



Environment and Sustainability Policy Development and Scrutiny Panel

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

29 October 2025

A hybrid meeting of the **Environment and Sustainability Policy Development and Scrutiny Panel** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre, Livingston** on **Tuesday 4 November 2025** 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 and declarations of interest in any urgent business
4. Confirm Draft Minutes of Meeting of Environment and Sustainability Policy Development and Scrutiny Panel held on Tuesday 16 September 2025 (herewith)
5. Roads and Transportation - Asset Management Performance 2024/25 - Report by Head of Operational Services (herewith)
6. Fleet Asset Management Plan - Performance 2024/25 - Report by Head of Operational Services (herewith)
7. Performance Report - Quarter 2 2025/26 Update - Report by Head of Operational Services (herewith)
8. Climate Change Declaration - Annual Report 2024/25 - Report by Head

DATA LABEL: Public

of Planning, Economic Development and Regeneration (herewith)

9. Workplan (herewith)

NOTE **For further information please contact Anastasia Dragona on tel. no. 01506 281601 or email 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:-

- Lesley Montague, Interim Monitoring Officer and Governance Manager, 01506 281613, lesley.montague@westlothian.gov.uk
- Carol Johnston, Chief Solicitor and Depute Monitoring Officer, 01506 281626, carol.johnston@westlothian.gov.uk
- Committee Services Team, 01506 281604, 01506 281621
committee.services@westlothian.gov.uk

December 2024

MINUTE of MEETING of the ENVIRONMENT AND SUSTAINABILITY POLICY DEVELOPMENT AND SCRUTINY PANEL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, on 16 SEPTEMBER 2025.

Present – Councillors Tom Conn (Chair), Susan Manion, Alison Adamson, Tony Boyle (substituting for Tony Pearson), Mike Carlin, Craig Meek; and Pauline Orr (substituting for Veronica Smith)

Apologies – Councillors Tony Pearson and Veronica Smith

In Attendance – John Sives (Joint Forum of Community Councils Representative); and Carole Raconzier (Voluntary Sector Representative)

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. MINUTE

The Panel approved the minute of its meeting held on 10 June 2025. The Chair thereafter signed the minute.

3. WEST LOTHIAN CLIMATE ACTION NETWORK PRESENTATION

Graham Clark, from West Lothian Climate Action Network provided the panel with an overview of the work of the group noting their vision was to “*create a sustainable future for West Lothian by reducing greenhouse gas emissions, promoting renewable energy and educating the public about climate change*”.

Mr Clark explained how over the past two years the network had supported and funded 41 local network projects across West Lothian to the tune of £67,748 and which covered a wide variety of initiatives including engaging science and technology in food and plant production; facilitating eco learning and eco training; and improving blue/green space, woodlands, biodiversity and community gardens

Further information was provided on the eco training that had been delivered over the past two years and events that had taken place over the past twelve months.

The presentation concluded with a summary of the strategy and policy development work that would be undertaken by the network in the future

Mr Clark then responded to questions from Panel Members.

The Chair thanked Mr Clark for the very informative presentation

Decision

To note the presentation by West Lothian Climate Action Network

4. QUARTERLY CLIMATE CHANGE UPDATE

The Panel considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration presenting to the Panel the latest quarterly climate change update and to provide an update on work undertaken to meet the actions in the council's Climate Change Strategy 2021-28.

It was recommended that the panel :-

1. Notes the content of the report; and
2. Notes the attached quarterly performance update on progress against Climate Change Strategy actions

Decision

To note the content of the report

5. PERFORMANCE REPORT - FULL YEAR 2024/25

The Panel considered a report (copies of which had been circulated) by the Head of Operational Services reporting the levels of performance for all indicators which are the responsibility of the Environment and Sustainability Policy Development and Scrutiny Panel. The report also provided an update on the transformation projects that will impact on council performance.

It was recommended that the panel note the performance information and transformation updates 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

6. 2024/25 FINANCIAL PERFORMANCE - MONTH 12 MONITORING REPORT

The Panel considered a report (copies of which had been circulated) by the Head of Finance and Property Services which provided an update on the financial performance of the Environment and Sustainability portfolio for the General Fund Revenue budget and the General Services Capital Budget

It was recommended that the panel :-

1. Notes the financial performance of the Environment and

Sustainability portfolio for 2024/25.

2. Notes that the Environment and Sustainability portfolio position as at month 12 was part of the overall council budget position reported to Council Executive on 24 June 2025;
3. Notes actions required to be taken by Heads of Service and budget holders to manage spend within available resources.

Decision

To note the content of the report

7. WEST LOTHIAN TRANSPORT REVIEW

The Panel considered a report (copies of which had been circulated) by the Head of Operational Services presenting to the panel the outcome and recommendations of the Transport Review undertaken as part of Workstream 2.

It was recommended that the panel :-

1. Notes the contents of the report and the Transport Review at Appendix 1; and
2. Considers and comments on the proposed recommendations prior to reporting to Council Executive for approval.

Decision

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

8. FEASIBILITY INTO USE OF BIN STRAPS/CLIPS ON HOUSEHOLD BINS

The Panel considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on wheeled bin straps/clips and the potential for their implementation on West Lothian residents bins

It was recommended that the panel :-

1. Notes the feasibility work undertaken by officers into the use of bin straps/clips for securing household wheeled bins.
2. Notes that of 19 respondents to our survey, only 2 Scottish Local Authority respondents noted they approve the use of wheelie bin clips.

3. Notes that 4 Scottish Local Authority respondents noted incidents of Health and Safety taking place that had caused them concern.
4. Note that on the basis of safety and cost concerns, officers in Recycling and Waste services do not recommend the use of bin straps/clips

Decision

To note the content of the report

9. ACCIDENT INVESTIGATION AND PREVENTION (AIP) CASUALTY REDUCTION PROGRAMME 2025/26

The Panel considered a report (copies of which had been circulated) by the Head of Operational Services seeking approval for the list of proposed prioritised casualty reduction schemes for the 2025/26 programme.

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

Decision

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

10. SCOTTISH ROAD WORKS COMMISSIONER'S PERFORMANCE REVIEW 2024/25

The Panel considered a report (copies of which had been circulated) by the Head of Operational Services which provided an update on the Scottish Road Works Commissioner's performance review of West Lothian for 2024/25.

It was recommended that the panel notes the council's Road Works performance has been recognised as "satisfactory" and acknowledge the efforts of the staff involved to improve performance.

Decision

To note the content of the report

11. WORKPLAN

A workplan had been circulated for information.

Decision

To note the workplan.

DATA LABEL: PUBLIC



ENVIRONMENT AND SUSTAINABILITY POLICY DEVELOPMENT AND SCRUTINY PANEL

ROADS AND TRANSPORTATION – ASSET MANAGEMENT PERFORMANCE 2024/25

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of the report is to invite the Panel to review the performance in relation to the Roads and Transportation Asset Management Plan.

B. RECOMMENDATION

It is recommended that the Panel notes the performance in relation to the Roads and Transportation Asset Management Plan.

C. SUMMARY OF IMPLICATIONS

I Council Values	Caring and compassionate; open, honest and accountable; and collaborate, inclusive and adaptive.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Roads (Scotland) Act 1984.
III Implications for Scheme of Delegations to Officers	Not applicable
IV Impact on performance and performance Indicators	The Roads and Transportation Asset Management Plan contains a number of performance measures and identifies links to corporate priorities.
V Relevance to Single Outcome Agreement	Outcome 4 – We live in resilient, cohesive and safe communities. Outcome 8 – We make the most efficient use of resources by minimising our impact on the built and natural environment.
VI Resources - (Financial, Staffing and Property)	West Lothian Council approved 10 year capital investment plan for 2023/24 to 2032/33 on 21 February 2023. As part of the ten year plan, £64 million of core capital investment was approved for Roads and Transportation.

VII Consideration at PDSP	The process for the development of the asset management strategy and capital investment programme was considered by the Partnership and Resources PDSP on 26 January 2023. Asset Lead Officers provide annual asset performance reports to relevant PDSPs.
VIII Other consultations	Capital Asset Management Board.

D. TERMS OF REPORT

D1 Introduction

The Roads and Transportation Asset Management Plan (RAMP) sets out the council's approach to the management of all roads and related assets for the period 2023 to 2028. The roads and related assets include:

- Carriageways;
- Footways and cycleways;
- Bridges, underpasses and retaining walls;
- Streetlighting columns;
- Traffic management systems;
- Traffic signal junctions and crossings;
- Street furniture; and
- Water related assets.

The purpose of the RAMP is to ensure that our roads and related assets are managed and maintained effectively and efficiently whilst also linking to our corporate priorities. It is the responsibility of the Roads and Transportation service to ensure that West Lothian has the appropriate and safe road infrastructure to support and sustain economic and population growth.

The purpose of the RAMP is to:

- Formalise strategies for investment in road assets;
- Define service standards;
- Improve how the road assets are managed; and
- Support the deliver better value for money across Roads and Transportation.

The RAMP relates to other council plans as illustrated below:

- The Corporate Plan;
- Corporate Asset Management Strategy; and
- Revenue and capital Strategies.

The plan considers stakeholder expectations; existing and future projected demands on the road infrastructure assets; anticipated resources; and risks, to deliver service standards which provide the greatest benefit against the asset management objectives and the Corporate Strategy.

Our Road Asset Management Policy confirms our commitment to asset management and aligns our approach with the councils Corporate Plan and the SCOTS Road Asset Management Framework of Recommended Practices.

D2 Highlights

Road Maintenance

Considerable investment has been carried out on major routes and junctions. Notably were the completion of a stretch of the B7015 east of Stoneyburn Crossroads where the service carried out new recycling methods to reduce waste and reuse existing materials when reconstructing this section of carriageway. This method of construction reduced construction costs and provided a sustainable method to renew this section of rural road.

Also, resurfacing was carried out at the busy junction in the centre of Whitburn where the A706 and the A705 meet. This work was carried out over three weekends to minimise disruption at this busy town centre location and the completed works removed defects and maintained a new running surface at this heavily trafficked junction location.

Structural Maintenance

In 2025 full road reconstruction and concrete repairs were carried out on the Almond Valley Bridge in Livingston. This is a main strategic route on the A899 which connects numerous routes through Livingston's communities and is heavily trafficked. This work was carried out on the southbound running carriageway using a contra-flow traffic management system. Plans are in place to carry out similar maintenance on the northbound running lanes as part of the Capital programme.

Road Safety

The council is fully committed to road safety and the roads service analyses formal accident data received from Police Scotland to investigate and highlight casualty reduction schemes across West Lothian. These schemes that are identified are aimed at reducing casualties and reducing the likelihood of accident types re-occurring.

Additional funding has also been approved by Transport Scotland to support Local Authorities in reducing casualties in line with the targets, interventions and vision stated in the national Road Safety Framework to 2030 strategy.

Streetlighting

The Street Lighting LED replacement program which commenced in 2014 across West Lothian has now concluded. As a result of this project, the council's un-metered energy consumption has been reduced and it also provides a considerable reduction in the council's Co2 emissions.

E. CONCLUSION

The report highlights the current performance with regard to the Roads and Transportation Asset Management Plan. This demonstrates that the council's capital investment has improved and maintained the quality of the council's roads related assets. The main performance indicators are shown in Appendix 1 and highlight that the service is achieving the targets set for asset maintenance.

The Panel is invited to note the performance in relation to the roads related assets within the Roads and Transportation Asset Management Plan.

F. BACKGROUND REFERENCES

Corporate Asset Management Strategy and General Services Ten Year Capital Investment Strategy 2023/24 to 2032/33 – Report approved on the 21 February 2023:

[10Yr Capital Investment Strategy 2023.24 to 2032.33](#)

The Roads and Transportation Asset Management Plan 2023 to 2028:
[Roads and Transport AMP 2023 to 2028](#)

Appendices/Attachments: One.

- Appendix 1: Performance Indicator Summary

Contact Person: Gordon Brown, Roads and Transportation Manager, Whitehill Industrial Estate, Bathgate, Tel: 01506 282340, email: gordon.brown@westlothian.gov.uk

David Maule
Head of Operational Services

4 November 2025

APPENDIX 1 – PERFORMANCE INDICATOR SUMMARY

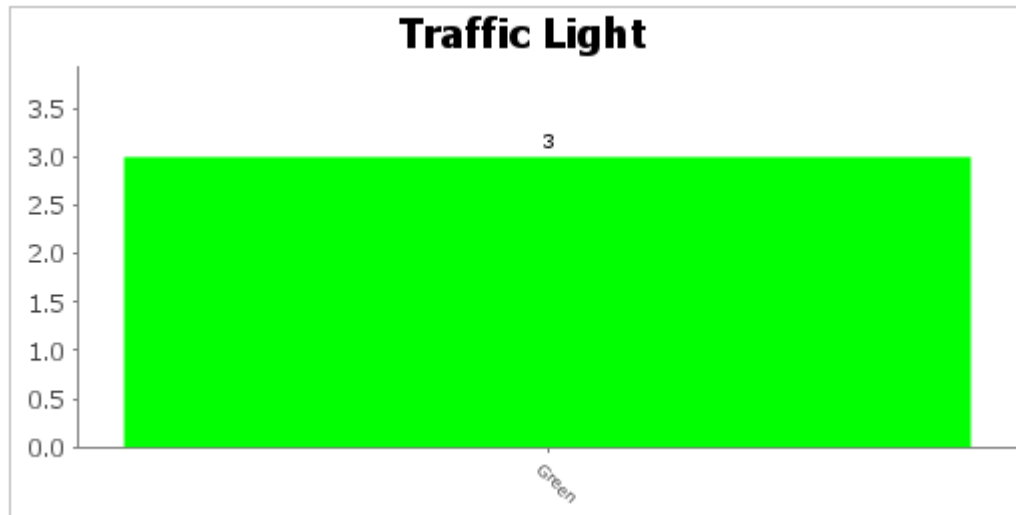
Appendix 1: Roads and Transportation Performance Indicator Summary

Roads Asset Management Plan PIs

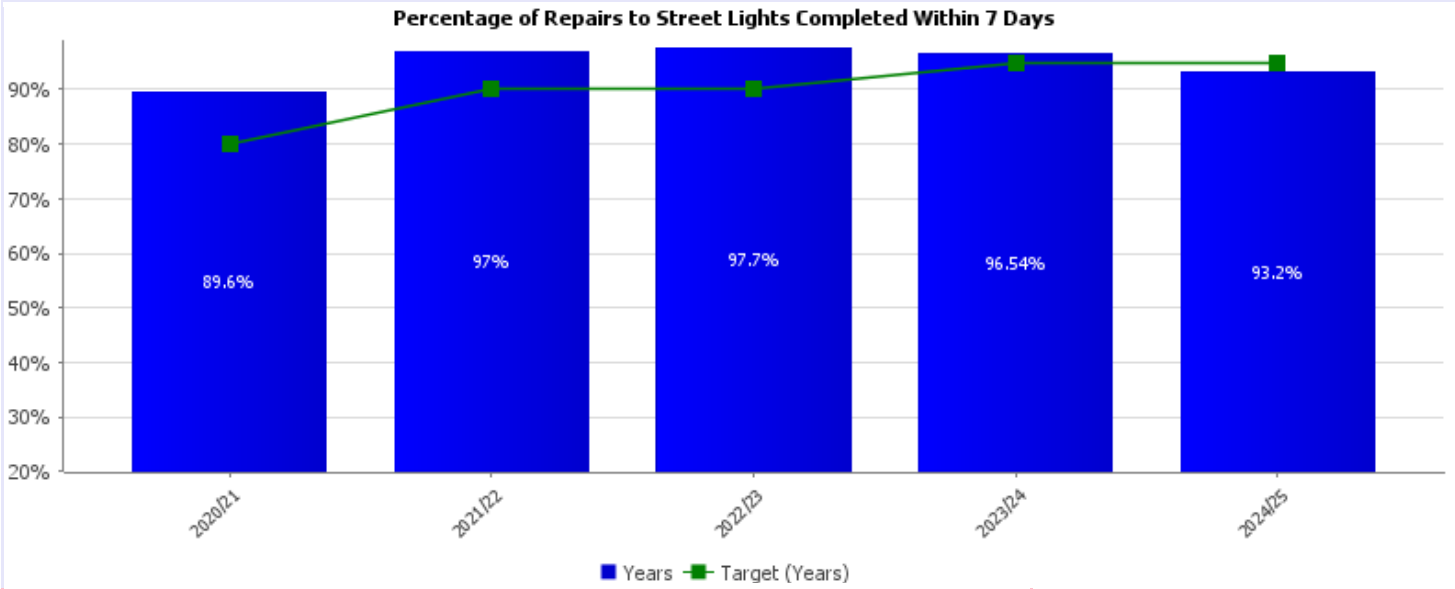
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Report Layout: .StandardsConformance_PPR_PIs_Grid

Data Label : OFFICIAL



Performance Indicator	P:RTS026_6b.5 Percentage of Repairs to Street Lights Completed Within 7 Days	Responsible Officer(s)	zRTS_PIAAdmin; Gordon Brown	
Description	This performance indicator measures the number of repairs to street lights which are completed within the 7 day target from notification of a fault. All faults are logged in our electronic system (Confirm) which measures the time taken for us to repair the fault. The figure is calculated by using the total number of faults reported and the number completed with the 7 day period. Fixing our street lights ensures motorists and pedestrians are kept safe.		Data Collection Officer(s)	Keith Garnett; Patrick Thornton



2024/25 result

Gauge Type	Aim to Maximise
Last Update	2024/25
Status	✓
Categories	PDSP_Environment and Sustainability PPR Public Performance Reporting

Trend Chart Commentary:
Over the previous 4 years (2020/21 - 2023/24) performance has been above the service level target as a result of the introduction of LED light sources, with a slight decrease in 2024/25.

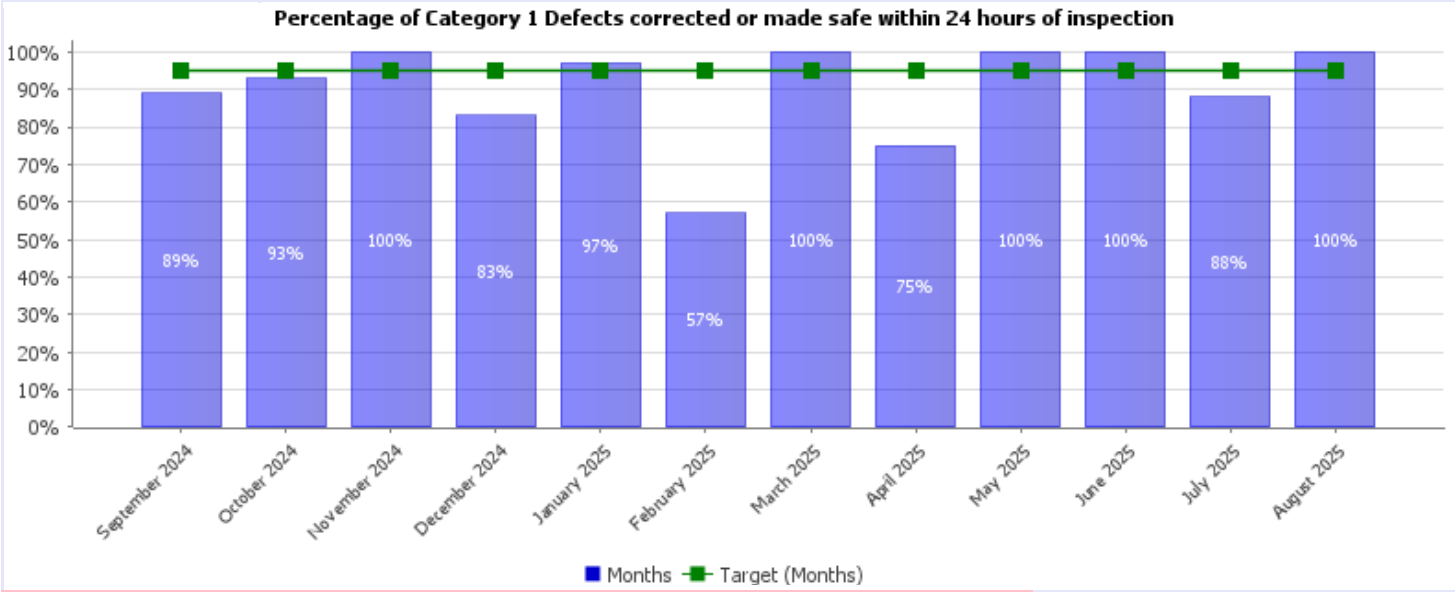
The introduction of LED light sources has reduced the number of defects as they are more reliable and have a longer life expectancy than previous light sources used. 98% of the stock has now been converted to LED which allows us to maintain the service level target.

- . In 2024/25 518 faults were completed of which 93.2% were completed within 7 days
- . In 2023/24 607 faults were completed of which 96.5% were completed within 7 days.
- . In 2022/23 520 faults were completed of which 97.7% were completed within 7 days.
- . In 2021/22 742 faults were completed of which 97% were completed within 7 days.
- . In 2020/21 1824 faults were completed of which 89.6% were completed within 7 days.

Our target for 2025/26 target will remain at 95%. This will maintain the current performance whilst keeping a focus on the recent high results.

Notes on Latest Data Entry
Keith Garnett 14-Apr-2025 A total of 518 faults were reported throughout 2024-25. Of this total 484 faults were rectified within 7 days. The average time taken to rectify a fault was 3.18 days.

Performance Indicator	RTS035_6b.5 Percentage of Category 1 Defects corrected or made safe within 24 hours of inspection	Responsible Officer(s)	zRTS_PIAAdmin; Gordon Brown
Description	This indicator measures the percentage of category 1 roads defects (defined in the Roads Safety Inspection Manual) which were fixed or made safe within 24 hours of initial inspection. These are the most serious defects which represent an immediate or imminent hazard or because there is a risk of short-term structural deterioration. The Road Safety Inspection Manual defines the target response time for category 1 defects as 24 hours.	Data Collection Officer(s)	Kenneth Brown



Gauge Type	Aim to Maximise
Last Update	August 2025
Status	✓
Categories	High Level

Trend Chart Commentary:
 Measurement against this metric was set with the aim of achieving 95% compliance. Performance is typically better in the spring and summer months.

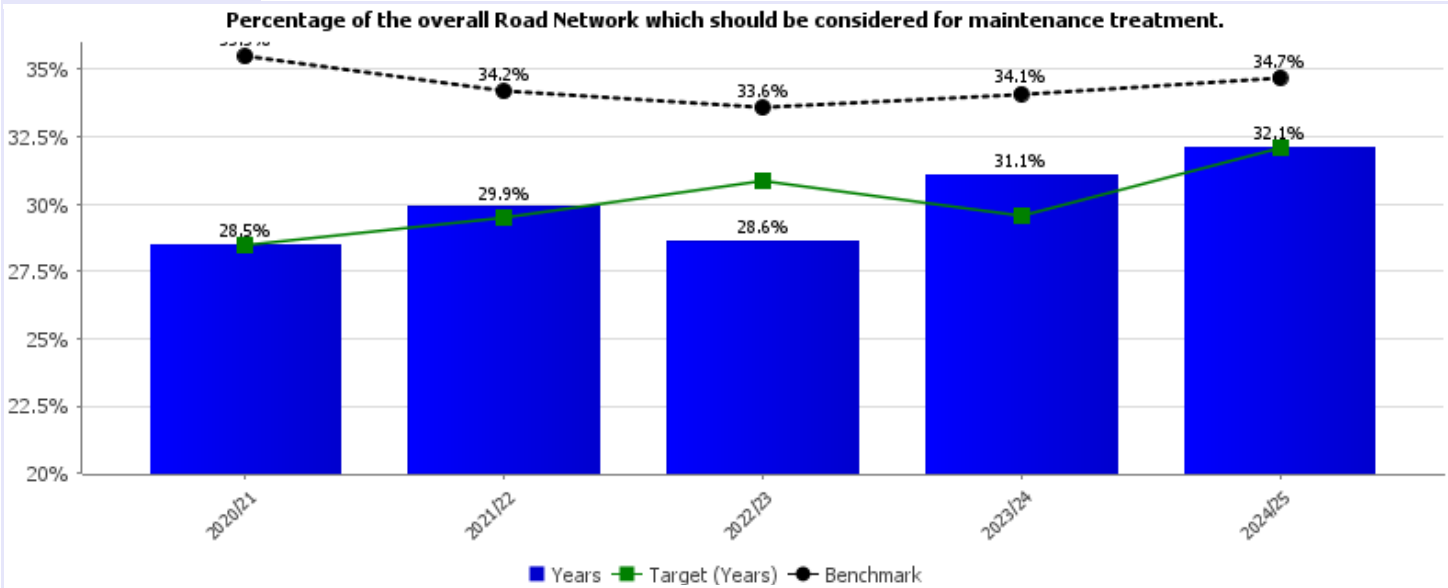
When we do not achieve the target, this can be down to increases in defects caused during the winter period where more defects occur due to temperature fluctuations, winter conditions and higher rainfall placing pressure on emergency response staff.

Staff are all trained to risk assess and identify defect hazards on all road assets through a risk-based approach to ensure defect repairs are carried out within the correct timescales identified.

Target retained at 95% to consolidate performance.

Notes on Latest Data Entry

Performance Indicator	CP:RTS100_9b.2a Percentage of the overall Road Network which should be considered for maintenance treatment.	Responsible Officer(s)	zOPSHQ_PIAAdmin; Gordon Brown
Description	<p>In West Lothian Council we aim to keep our roads in as safe and serviceable condition as possible and this performance indicator measures our success in achieving this. The whole of the network is checked through a national road condition machine based survey. The output from this survey indicates the percentage of the network which should be considered for detailed investigation and then future maintenance.</p> <p>West Lothian Council currently maintains over 1000 km of Road Network: A Class: 152 km B Class: 118 km C Class: 116 km U Class: 92.5 km Urban (Housing Estates etc): 526 km</p> <p>This performance indicator is part of the performance scorecard for the council's asset management strategy and will contribute to outcome 2 condition.</p>	Data Collection Officer(s)	Kenneth Brown



2024/25 result

20% — 32.1% — 40%

Gauge Type	Aim to Minimise
Last Update	2024/25
Status	✔
Categories	CPPR Corporate Plan Public Performance Reporting PDSP_Environment and Sustainability PPR Public Performance Reporting

Trend Chart Commentary:
 The Scottish Road Maintenance Condition Survey (SRMCS) is an annual survey which assesses the condition of the entire Scottish Local Authority road network. It is used to calculate a Road Condition Indicator (RCI) that is used by Audit Scotland as a Statutory Performance Indicator (SPI) for reporting carriageway condition. The value shown is the percentage of the road network that should be considered

Notes on Latest Data Entry

for maintenance treatment, so a low value is good for this indicator.

Our road condition indicator remains better than the Scottish average and our overall road condition is fairly stable. A data driven approach to asset management ensures our funding is used on the most effective way, which is reflected in the condition score for 2024/25. The condition of our overall road network is 32.1%, which is a decline from the previous year.

In 2024/25 we ranked 13th, out of 32, for overall network in Scotland, 21st for A class roads, 9th for B class roads, 16th for C class roads and 4th for U class roads.

In 2023/24 we ranked 10th, out of 32, for overall network in Scotland, 18th for A class roads, 15th for B class roads, 28th for C class roads and 6th for U class roads.

In 2022/23 we ranked 9th, out of 32, for overall network in Scotland, 11th for A class roads, 18th for B class roads, 29th for C class roads and 3rd for U class roads.

In 2021/22 we ranked 11th, out of 32, for overall network in Scotland, 14th for A class roads, 18th for B class roads, 27th for C class roads and 5th for U class roads

In 2020/21 we ranked 4th, out of 32, for overall network in Scotland, 13th for A class roads, 16th for B class roads, 22nd for C class roads and 3rd for U class roads

The black line on the chart shows the Scottish average, this figure is published by SCOTS.

The expectation is that road condition will deteriorate over the next five years as investment levels reduce. The aim will be to manage this deterioration to a level of approximately 1% per annum overall. 2025/26 target, therefore set at 33.1%.

DATA LABEL: PUBLIC



ENVIRONMENT & SUSTAINABILITY POLICY DEVELOPMENT AND SCRUTINY PANEL

FLEET ASSET MANAGEMENT PLAN – PERFORMANCE 2024/25

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To invite the panel to scrutinise performance in relation to the Fleet Asset Management Plan.

B. RECOMMENDATION

It is recommended that the panel scrutinises and notes performance in relation to the Fleet Asset Management Plan.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Caring and compassionate; open, honest and accountable; and collaborate, inclusive and adaptive
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The Council is required to demonstrate Best Value through a structured framework for the management of its assets.
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	The Fleet Asset Management Plan contains a number of performance measures and identifies links to corporate priorities.
V	Relevance to Single Outcome Agreement	Outcome 8 – We make the most efficient use of resources by minimising our impact on the built and natural environment.
VI	Resources - (Financial, Staffing and Property)	Fleet resources are managed through existing revenue budgets.
VII	Consideration at PDSP	The process for the development of the asset management strategy and capital investment programme was considered by Partnership and Resources PDSP on 26th January 2023. Asset

Lead Officers provide annual asset performance reports to relevant PDSPs.

VIII Other consultations Financial Management Unit

D. TERMS OF REPORT

D.1 Introduction

The Fleet Asset Management Plan (FAMP) sets out the council's approach to the management of our fleet assets for the period 2024/25 to 2027/28. The management of our fleet assets incorporates a number of different asset types, including;

- Commercial vehicles over 3,500kg
- Commercial vehicles under 3,500kg
- Plant
- Buses and Minibuses

The purpose of the FAMP is to ensure that our fleet assets are managed and maintained effectively and efficiently, whilst also clearly linking to our corporate priorities.

The FAMP supports the delivery of the council's priorities by:

- Outlining our approach to the management of our corporate fleet assets and forms the basis for any future plans;
- Presenting an overview of the extensive fleet assets owned by the council;
- Highlighting our corporate outcomes and priorities and how they will be supported through the management of our fleet assets;
- Identifying the internal and external influencing factors and challenges;
- Identifying activity themes to improve the performance of fleet asset management

In order to demonstrate performance, performance indicators are set up to monitor various aspects of fleet asset management covering vehicle provision and vehicle maintenance. Appendix 1 shows performance highlights in some key areas.

D.2 Highlights

Fleet asset management performance can be evidenced by performance indicators used by the service as shown in Appendix 1. Some of the highlights include:

Vehicle Replacement Plan

The approved council Vehicle Replacement Programme (VRP) replaces 850 over 5 years from 2024/25. The VRP provides user services with modern fleet assets, improved asset performance and reliability leading to reduced vehicle downtime and increased productivity. From the start of the VRP implementation in 2024/25, 269 vehicles have been replaced meeting vehicle number replacement targets and within the agreed budget provision. Fleet Services continues to engage with customers to ensure replacement activity is maintained and fleet asset requirements are delivered.

Fleet Services are continually working with vehicle suppliers to test and explore electric vehicle options that provide services with vehicles that are fit for purpose within the available budget.

Operator Licence Risk Score (OCRS)

The council's OCRS score is currently 0.54 which indicates low risk and categorises the council as a green operator. This score is below the target of 1.3 (target based on previously set DVSA target) and significantly lower than the benchmark figure of 10 which is the trigger point to move to the next risk category (amber operator).

A vehicle operator's OCRS is an indication of how well the operator is performing in relation to roadworthiness (condition of vehicles) and other road traffic rules. The OCRS score is directly influenced by vehicle maintenance performance (MOT pass rate) and a low OCRS score is a sign of an operator with an excellent maintenance regime and approach to asset management.

Number of vehicles maintained monthly

Fleet Services continues to maintain its 100% target in relation to the number of vehicles maintained monthly as per the fleet service schedule. The service schedule sets out a plan for a two-year period for all scheduled maintenance events for all council owned fleet assets and demonstrates a proactive approach to fleet asset maintenance. A robust and compliant service schedule provides a number of benefits including improved vehicle safety, compliance with legal requirements, better vehicle reliability and uptime and maintaining a good OCRS score.

E. CONCLUSION

The report highlights the current performance with regards to the Fleet Asset Management Plan. The performance indicators demonstrate that there is a planned approach to fleet asset management and that fleet assets are being managed and maintained effectively.

The Policy Development and Scrutiny Panel is invited to note performance in relation to fleet asset objectives within the Fleet Asset Management Plan.

F. BACKGROUND REFERENCES

Asset Management Strategy and General Services Capital Programme 2023/24 to 2032/33 – Report approved on 20th of February 2023.

Appendices/Attachments:

Appendix 1 – Performance Indicator Summary

Contact Person: Scott Blyth, Fleet Services Manager, Tel 01506 284681, Email; scott.blyth@westlothian.gov.uk

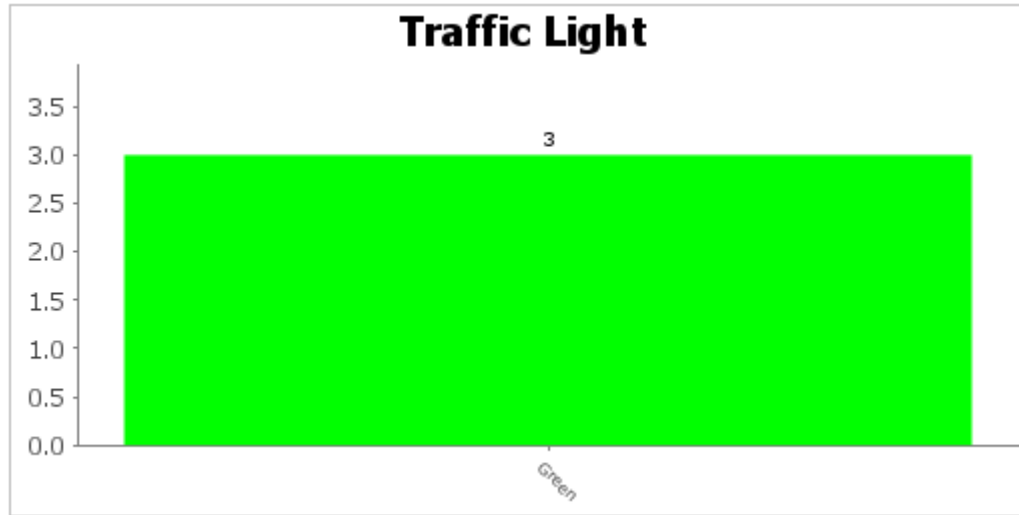
David Maule,
Head of Operational Services
04 November 2025

Appendix 1- Fleet Performance Indicator Summary

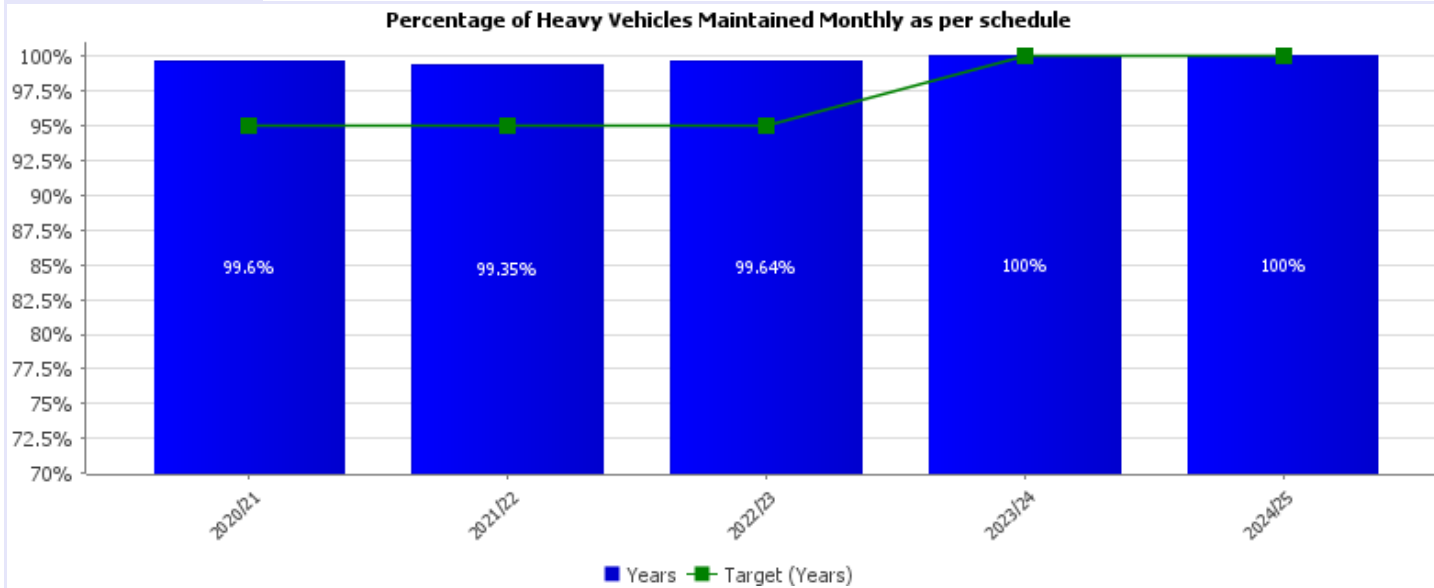
Fleet Asset Management Plan PIs

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Performance Indicator	FTS060_9b.1c Percentage of Heavy Vehicles Maintained Monthly as per schedule	Responsible Officer(s)	zFTS_PIAAdmin; Scott Blyth
Description	<p>This performance indicator is part of the performance scorecard for the council's asset management strategy and will contribute to outcome 2 condition. It measures the percentage of vehicles over 3.5 tonnes that are inspected within a 5 day window of their due date.</p> <p>We work closely with each service area to ensure that each fleet vehicle is serviced and maintained as per its maintenance schedule and this performance indicator measures our success in achieving this. The number of vehicles maintained each month varies and the performance of this indicator is heavily dependent on the relevant service area presenting the vehicle as planned.</p>	Data Collection Officer(s)	Morgan Foster; Emily Russell; Douglas West



2024/25 result

Gauge Type	Aim to Maximise
Last Update	2024/25
Status	✔
Categories	High Level

Trend Chart Commentary:

MOT inspection, preparation and quality inspection is taken very seriously by everyone through the team. Standards within West Lothian Council remain now amongst the highest regularly exceeding the industry and UK averages. We want 100% first time pass rate and aim for nothing less on every occasion.

Service schedule adherence remains a daily high priority. Collaborative working between Fleet Service personnel and colleagues operating on the front line make this increasingly challenging circumstance compliant. Demands on vehicles and services increase however collectively we must continue to maintain the highest standard on this PI as our Operating Licence and reputation rely on the dedicated approach being taken.

Notes on Latest Data Entry

Emily Russell 28-Apr-2025 Performance figure for HGV vehicles presented in specific week as per schedule is 100%.

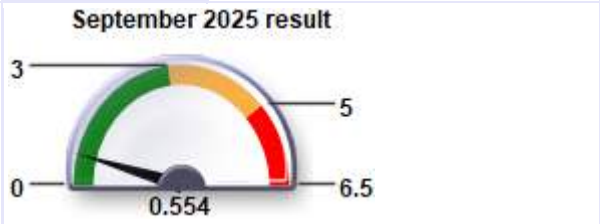
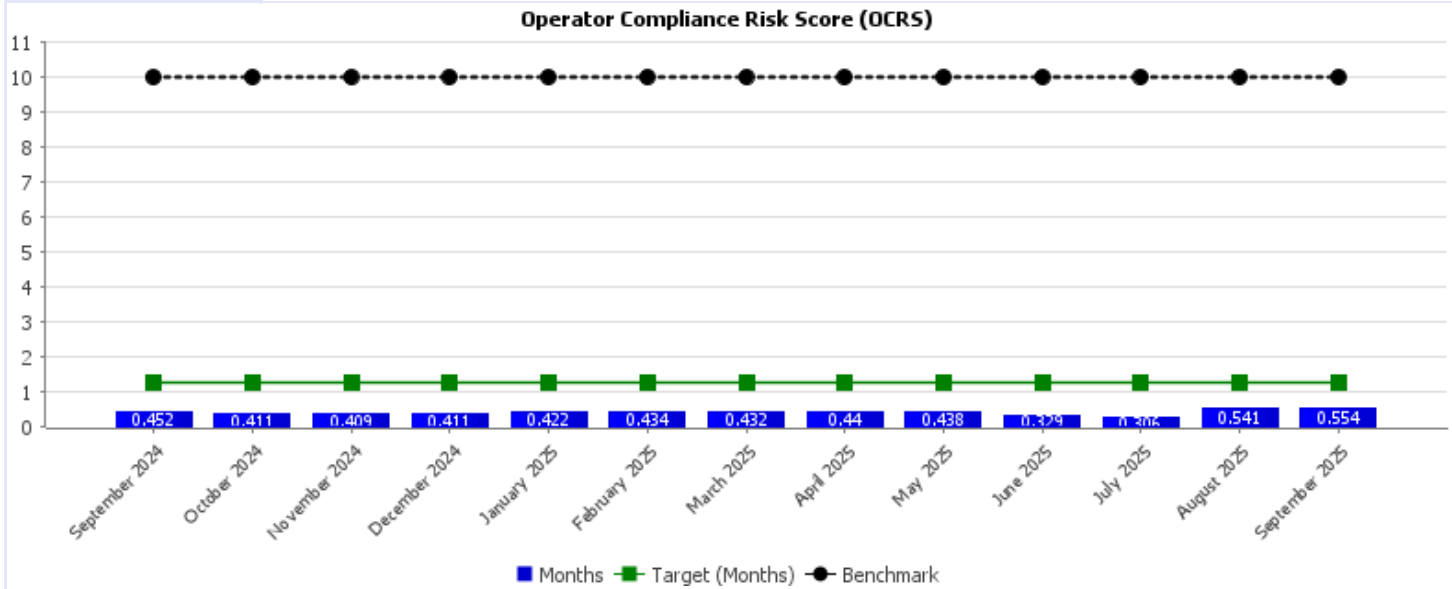
Between 2020/21 and 2024/25 the percentage of HGVs and vehicles maintained on schedule per month has improved from 94.6% to 100%. This is a result of communication and engagement process between Fleet Services and vehicle users to help ensure adequate notice of any scheduled maintenance is given to services in advance so arrangements can be made for vehicles to be presented. Any vehicle which has not been presented within the scheduled week is removed from service by Fleet in order to ensure compliance with Operator Licence undertakings.

We continue to work closely with all the services areas on a day to day basis to make sure that vehicles are presented for service as scheduled. We aim to do this without impacting upon their ability to deliver their service. A new Fleet Management System has recently been introduced which will make the process more efficient while allowing performance to be maintained.

2025/26 target will remain at 100% to reflect our recent strong performance

Document(s)	
Formula Guidance	The Performance Indicator is measured by comparing the number of inspections completed in the month against the number of inspections due that month.
Data Source	Data is produced monthly through the Fleet Management system and held at Whitehill Service Centre.

<p>Performance Indicator</p>	<p>FTS069_9b.1c Operator Compliance Risk Score (OCRS)</p>	<p>Responsible Officer(s) zFTS_PIAAdmin; Scott Blyth</p>
<p>Description</p>	<p>OCRS is a DVSA system that ranks commercial road transport operators based on their risk of failing to comply with roadworthiness and traffic rules assigning them a "traffic light" score (Red for high risk, Amber for medium, Green for low, and Grey for unknown). It uses data from a rolling 3-year period on MOTs, roadside inspections, site visits, and prosecutions to determine the score, with a higher score indicating greater risk and a lower probability of inspections.</p> <p>Fleet Services remains a Green operator, we have had challenges during recent times however we are better educated from our experiences and performing high in matters of compliance.</p> <p>Operator Compliance Risk Score (OCRS) is a risk based scoring system used by the Driver and Vehicle Standards Agency (DVSA) at roadside checks to calculate the likelihood of an operator being non compliant.</p> <p>Positive and negative scoring is applied to events categorised as "Roadworthiness" (HGV Test Pass Rate) and "Traffic" (Roadside Stops) combined. Negative events have a points value applied which is then subject to weighting to calculate the base OCRS score. Positive and negative events remain as part of calculation for a period of 3 years, however, negative score weighting decreases 12 months after event.</p> <p>The council's OCRS has continued to remain below target over the previous 12 months and has maintained a steady performance in recent months. Fleet Services will continue to aim for a 100% MOT pass rate to improve the OCRS score over time.</p>	<p>Data Collection Officer(s) Scott Blyth; Morgan Foster; Emily Russell</p>



Gauge Type	Aim to Minimise
Last Update	September 2025
Status	
Categories	Management

<p>Trend Chart Commentary:</p>	<p>Notes on Latest Data Entry</p>
---------------------------------------	--

Performance has remained below target over the period of the chart.

The black line on the chart shows the score required by DVSA to be in the green OCRS band and classed as a low-risk operator.

Please note, the target is to reduce the OCRS.

Target is set at 1.3 to reflect our aim to continually improve.

Document(s)	
Formula Guidance	
Data Source	

Performance Indicator	FTS072_9b.1c Number of vehicles delivered as per Vehicle Replacement Programme schedule	Responsible Officer(s) zFTS_PIAAdmin; Scott Blyth																		
Description		Data Collection Officer(s)																		
<p style="text-align: center;">Number of vehicles delivered as per Vehicle Replacement Programme schedule</p> <table border="1"> <caption>Number of vehicles delivered as per Vehicle Replacement Programme schedule</caption> <thead> <tr> <th>Quarter</th> <th>Quarters (Actual)</th> <th>Target (Quarters)</th> </tr> </thead> <tbody> <tr> <td>Q2 2024/25</td> <td>33</td> <td>85</td> </tr> <tr> <td>Q3 2024/25</td> <td>65</td> <td>125</td> </tr> <tr> <td>Q4 2024/25</td> <td>117</td> <td>175</td> </tr> <tr> <td>Q1 2025/26</td> <td>175</td> <td>225</td> </tr> <tr> <td>Q2 2025/26</td> <td>265</td> <td>265</td> </tr> </tbody> </table> <p style="text-align: center;">■ Quarters ■ Target (Quarters) ● Benchmark</p>		Quarter	Quarters (Actual)	Target (Quarters)	Q2 2024/25	33	85	Q3 2024/25	65	125	Q4 2024/25	117	175	Q1 2025/26	175	225	Q2 2025/26	265	265	<p style="text-align: center;">Q2 2025/26 result</p> <p style="text-align: center;">Gauge Type: Aim to Maximise Last Update: Q2 2025/26 Status: ✔ Categories:</p>
Quarter	Quarters (Actual)	Target (Quarters)																		
Q2 2024/25	33	85																		
Q3 2024/25	65	125																		
Q4 2024/25	117	175																		
Q1 2025/26	175	225																		
Q2 2025/26	265	265																		
<p>Trend Chart Commentary: The council's approved Vehicle Replacement Programme (VRP) sets out a plan to replace 850 vehicles over a five-year period from 2024/25. The VRP provides council services with modern, efficient and operationally suitable vehicles which require less maintenance resulting in improved productivity.</p> <p>Performance is currently exceeding the target with work ongoing to plan further replacements over the next 12 months.</p> <p><i>The replacement target is phased evenly over the five-year period to ease the planning and resource required to integrate the new fleet while give giving consideration to ever-changing market conditions.</i></p>	<p style="text-align: center;">Notes on Latest Data Entry</p>																			
Document(s)																				
Formula Guidance																				
Data Source																				

DATA LABEL: PUBLIC



ENVIRONMENT & SUSTAINABILITY POLICY DEVELOPMENT AND SCRUTINY PANEL

PERFORMANCE REPORT – QUARTER 2 2025/26 UPDATE

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To report the current levels of performance for all quarterly indicators which are the responsibility of the Environment & Sustainability Policy Development and Scrutiny Panel.

B. RECOMMENDATION

That the Panel note the performance information and determine if further action or enquiry is necessary for any of the indicators mentioned within the report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Caring and compassionate; Open, honest and accountable, collaborative, inclusive and adaptive.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	In compliance with the Corporate Code of Governance.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	Challenges current service performance through the evaluation of performance indicators
V Relevance to Single Outcome Agreement	Indicators support various outcomes in the SOA
VI Resources - (Financial, Staffing and Property)	Met from existing budgets
VII Consideration at PDSP	Performance reports will be submitted to the PDSP every other meeting.
VIII Other consultations	None

D. TERMS OF REPORT

D.1 Background

The council's performance management system, Ideagen, measures the performance of service activities through the use of key performance indicators (KPIs). These

indicators have been deemed high level and are publicly reported.

Ideagen uses a simple traffic light system to show if progress is on target (green), in danger of falling behind target (amber), or below target (red). The trend chart commentary field provides an explanation of the ongoing trend in the performance as well as describing any shortfall in performance and what action is being taken to rectify this shortfall.

Members will note that the quarterly performance indicators linked to the Environment & Sustainability PDSP range across three service areas – NETs, Land and Countryside Services, Roads and Transportation and Recycling and Waste Services.

Performance Update

There are currently 31 High Level Key Performance Indicators under the remit of the Panel. 12 of these are quarterly indicators and are included in this quarterly report. Of the 12 quarterly PI's, 8 are categorised as green, 1 at amber and 3 at red.

Each indicator is shown in full detail in appendix 1 of this report, including the trend chart commentary to explain the current performance. Details of the red PI's are shown below.

D.2 Red Indicators

P: NLCS040_6b.3 Total Number of NETs, Land and Countryside complaints received

Current performance: 23, target: 12

This performance indicator measures the total number of complaints received by NETs, Land and Countryside Services each month. Performance is reviewed on a regular basis and reported quarterly to ensure there is sufficient focus on the quality and standard of customer service. There is a seasonal trend and seasonal fluctuations to the number of complaints received, such as around grass cutting in the summer months and leaf fall in the Autumn. Whilst above target, the total number of complaints the service receives is relatively low in relation to the amount of assets that are maintained.

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

Current performance: 5, target: 3

This performance indicator measures the total number of Stage 2 complaints received by Waste Services each month. The number of stage 2 complaints upheld following investigation is low. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.

P: WM024_6b.4 Percentage of Waste Services Complaints (Stage 1 & Stage 2) which are either upheld or part upheld following investigation

Current performance: 40%, target 35%

This performance indicator measures the overall percentage of closed complaints received by Waste Services that have been upheld or part upheld during each month. In each period, the total number of upheld and partially upheld complaints is divided by the total number of complaints closed to determine the overall percentage. Major service changes, missed bins and tackling contamination in household bins do generate complaints. Whilst September 2025's performance did not meet the monthly target, the average percentage of upheld complaints across the year to date is below the target of 35%.

E CONCLUSION

The attached performance report is intended to keep members of the Environment & Sustainability PDSP informed about the performance of the wide range of activities taking place to support the remit of the panel.

The summary chart at the front of Appendix 1 shows the performance indicators which are the responsibility of the Environment & Sustainability PDSP and are categorised as green, amber and red.

This information allows the Panel to function in accordance with the Council's Code of Corporate Governance and the principles of Best Value.

F BACKGROUND REFERENCES

Best Value and Community Planning Audit, 2006

Appendices/Attachments: One

Appendix 1 – Environment & Sustainability PDSP Performance Scorecard Summary Report - Quarterly

Contact Person:

David Maule, Head of Operational Services
david.maule@westlothian.gov.uk

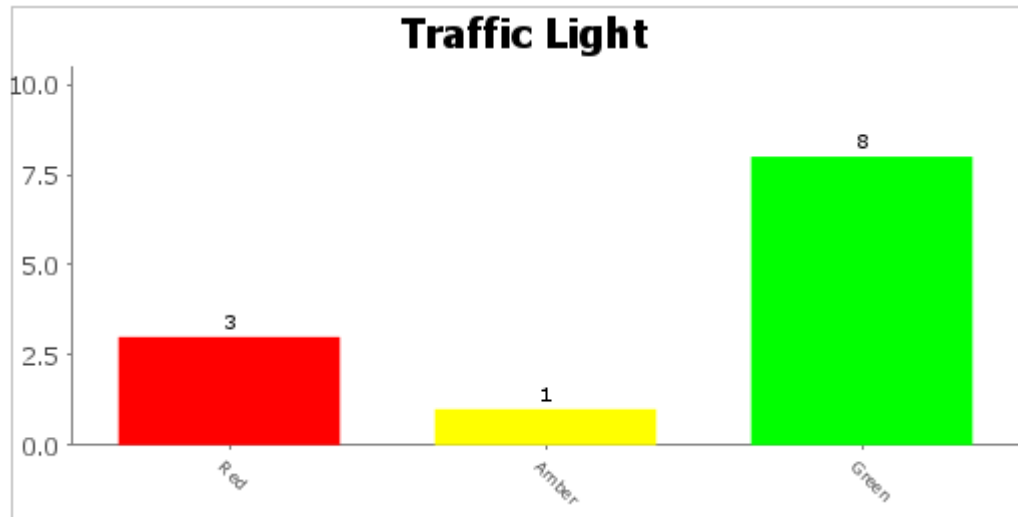
David Maule
Head of Operational Services
4 November 2025

Appendix 1 – Performance Report Q2 2025.26

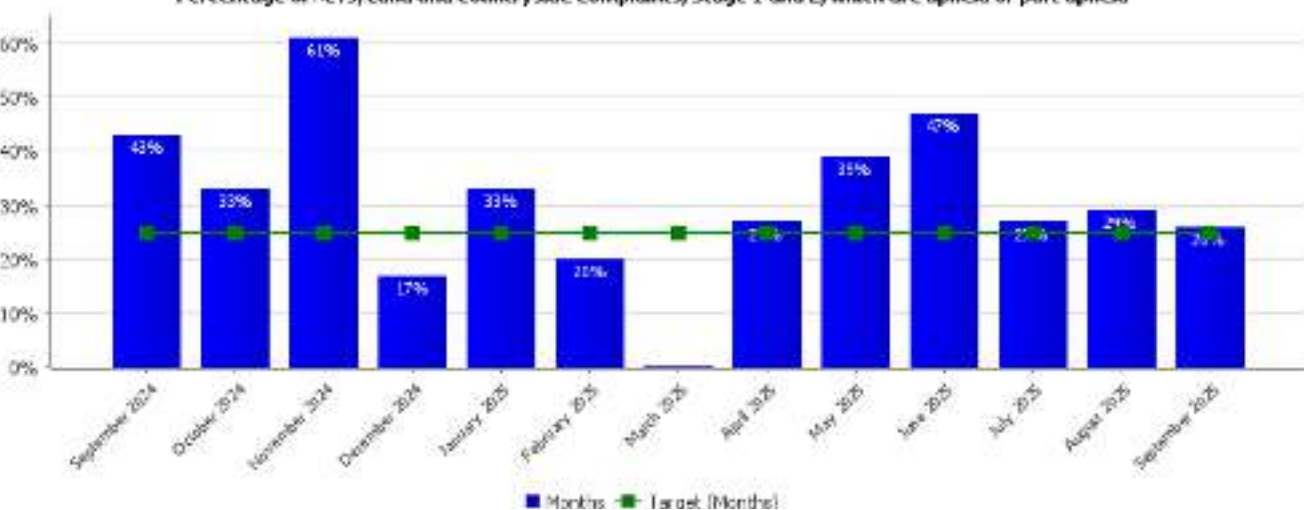

Data Label : OFFICIAL

05 PDSP - Environment and Sustainability Quarterly Scorecard Report - ALL(Detail)

Report Author: Melanie Phillips
Generated on: 21 October 2025 10:37



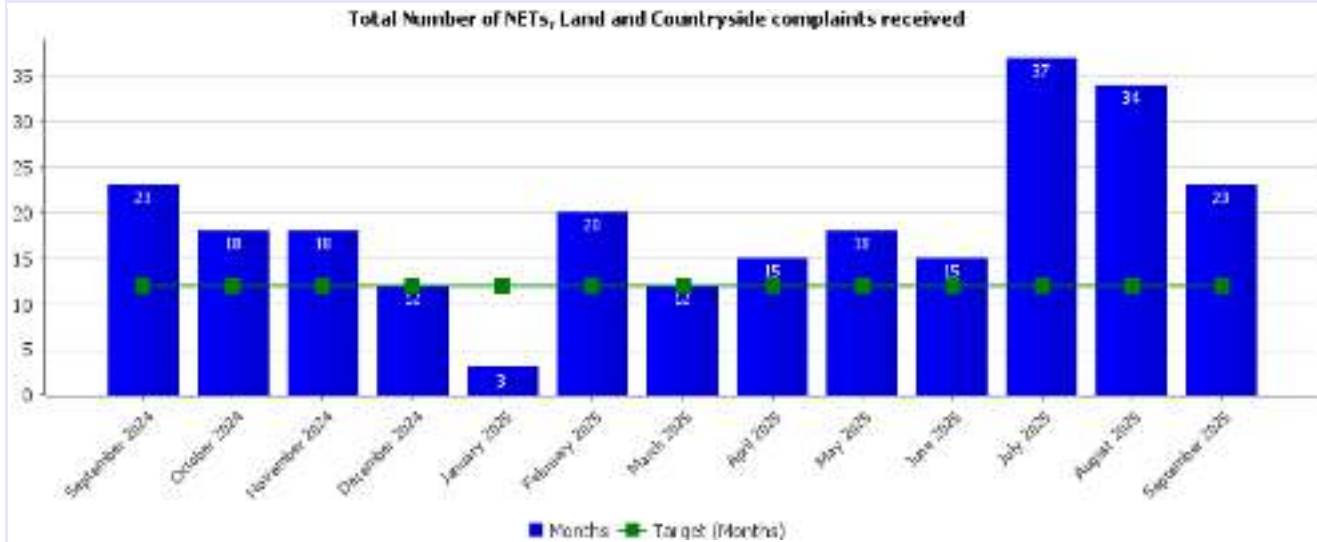
- 35 -

<p>PI Code & Short Name</p>	<p>P:NLCS039_6b.4 Percentage of NETs, Land and Countryside Complaints, Stage 1 and 2, which are upheld or part upheld</p>	<p>PI Owner(s): NETs, Land & Countryside Manager(Victoria Mungall); zNLCS_PIAAdmin</p>																																										
<p>Description</p>	<p>This performance indicator measures the overall percentage of closed complaints received by NETs, Land and Countryside Services that have been upheld or part upheld during each month. In each period, the total number of upheld and partially upheld complaints is divided by the total number of complaints closed to determine the overall percentage. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.</p>																																											
<p>Percentage of NETs, Land and Countryside Complaints, Stage 1 and 2, which are upheld or part upheld</p>  <table border="1"> <caption>Monthly Data for Percentage of Upheld Complaints</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>September 2024</td><td>42%</td></tr> <tr><td>October 2024</td><td>33%</td></tr> <tr><td>November 2024</td><td>61%</td></tr> <tr><td>December 2024</td><td>17%</td></tr> <tr><td>January 2025</td><td>33%</td></tr> <tr><td>February 2025</td><td>20%</td></tr> <tr><td>March 2025</td><td>0%</td></tr> <tr><td>April 2025</td><td>26%</td></tr> <tr><td>May 2025</td><td>39%</td></tr> <tr><td>June 2025</td><td>47%</td></tr> <tr><td>July 2025</td><td>26%</td></tr> <tr><td>August 2025</td><td>29%</td></tr> <tr><td>September 2025</td><td>26%</td></tr> </tbody> </table>		Month	Percentage	September 2024	42%	October 2024	33%	November 2024	61%	December 2024	17%	January 2025	33%	February 2025	20%	March 2025	0%	April 2025	26%	May 2025	39%	June 2025	47%	July 2025	26%	August 2025	29%	September 2025	26%	<p>September 2025 result</p>  <table border="1"> <tr> <td>Last Updated:</td> <td>September 2025</td> </tr> <tr> <td>Status:</td> <td>✔</td> </tr> <tr> <td>Current Value:</td> <td>26%</td> </tr> <tr> <td>Current Target:</td> <td>25%</td> </tr> <tr> <td>Red Threshold:</td> <td>31%</td> </tr> <tr> <td>Amber Threshold:</td> <td>28%</td> </tr> <tr> <td>Categories:</td> <td>PDSP_Environment and Sustainability; PPR Public Performance Reporting</td> </tr> </table>	Last Updated:	September 2025	Status:	✔	Current Value:	26%	Current Target:	25%	Red Threshold:	31%	Amber Threshold:	28%	Categories:	PDSP_Environment and Sustainability; PPR Public Performance Reporting
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<p>Trend Chart Commentary: We aim to provide the best service possible and, where this falls below customers' expectations, we have a corporate policy for dealing with any complaints in as efficient and effective a manner as possible. A complaint report is provided to each Action Officer monthly, and a quarterly report is compiled for the Service Manager and Head of Service, providing the information required to manage, monitor and report complaints.</p> <p>Over the period covered by the chart, the result ranges between 0% and 61%. No set pattern or trend is identifiable given the range of services which feed into this indicator, however, partially upheld complaints tend to be where the complaint may relate to multiple service areas or aspects of service.</p> <p>One of the main reasons the complaints can fluctuate is generally related to the weather. It is necessary for the council to cut grass during periods of wet weather to achieve service standards and when we do so in wet weather we generally get an increase in the number of complaints received relating to grass being trafficked onto hard surfaces such as roads and footpaths. The increase in complaints also can relate to overhanging bushes and shrubs that encroach onto footpaths – this generally coincides with the end of our summer programme and start of the winter programme as staff have not had an opportunity to start cutting back overgrown shrubs/bushes etc.</p> <p><i>The target for 2025/26 is set at 25% as the service would look to work to reduce the number of upheld complaints.</i></p>																																												

PI Code & Short Name P:NLCS040_6b.3 Total Number of NETs, Land and Countryside complaints received

Description This performance indicator measures the total number of complaints received by NETs, Land and Countryside Services each month. Performance is reviewed on a regular basis and reported quarterly to ensure there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.

PI Owner(s): NETs, Land & Countryside Manager(Victoria Mungall); zNLCS_PAdmin



September 2025 result

Last Updated: September 2025

Status: ●

Current Value: 23

Current Target: 12

Red Threshold: 16

Amber Threshold: 14

Categories: PDSP_Environment and Sustainability; PPR Public Performance Reporting

Trend Chart Commentary:
All complaints are investigated and are analysed on a quarterly basis to look for common themes and trends and identify areas for improvement.

Complaints received cover the range of services provided by NETs, Land and Countryside. Analysis of the complaints identifies that there is a seasonal trend and seasonal fluctuations to the number of complaints received such as complaints in Grounds Maintenance around grass cutting in the summer months and leaf fall in the autumn months. However, complaint levels across the services provided remain relatively low in comparison to the number of interactions with residents.

The target for 2025/26 is maintained at 12 due to the monthly variation of complaints received above and below that figure.

PI Code & Short Name P:NLCS103_9b.2a Land Audit Management System (LAMS) result

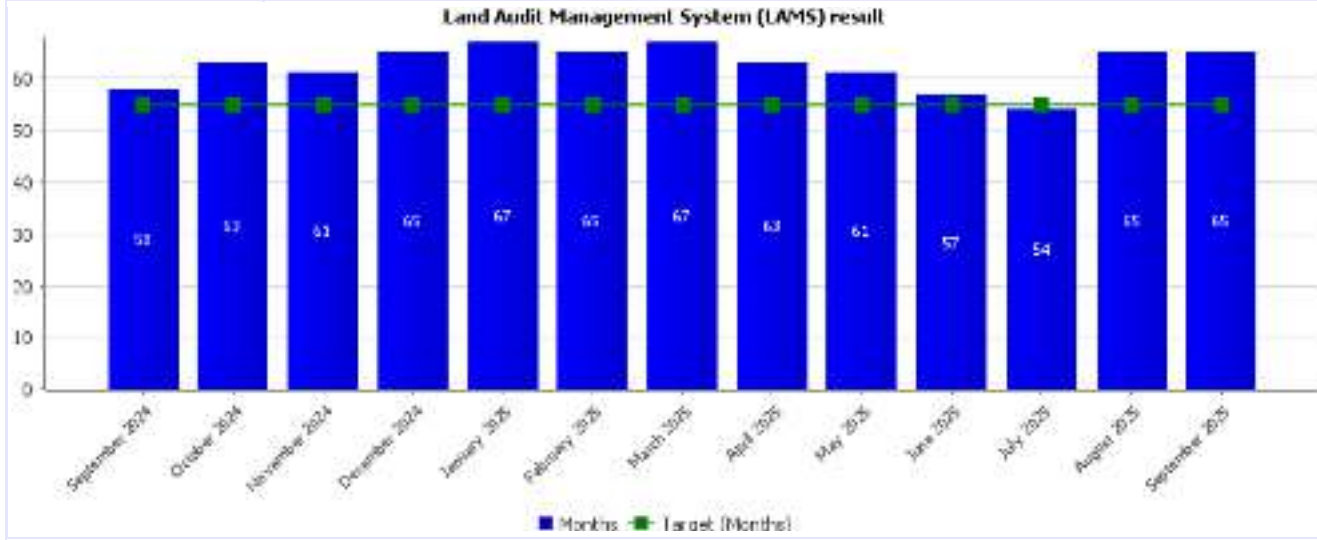
Description
 This performance indicator is a measure of the standard of grounds maintenance delivered by the service across West Lothian. The Land Audit Management System has been designed to allow an internal monitoring and measuring for councils of the standard of grounds maintenance. The score for each month is made up of individual scores for the East, West and Central areas of West Lothian as well as the overall grounds maintenance service.

The data is provided through randomly generated site inspections by Ground Maintenance staff, and based on their first visual impression of the standard of maintenance. Sites are zoned, either 1 – 3 dependent on the level of maintenance required, with the largest majority either a 2 or 3, (standard or low maintenance). War Memorials, golf courses or bowling greens are the only areas considered in Zone 1, (High Amenity standard).

Sites are assessed against set criteria, between an excellent - poor standard and scored accordingly. The scores for each area are combined and the average used for this indicator.

The national average target score set by APSE (Association for Public Service Excellence) is 67. The score is calculated using the average score across 2 localities and the overall service.

PI Owner(s): NETs, Land & Countryside Manager(Victoria Mungall); zNLCS_PAdmin



Last Updated:	2025/26
Status:	✓
Current Value:	65
Current Target:	55
Red Threshold:	49
Amber Threshold:	52
Categories:	PDSP_Environment and Sustainability; PPR Public Performance Reporting

Trend Chart Commentary:
 Over the period shown in the chart, scores have varied between 58 and 67 and are currently above our target of 55. The introduction of new Service Standards for Grounds Maintenance activities has also had an impact on the scores and we may see a below target trend in the future.

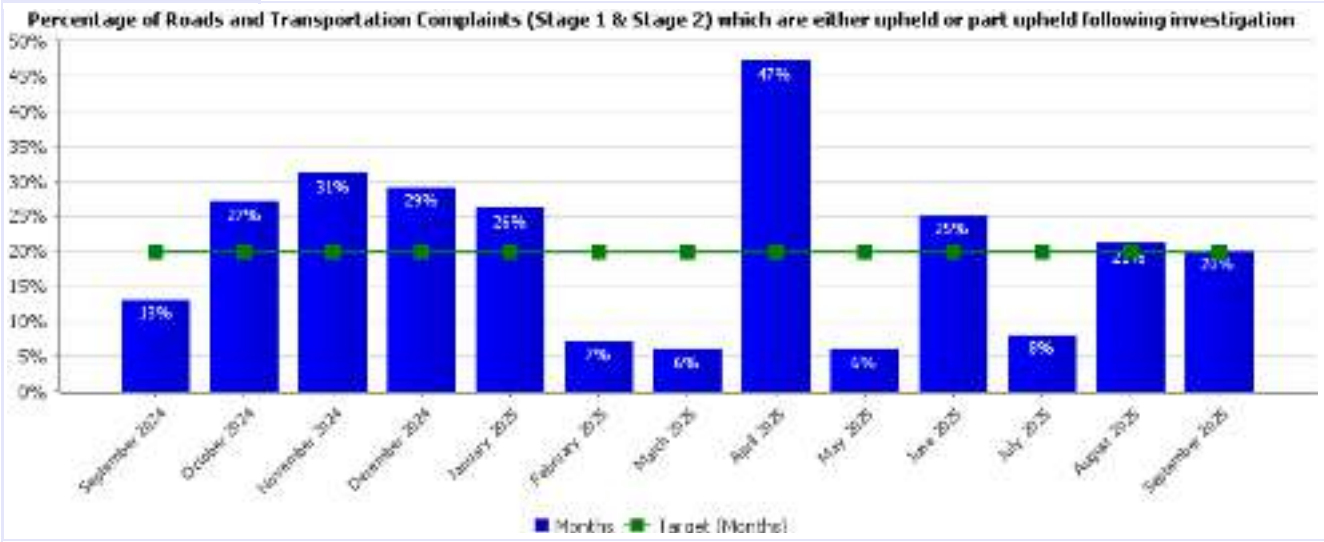
APSE have still to realign the scoring model to take cognisance of reduced service standards across all local authorities in Scotland. West Lothian Council are currently working in conjunction with APSE regarding these issues.

The target is based on the national average target set by APSE of 67 and is reduced to 55 to reflect West Lothian Council's current service standards. This is based on achieving an acceptable grade B standard for all grounds maintenance areas which equates to a maximum index score of 67. West Lothian Council no longer has any high amenity areas that are classified as Grade A areas, therefore the maximum possible score is 67 and an acceptable standard grade B is 55.

PI Code & Short Name P:RTS033_6b.4 Percentage of Roads and Transportation Complaints (Stage 1 & Stage 2) which are either upheld or part upheld following investigation

Description This performance indicator measures the total number of complaints received by Road and Transportation Services each month. Performance is reviewed on a regular basis and reported quarterly to ensure that there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.

PI Owner(s): zOPSHQ_PIAAdmin; Gordon Brown



Last Updated: September 2025

Status:

Current Value: 20%

Current Target: 20%

Red Threshold: 25%

Amber Threshold: 22.5%

Categories: PDSP_Environment and Sustainability; PPR Public Performance Reporting

Trend Chart Commentary:
 We aim to provide the best service possible and where this falls below customers' expectations we use the corporate policy for dealing with any complaints in as efficient and effective manner as possible. Over the period covered in the chart, percentages have varied between 6% and 47%.

Due to the typically low number of complaints and the wide range of issues raised, there tends to be a variation in the percentage of complaints upheld or part upheld.

All complaints are analysed on a quarterly basis to look for common themes and trends and identify areas for improvement and can include Roads Maintenance, Lighting and Winter Maintenance. To improve the winter maintenance service, we have two additional dedicated teams to work on grit bin maintenance and have also created 25 strategic salt pick up points throughout West Lothian to assist with salt provision.

2025/26 target remains at 20%. The target will be reviewed for 2026/27.

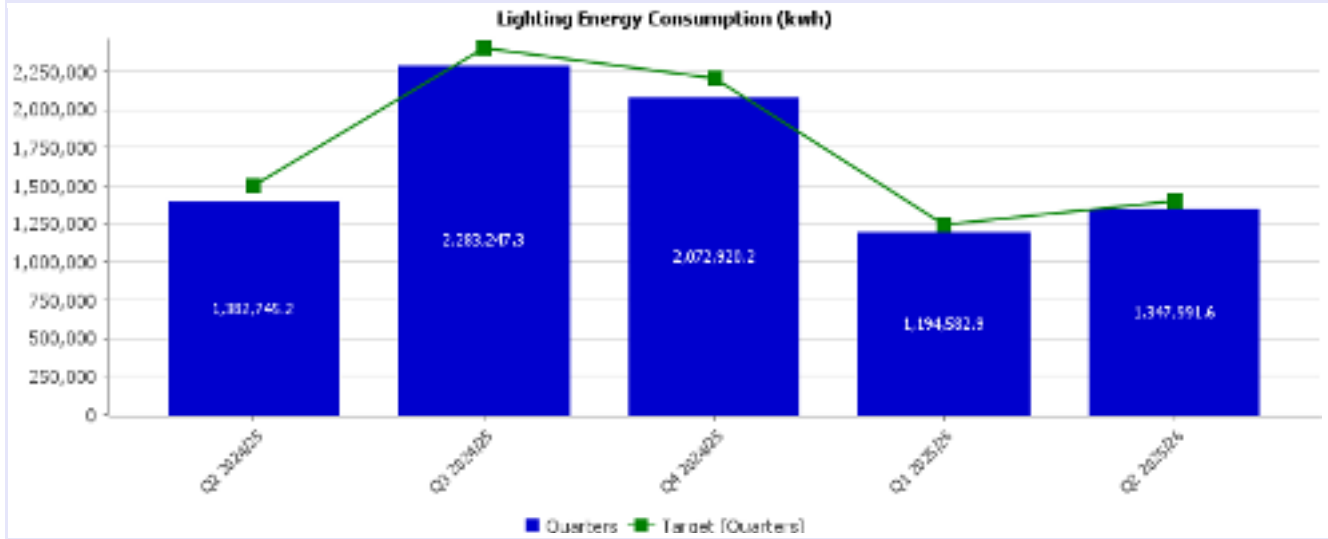
<p>PI Code & Short Name</p>	<p>P:RTS034_6b.3 Total number of Roads and Transportation Complaints (Stage 1 and 2) received</p>	<p>PI Owner(s): zOPSHQ_PAdmin; Gordon Brown</p>																																										
<p>Description</p>	<p>This performance indicator measures the total number of complaints received by Roads and Transportation Services each month. Performance is reviewed on a regular basis to ensure that there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.</p>	<p>September 2025 result</p> <p>Last Updated: September 2025</p> <p>Status: </p> <p>Current Value: 20</p> <p>Current Target: 16</p> <p>Red Threshold: 22</p> <p>Amber Threshold: 19</p> <p>Categories: PDSP_Environment and Sustainability; PPR Public Performance Reporting</p>																																										
<p>Total number of Roads and Transportation Complaints (Stage 1 and 2) received</p> <table border="1"> <caption>Monthly Complaint Data</caption> <thead> <tr> <th>Month</th> <th>Complaints</th> <th>Target</th> </tr> </thead> <tbody> <tr><td>September 2024</td><td>16</td><td>16</td></tr> <tr><td>October 2024</td><td>11</td><td>16</td></tr> <tr><td>November 2024</td><td>26</td><td>16</td></tr> <tr><td>December 2024</td><td>14</td><td>16</td></tr> <tr><td>January 2025</td><td>19</td><td>16</td></tr> <tr><td>February 2025</td><td>30</td><td>16</td></tr> <tr><td>March 2025</td><td>16</td><td>16</td></tr> <tr><td>April 2025</td><td>17</td><td>16</td></tr> <tr><td>May 2025</td><td>17</td><td>16</td></tr> <tr><td>June 2025</td><td>20</td><td>16</td></tr> <tr><td>July 2025</td><td>12</td><td>16</td></tr> <tr><td>August 2025</td><td>14</td><td>16</td></tr> <tr><td>September 2025</td><td>20</td><td>16</td></tr> </tbody> </table> <p>Trend Chart Commentary: Where performance dips, this means that we have received more complaints than our target. The number of complaints which are actually upheld following investigation is very low. All complaints are analysed on a quarterly basis to look for common themes and trends and to identify areas for improvement. We aim to provide the best service possible and where this falls below customers' expectations we use the corporate policy for dealing with any complaints in as efficient and effective manner as possible. 2025/26 target remains at 16 as a realistic target based on recent performance.</p>			Month	Complaints	Target	September 2024	16	16	October 2024	11	16	November 2024	26	16	December 2024	14	16	January 2025	19	16	February 2025	30	16	March 2025	16	16	April 2025	17	16	May 2025	17	16	June 2025	20	16	July 2025	12	16	August 2025	14	16	September 2025	20	16
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June 2025	20	16																																										
July 2025	12	16																																										
August 2025	14	16																																										
September 2025	20	16																																										

PI Code & Short Name P:RTS093_9b.2b Lighting Energy Consumption (kwh)

Description This performance indicator measures the energy consumed in kilowatt hours (kWh) by all equipment maintained by the Lighting Section (unmetered supplies) which includes street lighting, signs, traffic signals, festive lighting and stair lighting.

This indicator is part of the performance scorecard for the council's asset management strategy and will contribute to outcome 7 sustainability.

PI Owner(s): zRTS_PAdmin; Gordon Brown



Q2 2025/26 result

Last Updated: Q2 2025/26

Status:

Current Value: 1,347,991.6

Current Target: 1,403,486.4

Red Threshold: 1,500,000

Amber Threshold: 1,450,000

Categories: PDSP_Environment and Sustainability; PPR Public Performance Reporting

Trend Chart Commentary:

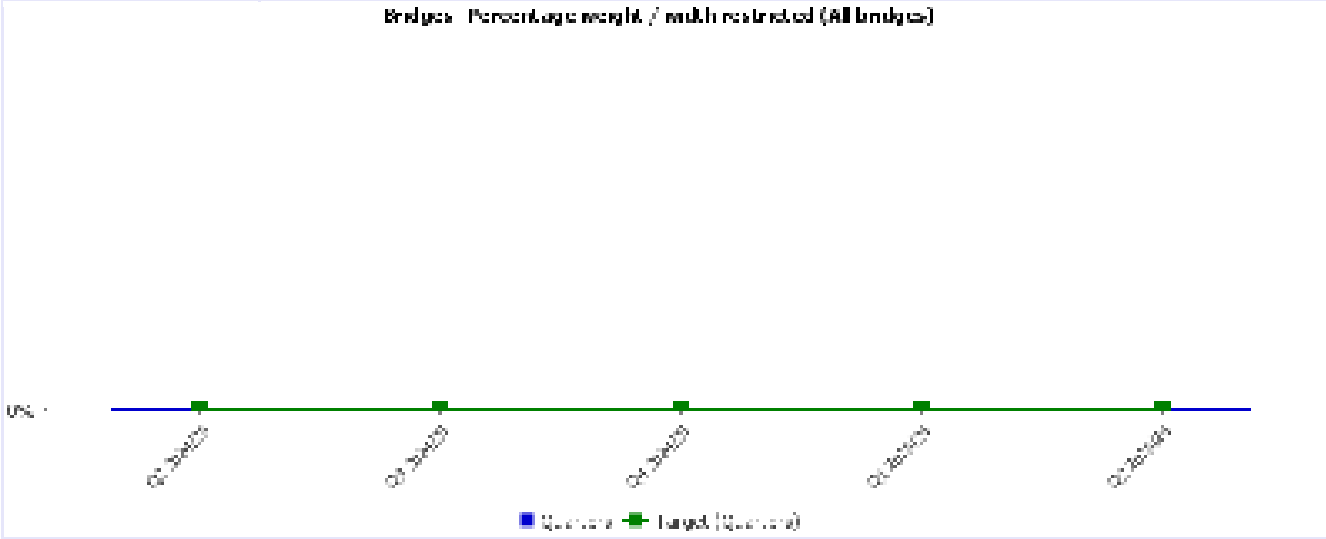

The introduction of more energy efficient equipment is continuing to gradually reduce our energy consumption, despite asset growth, to a level which is meeting our target. This is being achieved through the LED replacement programme where existing light sources are being replaced with more energy efficient equipment.

- . In Q2 of 2025/26 we consumed a total of 1,347,992 kwh against a target of 1,403,486 kwh.
- . In Q1 of 2025/26 we consumed a total of 1,194,583 kwh against a target of 1,240,083 kwh.
- . In Q4 of 2024/25 we consumed a total of 2,072,920 kwh against a target of 2,200,000 kwh.
- . In Q3 of 2024/25 we consumed a total of 2,283,247 kwh against a target of 2,400,000 kwh.
- . In Q2 of 2024/25 we consumed a total of 1,382,754 kwh against a target of 1,500,000 kwh.

- Our 2025/26 target is as follows:
- . Quarter 1 – 1,240,083 kwh
 - . Quarter 2 – 1,403,486 kwh
 - . Quarter 3 – 2,317,496 kwh
 - . Quarter 4 – 2,104,014 kwh

PI Code & Short Name	P:RTS103_9b.1a Bridges- Percentage failing 40 tonnes (All bridges)	PI Owner(s): zRTS_PAdmin; Gordon Brown												
Description	This performance indicator records the percentage of council and private bridges failing to meet European standard of 40 tonnes (not including those where the authority has secured a permanent satisfactory solution). This ensures that we are monitoring any deterioration of bridges carrying the public road network (whether council owned or privately owned including Scottish Government, Scottish Canals and Network Rail). This performance indicator is part of the performance scorecard for the council's asset management strategy and will contribute to outcome 3 suitability.													
<table border="1"> <caption>Bridges- Percentage failing 40 tonnes (All bridges)</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Q2 2024/25</td> <td>1.11%</td> </tr> <tr> <td>Q3 2024/25</td> <td>1.11%</td> </tr> <tr> <td>Q4 2024/25</td> <td>1.11%</td> </tr> <tr> <td>Q1 2025/26</td> <td>0.88%</td> </tr> <tr> <td>Q2 2025/26</td> <td>0.88%</td> </tr> </tbody> </table>		Quarter	Percentage	Q2 2024/25	1.11%	Q3 2024/25	1.11%	Q4 2024/25	1.11%	Q1 2025/26	0.88%	Q2 2025/26	0.88%	<p>Q2 2025/26 result</p> <p>Last Updated: Q2 2025/26</p> <p>Status: </p> <p>Current Value: 0.88%</p> <p>Current Target: 1%</p> <p>Red Threshold: 1.8%</p> <p>Amber Threshold: 1.4%</p> <p>Categories: PDSP_Environment and Sustainability; PPR Public Performance Reporting</p>
Quarter	Percentage													
Q2 2024/25	1.11%													
Q3 2024/25	1.11%													
Q4 2024/25	1.11%													
Q1 2025/26	0.88%													
Q2 2025/26	0.88%													
<p>Trend Chart Commentary: It is noted that this performance indicator relates to both private and council owned bridges. The reason that privately owned bridges are recorded is that, although not owned by the council, these still carry the council road network and are therefore important to road network availability. Privately owned bridges on the network include those owned by the Scottish Government (over M8 and M9 motorways), Network Rail (over railway lines) and Scottish Canals (over the Union Canal).</p> <p>Over the period on the chart there are 3 of the 340 bridges (private and council owned) failing the European Standard of 40 tonnes (which are not considered to be permanent satisfactory solutions). These bridges are: Kinnenhill Bridge (7.5 tonnes), Starlaw Bridge (7.5 tonnes on west edge) and Cobbinshaw Railway Bridge (25 tonnes). The Starlaw Bridge assessment failure is on the west edge beam only and this area is protected by a vehicle restraint system and there is therefore no requirement or intention to progress strengthening works. Cobbinshaw Railway Bridge is a Network Rail owned structure. It is planned to partially replace and strengthen Kinnenhill Bridge but works have been delayed due to land ownership and access issues.</p> <p><i>The 2025/26 target remains set at 1% as there is an extremely low number of bridges failing 40 tonne weight limits across West Lothian.</i></p>														

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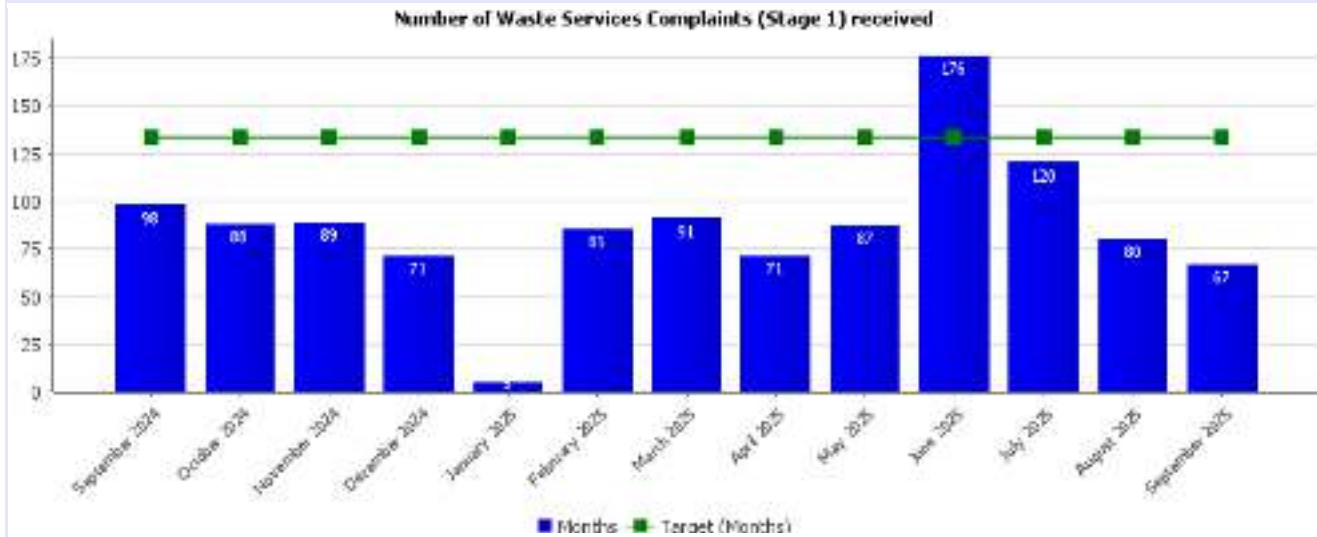
PI Code & Short Name	P:RTS106_9b.1a Bridges- Percentage weight / width restricted (All bridges)	PI Owner(s): zRTS_PIAdmin; Gordon Brown
Description	Percentage of bridges (council and private combined) with a weight or width restriction placed on them (not including those bridges where the authority has secured a permanent satisfactory solution). This performance indicator ensures that we are monitoring any reduction in accessibility to bridges.	
<p style="text-align: center;">Bridges - Percentage weight / width restricted (All bridges)</p>  <p>The chart displays a single data series for 'Actual (Quarter)' which remains at 0% across all five quarters shown. A horizontal green line represents the 'Target (Quarter)' at 0%.</p>		<p style="text-align: center;">Q2 2025/26 result</p>  <p>The gauge chart shows a needle pointing to 0% on a scale from 0% to 1%. The scale is divided into three colored zones: Green (0% to 0.3%), Amber (0.3% to 0.6%), and Red (0.6% to 1%).</p> <p>Last Updated: Q2 2025/26</p> <p>Status: ✔</p> <p>Current Value: 0%</p> <p>Current Target: 0%</p> <p>Red Threshold: 0.6%</p> <p>Amber Threshold: 0.3%</p> <p>Categories: PDSP_ Environment and Sustainability; PPR Public Performance Reporting</p>
<p>Trend Chart Commentary: The number of bridges with weight / width restrictions had remained constant over the period on the chart, with 0 of the 340 bridges (private and council owned) having an unsatisfactory weight restriction. Note that there are three other bridges (Gavieside, Hags and Livingston Bridge) with weight restrictions but these are considered to be permanent satisfactory solutions and there are no plans to carry out strengthening or replacement works.</p> <p><i>2025/26 target set at 0% to maintain current position.</i></p>		

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PI Code & Short Name P:WM022_6b.3 Number of Waste Services Complaints (Stage 1) received

Description This performance indicator measures the total number of Stage 1 complaints received by Waste Services each month. Performance is reviewed on a regular basis to ensure that there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.

PI Owner(s): zWM_PIAAdmin; Scott Anderson



Last Updated: September 2025

Status:

Current Value: 67

Current Target: 134

Red Threshold: 146

Amber Threshold: 140

Categories: PDSP_Environment and Sustainability; PPR Public Performance Reporting

Trend Chart Commentary:

We aim to reduce the number of Stage one complaints we receive. The number of complaints upheld following investigation is low.

Complaint numbers tend to be higher in periods of bad weather and public holidays when it is more difficult to catch up on any missed bins.

Tackling contamination in recycling continues to impact enquiries and complaints across West Lothian. Although this has decreased as the service bedded in, this still causes complaints as crews do not collect bins that are contaminated and we contact customers to explain the issues caused by contamination to encourage its reduction. The introduction of the following major service increased in levels of interaction: new shift patterns with changes to collection days due to 7 day working and longer working days, changes to recycling centre opening hours and days and garden waste permits introduced from June 2024 and the new application process commencing 8th April 2025 for go live on 1st June 2025.

The main cause of complaints is missed bins. Each complaint is analysed as part of the investigation and also included in a quarterly report which details the improvement actions identified. Investment in the In-Cab system will support drivers in delivering a reliable service, reducing mistakes on unfamiliar beats.

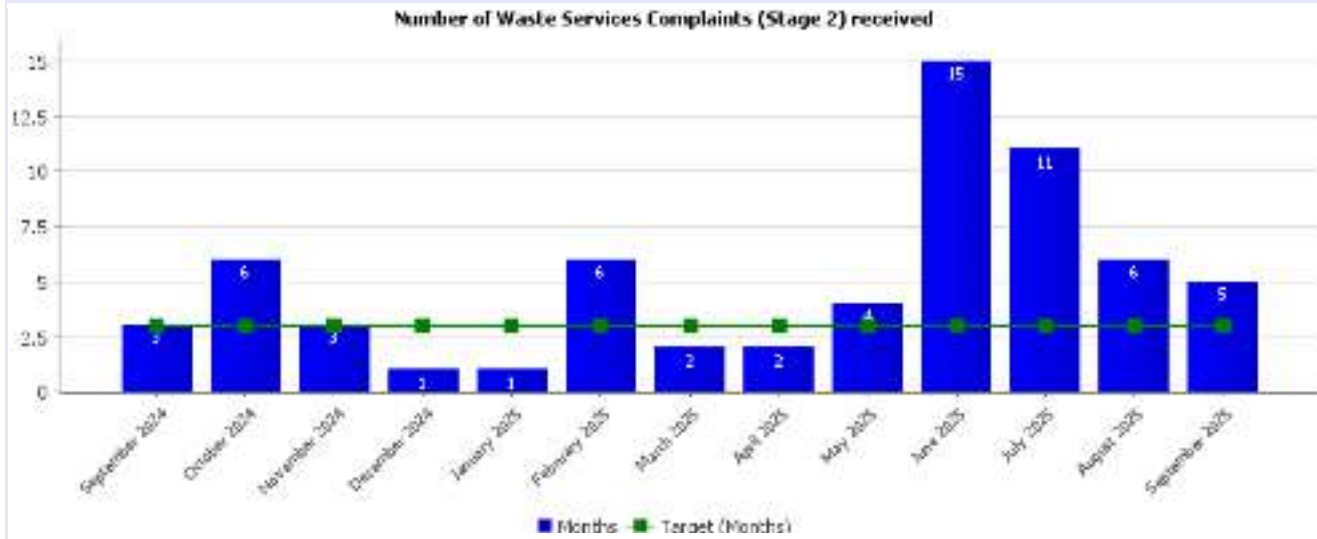
We aim to provide the best service possible and where this falls below customers' expectations we have a corporate policy for dealing with any complaints in as efficient and effective manner as possible.

The target was reviewed for 2025/26 and retained at 134. However, this will be reviewed if the performance remains strong.

PI Code & Short Name P:WM023_6b.3 Number of Waste Services Complaints (Stage 2) received

Description This performance indicator measures the total number of Stage 2 complaints received by Waste Services each month. Performance is reviewed on a regular basis to ensure that there is sufficient focus on the quality and standard of customer service. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.

PI Owner(s): zWM_PIAAdmin; Scott Anderson



Last Updated: September 2025

Status:

Current Value: 5

Current Target: 3

Red Threshold: 5

Amber Threshold: 4

Categories: PDSP_Environment and Sustainability; PPR Public Performance Reporting

Trend Chart Commentary:
 We aim to reduce the number of Stage two complaints we receive. The number of complaints upheld following investigation is low.

We aim to provide the best service possible and where this falls below customers' expectations we have a corporate policy for dealing with any complaints in as efficient and effective manner as possible. The main cause of complaints is missed bins. Each complaint is analysed as part of the investigation and also included in a quarterly report which details the improvement actions identified. Numbers over the period shown in the chart have remained low and varied between 1 and 15.

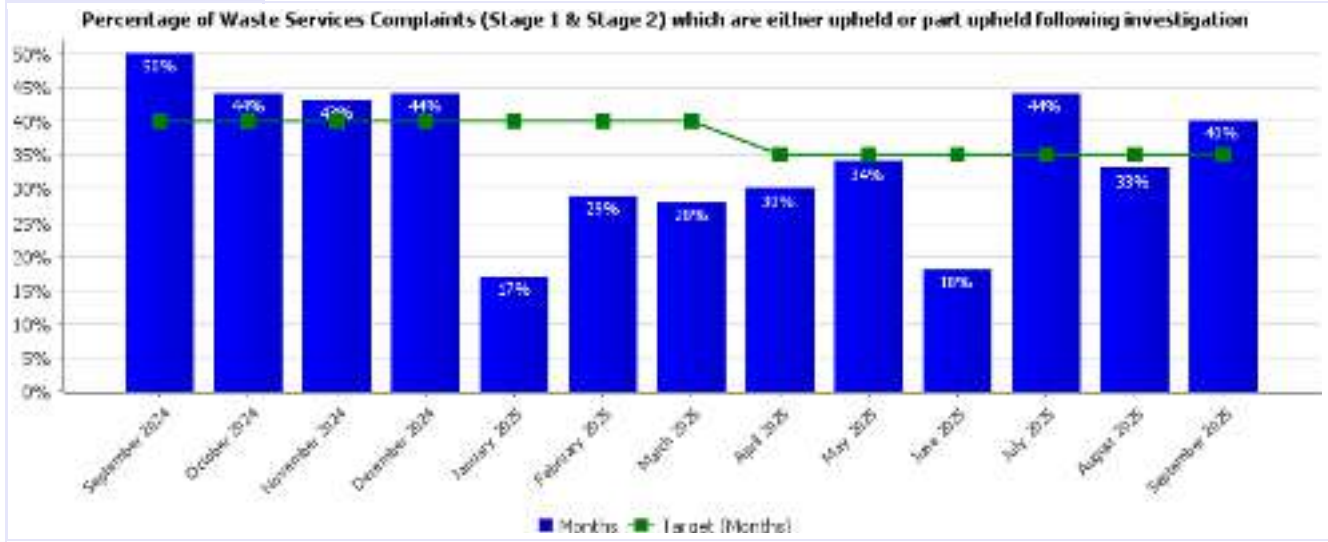
Tackling contamination in recycling continues to impact enquiries and complaints across West Lothian. Although this has decreased as the service bedded in, this still causes complaints as crews do not collect bins that are contaminated and we contact customers to explain the issues caused by contamination to encourage its reduction. The introduction of the following major service increased in levels of interaction: new shift patterns in with changes to collection days due to 7 day working and longer working days, changes to recycling centre opening hours and days and garden waste permits introduced from June 2024 and the new application process commencing 8th April 2025 for go live on 1st June 2025.

The 2025/26 monthly target remains 3 complaints to represent a reasonable target given recent performance.

PI Code & Short Name P:WM024_6b.4 Percentage of Waste Services Complaints (Stage 1 & Stage 2) which are either upheld or part upheld following investigation

Description This performance indicator measures the overall percentage of closed complaints received by Waste Services that have been upheld or part upheld during each month. In each period, the total number of upheld and partially upheld complaints is divided by the total number of complaints closed to determine the overall percentage. The data for this performance indicator is extracted from the Confirm system, which is used to manage and monitor complaint handling procedures in Operational Services. All complaints received are analysed to identify improvements to the quality of the service and the way it is delivered to customers.

PI Owner(s): zWM_PAdmin; Scott Anderson



Last Updated: September 2025

Status: ●

Current Value: 40%

Current Target: 35%

Red Threshold: 39%

Amber Threshold: 37%

Categories: PDSP_Environment and Sustainability; PPR Public Performance Reporting

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

Tackling contamination in recycling continues to impact enquiries and complaints across West Lothian. Although this has decreased as the service bedded in, this still causes complaints as crews do not collect bins that are contaminated and we contact customers to explain the issues caused by contamination to encourage its reduction. The introduction of the following major service increased in levels of interaction: new shift patterns with changes to collection days due to 7 day working and longer working days, changes to recycling centre opening hours and days and garden waste permits introduced from June 2024 and reapplication requirement for 2025 / 2026.

The main cause of complaints for the service is missed bins. Investment in the In-Cab system will support drivers in delivering a reliable service, reducing mistakes on unfamiliar beats.

Target for 2025/26 reviewed and reduced to 35% to reflect recent performance.

PI Code & Short Name	P:WM089_9b.1c Number of bins missed during collection per 100,000 collections (not including contamination etc).	PI Owner(s): zWM_PIAAdmin; Scott Anderson																										
Description	This Performance Indicator measures number of bins which have been presented on the correct day and missed during collection (per 100,000 collections). The figure does not include bins which have not been presented, were not lifted due to contamination or their lids not being closed, no access or road works, being overloaded, presented on a public holiday, wrong day of collection, or missed due to severe weather.																											
<table border="1"> <caption>Number of bins missed during collection per 100,000 collections (not including contamination etc).</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q2 2024/25</td> <td>125.9</td> </tr> <tr> <td>Q3 2024/25</td> <td>86.2</td> </tr> <tr> <td>Q4 2024/25</td> <td>113.5</td> </tr> <tr> <td>Q1 2025/26</td> <td>78.8</td> </tr> <tr> <td>Q2 2025/26</td> <td>108.0</td> </tr> </tbody> </table>		Quarter	Value	Q2 2024/25	125.9	Q3 2024/25	86.2	Q4 2024/25	113.5	Q1 2025/26	78.8	Q2 2025/26	108.0	<p>Q2 2025/26 result</p> <table border="1"> <tr> <td>Last Updated:</td> <td>Q2 2025/26</td> </tr> <tr> <td>Status:</td> <td>✓</td> </tr> <tr> <td>Current Value:</td> <td>108</td> </tr> <tr> <td>Current Target:</td> <td>120</td> </tr> <tr> <td>Red Threshold:</td> <td>135</td> </tr> <tr> <td>Amber Threshold:</td> <td>127</td> </tr> <tr> <td>Categories:</td> <td>PDSP_Environment and Sustainability; PPR Public Performance Reporting</td> </tr> </table>	Last Updated:	Q2 2025/26	Status:	✓	Current Value:	108	Current Target:	120	Red Threshold:	135	Amber Threshold:	127	Categories:	PDSP_Environment and Sustainability; PPR Public Performance Reporting
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Amber Threshold:	127																											
Categories:	PDSP_Environment and Sustainability; PPR Public Performance Reporting																											
<p>Trend Chart Commentary: The number of missed bins per 100,000 collections increased for quarter 2 2025/2026 and currently sits at 108.0 missed bins per 100,000 collections. This number of missed bins is below the target (120) and is significantly lower than the number of missed bins for the same quarter in 2024/2025. The number of missed bins is 0.11% of all scheduled collections. The number of scheduled bin collections this quarter is around 1.6 million across all its customers. The target for 2025/26 has been set at 120 per quarter as this represents a reasonable average.</p>																												

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DATA LABEL: PUBLIC



ENVIRONMENT & SUSTAINABILITY POLICY DEVELOPMENT & SCRUTINY PANEL

CLIMATE CHANGE DECLARATION – ANNUAL REPORT 2024/25

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to inform the Panel of West Lothian Council's annual Climate Change Declaration Report for 2024/25 for review prior to its presentation to Council Executive seeking approval for its submission to the Scottish Government.

B. RECOMMENDATION

It is recommended that Panel:

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

C. SUMMARY OF IMPLICATIONS

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

IV	Impact on performance and performance Indicators	There are a number of performance indicators related to climate change, emissions reduction and waste related activities which will be reviewed and updated where required to reflect any new outcomes and actions set out in future iterations of the Climate Change Strategy. Emissions are reported to the Scottish Government in November each year. Progress on Strategy actions is presented to the Environment & Sustainability PDSP quarterly.
V	Relevance to Local Outcomes Improvement Plan	The activities undertaken in relation to climate change support the objectives of the net-zero pillar of the LOIP.
VI	Resources - (Financial, Staffing and Property)	The climate emergency response and achieving net-zero will require significant financial support, particularly capital investment, as well as staff resource from services across the council. Potential for emissions reduction projects to also contribute to revenue savings.
VII	Consideration at PDSP	This is the first consideration at PDSP.
VIII	Other consultations	Other council services as required.

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 taken to reduce emissions.

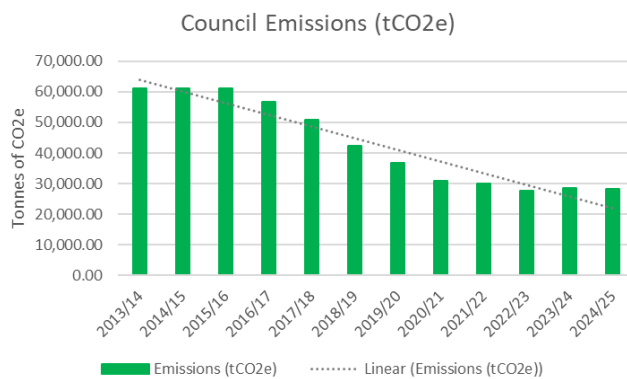


Figure 1 Graph of Council Emissions

The council's total emissions for 2024/25 have been calculated to be 28,094 tCO₂e against a target of 28,050. This is a 332 tCO₂e decrease from 2023/24. Based on the expected changes to emissions over the next three years, officers consider that the council is on target to meet its first interim target of 23,813tCO₂e in 2028.

The overall decrease in emissions in 2024/25 is explained by a number of factors. As shown in Table 1, the council reduced its electricity consumption by 1,544,574kWh, and the associated emissions by 335 tCO₂e. This is due both to the emissions factor for electricity decreasing and energy efficiency projects. There was, however, a 200 tCO₂e increase in emissions from gas usage, partly due to increased usage of Combined Heat & Power plant and the balance of residual biomass usage in 2023/24.

Emissions from waste overall are down by 207 tCO₂e but within that overall reduction there was an increase in landfill emissions. This increase was due to incidences of fire at Levenseat which impacted processing in addition to two periods of planned maintenance shutdown at Levenseat and Lathallan during which time material was sent landfill.

Table 1 Comparison Between Years

	2013/14	2023/24	2024/25	Change
Electricity				
Grid Electricity (generation)				
Consumption (kWh)	52,099,822	35,017,635	33,473,061	↓ 1,544,574
Emissions (tCO ₂ e)	25,751	7,251	6,930	↓ 321
Grid Electricity (transmission and distribution)				
Consumption (kWh)	52,099,822	35,017,635	33,473,061	↓ 1,544,574
Emissions (tCO ₂ e)	2,252	627	613	↓ 14
Natural Gas				
Consumption (kWh)	71,447,350	64,471,269	65,569,029	↑ 1,097,760
Emissions (tCO ₂ e)	13,186	11,793	11,993	↑ 200
Fuels				
Diesel (average biofuel blend)				
Consumption (litres)	1,793,726	1,548,636	1,565,747	↑ 17,111
Emissions (tCO ₂ e)	4,668	3,890	3,934	↑ 44
Petrol (average biofuel blend)				
Consumption (litres)	45,731	118,147	110,300	↓ 7,847
Emissions (tCO ₂ e)	100	248	230	↓ 18
Average car - Unknown				
Consumption (miles)	1,164,840	582,735	608,881	↑ 26,146
Emissions (tCO ₂ e)	216	156	164	↑ 8
Waste				
Landfill Total				
Consumption (ton)	53,510	5,333	6,405	↑ 1,072
Emissions (tCO ₂ e)	14,101	2,666	3,204	↑ 538
All other waste types				
Consumption (tonnes)	54,275	79,432	76,628	↓ 2,804
Emissions (tCO ₂ e)	534	1,201	456	↓ 745

Section four of the report template 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 is being verified by Internal Audit and this process will be complete before the report is submitted to Council Executive. All of the figures used for the emissions calculation have been verified and the 2024/25 footprint confirmed.

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.

E. CONCLUSION

The council's Climate Change Declaration Report for 2024/25 highlights the continued efforts and progress across the council in reducing emissions and adapting to the impacts of Climate Change. The Declaration, if approved, will be submitted to the Scottish Government for publication prior to the 30 November deadline.

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

Climate Change (Scotland) Act 2009
<http://www.gov.scot/Topics/Environment/climatechange/scotlands-action/climatechangeact>

Climate Change Act – Public Bodies Duties
<https://www.gov.scot/policies/climate-change/decarbonisation-in-the-public-sector/>

Response to Committees letter on Climate Change Plan timeline
<https://www.parliament.scot/-/media/files/committees/net-zero-energy-and-transport-committee/correspondence/2025/july-2025/letter-from-cabseccae-response-to-committees-letter-on-climate-change-plan-timeline-24-july-2025.pdf>

Appendices/Attachments:

Appendix 1 - West Lothian Council Climate Change Declaration Report 2024/25

Contact Person:

Peter Rogers, Energy & Climate Change Manager. Peter.rogers@westlothian.gov.uk ; 07920 244936

Craig McCorrison

Head of Planning, Economic Development & Regeneration

4 November 2025

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Required

PART 1: PROFILE OF REPORTING BODY

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

PART 3: CORPORATE EMISSIONS, TARGETS AND PROJECT DATA

PART 4: ADAPTATION

PART 5: PROCUREMENT

PART 6: VALIDATION AND DECLARATION

Recommended Reporting: Reporting on Wider Influence

RECOMMENDED – WIDER INFLUENCE

OTHER NOTABLE REPORTABLE ACTIVITY

PART 1 PROFILE OF REPORTING BODY

1(a) Name of reporting body
West Lothian Council

1(b) Type of body
Local Authorities

1(c) Highest number of full-time equivalent staff in the body during the report year
6,839

1(d) Metrics used by the body			
Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.			
Metric	Unit	Value	Comments
Population size served	population	186,440	https://www.nrscotland.gov.uk/publications/mid-2024-population-estimates/

1(e) Overall budget of the body	
Specify approximate £/annum for the report year.	
Budget	Budget Comments
£591,585,000	Net Service Revenue Expenditure

1(f) Report type

Specify the report year type

Report Type	Report Year Comments

1(g) Context

Provide a summary of the body's nature and functions that are relevant to climate change reporting.

As a local authority in an area with an expanding population of over 186,000, 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 230 buildings including offices, partnership centres, schools, sheltered housing facilities 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.

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

2(a) 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 and quarterly reviews of progress on climate change actions. The Community Planning Partnership (CPP) Steering Group has responsibility for monitoring performance against the Net Zero Communities pillar of the Local Outcomes Improvement Plan 2023-2033 (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 are submitted to the Steering Group for scrutiny and minutes from the Steering Group circulated to CCSWG members.

2(b) How is climate change action managed and embedded by 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, 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. 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 a climate change 'checklist' is required to assess plans for their potential impacts, 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 LOIP pillars is "creating net zero carbon communities".

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

Provide a brief summary of objectives if they exist.

Objective	Document Name	Document Link
Supporting the sustainable residential and commercial development of the local area.	Corporate Plan 2023-2028 (P.14)	https://www.westlothian.gov.uk/media/57292/West-Lothian-Council-Corporate-Plan-2023-2028/pdf/WLC_Corporate_Plan_2023_05_30.pdf
Protecting the environment through a range of regulatory and enforcement activities that will protect the health, wellbeing and safety of local people.	Corporate Plan 2023-2028 (P.14)	https://www.westlothian.gov.uk/media/57292/West-Lothian-Council-Corporate-Plan-2023-2028/pdf/WLC_Corporate_Plan_2023_05_30.pdf
Improving waste recycling rates in West Lothian and introducing low carbon and renewable energy solutions.	Corporate Plan 2023-2028 (P.14)	https://www.westlothian.gov.uk/media/57292/West-Lothian-Council-Corporate-Plan-2023-2028/pdf/WLC_Corporate_Plan_2023_05_30.pdf
"Promoting active and sustainable travel options, working in partnership to improve passenger transport options, reducing emissions and achieving the Council's carbon reduction targets."	Corporate Plan 2023-2028 (P.14)	https://www.westlothian.gov.uk/media/57292/West-Lothian-Council-Corporate-Plan-2023-2028/pdf/WLC_Corporate_Plan_2023_05_30.pdf
Establish appropriate mechanisms for governance within the CPP to support partner involvement, joint discussion and action.	Local Outcomes Improvement Plan 2023-2033 (P.17)	https://www.westlothian.gov.uk/media/58467/Local-Outcomes-Improvement-Plan-2023-2033/pdf/WLC_Local_Outcomes_Improvement_Plan_2023_-_2033.pdf

Objective	Document Name	Document Link
Identify opportunities to align partner activities, plans and strategies.	Local Outcomes Improvement Plan 2023-2033 (P.17)	https://www.westlothian.gov.uk/media/58467/Local-Outcomes-Improvement-Plan-2023-2033/pdf/WLC_Local_Outcomes_Improvement_Plan_2023_-_2033.pdf
Enable better, more sustainable use of partner assets, considering options to enhance co-location, sharing of assets and facilities.	Local Outcomes Improvement Plan 2023-2033 (P.17)	https://www.westlothian.gov.uk/media/58467/Local-Outcomes-Improvement-Plan-2023-2033/pdf/WLC_Local_Outcomes_Improvement_Plan_2023_-_2033.pdf
Increase CPP partner knowledge and understanding of climate change, biodiversity and adaptation resilience.	Local Outcomes Improvement Plan 2023-2033 (P.17)	https://www.westlothian.gov.uk/media/58467/Local-Outcomes-Improvement-Plan-2023-2033/pdf/WLC_Local_Outcomes_Improvement_Plan_2023_-_2033.pdf
Increase community resilience around climate change by raising awareness of positive action around climate change, nature-based solutions and carbon off-setting and increasing volunteering opportunities through sustained engagement.	Local Outcomes Improvement Plan 2023-2033 (P.17)	https://www.westlothian.gov.uk/media/58467/Local-Outcomes-Improvement-Plan-2023-2033/pdf/WLC_Local_Outcomes_Improvement_Plan_2023_-_2033.pdf
The council's assets will be managed to ensure that their useful operational life meets expected life expectancy, as well as minimising the potential adverse impact on the environment. Sustainability should make sure that council assets are available to support ongoing service delivery in the long term.	Corporate Asset Management Strategy (Outcome 7) 2018-2028 (P.41)	https://www.westlothian.gov.uk/media/4216/Corporate-Asset-Management-Strategy-2013-2018/pdf/corporateassetmanagementstrategy2013-2018.pdf

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

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

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

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

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

Topic area	Name of document	Link	Time period covered	Comments
Adaptation	Adaptation Action Plan	https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Di%94my%8F	2022-2028	
Business travel	Green Transport Policy and Procedure Note	https://intranet.westlothian.gov.uk/article/73315/Green-Transport	Ongoing	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	https://intranet.westlothian.gov.uk/article/73315/Green-Transport	Ongoing	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	https://www.westlothian.gov.uk/media/52423/Climate-Change-Strategy-2021-2028/pdf/WLC_Climate_Change_Strategy_2021-28_FINAL.pdf	2021-2028	

Topic area	Name of document	Link	Time period covered	Comments
Fleet transport	Operational Services - Service Improvement Plan	https://www.westlothian.gov.uk/media/58997/Service-Improvement-Plan-2023-24-Operational-Services/pdf/Service_Improvement_Plan_Operational_Services_2023-26.pdf	2023-2026	
ICT	Corporate Asset Management Strategy	https://www.westlothian.gov.uk/media/4216/Corporate-Asset-Management-Strategy-2013-2018/pdf/corporateassetmanagementstrategy2013-2018.pdf	2018-2028	
Renewable energy	Climate Change Strategy	https://www.westlothian.gov.uk/media/52423/Climate-Change-Strategy-2021-2028/pdf/WLC_Climate_Change_Strategy_2021-28_FINAL.pdf	2021-2028	
Sustainable/renewable heat	Climate Change Strategy	https://www.westlothian.gov.uk/media/52423/Climate-Change-Strategy-2021-2028/pdf/WLC_Climate_Change_Strategy_2021-28_FINAL.pdf	2021-2028	
Waste management	Operational Services - Service Improvement Plan	https://www.westlothian.gov.uk/media/58997/Service-Improvement-Plan-2023-24-Operational-Services/pdf/Service_Improvement_Plan_Operational_Services_2023-26.pdf	2023-2026	
Water and sewerage	Climate Change Strategy	https://www.westlothian.gov.uk/media/52423/Climate-Change-Strategy-2021-2028/pdf/WLC_Climate_Change_Strategy_2021-28_FINAL.pdf	2021-2028	

Topic area	Name of document	Link	Time period covered	Comments
Land Use	West Lothian Local Development Plan	https://www.westlothian.gov.uk/LDP	2014-2024	LDP2 Currently in development.
Land Use	Grounds maintenance	https://www.westlothian.gov.uk/article/68794/Operational-Services-Grounds-Maintenance	2023-2025	Adopted in 2024
Land Use	West Lothian Local Biodiversity Action Plan	https://westlothian.gov.uk/article/75251/Local-Biodiversity-Action-Plan	2025-2035	Approved in March 2025
Land Use	Sustainable Amenity Grassland Management Strategy	www.westlothian.gov.uk/media/67247/Sustainable-Amenity-Grassland-Strategy-Appendix-A/pdf/Sustainable Amenity Grassland Strategy - Appendix A.pdf	2022	
Other (please specify in comments)	West Lothian Local Housing Strategy 2023-2028	https://www.westlothian.gov.uk/media/57550/Local-Housing-Strategy-2023-2028/pdf/Local Housing Strategy 2023 - 2028.pdf	2023-2028	

2(f) What are the body's top 5 priorities for climate change governance, management and strategy for the year ahead?

Provide a brief summary of the body's areas and activities of focus for the year ahead.

1. Interim review of Climate Change Strategy progress and targets
2. Begin updating the Adaptation Plan in line with SNAP3 in early 2026
3. Development of the LHEES Delivery Plan after carrying out a public consultation exercise
4. Development and publication of Coastal Adaptation Plan
5. Completion of second phase of Regional Energy Masterplan and Climate Ready South East Scotland projects

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

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

The Climate Change & Sustainability Working Group carried out a comprehensive review using the CCAT tool in December 2017. The results of this process 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 Climate Change Strategy review processes in 2025/26.

PART 3: EMISSIONS, TARGETS AND PROJECTS

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

Complete the following table using the greenhouse gas emissions total for the body calculated on the same basis as for its annual carbon footprint / management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the body's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b). If data is not available for any year from the start of the baseline year to the end of the report year, provide an explanation in the comments column.

Reference Year	Year	Year Type	Scope1	Scope2	Scope3	Total	Units
Baseline Year	2013/14	Financial/Calendar/Other				61,061.00	tCO2e
Year 1 carbon footprint	2014/15	Financial/Calendar/Other	17,954.00	28,003.00	15,162.00	61,119.00	tCO2e
Year 2 carbon footprint	2015/16	Financial/Calendar/Other	13,264.00	24,883.00	22,979.00	61,126.00	tCO2e
Year 3 carbon footprint	2016/17	Financial/Calendar/Other	16,352.00	20,494.00	19,985.00	56,831.00	tCO2e
Year 4 carbon footprint	2017/18	Financial/Calendar/Other	17,290.00	17,153.00	16,388.00	50,831.00	tCO2e
Year 5 carbon footprint	2018/19	Financial/Calendar/Other	15,888.00	12,782.00	13,772.00	42,442.00	tCO2e
Year 6 carbon footprint	2019/20	Financial/Calendar/Other	16,445.00	10,731.00	9,459.00	36,635.00	tCO2e

Reference Year	Year	Year Type	Scope1	Scope2	Scope3	Total	Units
Year 7 carbon footprint	2020/21	Financial/Calendar/Other	16,245.00	8,128.00	6,375.00	30,748.00	tCO2e
Year 8 carbon footprint	2021/22	Financial/Calendar/Other	16,211.00	7,820.30	6,088.90	30,120.20	tCO2e
Year 9 carbon footprint	2022/23	Financial/Calendar/Other	15,506.00	6,936.00	5,237.00	27,679.00	tCO2e
Year 10 carbon footprint	2023/24	Financial/Calendar/Other	15,944.00	7,251.00	5,231.00	28,426.00	tCO2e
Year 11 carbon footprint	2024/25	Financial/Calendar/Other	16,158.06	6,930.60	5,004.95	28,093.61	tCO2e

3b Breakdown of emission sources							
<p>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 kgCO2e in the ‘Consumption’ column of one of the “Other” rows and assign the scope and an emission factor of 1.</p> <p>(a) Emissions factors are published annually by the UK Department for Energy Security & Net Zero</p> <p>Emissions Factor Year 2024</p>							
Emission Type	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)
Electricity	Electricity: UK	Scope 2	33,473,061	kWh	0.20705	kg CO2e/kWh	6930.59728

Emission Type	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO ₂ e)
Electricity	Transmission and distribution - Electricity: UK	Scope 3	33,473,061	kWh	0.01830	kg CO ₂ e/kWh	612.55702
Fuels	Natural gas	Scope 1	65,569,029	kWh	0.18290	kg CO ₂ e/kWh	11992.57540
Water	Water supply	Scope 3	418,286	cubic metres	0.08000	kg CO ₂ e/cubic metres	33.46288
Water	Water treatment	Scope 3	376,457	cubic metres	0.17000	kg CO ₂ e/cubic metres	63.99769
Waste	Household/Municipal/ Domestic waste - Landfill	Scope 3	5,519	tonnes	497.04416	kg CO ₂ e/tonnes	2743.18672
Waste	Commercial and industrial waste - Landfill	Scope 3	886	tonnes	520.33420	kg CO ₂ e/tonnes	461.01610
Waste	Organic: food and drink waste - Anaerobic digestion	Scope 3	51	tonnes	8.88386	kg CO ₂ e/tonnes	0.45308
Waste	Organic: food and drink waste - Composting	Scope 3	11,988	tonnes	8.88386	kg CO ₂ e/tonnes	106.49971
Waste	Organic: garden waste - Composting	Scope 3	1,498	tonnes	8.88386	kg CO ₂ e/tonnes	13.30802

Emission Type	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO ₂ e)
Waste	Paper and board: mixed - Recycled	Scope 3	5,630	tonnes	6.41061	kg CO ₂ e/tonnes	36.09173
Waste	WEEE - mixed - Recycled	Scope 3	129	tonnes	6.41061	kg CO ₂ e/tonnes	0.82697
Waste	Glass - Recycled	Scope 3	2,724	tonnes	6.41061	kg CO ₂ e/tonnes	17.46250
Waste	Plastics: average plastics - Recycled	Scope 3	2,519	tonnes	6.41061	kg CO ₂ e/tonnes	16.14833
Waste	Metal: mixed cans - Recycled	Scope 3	729	tonnes	6.41061	kg CO ₂ e/tonnes	4.67333
Waste	Metal: scrap metal - Recycled	Scope 3	2,882	tonnes	6.41061	kg CO ₂ e/tonnes	18.47538
Waste	Household/Municipal/ Domestic waste - Combustion	Scope 3	27,663	tonnes	6.41061	kg CO ₂ e/tonnes	177.33670
Waste	Commercial and industrial waste - Combustion	Scope 3	4,838	tonnes	6.41061	kg CO ₂ e/tonnes	31.01453
Waste	Average construction - Recycled	Scope 3	12,620	tonnes	0.98485	kg CO ₂ e/tonnes	12.42881

Emission Type	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO ₂ e)
Waste	Batteries - Recycled	Scope 3	1	tonnes	6.41061	kg CO ₂ e/tonnes	0.00641
Waste	Clothing - Recycled	Scope 3	659	tonnes	6.41061	kg CO ₂ e/tonnes	4.22459
Waste	Wood - Recycled	Scope 3	2,697	tonnes	6.41061	kg CO ₂ e/tonnes	17.28942
Fuels	Diesel (average biofuel blend)	Scope 1	1,565,747	litres	2.51279	kg CO ₂ e/litres	3934.39340
Fuels	Petrol (average biofuel blend)	Scope 1	110,300	litres	2.08440	kg CO ₂ e/litres	229.90932
Fuels	Gas oil	Scope 1	430	litres	2.75541	kg CO ₂ e/litres	1.18483
Transport - car	Average car - Unknown	Scope 3	608,881	miles	0.26860	kg CO ₂ e/miles	163.54544
Homeworking	Homeworking (office equipment + heating)	Scope 3	1,410,956	FTE Working Hour	0.33378	kg CO ₂ e/FTE Working Hour	470.94889
							28,093.614

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 organisation (kWh)	Total exported (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	
Solar PV	339,003	37,667			Assumed 90% consumption of on-site generated electricity.

3d Targets

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 baseline	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 water)	Absolute	12,822	tCO ₂ e reduction	All emissions	2019/20	36,635	tCO ₂ e	2027/28	28,093	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	6,659	tCO ₂ e reduction	Energy use in buildings	2019/20	19,923	tCO ₂ e	2027/28	17,860	

Name of target	Type of target	Target	Units	Boundary / scope of target	Year used as baseline	Baseline figure	Units of baseline	Target completion year	Progress against target	Comments
Percentage of Household waste recycled	Percentage	17	Other (please specify in comments)	Waste	2011/12	43	Other (please specify in comments)	2025/26		Target to increase percentage of waste recycled. Targets align with the most recent Scottish Government target for household waste reduction.
Net-zero West Lothian Council	Absolute	61,061	tCO2e reduction	All emissions	2013/14	61,061	tCO2e	2045/46	28,093	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 "Helping to create strong and sustainable communities" priority.

3db How will the body publish, or otherwise make available, it's progress towards achieving its emissions reduction targets?

Provide any other relevant supporting information, including links to published reports. Referencing this report is unnecessary and an inadequate response.

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 is 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 and 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 ₂ e)	Comments
Electricity	163	LED lighting upgrades, solar PV installation and CHP
Natural gas	75	BMS Changes
Total	238	

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 ₂ 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 ₂ e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
Energy Efficiency - LED Lighting and Solar PV	Capital	2025/26	Estimated			15	Electricity: UK	89			
Street Lighting Upgrades	Capital	2025/26	Estimated			10	Electricity: UK	74			

Project name	Funding source	First full year of CO ₂ 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 ₂ e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
Building Management and Controls	Capital	2025/26	Estimated			10	Natural gas	75			

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 (tCO₂e)	Increase or decrease in emissions	Comments
Estate changes	194	Decrease	Number of changes related to the council's property estate.
Service provision	45	Decrease	Continued Reduction in EV charger use
Other (please specify in comments)	757	Decrease	Changes in emissions factors
Service provision	538	Increase	Increase in waste to landfill due to issues at energy from waste plant.
Total		458	

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 (tCO₂e)	Comments
Electricity	51	Combination of Lighting, street lighting, CHP and Solar PV projects.
Natural gas	120	BMS optimisation and improvements; fabric improvements
Total	171	

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 (tCO₂e)	Increase or decrease in emissions	Comments
Estate changes	117	Decrease	
Service provision	25	Decrease	Transfer of EV charging to concessionaire.
Other (please specify in comments)	959	Decrease	Emission factor changes
Service provision	3,945	Increase	One off increase due to council using landfill contingency measures in Q1 2025/26 as a result of Energy from Waste provider entering administration
Total		2,844	

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 (tCO₂e)	Comments
Total project savings since baseline year	29,844	Estimated figure, taken as the sum of savings identified from 2015/16-2023/24 as 24/25 savings yet to be fully realised.

PART 4: ADAPTATION

4a Has the body assessed current and future climate-related risks?

If yes, provide a reference or link to any such risk assessment(s).

West Lothian Council is one of six local authorities who have been working with Verture as part of the Climate Ready South East Scotland (CRSES) Climate Risk and Opportunity Assessment (CROA). The findings of CROA were reported to the Environment & Sustainability PDSP in September 2025. In phase 1, CRSES undertook the first integrated regional climate change risk and opportunity assessment weaving together scientific, economic, spatial and lived experience evidence to better understand how climate change will impact the region. The partnership is now developing business cases for regional adaptation action to increase resilience to the risks and maximise any opportunities. Phase one outputs are available from: <https://climatereadyses.org.uk/publications/>

Current risks identified for West Lothian are:

Surface Water Flooding: Low-lying river catchments (notably the Almond and Avon) mean large parts of West Lothian including major population centres such as Livingston, Bathgate, Linlithgow and Whitburn are at risk of fluvial and surface water flooding. In addition, West Lothian has experienced significant housebuilding and population growth, especially in Livingston and Bathgate. Rapid urban expansion has increased surface water runoff and pressure on drainage infrastructure.

Transport Networks: Major transport routes pass through West Lothian such as the M8 corridor and rail lines. These routes may face disruption from flooding and storm damage would have significant knock on impacts for commuting and logistics.

Socioeconomic Disadvantage: There are significant pockets of deprivation where communities have insufficient resources to prepare for or recover from extreme events. Therefore, increased extreme weather events could lead to exacerbating existing inequality.

The council's Flood Management team is also currently undertaking a Coastal Adaptation Assessment.

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.

The council published its Adaptation Action Plan (AAP) (available here: <https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Di%94my%8F>) in April 2022, it is a six-year plan running until 2028. The plan covers seven areas:

1. Communities;
2. Business & logistics;
3. Built environment;
4. Natural environment;
5. Transport and travel;
6. Partnerships, knowledge and skills; and
7. Strategic planning and investment.

The AAP is currently 43% complete with 17 of the original 64 actions having been fully completed. The AAP is coming up for its mid-point review and would benefit from more alignment with SNAP3 and the results coming out of CRSES CROA. The AAP will be reviewed in 2026 (at the same time as the council's Climate Change Strategy) to ensure alignment with national policies published after the AAP was adopted. In addition to the council wide AAP, the council also flooding specific management plans. The overarching approach to flood management is set out in the West Lothian Local Flood Risk Management Plan, which outlines strategies for mitigating the impacts of both current and future flood risks. This plan is regularly updated to reflect the latest climate projections and flood data, ensuring that the council remains responsive to changing conditions. To address the risks associated with heavy rainfall and potential flooding, the council has developed comprehensive Surface Water Management Plans. These plans identify areas at high risk of surface water flooding and propose targeted interventions, such as improving drainage systems, constructing/maintain flood defences, and implementing/maintaining sustainable urban drainage systems (SUDS) across new and existing developments. The council has also partnered with Scottish Water to share responsibilities for the maintenance of these SUDS, ensuring their long-term effectiveness.

In addition to these strategic plans, West Lothian Council has a Severe Weather Plan in place, which details the council's response to extreme weather events. This plan includes protocols for coordinating with emergency services, mobilising resources, and communicating with the public to minimise the impact of severe weather on local communities. Furthermore, the council actively participates in national initiatives, such as the National Flood Risk Assessment, and collaborates with key stakeholders, including SEPA and neighbouring authorities, to ensure a coordinated response to climate-related risks. The council is working with SEPA and neighbouring authorities on a Coastal Risk Assessment.

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”).

Flood Management

Development of the Coastal Change Adaptation Plan (completion due March 2026) – directly addresses climate change–driven sea level rise and coastal erosion risks.

Preparation of Operations and Maintenance Manuals and review standard of protection for the Broxburn and Linlithgow flood protection schemes – supports long-term resilience of existing flood defences under changing climate conditions.

Progress towards Surface Water Management Plans for Armadale, Blackridge, and Whitburn – not yet appointed but anticipated to take 12–18 months once commissioned, aiming to reduce flood risk from extreme rainfall events, which are expected to become more frequent under climate change projections.

Mainstreaming / Building Capacity

A Net-Zero Subgroup of the Community Planning Partnership has been convened and the results of the CRSES Risk and Opportunities Assessment have been presented to the subgroup and to the CPP board by Verture.

Climate Change Officer is part of the Public Sector Climate Action Network delivered by Adaptation Scotland.

Progress of the council’s Adaptation Action Plan is reported on to the Environment & Sustainability Policy Development and Scrutiny Panel.

Officers are working towards the adoption of a checklist of climate mitigation, biodiversity and adaptation considerations to be included with reports to committee.

4d Where applicable, what contribution has the body made to helping deliver the Programme?

Provide any other relevant supporting information

Outcome One: Nature Connects

Please refer to Recommended Section - Other Notable Reportable Activity Q5

Outcome Two: Communities

The council have continued to work with West Lothian Climate Action Network (WLCAN). The council's Community Regeneration Team have continued the work of Climate Action Town Blackburn and worked to recreate the community engagement/empowerment activities with the community in Armadale. The CCP Net Zero Subgroup is also used by the council to deliver adaptation actions in partnership with other public bodies and third sector organisations across West Lothian.

Outcome Three: Public Services & Infrastructure

Please see 4c flood management response.

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).

Implementation of the Adaptation Action Plan is overseen by the Climate Change & Sustainability Working Group (CCSWG), made up of senior representatives from across council services that have service delivery components that are affected by climate change; (Finance & Property Services, Planning Services, Flood Risk Management, NETs & Land Services, Housing Services, Roads and Transportation and Emergency Planning). Annual progress reports on the Adaptation Action Plan are taken to CCSWG before being sent to committee. The CCSWG as well as reporting to elected members on the Environment & Sustainability Policy Development & Scrutiny Panel is ultimately accountable to the Council Executive. The AAP is due for review in 2026 in response to the publication of SNAP3 and the outcomes of the CRSES Climate Risk and Opportunities Assessment. Corporate Risk WLC018c: failure to adapt to climate change, is included in the council's corporate risk register and corporate risk management process and is reviewed annually.

4f What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions?

Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

Each area of the Adaptation Action Plan has key a responsible officer from the relevant service area who feeds into the annual PDSP update report. The Environment and Sustainability PDSP provides elected member scrutiny to the plan. The council is also a member of Adaptation Scotland's Public Sector Climate Adaptation Network which meets monthly and allows the council to assess its progress against other local authorities.

Coastal Change Adaptation Plan preparation will be measured against a set completion date of March 2026, with progress then measured against actions in the plan. Citizen Panel Survey carried out in 2024 asked about public awareness of adaptation. This will provide a baseline for measuring impact of public awareness campaigns going forward.

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.

1. Participation in Phase 2 of Climate Ready South East Scotland
2. Community Engagement & Partnership Working - building on the work of Climate Action Town Blackburn, trying to increase community resilience to mitigate climate change's impact on socioeconomic disadvantage. Also continuing to work with WLCAN.
3. Publication of Surface Water Management Plans for Armadale, Blackridge, and Whitburn
4. Preparation of Operations and Maintenance Manuals
5. Publication of Coastal Change Adaptation Plan

4h Supporting information and best practise

Provide any other relevant supporting information and any examples of best practise by the body in relation to adaptation.

West Lothian Council is a member of Public Sector Climate Adaptation Network (PSCAN) organised by Adaptation Scotland.

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 legislate in relation to climate change. In October 2024 the Scottish Parliament passed the Climate Change (Emissions Reduction Targets) (Scotland) Act 2024 in pursuit of its ambitious target for net-zero emissions of all greenhouse gases by 2045. West Lothian Council's Corporate Procurement Strategy 20-23/24 - 2027/28, which was developed following extensive stakeholder consultation (which included Climate Change colleagues), is aligned to its Climate Change Strategy 2021-2028 which was published in October 2021 and the Sustainable Procurement Duty.

There is now a requirement for West Lothian Council to maintain Level 2 in the Scottish Governments Sustainable Procurement Flexible Framework Assessment tool with an increase to Level 3 before the end of the Procurement Strategy period.

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.

The Corporate Procurement Unit will always consider Climate Change Duties within the development of every Procurement Contract Strategy for regulated procurement activity. Additionally, Corporate Procurement Unit staff will continue to monitor all relevant sources of information and guidance, as well as participating and contributing to Collaborative groups e.g. Scottish Government Policy Forums, stakeholders including the Improvement Service, and working closely with internal Council Climate Change colleagues to influence future plans and policy development, with a focus on progressing emerging and future priorities.

The Sustainable Procurement Duty has legal effect through the Procurement Reform (Scotland) Act 2014, and climate change is embedded and supported by the Scottish Government's Sustainable Procurement online tools. This is reflected in the council's own procurement processes and procedures, and the Procurement Contract Strategy for regulated procurements considers how Sustainable Procurement Duty requirements can be met. The council considers how locally we can improve the social, environmental and economic wellbeing in the community and nationally with a particular focus on reducing inequality and will use Sustainability Tests and the application of relevant and proportionate contract requirements. The council also monitor the number of regulated contracts awarded that include a climate-related requirement within the contract as part of the wider benefits tracking that is carried out by the Corporate Procurement Unit. The council also has introduced a new Community Benefits Procedure which is aligned to community needs and it is possible that climate change benefits may be realised as part of this process.

5c Supporting information and best practise

Provide any other relevant supporting information and any examples of best practice by the body in relation to procurement.

The Corporate Procurement Unit participates in and contributes to the council's cross-functional Climate Change Working Group and provide updates on relevant matters to the Corporate Procurement Working Group. There is also a mandatory requirement for Council officers who conduct procurement activity to complete an in- house Sustainable Procurement e-learning module as part of a suite of mandatory e-learning modules which are required to be completed prior to any procurement exercise. Additionally, each year the Corporate Procurement Unit participates in annual "Continuing Professional Development" refresher sessions with the council's Climate Change Officer and also completes the Scottish Government's Climate Literacy e-learning module to enhance learning practice.

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.

6(b) Peer validation process

Briefly describe the body’s peer validation process, if any, of the data or information contained within this report.

N/A

6(c) External validation process

Briefly describe the body’s external validation process, if any, of the data or information contained within this report.

N/A

6(d) No validation process

If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.

N/A

6e Declaration

I confirm that the information in this report is accurate and provides a fair representation of the body’s performance in relation to climate change.

Name:

Craig McCorrison

Role in the body:

Head of Planning, Economic Development & Regeneration

Date:

RECOMMENDED – WIDER INFLUENCE

Q1 Historic Emissions (Local Authorities only)

Please indicate emission amounts and unit of measurement (e.g. tCO₂e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).

Please note : These statistics cover territorial emissions of carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O), 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 CO₂e emissions: subset dataset (emissions within the scope of influence of local authorities):

(2) UK local and regional CO₂e emissions: full dataset:

<https://data.gov.uk/dataset/723c243d-2f1a-4d27-8b61-cdb93e5b10ff/emissions-of-carbon-dioxide-for-local-authority-areas>

Local Authority:

West Lothian

DESNZ Dataset (full or sub-set)

Full

Source	Sector	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Units
DESNZ Sectors Source	Total Emissions	1,234.4	1,191.8	1,069.4	1,051.9	1,000.8	998.3	967.6	991.9	810.4	897.6	862.7	836.8	ktCO2e
	Industry and Commercial	435.4	406.1	341.0	321.6	291.1	282.8	259.6	302.5	202.4	230.9	241.8	222.9	ktCO2e
	Domestic	401.1	393.7	333.2	331.3	303.5	297.6	291.1	289.1	274.6	283.8	239.2	234.9	ktCO2e
	Transport total	397.9	392.1	395.2	399.0	406.2	417.9	417.0	400.3	333.4	382.8	381.7	379.0	ktCO2e
	Per Capita	8.8	8.4	7.7	7.5	7.4	7.2	6.9	7.1	6.1	6.5	6.2	6.0	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.

Net Zero Carbon Communities is one of the four pillars of West Lothian's Local Outcomes Improvement Plan (LOIP). Success of the net-zero pillar will be:

- West Lothian wide emissions have reduced and a strong partnership approach to achieve net zero carbon has been implemented
- There is improved engagement with all sectors and communities, businesses and third sector play a lead part in achieving net zero carbon
- Approaches for carbon off-setting and energy have been implemented
- Nature-based solutions play a role in achieving net zero carbon and mitigating and adapting to climate change impacts

The Community Planning Partners (CPP) as committed to:

- Establish appropriate mechanisms for governance within the CPP to support partner involvement, joint discussion and action.
- Identify opportunities to align partner activities, plans and strategies
- Enable better, more sustainable use of partner assets, considering options to enhance co-location, sharing of assets and facilities
- Increase CPP partner knowledge and understanding of climate change, biodiversity and adaptation resilience
- Increase community resilience around climate change by raising awareness of positive action around climate change, nature-based solutions and carbon off-setting and increasing volunteering opportunities through sustained engagement

This will be measured by:

- Council emissions
- Tonnes of CO2 emissions per capita in West Lothian
- Breakdown of emissions from the industrial and commercial sector, domestic emissions including from gas and electricity consumption, emissions from transport, from land use, land-use change and forestry

In addition, 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
NA

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	Climate Action Hubs West Lothian Council has worked with West Lothian Climate Action Network (WLCAN) throughout the year. The council worked in partnership with WLCAN to deliver storymapping exercise as part of Climate Ready South East of Scotland regional risk assessment. The council has also supported WLCAN in delivery of events, school engagement and WLCAN now has a representative on the Community Planning Partnership net-zero subgroup.	Supporting	Scottish Communities Climate Action Network			Joint Forum of Community Councils		

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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	<p>Community Planning Partnership (CPP)</p> <p>West Lothian's CPP now has a Net-Zero Subgroup chaired by the council's Head of Planning. The subgroup has representatives from WLCAN, NatureScot, NHS, Police Scotland, SFRS, Chamber of Commerce and West Lothian College. The subgroup is tasked with delivering the actions in the net-zero pillar of the LOIP.</p>	Lead			SFRS, Police Scotland, NHS, West Lothian College	WLCAN		

Other Notable Reportable Activity

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Biodiversity	Restoration of Easter Inch moss. Peatland restoration works involving: some removal of vegetation, Removal of old and replacement with new 26 composite dams, 16 crescent run offs (5-10m crescent run off ditches-reprofiling), installation of 25 peat dams across small drainage channels. Two large drains approx. 600m in length.	Lead	Slowing the flow of water off site, aiding in rewetting of the bog, improving conditions for the bog and associated species. Also aiding carbon storage and sequestration.	Ecology & Biodiversity team
Biodiversity	Livingston Designer Outlet work- Trees in School grounds -72 trees planted in 9 primary schools	Supporting	Trees sequester carbon, enhance biodiversity, reduce run-off, reduce soil erosion, improve air quality and reduce air temperature in school grounds	Livingston Designer Outlet; Ecology & Biodiversity
Biodiversity	Wee Forest planting – Access to Nature project. ~1800 trees planted in school grounds: James Young High School, Inveralmond Community High School.	Lead	Trees sequester carbon, enhance biodiversity, reduce run-off, reduce soil erosion, improve air quality and reduce air temperature in school grounds	Ecology & Biodiversity

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Biodiversity	Tree planting at Black Moss Nature Reserve	Lead	Trees sequester carbon, enhance biodiversity, reduce run-off, reduce soil erosion, improve air quality and reduce air temperature in the local park	Ecology & Biodiversity
Biodiversity	Mapping and removal of Invasive Non-Native Species along water courses in the Almond catchment	Supporting	INNS are one of the main drivers of biodiversity loss. Removing them helps to restore native habitats, shore up riverbanks and support wildlife.	Ecology & Biodiversity, Forth Rivers Trust
Biodiversity	Buzz Stops – 2 bus stops with green roofs installed in Winchburgh	Supporting	Provide stepping stones for pollinators, enhancing the urban environment. Also help to reduce rainwater run-off, reduce air temperature and improve air quality.	Public transport; Ecology & Biodiversity
Water	Water quality study of Beecraigs Loch	Lead	Helps us to determine the source of excess nutrients in the loch, in order to reduce blue-green algal blooms and improve water quality.	Ecology & Biodiversity

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Water	Creation of 5 ponds at Drumshoreland LBS	Supporting	Enhanced habitats for Great Crested Newts (a protected species) as well as aiding water management.	Ecology & Biodiversity; Edinburgh & Lothians Greenspace Trust
Biodiversity	Tree planting at Craigton Park Winchburgh	Lead	Planting enhances biodiversity in parks, and enhances ecosystem services, particularly creating shade and reducing air temperature, improving air quality and storing carbon.	Open Space Team
Water	Paths upgraded in Listloaning Park Linlithgow, Letham Park Craigshill, Lanrigg Green Fauldhouse, Burghmuir Park Bathgate, Westrigg Park Blackridge.	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 Team
Water	New paths created in Craigton Park Winchburgh and Mosswood Park Livingston	Lead	Increased resilience to effects of climate change as parks are more accessible with provision of surfaced access route. Also improves physical activity/health.	Open Space Team
Water	New sump drainage in Linlithgow Loch Park	Lead	Increased resilience to effects of climate change as park is less likely to flood and vegetation cover remains rather than erodes/wears due to footfall.	Open Space Team

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Biodiversity	Bulb planting at Listloaning Playing Field Linlithgow, Park View Square Broxburn, Deans Park Livingston, Letham Park Craigshill, King George V Park Blackburn, Westrigg Park Blackridge, Craigton Park Winchburgh and Linlithgow Loch Park	Lead	Increased biodiversity and nectar source for early pollinators. Reduced grass cutting/machinery use/energy use as bulb areas have reduced mowing as opposed to amenity grassland.	Open Space Team
Biodiversity	Bulb planting at Lanthorn Park Livingston	Supporting	Increased biodiversity and nectar source for early pollinators. Reduced grass cutting/machinery use/energy use as bulb areas have reduced mowing as opposed to amenity grassland.	Provision of bulbs to Livingston Rotary Club who planted with Boys and Girls Brigade.
Biodiversity	Bulb planting at Linlithgow Loch Park	Supporting	Increased biodiversity and nectar source for early pollinators. Reduced grass cutting/machinery use/energy use as bulb areas have reduced mowing as opposed to amenity grassland.	Provision of bulbs to Burgh Beautiful Linlithgow who planted.
Biodiversity	"Annual grass cut only of areas in Hermand Park Cemetery, Almondell Cemetery and Loaninghill Cemetery.	Lead	New habitat enhances species / habitat diversity. 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 - Cemeteries
Biodiversity	Tree planting with 3 primary schools across West Lothian: St Ninians RC Primary, Boghall Primary, St Marys Primary in Bathgate. 180 cell grown trees and 2 standard trees planted either within school playgrounds or in neighbouring park	Lead	Planting native trees helps to support biodiversity, increase carbon sequestration, reduce urban heat island effect, increase rainwater interception, reduce run off and improve air quality. Engagement encourages school children to care for and monitor trees and improves connection with natural world	Parks and Woodland staff with local schools. Free trees from Woodland Trust and from TCV

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Biodiversity	Greening of Whitburn Town Walk - planting 20 standard trees and 200 cell grown trees with community volunteers in park in Whitburn	Lead	Enhanced Active Travel route, improved species diversity, increased carbon sequestration and resilience to climate change. Also offsets recent felling works within Whitburn	Ecology and Biodiversity, Parks and Woodland staff, Ranger Service and volunteers
Biodiversity	Unblocking drains, cutting back encroaching vegetation such as ivy and brambles, splitting and planting snowdrops in Almondell & Calderwood Country Park	Participant	Increasing resilience to climate change and extreme weather events, increasing reliance of native flora by removing dominant species and planting, involving the community in their local greenspace	Parks & Woodland Ranger Service and Friends of Almondell & Calderwood
Biodiversity	Tree planting, seed sowing, snowdrop splitting, Himalayan Balsam management in Almondell & Calderwood Country Park	Participant	Enhancement of ecosystem series – water regulation, air quality CO2 sequestration, native species biodiversity, and recreation value. Control of non-native invasive species to increase the suitability of ground conditions for native flora, involving the community in their local greenspace	Parks & Woodland Ranger Service and Friends of Almondell & Calderwood
Biodiversity	Bluebells in Calderwood educational wildlife walk event - Almondell & Calderwood Country Park	Lead	Education attendees on native woodland flora and the importance of Calderwood Site of Special Scientific Interest (SSSI)	Parks & Woodland Ranger Service
Biodiversity	Calderwood Path Project –public engagement project, planning and delivering the Calderwood SSSI path work project	Lead	Protection of sensitive habitat through access management to reduce braiding of paths and further deterioration through climate change, involving the community in their local greenspace.	Parks & Woodland Ranger Service, Friends of Almondell & Calderwood
Biodiversity	Drainage work, beating up of young trees in Almondell & Calderwood Country Park	Lead	Increasing resilience to climate change and extreme weather events, promoting the survival and growth of newly-planted trees by removing competing grasses and weeds from tree tubes, involving the community in their local greenspace	Parks & Woodland Ranger Service, Friends of Almondell & Calderwood

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Biodiversity	Scything vegetation on slopes where native woodland flora grows in Almondell & Calderwood Country Park	Lead	Increasing resilience of native flora and encouraging growth by removing smothering vegetation, involving the community in their local greenspace	Parks & Woodland Ranger Service, Friends of Almondell & Calderwood
Biodiversity	Removal of bracken in Almondell & Calderwood Country Park	Lead	Increasing resilience of native woodland flora by removing encroaching and smothering bracken vegetation, improving soil conditions for native woodland flora, involving the community in their local greenspace	Parks & Woodland Ranger Service, Friends of Almondell & Calderwood
Biodiversity	Hand drainage work and flood mitigation in Polkemmet Country Park	Lead	Increasing reliance to climate change-related weather events such as flash flooding, involving the community in their local greenspace	Parks & Woodland Ranger Service, Operative team, Friends of Polkemmet
Biodiversity	Hibernacula creation at Balvormie pond, Beecraigs Country	Lead	Improving species and habitat diversity by offering a wider range of habitats for amphibians and mammals. Involving the community in their local greenspace	Parks & Woodland Ranger Service, Friends of Beecraigs and Witchcraig, West Lothian Conservation Volunteers

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Resource Use	Tree tube and stake removal from trees within Uphall Community Woodland. Tubes recycled.	Lead	Recycling of plastic; removal of redundant plastic from environment; promoting healthy growth of mature trees by removing choking tree tubes; involving the community in their local greenspace	Parks & Woodland Ranger Service, West Lothian Conservation Volunteers
Biodiversity	Beating up of newly-planted tree saplings	Lead	Increasing tree resilience and promoting the growth of new tree saplings by reducing competition from grasses	Parks & Woodland Ranger Service, West Lothian Conservation Volunteers
Biodiversity	Pulling of birch saplings from peat bog at Easter Inch Moss	Lead	Reduce scrub encroachment and drying of peat bog to increase resilience and peatland ability to sequester and retain CO ₂ , involving the community in their local greenspace	Parks and Woodland Ranger Service, West Lothian Conservation Volunteers
Biodiversity	Removal of encroaching plant species from meadow grassland area, Little Boghead Nature Park in Bathgate	Lead	Cutting of dogwood and pulling of rosebay willowherb from the meadow area increases resilience of native species to compete	Parks and Woodland Ranger Service, Friends of Little Boghead, West Lothian Conservation Volunteers
Biodiversity	Planting of native tree species at Little Boghead Nature Park, Bathgate	Lead	Supplemental tree planting to extend the area of woodland cover available with associated tree benefits and diversity of habitats.	Parks and Woodland Ranger Service with support of corporate volunteers
Resource Use	20 builders' bags of plastic tree shelters removed and sent for recycling, along with tree maintenance	Lead	Recycling of plastic; removal of redundant plastic from environment; securing establishment of young trees; community involvement.	Parks & Woodland staff with Community Payback Team and volunteers
Biodiversity	Ongoing inventory of WLC's trees and woodland approx. 60% completed and stored on GIS databases	Lead	"Collating data on the WLC tree and woodland assets – their species, age, size and condition, will allow their potential to sequester and store CO ₂ and provide habitats to be evaluated.	Parks & Woodland (assisted by contractors)
Biodiversity	Removal of non-native invasive Rhododendron ponticum from woodland compartments in Polkemmet Country Park and Almondell Country Park	Lead	Increasing the suitability of ground conditions for native woodland flora.	

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Biodiversity	Removal of encroaching vegetation in pond 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. Involving the community in their local greenspace	Parks & Woodland Ranger service, Friends of Polkemmet
Biodiversity	Cutting back and removing encroaching and smothering bramble and nettle vegetation, Polkemmet Country Park	Lead	Increase resilience of native woodland flora by removing vegetation that out-competes it. Involving the community in their local greenspace	Parks & Woodland Ranger service, Friends of Polkemmet
Biodiversity	Tree planting within compartments suffering from ash dieback at Witchcraig Woodland, nr Beecraigs Country Park	Lead	Increasing structural diversity of compartments by underplanting with living tree saplings within standing and fallen deadwood. Increasing resilience of native tree species through planting mixed broadleaf species, involving the community in their local greenspace. Enhancement of ecosystem services – water regulation, air quality CO2 sequestration, native species biodiversity, and recreation value	Parks & Woodland Ranger Service
Biodiversity	Removal of self-seeded beech saplings from heathland within Witchcraig, nr Beecraigs Country Park	Lead	Maintaining heathland habitat by removing encroaching trees and reducing the seedbank, which would eventually mature and take over the habitat. Involving the community in their local greenspace	Parks & Woodland Ranger Service, Friends of Beecraigs and Witchcraig, West Lothian Conservation Volunteers
Biodiversity	Running Wild Wednesday Big Bioblitz events, including bug hunts, pond dips, nature-themed activities at locations across West Lothian	Lead	Providing local communities with biodiversity education of terrestrial and freshwater species and local/national biodiversity-themed projects and initiatives such as Big Butterfly Count, Bird Watch, apps and resources to encourage Citizen Science	Parks & Woodland Ranger Service, Ecology & Biodiversity, Tree & Woodland teams
Biodiversity	Removal of encroaching rosebay willowherb, gorse and creeping thistle from Hillhouse meadow in Beecraigs Country Park	Lead	Improving ground conditions for meadow species, and increasing species diversity of meadow habitat, involving the community in their local greenspace	Parks & Woodland Ranger Service, Friends of Beecraigs and Witchcraig, West Lothian Conservation Volunteers
Biodiversity	Removal of non-native invasive New Zealand Pygmy Weed from Balvornie pond, Beecraigs Country Park	Lead	Improve species and habitat diversity by offering a wider range of habitats (including open water) for invertebrates, amphibians, birds and mammals. Increasing resilience of native flora. Involving the community in their local greenspace	

Environment & Sustainability Policy, Development and Scrutiny Panel Workplan 2025/26

	Issue	Purpose	Lead Officer	Date	Referral to Council Executive
1	Climate Change Duties Draft Statutory Guidance for Public Bodies Consultation	The purpose of this report is to present to the Panel for consideration a proposed response to the Scottish Government's Consultation on the Draft Statutory Guidance for Public Bodies Climate Change Duties.	Peter Rogers	22 April 2025	Yes
2	Environment & Sustainability PDSP Performance Report – 2024/25 update	To report the current levels of performance for all indicators which are the responsibility of the Environment & Sustainability Policy Development and Scrutiny Panel.	David Maule	22 April 2025	No
3	West Lothian Allotments Report	The purpose of this report is to make the Panel aware of the information contained within the Allotments Report 2024 and its intended publication on the Council's website.	Callum McLaren	22 April 2025	No
4	Grounds Maintenance Service Standards - Sustainable Amenity Grassland Management	To update the Panel on the proposed changes to Grounds Maintenance Service Standards and how this will impact on the management of amenity grasslands across West Lothian.	Callum McLaren	22 April 2025	Yes
5	Quarterly Climate Change Report	The purpose of this report is to present to the Panel the latest quarterly climate change update and to provide an update on work undertaken to meet the actions in the council's Climate Change Strategy 2021-28.	Peter Rogers	10 June 2025	No
6	Ecology and Biodiversity Update	The purpose of the report is to update the panel on the work items and progress of the Ecology and Biodiversity (EBD) team since March 2024. This builds upon previous reports submitted to this panel and offers the Panel a chance to examine the work done in connection with the Nature and Climate dual crises.	Hannah Crow	10 June 2025	No
7	Operational Services Service Improvement Plan - Annual Update 2024/25	The report provides the annual update on the Service Improvement Plan 2023/24 to 2025/26 for Operational Services. The update covers the period 2024/25.	David Maule	10 June 2025	No

8	Performance Report 2024/25	To report the levels of performance for all indicators that are the responsibility of the Environment and Sustainability PDSP	David Maule	16 September 2025	No
9	Financial Performance 2024/25	To provide the Panel with an update on the financial performance of the Environment & Sustainability portfolio for the General Fund Revenue budget and the General Services Capital Budget.	Claire McNair	16 September 2025	No
10	West Lothian Transport Review	The present to the Panel the outcome and recommendations of the workstream 2 Transport Review	Nicola Gill	16 September 2025	Yes
11	Feasibility into use of Household Bin Straps	To provide the Panel with an update of bin straps / clips and their potential for use on West Lothian residents wheeled bins	Scott Anderson	16 September 2025	No
12	Accident Investigation and Prevention (AIP) Casualty Reduction Programme 2025/26	To consider the list of proposed prioritised casualty reduction schemes for the 2025/26 programme in advance of Council Executive approval of the recommendations	Gordon Brown	16 September 2025	Yes
13	Scottish Roadworks Commissioner's Performance Review 2024/25	To update the Panel on the Scottish Road Works Commissioner's performance review of West Lothian for 2024/25.	Gordon Brown	16 September 2025	No
14	Climate Change Quarterly Update	The purpose of this report is to present to the Panel the latest quarterly climate change update and to provide an update on work undertaken to meet the actions in the council's Climate Change Strategy 2021-28.	Peter Rogers	16 September 2025	No
15	Roads Asset Management Plan – Performance 2024/25	To invite the panel to scrutinise performance in relation to the Open Space Asset Management Plan.	Gordon Brown	4 November 2025	No
16	Fleet Asset Management Plan – Performance 2024/25	To invite the panel to scrutinise performance in relation to the Open Space Asset Management Plan.	Scott Blyth	4 November 2025	No
17	Performance Report Quarter 2 2025/26	To report the levels of performance for all indicators that are the responsibility of the Environment and Sustainability PDSP	David Maule	4 November 2025	No

18	Climate Change Declaration 2024.25	The purpose of this report is to inform the panel of the council's annual Climate Change Declaration Report for 2024/25.	Peter Rogers	16 September 2025	Yes
19	Packaging Extended Produce Responsibility (pEPR) Scheme	To provide the Panel with an update on the Packaging Extended Producer Responsibility (pEPR) scheme introduced in 2025 and discuss the proposals that will allow the council to improve recycling.	Scott Anderson	27 January 2025	Yes
20	Cleaner Communities Service Standards	To inform the Panel of the details of the Cleaner Communities Services Standards in relation to litter, street sweeping, fly tipping and associated Litter Prevention actions.	Victoria Mungall	27 January 2025	Yes
21	Open Space Asset Management Plan - Performance 2024/25	To invite the panel to scrutinise performance in relation to the Open Space Asset Management Plan.	Victoria Mungall	27 January 2025	No
22	2025/26 Financial Performance Month 6 monitoring report	To provide the Panel with an update on the financial performance of the Environment & Sustainability portfolio for the General Fund Revenue budget and the General Services Capital Budget.	Clair McNair	27 January 2025	No
23	Climate Change Quarterly Update	The purpose of this report is to present to the Panel the latest quarterly climate change update and to provide an update on work undertaken to meet the actions in the council's Climate Change Strategy 2021-28.	Peter Rogers	27 January 2025	No
24	Performance Report Quarter 3 2025/26	To report the levels of performance for all indicators that are the responsibility of the Environment and Sustainability PDSP	David Maule	27 January 2025	No