

MINUTE of MEETING of the COUNCIL EXECUTIVE held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, on 28 OCTOBER 2025.

Present – Councillors Lawrence Fitzpatrick (Chair), Susan Manion, Janet Campbell, Tom Conn, Angela Doran-Timson, Damian Doran-Timson, Danny Logue, Anne McMillan, Craig Meek, Sally Pattle, George Paul, Veronica Smith (substituting for Councillor Pauline Orr) and Pauline Stafford

Apologies – Councillor Pauline Orr

1. DECLARATIONS OF INTEREST

Councillor Anne McMillan stated that she worked for Kirsteen Sullivan, MP for Bathgate and Linlithgow.

Agenda Item 5 - Appointment of Independent Director to West Lothian Leisure

Councillor Tom Conn declared an interest as a Council appointed Director to West Lothian Leisure. He would not participate in the item of business.

Councillor Danny Logue declared an interest as a member of West Lothian Leisure. He would not participate in the item of business.

2. ORDER OF BUSINESS

Council Executive agreed, in accordance with Standing Order 8(3), that agenda item 10 (*Councillors' Local Disbursement Fund*) was to be taken as read and its recommendations noted without further consideration.

Council Executive agreed, in accordance with Standing Order 8(3), to ask questions on agenda items 11 (*Early Retiral and Voluntary Severance – 1 April 2025 to 30 September 2025*), which was on the agenda for information only.

3. MINUTES

The Council Executive approved the minute of its meeting held on Tuesday 14 October 2025. The Chair thereafter signed the minute.

4. APPOINTMENT OF INDEPENDENT DIRECTOR TO WEST LOTHIAN LEISURE

Having declared an interest, Councillors Tom Conn and Danny Logue did not participate in this item of business.

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive (Education, Planning, Economic

Development and Regeneration Services) informing of the recommendations of the Nominations Committee of West Lothian Leisure (WLL) for the appointment of an Independent Director for a vacant position on the WLL Board.

It was recommended that the Council Executive agree to the appointment of Mr David Drummond to the Board of WLL as an Independent Director.

Decision

To approve the terms of the report.

5. 10 ST HELENS PLACE ARMADALE EH48 3EX PROPOSED LEASE RENEWAL – MR CIHAN BAYAR

The Council Executive considered a report (copies of which had been circulated) by the Director of Finance and Property Services seeking approval for a new lease for the premises at 10 St Helens Place Armadale EH48 3EX which was occupied by Mr Cihan Bayar.

It was recommended that the Council Executive:

1. approve a new twenty-year lease to Mr Cihan Bayar for the property at 10 St Helens Place Armadale EH48 3EX in line with the terms and conditions noted in the report; and
2. delegate authority to the Director of Finance and Property Services to execute any further terms and conditions or changes to those outlined in the report on the basis that these continued to represent the achievement of Best Value for the council.

Decision

To approve the terms of the report.

6. WEST LOTHIAN LOCAL CHILD POVERTY ACTION REPORT 2024/25

The Council Executive considered a report (copies of which had been circulated) by the Director of Finance and Property Services which set out the Local Child Poverty Action Report (LCPAR) 2024/25 for West Lothian.

It was recommended that the Council Executive approve the draft LCPAR for 2024/25, as set out in appendix 1, for submission to national partners for review and note the intention to publish the report on the council website.

Decision

To approve the terms of the report.

7. F7D AND H3A – COMMUNITY CENTRE PORTFOLIO REVIEW:

MANAGEMENT COMMITTEE ENGAGEMENT FEEDBACK

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services and Director of Finance and Property Services which provided an update on the progress of the Community Centre Portfolio review, outlined the outcome of the further detailed engagement with Community Centre Management Committees and presented recommendations for the delivery of the approved savings.

It was recommended that the Council Executive:

1. note the outcome of the further engagement exercise with Community Centre Management Committees and the proposals from the Management Committees, as set out in section D.3;
2. note that officers would undertake further engagement with Community Centre Management Committees to progress implementation of Community Asset Transfer (CAT), Full Repair and Insuring (FRI) lease or Recharge of costs lease, where this was the option they had selected;
3. note the outcome of the officer review and development of the Council Operating Model, as set out in section D.4 and D.4.1, which would bring a community centre back into the control and operation of the council where a Management Committee had confirmed that they did not intend to undertake any of the three options presented and no other operating model had been proposed by the Management Committee which would deliver the identified savings;
4. note that officers would continue to engage with the management committees who had indicated that they wished to continue to operate the community facility but had so far been unable to develop a sustainable business model;
5. note the outcome of the Integrated Impact Assessments (IIAs) and Consumer Duty Assessment provided in section D.5;
6. note the school community wing updated and proposed timescales set out in section D.6;
7. agree for officers to proceed with the recommendations and next steps reported in section D.7; and
8. note the updated timeline of project delivery as set out in section D.7.3.

Motion

To approve the terms of the report.

- Moved by the Chair and seconded by Councillor Susan Manion.

Councillor Pauline Stafford moved an amendment that would instruct a report to be brought to the next full meeting of West Lothian Council, allowing all elected members to scrutinise the recommendations and assess the financial and community implications.

The Chair ruled, in terms of Standing Order 11, and following advice from the Governance Manager, that the amendment was incompetent under Standing Order 20(2), due to the decision made on this matter at the special meeting of West Lothian Council on 7 October 2025.

Decision

To approve the terms of the report.

8. COASTAL CHANGE ADAPTATION PLAN (CCAP)

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services updating on the Coastal Change Adaptation Plan (CCAP) project, and seeking approval to finalise the draft Regional Plan, and approval of a public consultation on both the Regional Plan and the forthcoming Coastal Adaptation Plan.

It was recommended that the Council Executive:

1. note the background, legislative context, and funding award for the development of a Coastal Change Adaptation Plan (CCAP) for West Lothian;
2. approve the draft Regional Plan as an interim output for the purposes of finalisation and public consultation;
3. approve officers undertaking public consultation on the finalised Regional Plan;
4. delegate authority to finalise and publish the draft Coastal Adaptation Plan and undertake public consultation upon its completion, to the Head of Operational Services, in consultation with the Executive Councillor for Environment and Sustainability;
5. note the timescales for consultation on the draft regional plan and draft coastal adaptation plan; and
6. note a further report would be brought to Council Executive for approval of the finalised Regional Plan and Finalised Coastal Adaptation Plan following consultation.

Decision

To approve the terms of the report.

9. COUNCILLORS' LOCAL DISBURSEMENT FUND

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services advising of expenditure from the Councillors' Local Disbursement Fund for the period 1 April 2025 to 30 September 2025.

It was recommended that the Council Executive note the expenditure from the Councillors' Local Disbursement Fund for the period 1 April 2025 to 30 September 2025

Decision

To note the terms of the report.

10. EARLY RETIRAL AND VOLUNTARY SEVERANCE – 1 APRIL 2025 TO 30 SEPTEMBER 2025

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services advising of the number of employees who were granted early retiral / voluntary severance or flexible retiral from the council during the 6-month period from 1 April 2025 to 30 September 2025.

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

Decision

To note the terms of the report.