



West Lothian
Council

Council Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

2 August 2017

A meeting of the **Council Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Tuesday 8 August 2017** at **10:00am**.

For Chief Executive

BUSINESS

1. Apologies for Absence
2. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
3. Order of Business, including notice of urgent business and declarations of interest in any urgent business
4. Minutes :-

Public Session

- (a) Confirm Draft Minutes of Meeting of Council Executive held on Tuesday 20 June 2017 (herewith).
- (b) Confirm Draft Minutes of Meeting of Special Council Executive held on Wednesday 28 June 2017 (herewith).
- (c) Confirm Draft Minutes of Meeting of Special Council Executive held on Wednesday 19 July 2017.
5. Correspondence (herewith)

Public Items for Decision

6. Calendar of Meetings - Changes - Report by Chief Executive (herewith)
7. Contract for Promotion/Advertising of Anti-Idling Campaign - Report by Head of Corporate Services (herewith)
8. Procurement Arrangements - Direct Award to Royal Conservatoire of Scotland - Report by Head of Corporate Services (herewith)
9. Procurement Arrangements - Early Learning and Childcare Services - Report by Head of Corporate Services (herewith)
10. West Lothian Civic Centre and Whitehill Service Centre - Procurement Arrangements - Supply of "hard" Facilities Management Service Contractor - Report by Head of Corporate Services (herewith)
11. Nettlehill Road, Livingston - Proposed Waiting Restrictions - Report by Head of Corporate Services (herewith)
12. J4M8 Distribution Park - Proposed Waiting Restrictions - Report by Head of Operational Services (herewith)
13. Objections to Disabled Persons' Parking Places Order (PTO-17-03) and Update - Report by Head of Operational Services (herewith)
14. Application for Motorway Tourist Signposting - Five Sisters Zoo, Polbeth - Report by Head of Operational Services (herewith)
15. Accessibility Schemes 2016-17 to 2017-19 (Tranche 3) - Report by Head of Operational Services (herewith)
16. Statutory List of Public Roads - Report by Head of Operational Services (herewith)
17. APSE Annual Seminar 2017 - "Beyond Austerity - Ensuring a Future for Local Authority" - Joint Report by Head of Operational Services and Head of Housing, Customer and Building Services (herewith)

Public Items for Information

18. Social Policy Contract Activity Update - Report by Head of Social Policy (herewith)

NOTE **For further information please contact Val Johnston, Tel No.01506 281604 or email val.johnston@westlothian.gov.uk**

MINUTE of MEETING of the COUNCIL EXECUTIVE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 20 JUNE 2017.

Present – Councillors Lawrence Fitzpatrick (Chair), Kirsteen Sullivan, Frank Anderson, Harry Cartmill, Tom Conn, David Dodds, Peter Heggie, Chris Horne, Charles Kennedy, Cathy Muldoon, George Paul, Damian Timson, Sarah King substituted for Peter Johnston

Apologies – Councillor Peter Johnston

1 DECLARATIONS OF INTEREST

- 1) Agenda Item 8 (A New Museum for Linlithgow) – Councillor Horne declared a non-financial interest in that he was a Director of Linlithgow Community Development Trust who had an interest in the property at Annet House; and
- 2) Councillor Kennedy declared a non-financial interest in the additional item of business (Review of Operations of Regal Community Theatre Bathgate Limited) in that was a council appointee to the theatre.

2. ORDER OF BUSINESS

The Chair ruled in terms of Standing Order 7 that an additional item of business, concerning a Review of Operations of Regal Community Theatre, Bathgate, would be considered at the end of the agenda as a decision with regards to future funding for the theatre was urgently required.

3. MINUTE

The Council Executive approved the Minute of its meeting held on 6 June 2017. The Minute was thereafter signed by the Chair.

4. PETITION - PUBLIC TRANSPORT, BRIDGEND

The Council Executive considered a petition (copies of which were circulated) by the residents of Bridgend in relation to Public Transport.

It was recommended that the petition be submitted to the Development and Transport PDSP for consideration and investigation.

Decision

To refer to the Development and Transport PDSP for consideration following which a report be brought back to Council Executive.

5. ACCIDENT INVESTIGATION AND PREVENTION (API) – CASUALTY REDUCTION PROGRAMME 2017-18

The Council Executive 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 scheme for the 2017-18 programme.

The current casualty reduction programme commenced in 2007-08 and since then a total of 79 schemes had been completed. Whilst it was too early to assess the full effects of all of these schemes on casualty reduction, full monitoring had now been carried out for the schemes introduced in 2007-08, 2008-09, 2010-11, 2011-2012 and 2012-13. Some initial monitoring had been carried out on the schemes introduced in 2013-14 and 2014-15.

The results for the first seven years of the scheme were contained in a Table in the report noting that the results continued to be very encouraging and indicated an overall reduction in accidents at treated sites of approximately 54% giving a first year rate of return of 422%. A full explanation was also provided in Appendix 1 attached to the report.

For the 2017-18 programme, officers had identified so-called “sites for concern” using a methodology that was explained in the report. The accident patterns for each of these sites were investigated and a total of 9 sites were taken forward for the development of remedial measures. These remedial measures had been prioritised using value for money criteria with Appendix 1 demonstrating the list of schemes that would be taken forward and prioritised.

The available funding would allow for the introduction of around 6 schemes in 2017-18 subject to final scheme costs. As the accident rate was analysed on an annual basis, the programme would be re-ordered next year to take account of up-to-date accident problems.

It was anticipated that results from the 2015-16 programme would be available in early 2018 and the 2016-17 programme would be available in early 2019.

It was recommended that the Council Executive approve the list of prioritised casualty reduction schemes for implementation in 2017-18.

Decision

To approve the terms of the report

6. ALCOHOL DIVERSIONARY ACTIVITIES

The Council Executive considered a report (copies of which had been circulated) by the Head of Social Policy providing details of an application submitted to the Alcohol Diversionary Fund. A copy of the application

was attached to the report at Appendix 1.

The report recalled that a new governance process for Alcohol Diversionary Funding was approved by the Council Executive on 21 January 2014, placing the responsibility for this funding within Social Policy.

The application had been submitted by the West Lothian Youth Action Project for their Intensive Support Programme. It was also noted that all projects for Alcohol Diversionary Funding were required to meet the outcomes in the ADP Joint Commissioning Plan.

The report recommended that the Council Executive agree to the release of £30,976 from the Alcohol Diversionary Fund to support the application made by West Lothian Youth Action Project.

Decision

To approve the terms of the report

7. A NEW MUSEUM FOR LINLITHGOW

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services providing an update on the project to transfer Annet House Museum, Linlithgow to a new larger space in Linlithgow Partnership Centre and to identify the ongoing support Linlithgow Heritage would require to ensure a positive transition.

The Head of Housing, Customer and Building Services explained that Linlithgow Heritage Trust (LHT) was a charity whose purpose included the advancement of education; the advancement of citizenship or community development; and the advancement of arts, heritage, culture or science. LHT's main activity was operating Annet House museum in Linlithgow High Street and taking the museum to new audiences.

The Trust had been identified as a key partner in the development of a new museum as part of the refurbishment of County Buildings and the creation of a new Partnership Centre in Linlithgow. The Trust had been successful in attracting a Heritage Lottery Grant of £16,200 to develop plans to move the museum and create new exhibitions and activity plans.

Since August 2016 the Trust had been developing a Business Plan consulting with a wide range of groups and individuals in order to inform an activity plan including detailed plans for the exhibition spaces within the Partnership Centre. In order to develop the new museum space the Trust intended to submit a second stage application to the Heritage Lottery Fund as well as seeking funding from a variety of other sources outlined in the report.

At a meeting of the Heritage Lottery Fund (HLF) on 6 June 2017 the Trust presented its suite of plans including financial projections. The HLF agreed that the Trust could progress to stage 2 of the application process.

The HLF were also clear that the council needed to commit to supporting the Trust financially over the period of the project and at least until 2023. The council currently supported the Trust through an annual grant that covered both the rent of Annet House and operating costs. It was proposed that this revenue support would continue.

The report provided a summary of the costs for the project including details of the various funding streams noting that to date the Trust had secured £44,000 in grant funding. The application to the HLF would be for £239,357 and the Trust was expected to raise £280,350 in match funding.

The Partnership Centre would open to the public at the end of summer 2017 and the museum would move to its new location in the summer of 2018. This delay was due to the fact that acquiring heritage lottery funding was key to the success of the overall project and HLF would not make their decision until December 2017 and would not permit any work to start until all funding was in place.

The Head of Housing, Customer and Building Services also advised members that the council was providing support “in kind” through the funding of the rent and service charge for the space, as well as through the support of a range of professional staff including the Museums Officer, Business Gateway Advisors and Corporate Communications.

The report concluded that Linlithgow Heritage Trust had ambitious plans to create a new museum in Linlithgow and that the council was supporting the organisation to realise its plans, key to which was securing Heritage Lottery Funding.

Council Executive was asked to :-

1. Note the contents of the report;
2. Note the ongoing commitment to fund the Linlithgow Heritage Trust;
3. Agree in principle to support the cash flow requirements for the Trust in relation to the move into the new museum space on the understanding that any monies would be repaid once the Trust had claimed all grants that had been awarded. This would be subject to the full funding package being in place as detailed in the report; and
4. Note that a further report would be submitted to the Council Executive to update on the full funding package and see formal approval to cash flow funding once the Trust had secured the necessary funding to meet the full cost of the project.

Decision

To approve the terms of the report

8. PROPOSED RESPONSE TO THE SCOTTISH GOVERNMENT'S

CONSULTATION ON THE ENERGY STRATEGY – ENERGY EFFICIENCY AND CONDITION STANDARDS IN PRIVATE RENTED HOUSING

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services seeking approval to submit a response to the Scottish Government consultation on the Energy Strategy – Energy Efficiency and Condition Standards in Private Rented Housing (PRH).

In laying out its approach to addressing climate change, the Scottish Government had developed a draft Energy Strategy with several separate topics being consulted on. One consultation was on the proposed development of Energy Efficiency and Condition Standards in Private Rented Housing.

Private Rented Housing was being targeted as improving the energy efficiency standard of privately rented housing which would reduce its carbon footprint which supported the overall aims the Scottish Government was taking to address climate change and fuel poverty.

The consultation was separated into two parts with part one detailing the proposal that all private rented housing properties should meet a minimum energy efficiency rating based on an Energy Performance Certificate (EPC) which was carried out on every property and part two proposed changes and updates to the repairing and tolerable standards in order to bring regulation of private rented housing close to the standards for social housing.

The council's proposed response was attached to the report at Appendix 1 and the Council Executive was invited to approve its contents for submission to the Scottish Government by 30 June 2017.

Decision

To approve the terms of the report

9. SESPLAN BUDGET RATIFICATION 2017-18 AND STRATEGIC DEVELOPMENT PLAN 2

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of the need to ratify SESPlan's 2017-18 operating budget following its approval by the SESPlan Joint Committee on 13 March 2017 and to update the Council Executive on the preparation of Strategic Development Plan 2 (SDP2)

The Council Executive was advised that the SESPlan Operating Budget for the financial year, 2017-18 was approved in principle by the SESPlan Joint Committee on 28 November 2016. Members of SESPlan Joint Committee highlighted that in view of councils not receiving their own budget settlements until 15 December 2016 it would be prudent to only approve the SESPlan Operating Budget for 2017-18 in principle at this

stage and agreed that a further report on the final budget position would be presented at their next meeting in March 2017.

In the event Council Executive, at its meeting on 20 December 2017, agreed to ratify SESPlan's 2017-18 operating budget in principle noting that contributions from member authorities for the year would be set no greater than £46,550 per authority but would be subject to review in March 2017.

At the SESPlan Joint Committee on 17 March 2017 an amended budget of £299,000 (previously identified as £320,000) was agreed with each member authority being asked to contribute £44,000. This represented a saving of £2,550 achieved through a combination of savings in IT, staff costs, drawing on reserves and an assumption that significant economies would be achieved within the operating budget.

The revised operating budget for 2017-18 was set out in Appendix 1 attached to the report.

With regards to the Strategic Development Plan (SDP2) members were advised that the Joint Committee considered all the representations received and the proposed responses to these, as detailed in the Schedule 4's. Whilst a number of issues remained unresolved the Joint Committee agreed that no modifications were to be made to the Proposed Plan.

However the Joint Committee agreed that it would not be appropriate to immediately submit the Proposed Plan for Examination as the full ramifications of a draft cross boundary study on transport matters had yet to be assessed. The Joint Committee would consider the submission of the Proposed Plan again at its next meeting on 26 June 2017.

Also at the Joint Committee meeting on 13 March 2017a new timetable for progressing SDP2, Development Plan Scheme No.9 was approved. This timetable indicated that the SDP Proposed Plan would be submitted for examination sometime in June 2017.

It was recommended that Council Executive :-

1. Notes the decision by the SESPlan Joint Committee on 13 March 2017 to agree the amended proposed operating budget for SESPlan over the financial year 2017-18, noting that member contributions for this financial year had reduced to £44,000 per member authority;
2. Ratifies the amended proposed operating budget for SESPlan over the financial year 2017-18 and specifically West Lothian Council's share of the budget (£44,000) as agreed by the SESPlan Joint Committee on 13 March 2017; and
3. Notes progress made to date on the preparation of the second South East Scotland Strategic Development Plan (SDP2)

Decision

To approve the terms of the report

10. HEALTH AND SAFETY SERVICE PLAN 2017-18

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of the Health and Safety Service Plan 2017-18 and the need for the council to approve an annual health and safety service plan, a copy of which was attached to the report at Appendix 1.

In order to meet the requirements of the National Local Authority Enforcement Code, West Lothian Council was required to develop and approve an annual health and safety service plan. The national code was given legal effect under Section 18 of the Health and Safety at Work, etc. Act 1974.

The plan outlined how health and safety would be monitored and enforced within West Lothian businesses and other regulated activities. Whilst the main responsibility for ensuring health and safety remained with the businesses and individuals who created the risk, environmental health officers had a statutory duty in ensuring effective risk management, supporting businesses, protecting the West Lothian community and contributing to the wider public health agenda.

The key role of the service was public health protection and the service plan provided an overview of how this would be delivered in West Lothian. Service priorities had been established to ensure the best practical service in addressing the safety and public health needs of our communities. They also reflected guidance issued by the HSE in regard to prioritising safety inspections and enforcement activity.

The report continued to provide information on how performance would be measured and monitored noting that everyone working within the service had a responsibility for ensuring delivery of the best service possible.

The Head of Planning and Economic Development concluded by providing details of the performance of the Health and Safety Service Plan for 2015-16 and provided details of those key challenges for 2017-18.

It was recommended that the Council Executive :-

1. Notes the content of the report and accompanying Health and Safety Service Plan; and
2. Approves the Health and Safety Service Plan 2017-18

Decision

To approve the terms of the report

11. FOOD SERVICE PLAN 2017-18

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning and Economic Development advising of the Food Service Plan 2017-18 and for the need for the council to approve an annual food service plan, a copy of which was attached to the report at Appendix 1.

Since 1 April 2015 Food Standards Scotland had been responsible for all strategic and policy aspects of food standards and food safety in Scotland. There were specific obligations placed on local authorities in regard of delivering food safety official controls and the Food Service Plan outlined how these obligations were being met.

Safe food and drink was something which the vast majority of the population took for granted and the safety of this fundamental human need relied on a competent, trustworthy and properly regulated and managed supply monitored mainly by Environmental Health Officers working within local authorities. The purpose of the Food Service Plan was to outline how such controls were delivered in West Lothian using existing resources.

The key role of the service was public health protection and the service plan provided an overview of how this would be delivered in West Lothian. The service plan also identified the different aspects and approaches of service delivery to ensure a rounded, balanced and effective approach to public health protection.

The Food Service Plan detailed important elements of performance by presenting statistics and case studies to illustrate the balance between the output and outcomes of service delivery. Everyone working within the service had a responsibility for ensuring delivery of the best service possible. Performance was also monitored and assessed by various methods and reported internally and publically.

The Head of Planning and Economic Development concluded by providing details of the performance of the previous Food Service Plan for 2016-17 and provided details of those challenges that remained in the new Food Service Plan for 2017-18.

It was recommended that the Council Executive :-

1. Notes the content of the report and accompanying Food Service Plan; and
2. Approves the Food Service Plan 2017-18

Decision

To approve the terms of the report

12. PROCUREMENT ARRANGEMENTS – SUPPLY OF EJECTOR

TRAILERS

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to commence tendering procedures for the procurement for the supply of ejector trailers for waste haulage.

At present residual waste haulage was sub-contracted by Levenseat Waste Management, the council's contracted supplier for residual waste processing and disposal. Waste was currently hauled by the sub-contractor from Deans Waste Transfer Station to Levenseat Waste Management's facility.

A decision was been taken by the council to commence its own waste haulage when the Whitehill Waste Transfer Station opened in autumn 2017, as there would be suitable capacity to store tractor units and ejector trailers and cost efficiencies had been demonstrated by bringing waste haulage in-house.

The requirement would be advertised in accordance with European Union Directives and it was proposed that the Open Procedure would be used whereby all suppliers expressing an interest in the contract would be invited to tender. A criteria of 50% for Price and 50% for Quality would be used at the tender stage.

Sustainability considerations and budget implications were outlined in the report with preliminary research indicating that the cost could exceed the stated budget of £600,000 which the tender aimed to address through the evaluation criteria and other elements.

It was recommended that the Council Executive approves :-

1. The use of the Open Procedure whereby all suppliers expressing an interest in the contract would be invited to tender; and
2. The award criteria as set out in Section D of the report

Decision

To approve the terms of the report

13. PROCUREMENT ARRANGEMENTS – HAND-ARM VIBRATION MONITORING EQUIPMENT

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to make a direct award to REACTEC for the provision of hand-arm vibration monitoring equipment to minimise operatives' exposure to hand arm vibration and ensure that the council's statutory compliance with the Control of Vibration of Work Regulations 2005.

The Control of Vibration at Work Regulations 2005 placed a statutory duty on the council to manage risk associated with operatives' exposure to

hand-arm vibration and the potential development of hand-arm vibration syndrome (HAVS).

The current system for monitoring and controlling operatives' exposure to hand-arm vibration was paper based with operatives recording the duration of their exposure to hand-arm vibration during the use of applicable equipment.

An initial requirement for wrist mounted hand-arm vibration monitoring solution was identified by Building Services in conjunction with the Health and Safety Team and IT Services. A wrist mounted hand-arm vibration monitoring solution was considered superior to an equipment mounted monitor because a wrist monitor measured the vibration on operatives' wrists rather than vibration occurring on the surface of the tool.

A procurement exercise was carried out via a Request for Quotations (RFQ) and the contract was awarded to REACTEC, which was the only bidder able to offer a wrist mounted solution. The contract award value was £18,894. The implementation had been successful and Operational Services now wished to implement the same hand-arm vibration monitoring equipment for its operatives and a quote had been received from REACTEC for £53,214.

The cost identified for Operational Services over a five year programme was £53,214. Combined with the cost for Building Services the total was £72,108. Standing Orders for the Regulation of Contracts and the Public Contracts (Scotland) Regulations 2015 required procurement values of similar requirements to be aggregated and considered in the context of Standing Orders and Regulations. Whilst the regulations were not prescriptive for values under the regulation spend threshold for supplies at £164,176, Standing Orders required procurements with a value exceeding £49,999 to be tendered for.

During the five year contract the market would be monitored to maintain current knowledge of developing and emerging technologies to ensure the council was in a strong position to re-tender at the end of the contract.

It was recommended that the Council Executive approves a direct award to REACTEC for £53,214 noting the aggregated value of £72,108 which included the previous award to REACTEC.

Decision

To approve the terms of the report

14. PROCUREMENT ARRANGEMENTS – DOMESTIC REMOVALS WITH DELIVERY TO STORAGE

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to commence tendering procedures for the procurement of domestic removals service with delivery to storage, employing the methodology and criteria detailed in the report.

There was a requirement to provide services to remove and store furniture and personal belongings for council tenants in temporary accommodation.

The proposed contract would supplement the current contract for commercial removals and house to house moves. The proposed contract would be for a period of three years to align with the previously mentioned commercial removals contract and would allow the aggregated requirement to be tendered.

The requirement would be advertised in accordance with the European Union Procurement Directives and it was proposed that the Open Procedure would be used whereby all suppliers expressing an interest in the contract would be invited to tender. A criteria of 50% for price and 50% for quality would be used.

The cost incurred by West Lothian Council during financial year 2016-17 with the current supplier was £165,647.69. During tender evaluation the Corporate Procurement Unit would assess if there were any savings against existing budgets. Related contract expenditure over the contract term of three years was anticipated to be approximately £500,000.

It was recommended that Council Executive approves :-

1. The use of the Open Procedure whereby all suppliers expressing an interest in the contract would be invited to tender; and
2. The award criteria set out in Section D of the report

Decision

To approve the terms of the report

15. REVISED INFORMATION SECURITY POLICY

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services presenting a revised Information Security Policy for approval.

The Head of Corporate Services advised that the services delivered by the council had become increasingly information dependent. The council's policies relating to information management established principles for the management of the council's information assets ensuring legal compliance, public confidence and best practice.

The council was required to conduct annual reviews of the policies relating to information management. The policies had been reviewed by the Information Management Working Group and the ICT Programme Board to ensure that they continued to support the council's compliance with statutory requirements and that they took account of modernising and developing business processes.

A revised Information Security Policy was presented at Appendix 1 attached to the report which set out the security standards and arrangements required to protect council information. The revised policy also took account of the requirement for increased awareness around cyber security and had been updated to ensure that appropriate information management and security policies were referred to. The policy also provided a framework for corporate and service based information security guidelines and procedures.

It was recommended that the Council Executive approved the revised information Security Policy.

Decision

1. To approve the terms of the report
2. To agree that on-line Information Security Training was to be mandatory for all elected members.

16. CIVIC CENTRE – ACCOMMODATION ALTERATIONS

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services advising of proposed alterations to accommodation occupied by elected members and their administration support units.

Following the outcome of the recent council elections the breakdown of councillors based on political parties had altered. As a consequence changes were required to be made to the existing office accommodation layout which was occupied by councillors and their support units.

The objective was to enable each of the political groups and the independent councillor to continue to be accommodated within the first floor of the Civic Centre in a secure environment

Appendix 1 attached to the report provided an indicative layout.

Separate accommodation for elected members based on political groups could not be provided during the works without significant disruption to the day-to-day operation of the Civic Centre and both council and partners service delivery. It was however proposed that the following temporary arrangements were implemented during works to enable elected members and administrative support units to continue to function with as minimal disruption as possible.

- The Council Chambers would be made available as a temporary “hot desk” facility. This would be managed on a booking basis with each political group designated times where their elected members could use the facility; and
- Administrative support teams would require to be temporarily relocated during the works. This would be done on a phased basis

using conference room 2 as decant accommodation.

Once Council Executive had considered the indicative layout officers would finalise the design detail and commence the appropriate statutory consents, procurement and implementation of the works. The proposed timescales were summarised in the report.

The report concluded that whilst some disruption would occur during the works, by undertaking these works during the summer recess and having temporary arrangements in place it was hoped that this would be kept to a minimum.

It was recommended that Council Executive :-

1. Considers the proposed alterations to accommodation for elected members and their administrative support units;
2. Considers the proposed temporary accommodation arrangements;
3. Notes the proposed timescales for undertaking alteration works; and
4. Advises on action required by officers.

Motion

“Council Executive notes the recommendations and agrees the proposals outlined in the report”.

Decision

To unanimously approve the terms of the motion.

17. DRAFT 2016-17 GENERAL FUND REVENUE BUDGET OUTTURN

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing a draft outturn for the 2016-17 General Fund Revenue Budget.

Contained within the report was a table that reflected the draft outturn for the year taking account of budget and actual spend adjustments for areas such as insurance, pension and capital finance charging.

The overall budgets underspend for 2016-17 was £1.811 million, subject to any changes before finalising submission of the draft annual statement of accounts. This position also took account of staffing costs related to voluntary severance and early retirement which were met within service budgets without any requirement to be funded from the council's Modernisation Fund.

The previously reported outturn forecast based on the month 9 monitoring was a breakeven position against budget. The change in the 2016-17 budget position since month 9 largely reflected additional funding

received from the Scottish Government in March 2017 of £1.736 million to fund investment linked to employability and economic regeneration which would be carried forward to fund expenditure in 2017-18. The remaining underspend available of £75,000 was the net effect of a number of movements in demand led areas and these were summarised in the report.

The Head of Finance and Property Services continued by providing information on General Fund Reserves and the 2016-17 Efficiency Statement.

It was recommended that Council Executive :-

1. Notes the draft revenue budget outturn for 2016-17, as set out in Section D2 of the report;
2. Notes the proposed earmarking of the 2016-17 variance relating to funding received or future spend commitments;
3. Notes the uncommitted general fund balance of £2.075 million was £75,000 in excess of the agreed minimum balance of £2 million;
4. Notes the updated position for council reserves and balances as set out in Section D4 of the report; and
5. Approves the submission of the council's 2016-17 Efficiency Statement to CoSLA as set out in Appendix 2.

Motion

"Council Executive notes Recommendations 1, 2, 4 and 5 as detailed in the report.

Council Executive agrees the general fund balance currently remain at £2.075 million as outlined in Recommendation 3 of the report whilst noting the agreed minimum balance of £2 million".

Decision

To unanimously approve the terms of the motion.

18. GENERAL SERVICES CAPITAL PROGRAMME 2017-18

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval of an updated General Services capital programme 2017-18

The council, on 29 January 2013, approved a five year asset management and General Service's capital programme for 2013-14 to 2017-18. Block budgets were allocated to specific projects at that time for 2013-14 and 2014-15. The remaining block budgets were allocated to specific projects for the period 2015-16 to 2017-18 and approved by Council Executive in April 2014 following Local Area Committee

consultation.

The approved capital budget for 2016-17 was £63.296 million. The final outturn position was £69.608 million as shown in the table contained in the report with accelerated spend of £6.312 million.

The capital programme had now been updated to take account of the 2016-17 outturn and latest circumstances. A budget update exercise was undertaken as part of the capital planning process with asset lead officers ensuring that project phasing was realistic and achievable. Total proposed General Service's capital investment for 2017-18 was £48.420 million with further details provided in Appendix 1 attached to the report.

The Head of Finance and Property Services continued to provide information on Property Assets, Roads & Related Assets, Open Space Assets and ICT Assets.

It was to be noted that the General Services capital investment was made up of various sources of projected funding as detailed in the report. In overall terms the Head of Finance and Property Services had assessed that the revised resources projections were achievable. And in terms of the Prudential Code the council was required to take account of a number of factors when agreeing capital spending plans and the capital budget had been assessed as being affordable.

The report concluded that as agreed at full council on 20 February 2017 work was now underway in developing a new ten year capital programme and an update Corporate Asset Management Strategy and Asset Management Plan would be prepared in conjunction with the new ten year capital programme.

It was recommended that Council Executive :-

1. Approves the updated capital programme for 2017-18 as set out in Appendix 1 of the report; and
2. Approves the capital funding for 2017-18 as set out in Section 4 of the report.

Decision

To approve the terms of the report

19. REVENUE BUDGET STRATEGY 2018-19 TO 2022-23

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the estimated revenue budget position facing the council as a result of ongoing unavoidable spending pressures and government funding constraints and to set out a proposed approach to priority based revenue planned for the five year period 2018-19 to 2022-23 which would meet the financial planning parameters agreed by West Lothian Council on 20 February 2017.

The Head of Finance and Property Services explained that with so many external influences impacting on the economy forecasting remained very difficult.

The Office for Budget Responsibility (OBR) forecasts included a 0.6% increase in previous growth assumptions for 2017 and lower than previously forecast growth until 2020. The lower than expected growth forecasts for 2018 was attributable to a more gradual materialisation of the anticipated negative effects of leaving the EU. By contrast global economic growth was expected to be 3.0% in 2017 and 3.6% in 2018.

As noted in the 2017-18 revenue budget report approved by council on 20 February 2017 the council would continue to face spending pressures and funding constraints. Therefore based on information currently available officers had prepared a budget model which was summarised in Table 1 contained within the report.

A number of assumptions around spending and funding for the draft budget model had been made and these were outlined in the report. There were significant risks and uncertainties associated with the long term financial assumptions and included the impact of the UK General Election, economic growth not being in line with forecasts and more ring fencing of grant funding constraining how local authorities allocated their resources.

The continued constrained financial position faced by the council meant that resources would have to be prioritised on an ongoing basis. Given the magnitude of the challenge faced in delivering essential services whilst financial resources were constrained, as agreed by full council on 20 February 2017, it was recommended that the council over the next five years continue to adopt a priority based revenue financial plan for 2018-19 to 2022-23 to set out how the Corporate Plan would be delivered over this period.

No budget measures were currently agreed for the five year period therefore it was proposed that officers develop the revenue budget strategy for 2018-19 to 2022-23 under the following headings :-

- Prioritisation
- Modernisation and Efficiencies
- Budget Saving Options

To ensure the council had balanced budgets fundamental changes could be required to some services which contributed less to the delivery of council priorities. This would be consistent with the findings of the Account Commission in the latest local government overview report where they stated that all options for change needed to be investigated with councils rigorously challenging all options and alternative approaches to services.

It was proposed that the council would consult with West Lothian citizens

on proposed priorities, future spending plans and savings options and proposed council tax levels as was agreed at council on 20 February 2017. To meet the requirements of the agreed budget motion it was proposed that officers develop outline proposals on how a corporate and financial strategy consultation would be undertaken for the five year period 2018-19 to 2022-23 with the details of the consultation exercise reported to Council Executive in late summer/early autumn for approval.

Officers would also develop a detailed timetable identifying the key tasks for delivery however the council's Corporate Plan, revenue plan, capital plan and treasury management plan, including the results of the prioritisation exercise and consultation process would need to be considered by the Council no later than February 2018.

It was recommended that Council Executive :-

1. Notes that council agreed in February 2017 that the council should continue to integrate corporate planning and financial planning, should prepare a priority based revenue financial plan for 2018-19 to 2022-23 and that officers should prepare a consultation with West Lothian citizens;
2. Notes the revenue budget planning scenario set out in Section D.3 of the report, including the estimated budget gap of £65.7 million for the five years 2018-19 to 2022-23;
3. Notes the risks and uncertainties that could potentially impact on future financial plans;
4. Notes the proposed approach to developing corporate and financial planning, as set out in Section D.5 of the report;
5. Agrees that officers should continue to prepare information that would assist in developing a future Corporate Plan, a revenue plan, a capital plan and a treasury plan
6. Agrees that officers should report to Council Executive in late summer/early autumn on proposals for a public consultation, including proposed priorities, future spending plans and savings options, and proposed council tax levels; and
7. Agrees that officers should present to council for approval the Corporate Plan, revenue plan, capital plan and treasury plan no later than mid-February 2018.

Motion

“Council Executive agrees the Recommendations detailed in the report.

Council Executive further agrees to write to the Scottish Government expressing concern at the estimated budget gap of £65.7 million for the years 2018-19 to 2022-23 and seek urgent discussions with the Scottish Government to find a solution to address the potential budget gap.

Council Executive also calls on the Head of Finance to provide an update on the budget model to the next P & R PDSP”.

- Moved by the Chair and seconded by Councillor Kirsteen Sullivan

Amendment

“Council Executive agrees the Recommendations detailed in the report.

Await the outcome of the Scottish Government budgets, which rely on grant funding allocated to it by Westminster and welcomed the fact that despite a reduction in its budget, the Scottish Government have continued to fund Local Government at around 30%+ of its total budget.

Council Executive also calls on the Head of Finance to provide an update on the budget model to the next P & R PDSP”.

- Moved by Councillor Frank Anderson and seconded by Councillor Sarah King

A Roll Call Vote was taken which resulted as follows :-

Motion

Amendment

Tom Conn

Frank Anderson

David Dodds

Sarah King

Lawrence Fitzpatrick

Peter Heggie

Chris Horne

Charles Kennedy

Harry Cartmill

Cathy Muldoon

George Paul

Kirsteen Sullivan

Damian Timson

Decision

On a vote taken the motion was successful by 11 votes to 2 and agreed accordingly.

20. 2016-17 HOUSING REVENUE ACCOUNT – OUTTURN REPORT

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive providing the financial outturn in relation to the Housing Revenue Account (HRA) as at 31 March 2017.

The Depute Chief Executive advised that the HRA achieved a breakeven position for 2016-17. Full year capital financing charges were less than budgeted resources, with less material underspend noted in employer costs and supplies and services. These underspends were offset, in part, by an overspend in premises costs and an under recovery of income.

The report then provided a summary position across income and expenditure categories with a narrative on each category also provided in the report.

The report concluded that a breakeven position had been achieved in 2016-17. The income shortfall was more than offset by expenditure savings, resulting in an increased CFCR contribution in 2016-17, thereby reducing the borrowing requirements to fund the HRA capital programme.

It was recommended that the Council Executive note the final outturn position for financial year 2016-17.

Decision

To approve the terms of the report

21. HOUSING CAPITAL 2016-17 OUTTURN AND 2017-18 BUDGET

The Council Executive considered a report (copies of which had been circulated) providing an update on the financial outturn in relation to the Housing Capital Programme for 2016-17 and an updated 2017-18 Housing Capital Budget.

The report provided information on the financial position in relation to the Housing Capital Programme as at 31 March 2017. It also set out an updated budget position for 2017-18 to take account of the outturn, latest circumstances and funding assumptions.

A revised Housing Capital Programme for 2016-17 of £62.450 million was approved by Council Executive on 21 June 2016. Actual expenditure to 31 March 2017 was £49.787 million.

With the exception of the New Build Programme, expenditure was broadly in line with the month 9 position reported to Council Executive on 14 February 2017. Table 1 contained in the report summarised the final outturn position over broad expenditure headings. A more detailed commentary on each of the main expenditure headings was also provided in the report for information.

It was recommended that Council Executive :-

1. Note the final outturn position for financial year 2016-17; and

2. Approves the updated 2017-18 Housing Capital Budget

Decision

To approve the terms of the report

22. REVIEW OF OPERATIONS OF REGAL COMMUNITY THEATRE BATHGATE LIMITED

The Council Executive considered a joint report (copies of which had been circulated) by the Head of Finance and Property Services and Head of Education (Learning, Policy and Resources) seeking approval of one-off additional funding support to Regal Community Theatre Bathgate (RCTBL) pending completion of a new business plan by RCTBL.

The Regal Community Theatre in Bathgate was owned by the council and was leased to and managed by Regal Community Theatre Bathgate (RCTBL), which was a registered charity.

RCTBL received financial support from West Lothian Council in the form of a funding agreement for the provision of arts venue services. In addition the organisation received an annual maintenance allowance to cover repairs, maintenance and statutory compliance costs associated with the building. In 2017-18 RCTBL's total funding package was £136,524 comprising of core funding of £68,436, property maintenance allowance of £9,588 and £58,500 in respect of the annual rent payable.

During 2015-16 RCTBL had discussions with council officers around the financial position and governance of the Regal Theatre. Following a lengthy period of engagement RCTBL presented recommendations to their Board. Following this a Finance Officer was appointed by RCTBL with the aim of enhancing financial controls, sustainability and management.

However in 2016-17 concerns around the financial position and governance were again raised along with doubts over the lasting effects of the 2015-16 review. In December 2016 Council Executive agreed to pay RCTBL an additional one-off sum of £12,443 for urgent property repairs that the RCTBL could not fund. This was on the understanding that RCTBL worked with the Head of Education (Learning, Policy and Resources) to undertake a review of the organisation.

At the start of 2017 The RCTBL advised that despite a requirement to do so it had not registered with HMRC since 2010 and consequently had not paid any VAT. RCTBL were awaiting the outcome of HMRC's decision with regards to this outstanding VAT due and any penalty and interest liability.

Early payment of the first tranche of the organisations 2017-18 grant was made in February 2017 to assist with cash flow difficulties. A staffing restructure had also taken place to reduce costs but this meant that the theatre had no management staff. RCTBL had now received the second

tranche of their 2017-18 grant award from the council which would allow them to continue trading until the end of June 2017. RCTBL also advised that £35,000 was required to enable them to keep trading until the end of September 2017.

Council officers met with representatives of RCTBL's board to discuss the future viability of the theatre who advised that by the end of August 2017 they will have prepared a business plan which would consider new ways of encouraging increased community involvement, new sources of income including an increased emphasis on lettings and promotion of the high tech facilities available, an improved marketing campaign and improved financial controls. The board would also take a more active role in the overall management of the theatre. The business plan would also include a proposal to engage with West Lothian Leisure (WLL) about the future operation of the theatre.

The RCTBL board believed there was a viable business to be had within the Bathgate community but needed time to consider the strategy required to achieve this. The board had thanked the council for its support and the Chair of RCTBL's board had formally written to the council to request £35,000 which would bridge the reduction in income levels over the summer months until income streams, through lettings, resumed in October.

Therefore it was recommended that Council Executive :-

1. Notes that a request had been received from RCTBL for additional one-off funding to enable trading to continue until the end of September 2017;
2. Agrees a one-off payment of £35,000 was made to the RCTBL on the basis that the RCTBL, with support from the Business Gateway, agrees to prepare a business plan by the end of August 2017 with the process to include benchmarking against successful community theatres;
3. Notes the intention of RCTBL to enter into discussions with West Lothian Leisure (WLL) on the future operation of the Regal Theatre; and
4. Instructs officers to report to Council Executive in September 2017 with an update on the new business plan and future operation of the Regal Theatre.

Decision

1. To approve the terms of the report; and
2. To ensure that those elected members appointed to the theatre's board were appropriately advised and briefed before they attended future meetings of the board.

MINUTE of the SPECIAL MEETING of the COUNCIL EXECUTIVE of WEST Lothian Council held within COUNCIL CHAMBERS, WEST Lothian Civic Centre, on 28 JUNE 2017.

Present – Councillors Lawrence Fitzpatrick (Chair), Frank Anderson, Harry Cartmill, Tom Conn, Peter Johnston, Charles Kennedy, George Paul, Damian Timson, Dom McGuire substituted for Kirsteen Sullivan

Apologies – Councillor Kirsteen Sullivan, Peter Heggie, Chris Horne

Absent – David Dodds, Cathy Muldoon

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. PAEDIATRIC SERVICES AT ST JOHN'S HOSPITAL

The Council Executive considered a report (copies of which had been circulated) by the Chief Executive advising of the reduction in Paediatric Services at St John's Hospital in Livingston commencing on 7 July 2017.

The report advised that the Chief officer, Acute Services had written to the Chief Executive on 23 June 2017 to advise of changes to children's inpatient services in St John's Hospital, Livingston due to take effect from 7 July 2017. The details of the letter from the Chief Officer was attached as appendix 1 to the report.

The report recommended that the Council Executive:

1. Note the reduction in Paediatric Services which were due to take effect at St John's Hospital from 7 July 2017; and
2. Decide what action should be taken by the council in relation to this issue.

Motion

Council Executive condemns the failure of NHS Lothian and the Scottish Government to maintain a fully functional service at St John's Hospital over the summer and for the resultant downgrade and significant reduction of service which has occurred.

Council Executive recognises that:

- this closure of the paediatric service is the third in 3 years (also 2012 and 2015)
- West Lothian has the fastest growing young population in Scotland with an under 16 populace of circa 30,000

- families will be forced to travel to the Sick Kids, Edinburgh at a difficult time.

Council Executive further condemns NHS Lothian and the Scottish Government for their subsequent failure to confirm the date when normal paediatric service will resume at St John's Hospital and their unwillingness to rule out that the downgrade of the service at St John's Hospital will not be permanent.

Council Executive restates the position of Council that no downgrade of the paediatric service at St John's Hospital is acceptable, call upon NHS Lothian and the Scottish Government to urgently confirm the date from which the full paediatric service will resume at St John's Hospital and provide a solution which guarantees an all year round service.

Council Executive instructs the Council Chief Executive to write to NHS Lothian to urge them to hold early public meetings throughout West Lothian to explain its decision.

- Moved by Councillor Harry Cartmill and seconded by Councillor Lawrence Fitzpatrick

Amendment

West Lothian Council notes with dismay the decision of NHS Lothian to put in place a temporary restriction on the opening hours of the children's ward at St John's hospital in Livingston from 7 July, to restrict the ward to being operational from 8am to 8pm, Monday to Friday, as an assessment programmed unit.

Council further notes NHS Lothian claim this decision is being made to **"ensure patient safety"** and on the grounds that **"there are not enough doctors available to cover overnight and weekends for the summer months"**

Council further notes however that the attached "Paediatric Rota July 2017" clearly indicates staffing is in place for July to deliver full 24/7 inpatient children's services at St John's.

Council therefore agrees to seek clarity from NHS Lothian on a number of points;

1. What evidence does NHS Lothian have that the July rota is **not** sustainable?
2. What consultation with the doctors and staff of the children's ward took place **before** NHS Lothian took their decision?
3. When were those doctors and staff consulted with?
4. How were they were consulted with?
5. If there was consultation with these staff and concerns raised, what

- actions did NHS Lothian take to work with them to remedy the situation and seek cover from any other hospitals (i.e. Edinburgh)?
6. Are NHS Lothian prepared to pay staff to cover any additional shifts required to maintain the rota?
 7. Why is no provision being made at St John's to cover weekends given the reduced GP, ambulance and public transport services available? What assessment has been made of the impact on patient safety of this decision?
 8. Have the board discussed this decision with ambulance crew/management and what is their assessment of the likely impact on their services with having to transfer patients 24/7?
 9. If the ward is reduced to 08.00 – 20.00 then referrals will actually stop at 16.00, if any patients come after this time and need admission to hospital then it can regularly take up to 4 hours for an ambulance to attend. What is the Board's assessment of ambulance cover during the summer period, their ability to cope with the increased demand this decision imposes upon their service and the impact on patient safety?
 10. What is the Board's assessment of the impact of their decision on parents/carers who do not have transport and so find it difficult enough to get to St. Johns?. What is the Board's assessment of the impact on patient safety of an extra 40 mins or more of travel on sick children?
 11. Have the board discussed this decision with A&E & Out of Hours staff & also GP's as it will also impact & put added pressure on these services?
 12. Have the board considered speaking with the unions involved, i.e unison or the RCN (royal college of nursing) as some paediatric nursing staff will be required to work within St. John's A&E to support overnight with children attending. However these staff, during the last temporary closure were also expected to look after adults as well. As some nurses are trained paediatric nurses only they do not feel competent to do this. What assessment of this matter took place before the decision to restrict the children's ward hours was made and how will this issue be resolved?
 13. Currently there are two APNP trainees at St John's when fully qualified are these nurses to be retained at St John's?
 14. Have the board considered the impact of their decision on ENT waiting list/consultants as their restriction on the children's ward will have an impact on waiting list times. Parents who have arranged time off work and had their children's treatments planned for the summer holidays, so their children don't miss school, are likely to be impacted on by this decision. How will this matter be resolved?

15. An indefinite period for this restricted service is wholly unacceptable. Staff and patients cannot be expected to be left in limbo for an indefinite period, so what exactly is the Board's definition of the summer period?

Council asserts that the current circumstances do not justify the NHS Lothian decision to suddenly cease provision of paediatric out of hours services at St John's hospital and that the NHS Lothian proposal actually exposes our local children to greater risks than keeping the 24/7 inpatient services open.

Council therefore agrees to request an all party meeting with NHS Lothian involving West Lothian councillors, MSPs and MPs to demand that NHS Lothian immediately reverses their decision to restrict paediatric services at St. John's Hospital from 7th July and to secure agreement from NHS Lothian to;

1. Fully consult with doctors and staff at St John's hospital to ensure a safe and robust rota is in place to deliver 24/7 inpatient paediatric services at St John's during the summer months and beyond.
2. Commit to paying staff, as required by NHS terms and conditions, to deliver any additional shifts to fully maintain 24/7 inpatient paediatric services at St John's Hospital.
3. Take all necessary steps to ensure full staff cover is available to maintain 24/7 inpatient paediatric services at St John's Hospital.

Council further asserts that the provision of 24/7 paediatric services at St John's Hospital in Livingston is absolutely essential to the health and well-being of the West Lothian Community. West Lothian, Scotland's 9th largest council area, is amongst the fastest growing communities in Scotland, and with 20% of our population under 15, we have one of the youngest populations in the country. West Lothian also faces considerable challenges to more effectively tackle the health inequalities that blight our lives. Currently over 2000 children live in areas identified as being within the most disadvantaged 15% in Scotland as measured by Scottish Indices of Multiple Deprivation. Children's services at St John's are easily accessible and deliver an excellent quality of care, underpinned by strong ties with our local GP's and community health services.

Council further asserts its commitment to;

1. providing services that are child-centred, developed in partnership with other organisations and with families themselves;
2. that tackle inequalities, and focus on improved outcomes for children.
3. targeted and universal services provided by key partners focused and localised to ensure that they meet the individual needs of children and young people in West Lothian.

4. Services responsive to local need ensuring that families get the best care close to home within their own community to prevent or lessen the impact of health issues.

Council expresses strong concerns that the fragmentation of services and city-centric service planning will lead to children and young people unable to easily access to essential services and ultimately could lead to vulnerable children and their families becoming more at risk of neglect and harm.

Council therefore agrees that the integration of acute services at St John's Hospital, including Children's services, into the West Lothian Health and Care Partnership is an essential step towards shifting the balance of care from acute hospital settings into our communities and to further developing the early intervention and preventative initiatives that are so fundamental to the effective tackling of health inequalities and to delivering better health outcomes for our community and agrees to;

1. Immediately enter into discussions with NHS Lothian to integrate services, as above, into the West Lothian Health and Care Partnership.
- Moved by Councillor Peter Johnston and seconded by Councillor Frank Anderson

A copy of the paediatric rota was appended to the amendment but due to data protection would not be published.

Following debate a joint position was agreed as follows:-

Joint Motion

Council Executive condemns the failure of NHS Lothian and the Scottish Government to maintain a fully functional service at St John's Hospital over the summer and for the resultant downgrade and significant reduction of service which has occurred.

Council Executive recognises that:

- this seriously restricted operation of the paediatric service is the third in 5 years (also 2012 and 2015)
- West Lothian has the fastest growing young population in Scotland with an under 16 populace of circa 30,000
- families will be forced to travel to the Sick Kids, Edinburgh at a difficult time.

Council Executive further condemns NHS Lothian for their subsequent failure to confirm the date when a normal paediatric service will resume at St John's Hospital and for their unwillingness to rule out that the downgrade of the service at St John's Hospital will not be permanent.

Council Executive restates the position of Council that no downgrade of the paediatric services at St John's Hospital is acceptable, calls upon NHS Lothian and the Scottish Government to urgently confirm the date from which the full paediatric service will resume at St John's Hospital and provide a solution which guarantees an all year round service.

Council asserts that the current circumstances do not justify the NHS Lothian decision to suddenly cease provision of paediatric out of hours services at St John's hospital and that the NHS Lothian proposal actually exposes our local children to greater risks than keeping the 24/7 inpatient services open.

Council therefore agrees to request an all-party meeting with NHS Lothian involving West Lothian Councillors, MSPs and MPs to demand that NHS Lothian immediately reverses their decision to restrict paediatric services at St John's Hospital from 7th July and to secure agreement from NHS Lothian to:-

1. Fully consult with doctors and staff at St John's hospital to ensure a safe and robust rota is in place to deliver 24/7 inpatient paediatric services at St John's during the summer months and beyond.
2. Commit to paying staff, as required by NHS terms and conditions, to deliver any additional shifts to fully maintain 24/7 inpatient paediatric services at St John's Hospital.
3. Take all necessary steps to ensure full staff cover is available to maintain 24/7 inpatient paediatric services at St John's Hospital.

Council therefore instructs the Chief Executive to write to NHS Lothian and the Scottish Government to seek clarity on the following points:-

1. What evidence does NHS Lothian have that the July rota is not sustainable?
2. What consultation with the doctors and staff of the children's ward took place before NHS Lothian took their decision?
3. When were those doctors and staff consulted with?
4. How were they were consulted with?
5. If there was consultation with these staff and concerns raised, what actions did NHS Lothian take to work with them to remedy the situation and seek cover from any other hospitals (i.e. Edinburgh)?
6. Are NHS Lothian prepared to pay staff to cover any additional shifts required to maintain the rota?
7. Why is no provision being made at St John's to cover weekends given the reduced GP, ambulance and public transport services available? What assessment has been made of the impact on patient safety of this decision?

8. Have the board discussed this decision with ambulance crew/management and what is their assessment of the likely impact on their services with having to transfer patients 24/7?
9. If the ward is reduced to 08.00 – 20.00 then referrals will actually stop at 16.00, if any patients come after this time and need admission to hospital then it can regularly take up to 4 hours for an ambulance to attend. What is the Board's assessment of ambulance cover during the summer period, their ability to cope with the increased demand this decision imposes upon their service and the impact on patient safety?
10. What is the Board's assessment of the impact of their decision on parents/carers who do not have transport and so find it difficult enough to get to St. John's? What is the Board's assessment of the impact on patient safety of an extra 40 mins or more of travel on sick children?
11. Have the board discussed this decision with A&E & Out Of Hours staff & also GP's as it will also impact & put added pressure on these services?
12. Have the board considered speaking with the unions involved, i.e. unison or the RCN (royal college of nursing) as some paediatric nursing staff will be required to work within St. John's A&E to support overnight with children attending. However these staff, during the last temporary closure, were also expected to look after adults as well. As some nurses are trained paediatric nurses only they do not feel competent to do this. What assessment of this matter took place before the decision to restrict the children's ward hours was made and how will this issue be resolved?
13. Currently there are two APNP trainees at St John's when fully qualified are these nurses to be retained at St John's?
14. Have the board considered the impact of their decision on ENT waiting list/consultants as their restriction on the children's ward will have an impact on waiting list times. Parents who have arranged time off work and had their children's treatments planned for the summer holidays, so their children don't miss school, are likely to be impacted on by this decision. How will this matter be resolved?
15. An indefinite period for this restricted service is wholly unacceptable. Staff and patients cannot be expected to be left in limbo for an indefinite period, so what exactly is the Board's definition of the summer period.
16. What workforce planning is being undertaken to ensure this unacceptable situation does not reoccur.

Council Executive also instructs the Chief Executive to write separately to NHS Lothian urging them to hold early public meetings throughout West

Lothian to explain its decision.

Unanimously agreed at Council Executive on 28 June 2017 by:-

Councillor Lawrence Fitzpatrick, Leader of the Council, Labour Group Leader

Councillor Peter Johnston, SNP Group Leader

Councillor Damian Timson, Conservative Group Leader

Decision

To approve the terms of the joint motion.

MINUTE of Special MEETING of the COUNCIL EXECUTIVE of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 19 JULY 2017.

Present – Councillors Kirsteen Sullivan, Harry Cartmill, David Dodds, Peter Heggie, Charles Kennedy, Cathy Muldoon, George Paul, Damian Timson, Tom Kerr substituted for Chris Horne, Dave King substituted for Lawrence Fitzpatrick, Andrew McGuire substituted for Tom Conn

Apologies – Councillor Lawrence Fitzpatrick (Chair), Tom Conn, Chris Horne

Absent – Frank Anderson, Peter Johnston

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. EDINBURGH AND SOUTH EAST SCOTLAND CITY REGION CITY DEAL

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration providing an update in relation to the development of the outline business case for an Edinburgh and South East Scotland City Region (ESESCR) Deal, and to seek approval to proceed with the next stage of the ESESCR Deal negotiations.

The report advised that the Edinburgh and South East Scotland City Deal region comprised of six local authorities; the City of Edinburgh Council, East Lothian Council, Fife Council, Midlothian Council, the Scottish Borders Council and West Lothian Council.

The report recalled at the meetings of the Council Executive in December 2014 and June 2015, it was agreed to contribute initial one-off resources to support the development of an outline business case for the ESESCR City Deal. Including resources to allow an initial proposition to the UK and Scottish Government to be submitted.

In September 2015, the ESESCR authorities issued their Accelerating Growth prospectus to both UK and Scottish Governments for consideration. Included within the prospectus was a proposal to establish an Infrastructure Fund for the city region which was intended to provide an economically-focused infrastructure investment programme where funding would be rigorously targeted at maximising net economic growth at the City Region level.

Following feedback from both the UK and Scottish Governments, more detailed iterations of the prospectus were submitted in December 2015 and April 2016. The Scottish Government, the UK Government and the

councils signed Terms of Reference in March 2016 and since the chancellors Budget Statement 2016 further negotiations had taken place on the scope and timing of the City Deal.

The Head of Planning, Economic Development and Regeneration went on to provide further details on the City Deal Priorities, the Infrastructure Fund, Governance, Affordable Housing and Low Carbon Homes, the Integrated Regional Skills Programme and other Proposed Support Programmes.

The Head of Planning, Economic Development and Regeneration explained that recently there had been indications that a decision on the proposed content of the City Region Deal offer from the UK and Scottish Governments was to be made and information passed to councils and other partners, however, at the time of issuing the report that information had not been delivered but if information and proposals were forthcoming prior to the meeting, officers would do what they reasonably could to consider the information and provide appropriate advice including providing a supplementary report if required.

In conclusion the report advised that the update outlined the current proposals for the Edinburgh and South East Scotland City Deal subject to negotiation with the UK and Scottish Governments.

Although there were no direct policy implications arising directly from the report, an agreement on a city deal for the Edinburgh and South East Scotland City Region would support delivery of the council priorities in respect of Growing a Vibrant Economy, Increasing Opportunities and Reducing Inequality and Poverty as well as Improving Quality of Life and Promoting a Sustainable Society as set out within the Council Plan and the Single Outcome Agreement.

The report recommended that the Council Executive:-

1. Note the progress of the ESESCR City Deal negotiations since June 2015;
2. Note that more detailed information may be received about the proposed deal and that a supplementary report may be tabled; and
3. Agree to take such action as is appropriate in light of the circumstances and information available at the date of this meeting.

Motion

1. Notes the progress of the ESESCR City Deal negotiations since June 2015
2. Welcomes in principle any inward investment for the benefit of Wes Lothian
3. Notes that sufficient information is not yet available to the council to allow it to receive appropriate advice and to make a final

decision about signing up to the Deal

4. Agrees that a further report should be brought to an appropriate meeting of Council Executive in relation to the full detail of the proposed Deal and the consequences for the council
 5. Agrees that in the meantime the council should be represented at the official ceremony to launch the Deal on 20 July 2017 but only on the basis of agreement in principle and that a final and binding decision to participate is still to be made
- Moved by Councillor Kirsteen Sullivan and seconded by Councillor Andrew McGuire

Decision

To approve the terms of the motion.



Chief Executive Office

West Lothian Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

Our Ref: CEO/MC
Your Ref:

Contact: **Graham Hope**
Tel: 01506 281697
e-mail: graham.hope@westlothian.gov.uk

Private & Confidential
Rt. Hon. Nicola Sturgeon MSP
First Minister of Scotland
Office of the First Minister
St Andrew's House
Regent Road
Edinburgh
EH1 3DG

28 June 2017

Dear First Minister

Revenue Budget Strategy 2018/19 to 2022/23

At the Council Executive meeting of 20 June 2017, West Lothian Council considered and approved a report on revenue budget strategy for 2018/19 to 2022/23.

West Lothian Council agreed to continue to adopt our successful approach of integrating corporate planning and financial planning over the next five years, with a Corporate Plan, revenue plan, capital plan and treasury management plan to be prepared at the same time, to ensure a joined up approach is taken. In accordance with Audit Scotland and CIPFA best practice, the council will prepare a priority based revenue financial plan for 2018/19 to 2022/23, to set out how the Corporate Plan priorities will be delivered over this period.

The report also outlined initial planning work that has been undertaken on the revenue budget strategy and set out an estimated budget gap of £65.7 million over the five years. This is in addition to the £92 million of savings that the council has already been required to find from 2007/08 to 2017/18. This continuing constraint on funding will present a huge challenge to the council over the next five years and, despite our ongoing adherence to the principles of best practice, will inevitably impact on services and jobs in West Lothian.

As agreed by Council Executive on 20 June in a budget motion, West Lothian Council would request a meeting with the Scottish Government to discuss future funding for local government.

I attach a copy of the report approved at the Council Executive meeting on 20 June 2017 for your information.



West Lothian
Council

Yours sincerely,

M. Cleecher

per

Graham Hope
Chief Executive

Encl.





T: 0131-244 4000
E: CorrespondenceUnit@gov.scot

Mr Graham Hope
West Lothian Council
West Lothian Civic Centre
Howden South Road
LIVINGSTON
West Lothian
EH54 6FF

Your ref: CEO/MC
Our ref: 2017/0022980
29 June 2017

Dear Mr Hope

Thank you for your letter to Nicola Sturgeon regarding Revenue Budget Strategy 2018/19 to 2022/23 received on 29 June 2017.

Your letter has been passed to the relevant office for response or appropriate action. The Scottish Government aims to respond to you within 20 working days. Where this is not possible, we will endeavour to keep you updated on the progress of your response.

Yours sincerely

Kevin McArthur
Public Engagement Unit





T: 0300 244 4000
E: scottish.ministers@gov.scot

Mr Graham Hope
Chief Executive
West Lothian Council
Howden South Road
LIVINGSTON, West Lothian
EH54 6FF

Your ref: CEO/MC
Our ref: 2017/0022980
24 July 2017

Dear Mr Hope,

Thank you for your letter of 28 June, addressed to the First Minister, about West Lothian Council's requesting a meeting to discuss future local government funding. The First Minister has forwarded your invitation to the Cabinet Secretary for Finance and the Constitution, Derek Mackay MSP as local government funding forms part of his responsibilities.

Mr Mackay would be happy to meet with you and representatives of the Council. Please contact the Minister's private office to make the necessary arrangements by emailing CabSecFC@gov.scot.

*Kind Regards,
Matt Pringle*

MATT PRINGLE
ASSISTANT PRIVATE SECRETARY





COUNCIL EXECUTIVE

CALENDAR OF MEETINGS - CHANGES

REPORT BY THE CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To consider changes to the meeting dates of certain bodies in the council's Scheme of Administration.

B. RECOMMENDATIONS

1. To agree the dates proposed for meetings of the Audit Committee and the Governance & Risk Committee shown in the appendix
2. To note the new meeting dates for some Policy Development & Scrutiny Panels and Local Area Committees shown in the appendix
3. To note the additional meeting dates for Employee Appeals Committee shown in the appendix
4. To authorise the Chief Executive to deal with any additional changes made to present meeting dates for other Policy Development & Scrutiny Panels and Local Area Committees
5. To authorise the Chief Executive to pursue the appointment of a lay member to the Governance & Risk Committee
6. To consider any other changes that may be required

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The Local Government (Scotland) Act 1973 regulates decision-making arrangements for all local authorities. The council's Scheme of Administration contains local arrangements including rules about setting meeting dates
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and Performance Indicators	None

V	Relevance to Single Outcome Agreement	None
VI	Resources - (Financial, Staffing and Property)	None
VII	Consideration at PDSP	None
VIII	Other consultations	Committee Services; Chairs and Lead Officers

D. TERMS OF REPORT

1 Background

- 1.1 A timetable of meetings is agreed by Council Executive in March each year for the bodies in the Scheme of Administration. That was last done in March 2017 for the period from August 2017 till July 2018. It was noted at that time that the council's decision-making structure may be changed following the May elections and that the timetable of meetings may have to be revisited and amended where required
- 1.2 The Scheme of Administration contains the rules for setting meeting dates for each of the bodies mentioned. Most committee meeting dates are fixed by Council Executive. However, meetings of Policy Development & Scrutiny Panels (PDSPs) are to be fixed by the Clerk in consultation with the Chairs and Lead Officers. They are subject to change from time to time. Local Area Committees (LACs) are required to agree their own schedule of regular meetings for inclusion in the overall meetings calendar. Dates for council meetings are set by Council Executive but there must be one such meeting in each six-week cycle of meetings.

2 New committees

- 2.1 On 7 June 2017 council established two new committees - the Audit Committee and the Governance & Risk Committee. Their meeting dates are to be fixed by Council Executive.
- 2.2 Those two committees held their first meetings in June but meeting dates now require to be fixed for the period to July 2018. Those dates are set out in the appendix for approval.

3 PDSP and LAC meeting dates

- 3.1 Since the election some changes have been made to the meeting dates for some PDSPs and LACs.
- 3.2 The new dates are shown in the appendix for information.

4 Employee Appeals Committee

- 4.1 The Scheme of Administration allows for additional meetings of this committee to be arranged as required by the Clerk in consultation with the Chair. Due to pressure of business there have been some additional meetings arranged.
- 4.2 Those are shown in the appendix simply for information and completeness.

5 Governance & Risk Committee - Lay Member

- 5.1 Membership of the council's Audit Committee includes a lay member. That arrangement has been inherited from the former Audit & Governance Committee. At its meeting on 19 June the Governance & Risk Committee recommended that officers should pursue the appointment of a lay member for that committee as well. The committee itself has no power to make a decision to that effect and so Council Executive is asked to authorise the Chief Executive to act on that recommendation.
- 5.2 Any final decision about appointing a lay member and who it should be would require to be agreed at a future meeting of full council.

6 Further changes

- 6.1 It is possible that there may be further adjustments to meeting dates for some PDSPs and LACs. It is recommended that authority is delegated to the Chief Executive to deal with any such changes and to incorporate those details in the meetings calendar.
- 6.2 Any changes other than those will be dealt with in accordance with the Scheme of Administration.

E. CONCLUSION

Approval of the recommendations of the report will ensure that meeting arrangements are brought up to date to reflect recent changes of circumstances.

F. BACKGROUND REFERENCES

Council Executive, 14 March 2017

West Lothian Council, 7 June 2017

Scheme of Administration -

<http://intranet.westlothian.gov.uk/CHttpHandler.ashx?id=14552&p=0>

Appendix 1 - Meeting dates for noting or approval

Contact Person: James Millar, Governance Manager, 01506 281613,

james.millar@westlothian.gov.uk

Graham Hope, Chief Executive

Date: 8 August 2017

APPENDIX

BODY	DATES
Audit Committee	25 September 2017, 18 December 2017, 19 March 2018, 25 June 2018 (2 pm for all)
Governance & Risk Committee	9 October 2017, 8 January 2018, 26 March 2018, 18 June 2018 (2 pm for all)
Environment PDSP	7 September 2017, 3 October 2017, 5 December 2017, 7 February 2018, 3 April 2018 and 5 June 2018 (10.00am for all except 7 Sept 2017)
Development & Transport PDSP	14 August 2017, 3 October 2017, 5 December 2017, 7 February 2018, 3 April 2018 and 5 June 2018 (8.30am for all except 14 Aug 2017)
Social Policy PDSP	11 September 2017, 30 October 2017, 22 January 2018, 5 March 2018, 30 April 2018, 18 June 2018 (8.30 a.m. for all)
Voluntary Organisations PDSP	All meetings to commence at 9.30 a.m.
Broxburn, Uphall and Winchburgh LAC	13 September 2017, 29 November 2017, 7 February 2018, 30 May 2018 (8.30 a.m. for all)
Armadale & Blackridge LAC	31 st August 2017, 23 rd November 2017, 22 nd February 2018, 24 th May 2018 (2pm for all)
Employee Appeals Committee	4 September 2017. 6 October 2017, 29 November 2017, 15 January 2018, 26 March 2018, 20 April 2018



COUNCIL EXECUTIVE

CONTRACT FOR PROMOTION/ADVERTISING OF ANTI-IDLING CAMPAIGN

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to seek Council Executive approval to contract Global Radio Services Ltd to deliver a series of promotional events to advertise the 'no-idling' message, aimed at reducing vehicle idling and thereby improving air quality.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. approves the direct award to Global Radio Services Ltd.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Approval of business case for exemption from standing orders. No strategic environmental assessments or equality assessments are required for this project.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	We live longer, healthier lives and have reduced health inequalities.
VI Resources - (Financial, Staffing and Property)	The financial and staffing expenditure will be funded through existing Scottish Government grants specifically allocated for advertising and promotion of activities relating to vehicle emission testing and idling reduction.
VII Consideration at PDSP	Timescales prevented consideration by the Environment PDSP.
VIII Other consultations	Corporate Procurement Unit. Legal Services

D. TERMS OF REPORT

D1 Background

The Scottish Government currently funds the East Central Scotland Vehicle Emission testing Partnership which is a service delivered by staff employed by West Lothian Council to East Lothian, Midlothian and Falkirk councils.

The activities focus around reducing vehicle emissions and their impact on air quality and health. Part of the activities included the promotion of the 'no idling' message which is done using a variety of media methods such as web information, advertising, social media initiatives, etc. Specialist companies require to be engaged to deliver these functions. In order to maintain advertising themes, the same company, Global Radio Services Ltd, has been engaged over the past two years and it is proposed to continue with them for one further year before tendering for a new provider. The cost for the current requirement will be £24,500 however the cumulative cost, combined with the previous two years, is £100,251, which exceeds the £50,000 threshold for Business Case Exemption from Standing Orders for the procurement of contracts.

The 2017/18 bid for vehicle emission testing funding was submitted in March 2017. Within the application a specific line identified a bid for £73,000 to fund various advertising initiatives. The bid was agreed by Scottish government. The funds offered cannot be spent on other items without approval of the fund distributor.

Global Radio Services Ltd. is a company with access to all the required media outlets and has been used successfully in the past and as such, the service would wish to ensure continuity of message by continuing with Global for a further year. Global designed the current website "switchhoffandbreathe.org" and carry out regular updates, which keeps it fresh and relevant to the ongoing situation with regards to air pollution. The artwork produced by Global is shared with, or adapted by them for use by, all the other companies involved in the current communications campaign. Global also run a social media campaign involving *Facebook*, *Instagram* and *you-tube*, with regular blogs also being produced. Global meet all the technical, artistic and urgency requirements of the partnership as well as the geographical advertising considerations by being able to target the East Central Scotland area. For these reasons it is desired to continue using Global for one further year after which the project will be put to tender.

Budget Implications

The costs associated with this proposal are funded entirely from Scottish Government, under the provisions of the East Central Scotland Vehicle Emissions Partnership. There are no budget implications for the council.

E. CONCLUSION

A direct award of the contract for delivery of a series of promotional events to advertise the 'no-idling' message, will ensure continuity of message and support a reduction in vehicle idling thereby improving air quality and health.

F. BACKGROUND REFERENCES

[Cleaner Air for Scotland – The Road to a Healthier Future \(Scottish Government, November 2015\)](#)

Appendices/Attachments: None

Contact Person: David Brown, Tel: 01506 283259 Email: david.brown@westlothian.gov.uk

Julie Whitelaw

Head of Corporate Services

Date of meeting: 8 August 2017



West Lothian
Council

COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS – DIRECT AWARD TO ROYAL CONSERVATOIRE OF SCOTLAND

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive approval to make a direct award to the Royal Conservatoire of Scotland for the delivery of the Youth Music Initiative project Saturday Strings.

B. RECOMMENDATION

It is recommended that the Council Executive approves an initial direct award to the Royal Conservatoire of Scotland of £80,000, and up to three further annual awards of the same value (subject to ongoing Youth Music Initiative Funding) up to a total value of £320,000 over the four year period.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Direct awards will be made in accordance with Standing orders of West Lothian Council and the Public Scotland Contracts (Scotland) Regulations 2015.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	None
VI Resources - (Financial, Staffing and Property)	The budget of £80,000 has been approved for financial year 2017/18.

VII Consideration at PDSP None.

VIII Other consultations None.

D. TERMS OF REPORT

D.1 Background

Community Arts manages the Youth Music Initiative programme which provides opportunities that allow young people to work with professional musicians, create performance opportunities, develop their listening, creative and critical thinking skills, and increase self-confidence and self-esteem. Teachers will also benefit as the projects incorporate Career Long Professional Learning opportunities that allow teachers to develop skills in using music as a tool for interdisciplinary learning across the curriculum.

The Saturday Strings programme, which is managed by Community Arts, is a 30 week term time project targeting young people from Craigshill and Armadale areas. The programme supports children to learn a musical instrument in an ensemble setting and pupils can start from P4 and continue until S6. Saturday strings is attended by 70-100 pupils each year who are drawn from 12 primary schools in Livingston, Armadale, Bathgate, Blackridge and Westfield.

The primary schools included in the programme are:

Armadale, Blackridge, Eastertoun, Windyknowe, Westfield, Southdale, Letham, Harrysmuir, Livingston Village, Peel, Riverside and Toronto.

D.2 Budget Allocation 2017/18

Community Arts submitted a successful application to Creative Scotland and therefore a budget of £80,000 is available for 2017/18.

D.3 Tender Process

A tender process was undertaken previously for this project via Public Contracts Scotland and there were no additional bids. The Royal Conservatoire of Scotland has delivered this project in West Lothian and in other local authorities over the past 15 years and is a world leading conservatoire of music based in Glasgow. Extensive research has been conducted by Community Arts and the Corporate Procurement Unit to see if there is an alternative company who have the educational expertise to deliver this project. The Royal Conservatoire is the only company who can provide these services and therefore a direct award is recommended.

E. CONCLUSION

It is recommended that the Council Executive approves an initial direct award of £80,000, and subsequent further awards (subject to ongoing funding) up to a total aggregated value of £320,000 over four years, to the Royal Conservatoire of Scotland for the Saturday Strings project.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: None

Contact Person: David Brown

Email: david.brown@westlothian.gov.uk

Tel: 01506 283259

Julie Whitelaw

Head of Corporate Services

Date: 8th August 2017



COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS – EARLY LEARNING AND CHILDCARE SERVICES

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive approval to commence tendering procedures for the procurement of a two year framework agreement contract, with options to extend for two further periods of up to 12 months each, for Early Learning and Childcare services..

B. RECOMMENDATION

It is recommended that the Council Executive approves:

- 1) The use of the Open Procedure whereby all suppliers expressing an interest in the contract will be invited to tender.
- 2) That the award criteria to be applied at the tender stage will be as set out in Section D of this report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs Being honest, open and accountable Providing equality of opportunities Making best use of our resources Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Tenders will be issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2015.
III Implications for Scheme of	None

Delegations to Officers

IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	None
VI	Resources - (Financial, Staffing and Property)	There is a budget of £631,000 for 2017/18 and the requirement will be met within existing resources.
VII	Consideration at PDSP	None
VIII	Other consultations	<p>The specification has been provided by Education Services, who will also participate in the evaluation. Legal Services and the Corporate Procurement Unit were also consulted.</p> <p>The Corporate Finance Manager was consulted on budget implications.</p>

D. TERMS OF REPORT

D.1 Background

In June 1999, the Education Services Committee agreed that the Council should enter into partnerships with providers in the voluntary and private sectors who met the requisite quality assurance standards. The council has a policy of entering into partnership where it has insufficient places within its own establishments to meet demand. This policy was established by the Children's Services and Lifelong Learning Committee on 22 August 2006.

In line with existing council policy, in localities where provision meets the demand for pre-school education places, the council will not enter into any new provider partnerships.

In circumstances where additional places are required in a particular locality, consideration will be given as to whether council or private or voluntary provider provision would best meet requirements within available resources. This will ensure effective use of available council resources in line with best value requirements.

The council has invested heavily in facilities for the provision of early learning and childcare within its own schools and nurseries. These deliver the 3-18 curriculum with clear transition pathways identified between nursery and school provision.

The council will also deliver 'flexibility and choice' in terms of the Children and Young People Act 2014. Flexibility and choice will be delivered through offering wraparound care at selected venues, making full day placements at council establishments available spread geographically across West Lothian, and by purchasing places from private and voluntary 'partner providers' spread

geographically across West Lothian.

All applications for places will be determined in terms of the Pre School Admission Policy and Procedure, including partner places.

Payment may be given for children who are resident outwith West Lothian, although they will have the lowest priority for funding in terms of the Pre-School Admission Policy and Procedure.

It is the council's aim that sufficient early learning and childcare places of 600 hours are available within each settlement area in West Lothian to allow a place to be offered to all parents/carers who request one on behalf of an eligible child.

To support this objective it is recommended that the council undertake a fresh tendering exercise for Early Learning and Childcare Services. The new framework will replace the existing framework which was originally set up with ten providers.

The existing contract has a 12 month available extension, however, as this has already been utilised there is no further available contract extension.

Contract documentation for Early Learning and Childcare has been reviewed and updated based on the experience of managing the Policy for Partnership over the period to 2017 and the need to ensure compliance with legislation, statutory guidance and detailed advice from Legal Services and the Corporate Procurement Unit.

By August 2020, it is expected that the entitlement for free early learning and childcare will rise from 600 hours to 1140 hours.

The contract does not require the Council to place any children with providers on the framework.

In House Capability

The Council has physical capacity to provide approximately 4,700 early learning and childcare places within its own establishments. Currently approximately 4,100 places are occupied.

The Council has a budget of £631,000 (2017/18) to purchase early learning and childcare places from private partner providers. This is sufficient to purchase approximately 290 places of 600 hours.

Procurement Issues

The requirement will be advertised in accordance with the European Union Directives. It is proposed that the Open Procedure is used whereby all suppliers expressing an interest in the contract will be invited to tender.

The following award criteria will be applied at the tender stage:

Learning Provision - 34%
Successes and Achievements - 34%
Leadership and Management – 27%

Workforce Matters – 5%

There will be no price evaluation and notwithstanding any service providers will be paid the current fixed hourly rate of £3.59. However, it is noted that:

The evaluation criteria are proposed following consultation with the service areas concerned.

In order to ensure geographic spread of 'partner providers' it is proposed to tender in three geographic areas incorporating the following Community Council Boundaries as follows:-

Lot 1 – North (Broxburn, Bridgend, Dechmont, Ecclesmachan and Threemiletown Linlithgow and Linlithgow Bridge, Newton, Philpstoun, Pumpherstoun, Uphall, Uphall Station and Winchburgh) ;

Lot 2 – East (Addiewell & Loganlea, Bellsquarry and Adambrae, Breich, Carmondean, Craigshill, Deans, Dedridge, East Calder & District , Eliburn, Howden, Kirknewton, Knightsridge, Ladywell, Livingston Village, Mid Calder, Murieston, Polbeth and West Calder and Harburn) ;

Lot 3 – West (Armadale, Bathgate, Blackburn, Blackridge, Fauldhouse, Greenrigg, Longridge, Seafield, Stoneyburn, Torphichen and Whitburn).

It is envisaged that in order to support flexibility and choice, each Lot will have at least one provider and providers will be spread geographically amongst the Lots. As required by procurement legislation all lots will be awarded on the basis of most economically advantageous tender.

The anticipated start date for the contract is 1 August 2018, however, in order to allow parents the opportunity to request partner provider places, the contract awards will be made by no later than 31 December 2017.

Sustainability Considerations

Early Learning childcare is an integral part of the 3-18 curriculum. To encourage bids from small and medium businesses and the voluntary sector, a lotting strategy will be employed which will allow service providers to bid for specific geographical Lot(s) without having to fulfil the entire requirement. Additionally, care will be taken to remove any potential barriers to participation e.g. unnecessary financial turnover levels.

There is the potential for reductions in CO2 emissions by placing children in their own geographical area.

While Community Benefits Information will not be taken into account beyond the requirement that it is included in the bidder's Tender Submission, if the Community Benefits Information contains any Community Benefits, these will be accepted by the council via the contract variation process and will be enforceable as part of the contract.

Workforce Matters

West Lothian Council has made a firm commitment to work within the current legislative framework to encourage its suppliers to consider workforce matters, including payment of the Living Wage (as defined by the Living Wage Foundation).

The Council Executive approved a report on the Living Wage on 14 August 2015, which allows West Lothian Council the opportunity as part of the quality evaluation of a tender to include criterion for workforce matters, including the Living Wage. In accordance with approved procurement procedures, 5% of the quality criteria will be allocated to workforce matters.

Budget Implications

There is a budget of £631,000 for 2017/18 and the requirement will be met within existing resources.

E. CONCLUSION

It is recommended that the Council Executive approves the application of the evaluation methodology detailed in Section D above for the tendering of the Contract for Early Learning and Childcare Services.

F. BACKGROUND REFERENCES

A copy of the procurement contract strategy is available from CPU.

Appendices/Attachments: None

Contact Person: David Brown

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Tel: 01506 28359

Julie Whitelaw

Head of Corporate Services

Date: 8 August 2017



COUNCIL EXECUTIVE

**WEST LOTHIAN CIVIC CENTRE AND WHITEHILL SERVICE CENTRE
PROCUREMENT ARRANGEMENTS – SUPPLY OF “HARD” FACILITIES MANAGEMENT
SERVICES CONTRACTOR**

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive approval to commence tendering procedures for the procurement of a new three year contract at the conclusion of the current contract, with an option for a further two extension periods of up to 12 months each, for the supply of “hard” facilities management (FM) services for West Lothian Civic Centre, Torridon and Arrochar House and Whitehill Service Centre.

B. RECOMMENDATION

It is recommended that the Council Executive approves:

1. The use of the Restricted Procedure whereby a shortlist of capable suppliers will be invited to tender for the procurement of an initial three year contract, with an option for a further two extension periods of up to 12 months each, for the supply of “hard” FM services for West Lothian Civic Centre, Torridon and Arrochar House, and Whitehill Service Centre and;
2. The award criteria to be applied at the tender stage as set out in Section D of this report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs Being honest, open and accountable Providing equality of opportunities Making best use of our resources Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Tenders will be issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations

2015.

III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	None.
VI	Resources - (Financial, Staffing and Property)	Revenue expenditure on the “hard” FM contract for the Civic Centre and Torridon and Arrochar House in 2016/17 totalled £483,000 The budget for Whitehill Service Centre for 2017/18 is £120,000.
VII	Consideration at PDSP	None
VIII	Other consultations	Police Scotland; Scottish Courts and Tribunals Service; Operational Services; Finance and Property Services

D. TERMS OF REPORT

Background

Since April 2014 the “hard FM services in the Civic Centre have been provided through a specific ‘hard’ FM maintenance contractor and this latterly included Torridon and Arrochar House which is managed as part of the Civic Centre. This arrangement consolidated a situation where these services were provided by a range of external contractors under a number of different framework contracts. Broadly speaking, the “hard” FM maintenance contractor provides the maintenance of all of the building fabric and mechanical and electrical services, and the council supplies the “soft” FM services such as cleaning, catering and caretaking services.

Experience over the period of the existing contract has been favourable in the areas of both finance and quality.

Current Situation

The original contract, which dates from April 2014, is now in the first year of a possible two year extension period. Given these timescales, it is now considered appropriate to re-tender in order to test the market to ensure that best value continues to be obtained. The proposal to re-tender has been considered and approved by the Building Management Group which is responsible for overseeing the management of the Civic Centre and is comprised of representatives from Police Scotland and the Scottish Courts and Tribunals Service and the Council.

As part of the tender process it is intended to include the offices at Torridon and Arrochar Houses, which are both managed in conjunction with the Civic Centre, together with the new Whitehill Service Centre.

The “soft” FM services in all of the buildings will continue to be provided by the

council.

In House Capability

As outlined above, the “hard” FM services for the Civic Centre and Torrison and Arrochar House are already provided by a third party, currently Servest Group, who recently acquired the original contractor Arthur Mackay Ltd. One of the principal reasons for entering into the current contract was the specialist nature of the buildings involved, and the many complex mechanical, electrical and other systems which they contain where no direct ability exists “in house” to maintain these. This remains the case with the buildings in this report.

In the case of “soft” FM services, the council already has an “in house” capability in relation to cleaning, catering and Facilities Management Assistant services, which will remain in place.

Procurement Approach

The requirement will be advertised in accordance with the European Union Directives. It is proposed that the Restricted Procedure is used whereby a shortlist of capable suppliers expressing an interest in the contract will be invited to tender.

The tender will be presented in two lots:

Lot 1: Civic Centre, Torrison House, Arrochar House.

Lot 2: Whitehill Service Centre

It will, therefore, be possible to award either to separate contractors for each lot, or to a single contractor for both lots, whichever is the most advantageous.

The following award criteria will be applied at the tender stage:

- | | |
|---------|-------|
| Price | - 40% |
| Quality | - 60% |

The evaluation criteria are proposed following consultation with the service areas concerned.

The anticipated start date for the contract is 1 April 2018. Requirements for interim FM services at Whitehill Service Centre are under review, and are expected to be provided for under separate provisions with existing contractors.

Sustainability Considerations

As part of the tender process, those tendering will be invited to provide an indication of the level of savings they would propose through energy saving measures, with a resulting saving both in terms of the amount of energy consumed each year and the resulting reduction in carbon emissions. A Community Benefits Clause, containing a suite of sample benefits under Social, Economic and Environmental headings, will be included in the tender document, allowing bidders a choice of which benefit(s) they would provide if awarded the contract. While this element may not form part of the Quality Scoring criteria, the Council will expect the successful Contractor to deliver such benefits as part of the Contract.

Budget Implications

In financial year 2016/17 the total cost of “hard” FM services in the Civic Centre, Torridon and Arrochar House was approximately £483,000 on the repair, maintenance and replacement of building fabric, mechanical and electrical services.

E. CONCLUSION

It is recommended that the Council Executive approves the application of the evaluation methodology detailed in Section D above for the tendering of the Contract for a new “hard” FM service provider to West Lothian Civic Centre, Torridon and Arrochar House, and Whitehill Service Centre. This process will simplify arrangements and ensure best value. “Soft” FM services will continue to be delivered by the council.

F. BACKGROUND REFERENCES

A copy of the specification for this contract can be made available on request from Procurement Services once it has been fully prepared.

Appendices/Attachments: None

Contact Person: David Brown

Email: david.brown@westlothian.gov.uk

Tel: 01506 283259

Julie Whitelaw

Head of Corporate Services

Date: 8th August 2017



COUNCIL EXECUTIVE

NETTLEHILL ROAD IN LIVINGSTON
PROPOSED WAITING RESTRICTIONS

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to seek approval to commence the statutory process to install waiting restrictions on Nettlehill Road in Livingston.

B. RECOMMENDATION

It is recommended that the Council Executive approve the initiation of statutory procedures for the promotion of a traffic regulation order to install waiting restrictions on Nettlehill Road in Livingston.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs and working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Policy: None Legal: The installation of waiting restrictions will require the promotion of a traffic regulation order under the Roads (Scotland) Act 1984.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	The scheme will contribute to single outcome agreement: 9 – “We live our lives free from crime, disorder or danger; and 10 - We live in well-designed, sustainable places where we are able to access the services we need.
VI Resources - (Financial, Staffing and Property)	The proposed scheme including the promotion of the traffic regulation order will be funded

thought the annual Accident Investigation and Prevention budget for 2017/18.

VII Consideration at PDSP

None

VIII Other consultations

Statutory consultation will be carried out in accordance with procedures set out in the Roads (Scotland) Act 1984.

D. TERMS OF REPORT

Background

As part of the councils Accident, Investigation and Prevention (AIP) programme for 2016/17 schemes were highlighted to be investigated for accident reduction measures to be implemented. The proposed AIP accident reduction schemes were approved by the Council Executive at its committee meeting on the 7th June 2016.

Scheme number 5 on the list involved altering the existing staggered junction of Houstoun Road with Grange Road and Nettlehill Road to incorporate traffic signals to reduce the accident trends that were analysed.

Due to the 2016/17 budget being allocated for higher ranked schemes the signalised staggered junction was not constructed in the 2016/17 AIP programme. This junction was analysed and investigated again in the 2017/18 AIP programme and still ranked highly for accident reduction measures. This AIP programme was approved by the Council Executive at its meeting on the 20th June 2017.

The detailed design process for this scheme has since commenced and the need for waiting restrictions on the approach to the new signalised junction was highlighted.

Installation of waiting restrictions

To ensure the efficient operation of the proposed signalised junction waiting restrictions are required to be installed on Nettlehill Road on the approach to the new signal heads. This will prevent inconsiderate parking at the junction and will improve visibility for all road users. The installation of the waiting restrictions will ensure that this approach to the new traffic signal heads will not cause congestion to ensure that the maximum capacity is available to approaching traffic.

Nettlehill Road will have 'no waiting at any time' restrictions installed to prevent parking. These proposals are shown on drawing number RSTM/AIP/2016/005/D4.

Consultation

Police Scotland were consulted and supported the proposals. The local ward members were consulted on the 25th July and no adverse comments have been received. The statutory consultees will be consulted as part of the formal consultation process.

E. CONCLUSION

The introduction of these waiting restrictions shall ensure that there is no inconsiderate

parking or waiting at any time on the Nettlehill Road approach to the new traffic signal heads in Livingston. These restrictions will also ensure the free flow of traffic through this new signalised junction to maintain efficient operation and traffic movements.

If the Council Executive approves the recommendation, the traffic regulation order will be advertised and objections invited. Any unresolved objections will then have to be remitted to Scottish Ministers for determination.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: Drawing number RSTM/AIP/2016/005/D4.

Contact Person: Gordon Brown, Senior Engineer, Road Safety and Traffic Management, Operational Services, Whitehill House, Whitehill Industrial Estate, Bathgate EH48 2HA. Tel: 01506 282340.

Jim Jack, Head of Operational Services, Whitehill House, 7 Whitestone Place, Whitehill Industrial Estate, Bathgate EH48 2HA

Date: 8 August 2017



DRAWING NAME: - RSTM/AIP/2016/005/D4

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PROPOSED WAITING RESTRICTIONS
NETTLEHILL ROAD
HOUSTON INDUSTRIAL ESTATE, LIVINGSTON

<p>WEST LOTHIAN COUNCIL OPERATIONAL SERVICES</p>	
<p>ROADS & TRANSPORTATION MANAGER WHITEHILL HOUSE WHITEHILL INDUSTRIAL ESTATE BATHGATE EH48 2HA TEL: 01506 282351</p>	<p>ROAD SAFETY & TRAFFIC MANAGEMENT</p>
<p>DATE: 24/07/17 SCALE: 1:2000</p>	<p>DRAWN BY: G. Noble CHECKED BY: G. Brown</p>
<p>Dwg. No. RSTM/AIP/2016/005/D4</p>	



COUNCIL EXECUTIVE

**J4M8 DISTRIBUTION PARK
PROPOSED WAITING RESTRICTIONS**

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to seek approval to commence the statutory process to install waiting restrictions in the J4M8 Distribution Park.

B. RECOMMENDATION

It is recommended that the Council Executive approve the initiation of statutory procedures for the promotion of a traffic regulation order to install additional waiting restrictions in the J4M8 Distribution Park.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs and working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Policy: None Legal: The installation of waiting/loading restrictions will require the promotion of a traffic regulation order under the Roads (Scotland) Act 1984.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	The scheme will contribute to single outcome agreement: 9 – “We live our lives free from crime, disorder or danger; and 10 - We live in well-designed, sustainable places where we are able to access the services we need.
VI Resources - (Financial,	The promotion of the traffic regulation order will

Staffing and Property)	be funded through the annual Capital budget.
VII Consideration at PDSP	None
VIII Other consultations	Statutory consultation will be carried out in accordance with procedures set out in the Roads (Scotland) Act 1984.

D. TERMS OF REPORT

Background

Through issues raised by the landowner and business owners in the J4M8 Distribution Park in West Lothian, officers have visited the problem locations with Police Scotland and witnessed the issues raised.

The complaints and concerns raised involved the overnight parking of heavy goods vehicles (HGVs), vehicles parking obstructively and opposite junctions, parking at roundabout entrances/exits, constant littering and carriageway verge damage.

Larger vehicles are presently having difficulty accessing businesses within the distribution park and there have been reports of minor collisions with vehicles manoeuvring and negotiating roundabouts and access points.

Installation of waiting restrictions

The installation of waiting restrictions which are shown on drawing number RSTM/05/W7/004-GA will improve road safety and provide a safer environment for road users using the distribution park. Access points and roundabouts will be kept clear which will allow the safe usage of roads within the distribution park particularly for larger vehicles.

Consultation

Police Scotland were consulted and supported the proposals. The landowner of the distribution park also supported these proposals. The businesses within the distribution park have been consulted and no adverse comments have been received. The local ward members were consulted on the 19th July and no adverse comments have been received. The statutory consultees will be consulted as part of the formal consultation process.

There is an existing fast food trailer present within the distribution park and discussions are presently ongoing with officers and the owner to determine a suitable relocation position.

E. CONCLUSION

The introduction of these waiting restrictions shall ensure that there is no inconsiderate parking at any time close to junctions, roundabouts or other access points. These restrictions will also ensure that the Police can take any appropriate action against offending motorists or HGV drivers who may cause obstructions in the future in this distribution park. These restrictions will also prevent overnight parking in most locations and will also reduce the verge damage presently occurring within the area.

F. BACKGROUND REFERENCES

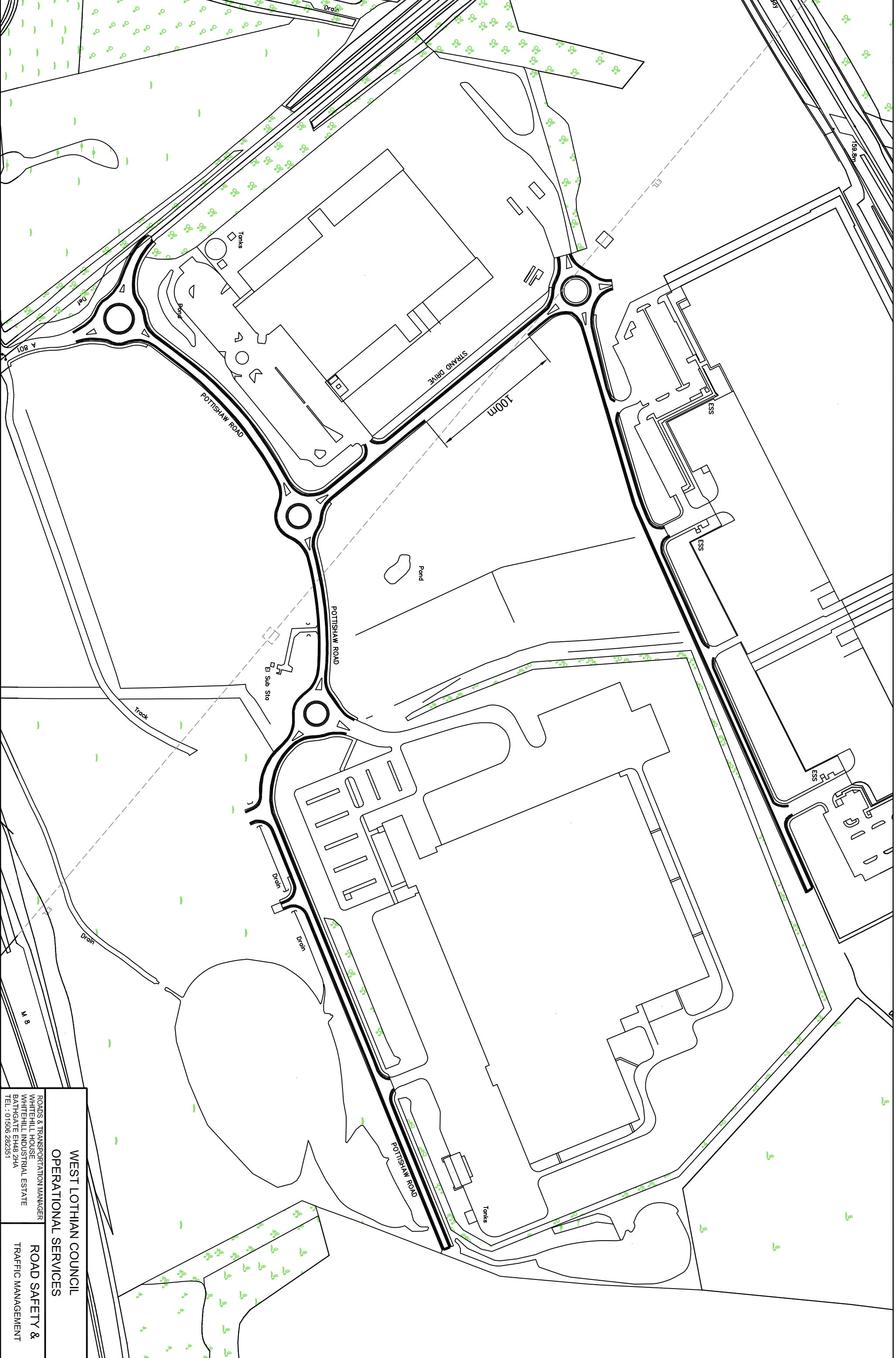
None.

Appendices/Attachments: Drawing number RSTM/05/W7/004-GA

Contact Person: Gordon Brown, Senior Engineer, Road Safety and Traffic Management, Operational Services, Whitehill House, Whitehill Industrial Estate, Bathgate EH48 2HA. Tel: 01506 282340.

Jim Jack, Head of Operational Services, Whitehill House, 7 Whitestone Place, Whitehill Industrial Estate, Bathgate EH48 2HA

Date: 8 August 2017



DRAWING NAME:- RSTM/05/W7/004 - GA

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Proposed Waiting Restrictions
J4 M8 Industrial Estate
Bathgate

**WEST LoTHIAN COUNCIL
OPERATIONAL SERVICES**

ROADS & TRANSPORTATION MANAGER
WHITEHILL HOUSE
WHITEHILL INDUSTRIAL ESTATE
BATHGATE EH48 2HA
TEL: 01506 282351

**ROAD SAFETY &
TRAFFIC MANAGEMENT**

DATE: 09/06/17
SCALE: NTS

DRAWN BY: NPB
CHECKED BY: GB

Dwg. No. RSTM/05/W7/004 - GA



West Lothian
Council

COUNCIL EXECUTIVE

OBJECTIONS TO DISABLED PERSONS' PARKING PLACES ORDER (PTO-17-03) AND UPDATE

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is for the Council Executive to consider objections which have been received in respect of 6 of the 62 proposed new enforceable parking places, identified for qualifying persons, in line with the Disabled Persons' Parking Places (Scotland) Act 2009 and provide an update on progress.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. does not uphold the objections submitted during the statutory objection period to the making of the traffic regulation order to provide disabled persons' parking bays in Hall Terrace, Burnside Terrace, Inglewood Street and Braehead Drive (6 parking bays); and
2. notes that the traffic regulation order (PTO-17-03) has been made in part to designate the remaining 56 parking bays.

C. SUMMARY OF IMPLICATIONS

I Council Values

- Focusing on our customers' needs;
- Being honest, open and accountable;
- Providing equality of opportunities;
- Making best use of our resources; and
- Working in partnership.

II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)

Policy: The proposed bays comply with the council's Residential Disabled Persons' Parking Places Policy

Legal: The Disabled Persons' Parking Places (Scotland) Act 2009 places duties on the council in relation to the provision of disabled persons' parking bays. Implementation of a Traffic Regulation Order. Statutory advertisement was

undertaken between 25 May 2017 and 15 June 2017.

III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	We live longer, healthier lives and have reduced health inequalities.
VI Resources - (Financial, Staffing and Property)	Financial: Promotion of the traffic regulation order and associated works will be funded from the disabled parking capital budget. Maintenance costs relating to the road markings and signage will require to be accommodated in future revenue budgets. Staffing: None. Property: None.
VII Consideration at PDSP	None
VIII Other consultations	Police Scotland, Disability West Lothian and Local Ward Members (Ward 1, Ward 5, Ward 6 and Ward 9)

D. TERMS OF REPORT

Introduction

In line with the decisions made at Council Executive on 24 April 2012 and 13 November 2012, the power to start the statutory legal process in relation to residential disabled parking bays has been delegated to the Head of Operational Services.

Over the period June 2016 to February 2017, the Head of Operational Services approved the commencement of the statutory procedure to provide 62 new enforceable disabled parking bays in residential areas, in line with the council's duty under the Disabled Persons' Parking Places (Scotland) Act 2009.

The proposals were formally advertised between 25 May 2017 and 15 June 2017.

During the statutory advertisement period eight written objection were received relating to six proposed parking bays. Seven of these objections (attached in Appendix 1) are still outstanding and are discussed below.

As there were no objections to any of the other 56 advertised new bays, the order was made in part, on 12 July 2017, in respect of these designated parking bays.

Objection to Disabled Parking Bay in Hall Terrace, Torphichen

Copies of the full objection are provided in Appendices 1 of this report.

The objector cites the lack of available parking and the position of the bay within the street in an area considered to be a turning area.

Officer's Response

The disabled persons' parking place, shown on attached drawing reference TRS-DIS-1567 in Appendix 2, was marked in an advisory capacity in January 2017.

There are no quotas within either the Disabled Persons' Parking Places (Scotland) Act 2009 or West Lothian Council's Residential On-street Parking Places Implementation policy that limits the number of disabled parking bays within any individual street. Hall Terrace is a publically adopted road and the provision of a single disabled parking bay would not be considered contrary to the council's duties under the Road Traffic Regulation Act 1984.

The parking space is separated by a kerblines from other parking places and located at the end of the cul-de-sac but having given consideration to the nature of the streetscape it would not be considered to constitute a turning head. This is on the basis that the kerblines and entry angle to the bay would prevent large vehicles from utilising the area for a turning manoeuvre. The existing road width is considered sufficient for smaller vehicles to adequately turn and therefore the location of the bay is not considered to be contrary to either the council's duties under the Road Traffic Regulation Act 1984 or the Residential On-street Parking Places Implementation Policy.

Objection to Disabled Parking Bay in Burnside Terrace, Polbeth

The objectors cite the lack of available parking, vehicle usage and the positioning of the parking bays being contrary to the council's duties under the Road Traffic Regulation Act.

Officer's Response

The disabled persons' parking places, shown on attached drawing reference TRS-DIS-2753 & 2754 in Appendix 2 were marked in an advisory capacity in July 2016.

Under the Disabled Persons' Parking Places (Scotland) Act 2009 the council are required to provide bays where an application has been made by a qualifying person as defined within Section 5 (8) of the Act. As there have been two separate requests from two qualifying individuals the council has identified a suitable location for each of the bays in line with its duties under Section 5 (2) of the Act. The placement of these bays is not contrary to the council's duties under the Road Traffic Regulation Act 1984 as required in Section 5 (3) of the Act. There are no quotas defined within either the Disabled Persons' Parking Places (Scotland) Act or West Lothian Council's Residential On-street Parking Places Implementation Policy on the number of bays that can be designated in any individual street. The locations identified have been agreed with the applicant to ensure compliance with Section 5(1) of the Act as they offer convenient access to the individual's property.

There is no stipulation in either the Act or West Lothian Council's Residential On-street

Parking Places Implementation Policy that details requirements for the frequency of vehicle usage by an individual applicant.

At the time the application was received from the qualifying individuals the council had not received any application for a vehicular dropped kerb to form an access that would have prevented the designation of the bay in their current position.

Objection to Disabled Parking Bay in Inglewood Street, Craigshill, Livingston

The objector cites the lack of available parking and the size of the allocated disabled bays.

Officer's Response

The disabled persons' parking places, shown on attached drawing references TRS-DIS-2735 & 2746 in Appendix 2 were marked in an advisory capacity in May 2016.

Under the Disabled Persons' Parking Places (Scotland) Act 2009 the council are required to provide bays where an application has been made by a qualifying person as defined within Section 5 (8) of the Act. As there have been two separate requests from two qualifying individuals the council has identified a suitable location for each of the bays in line with its duties under Section 5 (2) of the Act. The placement of these bays is not contrary to the council's duties under the Road Traffic Regulation Act 1984 as required in Section 5 (3) of the Act. There are no quotas defined within either the Disabled Persons' Parking Places (Scotland) Act or West Lothian Council's Residential On-street Parking Places Implementation Policy on the number of bays that can be designated in any individual street. The locations identified have been agreed with the applicant to ensure compliance with Section 5(1) of the Act as they offer convenient access to the individual's property.

The size of the bay is defined within the Traffic Sign Regulations and General Directions (TSRGD) and must be a minimum of 6.6m in length when positioned parallel to the kerb. Special authorisation was given to reduce the width of parking bays in instances where the streetscape justified such measures as it was preventative to the marking of the bay. This authorisation does not allow reductions in the length of a bay.

Objection to Disabled Parking Bay in Braehead Drive, Linlithgow

The objector cites the location of the bay in relation to an individual property.

Officer's Response

The disabled persons' parking place, shown on attached drawing reference TRS-DIS-2784 in Appendix 2 was marked in an advisory capacity in September 2016.

The location of the bay has been agreed with the applicant to offer convenient access to the individual's property in line with the council's duties under Section 5(1) of the Disabled Persons' Parking Places (Scotland) Act 2009. The bay was unable to be placed in the location indicated by the objector as this was considered to interfere with a right turn movement into the cul-de-sac and be contrary to the council's duties under the Road Traffic Regulation Act 1984. The provision of a disabled parking place is for any blue badge holder and is not assigned to any individual applicant. The size of the bay is defined within the Traffic Sign Regulations and General Directions (TSRGD)

and must be a minimum of 6.6m in length when positioned parallel to the kerb.

Consultation

Police Scotland, Disability West Lothian and local ward members (Ward 1, Ward 5, Ward 6 and Ward 9) were consulted on this report. The following comments/responses have been received:

- Police Scotland supports the proposed recommendations.
- Disability West Lothian have not commented on the report.
- Councillor Conn does not support the recommendation regarding the proposed parking bay at Braehead Drive, Linlithgow. No further comments were received from local ward members.

E. CONCLUSION

During the statutory advertisement period for the provision of 62 new enforceable parking bays, the council received a total of eight objections in relation to six of the parking bays.

It is recommended that the objections to the parking bays in Hall Terrace, Burnside Terrace, Inglewood Street and Braehead Drive are not upheld and the Traffic Regulation Order is commenced for the bays in question.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1- Objection Letters – Hall Terrace, Burnside Terrace (4), Inglewood Street & Braehead Drive (2)

Appendix 2 Location Plan – TRS-DIS-1567, TRS-DIS-2753, TRS-DIS-2754, TRS-DIS-2735, TRS-DIS-2746 & TRS-DIS-2784

Contact Person: Graeme Noble, Engineer, Road Safety and Traffic Management tel: 01506 776527, e-mail: Graeme.noble@westlothian.gov.uk

Jim Jack, Head of Operational Services, Whitehill House, Whitestone Place, Bathgate, West Lothian

Date: 8th August 2017

Appendix 1 – Objection Letters

To Whom It concerns,

I am writing to you to convey my objection surrounding the two Disabled Parking Bays that have appeared in and around the parking in Hall Terrace Torphichen, EH48 4NR. I am a resident and Owner at Number [REDACTED] Hall Terrace and I am concerned about the recent allocation as these parking spaces are technically owned by the residents and is a common part in our title deeds. The appearance of the first "disabled Bay" within the Cul-de-sac has caused interference with movement within the area as the wider bays that are to allow a turning area, not physical parking area, now taken up by this allocation. Although many of the residents are happy to aid our elderly and leave this bay free for their use it is not a current disabled person suitable bay with no lowered kerbside or indication that Lothian Council are going to do so. Allocation of disabled bays have to comply with the RTRA, and as documented in West Lothian Councils "DISABLED PERSONS PARKING PLACES (SCOTLAND) ACT 2009 RESIDENTIAL ON-STREET PARKING PLACES IMPLEMENTATION POLICY", "in terms of the RTRA, the council has no power to designate a disabled persons' parking place in such a turning area as it would interfere with the free movement of traffic and could affect access to premises by larger vehicles". This pertains to the previous sentence in that section that describes "areas at the end of the road which provide the facility for larger vehicles to turn." Two of our residents own larger vehicles and commercial vans, and most homes have more than one vehicle. Recently this has led to owners and residents to have to park their vehicles on the pavements in the area. This has also led to controversial reporting of one individual who parked their motorbike on a pavement to avoid taking a space that could be used by a car. Unfortunately that individual was reported to the police for doing so, where their vehicle posed no restriction to access or water points for fire and safety use. He was asked not to do so and given warning yet there is no law against this. Recent allocation of spaces will be affected by this as well and it is of concern that this will not benefit the area and result in fines to those that unfairly have the write in their title deeds to park in these spaces.

Please receive this E-mail as a formal OBJECTION to the proposed bays.

Regards



Objection to disabled parking bays BURNSIDE TERRACE, POLBETH

F.A.O : Chief Solicitor

I am writing in regards to the planned disabled bays in Burnside Terrace, Polbeth. I would like to submit a written objection against the plans to include x2 disabled bays in the street. I have been a resident in Burnside now for 4 years, and there have always been issues with parking as long as I have stayed there. Burnside terrace is a street with many houses that do not have their own driveway, nor is there adequate on street parking to facilitate all households. This issue causes friction and arguments (many witnessed) with residents in the street, as have the bays which have been marked out roadside. The bays marked out have not yet been approved and I have already suffered verbal abuse by the people who these bays are for, due to parking in proximity/slightly over the line of the bay. I believe the household in which these bays are intended for, are violating/abusing the use of their bays for the following reasons;

- The household in question has two vehicles, one vehicle is rarely used (moves once a month if it's a good month)
- The household intentionally leaves the vehicle in the bay when not in use for weeks at a time to prevent other residents from parking their vehicles.
- The household is an end terraced house which could easily have a driveway constructed which would not restrict other residents who do not have such privileges.
- The household always travels together/in one vehicle, never separately
- The residents of the household can be aggressive and intimidating when currently using the bays even though they have been informed by the police/council that there is no wrongdoing by others.

Regardless of the above mentioned points, Burnside Terrace has been greatly impacted by the growth of the FIVE SISTERS ZOO with many visitors who are unable/ unwilling to park at the zoo, arriving in our street (closest to the zoo) and parking which in turn makes parking very difficult. Due to the lack of parking, many people park on opposite side of the road to others by mounting pavements which restricts other vehicles access and is in turn a danger to the many children who play in the street.

When I previously raised the point of people parking in the street, I was informed by the council's planning department that there is enough street parking in Burnside. I would argue as a resident, and someone who has to try and park here on a daily basis, this is not the case. Congestion in the street is lightest during the day when most people are at work, but I would ask that this is re-evaluated 4.PM onwards as there are no spaces left in the evening and I have had to park in a different street on occasion.

In summary, Burnside is becoming more dangerous due to the amount of car congestion, I no longer allow my 6 year old daughter to play in our street due to the amount of traffic and DIY parking. I hope this objection and that of others is considered as a health and safety issue and is reconsidered.



Dear Sir/Madam

I am writing to object to the two parking bays in place at [REDACTED] Burnside Terrace Polbeth.

My objection is that the council have put in place 2 bays and only one of the couple drives so one car never moves. I have no objection to them having one bay but the other car can be put in one of the car parks.

With the two bays in place it is causing obstruction as people are double parking. The couple who's property they are in front of wish to have a drive put in to take there cars off the street to help with the parking situation but have been refused because of one of the bays and it's not right as the man doesn't not drive as he is unwell so they only need one bay.

The lady also can walk as normal as anyone else in the street so even if the husband had to drive again she is capable of walking to get the other car.

With the situation as it is now if there was a fire in the street the fire brigade might struggle to get past.

Thank you.



To: The Chief Solicitor

I am writing to raise an objection to the planned placement one of the two Residential Disabled Parking Bays at Burnside Terrace in Polbeth, West Lothian.

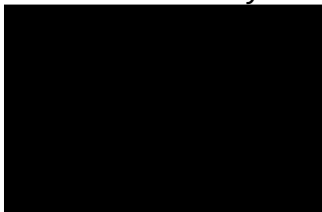
Both parking bays are placed directly outside my house and prior to the proposed placement I was in the process of applying for planning permission to put an off road parking bay in my garden. The proposed placement of one of the disabled parking bays prevents this and blocks vehicular access to my front garden thus contributing to an already congested street.

I am writing to object to the placement of one of the parking bays (highlighted in red in Figure 1 attached). I would propose that this bay is moved 6600 mm to the west of its current position on the road. This would provide a compromise in allowing both parking bays to be placed very close to both Blue Badge Holders in the street and also facilitate off road parking to reduce the congestion on Burnside Terrace. As outlined in the Blue Badge Code of Practice Scheme, the average step taken by an adult is approximately 1 metre, moving the parking bay 6600mm would mean that one of the Blue Badge holders would only have to take, on average, less than 7 steps more to the proposed new bay placement. Also, by moving the bay it will allow me to use my garden for off road parking which would greatly help to reduce the congestion problem in the street.

Congestion caused by parked cars is a major concern in Burnside Terrace as young children constantly cross the road between cars in the area. Burnside Terrace is a major walking route for the children to access the St Mary's Primary School (about 150 metres along the road) and children going to the Parkhead Primary School bus pick up point (next to St Mary's Primary.) It should also be noted that excessive and often illegal parking in the street from customer who go to the Five Sisters Zoo adds to the congestion in the street and this congestion will be compounded by the addition of both parking spaced in the proposed position. This also causes severe issues for the emergency services when they attempt to gain access through the street. Any steps that can be taken to reduce the number of parked cars in the street would alleviate this problem.

In summary, the objection is to the placement of one of the parking bays in the road at its proposed position. Your proposed position does not help to reduce the number of parked vehicles in the street and continues to cause a concern for all parents whose children regularly walk this route to school. By moving the bay 6600mm, it still allows for easy access to the bays for both badge holders in the street with a very small increase in the distance to the requested new position.

Yours faithfully



I dont mind about there being one parking bay but there being two parking bays and one of the vehicles hardly ever moves from the spot it is now causing people to double park and blocking pathways which is very unsafe for children having to go on to the road to get to the next part of the path also for other vehicles trying to get past on the road

27th May 2017



Dear Sir or Madam,

**Reference: Objection to residential disabled parking spaces
Inglewood Street, Livingston**

I am writing with reference to the above and to formally object to the residential disabled parking spaces marked out in 2016 at Inglewood Street, Livingston, West Lothian. I will send this letter via email and post for your reference.

My reasons for objecting to these spaces are as follows:

- **The area they are located is already highly over congested and the area around for parking has to serve too many houses for there to be two spaces taken away on a permanent basis (see map below)**
- **Due to the large size of the boxes laid out for the proposed spaces, the spaces actually take up more space than needed which now leaves even less space for residents to park (one area for parking used to accommodate five cars, but can now only accommodate four)**
- **The proposed spaces are directly opposite each other in, as above, a highly over congested area, which is too much and unfair on other residents trying to park their car**
- **If the residents who use the spaces are away for any length of time (either a few days or longer – which currently happens regularly with one of the spaces), this means there is a space that nobody can use when there is nowhere else to park**
- **There have been many occasions recently where I am unable to park my car close to my property, due to parking issues within the street, to which I and other residents have raised with West Lothian Council in the past. I have also at times have no option but to park in areas I am not suppose to park or park much further down the street**
- **There are insufficient parking spaces for resident's cars in this street. Residents have to try and park in the few small areas that there are provided, but the rest park on the main street road side. Many times, we have no other option but to park on the path or the grass areas due to the severe lack of parking within the street**
- **One of the proposed disabled spaces is next to a set of stairs, which one disabled space resident has to use to gain access to their property. If the person has mobility issues, why would they have or benefit from a space next to a set of stairs?**

I take no joy in objecting to these spaces and have never done this before, but feel I have no other option due to the current and ongoing parking issues within this street and the council have offered no assistance or help with this matter due to there being no budget for additional parking. The parking also is getting much worse recently due to some houses changing hands and more vehicles being added to the street.

I would also like to know why residents within the affected area were not informed prior to the spaces being laid out in 2016, especially as there are ongoing parking issues and many residents have raised issues with the council about the parking issues in the past, to which the council would be aware of. Had this been done, it would have potentially saved the

council time and money in marking out spaces which people will potentially object too. I still have some of the emails from past complaints regarding parking issues if these are needed. If you require any further information, please do not hesitate to contact me and I await your reply at your earliest convenience.

Yours faithfully,

A solid black rectangular box used to redact the signature of the sender.

Dear Sirs,

I would like to raise an objection the Proposed Disabled Parking Bay Braehead Drive Linlithgow as identified on Drawing Nr TRS/DIS/2784.

The reason for my objection is because my mother in-law lives at [REDACTED] Braehead Drive, Linlithgow and in summary because the disabled, on street, car park bay (this one) has already been installed outside my mother in-laws terraced house for her neighbour, my mother in law, who is also blue badge holder and is unable to walk practically any distance, and is reliant on carers picking her up in a car and as there is not enough of a distance left between the installed disabled car park bay and the access to her other neighbours driveway to allow her carers to park outside her home so she is now unable to go out.

She has been unable to go out for nearly 10 months since this disabled bay was installed. [REDACTED] is elderly lady and whilst she doesn't go out every day to not be able to go out at all is really upsetting for her. On the rare occasion, someone does manage to park in the disabled car park bay, or even to go over a line in the bay for a short period of time, they are subjected to a tirade of abuse and threatening behaviour from [REDACTED] neighbour for using 'his' despite [REDACTED] is also a 'blue badge holder.

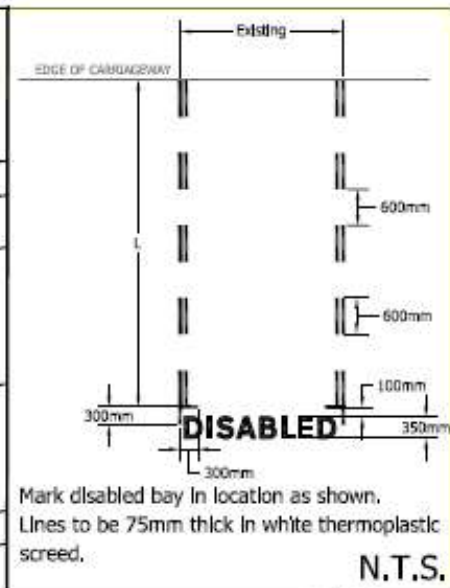
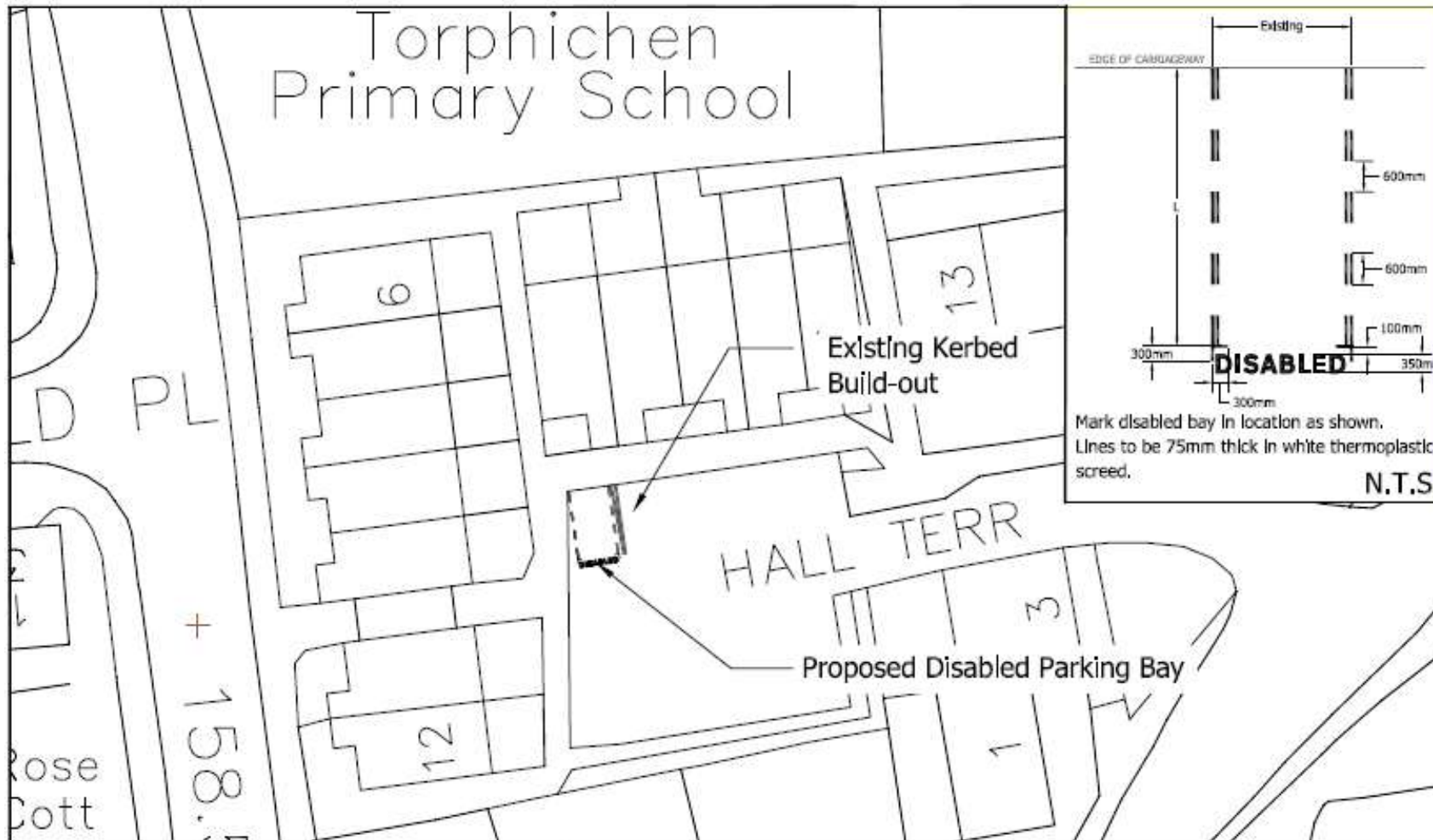
Regards

[REDACTED]

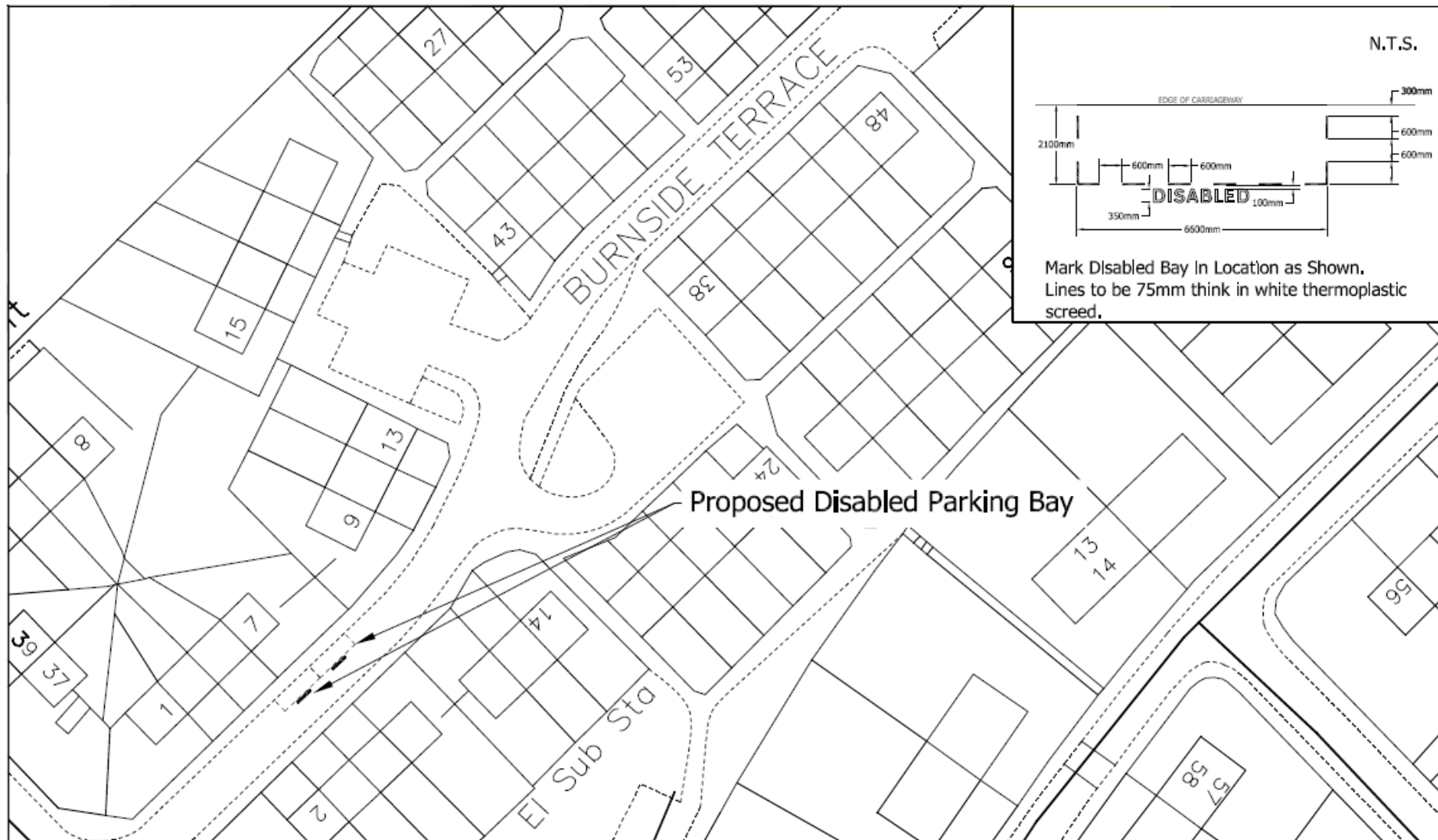
As stated in email from Graeme Noble I refer to my making an objection to where this parking bay has been placed. It is outside my gate and not the gate of the person for whom the person requesting it lives. I myself hold a blue badge and only leave home with assistance therefore I know I could use it if the space was empty which is rarely. My objection is based on the fact that the person using it ALWAYS parks the car on the back line that is marked. I have been told that this bay requires to be that size but as far as I am aware that is if the person using it has a wheel chair that is why so much space is needed. There are pictures to prove what I am saying and these have been sent to you by my daughter in law [REDACTED]. My request is simple that the lines be moved west by 1.5 metres. If the answer is because of cul-de-sac then there has always been cars parked there before these lines were drawn. I have lived in this house for 25 years.

[REDACTED]
Sent from my iPad

APPENDIX 2 - TRS-DIS-1567

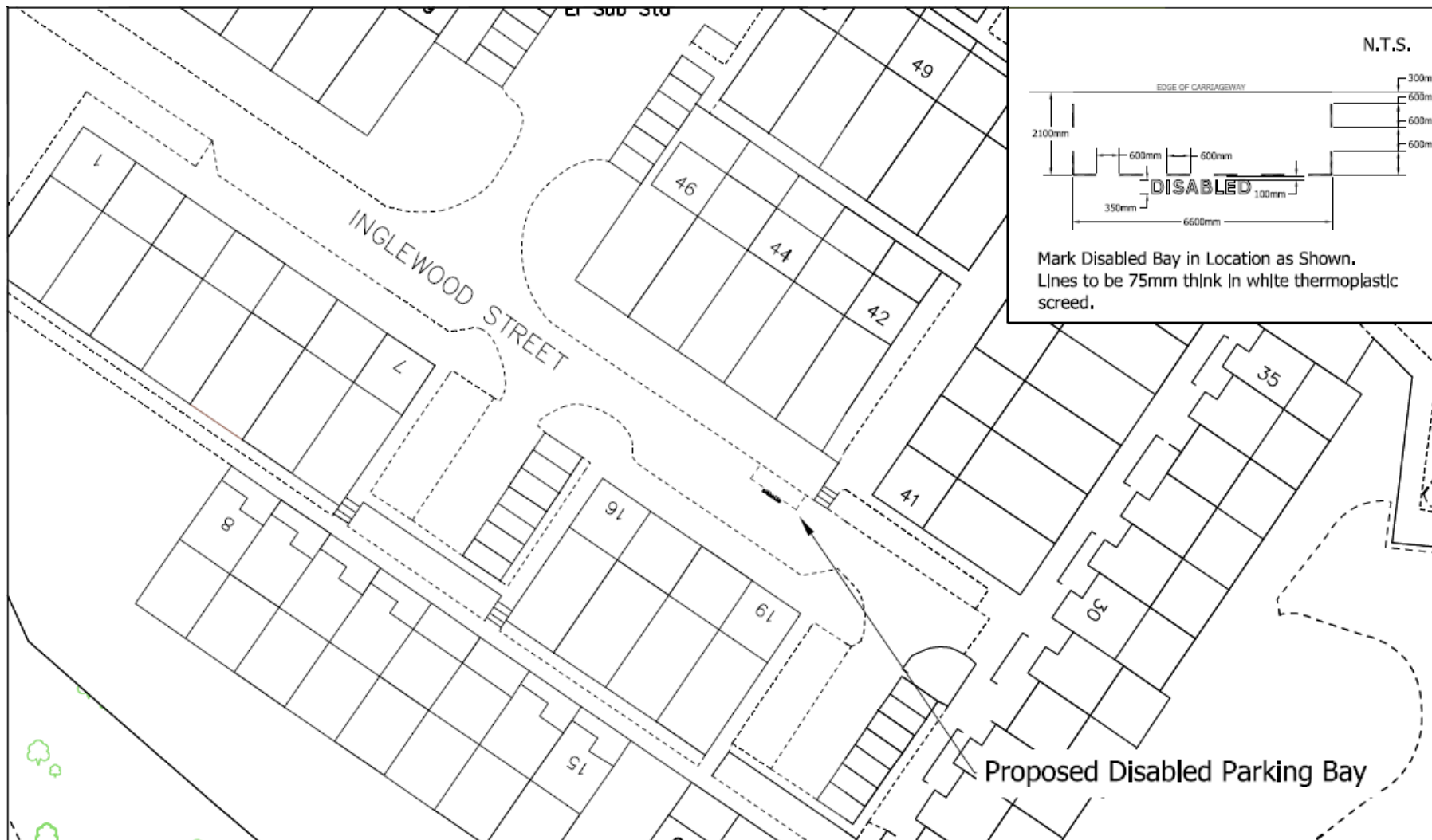


DRAWING NAME:- TRS/DIS/1567	WEST LoTHIAN COUNCIL OPERATIONAL SERVICES		Proposed Disabled Parking Bay Hall Terrace Torphichen	
 <p>Based upon the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorized reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Licence No.: LA08052L</p>	ROADS & TRANSPORTATION MANAGER WHITEHILL HOUSE BATHGATE EH48 2HA TEL 01506 262361	TRANSPORTATION ROAD SAFETY & TRAFFIC MANAGEMENT	DATE:- 04/01/17 SCALE:- N.T.S.	DRAWN BY:- N. Bryden CHECKED BY:-
			Drg. No.:- TRS/DIS/1567	

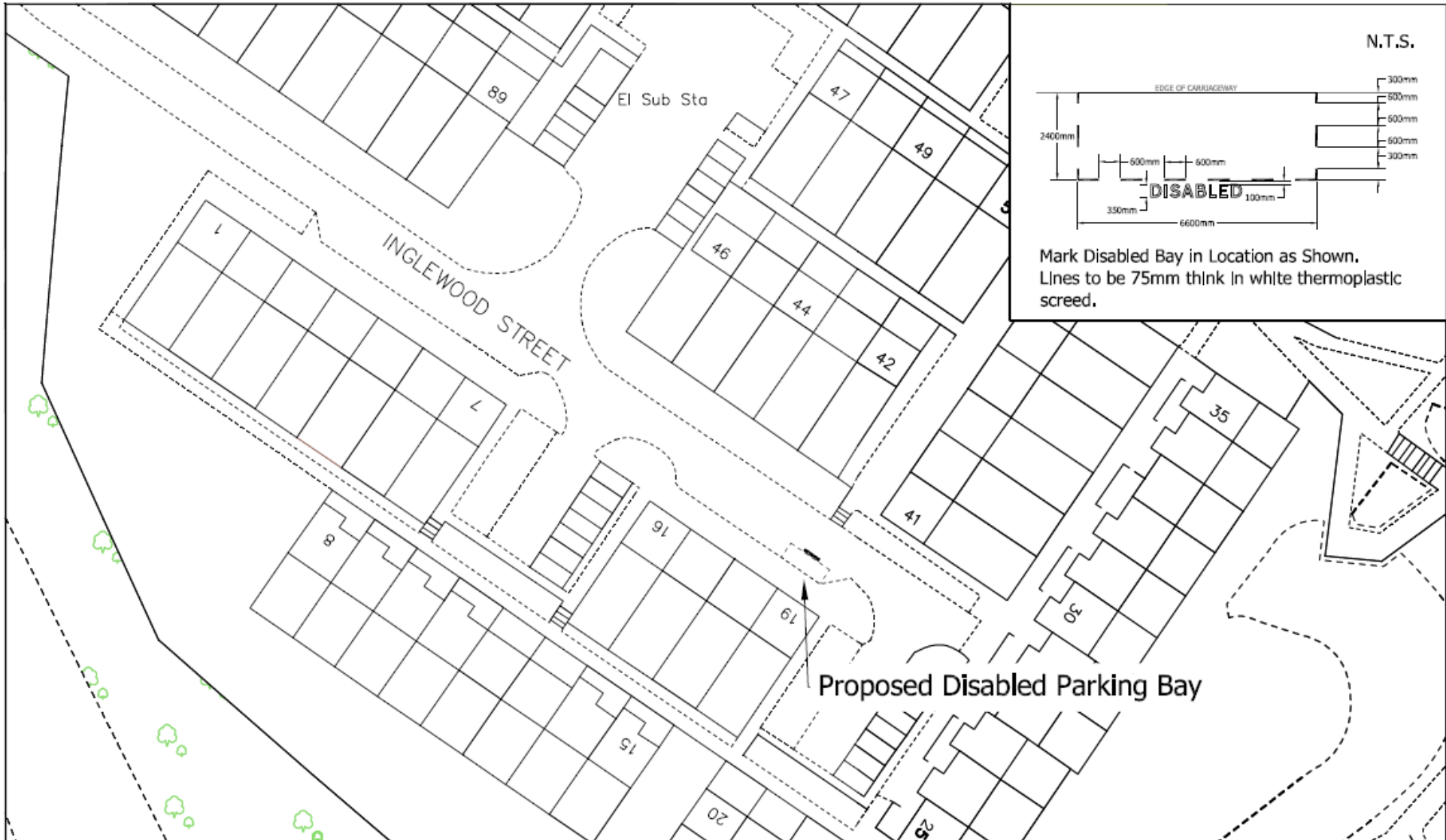


Mark Disabled Bay in Location as Shown.
Lines to be 75mm thick in white thermoplastic screed.


DRAWING NAME:- TRS/DIS/2753 & TRS/DIS/2754	WEST LOTHIAN COUNCIL OPERATIONAL SERVICES		Proposed Disabled Parking Bays Burnside Terrace Polbeth	
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Drg. No.:- TRS/DIS/2753 & 2754				



DRAWING NAME:- TRS/DIS/2735	WEST LoTHIAN COUNCIL OPERATIONAL SERVICES		Proposed Disabled Parking Bay Inglewood Street Livingston	
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	Drg. No.:- TRS/DIS/2735			



DRAWING NAME:- TRS/DIS/2746

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WEST LoTHIAN COUNCIL
OPERATIONAL SERVICES

ROADS & TRANSPORTATION MANAGER
WHITEHILL HOUSE
WHITEHILL INDUSTRIAL ESTATE
BATHGATE EH48 2HA
TEL 01506 282351

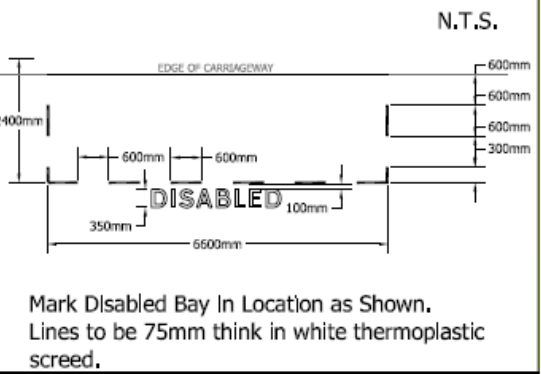
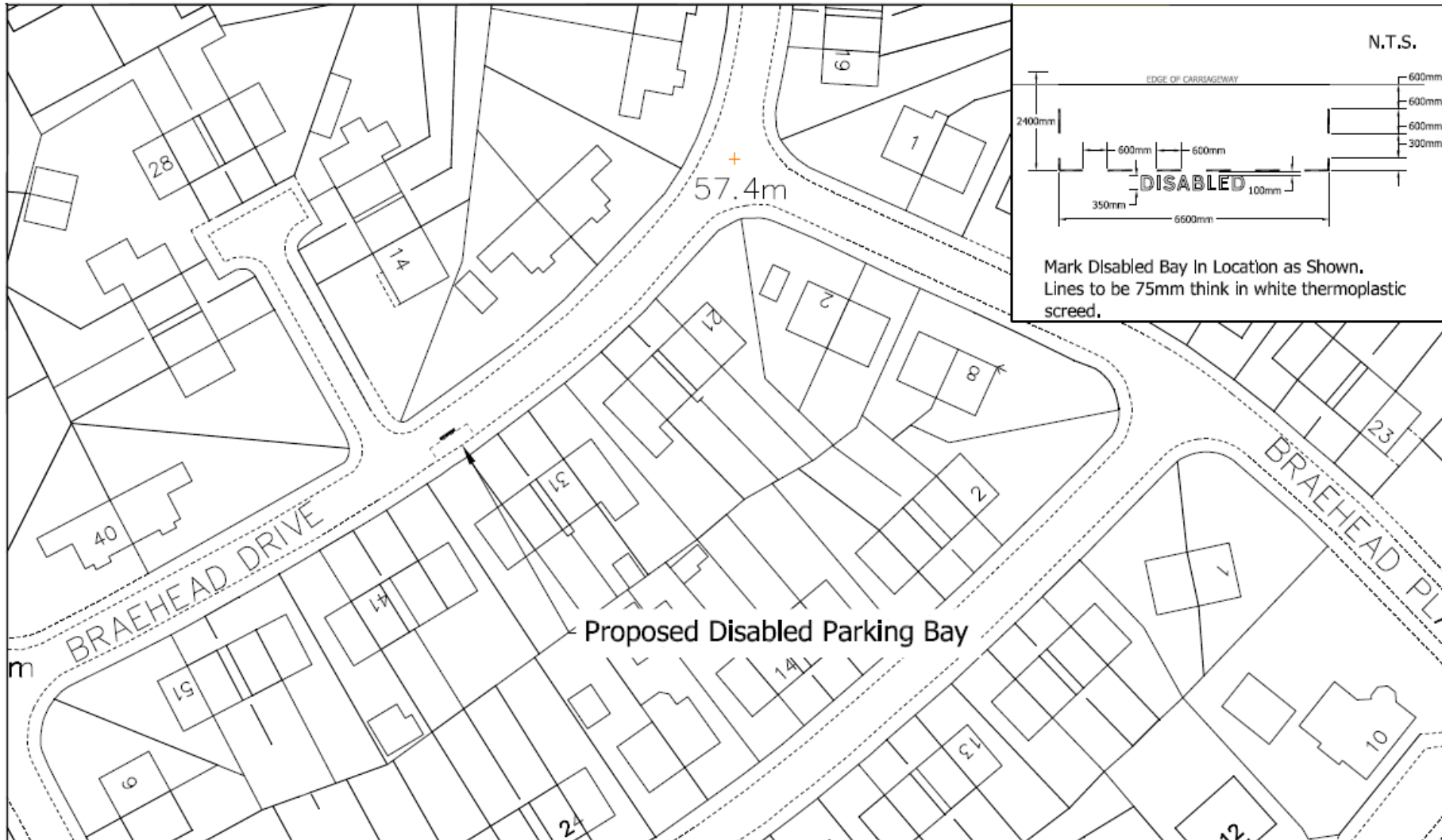
TRANSPORTATION
ROAD SAFETY &
TRAFFIC MANAGEMENT

Proposed Disabled Parking Bay
Inglewood Street
Livingston

DATE:- 21/3/2016
SCALE:- NTS

DRAWN BY:- G. Noble
CHECKED BY:-

Drg. No.:- **TRS/DIS/2746**



DRAWING NAME:- TRS/DIS/2784		WEST LoTHIAN COUNCIL OPERATIONAL SERVICES		Proposed Disabled Parking Bay 35 Braehead Drive Linnithgow		
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					Drg. No.:- TRS/DIS/2784	



West Lothian
Council

COUNCIL EXECUTIVE

**APPLICATION FOR MOTORWAY TOURIST SIGNPOSTING – FIVE SISTERS ZOO,
POLBETH**

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to endorse an application for tourist signs to the Five Sisters Zoo from the M8.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. Endorses the application for tourist signposting on the M8; and
2. Recommends that the council executive approves the application for submission to Amey Highways.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs Being honest, open and accountable Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The proposal requires an exception from the council's normal criteria for tourist signs which require that signs will normally only be provided from the nearest class A road.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	"Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business"
VI Resources - (Financial, Staffing and Property)	None
VII Consideration at PDSP	Not applicable

VIII Other consultations None

D. TERMS OF REPORT

Background

An application has been made to the council for additional tourist signs on the M8 to direct visitors to the Five Sisters Zoo.

Responsibility for signs on the motorway lies with Transport Scotland and its trunk road operator, Amey Highways. However, the Trunk Road and Motorway Tourist Signposting Policy (the national policy) requires that applications are made to the traffic authority where the tourist destination accesses the road network.

Policy implications

The national policy requires that applications for signs on the motorway must comply with the local authority's tourist signposting policy before being considered. West Lothian Council's criteria state that signs will normally be permitted from the nearest main road (A Class Road). In this case, the application does not comply because there is already existing signing from nearest A class road on the A71 at West Calder and from the A705 at Blackburn.

However, the destination attracts significant numbers of visitors from out with the local area and the applicants have submitted information detailing that the lack of motorway signing makes it difficult to locate the destination from out with the local area.

Officers have reviewed the application and are of the view that there are sufficient traffic management grounds to recommend exceptions to the normal requirements in this case. The zoo attracts a significant number of visitors with over 100,000 visitors recorded during 2015.

The full application is provided in Appendix 1. Appendix 2 details supplementary information submitted in support of the application and Appendix 3 details the locations of the proposed signs.

If the proposals are approved then the application will be forwarded on to Amey Highways accordingly for their consideration in line with the corresponding policy.

E. CONCLUSION

It is considered that an exception to the normal criteria for tourist signs is warranted in this case and the application for signs from the M8 should be supported.

F. BACKGROUND REFERENCES

Trunk Road and Motorway Tourist Signposting Policy, Scottish Executive, 2006.
Available at: <https://www.transport.gov.scot/media/21303/j7818.pdf>

West Lothian Tourist Signposting criteria. Available at:
<https://www.westlothian.gov.uk/article/4381/Applying-for-Tourist-signs>

Appendices/Attachments: Appendix 1 – Tourist signs applications
Appendix 2 – Supplementary Information
Appendix 3 – Proposed sign location plan

Contact Person: Gordon Brown, Senior Engineer – Road Safety and Traffic Management, Whitehill House, Whitestone Place, Bathgate, tel: 01506 282340

Jim Jack, Head of Operational Services

Date: 8th August 2017

Appendix 1 – Tourist Sign Application



APPLICATION FOR TOURIST SIGNPOSTING

The purpose of this form is to provide all the necessary information to West Lothian Council to consider whether the proposals for white on brown tourist signposting meet the necessary requirements and policies. West Lothian Council will liaise with other roads authorities as necessary to determine the application.

PLEASE NOTE – Your destination must have VisitScotland recognition before signs can be approved. For further details contact VisitScotland on tel: 01463 723040

Please complete Section A and return to:

Transportation manager, West Lothian Council, County Buildings, Linlithgow, EH49 7EZ.

SECTION A – Tourist Destination Information (submitted by Applicant)			
A1	Tourist Destination	Name: FIVE SISTERS ZOO Address: HAVESIDE WEST CALDER Post Code: EH55 8PT Telephone number: 01506 870000	
A2	Type of tourist destination	ZOO	
A3	Visitor numbers per annum and data source	> 100,000 (2015) BASED ON TICKET SALES	
A4	Details of parking facilities on site or close by (within 500m)	No. of spaces for	On site
		Cars	300
		Coaches	10
		Disabled	10
A6	Does the destination have VisitScotland recognition	<input checked="" type="checkbox"/> Yes/No (please provide details and written confirmation from VisitScotland)	
A7	Is the destination a member of a VisitScotland or approved equivalent Quality Assurance scheme	<input checked="" type="checkbox"/> Yes/No (please provide details and written confirmation from VisitScotland)	
A7	Please provide details of opening hours including seasonal variations.	APRIL-SEPTEMBER 10am-6pm OCTOBER-MARCH 10am-5pm	
A8	Please provide a brief statement of reasons for the proposed signs.	DIRECT STRATEGIC TRAFFIC TO ZOO TO INCREASE TOURISM ACTIVITY IN WEST LOTHIAN	
A9	Please provide plans showing the location of the tourist destination (including access to and egress from the public road) and details of existing and proposed signaling on the trunk and local road networks: <ul style="list-style-type: none"> • Key plan (eg 1:5000 scale) • Location plans (eg 1:1250 scale) • Sign face details or photographs or proposals 		
A10	Please provide information on any existing signs (including advertising signs) for your destination, including any located on private land adjacent to the public road.	INCLUDED IN KEY PLAN	
A11	On a separate sheet, please provide any other relevant information that may support your application for tourist signs. Please also include examples of publicity and marketing materials.		
A12	Please provide contact details of applicant/agent of applicant (delete as appropriate):	Name: RICHARD PERBY Company: GRONTHAM Address: SUITE 3/5 CITY PARK, 308 ALEXANDRA PARADE, GLASGOW, G3 7JW Telephone number: 0141 414 1789 Fax number: 0141 414 1799 E-mail: richard.perby@grontham.co.uk Signature:	

Richard B

Ref: 68373 - Five Sisters Zoo Park

Ms Lesley Coupar
Five Sisters Zoo Park
Gavieside
WEST CALDER
West Lothian
EH55 8PT

08 January 2014

Dear Ms Coupar

TOURIST SIGNPOSTING ACCREDITATION

I refer to your enquiry regarding Tourist Signposting. Please find enclosed a copy of VisitScotland's Tourist Signposting leaflet explaining the current regulations.

As the leaflet states, agreement to sign your establishment is a matter for the Council and will be entirely dependent on their regional signposting policy. Any signs that may be required on motorways or trunk roads are covered by a separate policy and would be subject to separate approval by the Scottish Government.

As you participate in VisitScotland's Visitor Attraction scheme I can confirm that Five Sisters Zoo Park is eligible to apply for brown tourism signs and you can now approach the Traffic Authority (West Lothian Council - 01506 282341) to discuss white on brown signs with the 'thistle' symbol. Should your signs be approved, we would also recommend that mileages are shown on all signs, where appropriate. You should forward a copy of this letter to the traffic authority and discuss approval, appropriate locations, number of signs, costs, etc. **PLEASE NOTE THAT THIS LETTER DOES NOT CONSTITUTE APPROVAL FOR SIGNING.** It should be noted that in order to be eligible for signing from a motorway, visitor attractions should normally receive a minimum of 50,000 visitors per annum. Retail-based establishments are not normally eligible for tourist signposting from motorways unless they are VisitScotland accredited as a Tourist Shop.

Please note that if Five Sisters Zoo Park is withdrawn from VisitScotland's scheme or fails to achieve an award, any signs approved and erected by the Council would be liable to removal.

I trust this is clear but please give me a call if you have any further queries.

Yours sincerely



Tracie W Denoon
Tourist Signposting Co-ordinator
E:mail: tracie.denoan@visitscotland.com
Direct Dial: 01463 244148



Regent's Park
London NW1 4RY
Tel: 020-7449 6351
Fax: 020- 7449 6359
E-mail: director@biaza.org.uk
Website: www.biaza.org.uk

15th January 2014

Dear Melissa Molina

Towards the end of last year I had the opportunity to visit Five Sisters' Zoo. As the new CEO of the British and Irish Association of Zoos and Aquariums, I have been looking to visit as many of our members as possible. In particular with Five Sisters', as they were provisional members and had suffered the fire earlier in the year, I felt the visit was important. Since then Five Sisters' have become full members of BIAZA.

I was very impressed with the ethos of the zoo and the dedication of the staff there. In particular I felt that the role the zoo plays within the local community, and the subsequent support of the local community was indicative of the direction the zoo is moving in. I am sure that Five Sisters' has a very strong role to play in conservation of local and international species, an education resource for the surrounding area and also the tourism infrastructure of the area.

However I must comment on the difficulty of directions to Five Sisters', the lack of road signage being a key aspect of this. It would be greatly beneficial for Five Sisters' to achieve their objectives, and subsequently increase their positive impact on the community with increased road signage providing directions to the site.

I hope that Five Sisters' will be able to work with you in this subject

Yours sincerely

The British and Irish Association of Zoos and Aquariums is a charitable company limited by guarantee and registered in England and Wales number 6789783, Registered Office Regent's Park, London, NW1 4RY, Registered Charity Number 1128168.

Appendix 2 – Supplementary Information

Five Sisters Zoo : Case for Tourism Motorway Signage

This information sheet provides further information about Five Sisters Zoo, situated just outside Polbeth, West Calder - so as to assist in the consideration of application for additional tourist signage (brown signage) on the M8 and local road network.

About Five Sisters Zoo

Situated on the former site of a Garden Centre, the Five Sisters Zoo officially opened in 2005 as a fun and educational visitor attraction for all ages. Since 2005 it has grown year on year into an exciting collection of over 180 different species of mammals, reptiles and birds from around the world. Whilst the Zoo is privately owned by Shirley and Brian Curran, it injects all profits back into the upkeep and advancement of the facility. The Zoo's mission is "to encourage conservation of endangered wildlife for both native and non-native species, creating a safe and natural environment for all animals in our collection." In 2015, a separate charitable trust was established; Five Sisters Zoo Rescue & Conservation SCIO, charity number SC045551. The charity aims to help with education, conservation and animal rescue.

Tourism

The Five Sisters Zoo is a fun and educational visitor attraction for all ages and the premier wildlife attraction in West Lothian. Initially the Zoo welcomed mainly local people from the very young to the elderly, families and couples all interested in connecting with nature and viewing at close hand a wide variety of animals from around the world. As the size and reputation of the Zoo grew, more and more visitors have been attracted for a much wider area, indeed we now have followers from all over the world. The rescue of 3 ex circus bears in 2012 greatly increased the awareness of the Zoo and the important work that continues to be done to rehabilitate them. Now, in 2015, the appeal to raise £150K to re-home four ex-circus lions, has generated huge interest and once the lions arrive we expect the visitor numbers to significantly increase.

Visitor Numbers

Visitor numbers to Five Sisters Zoo have grown rapidly over the past five years:

2010 : 33,950
2011 : 59,941
2012 : 96,920
2013 : 78,328
2014 : 80,154
2015 - January - September : 100,531

In 2012 the Zoo was listed in the top 20 paid visitor attractions in Scotland but numbers dropped in 2013 due to the devastating fire but the wide ranging publicity and support that we received following the fire and the improvements and new facilities that were completed for Spring 2014, resulted in an increase on previous years given that the soft play facility had been closed. Already in the first 9 months

of 2015, visitor numbers have exceeded previous years (peak months have been April with 19,146, July with 19,109 and August with 20,793 visitors) and with the arrival of the lions set for October 2015, we anticipate a surge of visitors during October and November. Typical dwell time extends to 3 or more hours, with many during peak times spending the entire day at the Zoo. School groups tend to spend a 3 - 4 hour slot, although during the winter months shorter sessions are often preferred. Most visitors travel by car and park in the free car park, there is also a dedicated area for coaches and minibuses of which there can often be between 2 - 8 on any one day during peak periods. In 2015, numbers peaked in August with 20,793 visitors.

Accredited by Visit Scotland

Five Sisters Zoo has been officially graded as a 3 star Visitor Attraction through the Visit Scotland accreditation scheme. The Zoo supports national activities, being a member of Visit Scotland, as well as being an active member of Visit West Lothian (VWL) and offer support and work closely with them, helping promote the area as a prime tourist destination. We are keen to work with other local attractions to ensure the dwell time in West Lothian is longer, for example we regularly offer help and advice for people wishing to eat out, shop or visit other attractions in West Lothian. We support VWL by displaying an interactive ADS digital tourism display and housing one of their new leaflet racks. Please see attached letter recommending the need for additional external brown signage.

Meeting Trunk Road Requirements

Five Sisters Zoo is compatible with Transport Scotland's "Trunk Road and Motorway Tourist Signposting Policy and Guidance" in that it is a tourist destination which attracts or is used by visitors to an area and is open to the public without prior booking during its normal opening hours. The attraction is graded as a 3 star attraction and having over 50,000 visitors per annum and 20,793 visitors during the peak month, is eligible for tourist signposting for motorways. Please see Visit Scotland accreditation letter at end of report.

The need for Signage from the Motorway and Strategic Road Network

Five Sisters Zoo is aware of West Lothian Council's policy of only permitting directional signage from the nearest A-Road. This is currently on the A71 at West Calder. Existing signage is evident from Blackburn Cross and Livingston Village area but customer feedback and frustration on arrival constantly tells us that additional signage is required, as our visitors travel from all over Scotland and the UK. Of 300 recently completed visitor surveys, almost 60% felt that additional external signage from both the motorway and local road network would be most beneficial. In addition, please see attached Visit Scotland and BIAZA comments about lack of external signage.

The provision of signage on the M8 and subsequent signing to direct drivers to the Zoo via the local road network, will make a significant contribution to further increasing visitor numbers. This additional patronage will assist in enhancing the zoo's facilities and the contribution it makes to the communities of West Lothian and to the services available to tourists in Central Scotland.

Additional signage will also reduce driver stress and frustration by providing clear and consistent directional information from the strategic road network to the Zoo, which will improve road safety.

Education

Education is a fundamental part of the zoo operation and as the reputation of the Zoo increases, so do the educational visits from schools from across the central belt many arriving via the East/West motorway and trunk roads to reach the Zoo. The Zoo is dedicated to further understanding and respect for the natural world through formal and informal educational programmes. We aim to provide a wide range of interactive and educational activities linked to the Curriculum for Excellence from Nursery to Secondary and school groups with special educational needs. Working with teachers to provide the best educational resources for their pupils, motivating visitors of all ages to respect and care for our environment and encourage them to minimise their environmental impact at both the local and global level. Our aim is to give children the opportunity to experience nature close up, instilling a healthy respect for animals and other living organisms. The Zoo also supports the Council's school work experience scheme and offers placements to both college and university students to advance and consolidate their learning. We operate a volunteering scheme and offer intern placements to 2 students, providing them with invaluable professional development and employment skills.

Full Member of BIAZA

Following a probationary 3 year period, the Zoo was awarded full membership of BIAZA in November 2013. BIAZA (British & Irish Association of Zoo's & Aquariums) is a professional body which represents over 100 of the best UK Zoo's. Members adhere to stringent BIAZA codes of practice (from welfare and husbandry to visitor management), as well as undertaking significant work in the field of animal welfare, conservation, education and research. Please see attached letter from Executive Director supporting the need for additional external tourist brown signage.

BALAI Accredited

Gained accreditation from BALAI in 2015 whereby the Zoo must adhere to strict protocols and procedures when importing and exporting animals. This advances the status of the Zoo with regards to the integration into the broader European Zoo network.

Conferences

The Zoo has attended 3 International Bear Conferences, presenting the on-going rehabilitation and husbandry programme of the 3 ex-circus bears and in 2014 hosted the UK BIAZA Terrestrial Invertebrate Working group annual conference.



COUNCIL EXECUTIVE

ACCESSIBILITY SCHEMES 2016/17 - 2017/18 (TRANCHE 3)

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to seek approval to proceed with the implementation of the accessibility schemes identified within Appendix 1.

B. RECOMMENDATION

It is recommended that the Council Executive agrees with the recommendation of officers and Disability West Lothian Access Group (DWLAG) and the programme of schemes listed in appendix 1.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs, providing equal opportunities, making best use of our resources and working in partnership.
II Policy and Legal (including Environmental Assessment, Health or Risk Assessment) Strategic Equality or Risk	Schemes promoted under The Equality Act 2010.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	The proposals will contribute to outcomes: <ul style="list-style-type: none">• We live in resilient, cohesive and safe communities.• Older people are able to live independently in the community with an improved quality of life.• We make the most efficient and effective use of resources by minimising our impact on the

built and natural environment.

VI Resources - (Financial, Staffing and Property)	The schemes will be funded from the Roads and Transportation Accessibility Schemes capital budget.
VII Consideration at PDSP	None
VIII Other consultations	Consultation has been carried out with DWLAG

D. TERMS OF REPORT

D.1. Background

On 17 January and 28 February 2017 Council Executive approved Tranches 1 and 2 of a programme of accessibility schemes. This report seeks approval for a third tranche for similar schemes.

D.2. Consultation

Officers have worked closely with DWLAG in the assessment of requests and at its meeting on 12 July 2017, the Group agreed a further programme of works as listed in Appendix 1 at an estimated value of £34,000.

E. CONCLUSION

Approval of this tranche of accessibility improvements will help remove obstacles to those with mobility difficulties.

It should be noted that only a small amount of budget (£21,000) will remain for this type of work on completion of this tranche.

F. BACKGROUND REFERENCES

Council Executive Committee on 12 April 2011 - Equality Act - Roads Network Improvements, Assessment of Requests and Programme of Works.

Council Executive Committee on 17 January 2017 – Accessibility Schemes 2016/17-2017/18 (Tranche 1).

Council Executive Committee on 28 February 2017 – Accessibility Schemes 2016/17- 2017/18 (Tranche 2).

Appendices/Attachments:

Appendix 1: - Accessibility Schemes (Tranche 3) - Programme of Works

Contact Person: Brian McDowell, Senior Engineer Projects Tel: 01506 776668

Jim Jack, Head of Operational Services

8 August 2017

Programme of Works

Ref No.	Location	Ward	Details	Cost Est.	Engineer Cost Banding	Benefit	Recommendation
	Turnhigh Road Whitburn	7	Request for handrails	£7,000	>£5,000	Wider Community	Approved by DWLAG
58	Hawthorn Bank Seafield	7	Request for ramp at east end of Hawthorn Bank	£2,000	£1,500 - £2,999	Street	DWLAG has suggested a ramp be put in place of the 2 steps here as this would lead onto a shared surface carriageway
66	Whitelaw Drive Boghall	8	Series of dropped kerbs throughout street to join up with existing dropped access's	£7,500	>£5,000	Wider Community	Approved by DWLAG
	Charles Crescent Bathgate	8	Handrail down flight of steps to join Charles Crescent to Pentland Avenue	£5,000	£3,000 - £5,000	Wider Community	Approved by DWLAG
	Eliburn Road Livingston	3	Handrail to be installed on stairs	£3,000	£3,000 - £5,000	Street	Approved by DWLAG
3	Ashgrove Bathgate	8	Handrail to be installed on stairs	£1,500	<£1,500	Individual/Property	Approved by DWLAG
22	Crosshill Drive Bathgate	8	Handrail to be installed on slope to merge with existing handrail on Napier Drive	£4,000	£3,000 - £5,000	Street	Approved by DWLAG
65	Kaimes Crescent Kirknewton	5	Handrail to be installed on stairs	£3,000	£3,000 - £5,000	Street	Approved by DWLAG
97	Haymarket Crescent Livingston	3	Dropped kerb to be installed at property	£1,000	<£1,500	Individual/Property	Approved by DWLAG
Cost Estimate for Tranche 3 Measures				£34,000			



COUNCIL EXECUTIVE

STATUTORY LIST OF PUBLIC ROADS

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of the report is to provide an update to Council Executive on the statutory list of public roads to include those which have been added between 1 July 2016 and 30 June 2017.

B. RECOMMENDATION

It is recommended that Council Executive:

- approve the addition of the entries contained in appendix A to the statutory list of public roads;

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources and working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Policy : None Legal : Roads (Scotland Act) 1984
III Implications for Scheme of Delegations to Officers	None. The management of the list of public roads is currently delegated to the Head of Operational Services under standing orders.
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	Outcome 4 : We live in resilient, cohesive and safe communities Outcome 8 : We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI Resources - (Financial, Staffing and Property)	None

VII Consideration at PDSP None

VIII Other consultations None

D. TERMS OF REPORT

BACKGROUND

- 1 At the meeting of the Council Executive on 29 October 2013 it was agreed that addition to the statutory list of public roads would be reported on an annual basis.
- 2 Section 1 of the Roads (Scotland) Act 1984 (the 1984 Act) outlines the powers and duties of local roads authorities. In particular section 1(1) of the 1984 Act places a statutory duty on the Council to manage and maintain roads which are entered in a "list of public roads". The council keeps a Statutory List of Public Roads which is available for inspection to meet the requirements of the 1984 Act.
- 3 New roads approved through the development process are subject to the requirement for Road Construction Consent (RCC). Section 16(2) of the 1984 Act requires that after completion of the works in accordance with the RCC, and following application by the developer, the local roads authority shall within 12 months of the application add the road to their list of public roads. The roads listed in Appendix A are those roads which have been added to the Statutory List of Public Roads during the period between 1 July 2016 and 30 June 2017 in accordance with section 16(2).

E. CONCLUSION

- 4 The statutory list of public roads requires to be updated annually. The council has a statutory duty in terms of the Roads (Scotland) Act 1984 to maintain and manage the roads on the statutory list of public roads.

F. BACKGROUND REFERENCES

Appendices/Attachments:

Appendix A,

Contact Person: Jim Stewart, Development Management and Transportation Planning Manager, 01506 282327 jim.stewart@westlothian.gov.uk

Jim Jack, Head of Operational Services,
Whitehill House, 7 Whitestone Place, Whitehill Industrial Estate, Bathgate, West Lothian,

Date of meeting: 8 August 2017

**ADDITION TO LIST OF PUBLIC ROADS -SECTION 16(2) OF THE ROADS (SCOTLAND) ACT 1984
FOR PERIOD FROM 1 JULY 2016 TO 30 JUNE 2017**

ROAD NAME	LOCATION	LENGTH (km)	ADD INFO	REMARKS
Burngrange Crescent	West Calder	0.210		
Rigghouse View	Whitburn	0.220		
M8 Junction 4A Access Roads	Whitburn	0.720		Not including the motorway slip roads. These are the responsibility of Transport Scotland
Dixon Road	Whitburn	0.605		
Drumgelloch Crescent	Livingston	0.550		
Leyland Road (part)	Bathgate	0.280		Stage 2 Phase 3 (from Whitburn Road Roundabout to Boghead Burn Culvert)
Easter Inch Road	Bathgate	0.465		Phase 2 to north and south of internal roundabout
Davie's Way	Armadale	0.125		
Hanlin's Way (part)	Armadale	0.075		Section built by Taylor Wimpey
Thomson Road (part)	Armadale	0.320		Section built by Taylor Wimpey
Ure Place	Armadale	0.055		
Russell Drive (part)	Bathgate	0.360		Section built by Barratt
Church Avenue	Winchburgh	0.260		
Church View	Winchburgh	0.445		
Priestinch Road (part)	Winchburgh	0.030		Section built by Barratt
Scott Brae, Ladywell	Livingston	0.375		
Plessey Road	Bathgate	0.585		
Plessey Terrace	Bathgate	0.290		



COUNCIL EXECUTIVE

APSE ANNUAL SEMINAR 2017 – BEYOND AUSTERITY – ENSURING A FUTURE FOR LOCAL AUTHORITY FRONTLINE

JOINT REPORT BY HEAD OF OPERATIONAL SERVICES and HEAD of HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

The report seeks approval from the Council Executive for the attendance of the Executive Councillor for the Environment and the Executive Councillor for Services for the Community at the APSE Annual Seminar 2017 – beyond austerity – ensuring a future for Local Authority from 6th – 7th September in Oxford.

B. RECOMMENDATION

It is recommended that the Councils Executive:-

1. Notes that NETS, Land and Countryside have been selected as finalists in the category 11, best service team of the year - Parks, Grounds & Horticultural service.
2. Notes that Housing have been selected as finalists in the category 11, best internal service of the year- construction and building
3. Approves the attendance of the Executive Councillor for the Environment and Executive Councillor for Services for the Community at the APSE Annual Seminar 2017 – beyond austerity – ensuring a future for Local Authority on 6th – 7th September 2017 in Oxford.

C. SUMMARY OF IMPLICATIONS

I Council Values	developing employees; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.

V	Relevance to Single Outcome Agreement	None.
VI	Resources - (Financial, Staffing and Property)	Financial: Seminar £295-£399 per delegate. Plus transport and accommodation costs. Staffing: None. Property: None.
VII	Consideration at PDSP	This report has not previously been considered by the Environmental PDSP or the Services for the Community PDSP
VIII	Other consultations	None.

D. TERMS OF REPORT

The Annual Seminar and the APSE awards will be exploring excellence in frontline services. The programme of events includes the opportunity for delegates and suppliers to network and share ideas in an informal setting.

On the 6th – 7th September a trade show will showcase the latest in local government developments. Delegates will get the opportunity to hear keynote speakers from across the UK local government frontline innovation forums:-

- Highways, Street Lighting Winter and Winter Maintenance;
- Housing and Building Maintenance;
- Refuse, Streetscene and Public Realm;
- School Meals and Facilities
- Sport Leisure and Public Health
- Renewables and Green Fleet.

The Seminar provides a unique opportunity to participate in discussion around key issues affecting a range of frontline services.

The Council has been successful in having two services, Housing and NETS, selected as finalists in two separate awards.

E. CONCLUSION

It is suggested that the Executive Councillor for the Environment and the Executive Councillor for Services for the Community attends the Seminar along with the appropriate officer support.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: Copy of the Seminar Programme.

Contact Person: Andy Johnston, NETs, Land and Countryside Manager, Whitehill House, Whitehill Industrial Estate, Bathgate, EH48 2HA, telephone number 01506 776675, andy.johnston@westlothian.gov.uk

8th August 2017

apse annual seminar 2017

Beyond austerity?

Ensuring a future for the local government frontline



6-7 September 2017, Oxford

Oxford Town Hall, 6 St Aldate's, Oxford OX1 1BD

Tuesday 5 September

Welcome evening reception

19:30 Museum of Natural History,
Oxford University

A welcome reception for delegates and exhibitors to meet in advance of the seminar and enjoy some light refreshments and a welcome to Oxford

Wednesday 6 September

Oxford Town Hall

09:00 Registration, coffee and
exhibition viewing

10:00 **Session 1: The Policy Symposium: Brexit, funding and the future! A picture from across the UK local government sector**

Welcome from Cllr Bob Price, Leader of Oxford City Council

A symposium panel of expert speakers will present the challenges and opportunities for local government from across the UK

Panel members will include:

Tim Peppin, Director of Regeneration and Environment, Welsh Local Government Association

Derek McCallan, Chief Executive, Northern Ireland Local Government Association

Paul O'Brien Chief Executive, APSE

Audience Q&A

11:15 Coffee and exhibition viewing

12:15 **Session 2: Neighbourhood services: Why they matter and how do we pay for them?**

Neighbourhood services: Beyond austerity

- Local governments' spend as a share of the economy
- The total spend on neighbourhood services compared to social care
- What do we need to do to reflect the value of neighbourhood services on communities?
- Neighbourhood services as part of the solution not a budget burden

Speaker: Dr Peter Kenway, Economist and Director of the New Policy Institute

Sustainable communities: linking the frontline to the big policy outcomes

- Balancing resources against political and public priorities
- Understanding the impact of spending decisions on frontline community facing services
- Shaping a future for our frontline services; creating a resilient future

Speaker: Zena Cooke, Corporate Director of Resources, London Borough of Tower Hamlets

The future public servant: A workforce fit for the future

- Delivering lifelong skills and a learning agenda
- The role of the local authority is setting good employment standards
- Squaring the employability circle; apprenticeships and training option for new public sector jobs

Speaker: Heather Wakefield, National Secretary for Local Government, UNISON

13:15 Lunch & exhibition viewing

14:15 **Session 3: Beyond Austerity: Housing, People and Places**

How excellence in frontline services is supporting our ambitions for growth.

- Championing the role of operational frontline delivery
- Changing perceptions and behaviour to reduce demand
- Using in-house services to best effect

Speaker: Justin Thompson, Assistant Executive Director Neighbourhoods, Knowsley MBC

New homes; New communities

- What is the state of the housing market telling us?
- Delivering new build; innovative models of delivery
- Creating quality neighbourhoods

Speaker: Kate Henderson, Chief Executive, TCPA

People and places: Working across boundaries

- York as a prosperous city but part of our regional economy
- Exploiting the visitor economy, culture and place
- Serving citizens with a focus on excellence at the frontline

Speaker: Mary Weastell, Chief Executive, City of York Council

Environment and public realm

- Beat the streets – ensuring your environment is conducive to waking
- The evidence on cancer, stress and obesity related diseases
- The potential for savings to the public purse
- What can you do to encourage green exercise in your locality

Speaker: Dr William Bird, CEO, Intelligent Health

15:15 Exhibition viewing & refreshments

15:45 **Frontline Innovation Forums**

Forum 1

Highways, Street Lighting and Winter Maintenance

Forum 2

Housing and Building Maintenance

Forum 3

Refuse, Streetscene and Public Realm

Forum 4

School Meals and Facilities

Forum 5

Sport, Leisure and Public Health

Forum 6

Renewables and Green Fleet

16:30 Close of seminar day one and return coach transfers to designated hotels

APSE Annual General Meeting

Oxford Town Hall

18:45 AGM registration

19:00 AGM commences

20:00 AGM reception & evening meal with Guest Speaker

The APSE AGM is open to all member authorities and you are encouraged to ensure your own local authority is represented at this important meeting.

Thursday 7 September

Oxford Town Hall

09:00 Registration, coffee and exhibition viewing

10:00 **Session 4: Commercialisation and Income Generation**

Assets and Investments - CIPFA

- Powers to invest in property / assets
- What are the likely returns? What asset classes should local councils consider?
- A balanced approach: Managing Risk v Risk Adversity

Speaker: David Bentley, Head of Property and Assets, CIPFA People and Places

Investing in communities

- Using your public assets
- Developing economic growth that will return money to your local economy
- Identify the opportunities within and outside of your local area
- Car parks? Housing? Retail: What are the possibilities?

Speaker: Mark Bradbury, Southampton City Council

A Housing Company Case Study

- Providing housing for key workers in Oxford
- Purchase and management of affordable rented homes
- Developing new affordable homes with a mix of tenures

Speaker: Stephen Clarke, Head of Housing and Property Services, Oxford City Council

A social care company model: Norse Care Ltd Building new residential homes

- Mixed developments for private and council funded beds
- Delivering an effective Home Care services
- Quality as a driver: Do not compete with the bargain basement!

Speaker: Karen Knight, Managing Director of Norse Care Ltd

11:15 Coffee and exhibition viewing

11:45 **Session 5: Getting your services operational efficient and effective**

Birmingham City Council: Health and well-being through school meals

- Developing a financial stable school meals services
- Understanding the changing needs of a diverse client base
- Providing a social justice outcome through the school meals services
- Promoting health and well-being

Speaker: Brian Cape, Business and Service Development Manager, Birmingham City Council

Cardiff Council; Refuse, Recycling, Parks and Public Realm

- Develop a commercial edge to frontline services'
- Delivering a high performing refuse and recycling service
- Engaging communities: the behaviour change nudges in recycling improvements
- Performance outcomes: What to do? What to avoid?

Speaker: Tara King, Assistant Director Environment, Waste, Sustainability, Energy, Resources & Contract Management, Cardiff County Council

Highways services: the fourth emergency services

- The cross-boundary approach to increase service resilience
- Pot-holes? Winter gritting? Going beyond operational boundaries
- Flood and water management as an essential element in Highways maintenance and managing the highways asset

Speaker: Iain Waddell, Managing Director, Tayside Contracts

13:00 Lunch and exhibition viewing

14:00 **Session 6: Resilient futures**

Greening your council: Challenges and Opportunities

- Diesel and clean air regulations; What about your council fleet?
- Renewable energy: Can your council be self sufficient
- New technologies: Are you ready for battery storage?

Speaker: APSE Energy

Brexit and the future: Regulatory matters for council services

- Impact of Brexit on EU regulations
- What will Brexit mean for public procurement rules
- Teckal companies and trading? Will there be further options?
- Due diligence: A process to align your regulations to emerging changes

Speaker: David Killduff, Partner, Walker Morris

15:00 **Onwards and Upwards!**

Motivational speaker and screening of 'Beyond Austerity' - an APSE and ITN Productions film showcasing excellence in public service delivery

16:00 Close of seminar day two

APSE Service Awards 2017

**Thursday 7 September 2017
Kings Centre**

Pre-dinner reception will commence at 19:00 and the premier launch of 'Redefining Neighbourhoods: Beyond Austerity' in association with ITN productions

APSE is proud to once again be hosting our event as a charity dinner, adding to the many thousands raised at our Annual Awards in recent years.

Booking form

APSE annual seminar 2017, 6-7 September 2017, Oxford

contact name:

authority:

address:

postcode:

telephone:

email:

Please detail any special dietary or access requirements for the delegates listed below (including vegetarian/vegan)

Delegate Packages

Seminar delegate fee packages

(exclusive of accommodation costs)

Package 1: Full seminar attendance including evening functions

APSE members £399 Non member LAs: £559

Commercial organisations: £709

Package 2: Day Delegate **Wednesday only** including evening functions

APSE members: £239 Non member LAs: £335

Commercial organisations: £435

Package 3: Day Delegate seminar **Thursday only**

APSE members: £209 Non member LAs: £289

Commercial organisations: £389

Package 4: Day Delegate **Thursday only** including evening awards

APSE members: £295 Non member LAs: £405

Commercial organisations: £535

Hotel & University Accommodation

(bookings will be allocated on a 'first come' basis)

APSE Standard Hotel Package (breakfast included)

Option A: 3 nights special rate accommodation.

Dates 5, 6, 7 Sept 2017 **Cost (B&B) £285***

Option B: 2 nights special rate accommodation.

Dates 6 and 7 Sept 2017 **Cost (B&B) £190***

University Accommodation

(Please note this is university student halls of resident accommodation and breakfast is not included, however a light breakfast will be provided by APSE in the conference exhibition area on both Wednesday and Thursday morning)

Option C: 3 nights university accommodation.

Dates 5, 6, 7 Sept 2017 **Cost £180***

Option D: 2 nights university accommodation.

Dates 6 and 7 Sept 2017 **Cost £120***

(*) APSE will invoice delegates for the accommodation cost at the appropriate rate. All the above rates are exclusive of VAT

All extras must be paid direct to the hotel on departure.

Please note that all hotel bookings at this event must be reserved via APSE as the venues will not accept direct bookings at the above special rate.

Please indicate preferred method of payment (tick): VAT registration number **519 286 915**

Please find enclosed cheque (made payable to APSE) Please invoice me, my purchase order number is:

CANCELLATION & REFUND POLICY: Reservation is a contract. Substitution of delegates is acceptable any time in writing by post or email to vstarmar@apse.org.uk. Cancellations must be made in writing at least 10 working days before the event (before 5pm on Wednesday 23rd August 2017) and will incur a 20% administration fee. No refunds can be given for cancellations received less than 10 working days before the event or for non-attendance. In the unlikely event of cancellation by the organisers, liability will be restricted to the refund of fees paid. The organisers reserve the right to make changes to the programme, speakers or venue should this become necessary.

delegate	position	email	forum (please circle)	main contact? <input type="radio"/>	delegate package (please circle)	accommodation (please circle)
			1 2 3 4 5 6	<input type="radio"/>	1 2 3 4	A B C D
			1 2 3 4 5 6	<input type="radio"/>	1 2 3 4	A B C D
			1 2 3 4 5 6	<input type="radio"/>	1 2 3 4	A B C D
			1 2 3 4 5 6	<input type="radio"/>	1 2 3 4	A B C D

Please return completed form to Vicky Starmer at vstarmar@apse.org.uk



COUNCIL EXECUTIVE

SOCIAL POLICY CONTRACT ACTIVITY UPDATE

REPORT BY HEAD OF SOCIAL POLICY

A. PURPOSE OF REPORT

In accordance with the Council's Standing Orders and West Lothian Community Health and Care Partnership's (CHCP) Health, Care and Support Services Procurement Procedures this report provides an update on contracting activity for the provision of care and support services for the period 1st April 2016 to 31st March 2017.

B. RECOMMENDATION

It is recommended that the Council Executive notes the contracting activity for the provision of care and support services for the period 1st April 2016 – 31st March 2017.

C. SUMMARY OF IMPLICATIONS

I Council Values	<ul style="list-style-type: none">• Focusing on our customers' needs;• Making best use of our resources;• Being honest, open and accountable• Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	European Union Treaty Principles, European Procurement Directives, Public Contracts (Scotland) regulations 2006, West Lothian Council Standing Orders, Social Policy Procurement Procedures
III Implications for Scheme of Delegations to Officers	The Director of West Lothian Community Health and Care Partnership (CHCP) has delegated powers for the contracting and commissioning of Part B services
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	All contracts have outcome measures consistent with the Single Outcome Agreement commitments for the provision of care and support services
VI Resources - (Financial, Staffing and Property)	Provision has been made within the 2016/17 revenue budget.

- VII Consideration at PDSP** Social Policy Policy Development and Scrutiny Panel 29th June 2017
- Social Policy Policy Development and Scrutiny Panel 3rd November 2016.
- VIII Other consultations** Legal Services and Corporate Procurement through Social Policy's Contracts Advisory Group.

D. TERMS OF REPORT

Introduction

Under the Council's Standing Orders and the CHCP's Health, Care and Support Services Procurement Procedures the Head of Social Policy is required to report annually to the Council Executive on contracting activity for the provision of care and support services. There is also a requirement to report on contract performance. This report consists of the contracting activity and contract performance reported to Social Policy PDSP on the 3rd November 2016 and 25th May 2017.

Contract activity

Appendix 1 details the Social Policy contracts which have either been awarded or amended under the guidance of the Social Policy Contracts Advisory Group.

Contract performance

Over the course of the year a total of fifteen providers (from a total of eighty six) attracted a risk score which required more intensive monitoring as follows;

- Red (high risk) - 2 providers

Concerns over financial stability	1
High volume of reported incidents managed through the adult support and protection protocol.	1
Total (red) over the year	2

- Amber (medium risk) – 13 providers

Performance issues with take up time for new packages of care	4
Higher risk due to reduction in funding	4
New providers to West Lothian	3
Service redesign	1
Data breach	1
Total (amber) over the year	13

E. CONCLUSION

The report provides details for the period 1st April 2016 – 31st March 2017 on the council's contract activity and contract performance for the provision of care and support services in West Lothian as required under Council Standing Orders and Procurement Procedures.

F. BACKGROUND REFERENCES

- Council Executive: Social Policy Procurement Procedures 3 May 2011
- Social Policy PDSP: Contracts Activity 29th June 2017
- Social Policy PDSP: Contracts Activity 3rd November 2017

Appendices/Attachments: Social Policy Contract Activity Report 1st April 2016 – 31st March 2017

Contact Person: Alan Bell,
Senior Manager, Communities and Information,
Tel: 01506 281937

CMT Member: Jane Kellock, Head of Social Policy

Date of meeting: 8th August 2017

SOCIAL POLICY CONTRACT ACTIVITY UPDATE 1st April 2016 to 31 March 2017
Appendix 1

Provider	Description of Service	Total Contract Value	End Date	Comments	CAG Meeting Date
Respite Framework	Sitter service for older people	£360,000	31/3/19	Two year extension.	27/9/16
West Lothian Drug and Alcohol Service (WLDAS)	Provision of psychological therapies.	£1,389,231	31/3/18	One year extension.	27/9/16
Key Housing	Supported accommodation for people with complex learning disabilities	£898,560	31/12/18	Two year extension.	27/9/16
Action for Children	Housing Support for young people who are homeless/at risk of homelessness.	£582,192	30/9/19	Two year extension	8/11/16
West Lothian Women's Aid	Support for women and children experiencing Domestic Abuse.	£445,740	31/3/19	Three year period with option to extend for one year.	8/11/16
Action for Children	Provision of residential respite and outreach service to children with learning disabilities, and complex needs	£161,284	31/3/19	Two year extension. Edinburgh Council host the contract.	20/12/16
Mental Health Options for Older People with Depression (MOOD)	Support service for older people with depression	£64,680	31/3/18	Contract renegotiated for one year.	20/12/16
Alzheimer Scotland	Support service for people with dementia.	£47,000	31/3/18	One year contract.	20/12/16
Real Life Options – An Carina Day Centre	Services for adults with Learning Disabilities	£472,684	31/3/19	Contract renegotiated for two years.	20/12/16

Key Housing	Transition support to supported accommodation	£25,308	31/12/18	Additional funding for transition	20/12/16
Barony Housing Association Core	Mental Health Supported Accommodation	£756,541	30/9/18	One year contract	14/3/17
Barony Housing Association Cluster	Mental Health Supported Accommodation	£277,726	30/9/18	One year contract	14/3/17
Places for People	Mental Health Supported Accommodation	£193,247	30/9/18	One year contract -	14/3/17
Scottish Association for Mental Health (SAMH) Newel	Mental Health Supported Accommodation	£180,264	30/9/18	One year contract	14/3/17
Scottish Association for Mental Health (SAMH) West Lothian	Mental Health Supported Accommodation	£227,474	30/9/18	One year contract	14/3/17
The Richmond Fellowship	Mental Health Supported Accommodation	£44,254	30/9/18	One year contract	14/3/17