</a> is a schedule of all allocated housing sites and sets out delivery requirements on a site by site basis. With regard to site H-LL 13, Kettlestoun Mains (p.198) there is an explicit requirement for developers to submit a Flood Risk Assessment and a Drainage Impact Assessment. These requirements arose from initial consultations with SEPA and it is the case that the attendant flood related implications of developing this site are recognised and that appropriate safeguarding measures have already been provided for. There is considered to be no benefits to be gained and therefore no requirement to augment or amend this new guidance.</p>

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><i>NOTE: SEPA flood plans show Lovells Glen, <b>downstream to this development, is a Medium to High Risk</b> - annual probability of coastal or watercourse flooding is greater than 0.5% (1:200 years)</i></p> <p><b>2.1 National Planning Policy - Flood risk framework for Medium to High Risk</b></p> <p><i>Site Generally not suitable for:</i></p> <ul style="list-style-type: none"> <li>- additional development in undeveloped and sparsely developed areas, unless a location is essential</li> <li>- Where built development is permitted, <b>measures to protect against or manage flood risk will be required</b></li> </ul> <p><i>Guidance on surface water flooding includes the following:</i></p> <ul style="list-style-type: none"> <li>- Infrastructure and buildings should generally be designed to be free from surface water flooding in rainfall events where the annual probability of occurrence is greater than 0.5% (1:200 years).</li> <li>- Surface water drainage measures should have a <b>neutral or better effect on the risk of flooding both on and off the site, taking account of rain falling on the site and run-off from adjacent areas.</b></li> </ul> <p><i>Local Planning Policy.</i></p> <p><i>Policy RW06 Flooding - states.</i></p> <p><i>1. Development on the functional flood plain should be avoided.</i></p>	<p>This representation, while ostensibly concerned with flood risk issues allied to the development of the battlefield site, ultimately returns to the fundamental question posed by a number of the other respondents, i.e. whether the battlefield site should be developed at all, but as it has already been explained, it is a matter of fact that the site benefits from an allocation in the adopted LDP.</p> <p>One of the main purposes of planning guidance is to support the LDP and this guidance has been prepared on that basis. It is not within the remit of this guidance to depart from the policies and land allocations of the approved LDP.</p>

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><i>In areas where there is significant risk of flooding from any source (including flooding up to and including 0.5% (1 in 200 year) flood event) development proposals will be assessed against advice and the Flood Risk Framework in the SPP. <b>There will be a presumption against new development which would: - Increase the level of risk of flooding for existing development; (Lovells Glen is an existing development)</b></i></p> <p><b>Flood risk assessments</b>  <i>Development proposals on land identified as being at risk from flooding, or where other available information suggests there may be a risk, will be required to provide a flood risk assessment that demonstrates that: any flood risks can be adequately managed both within <b>and outwith</b> the site; an adequate allowance for <b>climate change and freeboard has been built into the flood risk assessment;</b></i></p> <p><i>3.3.4 Local Authority Consultation - West Lothian Council for Falkirk Council.</i></p> <p><i>Given the location of the site on the border with West Lothian Council, a request was also submitted to WLC to obtain details of any flooding incident they may be aware of in the vicinity of the site and to ensure any specific concerns they had were addressed in the study.</i></p> <p><i>WLCs response was as follows:  'I refer to your enquiry regarding flood risk in so far as it has the potential to affect a greenfield site adjacent to the River Avon at Linlithgow Bridge. I am pleased to comment as follows:</i></p>	

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><i>Flood risk:</i></p> <p><i>The council holds information which suggests that part of the existing site may be susceptible to flooding from out-of-bank flows from the River Avon (see embedded plan below). The information is provided to the Council under license by the Scottish Environment Protection Agency (SEPA). The information derives from coarse data and assumptions about the potential for loss of water to the ground. The council holds no information to suggest that the site has previously flooded, however.</i></p> <p><b><i>The Council also recently commissioned a Linlithgow Baseline Flood Study (River Avon) looking particularly at flood in risk to an existing residential development immediately downstream of the site on the right bank.(Lovells Glen) The study, which involved calibration and modelling, was carried out by Mott MacDonald. I attach an image, which shows at a small scale the estimated effect of a 1:200 year storm on the site that you currently have an interest in.</i></b></p> <p><i>You would be welcome to a copy of the finalised study report and appendices but it is expected that you will pay any costs that are incurred by Mott MacDonald providing this information to you.</i></p>	

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><i>In advance of commissioning the above mentioned study, the Council commissioned HydroLogic (International) Limited to install level sensors at two points on the River (Almond) Avon, one of which is on land forming part of the site in which you currently have an interest and one a short distance downstream.</i></p> <p><i>NOTE: The level sensors remain active. The data that they produce can be accessed in real time via Hydro-Logic's web portal. (WLC) can also provide past level data from these two sensors should you require.</i></p> <p><i>Overland Flow</i>  <i>Where will the potential overland flow route. Will runoff from the site run towards the River Avon.</i>  <i>Again this would show that heavy rainfall generated within the site will affect the levels of the river Avon. What is going to be done to protect the Lovells Glen properties and flood potential.?</i></p> <p><i>Wastewater: A Drainage Impact Assessment (DIA) may be required for a development of this size to determine if our existing network can adequately service the demands of your development or if any mitigation/enhancement work is required.</i></p>	

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><i>Page 2</i></p> <p><i>Please Note</i></p> <p><i>A DIA may be required as there is a potentiality for flooding in this area? Flow and Pressure Test is required to ensure there is capacity within the existing network to service the proposed development General Note Please be advised that Scottish Water will only accept surface water into the combined network under exceptional circumstances.</i></p> <p><i>In the consideration of any development, if due diligence has been carried out in fully investigating the available options for surface water drainage and if any of these options is subsequently deemed unreasonable to pursue, the remaining alternative options can then be considered for approval to allow the development to proceed.</i></p> <p><i>Construction phase</i></p> <p><i>If the development requires a large volume of earthworks, a description of how surface water will be managed during the construction phase should be provided. This is to ensure earthworks during the construction phase will not increase flood risk to neighbouring properties.</i></p> <p><b>WLC - Supplementary Planning Guidance on Flood Risk and Drainage.</b></p> <p><b><a href="https://www.westlothian.gov.uk/article/32518/Update-on-Supplementary-Planning-Guidance">https://www.westlothian.gov.uk/article/32518/Update-on-Supplementary-Planning-Guidance</a></b></p> <p><i>The guidance details the information that has to be provided to support the planning application process and ensure that applications are adequately considered in terms of flood risk and drainage especially surface water management.</i></p>	

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
2 of 2 representations	<p><i>The guidance will focus on the various issues relating to flood risk and surface water management to ensure that all future developments are not at risk of flooding and that <b>they do not increase the risk of flooding elsewhere.</b></i></p> <p><i>“The assumption made is correct, my email did relate to the planning guidance for the Historic Battlefield Site of Linlithgow Bridge (1526) (site H-LL 13).</i></p> <p><i>I agree with you that my response does “not address” the <b>current wording</b> “draft - non-statutory Planning Guidance” that is intended to ensure any developer(s) etc, bring forward a suitable and detailed <b>built</b> proposal to this important historical site.</i></p> <p><i>My aim was/is to suggest that the planning Guidance could <b>include the need</b> for a detailed ‘flood risk assessment’ (recommended by the <b>Scottish Government appointed reporter</b> – Lorna McCallum p.61 of their report) that could be included within the “<b>Master plan</b>” (also recommended by the <b>Scottish Government appointed reporter</b> – Lorna McCallum p.61 of their report). (Now <b>listed as a requirement</b> in the Planning Guidance for site “Historic Battlefield Site of Linlithgow Bridge (1526)” page .11 below the heading of <b>p. 10 OTHER:</b> along with the reference to <b>Edinburgh Airports</b> (Also <b>highlighted by the Scottish Government appointed reporter</b> – Lorna McCallum p. 61 of their report) possible consultation requirements under the “Town &amp; Country planning Acts”)</i></p>	

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><i>I understand that the procedure for preparing <b>non-statutory Planning Guidance</b> is an expedited one and it can be updated quickly <u>as required</u> or can be prepared in <u>response to an issue arising during the lifetime of the LDP.</u></i></p> <p><i>The ‘<b>flood risk assessment</b>’, provided by potential developers, could be an added item within the ‘<b>master plan</b>’ that will accompany the planning application(s) and would have to cover the “<b>High risk of flooding increase to existing developments elsewhere</b>” (due to pluvial, groundwater, high rain fall draining from the development which will be presumably directed towards the river Avon) - namely properties in and around Lovells Glen that back onto the River Avon which are already a high risk area according to the <a href="#">SEPA flood maps</a> – zoom in to see my property) from the river Avon.</i></p> <p><i><b>Notes below for WLC support if it has the ability to include the above points, with reasons for omission’s previously.</b></i></p> <p><i>When the <b>WL LDP</b> and the <b>WL Supplementary Guidance flooding and drainage</b> were adopted in <b>2018</b>, the <b>floods at Lovells Glen rear gardens</b> and surrounding areas <b>had not happened</b>, and therefore <b>none</b> of the following points were put forward or commented on by the public at that time, nor used to argue for the removal of this site from the West Lothian LDP.</i></p>	

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><b>2018</b> - <i>The “West Lothian Local Development Plan”</i> was adopted. The inclusion of the Battlefield Site of Linlithgow Bridge (1526) (site H-LL 13) was by the “Scottish Government appointed Reporters” who conducted the Local Plan Inquiry. At that time the River Avon floods around the properties of the Lovell Glen and surrounding areas had not happened and therefore would not have been considered as a risk.</p> <p><b>2018</b> – <i>The WL Supplementary Guidance-Flooding and Drainage</i> Aimed to assist developers. <b>Page 3</b> outlines the need for developers, when submitting a planning application, to ensure that new development is not at risk of flooding, and <b>that the risk of flooding is not increased elsewhere</b> ....</p> <p><b>Page 11</b> – points to the <i>Scottish Planning Policy 2014</i>. paragraphs 254 to 268. <b>Para 254</b> mentions that “planning can play an important part in reducing the vulnerability of <u>existing</u> and future <u>development to flooding</u>. <b>Para 256</b> states “The planning system should prevent development which would have a significant probability of being affected to flooding or would increase the probability of <u>flooding elsewhere</u>. This would not have been apparent at this stage in 2018.</p> <p><b>Page 1</b> – policy <b>EMG 2: Flooding</b>. <b>Point 66</b>. Mentions SEPA input.</p>	

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><b>Page 19 – Development &amp; Flood risk. Point 94</b> states: In order to ensure that new development is not at risk from flooding and that the <b><u>risk of flooding is not increased elsewhere</u></b>, a development site must be assessed from the outset <b>before</b> the potential effect of development of the site can be considered.</p> <p><b>Page 19 – Flood Risk Assessment. Point 98.</b> Lovells Glen would be considered a development deemed to be in a sensitive location – also required to be assessed.</p> <p><b>2020 – Lovells Glen &amp; other garden flooding from the River Avon.</b></p> <p><b>2020 – The WEST LOTHIAN LOCAL DEVELOPMENT PLAN (LDP): ACTION PROGRAMME (FIRST REVIEW) Dec 2020.</b></p> <p>The action programme could have included “<b>preparing a non-stat planning guidance for the H-LL 13 Battlefield site in response to the ‘potential flooding of properties downstream in Lovells Glen and other surrounding properties’</b>”.</p> <p>The plan states: The procedure for preparing <b>non-statutory Planning Guidance</b> is an expedited one and such guidance does not need referral to Scottish Ministers, It can be updated quickly <b>as required</b> or can be prepared in <b>response to an issue arising during the lifetime of the LDP.</b> It therefore has less weight than Supplementary Guidance but nonetheless <b>is a material consideration</b> in the <b>determination of planning applications.</b></p>	

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><i>Page 158/159 – Should include liaise with SEPA with regards to flood risk. Topography steep towards the River Avon, which flows down to Lovells Glen and surrounding areas where gardens were flooded in 2020.</i></p> <ul style="list-style-type: none"> <li><i>• <b>Recent developer planned layout?</b> Sounds ominous.</i></li> </ul> <p><i>Page 260 – <b>EMG 2</b> To <u>prevent development</u> at risk of flooding or <u>which increases the risk of flooding elsewhere</u> and to support implementation of local flood risk management plans</i></p> <p><i>2022 March – <b>Development Plan Scheme completed.</b></i></p> <p><i>A development plan is a document that sets out policies and proposals for the future development and use of land and identifies where development should or shouldn't take place. This Development plan Scheme maybe should have been amended to include looking at the flood potential downstream of site H-LL 13.</i></p> <p><i>2022 – <b>The “West Lothian Local Development Plan” 2</b> is underway. Hopefully the public will be able to comment on this at some stage.</i></p> <p><i>I welcome the fact that you will report my emailed comments to the Council Executive when it convenes to consider the responses to the draft Guidance. I would actually appreciate the above comments being reported as well, or, instead of my original email. I hope that this email can be of assistance, rather than a hindrance to the planning department.</i></p>	

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p><b>22</b> <b>Linlithgow Civic Trust</b> <i>Mike Dunning</i></p>	<p><i>"The members of the committee are aware that no planning permission has yet been applied for in relation to this site. However, we wish to register our total objection to housing or other development in advance of any such application. We are opposed to future development of the site on a number of grounds including:</i></p> <ul style="list-style-type: none"> <li><i>• the significance of the Battle of Linlithgow Bridge to both local and Scottish history</i></li> <li><i>• the need for further archaeological research and to preserve what remains of the battlefield</i></li> <li><i>• the site should be retained as an open green space having been successfully reinstated after the quarrying at considerable public expense</i></li> <li><i>• the site is a major asset to the townspeople as a natural amenity and recreational resource offering mental and physical health benefits</i></li> <li><i>• in our considered opinion housing development would constitute inappropriate expansion of Linlithgow's built-up area – the adjacent stretch of Mill Road should remain as the western boundary of the town at this location</i></li> </ul> <p><i>West Lothian's Planning Portal is carefully monitored by members of the committee. Please be aware that, should any planning application for development of this site be lodged in the future, the Trust will submit our objections."</i></p>	<p>As with a number of other representations, the response is primarily focused on the issue of whether the battlefield site should be developed at all. It has however already been explained that the site currently benefits from an allocation for housing in the adopted LDP and for as long as that remains the case, i.e. until a new LDP has been adopted, a proposal to develop the site can legitimately claim development plan support, albeit in broad principle.</p> <p>The purpose of <u>this</u> guidance is to quite specifically address those matters which are relevant to the development of this particular site in the context of it uniquely embracing part of the historic Battle of Linlithgow Bridge battleground site. It is not within the remit of this guidance to depart from the policies and land allocations of the approved LDP.</p> <p>The reference to the requirement for further archaeological research to be carried out is noted but this is an issue which is already well provided for in Appendix 2 of the LDP, a schedule of all allocated housing sites and site delivery requirements. It states:</p> <p><i>An archaeological assessment is required and the design and layout of the development will require to ensure that the landscape context and special qualities of the battlefield would be adequately protected.</i></p>

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
		<p>Furthermore, at paragraph 3.2 of the guidance itself there already is a requirement relating to the archaeological aspects of the site which states:</p> <p><i>The siting, scale and design of any new development, or extensions to existing buildings, must preserve, conserve or enhance the key characteristics of the battlefield. These may include landscape characteristics, key viewpoints that assist in the understanding of the battle and historic assets (particularly archaeological deposits found in-situ).</i></p> <p>In view of the foregoing it is concluded that the PG has satisfactorily addressed the issue of archaeological investigation and therefore <u>no change to the PG is proposed.</u></p>

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p><b>23</b> <b>Linlithgow Planning Forum</b> Mike Dunning</p>	<p><i>"I am writing on behalf of Linlithgow Planning Forum which is comprised of representatives of the following local community groups:</i></p> <ul style="list-style-type: none"> <li>○ <i>Linlithgow &amp; Linlithgow Bridge Community Council</i></li> <li>○ <i>Linlithgow Civic Trust</i></li> <li>○ <i>Burgh Beautiful Linlithgow</i></li> <li>○ <i>Linlithgow Community Development Trust</i></li> <li>○ <i>ONE Linlithgow Business Improvement District</i></li> </ul> <p><i>While the members of the Planning Forum are well aware that no planning permission has yet been applied for in relation to this site, we wish to register our total objection to its development in advance of any such application.</i></p> <p><i>We object to development of the site for a number of reasons including:</i></p> <ul style="list-style-type: none"> <li>• <i>the historical significance of the Battle of Linlithgow Bridge and the need to preserve what remains of the battlefield</i></li> <li>• <i>the site has been successfully re-wilded at considerable public expense and should remain as an open green space</i></li> <li>• <i>as such, the area is a major asset to the townspeople as a natural amenity and recreational resource offering mental and physical health benefits</i></li> <li>• <i>housing development would constitute inappropriate expansion of the built-up area – the adjacent stretch of Mill Road should remain as the western boundary of the town at this location.</i></li> </ul>	<p>It is noted that the respondents are opposed to the principle of the development of site H-LL 13 for housing and intend to (a) make timeous representation to any planning application which may come to be submitted and (b) use the opportunity presented by the introduction of new Local Place Plans as the vehicle for challenging the allocation in the next LDP. These are recognised as legitimate actions under the circumstances.</p> <p>It is of course also the case that new development planning regulations require the council to review and assess all of the current land allocations in the adopted LDP against prevailing national planning policies and there can be no certainty that this, or indeed any other previously allocated but yet to be developed site, will be carried over to LDP 2.</p> <p>The status of site H-LL 13 <u>at the current time</u> is however paramount and what is immediately pertinent to the Planning Guidance currently under consideration. Site H-LL 13 will remain an allocated development site for housing in the adopted LDP until such time as that plan is superseded and which the current Development Plan Scheme (<a href="#">DPS No. 14</a>) forecasts this as being 2026 at the earliest. In the interim, the council has a responsibility and an obligation to support the current LDP and that is precisely the purpose of the PG.</p> <p>It is noted that the respondents have made no specific observations on the text of the PG, nor have any revisions been suggested, and consequently <u>no change is proposed</u>.</p>

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><i>Following public consultation in the summer, the emergent 'Local Place Plan' is being finalised prior to submission to West Lothian Council which, as you know, is required under the new Government legislation to take such community plans into account. Linlithgow's Local Place Plan will be asking for the battlefield site (H-LL 13) to be excluded from the next Local Development Plan."</i></p>	

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
<p><b>24</b>  <b>Linlithgow &amp; Linlithgow Bridge Community Council</b>  Hans Edgington</p>	<p><i>“On behalf of the Linlithgow &amp; Linlithgow Bridge Community Council regarding the public consultation for the Planning Guidance Historic Battlefield: Site of Battle of Linlithgow Bridge (1526) following the LLBCC meeting on the 27th of September 2022, we would recommend the following changes to be made to the planning guidance:</i></p> <p><b>Section One</b>  Add: “The historic environment is an integral part of our well-being and cultural identity”</p> <p><b>Section Two</b>  Add that the Battlefield is fairly unique, unlike nearly all battlefields in Scotland this battle was not between the Scots and English, but between Scots for control over the young King James V.</p> <p><i>Provide a link to the Battlefields Trust website with the history of the Battle of Linlithgow Bridge <a href="http://www.bolb.org.uk">www.bolb.org.uk</a></i></p> <p><b>Section Four</b>  Add: “Development proposals affecting battlefields within the Inventory of Historic Battlefields should protect and, where appropriate, enhance a battlefield’s cultural significance, key landscape characteristics, physical remains and special qualities.”</p>	<p>Comments regarding <b>Section One</b> are noted and a revision along the lines of <u>what has been suggested is accepted</u>. It does however appear that the proposed text has been extracted directly from the soon to be superseded NPF3 and it is therefore concluded that the new text should instead relate more appropriately to its equivalent in draft NPF4 and to read as:</p> <p><i>Our historic environment is important to many aspects of life, from defining the character of the places where we live and work, promoting a sense of belonging and cultural identity and encouraging civic participation to supporting the tourist economy.</i></p> <p>This amended text will be inserted as paragraph 1.1 (page 3) of the PG with subsequent paragraphs renumbered.</p> <p>The suggested text addition relative to <b>Section Two</b> <u>is accepted</u>. The amended text will be inserted as paragraph 2.2 (page 3) of the PG with subsequent paragraphs renumbered.</p> <p>The proposal to add a link to the Battlefields Trust website <u>is accepted</u>. This will be inserted as paragraph 2.5 (page 3).</p> <p>The suggested text addition relative to <b>Section Four</b> <u>is accepted</u>. The new text will be inserted as paragraph 4.1 (page 6) but with the addition of the words ‘identify and’ before ‘protect’. It is also proposed to expand it and add:</p> <p>The effect of proposed development on the Inventory of Historic Battlefield sites is a material consideration in determining a planning application.</p>

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><b>Section Five</b>  <i>5.4 Change the wording to reflect the HES Battlefield Inventory “Much of the eastern bank below Peace Hill (formerly Pace Hill) was quarried away and has been restored as a nature reserve. However, the rising ground to the ridge where Arran’s men were drawn up is still untouched and the overall landscape can still be understood. There is a steeply rising bluff enclosing the low-lying land on the eastern side”</i></p> <p><i>The PG states it may resemble, the wording from HES is stronger as it clearly states parts are untouched. Key sites should be added to this section, they should include the deployments as published by Jonathan Cooper.</i></p> <p><b>Section Seven</b>  <i>Add the Following:</i></p> <p><i>“Development proposals should take the battlefield into account in a positive way, including demonstrating how it will conserve or enhance the resource”</i></p> <p><i>7.1 Wording should be stronger, demanding that they follow the process outlined by HES, there should be no room for doubt. Change “will be expected to demonstrate” to “shall demonstrate”</i></p>	<p>The suggested text revision at paragraph 5.4 is <u>largely accepted</u> but it is proposed that it should nevertheless be modestly adjusted to read as:</p> <p><i>5.4 While it is acknowledged that much of the eastern bank below Peace Hill (formerly Pace Hill) was quarried away and is now considered a Local Biodiversity Site within the LDP, the rising ground to the ridge where the Earl of Arran’s men were drawn up is still untouched and the overall landscape can still be understood. There is a steeply rising bluff enclosing the low-lying land on the eastern side.</i></p> <p>The PG already includes a ‘deployments’ map, sourced from the Inventory of Historic Battlefields which is considered to be sufficient. Consequently, the suggestion to include further detail is not pursued.</p> <p>The sentiments behind suggestions for strengthening the wording of paragraphs 7.1 and 7.4 are recognised and shared. The council is acutely aware of the difficulties ambiguously framed statements can give rise to and it is proposed that both paragraphs are rephrased thus:</p> <p><i>7.1 Development proposals relating to the allocated residential site H-LL 13 in the adopted West Lothian Local Development Plan (2018) must take the historic battlefield into account in a positive way.</i></p>

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><i>7.4 States "Should it be considered that there may be a potential archaeological interest", the basis should be that the site is of archaeological interest unless proven otherwise. The information regarding the battle site is sketchy, therefore the onus should be on the developer together with the Council's archaeological services providers to provide an archaeological evaluation, impact and mitigation assessment for the site.</i></p> <p><b>Add Section Eight</b> <i>Mitigation</i></p> <p><i>As stated above the intention behind the Inventory is not to preserve the entirety of the defined area in situ in perpetuity, but rather to identify its key components and to manage change in a development context. Development proposals should take the battlefield into account in a positive way, including demonstrating how it will conserve or enhance the resource.</i></p> <p><i>Any development proposals that are approved will have to be associated with an appropriate level of developer funded mitigation. Historic Environment Scotland is preparing best practice guidelines regarding archaeological mitigation on Inventory Battlefields, and West Lothian Council's Archaeology Officer can provide specific advice on this issue. While the precise nature, scope and scale of any such mitigation will vary with the location and nature of the proposal it is likely to involve some or all of the following:</i></p>	<p><i>Applicants for planning permission shall satisfactorily demonstrate how their proposal have taken the battlefield into account in a positive way, demonstrating that they will not adversely impact, cause harm or compromise the battlefield and evidence that they have followed the 3-stage process outlined by HES in its 'Managing Change in the Historic Environment: Historic Battlefields' policy guidance (2016).</i></p> <p>It should be noted that the wording suggested by the respondent for paragraph 7.1 has been slightly amended to reflecting a more progressive and positive support for appropriate mitigation.</p> <p>and;</p> <p><i>7.4 It is widely recognised that the site has archaeological potential and it should therefore be anticipated that planning conditions will be imposed on any grant of planning permission. These will, as a minimum, require developers to:</i></p> <ul style="list-style-type: none"> <li><i>a) Undertake a watching brief on excavations, overseen by a competent professional archaeologist; and</i></li> <li><i>b) If material, or finds of an archaeological interest are present, undertake excavation, recording and reporting.</i></li> </ul>

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p>1 Desk Based Assessment</p> <p>2 Detailed close contour survey of the proposal area (lidar etc)</p> <p>3 Walkover survey</p> <p>4 Photographic survey</p> <p>5 Geophysical survey</p> <p>6 Field-walking</p> <p>7 Metal detecting</p> <p>8 Archaeological test-pitting</p> <p>9 Archaeological trial trenching</p> <p>10 Archaeological investigation</p> <p>11 Community engagement and involvement in any archaeological mitigation excavation</p> <p>12 Preservation in situ of battlefield features such as graves and pit defences, etc</p> <p>13 Technical reporting</p> <p>14 Conservation of finds</p> <p>15 Post-excavation assessment</p> <p>16 Post-excavation analysis</p> <p>17 Academic publication in an appropriate journal</p> <p>18 Teachers packs for local schools</p> <p>19 Disposal of find according to the published policies of the Treasure Trove Unit</p> <p>20 Articulation, enhancement and development with existing route-ways and heritage trails</p>	<p><i>It should be clearly understood that the onus will be on the developer to provide the council with a comprehensive archaeological evaluation, impact and mitigation assessment for the site.</i></p> <p><i>With sufficient forethought this should not be unduly expensive or create excessive delay to a project.</i></p> <p><i>(NB: Small house extensions within the Battlefield Inventory area will be exempted)</i></p> <p>The respondent's suggestion that an additional chapter should be added to the guidance to expand the subject of 'mitigation' in noted. It is however concluded that existing references at paragraph 3.2 to LDP policy ENV 31 and at paragraph 3.3 to Planning Advice Note (PAN 2/2011) 'Planning and archaeology', provide a satisfactorily and proportionate response and suffice and <u>no change is proposed</u>.</p> <p>It is acknowledged that the guidance has not explicitly referenced or incorporated recommendations from <a href="#">a report commissioned by Historic Environment Scotland</a> in 2021 and carried out by Lichfields UK examining how the Inventory of Historic Battlefields is working within the Scottish planning system. This is essentially because the report was published after the PG had been substantially drafted.</p>

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
	<p><i>It is also noted that the planning guidance does not take into account the Litchfield's report commissioned by Historic Environment Scotland published in March 2022 on Battlefield Planning Best Practice. We would recommend that the recommendations in the report are considered and incorporated into the guidance.</i></p> <p><i>While our response is to recommend changes to the Planning Guidance this does not mean the Community Council supports development of the site. The site is part of the cultural identity of Linlithgow, with the discussion over the Black Bitch the identity of Linlithgow is being eroded. Linlithgow's heritage and identity should be protected. Over the last 10 years the site has been successfully rewilded, developed as a biodiversity area, and a heritage trail established. The area has attracted visitors and during covid benefitting local residents in their well-being and Mental Health. As Historic Environment Scotland reports despite the quarrying the ridge is untouched and the overall landscape can still be understood, the views over the battle site should, as per HES guidance, be protected."</i></p>	<p>The report focuses on battlefield policy, guidance and planning casework across Scotland and engaged stakeholders involved in the investigation and management of battlefields within the planning system.</p> <p>The report concludes that while the Inventory and the policy protections which exist around it are functioning as intended, there are some changes which could improve its working. These include providing greater clarity both in terms of designation and guidance for those working with battlefields, and managing battlefield archaeological impact more effectively.</p> <p>The report observes that battlefield archaeology has characteristics that distinguish it from other areas of archaeology with a greater emphasis on the patterns of distribution of material over a wide area. The piecemeal development-led recording of small areas in the absence of consistent techniques for investigation and recording is concluded as reducing the effectiveness of this mitigation.</p> <p>A number of evidence-base recommendations are made that are intended to inform best practice in the designation and management of Inventory battlefields in the planning system and following the publication, HES has initiated a consultation to gather feedback to help inform its next steps as it considers the recommendations.</p>

DATA LABEL: PUBLIC

RESPONDENT	COMMENTS RECEIVED	COUNCIL RESPONSE
		<p>Given the nature of the report and the fact that HES are consulting on and have still to commit to progressing the recommendations it is held to be premature to incorporate them into this guidance and therefore <u>no change is proposed</u>.</p> <p>The critique of the PG is welcomed and a number of helpful and constructive suggestions have been made and <u>accepted</u>.</p> <p>At the same time however it is understood that the Community Council shares the view of a number of respondents and is opposed in principle to the development of site H-LL 13. That position is noted, but as it has already been explained, it is a matter of fact that the site does benefit from a residential allocation in the currently adopted LDP.</p> <p>One of the main purposes of planning guidance is to support the LDP and this guidance has been prepared on that basis. It is not within the remit of this guidance to depart from the policies and land allocations of the approved LDP.</p>

DATA LABEL: PUBLIC

<p><b>25</b> <b>Historic Environment Scotland</b></p>	<p><i>“We have no comments on the guidance, other than to suggest you may wish to include a reference to the Historic Environment Policy for Scotland (HEPS).”</i></p>	<p>Comment noted and <u>revision accepted</u>. A reference to the Historic Environment Policy for Scotland (HEPS) has been inserted as paragraph 3.5 (page 5) of the PG with the following descriptive text:  <b><u>Historic Environment Policy for Scotland</u></b> The Historic Environment Policy for Scotland (HEPS) is a policy statement directing decision-making that affects the historic environment. It supports good decision making for Scotland's unique places and outlines how decision makers should undertake this duty whenever a decision will affect Scotland's historic environment. While HEPS is non-statutory, which means that it is not required to be followed as a matter of law, it should nevertheless be taken into account whenever a decision will affect the historic environment.  Subsequent paragraphs renumbered.</p>
---	--	--

DATA LABEL: PUBLIC

## APPENDIX 2



West Lothian  
Council

Planning Services  
Development Planning & Environment



### PLANNING GUIDANCE (PG)

#### Historic Battlefield

#### Site of Battle of Linlithgow Bridge (1526)

(Allocated housing site H-LL 13 at Kettlestoun Mains, Linlithgow Bridge)

This version has been produced for the meeting of the council Executive on 15 November 2022

Proposed changes to text are underlined and highlighted in red  
and should be read in conjunction with  
Appendix 1 - Schedule of Representations Received and Council Responses

**Contents**

	<u>Page</u>
<u>one</u> Introduction	3
<u>two</u> <b>Background to the Battle of Linlithgow Bridge</b>	<u>3</u>
<u>three</u> <b>Planning Policy</b>	<u>4</u>
<u>four</u> <b>The Development Management Process</b>	<u>6</u>
<u>five</u> <b>Linlithgow Bridge - Development</b>	<u>7</u>
<u>six</u> <b>Falkirk Council Area - Development</b>	<u>8</u>
<u>seven</u> <b>Requirements related to planning applications within the Linlithgow Bridge Battlefield Inventory area</b>	<u>8</u>
<b>Appendices</b>	<u>9</u>

# one

## Introduction

- 1.1 Our historic environments important to many aspects of life, from defining the character of the places where we live and work, promoting a sense of belonging and cultural identity and encouraging civic participation to supporting the tourist economy.
- 1.2 Nationally important battlefields are recorded in the Inventory of Historic Battlefields prepared by Historic Environment Scotland. These battlefields are given special consideration in the planning system.
- 1.3 It is intended that this non-statutory Planning Guidance be used by any developer(s) and their agents and architects in bringing forward suitable detailed development proposals for the housing site, H-LL 13, at Kettlestoun that is part of the Battle of Linlithgow Bridge (1526) and was allocated by the Scottish Government Reporter after consideration of the objection by the owner, in the adopted West Lothian Local Development Plan (2018).

# two

## Background to the Battle of Linlithgow Bridge

- 2.1 Extract from Historic Environment Scotland CANMORE website outlines that:
 

*"The Battle of Linlithgow Bridge was fought on 4th September 1526 between the Earls of Angus and Lennox, the latter attempting to remove the young King James V from the power of the Douglas's. Lennox, with his army arrived at Linlithgow Bridge, to find it so well guarded by artillery that he was forced to ford a difficult part of the River Avon, near Manuel Priory. The Battle was fought between there and the Bridge, the Lennox party being totally defeated.*
- 2.2 The battlefield is fairly unique, unlike nearly all battlefields in Scotland this battle was not between the Scots and English, but between Scots for control over the young King James V.
- 2.3 The Ordnance Survey Name Book (ONB) adds that several 'stone coffins', containing human remains have been found in the locality." <https://canmore.org.uk/site/47867/linlithgow-bridge>
- 2.4 The full details from the HES "Inventory of Historic Battlefields" can be found at: [http://data.historic-scotland.gov.uk/data/docs/battlef3lds/linlithgowbridge\\_full.pdf](http://data.historic-scotland.gov.uk/data/docs/battlef3lds/linlithgowbridge_full.pdf)
- 2.5 The Battlefield Trust website provides an informative account of the Battle of Linlithgow Bridge at: [www.bolb.org.uk](http://www.bolb.org.uk)

# three

## Planning Policy

### West Lothian Local Development Plan (LDP) (2018)

#### 3.1 The LDP indicates that:

*"Historic battlefields provide an insight into the past and play an important part in our sense of identity. They can tell us about the course of battles which have taken place and can contain important archaeological remains and artefacts. They can also provide potential for attracting tourists as well as providing a recreational resource. Sites included in the Inventory are of national importance through links to key events or individuals; for physical remains or archaeological potential; and contribution to the landscape. The battlefield site at Linlithgow Bridge (1526) is included in the Inventory of Historic Battlefields".*

#### 3.2 West Lothian LDP Policy ENV 31 states:

*"Proposals for the sensitive management and interpretation of battlefield sites such as Linlithgow Bridge will be supported in principle.*

*There is a presumption against development within a site listed in the Inventory of Historic Battlefields where it would have a significant adverse effect upon the archaeology, character, appearance, setting or the key landscape features of the battlefield.*

*Where it can be demonstrated that the overall integrity of the battlefield will not be compromised and there will be no adverse impact on the archaeology, character, appearance, setting or the key landscape features of the battlefield, proposals and developments affecting battlefield sites will require an appropriate level of mitigation, and measures (to be agreed with the Planning Authority).*

*The siting, scale and design of any new development, or extensions to existing buildings, must preserve, conserve or enhance the key characteristics of the battlefield. These may include landscape characteristics, key viewpoints that assist in the understanding of the battle and historic assets (particularly archaeological deposits found in-situ). However, minor developments such as household extensions will in most cases be exempt."*

### Scottish Government Planning Advice Note (PAN 2/2011) on 'Planning and archaeology'

#### 3.3 The PAN indicates:

*"when determining a planning application, the desirability of preserving a monument .....and its setting is a material consideration. Early consultation with the local authority archaeologist (in West Lothian's case, the West of Scotland Archaeological Service), is essential to assess the likely impact of development proposals and to set out the parameters and scope of possible mitigation measures.*

## DATA LABEL: PUBLIC

*The objective should be to assure the protection and enhancement of monuments by reservation in situ in an appropriate setting (perhaps with a degree of interpretation) or, when preservation in situ is not possible, by recording and/or excavation followed by analysis and publication of the results."*

3.4 Furthermore, the PAN points out that:

*"when archaeologists know or have good reason to believe that significant remains exist, developers should be open to modifying their plans to reduce the risk of delays later in the planning process; for example, by re-designing foundations which avoid or minimise disturbance or by raising the ground levels on which a proposed structure is to be built, or by careful siting of landscaped or open areas. Techniques are available for sealing archaeological remains under buildings or areas of landscaping."*

### Historic Environment Policy for Scotland (HEPS)

3.5 The Historic Environment Policy for Scotland (HEPS) is a policy statement directing decision-making that affects the historic environment. It supports good decision making for Scotland's unique places and outlines how decision makers should undertake this duty whenever a decision will affect Scotland's historic environment. While HEPS is non-statutory, which means that it is not required to be followed as a matter of law, it should nevertheless be taken into account whenever a decision will affect the historic environment.

### HES 'Managing Change in the Historic Environment: Historic Battlefields' (2016)

3.6 This document indicates:

*"When a battlefield is included in the Inventory, the information in the Inventory record must be taken into account when making decisions on planning applications. No additional consent is needed for undertaking works within an Inventory battlefield."*

3.7 In addition:

*"Planning authorities should consult Historic Environment Scotland on proposed developments that might affect a battlefield included in the Inventory. They should then take Historic Environment Scotland's advice into account when deciding whether permission should be granted for the development..... Changes to battlefields should seek to protect, conserve and, where appropriate, enhance historic battlefields. If a battlefield is to accommodate modern development, its key landscape characteristics and special qualities should be retained".*

# four

## The Development Management Process

- 4.1 Development on a battlefield can have an impact on the physical remains of the battle or the landscape of the battlefield. The Development Management process should identify and assess these impacts, and if possible mitigate them.
- 4.2 Development proposals affecting battlefields within the Inventory of Historic Battlefields should identify and protect and, where appropriate, enhance a battlefield's cultural significance, key landscape characteristics, physical remains and special qualities. The effect of proposed development on the Inventory of Historic Battlefield sites is a material consideration in determining a planning application.
- 4.3 Pre-application discussions are helpful and will speed the process and avoid unnecessary costs.
- 4.4 As HES point out, including a battlefield in the Inventory is not intended to be a barrier to development. The intention is to identify an area of added protection where particular consideration must be given to impacts on the site that should focus on the special qualities and landscape characteristics of the battlefield.
- 4.5 There are three key stages in this Development Management process –
  - 1) **Identify:** identify the current baseline of the site by assessing the area and undertaking a site audit, using a qualified and experienced professional. This would cover:
    - a) Character and context;
    - b) Other heritage assets; and
    - c) Nature of the development;
  - 2) **Assess:** define how the impact of the development will be measured and assess how the Site will be affected by the proposed development involving:
    - a) Direct impact on special qualities of the physical features within the battlefield area;
    - b) Contextual impact on key landscape characteristics involving the terrain of the battlefield. Assessments should report any potentially significant impacts on factors:
      - Integrity;
      - Significance;
      - Character; and
      - Experience.
    - c) Cumulative impacts that may be direct or contextual.

## DATA LABEL: PUBLIC

3) **Mitigate:** identify ways to avoid, reduce or compensate for negative impacts through location, design or enhancement measures that consider –

a) Design and mitigating impacts involving:

- Site selection;
- Development layout;
- Building design; and
- Landscape design.

b) Identifying opportunities for enhancement.

# five

## Linlithgow Bridge - Development

- 5.1 The LDP Proposals Map 1 and the HES Inventory set out the general area on the west side of Linlithgow Bridge that the battlefield may have covered (see Appendix 1).
- 5.2 This straddles the River Avon. On the east side, Linlithgow Bridge has developed. This comprises, south of the A803 Falkirk Road:
- the Avontoun residential estate from the 1960s;
  - redevelopment around the Mill / West View;
  - Stockbridge Retail Park;
  - The Kettlestoun residential estate from the 1990s;
  - Kettlestoun Xcite Leisure Centre and associated playing fields; and
  - Avontoun Quarry / Avontoun Works & Woodcockdale Farm.
- 5.3 In terms of development allocations in the LDP, the Reporter at the Inquiry into the Finalised LDP in 2016 allocated the former Avontoun Quarry site for residential use (Site H-LL 13 at c14 ha for circa 210 units). This is directly over where it is assessed the battle lines may have been drawn up and skirmishes occurred.
- ~~5.4 While it is acknowledged that the north / lower area towards the River Avon has been quarried out and now considered a Local Biodiversity Site within the LDP, the south upper area and Pace Hill may resemble the general topography of circa 500 years ago.~~
- 5.4. While it is acknowledged that much of the eastern bank below Peace Hill (formerly Pace Hill) was quarried away and is now considered a Local Biodiversity Site within the LDP, the rising ground to the ridge where the Earl of Arran's men were drawn up is still untouched and the overall landscape can still be understood. There is a steeply rising bluff enclosing the low-lying land on the eastern side.
- 5.5 Another residential allocation at the former timber yard off Falkirk Road (H-LL 5 for 18 units), is just outwith the Inventory east boundary.
- 5.6 There is a Proposal (P-46) in the LDP, for an extension to the existing Kettlestoun playing fields and a cycle track by Linlithgow Community Development Trust that is also within the HES designated battlefield boundary.
- 5.7 There are no other major development proposed at this time.

# six

## Falkirk Council Area - Development

- 6.1 On the west side of the Avon, Falkirk Council are the local planning authority. The Whitecross village is just within the NE part of the battlefield area along with the remains of Manuel Priory that was in the vicinity on where one of the armies forded the river upstream of the original Linlithgow Bridge.
- 6.2 While the area on the south side of the suggested river crossing point is outwith the housing allocation and consider a Special landscape area the route of the advance of the Earl of Lennox/ site of the battle may occur on the west side of the housing allocation / i.e.; in the field on the west of Avontoun Works.

# seven

## Requirements related to planning applications within the Linlithgow Bridge Battlefield Inventory area

- ~~7.1 Any development proposals for the allocated H-LL 13 housing site at Kettlestoun will be expected to demonstrate they have followed the 3-stage process outlined by HES in their 'Managing Change in the Historic Environment: Historic Battlefields' policy guidance from 2016.~~
- 7.1 Development proposals relating to the allocated residential site H-LL 13 in the adopted West Lothian Local Development Plan (2018) must take the historic battlefield into account in a positive way. Applicants for planning permission shall satisfactorily demonstrate how their proposal have taken the battlefield into account in a positive way, demonstrating that they will not adversely impact, cause harm or compromise the battlefield and evidence that they have followed the 3-stage process outlined by HES in its 'Managing Change in the Historic Environment: Historic Battlefields' policy guidance (2016).
- 7.2 Any planning application within the Battlefield Inventory area will be assessed by the Council's archaeological services provider, West of Scotland Archaeological Service (WoSAS): <https://www.wosas.net/> WoSAS examine the Weekly Lists of planning applications submitted to the council for any potential archaeological and historic interests.
- 7.3 With proposed development that may affect a scheduled monument or its setting, contact should also be made with Historic Environment Scotland at the earliest opportunity.
- ~~7.4 Should it be considered that there may be a potential archaeological interest, then planning conditions may be inserted into any planning permission that the developer will require to:~~
- ~~a) Undertake a watching brief on excavations with a competent professional archaeologist; and~~
  - ~~b) If material, or finds of an archaeological interest are present, then undertake excavation, recording and reporting this should not be unduly expensive, or incur excessive delay to a project.~~

~~(NB: Small house extensions within the Battlefield Inventory area will be exempted)~~

- 7.4 It is widely recognised that the site has archaeological potential and it should therefore be anticipated that planning conditions will be imposed on any grant of planning permission. These will, as a minimum, require developers to:

- a) Undertake a watching brief on excavations, overseen by a competent professional archaeologist; and
- b) If material, or finds of an archaeological interest are present, undertake excavation, recording and reporting.

It should be clearly understood that the onus will be on the developer to provide the council with a comprehensive archaeological evaluation, impact and mitigation assessment for the site.

With sufficient forethought this should not be unduly expensive or create excessive delay to a project.

(NB: Small house extensions within the Battlefield Inventory area will be exempted)

- 7.5 Details of suitable consultant archaeologists can be found via the West of Scotland Archaeology Service who maintain an [informal list of contracting companies](#) working in the area covered by their member authorities which includes West Lothian.

# Appendices

1. Planning Advice Note 2/2011: 'Planning and archaeology' provides advice to planning authorities and developers on dealing with archaeological remains:  
[Planning Advice Note 2/2011: Planning and archaeology - gov.scot \(www.gov.scot\)](http://www.gov.scot/PlanningAdviceNote2/2011:Planningandarchaeology)
2. HES Map of Inventory of Historic Battlefields - Linlithgow Bridge boundary and deployments.
3. HES 'Managing Change in the Historic Environment: Historic Battlefields'; (2016 – updated (2002) <https://www.historicenvironment.scot/archives-andresearch/publications/publication/?publicationId=b7a05b45-f2a9-4c71-8450-a60b0094c62e>
4. Extract from DPEA Reporters consideration (2016) of CEMEX objection at Kettlestoun to LDP 1 and related to archaeological issues:

*"EOI-0054 - Kettlestoun Mains"*

*9. The site is within the boundaries of the Inventory Battlefield designation relating to the Battle of Linlithgow Bridge. We deal with representations in relation to Policy ENV 31 Historic Battlefields under Issue 26Q. The inventory identifies nationally important battlefields. I acknowledge that inclusion on the inventory is not a barrier to development but consideration is required of the potential impacts on the special qualities and landscape characteristics of the battlefield.*

*10. At the Main Issues Report stage Historic Environment Scotland (HES) indicated that much of the north east of the site is believed to have played a significant part in the battle and this should be considered when evaluating the deliverability of this site. It indicated that it considered that the site has capacity for some development but that it is unlikely that the density proposed (on the then larger site proposed) can be achieved without a significant adverse effect.*

*11. HES's 'Managing Change' guidance advises that assessment should be made of the impacts on the special qualities and landscape characteristics of battlefields taking account of the entry details in the inventory. Development on important topography should be avoided and key views across the site should be retained. The inventory for this battlefield states that despite the past quarrying, the overall shape of the landscape remains.*

12. The Archaeology Report submitted in support of the proposal indicates that as the whole of the proposed site was within the former sand and gravel quarry there is only limited potential for the recovery of archaeological or battlefield remains in small pockets. It indicates that the impacts of development would largely be on the ability to understand the landscape context of the battle site. It is argued that this has also been affected by the metal works and past quarrying but that impacts can be mitigated through design and layout. In particular it is proposed that the north eastern part of the site around Peace (Pace) Hill and the viaduct would be retained as open space and that the heights of the development would be restricted to minimise visual intrusion. The report contends that the most important elements of the battlefield, in terms of its landscape context, would be preserved and that indirect impacts on the Avon Viaduct are unlikely to be significant. In addition, it is argued that development can offer potential to enhance provision of interpretation and public access via improvements to the path network.
13. It is clear that this site has previously been disturbed by development and part of the designated battlefield site has already been lost to housing and the Xcite leisure complex. As I note above, the site now proposed is significantly smaller than that initially proposed. Although its boundary extends to 14.3 Ha the submitted supporting information advises that only 9.2 Ha is developable; as indicated above part of the site would be left as open space. The extent of the development, layout and design of housing at this site are matters that could be addressed via the development management process. I am content that detailed assessment at that stage could ensure that the overall integrity of the battlefield site would not be compromised and that the landscape context and special qualities of the battlefield would be adequately protected.
14. Taking account of the indicative plans, the archaeology report and the comments from HES, I consider that, subject to appropriate design considerations, the proposed allocation would not cause significant damage to this important heritage asset. My recommendations below include that protection of the battlefield is included in the delivery requirements in Appendix Two. The capacity of the site which I recommend, 210 units, is indicative only.....

Other:

*'The site lies within the boundary of the site of the Battle of Linlithgow Bridge which appears in Historic Environment Scotland's Inventory of Historic Battlefields. An archaeological assessment is required and the design and layout of the development will require to ensure that the landscape context and special qualities of the battlefield would be adequately protected.*

*The site falls within the safeguarding zone of Edinburgh Airport and this imposes a number of restrictions which require to be observed.*

## DATA LABEL: PUBLIC

*A master plan is required to accompany any planning application. This shall incorporate retention of the existing trees along the southern and eastern boundaries of the site as a defining feature of the landscape and incorporate public access to the wider area of open space, the Avon Trail and the battlefield related interpretation features....."*

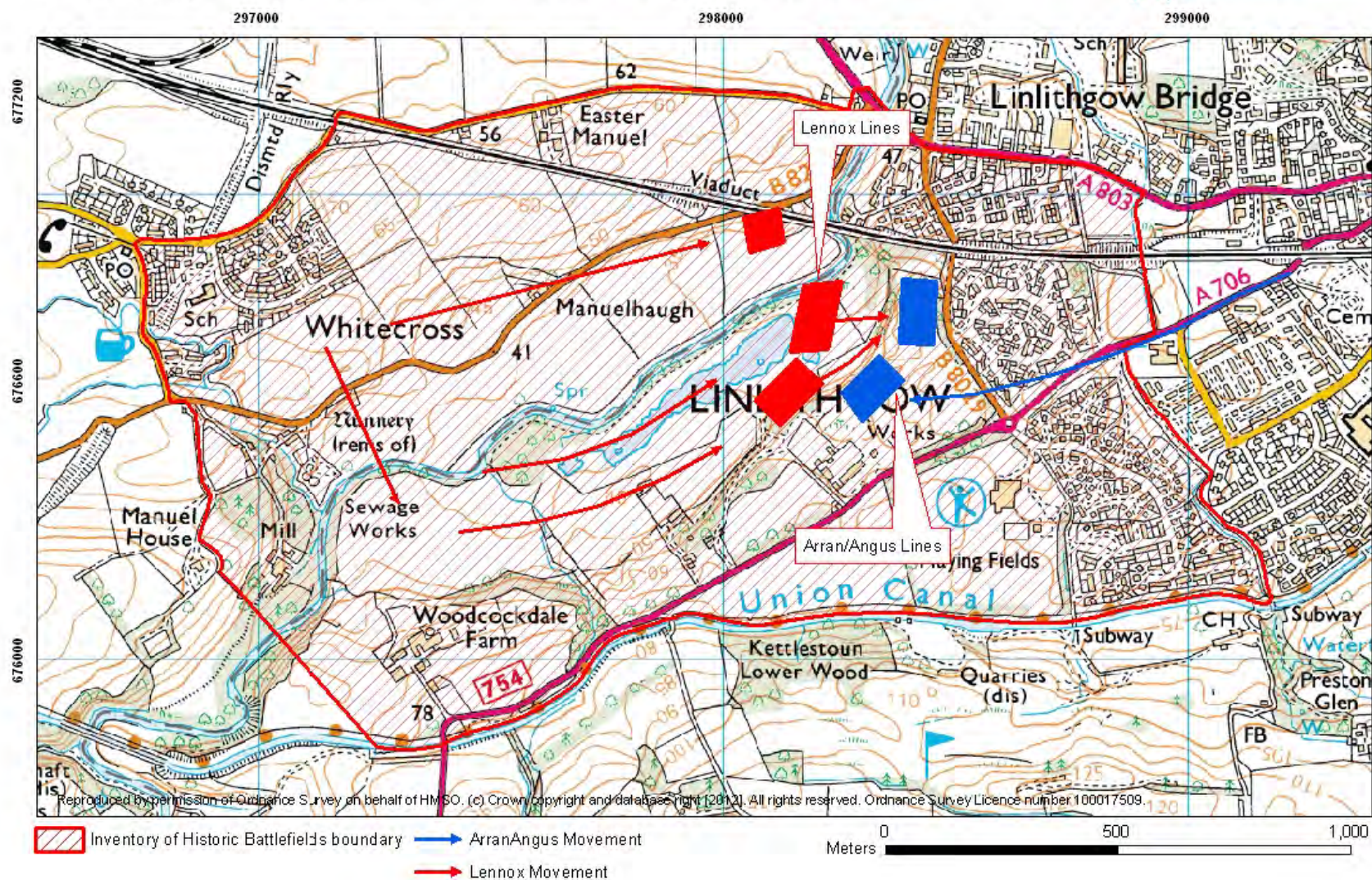
5. Extract from The Inventory of Historical Battlefields (next page)

DATA LABEL: PUBLIC

# The Inventory of Historic Battlefields - Deployments

Linlithgow Bridge 4 September 1526

Local Authority: Falkirk / West Lothian



**(PG) Historic Battlefield – Site of Battle of Linlithgow Bridge(1526) (Allocated housing site H-LL 13 at Kettlestoun Mains, Linlithgow Bridge)**

Approved by West Lothian Council Executive  
Subsequently adopted as Planning Guidance (PG)

DATE TO BE INSERTED  
DATE TO BE INSERTED

West Lothian Council, Development Planning & Environment, Civic Centre, Howden South Road, Livingston, EH54 6FF

Tel: 01506 28 00 00 Email: [DPgeneral@westlothian.gov.uk](mailto:DPgeneral@westlothian.gov.uk)



DATA LABEL: PUBLIC



**APPENDIX 3**



# **SCREENING REPORT**

## **PLANNING GUIDANCE**

### **HISTORIC BATTLEFIELD**

#### **SITE OF BATTLE OF LINLITHGOW BRIDGE (1526)**

**(Allocated housing site H-LL 13 at Kettlestoun Mains,  
Linlithgow Bridge)**

## STEP 1 – DETAILS OF THE PLAN

**Responsible Authority:**

West Lothian Council.

**Title of the plan:**

Planning Guidance - Historic Battlefield : Site of Battle of Linlithgow Bridge (1526) (Allocated housing site H-LL 13 at Kettlestoun Mains Linlithgow Bridge).

**What prompted the plan:**

(e.g. a legislative, regulatory or administrative provision)

The West Lothian Local Development Plan (WLLDP) gives an undertaking to produce guidance in relation to a variety of planning policy topics including the protection of the natural environment from inappropriate development.

The guidance sets out detailed criteria to assist the preparation and assessment of planning applications across the plan area and specifically supports policies:

- ENV 31 - Historic Battlefields: Battle of Linlithgow Bridge;
- ENV 32 - Archaeology; and
- ENV 33 - Scheduled Monuments.
- 

of the adopted LDP.

There is no extant Supplementary Planning Guidance (SPG) related to the historic environment in West Lothian. As a consequence there is recognition of the need to ensure that the council's planning guidance arising from the local development plan adopted in 2018 is up to date and reflective of the most current LDP policies and best practice.

**Plan subject:**

(e.g. transport)

Town and Country Planning

**Screening** is required by the Environmental Assessment (Scotland) Act 2005.

Based on Boxes 3 and 4, our view is that:

☐

**An SEA is required, as the environmental effects are likely to be significant:** Please indicate below what Section of the 2005 Act this plan falls within

☐

Section 5(3)

☐

Section 5(4)

☒

**An SEA is NOT required, as the environmental effects are unlikely to be significant:** Please indicate below what Section of the 2005 Act this plan falls within

☒

Section 5(3)

☐

Section 5(4)

**APPENDIX 3**

<b>Contact details:</b>	Steve Lovell, Principal Planning Officer, West Lothian Council Civic Centre Howden South Road, Livingston, EH54 6FF.  01506 - 282430 / <a href="mailto:steve.lovell@westlothian.gov.uk">steve.lovell@westlothian.gov.uk</a>
<b>Date:</b>	20 June 2022

## STEP 2 – CONTEXT AND DESCRIPTION OF THE PLAN

**Context of the Plan:**

The West Lothian Local Development Plan (WLLDP) was adopted on 4 September 2018.

A Strategic Environmental Assessment - Environmental Report was published in August 2014, which set out the likely significant environmental effects of implementing the strategy for the development contained within the LDP and is the primary means by which development sites are allocated. Each site allocated for development within the LDP has been subject to an individual site assessment.

The principal Report of Examination was issued on 11 December 2017 (augmented with an additional Report of Examination dealing with a single site issue issued on 8 January 2018).

The West Lothian Council Executive committee on 22 March 2018, resolved to accept all of the modifications recommended in the Report of Examination, and agreed to adopt the Local Development Plan (as modified). This was notified to Scottish Ministers on 5 April 2018. At the same time, the council made a determination under Section 8(1) of the Environmental Assessment (Scotland) Act 2005 that the modifications proposed by the DPEA to the West Lothian Local Development Plan were unlikely, overall, to have any major significant negative environmental effects and that a further SEA was not required.

Planning Guidance - Historic Battlefield : Site of Battle of Linlithgow Bridge (1526) (Allocated housing site H-LL 13 at Kettlestoun Mains Linlithgow Bridge), is required to support the understanding and delivery of three policies e.g. ENV 31 – ENV 33 in the adopted West Lothian Local Development Plan (2018).

The PG will expand on the principles of these policies and will provide detailed guidance to help achieve the outcomes expected from development proposals for the allocated housing site that covers part of the Linlithgow Bridge Battlefield.

The proposed Planning Guidance provides some location specific guidance.

The guidance identifies good practice in-line with the related policies and other guidance provided by Historic Environment Scotland related to battlefields.

**Description of the Plan:**

The proposed Planning Guidance expands on the principles set out in the three policies outlined in the section above and provides detailed guidance to help achieve the outcomes expected from any planning application(s) related to the allocated housing site H-LL 13 at Kettlestoun, West Lothian.

The planning guidance is intended for use by anyone considering this sort of development within West Lothian including:

- Developers and their Agents working for their clients on any development at allocated housing site H-LL 13 at Kettlestoun;
- Development Management Officers assessing planning proposals, as well as Historic Environment Scotland officers;

**APPENDIX 3**

	<ul style="list-style-type: none"> <li>• Elected Members representing constituents and making decisions on related planning applications; and</li> <li>• Members of the public with an interest in this large specific site located within their local community.</li> </ul> <p>The Planning Guidance will be reviewed at least every 10 years in line with the statutory review of the West Lothian Local Development Plan (or as required by emerging legislation).</p>
<b>What are the key components of the plan?</b>	<p>This Planning Guidance covers the following issues:</p> <ul style="list-style-type: none"> <li>• Background to Battle of Linlithgow Bridge;</li> <li>• Local Development Plan context and Policy ENV 31: Linlithgow Bridge battlefield and support in principle for sensitive management and interpretation of the site;</li> <li>• Scottish Government Planning Advice Note (PAN 2/2011) on 'Planning and archaeology';</li> <li>• HES 'Managing Change in the Historic Environment: Historic Battlefields' (2016) and the three key stages in the Development Management process relating to considering applications that effect historic battlefields:             <ol style="list-style-type: none"> <li>a) Identify;</li> <li>b) Assess; and</li> <li>c) Mitigate.</li> </ol> </li> <li>• Requirements related to planning applications within Linlithgow Bridge Battlefield Inventory area (see Appendix 2) and that they will be assessed by the council's archaeological services provider, West of Scotland Archaeological Service.</li> </ul>
<b>Have any of the components of the plan been considered in previous SEA work?</b>	<p>Yes. The document is produced to support a number of policies in the West Lothian Local Development Plan which was adopted on 4 September 2018. An Environmental Assessment has previously been undertaken in respect of policies and related proposed land allocations in the West Lothian LDP.</p> <p>The Environmental Assessment undertaken in respect of these policies concluded that they would have no significant environmental implications. Any impacts of the policies were considered to be largely positive e.g.; in that they promoted good practice for securing sustainable development related to the historic environment.</p> <p>In order to ensure compliance with the Environmental Assessment (Scotland) Act 2005, a Screening Opinion for this Planning Guidance is required.</p>
<b>In terms of your response to Boxes 7 and 8 above, set out those components of the plan</b>	<p>The proposed Planning Guidance will expand on the principles set out in the aforementioned ENV 31-33 policies and provide detailed guidance to help achieve the outcomes expected from development proposals for the allocated housing site H-LL 13 at Kettlestoun, Linlithgow Bridge.</p>

**APPENDIX 3**

**that are likely to require screening:**

The guidance will support consistent interpretation and application of policy through the development management process. The guidance will at the same time encourage good practice in-line with policies and other similar guidance arising from Historic Environment Scotland.

The potential environmental effects of any proposed development considered under the terms of the policies can however only be fully assessed at the planning application stage when development details are known.

**APPENDIX 3**
**STEP 3 – IDENTIFYING INTERACTIONS OF THE PLAN WITH THE ENVIRONMENT AND  
CONSIDERING THE LIKELY SIGNIFICANCE OF ANY INTERACTIONS**

Plan Components	Environmental Topic Areas										Explanation of Potential Environmental Effects	Explanation of Significance
	Biodiversity, flora and fauna	Population and human health	Soil	Water	Air	Climatic factors	Material assets	Cultural heritage	Landscape	Inter-relationship issues		
Planning Guidance – Linlithgow Bridge Battlefield / Allocated housing site H-LL 13 at Kettlestoun, West Lothian.							✓	✓	✓	✓	<p>The PG brings together all of the elements that help contribute towards minimising environmental impact and achieving sustainable development at the allocated housing site H-LL 13 at Kettlestoun, West Lothian.</p> <p>It provides a clear set of guidance and standards to explain what the council will expect from such new developments and identifies what information is required as part of a planning application(s).</p> <p>It also provides contact details for various Council Services and other organisations with an interest in the historic battlefield.</p>	<p>The SEA for the LDP considered any potential effects.</p> <p>The Planning Guidance - Historic Battlefield : Site of Battle of Linlithgow Bridge (1526) (Allocated housing site H-LL 13 at Kettlestoun Mains Linlithgow Bridge) that covers part of the wider Linlithgow Bridge Battlefield is not considered to have any additional significant negative environmental effects that can't be ameliorated via any required archaeological investigation and recording.</p>

DATA LABEL: PUBLIC

### APPENDIX 3

											<p>The PG shares the strategic objectives of the LDP which include promoting development where its environmental impact can be ameliorated and having regard to climate change by minimising the carbon footprint of development and supporting mitigation and adaption measures.</p> <p>Any impact on the Environmental Topic Areas while potentially important to the cultural heritage of the site, will be positive and beneficial following any required archaeological investigation and recording.</p>	
--	--	--	--	--	--	--	--	--	--	--	---	--

#### STEP 4 – STATEMENT OF THE FINDINGS OF THE SCREENING REPORT

##### Summary of interactions with the environment and statement of the findings of the Screening:

(Including an outline of the likely significance of any interactions, positive or negative, and explanation of conclusion of the screening exercise.)

The council has prepared this Planning Guidance to proactively inform and encourage developers to adopt a more considered approach when preparing proposals for the allocated housing site H-LL 13 at Kettlestoun, that covers part of Linlithgow Bridge Battlefield.

The guidance has been conceived to help positively influence the nature of development on the allocated site and to mitigate any adverse effects on both the individual site and the surrounding environment.

Developers are encouraged to identify and address in particular the consequences of their proposals to alter, adapt or change the allocated housing site H-LL 13 at Kettlestoun and to adopt 'best practice' in relation to historic battlefields.

DATA LABEL: PUBLIC

**APPENDIX 3**

With careful thought and sensitive execution, proposals related to the Linlithgow Bridge Battlefield. can be made to be in much better harmony with their neighbours and the wider natural environment on the sensitive site on the west side of the town.

In common with other planning guidance prepared by West Lothian Council, it will be subject to external consultation, in this case with Historic Environment Scotland and community councils, planning consultants and developers as well as local interested organisations and regard will be given to the responses and feedback which has been received and presented to elected members to consider.

In conclusion, the Planning Guidance - Historic Battlefield : Site of Battle of Linlithgow Bridge (1526) (Allocated housing site H-LL 13 at Kettlestoun Mains Linlithgow Bridge) will result in no major, or minimal, environmental effects and therefore it is concluded a SEA is **NOT** required.

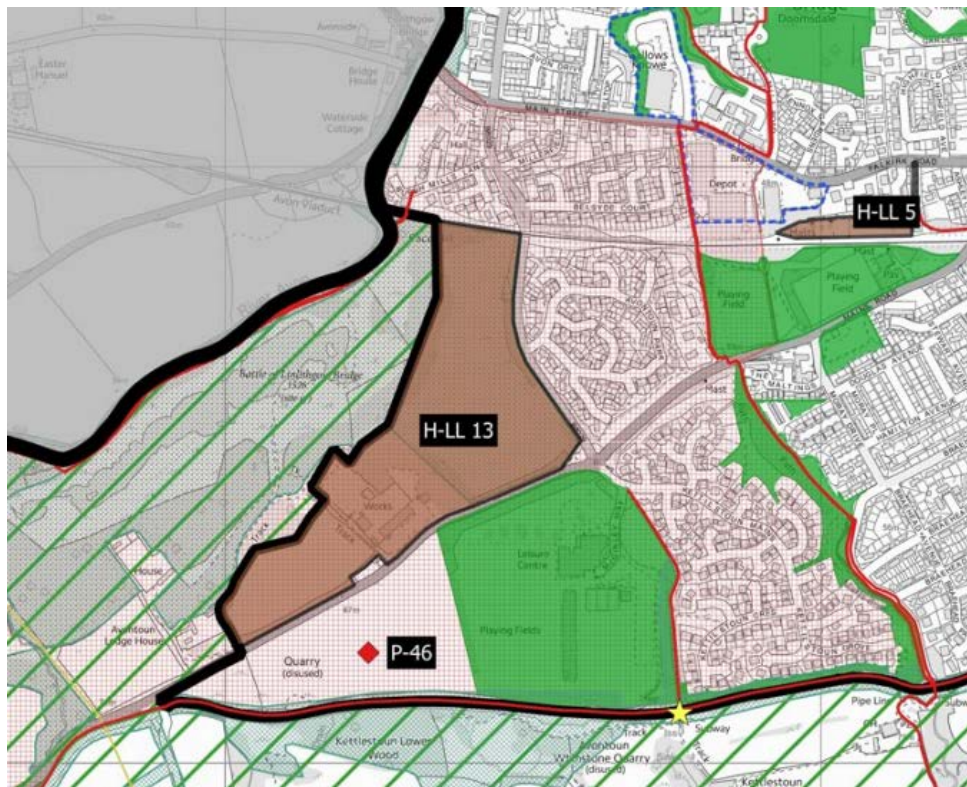
The guidance sets out detailed criteria to assist the development and assessment of proposals for the allocated housing site H-LL 13 at Kettlestoun, West Lothian and specifically supports historic environment policies: ENV 31 – ENV 33 of the adopted LDP which collectively seek to prevent and minimize visually and environmentally intrusive development related to the historic built environment.

When completed send to: [SEA.gateway@scot.gov](mailto:SEA.gateway@scot.gov) or to the SEA Gateway, Scottish Government, Area 2H (South), Victoria Quay, Edinburgh, EH6 6QQ.

## APPENDIX 4

### PLANNING GUIDANCE - HISTORIC BATTLEFIELD - SITE OF BATTLE OF LINLITHGOW BRIDGE (1526) (ALLOCATED HOUSING SITE H-LL 13 AT KETTLESTOUN MAINS, LINLITHGOW BRIDGE)

#### EXTRACT FROM THE ADOPTED LDP SHOWING ALLOCATED HOUSING SITE H-LL 13 AND THE EXTENT OF THE LINLITHGOW BRIDGE BATTLEFIELD SITE



#### Key

- Housing Allocation
- Battlefields

#### Extract from Appendix 2 of LDP 1 referencing site H-LL 13

The site lies within the boundary of the site of the Battle of Linlithgow Bridge which appears in Historic Environment Scotland's Inventory of Historic Battlefields. An archaeological assessment is required and the design and layout of the development will require to ensure that the landscape context and special qualities of the battlefield would be adequately protected. The site falls within the safeguarding zone of Edinburgh Airport and this imposes a number of restrictions which require to be observed. A master plan is required to accompany any planning application. This shall incorporate retention of the existing trees along the southern and eastern boundaries of the site as a defining feature of the landscape and incorporate public access to the wider area of open space, the Avon Trail and the battlefield related interpretation features. The site is located in an area with a coal mining legacy and an assessment or investigation may be required. The site may embrace or be adjacent to land affected by contamination and an assessment, investigation and remediation may be required.

A Flood Risk and Drainage Impact Assessment required.

DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **CLIMATE CHANGE DECLARATION – ANNUAL REPORT 2021/22**

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

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

The purpose of this report is to inform the Council Executive of West Lothian Council's annual Climate Change Declaration Report for 2021/22 and to seek approval for its submission to the Scottish Government.

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

It is recommended that Council Executive:

1. notes the contents of the report and the Declaration at Appendix 1, and;
2. approves the Declaration for submission to the Sustainable Scotland Network and Scottish Government for publication.

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

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

<b>IV</b>	<b>Impact on performance and performance Indicators</b>	There are a number of performance indicators related to climate change, emissions reduction and waste related activities which will be reviewed and updated to reflect the new outcomes and actions set out in the new Climate Change Strategy. Emissions are reported to the Scottish Government in November each year.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Outcome 4 – We live in resilient, cohesive and safe communities.  Outcome 8 - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	Achieving net-zero objectives will require significant capital investment.
<b>VII</b>	<b>Consideration at PDSP</b>	The report was presented to the Environment & Sustainability PDSP on 8 November 2022. No amendments to the report were suggested.
<b>VIII</b>	<b>Other consultations</b>	Climate Change and Sustainability Working Group members. Relevant staff from other council services.

## **D. TERMS OF REPORT**

### **D.1 Background**

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

### **D.2 Summary of the Declaration for West Lothian Council**

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

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

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

Part three addresses the council's corporate greenhouse gas emissions including targets, performance and actions to reduce emissions. The council's emissions targets are set out in the Climate Change Strategy 2021-2028 (CCS) which was approved by Council Executive on 26 October 2021. The first interim target is to have a total of 23,813tCO<sub>2</sub>e by 2028. This equates to a reduction of just over 5% per annum from the revised 2019/20 baseline year figure of 36,635tCO<sub>2</sub>e and a target of 32,854tCO<sub>2</sub>e for 2021/22. The actual

footprint for 2021/22 has been calculated to be considerably ahead of target at 30,120 tCO<sub>2</sub>e, a decrease of 628 tonnes on the 2020/21 total and a 30,941 tCO<sub>2</sub>e reduction from the council's original baseline year of 2013/14.

It was anticipated in the report to Council Executive for the 2020/21 declaration that there was a possibility that emissions would increase in 2021/22 due to changes following the covid-19 pandemic. While electricity use did increase, this was offset by reductions in gas consumption, less waste going to landfill and further cuts to the emissions factor applied to electricity.

Section four focuses on adaptation and the council's approaches to dealing with the already changing climate in Scotland. This includes assessing risks, physical works such as flood prevention and the development of local and national action plans. The council's Adaptation Action Plan was approved by Council Executive in April 2022.

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

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

The "Recommended" section of the report outlines the council's wider impact, including partnership working, awareness raising campaigns and behavioural change programmes. We have also included a wide range of activities related to biodiversity, resource use and local food production.

The declaration report has been subject to an internal audit prior to submission to Council Executive. All of the figures used for the emissions calculation have been verified and the 2021/22 footprint confirmed.

## **E. CONCLUSION**

The council's Climate Change Declaration Report for 2021/22 highlights the continued efforts across the council in reducing our emissions and adapting to Climate Change. The Declaration, if approved, will be submitted to the Scottish Government for publication.

## **F. BACKGROUND REFERENCES**

West Lothian Council's Climate Change Strategy

[https://www.westlothian.gov.uk/media/52423/Climate-Change-Strategy-2021-2028/pdf/WLC\\_Climate\\_Change\\_Strategy\\_2021-28\\_FINAL.pdf?m=637816379267070000](https://www.westlothian.gov.uk/media/52423/Climate-Change-Strategy-2021-2028/pdf/WLC_Climate_Change_Strategy_2021-28_FINAL.pdf?m=637816379267070000)

Climate Change (Scotland) Act 2009

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

Climate Change Act – Public Bodies Duties

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

Scottish Climate Change Adaptation Programme *Climate Ready Scotland*

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

**Appendices/Attachments:**

Appendix 1 - West Lothian Council Climate Change Declaration Report 2021/22

Contact Person:

Peter Rogers, Energy & Climate Change Manager. [Peter.rogers@westlothian.gov.uk](mailto:Peter.rogers@westlothian.gov.uk) ; 07920 244936

**Craig McCorriston**

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

15 November 2022

## **TABLE OF CONTENTS**

### **Required**

**PART 1: PROFILE OF REPORTING BODY**

**PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY**

**PART 3: EMISSIONS, TARGETS AND PROJECTS**

**PART 4: ADAPTATION**

**PART 5: PROCUREMENT**

**PART 6: VALIDATION AND DECLARATION**

### **Recommended Reporting: Reporting on Wider Influence**

**RECOMMENDED – WIDER INFLUENCE**

**OTHER NOTABLE REPORTABLE ACTIVITY**

## Public Sector Report on Compliance with Climate Change Duties 2022

### PART 1 Profile of Reporting Body

**1a Name of reporting body**

West Lothian Council

**1b Type of Body**

Local Government

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

6784

**1d Metrics used by the body**

Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.

Metric	Units	Value	Comments
Population size served	Population	185,580	<a href="https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/population/population-estimates/mid-year-population-estimates/mid-2021">https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/population/population-estimates/mid-year-population-estimates/mid-2021</a>

**1e Overall budget of the body**

Specify approximate £/annum for the report year

**Budget**

£538,322,000

**Budget Comments**

Net service budget expenditure

**1f Report Type**  
Specify the report year type

<b>Report Type</b>	<b>Report Year Comments</b>
Financial	Waste emissions data is calendar year

**1g Context**  
Provide a summary of the body's nature and functions that are relevant to climate change reporting

As a local authority in an area with an expanding population of over 185,000, West Lothian Council provides services such as Education, Social Services, Planning, Housing, Economic Development, Highways, Street Lighting and Cleansing. It also works closely with other public bodies such as police, fire and health through its Community Planning Partnership. There are, however, four main areas where the nature and functions of the organisation make a significant contribution to greenhouse gas emissions and are therefore relevant. These are: the operation of over 250 buildings including offices, partnership centres, schools, sheltered housing and depots; street lighting and other road furniture (signage etc); operation of the council's fleet of vehicles; and waste collection and disposal throughout the area. In addition, the council's Planning function shapes future policy to ensure that mitigation and adaptation to the impacts of climate change are considered in the Local Development Plan and associated planning guidance.

## PART 2 Governance, Management and Strategy

### Governance and management

#### 2a How is climate change governed in the body?

Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements. Provide a diagram / chart to outline the governance structure within the body.

Climate change and sustainability is embedded within the governance structure of West Lothian Council. Council Executive has overall responsibility for ensuring the council's compliance with the Climate Change (Scotland) Act 2009 and is responsible for the approval of all climate change strategies, policies, action plans and monitoring reports. The Environment & Sustainability Policy Development and Scrutiny Panel (PDSP) is comprised of elected members who develop new policies for the council and review existing policies to identify where changes are required. The panel does not make decisions, but it makes recommendations to the Council Executive. The Environment & Sustainability PDSP has responsibility for consideration of the Climate Change Strategy and associated Action Plans and climate change reports, including the annual Climate Change Duties report. The Community Planning Partnership (CPP) Steering Group has responsibility for monitoring performance against the Environment outcome of the Local Outcomes Improvement Plan 2013-2023 (LOIP) including targets for climate change and sustainability. The chair of the Climate Change & Sustainability Working Group (CCSWG) reports quarterly to the Steering Group. The minutes of the CCSWG / Environment Forum are submitted to the Steering Group for scrutiny and minutes from the Steering Group circulated to CCSWG members.

#### 2b How is climate change action managed and embedded in the body?

Provide a summary of how decision-making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision-making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how responsibility is allocated outside the body. Provide a diagram to show how responsibility is allocated to the body's senior staff, departmental heads etc.

The council's principal corporate decision-making body is its Executive Committee which is chaired by the Leader of the council. The Head of Planning, Economic Development & Regeneration has direct responsibility for climate change and chairs the Climate Change and Sustainability Working Group (CCSWG). In support of the Head of Planning, Economic Development & Regeneration's role, each Head of Service is a lead officer for climate change with responsibility for climate change actions and targets within their service area. Heads of Service may delegate their responsibility to a direct report

to ensure that day to day management responsibilities are clear and that delegated decision making is undertaken at the appropriate level. All activities relating to climate change are set out in the council's Climate Change Strategy and associated Action Plans, and are coordinated by the Energy & Climate Change Manager through the CCSWG. Lead officers for specific actions provide quarterly progress reports through the council's performance management system (Pentana). The Emergency Planning Service is located in the Chief Executive Office. The service is responsible for ensuring that the council has emergency response arrangements in place to enable it to respond effectively in times of crisis. The impact of climate change has also been identified in the council's Corporate Risk Register and progress against actions to address climate risk is monitored by senior management through the appropriate service management team. Climate Change is also embedded throughout the organisation in a number of ways:- Corporate Induction includes a section on energy and climate change awareness;- When new projects or plans are being developed, the Strategic Outline Business Case includes a section on Sustainability which must be considered and completed in all cases;- The council's Corporate Procurement Strategy sets out the vision to "achieve superior procurement performance through advanced sustainable procurement practices for the benefit of the council and its stakeholders" and quarterly reports on progress against the council's Climate Change Strategy actions are reported to the Environment & Sustainability PDSP. One of our key LOIP outcomes is that "We make the most efficient and effective use of resources by minimising our impact on the built and natural environment".

## Strategy

### 2c Does the body have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?

Provide a brief summary of objectives if they exist

Wording of objective	Name of document	Document Link
The council aims to develop a strong, inclusive and sustainable West Lothian. We want to build communities and services that are well designed and protect the built and natural environment for current residents and future generations.	Corporate Plan 2018-2023 (P.33)	<a href="https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf">https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf</a>
Improving waste recycling rates across West Lothian by implementing the Scottish Government's Zero Waste Strategy.	Corporate Plan 2018-2023 (P.34)	<a href="https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf">https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf</a>
Protecting the environment through a range of regulatory and enforcement activities that will protect the health, wellbeing and safety of local people.	Corporate Plan 2018-2023 (P.34)	<a href="https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf">https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West_Lothian_Council_Corporate_Plan_2018-2023.pdf</a>

Engaging with the community and commercial operators to deliver a cost-effective public transport network and active travel options.	Corporate Plan 2018-2023 (P.34)	<a href="https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West%20Lothian%20Council%20Corporate%20Plan%2018-2023.pdf">https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West Lothian Council Corporate Plan 2018-2023.pdf</a>
Continue to maintain and protect the local environment for residents, visitors and future generations by maintaining public spaces, gardens and provision of country parks and encouraging community to play a more active role in looking after their local environment.	Corporate Plan 2018-2023 (P.34)	<a href="https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West%20Lothian%20Council%20Corporate%20Plan%2018-2023.pdf">https://www.westlothian.gov.uk/media/19574/West-Lothian-Council-Corporate-Plan-2018---2023/pdf/West Lothian Council Corporate Plan 2018-2023.pdf</a>
The council is committed to working with its partners on mitigating and adapting to climate change and promoting sustainable development. This will be achieved through a range of activities relating to:- -Waste - minimising the amount of waste that is sent to landfill and increasing recycling; -Transport - promoting sustainable and active modes of transport and increasing access to sustainable transport; -Sustainable use of resources - reducing energy use through the introduction of renewable technology and energy efficiency measures in buildings and encouraging behavioural change to reduce energy consumption; and, -Measures to adapt to both current and future changes in the climate.	Local Outcomes Improvement Plan 2013-2023 (P.48)	<a href="https://www.westlothian.gov.uk/media/17003/West-Lothian-Local-Outcomes-Improvement-Plan-2013-2023/pdf/West%20Lothian%20Local%20Outcomes%20Improvement%20Plan%202013-2023.pdf">https://www.westlothian.gov.uk/media/17003/West-Lothian-Local-Outcomes-Improvement-Plan-2013-2023/pdf/West Lothian Local Outcomes Improvement Plan 2013-2023.pdf</a>
The council's assets will be managed to ensure that their useful operational life meets expected life expectancy, as well as minimising the potential adverse impact on the environment. Sustainability should make sure that council assets are available to support ongoing service delivery in the long term.	Corporate Asset Management Strategy (Outcome 7) 2018-2028 (P.13)	<a href="https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dg%8Fpy%88">https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dg%8Fpy%88</a>

**2d Does the body have a climate change plan or strategy?**

If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.

West Lothian Council Climate Change Strategy 2021-2028:

[https://www.westlothian.gov.uk/media/52423/Climate-Change-Strategy-2021-2028/pdf/WLC\\_Climate\\_Change\\_Strategy\\_2021-28\\_FINAL.pdf?m=637816379267070000](https://www.westlothian.gov.uk/media/52423/Climate-Change-Strategy-2021-2028/pdf/WLC_Climate_Change_Strategy_2021-28_FINAL.pdf?m=637816379267070000)

**2e Does the body have any plans or strategies covering the following areas that include climate change?**

Provide the name of any such documents and the timeframe covered.

Topic area	Name of document	Link	Time period covered	Comments
Adaptation	Adaptation Action Plan	<a href="https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Di%94my%8F">https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Di%94my%8F</a>	2022 – 2028	
Business travel	Green Transport Policy and Procedure Note	<a href="https://intranet.westlothian.gov.uk/article/73315/Green-Transport">https://intranet.westlothian.gov.uk/article/73315/Green-Transport</a>	2017 -2023	The policy and procedure notes were developed to assist employees meet the objectives of an internal transport review project and set out employee responsibilities and the procedures that should be followed in relation to how they approach business travel.
Staff Travel	Green Transport Policy and Procedure Note	<a href="https://intranet.westlothian.gov.uk/article/73315/Green-Transport">https://intranet.westlothian.gov.uk/article/73315/Green-Transport</a>	2017 -2023	The policy and procedure notes were developed to assist employees meet the objectives of an internal transport review project and set out employee responsibilities and the procedures that should be followed in relation to how they approach business travel.

Energy efficiency	Climate Change Strategy	<a href="#">West Lothian Council Climate Change Strategy</a>	2021-2028	
Fleet transport	Operational Services Management Plan	<a href="https://www.westlothian.gov.uk/media/53920/2022-23-Management-Plan-Operational-Services/pdf/Management_Plan_2022-23_Operational_Services.pdf?m=637914860744570000">https://www.westlothian.gov.uk/media/53920/2022-23-Management-Plan-Operational-Services/pdf/Management_Plan_2022-23_Operational_Services.pdf?m=637914860744570000</a>	2022 - 2023	
ICT	Corporate Asset Management Strategy	<a href="#">Corporate Asset Management Strategy</a>	2019-2028	
Renewable energy	Climate Change Strategy	<a href="#">West Lothian Council Climate Change Strategy</a>	2021-2028	
Sustainable /renewable heat	Climate Change Strategy	<a href="#">West Lothian Council Climate Change Strategy</a>	2021-2028	
Waste management	Operational Services Management Plan 2022/23	<a href="https://www.westlothian.gov.uk/media/53920/2022-23-Management-Plan-Operational-Services/pdf/Management_Plan_2022-23_Operational_Services.pdf?m=637914860744570000">https://www.westlothian.gov.uk/media/53920/2022-23-Management-Plan-Operational-Services/pdf/Management_Plan_2022-23_Operational_Services.pdf?m=637914860744570000</a>	2022- 2023	Operational Services Management Plan 2022/23, provides our activities and actions for 2022/23.

Land Use	West Lothian Local Development Plan	<a href="https://www.westlothian.gov.uk/LDP">https://www.westlothian.gov.uk/LDP</a>	2014 - 2024	The council's Local Development Plan sets out in its aims that it will "Help achieve climate change objectives by minimising the area's carbon footprint through promoting development in sustainable locations and supporting mitigation and adaptation measures."
Water and sewerage	Climate Change Strategy	<a href="#">West Lothian Council Climate Change Strategy</a>	2021-2028	
Other (please specify in comments)	Local Housing Strategy	<a href="https://www.westlothian.gov.uk/media/18527/West-Lothian-Council-s-Local-Housing-Strategy-2017-2022/pdf/West_Lothian_Local_Housing_Strategy_2017-221.pdf?m=637314667792200000">https://www.westlothian.gov.uk/media/18527/West-Lothian-Council-s-Local-Housing-Strategy-2017-2022/pdf/West_Lothian_Local_Housing_Strategy_2017-221.pdf?m=637314667792200000</a>	2017-2022	

**2f What are the body's top 5 priorities for climate change governance, management and strategy for the year ahead?  
Provide a brief summary of the body's areas and activities of focus for the year ahead.**

**Fleet**

A working group to tackle the decarbonisation of the council's fleet and to look at how the council will meet the targets set by the Scottish Government in relation to a move to alternatively fuelled vehicles from 2025 onwards was established and produced a report to the council's Executive Management Team. The report recommended ways in which the council could meet the targets detailing timelines and finance options. The Executive Management Team agreed the recommendations in principle and work will commence going forward to plan and implement recommendations.

**Housing**

*Net Carbon Zero Targets*

The paper “The Integration of Net Carbon Zero Targets In Housing Strategy” was presented at PDSP in February 2021 which detailed the actions that Housing Strategy & Development plan to take to meet our targets. These detailed actions are being integrated into procedures and processes for both new build and existing housing stock

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dh%97m%82%8E>

#### *New Build Housing*

Reduction in energy to run the houses to meet “The Committee on Climate Change” recommendations of ‘ultra-high’ levels of energy efficiency. As part of our Housing Strategy & Developments ongoing review of targets and our aim to achieve as close to Net Zero is possible we have committed to carry out a study within financial year 2022/23 which will investigate the feasibility of implementing The Committee on Climate Change recommendations that new homes must achieve ‘ultra-high’ levels of energy efficiency consistent with a space heat demand of 15-20 kWh/m<sup>2</sup>/yr. This figure is similar to the space heating demand of a Passivhaus Building which is currently ≤15 kWh/m<sup>2</sup>/yr.

#### *Active Travel to be integrated into all New Build Developments*

HS&D will be engaging with all our consultants on new developments with the aim to include improved cycling routes, public transport links and non-car methods of travel within new developments in line with West Lothian Active Travel Policy. This is an ongoing consultation with the level of engagement varying per individual site.

#### *Electric Vehicle Charge Points for New Buildings*

On a wider scale, for reducing the use of carbon fuels for travel, we now require all new houses to be provided with the means for Electrical Vehicles Charging Points to be installed at the point of construction for all new houses with a dedicated parking space. For houses without a dedicated parking space we install a dedicated electrical circuit terminating at a plate close to the parking area for the house, where an EVCP can be connected at a future date. This should allow for changes and upgrades to points as charging equipment develops and improves over the coming years. This is expressed in our Design Guide.

#### *Investing in Current Housing Stock*

West Lothian Council have an ongoing programme to improve the energy efficiency of our existing housing stock which includes upgrading existing domestic boilers to more energy efficient models, replacing windows and external doors with upgraded thermally efficient products, and installing External Wall Insulation on appropriate properties. All these actions are to meet our Statutory Compliance with EESSH2 and to help move the existing stock towards Carbon Zero.

#### *Home Energy Efficiency Programme*

The 2022/23 proposed Home Energy Efficiency Programme for Scotland (HEEPS) programme will be the tenth year that HEEPS: Area Based Scheme (ABS) funding has been available to West Lothian Council. The HEEPS:ABS programme has now been successfully managed in-house since January

2016. By May 2022 a total of 1,272 privately owned properties have received External Wall Insulation (EWI) through HEEPS funding, whilst an additional 751 Council properties have received EWI as part of Capital Investment programmes.

*KPI'S for Carbon Emissions & EESSH II*

During 2022-23 HS&D are working towards setting a baseline figure for carbon output from our domestic stock to allow targeted investment in the stock and allow accurate reduction figures to be reported.

*Training Staff*

Staff are training towards becoming retrofit co-ordinators to allow efficient and effective Project Management of whole building retrofit projects to meet the requirements of PAS 2035.

**Nets, Land & Countryside Services**

- 1) To implement step 2 of the Grounds Maintenance participatory budgeting exercise, for communities to vote on levels of maintenance and to change maintenance practices accordingly.
- 2) Three new Ecology and Biodiversity Officers are now in post, with a focus on updating the West Lothian Local Biodiversity Action Plan; creating policy, inputting to Planning where appropriate and implementing actions to improve biodiversity and ecosystem services, with climate change mitigation and adaptation as a key driver.
- 3) A Natural Capital Assessment of West Lothian – as part of the Local Biodiversity Action Plan mapping process – October/Nov 2022

**Waste**

Introduction of Twin Stream recycling to reduce contamination in recycling bins and to reduce the amount of waste sent to landfill

**2g Has the body used the Climate Change Assessment Tool (a) or equivalent tool to self-assess its capability / performance?**

**If yes, please provide details of the key findings and resultant action taken.**

**(a) This refers to the tool developed by Resource Efficient Scotland for self-assessing an organisation's capability / performance in relation to climate change.**

The Climate Change & Sustainability Working Group carried out a comprehensive review using the CCAT tool in December 2017. The results of this process have identified a number of areas for improvement including climate change adaptation and sustainable procurement. We will consider using the CCAT tool again as part of our review processes.

## PART 3 Corporate Emissions, Targets and Project Data

### Emissions

#### 3a Emissions from the start of the year which the body uses as a baseline (for its carbon footprint) to the end of the report year

Complete the following table using the greenhouse gas emissions total for the body calculated on the same basis as for its annual carbon footprint / management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the body's estate and operations

(a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b). If data is not available for any year from the start of the baseline year to the end of the report year, provide an explanation in the comments column.

(a) No information is required on the effect of the body on emissions which are not from its estate and operations.

(b) This refers to "The greenhouse gas protocol. A corporate accounting and reporting standard (revised edition)", World Business Council for Sustainable Development, Geneva, Switzerland / World Resources Institute, Washington DC, USA (2004), ISBN: 1-56973-568-9.

Reference Year	Year	Year Type	Scope 1	Scope 2	Scope 3	Total	Units	Comments
Baseline Year	2013/14	Financial				61,061	tCO <sub>2</sub> e	
Year 1 carbon footprint	2014/15	Financial	17,954	28,003	15,162	61,119	tCO <sub>2</sub> e	
Year 2 carbon footprint	2015/16	Financial	13,264	24,883	22,979	61,126	tCO <sub>2</sub> e	
Year 3 carbon footprint	2016/17	Financial	16,352	20,494	19,985	56,831	tCO <sub>2</sub> e	
Year 4 carbon footprint	2017/18	Financial	17,290	17,153	16,388	50,831	tCO <sub>2</sub> e	
Year 5 carbon footprint	2018/19	Financial	15,888	12,782	13,772	42,442	tCO <sub>2</sub> e	
Year 6 carbon footprint	2019/20	Financial	16,445	10,731	9,459	36,635	tCO <sub>2</sub> e	
Year 7 carbon footprint	2020/21	Financial	16,245	8,128	6,375	30,748	tCO <sub>2</sub> e	

Year 8 carbon footprint	2021/22	Financial	16,211	7,820	6,089	30,120	tCO <sub>2</sub> e	
-------------------------	---------	-----------	--------	-------	-------	--------	--------------------	--

### 3b Breakdown of emissions sources

Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3(a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If there is no data consumption available for an emission source enter the emissions in kgCO<sub>2</sub>e in the 'Consumption' column of one of the "Other" rows and assign the scope and an emission factor of 1.

(a) Emissions factors are published annually by the UK Department for Business, Energy & Industrial Strategy

Emissions Factor Year 2021

Emission	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO <sub>2</sub> e)	Comments
Electricity	Grid Electricity (generation)	Scope 2	36,830,574	kWh	0.21233	kg CO <sub>2</sub> e/kWh	7,820.2	
Electricity	Grid Electricity (transmission & distribution losses)	Scope 3	36,830,574	kWh	0.01879	kg CO <sub>2</sub> e/kWh	692.0	
Fuels	Natural Gas	Scope 1	65,016,041	kWh	0.18316	kg CO <sub>2</sub> e/kWh	11,908.3	
Biofuels	Biomass (Wood Chips) kWh	Scope 1	4,452,588	kWh	0.01513	kg CO <sub>2</sub> e/kWh	67.4	
Biofuels	Biomass (Wood Pellets) kWh	Scope 1	5,348,822	kWh	0.01513	kg CO <sub>2</sub> e/kWh	80.9	
Water	Water - Supply	Scope 3	324,818	m <sup>3</sup>	0.11000	kg CO <sub>2</sub> e/m <sup>3</sup>	35.7	
Water	Water - Treatment	Scope 3	300,106	m <sup>3</sup>	0.23000	kg CO <sub>2</sub> e/m <sup>3</sup>	69.0	
Other	Refuse Commercial & Industrial to Landfill	Scope 3	7,140	tonnes	446.20400	kgCO <sub>2</sub> e/tonne	3,185.9	Refuse Municipal

								to Landfill entry
Waste	Organic Food & Drink Composting	Scope 3	14,398	tonnes	8.95070	kgCO2e/tonne	128.9	
Waste	Organic Garden Waste Composting	Scope 3	1,643	tonnes	8.95070	kgCO2e/tonne	14.7	
Waste	Paper & Board (Mixed) Recycling	Scope 3	2,073	tonnes	21.29357	kgCO2e/tonne	44.1	
Waste	WEEE (Mixed) Recycling	Scope 3	51	tonnes	21.29357	kgCO2e/tonne	1.1	
Waste	Glass Recycling	Scope 3	2,674	tonnes	21.29357	kgCO2e/tonne	56.9	
Waste	Plastics (Average) Recycling	Scope 3	2,410	tonnes	21.29357	kgCO2e/tonne	51.3	
Waste	Metal Cans (Mixed) & Metal Scrap Recycling	Scope 3	3,860	tonnes	21.29357	kgCO2e/tonne	82.2	
Waste	Refuse Municipal /Commercial /Industrial to Combustion	Scope 3	43,124	tonnes	21.29357	kgCO2e/tonne	918.3	
Waste	Construction (Average) Recycling	Scope 3	17,867	tonnes	0.98914	kgCO2e/tonne	17.7	
Waste	Organic Food & Drink AD	Scope 3	82	tonnes	8.95070	kgCO2e/tonne	0.7	
Waste	Batteries Recycling	Scope 3	2	tonnes	21.29357	kg CO2e/tonne	0.0	
Waste	Clothing (Closed loop recycling)	Scope 3	517	tonnes	21.29357	kg CO2e/tonne	11.0	
Waste	Refuse Commercial & Industrial to Landfill	Scope 3	419	tonnes	467.04580	kgCO2e/tonne	195.7	
Fuels	Diesel (average biofuel blend)	Scope 1	1,468,585	litres	2.51233	kg CO2e/litre	3,689.6	

Fuels	Petrol (average biofuel blend)	Scope 1	59,173	litres	2.19352	kg CO2e/litre	129.8	
Transport	Car - diesel (average - unknown engine size) miles	Scope 3	576,058	miles	0.27106	kg CO2e/mile	156.1	
Fuels	Gas Oil litre	Scope 1	121,444	litres	2.75857	kg CO2e/litre	335.0	
	Hybrid/Homeworking emissions	Scope 3	21.00%	percentage of total FTEs	0.30000	tCO2e/FTE/annum	427.4	
							30,120	

### 3c Generation, consumption and export of renewable energy

Provide a summary of the body's annual renewable generation (if any), and whether it is used or exported by the body.

Technology	Renewable Electricity		Renewable Heat		Comments
	Total consumed by the body (kWh)	Total exported (kWh)	Total consumed by the body (kWh)	Total exported (kWh)	
Solar PV	204,280	22,698			Assumed 90% consumption of on-site generated electricity.
Biomass			9,801,410		Actual metered data for amount of biomass heat consumed by WLC in the reporting period.

### 3d Organisational Targets

List all of the body's targets of relevance to its climate change duties. Where applicable, targets for reducing indirect emissions of greenhouse gases, overall carbon targets and any separate land use, energy efficiency, waste, water, information and communication technology, transport, travel and heat targets should be included. Where applicable, you should also provide the body's target date for achieving zero direct emissions of greenhouse gases, or such other targets that demonstrate how the body is contributing to Scotland achieving its emissions reduction targets.

Name of target	Type of target	Target	Units	Boundary /scope of target	Year used as base line	Baseline figure	Units of baseline	Target completion year	Progress against target	Comments
Reduction in emissions from the council's activities and services (from non-domestic buildings, transport, external lighting, waste and Reduction in emissions from the council's activities and services (from non-domestic buildings, transport, external lighting, waste and water	Absolute	13,264	tCO2e reduction	All emissions	2019/20	36,635	tCO2e	2027/28	30,120	2028 is first interim target set out in the council's Climate Change Strategy. Ultimate aim is to be net-zero by 2045 at latest.
Carbon emissions from energy used in buildings (annual)	Absolute	17,867	tCO2e reduction	Energy use in buildings	2019/20	19,923	tCO2e	2027/28	18,721	
Electricity Consumption (kWh/m2)	Absolute	66.6	Other (please specify in comments)	Energy use in buildings	2019/20	68	Other (please specify in comments)	2021/22	62.23	Baseline unit kWh/m2. Aim is to reduce consumption.

Gas Consumption (kWh/m2)	Absolute	155	Other (please specify in comments)	Energy use in buildings	2019/20	170	Other (please specify in comments)	2021/22	172.35	Baseline unit kWh/m2. Aim is to reduce consumption.
Tonnes of CO2 (now reported as GHG) emissions per capita for the West Lothian district	Absolute	6.9	tCO2e reduction	All emissions	2013/14	7	tCO2e	2023/24	5.4	Target to be below national average
Energy generated as a result of installation of renewables and low carbon technology. MWh of heat produced	Absolute	14,400	Other (please specify in comments)	Energy use in buildings	2013/14	355	MWh	2023/24	10,156	Target to increase amount of heat - measured in MWh. Significantly reduced from previous year due to impact of COVID-19 on biomass suppliers.
Energy generated as a result of the installation of renewables and low carbon technology. kWh of electricity produced	Absolute	390,000	Other (please specify in comments)	Energy use in buildings	2013/14	21,221	kWh	2023/24	226,978	Target to increase amount of electricity generated from low carbon and renewable sources - measured in kWh

Percentage of household waste recycled.	Percentage	60	Other (please specify in comments)	Waste	2011/12	42.5	Other (please specify in comments)	2021/22	41.3	Target to increase percentage of waste recycled.
Net-zero West Lothian Council	Absolute		Other (please specify in comments)	All emissions	2013/14	61,061	tCO2e	2044/45	30,120	Target is for a net-zero West Lothian Council by 2045 at the latest. this is the council's adopted strategic target, demonstrating how the body is contributing to Scotland achieving its emissions reduction targets.

**3da How will the body align its spending plans and use of resources to contribute to reducing emissions and delivering its emission reduction targets?**

Provide any relevant supporting information

The Climate Change Strategy 2021-2028 commits the council to achieving a number of targets that aim to mitigate the effects of climate change by reducing emissions and ensuring that West Lothian is well adapted and prepared for changing weather patterns brought about by climate change. The approach adopted in developing the strategy ensures that it provides sound governance and a robust framework for ensuring that Climate Change is addressed in all future relevant council strategies, policies, management and action plans. This will enable the council to turn the aspirations and related actions of this document into reality while creating a framework for supporting others in West Lothian such as communities and businesses to contribute to a net-zero area. The council's Climate Change Strategy is aligned with the councils' Corporate Plan priorities, including the protection of the built and natural environment priority.

**3db How will the body publish, or otherwise make available, its progress towards achieving its emissions reduction targets?**

Provide any other relevant supporting information. In the event that the body wishes to refer to information already published, provide information about where the publication can be accessed.

Section 6.1 of the council's Climate Change Strategy sets out how climate change action and progress against targets will be reported.

A suite of performance indicators and actions are in place to monitor progress on climate change objectives and targets.

Performance indicators and actions are regularly reviewed to ensure they are fit for purpose to monitor progress on actions for the life span of the strategy. Progress will be reported to and monitored by the Climate Change and Sustainability Working Group, Community Planning Partnership Board, Capital Asset Management Board, Modernisation Board and Council Executive as appropriate. Specific performance monitoring reports will be presented to the Environment & Sustainability PDSP on a quarterly basis. These reports will be publicly available.

The Council's Climate Change Declaration report is submitted annually to the Sustainable Scotland Network (SSN) acting on behalf of the Scottish Government. Reporting is a statutory duty under Public Bodies Duties of the Climate Change (Scotland) Act 2009 and includes a full inventory of the council's emissions for the reporting year along with details of supporting activities for both mitigation and adaptation. The annual report is presented to Council Executive for approval each November. The annual report includes section 3d which contains performance data on the council's adopted emissions targets. The annual report is published on the council's website in a dedicated section on Climate Change.

**3e Estimated total annual carbon savings from all projects implemented by the body in the report year**

If no projects were implemented against an emissions source, enter "0".

If the body does not have any information for an emissions source, enter "Unknown".

If the body does not include the emissions source in its carbon footprint, enter "N/A".

Emissions source	Total estimated annual carbon savings (tCO <sub>2</sub> e)	Comments
Electricity	497	
Electricity	100	
Waste	303	
Fleet transport	39	
<b>Total</b>	<b>939</b>	

**3f Detail the top 10 carbon reduction projects to be carried out by the body in the report year**

Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.

Project name	Funding source	First full year of CO <sub>2</sub> e savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO <sub>2</sub> e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
LED Street Lighting		2021/22	Estimated				Grid Electricity (generation)	497			
Energy Efficiency in Buildings		2021/22	Estimated				Grid Electricity (generation)	100			
Reduction in waste to landfill		2021/22	Estimated				Refuse Mun/Comm/Ind to Combustion (tonnes)	303			
Changes in fleet provision		2021/22	Estimated				Diesel (average fuel blend)	39			

**3g Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year**

If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction

Emissions source	Total estimated annual emissions (tCO <sub>2</sub> e)	Increase or decrease in emissions	Comments
Other (please specify in comments)	250	Increase	Increase in diesel usage due to covid restrictions lifting and operational staff being in for full year
Other (please specify in comments)	865	Decrease	Changes in emissions factors
Service provision	640	Increase	Increase in utility use (mostly electricity but some biomass) from return to buildings post-covid and increased ventilation requirements
<b>Total</b>		<b>25</b>	

**3h Anticipated annual carbon savings from all projects implemented by the body in the year ahead**

If no projects are expected to be implemented against an emissions source, enter "0".

If the organisation does not have any information for an emissions source, enter "Unknown".

If the organisation does not include the emissions source in its carbon footprint, enter "N/A".

Emissions source	Total estimated annual carbon savings (tCO <sub>2</sub> e)	Comments
Electricity	115	Continued LED streetlighting upgrades
Natural gas	375	Review of BMS settings and implementation of Heating Guidance
Waste	57	
Other (please specify in comments)	14	Reduction in number of vehicles by 36
<b>Total</b>	<b>561</b>	

**3i Estimated decrease or increase in emissions from other sources in the year ahead**

If the body's corporate emissions are likely to increase or decrease for any other reason in the year ahead, provide an estimate of the amount and direction.

Emissions source	Total estimated annual emissions (tCO <sub>2</sub> e)	Increase or decrease in emissions	Comments
Estate changes	275	Increase	Increase to education estate (Winchburgh)
Service provision	191	Decrease	Reduction in number of Covid related vehicle hires by 81
Other (please specify in comments)	100	Increase	Potential increase in mileage and fuel use as staff return to office working but figure unknown
Other (please specify in comments)	700	Decrease	Emissions factor changes
<b>Total</b>		<b>516</b>	

**3j Total carbon reduction project savings since the start of the year which the body used as a baseline for its carbon footprint**

If the body has data available, estimate the total emissions savings made from projects since the start of that year ("the baseline year").

Total savings	Total estimated emissions savings (tCO <sub>2</sub> e)	Comments
Total project savings since baseline year	26,532	Estimated figure, taken as the sum of savings identified from 2015/16-2020/21 as 21/22 savings yet to be fully realised.

**3k Supporting information and best practice**

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

**IT Services**

- The provision of video conferencing systems in meeting rooms to allow remote participation reducing the need for travel.
- Provision of the electronic voting system for elected members allowing them to participate fully in council business without the need to travel.
- Remote access solution / mobile devices allowing staff to work from home or in a mobile fashion reducing the need for travel.
- Providing softphones and removing the hardware phones from desks leading to a reduction in power demand for those devices.

## **PART 4      Adaptation**

### **Assessing and Managing Risk**

**4a      Has the body assessed current and future climate related risks?  
If yes, provide a reference or link to any such risk assessment(s).**

The council completed a Local Climate Impact Profile (LCLIP) in early 2015 as part of a process to assess our exposure to weather events. The LCLIP looked at historical events and the potential for future disruption to local communities and has been refreshed to consider more recent events. This information has been used to inform the council's Adaptation Action Plan (APP) which was published in 2022.

The Adaptation Action Plan identifies the following risks:

- Climate change may exacerbate pre-existing vulnerabilities or inequalities in individuals/communities
- Increased risks of water logging of greenspaces
- Increased risks of pests and diseases, and wind-throw of trees
- Risk of fallen trees on strategic highway corridors
- Increased costs associated with flooding

In addition the council continues to deliver its obligations under the first Forth Estuary Local Flood Risk Management Plan 2016-2022, a six-year plan of action. The council's actions are largely focussed on the collection of data and commissioning of studies, all of which have been completed for the first cycle. WLC has also been working with partners to develop the cycle 2 plan for 2022-2028, which at the time of writing is due for publication in December 2022. The assessment of flood risk and sustainable drainage are integrated into the council's Development Planning and Management processes with the aim of reducing the number of properties at risk within the council's administrative area. In assessing development proposals, we seek flood risk assessments where appropriate and ensure that these include the most up to date data and climate change allowances for land use planning.

**4b      What arrangements does the body have in place to manage climate-related risks?  
Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.**

Corporate Risk WLC018c: failure to adapt to climate change, is included in the council's corporate risk register and corporate risk management process.

The AAP (2022-28) has seven outcome areas: communities, business & logistics, built environment, natural environment, transport & travel, partnerships knowledge & skill and strategic planning & investment. Priorities and actions have been identified for each of the seven outcome areas. These actions are Short (2022 - 23), Medium (2024 - 25) and Longer term (2026 - 28). Progress against these actions are reported quarterly to Environment & Sustainability Policy & Scrutiny Panel.

Some examples of the APP actions are:

#### Land Use Actions

- Ensuring that climate disadvantage is addressed through the Open Space Plan and the Food Growing Strategy
- As part of the WLC Ecosystems Approach, stakeholders are involved in decision-making, auditing and design / management of open spaces.
- WLC Community Choices – involving stakeholders in land management decisions
- The principles of an Ecosystems Approach to land management are incorporated into the Open Space Plan and green infrastructure is used to reduce the risk of flooding, through management and investment in parks and greenspaces
- Improved GIS mapping of all greenspaces is incorporated into the Open Space Plan
- Natural Capital Auditing is being explored as a way to map and monitor natural assets across West Lothian, with the ecosystem services they provide (e.g. water regulation, air temperature regulation)
- Officers engage with developers to ensure that a) green infrastructure and sustainable urban drainage are included in new developments and b) accessible green and blue networks are provided as part of new core development areas
- Implement sustainable woodland management through Long-term Forest Plan prepared for Beecraigs (270ha) and Urban Woodland Management Plans for a further 131ha. Include management where possible under “Continuous Cover” regime and with a greater range of species to enable better adaption to climate change, protection against disease and improved mitigation against severe weather events.
- Gather evidence of past impacts of fallen trees on the strategic road network to assess current and future risk of tree fall.
- Identify and communicate costs and impacts associated with flooding, water ingress and damage caused by severe weather events as well as high winds and storms.

#### Flood Risk Management Actions:

The council has a series of planned actions to deal with the effects of heavy, short-duration and prolonged rainfall detailed in the Forth Estuary Local Flood Risk Management Plan, its Surface Water Management Plans, its Plan to reduce flood risk and increase the resilience of its social housing and its Severe Weather Plan, which sets out the council's response to weather events and the way these are managed. The council has formally agreed with Scottish Water to share in the maintenance of future sustainable drainage systems (SUDS) serving new housing developments. Scottish Water has established a team for vesting legacy SUDS.

## Taking Action

### 4c What action has the body taken to adapt to climate change?

**Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action. The body may wish to make reference to the Scottish Climate Change Adaptation Programme (“the Programme”).**

The council has continued to invest in improvements to headwalls and trash screens to enhance the safe inspection and cleaning of the screens to reduce flood risk. We also continue to monitor and maintain a network of level sensors to improve response before, during, and in the aftermath of flood events and to provide a record of events. We have continued to assess open watercourses and to survey culverted watercourses, including previously uncharted systems, and record this information on the spatial asset management database.

Work continues on the outline design of a flood protection scheme to protect properties against flooding from the Liggat Syke in Broxburn. In tandem, the council has continued to develop a proposal to offer property flood resilience products to a number of homes at New Holygate and Parkwood Gardens.

Bathgate Meadows Nature Park is a new multiple-benefits project with a long history of prior feasibility, investigations, surveys and outline design. The project aims to deliver a number of community aspirations as well as restoring habitat, increasing biodiversity, enhancing active travel opportunities with new infrastructure, reducing flood risk, improving water quality and improving the physical condition of local watercourses. The council has improved drainage and reduced the risk of flooding to public open spaces in Plessey Terrace, Bathgate and Murieston Valley in Livingston. We have provided technical support for drainage enhancements in Bathgate’s Meadow Park and Bathgate Cemetery, Hillside Drive in Blackridge and Blackridge Primary School, Fauldhouse Cemetery, Almond Park in Livingston, Cuning Park in Mid Calder, King George V’s Park in Whitburn and Whitburn Cemetery. The council has invested in work below ground to reduce the risk to flooding to council owned social housing stock in Armadale, Bathgate, Uphall, West Calder and Winchburgh. We have continued to invest to maintain the structural integrity and historic value of Beecraigs Loch dam wall and Eliburn Reservoir with annual structural inspections and continued hydrological monitoring.

Removal of encroaching vegetation to maintain open water as part of wetland mosaic of habitats at Balvormie Pond, Beecraigs Country Park, Polkemmet Country Park. Raingardens installed and seeded/planted in 3 parks – Letham Park - Pumpherston, Wyndford Park – Broxburn, Falcon Brae Park - Livingston (restored)

### 4d Where applicable, what contribution has the body made to helping deliver the Programme? Provide any other relevant supporting information

Outcome 1: Our communities are inclusive, empowered, resilient and safe in response to the changing climate

1.1.2 Empowered Communities - Community Volunteers maintaining watercourses Timeline: Ongoing Owners: Scottish Government, The Conservation Volunteers, Local Authorities

- Willow spiling was carried out with volunteers at Polkemmet Country Park to build skills, improve biodiversity, protect riverbanks and improve resilience to flooding

Outcome 5: Our natural environment is valued, enjoyed, protected and enhanced and has increased resilience to climate change

5.2.3 Understanding and Recognition - Outdoor Learning in Nature Timeline: To 2024, 100 greenspaces to be improved and regularly used for outdoor learning and play Owners: SNH, Local Authorities

- Park improvements have been carried out in 5 public parks to improve opportunities for recreation, access, learning, physical activity and play in nature
- Three Wee Forests have been created near schools, which will act as outdoor classrooms

## Review, monitoring and evaluation

### 4e What arrangements does the body have in place to review current and future climate risks?

Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b).

Progress on the actions in the Adaptation Action Plan is reported to Environment & Sustainability Policy & Scrutiny Panel will be reported every quarter. The Adaptation Action Plan runs until 2028 and contains actions which have short, medium and long timescales.

### 4f What arrangements does the body have in place to monitor and evaluate impact of adaptation actions?

Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

Each area of the Adaptation Action Plan has key responsible officer from the relevant service area who feeds into the quarterly PDSP update report. The Adaptation Action Plan group meets regularly to evaluate the success of the plan. The Environment and Sustainability PDSP provides elected member scrutiny to the plan. The council is also a member of SNIFFER's Benchmarking Working Group which meets monthly and allows the council to assess its progress against other local authorities.

## Future priorities for adaptation

### **4g What are the body's top 5 climate change adaptation priorities for the year ahead? Provide a summary of the areas and activities of focus for the year ahead.**

Nets, Land and Countryside:

- 1) To continue to develop green infrastructure in public parks to enhance the ecosystem services provided (i.e. water regulation, air quality regulation, air temperature regulation, pollination, formal/informal learning, etc)
- 2) To continue to address access issues in parks, greenspaces and green networks to ensure safe pedestrian/cycle use
- 3) To implement projects funded by the WLC Climate Change Emergency Fund and WLC's allocation of the Nature Restoration Fund
- 4) To implement Community Choices mowing changes across the area
- 5) To advance WLC woodland management planning and implementation

Flood Risk Management:

The year ahead will see publication of the second Flood Risk Management Plan (2022-2028) for the Forth Estuary. Work is ongoing with partners to prepare for this, whilst completing the final obligations from the current plan, subject to available resources. Capital investment tails off with the first plan. The outlook for Scottish Government investment to support the second cycle is currently uncertain. We will continue to progress the design of structural measures to reduce the risk of flooding from the Liggat Syke and engage with local people further. The roll-out of property flood resilience measures to a number of individual homes at risk from flooding in Broxburn will also continue. The success of this project relies on uptake by householders.

## **PART 5      Procurement**

- 5a      How have procurement policies contributed to compliance with climate change duties?**  
**Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.**

The Scottish Government continues to lead the way with the implementation of climate change legislation towards the achieve of their target for net-zero emissions of all greenhouse gases by 2045. In October 2021, West Lothian Council published its Climate Change Strategy 2021-2028, of which the Corporate Procurement Strategy is aligned through the requirement to maintain the Councils position at Level 2 in the Scottish Governments Sustainable Procurement Flexible Framework Assessment tool.

- 5b      How has procurement activity contributed to compliance with climate change duties?**  
**Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.**

This is an evolving area and Corporate Procurement Unit will monitor external sources of information and guidance, such as from collaborative groups, Scottish Government Policy Forums and through other stakeholders such as the Improvement Service, working closely with internal Council Climate Change colleagues to influence future internal and external plans and policy development, and progress emerging priorities in the transitional period. Corporate Procurement is represented on the Councils cross-functional working group and, with positive steps being made, we will continue to consult with Corporate Procurement Board and report to them on developments in this space.

Buyers who conduct regulated procurement in the Council complete an in-house Sustainable Procurement e-learning module. In addition, the Corporate Procurement Unit participate in annual “continuing professional development” refresher sessions with our internal Climate Change contact and they also go through the Scottish Governments Climate Literacy e-learning module. Through the Procurement Reform (Scotland) Act 2014 climate change is embedded in the Sustainable Procurement Duty and, supported by the Scottish Governments Sustainable Procurement tools, this is reflected in the Councils procurement processes and procedures, in particular the Contract Strategy for regulated procurement. Before buying anything, the Council must consider how we can, through tendering, improve the social, environmental and economic wellbeing in Scotland, with a particular focus on reducing inequality, for example, through the appropriate use of the sustainability test and the application of relevant and proportionate contract requirements. From April 2022, we have begun to monitor the number of regulated contracts awarded that included a climate-related requirement.

As the approach to Climate Change develops nationally, CPU and Council Climate Change colleagues will continue to work collaboratively to ensure one consistent WLC approach for future potential measurement and reporting of scope 3 emissions.

Work is also underway to establish a resource to review our existing systems, processes and procedures to develop an approach to embed sustainable procurement and climate change into the culture of the organisation to become the norm.

## **PART 6      Validation and Declaration**

### **6a      Internal validation process**

**Briefly describe the body's internal validation process, if any, of the data or information contained within this report.**

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

### **6b      Peer validation process**

**Briefly describe the body's peer validation process, if any, of the data or information contained within this report.**

N/A

### **6c      External validation process**

**Briefly describe the body's external validation process, if any, of the data or information contained within this report.**

N/A

### **6d      No Validation Process**

**If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.**

N/A

### **6e      Declaration**

**I confirm that the information in this report is accurate and provides a fair representation of the body's performance in relation to climate change.**

**Name:** Craig McCorriston

**Role in the Body:** Head of Planning & Economic Development

Date: 25/11/2022

## **Recommended Reporting: Reporting on Wider Influence**

### **Q1) Historic Emissions (Local Authorities Only)**

Please indicate emission amounts and unit of measurement (e.g. tCO<sub>2</sub>e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).

Please note : These statistics cover territorial emissions of carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>) and nitrous oxide (N<sub>2</sub>O), although not fluorinated gases, which are also included in the UK territorial greenhouse gas emissions statistics. Prior to the 2005 to 2020 publication the statistics covered emissions of carbon dioxide only

(1) UK local and regional CO<sub>2</sub>e emissions: subset dataset (emissions within the scope of influence of local authorities):

(2) UK local and regional CO<sub>2</sub>e emissions: full dataset:

<https://data.gov.uk/dataset/723c243d-2f1a-4d27-8b61-cdb93e5b10ff/emissions-of-carbon-dioxide-for-local-authority-areas>

<b>Local Authority: (Please State)</b>		West Lothian												
<b>BEIS Dataset: (full or sub-set)</b>		Full												
Source	Sector	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Units
BEIS Sectors	Total Emissions	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	1,191.29	1,203.35	998.00	ktCO <sub>2</sub> e
	Industry and Commercial	387.50	451.65	392.08	426.96	390.40	322.70	315.20	288.27	282.18	276.89	300.84	200.25	ktCO <sub>2</sub> e
	Domestic	387.18	412.55	365.93	392.82	385.37	326.27	326.66	300.24	290.06	281.71	281.30	266.85	ktCO <sub>2</sub> e
	Transport total	425.35	418.75	402.82	394.43	392.11	391.69	400.91	410.06	414.83	413.99	402.54	325.66	ktCO <sub>2</sub> e

	Per Capita	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	[x]	6.54	6.57	5.43	ktCO2e
--	------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	------	------	------	--------

## 2a) Targets

Please detail your wider influence targets

Sector	Description	Type of Target (units)	Baseline value	Start year	Target	Target/End year	Saving in latest year measured	Latest Year Measured	Comments
Overall Reduction Target	Tonnes of CO2 emissions per capita for the West Lothian District	Per capita (TCO2/per)	8.0	2010	2.0	2020	2.2	2019	Target to be on or below the Scottish average

## 2b) Does the organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.

The council is committed to working with its partners on mitigating and adapting to climate change and promoting sustainable development and the LOIP includes the outcome "We make the most efficient and effective use of resources by minimising our impact on the built and natural environment". In the Climate Change Strategy 2021-28, the council sets out the aim of encouraging and supporting our partners, residents and businesses throughout West Lothian to reduce their emissions in line with the Scottish Government net-zero targets. Outcome one of the Strategy is "We continue to reduce the council's own carbon footprint and encourage and support others in West Lothian to reduce theirs".

### Q3) Policies and Actions to Reduce Emissions

Please detail any of the specific policies and actions which are underway to achieve your emission reduction targets

Sector	Start year for policy /action implementation	Year that the policy/action will be fully implemented	Annual CO <sub>2</sub> saving once fully implemented (tCO <sub>2</sub> )	Latest Year measured	Saving in latest year (tCO <sub>2</sub> )	Status	Metric/ indicators for monitoring progress	Delivery Role	During project/policy design and	Please give further details of this behaviour change activity	Value of Investment (£)	Ongoing Costs (£/year)	Primary Funding Source for Implementation of Policy/Action	Comments
Transport	2017	2022				Complete	Number of schools with a school travel plan in place. Number of cycle friendly schools. Aiming for 100% uptake in Bikeability Levels 1 and 2 at primary school level.	Enabling	Yes-ISM	West Lothian Active Travel Plan 2016-21 contains an action to promote adoption of school travel plans by all schools in West Lothian. Related actions to encourage schools (primary and secondary) to become Cycle Friendly Schools - baseline 0 early 2015, 6 in early 2016. Increase number of children receiving Bikeability Level 2 training.			Only staff time required to develop travel plans - actions within them may require budget which is sourced as and when possible (e.g.Sustrans and council funding for new cycle or scooter parking). NHS and West Lothian Council funding of council Health Improvement Team; Transport Scotland funding of Smarter Choices Smarter Places programme; Cycling Scotland funding for cycle friendly	

												community and school work.	
Transport	2016	2022				Qualitative - progress recorded on an annual basis	Direct	Yes-ISM	Modal shift - Private Vehicle to Active Travel (Cycling/Walking). Actions include: Provide cycle training to adults; providing bike lending libraries within communities to overcome barrier of no access to a bike; improve information on sustainable travel; build community capacity on community mapping to increase awareness of smarter travel opportunities.			NHS and West Lothian Council funding of council Health Improvement Team; Transport Scotland funding of Smarter Choices Smarter Places programme; Cycling Scotland funding for cycle friendly community and school work.	Engagement using ISM approach recorded in Active Travel Plan at <a href="http://www.westlothian.gov.uk/activetravel">www.westlothian.gov.uk/activetravel</a> .

Please provide any detail on data sources or limitations relating to the information provided in Table 3

**Q4) Partnership Working, Communications and Capacity Building - Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.**

Key Action Type	Description	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
-----------------	-------------	-----------------------------	---	------------------	-----------------	---------------------	---------	----------

Partnership Working	The council facilitated setting up of Climate Action Hub in West Lothian as part of Scottish Government incentive to encourage community groups to take forward climate projects	Partnership working of climate change or sustainability	Participant	NA	Scottish Communities Climate Action Network	Voluntary Sector Gateway, Community Councils, Community Development Trusts, West Lothian Food Network	NA	
Partnership Working	The council participated in Climate Action Towns a Scottish Government incentive to engage communities who have previously not engaged with climate change incentives	Partnership working of climate change or sustainability	Participant	NA	Architecture and Design Scotland		A final report will be produced in 2023	

### Other Notable Reportable Activity

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Water	Willow Spilling at Polkemmet Country Park	Lead	Enhanced biodiversity and increased resilience to effects of climate change by reducing bank erosion of River Almond during flash floods	Parks and woodlands Ranger service with Friends of Polkemmet and volunteer ranger service
Biodiversity	Restoration of unimproved neutral grassland at Skolie Burn SSSI site through conservation grazing tenancy.	Lead	Improved species diversity and increased resilience to effects of climate change. Long-term protection and enhancement of nationally declining habitat type.	Parks and woodlands Ranger service with local farmer and Skolie Burn meadow charity
Biodiversity	Conservation grazing of neutral Grassland at Balvormie meadow, Beecraigs Country Park	Lead	Improved species diversity and increased resilience to effects of climate change. Long-term protection and enhancement of nationally declining habitat type.	Parks and woodlands Ranger service
Biodiversity	Removal of encroaching vegetation to maintain open water as part of wetland mosaic of habitats at Little Boghead Nature Park LBS	Lead	Improve species and habitat diversity by offering a wider range of habitats for	Parks and woodlands Ranger service

			invertebrates, amphibians, birds and mammals.	
Biodiversity	Removal of encroaching vegetation to maintain open water as part of wetland mosaic of habitats at Balvormie Pond, Beecraigs Country Park	Lead	Improve species and habitat diversity by offering a wider range of habitats for invertebrates, amphibians, birds and mammals.	Parks and woodlands Ranger service
Biodiversity	Removal of encroaching vegetation to maintain open water as part of wetland mosaic of habitats at Polkemmet Country Park	Lead	Improve species and habitat diversity by offering a wider range of habitats for invertebrates, amphibians, birds and mammals.	Parks and woodlands Ranger service
Biodiversity	Community tree planting event at Nelson Park, Armadale. 1700 trees planted with local primary school children	Lead	Tree planting to increased species / habitat diversity and enhances ecosystem services – in particular water regulation, air quality, informal learning and also carbon sequestration.	Parks and woodlands Ranger service and Ecology & Biodiversity - Queens Green Canopy in partnership with Green Action Trust
Water	Paths improved at Stoneyburn, as part of the Access Strategy	Lead	Mitigating against flash flooding and other extreme weather events providing increased resilience to climate change	Parks and woodlands Ranger service - Town improvement Fund and rural path capital fund

Water	Paths improved at Linhouse as part of the Access Strategy	Lead	Mitigating against flash flooding and other extreme weather events providing increased resilience to climate change	Parks and woodlands Ranger service - Rural path capital fund
Water	Paths improved at Blackmoss as part of the Access Strategy	Lead	Mitigating against flash flooding and other extreme weather events providing increased resilience to climate change	Parks and woodlands Ranger service. Town improvement Fund and rural path capital fund
Water	Paths improved at Beecraigs Country Park as part of the Access Strategy	Lead	Mitigating against flash flooding and other extreme weather events providing increased resilience to climate change	Parks and woodlands Ranger service - rural path capital fund
Water	Path surfaces improved Almondell part of Almondell & Calderwood Country Park	Lead	Increased resilience to effects of climate change, as paths are more accessible and less prone to erosion/ ponding/ flooding. Also improves physical activity/health.	Woodland Officer - Scottish Forestry WIAT grant, Calderwood Development Planning Gain & Sustainable Woodland Management Capital funds
Biodiversity	Replanting / regeneration 2ha recently felled Larch Wood – a Planted Ancient Woodland Site in Almondell	Lead	Ancient Semi-Natural Woodland returning to mainly native broadleaves on the steep bank above River Almond. Increased species/habitat	Woodland Officer - Funding as above

			diversity and long-term resilience of riparian woodland. Some ash suffering from ADD retained to decline naturally and provide standing deadwood habitat – improves habitat and species diversity.	
Biodiversity	Replanting 2ha recently felled larch and ash from the South Drive Wood, Almondell	Lead	Larch and ash plantation, at risk of succumbing to disease, felled and replanted with mainly native broadleaves (with some conifers and non-native broadleaves for seasonal colour). Will increase biodiversity and long-term resilience of woodland.	Woodland Officer - Funding as above. Most planting done by Friends of Almondell & Calderwood, plus schools, M&G corporate and public planting events
Biodiversity	Planting 140 individual specimen trees in more formal parts of Almondell	Lead	Increases biodiversity and resilience of this designed landscape with replacements for the 200year old trees which are gradually senescing and having to be removed for public safety	Woodland Officer - Funding and planting as above

Food & Drink	37 fruit trees planted at Almondell and Beecraigs	Lead	To be used as an educational resource re locally produced food. Increases biodiversity and enhances ecosystem services – in particular reducing air temperature, improving air quality and increased pollination.	Woodland Officer
Resource Use	Event with mobile sawmill showing timber products being sawn from Almondell grown larch and hardwoods	Lead	Part of an event to celebrate 40 years of the country park attended by local primary school children and the general public who planted trees and also learned about timber as a sustainable resource.	Woodland Officer
Resource Use	Thinning at Beecraigs Forest	Lead	Sustainable management of forest area produced 2k tonnes of softwood timber for use in buildings, fencing, chipboard and biomass. Stands of trees being left beyond their	Woodland Officer - Produces income to enable other woodland and access work to be undertaken.

			normal rotation increasing amenity and biodiversity value.	
Water	Path surfaces improved and drainage installed in 4 urban parks – Letham Park - Pumpherston, Langton Park – East Calder, Bellsquarry Park – Livingston, Wyndford Park, Broxburn.	Lead	Increased resilience to effects of climate change, as paths are more accessible and less prone to erosion/ ponding/ flooding. Also improves physical activity/health.	Open Space – Open Space Capital funds
Biodiversity	Raingardens installed and seeded/planted in 3 parks – Letham Park - Pumpherston, Wyndford Park – Broxburn, Falcon Brae Park - Livingston (restored)	Lead	Raingardens enhance species/habitat diversity and enhance ecosystem services – in particular water regulation (slows site drainage and reduces flood events), informal learning and pollination.	Open Space / Ecology & Biodiversity – Open Space Capital funds and Nature Restoration Fund. In partnership with Green Action Trust
Food & Drink	Promote domestic composting by providing facilities for each new house either individually or within a community allotment	Lead		
Biodiversity	Tree planting in 4 parks – Letham Park - Pumpherston, Langton Park - East Calder, KGV Playing Fields - Uphall, Wyndford Park - Broxburn.	Lead	Planting enhances biodiversity in parks, and enhances ecosystem services, particularly creating shade and reducing air temperature, improving air quality	Open Space / Ecology & Biodiversity– Open Space Capital Funds, Nature Restoration Fund (Wyndford Park). In partnership with Green Action Trust

			and storing carbon. Fruit trees also provide food.	
Biodiversity	High density bulb planting in 4 parks – Bellsquarry Park, Livingston Langton Park, East Calder, KGV Park, Uphall, Wyndford Park, Broxburn	Lead	New habitat enhances species / habitat diversity. And enhances ecosystem services – specifically water regulation, informal learning and pollination. Reduced grass cutting in bulb areas also requires less use of machinery, therefore reduces carbon emissions.	Open Space / Ecology & Biodiversity – Open Space Capital Funding, Nature Restoration Fund (Wyndford Park)
Water	Drainage work completed at Glasgow Road Cemetery and Fauldhouse Cemetery	Lead	Increased resilience to effects of climate change, mitigates local flooding	Cemeteries – Open Space Capital funds
Water	Glasgow Road Baby Cemetery section plans confirmed for Bund to protect area from Burn bursting its banks last year.	Lead	Increased resilience to effects of climate change, mitigates local flooding.	Cemeteries – Open Space Capital funds
Biodiversity	Planting of golden weeping willow to reduce surface water in section of Adambrae cemetery	Supporting	Improved species diversity and increased resilience to effects of climate change.	Cemeteries – Funded through Scottish Government Town Centre Fund
Biodiversity	Planting of 3600 trees at Howden Park in Livingston	Lead	Improved species/habitat diversity, reduced mowing, increased	Ecology & Biodiversity – Funded through WLC Climate Emergency Fund and Nature Restoration Fund.

			resilience to the effects of climate change, enhanced ecosystem services.	In partnership with Green Action Trust
Other (please specify in comments)	Active travel Resurfaced paths, some drainage, removal of invasive species and vegetation management along the Livingston North Blue Green Network	Lead	Upgraded paths and sightlines between Livingston North train station and the Civic Centre, in order to encourage more people to use active travel routes.	Ecology & Biodiversity – Funded through WLC Climate Emergency Fund. In partnership with Green Action Trust
Biodiversity	Three Wee forests – Parkhead - West Calder, Addiewell primary school campus, Whitburn schools campus	Supporting	Increased awareness of environmental issues through school participation. Increased species/habitat diversity and enhanced localised ecosystem services.	Ecology & Biodiversity – Funded through WLC Climate Emergency Fund and Nature Restoration Fund. In partnership with Edinburgh & Lothians Greenspace Trust
Biodiversity	Tree planting along the Shale Trail via the Greening the Shale Trail initiative	Lead	Increased biodiversity in key areas along the Shale trail route, with enhanced ecosystem services.	Ecology & Biodiversity and Planning - Funded through WLC Open Space Capital and the WLC Climate Emergency Fund. In partnership with Edinburgh & Lothians Greenspace Trust

DATA LABEL: PUBLIC

**COUNCIL EXECUTIVE****EDINBURGH & SOUTH EAST SCOTLAND CITY REGION DEAL ANNUAL REPORT 2021/22 AND REVIEW OF CITY REGION DEAL JOINT COMMITTEE GOVERNANCE ARRANGEMENTS****REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT****A. PURPOSE OF REPORT**

The purpose of this report is to inform Council Executive off the content of the Edinburgh & South East Scotland City Region Deal Annual Report 2021/22 and to consider the appropriateness of City Region Deal Joint Committee governance arrangements.

**B. RECOMMENDATION**

It is recommended that Council Executive:

1. Notes the publication of the Annual Report for 2022;
2. Notes the progress being made on City Region Deal projects including those in West Lothian;
3. Agrees the council's continued participation in the City Region Deal and on the associated Joint Committee as per current arrangements; and
4. Agrees that a further review should be undertaken in two years unless circumstances dictate an earlier review.

**C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>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</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The report itself does not raise any strategic environmental assessment, equality or risk issues. However, some of the project detailed in the annual report will require regulatory consents and specific assessments will be considered at that stage.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None.

<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Supports outcomes 1, 2, 3 & 4 of the Single Outcome Agreement.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	<p>The report does not raise any specific financial, staffing or property issues for West Lothian. During 2021/22 the City Region Deal drew down £58.09 million of City Region Deal Funding provided by the UK and Scottish Governments.</p> <p>Funding of the City Region Deal Programme Management Office is provided on an equal share basis by all partners, including the West Lothian Council. In West Lothian these costs are met from the approved revenue budget.</p>
<b>VII</b>	<b>Consideration at PDSP</b>	Key project stages in West Lothian are and will be reported, as appropriate, to PDSPs.
<b>VIII</b>	<b>Other consultations</b>	None.

## **D. TERMS OF REPORT**

### **D.1 Background**

Each year, the Edinburgh & South East Scotland City Region Deal Programme Management Office is required to produce an annual report to detail progress with project delivery and alignment with the vision and inclusive growth outcomes for the city region.

The report for 2021/22 contains a City Region Deal overview, a financial statement (for the financial year 2021/22), a short summary of progress on each project and programme and expected milestones to be achieved in the next year. This year, a series of case study videos are embedded in the report to demonstrate how the Deal's projects and programmes are benefiting the city region.

### **D.2 Progress at 2021/22**

The Annual Report for 2021/22 is an overall progress report for the City Region Deal programme between 1 August 2021 and 31 July 2022, with the exception of the Financial Statement which contains financial information for the financial year 2021/22. The report shows significant progress across the 20 projects and programmes within the City Region Deal. While cost inflation has affected the budget of some of the projects which are in delivery, all are considered to be within acceptable time and budget parameters.

A summary of the status of the projects is as follows. Comparative details for the previous year are also included:

- 2 projects were in Stage 1: *Define*, which means that the project's business case is yet to be completed (6 in 2021), Edinburgh and South East Scotland City Region Deal Joint Committee.

- 15 are were Stage 2: *Implement*, which means that the project's business case has been approved by Joint Committee and is in the process of being implemented (13 in 2021).
- 6 are were Stage 3: *Deliver*, which means that the project has been implemented and is working towards delivering its objectives (5 in 2021).
- 14 projects are considered to be on target to be completed on time (green score) or have been completed on time (14 in 2021).
- 9 projects are delayed, but considered to be within an acceptable range, with management action in place to address the issue (amber score). (10 in 2021).
- 19 projects were considered to be on target to be completed within the specified budget (green score) or have been completed within the specified budget (19 in 2021).
- 2 projects were projected to cost more than the specified budget, but considered to be within an acceptable range, with management action in place to address the issue (amber score). (2 in 2020).

£58.09 million of Government money was drawn down in the 2021/22, comprising £54.02 million for capital projects and £4.07 million to support the revenue programme.

### **D.3 Next Stages**

Looking ahead for 2022/23, the report sets out that significant progress with project delivery is expected including:

- A Public Local Inquiry for A720 Sheriffhall roundabout to be held in late 2022/early 2023;
- Completion of junction works at Queen Margaret University for Food and Drink Innovation Hub in January 2023, and the commencement of the construction of the hub itself in July 2023;
- Completion of the West Edinburgh Transport Improvement Plan Outline Business Case in Summer 2023; •
- Completion of the Usher Institute building in July 2023; and
- Three new learning pathways piloted by the Housing and Construction Infrastructure project to be deployed as national programmes, upskilling 200 people working in construction within the region.

There will be a West Lothian interest as partners in all of these projects but the West Edinburgh Transport Improvement Plan, which includes transport improvements along the A89 corridor from Broxburn to West Edinburgh will be of particular interest. Progress will be reported via the PDSP and to Council Executive at key decision making and implementation stages.

#### **D.4 CITY REGION DEAL JOINT COMMITTEE**

In May 2018 Council agreed, following a report to Council, to participate on the Edinburgh & South East Scotland City Regional Deal Joint Committee as the principal decision making body for the City Region Deal. The council had previously agreed participation in the City Region Deal but, in doing so, it was clear that sovereignty of the council with respect to policy and financial decisions should be retained. The remit for Joint Committee agreed at the time addressed this requirement.

In agreeing participation on the Joint Committee, Council required that a review of the appropriateness of the governance arrangements would be undertaken every two years. Since then changes to governance arrangements have been reported to and agreed by Council Executive, most notably relating to the introduction of an Elected Member Oversight Committee as a 'sub-committee' dealing principally with strategic planning issues. This change was progressed in anticipation of the winding-up of SESplan, the strategic planning authority for Edinburgh and the South East of Scotland. Strategic Planning Authorities are being disbanded through implementation of the Planning (Scotland) Act 2019.

A report on the Elected Member Oversight Committee and its relationship with Joint Committee was reported to Council Executive on 6 October 2020 together with a proposed Minute of Agreement to vary the remit of Joint Committee. The Minute of Agreement was approved by Council Executive and the five other local authority partners. The revised remit is imbedded in the Minute of Agreement which is attached to this report as Appendix 2. The current governance structure is appended as Appendix 3.

It is now two years since these changes were made and in accordance with the agreement by Council in May 2018 the appropriateness of the arrangements, from a West Lothian perspective, should be reviewed.

As set out elsewhere in this report the City Region Deal continues to deliver against the agreed objectives and over the period since the last review of arrangements there have been no governance difficulties from the council's perspective. In particular there have been no policy or financial decisions by Joint Committee which adversely impact on the council's objectives.

For these reasons it is recommended that the council continues to participate on the Joint Committee, and in the wider City Region Deal, as per current arrangements. City Region Deal progress reports, including Joint Committee Minutes, will be presented to the Economy, Community Empowerment and Wealth Building PDSP at key progress stages and the next Annual Report will also be presented to Council Executive.

#### **E. CONCLUSION**

The Edinburgh & South East Scotland City Region Deal Annual Report 2021/2022 details that significant progress continues to be made in delivering City Region Deal projects and achieving the expected benefits of the partnership approach. The positive progress to date is set against a background of increasing challenges with delivering capital projects.

The report also details expected progress in 2022/23 including projects which will be delivered in West Lothian.

## **F. BACKGROUND REFERENCES**

Key City Region Deal documentation can be accessed via: [DOCUMENTS — The Edinburgh and South East Scotland City Region Deal \(esescityregiondeal.org.uk\)](https://esescityregiondeal.org.uk)

The interactive version of the Annual Report can be accessed at:  
<https://youtu.be/1ONfuygDBB0>

Appendices/Attachments: Three

Appendix 1: The Edinburgh and South East Scotland City Region Deal Annual Report 2021/22.

Appendix 2: The Edinburgh and South East Scotland City Region Deal Minute of Agreement.

Appendix 3: City Region Deal Governance Structure.

Contact Person: Craig McCorriston, Head of Planning, Economic Development & Regeneration.  
Email [craig.mccorriston@westlothian.gov.uk](mailto:craig.mccorriston@westlothian.gov.uk)

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

15 November 2022



**CITY  
REGION  
DEAL**

Edinburgh  
& South East  
Scotland

## **ANNUAL REPORT** 2021 – 2022





## Contents

Executive Summary	3
1. Forewords	7
2. City Region Deal Overview	9
3. Financial Statement	14
4. The Deal – summary of progress	17
5. Our Approach to Benefits Realisation	58
6. Regional Prosperity Framework	60
7. The Year Ahead	62
8. Contacts and External Links to Further Information	63

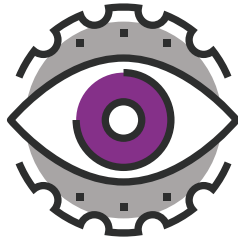


## Executive Summary

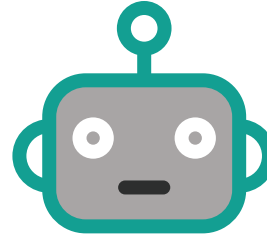
### Key Achievements



**£58.1m** of Government funding spent in 2021/22 – **£226m** (38% of total since 2018/19)



**21** of the **23** projects now in **Implementation** or **Delivery** phase



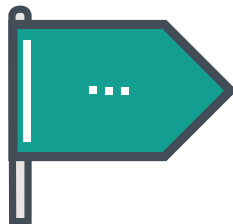
Construction of **£22.5m National Robotarium** complete.



**46,000 public engagements** with Easter Bush Science Outreach Centre



**6** new data-driven Masters programmes launched at Edinburgh Futures Institute



**73** data output projects delivered by DataLoch



IRES programme has improved the skills of **18,000 people** and helped 620 people into work



**£82,000 of Data Skills Credits** awarded, benefiting 264 learners



**Construction of 75 net zero carbon homes** began in Granton Waterfront



**350 mid-market rental homes** have been completed through Edinburgh Living



## Executive Summary

### Timeline



**£3m awarded** to the Region through the Bus Partnership Fund



**Green Skills research completed** by Labour Market Analysis & Evaluation programme



**ESEScommunities.org launched** as a portal to assist in delivering for community benefits across the programme



**Granton Waterfront Regeneration** Outline Business Case approved by Joint Committee



**Independent global data institute** for child safety established (supported by Edinburgh Futures Institute DDI programme)



**Short videos produced** raising awareness of the **DDI** and **HCI** Skills Gateways



**Commencement of the Junction Works** for Edinburgh Innovation Hub (Queen Margaret University)



**Proud to Care videos and campaign launched** to attract staff to the Health and Care sector



**Business Case for Dunard Centre approved** by Joint Committee



**Regional Prosperity Framework for Delivery complete**, which will be a catalyst for Regional Prosperity



Joint Committee **endorsed the Forth Green Freeport** bid to boost innovation and inclusive growth within our communities



**Topping out ceremony** for Usher Institute



## Executive Summary

### Video Highlights

A showcase of the diverse and innovative initiatives supported by the Edinburgh and South East Scotland City Region Deal, featuring the people and organisations behind the projects, their delivery partners across the region, and those who are benefiting.

#### Gaelic Speech Recognition Tool

The award-winning Speech Recognition Tool for the Gaelic language received support through the City Region Deal's Data-Driven Innovation initiative. We caught up with Will Lamb from the University of Edinburgh and Margaret Cameron from MG Alba to hear how partnership working has helped the delivery of benefits from the project.



#### The International Severe Acute Respiratory Infection Consortium (ISARIC)

City Region Deal investment in supercomputing and data analytics is helping projects such as ISARIC4C, the largest study of hospitalised patients with Covid19. We spoke to Lucy Norris and Wilna Oosthuyzen from the University of Edinburgh to hear more about this life saving project.



#### Easter Bush Science Outreach Centre

Run by the Roslin Institute's Public Engagement team, the Easter Bush Science Outreach Centre is contributing towards City Region Deal goals of increasing data and digital skills in South East Scotland. Jayne Quoiani, Education & Engagement Officer at the Roslin Institute, and Amy Dixon, Education Manager for Early Years and Primary at SSERC, explain how they worked together to support primary staff and learners.



#### Creative Informatics

The ground breaking Creative Informatics programme is one of many projects that have received support through the City Region Deal's Data-Driven Innovation initiative. We caught up with Nicola Osborne from the University of Edinburgh and artist Andrew Brooks to hear more about how the programme is helping creative entrepreneurs in South East Scotland.



#### Job retention in the Scottish football industry

This partnership with many of Scotland's top football clubs received support through the City Region Deal's Data-Driven Innovation initiative. We caught up with Grant Jarvie from the University of Edinburgh and Sam Tanenbaum from Hibernian football club to hear how the project helped fans and clubs during the Covid19 pandemic.





## Executive Summary

### Dunard Centre

The creation of a new world-class performance venue in Edinburgh is underway. This dedicated new space for music and the performing arts will provide a hub for a wide variety of performance. We spoke to Emma Clark and her mum, Elaine Clark, about why they are excited to welcome this venue, and Gavin Reid, Chair of Impact Scotland, who explained what the region might expect from the Dunard Centre.



### Intensive Family Support Service (IFSS)

IFSS is a regional service that takes a tailored, needs-led approach to supporting families experiencing multiple disadvantages. Kerry Jones, a family support worker from Fife Gingerbread explains more about the service whilst a family who has received support from IFSS tell us about the benefits they have experienced.



### Integrated Employer Engagement (IEE)

Ellen Munro, Integrated Employer Engagement Manager, explains how the project supported employers with skills gaps and recruitment challenges through a targeted Health and Social Care training programme. Karen Feeley, a long-term unemployed, stay-at-home mum, also tells us how she overcame several barriers to secure employment after completing this programme and is now progressing to a senior position with a local Fife care provider.



### Regional Community Wealth Building (CWB)

[www.esescommunities.org](http://www.esescommunities.org), launched through the Integrated Employer Engagement Project, continues to link charitable and community causes to commercial suppliers to address the needs of local communities under the CWB agenda. This video tells the story of how Maxi construction, based in Livingston, provided cross regional food donations to the value of £2,000 to organisations in Edinburgh and the Scottish Borders, including Pennywell Pantry, Burnfoot Community Hub and Hawick Salvation Army.



### The National Robotarium

Ross Clark, from Heriot-Watt University, and David Cairns, of Robertsons Central East, explain how the National Robotarium - one of six data-driven innovation hubs created through the City Region Deal - has made community outreach and the delivery of community benefits a big part of the Robotarium's construction and activities.





## 1. Forewords

### Cllr Russell Imrie

Convener of the Edinburgh and South East Scotland City Region Deal Joint Committee

It is now four years since the Edinburgh and South East Scotland City Region Deal was signed, and we continue to make excellent progress in delivering the £1.4 billion programme in partnership. The regional partnership brings together six local authorities, four universities, six colleges and the Regional Enterprise Council – made up of business, social enterprise and third sector representatives from across the region.

With the approval of the business cases for the Edinburgh Innovation Hub and the Dunard Centre, 18 of the Deal's 20 projects are now being implemented. Greater detail about every project is in **Section 4**.

Short videos throughout the report highlight the positive impact that projects are already having on our residents' lives.

Building upon the Deal, a Regional Prosperity Framework was approved in September 2021, which identifies the strategic priorities where public and private investment would best drive the region forward in a sustainable and inclusive manner. A Delivery Framework will be considered in September 2022. You can read more about this regional collaboration in **Section 5**.

Beyond the Deal's projects, our regional cohesion and robust governance enables us to respond effectively to challenges and opportunities. Examples include:

### Cllr Russell Imrie



- Developing a regional Bus Service Improvement Partnership to deliver £3.03m of regional bus improvements from the Scottish Government's **Bus Partnership Fund**.
- Joint Committee **endorsing the Forth Green Freeport** bid to boost innovation and inclusive growth within our communities.
- Contributing our regional perspective to key consultations including National Planning Framework 4; the National Strategy for Economic Transformation; and the Strategic Transport Projects Review 2.
- Establishing a series of regional propositions for the region's six local authorities to bid into together to the UK Government's **Shared Prosperity Fund** over the next three years.

For our local, regional and national wellbeing, we will continue to work in partnership to realise our ambitions for a strong and sustainable economic recovery, where the benefits are enjoyed by all.



## 1. Forewords

### Claire Pattullo and Garry Clark

Chair and Vice Chair of Regional Enterprise Council

It has been a pleasure to reflect on the significant progress made in Year 4 of the Edinburgh and South East Scotland City Region Deal. The Regional Enterprise Council (REC) was formed in November 2018 to advise the Deal's decision-making body, the Joint Committee, on the delivery of projects across the city region and to encourage further investment opportunities. In directly participating on the Joint Committee, we represent business, social enterprise and wider third sector across the region and help to ensure that the benefits from the Deal support our shared ambition for achieving sustainable and inclusive economic growth throughout the city region. The REC has significant representation on the Elected Member Oversight Committee - which has shaped the ambition and strategic direction of the Regional Prosperity Framework which is the articulation of the next phase of the development of the regional economy.

**REC members bring a broad range of experience, expertise and wide networks to best represent business, social enterprise and wider third sector across the city region.**

We helped to develop the Regional Prosperity Framework vision in 2021 and have continued to help shape the related Framework for Delivery. The REC has influenced tourism and Community Wealth Building activity across the region, promoted good quality housing and sustainable communities and lent its advocacy to the Forth Green Freeport bid in June 2022.



**Claire Pattullo**  
Edinburgh Social  
Enterprise Network



**Garry Clark**  
Federation of Small  
Businesses

There was particular support for the bid's strong focus on quality jobs, upskilling, small business facilities and a 'Just Transition' away from hydrocarbons. This should help to both tackle inequalities and to achieve our net-zero carbon aspirations.

REC members have responded to presentations on the QMU Food and Drink Hub and the Dunard Centre business cases as well as being represented on the Integrated Regional Employability & Skills (IRES) Board where initiatives such as the **Proud to Care** campaign demonstrate the ability of IRES to be proactive in supporting the staffing crisis in the health and care sector.

The REC is particularly determined to promote the use of Community Wealth Building, to ensure that every Deal programme works together to maximise synergies. We therefore welcomed additional funding for the regional Community Wealth Building project focused on maximising community benefits via the **regional portal** and building an anchor network.

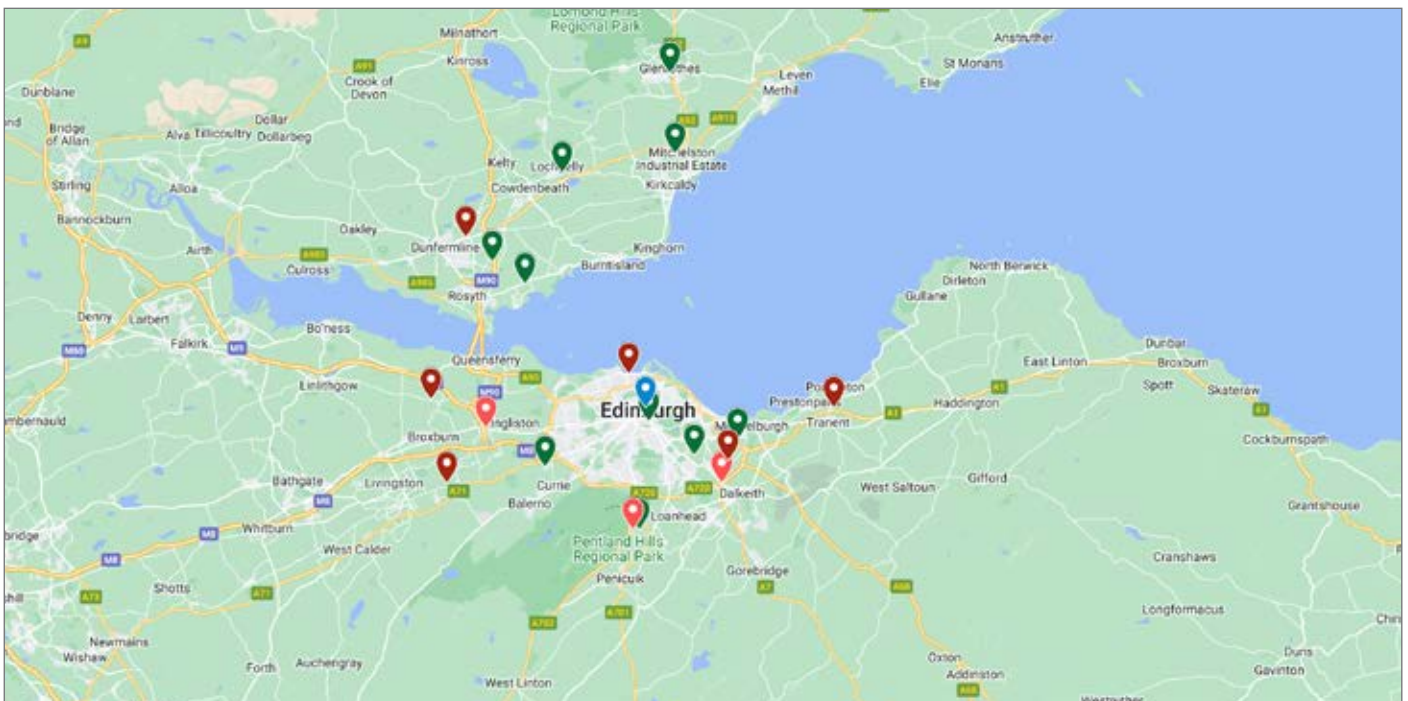
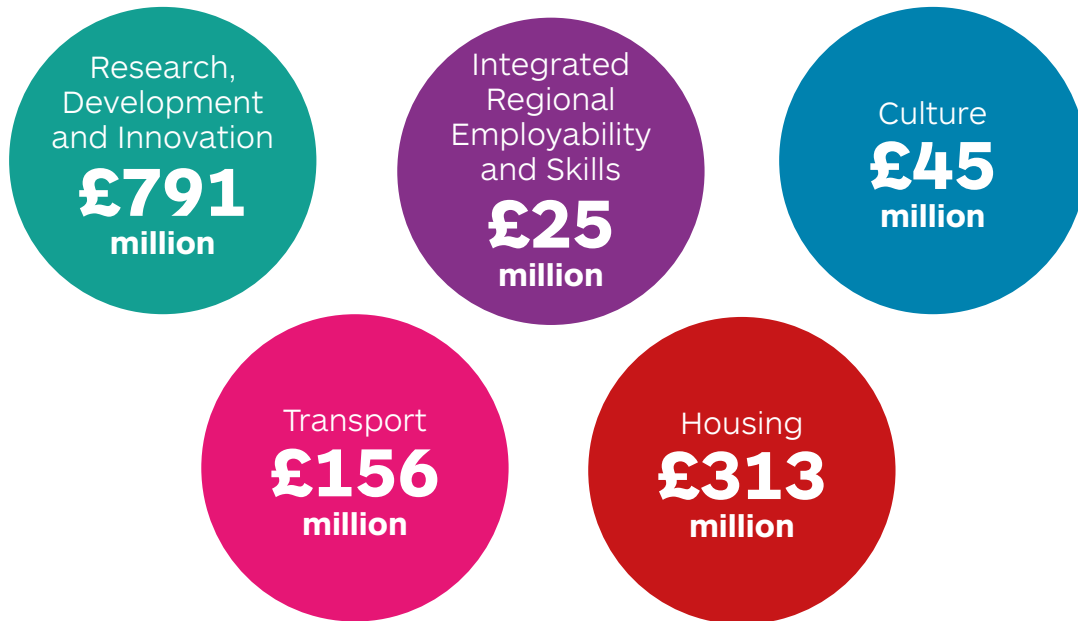
We look forward to promoting inclusive growth ambitions still further through both City Region Deal activities and wider regional collaboration.



## 2. City Region Deal Overview

### Status of Projects and Finances

The Edinburgh and South East Scotland City Region Deal is a **£1.4 billion, 15-year programme** aimed at driving productivity and reducing inequalities through five key themes:



**This map shows where the projects are located across the region**

Integrated Regional Employability and Skills (IRES) activity spans across the whole City Region and is integrated into all projects.

-  Research, Development and Innovation
-  Transport
-  Culture
-  Strategic Housing Sites



## 2. City Region Deal Overview

The 23 City Region Deal projects are listed in the Table below. More detail on the projects, including their current status in **Section 4**.

**Table 1: Status of Programmes and Projects – 1 April 2022**

Theme/Programme/Project	Location	(Expected) Business Case Approval	Stage	On Time?	On Budget?
<b>Research, Development and Innovation</b>					
Edinburgh International Data Facility (Previously known as World Class Data Infrastructure)	Edinburgh/Midlothian	<b>Dec 18</b>	2. Implement		
Bayes Centre	City of Edinburgh	<b>Dec 18</b>	3. Deliver		
National Robotarium	City of Edinburgh	<b>Dec 18</b>	2. Implement		
Edinburgh Futures Institute	City of Edinburgh	<b>Mar 19</b>	2. Implement		
Usher Institute	City of Edinburgh	<b>Sep 19</b>	2. Implement		
Easter Bush	Midlothian	<b>Mar 21</b>	2. Implement		
Edinburgh Innovation Park (Food and Drink Innovation Hub)	East Lothian	<b>Jun 21</b>	2. Implement		
Fife Industrial Innovation Investment	Fife	<b>Mar 19</b>	2. Implement		
Borders Innovation Park	Scottish Borders	<b>Mar 19</b>	2. Implement		
<b>Integrated Regional Employability and Skills</b>	Cross-Regional	<b>Dec 18</b>			
Integrated Knowledge Systems	Cross-Regional	<b>Jun 19</b>	3. Deliver		
Labour Market Analysis and Evaluation	Cross-Regional	<b>Jun 19</b>	3. Deliver		
Integrated Employer Engagement	Cross-Regional	<b>Jun 19</b>	2. Implement		
Intensive Family Support	Cross-Regional	<b>Mar 19</b>	3. Deliver		
Data-Driven Innovation Skills Gateway	Cross-Regional	<b>Mar 19</b>	2. Implement		
Housing and Construction Infrastructure Skills Gateway	Cross-Regional	<b>Mar 19</b>	2. Implement		
Workforce Mobility	Cross-Regional	<b>Jun 19</b>	2. Implement		

Table continues overleaf



## 2. City Region Deal Overview

The 23 City Region Deal projects are listed in the Table below. More detail on the projects, including their current status in **Section 4**.

**Table 1: Status of Programmes and Projects – 1 April 2022**

Theme/Programme/Project	Location	(Expected) Business Case Approval	Stage	On Time?	On Budget?
<b>Transport</b>					
West Edinburgh	City of Edinburgh	<b>Sept 23</b>	1. Define		
A720 (Sheriffhall Roundabout)	Edinburgh/Midlothian	<b>TBC</b>	1. Define		
<b>Culture</b>					
Dunard Centre	City of Edinburgh	<b>Mar 22</b>	2. Implement		
<b>Regional Housing Programme</b>	Cross-Regional	<b>Sep 19 (work prog report)</b>			
Affordable Housing Programme	Cross-Regional	<b>N/A</b>	3. Deliver		<b>N/A</b>
Seven Strategic Sites	Cross-Regional	<b>Winchburgh: Aug 18 Dunfermline: Jun 21 Grantont: Dec 21</b>	2. Implement		
Innovation and Skills	Cross-Regional	<b>Others TBC</b>	2. Implement		<b>N/A</b>
Edinburgh Living (housing company)	Cross-Regional		3. Deliver		

### Project Stages

Stage no.	Definition
1. Define	Business case being developed, and not yet approved by Thematic Board and Joint Committee.
2. Implement	Business case has been approved by Thematic Board and Joint Committee, and is being implemented. In a capital project, this may be construction; for skills projects this may be establishing a course or system.
3. Deliver	Project is in place and benefits realisation framework to assess if it is achieving its objectives.
4. Legacy	Project has resulted in mainstreaming or improvements to business as usual (impact) that is generated beyond the funded period.

**T:** Status against **timeline** set out in business case/implementation plan **B:** Status against budget set out in financial plan

RAG Status	Definition – Timeline	Definition – Budget	Action Required
	In line with business case/ implementation plan	In line with spend set out financial plan for the current financial year.	No management action required
	Delay exists but is considered acceptable by PMO.	Spend is within acceptable range from what is set out financial plan for the current financial year. Project lead is confident that spend will be to profile at financial year end.	Management action is in place by senior management to address issues, and project is being closely monitored.
	Delay is significant.	Spend is outwith acceptable range from what is set out financial plan for the current financial year. Project lead does not consider that spend will be to profile at financial year end.	Immediate action is required by senior management and relevant Boards as appropriate to address issues. Issues must be highlighted to Government.



## 2. City Region Deal Overview

### Stages

As of 1 August 2022:

**2 Projects**  
are in



Define, which means that the project's business case is yet to be completed

**15 Projects**  
are in



Implement, which means that the project's business case has been approved by Joint Committee and is in the process of being implemented

**6 Projects**  
are in



Deliver, which means that the project has been implemented and is working towards delivering its objectives

### Time and Budget

**14 Projects**

are considered to be on target to be completed on time (green score) or have been completed on time

**9 Projects**

are delayed, but considered to be within an acceptable range, with management action in place to address the issue (amber score)

**19 Projects**

are considered to be on target to be completed within the specified budget so far for the 2022/23 financial year (green score) or have been completed within the specified budget

**2 Projects**

are projected to cost more than the specified budget so far for the 2022/23 financial year, but considered to be within an acceptable range, with management action in place to address the issue (amber score)

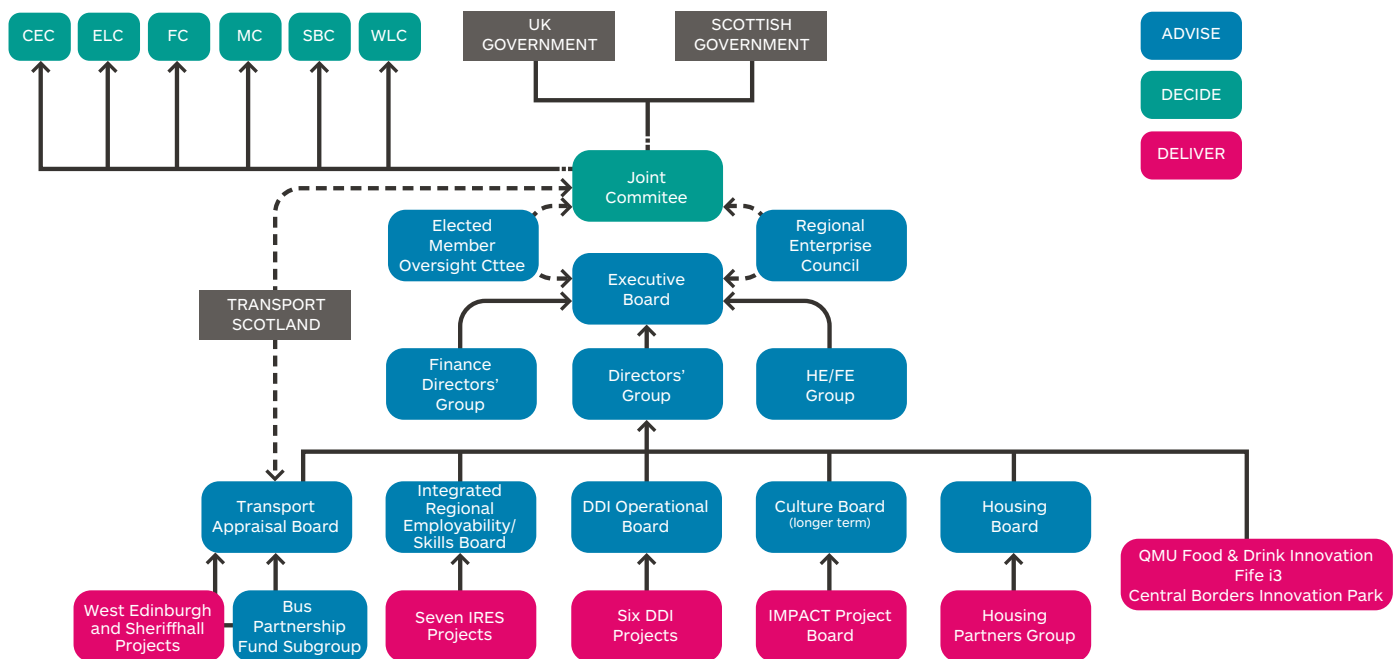


## 2. City Region Deal Overview

### Governance

The City Region Deal has a comprehensive governance structure. This is summarised in the diagram below. There is more detail on the Boards and Groups in Section 3 of the **Deal Document**:

### Functioning Governance





### 3. Financial Statement

This City Region Deal identifies new and more collaborative ways that partners will work with United Kingdom Government and Scottish Government to deliver change to the city regional economy. The Governments will jointly invest £600 million over the next 15 years and regional partners committed to adding in excess of £700 million, overall representing a deal worth £1.3 billion. Since the Deal was signed, partner investment projections have increased by over £84m. As a result, the value of the Deal is now almost £1.4 billion. A summary of the City Region Deal total over a fifteen-year period is shown in the Table 2:



**Table 2 Edinburgh and South-East Scotland City Region Deal Financial Summary**

Project	SG Contribution (£m)	UKG Contribution (£m)	Partner Contribution (£m)	Total Funding (£m)
Bayes Centre	2.24	30.31	68.50	101.05
Borders Innovation Park	15.00	0.00	14.14	29.14
Easter Bush	1.27	16.10	27.84	45.21
Easter Bush Link Road	0.00	10.90	19.10	30.00
Edinburgh Futures Institute	2.24	55.68	142.67	200.59
Edinburgh Innovation Hub	1.42	28.58	21.45	51.45
Edinburgh International Data Facility	0.67	78.93	119.45	199.05
Fife i3 Programme	35.00	0.00	15.10	50.10
National Robotarium	1.43	21.04	0.00	22.47
Usher Institute	0.73	48.46	37.05	86.26
<b>Total Research, Development &amp; Innovation</b>	<b>60.00</b>	<b>290.00</b>	<b>465.31</b>	<b>815.31</b>
Dunard Centre	10.00	10.00	54.93	74.93
<b>Total Culture</b>	<b>10.00</b>	<b>10.00</b>	<b>54.93</b>	<b>74.93</b>
Integrated Regional Employability & Skills Programme	25.00	-	-	25.00
<b>Total Integrated Regional Employability &amp; Skills</b>	<b>25.00</b>	<b>-</b>	<b>-</b>	<b>25.00</b>

Table continues overleaf



### 3. Financial Statement

Project	SG Contribution (£m)	UKG Contribution (£m)	Partner Contribution (£m)	Total Funding (£m)
A720 Sheriffhall Roundabout*	120.00	-	-	120.00
West Edinburgh Public Transport Improvement Programme	20.00	-	16.00	36.00
<b>Total Transport</b>	<b>140.00</b>	<b>-</b>	<b>16.00</b>	<b>156.00</b>
New Housing Partnership – Edinburgh Living**	15.00	-	248.00	263.00
Housing Infrastructure Fund**	50.00	-	-	50.00
<b>Total Housing</b>	<b>65.00</b>	<b>-</b>	<b>248.00</b>	<b>313.00</b>
<b>Grand Total</b>	<b>300.00</b>	<b>300.00</b>	<b>784.23</b>	<b>1,384.23</b>
*Includes £120m for Sheriffhall roundabout to be delivered by Transport Scotland.				
** Funding issued by Scottish Government (Housing). Partner contribution of £248m relates to CEC on-lending.				



### 3. Financial Statement

The City Region Deal Financial Summary for the period of April 2021 to March 2022 is set out in Table 3.

Total expenditure  
for the year  
amounted to...



**Table 3 Edinburgh and South-East Scotland City Region Deal 2021-22**

Project	2021-22	Cumulative (2018/19 - 2021/22)	
	CRD Expenditure (£'000)	CRD Expenditure (£'000)	CRD Expenditure as % of Funding
Bayes Centre	0	32.55	100%
Borders Innovation Park	2.13	2.33	16%
Easter Bush	0	16.42	95%
Easter Bush Link Road	0.39	0.39	4%
Edinburgh Innovation Hub	0	0	0%
Edinburgh Futures Institute	8.02	57.92	100%
Edinburgh International Data Facility	7.24	40.23	51%
Fife i3 Programme	4.29	9.34	27%
National Robotarium	13.26	15.32	68%
Usher Institute	16.02	21.77	44%
<b>Total Research, Development &amp; Innovation</b>	<b>51.35</b>	<b>196.27</b>	<b>56%</b>
Dunard Centre	1.88	1.88	9%
<b>Total Culture</b>	<b>1.88</b>	<b>1.88</b>	<b>9%</b>
Integrated Regional Employability & Skills Programme	4.07	7.49	30%
<b>Total Integrated Regional Employability &amp; Skills</b>	<b>4.07</b>	<b>7.49</b>	<b>30%</b>
A720 Sheriffhall Roundabout*	0.78	5.23	4%
West Edinburgh Public Transport Improvement Programme	0.10	0.11	1%
<b>Total Transport</b>	<b>0.88</b>	<b>5.34</b>	<b>4%</b>
New Housing Partnership – Edinburgh Living**	0	15.00	100%
Housing Infrastructure Fund**	0	0	0%
<b>Total Housing</b>	<b>0</b>	<b>15.00</b>	<b>23%</b>
<b>Grand Total</b>	<b>58.19</b>	<b>225.98</b>	<b>38%</b>

\*Scottish Government funded. Transport Scotland taking forward scheme delivery.

\*\* Funding issued by Scottish Government (Housing).

The Deal overall expended £225.98m of the £600m government funding from August 2018 to March 2022. This includes funding issued by Transport Scotland and Scottish Government Housing Department.



## 4. The Deal – summary of progress

This section summarises the themes, programmes and projects within the City Region Deal. It details the progress that has been made in line with the Implementation Plan.



Quarterly performance reports are shared between the Project Management Office (PMO) and Governments throughout the year and are published at each Joint Committee meeting.



## 4. The Deal – summary of progress

### Data-Driven innovation

In last year's report, the **Data-Driven Innovation** (DDI) initiative reported that it had drawn down almost £52 million in Government funding via the Edinburgh and South East Scotland City Region Deal, as investment for the creation of the DDI hubs – the Bayes Centre, Edinburgh Futures Institute, Usher Institute, Easter Bush, Edinburgh International Data Facility, and National Robotarium. This year, total drawdown in the local authority financial year to 31 March 2022 was £34 million.

The results of capital investment from United Kingdom and Scottish Governments are now becoming tangible, as construction work is expected to complete in 2023/24. In total, the DDI Innovation Hubs have added 53,000 square meters of innovation space – equivalent to ten football pitches. With every passing year since the launch of the DDI initiative in 2018, there are more and more examples of research, partnerships and other activities that have received support from the programme.

Another important step forward was the launch, in July 2022, of the DataLoch service. This milestone confirmed the establishment of the governance and technical infrastructure to permit researchers from any organisation to apply for health and social care data access. Notably, the governance was informed by gathering public perspectives around access to health data.

There are more highlights and details on the following pages from each of the DDI hubs.



*Part of the Edinburgh & South East Scotland City Region Deal*





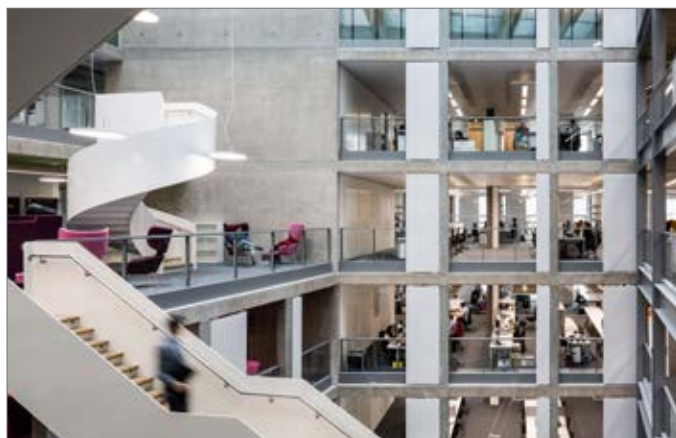
## 4. The Deal – summary of progress

### Bayes Centre

The Bayes Centre is a one-stop shop for technical data science and Artificial Intelligence expertise, facilitating data-driven innovation by partnering with a wide range of private and public collaborating organisations.

The Centre builds on the University of Edinburgh's academic excellence in the mathematical, computational, engineering, and natural sciences and translates these combined strengths to impact through the application of digital technology, robotics and autonomous systems, and space and satellites to the challenges of partners. Data science education, tech entrepreneurship and industrially driven, multidisciplinary Research and Development are the core pillars of its strategy to impact lives positively across the city, our region, nationally, and internationally.

Having opened in October 2018, the Bayes Centre has a growing track record of activities and outputs - including the creation of new high-value jobs, generating R&D investment, helping start-ups secure funding and helping thousands of people develop new data skills. Work has progressed at pace despite the COVID-19 disruption in 2020/21, with the team looking forward to welcoming a range of new members and partners during 2021/22 to join the 30 external organisations and programme participants who are co-located in our award- building.



The Bayes Centre is the University of Edinburgh's innovation hub for Data Science and Artificial Intelligence



The Bayes Centre held EIE London, an Innovation Showcase, hosted by First Minister of Scotland, Nicola Sturgeon and with speakers including Lord Mayor, City of London, Vincent Keaveny and London Stock Exchange CEO Julia Hoggett



First Minister of Scotland, Nicola Sturgeon hosted EIE London on behalf of the Bayes Centre



## 4. The Deal – summary of progress

### Headline achievements in 21/22

- Increased student numbers in the online learning programme **Data Science, Technology, and Innovation (DSTI) programme**.
- Developed online course with The Data Lab in Data Entrepreneurship for PhD students.
- Launched development plan to grow **Space & Satellites research activity**.
- Academic engagement strengthened through streamlining of **Alan Turing Institute** activities management into Bayes operations.
- Developed and deployed **OpportunityMatch** as a tool to easily discover University of Edinburgh academic expertise.
- Data Science Unit** established including development of consultancy framework, delivery model and publicity. The initial tranche of commercial projects is now underway.
- Established the PhD and early career academic entrepreneurial **Venture Builder Incubator** programme. The programme received 56 applications from which a cohort of 27 was selected.
- Cohort 4 of the Bayes **AI Scale-up Accelerator**, received over 90 applications – from young dynamic AI companies worldwide. The final cohort of 15 continue their journey on the programme. Previous cohorts of the Scale-up Accelerator have secured over £16 million funding to date.
- Thirty-six companies were selected to form the **EIE21 cohort**, with the event held virtually on 10 June.

### Next milestones (2022/23)

Due Date	Milestone
Oct 22	Appoint annual cohort of Bayes innovation fellows
Oct 22	Define strategy for discovery of available data assets
Jul 23	Continue scaling up the <b>Data Science, Technology and Innovation</b> programme, aiming for a target of 550 student course enrolments for 22/23
Jul 23	Undertake a series of Bayes-led seed funding projects
Jul 23	Engage in 26 innovation projects with external partners
Jul 23	Create/accelerate 24 companies through entrepreneurship support programmes



## 4. The Deal – summary of progress

### Easter Bush

**The Easter Bush Agritech hub** seeks to leverage existing world-class research institutes and commercialisation facilities to place Easter Bush as a global beacon of Agritech excellence. This will help improve the efficiency of food production, accelerate the path to zero carbon, and reduce emissions - ensuring animal health, robustness and welfare.

The hub aims to develop world-leading research capability in data science; address skills shortages and gaps in the industry and encourage graduates to set up or join micro-agritech companies. It brings together researchers from the University of Edinburgh and other higher education institutions, along with commercial, public and third sector organisations, in collaboration with project partners Midlothian Council.

Nucleated at the **Royal (Dick) School of Veterinary Studies'** Easter Bush Campus – Europe's largest concentration of animal science research expertise - the hub is a dynamic and vibrant innovation environment. World-class facilities equipped with the latest technologies support Europe's largest concentration of animal science research experts and clinicians, as well as co-located industrial partners in our custom-built Innovation Centre. The hub therefore fosters collaboration between researchers and companies to contribute to global food systems, work towards net zero carbon in the Agritech sector, and inform food and environmental policies.

Experts in the hub will use data to develop genetics and health innovations for agricultural science and business, and to build initiatives and such novel systems of production as robotics. It will work in innovative areas, such as data-driven



Jo Churchill, Minister for Agri-Innovation and Climate Adaptation at the UK's Department for Environment, Food & Rural Affairs (Defra), visited the University of Edinburgh's Easter Bush Agritech Hub on 26 April.



## 4. The Deal – summary of progress

breeding and aquaculture, to enable data generation and analysis that will improve the agriculture industry worldwide. The investment will transform the scale and impact of agricultural technology in outputs from teaching, research, and innovation.

### Headline achievements in the past year

#### Talent

- Successful Gateway Review of Agritech Talent Plan, with approval to progress with changes to deliverables based on feedback from a specialist marketing research agency.
- Public engagement activity with Easter Bush Science Outreach Centre **continues to soar**, with over 46,000 online engagements in the past year and further demand exceeding our expectations. Interactions include participation in citizen science projects such collating data for a **bee health study**.

#### Data

- Initial development workshops on data strategy and platform delivered, with further workshops on implementation plan to follow. Data-intensive projects supported in the past year include:
  - **Covid-19 dashboard tracks spread across Scotland**
  - **Data science applied to key food systems challenges**

#### Adoption

- The hub will continue to influence the Agritech public policy and promote collaborative interactions with both government, industry and the public. Key highlights include:
  - **Delivery of a Successful A3 Conference (Animal Health, Agritech and Aquaculture)**
  - **Participation in UK consultation on changing the DNA of farmed animals**

- **DEFRA minister visit to Easter Bush to discuss DDI and genetic technologies**
- **A hub expert joining sustainable livestock event at COP26**
- **Two new companies formed from FAST**, with both securing their first capital investments (**Rhizocore Technologies Limited** and **Aquanzo**). Both companies have become tenants within the Roslin Innovation Centre.
- The **creation of Wobble Genomics** by a hub researcher (who also became a tenant within the Roslin Innovation Centre).
- Campus Innovation funding of £300k secured for a UK pilot project for Biotechnology and Biological Sciences Research Council (**BBSRC**) – looking to support and strengthen activity that facilitates industry-academic collaboration.

#### Research

- Agritech research continues to strengthen at Easter Bush. Key highlights include:
  - **Roslin's annual global impact approaching £20bn and National assessment highlighting research excellence**
  - **Retinal examination being identified as a predictor for heart attack risk**
  - **UK scientists joining forces to tackle bird flu**
  - **Global study identifying genetic differences associated with critical care Covid-19 patients**
  - **Multi-million-pound research programme aiming to tackle lung infections and future pandemics**
  - **£1.7M study aiming to produce lice-resistant salmon**
  - **Detection of signature inflammation marker which could aid early**



## 4. The Deal – summary of progress

- detection of mastitis in cows
- Combining gene technologies with vaccination to eliminate specific livestock diseases
- Approach to tracking drug resistance in people and livestock receiving international recognition
- A simple, cost-effective technique of freezing reproductive cells to help secure food production in tropical countries
- hub lending expertise to UK study seeking to understand and improve immunity in older age
- Researchers aiming to pinpoint non-gene components in DNA linked to production and welfare traits in cattle, gaining insights across species

### Next milestones (2022/23)

Due Date	Milestone
Sep 22	<b>Scotland to host conservation genetics conference:</b> First meeting of its kind to be held in the UK and the hosts – the Royal Zoological Society of Scotland (RZSS), the University of Edinburgh and the Royal Botanic Garden Edinburgh (RBGE) – are recognised as global leaders in the fields of wildlife conservation and biodiversity research
Dec 22	Further evolve the long-term Data Strategy emerging from workshops, aim to undertake further workshops with <b>EPCC</b> in order to agree implementation plan for the next 5 years
Mar 23	Continue to strengthen and develop our Adoption activities to encourage a collaborative ecosystem within maximises opportunities for academics, government and industry. This includes completion of the Campus Innovation Account Pilot for BBSRC, seeking to establish a framework which support and strengthen activity that facilitates industry-academic collaboration
Mar 23 – Jul 23	Continue to strengthen leading-edge research capabilities with a wide array of data intensive projects, including securing strategic partnership investments with <b>BBSRC</b> for 23-28
Apr 23 – Jul 23	Following appointment of new Chair in Aquaculture, Establish a Centre for Aquaculture Genetics and Health, developing a business plan to enable a step change in the aquaculture genetics activity for the Agritech Hub  Following appointment of new Quantitative Genetics Chair, establish a Centre for Data-Driven Breeding, developing a business plan to enable a step change in the genetic livestock breeding activity for the Agritech Hub  Work with partners to develop Agri and Aqua accelerator schemes, to enable the next stage of company formation on campus
Jul 23	Further develop and scale up activities in line with approved Agritech Talent Plan and <b>Easter Bush Science Outreach Centre</b> delivery



## 4. The Deal – summary of progress

### Edinburgh Futures Institute

The **Edinburgh Futures Institute** (EFI) is a major strategic initiative of the University of Edinburgh. EFI offers a new approach to research, education and innovative partnerships. Collaborating with industry, government and communities to build a challenge-led and data-rich portfolio of activity that has demonstrable ethical, social, cultural, economic and environmental impacts.

The Futures Institute is an opportunity for schools, students and staff across the University to do different things, explore innovative methods and create new types of partnerships through teaching, engagement and research.

An interconnected portfolio of MSc programmes and an innovative undergraduate programme, supporting interdisciplinary teaching, learning and research that will equip students with leadership, data and creative skills. Flexible and inclusive ways to learn both online and on campus promote opportunities for a diverse student body to apply knowledge to live projects and real challenges. Working in an environment that connects them to experiences and partners in community, industry, business and government. It aims to engage over 300,000 learners over the 15-year period of the City Region Deal.

A research culture that consolidates the University of Edinburgh's leadership in Data Driven Innovation Research and delivers impact through the generation of over £170 million in research income. The approach develops research capacity by retaining local talent and attracting global talent by supporting the incubation, growth and resilience of advanced interdisciplinary clusters and centres. We aim to extend and





## 4. The Deal – summary of progress

enhance the impact of our research by encouraging the widest use of our expertise and nurturing entrepreneurial thinking in our staff and students.

The co-location of civic and commercial partners attracted by the interdisciplinary, collaborative culture of EFI, offers a unique space to address social, environmental and economic challenges and realities. Edinburgh Futures Institute will host partners at different scale from four primary sectors: Financial Services (including Fintech), Creative Industries, Tourism and Festivals, and Public Services (including Data Civics) and these will be a key element in our co-creative work to deliver meaningful impact derived from our world-leading research. A further two cross-cutting themes underscore responsible knowledge exchange, innovation and enterprise with Future Infrastructures, and the Ethics of Data and Artificial Intelligence. All the work is underpinned by an urgent awareness of the climate crisis.

To support the skills development and collaborative potential of the Futures Institute, two complementary services have been designed to support the interconnected communities of students, staff and partners. The **Centre for Data, Culture & Society** provides a community of practice with space for experimentation, innovation and skills development, and gives tailored support to research groups and projects. The **Data+Design Lab** applies, curates and co-creates design methods to develop new projects and partnerships by forming constellations across experts, students, industry partners, and the wider community to offer unexpected perspectives on data-driven challenges.

This approach recognises that the biggest challenges facing societies globally

– including climate volatility, political discontent, economic upheaval and technological change – are complex and multi-level in orientation; and that insight and innovation can come from bringing the arts, humanities and the social sciences into contiguity with data science, engineering, the natural sciences and medicine.

Delivery of the Edinburgh Futures Institute is underway and the first substantial ‘horizon’ is the arrival of the first cohort of postgraduate students in September 2022. In Summer 2023 the building will be opened, and the first undergraduate cohort will be welcomed alongside an increasing pool of postgraduate students working with data across disciplines. As student numbers expand and the co-location of research centres, civic and commercial partners create an entrepreneurial campus – ultimately supporting the creation of at least 90 new companies – the Futures Institute will become a thriving, creative innovation hub.

### Headline achievements in the past year

- October 2021: six new interdisciplinary, data-driven Masters programmes launched for recruitment. With its innovative ‘fusion’ model breaking barriers between online and on-campus, these programmes allow students greater choice in when and how they study and enable them to co-create their own learning. The first cohort of students will begin study in September 2022.
- April 2022: The **CreativeTech Scotland Gathering** showcased creative tech in Scotland, receiving strong positive feedback from industry, potential sponsors and Scottish Government.
- April 2022: it was announced that Edinburgh Futures Institute will host the new **Centre for Investing Innovation** on behalf of the University of Edinburgh, with



## 4. The Deal – summary of progress

£7.5m funding from abrdn. EFI colleagues have worked closely with Bayes, EI and others to deliver on this major strategic partnership which will leverage excellent academic insight on the challenges and opportunities facing the company and the sector. It will also drive new understanding of investment-related social and environmental sustainability issues.

- May 2022: Professor Chris Speed, the Institute's then-Director of Innovation, took over as Director of EFI when Professor Lesley McAra stepped down at the end of her four-year appointment.
- June 2022: Announced that the **Edinburgh International Book Festival** will take place at the Futures Institute from 2024. This will give the Book Festival a variety of beautiful, accessible indoor and outdoor areas along with the facilities to stage a hybrid programme of livestreamed and in-person events. It will have ample space to create the atmospheric literary gathering place that audiences and authors have long valued, for socialising, making connections and sparking ideas.
- June 2022: A **new undergraduate programme in Interdisciplinary Futures** was approved and will welcome its first cohort of students in September 2023.
- July 2022: Edinburgh Futures Institute developed its Autumn 2022 season event programme which will deliver a collaborative and thematic season of events, both in person and hybrid, including the third Edinburgh Futures Conversation which will focus on Climate: Damage and Loss. The programme will launch in September 2022.

### Next milestones (2022/23)

Due Date	Milestone
Sep 22	Welcome first cohort of postgraduate taught students to EFI
Oct 22	Launch second tranche of postgraduate programmes for recruitment
Dec 22	Deliver EFI's first 'season' of hybrid, in-person and online events
Apr 23	Deliver annual EFI research awards to support innovative, interdisciplinary research
May 23	Deliver two further Edinburgh Futures Conversation events
Jul 23	Secure appropriate mix of tenants, partners and members within EFI preparatory to moving into the new building

## 4. The Deal – summary of progress

### Edinburgh International Data Facility (EIDF)

Achieving the aims of the DDI initiative requires a powerful, high-capacity and flexible data infrastructure capable of responsive and secure delivery of an expanding range of complex and bespoke data and analytical services. These activities also demand a level of service (e.g. resiliency to the loss of power, redundancy of equipment to mitigate the impact of sudden failures) that is not normally required for research computing applications and is not currently supported by existing facilities.

The **EIDF** consequently consists of four complementary components:

- EIDF computer room: a new high resiliency computer room at the Edinburgh Parallel Computer Centre's Advanced Computing Facility to complement the other three computer rooms that are focussed on supercomputing system provision for research users;
- Data and software infrastructure: the underlying private cloud computing and data infrastructure to support the DDI initiative. As part of this component, both Open Source and paid-for advanced data analytics and other software infrastructure will be delivered;
- Internet of Things (IoT) service: a regional IoT network for the city region will be created. This part of EIDF is the responsibility of the University of Edinburgh's Information Services Group; and
- Regional Data Haven: a regional data haven for local public data, sourced initially from City Region Deal partners, will be created to support a smart public data generation infrastructure.



Edinburgh International Data Facility





## 4. The Deal – summary of progress

### Headline achievements in the past year

EIDF's focus in 2021/22 shifted from infrastructure build to service delivery. Despite ongoing working disruption caused by the tail-end of the COVID-19 pandemic, progress has been good on both general-access services and project-based bespoke services for DDI partners and stakeholders. View EIDF's **Service Catalogue**.

Date	Activities
Aug 21	The <b>Cerebras CS-1</b> service, the first installed in Europe, is in use by University of Edinburgh researchers.
Sep 21	A new version of the <b>University's Data Safe Haven</b> has been running successfully in pilot and will be expanded to support additional projects over the course of the year.
Nov 21	The Ultra2 large-memory service is in use by researchers, notably the ISARIC4C, PHOSP and GenoMICC covid-19 viral genomics consortia.
Nov 21	First version of the EIDF data catalogue launches in a dual role as the data catalogue for the Research Data Scotland (RDS) partnership formed this year between University of Edinburgh, Public Health Scotland and the Scottish Government ( <a href="https://find.researchdata.scot">https://find.researchdata.scot</a> ). A detailed plan for further catalogue development is being agreed with RDS and the Scottish Safe Havens Network. There is an opportunity here to help data and service providers connect across Scotland.
Jun 22	Announcement of procurement for EIDF of two leading edge AI systems: an upgrade for the CS-1 to a CS-2, and the acquisition of a Graphcore Bow Pod system.
To Aug 22	<p>Throughout the year we have worked with a range of partners across the University and beyond using both new EIDF infrastructure and the older EIDF "interim service" environment.</p> <p><b>Services in production or pre-production:</b></p> <ul style="list-style-type: none"> <li>• The Scottish National Safe Haven (NSH) has run business-as-usual, with federation services with other UK-based safe havens prototyped under the HDR-UK Data and Connectivity programme.</li> <li>• DataLoch (private Safe Haven analytics desktops, a DDI project with Usher)</li> <li>• Smart Data Foundry (formerly GOFCoE) (private Safe Haven analytics desktops)</li> <li>• Data SlipStream (a data management service for satellite data, a collaboration with Geosciences)</li> <li>• Scottish Government SPACe programme (both Safe Haven and standard analytics desktops)</li> </ul> <p><b>Services in prototype or development:</b></p> <ul style="list-style-type: none"> <li>• iCAIRD (an early adopter computing and data management service for digital pathology, a collaboration with the Industrial Centre for Artificial Intelligence Research in Digital Diagnostics)</li> <li>• National Records of Scotland Safe Haven (private Safe Haven analytics and data management)</li> <li>• National Collection of Aerial Photography (data hosting and research use)</li> </ul>
IoT Service	
To Aug 22	As part of our SeNSES infrastructure work, we have developed, upgraded, redeployed and security reviewed our entire back-end data processing infrastructure including our TTN LoRaWAN network server; Elastic data storage, visualisation and analytics stack; and web portal back-end infrastructure. We have also been developing a new real-time data integration service end point for external applications based on the industry standard MQTT protocol.



## 4. The Deal – summary of progress

### Next milestones (2022/23)

EIDF will continue its focus on a combination of generic service development and bespoke project support. Its operating model is to engage with stakeholders on DDI projects using existing EIDF services and infrastructure, identify commonality and synergies between projects and from these develop new generic services. This has worked well over the last year.

Due Date	Milestone
Ongoing	Continually improve EIDF compute and data management services. Support development of UoE information governance processes for UoE Data Safe Haven.
Aug 22	Launch service on the Nvidia A100 GPU cluster.
Oct 22	Upgrade Cerebras CS-1 service to CS-2. Complete design of “Outbreak Data Analysis Platform Trusted Research Environment” with HDR-UK, Public Health Scotland, Scottish Government and Roslin Institute through ODAP Partnership.
Jan 23	Launch general data ingest and archiving service. Complete redesign of “National Safe Haven 2.0” with Public Health Scotland, Scottish Government and ADR Scotland (Administrative Data Research Scotland) through Research Data Scotland. Complete ingest of COG-UK and NHS Digital data into ODAP TRE.
Apr 23	Launch hosted version of EDINA's Noteable Jupyter Notebook service. Complete upgrade of overall Safe Haven Services hardware infrastructure.
Jul 23	Reinstate Scottish Medical Imaging service data updates from Scottish national Picture Archiving and Communications Systems (PACS) (in partnership with Public Health Scotland, Scottish Government). Launch general UoE Data Safe Haven service for researchers upon final agreement on University-wide IG processes. Complete design for new safe haven to support Edinburgh clinical trials unit. Launch first version of OpenCGA genomic data management and analytics service for Institute of Genetics and Cancer (with Cambridge-based Zetta Genomics). Launch first version of the Battery Data Hub, a data management and analytics service for battery data for the School of Maths and the UK Faraday Institute. Launch access to some initial IoT SeNSES datasets via the Noteable service. Complete migration of early DDI projects from interim service environment to the new EIDF production environment: <ul style="list-style-type: none"> <li>• The Scottish Government SPACe analytics workbench service</li> <li>• The Scottish Government SPACe confidential workbench private safe haven</li> <li>• The Smart Data Foundry private safe haven</li> <li>• The DataLoch private safe haven</li> <li>• The iCAIRD digital pathology research service</li> <li>• The NCAP data processing and dissemination service</li> <li>• The Data Slipstream data processing and dissemination service</li> <li>• The Scottish Genome Partnership research service</li> </ul>



## 4. The Deal – summary of progress

### National Robotarium

The National Robotarium is a world-leading centre for Robotics and Artificial Intelligence. Its responsible and collaborative approach creates innovative solutions to global challenges. Its pioneering research moves rapidly from laboratory to market, developing highly skilled visionaries and delivering substantial benefits for society. Its ethos is People centred; Intelligence driven.

This research and development facility translates cutting-edge research into technologies to create disruptive innovation in an expanding global market in robotics and autonomous systems, delivering sustainable economic benefit to the city region, Scotland and the UK.

As global leaders in Robotics and Autonomous systems, Heriot-Watt University and the University of Edinburgh explore collaborative interaction between humans, robots and their environments at all levels. The National Robotarium will leverage existing research and the expertise of UK industry with the significant market opportunity of Robotics and autonomous systems. Building capacity across complementary areas of embedded intelligence and expert systems, the National Robotarium will link to other UK and international research locations to attract further inward investment.

The £22.4 million purpose-built centre, opening in August 2022, will have unrivalled facilities adding to our existing laboratories in Ocean Systems, Human Robotic Interaction and Assisted Living.

With a strong focus on entrepreneurship and job creation, the National Robotarium will offer an ecosystem for industry collaboration where humans and robots work in partnership.





## 4. The Deal – summary of progress

### Headline achievements in the past year

- Construction completed in Summer 2022
- Two small businesses confirmed as moving in and four new SMEs identified
- First industry funded contracts received as National Robotarium Offshore renewable companies
- First research grants received
- **Orca programme** complete, with National Robotarium now continuing/expanding industrial relationships
- New academics recruited into National Robotarium specialist team covering areas such as Agritech, crop harvesting and vertical farming as well as specialists in autonomous systems
- First National Robotarium advisory groups established covering agriculture and the energy sector
- NHS Grampian partnership established, solution development maturing for hospital benefit
- National Robotarium leadership team now in place
- National Robotarium Engineers and Programme managers recruited and in post

### Next milestones (2022/23)

Due Date	Milestone
Sep 2022	National Robotarium fully operational and official launch
Sep 2022	First Tech companies in residency
Mar 2023	Secure 1-3 strategic enabling partnerships in order to accelerate National Robotarium capability

### Strategic Added Value

The development of the National Robotarium is aligned with the strategic focus of both Universities and with the Data-driven innovation theme. The core strategic focus of Heriot-Watt University is:

- Strengthen research intensity in fields of economic and societal benefit;
- Provide truly global education while maintaining our Scottish roots; and
- Deliver excellent student experience and highly employable graduates.

The National Robotarium is actively identifying opportunities with colleagues across the DDI programme. These examples include:

- Collaborate with **Bayes Centre** to support activities in Robotics and Autonomous systems across the University of Edinburgh and Heriot-Watt University, driven by the academic expertise of the **Edinburgh Centre for Robotics**.
- Discussions underway around a partnership with **Edinburgh Futures Institute** to develop CPD and other talent offerings on ethics in robotics. The **UKRI Trustworthy Robotics programme** can be a foundation for collaboration.

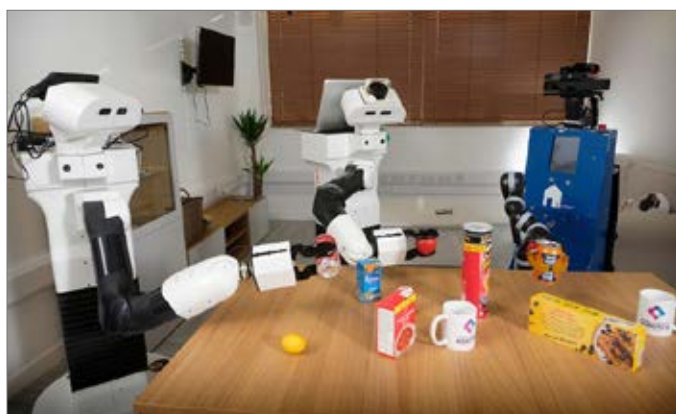
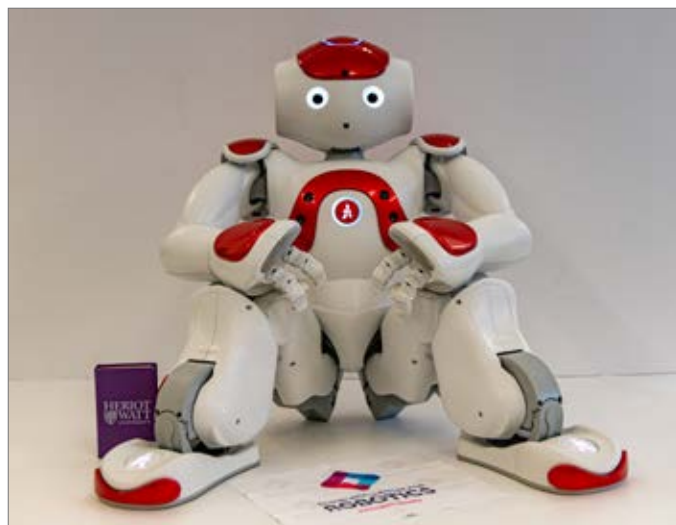
## 4. The Deal – summary of progress

During the procurement and completion of the National Robotarium main construction contract, there was a focus on the delivery of an ambitious Community Benefits plan with agreed KPIs on variety of areas including youth and school engagement, work placements and job creation within an inclusive growth approach.

Public Engagement is an integral part of our research practice at the National Robotarium. By actively embedding this into its work, the National Robotarium will enhance the skills and attitudes of all those taking part and ensure our research is socially conscious and relevant.

The vision is to create a sustainable programme of engagement focused on robotics and artificial intelligence, putting audiences at the heart of an offering through increased public understanding and critical appreciation of robotics and Artificial Intelligence (AI). The National Robotarium will be fully engaged in policy making on robotics and AI, from ethics to standards and public understanding. Some highlights include:

- Launch of Pilot Schools programme involving senior School students (S4-6) working with Primaries (P5-7) in West Lothian. The ambition is for a sustainable programme with a focus on the challenges of gender balance in STEM subjects and engagement with SIMD20 areas.
- Engagement with over 40 schools in the city region area as part of the **Name our Robot Dog** competition.





## 4. The Deal – summary of progress

### Usher Institute

Through the application of data science, the **Usher Institute** is driving innovation in health and social care that improves lives. It will establish a world-leading innovation hub where public, private and third sectors can collaborate to enable data-driven advances in the delivery of health and social care.

The Usher Institute works with people, populations and their data to understand and advance the health of individuals and populations in the community and beyond. It supports the use of data and digital technologies to improve outcomes for patients and encourage the adoption of those with the greatest potential to transform health and social care.

The activity will deliver the infrastructure, resources, and expertise essential for the data-driven transformation of the health and social care sector in the City Region and beyond. This includes the creation of high-quality education and training in the application of data skills within health and care; a unique regional data service, **DataLoch**, as a foundation innovation asset; and a membership-based innovation community bringing together service, academic and industry interests to collaboratively develop solutions to our most pressing health and social care challenges.

Innovation and commercialisation will be embedded at the heart of Scotland's premier academic medicine campus with a new, bespoke home opening at **Edinburgh BioQuarter** in early 2024.



Usher Institute



A panel session at Digital Health and Care Scotland 2022, held on 23 February at Dynamic Earth on Ageing and Frailty. Pictured is Nick Mills closing the session, with a presentation on the Usher Institute and data-driven innovation activities.



Topping out ceremony for the new Usher Institute building attended by the Lord Provost.



## 4. The Deal – summary of progress

### Headline achievements in the past year

Date	Activities
Sep 21	Launch of two new post-graduate programmes - <b>MSc Data Science in Health and Social Care</b> , and <b>MSc Epidemiology</b> with above target student numbers.
Sep 21	Seven Scottish Funding Council Beacon Projects delivered across secondary, primary and social care (£650k).
Dec 21	DARE UK Sprint Exemplar Award to DataLoch to enhance public engagement (£108k). Contribution to Data-Driven Entrepreneurship Programme cohort 1 output: <ul style="list-style-type: none"> <li>• 72 applications;</li> <li>• 99 teams and individuals supported;</li> <li>• 13 incubator companies;</li> <li>• 2 accelerator participants</li> </ul>
Mar 22	Undergraduate Challenger Event took place.
Apr 22	Gateway review of DataLoch and Talent led to increase in funding for more focus on public engagement and tooling; and Continuing Professional Development respectively.
Apr 22	Business plan for Usher Innovation approved.
Jun 22	Topping-out of the new Usher building at Edinburgh BioQuarter by the Lord Provost of Edinburgh, Councillor Robert Aldridge and Professor Sir Aziz Sheikh, Director of the Usher Institute.
Jun 22	Scottish Government award to run Digital Health and Care Transformation Leaders' Programme.
Jul 22	DataLoch full product launch incorporating advanced analytical platform open to application from researchers from any organisation.
Jul 22	73 data output projects delivered by DataLoch associated with £7.6m of research grant awards to the University.

### Next milestones (2022/23)

Due Date	Milestone
Sep 22	Announcement of Usher Innovation Director
Oct 22	Launch of an Usher innovation community including first Innovation Challenge on Frailty
Jan 23	Launch of Digital Health and Care Transformation Leaders' Programme
Mar 23	Ingestion and linkage of first social care data into DataLoch
Jul 23	Usher building construction complete
Jul 23	Development of BMedSci - Data Science for Healthcare intercalated honours programme for the MBChB course

## 4. The Deal – summary of progress

### Edinburgh Innovation Hub

East Lothian Council and Queen Margaret University are delivering, in partnership, the Edinburgh Innovation Hub. The Edinburgh Innovation Hub (“Hub”) is in a prime strategic location next to the QMU campus on East Lothian Council owned land and is a catalyst for the subsequent development of a wider Edinburgh Innovation Park (“EIP”).

The state-of-the-art Hub is a flexible 7,200 sqm GIA for the food and drink sector in Scotland, located directly adjacent to, and supported by Queen Margaret University – a university that is leading on international research in Dietetics, Nutrition and Biological Sciences.

The Hub will drive company growth, supporting and developing existing businesses and creating sustainable new businesses to access a global market for healthy and functional food. The development will allow Queen Margaret University, along with businesses, to form and grow a business sector that will harness the potential of translational medicine in food and drink and contribute to the wider health agenda. This will in turn support the diversification of the food and drink industry towards preventative, therapeutic and rehabilitative applications of expertise in genomics of food and drink sector. The EIP will be developed over time and create a nationally significant centre of knowledge exchange, innovation and high value business growth.



Edinburgh Innovation Park Masterplan



The EIP is also part of a significant development of land adjacent to the Queen Margaret University campus, which encompasses a new grade separated junction, 1,500 homes, a new primary school and community facilities. There will also be the creation of a commercial zone within the existing Queen Margaret University campus that will enhance the University’s support and enablement of the wider development zone and its community.

### Headline achievements in the past year

Date	Activities
January 2022	Commencement of the Junction Works
April 2022	Completion of the Joint Venture structure between ELC and QMU
May 2022	Appointment of the Design Team
June 2022	Approval from the ESESCRD Joint Committee of the reinvestment of the recovered VAT monies into the Project



## 4. The Deal – summary of progress

### Next milestones (2022/23)

Due Date	Milestone
Jul 2022	Procurement of Contractor commences
Nov 2022	RIBA Stage 3 – Finalised design of the Edinburgh Innovation Hub
Jan2023	Completion of construction of the Junction Works
June 2023	Appointment of the Contractor
July 2023	Commencement of construction of the Hub

### Strategic Added Value

- The Hub forms a key part of an ecosystem of Innovation themed projects promoted by the Edinburgh South East Scotland City Region Deal.
- Collaboration across the Higher Education and Further Education network within the Edinburgh South East Scotland City Region Deal is ongoing. QMU is, for example, through its existing collaborative partnership with Edinburgh Napier University assessing the opportunity for Edinburgh Napier University to contribute to the EIP development in terms of supporting Innovation support for SMES additional to or supplementary to the QMU service offering.
- QMU continues to liaise with other Scottish City Region Deals that have Innovation/ Food & Drink focussed activity to ensure alignment and collaboration in the national context.
- Proposals for a Women's Business Centre are being developed. Capital City Partnership have supported a research exercise on this and QMU are working with the Women's Enterprise Service to develop a brief for a Women's Business Centre with the intention that this will be trialled within the existing University Campus prior to locating within the Hub.
- The Hub will generate job opportunities in the sector for those highly skilled graduates both through the innovation led growth of the businesses located there, and through providing access to the space, facilities and services for food and drink graduate start-up companies.
- The wider project will contribute to job density improvement for the wider city region by making available infrastructure/ construction opportunities and employment opportunities within the Hub and the EIP.
- The approval in June 2022 to reinvest the reclaimed VAT monies into the projects provides an opportunity for the Joint Venture to deliver further positive impacts that can be summarised as:-
  - 1 Enhance the project outcomes through targeted additionality in the design and specification to further the value proposition to end users.
  - 2 Extend projects performance on sustainability and Net Zero Carbon.
  - 3 Contain impact of construction cost inflation.
- Linking in with the Capital City Partnership to capture through the procurement process a range of community benefits.



## 4. The Deal – summary of progress

### Fife Industrial Investment Innovation

The Fife Industrial Innovation Investment (i3) Programme is a £50 million, ten-year programme delivered by Fife Council.

The investment will deliver new business premises and immediately available serviced land. The new business accommodation will be located within existing business clusters in mid and south Fife, adjacent to growth corridors (M90 and A92). It will facilitate more joint working between the region's universities and Fife businesses, drive productivity and deliver higher value, skilled, permanent jobs from data driven innovation.

The new industrial and commercial stock will ensure that Fife's industrial estates provide flexible space for innovative manufacturing industries with cutting-edge digital and energy capabilities. Five sites have been developed in Glenrothes, Kirkcaldy, Dalgety Bay, Lochgelly and Dunfermline during the first three years of the Programme. 5.4 Ha of immediately available employment land is now ready for private sector investment, along with almost 1,900 m<sup>2</sup> of newly developed business space. These new units are more than 90% occupied.

### Headline achievements in the past year

- Completion of seven new business units at **Dunnikier Business Park**, Kirkcaldy.
- Phase 1, Site Servicing contract complete at Lochgelly.
- Construction Project underway at Hillend & Donibristle Industrial Estate, Dalgety Bay scheduled for completion in September 2022.
- Business Units at Queensway, Glenrothes are **fully let**.
- Implementation of Tranche 2 of the Fife i3 Programme is underway.



Fife Industrial Investment Innovation





## 4. The Deal – summary of progress

### Next milestones (2022/23)

Due Date	Milestone
Sep 2022	Completion of Business Units at Hillend & Donibristle Industrial Estate, Dalgety Bay
Dec 2022	Fife Interchange North Site Servicing Project Complete
Q3 2022	Fife Interchange North Business Units start on site
Q3 2022	Lochgelly Site Servicing Initial Ground works complete
Q3 2022	Survey of tenants to take place
Aug 2023	Site Acquisition complete of site 3 at Hillend & Donibristle Industrial Estate

### Strategic Added Value

The Fife i3 Programme works closely with the Borders Innovation Park Project to share “lessons learned” and has also engaged with the Data-Driven Innovation Programme around Innovation opportunities. It is envisaged that these linkages will continue to strengthen as the Programme moves from construction activities into support to tenants.

Fife Council's strategic inclusive growth priority is the Mid-Fife Area. All projects in the Fife i3 Programme are considered within the context of their contribution to inclusive growth and the locations for investment have been selected based on criteria that include:

- Ability to support strategic business clusters;
- Location / connectivity to strategic growth corridors (M90, A92);
- Fit with existing predominant land use;
- Potential impact on sensitive or incompatible land uses; and
- Potential to deliver lower-cost business space.

In addition, when the Programme was reviewed in preparation for Tranche 2, four additional criteria relating to sustainability and net zero were added to the site selection process:

- Greenfield – greenfield sites are generally not preferred unless they fulfil other sustainability criteria or make a significant contribution to other strategic objectives.
- Passivehaus – can the site accommodate a passivehaus design, particularly in relation to the orientation of the building to maximise passive solar gain?
- Renewables – does the site have access to any renewable energy source (e.g. district heat network, air source or solar power)?
- Vacant & Derelict Land – will the project remediate vacant and derelict land or property?

Work continues to develop and refine the Programme's approach to sustainable construction.



## 4. The Deal – summary of progress

### Borders Innovation Park

The Borders Innovation Park, situated next to the Borders Railway terminus at Tweedbank, will deliver much-needed high quality business space to the Scottish Borders. Costing £29 million and being constructed in three phases, the programme will stimulate business growth and associated job creation. As with many other rural economies, the Scottish Borders has to overcome the problem of market failure caused by a combination of remote locations and poor infrastructure, a lack of supply of modern business premises and the increasing obsolescence of existing stock.

The Borders Innovation Park will greatly enhance the inward investment offer in the Scottish Borders, particularly to high-value sectors, as well as assisting existing businesses to improve their competitiveness. It will also help to address inequalities in the area through providing access to better quality, higher paid jobs.

### Headline achievements in the past year

- **December 2021:** Completion of first building in Borders Innovation Park.
- **April 2022:** Submission of planning application for road and service infrastructure for Phase 3.



Borders Innovation Park





## 4. The Deal – summary of progress

### Next milestones (2022/23)

Due Date	Milestone
Summer 2022	Approval of planning application for road and service infrastructure for Phase 3.
Summer 2022	Opening of first building.
Autumn 2022	Submission of revised Full Business Case for Phases 2 and 3.

### Strategic Added Value

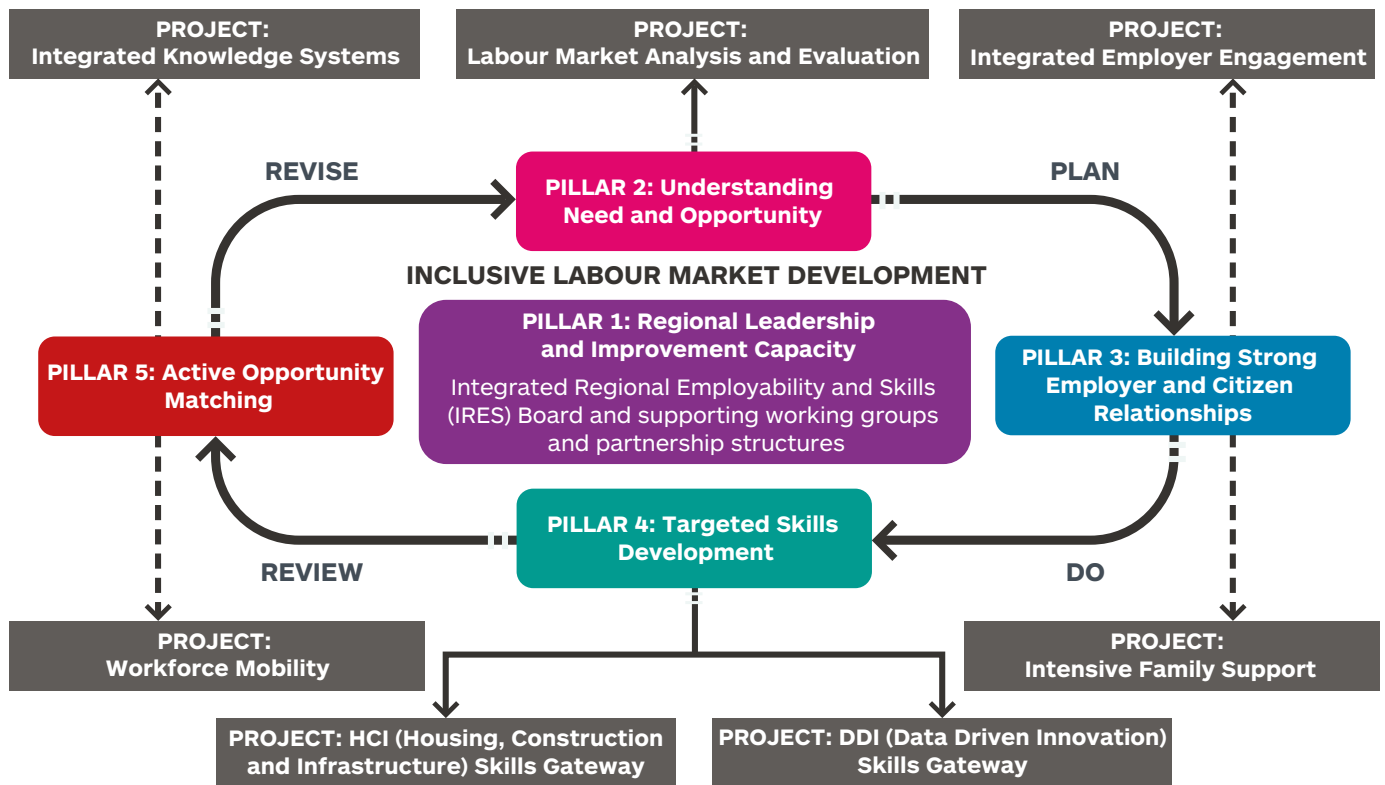
Scottish Borders Council is working with strategic partners, particularly Fife Council and the University of Edinburgh, to maximise the benefits of data-driven innovation and its potential to increase the number of innovation-active businesses, both regionally and locally. It is also working with South of Scotland Enterprise to maximise the business support and advice available to businesses. As a participant in the City Region Deal Housing, Construction and Infrastructure (HCI) Skills Gateway, the Council will look to develop new talent through utilising the construction opportunities during the build phases of the innovation park.



## 4. The Deal – summary of progress

### Integrated Regional Employability and Skills

The Integrated Regional Employability and Skills (IRES) Programme and its cross-sector partnership seeks to evolve regional labour market policy and practice to help drive inclusive growth. The programme continues to focus on five improvement pillars targeting known areas of weakness or opportunity.



The IRES partnership is funded by £25 million investment (over eight years) and will deliver an additional 14,700 skill improvements; 5,300 people into employment; and a further 500 career enhancements through its seven themes:

1. Integrated knowledge management systems
2. Labour market analysis and evaluation
3. Integrated employer engagement
4. Intensive family support service
5. Housing construction and infrastructure (HCI) targeted skills gateway
6. Data-driven innovation (DDI) targeted skills gateway
7. Workforce mobility



## 4. The Deal – summary of progress

The COVID-19 pandemic is having far reaching economic repercussions with many instances of increased unemployment and reduced recruitment across many sectors, creating a lack of opportunities. At the same time, health care and hospitality have seen high demand with a shortfall of available labour as individuals have moved into different sectors. This has reaffirmed our mission to upskill and reskill, assisting residents into employment, and to access higher skilled and higher paid jobs.

The IRES programme has already supported 18,062 people to improve their skills through training and/or education, helped 620 people into work and secured an additional £4.3m funding to enhance IRES activity. The IRES programme continues to evolve, streamline, and integrate the region's employability and skills system to enhance our capacity and capability to drive inclusive growth and create added value for stakeholders.



## 4. The Deal – summary of progress

### Headline achievements in the past year

#### 1 Integrated Knowledge Systems (IKS)

- Migration of City of Edinburgh and East Lothian Councils employability delivery to new Helix system as well as Intensive Family Support Service delivery across all local authorities in the City Region Deal area
- City of Edinburgh Council data went live and they are now using Helix for School Work Experience
- Creation of a collaboration agreement to be signed by all six Local Authorities to cover the long term, mainstream funding of Helix



#### 2 Labour Market Analysis & Evaluation (LMAE)

- Delivery of green skills report and effective dissemination across the regional partnership
- **Labour Market Toolkit** for frontline workers updated with a digital skills spotlight section
- LMAE research plan reviewed and refreshed to ensure it reflects any changes in economy and partner's needs. Approved by LMAE Theme Group and IRES board. Upcoming research in 2022/23 will consider future skills needs in the Tourism sector and the Creative sectors.



#### 3 Integrated Employer Engagement (IEE)

- IEE launched the **ESESCommunities** portal in November 2021, engaging with suppliers of public contracts across the region to encourage responses to local community needs and requests. This portal offers a voice and platform to community causes, charities and third sector organisations and encourages the delivery of innovative community benefits across the region as explained in **this video**. Community benefits remain at the core of activity and an example can be seen through the collaboration with The National Robotarium **The National Robotarium on Vimeo**





## 4. The Deal – summary of progress

### Headline achievements in the past year

- 3** • Under the Recruitment and Skills Centre workstream, the Fort Kinnaird Recruitment Skills Centre delivered a second year of the Retail Rapid Response project which supported 466 residents of Edinburgh, Midlothian and East Lothian. 103 people secured employment and 235 attended training courses and/or recruitment information sessions. 76 employers were supported with recruitment, staff support and redundancy advice. Other programmes were also delivered through this workstream including the transferable skills academy
- IEE Transferable Skills Academy - YouTube**
- A sectoral awareness campaign '**Proud to Care**' was launched in February 2022. This campaign included the development of an **8-minute docu-film** showcasing the positives and realities of working in the Health and Social Care sector, a suite of short stories on individuals employed across the industry and a 30 second television advert. This campaign ran from February to April 2022 and was accessed by over 675,000 citizens and was designed to encourage individuals to consider a career in this sector in response to the current recruitment crisis and staff shortages.

- Links to individual's stories:  
**Kelly's Story**  
**Megan's story**  
**Gillian's story**

### **4 Intensive Family Support Service (IFSS)**

- The Intensive Family Support Service has engaged with 274 individuals (214 adults, 60 young people) across the City Region, delivering a combination of Family Support Work, Advice and Income Maximisation and Employment support
- Phase One evaluation complete encapsulating the first two years delivery, produced by University of Edinburgh. This focussed on individual services, as well as the overall programme, identifying common themes, best practices, and innovative intervention including recommendations to inform Phase Two of the programme
- The service has expanded into five early years centres in Edinburgh due to funding secured through positive impacts and outcomes experienced by families who have engaged across the region





## 4. The Deal – summary of progress

### Headline achievements in the past year

#### 5 Housing, Construction, and Infrastructure (HCI) Skills Gateway

- Watch a **short film** giving an overview of the HCI Skills Gateway Programme
- Showcased human habitats imagined by 191 primary and secondary pupils, plus 61 college and university students, in partnership with LEGO, Daydream Believers and Ellen McArthur Foundation at COP26 in Glasgow in November 2021
- Celebrated the graduation in October 2021 of the first cohort of eight female Construction Innovation scholars; seven of whom are now working in housing and construction roles within the City Deal Region
- Leveraged an additional six-figure investment into the HCI-piloted Timber Technology, Engineering & Design (Timber TED) learning pathway, to establish the world's foremost timber knowledge library in advance of launching the qualification nationally from September 2022 onwards



#### 6 Data-Driven Innovation (DDI) Skills Gateway

- Watch a **short film** giving an overview of the HCI Skills Gateway Programme
- Shortlisted for Digital Leaders award for Talent Initiative of the year
- Delivered several Day of Data events at West Lothian and Scottish Borders Colleges engaging school pupils and teachers in a range of data-based workshops
- Awarded £82,000 of Data Skills Credits in year three benefitting 264 learners



#### 7 Workforce Mobility (WFM)

- Involved in the delivery of the Regional Prosperity Framework and Delivery Plan (Transport theme)
- Supported the delivery of a Demand Responsive Transport Trial in the Scottish Borders
- Worked with SEStran to draft text for the new Regional Transport Strategy to reflect Workforce Mobility issues and opportunities





## 4. The Deal – summary of progress

### Next milestones (2022/23)

Due Date	Milestone
Oct 2022	<b>Integrated Knowledge Systems (IKS)</b> <ul style="list-style-type: none"> <li>Cleanse and migrate all data IEE including C-19, Fort Kinnaird, Community Wealth Building, Employer Fund etc. into Helix to sit alongside employability delivery</li> <li>Migrate Scottish Borders Council into Helix using single common reporting language &amp; migrate Midlothian Council using additional functionality to allow CLD reporting</li> <li>Launch Helix.scot website</li> </ul>
Jan 2023	<b>Labour Market Analysis &amp; Evaluation (LMAE)</b> <ul style="list-style-type: none"> <li>Delivery of regional analysis of future skills needs for the tourism sector</li> <li>Delivery of regional analysis of future skills needs for the creative industries sector</li> <li>Complete review of Labour Market Toolkit, including recommendations for future development</li> </ul>
Mar 2023	<b>Integrated Employer Engagement (IEE)</b> <ul style="list-style-type: none"> <li>Support project teams within Queen Margaret University, East Lothian Council and Currie &amp; Brown, to design the community benefit commitments for the Edinburgh Food and Drink Innovation Hub whilst embedding Community Wealth Building practices to inform the production of the CLES recommendations paper</li> <li>Following the purchase of the FLOW online training tool, 60 learner accounts will be offered to small businesses in each of the 6 local authority areas (10 per area) to support businesses to upskill employees through a series of accredited courses</li> <li>A sectoral awareness campaign will be launched to encourage employers to support 'green jobs' across their workforce and practices. This will include a social media campaign aimed to encourage those working within the region to adjust their career aspirations in line with the green agenda</li> </ul>
Jan 2023	<b>Intensive Family Support Service (IFSS)</b> <ul style="list-style-type: none"> <li>As we near the end of Phase One delivery, a period of consultation is underway with service delivery partners, stakeholders and families across the City Region. Once completed, this will inform Phase Two service delivery in each local authority area across the region</li> <li>Planning for a network event is underway to share learning and innovative approaches of delivery partners from Phase One</li> <li>Phase One of the Intensive Family Support Service will come to an end in December 2022 and will move into Phase Two from January 2023</li> </ul>
Aug 2023	<b>Housing, Construction, and Infrastructure (HCI) Skills Gateway</b> <ul style="list-style-type: none"> <li>Deploy three new learning pathways piloted by HCI – Timber TED, Equal Engineers and Build for Good - as national programmes, upskilling 200 people working in construction within the region</li> <li>Exceed overall target of 400 young people from SIMD20 backgrounds engaging in introductions to modern construction careers through partnerships with SCDI, Daydream Believers and Edinburgh Science Festival</li> <li>Reach 33% of overall target of 5,000 students for net zero skills short courses delivered by Scottish Borders, Edinburgh, Fife &amp; West Lothian Colleges</li> </ul>



## 4. The Deal – summary of progress

### Next milestones (2022/23)

Due Date	Milestone
Mar 2023	<b>Data-Driven Innovation (DDI) Skills Gateway</b> <ul style="list-style-type: none"> <li>Complete roll-out of Internet of Things (IoT) network across the region's schools and engage with networks of teachers in a range of data-related upskilling activities</li> <li>Engage with third sector partners to deliver targeted data upskilling to under-represented groups</li> <li>Extend embedding of data skills into new curricula areas across the region's college and universities</li> </ul>
Mar 2023	<b>Workforce Mobility (WFM)</b> <ul style="list-style-type: none"> <li>Delivery Bus Network Review for the Scottish Borders</li> <li>Commence Data based transport projects in a least to other Local Authority Areas</li> <li>Support the development of UK Levelling Up and Shared Prosperity Fund bids</li> </ul>

### Strategic Added Value

Inclusive growth remains at the centre of the IRES Programme with the aim of supporting long term sustainable destinations for those who live and work within the ESES region. By supporting local and regional ambition the IRES project has contributed to national policy to help shape future investment for the region. As the partnership supporting IRES develops, further opportunities for wider alignment have developed, including:

- Delivery of clear, integrated and inclusive pathways into industry
- Driving cross cutting themes within regional networks such as Community Wealth Building
- Ongoing research to tackle climate emergency, green skills, and skills gaps
- Engagement with stakeholders to support regional agendas including the development of the Regional Prosperity Framework
- Informing future policy through ongoing engagement with stakeholders

## 4. The Deal – summary of progress

### A720 (Sheriffhall Roundabout)

The Sheriffhall Roundabout is currently the only junction on the A720 Edinburgh City Bypass that is not grade separated, which means the City Bypass is at the same level as the A7 and A6106 local approach roads. This at-grade, six-way junction, often experiences significant queuing, especially during peak hours. The Scottish Government's commitment through the Edinburgh and South East Scotland City Region Deal includes £120 million to support improvements to the A720 Edinburgh City Bypass for the **grade separation of Sheriffhall Roundabout**. The project is being delivered by Transport Scotland and is subject to Transport Scotland's normal governance procedures.

### Headline achievements in the past year

- Continued engagement with the City Region Deal partners, on progress and technical scheme developments
- Formal responses issued to all objections made to the draft Orders and Environmental Statement
- Request lodged with the DPEA to initiate arrangements for a Public Local Inquiry (PLI) to be held and a Reporter has been appointed.



Visualisation of the proposed Scheme looking from the South-West



Visualisation of the non-motorised user facilities included in the proposed Scheme



Visualisation of the non-motorised user facilities included in the proposed Scheme



## 4. The Deal – summary of progress

### Next milestones (2022/23)

Due Date	Milestone
Late-2022	Public Local Inquiry (PLI) to be held, potentially late-2022 but timescales to be confirmed
TBC	Delivery of the proposed Scheme can only commence if the proposed Scheme is approved under the statutory procedures. Only following completion of statutory consents can a programme be set for delivery of the proposed Scheme.

### Strategic Added Value

The project will:

- Address the bottleneck on the strategic road network by improving operating conditions and connectivity at Sheriffhall and help to reduce the traffic impact of proposed developments on the area.
- Provide high quality active travel facilities to deliver a step change in accessibility for walking and cycling.
- Support future development in the region, including the South East Wedge development, inclusive growth and the removal of physical barriers to growth through delivery of programme of construction across the region.
- Contribute towards the requirement to provide Community Benefits in line with the requirements of the Procurement Reform (Scotland) Act 2014.
- Support wider skills development in the construction sector.

## 4. The Deal – summary of progress

### West Edinburgh Transport Improvement Programme (Wetip)

West Edinburgh is recognised by the Scottish Government as a key national economic asset and perhaps the most important gateway to Scotland. National Planning Policy set the long-term vision for development and investment across Scotland and cites West Edinburgh as a significant business investment location with potential to be internationally competitive. In recognition of its key gateway function Edinburgh Airport and the scale of adjoining land identified as development.

The vision for West Edinburgh and the unlocking of the proposed business and residential development cannot be delivered without investment in an integrated package of transport intervention measures.

These include a core package of A8/A89 sustainable transportation measures that provide long term resilience and support strong connectivity between neighbouring authorities.

The interventions of transport infrastructure are centred around sustainable transport enhancements along the A8/A89 corridor between Broxburn and Maybury and are necessary to mitigate the impacts of new developments and meet the agreed modal share targets.

This proposal is in line with the City Region Deal vision which looks to accelerate the rate of investment and economic performance by capitalising on our existing world class assets through an inclusive and sustainable growth model.





## 4. The Deal – summary of progress

### Next milestones

Due Date	Milestone
Jul/Aug 2022	Close out of Stage 1a and subsequent commence of Stage 1b - Stage 1b appraises the remaining 4 parts of the Outline Business Case. It also delivers a Detailed Options Appraisal and Preliminary Design of Interventions. Stage 1b also includes more substantial stakeholder engagement and a public consultation exercise.
Sep 2022	Appointment of additional resources, (including a full time Project Manager) to coincide with finalisation of the Outline Business Case and more resource intensive project stages to follow, which include: statutory consents; procurement; and construction.
Mar 2023	Stage 1b finalise Outline Business Case
Sep 2023	Report Outline Business Case to City Region Deal Joint Committee
Oct 2023	Commence Stage 2 which includes: Detailed design of projects; site investigations; and attainment of necessary statutory powers in order to implement improvements and Procurement of Contractors.
Q1 2025	Infrastructure Construction commences

### Strategic Added Value

The purpose of the West Edinburgh Transport Improvement Programme is to progress the delivery of the public transport and active travel measures identified in the 2016 WETA Refresh study including the assessment of the feasibility and demand for a new Park & Ride site at Kilpunt, on the A89 near Broxburn.

Interventions are being appraised against a wide range of objectives including, but not limited to, the promotion of sustainable travel to a range of destinations; improving regional connectivity and accessibility for all to jobs, education, healthcare and leisure; and delivering a combined active travel and public transport mode share of 50% within West Edinburgh to support net zero carbon emission targets.

The Programme brings together a range of stakeholders contributing to successful delivery. These include the City of Edinburgh Council, West Lothian Council, Bus Operators, Transport Scotland, Active Travel Groups, Bus User Forums, SEStran, Sustrans, Network Rail, Edinburgh Airport, Major Developers and other statutory consultees.

In due course, this project will be procured as a construction project, and links with the Housing and Construction Infrastructure Skills Gateway will be established. The improvement of public transport provision in this area has the potential to unlock housing development opportunities and ease congestion in the corridor between West Lothian and Edinburgh.

## 4. The Deal – summary of progress

### Dunard Centre

Edinburgh has an international cultural reputation, attracting artists and audiences from around the world. But it is over 100 years since it last opened a purpose-built music venue, and with cities around the world investing heavily in cultural infrastructure, adding 21st Century facilities to the region's existing venue infrastructure is essential to maintaining and enhancing Edinburgh's status as a world class cultural capital.

The good news is that the plans are in place. A specialist team led by award winning David Chipperfield Architects, working with Reiach and Hall and Nagata Acoustics, is developing the **Dunard Centre**, a hall to rival any in the world for design, intimacy and clarity of sound.

With seating for 1,000 people and fully equipped with digital and broadcast facilities, Dunard Centre will be a transformational new home for Scottish Chamber Orchestra and an iconic venue for Edinburgh International Festival. It will be a welcoming space for all, catering for every style of music, from rock and pop to classical, choral, folk and world and hosting extensive education and outreach activities, connecting artists and audiences in new and exciting ways.

Dunard Centre will sit in Edinburgh's St Andrew Square, in the centre of the New Town, ideally placed to take maximum advantage of the public transport system. It will contribute to the opening up of the East End of the City complementing the reinvigorated commercial developments of the Square, St James Quarter and Register Lanes.



Dunard Centre from St Andrew Square



Dunard Centre northern approach Dunard Centre cafe terrace  
Image: David Chipperfield Architects and Hayes Davidson



Dunard Centre auditorium  
Image: David Chipperfield Architects and Hayes Davidson



## 4. The Deal – summary of progress

Dunard Centre will build on Edinburgh's glorious musical past to create a new home for music in the future. Its development will change Edinburgh's musical landscape, catapulting our capacity to host the best performers in the world into a different league. It will change how the city presents, curates and develops music for generations to come.

### Headline achievements in the past year

Over the course of the past year, **IMPACT Scotland**, the charity established to develop and then operate the new hall, has continued to oversee the development of the design for the venue, focused on the core vision and mission of delivering a concert hall which offers world class acoustics and a world class audience experience. The scheme received planning consent in November 2021.

### Milestones achieved (2021/22)

- RIBA stage 3 was approved by Trustees in July 2021
- Design was submitted for planning determination in August 2021
- The scheme received planning consent in November 2021
- Stage 4 Design commenced in January 2022
- The Business Case was **approved by the City Region Deal Joint Committee** in March 2022
- Commencement of pre-construction services agreement began in April 2022

### Next milestones (2022/23)

Due Date	Milestone
Jun 2022	Delivery of RBS Enabling works
Jul 2022	Commencement of the Annex building site clearance and demolition works
2023	Main construction starts
End 2026	Construction ends

### Strategic Added Value

Dunard Centre will rival the best in Europe for acoustics and audience experience, enhancing Edinburgh's international cultural reputation, offering new opportunities for audience engagement and inclusive growth and providing a new platform for Scottish, UK and international artists. It will host a wide range of musical performance from orchestral to jazz, contemporary and folk as well as being a significant base for education, learning and outreach programmes and a welcome addition to the Edinburgh conference market.

Through the delivery of a wide ranging educational and community programme the Centre will develop opportunities - with a range of City Deal and other partners - to involve those socio-economic groups currently under-represented as participants and (in) audiences. A pre-opening creative programme of events and activities will lay the groundwork for these partnerships.

Dunard Centre is being designed to offer the highest standards of accessibility and sustainability, with a target of delivering a carbon net zero building by 2035 or earlier.



## 4. The Deal – summary of progress

The **Regional Housing Programme**, aims to accelerate the delivery of affordable housing and housing across all tenures, enable the development of seven major strategic housing sites and drive efficiencies across the public sector estate. Two strategic objectives were identified for the Regional Housing Programme:

- Deliver a step change in innovation and inclusive growth in the housing and construction sectors; and
- Deliver a step change in the supply of new homes across the South East of Scotland

Regional partners collaborate, share best practices and lessons learned on strategic sites, infrastructure, affordable housing delivery, innovation, and skills.



© Aerial Photography Solutions

Across the seven strategic sites (Blindwells, Calderwood, Dunfermline, Edinburgh's Waterfront, Shawfair, Tweedbank and Winchburgh) a total of 156 social and 653 market homes have been completed over the last year, with 3,121 social, 281 midmarket rent and 8,897 homes approved for delivery. A breakdown is provided below:

Delivery (completions)	Tenure Mix			
	Social Rent	MMR	BTR	Market
Blindwells	80			115
Calderwood	18			144
Dunfermline	0			163
Granton Waterfront	0			0
Shawfair	38			63
Tweedbank	0			0
Winchburgh	20			168
<b>Total</b>	<b>156</b>			<b>653</b>

Delivery (approvals)	Tenure Mix			
	Social Rent	MMR	BTR	Market
Blindwells	480			1,120
Calderwood	34	22		150
Dunfermline	1,271			3,814
Granton Waterfront	334	259		12
Shawfair	1,002			3,651
Tweedbank	0			0
Winchburgh	0			150
<b>Total</b>	<b>3,121</b>	<b>259</b>	<b>0</b>	<b>8,897</b>

Please note that this breakdown does not capture the scale of design, development and enabling activity that has been delivered over the last year which will unlock significant construction activity in future years. The Headline Achievements below captures some of this detail and the Next Milestones section demonstrating the scale and breadth of activity that will take place over the next year.



## 4. The Deal – summary of progress

### Headline achievements in the past year

- The Housing Need and Demand (HNDA) 3 assessment is complete and has been submitted to the Centre for Housing Market Analysis (CHMA) at Scottish Government and received Robust and Credible status on 28 July 2022
- The business case for the Dunfermline Strategic Site was developed by Fife Council in collaboration with Scottish Government and Scottish Futures Trust. The case for strategic transport infrastructure interventions to unlock housing delivery was **approved** at the 4 June 2021 ESESCRD Joint Committee meeting with funding for phase 1 drawn down in spring 2022.
- Completion and approval of Granton Waterfront Outline Business case. This was approved by the Council's Policy and Sustainability committee on 5 October 2021 and agrees to undertake stage 3 activities, to produce a Full Business Case for Phase 1 'Heart of Granton', which includes procurement of a development partner and progression of the business case stages for a low carbon district heat network.
- Construction on 75 net zero homes began in Granton Waterfront began in June 2022. This is the first pilot development in the **Edinburgh Home Demonstrator (EHD) Project**. The collaboration between local and national government, academia and the construction industry is testing a new model for designing, procuring and delivering new homes in the region to create a greener future.
- Ongoing completion of consented development in Blindwells Area 1, with detailed approvals for second phase infrastructure and on-going commercial and residential development phases within that area in place
- Between April and August of this year Winchburgh has seen the commencement of motorway junction; completion and opening of the non-denominational secondary school.
- In Spring 2022 a Board was established to oversee delivery of housing, supported living and elderly care facilities at Tweedbank
- At Shawfair Park the David Lloyd health and leisure club has now received consent and remains on target for a site and start in Autumn 2022. The Danfoss Low Carbon facility has now commenced on site with anticipated completion in Summer 2022.
- Edinburgh Living has drawn down all of the one off grant of £16.1m. 350 of the 728 mid-market rent homes have been delivered already with around 170 more homes expected to complete in 2022/23 with the remaining homes in design/development.



## 4. The Deal – summary of progress

### Next milestones (2022/23)

Include milestones here that are expected to take place between September 2022 and August 2023. You can take this from the implementation plan.

Due Date	Milestone
End 2022/ early 23	Updated Regional Affordable Housing Programme will be produced when Scottish Government Affordable Housing Supply Programme Outturn Report is published (estimated autumn 2022).
2022/23	Continue to deliver the ESESCR Home Demonstrator Project pilot 1 and develop regional pipeline drawn from across the region
Aug 2022	Shawfair - Signing of Energy Services Agreement between Midlothian Energy Ltd and Shawfair LLP. This will allow creation of District Heating Network for provision of hot water and heating for domestic use from the Energy from Waste facility at Millerhill. This low carbon energy solution will be in place by 2023.  Shawfair (Whitehills) - Following a successful planning application to expand permitted use classes strong market interest is being progressed from the Motor Trade, Trade Counter and General Industrial users. Shawfair LLP hope to bring the first of these with a detailed Planning application later in 2022.
Aug 2022	Granton Waterfront - Appointment of development partner to commence 18-month pre-development period for phase 1 'Heart of Granton'.  Granton Waterfront - Appointment of consultant team to develop business case stages for low carbon heat network solution to serve new development and existing anchor loads.
Autumn 2022	Tweedbank - Approval of planning application for road and service infrastructure.
Summer 2022	Shawfair - Completion of RP08 connection from The Wisp to Millerhill Road
Autumn/Winter 2022	Shawfair - Installation of SuDS Basin (Danderhall North)
Dec 2022	Dunfermline - Planning application to be submitted for new bridge at Halbeath (first major element of the new Northern Link Road).
Dec 2022	Calderwood - Agreement on Phase 1 Park & Ride delivery expected and agreement on the third stream of primary education expected
Dec 2022	Shawfair - Agreement on provision of all through campus in Shawfair Town Centre.
Dec 22 / early 23	Blindwells – Draft Strategic Business Case
Jan 2023	Granton Waterfront - Completion of outline business case stage for heat network solution.
Spring 2023	Shawfair - Completion of internal access road (RP11), formation of SuDS Basin and upgrades to Cairnie Burn, including flood mitigation measures
Summer 2023	Granton Waterfront - Following a 9-month pre-development period with an appointed development partner where designs will be progressed, commercial options will be explored and funding secured to enable a viable and deliverable phase 1 'Heart of Granton', a Full Business Case for Phase 1 will be presented to Council committee for approval (and City Region Deal Joint Committee for noting).  Granton Waterfront - Completion of a full business case for heat network solution which may include seeking a delivery partner to enter into commercial arrangements to deliver a low carbon heat network.



## 4. The Deal – summary of progress

Due Date	Milestone
Summer 2023	Granton Waterfront - Full Business Case (s) for Phase 1 'Heart of Granton' and heat network solution will be presented to Council committee for approval (and City Region Deal Joint Committee if appropriate).
Summer 2023	Shawfair - Formation of Woolmet Park & The Wisp Park (Danderhall North)
End 2023	Shawfair - Draft Town Centre Strategy published
End 2023	Edinburgh Living - Target of 1,500 homes.

### Strategic Added Value

- The seven strategic sites can collectively deliver transformational economic and social change both in terms of housing supply, circa. 40,000 homes, and for the local, regional and national economy, through maximising the economic benefits from the construction of new homes and ensure that jobs, training and apprenticeships are targeted towards disadvantaged areas across the region. These sites all require further work and business case development with most of these homes anticipated to be delivered over the next 10-20 years. Several of the sites therefore require a long-term commitment and investment from Government, agencies and key stakeholders.
- Housing is a key social, economic and environmental driver. Greater integration across these drivers and City Region Deal policy themes is essential to support the growth requirements of the region and to deliver new communities which deliver the quality of place that ensures the South East of Scotland is a desirable place for people to live and for businesses to invest. Advantages that the CRD partnership working is bringing to add value to the proposal.
- The **Edinburgh City Region Deal Home Demonstrator**, project will demonstrate the effectiveness of homes designed and constructed to net zero carbon. Using Modern Methods of Construction (MMC). MMC uses technology, new materials and contemporary on-site building techniques to improve efficiency and quality in buildings. This work is in collaboration with:
  - Scottish Government
  - Scottish Futures Trust
  - Off Site Solutions Scotland
  - Edinburgh Napier University
  - BE-ST (formerly Construction Scotland Innovation Centre)
- 75 Net Zero Carbon Homes at Granton Waterfront have been identified as the first **pilot' scheme** of the Edinburgh Home Demonstrator. Future work will seek to develop (and implement) a model for the design procurement, delivery of new affordable, net zero homes across the Edinburgh City Deal Region
- Midlothian Council has right of first refusal for affordable homes from Shawfair. The delivery of affordable housing in partnership with private house builders at Shawfair is making a significant contribution to the expansion of affordable housing stock in Midlothian.



## 5. Our Approach to Benefits Realisation

### Our Approach to Benefits Realisation

As reported in last year's annual report, in taking forward the Benefits Realisation Plan (approved by the **Joint Committee in September 2020**) each City Region Deal theme lead has examined how best to monitor and evaluate future impacts. Individually, a range of approaches (including bespoke surveys, refining existing data and customer relationship management monitoring systems, creating new data sets and adopting the measures used in the **Scottish Government's National Performance Framework** and other similar indices) are being adopted.

Last year, the Programme Management Office (PMO) commissioned the Smart Data Foundry to recommend measures to be put in place so that outputs and impacts can be captured, measured and reported on by 2023 and thereafter.

Three main questions were explored, and in their **report to the City Region Deal Joint Committee in March 2022**, responses and recommendations were made, as detailed below:

#### 1 Across each City Region Deal theme, and related projects, what outputs and impacts might be captured by 2023?

The report found stated that, by 2023:

- Only two of the City Region Deal themes (Research, Development and Innovation and Employability and Skills) will be in a position to report information concerning their outputs; and
- Only one theme (Employability and Skills) will have evidence in relation to the (intermediate) impacts of their activities.
- This position is likely to change significantly by 2028, when all themes (with the exception of Housing) will be in a position to report outputs and evidence of impacts.

#### 2 What is currently in place to monitor and manage outputs and impacts and what additional processes, resources and partnerships with others could be put in place now, and going forward, to enhance the monitoring of impacts?

The report recommended three initial steps, which are in the process of being actioned by the PMO:

- Appointing a Senior Responsible Officer to oversee benefits realisation (now in place);
- Securing a Benefits Realisation Officer within the PMO to co-ordinate City Region Deal project and programme output and impact reporting (recruitment underway and expected to be in post by Autumn 2022); and
- Developing and implementing an outputs, outcomes and impacts reporting framework across all City Region Deal projects to complement and enhance the current output reporting already undertaken by the PMO (underway).





## 5. Our Approach to Benefits Realisation

### 3 Given the above, what actions should the City Region Deal Programme Management Office now take in relation to monitoring and evaluation with timescales, and responsibilities, going forward to 2023?

The report recommended that:

- All the City Region Deal projects review, and amend where appropriate, the proposed reporting framework and confirm the measurement approaches that they will adopt to capture agreed outcomes and impacts
- Based on the above, and with co-ordination and support from the Benefits Realisation Officer, all projects should review and (re)confirm the timetable against which defined outcomes and impacts will be reported pre and post 2023; and,
- Confirm with Governments their acceptance of the above and consequently agree the extent and nature of the outputs required.

These steps are underway and will be taken on as part of the work programme for the Benefits Realisation Officer, who is expected to be in post in Autumn 2022.

Other on-going steps recommended in the report, which are being incorporated into the PMO's workplan include:

- Further engagement with the Scottish Government Data Intelligence Network team to develop specific "user cases" and requests to Governments in relation, in the first instance, to accessing Longitudinal Education Outcomes (LEO) and Department for Work and Pensions (DWP) data for the future, by the Deal's Data-Driven Innovation and Integrated Regional Employability and Skills programmes;
- Encouraging the adoption by all projects of the City Partnership Community Benefits portal and consequent capturing and reporting of these benefits;
- Ensuring that all projects are involved in on-going engagement with Scottish Government in relation to the guidance on whole-life carbon costs and incorporation into business cases, procurement and ongoing operational commitments; and
- Nomination and case study development where projects can demonstrate high Strategic Added Value.

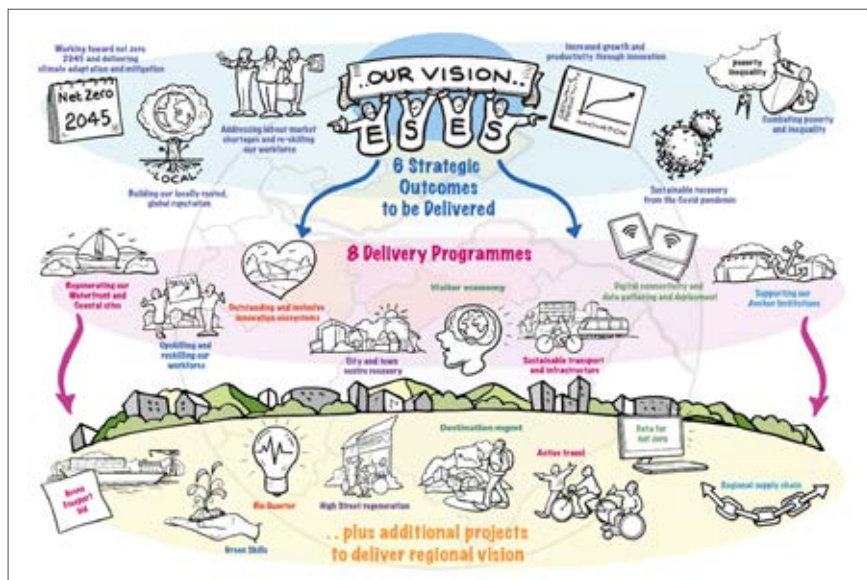


## 6. Regional Prosperity Framework

### Regional Prosperity Framework

The City Region Deal partners have developed an ambitious 20-year economic framework called the '**Regional Prosperity Framework**' (RPF).

The RPF was **approved by the Edinburgh and South East Scotland City Region Deal Joint Committee** on 3 September 2021, before being ratified individually by each of the six Local Authorities and the University of Edinburgh Court.



The RPF is the next phase of the development of Edinburgh and South East Scotland's regional economy, building upon the City Region Deal and the strength of the regional partnership. It is designed to be a single document that helps to shape where public and private investment, including **Levelling Up** monies, could make the best contribution to drive the region forward in a sustainable and inclusive manner.

The ambitious 20-year economic framework has a vision to:

**Become the data capital of Europe. We will ensure the social and economic benefits of this capability extend to all. All sections of the community will have the opportunity to develop the key skills that will help to end inequalities in our society. We will protect our environment and make best use of our extraordinary built and natural assets, ensuring that the Edinburgh and South East Scotland City Region delivers a just transition to a net zero economy. Our institutions, ancient and modern, will deliver positive outcomes that enhance our local, national, and international reputation.**

This work builds on the successes of the Deal, strength of partnership as well as the need to respond and recover from Covid-19 and its economic and social impact, and to address wider societal imbalances across the region within a net zero context.

It RPF aims to ensure the social and economic benefits of this capability extend to everyone in region and deliver inclusive growth, and aims to help the region protect our environment and make best use of the regions built and natural assets, ensuring that the region delivers a just transition to a net zero economy.

Following publication, partners have worked to ensure the RPF vision and ambition is delivered. Partners are currently finalising a framework for delivery that outlines how the region will deliver on the key themes of Resilience, Innovative and Flourishing, which were approved in the RPF. This approach has created eight critical Delivery Programmes with a clear programme of activities which will help us to realise the RPF vision. The eight Delivery Programmes are:



## 6. Regional Prosperity Framework

**1 Regenerating our Waterfront and Coastal sites**

**2 Upskilling and reskilling our workforce**

**3 Outstanding and inclusive innovation ecosystems**

**4 City and town centre recovery**

**5 Sustainable transport and infrastructure**

**6 Digital connectivity and data gathering and deployment**

**7 Visitor economy**

**8 Maximising the role of our anchor institutions**

Partners are now working to have the Framework for Delivery finalised and considered for approval at the Joint Committee meeting in early September 2022.



## 7. The Year Ahead

Date	Milestone
Summer 22	Opening of First building at Borders Innovation park
Sep 22	<p>Joint Committee meeting where the following items will be considered:</p> <ul style="list-style-type: none"> <li>• West Edinburgh Transport Improvement Programme Update (presentation)</li> <li>• A701 Relief Road &amp; A702 Link Road</li> <li>• Regional Prosperity Delivery Framework (verbal update)</li> <li>• Impact Scotland: Dunard Centre Education and Public Engagement Strategy Update</li> <li>• City Region Deal Annual Report 2021/22</li> </ul>
Sep 22	First cohort of postgraduate taught students to be welcomed at the Edinburgh Futures Institute
Sep 22	National Robotarium fully operational and official launch
Sep 22	Completion of Business Units at Hillend & Donibristle Industrial Estate, Dalgety Bay
Oct 22	Helix.scot website launching as part of Integrated Knowledge Systems programme
Dec 22	<p>Joint Committee meeting where the following items will be considered:</p> <ul style="list-style-type: none"> <li>• A720 Sheriffhall roundabout progress update</li> <li>• Integrated Regional Employability and Skills Programme Update (presentation)</li> <li>• Regional Prosperity Delivery Framework</li> </ul>
Late 22/early 23	Public Local Inquiry for A720 Sheriffhall to be held
Jan 23	Tourism and Creative Sector future skills research to be completed by Labour Market Analysis & Evaluation programme
Mar 23	<p>Joint Committee meeting where the following items will be considered:</p> <ul style="list-style-type: none"> <li>• Data-Driven Innovation Programme Update (presentation)</li> <li>• Benefits Realisation six-monthly update</li> </ul>
Mar 23	Outline Business Case for West Edinburgh Transport Improvement Programme to be complete
Mar 23	Complete roll-out of Internet of Things (IoT) network in schools across the region by the Data-Driven Innovation Skills Gateway
Jul 23	Usher building construction complete
Jul 23	<p>Through the Agritech Hub at Easter Bush, the following will have been achieved:</p> <ul style="list-style-type: none"> <li>• Established a Centre for Aquaculture Genetics and Health, developing a business plan to enable a step change in the aquaculture genetics activity.</li> <li>• Established a Centre for Data-Driven Breeding, developing a business plan to enable a step change in the genetic livestock breeding activity.</li> <li>• Developed Agri and Aqua accelerator schemes, to enable the next stage of company formation on campus</li> </ul>



## 8. Contacts and External Links to Further Information

### Programme Management Office

- Andy Nichol, *Programme Manager*: [andy.nichol@edinburgh.gov.uk](mailto:andy.nichol@edinburgh.gov.uk)
- Mark Baillie, *Lead Communications Officer*: [mark.baillie@ei.ed.ac.uk](mailto:mark.baillie@ei.ed.ac.uk)
- David Baxter, *Senior Programme Officer*: [david.baxter@edinburgh.gov.uk](mailto:david.baxter@edinburgh.gov.uk)
- Adam Dunkerley, *Integrated Regional Employability and Skills Manager*: [Adam.Dunkerley@fife.gov.uk](mailto:Adam.Dunkerley@fife.gov.uk)
- David Hanna, *Senior Programme Officer*: [david.hanna@edinburgh.gov.uk](mailto:david.hanna@edinburgh.gov.uk)
- Lisa Howden, *Accountant*: [lisa.howden@edinburgh.gov.uk](mailto:lisa.howden@edinburgh.gov.uk)
- Nicola Raine, *IRES Programme Connector*: [nicola.raine@capitalcitypartnership.org](mailto:nicola.raine@capitalcitypartnership.org)
- Graeme Rigg, *Senior Programme Officer*: [graeme.rigg@edinburgh.gov.uk](mailto:graeme.rigg@edinburgh.gov.uk)
- General enquiries: [esescr.citydeal@edinburgh.gov.uk](mailto:esescr.citydeal@edinburgh.gov.uk)

### Further Information

- Keep up to date with the latest news and join the mailing list at [www.esescityregiondeal.org.uk](http://www.esescityregiondeal.org.uk)
- **Data-Driven Innovation website**
- Download all Joint Committee reports including approved business cases at **The City of Edinburgh Council Committee library website**.
- Visit the **webcast library** to view recordings of each Joint Committee meeting



### Links to City Region Deal Projects

#### Community Benefits Portal

**Esescommunities.org**

#### Data-Driven Innovation projects

**DDI website (General)**

**Bayes Centre**

**Easter Bush (campus)**

**Edinburgh Futures Institute**

**Edinburgh International Data Facility**

**National Robotarium**

**Usher Institute**

#### Innovation projects

**Edinburgh Innovation Park  
(Queen Margaret University)**

#### Transport projects

**A701 Relief Road and A702 Link Road  
(Easter Bush Road)**

**A720 Sheriffhall Roundabout**

#### IRES

**Esescommunities.org**

**About IFSS ([joinedupforfamilies.org](http://joinedupforfamilies.org))**

**HCI Skills Gateway**

**Homepage ([esescmmunities.org](http://esescmmunities.org))**

**For people | What We Do | DDI**

**Edinburgh and South East Scotland**

**Labour Market Toolkit | Skills  
Development Scotland**

**Covid Jobs Portal ([c19jobs.org](http://c19jobs.org))**

#### Culture project

**Dunard Centre**

#### Housing projects

**Blindwells**

**Edinburgh Living**

**Granton Waterfront**

**Shawfair**

**Tweedbank**

**Winchburgh**

## MINUTE OF AGREEMENT

among

The City of Edinburgh, East Lothian, Fife, Midlothian, Scottish Borders and West Lothian Councils

("The Constituent Councils")

### WHEREAS:

- First            A joint committee is required to discharge a number of functions and the establishment of the committee requires the authorisation of the Constituent Councils.
- Second        The Constituent Councils are local authorities constituted under the Local Government etc. (Scotland) Act 1994.
- Third          It is provided by section 56(5) of the Local Government (Scotland) Act 1973 ("the 1973 Act") that two or more local authorities may discharge any of their functions by a Joint Committee of theirs.
- Fourth        The Constituent Councils wish to appoint a Joint Committee under section 57(1) of the 1973 Act for the discharge of the functions referred to below.

Fifth Access to meetings and meeting documents of the Joint Committee is subject to the requirements laid out in section 50 of the Local Government (Scotland) Act 1973.

NOW THEREFORE:

ONE Commencement

This Agreement shall commence and have effect from **DATE** 2018.

TWO Constitution

There is hereby constituted a Joint Committee to be known as "The Edinburgh and South-East Scotland Region Joint Committee" hereinafter referred to as the "Joint Committee" for the discharge of the above specified functions in terms of this Agreement.

THREE Members

The Joint Committee shall consist of the following 10 members:

- a) 1 member from each Constituent Council (subject to 3(b);
- b) Where a constituent Council has co-leaders they will be entitled to attend the Joint Committee as members but their Council shall only enjoy a single vote;
- c) 3 non-Council members of which one must be a business representative, one a third-sector representative and one a further/higher education representative. The business representative will be appointed by the Regional Business Leadership Council and

the further/higher education representative will be appointed by the further/higher education group.

Any member of the Joint Committee may be represented by another member of the same authority (such member requiring to be a Councillor of the authority) or non-Council organisation. A person appointed as a substitute shall have the same powers at the meeting as the member whom he or she is representing.

The Joint Committee may co-opt for an agreed period additional non-voting participants to represent other interests or provide specialist expertise.

#### FOUR Voting Rights

Each constituent Council shall have one vote each. Where co-leaders attend the Committee from a constituent Council, that Council must intimate to the Clerk of the Committee prior to the meeting in accordance with the Committee's standing orders. .

A simple majority of those members present and voting shall be required in all voting procedures.

Where there are an equal number of votes, the matter should be continued to the next meeting to allow for further discussions between the members led by the convener.

Each Constituent Council and non-Council member can opt their organisation out of a proposal and this does not automatically stop the proposal being taken forward by other members.

#### FIVE Period of Office

Members appointed by the Constituent Councils to the Joint Committee shall hold office for a period determined by their Council but this period must not extend beyond the next local government elections. Immediately after such election, each Constituent Council shall again appoint its number of members to the Joint Committee. Non-Council organisations shall be free to vary the period of office for their members of the Joint Committee.

#### SIX Vacancies in Membership

A member ceasing to be a member of the Constituent Council which appointed him/her shall cease to be a member of the Joint Committee as at the same date. In that event, or any other time the Constituent Council by which a member was appointed may appoint a member, to take his/her place for the remaining part of his/her period of office. Non-Council organisations may choose to introduce a replacement member of the Joint Committee at any time.

#### SEVEN Quorum

A quorum of the Joint Committee shall be three members appointed by and representing no less than three of the six Constituent Councils, and one non-Council member. Should the Joint Committee appoint a Sub-Committee, the membership of the Sub-Committee and its quorum shall be determined by the Joint Committee.

## Eight            Powers and Duties of Joint Committee

The Constituent Councils are delegating the following powers to the Joint Committee:

- To oversee the implementation of the Edinburgh and South East Scotland City Region Deal programme;
- To monitor the impact of the Edinburgh and South East Scotland City Region Deal Programme.
- To build and support inclusive growth focusing on the needs of the local area and strengthening the partnership between public, private and third sectors;
- To improve business involvement from the Edinburgh and South East Scotland city region in local decision making;
- To collaborate and work in partnership to assist in delivering regional planning and transport policy linking the Edinburgh and South East Scotland City Region Deal to SESTRAN and SESPlan; and
- To work in partnership on other initiatives across the Edinburgh and South East Scotland city region with the explicit support of individual constituent members.

Any financial commitment proposed by the Joint Committee must be referred to each Constituent Council for individual agreement.

The Joint Committee may appoint from its members such Sub-Committees as it may from time to time consider necessary or desirable for the exercise of its functions and may, subject to such limitations as it may impose, delegate or refer to such Sub-Committees, any of the functions delegated to the Joint Committee under this Agreement. The Joint Committee shall appoint the Convener of any Sub-Committee appointed under this paragraph.

Further powers can be delegated to the Joint Committee with the agreement of all Constituent Councils.

NINE        Standing Orders

The Joint Committee shall adopt its own Standing Orders. In the event of any inconsistency between Standing Orders and the provisions of this Agreement, the provisions of this Agreement shall prevail.

TEN        Meetings

The Joint Committee shall hold at least 4 ordinary meetings each year and may meet on such other occasions as may be necessary when a special meeting may be called in terms of Standing Orders.

A schedule of meeting dates and venues will be agreed annually by the Joint Committee.

Copies of notices, agendas and minutes of all meetings of the Joint Committee shall be transmitted to Constituent Councils and others for their information as soon as practicable.

ELEVEN    Clerk

A representative of the City of Edinburgh Council, shall be appointed as Clerk to the Joint Committee. This can be altered with the agreement of all Constituent Councils.

## TWELVE Convener and Vice Convener to the Joint Committee

Subject to the provisions of this clause the Joint Committee shall appoint a Convener or Vice-Convener. The Convenership and Vice-Convenership of the Joint Committee shall be rotated annually at the first meeting of the Joint Committee following each 12 month term. The Convenership and Vice-Convenership of the Joint Committee shall rotate annually from amongst its members in the following sequence:

<u>Year</u>	<u>Convener</u>	<u>Vice-Convener</u>
1	City of Edinburgh Council	East Lothian Council
2	East Lothian Council	Fife Council
3	Fife Council	Midlothian Council
4	Midlothian Council	Scottish Borders Council
5	Scottish Borders Council	West Lothian Council
6	West Lothian Council	City of Edinburgh Council

Thereafter the same sequence will repeat.

The roles of Convener and Vice-Convener cannot be held by the same authority at the same time.

The roles of Convener and Vice-Convener must be held by a constituent Council.

The Convener, when present, shall preside at all meetings of the Joint Committee. In the absence of the Convener the Vice Convener shall preside and in the absence of both, another member shall preside as the members present appoint. Where a vacancy occurs in the case of the Convener or Vice-Convener, the Joint Committee shall appoint a replacement from the same Authority for the remainder of their period of office.

#### THIRTEEN Resources

On the recommendation of the Chief Officers' Group, comprising of the lead chief officers for the six Councils, a Chief Officer shall be nominated who shall report to the Joint Committee and be responsible for carrying out the functions delegated to the Joint Committee. Resources to the Joint Committee will be discussed and agreed at the Executive Board or equivalent body.

#### FOURTEEN Amendment of Agreement

This agreement may be altered with the agreement of all Constituent Councils.

#### FIFTEEN     Difference or Dispute

Any difference or dispute between the Joint Committee and any of the Constituent Councils or among the Constituent Councils concerning the interpretation or any matter arising out of this Agreement, which cannot be resolved by discussion and agreement of the Constituent Councils, shall be referred to the arbitration of the Sheriff Principal of the Sheriffdom of Edinburgh and the Lothians or any person appointed by her/him, whose decision shall be final and binding:

#### SIXTEEN     Termination of Agreement

If an Authority or non-Council organisation wishes to withdraw from the Joint Committee, they should give all member organisations two months' notice of this intention. An Authority or non-Council organisation withdrawing from the Joint Committee, does not affect the validity of the committee.

#### EXECUTION

This minute of agreement is signed and executed in counterpart as follows:

For the City of Edinburgh Council:

<u>Name:</u>	
<u>Signature:</u>	

<u>Witness:</u>	
<u>Signature:</u>	
<u>Place of Signing:</u>	
<u>Date:</u>	

For East Lothian Council:

<u>Name:</u>	
<u>Signature:</u>	
<u>Witness:</u>	
<u>Signature:</u>	
<u>Place of Signing:</u>	
<u>Date:</u>	

For Fife Council:

<u>Name:</u>	
<u>Signature:</u>	
<u>Witness:</u>	
<u>Signature:</u>	
<u>Place of Signing:</u>	
<u>Date:</u>	

For Midlothian Council:

<u>Name:</u>	
<u>Signature:</u>	
<u>Witness:</u>	
<u>Signature:</u>	
<u>Place of Signing:</u>	
<u>Date:</u>	

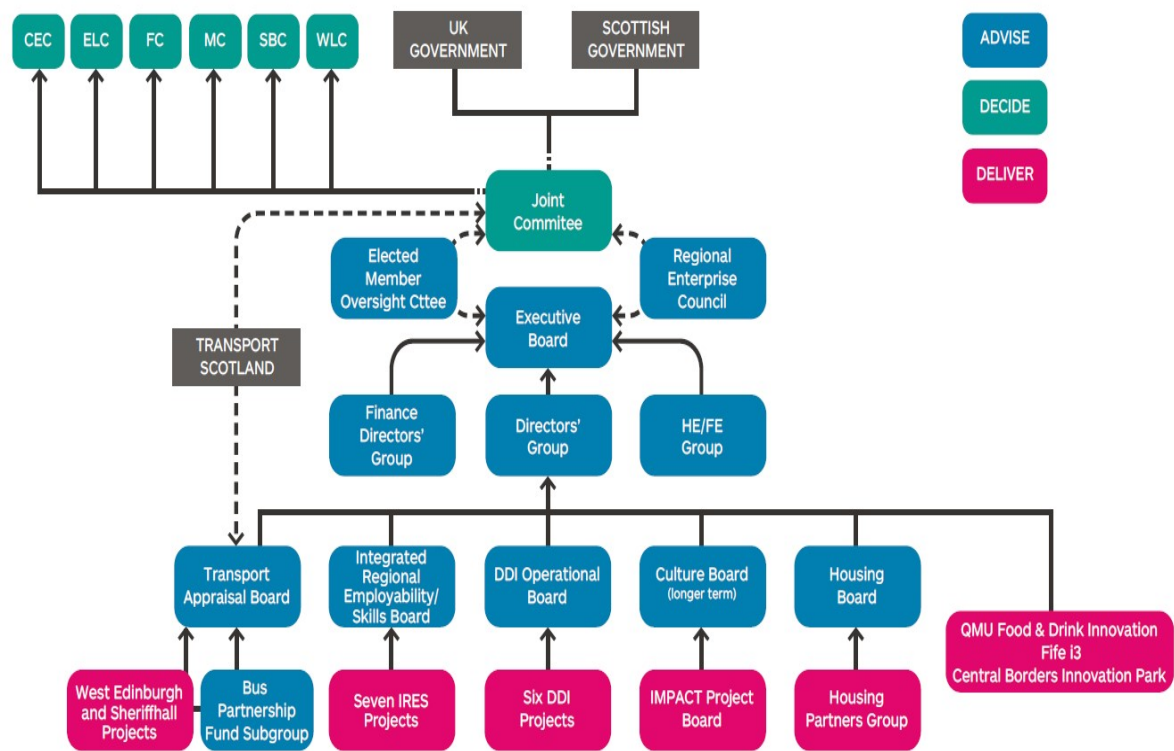
For West Lothian Council:

<u>Name:</u>	
<u>Signature:</u>	
<u>Witness:</u>	
<u>Signature:</u>	
<u>Place of Signing:</u>	
<u>Date:</u>	

For Scottish Borders Council:

<u>Name:</u>	
<u>Signature:</u>	
<u>Witness:</u>	
<u>Signature:</u>	
<u>Place of Signing:</u>	
<u>Date:</u>	

Appendix 3  
City Region Deal Governance Structure



DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **PLACE BASED INVESTMENT PROGRAMME 2022/23 TOWN CENTRE CAPITAL FUND**

#### **REPORT BY LEAD OFFICER FOR THE BROXBURN, UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE**

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

To determine additional funding to the Place Based Investment Fund Town Centre Capital Fund 2022/23 for the Broxburn, Uphall and Winchburgh Ward which could not be decided by the Local Area Committee.

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

It is recommended that the Council Executive:

1. To note that the Broxburn, Uphall and Winchburgh Local Area Committee on 2 September 2022 (reconvened 21 October 2022) was inquorate when it came to deal with the report on additional funding to the Place Based Investment Fund Town Centre Fund Capital Grant 2022/23;
2. To note the terms of that report, including the officers' recommendations, in the appendix;
3. To consider and determine the recommendations in that report in accordance with the procedures agreed at Council Executive on 8 February 2022

##### **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>	Place Based Investment is a Scottish Government Initiative.  This report does not raise any specific SEA, Equality, Health or Risk Assessments requirements. However, projects supported through the fund may require assessments.
<b>III Implications for Scheme of Delegations to Officers</b>	The report details a one-off specific delegation to the Head of Planning, Economic Development and Regeneration.
<b>IV Impact on performance and performance Indicators</b>	Investment in place-based projects has potential to increase positive outcomes across a range of indicators.

<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Relevant to all outcomes.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	<p>West Lothian's allocation of the Scottish Government's Place Based Investment Programme Funding 2021-22 was £1,302,000.</p> <p>The Scottish Government is expected to award £1,000,000 for the year 2022-23, which will be available from 1 April 2022. This has now been confirmed as £1.132M</p>
<b>VII</b>	<b>Consideration at PDSP</b>	Updates will be made to Development & Transport PDSP and the nine Local Area Committees on a regular basis.
<b>VIII</b>	<b>Other consultations</b>	None.

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

- 1 The report presented to the Local Area Committee is attached as an appendix. It includes the recommendations by officers. Part B of the report has the recommendations to the Local Area Committee and those now fall to be considered and dealt with by Council Executive.

Following committee's decision on the additional funding recommendations all applicants will be notified of the outcome. Many of the projects will be delivered by the council on behalf of the community group. However, in some instances the grant funding will be paid direct to the community group. In the latter case the community group will hold full responsibility for delivery of the project. Where projects are to receive funding, they will be required to agree to conditions of grant which will detail when the conditions which have to be met before the funding will be released. On 8 February 2022, Council Executive approved recommendations in a report by the Head of Planning, Economic Development and Regeneration setting out the proposed allocation of the Scottish Government's Place Based Investment Capital Grant (PBIP) for 2022/23.

The recommendation included an allocation of £500,000 to all 23 communities with populations over 1,000 through a grant application process. The deadline from receipt of applications was set as 22 April 2022 to allow for decisions to be taken and projects delivered within the stated delivery deadline of projects having contracts committed by 31 March 2023, and having projects completed by 30 September 2023.

Council Executive agreed that decisions on the applications would be as follows:

- a) Local Area Committees will consider applications from each community to the fund and have the power to award funding in full or in part as they see fit up to the amount allocated to that community.
- b) After doing so, if there is a balance remaining of the aggregate amount allocated to the ward, Local Area Committees have the power to apply that balance to applications for the ward area which have not already been funded at all or fully;

After doing so, if a balance remains, Council Executive will decide how and where all remaining balances from Local Area Committee should be spent across the whole council area.

- 2 On 21 July 2022, Council Executive approved recommendations for additional funding of £66,000 for the Town Centre Funding. It was agreed that rather than open up a new application process for the additional funding, that the following step by step approach was taken by Regeneration Officers and reported, for allocation by Local Area Committee at the next round of meetings:
  1. Where there are projects that the Local Area Committee was keen to support but could not support in full, or at all, due to a lack of available funding, the additional resources should be considered to increase the allocation to those agreed projects.
  2. Where the Local Area Committee has agreed projects that were allocated the full amount requested, officers will discuss with applicants as to where eligible additional works could be included and agreed what these might be. This would also apply where an application was approved on estimated costs but the actual cost of delivery is higher. The additional cost could be funding through the allocation.
  3. Where applicants are unable to identify additional works Regeneration officers will discuss with local community groups, partners and council services where there may be new projects/works that can be considered by the Local Area Committee. Officers will work with organisation to develop the proposals for the Local Area Committee to consider funding. An update report will be brought to the next round of Local Area Committees for the allocation of funding.
- 3 A report on additional funding for the Broxburn, Uphall and Winchburgh Ward was presented to a meeting of the Local Area Committee on 2 September 2022 (reconvened 21 October 2022). The meeting was inquorate for dealing with that item of business. The consequences are determined by the council's Standing Orders for the Regulation of Meetings, the Scheme of Administration and the procedure agreed at Council Executive on 8 February. Since the Local Area Committee has not been able to determine the allocations for its ward those decisions fall to be made at Council Executive.
- 4 The report presented to the Local Area Committee is attached as an appendix. It includes the recommendations by officers. Part B of the report has the recommendations to the Local Area Committee and those now fall to be considered and dealt with by Council Executive.
- 5 Should there remain any unallocated funds after additional allocations for all nine wards have been determined a further report will be required to Council Executive to determine how that money should be used.
- 6 Following committee's decision on the funding requests all applicants will be notified of the outcome. Many of the projects will be delivered by the council on behalf of the community group. However, in some instances the grant funding will be paid direct to the community group. In the latter case the community group will hold full responsibility for delivery of the project. Where projects are to receive funding, they will be required to agree to conditions of grant which will detail when the conditions which have to be met before the funding will be released.

## **E. CONCLUSION**

The Place Based Investment Fund - Town Centre Capital Fund offers significant additional capital funding to improve West Lothian's town centres. The projects in the ward will deliver community identified projects that would not otherwise have been

carried out. The timescales for delivering this work has made the application and assessment process challenging for both applicants and officers. The delivery of the agreed projects will be equally challenging as detailed in the report and will require ongoing monitoring to ensure delivery within the timescales

## **F. BACKGROUND REFERENCES**

Council Executive, 8 February 2022

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=51113>

Council Executive, 21 June 2022

[West Lothian Council Committee Information - Submission Documents](#)

Appendices/Attachments:

Appendix 1: Broxburn, Uphall and Winchburgh LAC PBIF TCF Report

Contact Person: Douglas Grierson, Regeneration Officer, [douglas.grierson@westlothian.gov.uk](mailto:douglas.grierson@westlothian.gov.uk)

**Craig McCorriston, Lead Officer, Broxburn, Uphall and Winchburgh LAC**

15 November 2022

DATA LABEL: PUBLIC



## **BROXBURN, UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE**

### **PLACE BASED INVESTMENT PROGRAMME 2022/23 TOWN CENTRE CAPITAL FUND**

#### **REPORT BY DEPUTY CHIEF EXECUTIVE, EDUCATION, PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION**

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

The purpose of this report is to invite the committee to consider the allocation of the additional £5,214.86 available to support the Place Based Investment Fund Town Centre Fund projects and to agree the allocation as set out in this report.

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

It is recommended that the Local Area Committee:

1. notes that the Council Executive on 21 June 2022 agreed and additional £7,304.91 to support projects in the ward;
2. notes the three-step process to be used to decide the allocation;
3. agrees to award funding as set out in the report;
4. notes that some of the funding costs remain as estimates and delegates the Head of Planning, Economic Development & Regeneration to finalise award amounts within the overall value of the funding available within the ward;
5. notes that as projects are implemented the detail and associated costs may change and so delegates the Head of Planning, Economic Development & Regeneration to agree such changes and to re-allocate any money that becomes available as a result to other projects in the ward, both so long as projects remain within the aims, purposes and overall intent of the original applications and approvals; and
6. notes the terms and conditions associated to the awarding of grants as set out in the report.

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

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; 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>	Place Based Investment is a Scottish Government Initiative.  This report does not raise any specific SEA, Equality, Health or Risk Assessments requirements. However, projects supported through the fund may require assessments.

<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	The report details a one-off specific delegation to the Head of Planning, Economic Development and Regeneration.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	Investment in place-based projects has potential to increase positive outcomes across a range of indicators.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Relevant to all outcomes.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	West Lothian's allocation of the Scottish Government's Place Based Investment Programme Funding 2021-22 was £1,302,000.  The Scottish Government is expected to award £1,000,000 for the year 2022-23, which will be available from 1 April 2022. This has now been confirmed as £1.132M
<b>VII</b>	<b>Consideration at PDSP</b>	Updates will be made to Development & Transport PDSP and the nine Local Area Committees on a regular basis.
<b>VIII</b>	<b>Other consultations</b>	None.

## **D. TERMS OF REPORT**

### **D.1 Background**

On the 8 February 2022, Council Executive approved recommendations in a report by the Head of Planning, Economic Development and Regeneration setting out the proposed allocation of the Scottish Government's Place Based Investment Capital Grant (PBIP) for 2022/23. Funding for West Lothian Council in 2022/23 at that time was expected to be £1,000,000.

The Council Executive agreed the funding would be allocated on the basis of two equal funding streams:

1. Town Centre Capital Fund (£500,000); and
2. Community Wealth Building (£500,000).

Since the original report the grant awarded to West Lothian Council has been confirmed as been confirmed as £1,132,000.

The Council Executive at its meeting on 21 June 2022 agreed that the additional £132,000 would be split between the two streams of funding, with an additional £66,000 being made available for the Town Centre Funding stream, the other half going to the Community Wealth Building stream.

The process for this is detailed in D.2.

## D.2 Town Centre Capital Fund 2022/23 – Additional Linlithgow Allocation and process

The table below shows the funding allocated to eligible towns in the Linlithgow Ward using the original process, the revised allocation and the additional amount to be distributed.

Town	Original Allocation	Revised Allocation	Additional amount to be allocated
Broxburn	£26,884.00	£31,011.61	£4,127.61
Uphall	£17,214.00	£18,977.34	£1,763.34
Winchburgh	£15,784.00	£17,197.96	£1,413.96

Given the relatively small additional funding available the Council Executive agreed that rather than open up a new application process for the additional funding, that the step by step approach set out below is used by Regeneration Officers and reported, for allocation to the Local Area Committee at the first meeting after the summer recess. The process agreed is set out below:

1. Where there are projects that the Local Area Committee was keen to support but could not support in full, or at all, due to a lack of available funding, the additional resources should be considered to increase the allocation to those agreed projects.
2. Where the Local Area Committee has agreed projects that were allocated the full amount requested, officers will discuss with applicants as to where eligible additional works could be included and agreed what these might be. This would also apply where an application was approved on estimated costs but the actual cost of delivery is higher. The additional cost could be funding through the allocation.
3. Where applicants are unable to identify additional works Regeneration officers will discuss with local community groups, partners and council services where there may be new projects/works that can be considered by the Local Area Committee. Officers will work with organisation to develop the proposals for the Local Area Committee to consider funding.

As was previously the case, the Head of Planning, Economic Development and Regeneration retains the delegated authority to move funding between towns within the ward allocation should this be required. Should the overall ward allocation not be fully allocated by the LAC the balance of funding will be reported to Council Executive for a decision.

## D.3 Broxburn, Uphall and Winchburgh Ward Applications - Allocation of the additional funding recommendations

In the original report the Local Area Committee in June nine applications were received, considered and the awarded funding. These were:

**Broxburn**

<b>Code</b>	<b>Application Name</b>	<b>Amount applied for</b>	<b>Recommended allocation</b>
BRO22-01	Safety and Accessibility Resurfacing	£9,649	£9,649
BRO22-02	Strathbrock Community Garden (22 - 23 project continuance)	£20,551.09	£17,235

**Uphall**

<b>Code</b>	<b>Application Name</b>	<b>Amount applied for</b>	<b>Recommended allocation</b>
UPH22-01	Replace existing broken slab area, some levelling and remove broken stairs and replace with a ramp	£4,825	£0
UPH22-02	Install at Glebe Park - Children's Integr8 Outdoor Gym Multi Unit and a Motiv8 Outdoor Gym Multi Unit with appropriate Gym Grass Matting.	£17,214	£0
UPH22-03	Pilot Post - A Talking Walk of Uphall's history will build on the existing provision of the Heritage Art Trail, the Shale Trail and the Public Art Trail. It will deliver solar powered posts which, when activated, will play one of up to six recorded history messages for aspects of the environment at each location.	£2,500	£2,500
UPH22-04	Strathbrock Community Garden (22 - 23 project continuance)	£13,139.22	£0
UPH22-05	Extension to tarmac of existing carpark and the provision of a cycle rack	£17,200	£14,714

**Winchburgh**

<b>Code</b>	<b>Application Name</b>	<b>Amount applied for</b>	<b>Recommended allocation</b>
WIN22-01	E-Bike Rental Project	£5,806	£4,246
WIN22-02	Cinema Project	£4,968	£4,918

Based on the agreed three-stage process officers have assessed the original awards as set out above. Three projects were supported in full and two supported in part.

**Stage 1**

Under stage 1 one project in Broxburn, four in Uphall and none in Winchburgh can be considered.

**Broxburn**

It is proposed that BRO22-02 Strathbrock Community Garden (22-23 project continuance) is awarded an additional £3,316.09 to provide the full £20,551.09 originally requested.

This leaves £811.52 to be allocated at stage 2.

### **Uphall**

It is proposed that UPH22-05 Extension to tarmac of existing carpark and the provision of a cycle rack is awarded and additional £1,763.34 giving a total project award of £16,477.34.

There are two projects that were not funded under the Uphall pot originally as these were principally Broxburn based and third that Officers were not supportive off for the reasons provided at the June meeting.

It is therefore proposed that the remaining £811 is allocated to UP22-01 which is linked directly to BRO22-01.

### **Stage 2**

As the monies available to Winchburgh could not be considered under stage 1 they can now be looked at under stage 2. Both projects funded have indicated that they can identify additional element to support their projects. As such it is proposed that the £1,413.96 is split equally (£706.98 each) and officers will agree the final split based on the additional work identified following further discussion with the applicants.

As the additional allocation can be dealt with under stage one and two of the process there is no need to move to stage three. However, should final quotes/costs come in under budget Officers will revisit stages 1 and 2 and potentially stage 3 and report back to the Committee.

## **D.4 Delivery of projects**

Following this committee's decision on the funding requests all applicants will be notified of the outcome. Many of the projects will be delivered by the council on behalf of the community group. However, in some instances the grant funding will be paid direct to the community group. In the latter case, the community group will hold full responsibility for delivery of the project. Where projects are to receive funding they will be required to agree to conditions of grant which will detail when the conditions which have to be met before the funding will be released.

As projects are implemented the detail and associated costs may change it is delegated to the Head of Planning, Economic Development & Regeneration to agree such changes and to re-allocate any money that becomes available as a result to other projects in the ward, both so long as projects remain within the aims, purposes and overall intent of the original applications and approvals.

As all projects have to be contractually committed by 31 March 2023, and have project completed by 30 September 2023, officers will liaise with successful applicants to ensure projects are on track to meet these deadlines. At this stage the applicant will be asked whether they still intend to progress the work and confirm that any necessary contracts can be let by 31 March 2023. If it is not confirmed that it can be achieved, or where officers have reservations, and the issue is not resolvable by the proposed delegations set out in the recommendations, the matter will be reported to Council Executive for a decision on the funding. Where possible, that report will also detail a reserve list of applications which could be implemented to utilise the available funding, although at that time opportunities to do so will likely be very limited because of time constraints.

## **E. CONCLUSION**

This report provides the committee with the process to agree and allocate and additional allocation of funding to top up the original ward allocation from the Town Centre Capital

Funding element of the Scottish Government's Place Based Investment Capital Grant awarded to West Lothian for 22/23. The detail of this is set out in D.2. The funding provided local organisations with the opportunity to enhance their local community working in partnership with the Council and key stakeholders.

## **F. BACKGROUND REFERENCES**

Council Executive, 8 February 2022

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=51113>

Council Executive, 21 June 2022

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Di%95j%7C%8F>

Appendices/Attachments:

None

Contact Person:

Douglas Grierson, Regeneration Team Leader

[Douglas.Grierson@westlothian.gov.uk](mailto:Douglas.Grierson@westlothian.gov.uk)

Clare Stewart, Manager, Community Wealth Building Team

[clare.stewart@westlothian.gov.uk](mailto:clare.stewart@westlothian.gov.uk)

**Elaine Cook**

**Deputy Chief Executive, Education, Planning, Economic Development and Regeneration**

02 September 2022



## **COUNCIL EXECUTIVE**

### **COUNCILLORS' LOCAL DISBURSEMENT FUND**

### **REPORT BY HEAD OF CORPORATE SERVICES**

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

To advise the Council Executive of expenditure from the Councillors' Local Disbursement Fund for the period 1 April 2022 to 30 September 2022

#### **B. RECOMMENDATION**

To note the expenditure from the Councillors' Local Disbursement Fund for the period 1 April 2022 to 30 September 2022

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

<b>I Council Values</b>	Focusing on our customers' needs; making best use of our resources; and working in partnership
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	<p>The guidelines for the operation of the Local Members' Disbursement Fund were established by the Policy and Resources Committee in 1996</p> <p>New forms and procedures were introduced as a result of the council's implementation of "Following the Public Pound" in October 2005 and were further revised in 2007</p> <p>The name of the Fund was changed in April 2007</p>
<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>	None.
<b>VI Resources - (Financial, Staffing and Property)</b>	The budget for 2022/23 was £98,400.00 divided equally amongst the 33 elected members
<b>VII Consideration at PDSP</b>	Not required
<b>VIII Other consultations</b>	None

## D. TERMS OF REPORT

The guidelines for the operation of the Fund include a requirement for a summary report of expenditure from the Fund to be submitted to the Council Executive every six months. This report provides information regarding the half year position for the period 1 April 2022 to 30 September 2022.

The budget for the Fund for 2022/23 is £98,400.00 allocated equally to each elected Member. During the reporting period, a Local Government election took place on 5 May 2022. Each member of the Council as at 1 April 2022 was allocated a pro-rated budget up to 4 May 2022, amounting to £277.75. Members elected at the 5 May 2022 election were allocated a pro-rated budget for the remainder of the financial year, amounting to £2,704.06.

One elected Member made no disbursement from their budget allocation for the period 1 April 2022 to 4 May 2022 (£277.75). Historically, funds which have not been allocated by Members have been allocated equally to Ward Members budget allocation for the remainder of the financial year. On that basis the Members for Ward 3, Livingston North, will have additional pro-rated budget to disburse in this financial year.

During the reporting period, Cllr Ann Davidson passed away. The late Cllr Davidsons unallocated budget of £2,354.06 will be allocated to the newly elected member following the By Election to take place in Ward 2, Broxburn, Uphall and Winchburgh, on 1 December 2022.

Appendix 1 to the report details pro-rated disbursement payments made by Members for the period 1 April 2022 to 4 May 2022. Appendix 2 to the report details disbursements made by Members against the pro-rated budget from 5 May 2022. Members receive regular information about sums they have allocated and the balance remaining for allocation by them. Members can request this information at any time.

In order for a disbursement to come within the guidelines for the scheme there should be some evidence in the application of a benefit to the community rather than a benefit only to an individual

## E. CONCLUSION

Reporting the spend from the Fund for the first half of the year ensures compliance with the rules governing the scheme.

## F. BACKGROUND REFERENCES

Policy and Resources Committee - 23 April 1996

Policy Partnership & Resources Committee - 20 June 2001, 25 October 2005, 5 December 2006 and 6 February 2007

Appendices/Attachments:

**Appendix 1** Summary of Councillors Local Disbursement Fund Spending - 1 April - 4 May 2022

**Appendix 2** Summary of Councillors Local Disbursement Fund Spending - 5 May - 30 Sept 2022

Contact Person: Carol Johnston, Chief Solicitor, 01506 281605

Lesley Henderson

Interim Head of Corporate Services

15 November 2022

**APPENDIX 1****COUNCILLORS LOCAL DISBURSEMENT FUND – SPENDING SUMMARY****1 APRIL 2022 TO 4 May 2022**

<b>WARD AND MEMBER</b>	<b>AMOUNT ALLOCATED</b>
<b>Ward 1 – Linlithgow</b>	
Tom Conn	£277.75
Tom Kerr	£277.75
David Tait	£277.75
<b>Ward 2 – Broxburn, Uphall and Winchburgh</b>	
Diane Calder	£277.75
Janet Campbell	£277.75
Angela Doran - Timson	£277.75
Chris Horne	£277.75
<b>Ward 3 – Livingston North</b>	
Alison Adamson	£277.75
Robert de Bold	£277.75
Dominic McGuire	£0.00
Andrew Miller	£277.75
<b>Ward 4 – Livingston South</b>	
Lawrence Fitzpatrick	£277.75
Peter Heggie	£277.75
Maria MacAulay	£277.75
Moir McKee Shemilt	£277.75
<b>Ward 5 – East Livingston and East Calder</b>	
Frank Anderson	£277.75
Carl John	£277.75
Damian Doran - Timson	£277.75
Tom Ullathorne	£277.75

**Ward 6 – Fauldhouse and the Breich Valley**

David Dodds	£277.75
Pauline Clark	£277.75
Cathy Muldoon	£277.75

**Ward 7 – Whitburn and Blackburn**

Jim Dickson	£277.75
Bruce Fairbairn	£277.75
George Paul	£277.75
Kirsteen Sullivan	£277.75

**Ward 8 - Bathgate**

Willie Boyle	£277.75
Harry Cartmill	£277.75
Charles Kennedy	£277.75
John McGinty	£277.75

**Ward 9 – Armadale and Blackridge**

Stuart Borrowman	£277.75
Sarah King	£277.75
Andrew McGuire	£277.75

<b>Total Pro-Rated Budget for 1 April 2022 to 4 May 2022</b>	<b>£9,165.75</b>
--	------------------

<b>Amount allocated to 4 May 2022</b>	<b>£8,888</b>
---------------------------------------	---------------

<b>Amount Pro-Rated to Ward 3 Livingston North Members for allocation</b>	<b>£277.75</b>
---	----------------

# **COUNCILLORS LOCAL DISBURSEMENT FUND – SPENDING SUMMARY**

**5 May 2022 to 30 September 2022**

<b>WARD AND MEMBER</b>	<b>AMOUNT ALLOCATED</b>
<b>Ward 1 – Linlithgow</b>	
Tom Conn	£600.00
Pauline Orr	£1349.24
Sally Pattle	£1,295.00
<b>Ward 2 – Broxburn, Uphall and Winchburgh</b>	
Diane Calder	£900.00
Janet Campbell	£400.00
Ann Davidson	£350.00
Angela Doran-Timpson	£750.00
<b>Ward 3 – Livingston North</b>	
Alison Adamson	£1,225.00
Robert de Bold	£1,580.00
Anne McMillan	£495.00
Andrew Miller	£330.00
<b>Ward 4 – Livingston South</b>	
Lawrence Fitzpatrick	£1,495.00
Peter Heggie	£1,825.00
Maria MacAulay	£2,335.00
Moir McKee Shemilt	£1,350.00
<b>Ward 5 – East Livingston and East Calder</b>	

Carl John	£400.00
Damian Doran - Timson	£1,600.00
Danny Logue	£975.00
Veronica Smith	£0.00

#### **Ward 6 – Fauldhouse and the Breich Valley**

Pauline Clark	£1,600.00
Craig Meek	£500.00
Cathy Muldoon	£975.00

#### **Ward 7 – Whitburn and Blackburn**

Jim Dickson	£1,800.00
Mary Dickson	£1,650.00
George Paul	£1,550.00
Kirsteen Sullivan	£1,625.00

#### **Ward 8 - Bathgate**

Willie Boyle	£0.00
Harry Cartmill	£870.00
Tony Pearson	£2,195.00
Pauline Stafford	£600.00

#### **Ward 9 – Armadale and Blackridge**

Stuart Borrowman	£475.00
Linda Kenna	£1,500.00
Andrew McGuire	£900.00

<b>Total Pro-Rated Budget for 5 May 2022 to 31 March 2023</b>	<b>£89,512</b>
<b>Budget allocated to 30 September 2022</b>	<b>£8,888</b>

**Budget remaining for Allocation****£80,624**



DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **2022/23 HOUSING REVENUE ACCOUNT – MONTH 6 MONITORING REPORT**

#### **REPORT BY DEPUTE CHIEF EXECUTIVE**

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

To provide the Council Executive with a report on financial performance following the month 6 monitoring exercise.

#### **B. RECOMMENDATION**

It is recommended that Council Executive notes the outcome of the month 6 monitoring exercise and the projected outturn.

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

<b>I. Council Values</b>	Focusing on customers' needs, being honest, open and accountable, making best use of 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>	None.
<b>VI. Resources - (Financial, Staffing and Property)</b>	The council approved a £58.684 million Housing Revenue Account (HRA) budget on 15 February 2022.
<b>VII. Consideration at PDSP</b>	Not applicable.
<b>VIII. Other consultations</b>	Head of Finance & Property Services.

## D. TERMS OF REPORT

### D.1 Introduction

The council approved a £58.684 million Housing Revenue Account (HRA) budget on 15 February 2022. This report provides information on the financial position in relation to the HRA as at 30 September 2022 and provides a projection to the year end.

### D.2 Summary of Month 6 Financial Information

The table below summarises the position for the main expenditure headings and provides a projected outcome:

	<b>2022/23 Budget £'000</b>	<b>Committed Expenditure to 30 September £'000</b>	<b>2022/23 Projected Outturn £'000</b>	<b>2022/23 Projected Variance £'000</b>
Employee Costs	5,267	2,466	5,272	5
Premises Costs	20,174	12,139	20,221	46
Transport Costs	97	41	97	0
Supplies & Services	2,673	2,008	2,523	(149)
Third Party Payments	136	169	136	0
Transfer Payments	2,293	497	2,379	86
Support Services	2,552	1,276	2,552	0
Capital Financing	13,971	6,986	13,971	0
CFCR	11,521	4,853	11,092	(429)
<b>Total Expenditure</b>	<b>58,684</b>	<b>30,435</b>	<b>58,243</b>	<b>(441)</b>
Income	(58,684)	(30,873)	(58,243)	441
<b>Net Expenditure</b>	<b>0</b>	<b>(438)</b>	<b>0</b>	<b>0</b>

#### Employee Costs

Employee costs are forecast to overspend by £5,000. Although there are still expected to be one off staffing savings resulting from vacant posts and staff turnover, these savings are now helping to mitigate the pay award package, which is above the level assumed when the budget was approved in February 2022.

#### Premises Costs

Based on current information, premises costs are anticipated to overspend by £46,000, mainly as a result of increased repair costs. A number of market pressures are continuing to result in increased material costs, and a lack of subcontractor availability means that premium rates are being paid for external suppliers.

Expenditure on other repairs remains a key risk area; it is demand led and reactive to customer requirements, and any adverse weather can also materially impact on expenditure.

#### Supplies & Services

Supplies and Services are forecast to underspend by £149,000 due to a combination of savings across a number of budget headings, including legal fees and printing costs. During the Covid-19 period, the newsletter and other communications to tenants were moved to an online platform, meaning printing costs have reduced notably.

### Transfer Payments

Transfer payments comprise void losses, irrecoverable rents and bad debt provision for rents. They also include additional costs incurred as a consequence of Covid-19, which relate mainly to additional vehicle hires for Building Services operatives in order to maintain a one metre distancing rule for the first part of the year. As these measures have now been relaxed and a number of vehicles have been off-hired, then further Covid related costs should be minimal.

The forecast overspend of £86,000 in transfer payments is a consequence of additional Covid-19 costs and void house rents, offset in part by an underspend in the provision for bad debts.

### Capital Financing & CFCR

The CFCR is the amount of income raised through the housing revenue account that is not spent directly on revenue costs, but is earmarked to fund capital works, mainly consisting of refurbishment and upgrade programmes to maintain and improve the housing stock. The mix between borrowing and CFCR is largely dependent on the required level of borrowing and associated capital financing charges as well as the level of CFCR affordable to the HRA.

The level of CFCR is also subject to confirmation dependant on other movements within the HRA revenue account, principally in relation to expenditure on reactive repairs and levels of housing rent. At this stage, the forecast CFCR contribution is £11.092 million.

### Income

Income budgets for 2022/23 relate to the estimated level of rent and other miscellaneous charges due to the HRA. Forecast income has been projected based on the latest information relating to housing stock, taking account of new build completions.

Based on the rental income received to date, and factoring in stock changes during 2022/23, chargeable income is forecast to be £441,000 under budget. This is in part due to delays in additions to the housing stock via new build completions and open market acquisitions.

The change to the benefits system means that those tenants who are entitled to housing benefit now receive the housing cost element of their entitlement directly as part of their lump sum Universal Credit payment rather than this being paid directly to the council, which has resulted in uncertainty in relation to rent payments. It is possible to partly mitigate this through tenants applying for Managed Payments or Scottish Flexibilities, however the council has no control over these as ongoing financial arrangements and the tenant can cancel the arrangements at any time.

The change to the system has also meant that the council is no longer involved in benefit claim processing for tenants claiming Universal Credit, meaning that there is no knowledge of new claims until tenants begin to accumulate arrears. Staff had previously assisted with the claim process, and ensured that the housing cost elements of the claim were correct, verified and evidenced. This change has had the effect of delaying early advice and support for tenants struggling to manage their finances, with the service continuing to reshape processes to enable these interventions as early as possible where arrears occur. Both of these factors directly caused by the implementation of Universal Credit have impacted on rent collection rates and the level of current tenant arrears.

The value of current tenant arrears at 30 September was £4.781 million (6,841 cases), with the equivalent position in 2021/22 of £4.151 million. Arrears and their impact on the financial position of the HRA will continue to be closely monitored. The committed income noted above at month 6 includes house rent, garage rent, insurance recoveries, factoring income and other general recoverable charges, and is an assessment of the total income due to 30 September 2022. The £31.093 million in rental income collected in cash to 1 October 2022 is £707,000 higher than the £30.386 million of rental income collected in cash at the same stage in 2021/22, and equates to a cash collection rate of 94% at month 6.

## **E. CONCLUSION**

A breakeven position is forecast on the basis of the information available.

Appendices/Attachments: None

Contact Person: [kirsty.west2@westlothian.gov.uk](mailto:kirsty.west2@westlothian.gov.uk) – Tel No: 01506 281311

**Graeme Struthers**  
**Depute Chief Executive**  
**15 November 2022**

DATA LABEL: PUBLIC

**COUNCIL EXECUTIVE****2022/23 HOUSING CAPITAL REPORT – MONTH 6 MONITORING REPORT****REPORT BY DEPUTE CHIEF EXECUTIVE****A. PURPOSE OF REPORT**

To provide the Council Executive with a report on the financial position in relation to the Housing Capital Programme following the completion of the month 6 monitoring exercise.

**B. RECOMMENDATION**

It is recommended that Council Executive note the outcome of the month 6 Housing capital monitoring exercise and the projected outturn for 2022/23.

**C. SUMMARY OF IMPLICATIONS**

<b>I. Council Values</b>	Focusing on customers' needs, being honest, open and accountable, 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>	The council's Housing Capital Programme is managed within the stringent requirements set out in the Prudential Code.
<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>	"Outcome 10 – We live in well designed, sustainable places where we are able to access the services we need."
<b>VI. Resources - (Financial, Staffing and Property)</b>	Council Executive approved a revised capital programme of £46.055 million for 2022/23 on 21 June 2022.
<b>VII. Consideration at PDSP</b>	Not applicable.
<b>VIII. Other consultations</b>	Consultation has taken place with Housing Customer and Building Services, tenants and Finance & Property Services.

## D. TERMS OF REPORT

### D.1 Introduction

The council approved a 2022/23 programme for Housing capital investment in February 2022. An updated 2022/23 Housing capital investment programme of £46.055 million was approved by Council Executive on 21 June 2022, taking account of the 2021/22 outturn, the most recent assumptions available regarding the potential effect of the Covid-19 situation on the programme for 2022/23 and updated phasing profiles. This report contains detail of expenditure to date in the Housing capital programme and provides a projected outturn for the financial year.

### D.2 Summary of Month 6 Financial Information

The summarised position for actual and projected expenditure is shown below. The table shows actual investment of £15.914 million in the housing stock to 30 September 2022. The forecast expenditure for the year is £43.769 million. The investment programme comprises the creation of new build social housing and refurbishment of existing stock, which includes large scale housing projects, energy efficiency works and planned programmes, much of which is undertaken by Building Services.

<b>Table 1</b>	<b>2022/23 Revised Budget £'000</b>	<b>Actual Expenditure at Month 6 £'000</b>	<b>2022/23 Projected Outturn £'000</b>	<b>2022/23 Projected Variance £'000</b>
New Housing Supply	29,256	8,158	27,121	(2,135)
Major Refurbishment	750	247	750	0
Major Elemental Upgrades	3,379	1,333	3,033	(346)
Planned Programmes	3,373	1,437	3,373	0
Environmental Upgrading	828	32	828	0
Compliance Works	7,668	4,292	7,863	195
Miscellaneous	801	415	801	0
<b>Total</b>	<b>46,055</b>	<b>15,914</b>	<b>43,769</b>	<b>(2,286)</b>

#### New Housing Supply

Significant resources continue to be invested in the creation and acquisition of new homes, with budgeted resources of £29.256 million in 2022/23. New housing supply includes increasing the existing council housing stock through new builds, open market acquisitions and mortgage to rent properties. Good progress is being made, with many of the new build projects on site and progressing, and projected spend for 2022/23 is £27.121 million

The new build programme has continued in 2022/23 with sites currently underway at Mossend in West Calder, Wellhead Farm in Murieston, and Eagle Brae and Deans South in Livingston, which will result in the addition of 169 new homes to the housing stock. Since 1 April 2022, 17 units have been handed over at Mossend and 26 at Wellhead Farm. Further handovers at Mossend are forecast for late 2022 and, at Wellhead Farm, the next phase of handovers is expected in early 2023.

The projects at Marjoribanks Street and Mid Street in Bathgate continue to be delayed as a result of checks in relation to Common Good legislation. As a result, £2.135 million worth of slippage has been reported across these projects.

As at 30 Sept 2022, 10 houses have been acquired through the Open Market Acquisition Scheme (OMAS), with further acquisitions currently in progress. This is in addition to the 256 open market acquisitions that have been added to the housing stock in previous years since the scheme was introduced.

## **Major Refurbishments**

Major refurbishment works include planned works on streets, beyond traditional roof and render renewal works. There is one project being carried out in 2022/23 at Bathville Flats in Armadale, which is currently forecast to spend to budget with anticipated expenditure of £750,000. There is some potential for savings on this project and updates will be provided throughout the year.

## **Major Elemental Upgrades**

Planned expenditure of £3.033 million is expected on major elemental upgrades in 2022/23. Projects largely include roof and roughcasting work undertaken, or managed, by Building Services. Most of the programme is expected to be delivered substantially to budget.

At Month 4, a potential overspend was noted for works in the Dedridge area due to the discovery of asbestos, and this overspend is still anticipated at month 6. This discovery has caused a delay to the project due to the Health and Safety Executive notification process and the subsequent costs to remove the asbestos. This overspend will be managed within the overall programme.

Slippage has been identified at the project in Mansfield Court and Waverley Street in Bathgate. This is due to delays caused by consultation with owners/occupiers of the property regarding issues surrounding the Tenement Management Scheme.

## **Planned Programmes**

Planned programmes maintain the safety of houses and components, with expenditure of £3.373 million expected across the programme during 2022/23. This includes new kitchens and bathrooms, window and door refurbishments and renewals, stair upgrades, fencing programmes and high value repairs.

The programme consists of approximately: 128 kitchens and bathrooms, external painting, rhone cleaning and upgrading and internal decoration to a combined total of 1,555 properties, and various common stair upgrades such as painting and new security entrance doors in 24 blocks.

## **Environmental / External Upgrading**

Forecast expenditure of £828,000 is anticipated on environmental programmes and external upgrading in 2022/23. These works encompass a range of environmental, street improvement and drainage projects, planned in conjunction with tenants and other council services, and works are progressing well at various sites throughout West Lothian.

There is a potential risk in regards to Tenant Environmental Projects due to consultation work taking place. Updates will be provided on this throughout the year.

## **Compliance Works**

Compliance works to housing stock include asbestos management works, legionella upgrades, periodic testing and electrical upgrades and a number of energy efficiency projects aimed at meeting the requirements of Scotland's Energy Efficiency Standard for Social Housing (EESH) regulations. These works include central heating upgrades, enhanced investment in external wall insulation and PV panels. The 2022/23 programme consists of 1,000 central heating replacements, periodic testing of 4,511 houses and the installation of hard-wired smoke detectors in 1,400 properties.

Compliance works to deliver central heating replacements, electrical testing and smoke detection projections are progressing well. The new arrangements introduced to engage with tenants in order to gain access to undertake the programmes has seen positive results and ensures tenants properties are safe and that the service meets our compliance responsibilities.

As an integral part of the council's Energy Efficiency Standard for Social Housing Programme (EESH), an air source heat pump project is to be undertaken in all none gas areas to improve energy efficiency.

External Wall Insulation (EWI) is being progressed in the last remaining council houses in the Dedridge, Eliburn, Polbeth, and Fauldhouse areas, with works being carried out in conjunction with the HEEPS:ABS programme.

The Aids and Adaptions budget is expected to overspend by £105,000, based on month 6 forecasts. This work is demand led and there is a risk that demand may continue to rise throughout 2022/23, as more tenants request work that they have deferred during the pandemic restrictions. An overspend is also now anticipated within periodic testing and electrical upgrades work, due to the volume of associated follow up works required and increases in forced access costs to gain access to properties. This overspend will be managed within the overall programme.

### Miscellaneous

Works are ongoing in various miscellaneous projects throughout West Lothian, which includes feasibility studies, the home safety service, the home security for older people and provision for works required as a result of new unsuitable accommodation legislation introduced by the Scottish Government, with anticipated spend of £801,000 in 2022/23.

## D.3 Capital Resources

The table below shows the capital resources available to fund the housing capital programme in 2022/23. It should be noted that the investment programme is largely funded through a mix of borrowing and Capital Funded from Current Revenue (CFCR), with additional funding sources from council house sales, government grants and council tax on second homes.

The mix between CFCR and Borrowing is largely dependent on the required level of borrowing and associated capital financing charges as well as the level of CFCR affordable to the Housing Revenue Account, and is subject to confirmation at the end of the financial year.

<b>Table 2</b>	<b>2022/23 Revised Budget £'000</b>	<b>2022/23 Income to Month 6 £'000</b>	<b>2022/23 Projected Outturn £'000</b>	<b>2022/23 Projected Variance £'000</b>
CFCR	11,521	4,853	11,092	(429)
Borrowing	28,325	8,917	26,421	(1,904)
Government Grants	6,014	1,939	6,014	0
Developer Contributions	25	0	25	0
Council Tax (Second Homes)	70	117	117	47
Capital Receipts	100	88	100	0
<b>Total Income</b>	<b>46,055</b>	<b>15,914</b>	<b>43,769</b>	<b>(2,286)</b>

## **CFCR**

At this stage, the contribution of Capital from Current Revenue (CFCR) is anticipated to be £11.092 million. This is due to an anticipated under recovery of rental income within the housing revenue account as a result of delays within the new supply programme.

It should be noted the final CFCR contribution can be subject to capital borrowing requirements and related costs, as well as affordability within the Housing Revenue Account, subject to pressures such as rent arrears and reactive repair costs, and the anticipated CFCR contribution will be reviewed when Treasury forecasts are updated.

## **Borrowing**

The programme approved in June 2022 outlined anticipated borrowing requirements of £28.325 million. At this stage it is anticipated that £26.421 million of borrowing will be required to meet projected expenditure levels, taking into account the forecast decrease in CFCR and slippage of new housing supply projects noted in this report.

## **D.4 Risks**

The housing capital investment programme was reviewed and updated in June 2022, to take account of the 2021/22 outturn position, latest circumstances and funding assumptions.

The UK's exit from the European Union and the current situation in Ukraine are having a material impact on costs. There may be further increased costs due to construction price inflation, which is at unprecedented levels, with further increased costs and delays due to lack of availability of materials. There is also an emerging risk regarding contractors as some companies may not survive the current economic conditions, and potential risks to delivery of new build sites as site condition surveys continue to be carried out.

Covid-19 still presents a risk to the programme when entering into the autumn and winter period as this comes with it the potential for an increase in covid-19 cases, which may have an adverse effect on the programme due to staff sickness causing delays in completion of projects.

Further social distancing measures of one metre on sites have now been relaxed, however there is a risk of further restrictions due to the uncertainty the winter will bring. The impact of any potential new restrictions and the resulting impact on projects will be monitored throughout the year.

Sites have inevitably been affected, in terms of delivery timescales, by the impact of the Covid-19 pandemic. Current estimates suggest that the impact across all programmes of work have resulted in delay of between six and twelve months due to a range of issues, namely the initial lockdown of sites, furloughed staff, supply chain and ongoing restrictions to site operations.

There is a risk in terms of the current housing market. Interest rates have risen for mortgages and this may cool the previously buoyant housing market and create even more unpredictable housing market conditions. This may present a risk to delivery of additional OMAS properties as less properties may enter the market, resulting in less availability under OMAS policy guidelines.

## E. CONCLUSION

Good progress is being made in the 2022/23 Housing capital programme. Within the new housing supply projects, work is continuing on a number of sites which are expected to complete within this financial year.

Significant investment is also being made in the housing stock to both improve the overall standard of the stock, meet energy efficiency standards and to increase the number of available houses for West Lothian residents. Much of the focus of this work in 2022/23 continues to be on work undertaken, where possible and within the terms of the Best Value framework, by Building Services.

As set out in the updated budget report to Council Executive in June 2022, although the capital programme has been reviewed and updated based on current guidance and assumptions, there remains a material risk that circumstances may change. There also remains a substantial risk around the affordability of the current approved programme, with the ongoing effects of the pandemic, the UK's exit from the EU and the current situation in Ukraine having a material impact on costs. There may be further increased costs due to construction price inflation, which is at unprecedented levels, with further increased costs and delays due to lack of availability of materials. There is also an emerging risk regarding contractors as some companies may not survive the current economic conditions, and potential risks to delivery of new build sites as site condition surveys continue to be carried out.

Given the ongoing material disruption and uncertainty arising from these events, officers will continue to review the programme and will continue to report on the impact to Council Executive as part of the established budget monitoring exercise. Officers will also endeavour to pursue all options for delivery of the programme and to minimise any further delays where possible. All project budgets will continue to be closely monitored and the position managed by appropriate lead officers.

Appendices/Attachments: 1

Contact Person: [pamela.bell@westlothian.gov.uk](mailto:pamela.bell@westlothian.gov.uk) – Tel No: 01506 281282

**Graeme Struthers**  
**Depute Chief Executive**  
**15 November 2022**

DATA LABEL: PUBLIC

**West Lothian Council**  
**Housing Capital Programme Month 6 Monitoring**  
**Council Executive**

## APPENDIX 1

EXPENDITURE	Annual Budget 2022/23	Actual to Date 2022/23	Projected Outturn 2022/23	Projected Variance 2022/23	Variance Analysis
<b>NEW SUPPLY HOUSING</b>					
New Build	24,873	7,014	22,738	(2,135)	Slippage
Open Market Acquisitions	4,283	1,144	4,283	0	On Budget
Mortgage to Rent	100	0	100	0	On Budget
<b>NEW SUPPLY TOTAL</b>	<b>29,256</b>	<b>8,158</b>	<b>27,121</b>	<b>(2,135)</b>	
<b>REFURBISHMENT AND INVESTMENT</b>					
<b>Major Refurbishment</b>					
Bathville Flats, Armadale Building Services	750	247	750	0	On Budget
	<b>750</b>	<b>247</b>	<b>750</b>	<b>0</b>	
<b>Major Elemental Upgrades</b>					
Almond View & Cousland Terrace, Seafield	800	329	800	0	On Budget
Church Place, Fauldhouse	0	1	1	1	Overspend
Croftmalloch Estate - Harrison Houses, Whitburn	991	36	991	0	On Budget
Dedridge Area, Livingston	390	530	442	52	Overspend
Fallas Place, Walker Road, Main Street, Fauldhouse	376	319	376	0	On Budget
Mansefield Court & Waverley Street, Bathgate	556	0	150	(406)	Slippage
Preston Area - Linlithgow	180	25	180	0	On Budget
Strathlogie, Westfield	86	93	93	7	Overspend
	<b>3,379</b>	<b>1,333</b>	<b>3,033</b>	<b>(346)</b>	
<b>Planned Programmes</b>					
Assisted Decoration Scheme	200	12	200	0	On Budget
Common Access Door Upgrades	50	1	50	0	On Budget
Common Stair Upgrades	75	14	75	0	On Budget
Fencing	75	3	75	0	On Budget
Kitchens and Bathrooms	900	305	900	0	On Budget
Painting	220	111	220	0	On Budget
Planned Reactive/ HIO Investment	1,224	853	1,224	0	On Budget
Rainwater Goods Testing and Upgrading	150	65	150	0	On Budget
Windows & Doors Refurbishment / Renewal	479	73	479	0	On Budget
	<b>3,373</b>	<b>1,437</b>	<b>3,373</b>	<b>0</b>	
<b>Environmental / External Upgrading</b>					
Aerial Upgrades	30	21	30	0	On Budget
Play Areas	50	0	50	0	On Budget
Programmed Drainage	100	11	100	0	On Budget
Tenant Environmental Projects	648	0	648	0	On Budget
	<b>828</b>	<b>32</b>	<b>828</b>	<b>0</b>	
<b>Compliance Works</b>					
Aids and Adaptations - Building Services	500	503	605	105	Overspend
Aids and Adaptations - Occupational Therapists	150	66	150	0	On Budget
Asbestos Management	646	525	646	0	On Budget
Central Heating	3,415	1,758	3,415	0	On Budget
Energy Efficiency/PV Panels	293	68	293	0	On Budget
Stock Condition Surveys/Energy Performance Certificates	217	61	217	0	On Budget
External Wall Insulation	400	4	400	0	On Budget
Firewalls	5	0	5	0	On Budget
Smoke and heat detector upgrades	400	252	400	0	On Budget
Periodic testing and Electric Upgrades	850	863	940	90	Overspend
Orlit Remedial Upgrades	792	192	792	0	On Budget
	<b>7,668</b>	<b>4,292</b>	<b>7,863</b>	<b>195</b>	
<b>Miscellaneous</b>					
Feasibility Surveys	14	1	14	0	On Budget
Home Safety Service	170	266	170	0	On Budget
Home Security for Senior People	10	(8)	10	0	On Budget
IT	251	0	251	0	On Budget
Unsuitable Accommodation Works	356	156	356	0	On Budget
	<b>801</b>	<b>415</b>	<b>801</b>	<b>0</b>	
<b>REFURBISHMENT AND INVESTMENT TOTAL</b>	<b>16,799</b>	<b>7,756</b>	<b>16,648</b>	<b>(151)</b>	
<b>TOTAL HOUSING CAPITAL INVESTMENT PROGRAMME</b>	<b>46,055</b>	<b>15,914</b>	<b>43,769</b>	<b>(2,286)</b>	

On Budget	18,800	6,910	18,800	0
Slippage	25,429	7,014	22,888	(2,541)
Accelerated Spend	0	0	0	0
Saving	0	0	0	0
Overspend	1,826	1,990	2,081	255
	<b>46,055</b>	<b>15,914</b>	<b>43,769</b>	<b>(2,286)</b>



DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **UPDATE ON AUDIT SCOTLAND TACKLING CHILD POVERTY BRIEFING**

#### **REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES**

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

The purpose of the report is to inform Council Executive of the recommendations set out in a recent Tackling Child Poverty briefing from Audit Scotland and to highlight the local approach to address child poverty in West Lothian.

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

It is recommended that the Council Executive notes:

1. The range of recommendations set out in the recent tackling child poverty briefing from Audit Scotland; and,
2. The current approach to tackling child poverty in West Lothian and plans for the review and refresh of the West Lothian Anti-Poverty Strategy.

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

<b>I</b>	<b>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</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Reducing inequalities and poverty are key priorities set out in both the Corporate Plan 2018/19 to 2022/23 and in the Community Planning Partnership Anti-Poverty Strategy 2018 to 2023.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	SOA1301_11 Percentage of children in poverty in West Lothian
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	We have tackled significant inequalities in West Lothian society; We have improved the life chances for people at risk; We take pride in a strong, fair and inclusive society.

<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	Significant resources are deployed by the council and CPP partners to address child poverty
<b>VII</b>	<b>Consideration at PDSP</b>	None
<b>VIII</b>	<b>Other consultations</b>	Ongoing consultations with other service areas and community planning partners.

## **D. TERMS OF REPORT**

### **D.1 Background**

A recent Audit Scotland briefing report has warned that longer-term joint planning is needed to address child poverty in Scotland and meet the ambitious targets set out in the Child Poverty (Scotland) Act 2017.

The Scottish Government's first tackling child poverty delivery plan covered the four-year period from 2018 to 2022. The briefing report raises concern with the difficulty in assessing the success of this plan due to the disruption to data collection during the Covid-19 pandemic.

The new tackling child poverty delivery plan for 2022 to 2026 has now been implemented and Scottish Government modelling predicts that successful delivery of the actions within the new plan will lead to decreased rates of relative child poverty in line with interim targets by 2023/24.

### **D.2 Audit Scotland Tackling Child Poverty Briefing**

The report, published in September 2022, raises concerns around the availability of data and scope of child poverty indicators.

Relative poverty measures the proportion of children living in households with income lower than 60% of the median household income and is often referred to as the headline indicator of child poverty. The report raises concern that this indicator is primarily focused on income as a measure of poverty and does not account for external factors including the rising cost of living. Scottish Government modelling predicts that rates of relative poverty among children in Scotland will reduce to 17% by 2023/24 following introduction of the policies included in the Child Poverty Delivery Plan.

In contrast, absolute poverty and combined low income and material deprivation indicators provide insight into the impact of increases in the cost of basic goods and services on households, but modelling has predicted rates of 16% by 2023/24, falling short of the interim target of 14%.

Due to lack of robust data during the covid-19 pandemic, the Scottish Government only published official statistics for one out of four child poverty indicators for 2020/21. Data for relative child poverty, absolute child poverty and combined low income and material deprivation are only available up to 2019/20. It is therefore difficult to fully assess the impact of child poverty policies and address any factors that might impede progress toward targets in real time.

Local estimates of relative child poverty are available for the period 2020/21. These estimates are based on a separate data source to the official Scottish Government statistics but do provide a useful insight into relative poverty rates locally. Latest estimates indicate 21.1% of children in West Lothian were found to

experience poverty after housing costs in 2020/21, a reduction from 24.6% in 2019/20

The Audit Scotland briefing concludes that the Scottish Government and its partners will need to take significant action to meet the 2030/31 child poverty targets. The report sets out a number of recommendations as follows:

Councils, and national groups they participate in, should:

- consider how best to share information about what councils are doing to tackle child poverty and its impact. This would support learning and improvement. They should also ensure this is supported by robust data and evaluation.

The Scottish Government and councils should:

- consistently use the suite of child poverty indicators to reflect the impact of cost of living increases on low-income families
- consider how to improve national and local data to ensure that it fully captures and measures the characteristics and complexity of children living in poverty and the impact of actions on outcomes for children across different demographic groups.

### **D.3 Local Approach to Tackling Child Poverty in West Lothian**

Child poverty is closely monitored through the West Lothian Anti-Poverty Strategy and reported regularly to the Anti-Poverty Task Force. A local Child Poverty Reference Group has been set up with responsibility to produce the annual Local Child Poverty Action Report. A two-year child poverty action plan has been developed for the period 2021 to 2023 to align with the end of the current anti-poverty strategy.

The West Lothian anti-poverty strategy covers the period to 31 March 2023. Since its development, there have been a number of events that have had a significant impact on the landscape of poverty; Brexit, the Covid-19 pandemic and the current cost of living crisis have led to legislative changes, economic instability and increased demand for anti-poverty services.

The current strategy will be analysed to review what has and has not worked well and to assess the impact of the strategy over its lifetime. It is important that the refresh of the anti-poverty strategy is informed by the views of key stakeholders. A programme of consultation will therefore be carried out with those with lived experience of poverty, local community groups and organisations and services leading on the delivery of local activity to address poverty.

Consideration will also be given to other local and national strategies and plans to ensure that anti-poverty activity in West Lothian is co-ordinated to meet shared outcomes. These include:

<b>West Lothian</b>	<b>Scotland</b>
West Lothian Council Corporate Plan	Fairer Scotland Duty and Action Plan
Local Outcome Improvement Plan	Fuel Poverty Strategy
Children and Families Strategic Plan	Draft plan to end food insecurity

Local Housing Strategy	Child Poverty (Scotland) Act 2017 (Local Child Poverty Action Reports)
HSCP Carers Strategy	Best Start, Bright Futures: Child Poverty Delivery Plan 2022 – 2026

Actions to address child poverty will be developed in cognizance of the targets and priorities laid out in the Child Poverty (Scotland) Act 2017 and the current Child Poverty Delivery Plan and will continue to be reported annually through the Local Child Poverty Action Report.

## **E. CONCLUSION**

The recommendations from Audit Scotland have a strong focus on partnership work and sharing of information across networks to develop interventions and approaches that are informed by robust local data.

As further data becomes available and more is known about the impact of the pandemic and cost of living crisis on official statistics, officers will assess this in order to develop and shape work going forward.

The current West Lothian Anti-Poverty Strategy covers the period to the end of 2022/23 and work has begun on consultation and review of the current strategy to refresh the strategic aims and outcomes going forward. Future plans will be developed to account for the impact of wider economic factors and a robust plan of action will be produced to tackle poverty over the next five-year period.

## **F. BACKGROUND REFERENCES**

Audit Scotland Briefing: Tackling Child Poverty: <https://www.audit-scotland.gov.uk/publications/briefing-tackling-child-poverty>

Update on Child Welfare Measures following the UK budget.  
<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=53346>

Appendices/Attachments:

None.

Contact Person: Nahid Hanif, Anti-Poverty Manager, Tel: 01506 283022  
[Nahid.Hanif@westlothian.gov.uk](mailto:Nahid.Hanif@westlothian.gov.uk)

**Donald Forrest**  
**Head of Finance and Property Services**  
**15 November 2022**

DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **UKRAINE REFUGEE SUPPORT SCHEMES**

#### **REPORT BY DEPUTE CHIEF EXECUTIVE**

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

To provide the Council Executive with an update on the UK Government's Homes for Ukraine Scheme, the Scottish Government's Super Sponsor Scheme and related guidance, and the support available within West Lothian.

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

It is recommended that Council Executive:

1. Notes the update on the UK Government's Homes for Ukraine Scheme, related funding for councils and support available within West Lothian and the information on the number of households and persons registered;
2. Notes the update on the Scottish Government Super Sponsor Scheme, related guidance and funding for councils and the update on the work being progressed by the council; and
3. Note that further reports will be presented to committee if there any material changes to the role of local authorities.

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

<b>I Council Values</b>	Focusing on customers' needs, being honest, open and accountable, making best use of 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>	People most at risk are protected and supported to achieve improved life chances
<b>VI Resources - (Financial, Staffing and Property)</b>	The UK Government has made available a £10,500 per person tariff to councils to enable them to provide support to families to rebuild their lives and fully integrate into communities. The £10,500 for Ukrainian nationals is for the

first year, future years are to be reviewed in due course. The Scottish Government have offered grant funding of up to £366,000 to support the costs incurred by the council in the resettlement of refugees from Ukraine.

**VII Consideration at PDSP**

Not applicable

**VIII Other consultations**

Members of the Corporate Management Team and related senior officers

**D. TERMS OF REPORT**

**Background**

- D.1** The Ukrainian refugee crisis is the ongoing movement of people caused by the 2022 invasion of Ukraine by Russian military forces, beginning shortly before the invasion started in late February.

This year, the Scottish Government issued a template in order to provide a consistent way of recording information relating to key themes and issues ensuring that it is comparable locally, regionally and nationally. This report is completed in accordance with the new standard template.

**D.2 UK Government's Homes for Ukraine Scheme**

The UK Government's Homes for Ukraine Scheme opened on 18 March 2022 for visa applications from Ukrainians and immediate family members who already have named people willing to sponsor them. This scheme is open to Ukrainian nationals who were residents in Ukraine prior to 1 January 2022 and also to their immediate family members (for example spouse/partner and children under 18) who may be of other nationalities, to be sponsored to come to the UK. Applicants could apply from Ukraine or from any other third country. Phase One of the scheme allowed individual sponsors to name Ukrainians. A separate visa scheme for Ukrainians with family members in the UK, which launched on 4 March.

**D.3 UK Government Funding**

The UK Government has made available a £10,500 per person tariff to councils to enable them to provide support to families to rebuild their lives and fully integrate into communities. The £10,500 for Ukrainian nationals is for the first year, future years are to be reviewed in due course. The Scottish Government has secured the agreement of the UK Government to make this tariff, and the other payments detailed below, available to councils for those arriving in Scotland under both Homes for Ukraine and the Scottish Super Sponsor Scheme. The UK Government is also providing additional funding to councils to provide education services for children from families arriving from Ukraine under this scheme. The UK Government has indicated funding will be allocated on a per pupil basis for the three phases of education at the following annual rates:

- early years (ages 2 to 4) - £3,000
- primary (ages 5 -11) - £6,580
- secondary (ages 11-18) - £8,755
- these tariffs include support for children with special educational needs and disabilities (SEND).

Councils are to use the tariff to meet all of their associated costs, both for providing council services and for administering payments. The UK Government will also, under exceptional circumstances, consider claims for costs above and beyond what could reasonably be regarded as normal expenditure and not available through other mainstream funding mechanisms. The UK Government has been clear this will be on an exceptional basis only. The council where the sponsor accommodation is located is asked to provide an interim payment (in line with other resettlement schemes) of £200 per guest for subsistence costs. The £200 payment is factored into the £10,500 tariff and does not need to be repaid by the guest.

Working age guests will be able to apply to receive Universal Credit and will be able to apply for advance payments where eligible. Pension age guests will be able to apply for State Pension Credit and Housing Benefit provided they meet eligibility criteria, and Scottish Housing Discretionary Housing Payments if meet eligibility criteria.

#### **D.4 Scottish Government Super Sponsor Scheme**

The Scottish Super Sponsor Scheme exists to speed up the matching process between individuals Ukrainians and a property. This may be a social or private rental property or (where sponsors have agreed and checks have been undertaken) a property from the Homes for Ukraine Portal. The super sponsor scheme removes the need for applicants to be matched prior to being given permission travel to the UK. By acting as a super sponsor, rather than waiting for matching under the UK Homes for Ukraine Scheme, the super sponsor scheme enabled persons from Ukraine to arrive with no cap on numbers.

#### **D.5 Scottish Government Guidance**

The Scottish Government published the guidance for councils on 4 April 2022 - Super Sponsor Scheme and Homes for Ukraine: guidance for local authorities - gov.scot ([www.gov.scot](http://www.gov.scot)) The guidance outlines the role of councils in supporting Ukrainian guests who arrive under both the Scottish Super Sponsor Scheme and who match privately into Scotland through the Homes for Ukraine Scheme. The guidance does not cover displaced persons coming in via the Ukraine Family Scheme. Councils will also administer 'thank you' payments at the £350 per sponsoring household per month rate on behalf of the UK Government. This is a thank you payment not a rental or any other kind of contract payment. Additional funding is to be allocated for these payments, councils are expected to cover administration costs within the £10,500 tariff.

#### **D.6 Scottish Government Funding**

The Scottish Government have awarded the council a grant up to the value of £366,000 to provide financial support to support capacity within the council's team supporting refugees from Ukraine; meet some of the costs of identifying and bringing properties into use for refugees coming to Scotland; and some of the wider costs of supporting refugees to settle into local communities. The main objectives/expected outcomes of the Grant are to increase capacity in council resettlement teams (or equivalent) for the support of Ukrainian displaced persons, to provide support for refurbishment costs for properties used to house Ukrainian displaced persons, and to cover costs of supporting Ukrainian displaced persons to settle into local communities not already addressed by alternative funding sources.

## **D.7 Council Support for Ukraine Refugees**

### **Hotels**

We are currently supporting 73 people in the Mercure Hotel, 49 adults and 24 children. Numbers have been fairly stagnant with 8 families requiring 3 bed accommodation and 10 single males that we don't have any host accommodation for available in West Lothian. We have seen a high number of refusals for hosting arrangements that have been offered, main reasons given are some areas are too remote e.g. Longridge and Winchburgh and that people want their own tenancies.

In the Houston House we have 25 rooms available which is now full with 29 people, mainly couples and single males and females. We have one family with a child however looking to relocate to the Mercure. There are 11 single males.

Support is provided in both hotels on a drop-in basis. Officers are in attendance from Social Policy, Housing Needs Resettlement Team, the Advice Shop, Adult Learning for ESOL (English to Speakers of Other Languages) and Access to Employment to provide comprehensive support.

Two Officers from the Scottish Government are supporting in both hotels with the matching process. Officers from West Lothian Council and the Scottish Government are working to progress matches in both hotels. We are developing working arrangements with East Lothian and Midlothian Council to progress matches in these areas. Feedback has been provided to the Scottish Government on the issues with finding hosting arrangements for single males and larger families, reasons for refusals and reluctance to accept host accommodation and potential pressures on Housing in West Lothian.

### **Homes for Ukraine**

We currently have 31 hosts supporting through the UK Homes for Ukraine scheme. Due to increasing number of enquiries received on 'next steps' as a hosting arrangement comes to an end, an information sheet has been devised for hosts and guests which is being emailed out to all hosts. A meeting was also held which all hosts were invited to in order to understand some of the current issues they are experiencing.

A new process has been implemented whereby hosts will now be contacted at the 4 month point to see if they wish to continue with the arrangement or guests require Housing Options advice to avoid the potential for sudden and unexpected placement endings.

## **Scottish Super Sponsor Scheme**

We have 17 current hosting arrangements through the Super Sponsor Scheme. Officers continue liaise with Hosts, COSLA, the Scottish Government and other Local Authorities to progress with matches. Officers are actively following up any outstanding issues such as Disclosures and house checks to increase hosting placements available.

## **Breakdowns**

We have had 9 placement breakdowns from Homes for Ukraine and Super Sponsor Scheme. Guests have been supported to source other hosting arrangements or returned to hotel accommodation provided by the Scottish Government. Housing Options advice is provided to hosts in the event of a breakdown or potential breakdown or when someone is asked to leave. Officers are encouraging hosts to provide 2 months' notice to end a hosting arrangement as per sponsorship guidelines.

## **Staffing**

In order to support the work outlined above a number of roles have been appointed to, including a Ukraine Resettlement Coordinator for Social policy, 4 Tenancy Sustainment Officers to provide resettlement support in Hotels and in the community. 3 Interpreters have started on a sessional basis to support in Hotels and in the community and 1 Housing Options Officer has been appointed. There is also additional short-term capacity within the advice shop.

## **E. CONCLUSION**

Staff continue to work alongside people from Ukraine and host families to offer a range of supports to ensure that people are able to settle appropriately into their communities whilst the war in Ukraine continues.

## **F. BACKGROUND REFERENCES**

None.

Contact Person: Alison White

Email: [alison.white@westlothian.gov.uk](mailto:alison.white@westlothian.gov.uk)

Alison White, Depute Chief Executive

Date: 15<sup>th</sup> November 2022



DATA LABEL: PUBLIC

**COUNCIL EXECUTIVE****UPDATE TO STATUTORY LIST OF PUBLIC ROADS****REPORT BY HEAD OF OPERATIONAL SERVICES****A. PURPOSE OF REPORT**

The purpose of this report is to provide an up to date position on the statutory list of public roads with the inclusion of roads which have been added between 1 December 2019 and 31 October 2022.

**B. RECOMMENDATION**

It is recommended that Council Executive notes the addition of the roads contained in appendix 1 to the statutory list of public roads.

**C. SUMMARY OF IMPLICATIONS**

<b>I 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 Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Policy : None. Legal : Roads (Scotland Act) 1984.
<b>III Implications for Scheme of Delegations to Officers</b>	The management of the list of public roads is delegated to the Head of Operational Services under standing orders.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	Outcome 4 : We live in resilient, cohesive and safe communities.  Outcome 8 : We make the most efficient and 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>	None.
<b>VIII Other consultations</b>	None.

**D. TERMS OF REPORT**

## **BACKGROUND**

At the meeting of the Council Executive on 29 October 2013 it was agreed that additions to the statutory list of public roads would be reported on an annual basis. Owing to the pandemic there has been limited house building and as a result lower numbers of adopted road completions. However, now that house building has resumed with the resultant road construction, developers are offering road adoptions to the council. These roads have been added to the “list of public roads”.

Section 1 of the Roads (Scotland) Act 1984, (the 1984 Act), outlines the powers and duties of local roads authorities. In particular section 1(1) of the 1984 Act places a statutory duty on the Council to manage and maintain roads which are entered in a “list of public roads”. The council keeps a Statutory List of Public Roads which is available for inspection to meet the requirements of the 1984 Act.

New roads approved through the development process are subject to the requirement for Road Construction Consent (RCC). Section 16(2) of the 1984 Act requires that after completion of the works in accordance with the RCC, and following application by the developer, the local roads authority shall within 12 months of the application add the road to their list of public roads. The roads listed in Appendix 1 are those roads which have been added to the Statutory List of Public Roads during the period between 1 December 2019 and 31 October 2022 in accordance with section 16(2).

## **E. CONCLUSION**

The council has a statutory duty in terms of the Roads (Scotland) Act 1984 to maintain and manage the roads on the statutory list of public roads. The statutory list of public roads requires to be updated annually. Appendix 1 lists the additions to the list of public roads between 1 December 2019 and 31 October 2022.

## **F. BACKGROUND REFERENCES**

Appendices/Attachments: Appendix 1, Addition to list of public roads.

Contact Person: Gordon Brown, Roads and Transportation Manager,  
[gordon.brown@westlothian.gov.uk](mailto:gordon.brown@westlothian.gov.uk)

Jim Jack, Head of Operational Services,

Whitehill Service Centre, 4 Inchmuir Road, Whitehill Industrial Estate, Bathgate, West Lothian, EH48 2EP

Date of meeting: 15 November 2022

**ADDITION TO LIST OF PUBLIC ROADS -SECTION 16(2) OF THE ROADS (SCOTLAND) ACT 1984  
FOR PERIOD FROM 1 DECEMBER 2019 TO 31 OCTOBER 2022**

ROAD NAME	LOCATION	LENGTH (km)	ADD INFO	REMARKS
Breichwater Place	FAULDHOUSE	0.475		Section completed by the council using Road Bond money recalled after Strathclyde Homes went into liquidation
B792 Blackburn Road	BATHGATE	0.040		Access to former Guildiehaugh Depot.
Canal View	WINCHBURGH	0.160		
Canal Road	WINCHBURGH	0.090		
Rowan Place, Calderwood	EAST CALDER	0.435		
Miller Street	WINCHBURGH	0.760		
Cannon Street	WINCHBURGH	0.275		
Station View	WINCHBURGH	0.225		
Howatson Court, Livingston Village	LIVINGSTON	0.275		Phase 1 only
Broomyhill Place, Linlithgow Bridge	LINLITHGOW	0.125		
Woodthorpe Gardens	BATHGATE	0.085		
Bluebell Court	ARMADALE	0.090		
Primrose View	ARMADALE	0.245		
Violet Drive	ARMADALE	0.150		
Piriebank, Ladywell	LIVINGSTON	0.055		
New Calder Mill Road	MID CALDER	0.475		
Waddell Road	BATHGATE	0.280		
Badger Walk, Calderwood	EAST CALDER	0.295		
Arran Avenue, Deans South	LIVINGSTON	0.155		
Binny Craig View	PUMPHERSTON	0.475		
Stonebyres Drive	WINCHBURGH	0.165		
Stonebyres Road	WINCHBURGH	0.160		
Glendevon Farm Place	WINCHBURGH	0.450		
School House Road, Deans	LIVINGSTON	0.185		
Snowdrop Path, Calderwood	EAST CALDER	0.590		
Fern Way, Calderwood	EAST CALDER	0.075		
Daffodil Way, Calderwood	EAST CALDER	0.100		



DATA LABEL: PUBLIC



## **COUNCIL EXECUTIVE**

### **WEST LOTHIAN ADULT PROTECTION COMMITTEE 2020-2022 ADULT PROTECTION BIENNIAL REPORT**

#### **REPORT BY CHIEF SOCIAL WORK OFFICER**

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

The purpose of the report is to inform the Council Executive of the content of West Lothian Adult Protection Committee's 2020-2022 Biennial Report as prepared by the Convenor of the Adult Protection Committee.

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

It is recommended that the Council Executive note the content of the West Lothian Adult Protection Committee 2020-2022 Biennial Report.

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

<b>I Council Values</b>	<ul style="list-style-type: none"> <li>– Focusing on our customers' needs</li> <li>– Being honest, open and accountable</li> <li>– Making best use of resources</li> <li>– Working in partnership</li> </ul>
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The Adult Support and Protection (Scotland) Act 2007
<b>III Implications for Scheme of Delegations to Officers</b>	None
<b>IV Impact on performance and performance Indicators</b>	There is a suite of indicators that relate to Adult Protection that are overseen by the Adult Protection Committee and Chief Officers Group.
<b>V Relevance to Single Outcome Agreement</b>	People most at risk are protected and supported to achieve improved life chances
<b>VI Resources - (Financial, Staffing and Property)</b>	None
<b>VII Consideration at PDSP</b>	Not submitted
<b>VIII Other consultations</b>	West Lothian Chief Officers Group, Adult Protection Committee and its subcommittee members.

## **D. TERMS OF REPORT**

### **Background**

#### **D.1** West Lothian Adult Protection Committee (APC) operates within a statutory framework.

The APC monitors and reviews what is happening in local areas to safeguard adults and is comprised of senior officers from agencies involved in protecting adults who may be at risk.

APC's are chaired by independent convenors who cannot be members or officers of the council.

APC's have a range of duties which include reviewing multi agency practice and collaboration, improving skills and knowledge and promoting effective communication.

Section 46 of the Adult Support and Protection (Scotland) Act 2007 directs that the appointed Convener of the Adult Protection Committee (APC) must prepare a general Adult Protection Biennial report which will provide comment on the functions and activities in the preceding two years.

This year, the Scottish Government issued a template in order to provide a consistent way of recording information relating to key themes and issues ensuring that it is comparable locally, regionally and nationally. This report is completed in accordance with the new standard template.

#### **D.2 West Lothian Biennial Report 2020-2022**

The report provides a concise overview of the work of the West Lothian Adult Protection Committee, summarising the local activity over the past two years and key actions that have been completed under the statutory functions of the Committee.

The content of the report will also form part of the Improvement plan for 2022-2024. The content of the report looks to identify key achievement, activities trends outcomes and learning in the following areas;

- Significant activity, changing trends and outcomes
- Significant achievements and consistent challenges with management of services and workforce, practice and performance
- Multi-agency, collaborative practice, communication and co-operation between agencies
- Public information, engagement and involvement
- Training learning and staff development
- The key improvement actions as detailed within the joint inspection report

Members of West Lothian Adult Protection Committee and members of the West Lothian Chief Officers group have had the opportunity to review and make comment on the content of the report prior to submission to the Scottish Government on 31 October 2022

## **E. CONCLUSION**

This report informs the Council Executive of the purpose and content of West Lothian Adult Protection Committee's 2020-2022 Adult Protection Biennial Report including its submission to the Scottish Government.

A copy of the 2020-22 West Lothian APC Biennial Report is attached at appendix 1.

**F. BACKGROUND REFERENCES**

None.

Appendix 1: West Lothian Adult Protection Committee 2020-2022 Adult Protection Biennial Report

Contact Person: Karen Love  
Senior Manager, Adult Services

Email: [Karen.Love@westlothian.gov.uk](mailto:Karen.Love@westlothian.gov.uk)

Jo MacPherson, Head of Social Policy

Date: 15<sup>th</sup> November 2022

# West Lothian Adult Protection Committee Biennial Report 2020- 2022

LOVE, KAREN

## Adult Protection Committee

West Lothian

### Foreword

It is my pleasure and an honour to have been appointed as chair of the Adult Protection Committee in West Lothian just over a year ago now. I would like to take this opportunity to formally acknowledge my thanks for the work of the previous chair, Alwyn Bell, and all the other members who have contributed so greatly to delivering and supporting improvements in practice through true collaborative and multi-agency working.

I am pleased on behalf of the West Lothian Adult Protection Committee to present the Biennial Report for 1<sup>st</sup> November 2020 – 30<sup>th</sup> October 2022 and also thank colleagues from the Committee for their patience and assistance in its production. The content of this report will also form part of the recently developed Improvement Plan for 2022-2024.

This biennial report is produced to provide a concise overview of the work of the West Lothian Adult Protection Committee, it further provides an analysis of the types of harm investigated and the profile of adults at risk. This summarises local activity over the past two years and the key actions we have completed under our statutory functions. Within West Lothian there are well established multi-agency Public Protection arrangements in place for Adult Support and Protection, Child Protection, Alcohol & Drug Partnership, Gender Based Violence, Offender Management & Suicide Prevention, which are all overseen by the Chief Officers Group.

As was outlined in our 2018-2020 Biennial Report, following a process of self-evaluation, Chief Officers requested a review of public protection arrangements to ensure enhanced focus and the optimum strategic framework. In October 2019 this supported the implementation of separate Adult Protection and Child Protection Committee structures. Transitional arrangements were agreed to progress to the formation of the current governance arrangements. This is now well embedded in West Lothian and the committee is re-energised with a new vision, focus and identity. It is thriving, with committed management membership at all levels and across all agencies who are determined to fully deliver on all our improvement activity.

In April of this year notification was received, under section 115 of part 8 of the Public Services Reform (Scotland) Act 2010, that the Care Inspectorate, Her Majesty's Inspectorate of Constabulary in Scotland and Healthcare Improvement Scotland would undertake a joint inspection of adult support and protection arrangements in the West Lothian partnership area. This followed a decision in 2020 to suspend the adult support and protection inspection programme, as a result of the pandemic. This inspection has recently been completed with a number of key improvement actions. Senior leaders and Chief Officers have taken ownership of all improvement activity. The partnership was also provided with some reassurance that a number of the recommendations highlighted during the inspection already had improvement activity well underway and where, this was not the case, it has acted swiftly to ensure a program of improvement was commenced immediately.

There have also been significant changes in the membership of the Adult Protection Committee over the last year. I have been hugely impressed by the commitment and drive of the new members to carry on the excellent progress made under the previous committee to protect the safety, wellbeing and rights of adults in West Lothian. We are collectively determined to build on the joint inspection findings, promoting best practice and a learning culture to improve the outcomes for adults at risk.

**OFFICIAL**

The Adult Protection Committee has met virtually since 2020 and there has been active oversight from the Chief Officers Group in relation to the discharge of public protection duties during the pandemic and the subsequent return to the workplace of many staff. The challenge for the coming year will be incorporating best practice from our work during the pandemic into future practice and the development of an outward looking learning culture which encourages staff to learn from good practice as well as areas where further improvement can be delivered.

Finally, I am strongly of the view that all agencies represented on the Committee have a key role to play in the partnership. I have been hugely impressed by all the efforts demonstrated by frontline practitioners to ensure all adults at risk are safe, supported and protected from harm and would like to express my sincere thanks to each of them.

Matt Paden  
Adult Protection Committee Chair

**OFFICIAL**

## Covid-19

(Suggested page count: 2)

The West Lothian partnership, like all others across Scotland and the UK, has faced the unprecedented and ongoing challenges of recovery and remobilisation as a result of the Covid-19 pandemic.

### **Use of the West Lothian public protection website to communicate and engage with stakeholders and members of the public:**

The West Lothian partnership strengthened awareness raising about adult support and protection processes by providing information to stakeholders and the public. The West Lothian public protection website was one such means, providing clear detail on who to contact should someone have a concern about, or know or believe an adult to be at risk. This was promoted at regular intervals on social media and other platforms. Additionally, the Chief Officers Group and Adult Protection Committee issued guidance to reflect the constantly evolving public health messaging to employees and the public to keep everyone safe.

### **Increased frequency of governance and leadership oversight meetings:**

Whilst it is acknowledged that the pandemic had a significant impact upon non-operational activity, the Chief Officers Group continued to provide clear strategic direction and leadership, recognising the need for enhanced scrutiny and support across the partnership. The partnership reacted swiftly by increasing the frequency of scheduled leadership and governance meetings to fortnightly.

Bespoke localised datasets were devised, which, when combined with the Scottish Government's SOLACE data set, ensured the close monitoring of developing trends. This provided a framework which enabled the West Lothian partnership to analyse key adult support and protection activity during the unprecedented challenges faced and prioritised key resources, to ensure all adults at risk of harm were supported and protected from harm. Key areas of focus emerged, these included:

- The impact and management of Covid-19 in care homes;
- Increased adult support and protection referral rates and consideration of additional support mechanisms to meet demand.

### **Covid-19 adult support and protection procedures and use of new technology:**

The pandemic had a significant impact upon all areas of activity within the West Lothian partnership and required each staff member to quickly adapt to the presenting challenge. This included a risk assessment tool being devised that Social Workers completed prior to undertaking a home visit.

New digital platforms were introduced with staff working remotely and it was recognised that new protection arrangements were of paramount importance. Priority was given to ensuring revised adult support and protection procedures were devised. These were endorsed by the Chief Officer Group to facilitate the safest and most efficient service delivery to adults at risk. The West Lothian partnership adapted to emerging trends, resources and energies were focused on specific areas such as care homes and the most vulnerable in communities, whilst fulfilling the full function of the Adult Protection Committee. Consequently, multi-agency discussions and the convening of case conferences moved

to virtual meetings. Initially, some technical issues emerged which proved frustrating for those in attendance at a meeting to resolve. Feedback responses on the rolling professional feedback questionnaire included:

*"It is very difficult taking part when some participants are phoning in and others are on WebEx" (digital platform).*

A temporary solution was then identified which included holding secure telephone conference calls facilitated by Police Scotland. However again, these were not fully inclusive to all. Feedback responses on the rolling professional feedback questionnaire included:

*"I don't know how this meeting would have been possible for the adult at risk to take part in it due to how you access the system; they would have had to have taken part via a phone call if they were able to. It could be distressing for a person with mental ill health who reports symptoms of auditory hallucinations to only hear voices during a phone conference".*

Communication and engagement issues improved when the Microsoft Teams platform was implemented across the partnership. This facilitated better engagement and the inclusion of the adult at risk and their carer at their case conference meeting. Feedback from case conferences since this improvement was introduced has been positive. It is considered to be more inclusive, enables clearer communication and contact with invited attendees.

#### **Strategic and operational communication strategies:**

Operating alongside use of online platforms, were clear communication strategies to identify, respond to and continue to prioritise adult support and protection matters. The communication strategies included:

- Weekly multi-agency partnership briefings, noting key adult support and protection data activity which identified those most impacted and affected by the pandemic and imposed restrictions. This information was cascaded to the full range of stakeholder's networks to convey and encourage them to publicise key messages to the public about how they could still access help or support during the pandemic;
- Supporting staff welfare and wellbeing during the pandemic was of also of the utmost importance, as people adapted to new ways of working. There was acute awareness on the impact of the pandemic on people's mental health and the strain of balancing work/home activity. The Employee Health & Wellbeing Framework was developed with an integrated Four Pillars of Wellbeing toolkit. The aim of this was to amalgamate all the different strands of support and information available into one area which was easily accessible for staff and managers to create a healthy workplace for all. All agencies were acutely aware of the requirement to support staff welfare and ultimately ensure their health in order for them to fulfil their role and responsibilities to others;
- Managers provided peer support to staff to prevent them from becoming isolated. Opportunities to promote morale and access available support were regularly communicated via the Chief Social Work Officer blog, Divisional Commander via Police Intranet, Health's Intranet and was replicated across other media where possible. These communications included regular procedural updates and positive collaborative initiatives demonstrating invaluable partnership work to support the vulnerable and those in need;
- The development of the West Lothian Adult Support and Protection Newsletter shared adult support and protection information and promoted available learning opportunities;
- The delivery of online multi-agency adult support and protection training during the pandemic.

#### **Joint Inspection of Adult Support and Protection in the West Lothian partnership:**

The joint inspection of the West Lothian partnership took place between May and July 2022. The joint inspection scrutinised the records of adults at risk of harm for a two-year period, April 2020 – April 2022. Inspectors commented that:

*“The partnership managed adult support and protection well during the Covid-19 pandemic”.*

*“It successfully maintained business continuity for adult support and protection despite the unprecedented challenges of the pandemic and its associated restrictions”.*

*“It effectively supported its staff to carry out their duties and offered them support for their health and wellbeing”.*

The joint inspection found that the partnership’s leadership for adult support and protection was effective and a comprehensive rolling quality assurance programme for adult support and protection was in place. Partnership staff collaborated and shared information purposefully to support adults at risk of harm. Nevertheless, Inspectors recommended significant areas for improvement around a number of our key processes, as well as, applying rigour and improved methodology to the partnership’s approach to quality assurance, ensuring that experiences and outcomes for adults at risk of harm are improved.

#### **Targeted provision of resources:**

The impact and effect of Covid-19 on older people and especially, those living in residential care homes, was a particular area of focus and development in the West Lothian partnership.

The pandemic led to the Scottish Government delegating to Health Boards responsibility for the oversight of care homes. The multi-agency Care Home Oversight group established a Care Home Assurance team in West Lothian, by developing the existing Care Home team. This team developed a framework of support to care homes that included Infection, Prevention and Control (IPC) guidance and support, symptomatic management of residents with Covid-19, care planning support and onsite visits to offer assurance on measures in place to staff and visitors. The Team assisted care homes to adhere to the highest standards of PPE use and infection control practices to ensure peoples’ health, well-being and safety.

The impact of the pandemic and developments such as the National Care Service will change the way in which services are delivered for years to come. West Lothian will continue to be an active participant in these consultations to ensure that resources are targeted effectively.

West Lothian has a strong culture and history of partnership working that we will use to build and develop a revised 2022-2024 Improvement Plan, to progress key priorities. The partnership’s plan provides a clear pathway to build upon the good practice achieved during the pandemic. This has included the embedding of the best elements of online and virtual practices to hybrid working arrangements being established.

#### **What your data tells you**

*(Suggested page count: 3)*

The partnership has developed a range of localised performance information which assist members of the Adult Protection Committee and relevant sub committees to identify trends and areas requiring assurance activity and self-evaluation. This local data, covering a two-year period, allows trends to be readily identified and is considered as part of the wider national data published by SOLACE on behalf of the Scottish Government. This performance activity is also shared regularly with members of the Chief Officer Group to provide the necessary assurance.

The data provided in Appendix A provides some of the key trends over the last two years. A constant trend over that period has been the increasing numbers of referrals and associated adult, support and protection activity. For example, in Q1 for 2022/23, there has been a 31% increase in referrals in comparison to the same period in Q1 for 2021/22. This is also in keeping with other partnerships across Scotland.

Table 1 below is an extract of the Scottish Government's annual Adult Support and Protection data set return in 2020/21 and 2021/22.

Table 1:

Source of referrals	Number of Adult Support and Protection referrals received between 1 April 2020 & 31 March 2021	Number of Adult Support and Protection referrals received between 1 April 2021 & 31 March 2022	% increase/ decrease in referrals from Source of referrals
NHS	62	134	+116%
GPs	7	7	
Scottish Ambulance Service	25	72	+188%
Police	402	436	+8.4%
Scottish Fire & Rescue Service	58	62	+7%
Office of Public Guardian	0	0	
Mental Welfare Commission	0	0	
Healthcare Improvement Scotland	0	0	
Care Inspectorate	13	20	+54%
Other organisation	172	254	+48%
Social Work	0	108	
Council	74	187	+153%
Self (Adult at risk of harm)	16	22	+37%
Family	66	82	+24%

Friend/Neighbour	14	14	
Unpaid carer	31	28	-9.7%
Other member of public	2	3	+50%
Anonymous	4	6	+50%
Others	170	56	-67%
<b>Total Number of referrals</b>	<b>1116</b>	<b>1491</b>	<b>+34%</b>

The sources of referral show a year-on-year increase in referrals from those services (NHS, Scottish Ambulance Service, Police, Scottish Fire and Rescue Service, other organisation, Social Work and Council) who had ongoing engagement with the public during the pandemic. It also illustrates that the categories of, self (adult at risk of harm), family, other members of the public and anonymous referrals know how to, and do make, adult protection referrals. This data positively indicates that agencies and members of the public know how to make a referral to the West Lothian partnership.

During the course of the past two years the data collated indicates that there has been a 37% increase in repeat adult protection referrals. The Quality Assurance sub-committee has been directed by the Adult Protection Committee to undertake a review of this trend through the auditing of a proportion of these referrals, to ensure, that correct decision making was applied at the time of each referral and that there were no missed opportunities to intervene earlier. This will form part of the wider improvement plan for 2022-24.

In response to the trend relating to increase of adult protection referrals to social work services, social work services have created a standalone team dedicated to Adult Support and Protection. This allows for all adult protection referrals to be managed within one team and promotes a standardised and consistent approach to the application of the legislation.

The West Lothian partnership closely scrutinises case conference data (Appendix B). Our procedures outline that all initial case conferences should be held within 20 working days of a case conference being agreed by the Interagency Referral Discussion. Social Work administrative staff now collate reasons for any delays in proceeding with a case conference, following a recent slippage in performance. The most common reason for a meeting being delayed is staff availability. A full review of chairing arrangements for case conferences has been commenced by the partnership, including a review of what happens nationally.

In order to address the instances of case conferences taking place out-with procedural timescales a direction has been issued to all practitioners and managers. In the exceptional circumstances where this needs to take place out-with 20-day, then authorisation from a senior manager must be sought. Revised procedures also reflect the requirement for case conferences to be held within the 20-day timescale. Over the last two years there has also been fluctuation in the percentage of reports being submitted to case conferences within the agreed timescale of 5 days prior to the case conference. Work has been undertaken with the Adult Protection Lead officer and Team Managers to improve this area of practice through the issuing of clearer guidance about the timeframes for the completion of reports. It is expected that this area of practice will continue to see improvements.

Appendix C contains data on attendance at case conferences which is another area of focus. Over the last two years attendance at case conferences by Police Scotland consistently remains very high. There has been limited improvement in the percentage of Health attendance at case conference. In recognition of this, Health have taken steps to address this through the development of a localised procedure where invite requests will be sent to a dedicated administrative mailbox. The administrative staff will ensure invite requests are timeously forwarded to the correct Health professional

with a time line identified for the submission of their report. The impact from this new service improvement will be monitored to measure its effectiveness.

The numbers of adults attending their own case conference remains consistently low and further work is required to fully understand the reasons for this. This is a key action for the Adult Protection Committee over the next two years as part of the Improvement Plan.

Attendance at case conferences for advocates, carers or legal guardians (including those with Power of Attorney) remains consistently high. This provides some assurance that those supporting individuals identified at risk are having their views represented. This area of engagement will continue to be monitored by the Quality Assurance subcommittee.

Our recent joint inspection of adult support and protection identified a number of key areas for improvement within a number of key processes, including:

- The handling of initial inquiries into the circumstances of adults at risk of harm, the partnership should ensure sufficient managerial oversight;
- The recording and application of the three-point criteria;
- All three areas of the management of risk – chronologies, risks assessment and risk management plans.

All of these will form part of the 2022-24 Improvement Plan. Social work services have also reviewed and revised all chronology, risk assessment and risk management plans to ensure a standardised approach to all areas.

Appendix D, provides 7 years of data about adults at risk subject to a multiagency Interagency Referral Discussion to initiate a plan to proceed to an investigation and interview the adult. This is reported on to populate the Investigation data in the Scottish Government annual Adult Support and Protection data set return. This data shows a picture of who is most likely to be an adult risk and how harm impacts upon and affects them in West Lothian:

- Women consistently remain more prevalent to harm than men. 2019-2020 figures returned the highest volumes of both sexes in the past seven years.
- The age group 40-64 has the highest number of male and female adults at risk of harm recorded in six out of seven years. This changed in 2021 to older people aged 80-84 as the most prevalent. This was during the pandemic and this may have a bearing on this stark change in trend.
- There is a consistent trend of the same client categories being identified. Indeed, since 2015 the same three categories have remained:
  - Infirmary due to age;
  - Mental health; and
  - Physical disability.
- Similarly, since 2015 the most common harm types identified were:
  - Physical harm;
  - Financial harm featuring throughout whilst,
  - Neglect has recently replaced psychological harm in 2019-2020 & 2020-2021;

A change in trend is seen in 2021-2022 by the listing of sexual rather than financial harm. The location of harm continues to be either in an adult's own home or in care home settings throughout the seven year period.

This analysis over the last two years has led to specific activity to improve outcomes for the profile of adults at risk of harm in West Lothian. Training has been offered to frontline staff to meet the challenges of the reported harm types and trends, including:

- Early and preventative interventions, prompt sign-posting to other specialist agencies for support and assistance in particular for the vulnerable and older people;
- The development of a recording tool to identify the number of self-neglect and hoarding cases;
- The establishment of short life working groups to develop solutions to new and emerging trends seen during and post the pandemic, such as online crime and sexual harm;
- The attendance of a representative from the Department of Work and Pensions (DWP) as a member of the Adult Protection Committee has assisted in raising awareness about Financial Harm. Increased connections with this service have benefited operational staff. These and other collaborative approaches have led to increased and timely interventions for adults at risk of financial harm and the consideration of wider prevention measures.

### Outcomes, achievements, and service improvements

*(Suggested page count: 8)*

Despite the challenges of the pandemic the Adult Protection Committee has continued to evolve, with an almost complete change in membership, including the appointment of a new chair. The Committee is thriving with enthusiastic and committed management leads across all agencies. A positive culture of continuous improvement, self-reflection and collaborative working has been embraced to support and protect adults at risk of harm.

The outcome of previous self-evaluation exercises resulted in the re-establishment of the Adult Protection Committee. Over the reporting period a regular schedule of self-evaluation and quality assurance activity has followed. This has led to the embedding of improvements in local procedures and operational practices. This progression and the inclusion of learning from Initial Case Reviews has enabled the Committee to continuously improve.

Nevertheless, the joint inspection of Adult Support and Protection which took place between May and July 2022 identified substantial areas for development in our key processes. The inspection concluded the partnership's key processes for adult support and protection required considerable revision and improvement to ensure adults at risk of harm are safe, supported, protected, involved, and included. However, the strengths highlighted the potential for the partnership to support the identified areas for improvement if methodology issues with its quality assurance framework were resolved. These findings are currently being progressed as a priority in the Adult Protection Committee's 2022-24 Improvement Plan.

Since the publication of the joint inspection of Adult Support and Protection in the West Lothian partnership, Social Policy implemented a Social Work Leadership Group to drive forward the key operational recommendations outlined. This Group will undertake single agency audit activity on a monthly basis to provide scrutiny and reassurance of improvement activity in all key adult protection processes, which will be reported to the Adult Protection Committee on a quarterly basis. It is anticipated that this will enhance our approach and improve recording of all key processes in relation to adult support and protection. Additionally, Social Policy has also revised their reporting templates to ensure consistency is applied across the service.

### 2022-24 Improvement Plan Priorities

#### Initial Inquiry Process:

The new Adult Support and Protection procedures provide clarity on how to conduct an initial inquiry (Duty to Inquire), including the application and recording of the three-point criteria with clear timeframes for completion. A template has been introduced which will support improved management oversight and scrutiny of this area of practice. Audit activity has commenced to closely monitor progress. Further training is also being commenced to embed the new Adult Support and Protection procedure in operational practice. Findings from the joint inspection, 2022 found:

*“Almost all initial inquiries following the receipt of an adult protection referral are prompt and done in line with the principles of the Adult Support and Protection (Scotland) Act 2007”.*

### **Chronology Use:**

In February 2022, a chronology template based on that being designed by the pan-Lothian multi-agency chronology working group was implemented locally. Single agency social work chronology training was delivered to assist practitioners in preparing a chronology.

Chronologies are now used at the start of an initial inquiry and added to throughout an adult's adult protection journey. The Quality Assurance subcommittee audited the quality and use of a chronology in the records of adults at risk of harm. This remains an area of practice which requires on-going improvement.

West Lothian continues to participate in the pan Lothian multi-agency chronology working group to devise and implement a multi-agency chronology. The replacement social work recording database in 2023 will allow the continuation of a chronology within an adult at risk's record, improving current practice.

### **Risk Assessment:**

The partnership has also devised a risk assessment template to assist practitioner's in considering how best to approach and manage any risks that the individual is either exposed to or presents. This sits within a recently devised Investigation template which supports practitioners to analyse risk in the context of risk and protective factors. Alongside this we have also trialled a similar approach to our Critical Review Team reports to support improved risk management planning.

### **Inter-agency Referral Discussion (IRD):**

Inter-agency Referral Discussions promote collaboration amongst partners and to plan an investigation visit for an adult at risk. Following the joint inspection findings, in respect of this, managers have been issued with refreshed briefings about the function and their responsibilities in this process. Multi-agency training is underway to ensure Inter-agency Discussions are completed in accordance with the procedure. The Terms of Reference for the IRD Review Group, are being reviewed to ensure enhanced quality assurance. This will ensure improvement and identify ongoing learning at this stage of the adult protection process.

### **Investigation:**

A new Investigation template has been implemented which supports council officers to ensure a comprehensive investigation is undertaken. This report provides a clear section for the recording of interviews of the adult at risk and their carer. As previously indicated, the risk assessment tool makes up part of this document where a clear risk analysis is required to ensure that all risks are fully considered. The quality of such investigations will be reviewed on a monthly basis

initially by members of the Social Work Leadership Group and a quarterly report will be provided to the Adult Protection Committee.

The Quality Assurance subcommittee has reviewed and is refreshing its quality assurance framework to agree the key principles for undertaking audit activity. This is to ensure that the quality assurance methodologies deployed identify areas for realignment or improvement whilst, creating a cycle of continuous learning. The Adult Protection Committee will be provided with clear and succinct analyses of audit activity findings for improvement and recommendations on how to address these.

#### **Risk Management Plan:**

A Risk Management Plan is now used in each stage of the adult support and protection process. The plan follows an adult throughout their adult protection journey. This approach strengthens the management of risk at each stage of the adult protection process. The joint inspection, 2022 noted:

*“West Lothian Partnership staff collaborated effectively for the implementation of protection plans. Staff persevere with adults at risk of harm who did not readily engage with efforts to protect and support them.”*

#### **The lived experience of adults at risk of harm and their unpaid carers:**

The Adult Protection Committee has commissioned a review with other stakeholders to identify how it can increase its approaches to include, listen and collaborate with those with a lived adult protection experience.

Independent Chairs who chair case conferences have been requested to proactively seek feedback from an adult at risk or carer by asking them to complete the evaluation feedback questionnaire or appointing someone to assist an adult to do this. Since re-enforcing this expectation, feedback from one carer identified that the evaluation feedback questionnaire was more suitable for the adult at risk to complete rather than them:

*“I believe the questions were designed more for the person in care”.*

The carer who provided this feedback has agreed to trial and test the new evaluation feedback questionnaire by completing it before it goes live. The intention is to include this questionnaire in all circulated case conference paperwork sent to an adult or carer to request feedback consistently and add to the ways feedback can be sought.

The carer participating in the trial and test of the feedback questionnaire also said:

*“The conference was very helpful and matters were discussed open and honestly. I am encouraged by the professional commitment of all present and was only disappointed by the lack of representation of the Nursing Home. I see only further progress in the near future”.*

An adult with a lived adult protection experience commented on how their case conference had helped them to feel safer:

*“It went ok, was positive and very clear. No issues”.*

*Boosted confidence. Getting taken off protection. Felt the timetable and support network beneficial”.*

The partnership is prioritising improvement activity to ensure the consideration and appointment of an advocate is provided, when needed, to an adult at risk. This will be the subject of ongoing scrutiny to identify the most common reason(s) for an adult at risk not having an advocacy worker and to identify ways to improve this area of practice. The joint inspection, 2022 also found:

*“Those adults at risk of harm who want an independent advocate get one promptly. Independent advocates skilfully represent adults at risk of harm at case conferences”.*

#### **Case Conferences/ Review:**

The set-up, holding and running of case conferences and reviews will be a focus of quality assurance activity to ensure risk is adequately explored, managed and recorded. This exercise will also provide both quantitative and qualitative data to fully understand the reasons why an adult at risk of harm or their carer didn't attend a meeting and to identify ways to enable them to attend a future meeting.

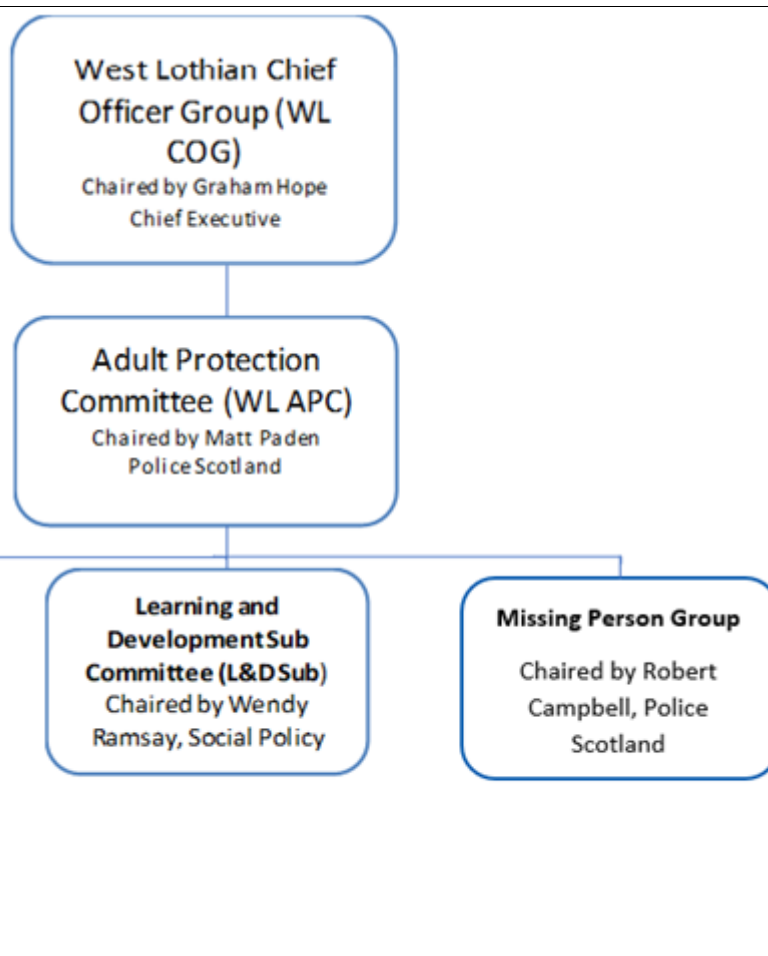
Findings from the joint inspection, 2022 found:

*“Almost all case conferences effectively determine actions to ensure the adult at risk of harm is safe and supported.”*  
*“Positively, all unpaid carers invited to case conferences attend”.*

#### **Review and refresh of the Adult Protection Committee's governance and leadership structure:**

In response to a self-evaluation exercise with core agency staff members (Police, Health and Social Work) in 2021, they requested increased and visible communication and engagement approaches between operational and strategic and governance leadership arrangements. The Adult Protection Committee sought to promote engagement and visibility by creating a membership chart, governance and leadership structure chart and increasing the number of practitioners in attendance at its subcommittees. This identified that two of the key operational structures were not affiliated directly with the Adult Protection Committee. Consequently, the Adult Protection Committee expanded its subcommittee structure, to four subcommittees to support its ongoing work: Quality Assurance, Learning and Development, Missing Persons Group and Interagency Referral Discussion Review Group.

The West Lothian governance and leadership structure for Adult Support and Protection is outlined below:



#### Adult Protection Committee Vision and Engagement:

The newly formed Committee recognised the importance of having a clear and coherent vision statement. Work was undertaken to publicise and hold an accessible and open consultation with partners and members of the public. The benefits from this inclusive approach to customer feedback was reported on in the joint inspection, 2022 findings:

*"The partnership's vision statement for adult support and protection is clear and known".* It highlighted it was *"communicated effectively to partners, staff, and the public through the West Lothian public protection website".*

#### Making an Adult Protection referral:

The importance of conveying clear information to the public and professionals about how to make a referral is of the upmost importance. The Adult Protection Committee's communication strategy prioritised continuous awareness raising, in order for others to easily make a report of concern or an adult protection referral to Social Work or the Police in an emergency. Sharing this information regularly on a variety of social media platforms and on the West Lothian public protection website has made it accessible for everyone. This may have contributed to the year on year increase in adult protection referrals as evidenced in Table 1. The Adult Protection Committee intends to expand the variety of ways a referral can be made by creating a digital form.

#### **Learning culture:**

By devising, agreeing and implementing a localised Initial and Significant Case Review approach the partnership communicated and refreshed its approach to learning. More recently the national Learning Review process was also introduced to further strengthen this approach. Notification submissions to review specific cases have increased. These included a learning review involving a fatal fire and the provision of support to those who are housebound. 7-minute topic specific briefings have been delivered to cascade knowledge from the learning identified in the Initial Case Reviews held within the partnership.

The creation of, and increased investment in, resources to expand the multi-agency Care Home Assurance Team has benefited adults. This early preventative and specialised service has effectively supported older peoples' residential and registered care homes to provide high quality care, in keeping with the National Health & Social Care Standards to those living in a registered service. It has minimised risk and positively contributed to no Large-Scale Investigations being instigated for older peoples' residential and registered care homes within this Biennial reporting period.

Two Large Scale – Investigations have proceeded within this Biennial reporting period for an adult's residential service and a care at home provider. The joint inspection, 2022 commented that:

*"The West Lothian partnership carries out large-scale investigations appropriately and proficiently, and in line with national guidance. The Care Inspectorate is purposefully involved in large-scale investigations. Residents of care homes, subject to a large-scale investigation, are safer as a result."*

#### **Operational escalation request to senior management:**

The Critical Review Team (CRT) protocol is an escalation protocol whereby partnership practitioners and/or their managers escalate a notification request to senior managers within the respective agencies to consider a CRT meeting. The purpose of this meeting is to bring together senior representation from all core agencies with the purpose of providing a level of oversight and support regarding the management of risk for complex or high-risk individuals.

The Adult Protection Committee reviews the outcome of CRT reports and has regularly noted the real benefits of this bespoke risk management process. This specifically brings benefits where there are complex risks that are causing difficulties to those working with the case. Providing real support to operational staff and improved outcomes to adults at risk.

The CRT process is seen as a key strength in West Lothian. It provides direct senior management support to complex and challenging cases.

Good Practice example:

The adult at risk posed a risk to them self and a public protection risk to others when distressed. This created a high frequency of emergency response, and presented insurmountable operational challenges. By escalation to a Critical Review Team it enabled senior leaders to support operational staff to effectively manage this situation.

#### **Mental Health Transition and Recovery Plan:**

The Community Mental Health and Wellbeing fund is open. The fund is managed by Third Sector Interfaces (TSI's) and the Voluntary Sector Gateway will be administering applications for West Lothian. The Fund seeks to contribute to the four key areas of focus from the Mental Health Transition and Recovery Plan:

- Promoting and supporting the conditions for good mental health and wellbeing at population level;
- Providing accessible signposting to help, advice and support;
- Providing a rapid and easily accessible response to those in distress;
- Ensuring safe, effective treatment and care of people living with mental illness.

The partnership is actively promoting this project in light of the increased prevalence of mental health related issues for adults at risk.

#### **Herbert Protocol:**

In 2021 Police Scotland launched "The Herbert Protocol". The protocol encourages the compilation of a form which contains vital and personal information relating to an individual diagnosed with dementia. The information within the form is designed to assist Police attending a missing person call and reduces risk to the adult. It provides quick access to relevant information about the individual which, avoids unnecessary delays in commencing any search activity that is required.

The partnership collaborated together to deliver Herbert Protocol training to care home staff across West Lothian to raise awareness. This was delivered to each of the 13 care homes in the area via the Care home Forum. The Care Home Forum is run by the Council for staff from both local authority and private care homes to meet together, discuss prevalent issues and share good practice. Following delivering this training and in recognition of the high turnover in staffing in the care sector. It was identified that the creation of a 7-minute Herbert Protocol briefing would enhance the delivered training programme. The 7-minute Herbert Protocol briefing is hosted on the West Lothian public protection website for staff or primary carers to download and complete a Herbert Protocol. This provides a free and early preventative approach for all to access and use to keep a person with dementia safer.

#### **Good practice example:**

The Missing Person Group identified a trend of a higher incidence of people absconding from one location. The identification of this trend led to discussions with a representative from the location where the missing people events were taking place. A solution was found to mitigate against this by fitting an intercom system on the door of the location. This resulted in a reduction in those going missing from the location and contributed towards keeping people safe and protected from harm.

The partnership's application to work with the National Missing Persons Framework Implementation Project this year was successful. The Missing Person Group is currently collaborating with the National Missing Persons Framework Implementation Project to further expand and improve its approach to managing missing persons consistently. A review of all existing protocols and procedures has taken place and improvement actions identified to strengthen our approach. This has included adding information about the Missing Person's services; helpline and on-line toolkit to the West Lothian

public protection website for everyone to access and including missing people in the new Adult Support and Protection procedure.

#### Care Home Assurance Team:

A multi-agency Care Home Assurance Team was established, it provided vital support to care homes during the pandemic. This team continued to effectively support care homes when restrictions ended. Building upon this learning, there has been increased investment within NHS and Social Work teams to develop an enhanced care home assurance model. This team works collaboratively with care homes to support improved outcomes for older people and prevent/reduce the incidence of large-scale investigations. This model of service provision has proven to be an effective early and preventative approach which, enables remedial action to occur in a timely manner to benefit adults at risk.

#### Good practice example:

By sharing information about an adult at risk's circumstances with the Care Home Assurance Team. The Care Home Assurance Team was able to deploy an early and preventative approach to manage the different agency perspectives of the care needed for an elderly person living in an older people's care home. The Care Home Assurance Team promoted the duty to cooperate by engaging with all staff. Then agreeing and creating a person-centred care plan for staff to consistently follow when providing care to the adult at risk of harm which, promoted his rights and interests too.

#### Feedback to referring agencies:

It was recognised that feedback is not consistently provided to referring agencies within the partnership. In recognition of this a small 'test of change' pilot was undertaken alongside colleagues in the Scottish Fire and Rescue service. The Team Manager of the Social Work Enquiry Team which, manages all referrals received, provided feedback on the action taken for each of the AP1 (Adult Protection) forms submitted by the Scottish Fire and Rescue Service. This engagement provides an assurance to members of the Scottish Fire and Rescue Service that their concerns are fully assessed and any risks identified investigated. This approach has effectively provided feedback to the Scottish Fire and Rescue Service and, in turn, enabled them to provide feedback to their crews about the invaluable support they provide by reporting concerns for adults at risk.

This small 'test of change' pilot has led to a commitment by the partnership to scale-up its approach to provide referral feedback to a greater number of agencies.

#### Training, learning and development

*(Suggested page count: 4)*

The Adult Protection Committee Learning and Development subcommittee is multi-agency in attendance and has representation from a range of key agencies as members. This includes representation from the voluntary sector, including Advocacy. All members assist in the facilitation of training sessions to impart their knowledge on their area of specialism.

A comprehensive multi-agency rolling programme of training is delivered. This is integral to the Adult Protection Committee fulfilling its function to-

- Keep under review the procedures and practices of statutory public bodies and office holders which, **promote a collaborative approach of working together to support and protect a person who has been identified at risk of harm.**
- To provide leadership and **direction to any public body and office-holder on the undertaking the functions relating to the safeguarding of adults at risk within West Lothian.**
- To make arrangements for **improving the skills and knowledge of officers or employees of the public bodies and office holders with responsibilities relating to the safeguarding of adults at risk within West Lothian.**
- To **support good multi-agency working** across all public bodies, the Care Inspectorate, NHS Lothian, Police Scotland, the Scottish Mental Welfare Commission, Office of the Public Guardian, the Scottish Fire and Rescue Service, Scottish Ambulance Service and Trading Standards who work collaboratively to progress Adult Support and Protection work.

The Learning and Development subcommittee prioritises and coordinates training opportunities by harnessing and agreeing the best skillset of its membership or of external agencies to progress improvement actions. This approach delivers continuous professional learning and development opportunities for staff. This is inclusive of all grades of staff from any agency to equip them to confidently and competently undertake their role and responsibilities when progressing an adult protection matter.

Due to the restrictions related to the pandemic it was not feasible to provide face to face training therefore the Learning and Development subcommittee quickly altered its approach to training and effectively delivered virtual and online training to staff, on a range of topics. Additionally, a range of topic specific 7-minute briefings were developed which supported the need to share new learning quickly. Seven-minute briefings are based on a technique developed by the FBI. It is based on research which suggests that seven minutes is an ideal time span to concentrate and learn. Learning for seven minutes is memorable and provides key information to improve staff's knowledge on a topic. The local seven-minute topic specific briefings provide information including links to documents or forms related to the subject as a quick reference guide for staff's use.

The Learning and Development subcommittee undertook a full review of all of its training programmes' content and feedback evaluation surveys to enable them to become more interactive for online virtual training delivery. This has enabled the Learning and Development subcommittee to intertwine a number of adult support and protection animations from national institutes which promote best practice based upon research. This has contributed to including a variety of learning materials to suit individual attendees preferred learning styles.

A focus of the Learning and Development subcommittee has been to include updated information to promote the benefit from adopting a trauma informed and person-centred approach when engaging with people to progress adult support and protection work.

Measuring the impact from the training delivered to develop and enhance members of staff's practice is an area for continuous development by the Learning and Development subcommittee. Ways to consistently achieve this have included adding quality assurance findings into the content for training presentations and by asking staff for evaluation feedback.

Staff evaluation feedback is sought from each attendee following a training session. Attendees are asked to complete a short survey for the course attended by them. The Learning and Development subcommittee carefully reviews all received feedback, then acts on this by making modifications to courses to enhance them and develop new learning and development opportunities. This process is dynamic and creates a culture of learning.

It was recognised that a more robust communication method was needed to inform attendees that their feedback had been acted upon. This is now achieved in two ways. Feedback is included in the West Lothian Adult Support and Protection Newsletter and a summary report from each training session is sent to the cohort who attended it.

The Learning and Development subcommittee writes a summary report on each course delivered. Included in this is the evaluation feedback which led to improvement actions being identified in order to be accountable for the learning opportunities given to course participants. The prepared report is sent to attendees and to the Adult Protection Committee to act as a *"You said, we did"* approach to customer feedback. This approach develops the purposeful work of the Learning and Development subcommittee and identifies what programmes of training should be prioritised based on staff's learning needs and adult support and protection activity data trends.

The Learning and Development supported the February 2022 annual national Adult Support and Protection day. It did this by organising and arranging for the National Adult Support and Protection Coordinator to deliver an online presentation on Self Neglect and Hoarding and for Shakti Women's Aid to deliver several Forced Marriage online training events. These events were attended by multi-agency staff and the evaluation feedback provided insights for new learning opportunities for staff as part of the 2022-2024 Learning and Development training programme.

Staff evaluation response rates, feedback on learning and suggestions for further training on topic attended to expand learning:

### **Self-Neglect and Hoarding**

#### Feedback on learning:

- *"The need for a multidisciplinary team and support, there is no quick fix;"*
- *"To have empathy and raise the need for help from other departments within the Council";*
- *"I found all aspects of the training useful to my role as a social worker with safeguarding responsibilities. Also, the requirement to share information and work with other professionals cannot be overemphasised in children and adult protection. This requirement was very much reiterated in today's training".*

Suggestions for further training on topic attended to expand learning:

- *"It would have been really useful to have partner agencies there i.e. Fire Service, Police, Housing and health to give us their experience and information on support they are able to provide";*
- *"Having speakers from other disciplinary agencies talks about hoarding i.e. from a fire and rescue service perspective";*
- *"Self-neglect and hoarding relative to specific groups i.e. learning disability / children with parents/carers who hoard".*

### **Forced Marriage**

#### Feedback on learning:

- *"All was worthwhile and interesting";*
- *"Greater appreciation now of the reasons that women who are subject to violence may not feel able to make a plan / or stick to the plan due to the pressure they are subjected to";*
- *"Understanding about the action that can be taken for those experiencing or at risk of forced marriage in Scotland".*

Suggestions for further training on topic attended to expand learning:

- *"It would have been helpful to have more input around the forced marriage perspective for a male and supports available for them";*
- *"Supports for older adults who perhaps experienced the topics discussed when a young person or access to information on support for elderly people";*
- *"Might be useful to use a case study from start of referral to outcome. Helps to understand process further".*

### Inter-agency Referral Discussion

#### Feedback on learning:

- *"Issues to consider when completing IRD form and different agency responsibilities";*
- *"The important aspects for how and why in Adult Support and Protection processes an IRD is done and a form completed";*
- *"Was unaware that GPs were to be consulted. Thought information provided from the NHS was only from case records";*
- *"Found the session to be very informative and helpful surrounding information sharing...sign off requirements to agree an action plan".*

#### Suggestions for further training on topic attended to expand learning:

- *"Opportunity for feedback about completed IRDs would be interesting to get";*
- *"I am unable to have an IRD log on until I attend Level 3 Adult Protection training, I feel that I would like to attend the IRD session again after I have attended the Adult protection level 3 session";*
- *"It would be useful at times for health to be included as early as possible".*

The findings from the above self-evaluation feedback returns led to the Learning and Development subcommittee establishing a:

- Self-Neglect and Hoarding short life working group to develop multi-agency facilitated training sessions on this topic and creating a presentation to cover the points requested by staff;
- Gender based violence and coercive control programme of training;
- Promotion of West Lothian's information sharing protocol by including it in all training programmes and where appropriate in 7- minute briefings;
- Refreshing its Inter-agency Referral Discussion training programme.

The Learning and Development subcommittee recognises that whilst online training provides a mechanism to bring people together and deliver learning opportunities via break-out rooms and comments in the chat bar, it does not provide the same interaction and engagement within and between participants as previous face to face training sessions offered. Therefore, as we emerge from the pandemic we will review our approaches.

### Engagement, involvement, and communication

(Suggested page count: 4)

The Adult Protection Committee's Communication and Engagement Strategy 2022-2024 clearly sets out and builds upon the partnerships previous plans, where we set out our commitment to the promotion of Public Information, Engagement and Participation of service users.

There are four distinct messages within this strategy:

- To provide awareness and understanding about the Adult Protection Committee and its leadership and governance arrangements;
- To provide clear and relevant information, where appropriate, on adult protection processes;
- To provide information on how to access help about adult protection matters;
- To be aware of national and local developments.

One of our first key objectives has been to provide awareness and understanding of the Adult Protection Committee and its leadership and governance arrangements.

The partnership has achieved this in several ways:

- The distribution / dissemination of information about adult protection on various platforms and mediums;
- The development and wide distribution of a regular Adult Protection Committee Newsletter hosted on the public protection website for all to access;
- A rolling programme of e evaluation survey questionnaires;
- An Adult Protection Committee Induction Pack. This includes a Leadership Pledge, operational structure and membership chart. This has been shared and promoted through our public protection website;
- A detailed annual training calendar for all stakeholders to benefit from within the West Lothian partnership
- Promotion of the Scottish Government's annual Adult Support and Protection day held in February 2022 and specialist training inputs delivered;
- Attendance by representatives from the Adult Protection Committee at national, other Local Authority and local meetings including short life working groups to progress improvement activity for adult support and protection. This creates capacity to learn and identify best practice in order to create change to continuously improve;
- The completion of a multi-agency adult, support and protection Self Evaluation exercise with core agency staff.

Our second key message is to provide clear and relevant information, where appropriate, on adult protection processes. This has, over the period, seen a review and update of all our West Lothian procedures. These have been uploaded onto our recently re-developed website. We have ensured that guidelines, procedures and other relevant information is published here. We recognise that further work is required to ensure consultation with relevant stakeholders to develop easy read documents to ensure full accessibility to all.

The third component of our communication strategy has been to provide information to service users and members of the public on how to access help about adult protection matters. We have developed a range of activities to provide information in a variety of media and publicised these on the public protection website. The West Lothian partnership has delivered topic specific training inputs addressing key trends and concerns. We have recently developed an Adult Protection Committee Dissemination Strategy, ensuring that all guidelines, policies and procedures are shared with staff members to enable them to be up to date with new documentation.

There has also been concerted efforts to develop and distribute relevant information leaflets in communities. Despite the restrictions during the pandemic this was achieved through existing mechanisms, such as Community Care Forums, Community Councils and other Community Groups. Recent developments to raise awareness and extend the reach of the Committee has enabled it to expand its membership. There is now representation from the third sector, through the inclusion of the Voluntary Sector Gateway. This has developed stronger links across a range of services at a time, where during the pandemic, the 3<sup>rd</sup> sector has played an important role in the recovery. This enhanced engagement with the 3<sup>rd</sup>

sector has been a key strength to communicate and engage with over 600 charities covering a range of supports in West Lothian.

The West Lothian partnership recognises further work and continuous improvement is required to develop new ways to interact and engage with the public and stakeholders on a range of topics. The partnership has made active steps to promote a learning culture, embrace learning reviews and seen the development of a series of 7 - minute briefings on key subjects. Publicising and circulating 7 - minute briefings imparts information to promote free, early and preventative services to support and protect adults at risk. These have been shared and promoted through the public protection website and associated hyperlinks.

The final strand of our communication strategy approach is to promote awareness of national and local developments. We have demonstrated our approach to embedding an outward looking learning partnership culture. We have undertaken pan Lothian collaborations to develop a Large-Scale Investigation protocol, improve other key processes and improve cooperation and engagement. By sharing and considering good practice methodologies we have enhanced local practices with improved outcomes for adults at risk.

As we have referenced, the West Lothian partnership has recently engaged fully in a joint inspection of Adult Support and Protection practices. This has provided the opportunity to build on recommendations for improvement. The Adult Protection Committee is committed to embracing each and every one of these identified areas for improvement. They are part of its new 2022-2024 Improvement Plan. A key focus of this plan outlines our actions to improve practice and take forward activity which will improve the partnerships approach to engagement, involvement and communication with adults at risk and their carers.

We have recognised that developing an easy read advocacy leaflet with our Advocacy partners will be of benefit to adults at risk. The easy read Advocacy leaflet will be left with the adult to let them think through the benefits of receiving this service to represent their views and support them to attend a case conference.

The West Lothian public protection website has an identified section for carers to assist them in understanding adult support and protection processes, including a short video presentation reflective of a family member with a lived experience of adult protection. The website also has links to agencies that can provide support to carers. This is to signpost those accessing the site to available supports.

Targeted training was provided to Elected Members in November 2021 regarding core components of adult support & protection. This contributed towards raising awareness, increasing engagement and collaboration across the wider community to deliver on key objectives of the Communication and Engagement Strategy.

A range of activity has been undertaken to further strengthen governance arrangements using a whole systems approach across each of the Public Protection Committees. This has increased both strategic and operational staff's networks and ability to promptly identify expertise and resources to benefit adults at risk. Effective lines of two-way communication between operational and strategic staff within and across disciplines has benefited local adult support and protection arrangements.

### Challenges and areas for improvement

(Maximum page count: 4)

#### Looking ahead, the challenges and areas for improvement for the West Lothian Adult Protection Committee are:

As we have discussed the joint inspection of Adult, Support and Protection in the West Lothian partnership took place in 2022. The inspection reviewed adult support and protection arrangements from the period between 11/04/2020-11/04/2022. The inspection concluded there were areas of strength but, areas for improvement within the partnership.

The key areas identified were:

- Social Work should improve its initial inquiry process. Staff should always record the application of the three-point test. A newly introduced template should support better management oversight;
- Management of risk for adults at risk of harm needed improvement. All who require a chronology, a risk assessment and a risk management plan should have them. The partnership should use a standard template for adult protection risk assessments;
- The partnership should revise its processes for adult protection investigations. It should make sure investigations are carried out in line with legislation. Council Officers carrying out investigations should routinely interview adults at risk of harm;
- The Partnership should strengthen its operational management oversight and improve strategic governance of social work adult protection practice. This will ensure strategic leaders are better informed about key process weaknesses;
- The lived experience of adults at risk of harm and their unpaid carers were not represented at the adult protection committee. It should make sure that they are involved.

In response to the findings of the joint inspection, the Adult Protection Committee has included all of the areas for improvement in its 2022-2024 Improvement Plan. It has prioritised activity in the necessary key areas to drive forward an ambitious programme of reform. Senior leaders and Chief Officers have taken ownership of all improvement activity. The partnership was also provided with some reassurance that a number of the recommendations highlighted during the inspection, already had improvement activity well underway, and, where this was not the case, it has acted swiftly to ensure a program of improvement was commenced immediately. This and the new and invigorated quality assurance programme will support the key improvements identified.

The progress made to date, will be further enhanced and supported by welcoming the appointed Care Inspectorate Inspector to the West Lothian Adult Protection Committee in November 2022. The Committee has already collaborated with the Link Inspector to identify best practice nationally to quality assure and bench mark local adult support and protection key processes against. This is to enable the Adult Protection Committee to take an outward looking approach and response to learning and adapting its approaches to improvement activity.

The Adult Protection Committee continues to participate in national and regional discussions to contribute towards the Scottish Government's adult, support and protection work-streams.

The Committee is committed to improving its communication and engagement with adults at risk and carers to hear their lived experience of adult protection. This will enable us to act on this feedback to continuously improve and adapt responses to local needs.

The Committee has shown commitment to, and achieved a positive culture of information sharing and collaboration between and amongst all stakeholder groups. This benefits local adult, support and protection arrangements by creating strong networks of support to form the right membership to progress improvement needed. The Committee recognises the invaluable benefit from doing this to ensure the right support, at the right time, is provided by the most appropriate agency to benefit vulnerable people and those most at risk of harm.

One of the keys to maintaining and sustaining a culture of information sharing and collaboration, in our view, is effective communication and engagement between each member of the Adult Protection Committee and its subcommittees. Then by the dissemination of information from a member to their networks.

The Adult Protection Committee has improved its communications and engagement strategy through use of a Dissemination Strategy. The Dissemination Strategy effectively acts as a two-way communication method between operational and strategic and governance leadership arrangements. The benefit from these closer alignments and the inclusion of operational management leads at strategic governance and leadership meetings means that the adult support and protection system as a whole operates seamlessly. This requires vigour to promote and sustain but, it is an essential ingredient for continuous learning and improvement.

The effective collaborative partnership working arrangements within West Lothian, enabled the partnership, as we have discussed to respond to Covid-19 and manage this well. It is clear that new global issues impacting on the world at this time, require a local response too. The partnership is currently identifying and developing an infrastructure to participate and contribute to the assistance needed for those affected locally by global matters. This will support the workforce to respond to the challenges being faced by many.

Members of the Adult Protection Committee are actively involved in a number of workstreams and initiatives to respond to and support refugees affected by the conflict in the Ukraine. Planning to coordinate and manage the provision of services within the partnership is well underway but, it is recognised new developments may be needed in the future. Including, the provision of Ukrainian easy read leaflets about adult protection. The Council's community regeneration service is already working with the third sector in its programme to help families.

As winter approaches, there has been an increased impetus and focus within the partnership to inform and support those affected by the Cost of Living Crisis by publicising available help, entitlements and advice. The cost of living crisis will undoubtedly affect all of us over the winter, with many people concerned about how to keep warm and heat their homes. Consequently, the Scottish Fire and Rescue Service are hosting an event for partners across all sectors to come together to collectively consider how we can identify those at the highest risk to provide advice and support, around, what the cost of living crisis means to our communities and how this may potentially increase fire risk. The Adult Protection Committee will continue to support initiatives of this sort and contribute to the specialist work of the Scottish Fire and Rescue Service to raise awareness about how people can keep warm and safe from fire during these unprecedented times for many.

As we emerge from the pandemic, the partnership will take the opportunity to reflect on both the impact and learning of the past two years. Across the partnership, key services have continued to operate and support adult support and protection arrangements. Services have adapted and deployed new ways to manage key processes and leadership activity. Quantifying what worked well and provided efficiencies and what could be improved to create capacity or developed will also assist with workforce development opportunities.

The Adult Protection Committee is invested in having a rolling programme of multi-agency training which, effectively equips and prepares all personnel to confidently and competently fulfil their role and responsibilities, when progressing adult support and protection matters. This requires ongoing review and a refresh of the learning and development materials used and research shared to ensure it remains relevant and current.

Alongside all of the above matters the Adult Protection Committee will continue to review and scrutinise its adult support and protection performance information and statistical data to:

- Respond to an increasing number of reports of concern and increased adult support and protection activity whilst maintaining service delivery standards;

- Understand and address the prevalence of repeat adult at risk referrals and investigations and mitigating against this to increase support and protection, as needed, to an adult at risk of harm;
- Map out the impact from changing demographic trends and incidents of harm to deliver targeted and bespoke topic specific training to staff to upskill them to meet these circumstances;
- Manage the unseen threat, risk and harm from crimes committed online with specific targeting of people by sextortion, cuckooing incidents which, are connected to County Lines gangs targeting adults at risk and placing them at risk of harm;
- Continuing to raise the public's and stakeholder's awareness about how to report a concern or make an adult, support and protection referral for an adult they are concerned or worried about.

## Looking forward

(Maximum page count: 2)

The West Lothian Partnership and the Adult Protection Committee is resolute in its focus to continue its improvement journey with the aim of fully delivering on its vision, which is that:

*"All adults at risk should be safe, supported and protected from harm."*

**Looking forward the West Lothian Adult Protection Committee is keen to achieve the high-level areas highlighted within the Improvement Plan 2022-2024 by:**

- Quality assuring key adult support and protection processes to identify learning for updating procedures and imparting learning across the partnership;
- Creating a Practitioners Forum for staff to reflect on case work, identify learning and develop responses to improve practices and processes;
- Develop an integrated pathway for the management of self-neglect and hoarding and develop a procedure to consistently respond to these circumstances;
- Building upon the evaluation feedback questionnaire approaches to hear adults at risk and carers' views with the aim of creating co-production materials together;
- Supporting and enabling adults at risk and carers to be represented at the Adult Protection Committee;
- Delivering current and relevant learning and development opportunities utilising research, animations and assimilation exercises to increase staffs' knowledge, confidence and competence when undertaking adult support and protection key processes;
- Implementing, integrating and adhering to the Scottish Government's minimal national dataset guidance locally when live;
- Being alert to and responding flexibly to new and emerging subjects to prioritise these as required.

Sustaining the positive messages that the joint inspection of adult support and protection contained is also vital. As a partnership we are committed and focused on ensuring that we work together effectively to address each of the priority improvement actions we have outlined in our new two-year Improvement Plan. These will be progressed with impetus into the next reporting period. Within the Improvement Plan the partnership has documented the specific measures and timescales for delivery on each of these key areas. As we have previously referenced, we have worked closely with the Link Inspector in devising this plan to fully support the work of the partnership and have taken a fully collaborative approach.

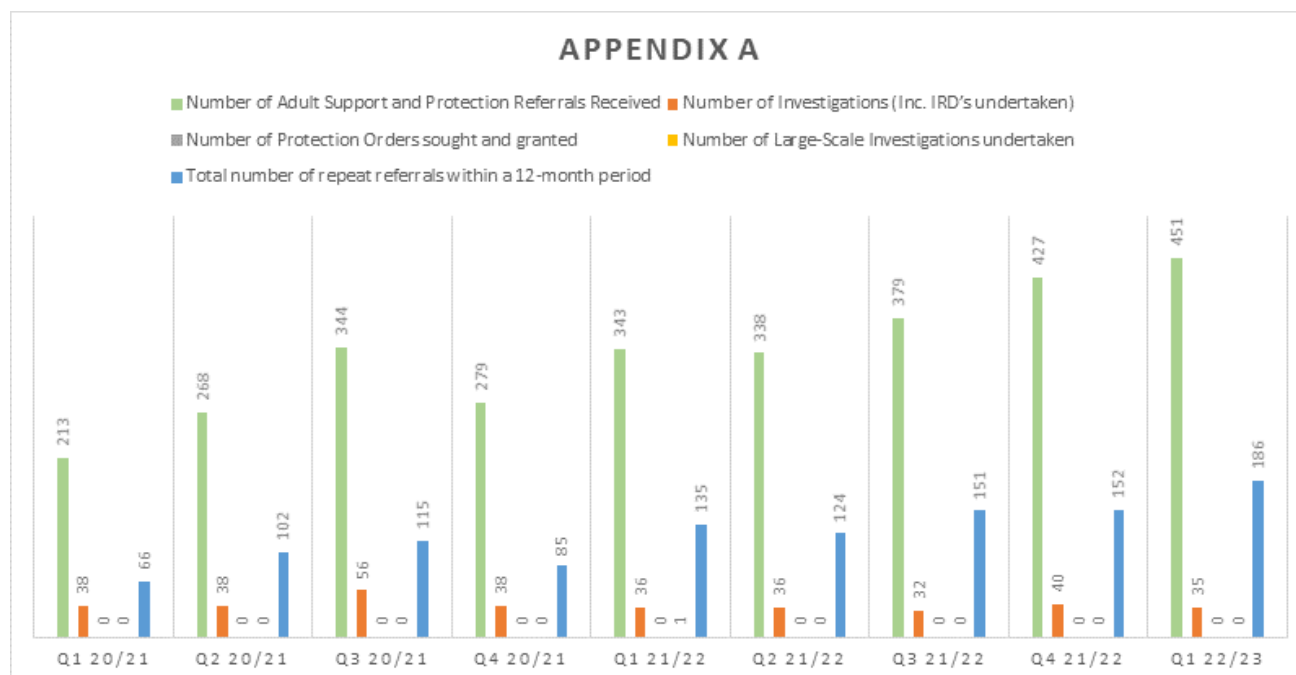
The joint inspection, it should also be added, highlighted a range of positive areas of practice across West Lothian. This included the work of the partnership to improve safety outcomes for those at risk and the provision of supports where needed. As a partnership we are focused on building further on these strengths and the positive culture of continuous improvement, information sharing and collaboration that is embedded in the ethos of the Committee.

There is no doubt the last two years has proved a challenging period for services however with this it has created opportunities for improvement. Services have begun to remobilise and many have adopted new ways of working, embracing aspects of service delivery that worked well during the pandemic. We recognise the potential barriers, which have been discussed in detail within this report, ranging from the impact of the pandemic, to the cost of living crisis, more recently the war in Ukraine and political uncertainties within the UK.

The Adult Protection Committee is determined to build further on its learning culture in West Lothian. It will offer staff in all agencies across the partnership its support, supervision and opportunities to meet as professionals to learn from each other. We view this as vitally important to promote a clear understanding of each other's roles and responsibilities to meet statutory responsibilities and embrace change wherever this is required. In taking this approach, we are confident we can deliver a vision where all adults at risk of harm in West Lothian are safe, supported and protected from harm.

### Appendix A:

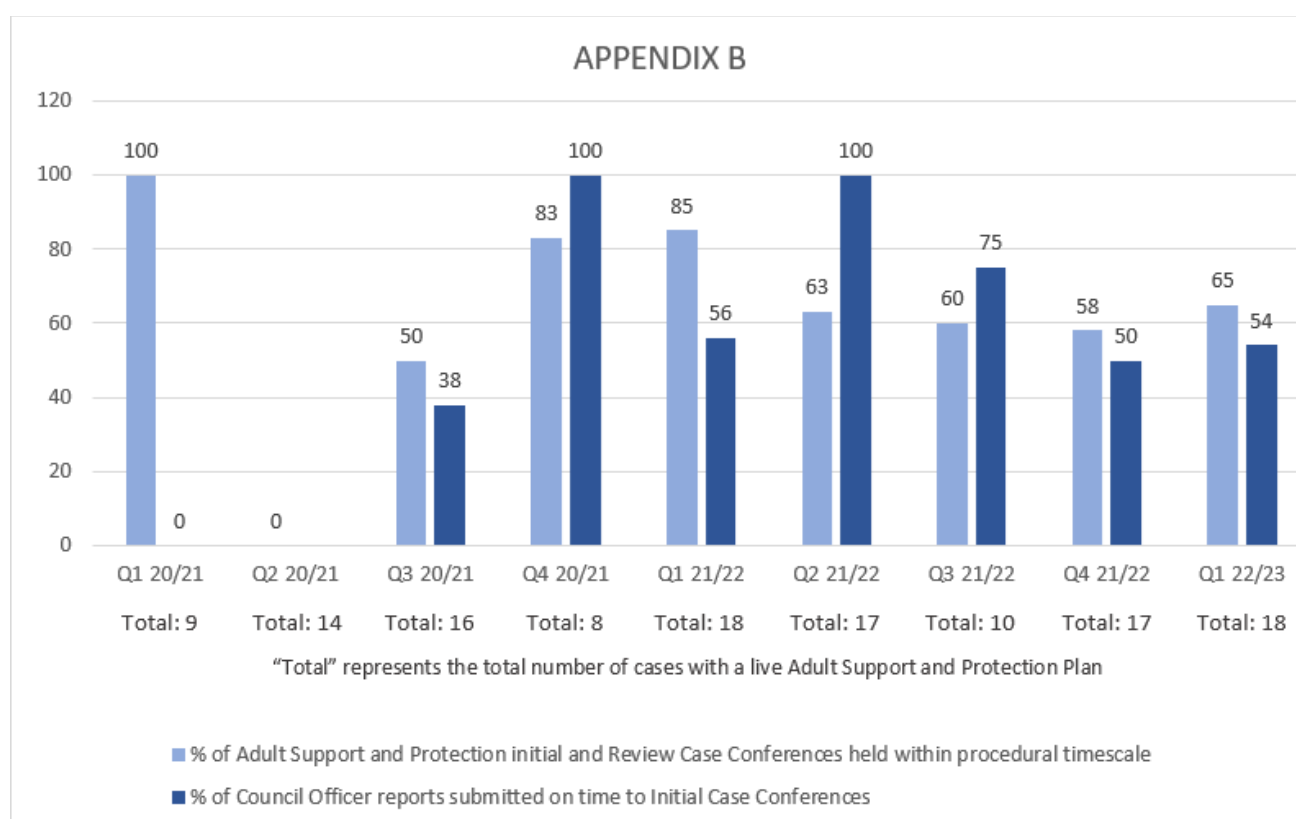
- Q1 2020/2021 - Q1 2022/2023 There is a recurring trend of increased adult support and protection referrals;
- Q1 2020/2021 - Q1 2022/2023 There is a recurring theme of repeat adult support and protection referrals in each quarter;
- Q1 2020/ 2021 - Q1 2022/2023 There is two spikes of increased activity noted (Q3 2020/2021 & Q4 2021/2022 to the normal pattern seen. Although a reduction in investigations was notable in Q3 2021/2022;
- Q1 2020/2021 One large Scale Investigation was held for a residential care service for adults.



**OFFICIAL**

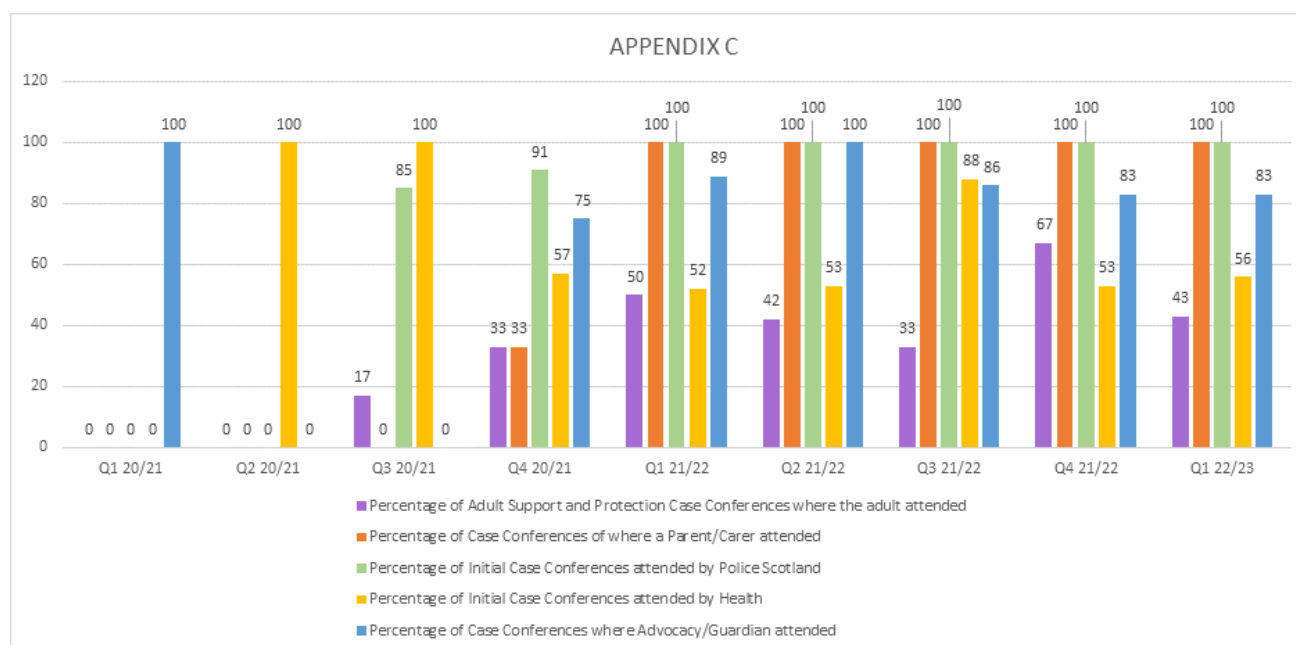
## Appendix B:

- The number of people with a live Adult Support and Protection plan increased again to 18 in Q1 2022/2023 to that previously seen in Q1 2021/2022;
- Performance to hold a case conference within procedural timescales has fluctuated and not returned to performance seen in Q1 2020/2021;
- Performance for Council Officers submitting their reports on time is an area for improvement and being monitored closely to increase performance from 54% in Quarter 1 2022/2023.



### Appendix C:

- The attendance of an adult at their case conference reduced in Q1 2022/2023 from the highest attendance figure seen in Q4 2021/2022;
- There has been a positive trend of 100% of carers attending a case conference across five reporting quarters; Q1 2021/2022 – Q1 2022/2023;
- There has been a positive trend of 100% of Police attending a case conference across five reporting quarters; Q1 2021/2022 – Q1 2022/2023;
- Health's attendance fluctuates and this is seen across the last six quarters; Q4 2020/2021 – Q1 2022/2023. Previous attendance of 100% was seen in Q2 2020/2021 and Q3 2020/2021;
- Advocacy's attendance fluctuates and this is seen across the last three quarters; Q3 2021/2022 – Q1 2022/2023.



OFFICIAL

## Appendix D:

Summary extract of West Lothian's 2015-2022 Data on Investigations reported on in the Scottish Government annual Adult Protection data set return:

- For seven years, 2015 – 2022 more females than males have been assessed as adults at risk of harm;
- For six years the predominant age category of an adult at risk of harm was 40-64. This changed in 2020 – 2021 to the age category of 80-84 before returning to 40-64 in 2022 – 2023;
- For seven years, 2015-2022 the most common client groups subject to harm are Mental Health, Physical Disability and Infirmary due to age;
- Across seven years, 2015-2022 the most common harm types have been physical harm, financial harm and psychological harm. However, the identification of sexual harm and neglect have featured since 2021-2022 replacing psychological harm;
- For seven years, 2015-2022 the most common locations of harm have been own home, care home and other address/ not known.

Year	Gender Female	Gender Male	Top Age category	Top three Client categories	Top three Harm Types	Top three Location of Harm
2015-2016	68	46	40-64	1. Infirmary due to age 2. Mental Health 3. Physical Disability	1. Physical Harm 2. Financial Harm 3. Psychological Harm	1. Own Home 2. Care Home 3. Not Known
2016-2017	39	35	40-64	1. Mental Health	1. Physical Harm	1. Own Home

**OFFICIAL**

				2. Infirmity due to age 3. Joint Dementia and Physical Harm	2. Psychological Harm 3. Financial Harm	2. Not Known 3. Care Home
2017-2018	49	21	40-64	1. Infirmity due to age 2. Mental Health 3. Physical Disability	1. Physical Harm 2. Financial Harm 3. Psychological Harm	1. Own Home 2. Care Home 3. Other Private address
2018-2019	91	56	40-64	1. Mental Health 2. Infirmity due to age 3. Physical Harm	1. Physical Harm 2. Other 3. Financial Harm	1. Own Home 2. Not Known 3. Care Home
2019 - 2020	125	70	40-64	1. Infirmity due to age 2. Mental Health 3. Physical Disability	1. Physical Harm 2. Financial Harm 3. Neglect	1. Own Home 2. Care Home 3. Not Known
2020-2021	87	84	80-84	1. Infirmity due to age 2. Mental Health 3. Physical Disability	1. Physical Harm 2. Neglect 3. Financial Harm	1. Own Home 2. Care Home 3. Public Place

2021-2022	77	62	40-64	1. Mental Health 2. Infirmary due to age 3. Physical Disability	1. Physical Harm 2. Sexual Harm 3. Neglect	1. Own Home 2. Not Known 3. Care Home
-----------	----	----	-------	---	--	---