

MINUTE of MEETING of the CORPORATE POLICY AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY PANEL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, on 12 DECEMBER 2022.

Present – Councillors Kirsteen Sullivan (Chair), Tony Boyle (substituting for Councillor Lawrence Fitzpatrick), Janet Campbell, Tom Conn, Damian Doran-Timson, Lynda Kenna and George Paul

Apologies – Councillor Lawrence Fitzpatrick (Chair); Malcolm Hill (Joint Forum of Community Councils)

1        DECLARATIONS OF INTEREST

Councillor Janet Campbell stated a connection as an NHS Lothian employee.

2        MINUTES

The Panel approved the minute of its meeting held on 23 September 2022. The minute was thereafter signed by the Chair.

3        INTRODUCTION OF TARIFFS FOR ELECTRIC VEHICLE CHARGING

The Panel considered a report (copies of which had been circulated) by the Head of Finance and Property Services presenting proposal for the introduction of tariffs for use of the electric vehicle (EV) public charging network from 1 February 2023.

It was recommended that the Panel:

1. Note the contents of the report and the attached appendices;
2. Note the context and rationale for introducing a tariff;
3. Consider and comment on the proposals to introduce tariffs for use of council operated EV charging facilities; and
4. Note that it was intended to submit the proposals to the Council Executive for approval on 20 December 2022 prior to the introduction of tariffs on 1 February 2023.

Decision

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

4        SCOTTISH WELFARE FUND BUDGET AND FUNDING REPORT

The Panel considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an appraisal of the potential risk to the Scottish Welfare Fund Budget from 2023/24 onwards.

The Panel was asked to:

1. Note the potential impact on the available Scottish Welfare Fund budget in 2023/24 if there was no significant increase in Scottish Government funding;
2. Note the current Scottish Welfare Fund spend as outlined in D.3 of the report; and
3. Note the progress of the ongoing Scottish Government Scottish Welfare Fund review.

#### Decision

To note the content of the report.

#### 5 UPDATE ON APPROACH TO ENHANCING SUPPORT FOR CUSTOMERS IN RELATION TO CORPORATE DEBTS DUE TO THE COUNCIL

The Panel considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the council's Corporate Debt approach and progress relating to this.

It was recommended that the Panel note the progress made in implementing the approach and the plans for progressing with the approach.

#### Decision

To note the content of the report.

#### 6 CORPORATE ASSET MANAGEMENT STRATEGY - ANNUAL PERFORMANCE UPDATE 2021/22

The Panel considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing a review of the Corporate Asset Management Strategy for the financial year 2021/22, including progress against the planned actions and an overview of the performance to date.

It was recommended that the Panel:

1. Note the performance against the outcomes; and
2. Note the progress made in implementing the key activities and action.

Decision

To note the content of the report.

7 PROPERTY ASSET MANAGEMENT - PERFORMANCE UPDATE 2021/22

The Panel considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the performance of the council's operational property assets during the 2021/22 financial year.

It was recommended that the Panel note:

3. The overall condition of operational property assets during 2021/22;
4. The overall suitability of operational property assets during 2021/22;
5. The overall performance of operational property assets during 2021/22; and
6. The projects that had contributed to delivery of the council's property asset management priorities.

Decision

To note the content of the report.

8 2022/23 FINANCIAL PERFORMANCE – MONTH 6 MONITORING REPORT

The Panel considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the performance of the council's operational property assets during the 2021/22 financial year.

It was recommended that the Panel note:

1. The overall condition of operational property assets during 2021/22;
2. The overall suitability of operational property assets during 2021/22;
3. The overall performance of operational property assets during 2021/22; and
4. The projects that had contributed to delivery of the council's property asset management priorities.

Decision

To note the content of the report.

9      SCOTTISH PUBLIC SERVICES OMBUDSMAN: ANNUAL REPORT 2021-22

The Panel considered a report (copies of which had been circulated) by the Chief Executive providing an update on the Scottish Public Services Ombudsman's Annual Report 2021/2022.

The Panel was asked to:

1. Note the Scottish Public Services Ombudsman's (SPSO) Annual Report 2021/22;
2. Note West Lothian Council's performance in relation to the number of complaints received by the SPSO and the outcome; and
3. Note the learning from SPSO complaints which was appended to the report for information.

Decision

To note the content of the report.

10      LIBRARY AND MUSEUM SERVICES PERFORMANCE REPORT

The Panel considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services which provided an update on Library and Museum services performance and activities from April 2022 to September 2022.

The Panel was asked to note the performance and activities of the Library and Museum Service for the period April 2022 to September 2022 contained in Appendix 1 of the report.

Decision

To note the content of the report.

11      MUSEUMS ACCESS POLICY REPORT

The Panel considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services presenting a copy of the draft Museums Access Policy, 2022-2027.

It was recommended that the Panel consider and provide comment on the draft Museums Access Policy, 2022-2027, which would be presented to Council Executive for approval.

Decision

1. To note the content of the report and of the draft Museums Access Policy 2022-2027; and
2. To agree that the report be presented to a future meeting of Council Executive for approval.

12      ARMED FORCES ACT 2021 AND ARMED FORCES COVENANT DUTY STATUTORY GUIDANCE 2022

The Panel considered a report (copies of which had been circulated) by the Depute Chief Executive (Education, Planning and Economic Development) providing an update on the Armed Forces Act 2021, the Armed Forces Covenant Duty Statutory Guidance, outlining the implications for West Lothian Council and setting out what officers were doing to implement its obligations.

It was recommended that the Panel:

1. Note the publication of the Armed Forces Covenant Duty Statutory Guidance;
2. Note the key areas of focus of the Duty;
3. Note that the Duty had come into force on 22 November 2022; and
4. Note the process officers had put in place to implement the Duty locally.

Decision

To note the content of the report.

13      HORIZON SCAN

The Panel considered a joint report (copies of which had been circulated) by the Head of Finance and Property Services and the Head of Planning, Economic Development and Regeneration providing the Panel with a summary of the latest economic indicators and announcements for the UK, Scotland and West Lothian, particularly regarding the implications of the Covid-19 pandemic and the potential impact on the council.

It was recommended that the Panel note:

1. The results of the horizon scan for the UK, Scotland, West Lothian and West Lothian Council; and
2. The risks and uncertainties in relation to the council's budget model.

Decision

To note the content of the report.

14      QUARTERY PERFORMANCE REPORT – QUARTER TWO OF 2022/23

The Panel considered a report (copies of which had been circulated) by the Deputy Chief Executive (Corporate, Operational and Housing) providing the current level of performance for all indicators that supported the council's Corporate Plan and were the responsibility of the Corporate Policy and Resources Policy Development and Scrutiny Panel.

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

Decision

To note the content of the report.

15      WEST LOTHIAN COUNCIL GAELIC LANGUAGE PLAN MONITORING REPORT

The Panel considered a report (copies of which had been circulated) by the Head of Corporate Services providing a draft submission of the first monitoring report for West Lothian Council's Gaelic Language Plan, prior to its submission to the Bord na Gaidhlig.

It was recommended that the Panel note the first monitoring report which was appended to the report.

Decision

To note the content of the report.

16      SICKNESS ABSENCE (1 APRIL 2022 – 30 SEPTEMBER 2022)

The Panel considered a report (copies of which had been circulated) by Head of Corporate Services providing a report on sickness absence rates during the period 1 April 2022 to 30 September 2022 and providing an update on the ongoing application of the council's Policy & Procedure on Managing Supporting Attendance at Work.

The Panel was asked to note the content of the report.

Decision

To note the content of the report.

17      ICT ASSET MANAGEMENT PLAN (2019/20 to 2027/28) – ANNUAL REVIEW

The Panel considered a report (copies of which had been circulated) by the Head of Corporate Services providing a review of the ICT Asset Management Plan 2019/20 to 2027/28, including progress against planned outcomes and an overview of the performance to date.

It was recommended that the Panel:

1. Note the performance against the planned outcomes; and
2. Note the progress made in delivering the planned capital investment.

Decision

To note the content of the report.

18 WORKPLAN

A workplan had been circulated for information.

Decision

To note the workplan.