



Council Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

4 May 2023

A hybrid meeting of the **Council Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre, Livingston** on **Tuesday 9 May 2023 at 10:00am.**

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Declarations of Interest - Members must declare any interests they have in the items of business for consideration at the meeting, identifying the relevant agenda items and the nature of their interests.
3. Order of Business, including notice of urgent business, declarations of interest in any urgent business and consideration of reports for information.

The Chair will invite members to identify any such reports they wish to have fully considered, which failing they will be taken as read and their recommendations approved.

4. Minutes:-
 - (a) Confirm Draft Minutes of Meeting of Council Executive held on 25 April 2023 (herewith)
 - (b) Correspondence arising from previous decisions (herewith)

Public Items for Decision

5. Equality Mainstreaming and Equality Outcomes - Report by Head of

DATA LABEL: Public

Corporate Services (herewith)

6. Energy Mitigation Measures Update - Report by Head of Finance and Property Services (herewith)
7. West Lothian Civic Centre - New Sub-station - Proposed Ground Lease to SP Distribution PLC - Report by Head of Finance and Property Services (herewith)
8. APSE Scotland Fleet, Waste and Grounds Seminar 2023 - Report by Head of Operational Services (herewith)

Public Items for Information

9. Ukraine Refugee Support Schemes - Report by Depute Chief Executive (herewith)

Public Items for Decision

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

Private Items for Decision

11. West Lothian Leisure Request for Council Consent to Proposed Change - Report by Depute Chief Executive (Education, Planning, Economic Development and Regeneration Services) (herewith)

NOTE **For further information please contact Karen McMahon on tel. no. 01506 281621 or email karen.mcmahon@westlothian.gov.uk**



CODE OF CONDUCT AND DECLARATIONS OF INTEREST (2021)

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

Interests must be declared at the meeting, in public.

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

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

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

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

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

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

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

More detailed information is on the next page.

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

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

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

A connection does not exist where:-

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

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

If the connection amounts to an interest then:-

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

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

The relevant documents are:-

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

If you require assistance, contact:-

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

January 2022

MINUTE of MEETING of the COUNCIL EXECUTIVE held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, on 25 APRIL 2023.

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

Apologies – Councillor Janet Campbell

1 DECLARATIONS OF INTEREST

Agenda Item 7 – Voluntary Organisations Budget 2023/24 – Service Level Agreements

Councillor Danny Logue stated that he was a Board Member for Youth Action Project.

Councillor Andrew McGuire stated that he was a council appointee on the Citizens Advice Bureau Board.

Councillor Pauline Orr declared an interest as Treasurer and Director of the Linlithgow Heritage Trust. She would therefore not participate in this item of business.

Agenda Item 11 – Directions from West Lothian Integration Joint Board

Councillor Danny Logue stated that he was an employee of NHS Lothian.

2 ORDER OF BUSINESS

The Chair ruled in terms of Standing Order 11 that an urgent item of business, which had been circulated as agenda item 21, *St Kentigern's Academy, Blackburn – Reinforced Autoclaved Aerated Concrete Panels – Relocation of Craft, Design and Technology Department within the School*, would be considered after agenda item 16 due to the tight timescales involved in assessing the works required.

Council Executive agreed, in accordance with Standing Order 8(3), that agenda item 18, *Action Taken in Terms of Standing Order 31 (Urgent Business) - St Kentigern's Academy, Blackburn: Reinforced Autoclaved Aerated Concrete Panels and Urgent Requirement for Temporary Accommodation*, was to be taken as read.

Council Executive agreed to ask questions on agenda item 17, *Councillors' Local Disbursement Fund*, which was on the agenda for information only.

The Chair advised that Councillor Stuart Borrowman had requested to participate in agenda item 20, *Local Bus Services – Commercial Network Changes*, in accordance with Standing Order 38 as the matter was

relevant to his ward.

Council Executive agreed to consider agenda item 20 in private.

3 MINUTES

The Council Executive confirmed the minute of its meeting held on 21 March 2023 as a correct record. The minute was thereafter signed by the Chair.

4 COSLA ANNUAL CONFERENCE AND EXHIBITION 2023

The Council Executive considered a report (copies of which had been circulated) by the Chief Executive asking members to consider attendance at the 2023 COSLA Annual Conference and Exhibition and, if agreed, to consider which members should attend.

It was recommended that the Council Executive:

1. Consider whether the council should attend the conference; and
2. If agreed that the council should attend, nominates those members identified in the terms of the report, in line with established practice.

It was noted that substitutes to the members identified in the report were allowed.

Decision

1. To approve the terms of the report.
2. To note that Councillor Pauline Orr would attend the conference in the place of Councillor Janet Campbell.

5 TWINNING: INVITATION TO VISIT GRAPEVINE IN 2023

The Council Executive considered a report (copies of which had been circulated) by the Chief Executive informing members that an invitation had been received from the City of Grapevine for an official delegation from West Lothian to visit Grapevine, Texas.

It was recommended that:

1. Consideration be given to responding to the invitation; and
2. If the invitation was accepted, it should be agreed that:
 - the Provost is nominated to attend to represent the council as part of the official delegation, and;

- arrangements for the visit be remitted to the Chief Executive, in consultation with the Provost and Leader of the Council.

Decision

To approve the terms of the report.

6 VOLUNTARY ORGANISATIONS BUDGET 2023/24 - SERVICE LEVEL AGREEMENTS

Having declared an interest, Councillor Pauline Orr did not participate in this item of business.

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive (Education, Planning and Economic Development) asking members to agree the proposed changes to existing funding arrangements for two organisations funded through Service Level Agreements via the Voluntary Organisations budget in 2023/24.

It was recommended that the Council Executive:

1. Note the allocation of resources through the Voluntary Sector budget in 2023/24;
2. Agree to the extension of the Service Level Agreement for West Lothian Youth Action Project and the delegated authority to Head of Service to extend that if required as detailed in section D3 of the report; and
3. Agree to change the Service Level Agreement in place for supporting the Third Sector detailed in section D.4 of the report.

Decision

To approve the terms of the report.

7 COMMUNITY WEALTH BUILDING CONSULTATION RESPONSE

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive (Education, Planning and Economic Development) informing members of the proposed response to the Scottish Government's consultation on Community Wealth Building and to agree a response to the returned on the 25 April 2023.

It was recommended that the Council Executive:

1. Note the consultation on Community Wealth Building;
2. Note the intention of the Scottish Government to introduce a duty in relation to Community Wealth Building;

3. Note the proposed response contained within appendix one of the report; and
4. Approve the proposed response to be submitted on behalf of West Lothian Council.

Decision

To approve the terms of the report.

8 CHANCELLOR'S SPRING STATEMENT 2023 AND SCOTTISH FISCAL COMMISSION FINANCIAL SUSTAINABILITY REPORT

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update in relation to the announcements contained in the Chancellor of the Exchequer's Spring Statement 2023 and also an update on the Scottish Fiscal Commission's Financial Sustainability report.

It was recommended that the Council Executive:

1. Note the latest economic position and key announcements outlined in the Spring Statement 2023;
2. Note the main points from the Scottish Fiscal Commission (SFC) Fiscal Sustainability report;
3. Agree that the Head of Finance and Property Services should continue to report to Council Executive on relevant UK and Scottish Government funding and spending announcements and provide quarterly horizon scan reports to the Corporate Policy and Resources Policy Development and Scrutiny Panel (PDSP); and
4. Agree that the Head of Finance and Property Services should ensure that information contained within the Spring Statements and Autumn Budgets and the Scottish Government Spending Review is taken into account when updating the council's financial plans.

Decision

To approve the terms of the report.

9 PROPOSED SALE OF FORMER BATHGATE SOCIAL WORK CENTRE, 69 WHITBURN ROAD, BATHGATE

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for the sale of the former Bathgate Social Work Centre at 69 Whitburn Road, Bathgate to Kaim Park Investments Limited for the sum of £535,000.

It was recommended that the Council Executive:

1. Note the decision of the Asset Transfer Committee on 27 February 2023 to refuse the asset transfer request received from Bathgate Community Development Trust Limited for the former Bathgate Social Work Centre at 69 Whitburn Road, Bathgate and note that the statutory process for that asset transfer request is now at an end;
2. Approve the sale of the former Bathgate Social Work Centre at 69 Whitburn Road, Bathgate to Kaim Park Investments Limited for the sum of £535,000 subject to the terms and conditions set out in the report; and
3. Authorise the Head of Finance and Property Services to carry out any further negotiations with the purchaser in respect of the terms of sale on the basis that any revised terms and conditions still represent the achievement of best value for the council.

Motion

To approve the terms of the report.

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

Amendment

The SNP group are deeply concerned by the proposed sale of the former Bathgate Social Work building at 69 Whitburn for potential use as a “limited service hotel”.

Given the scale of West Lothian’s current housing crisis there is a likelihood that if this building is sold and converted for the purposes stated then West Lothian Council may quickly find themselves renting these rooms back at great cost to meet the demand for temporary and emergency accommodation.

By January 2023, West Lothian had over 862 homelessness applications and the projected homelessness overspend was £1.79 million. The SNP group calls on West Lothian Council to develop a sustainable plan to house those unlucky enough to find themselves homeless, rather than allow short term and extremely expensive B&B and hotel accommodation to become entrenched as the dominant homeless accommodation model. Each year emergency homeless accommodation drains council funds by an ever increasing amount. This money needs to be spent on an expansion of council housing provision in order to alleviate this crisis.

On January 26th this Council’s Labour-Conservative Administration had council officers come back with a report to the Housing Services Policy Development and Scrutiny Panel that considered short term solutions to the homelessness crisis. As part of the report they stated: -

“Officers are working with Property Services and partners to

consider possible quick solutions through the repurposing of existing assets.”

If the potential is there for a commercial developer to repurpose this property, we question the logic of West Lothian Council's strategy that will result in the loss of this prime town centre asset in the long term and ultimately the Council ending up out of pocket.

The SNP group therefore propose that this sale does not go through at the present time and officers instead examine the possibility of this building being repurposed in the short term to provide temporary accommodation to alleviate the present homelessness crisis, which will retain this asset in the possession of West Lothian Council to benefit the town centre economy and community in future years.

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

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

Motion

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

Amendment

Robert De Bold
Carl John
Pauline Orr

Decision

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

10 DIRECTIONS FROM WEST LOTHIAN INTEGRATION JOINT BOARD

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive (Health and Social Care Partnership) informing members that the West Lothian Integration Joint Board (IJB):

- Had agreed a three-year budget plan for the period 2023/24 to 2025/26;
- Had agreed its Strategic Plan for 2023/28; and
- Had issued Directions to the council which the council was required to comply with.

It was recommended that the Council Executive:

1. Note that the West Lothian IJB had agreed both a three-year budget for the period 2023/24 to 2025/26 and its Strategic Plan for 2023/28;
2. Note the Directions issued to the council by the IJB;
3. Note the council's legal duty to comply with the Directions; and
4. Agree the proposed reporting arrangements to ensure compliance with the Directions.

Decision

To approve the terms of the report.

11 CONSULTATION ON THE REVIEW OF THE LICENSING BOARD POLICY STATEMENT

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services informing members of the consultation on the review of the West Lothian Licensing Board policy statement and seeking agreement that the proposed response be submitted to the Licensing Board on behalf of the Council.

It was recommended that the Council Executive consider the draft response to the consultation and agree its submission to the West Lothian Licensing Board.

Decision

To approve the terms of the report.

12 UPDATE TO ENERGY COMPANY OBLIGATION (ECO4) STATEMENT OF INTENT AND FLEXIBLE ELIGIBILITY SCHEME CRITERIA

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services seeking approval for the updated Statement of Intent for West Lothian Council for the Energy Company Obligation (ECO) fifth iteration (ECO4) and updated Flexible Eligibility scheme criteria.

It was recommended that the Council Executive:

1. Note that the UK Government had updated the Energy Company Obligation (ECO) Scheme with the new iteration known as ECO4 and ECO-Flex;
2. Note that the qualifying criteria for ECO-Flex were no longer

defined by Local Authorities, and guidance was set by OFGEM but still must be published in a Statement of Intent document;

3. Note that ECO-Flex would still apply to owner occupier and private rented households;
4. Note that publishing a Statement of Intent would allow for increased numbers of households to benefit from ECO support to improve the energy efficiency of their home and subsequently help tackle levels of fuel poverty in West Lothian;
5. Note that the proposed Statement of Intent had been presented to Housing Services Policy Development and Scrutiny Panel on 28 March 2023; and
6. Approve the publishing of the Statement of Intent on the council's website.

Decision

To approve the terms of the report.

13 WEST LOTHIAN PARKING STRATEGY

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services providing the completed West Lothian Parking Strategy and supporting documents. These documents highlighted the work carried out and provided the information gathered by the appointed consultants for the West Lothian wide parking strategy as requested by Council Executive on 5 February 2019.

It was recommended that the Council Executive:

1. Note and consider the West Lothian Parking Strategy and documentation attached to the report;
2. Approve the proposed interventions to be progressed at this time and indicative timescales;
3. Approve the further works to be undertaken in relation to decriminalised parking enforcement; and
4. Approve that a future report be brought back to the Environment and Sustainability PDSP highlighting the outcome for delivery of the approved interventions in the strategy and that this report would also consider the financial implications of the approved interventions.

Motion

To approve the terms of the report.

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

Amendment

Insert following additional recommendation: -

5. A full consultation with the communities of the various settlements must be conducted. Individuals, community organisations and businesses should have the opportunity to input into any options of proposals being considered for implementation. These opinions should form part of any further considerations.
- Moved by Councillor Robert De Bold and seconded by Councillor Carl John.

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

Motion

Tom Conn
Lawrence Fitzpatrick
Danny Logue
Andrew McGuire
Anne McMillan
Sally Pattle
George Paul
Kirsteen Sullivan

Amendment

Robert De Bold
Angela Doran-Timson
Damian Doran-Timson
Carl John
Pauline Orr

Decision

Following a vote, the motion was successful by 8 votes to 5 and was agreed accordingly.

14 REVISION OF OPERATIONAL PRACTICES AT COMMUNITY RECYCLING CENTRES

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services seeking approval to implement proposals to revise opening hours for the council's Community Recycling Centres.

It was recommended that the Council Executive:

1. Note the contents of the report; and
2. Agree to implement Option 2 and to introduce a booking system to deliver the revised opening hours and associated savings by September 2023.

Motion

To approve the terms of the report.

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

Having taken advice from the Governance Manager, the Chair ruled in terms of Standing Order 11 that an amendment submitted by Councillor Angela Doran-Timson concerning implementation of Option 1 with an alteration to opening times would not be considered by Council Executive as its financial implications had not been mentioned in it or verified in advance by the Head of Finance and Property Services as required by Standing Orders.

Decision

To approve the terms of the report.

15 NATIONAL STRATEGY FOR 20MPH - ASSESSMENT RETURN

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services seeking approval for the return of the 20mph assessment form to Transport Scotland. Although the assessment had been requested for 31 March 2023, agreement had been sought from Transport Scotland to submit this as early as possible after the Council Executive meeting of 25 April 2023.

It was recommended that the Council Executive note the consultancy report attached to the report and approve the submission of the assessment form to Transport Scotland.

Decision

To approve the terms of the report.

16 ST KENTIGERN'S ACADEMY, BLACKBURN - REINFORCED AUTOCLAVED AERATED CONCRETE PANELS - RELOCATION OF CRAFT, DESIGN AND TECHNOLOGY DEPARTMENT WITHIN THE SCHOOL

The Council Executive considered a report (copies of which had been circulated) by the Deputy Chief Executive (Education, Planning and Economic Development) and the Head of Finance and Property Services seeking approval to allow urgent works to enable the relocation of the Craft, Design and Technology (CDT) department following the need to close areas at St Kentigern's Academy where Reinforced Autoclaved Aerated Concrete (RAAC) Panels were situated. This was to allow the school to continue to deliver the curriculum and would permit longer term measures to be considered.

It was recommended that the Council Executive:

1. Note the current situation on the RAAC panels and the challenges in maintaining an operational school;
2. Approve the works set out in Section D.2 of the report including the

estimated costs of £800,000 to allow these works to commence immediately; and

3. Note that an update would be provided to Council Executive before the summer recess on longer term options to address the situation at St Kentigern's Academy.

Decision

To approve the terms of the report.

17 COUNCILLORS' LOCAL DISBURSEMENT FUND

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services advising members of expenditure from the Councillors' Local Disbursement Fund for the period 1 April 2022 to 31 March 2023.

It was recommended that the Council Executive note the expenditure from the Councillors' Local Disbursement Fund for the period 1 April 2022 to 31 March 2023.

Decision

To note the terms of the report.

18 ACTION TAKEN IN TERMS OF STANDING ORDER 31 (URGENT BUSINESS) - ST KENTIGERN'S ACADEMY, BLACKBURN: REINFORCED AUTOCLAVED AERATED CONCRETE PANELS AND URGENT REQUIREMENT FOR TEMPORARY ACCOMMODATION

The Council Executive noted the action taken in terms of Standing Order 31 (urgent business) to provide approval for the installation of temporary accommodation following the need to close areas at St Kentigern's Academy where Reinforced Autoclaved Aerated Concrete (RAAC) Panels were situated, in order to allow the school to remain operational and permit short term measures to be put in place.

19 PRIVATE SESSION

The Council Executive resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973, that the public be excluded from the meeting during consideration of the following items of business as it involved the likely disclosure of exempt information as defined in Paragraphs 6, 8 and 9 of Part 1 of Schedule 7A of the Act.

20 LOCAL BUS SERVICES - COMMERCIAL NETWORK CHANGES

Councillor Stuart Borrowman took part in this item per his request under the terms of Standing Order 38.

The Governance Manager advised that Standing Order 38 allowed members to observe or participate in the discussion of any item of business being dealt with by a committee that he or she is not a member of if the subject matter related substantially to the Councillor's own ward interest.

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services providing an impact assessment of the upcoming changes in the commercial local bus network and outlining the options appraisal and agree contract awards in line with the council's Public Transport Strategy.

It was recommended that the Council Executive:

1. Note the upcoming changes in the commercial network;
2. Note the ongoing project workstreams reviewing the current subsidised local bus network and strategies;
3. Note the current capacity limitations within the local bus market;
4. Note the impact of the changes on the subsidised contracts held by McGill's and instruct officers to include the requirements in workstream 1, Local Bus Review project;
5. Instruct officers to include the impact of the removal of early morning, evening and Sunday services in workstream 1, Local Bus Review project;
6. Agree to provide contribution funding to SPT for bus provision continuing a link between Shotts and Whitburn;
7. Agree that a bus link between Blackridge and Bathgate via Armadale should be continued, and to authorise officers to proceed with contract LBS 10 to extend the 21 service in accordance with procurement legislation, Standing Orders for Contracts and the information in Appendix 5 of the report;
8. Note the requirements and timescales of registering services with the Traffic Commissioner; and
9. Note that officers would report to Council Executive in May 2023 with the outcome of the tender exercise for bus services within Winchburgh.

Motion

Council Executive recalls that at the budget setting Council meeting on 21st February 2023 the minority Labour administration moved a motion that, *Inter alia*, rejected the recommendation to remove Council funding supporting subsidised bus and ORT in West Lothian, and fully restored the budget of £1,950,000 plus Indexation of £256,000.

In contrast, the SNP Group moved an amendment to the proposed budget in which, *Inter alia*, they indicated that they would remove funding supporting subsidised bus and ORT in West Lothian by 50%, reducing funding to £975,000 plus Indexation of £128,000.

Council Executive is asked to note that no emergency funding by Scottish Government was offered or refused by the Council.

Given the above it is clear that the SNP Group were willing to see a reduction in the subsidised bus network and communities losing bus services directly as a consequence of their proposal.

Council Executive also notes that the Scottish Government removed COVID recovery support for buses on 31st March 2023 despite representations for this to continue from the Confederation of Passenger Transport, amongst others.

McGill's have intimated that their decision to withdraw from a number of routes is due to the withdrawal of funding by the Scottish Government and the shortage of drivers in the bus industry.

Buses are the predominant mode of public transport in Scotland, responsible for over 75 per cent of all such trips. They are flexible, sustainable, and accessible, taking people to work, school, shopping, social events, railway; they connect Scotland's communities.

Concessionary travel has been hugely successful In Scotland, with people under 22 Joining the over-60s and disabled people in having access to free bus travel. Government often cites the concessions scheme as a form of support but, in reality, it is reimbursement for carrying journeys on the government's behalf and is based on the objective that operators should be no better or worse off for doing so.

Supporting concessionary travel without providing equivalent support for operators to retain and grow the bus network will leave some people with a bus pass and no bus to use it on.

The Network Support Grant (NSG) has flatlined at £50m since 2012. Bus accounts for three quarters of all public transport journeys in Scotland and the budget for NSG in the coming year is £50m. In contrast the rail franchise budget is £800m.

Council Executive agrees to;

the recommendations set out in the paper,

and instructs the Chief Executive to write to Kevin Stewart, Minister for Transport, asking him to reinstate the COVID recovery support for buses and expedite the Fair Fares review launched as part of the SNP's power sharing agreement with the Scottish Greens in 2021.

- Moved by Councillor Tom Conn and seconded by the Chair.

Amendment

Council acknowledge and agree proposals in the report and welcome the recent suggestion by the SNP Group to apply funding in the interim to support public transport services.

However, Council notes that these proposals do not fully address all the issues created by the cancellation of transport routes or address the immediate emergency situation in Winchburgh or other areas in West Lothian where residents will be left with no early morning/evening and Sunday services. Areas such as Deans South and Eliburn will have a drastically reduced or virtually no bus service at all.

The interim proposals, where present, do not replace existing services with similar, and, instead, only consider a 7am to 7pm service, Monday to Saturday, which is not suitable for shift workers.

Council therefore agrees that in addition to these proposals Council will: -

- a. Tender for additional services to cover all reduced or cut services over same period with funding to be met through emergency reserves (report to return to Executive as necessary for proposal to meet Council decision-making procedure).
- b. Instruct officers to organise a cross-party group including representatives from local groups to fully understand the impacts of the loss of services to communities with the remit to:
 - i. Determine a policy a strategy for these services to be maintained.
 - ii. Investigate proposals for community transport as a long-term solution.

The group shall comprise the Passenger Transport Manager as lead officer, community representatives co-opted as required, three members from the Administration and Opposition each – an Administration member to chair.

- Moved by Councillor Robert De Bold and seconded by Councillor Pauline Orr.

Councillor De Bold advised that the last paragraph of the amendment should be altered to read:

The group shall comprise the Passenger Transport Manager as lead officer, community representatives co-opted as required, three members from the Labour Group, three members from the SNP Group and either the Liberal Democrats or the Independent member – an Administration member to chair.

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

Motion

Tom Conn
Angela Doran-Timson
Damian Doran-Timson
Lawrence Fitzpatrick
Danny Logue
Andrew McGuire
Anne McMillan
Sally Pattle
George Paul
Kirsteen Sullivan

Amendment

Robert De Bold
Carl John
Pauline Orr

Decision

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



Chief Executive Office

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

Our Ref: CEO/CH CE250423
Your Ref:

Contact: Graham Hope
Tel: 01506 281697

email: graham.hope@westlothian.gov.uk

Private and Confidential

Kevin Stewart MSP
Minister for Transport
MinisterforT@gov.scot
(letter sent electronically only)

26 April 2023

Dear Minister

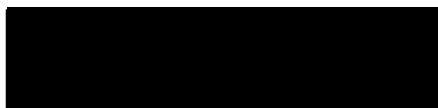
Local Bus Services – Commercial Network Changes

A meeting of West Lothian Council's Council Executive committee took place yesterday on Tuesday 25 April 2023, at which the above matter was discussed. I have attached a copy of the agreed Notice of Motion.

It was agreed that I write to you as Transport Minister asking that you reinstate the COVID recovery support for buses and expedite the Fair Fares review.

I look forward to receiving your response soon as practicable.

Yours sincerely,



Graham Hope
Chief Executive

Encl

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

EQUALITY MAINSTREAMING AND EQUALITY OUTCOMES

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To present to the Council Executive a mid-term progress report on the Council's Equality Outcomes and Mainstreaming Framework 2021- 2025. The mid-term progress report has been prepared in response to the requirements of the Public Sector Equality Duty and proposes next steps for the remaining two years of the current Framework.

B. RECOMMENDATION

It is requested that the Panel: -

1. Note that the report responds to the legislative requirements of Equality Act 2010 Specific Duties (Scotland) Regulations 2012 and the requirement to publish the council's progress towards achievement of its equality outcomes.
2. Approve the draft mid-term progress report for the Equality Outcomes and Mainstreaming Framework 2021 – 2025.
3. Agree to the next steps as proposed for the final two years of the framework.

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)	Preparation and publication of a mid-term progress report is required by the Equality Act 2010 Specific Duties (Scotland) Regulations 2012.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	The Outcomes have been built into the council's performance management information system.

V	Relevance to Single Outcome Agreement	Indicators have been mainstreamed and aligned with existing activity towards the council's Corporate Plan, People Strategy and the West Lothian Local Outcomes Improvement Plan where appropriate.
VI	Resources - (Financial, Staffing and Property)	N/A
VII	Consideration at PDSP	Policy and Resource PDSP on the 2 nd May 2023.
VIII	Other consultations	All services, through representation on the Corporate Working Group for Equality (CWGE), have been consulted.

D. TERMS OF REPORT

D.1 BACKGROUND

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 requires public bodies to develop and publish an equality outcomes and mainstreaming report every four years and to report on progress against that report every two years.

The general equality duty is intended to accelerate progress towards equality for all, by placing a responsibility on bodies subject to the duty to consider how they can work to tackle systemic discrimination and disadvantage affecting people with particular protected characteristics.

The Councils Equality and Diversity Framework 2021- 2025 was approved at the council Executive on the 9th May 2021 in response to the reporting obligations of the Public Sector Equality Duty (which forms part of the Equality Act 2010). The PSED requires public bodies in the exercise of their functions, to have due regard to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct
2. Advance equality of opportunity between those who share a protected characteristic and those who do not; and
3. Foster good relations between those who share a protected characteristic and those who do not

A fourth duty is the Fairer Scotland Duty which came into force on a three-year implementation basis in April 2018. This duty places a legal responsibility on public bodies in Scotland to actively consider how they can reduce inequality of outcome caused by socio-economic disadvantage when making strategic decisions.

D.2 THE EQUALITY AND DIVERSITY FRAMEWORK 2021 – 2025

In light of the common responsibilities across the council, Education Authority and Licensing Board with regard to the general equality duty and specific duties, the Equality Outcomes are presented together in one framework.

The Framework was developed in collaboration with other public bodies in the

Lothians to think about what is most important for us to do to reduce inequalities. Evidence that is published at a global, UK, Scottish, and local Lothian level has been reviewed, in particular the publication [Is Scotland Fairer?](#) and the work of the local [Poverty Commissions](#). Seven themes were consulted on internally with services across the council and then with communities, the third sector and other public bodies.

The Framework includes a suite of 8 Equality Outcomes which are intended to reflect the council's approach to the mainstreaming of equalities into the delivery of council services, and to address the most significant inequalities emerging from local evidence and involvement activities that could have the greatest positive impact.

The council continues to meet regularly with other public bodies to ensure respective organisations are informed on equality issues affecting the wider population across Lothian and align outcomes activity where possible. The partnership supports each other by sharing good practice, knowledge and understanding of the issues. Where possible resources are combined to achieve common goals and objectives.

Benefits of the partnership have included: -

- Developing and refining a set of outcome themes
- Planning together a shared consultation on respective frameworks
- Agreeing a set of equality 'principles'
- Ensuring equality impact assessments are assessed consistently and robustly
- Sharing of data and insight from internal engagement, surveys, reporting and membership of other equality forums such as the Scottish Council Equality Network (SCEN)
- Identifying common areas of interest. For example, improving data collection
- Seeking best practice from sharing expertise and differing approaches such as the Equally Safe in Practice, hate crime initiatives, women and girls safety in public places, and Barriers to Elected Members.

Progress on the equality outcomes have been informed by community and service area intelligence drawn from a range of engagement processes including the development of the council's corporate plan, performance information and needs assessments.

D.3 MID-TERM PROGRESS REPORT 2021- 2023

Mainstreaming Activity

The council has made good progress in mainstreaming equality since the publication of our Equality Mainstreaming Progress Report in 2021. A summary of activities undertaken by the council is set out in the Equality Outcomes and Mainstreaming Progress Report 2021 – 2023, attached as Appendix 1.

Progress on the framework covers mainstreaming activities that relate to procurement, staff recruitment and retention, training and support and the delivery of outcomes that aim to improve services and outcomes for the people, communities that the council serves. The council's equality outcomes align with and are supported by a number of corporate plans and strategies.

West Lothian Council's [Corporate Procurement Strategy 2019/20 – 2022/23](#) helps to demonstrate best value, continuous improvement, sound performance

management, partnership working, community benefits and sustainable development. Activity to achieve these aims is summarised in the progress report and includes requirements to equality impact assess procurement proposals at an early stage, the development of community benefits and the inclusion of appropriate community engagement. A new Procurement Strategy 2023 -2025 is currently being consulted on.

The equality outcomes have been supported by the achievement of the longer-term priorities of the council identified in the [Corporate Plan](#). By using a proactive approach to financial planning, the council has been able to direct resources to the agreed priorities. The council continues to improve the design and delivery of services through improvement plans, streamlining processes and procedures and performance reporting. There has been significant development of infrastructure such as new schools, housing and outdoor spaces and a continued focus on in work poverty and low pay and emphasising the benefits of the living wage to contractor and local employers.

One of the actions noted in the Equality and Diversity Framework 2021-25 under outcome 4 is to 'continue membership of the Stonewall Diversity Champions programme and submit applications to the Stonewall Workplace Equality Index.

During 2022, a decision was taken not to renew membership of the Stonewall Diversity Champions Programme. This decision was taken with a view to value for money, an ability to obtain support and information from other sources and the lack of ability to benchmark with other local authority Diversity Champions. The decision not to renew Stonewall membership has not affected the council's commitment to establishing policies and strategies that consider the needs of LGBTQ+ employees and raise awareness of the issues faced by LGBTQ+ communities. The council's policies and strategies and equality outcomes will continue to drive forward further improvements in meeting and where possible going beyond the public sector equality duty. In light of this decision, the action relating to Stonewall membership will be removed from the Equality and Diversity Framework 2021-25.

Equality Monitoring

As required, the report includes equality monitoring information in relation to the current make-up of the council workforce, recruitment, training, discipline, grievance, bullying and harassment and leavers. There will be a continued focus to address gaps in the council's equality monitoring information, but some highlights which indicate progress in the right direction include:

- The percentage of Ethnic Minority employees has increased from 1.4% in 2019 and 1.7% in 2021 to 2.2% in 2023.
- An increased percentage of employees have provided the council with information on their disability status with the percentage of employees for whom their disability status is unknown decreasing from 85% in 2021 to 67% in 2023.
- Similarly, the percentage of employees for whom sexual orientation is unknown has decreased from 83% in 2021 to 63% in 2023.
- The number of employees for whom we have Gender Identity information has increased from 874 employees in 2021 to 2066 employees in 2023, representing almost a quarter of employees.

Equal Pay Statement

Included in the progress report 2021 – 2023 is a revised Policy Statement on Equal Pay which provides an update on the council's pay gap for gender, race and disability.

D.4 FACTORS INFLUENCING THE EQUALITY OUTCOMES

Over the past two years there have been a number of emerging legislations that will require further consideration and subsequent actions over the next two years.

In 2021 and again in 2022 the Scottish Government consulted with public sector bodies on the Public Sector Equality Duty to shape the way ahead. West Lothian Council responded to both consultations. The Scottish Government published the consultation analysis in November 2022. The council await the recommendations.

In 2021, the Scottish Government's Programme for Government carried out scoping work on the remit and powers of a Learning Disability, Autism and Neurodiversity Bill. A formal consultation will take place later this year.

In March 2021, the National Taskforce for Human Rights Leadership published the [National Taskforce for Human Rights Leadership Report](#), setting out its recommendations and evidence base to the Scottish Government for establishing a statutory framework for human rights. The Scottish Government announced that they would be taking forward the Taskforce's recommendations and are currently drafting policy proposals for a Scottish Human Rights Bill. The Scottish Government are expected to launch a consultation on the Human Rights Bill in early 2023 and have committed to passing the Bill by 2025.

The Gender Recognition Reform (Scotland) Bill changes the process to get a gender recognition certificate (GRC). This Bill amends the Gender Recognition Act 2004 Act. The Bill was passed by Holyrood in December but the UK government under section 35 order, has now blocked it from becoming law. The council awaits the outcome.

E. CONCLUSION

It is considered that the mid-term progress report, demonstrates significant progress towards the council's equality mainstreaming commitments and Equality Outcomes 2021-25. Moving forward we will continue to align the framework with emerging legislation and ensure there is further strategic alignment across statutory partners.

F. BACKGROUND REFERENCES

- The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
- Equality Outcomes and Mainstreaming and Framework 2021-2025

Appendices/Attachments:

Appendix 1: Equality Outcomes and Mainstreaming Progress Report 2021 – 2023

Contact Person: Pamela Roccio, Equality and Diversity Officer pamela.roccio@westlothian.gov.uk

Lesley Henderson
Interim Head of Corporate Services
9th May 2023

Appendix 1.



EQUALITY OUTCOMES AND MAINSTREAMING PROGRESS REPORT 2021 – 2023

CONTENTS:	Page
SECTION 1: INTRODUCTION	
Foreword	9
West Lothian Context	10
Legal Context	10
SECTION 2: MAINSTREAMING THE EQUALITY DUTY	
Why Mainstreaming Equality is Important	12
Mainstreaming activity	12
SECTION 3: PROGRESS - EQUALITY AND DIVERSITY OUTCOMES	
<u>Corporate Equality Outcomes</u>	
Equality Outcome 1: People in West Lothian have improved Access to Services	15
Equality Outcome 2: There will be a better understanding and intolerance of discrimination and violence against people with protected characteristics.	20
Equality Outcome 3: People experience easier access to the provision of inclusive housing	25
Equality Outcome 4: West Lothian Council is a positive and inclusive place to work	28
<u>Education Authority Equality Outcomes</u>	
Equality Outcome 5: Pupils have a greater sense of belonging and safety in schools	30
Outcome 6: Better mental health and wellbeing of pupils	33
<u>Licensing Board Equality Outcomes</u>	
Outcome 7: The Licensing Board will seek to promote equal opportunity of access to licensed premises in West Lothian	35
Outcome 8 - The community of West Lothian is able to engage effectively in the exercise of the Boards licensing functions	36
SECTION 4: WORKFORCE MONITORING INFORMATION	
Employment Monitoring Data and Analysis	37
Policy Statement on Equal Pay	75

SECTION 1: INTRODUCTION

1.1 Foreword

Equality, diversity and equity is relevant to us all. As an organisation we strive to embed these values to help meet the needs of people from all of society and understand that everyone has right to fair and equal treatment.

Understanding equality, diversity and equity is important if we want to deliver person-centred, effective and efficient services. Equality is about creating a fairer society where everyone can participate and have the opportunity to fulfil their potential and no one is unfairly disadvantaged. Diversity is valuing peoples' differences and addressing their different needs and situations. Equity recognises that everyone has different circumstances, and characteristics, which means we have different needs to obtain access and opportunities.

The councils' [Equality and Diversity Framework 2021- 25](#) sets out the council's ambition to tackle discrimination, advance equality of opportunity and promote good relations both in our workforce and community. It includes eight Corporate, Education and Licensing equality outcomes and mainstreaming actions which are intended to address the most significant inequalities emerging from local evidence and involvement activities that could have the greatest positive impact.

The framework looks forward and demonstrates how, through a wide range of policies, initiatives, and continuous improvement activities, we're working to embed equality and diversity throughout our organisation and meet our responsibilities as a public sector body.

This document presents West Lothian Council's Corporate, Education Authority and Licensing Board Equality Mainstreaming Progress Report for the period 2021 - 2023.

Finally, it is worth noting that during 2022 Scottish Ministers conducted a review of the effectiveness of the Public Sector Equality Duty. Review findings have not yet been agreed and this interim progress report aligns to the existing reporting criteria and timeline.

1.2 West Lothian Context

West Lothian is a great place to live, work and do business, West Lothian Council aims to improve the quality of life and opportunities for all citizens. We are a top performing council with a reputation for innovation, partnership working and customer focus.

In 2021 West Lothian had the 9th highest population out of all 32 Scottish council areas, serving a population of approximately 185,580. Thereby accounting for 3.4% of Scotland's population and one of the fastest growing and youngest in the country.

According to the National Records of Scotland in 2021, 19% of the West Lothian population is aged under 15, 64% is aged 16 to 64 and 17% is aged 65 or over.

In 2021, there were more females (50.9%) than males (49.1%) living in West Lothian.

The sex split in West Lothian is as follows;

Sex	Male	Female
Age 0 to 15	52%	48%
Age 16 to 64	49%	51%
Age 65+	45%	55%
Total*	49%	51%

* The total represents all age bands that live within West Lothian

The council is central to the provision of services that affect people's everyday lives, for example, housing, education, libraries, leisure and benefits. We therefore recognise that all services provided by the council need to reflect and consider the impact that they may have on equality. We aim to provide improved services that meet the needs and priorities of local communities.

1.3 Legal Context

Public Sector Equality Duty

Section 149 of The Equality Act 2010 came into force in April 2011, introducing a new Public Sector Equality duty. The Public Sector Equality Duty (often referred to as the 'general duty') requires public bodies in the exercise of their functions, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct
- Advance equality of opportunity between those who share a protected characteristic and those who do not; and
- Foster good relations between those who share a protected characteristic and those who do not

A fourth duty is the Fairer Scotland Duty which came into force on a three-year implementation basis in April 2018. This duty places a legal responsibility on public bodies in Scotland to actively consider how they can reduce inequality of outcome caused by socio-economic disadvantage when making strategic decisions.

Protected Characteristics

Everyone is protected by the Act. Every person has one or more of the protected characteristics, so the Act protects all of us against unfair treatment. The protected characteristics are:

1. Age
2. Disability
3. Gender reassignment
4. Pregnancy and maternity
5. Race – this includes ethnic or national origin, nationality and also includes Gypsy/Travellers.
6. Religion or belief – this includes a lack of belief
7. Sex
8. Sexual orientation
9. Marriage and civil partnership (but only in respect of the duty to consciously consider the need to eliminate discrimination, harassment, victimisation and other conduct prohibited by The Equality Act 2010).

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

The Scottish Government has introduced a set of specific equality duties to support better performance of the general duty by public bodies. These duties include requirements to:

- Develop and publish a mainstreaming report
- Publish equality outcomes and report on progress (at least every two years)
- Assess and review policies and practices
- Gather and use employee information
- Publish gender pay gap information
- Publish statements on equal pay
- Consider award criteria and conditions in relation of public procurement
- Publish in a manner that is accessible

SECTION 2: MAINSTREAMING THE EQUALITY DUTY

2.1 Why Mainstreaming Equality is Important

Mainstreaming equality simply means integrating equality and diversity into the day-to-day workings of the council. This means taking equality into account in the way the authority exercises its functions.

The Equality and Human Rights Mainstreaming Guidance identifies that mainstreaming the equality duty has a number of benefits including:

- Equality becomes part of everything we do, within our structures, behaviours and culture
- We are more transparent and can demonstrate how, in carrying out our functions, we are promoting and embedding equality
- Mainstreaming equality contributes to continuous improvement and better performance.

The Council as an Education Authority must meet the requirements of the Equality Act 2010 and the (Specific Duties) (Scotland) Regulations 2012. The Council also administers the Licensing Board and must meet the requirements of the Act and Regulations when undertaking its duties in this regard. In light of the common responsibilities across the Council, Education Authority and Licensing Board with regard to the general equality duty and specific duties, the Equality Outcomes are presented together in one framework.

There are wider activities and processes that extend beyond the scope of this framework that ensure we are mainstreaming equalities throughout the councils' core business. The Equality and Diversity Framework is integral to the wider strategic framework of the council including the [Councils Corporate Plan and strategies](#) such as the Anti-Poverty Strategy, the People Strategy and the Local Development Plan. Education Authorities also have an annual requirement to report on the National Improvement framework and Reducing Inequalities of Outcome, which is in addition to corporate requirements. Here is the link to the [West Lothian National Improvement Framework Improvement Plan](#).

When developing the Framework, officers began working closely with other public bodies in the Lothians to think about what is most important for us to do to reduce inequalities. Evidence that is published at a global, UK, Scottish, and local Lothian level was reviewed, in particular the publication *Is Scotland Fairer?* and the work of the local Anti-Poverty Task Force. Seven themes were consulted on internally with services across the council and then with communities, the third sector and other public bodies.

There are a number of service specific and cross council consultations that underpin this progress report. Information on engagement activity is imbedded in this report.

2.2 Mainstreaming activity

Integrated Impact Assessment

Assessing impact is an important part of the public sector's decision making process. Integrated Impact Assessment (IIA) is the mechanism that allows us to critically assess whether a 'policy' has wider impacts beyond its intended outcomes and if it impacts differentially on different groups in our communities.

Since 2021, West Lothian Council have been working with Integration Joint Boards, City of Edinburgh, Midlothian and East Lothian Councils and NHS Lothian to develop a revised assessment. The revised IIA includes consideration of potential impacts on the environment, sustainability and socio-economic disadvantage. This broader, integrated assessment strengthens the duties and considerations of the Climate Change Act, and the Fairer Scotland Duties in addition to those of the Equality Act and Human Rights Act. The IIA Steering Group, involving colleagues from the partners across the Lothians, lead the development of IIA, guidance, training and quality assurance of IIAs.

Reminders of the need to complete IIAs are circulated regularly to managers along with notification of IIA Facilitation Training which is delivered 5 times a year. Attendee feedback from training is positive with increased confidence to facilitate an IIA and increased recognition of the value and need for IIAs has been reported.

Learning and Development

The council has invested in a variety of ways to train and raise awareness of issues relating to equality and diversity including:

- Delivery of equality and diversity training as part of induction when joining the council
- E-learning and face to face courses for employees and managers regarding mental health
- Roll out to all council employees of the mandatory corporate equality and diversity training
- Development and delivery of online Integrated Impact Assessment training
- Delivery of bespoke training for services with regard to specific protected characteristics

The council has revised its Equality and Diversity e-learning module, which is now mandatory for all employees to complete on an annual basis. The e-learning module is reviewed annually to ensure that it is up to date with best practice, the council's equality duty and the changing landscape of equality and diversity. Compliance monitoring is undertaken annually and action to address non-compliance is taken by services.

In addition, an unconscious bias e-learning module has been developed to assist managers to avoid unconscious bias when decision making. Specifically, those undertaking recruitment and selection processes are asked to complete the module as a supplement to recruitment and selection training.

Digital transformation

Digital Service Design is one of the four themes of the council's [Digital Transformation Strategy 2018-23](#). Over the past three years the council has invested in its Service Design capability and has grown a network of "Service Design Champions" who maintain up to date knowledge of Service Design techniques, working to develop services to ensure they meet user needs. At present 83 colleagues have undertaken Service Design training and are part of the Service Design Champions network. The Champions network works towards its annual Action Plan and assesses the organisation on the Scottish Government's Service Design Maturity Model which covers five key themes – Methods; Capacity and Capability; Focus on User and life events; User Engagement; and Accessibility and Inclusion.

Service Design Champions attended Visibility Scotland training in early 2022 which provided insight into the challenges faced by customers with sensory impairments. This training, alongside our in-house Service Design training, has enabled our champions to keep sensory impairments at the centre of new service developments, building in accessibility into new service developments from the outset. The Champions have access to an Accessibility channel on the councils Microsoft Teams site which provides training opportunities and reading materials to allow colleagues to expand their knowledge.

User Research is also a key Service Design activity which has been growing in use across the council. User Research involves speaking to and involving our customers early on in any service redesign work to ensure user needs are identified and subsequently met. Key projects such as the redesign of Cash in Social Policy, the redesign of the Community Equipment Store, and the development of the Inclusion and Support Service. This approach helps officers to understand what needs are missing for those with differing protected characteristics and build in these needs at an early stage in development and service delivery.

Procurement

The Corporate Procurement Unit continues to work with service areas to develop the Procurement Workplan and is committed to developing and improving its procurement practices to ensure that procurement activities are as effective and efficient as possible.

The council is focused on its commitment to maximising the benefits to its community through its procurement activity. Outcome 4 of the [Corporate Procurement Strategy 2019-23](#) outlines the council's commitment to consider Community Benefit Clauses at contract strategy stage for all relevant and appropriate procurements of £50,000 and above. The council works closely with the community to identify and secure community benefits identified and prioritised by the community.

The council has made a firm commitment to work within the Scottish Governments current legislative Fair Work framework to encourage its contractors to consider Fair Work First matters. For example, providing fair pay for workers and payment of the real Living Wage, and appropriate channels for effective voice, such as trade union recognition. The council has developed a Construction Charter which supports training, welfare and union recognitions as well as employment rights. This allows West Lothian Council the opportunity, as part of the quality evaluation of a tender, to include criterion for Fair Work First, including the real Living Wage. Currently 11% of the council's current suppliers have committed to paying at least the real Living Wage and, as an employer, West Lothian Council also pays the living wage.

SECTION 3: PROGRESS - EQUALITY AND DIVERSITY OUTCOMES

An equality outcome is defined by the Equality and Human Rights Commission as a change that provides results for individuals or communities as a consequence of the action the council has taken.

West Lothian Council's Corporate, Education Authority and Licensing Outcomes for 2021-2025 are detailed below along with information on activities and actions to achieve the outcomes during the first two years of the framework:

Corporate Equality Outcomes

Equality Outcome 1: People in West Lothian have improved Access to Services

This outcome will help to advance equality of opportunity to access services that provide accessible information, appropriate assistance and support.

Outputs include:

- Improved methods for customers with specific access requirements.
- More awareness of mental health and accessibility of information and support.
- The council explores the use of other emerging technologies and physical devices.
- Schools will ensure pupils have digital literacy competency before leaving.
- Improved digital skills across equalities groups, vulnerable adults and families.

Achievements so far:

British Sign Language Plan

The West Lothian British Sign Language (BSL) Local Plan 2018 -2024 follows the BSL National Plan published on 24 October 2017, which was developed through extensive consultation and engagement with deaf and deafblind BSL users and those who work with them. It is framed around the same long term goals as the National Plan and sets out what the council will do to support BSL users in West Lothian. The Local Plan aims to protect and promote equal access to services and support for BSL users in West Lothian.

West Lothian Languages Team have purchased Highland Council's British Sign Language Education Pack. All schools can access the resources via the 1+2 Languages Sharepoint space. Two online training sessions were delivered by Highland Council in September 2022 for lead learners interested in developing BSL in their own schools. The training sessions were recorded so that staff can access these at any point.

Lipreading courses continue to be delivered. Groups are made up of no more than 12 people which means the seating can be arranged so everyone can see each other. Technology is used to give learners the best possible chance of understanding each other and personal listeners are provided for people with a hearing aid to help to make the sound clearer. With step-by-step lipreading activities and working with the tutor, participants have said that lipreading has helped fill gaps in their hearing.

Modern Apprentice Programme

West Lothian Council's Modern Apprentice Programme submits an equality report to Skills Development Scotland (SDS) on an annual basis. The project visits schools in WLC to promote the programme and ensure that opportunity is available to all young people. All young people who disclose that they have a disability on an application form, will

automatically be given an interview. The recruitment process advises the applicant of who to contact should any support with the process be required. When recruited all modern apprentices complete a full induction where any additional support needed is taken into account and Occupational Health referrals are made. Training providers/colleges who work with the young person are informed of any additional support needs and will plan educational support accordingly.

Libraries

West Lothian council's libraries are seen as a trusted space, integrated into the local community and accessible to all. They support and facilitate education and skills development and provide a resource for developing digital skills and literacy, cultural and educational outreach programmes that empower communities, facilitate community cohesion, and reduce isolation. During 2021 and 2022 libraries have developed and delivered a wide range of services including:

- Read Woke West Lothian: [Read Woke West Lothian - West Lothian Council](#) – in partnership with James Young High School, helping young adults learn about social justice issues through reading challenges.
- West Lothian council have been working in partnership to deliver courses in British Sign Language, Mandarin and Gaelic which include Bookbug sessions and Bookbug bags for babies.
- Throughout the year libraries recognise and promote Diversity calendar awareness raising events with displays of reading materials, promoting campaigns in social media and coordinating activities with local partners. For example HI VIS fortnight: [Reading Sight - supporting visually and print impaired people to access libraries](#)
- All libraries are Breast feeding friendly certificated venues. Supporting people to feel more comfortable breastfeeding their child: <https://www.mygov.scot/breastfeeding-and-your-business>
- Homebound service - Home delivery service for library customers who are unable to visit the library due to disability or illness; library resources are selected to the customer's requirements and delivered to them at home: <https://www.westlothian.gov.uk/article/30906/Homebound-service>
- All West Lothian libraries are Dementia Friendly Venues. They promote independence, safety, security and comfort that supports wellbeing and participation in activities. For example, Playlist for Life Help Points providing locations that people affected by dementia can access free information, resources and in some cases support about creating and using a personalised playlist: <https://www.playlistforlife.org.uk/>
- All of West Lothian libraries are Autism friendly libraries promote an inclusive and supporting environment, by providing structured and calming environments with quiet or private spaces.
- Physical access in libraries continues to improve with the installation of a variety of support aids such as large button keyboards on public access computers, and Text-to-Speech (TTS) tools.
- Libraries have introduced a number of activities that aim to tackle social isolation for all ages. There are games clubs for older adults e.g. Jigsaws, board games, the Young at Heart craft afternoons and projects such as Gift o' the Gab which aims are to reduce social isolation for adults living or working in West Lothian who experience

speech, language and communication difficulties. During the sessions participants are encouraged to socialise, share stories and have the opportunity to have their story made into a booklet which is professionally printed and with their approval published on BorrowBox West Lothian, which is the council's digital book platform. Those who are not comfortable having their booklet published will still receive hard copies to keep and share with family and friends as they wish.

- West Lothian Council have been working in partnership with Heriot-Watt University to develop the Eco-Ableism project. The project has been working with groups to identify the difficulties disabled people face in their daily life choices, exploring how this impacts upon their ability to engage with policy and process changes as councils and other government organisations seek to align with post-COP26 agendas: <https://www.hw.ac.uk/uk/research/engage/case-studies/ecoableism.htm>

Museums

The Museums Service have developed a project to assist the Museums Service with youth engagement. The project aims to expand the museum's collection with a particular focus on traditionally underrepresented groups. The project will take the form of an exhibition curated by young people about LGBTQ+ history in West Lothian and what it's like for queer, young people growing up in West Lothian today.

Resources have been developed and implemented to reduce barriers and increase engagement with Black Asian and Minority Ethnic children and families. The transatlantic slavery loan box has been designed to allow upper primary school pupils to engage in hands-on object based learning focusing on transatlantic slavery. A video has been created to complement the box which sets the scene, describes the objects and talks about some of the West Lothian connections to transatlantic slavery. The script for this was reviewed by the West Lothian Race forum prior to filming.

Active schools and community sport

Active Schools and Community Sport have a vision of inclusive access for all that upholds everyone's right to participate in physical activity and sport. They use a cohesive approach that aligns the provision of physical education, physical activity and sport. The project supports people who face the greatest barriers; people with disabilities, older adults, minority ethnic groups and those on low incomes.

Within West Lothian, core investment from Sportscotland and West Lothian Council equates to 10 FTE Active Schools Coordinators and 1 Senior Active Schools and Community Sport Coordinator that support the delivery of quality sporting opportunities for children and young people across all secondary, primary and Additional Support Needs (ASN) schools.

The main aim of Active Schools is to provide more and higher quality opportunities to take part in sport and physical activity before school, during lunchtime and after school, and to develop effective pathways between schools and sports clubs in the local community.

Additionally, core investment from Sportscotland and West Lothian Council currently equates to 2 FTE Community Sport Coordinators. Coordinators take a targeted approach to working with local community clubs, along with other organisations, to support their growth, sustainability, governance, meet community need, empower community leaders and foster community collaboration.

West Lothian Xcite, who manage and develop sports and leisure activities on behalf of West Lothian Council, provide Additional Support Needs sessions across their pools so people can experience a quieter and calmer environment whilst swimming with carers.

Community Learning and Development

The Community Learning and Development Service have worked in partnership with the education and employment service to provide community-based provision for young LGBTQ+ people, children/young people with additional support needs, girls and young women to raise aspirations, wellbeing and achievement.

There has been increased promotion of opportunities for targeted groups for girls and young women through the 'Girls into Construction' scheme. West Lothian Council currently has over 150 apprentices working across a range of disciplines and in March 2022 three of West Lothian Council's apprentices were recognised at the recent Association for Public Service Excellence awards.

West Lothian is the first local authority in Scotland to have My World of Work Ambassadors in place throughout all of its secondary schools. My World of Work Ambassadors act as peer advocates within their schools for Scotland's careers web service.

Beginner Gaelic language classes have been delivered by the Adult Learning team since January 2022. Classes can accommodate up to 12 learners and demand is increasing for places and follow on classes.

Digital skills across equalities groups, vulnerable adults and families.

The Digital Inclusion Group, a Community Planning Partnership led initiative, agreed and updated a detailed action plan to support customers who are digitally excluded. Over the period 2021- 2022 the group has widened its membership and has been particularly active as a response to the Covid 19 pandemic and the need to support digitally excluded individuals. West Lothian received over 1800 devices across four phases of the Scottish Government's Connecting Scotland programme, to distribute initially to those people who were shielding but needed support to get online. The second wave of the programme saw a particular focus on care experienced young people and families and the third wave of the programme concentrated on unemployed people. A fourth phase was introduced in late 2022 to support new refugees.

The council's Adult Learning team worked to support individuals with their digital skills. The service adapted their digital programme to be able to deliver support online rather than face to face. To supplement this learning, new printed resources have been created to help people get started in their digital journeys.

The Adult Learning Team has also designed and delivered a 'Tea 'n' Tablet' course to communities across West Lothian to give learners confidence and skills to access the internet and use email and social media. The course has initially been targeted to regeneration areas and older people.

Digital Schools Status

To date 75 West Lothian schools have registered for the Digital Schools Award and are gathering the required evidence prior to formal validation. In March 2022, 16 Primary Schools, 4 Secondary, 1 ASN and 1 Nursery have been awarded the Digital School status.

Period Products (Free Provision) (Scotland) Act 2021

The free period product provision act (2021) received Royal Assent on the 12th January 2021. Under the Period Products (Free Provision) (Scotland) Act 2021, local authorities and education providers are legally responsible for providing free period products to anyone who may require them. West Lothian was and is well placed to deliver on the act as it had for several years provided free period products as part of addressing poverty. This has seen

access to free period products primarily being delivered in schools, community buildings and local sports centres. In our schools our young people and staff have access to a range of period products including re-usable items.

A Period Products consultation was carried out within West Lothian between May and July 2022. This process was carried out to engage with the local community regarding the accessibility of free period products which has subsequently informed the West Lothian Council Delivery Statement and Provision Plan.

Since August 2022, the council has continued to promote a number of community venues where people, can pick up what they require and made more reusable products available through the Food Network and schools.

The My Period app is available for download which provides information regarding where products can be accessed and which products will be available. The app will be updated to reflect any changes in the delivery of the service (e.g. changes in opening hours, changes in the availability of products) on a regular basis.

The council has a free online ordering process in place to help people who do not have access to local venues. There are a small range of products available for delivery. Anyone is welcome to use this free service, but a person must live in West Lothian and provide a West Lothian post code for delivery.

Equality Outcome 2: There will be a better understanding and intolerance of discrimination and violence against people with protected characteristics.

This outcome aims to advance equality of opportunity for adults, children and young people who experience gender-based violence to access support and help us to eliminate race discrimination and discrimination based on religion, advance equality of opportunity and foster good relations between different racial and religious/belief groups.

Outputs include:

- Victims, witnesses and partner agencies feel more confident in reporting hate incidents through a variety of methods
- Raised awareness on the legacy of slavery in West Lothian.
- Incidents involving harassment of people based on their protected characteristics are recorded.
- Raised awareness on Modern Slavery.

Achievements so far:

Gender Based Violence

In 2021 the council's Gender Based Violence Strategy was developed which builds on the Scottish Government's Equally Safe Strategy and details how partners in West Lothian will work to tackle gender-based violence. Violence against women and girls cuts across all sections of society but not all women and girls are at equal risk. There are factors that increase vulnerability to abuse such as age, poverty, ethnicity, mental health and substance misuse, disability and homelessness. The Strategy has aligned to the 4 strategic priorities of Equally Safe and subsequent quality standards.

The Equally Safe Quality Standards were published by the Scottish Government, COSLA and the Improvement Service in May 2018 (updated in April 2019), in close collaboration with the National VAW Network and other stakeholders.

The councils Lead Officer for the Gender Based Violence Committee is part of the National Violence against women and girls training and workforce development working group which explore and scope opportunities for a national learning hub/portal; considering the key asks, aims and challenges associated with developing a centralised learning space.

At a local level, there is work being carried out to develop a Gender Based Violence Training strategy and calendar that can be accessed by all partners of The Gender Based Violence Committee. As part of the recent 16 days of Action against Gender Based Violence campaign, the Domestic Abuse Awareness Raising Tool (DAART) e-module was made available to all council staff in November 2022. To date, DAART has been completed by 211 members of staff, and the councils GBV module has been completed by 638 staff members in 2021/22 and from 2022 to present by 28. Further promotion of learning opportunities has been undertaken as a part of the 16 days of action activity.

Plans are in place for members of the Learning and Development Team and the Domestic and Sexual Assault Team (DASAT) to become certified in the delivery of the Safe and Together core training. The 4 day training course will then be extended across partner agencies as well as council supervisors and managers to create a robust framework for a training and development model in West Lothian. Gender based violence has increased nationally year on year for the last 5 years and the gender based violence partnership has been working hard to increase safety, raise awareness, highlight the nature and prevalence of gender-based violence and strengthen local work to tackle gender based violence.

The national 16 Days of Action campaign runs from International Day for the Elimination of Violence Against Women on November 25, to the International Human Rights Day on December 10. In 2022, representatives from organisations across the West Lothian Community Planning Partnership joined local school pupils and members of the community to take part in a 16 Days of Action march from Howden Park Centre to West Lothian Civic Centre in order to highlight the plight of women and girls who face violence and harassment.

Following the march, a rally took place at West Lothian Civic Centre to mark the campaign, with those in attendance getting to hear a series of empowering speeches from representatives from local community planning partners, charities and pupils from West Calder High School.

As part of the campaign, survivors of domestic abuse created a special video to share their experiences and encourage others to reach out for help. [The video can be viewed online.](#) Other activities include training sessions and an art exhibition at Howden Park Centre featuring artwork from survivors of domestic abuse and High School Pupils from across West Lothian. The local campaign culminated in a survivor's vigil.

The council has developed an Employee Gender Based Violence (GBV) policy to support the welfare of staff affected by current or previous gender based violence. The council is committed to ensuring gender equality in the workplace and preventing gender based violence. The impact of gender based violence on the health and wellbeing of staff is a serious and recognisable problem. By increasing awareness of the signs of gender based violence, and providing a safe and supportive working environment, the council can help to support the welfare of an individual experiencing or who has experienced gender based violence. The policy provides guidance and support to any employee experiencing GBV in their personal lives and assists managers to identify and support employees currently (or previously) experiencing GBV.

The council delivers the UP2U programme, which is a domestic abuse behaviour change programme designed to help people make positive changes to their behaviour in their relationships. The programme is for men or women aged 16 or over and who have been convicted of a domestic abuse offence and are subject to social work supervision in West Lothian. UP2U is an assessment led intervention offering tailored treatment packages to suit the individual's needs and level of risk.

The programme can be undertaken in a group setting or 1:1 and range from 6 to 40 sessions, with the option of extended sessions where risk and need indicate. Between 1st April 2021 and 31st March 2022 64 men were subject to a programme. Between 1st April 2022 and present there has been 59 UP2U Requirements started (46 People) 1 women.

Women and Girls in Public spaces consultation

In May 2021 the Council approved a composite motion which recognised that the onus of keeping women safe should not rest with women and that a wider conversation is needed around the safety of our public places and spaces.

Officers conducted a consultation with women in West Lothian and organisations/agencies working with local women; to include but not limited to:

- General concerns about safety in public places and spaces
- Concerns about particular areas
- How fears may manifest in changes to their own behaviour.

Officers also engaged with community partners to determine interest and support in the consultation and to consider any data they may hold which will support an analysis of incidents of violence against women and girls in public spaces and places and any

examples of good practice in terms of policy interventions to alleviate or prevent violence against women and girls in public spaces. At the meeting of the Community Planning Partnership Board, members gave a commitment to promoting and publicising the consultation to ensure maximum response rates. The consultation responses and an update on the action plan developed by the Community Safety Board was reported to the Community Planning Partnership Board in Feb 2022.

Following on from the consultation, a new Supporting Women and Girls initiative has been developed to:

- help women feel safer in West Lothian's public spaces and places.
- provide a way for women and girls in West Lothian to speak up about the public spaces and places where they feel unsafe
- highlight to men the role they can have in helping women and girls feel safer.

The West Lothian Community Safety Partnership (CSP) - which is made up of West Lothian Council, Police Scotland, Scottish Fire and Rescue Centre, Voluntary Organisations and the Health and Social Care Partnership are encouraging women and girls living in West Lothian to make the CSP aware of public spaces where they feel unsafe by using a new online form which can be found at: www.westlothian.gov.uk/womenandgirls. The information will then be collated and appropriate action will be undertaken to make improvements where possible.

The Community Safety Strategic Plan 2022 – 2025, approved at the Community Safety Board on 8 August 2022, includes the safety of women and girls as a key action within the plan.

Hate crime incidents - confidence in reporting

Police Scotland continues to work with the council's Safer Neighbourhood Teams and West Lothian communities to reduce Hate Crime and Incidents. The statistics for monitoring progress against this action continue to be reviewed and assessed as soon as they are made available from Police Scotland. The quarterly Hate Crime information is supplied by Police Scotland and presented to the Services for the Community Policy Development and Scrutiny Panel Activity with preventions officers promoting the continued roll-out of the Keep Safe Campaign and Third Party Reporting, raising awareness of disability hate crime.

In 2021 – 2022 the overall number of Hate Crimes and Incidents have decreased against the five year average. The council, Police Scotland and 3rd sector work together to create and support new reporting mechanisms. There are now eight 3rd party reporting centres in West Lothian that are listed and publicised on a number of websites including victim support, Police Scotland and the council. These facilities are regularly promoted on social media platforms Facebook and Twitter. West Lothian Courier run a regular column highlighting any planned events or initiatives, which includes 3rd party reporting.

Although numbers are slow to increase, the council's Preventions Officer continues to work with premises and provide information to those businesses who may be thinking of participating. Details can be found on Police Scotland website searching under 'Third Party Reporting'.

Mentors in Violence Prevention

Mentors in Violence Prevention (MVP) is a peer education programme jointly organised by Police Scotland's Violence Reduction Unit and Education Scotland. All secondary schools in West Lothian are now taking part and using senior pupils to educate younger pupils about gender-based violence. These discussions around gender equality, healthy relationships, consent and sexual violence help pupils to challenge the attitudes, beliefs and stereotypes

which can lead to harassment, bullying and gender-based violence. It uses a 'bystander' approach and looks to empower young people with the ability to support and challenge these situations in a safe way.

The MVP programme looks to help create young people who are respectful and who understand healthy relationships so that they grow up to be adults with those same values, therefore reducing the amount of incidents of gender based violence. Once embedded, the programme is also shown to improve other outcomes in school such as behaviour, attendance and attainment through creating a more respectful and supportive ethos and environment. Senior mentors also develop important leadership and presentation skills which can contribute toward their qualifications.

Legacy of Chattel Slavery Working Group

At the meeting of Council Executive on 23 March 2021, it was agreed to establish a working group to consider the legacy of the slave trade in West Lothian. The working group includes representation from individuals with knowledge and expertise of Scotland's role in the transatlantic slave trade, the history of West Lothian, education and curricular matters, diversity and equality, communications, community development, and representation from community members from Black, Asian and Minority Ethnic communities.

The group has met regularly since February 2022 and the business of the group has been divided into three subgroups: recording local history connections; education; and community engagement and events.

The work of the recording local history connections subgroup is focussed on the identification and exploration of West Lothian's historic links to chattel slavery. This work is incorporating an audit of local collections and features in the West Lothian area as well as research into notable individuals and institutions. It has been informed by preliminary research undertaken by the council's Museums Officer and the Fair Justice System for Scotland Group.

In order to facilitate future community consultation, this work is being categorised by the subgroup under the following themes: 1. The Growth of West Lothian 2. Politics and Patronage in Great Britain and colonies 3. Inspiring Individual Stories 4. The role of the military in sustaining slavery and colonialism 5. Funding Educational Foundations from the profits of slavery 6. West Lothian and the Abolition Movement.

Once this research and categorisation work is complete, it is proposed to launch a community consultation including a short online survey, community meetings and targeted focus groups. These will be used to gather the public's views on West Lothian's links to chattel slavery and will inform the recommendations of the working group.

The aim of the Education subgroup is to develop educational input using the West Lothian Connections publication and material produced by the Local History Connections Sub-Group that will be integrated across West Lothian schools. The group are currently considering how we better ensure that young people in our schools learn about West Lothian's historical links with the slave trade and will then facilitate the production of quality resources to support learning and teaching. This work will be informed by working with and consulting young people and teachers who are keen to engage collaboratively to produce the learning resources.

The Community Engagement and Events sub group is focussing on developing an engagement plan which will consider techniques and engagement methods under each activity. A key focus is to adopt a flexible approach to ensure all engagement activity is accessible.

It is proposed to bring a report to Council Executive in August 2023 setting out any reparatory actions for the council that are recommended as a result of this work.

Equality Outcome 3: People experience easier access to the provision of inclusive housing

Work to achieve this outcome will help us to provide opportunities for inclusive and sustainable housing.

Outputs include:

- Help households struggling with fuel costs.
- Identified pathways for vulnerable people in transition and at risk of homelessness.
- Support for young people and others who are homeless or at risk of homelessness.
- Housing for older people and those with a disability to achieve greater independence.

Achievements so far:

Accessible housing

In October 2022 the council approved the location for a new build housing facility for Young people. The new £4 million facility will provide accommodation for young people requiring supported and temporary accommodation. The unit will have 12 one bedroom flats with one onsite support and up to 16 x one bedroom mainstream flats.

The Housing Needs Service have developed processes to ensure that prisoners are provided with advice to prevent the loss of secure accommodation or plan for their early release through housing options advice and homelessness assistance. The service has established links with criminal justice partners and has updated its Data Sharing Agreement with Scottish Prison Services and implemented a local Data Sharing Agreement to assist in preventing the loss of Registered Social Landlord tenants who become incarcerated.

The Housing Capital Programme provides a number of schemes targeted at making provision for older people, these include home security, aids and adaptations and the assisted decoration scheme.

Home security for pensioners scheme provides options including; the provision of locks, external lighting, door viewers, door chains, window locks and door intercom systems. To date around 3,000 council houses have had security measures fitted under this scheme.

The refreshed Scheme of Assistance is a welcome update for an important statement about the services and support available from the Council to disabled persons in private sector homes. It provides practical information for private homeowners about the types of support, advice or services they can expect to receive from the council. The Scheme supports continued repairs and works to mixed tenure estates, excluding private sector homeowners where possible or ensuring recovery of costs for works from private homeowners, in line with the Council's Corporate Debt Policy. The Scheme is available online, with an Easy Read version and leaflet to summarise the key points contained in the scheme and contact numbers for relevant 5 services. Services will continue to work together to support homeowners keep their properties in repair and adapted for independent living.

Housing First Model

West Lothians Housing First Model, was developed by the council in partnership with NHS Lothian, and the third sector during 2019/20 with the establishment of the Housing First Co-ordination and Assessment Team which has been developed following the success of the Vulnerable Persons Resettlement Service. The service was initially funded through the West Lothian Alcohol and Drug Partnership (ADP), and has recruited a Manager and Support

Worker. Following an evaluation and review of ongoing funding, the RRTP will continue funding Housing First for Adults until March 2024 with the Service provided in-house for the final year of the RRTP with a view to mainstreaming the service and seeking future joint funding thereafter.

Tenancy Progression Award

A new National Progression Award in Tenancy at SCQF Level 4 has been successfully developed and launched. An analysis of recent school leavers by Education Inclusion and Wellbeing Skills Centre team highlighted vulnerable learners at the Skills Centre were at risk of homelessness and sought to add a new aspect to the curriculum. The team undertook extensive research to identify the most appropriate learning programme and worked with the SQA and other partners to develop the award which enables young people to be better prepared for life after school and to secure and sustain a tenancy. The Skills Centre team has worked in partnership with the council's Anti-Poverty Service and Housing teams to support the delivery of the qualification and to ensure the learning experience relates to real life scenarios. Partnerships will be further strengthened to connect the learning to real life and also expand the use of the qualification to other vulnerable young people, including learners on the Level Up (Looked After Children) Project.

Financial Support

The council's Anti-Poverty Service has developed a new approach in partnership with Education to embed advice and financial support services through education settings. Working with 7 pilot schools, the project aims to strengthen links with teaching and support staff to raise awareness of poverty and to establish robust referral mechanisms to ensure families and young people have access to advice to meet their needs.

The Anti-Poverty Service has worked closely with Housing and Education to embed income maximisation advice and support with housing issues for young people as part of the Young Person's Emergency Prevention pathway. Working alongside the Young Persons Emergency Prevention Service (YEP), a Youth Housing Options service was launched in October 2022 for anyone aged 16-18 years old with the aim of preventing homelessness through maximising housing options, and providing support such as conflict resolution, mediation and family support. The service also aims to ensure that young people are supported to navigate the homeless system when homelessness is unavoidable. Officers are working with the Rock Trust to utilise the Nightstop service to prevent the use of unsuitable accommodation, offer respite and find ways to avoid homelessness.

Work has also been undertaken with West Lothian College to improve referral routes for young students at risk of homelessness via the Fast Online Referral Tracking (FORT) system which allows supporting professionals to make secure online referrals for a wide range of support needs. The council has worked with the college to provide a grant fund for young students aged 24 and under and impacted by poverty. One-off grants of up to £200 are available to help with the cost of undertaking an access course, for example travel costs/equipment/digital connectivity etc to ensure that poverty is not a barrier to education.

The More Choices, More Chances (MCMC) team support young people to move into a positive destination. The programme has resulted in 86% of MCMC young people achieving a positive destination and sustaining it for more than 6 months, exceeding the target of 84%.

The West Lothian Fuel Grant is available to anyone with a low income who is experiencing fuel poverty or is at risk of disconnection from supply. Since the grant was launched in December 2021, over 2,200 households have been supported with grants totalling £225,425.

The council's Disability Energy Grant is also available to anyone with a low income with increased energy costs associated with a disability or long-term health condition. This can be paid along with the standard fuel grant. To date, grants have been paid to 42 individuals, totalling £4800. Crisis Grants awarded for food and fuel costs now include an additional Winter Support Payment of £80 paid to the following groups to support with increased living costs, including fuel:

- Lone Parents – In receipt of Universal Credit
- Disabled Pensioners – In receipt of Council Tax Reduction (CTR) and Disability Living Allowance Middle or Higher Rate of the Care Component and Personal Independence Payment Enhanced Rate
- People with limited capability for work in receipt of Universal Credit
- Carers- CTR recipients in receipt of the Carers Premium
- Anyone who applies and is successful in their application for a crisis grant from October 2022– March 2023 is provided with £20 fuel assistance payment to help with the increased cost of fuel.

The Feeling the Pinch fund has now reopened. This fund can provide up to £300 toward essential items or unexpected costs where the applicant is unable to access financial support elsewhere. To date, 125 awards have been paid totalling £25,283

Local Housing Strategy Consultation

Engagement on the Local Housing Strategy began in December 2021. It has been done differently as a result of the pandemic although it has enabled more people to participate either through questionnaires or online workshops, combined with some face to face meetings as appropriate.

There has been close working with the Tenants Panel to discuss the Local Housing Strategy and to obtain their input on the key themes. The themes covered between February and May 2022 included;

- Developing an LHS survey and discussion on equalities
- Session on Fuel Poverty and Climate Change
- Placemaking Session
- House Condition

The LHS questionnaire was developed in April 2022. It was available on the council's internet page, on the Tenants' Facebook page and to staff. There were over 600 responses to the consultation. To further inform the LHS, there has been engagement with Disability West Lothian, the Voluntary Sector Gateway and the Race Forum. The importance of provision of specialist housing to meet a range of housing needs was noted in the consultation and a commitment to this will be included in the LHS. The LHS is currently being drafted with the aim of it being in place during Summer 2023.

Equality Mainstreaming Outcome 4: West Lothian Council is a positive and inclusive place to work

This intention of this outcome is for all employees to have equality of opportunity to support services, and to foster good relations in their place of work.

Outputs include:

- Support for employees to continue in work while managing caring responsibilities.
- Employees have access to appropriate information and advice about mental, physical, financial and workplace wellbeing.
- A diverse workforce that reflects the communities we serve.

Achievements so far:

Flexible working pilot

As the council remobilised from the Covid 19 pandemic, there was a desire to maximise the benefits that had been realised from the enforced homeworking situation. The council therefore conducted a review of the council's suite of flexible working policies and introduced a Flexible Working Pilot in April 2022.

The Flexible Working Pilot introduced Workstyle categories for each post in the council, one of which is Hybrid Working, a new concept for the council. The workstyle categories also formalised full-time homeworking arrangements for employees in suitable posts. Along with the introduction of hybrid and homeworking, the council extended the bandwidths of the flexi-time scheme and introduced more flexibility within the working day. The flexible working pilot will be reviewed at the end of the 12 month pilot period.

The council continues to offer flexibility to all staff that goes beyond the statutory right to request flexible working, along with the option to purchase additional annual leave and utilise special leave in line with council policy.

The council's Leave for Family Care Purposes Policy is currently under review with a view to the introduction of further provisions to support employees who manage caring responsibilities while working. Following approval of the revised policy, the council will seek to achieve Carer Positive accreditation.

Healthy Working Lives

Healthy Working Lives representatives actively circulate details of the four pillars of wellbeing particularly when raising awareness of wellbeing events. HR continue to promote the Four Pillars of Wellbeing (FPOW) toolkit to all managers and employees as part of absence discussions. In addition, during the council's Healthy Working Lives week there is active promotion of the FPOW toolkit included in the material distributed to advise staff of events. HR also attends any wellbeing events to promote the FPOW webpage and relevant toolkits. Work is ongoing to revise the layout of the website due to the volume of the materials, with the aim of easier access. Links to the FPOW are also contained in the recently launched new employee benefits package.

Equality monitoring data

The council has a corporate question set for gathering equality monitoring data. The question set mirrors the information gathered from employees during the recruitment process and is used to inform processes such as the bi-annual employee engagement survey and health and wellbeing surveys conducted during the pandemic. Services will use

the corporate question set when gathering equality monitoring data from customers, enabling them to further tailor services to customer needs.

In an ever changing equalities landscape the council will keep its corporate question set under review. At the same time COSLA are considering inconsistencies between the question set used in the 2021 Census and the national recruitment portal Myjobscotland. The council will make any necessary changes as appropriate.

The council has promoted the benefits of staff providing up to date equality monitoring information. Activity has included global emails and prompts within the HR management portal – MyHR. For instance, when an employee changes sensitive information within MyHR, the automatic confirmation email recognises that a change to disability status may impact on their employment and if they need additional support or adjustments they are encouraged to discuss this with their line manager. Further promotion and encouragement of staff to provide monitoring will be an ongoing feature.

Employee Network

The council is committed to developing a new employee network that brings together officers from various services who would discuss challenges, and consult on policies, plans and national topics. Resourcing has prevented progress on this action to date, however work to promote and generate interest in an employee equality network will be a priority for 2023.

Transgender policy statement

A draft transgender policy which highlights the Council's commitment to support trans employees and those undergoing a transitioning process has been prepared and will be considered during 2023.

Recruitment and Selection

The council's Recruitment and Selection Policy and Procedure have been reviewed against the Scottish Government's Minority Ethnic Recruitment Toolkit and improvements to the recruitment processes identified. A wider review of the council's approach to Recruitment and Selection is planned for 2023 in order to address recruitment and retention challenges.

Education Authority Outcomes

Equality Outcome 5: Pupils have a greater sense of belonging and safety in schools

This outcome will help to eliminate discrimination, harassment and victimisation and advance equality of opportunity for children in school services.

Outputs include:

- Increased engagement with ethnic minority children and families.
- Increased awareness in our schools of gender-based bullying and harassment.
- United Nations Convention on the Rights of the Child (UNCRC) is reflected in the Children's Services Plan (CSP) 2020-2023.
- All schools are able to access and analyse inclusion data which enables them to plan interventions at individual, group and at whole school level.

Achievements so far:

Engagement

All schools are involved in evaluating and increasing parental engagement and family learning opportunities through the implementation of the West Lothian Parental involvement and Engagement Framework.

Schools use results from the annual Parent/Carer ethos surveys to inform school improvement priorities and activities within their own unique context. In 2022, school leaders have been building upon effective approaches to re-engage parents/carers in their own settings, and continuing to develop flexible and inclusive communication methods with parents/carers.

In 2022, a new Moving Forward in Learning Group was created to focus on supporting and increasing involvement and engagement of children and parents/carers. The group are working in partnership with Community Learning and Development and Forth Valley and West Lothian Regional Improvement Collaborative to refresh the West Lothian Parental Involvement and Engagement Framework and the creation of a Family Learning Action Plan.

Anti-Bullying

Pupil Ethos surveys show that 69% of pupils across West Lothian feel that bullying is being dealt with effectively. The feedback from these surveys has been used to develop revised Anti-Bullying guidance which all schools received on the 14th November 2022. From there the council hopes to see an increase in the number of pupils who feel that their schools procedures are effective.

Schools have continued to raise awareness of trauma informed service delivery including all pupils having access to a trusted adult. By June 2022 18 schools had piloted Trauma Informed Training part 1. Feedback shows that all schools who took part learned something that would impact positively on their practice and that the training had improved their knowledge of Trauma Informed Practice.

UN Convention on the Rights of the Child (UNCRC)

In August 2021 a UNCRC officer was appointed to join the Forth Valley and West Lothian Regional Improvement Collaborative team. All West Lothian schools, Education Psychology

Services and Community Learning and Development took part in online awareness training for UNCRC in November 2021.

A self-evaluation toolkit was developed to support schools and service areas to track progress in the 5 key areas of UNCRC: Recognising and realising children's rights; Culture values and ethos; Skills and attitudes; Links to the curriculum; Targeted support. All senior leaders benefitted from training and ongoing support.

UNICEF Rights Respecting Schools is the world's leading organisation working for children and their rights. The 'Rights Respecting Schools Award' (RRSA) helps pupils to grow into confident, caring, responsible young citizens both in school and within the wider community. By learning about their rights pupils also learn about the importance of respecting the rights of others. 100% of West Lothian schools are currently engaging with the RRS accreditation and validation process. This is the highest percentage across all local Scottish education authorities with all schools achieving improved levels of accreditation this session.

Early Years Centres across West Lothian have prioritised the principles of UNCRC into their planning for learner voice and learner participation with emerging best practice exemplifying WL commitment to raising awareness of UNCRC.

Attainment

There are a number of key actions in schools to further improve levels of attainments and embed an inclusive approach to service planning including:

- A more robust and challenging programme of tracking and monitoring across all sectors
- A focus on improving attainment across the Senior Phase, ensuring access to a broad range of qualifications and awards
- Central Quality Improvement officers and school leaders working collaboratively to drive improvement
- All schools involved in evaluating and increasing parental engagement and family learning opportunities through the implementation of the West Lothian Parental involvement and Engagement Framework.

Secondary schools continue to evolve their systems for tracking and monitoring to ensure that staff at all levels have the knowledge of young people's needs that they require. This enables them to plan for the right support at the right time to enable young people to maximise their outcomes throughout their secondary learning journey. Central Quality Improvement officers support with collaborative learning with the aim of ensuring consistency in the robust use of data to support planning, tracking and monitoring. They gather Senior Phase attainment prediction data from secondary schools at key points in the year, which includes a focus on specific groups such as care experienced young people. The central team look closely at this and meet individually with schools to discuss any required follow-up actions.

Our schools regularly review the Senior Phase curriculum to ensure equity of provision for learners at all levels, leading to positive outcomes and destinations. There is currently a collaborative group of senior leaders and partners working together to ensure there are equal opportunities to access a variety of different pathways. This group also works collaboratively with West Lothian College in a range of ways to plan pathways that enable young people to maximise progression in their learning and future opportunities.

Central Quality Improvement officers work collaboratively with school leaders in a range of ways. This includes networks supporting improvement themes such as Senior Phase curriculum pathways, regular collaborative Head Teacher and Depute Head Teacher networks and working individually with schools as required. Every school benefits from the support and challenge provided by the Quality Improvement team. Underpinning all of this is the pursuit of excellence and equity for all young people in West Lothian.

Community Learning & Development colleagues worked with schools, Social Policy, Regeneration, Anti-Poverty and third sector colleagues to plan an extensive summer programme. This planning process involved all providers both consulting with key stakeholders and using experience from the “Summer of Play 2021” to inform the programme. This work evidenced that providers had listened to the views of children, young people and families and had designed activities that were relevant and met need. Through wider engagement the opportunities for 2022 had been enhanced with specific activities for children and young people with disabilities and for children and young people from ethnic minority communities.

Outcome 6: Better mental health and wellbeing of pupils

This outcome will help to advance equality opportunity for children to achieve their full potential, and be free from any artificial barriers, such as prejudice or discrimination.

Outputs include:

- Strategic planning is sufficient to enable children and young people to access services and support for their mental health and emotional wellbeing within their community.
- Development of Health and Wellbeing curriculum that includes building resilience
- Children and young pupils voice within schools helps to promote autonomy and equality
- All children and young people have support for their wellbeing through a staged intervention process

Achievements so far:

Mental Health

In Session 2019-2020, there was one person in each school trained in Mental Health First Aid. The intention was that this would then be available to all staff. In September 2021 NHS Lothian informed Education Services that further Mental Health First Aid Training was no longer available, however if schools have staff who are trained they are continuing to provide inputs at school level on this. All West Lothian schools have been signposted to <https://www.cypmh.co.uk/> and [place2be](#) training to support mental health in all schools. In June 2022 data informed us that 52% of schools have at least 1 member of staff trained in one of the above courses.

The Educational Psychological Service (EPS) has continued to offer loss and bereavement group work sessions such Give Us A Break (GUAB). GUAB sessions have gathered information immediately following training with a follow up discussion to look at the impact planned for later in the session.

Over the last 2 years, the Educational Psychology Service has significantly increased the online learning and development it offers for Education colleagues, accessed through the GLOW Sharepoint platform. This has enabled greater access to key resources and training on a range of topics relating to mental health and wellbeing for those who would traditionally have accessed our training in person. The new approach has enabled greater access to the information across education colleagues. It can also be accessed anywhere and at anytime from an appropriate device.

The Educational Psychology Service has worked closely with internal and external partners to ensure access to School Counselling Services across all schools through careful administration of the Scottish Government ring-fenced funding for this initiative. All schools now have access to counselling to support children and young people who will benefit from this service.

Anxiety Management groupwork has been developed and improved evaluation reports. Provide feedback from young people on their experience of the group. Pre-and post measures of anxiety are also gathered.

West Lothian Council have piloted an Eye Movement Desensitisation and Reprocessing intervention to support young people affected by trauma. Please access the website below for details.

[EMDR Association UK - Overcoming trauma with expert help - Overcoming trauma with expert help](#)

Access to specialist interventions to support trauma by using a case study approach to pilot the programme. Case study analysis of Eye-Movement De-sensitisation and Reprogramming intervention ongoing.

The case study work will be pulled together over summer (2023) and we will be considering, as part of a wider service refresh, how we can free up more time within our system to widen access to the intervention for those for whom it will be most appropriate.

Construction Services have undertaken a number of building alterations in schools which includes accessible toilets and lifts. 5 primary schools received toilet refurbishments in this financial year.

Lift upgrades were completed at Murrayfield Primary School in Easter 2022. A lift upgrade is planned for Inveralmond Community High School in Easter 2023. Accessibility works are being carried out at Broxburn Academy and Armadale Academy for pupil transitions in Easter 2023.

The Children and Young People's Mental Health Taskforce was jointly commissioned by the Scottish Government and COSLA in June 2018. The aim of the Taskforce was that children, young people, their families and carers should know that they are supported in good mental health and will be able to access services which are local, responsive and delivered by people with the right skills.

In response to this, a Community Mental Health and Wellbeing Supports and Services Framework was developed and a lead officer for children and young people's mental health was recruited. Key developments include:

- Develop a Public Social Partnership to deliver the [Roots](#) Programme
- Developed the Voice 24/7 text message service linking young people to volunteers
- [West Space](#) website is utilised to ensure it contains information on mental health and wellbeing resources and support.
- Listen and Link internal service was developed.

Licensing Board Outcomes

Outcome 7: The Licensing Board will seek to promote equal opportunity of access to premises licensed for the sale of alcohol in West Lothian

Work to achieve this outcome will help us to advance equality of opportunity for disabled people, foster good relations and eliminate discrimination.

Outputs include:

- The Licensing Board better understands the diversity of needs of West Lothian's equalities groups
- Accessible information is available on the functions of the Board, and the process of making an application
- The Board continues to work in partnership with agencies including Police Scotland and the local Licensing Forum, who each have a separate statutory role to play under the Licensing (Scotland) Act 2005, with equal regard to the interests of persons with protected characteristics
- Require applicants for new premises licences and provisional licences to undertake detailed Disability Access and Facilities Assessments (DAFS)
- Reasonable adjustments to assist applicants, objectors and the public to engage in the licensing process are available on request

Achievements so far:

The Annual meeting between the Licensing Forum, Police Scotland and the Licensing Board took place in December 2021 to allow an opportunity for equality issues to be raised. One action from this was to review and update information on the Board's webpages on the functions of the Board, policies and information on completing applications. All of these pages have been embedded in the council's webpages so that the ReciteMe (assistive technology) function can make information accessible and inclusive through a range of features such as text to speech functionality, fully customisable styling features, reading aids and a translation tool with over 100 languages, including 35 text to speech voices.

As part of the alcohol licensing application process applicants are directed to information on the Equality Act 2010 and the requirement to complete a detailed DAFS for new premises licence and provisional licence applications. Applicants are advised that the Board expects them to give detailed consideration to accessibility of their premises prior to completing the form and that DAFSs that are incomplete will be returned. The Board has processed and granted 20 new applications for premises licences that included DAFSs.

No equality issues were raised at the Annual meeting between the Board and the Licensing Forum held in December 2022.

Recently updated equality training provided by West Lothian Council has been completed by all Board staff.

Outcome 8 - The community of West Lothian is able to engage effectively in the exercise of the Board's licensing functions

The Board recognises the need to ensure that the alcohol licensing process is accessible to all. They recognise that people who find it difficult to get involved (for example, because of language barriers, disability, poverty or discrimination) can help to influence the decisions that affect their lives.

Outputs include:

- The Board will seek to ensure that the service it provides offers equal opportunity for engagement by persons with protected characteristics
- The Board's policy statement signposts licence holders to their duties under the Equality Act 2010.
- The Board will work in partnership with Police Scotland and the Licensing Forum to identify any issues arising in connection with persons with protected characteristics and address such concerns.
- The Board will seek to identify, monitor and address any service concerns specific to persons with protected characteristics

Achievements so far:

Customer surveys are sent to all customers at the conclusion of each application process which have a specific section requesting detailed comments about any equality issues. The survey responses are regularly reviewed to identify any concerns specific to persons with protected characteristics in order to monitor and address such concerns, as appropriate. There have been no comments received regarding equality issues.

The Board's gambling policy document was reviewed in 2021 and a new policy published in January 2022. As part of the review a consultation was carried out with the public and stakeholders. No equality related issues were raised in responses to the consultation.

Recently updated equality training provided by West Lothian Council has been completed by all Board staff.

End of progress information on the equality outcomes for the period 2021 to 2023.

EMPLOYMENT MONITORING DATA AND ANALYSIS

The council has a statutory duty, as a public sector employer, to publish employment monitoring statistics in relation to the composition of its workforce and the recruitment, development and retention of its employees.

Information on the workforce has been gathered and reported on according to protected characteristics and is provided in the tables below for the period 1 January 2021 to 31 December 2022.

Sources of Information

The council's HR Management Information System has been used to gather and report on the following:

- Staff currently in post
- Employees applying for and receiving training
- Employees involved in grievance, disciplinary or bullying and harassment cases
- Employees leaving the council

The National Recruitment Portal has been used to gather and report on the following:

- Applicants for employment and promotion
- Candidates selected for interview
- Candidates successfully appointed

Monitoring Process Developments

The council continues to develop its' equality monitoring processes to improve the quality and accuracy of the information held on employees and applicants for employment.

In January 2021 the council introduced a new HR and Payroll system (MyHR) which includes an employee self-service function allowing employees to provide and update their equality monitoring information at any time. As well as providing an additional level of confidentiality and accuracy by removing the need for any data input exercise by council officers, the self-service function allows staff to amend their equality monitoring information as their personal circumstances change. Previously the council did not have a mechanism to update the equality monitoring information after initial appointment.

Promotion of the self-service function and the facility to provide and update equality information has resulted in some increase in equality monitoring information (most notably since the last report in 2021, however it is still the case that significant numbers of staff have not provided any equality monitoring information. Work is being done to benchmark with other authorities on how to increase the numbers of staff providing equality monitoring information and the council will continue to promote the benefits of having an accurate picture of the diverse make-up of its workforce with the aim of creating a culture where individuals feel comfortable providing such information.

Data Analysis and Highlights

Sex

The proportion of men and women working in the council has in the last two reporting periods years been split approximately 75% female, 25% male. Previously the proportion had remained largely unchanged over the previous 14 years of monitoring with the workforce being split approximately 70% female, 30% male.

The recent change in the female/male split of the organisation can be accounted for by considering the split of staff newly appointed to the council and also that of leavers. It should be noted that in 2020 only 17% of successful appointees were male and in 2022 only 14%. Similarly, in 2019 42% of leavers were male and 31% of leavers in 2022 were male.

Despite the 75/25 female/male split of the council's workforce, the proportion of women and men involved in Disciplinary cases generally does not follow the 75/25 split of the workforce. In 2021 the subject of 62% of disciplinary cases was male and in 2022 the subject of 78% of disciplinary cases was male. However, this is not significant due to the relatively small number of cases.

Ethnicity

The information held on HR21 indicates that approximately 70% of the council's workforce is White-Scottish with only 2.2% of our workforce indicating that they are from an Ethnic Minority (EM) background. This has increased from 1.4% in 2019 and 1.7% in 2021. The 2011 census reported that 2.5% of the West Lothian Community is from EM backgrounds. A new census was undertaken in 2022, but the results are not yet available.

Key to understanding whether these figures accurately represent the council's workforce would be to reduce the percentage of employees who choose not to disclose their ethnic background. Those choosing not to disclose their ethnic background has reduced from 23% in 2019, 18% in 2021 and 15% in 2023. Continuing to promote a culture where employees feel 'safe' disclosing their protected characteristics and helping employees to understand the value of disclosing such information will be vital in further reducing the number of employees who choose not to disclose their protected characteristics.

In both 2021 and 2022 the percentage of applicants to the council from an EM community is not reflected in the percentage of successful candidates appointed. In 2021, there was a drop from 5.8% EM applicants to 2.6% successful EM candidates and similarly in 2022, there was a drop from 10% BME applicants to 8.3% EM successful candidates. These figures are representative of the trend in previous years.

The last reporting period saw a decrease in the percentage of leavers from EM communities, however this year, in line with previous years, the percentage of leavers from an EM community is generally representative of the overall workforce.

Disability

Information on employees with a disability continues to have significant gaps on MyHR, with the disability status of 67% of employees unknown. Although this has improved from 85% in the last reporting period. Bearing this in mind, only 3.7% of the council's employees have declared that they have a disability (increased from 1.8% in 2021). Like previous years, the most significant type of disability amongst employees is reported as 'a longstanding illness or other health condition' at 25%.

In 2019 the council saw an increase in successful candidates with a mental health condition (20%) and despite a return to previous trends in 2020 (6%), there was again a rise in the percentage of successful applicants with a mental health condition in 2021 (28.57%) to nearly a third of all disability types. However, this drops again in 2022, with long standing illness being the top disability type amongst successful applicants at 40%.

The recruitment information indicates that the Guaranteed Job Interview Scheme for applicants with a disability is continuing to work appropriately, with a higher percentage of interview candidates having a disability than the percentage of initial applicants.

Age

The information held on the age profile of the council is considered to be accurate with employee date of birth gathered at the time of appointment.

The age demographic of the council has remained relatively unchanged over the 16 years of equality monitoring despite the higher percentages of applicants from the lower age ranges. In 2021 and 2022 the age bracket of successful appointments is generally consistent with the age bracket of all applicants.

In 2021, the age of internal applicants successful in obtaining promoted posts is fairly evenly split between the ages of 21-60, however in 2022 the number of successful applicants in the 51-60 age range dropped significantly to 8.8%.

Sexual Orientation

Like disability status, information on employee sexual orientation continues to have significant gaps on MyHR, with the sexual orientation of 63% of employees unknown. Although this has improved from 83% in the last reporting period.

Religion or Belief

A similar improvement has been seen in the information held on Religion or Belief, with the percentage of unknown reducing from 82% in 2021 to 61% in 2023.

Caring Responsibilities

Information on caring responsibilities continues to be unknown for a high number of staff, with only a small improvement since 2021 from 90% to 83%. However, it is positive to note that only 0.4% of employees have chosen the 'prefer not to say' option.

Information on the caring responsibilities of applicants suggests that the recruitment process is free from discrimination relating to caring responsibilities. This is evidenced by the percentage of applicants with caring responsibilities which remains relatively static throughout the process from application to appointment.

Gender Identity

The number of employees for whom the council holds Gender Identity information has increased from 874 in 2021 to 2066 in 2023, representing almost a quarter of the organisation.

EMPLOYMENT MONITORING STATISTICS (1 January 2021 – 31 December 2022)

1. STAFF IN POST

The following tables contain equality monitoring information obtained from the councils HR Management Information System.

1.1 Employees in Post by Sex as at February 2023

Sex	Number	Percentage
Female	6322	74.39
Male	2177	25.61
Prefer not to say		
Unknown		
Total	8499	100

1.2 Employees in Post by Ethnicity as at February 2023

Ethnicity	Number	Percentage
White – Scottish	5979	70.35
White - Other British	466	5.48
White – Irish	72	0.85
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)	56	0.66
White - Other ethnic group	175	2.06
Any mixed or multiple ethnic group	28	0.33
Pakistani, Pakistani Scottish or Pakistani British	41	0.48
Indian, Indian Scottish or Indian British	25	0.29
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	2	0.02
Chinese, Chinese Scottish or Chinese British	13	0.15
Other Asian	17	0.20
African, African Scottish or African British	13	0.15
Other African	11	0.13
Caribbean, Caribbean Scottish or Caribbean British	14	0.16
Black, Black Scottish or Black British	7	0.08
Other Caribbean or Black		
Arab, Arab Scottish or Arab British	2	0.02
Other Arab		
Other	11	0.13
Prefer not to say	1268	14.92
Unknown	299	3.52
Total	8499	100

1.3 Employees in post by Disability as at February 2023

Disability	Number	Percentage
Yes	318	3.74
No	2437	28.67
Prefer not to say		
Unknown	5744	67.58
Total	8499	100

1.4 Employees in post by Disability Type as at February 2023

Disability Type	Number	Percentage
A learning disability	57	17.92
A longstanding illness or other health condition	82	25.79
A mental health condition	61	19.18
A physical impairment	35	11.01
Sensory impairment	32	10.06
Other condition	51	16.04
Prefer not to say		
Unknown		
Total	318	100

1.5 Employees in Post by Age as at February 2023

Age	Number	Percentage
Under 21	81	0.95
21-30	1263	14.86
31-40	1896	22.31
41-50	2029	23.87
51-60	2383	28.04
61 Plus	847	9.97
Unknown		
Total	8499	100

1.6 Employees in post by Sexual Orientation as at February 2023

Sexual Orientation	Number	Percentage
Bisexual	50	0.59
Gay	52	0.61
Heterosexual/ straight	2782	32.73
Lesbian	37	0.44
Prefer not to say	181	2.13
Unknown	5397	63.50
Total	8499	100

1.7 Employees in post by Religion or Belief as at February 2023

Religion or Belief	Number	Percentage
None	1662	19.56
Church of Scotland	603	7.09
Roman Catholic	499	5.87
Other Christian	186	2.19
Muslim	31	0.36
Buddhist	3	0.04
Sikh		
Jewish	4	0.05
Hindu	6	0.07
Humanist	12	0.14
Pagan	8	0.09
Other religion or belief	29	0.34
Prefer not to say	210	2.47
Unknown	5246	61.72
Total	8499	100

1.8 Employee in post by Caring Responsibility as at February 2023

Caring Responsibilities	Number	Percentage
Yes	787	9.26
No	594	6.99
Prefer not to say	35	0.41
Unknown	7083	83.34
Total	8499	100

1.9 Employees in post by Gender Identity as at February 2023

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

Gender Identity	Number	Percentage
Yes	8	0.09
No	2058	24.21
Prefer not to say	95	1.12
Unknown	6338	74.57
Total	8499	100

APPLICANTS FOR EMPLOYMENT

The following statistics are taken from the National Recruitment Portal.

2.1 SEX

2.1.1 Applicants for Employment by Sex - 2021

SEX	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	3865	71.79	1874	79.37	347	76.26
Male	1490	27.67	472	19.99	103	22.64
Prefer not to say	22	0.41	9	0.38	5	1.10
Unknown	7	0.13	6	0.25		
Total	5384	100	2361	100	455	100

2.1.2 Applicants for Employment by Sex - 2022

SEX	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	4177	79.81	1869	82.12	497	82.97
Male	1000	19.11	375	16.48	85	14.19
Prefer not to say	32	0.61	12	0.53	5	0.83
Unknown	25	0.48	20	0.88	12	2.00
Total	5234	1000	2276	100	599	100

2.2 ETHNICITY

2.2.1 Applicants for Employment by Ethnicity - 2021

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
African - (Inc.Scottish/British)	87	1.62	32	1.36	5	1.10
African - Other	12	0.22	9	0.38		
Any Mixed or Multiple	51	0.95	14	0.59	2	0.44
Asian - Bangladeshi (Inc.Scottish/British)				0.00		
Asian - Chinese (Inc.Scottish/British)	3	0.06	2	0.08		
Asian - Indian (Inc.Scottish/British)	13	0.24	10	0.42		
Asian - Other (Inc.Scottish/British)	114	2.12	31	1.31	3	0.66
Asian - Pakistani (Inc.Scottish/British)	13	0.24	4	0.17		
Black - (Inc.Scottish/British)	3	0.06		0.00		
Caribbean - (Inc.Scottish/British)				0.00		
Caribbean or Black (Other)	8	0.15	7	0.30	1	0.22
Other - Arab (Inc.Scottish/British)	8	0.15	3	0.13	1	0.22
White - Eastern European (eg Polish)	127	2.36	47	1.99	5	1.10
White - Gypsy/Traveller	6	0.11	2	0.08	1	0.22
White - Irish	41	0.76	23	0.97	6	1.32
White - Other British	274	5.09	156	6.61	28	6.15
White - Other white ethnic group	148	2.75	59	2.50	8	1.76
White - Scottish	4406	81.84	1925	81.53	391	85.93
Prefer not to say	45	0.84	18	0.76	4	0.88
Unknown	25	0.46	19	0.80		0.00
Total	5384	100	2361	100	455	100

2.2.2 Applicants for Employment by Ethnicity - 2022

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
African - (Inc.Scottish/British)	15	0.29	10	0.44	5	0.83
African - Other	206	3.94	77	3.38	16	2.67
Any Mixed or Multiple	31	0.59	5	0.22	1	0.17
Asian - Bangladeshi (Inc.Scottish/British)	4	0.08				
Asian - Chinese (Inc.Scottish/British)	70	1.34	17	0.75	4	0.67
Asian - Indian (Inc.Scottish/British)	68	1.30	27	1.19	6	1.00
Asian - Other (Inc.Scottish/British)	26	0.50	8	0.35		
Asian - Pakistani (Inc.Scottish/British)	69	1.32	17	0.75	5	0.83
Black - (Inc.Scottish/British)	0	0.00	0	0.00	0	0.00
Caribbean - (Inc.Scottish/British)	13	0.25	8	0.35	3	0.50
Caribbean or Black (Other)						
Other - Arab (Inc.Scottish/British)	24	0.46	17	0.75	10	1.67
White - Eastern European (eg Polish)	138	2.64	49	2.15	8	1.34
White - Gypsy/Traveller	5	0.10	3	0.13	2	0.33
White - Irish	38	0.73	17	0.75	4	0.67
White - Other British	278	5.31	138	6.06	39	6.51
White - Other white ethnic group	258	4.93	123	5.40	34	5.68
White - Scottish	3912	74.74	1726	75.83	451	75.29
Prefer not to say	54	1.03	24	1.05	7	1.17
Unknown	25	0.48	10	0.44	4	0.67
Total	5234	100	1677	100	599	100

2.3 DISABILITY

2.3.1 Applicants for Employment by Disability - 2021

DISABILITY	Applicants for Employment (5384)		Selected for Interview (2361)		Successful Appointments (455)	
	No.	%	No.	%	No.	%
Disabled	233	4.33	131	5.55	14	3.08

2.3.2 Applicants for Employment by Disability - 2022

DISABILITY	Applicants for Employment (5234)		Selected for Interview (1677)		Successful Appointments (599)	
	No.	%	No.	%	No.	%
Disabled	213	4.07	105	6.26	30	5.01

2.3.3 Applicants for Employment by Disability Type - 2021

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	42	18.03	24	18.32	4	28.57
Longstanding Illness	51	21.89	32	24.43	2	14.29
Mental Health Condition	42	18.03	21	16.03	4	28.57
Physical Impairment	40	17.17	22	16.79	1	7.14
Sensory Impairment	13	5.58	7	5.34	1	7.14
Other						
Prefer Not to Say	9	3.86	5	3.82	2	14.29
Unknown	36	15.45	20	15.27		
Total	233	100	131	100	14	100

2.3.4 Applicants for Employment by Disability Type - 2022

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	21	9.86	10	9.52	3	10.00
Longstanding Illness	73	34.27	33	31.43	12	40.00
Mental Health Condition	32	15.02	19	18.10	5	16.67
Physical Impairment	50	23.47	23	21.90	7	23.33
Sensory Impairment	17	7.98	11	10.48	1	3.33
Other	14	6.57	7	6.67	2	6.67
Prefer Not to Say	6	2.82	2	1.90		
Unknown	0	9.86				
Total	213	100	105	100	30	100

2.4 AGE

2.4.1 Applicants for Employment by Age - 2021

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	417	7.75	50	2.12	24	5.27
21-30	1586	29.46	604	25.58	93	20.44
31-40	1277	23.72	600	25.41	121	26.59
41-50	1027	19.08	523	22.15	98	21.54
51-60	720	13.37	401	16.98	92	20.22
61 plus	227	4.22	127	5.38	22	4.84
Not Known	130	2.41	56	2.37	5	1.10
Total	5384	100	2361	100	455	100

2.4.2 Applicants for Employment by Age - 2022

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	176	3.36	77	3.38	19	3.17
21-30	1500	28.66	533	23.42	127	21.20
31-40	1421	27.15	595	26.14	146	24.37
41-50	1118	21.36	552	24.25	155	25.88
51-60	762	14.56	387	17.00	107	17.86
61 plus	154	2.94	79	3.47	24	4.01
Not Known	103	1.97	53	2.33	21	3.51
Total	5234	100	2276	100	599	100

2.5 SEXUAL ORIENTATION

2.5.1 Applicants for Employment by Sexual Orientation - 2021

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	103	1.91	51	2.16	8	1.76
Gay/Lesbian	116	2.15	62	2.63	11	2.42
Heterosexual/Straight	5000	92.87	2155	91.27	416	91.43
Other	14	0.26	8	0.34	2	0.44
Prefer not to say	133	2.47	71	3.01	18	3.96
Unknown	18	0.33	14	0.59		
Totals	5384	100	2361	100	455	100

2.5.2 Applicants for Employment by Sexual Orientation - 2022

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	109	2.08	45	1.98	16	2.67
Gay/Lesbian	131	2.50	54	2.37	16	2.67
Heterosexual/Straight	4804	91.78	2102	92.36	543	90.65
Other	5	0.10	4	0.18		
Prefer not to say	159	3.04	61	2.68	20	3.34
Unknown	26	0.50	10	0.44	4	0.67
Totals	5234	100	2276	100	599	100

2.6 RELIGION OR BELIEF

2.6.1 Applicants for Employment by Religion or Belief - 2021

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	4	0.07	3	0.13	1	0.22
Church of Scotland	701	13.02	320	13.55	61	13.41
Hindu	29	0.54	3	0.13	1	0.22
Humanist	9	0.17	6	0.25		
Jewish	4	0.07	2	0.08		
Muslim	60	1.11	12	0.51	1	0.22
None	3358	62.37	1403	59.42	284	62.42
Other Christian	197	3.66	108	4.57	10	2.20
Other Religion/Belief	105	1.95	46	1.95	11	2.42
Pagan	8	0.15	4	0.17		
Roman Catholic	700	13.00	334	14.15	66	14.51
Sikh	5	0.09	4	0.17		
Prefer Not to Say	175	3.25	92	3.90	17	3.74
Unknown	29	0.54	24	1.02	3	0.66
Total	5384	100	2361	100	455	100

2.6.2 Applicants for Employment by Religion or Belief - 2022

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	13	0.25	6	0.26	1	0.17
Church of Scotland	568	10.85	297	13.05	81	13.52
Hindu	34	0.65	15	0.66	6	1.00
Humanist						
Jewish	1	0.02				
Muslim	99	1.89	33	1.45	14	2.34
None	3193	61.00	1422	62.48	371	61.94
Other Christian	246	4.70	100	4.39	25	4.17
Other Religion/Belief	108	2.06	41	1.80	12	2.00
Pagan	16	0.31	10	0.44	3	0.50
Roman Catholic	716	13.68	253	11.12	57	9.52
Sikh	3	0.06				
Prefer Not to Say	212	4.05	89	3.91	25	4.17
Unknown	25	0.48	10	0.44	4	0.67
Total	5234	100	2276	100	599	100

2.7 CARING RESPONSIBILITIES

2.7.1 Applicants for Employment by Caring Responsibilities - 2021

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	1175	21.82	637	26.98	92	20.22
No	4131	76.73	1686	71.41	354	77.80
Prefer Not to Say	60	1.11	27	1.14	9	1.98
Unknown	18	0.33	11	0.47		
Total	5384	100	2361	100	455	100

2.7.2 Applicants for Employment by Caring Responsibilities - 2022

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	785	15.00	311	13.66	74	12.35
No	4357	83.24	1929	84.75	514	85.81
Prefer Not to Say	67	1.28	26	1.14	7	1.17
Unknown	25	0.48	10	0.44	4	0.67
Total	5234	100	2276	100	599	100

2.8 GENDER IDENTITY

2.8.1 Applicants for Employment by Gender Identity - 2021

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	10	0.19	8	0.34	1	0.22
No	5318	98.77	2320	98.26	447	98.24
Prefer Not to Say	47	0.87	26	1.10	7	1.54
Unknown	9	0.17	7	0.30	0	0.00
Total	5384	100	2361	100	455	100

2.8.2 Applicants for Employment by Gender Identity - 2022

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	28	0.53	11	11	1	0.17
No	5133	98.07	2219	2219	579	96.66
Prefer Not to Say	48	0.92	26	26	7	1.17
Unknown	25	0.48	20	20	12	2.00
Total	5234	100	2276	100	599	100

3. APPLICANTS FOR PROMOTION

The following figures are taken from the National Recruitment Portal. Due to changes applied to the recruitment portal, we are unable to identify individuals who have applied for a promotion, therefore the information below relates to internal candidates only. It has been assumed that the majority of internal candidates are applying for a post at a more senior level.

3.1 SEX

3.1.1 Applicants for Promotion by Sex - 2021

SEX	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	739	84.17	357	86.65	73	83.91
Male	137	15.60	54	13.11	14	16.09
Prefer not to say	2	0.23	1	0.24		
Total	878	100	412	100	87	100

3.1.2 Applicants for Promotion by Sex – 2022

SEX	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Female	808	84.70	405	86.35	85	93.41
Male	144	15.09	63	13.43	6	6.59
Prefer not to say	2	0.21	1	0.21		
Total	954	100	469	100	91	100

3.2 ETHNICITY

3.2.1 Applicants for Promotion by Ethnicity - 2021

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
African - (Inc.Scottish/British)	15	1.71	4	0.97	3	3.45
African - Other	1	0.11				
Any Mixed or Multiple	13	1.48	5	1.21		
Asian - Bangladeshi (Inc.Scottish/British)						
Asian - Chinese (Inc.Scottish/British)						
Asian - Indian (Inc.Scottish/British)	7	0.80	4	0.97		
Asian - Other (Inc.Scottish/British)	18	2.05	7	1.70		
Asian - Pakistani (Inc.Scottish/British)	4	0.46	1	0.24		
Black - (Inc.Scottish/British)						
Caribbean - (Inc.Scottish/British)						
Caribbean or Black (Other)	2	0.23	2	0.49	1	1.15
Other - Arab (Inc.Scottish/British)	2	0.23				
White - Eastern European (eg Polish)	14	1.59	6	1.46	2	2.30
White - Gypsy/Traveller	1	0.11				
White - Irish	21	2.39	16	3.88	3	3.45
White - Other British	39	4.44	24	5.83	5	5.75
White - Other white ethnic group	13	1.48	2	0.49	1	1.15
White - Scottish	715	81.44	335	81.31	71	81.61
Prefer not to say	8	0.91	3	0.73	1	1.15
Unknown	5	0.57	3	0.73		
Total	878	100	412	100	87	100

3.2.2 Applicants for Promotion by Ethnicity - 2022

ETHNICITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
African - (Inc.Scottish/British)	1	0.10	1	0.21		
African - Other	11	1.15	2	0.43	1	1.10
Any Mixed or Multiple	5	0.52				0.00
Asian - Bangladeshi (Inc.Scottish/British)						0.00
Asian - Chinese (Inc.Scottish/British)	10	1.05	4	0.85	1	1.10
Asian - Indian (Inc.Scottish/British)	5	0.52	2	0.43		0.00
Asian - Other (Inc.Scottish/British)	1	0.10				0.00
Asian - Pakistani (Inc.Scottish/British)	18	1.89	7	1.49	3	3.30
Black - (Inc.Scottish/British)						0.00
Caribbean - (Inc.Scottish/British)						0.00
Caribbean or Black (Other)						0.00
Other - Arab (Inc.Scottish/British)	3	0.31	2	0.43		0.00
White - Eastern European (eg Polish)	20	2.10	10	2.13	1	1.10
White - Gypsy/Traveller	1	0.10	1	0.21	1	1.10
White - Irish	4	0.42	3	0.64		0.00
White - Other British	46	4.82	25	5.33	5	5.49
White - Other white ethnic group	42	4.40	22	4.69	5	5.49
White - Scottish	776	81.34	385	82.09	72	79.12
Prefer not to say	4	0.42	3	0.64	1	1.10
Unknown	7	0.73	2	0.43	1	1.10
Total	954	100	469	100	91	100

3.3 DISABILITY

3.3.1 Applicants for Promotion by Disability - 2021

DISABILITY	Applicants for Employment (878)		Selected for Interview (412)		Successful Appointments (87)	
	No.	%	No.	%	No.	%
Disabled	44	5.01	24	5.82	1	1.15

3.3.2 Applicants for Promotion by Disability - 2022

DISABILITY	Applicants for Employment (954)		Selected for Interview (469)		Successful Appointments (91)	
	No.	%	No.	%	No.	%
Disabled	39	4.09	22	4.69	4	4.39

3.3.3 Applicants for Promotion by Disability Type - 2021

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	7	15.91	4	16.67		
Longstanding Illness	15	34.09	10	41.67		
Mental Health Condition	10	22.73	2	8.33	1	100
Physical Impairment	6	13.64	3	12.50		
Sensory Impairment	1	2.27	1	4.17		
Other						
Prefer Not to Say						
Unknown	5	11.36	4	16.67		
Total	44	100	24	100	1	100

3.3.4 Applicants for Promotion by Disability Type - 2022

DISABILITY TYPE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Learning Disability	4	10.26	2	9.09		
Longstanding Illness	13	33.33	9	40.91	4	100
Mental Health Condition	9	23.08	5	22.73		
Physical Impairment	9	23.08	3	13.64		
Sensory Impairment	3	7.69	3	13.64		
Other						
Prefer Not to Say	1	2.56				
Unknown						
Total	39	100	22	100	4	100

3.4 AGE

3.4.1 Age Profile of Applicants for Promotion - 2021

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	17	1.94	1	0.24	1	1.15
21-30	256	29.16	96	23.30	18	20.69
31-40	201	22.89	99	24.03	26	29.89
41-50	199	22.67	98	23.79	21	24.14
51-60	154	17.54	87	21.12	20	22.99
61 plus	38	4.33	25	6.07	1	1.15
Not known	13	1.48	6	1.46		
Total	878	100	412	100	87	100

3.4.2 Age Profile of Applicants for Promotion - 2022

AGE	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Under 21	9	0.94	1	0.21		
21-30	221	23.17	92	19.62	20	21.98
31-40	260	27.25	129	27.51	32	35.16
41-50	233	24.42	127	27.08	27	29.67
51-60	189	19.81	93	19.83	8	8.79
61 plus	35	3.67	22	4.69	3	3.30
Not known	7	0.73	5	1.07	1	1.10
Total	954	100	469	100	91	100

3.5 SEXUAL ORIENTATION

3.5.1 Applicants for Promotion by Sexual Orientation - 2021

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	14	1.59	7	1.70	1	1.15
Gay/Lesbian	20	2.28	9	2.18		
Heterosexual/Straight	825	93.96	384	93.20	83	95.40
Other	1	0.11	1	0.24		
Prefer Not to Say	14	1.59	9	2.18	3	3.45
Unknown	4	0.46	2	0.49		
Total	878	100	412	100	87	100

3.5.2 Applicants for Promotion by Sexual Orientation - 2022

SEXUAL ORIENTATION	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Bisexual	18	1.89	8	1.71	1	1.10
Gay/Lesbian	19	1.99	5	1.07		
Heterosexual/Straight	897	94.03	449	95.74	88	96.70
Other						
Prefer Not to Say	13	1.36	5	1.07	1	1.10
Unknown	7	0.73	2	0.43	1	1.10
Total	954	100	469	100	91	100

3.6 RELIGION OR BELIEF

3.6.1 Applicants for Promotion by Religion or Belief - 2021

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist						
Church of Scotland	152	17.31	76	18.45	15	17.24
Hindu	2	0.23	1	0.24		0.00
Humanist	1	0.11	2	0.49		0.00
Jewish						0.00
Muslim	11	1.25				0.00
None	485	55.24	221	53.64	51	58.62
Other Christian	35	3.99	14	3.40	4	4.60
Other Religion/Belief	12	1.37	8	1.94	1	1.15
Pagan	4	0.46	4	0.97		0.00
Roman Catholic	133	15.15	62	15.05	12	13.79
Sikh	3	0.34	3	0.73		0.00
Prefer Not to Say	35	3.99	17	4.13	3	3.45
Unknown	5	0.57	4	0.97	1	1.15
Total	878	100	412	100	87	100

3.6.2 Applicants for Promotion by Religion or Belief - 2022

RELIGION OR BELIEF	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Buddhist	1	0.10	1	0.21		
Church of Scotland	137	14.36	84	17.91	8	8.79
Hindu						
Humanist						
Jewish						
Muslim	22	2.31	9	1.92	4	4.40
None	614	64.36	308	65.67	66	72.53
Other Christian	33	3.46	14	2.99	3	3.30
Other Religion/Belief	14	1.47	5	1.07	1	1.10
Pagan	1	0.10				
Roman Catholic	96	10.06	35	7.46	5	5.49
Sikh						
Prefer Not to Say	29	3.04	11	2.35	3	3.30
Unknown	7	0.73	2	0.43	1	1.10
Total	954	100	469	100	91	100

3.7 CARING RESPONSIBILITIES

3.7.1 Applicants for Promotion by Caring Responsibilities - 2021

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	220	25.06	110	26.70	19	21.84
No	639	72.78	294	71.36	68	78.16
Prefer Not to Say	14	1.59	5	1.21		
Unknown	5	0.57	3	0.73		
Total	878	100	412	100	87	100

3.7.2 Applicants for Promotion by Caring Responsibilities - 2022

CARING RESPONSIBILITIES	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes	148	15.51	61	13.01	7	7.69
No	790	82.81	399	85.07	82	90.11
Prefer Not to Say	9	0.94	7	1.49	1	1.10
Unknown	7	0.73	2	0.43	1	1.10
Total	954	100	469	100	91	100

3.8 GENDER IDENTITY

3.8.1 Applicants for Promotion by Gender Identity - 2021

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes						
No	875	99.66	410	99.51	86	98.85
Prefer Not to Say	1	0.11	1	0.24	1	1.15
Unknown	2	0.23	1	0.24		
Total	878	100	412	100	87	100

3.8.2 Applicants for Promotion by Gender Identity - 2022

The statistics in the table below are provided in response to the following question: Have you ever identified as a transgender person or as undergoing any part of the gender reassignment process?

GENDER IDENTITY	Applicants for Employment		Selected for Interview		Successful Appointments	
	No.	%	No.	%	No.	%
Yes						
No	948	99.37	465	99.15	91	100
Prefer Not to Say	4	0.42	3	0.64		
Unknown	2	0.21	1	0.21		
Total	954	100	469	100	91	100

4. EMPLOYEES APPLYING FOR AND RECEIVING TRAINING

The table below contains information on employees who have received training centrally. The majority of training carried out centrally is mandatory. Therefore, there have not been any employees who have applied for training centrally who have not received the training or are currently awaiting the training.

4.1 Employees who applied for and received training during 2021

ETHNICITY	Number	Proportion (%)
White – Scottish	214	66.25
White - Other British	15	4.64
White – Irish	4	1.24
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)	5	1.55
White - Other ethnic group	6	1.86
Any mixed or multiple ethnic group	3	0.93
Pakistani, Pakistani Scottish/British		
Indian, Indian Scottish/British		
Bangladeshi, Bangladeshi Scottish/British		
Chinese, Chinese Scottish/British		
Other Asian	1	0.31
African, African Scottish/British	1	0.31
Other African	1	0.31
Caribbean, Caribbean Scottish/British		
Black, Black Scottish/British	1	0.31
Other Caribbean or Black		
Arab, Arab Scottish/British		
Other Arab		
Other		
Prefer not to say	72	22.29
Unknown		
SEX	Number	Proportion (%)
Female	291	90.09
Male	32	9.91
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	10	3.09
AGE	Number	Proportion (%)
Under 21		
21 - 30	26	8.05
31 - 40	54	16.72
41 - 50	80	24.77
51 - 60	106	32.82
61 plus	57	17.65

--	--	--

SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	2	0.62
Gay/Lesbian	3	0.93
Heterosexual/Straight	87	26.93
Prefer Not to Say	5	1.55
Unknown	226	69.97
RELIGION OR BELIEF	Number	Proportion (%)
Buddhist		
Church of Scotland	19	5.88
Hindu		
Humanist		
Jewish		
Muslim		
None	51	15.79
Other Christian	6	1.86
Other Religion/Belief	2	0.62
Pagan		
Roman Catholic	20	6.19
Sikh		
Prefer Not to Say	4	1.24
Unknown	221	68.42
CARING RESPONSIBILITY	Number	Proportion (%)
No	19	5.88
Yes	49	15.17
Prefer Not to Say		
Unknown	255	78.95
GENDER IDENTITY	Number	Proportion (%)
Yes		
No	36	11.15
Prefer Not to Say	2	0.62
Unknown	285	88.24

4.2 Employees who applied for and received training during 2022

ETHNICITY	Number	Proportion (%)
White – Scottish	362	67.66
White - Other British	26	4.86
White – Irish	3	0.56
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)	7	1.31
White - Other ethnic group	12	2.24
Any mixed or multiple ethnic group	3	0.56
Pakistani, Pakistani Scottish/British		
Indian, Indian Scottish/British	2	0.37
Bangladeshi, Bangladeshi Scottish/British		
Chinese, Chinese Scottish/British		
Other Asian	1	0.19
African, African Scottish/British	2	0.37
Other African	2	0.37
Caribbean, Caribbean Scottish/British	2	0.37
Black, Black Scottish/British		
Other Caribbean or Black		
Arab, Arab Scottish/British		
Other Arab		
Other	1	0.19
Prefer not to say	112	20.93
Unknown	0	0.00
SEX	Number	Proportion (%)
Female	486	90.84
Male	49	9.16
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	20	3.74
AGE	Number	Proportion (%)
Under 21	2	0.37
21 - 30	45	8.41
31 - 40	94	17.57
41 - 50	131	24.49
51 - 60	184	34.39
61 plus	79	14.77
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	4	0.75
Gay/Lesbian	12	2.24
Heterosexual/Straight	174	32.52
Prefer Not to Say	13	2.43
Unknown	332	62.06

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist		
Church of Scotland	39	7.29
Hindu		
Humanist	1	0.19
Jewish		
Muslim		
None	102	19.07
Other Christian	13	2.43
Other Religion/Belief	1	0.19
Pagan	2	0.37
Roman Catholic	27	5.05
Sikh		
Prefer Not to Say	17	3.18
Unknown	333	62.24
CARING RESPONSIBILITY	Number	Proportion (%)
No	42	7.85
Yes	75	14.02
Prefer Not to Say	2	0.37
Unknown	416	77.76
GENDER IDENTITY	Number	Proportion (%)
Yes		
No	90	16.82
Prefer Not to Say	4	0.75
Unknown	441	82.43

5. GRIEVANCE, DISCIPLINE AND BULLYING & HARASSMENT

The total number of employees involved in grievance procedures, who were the subject of disciplinary procedures or who raised Bullying & Harassment at work complaints was as follows:

5.1 Grievance Procedures, Disciplinary Procedures and Bullying & Harassment Complaints for 2021

	Grievance		Disciplinary		Bullying & Harassment	
ETHNICITY	No.	%	No.	%	No.	%
White – Scottish	3	100	25	67.57	2	66.67
White - Other British			1	2.70		
White – Irish						
White - Gypsy/ Traveller						
White - Eastern European (e.g. Polish)						
White - Other ethnic group			1	2.70	1	33.33
Any mixed or multiple ethnic group						
Pakistani, Pakistani Scottish/British						
Indian, Indian Scottish/British						
Bangladeshi, Bangladeshi Scottish/British						
Chinese, Chinese Scottish/British						
Other Asian						
African, African Scottish/British						
Other African						
Caribbean, Caribbean Scottish/British						
Black, Black Scottish/British						
Other Caribbean or Black						
Arab, Arab Scottish/British						
Other Arab						
Other						
Prefer not to say			10	27.03		
Unknown						
SEX	No.	%	No.	%	No.	%
Female	2	66.67	14	37.84	2	66.67
Male	1	33.33	23	62.16	1	33.33
DISABILITY	No.	%	No.	%	No.	%
Number of Disabled Employees	0	0	3	8.11	0	0
AGE	No.	%	No.	%	No.	%
Under 21			2	5.41		
21 – 30			4	10.81		
31 – 40			9	24.32		
41 – 50			7	18.92	2	66.67
51 – 60	3	100	7	18.92	1	33.33
61 plus			8	21.62		
Unknown						

SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual						
Gay/Lesbian						
Heterosexual/Straight	2	66.67	8	21.62	1	33.33
Prefer Not to Say			1	2.70		
Unknown	1	33.33	28	75.68	2	66.67
RELIGION OR BELIEF	No.	%	No.	%	No.	%
Buddhist						
Church of Scotland			2	5.41		
Hindu						
Humanist						
Jewish						
Muslim						
None	1	33.33	4	10.81		
Other Christian			1	2.70		
Other Religion/Belief						
Pagan						
Roman Catholic			1	2.70		
Sikh						
Prefer Not to Say			1	2.70		
Unknown	2	66.67	28	75.68	3	100
CARING RESPONSIBILITY						
No			2	5.41		
Yes	1	33.33	2	5.41		
Prefer Not to Say						
Unknown	2	66.67	33	89.19	3	100
GENDER IDENTITY						
Yes						
No			5	13.51		
Prefer Not to Say						
Unknown	3	100	32	86.49	3	100

5.2 Grievance Procedures, Disciplinary Procedures and Bullying & Harassment Complaints for 2022

	Grievance		Disciplinary		Bullying & Harassment	
ETHNICITY	No.	%	No.	%	No.	%
White – Scottish	3	100	40	71.43	3	100
White - Other British			6	10.71		
White – Irish						
White - Gypsy/ Traveller						
White - Eastern European (e.g. Polish)						
White - Other ethnic group						
Any mixed or multiple ethnic group			1	1.79		
Pakistani, Pakistani Scottish/British						
Indian, Indian Scottish/British						
Bangladeshi, Bangladeshi Scottish/British						
Chinese, Chinese Scottish/British						
Other Asian						
African, African Scottish/British						
Other African						
Caribbean, Caribbean Scottish/British						
Black, Black Scottish/British						
Other Caribbean or Black						
Arab, Arab Scottish/British						
Other Arab						
Other						
Prefer not to say			8	14.29		
Unknown			1	1.79		
SEX	No.	%	No.	%	No.	%
Female	2	66.67	12	21.43	2	66.67
Male	1	33.33	44	78.57	1	33.33
DISABILITY	No.	%	No.	%	No.	%
Number of Disabled Employees	0	0	2	3.57	0	0
AGE	No.	%	No.	%	No.	%
Under 21						
21 – 30	1	33.33	5	8.93		
31 – 40	1	33.33	13	23.21	2	66.67
41 – 50			13	23.21		
51 – 60	1	33.33	21	37.50	1	33.33
61 plus			4	7.14		
Unknown						
SEXUAL ORIENTATION	No.	%	No.	%	No.	%
Bisexual						
Gay/Lesbian	1	33.33	1	1.79	1	33.33
Heterosexual/Straight	1	33.33	7	12.50		
Prefer Not to Say						
Unknown	1	33.33	48	85.71	2	66.67

RELIGION OR BELIEF	No.	%	No.	%	No.	%
Buddhist						
Church of Scotland			1	1.79	1	33.33
Hindu						
Humanist						
Jewish			1	1.79		
Muslim						
None			6	10.71		
Other Christian						
Other Religion/Belief						
Pagan						
Roman Catholic			1	1.79		
Sikh						
Prefer Not to Say					1	33.33
Unknown			47	83.93	1	33.33
CARING RESPONSIBILITY						
No	1	33.33	4	7.14		
Yes	1	33.33	1	1.79	1	33.33
Prefer Not to Say						
Unknown	1	33.33	51	91.07	2	66.67
GENDER IDENTITY						
Yes						
No	2	66.67	4	7.14	1	33.33
Prefer Not to Say						
Unknown	1	33.33	52	92.86	2	66.67

6. EMPLOYEES LEAVING EMPLOYMENT

6.1 Employees leaving employment during 2021

ETHNICITY	Number	Proportion (%)
White – Scottish	470	69.63
White - Other British	30	4.44
White – Irish	8	1.19
White - Gypsy/ Traveller	0	0.00
White - Eastern European (e.g. Polish)	1	0.15
White - Other ethnic group	18	2.67
Any mixed or multiple ethnic group	2	0.30
Pakistani, Pakistani Scottish/British	1	0.15
Indian, Indian Scottish/British	2	0.30
Bangladeshi, Bangladeshi Scottish/British	1	0.15
Chinese, Chinese Scottish/British	1	0.15
Other Asian	2	0.30
African, African Scottish/British	3	0.44
Other African	1	0.15
Caribbean, Caribbean Scottish/British	2	0.30
Black, Black Scottish/British	0	0.00
Other Caribbean or Black	0	0.00
Arab, Arab Scottish/British	0	0.00
Other Arab	0	0.00
Other	1	0.15
Prefer not to say	83	12.30
Unknown	49	7.26
SEX	Number	Proportion (%)
Female	505	74.81
Male	170	25.19
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	18	2.67
AGE	Number	Proportion (%)
Under 21	7	1.04
21 – 30	117	17.33
31 – 40	122	18.07
41 – 50	119	17.63
51 – 60	139	20.59
61 plus	171	25.33
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	6	0.89
Gay/Lesbian	4	0.59
Heterosexual	186	27.56
Prefer Not to Say	13	1.93
Unknown	466	69.04

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist		
Church of Scotland	49	7.26
Hindu		
Humanist	3	0.44
Jewish		
Muslim	1	0.15
None	99	14.67
Other Christian	15	2.22
Other Religion/Belief		
Pagan	1	0.15
Roman Catholic	28	4.15
Sikh	1	0.15
Prefer Not to Say	12	1.78
Unknown	466	69.04
CARING RESPONSIBILITY	Number	Proportion (%)
No		
Yes (children under 18)		
Yes (other)		
Prefer Not to Say		
Unknown	675	100
GENDER IDENTITY	Number	Proportion (%)
Yes	1	0.15
No	123	18.22
Prefer Not to Say	5	0.74
Unknown	546	80.89

6.2 Employees leaving employment during 2022

ETHNICITY	Number	Proportion (%)
White – Scottish	557	69.89
White - Other British	48	6.02
White – Irish	12	1.51
White - Gypsy/ Traveller		
White - Eastern European (e.g. Polish)	5	0.63
White - Other ethnic group	18	2.26
Any mixed or multiple ethnic group	6	0.75
Pakistani, Pakistani Scottish/British	3	0.38
Indian, Indian Scottish/British	1	0.13
Bangladeshi, Bangladeshi Scottish/British		
Chinese, Chinese Scottish/British		
Other Asian	3	0.38
African, African Scottish/British	1	0.13
Other African	2	0.25
Caribbean, Caribbean Scottish/British	1	0.13
Black, Black Scottish/British	1	0.13
Other Caribbean or Black		
Arab, Arab Scottish/British		
Other Arab		
Other	2	0.25
Prefer not to say	105	13.17
Unknown	32	4.02
SEX	Number	Proportion (%)
Female	549	68.88
Male	248	31.12
DISABILITY	Number	Proportion (%)
Number of Disabled Employees	44	5.52
AGE	Number	Proportion (%)
Under 21	19	2.38
21 – 30	163	20.45
31 – 40	144	18.07
41 – 50	104	13.05
51 – 60	180	22.58
61 plus	187	23.46
SEXUAL ORIENTATION	Number	Proportion (%)
Bisexual	11	1.38
Gay/Lesbian	8	1.00
Heterosexual	288	36.14
Prefer Not to Say	36	4.52
Unknown	454	56.96

RELIGION OR BELIEF	Number	Proportion (%)
Buddhist	4	0.50
Church of Scotland	62	7.78
Hindu		
Humanist		
Jewish	1	0.13
Muslim	5	0.63
None	182	22.84
Other Christian	19	2.38
Other Religion/Belief	4	0.50
Pagan		
Roman Catholic	45	5.65
Sikh		
Prefer Not to Say	26	3.26
Unknown	449	56.34
CARING RESPONSIBILITY	Number	Proportion (%)
No		
Yes (children under 18)		
Yes (other)		
Prefer Not to Say		
Unknown	797	100
GENDER IDENTITY	Number	Proportion (%)
Yes		
No	214	26.85
Prefer Not to Say	11	1.38
Unknown	572	71.77

6.3 Reasons for leaving during 2021

	Deceased	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Leaving Area	Other Employment	Other reasons not disclosed	Retirement	Retirement – Ill Health	Totals
ETHNICITY											
White Scottish	7	18	4	15	27	12	222	117	108	27	557
White Other British		1	1	3	7	2	17	8	8	1	48
White Irish		1				2	4	2	3		12
White Gypsy/Traveller											
White Eastern European						1	3	1			5
White Other Ethnic Group					2		6	6	4		18
Any Mixed or Multiple ethnic group					1		4	1			6
Pakistani, Pakistani Scottish/British					1	1		1			3
Indian, Indian Scottish/British							1				1
Bangladeshi, Bangladeshi Scottish/British											
Chinese, Chinese Scottish/British											
Other Asian		1				1		1			3
African, African Scottish/British											
Other African					1		1	1			3
Caribbean, Caribbean Scottish/British							1				1
Black, Black Scottish/British								1			1
Other Caribbean or Black											
Arab, Arab Scottish or Arab British											
Other Arab											
Other							1		1		2
Prefer not to say	3	6		2	9		29	19	30	7	105
Unknown			1	1	3	1	21	5			32

	Death in Service	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Leaving Area	Other Employment	Other reasons not disclosed	Retirement	Retirement – Ill Health	Totals
GENDER											
Female	6	17	1	16	28	19	197	134	105	26	549
Male	4	10	5	5	23	1	113	29	49	9	248
DISABILITY											
Number of Disabled Employees	1	3	1	1	8	1	8	9	8	4	44
AGE											
Under 21					6		5	8			19
21 – 30		5			19	9	88	42			163
31 – 40		6	1		11	5	84	37			144
41 – 50			2		7	3	73	18		1	104
51 – 60	6	10	3	10	6	2	54	40	37	12	180
61 plus	4	6		11	2	1	6	18	117	22	187
SEXUAL ORIENTATION											
Bisexual					2		5	4			11
Gay/Lesbian	1				1		4	2			8
Heterosexual/Straight		4	1	6	35	11	114	85	27	5	288
Prefer Not to Say		1			9	1	10	12	3		36
Unknown	9	22	5	15	4	8	177	60	124	30	454
RELIGION/BELIEF											
Buddhist		1			1		2				4
Church of Scotland		1		5	7	1	16	20	10	2	62
Hindu											0
Humanist											0
Jewish								1			1
Muslim					2	1	1	1			5
None		3	1	1	22	7	81	55	10		180
Other Christian				1	3	2	7	3	3		19
Other Religion/Belief		1			1		1	1			4
Pagan											0
Roman Catholic	1			1	2	1	19	12	9		45
Sikh											0
Prefer Not to Say					9		7	8	2	2	28
Unknown	9	21	5	13	4	8	176	62	120	31	449

	Death in Service	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Leaving Area	Other Employment	Other reasons not disclosed	Retirement	Retirement – Ill Health	Totals
CARING RESPONSIBILITY											
No											
Yes (children under 18)											
Yes (other)											
Prefer Not to Say											
Unknown	10	27	6	21	51	20	310	163	154	35	797
GENDER IDENTITY											
Yes											
No	1	5	1	2	29	12	78	68	16	2	214
Prefer Not to Say					1		4	4	2		11
Unknown	9	22	5	19	21	8	228	91	136	33	572

6.3 Reasons for leaving during 2022

	Deceased	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Leaving Area	Other Employment	Other reasons not disclosed	Retirement	Retirement – Ill Health	Totals
ETHNICITY											
White Scottish	5	17	3	13	18	11	183	101	115	4	470
White Other British	1			1	1	3	14	7	3		30
White Irish						2	5		1		8
White Gypsy/Traveller											0
White Eastern European					1						1
White Other Ethnic Group					1	2	8	5	2		18
Any Mixed or Multiple ethnic group						1			1		2
Pakistani, Pakistani Scottish/British							1				1
Indian, Indian Scottish/British							1	1			2
Bangladeshi, Bangladeshi Scottish/British					1						1
Chinese, Chinese Scottish/British					1						1
Other Asian						1		1			2
African, African Scottish/British			1				1	1			3
Other African							1				1
Caribbean, Caribbean Scottish/British							1		1		2
Black, Black Scottish/British											0
Other Caribbean or Black											0
Arab, Arab Scottish or Arab British											0
Other Arab											0
Other						1					1
Prefer not to say	4	3	1	5	2	1	25	19	19	4	83
Unknown		3			3	4	24	14	1		49

	Death in Service	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Leaving Area	Other Employment	Other reasons not disclosed	Retirement	Retirement – Ill Health	Totals
GENDER											
Female	6	15	4	15	21	22	180	121	113	8	505
Male	4	8	1	4	7	4	84	28	30		170
DISABILITY											
Number of Disabled Employees					3		10	4	1		18
AGE											
Under 21					5		1	1			7
21 – 30		2			9	9	69	28			117
31 – 40		3	2		3	7	77	29		1	122
41 – 50	3	1	1		7	4	67	34	1	1	119
51 – 60	3	6	2	10	2	5	43	42	23	3	139
61 plus	4	11		9	2	1	7	15	119	3	171
SEXUAL ORIENTATION											
Bisexual					2		3	1			6
Gay/Lesbian							4				4
Heterosexual/Straight			1	1	14	7	91	58	13	1	186
Prefer Not to Say				1	3		8	1			13
Unknown	10	23	4	17	9	19	158	89	130	7	466
RELIGION/BELIEF											
Buddhist											
Church of Scotland				1	2	1	21	15	9		49
Hindu											0
Humanist							2	1			3
Jewish											0
Muslim					1						1
None			1		10	2	53	29	3	1	99
Other Christian					1	3	8	2	1		15
Other Religion/Belief											0
Pagan					1						1
Roman Catholic				1	1	2	10	10	4		28
Sikh								1			1
Prefer Not to Say					3		6	3			12
Unknown	10	23	4	17	9	18	164	88	126	7	466

	Death in Service	Dismissed - capability	Dismissed – misconduct	ERVS	End of Contract	Leaving Area	Other Employment	Other reasons not disclosed	Retirement	Retirement – Ill Health	Totals
CARING RESPONSIBILITY											
No											
Yes (children under 18)											
Yes (other)											
Prefer Not to Say											
Unknown	10	23	5	19	28	26	264	149	143	8	675
GENDER IDENTITY											
Yes							1				1
No				1	12	5	62	36	6	1	123
Prefer Not to Say					2		1	2			5
Unknown	10	23	5	18	14	21	200	111	137	7	546

End of monitoring information report



Policy Statement on Equal Pay

WEST LOTHIAN COUNCIL

POLICY STATEMENT ON EQUAL PAY

1. Statement of Intent

- 1.1 The council's Policy on Equality - Employment and Service Provision sets out the organisation's commitment to eliminate discrimination, advance equality of opportunity and promote good relations between different groups.
- 1.2 A key consideration in meeting that commitment is the need to ensure that the council's pay, grading and benefit arrangements are transparent, based on objective criteria and free from unfair bias related to the protected characteristics covered by the Equality Act 2010. To achieve this objective the council will continuously monitor the application of its pay and grading systems with a view to identifying and eliminating any inequitable or unlawful pay practices.
- 1.3 The council will also monitor the application of other relevant employment policies and practices to ensure that they do not adversely impact on equality in respect of access to pay, benefits or career development.
- 1.4 By tackling the potential sources of pay discrimination and removing barriers to equality, the council believes it sends a positive message to both its workforce and customers alike.

2. Implementation

- 2.1 With appropriate resources, the policy will be implemented through the application of sound and legally robust pay and reward practices supported and complemented by the initiatives and measures set out in the council's Equality Outcomes and Mainstreaming Framework 2021 -2025.
- 2.2 Any proposed changes to pay and other associated employment practices will be subject to consultation with the recognised trade unions and other relevant stakeholders.
- 2.3 Following the implementation of Single Status across the Authority in 2007, the council operates measures to continue to monitor issues related to equal pay within the organisation.

3. Scope

- 3.1 This policy statement covers the four discrete employee groups comprising the council's workforce. Pay and conditions of service for each of those groups derive from separate Schemes of Pay and Conditions of Service negotiated nationally and supplemented where appropriate by local collective agreements.

The national negotiating bodies are:

- Scottish Joint Council for Local Government Employees;
- Scottish Joint Council for Craft Operatives;
- Scottish Negotiating Committee for Teachers; and
- Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland).

4. Specific Actions

4.1 In addition to addressing the priorities set out within the wider Corporate Equality Outcomes, the council is committed to implementing a number of other specific actions in relation to equal pay. Those actions are to:

- In consultation with relevant trade unions, conduct regular equal pay reviews within the council and thereby:
 - identify and understand the reasons for any differences in pay within and between employee groups;
 - eliminate pay gaps/ differences that cannot satisfactorily be explained on grounds other than those relating to a protected characteristic;
- Provide appropriate training and guidance on equal pay for those involved in determining pay and grading matters in terms of job evaluation, new appointments, progression, grievances and providing advice;
- Gather evidence of the impact of caring responsibilities on the workforce, to identify whether career continuity and pay progression is being adversely affected, and set appropriate objectives for remedial action; and
- Gather evidence on the extent of occupational segregation within the council and set appropriate objectives for remedial action as necessary.

5. Monitoring and Reporting

- 5.1 In accordance with the requirement under the Public Sector Equality Duty, to publish data on the gender pay gap every two years, data on gender pay and gender occupational segregation in the council will be addressed in the biennial review of this policy. Information on the recruitment, development and retention of employees will also be published every two years as part of the council's Equality Mainstreaming Report.
- 5.2 Details of actions taken to implement the outcome of equality impact assessments will also be posted on the council's website and as part of the council's Equality Mainstreaming Report.

6. Review and Accountability

- 6.1 This policy will be reviewed every two years through involvement with all relevant stakeholders and reported to the Council's Executive Committee.
- 6.2 The Head of Corporate Services, on behalf of the council's Corporate Management Team, has overall responsibility for implementation of the commitments outlined within this policy.

7. Gender Pay Gap

7.1 The council's gender pay gap as at February 2023 is set out below:

Gender	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Female	6322	£110,637.54	£17.50
Male	2177	£39,057.28	£17.94
Total	8499	£149,694.82	£17.61

Standard Calculation

Male average salary – Female average salary = paygap (monetary)
17.94 – 17.50 = 0.44

Paygap (monetary) / male average salary x 100 = **paygap (%)**
0.44 / 17.94 x 100 = 2.45 %

West Lothian Council Gender Pay Gap = 2.5 %

The council's mean gender pay gap for all employees has increased since last reported in the 2021 Equal Pay Statement when it was recorded as 1.3%. The council's current pay gap is lower than the average rate for Scottish Local Authorities (3.7%) as reported in the 2020/21 Local Government Benchmarking Framework.

8. Ethnicity Pay Gap

8.1 The council's ethnicity pay gap as at February 2023 is set out below:

Ethnicity	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Ethnic minorities	184	£3223.46	£17.52
Other	8315	£146471.36	£17.62
Total	8499	£149694.82	£17.61

Standard Calculation

Other average salary – Ethnic minorities average salary = paygap (monetary)
17.62 – 17.52 = 0.10

Paygap (monetary) / Other average salary x 100 = **paygap (%)**
0.10 / 17.62 x 100 = 0.57 %

West Lothian Council Ethnicity Pay Gap = 0.6 %

9. Disability Pay Gap

9.1 The council's disability pay gap as at February 2023 is set out below:

Disability	Number of Staff	Combined Hourly Rate	Average Hourly Rate
Disabled	318	£5,198.87	£16.35
Non-Disabled	2437	£39,935.43	£16.39
Unknown	5744	£104,560.52	£18.20
Total	8499	£149,694.82	£17.61

Standard Calculation

Non-Disabled average salary – Disabled average salary = paygap (monetary)
 $16.39 - 16.35 = 0.04$

Paygap (monetary) / Other average salary x 100 = **paygap (%)**
 $0.04 / 16.39 \times 100 = 0.24 \%$

West Lothian Council Disability Pay Gap = 0.2 %

9.2 This is the first time the council has published its disability pay gap. Given the significant number of employees for which disability status is unknown. The pay gap has been calculated with reference only to employees where their disability status is known.

10. Occupational Segregation

10.1 The council recognises that occupational segregation is one of the key barriers which prevents women and men from fulfilling their potential, and consequently contributes to the gender pay gap.

10.2 At the same time, it can have a damaging impact due to the segregation of men and women into different types of employment; seg that can fail to make the most efficient use of the potential workforce, can contribute to skills deficits and can hold back productivity.

10.3 The challenge for the council is therefore to address the inherent issues relating to horizontal segregation in the service areas currently dominated by either female or male employees.

10.4 The tables below outline the council's data on gender based occupational segregation. In addition, in line with the reporting requirements, information is provided on occupational segregation in relation to ethnicity and disability.

WEST Lothian Council Occupational Segregation by Gender as at February 2023

Service Area	Gender	Salary Bands																	Grand Total
		Apprentice / Graduate	1	2	3	4	5	6	7	8	9	10	11	12	13	Chief Officers	Psych	Teachers	
Chief Exec, Finance & Property	F			4	9	60	42	19	20	9	2	4		1		6			176
	M			2	15	17	12	32	14	12	3	2	1	2	2	6			120
Corporate Services	F		1	13	11	25	11	14	17	11	4	5	3	2	2				119
	M		1	3	6	3	18	3	16	10	3		2		2				67
Education	F		47	684	441	458	132	32	29	12	2	1		2			11	1926	3777
	M			27	34	34	17	9	7	3	1			1			2	477	612
Housing Customer & Building Services	F	5	4	28	95	46	59	68	10	12			1		2				330
	M	50	196	105	31	13	25	46	14	5	3		1	2					491
Operational Services	F	1	587	116	90	10	16	8	8	1	2			1					840
	M	10	59	133	192	169	46	37	19	6	5	4		1	3				684
Planning, Economic Dev & Regeneration	F		3	2	8	3	7	26	13	4	1	1		1	1				70
	M		4	4	2	3	6	6	16	6	4	3	1		2				57
Social Policy	F		38	246	47	160	209	36	203	58		9			4				1010
	M		7	16	12	21	34	10	26	14	1	4			1				146
TOTALS		11	800	1380	1198	1022	634	346	412	163	31	33	9	13	19	12	13	2403	8499

WEST LOTHIAN COUNCIL OCCUPATIONAL SEGREGATION BY ETHNICITY AS AT FEBRUARY 2023

Service Area	Ethnicity	Salary Bands																	Grand Total
		Apprentice / Graduate	1	2	3	4	5	6	7	8	9	10	11	12	13	Chief Officers	Psych	Teachers	
Chief Executive Finance & Property	Ethnic Minorities					3	2	1	1					1					8
	Other			6	24	74	31	52	34	38	6	6	1	2	2	12			288
Corporate Services	Ethnic Minorities			1	1	1	1	1	2	1									8
	Other		2	15	16	27	28	16	31	20	7	5	5	2	4				178
Education	Ethnic Minorities		3	21	12	6		1										58	101
	Other		44	690	463	486	149	40	36	15	3	1		3			13	2345	4288
Housing Customer & Building Services	Ethnic Minorities			1	3		2	2		1	1								10
	Other	55	200	37	141	61	101	160	25	22	3		2	2	2				811
Operational Services	Ethnic Minorities		14	4	3	1			2	2									26
	Other	11	636	241	279	178	62	45	25	5	7	4		2	3				1498
Planning, Economic Dev & Regeneration	Ethnic Minorities								1	1									2
	Other		7	6	10	6	13	32	29	8	5	4	1	1	3				125
Social Policy	Ethnic Minorities		2	10		5	1		8	2		1							29
	Other		43	253	58	176	242	46	221	70	1	12			5				1127
TOTALS		66	951	1285	1010	1024	632	396	415	185	33	33	9	13	19	12	13	2403	8499

WEST Lothian Council Occupational Segregation by Disability as at February 2023

Service Area	Number of Disabled Employees by Salary Bands																	Grand Total
	Apprentice/ Graduate	1	2	3	4	5	6	7	8	9	10	11	12	13	Chief Officers	Psych	Teachers	
Chief Executive, Finance and Property		2	2	3	3	3	1											14
Corporate Services			3	3	3	1		4	1					1				16
Education Services		2	46	5	21	1		1	2							2	69	149
Housing, Customer & Building Services	2	1	5	5	5	7	3						1					29
Operational Services	1	24	9	10	3	1	2		3		1			1				55
Planning, Economic Development & Regeneration		1			2	2	2	2	1									10
Social Policy		1	9	2	5	9	3	16										45
All Services	3	31	74	28	42	24	11	23	7	0	1	0	1	2	0	2	69	318

End of Policy Statement on Equal Pay
End of Equality and Diversity Framework progress report 2021 - 2023

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

ENERGY MITIGATION MEASURES UPDATE

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to provide an update to Council Executive on the review and delivery of energy cost mitigation measures to achieve the budget savings agreed by Council in February 2023. The approach to the energy mitigation measures and Your Say budget reduction measures were approved at Council Executive and full Council in February 2023.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Notes the updated budget position for the energy revenue budgets, set out in section D.2;
2. Agrees that identified one-off resources of £575,000 are used on a one-off basis to cover approved energy savings in 2024/25 and that a further £115,000 of one-off resources are retained as an energy budget contingency, pending a further review of prices and consumption later this year;
3. Notes the progress, set out in section D.3, in planning the delivery of the approved energy mitigations measures, including thermal efficiency works, LED lighting and photovoltaic panels (PV);
4. Notes that officers will continue to monitor the impact of changing energy consumption and pricing, including the review on swimming pool provision and the wider building estate;
5. Notes that further updates on progress on the implementation of the approved mitigation measures will be included in quarterly climate change updates to the Environment and Sustainability PDSP, and;
6. Agrees that officers will report to Council Executive prior to 2024/25 budget, setting out the future projected energy purchase price forecasts, projected consumptions levels, the impact on energy budgets and any further action required to ensure that the agreed savings measures for energy are achieved in full.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The council is legally bound to comply with duties for public sector bodies within the Climate Change (Scotland) Act 2009. The duties require that the council must, in exercising its functions, act:

- (a) in the way best calculated to contribute to the delivery of the targets set in or under Part 1 of the Act;
- (b) in the way best calculated to help deliver any programme laid before the Scottish Parliament under section 53;
- (c) in a way that it considers is most sustainable.

The report does not raise any equality issues.

III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	A reduction in energy consumption will reduce related emissions, contributing to the goals set out in the council's Climate Change Strategy.
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)	As reported to Council Executive on 25 October 2022, there was an anticipated revenue budget pressure of £2.644 million in 2022/23 for gas and electricity and a further £0.436 million for biomass, with further significant increases forecast in future years. One-off funding of £3.659 million was agreed for 2022/23 to mitigate the impact on the budget pressure in 2022/23. Budget savings measures relating to energy mitigation totalling £1.265 million were agreed as part of the Revenue Budget Strategy for 2023/24 to 2027/28 report agreed by Council on 21 February 2023.
VII	Consideration at PDSP	Measures were considered by the Corporate Policy and Resources PDSP in January 2023.
VIII	Other consultations	Corporate Transformation Team and Financial Management Unit.

D. TERMS OF REPORT

D.1 Background

As detailed in the Impact of Rising Energy Costs and Potential Mitigations report that was presented to Council Executive on 25 October 2022, there has been significant volatility in the energy markets since the summer of 2021. The report set out the impact of this volatility on the revenue budget for 2022/23, provides estimates for future years to 2024/25 and considers the position on energy mitigation measures.

In February 2023 various measures, to help mitigate against the impact of rising costs, were agreed at Council Executive. Additional budget reductions were also approved as part of the council's revenue budget strategy. The measures approved related to:

- LED Lighting
- Thermal Efficiency Measures
- Solar PV
- A review to maximise use and sustainability of council assets, including swimming pools

This report sets out the updated energy cost position, progress made to date on the planning and delivery of the approved savings measures, as well as providing an update on the review of swimming pool provision.

D.2 Energy Cost Position

Officers have been closely monitoring the council's energy budgets, including the impact on consumption from changes to the building heating guidance and changes to the building management systems (BMS). The continued efforts to reduce energy consumption has resulted in a slightly more positive final outturn for energy costs in 2022/23 than forecast. This means that the one-off additional resources of £3.659 million are not required to be fully utilised in 2022/23 giving a remaining additional (one-off) resources balance of £295,000. In addition to this, final gas prices for 2023/24 are lower than anticipated primarily due to the energy price reconciliation element for prior year gas prices. Based on current energy consumption the gas pricing reconciliation has resulted in a projected £395,000 one-off saving for 2023/24 after accounting for the approved 2023/24 budget savings. Taking account of these two factors will result in additional one-off sum of £690,000 for energy resources.

The majority of the council's energy requirements for 2023/24 and a significant proportion of that required for 2024/25 have already been forward purchased, giving the council has some degree of certainty around price for the next two years (subject to market factors, reconciliation etc).

It is therefore proposed that £575,000 of these one-off resources are retained to deliver (on a one-off basis) the approved energy savings for 2024/25. It is proposed that the remaining one-off resources of £115,000 continue to be held as part of an energy contingency due to ongoing the volatility in the markets and uncertainty of future consumption.

In the latest Price Risk Guidance update published at the end of January 2023, the Scottish Government had purchased 25.6% of gas requirements and 24% of electricity requirements for 2025/26 for the whole of the public sector in Scotland. Therefore; the use of these one-off savings will give officers additional time to monitor the future forecast pricing for gas and electricity as more information becomes available over the coming year. It is proposed that the future year purchase pricing for energy and its impact on the council's energy budgets is reported to Council Executive prior to the 2024/25 budget setting meeting, along with an update on projected energy consumption levels.

Officers will continue to progress the delivery and implementation of projects relating to thermal efficiencies, LED lighting and solar PV to reduce energy consumption, increase the efficiency of council buildings and support the delivery of the councils Climate Change Strategy. Officers will continue to review the sustainability of council assets, including swimming pools, taking account of consumption savings measures and future updates on energy pricing.

Swimming pool data will continue to be collected and reviewed which may form part of consideration of future energy saving requirements depending on future movements in pricing and consumptions.

D.3 Update on the Delivery of Energy Saving Measures

As noted in section D.2 above, a range of energy saving measures were approved. An update on the planning and delivery of those measures is set out below.

Officers have been undertaking a detailed review of the council's building assets through a review of the following:

- Review of energy consumption data
- Reviewing Energy Performance Certificates (EPCs)
- Reviewing condition survey information
- Considering anecdotal evidence of drafts within buildings
- Considering suitability of building structures

This has resulted in a long list of properties where energy efficiency opportunities have been identified. The long list of options is now being further reviewed to create a short list of buildings where works will be completed.

Heating Guidance – target £302,000

Updated building heating guidance was presented to Council Executive in October 2022. Building Management Systems were updated with the new heating temperatures and times. The impact following the implementation of this project is already being realised through reduced energy consumption and will continue to be monitored to identify any further opportunities.

LED Lighting – target £224,000

Upgrading existing lighting has proven to be a successful method of reducing energy consumption across a wide range of council buildings including offices, partnership centres and schools. The continued rollout of upgrades will focus predominantly on the primary school estate, but with the inclusion of a number of other sites which have not yet been upgraded. It is also anticipated that there will be further revenue savings from a reduction in maintenance due to the longer lifespan of LED lighting.

A total of 31 properties were initially identified as potential buildings for LED lighting replacements. Following this a more detailed review was undertaken by various teams across Property Services where consideration was given to:

- Reviewing age of internal wiring
- Asbestos implications
- Timing of access to buildings
- Tender implications

As a result of the more detailed review, there are around 15 properties which are suitable for LED lighting works to commence without asbestos issues. Work is now underway to liaise with existing contractors to undertake the works, which are being programmed to commence as part of the summer 2023 programme and planned for completion by early 2024. An additional eight properties have some asbestos issues which would require additional asbestos contractor support. These properties will be given further investigation and consideration over the summer to identify the cost implications of involving an additional contractor.

NDEEF / Thermal Efficiencies – target £44,000

The proposed thermal efficiency measures are intended to reduce the consumption of gas and electricity for heating and hot water. The planned projects include:

- Fabric improvements to improve air tightness of buildings, including draft excluders;
- Improved controls for electrically heated sites and hot water immersion heaters;
- Zoning and re-configuration of existing heating systems to improve efficiency;
- Improved controls and addition of more sites to the council's centralised Building Management System (BMS), and;
- Improvements and additions to a range of insulation measures to pipework, hot water storage tanks and roof voids across the estate.

While not an exhaustive list, the measures outlined above are all effective in reducing energy consumption.

The identified long-list of properties has been further reviewed, including considering the impact of any asbestos within buildings. The main focus of the planned projects will be within the primary school estate with a number of non-education buildings also under consideration. Around 25 properties have been short-listed for various thermal efficiencies to be completed. Officers are now looking to identify where works can progress as part of existing operational contracts and where a tendering process will be required. The project timescale is for works to commence as part of the summer 2023 programme, completion by early 2024.

PV Panels – target £105,000

Solar PV is a reliable, low maintenance method of generating renewable energy at a small to medium scale for use in buildings. The council currently has 16 solar PV installations across its estate. There are currently two projects underway for the installation of PV panels at the Civic Centre and Whitehill Service Centre, with the tender process now in progress and construction on site due to commence in the autumn of 2023. It is planned that additional PV capacity will also be included on a range of new build properties including Beattie and East Calder schools.

The installation of PV panels can increase the complexity of the projects due to the various requirements of the buildings to allow installation to happen. This includes consideration of the roof space available, the roof construction, the potential site for the panels and if there is existing lightning protection on the building roof. The identified buildings were reviewed taking all of the above variables into account, resulting in 13 buildings being identified as being the most suitable which are all within the school estate.

Due to the complexities of the projects and the requirements to tender for the projects the timescales are slightly longer than the other energy efficiency works. It is proposed that the tender process will be completed during autumn 2023 with works scheduled to commence in early 2024 for completion in the late spring of 2024.

Water Efficiency – target £15,000

Water efficiency projects require a water meter down-sizing survey to be undertaken by a specialist contractor before individual sites can be identified in detail. To deliver the planned saving, a tender process will be completed during the summer 2023, which will allow liaison with Business Stream on updating the water metering contract and undertaking the works during winter 2023/24.

Sustainability of council assets – Swimming Pools

Officers have considered options for maximising the use and sustainability of existing property assets in line with the council's new Asset Management Strategy. This included swimming pools which are a very significant consumer of energy and also incur high maintenance and operating costs.

Officers have collected the following data for the 12 secondary high school swimming pools and Fauldhouse swimming pool:

- Usage data – this includes curricular hours, extra-curricular hours and non-curricular hours;
- Income generation;
- Costs to operate and maintain the facility – this includes energy costs, water costs, expenditure on maintenance and pool chemicals as well as staffing costs for cleaning and operating the pools;
- Geographic spread;
- Condition surveys;
- Profile of swimming pool users;
- Benchmarking data

As set out in section D.2, available one-off resources can be retained (on a one-off basis) so that the £575,000 saving relating to the review of swimming pools and the wider estate 2024/25 can be met for that year. However, the data will continue to be collected and reviewed and may form part of consideration of future energy saving requirements which will be reported to Council Executive early in 2024. This will give officers additional time to determine the longer-term impact of energy pricing and other energy measures that may improve consumption, to assess if operational savings can be achieved without rationalisation of school swimming pools.

D.4 Impact on Climate Change Targets

Continued reductions in energy consumption and the on-site generation of renewable energy will directly contribute to the council's net-zero objectives which are set out in the council's Climate Change Strategy 2021-2028.

E. CONCLUSION

Energy market volatility and rising costs are likely to continue for at least the next two years. As such, it is important that the council takes measures to mitigate the financial impact as much as possible by reducing consumption through the implementation of a range of energy conservation measures.

One-off resources have been identified that could help (on a one-off basis) to assist approved energy savings in 2024/25. Projects will also be progressed to increase the energy efficiency and energy generation within council buildings. Which not only supports budget efficiencies but also contributes to the council's Climate Change Strategy and net-zero targets. Prices and energy consumption will be kept under review and a further report presented to Council Executive prior to the budget setting meeting for 2024/25 on projected future budgets and spending on energy. This will help to inform any further measures required to meet savings targets.

F. BACKGROUND REFERENCES

Energy Cost Mitigation Measures - Report by Head of Finance and Property Services to Council Executive 7 February 2023.

Impact of Rising Energy Costs and Potential Mitigations – Report by Head of Finance and Property Services to Council Executive on 25 October 2022.

Revenue Budget 2022/23 - Report by Head of Finance and Property Services to Council on 15 February 2022.

Draft 2021/22 General Fund Revenue Budget Outturn and Update on One-off Resources - Report by Head of Finance and Property Services to Council Executive on 21 June 2022.

[Climate Change Strategy - West Lothian Council 26 October 2021](#)

Appendices/Attachments: None.

Contact Person:

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

Donald Forrest
Head of Finance & Property Services
Date of Meeting: 9 May 2023

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

**WEST LOTHIAN CIVIC CENTRE - NEW SUB-STATION - PROPOSED GROUND LEASE
TO SP DISTRIBUTION PLC**

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to seek Council Executive approval to enter into a long ground lease with SP Distribution PLC (Scottish Power) to allow the provision of a new sub-station within the grounds of the Civic Centre.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Agrees that the council, given its interest as part owner of the Civic Centre, enters into a long ground lease with SP Distribution PLC for a period of 99 years at an annual rent of £1.00 per annum, for the provision of a new sub-station, on the terms and conditions outlined elsewhere in this report, and,
2. Delegates authority to the Head of Finance and Property Services and the Chief Solicitor to negotiate the detailed terms of the lease agreement and any linked legal agreements and to legally conclude same.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	A detailed risk assessment and method statement to cover the works will be agreed with SP Distribution PLC prior to commencement of the works on site.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	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	Not applicable.
VIII	Other consultations	Police Scotland; Scottish Court and Tribunals Service.

D. TERMS OF REPORT

Background

Police Scotland have developed a plan to install a total of 16 new charging points within the secure compound at the Civic Centre in order to supply a reliable and secure charging facility for electric vehicles in their operational fleet.

In order to install the new charging points, a new sub-station is required as there is insufficient capacity within the existing infrastructure within the Civic Centre. A suitable site for the new sub-station has been agreed with SP Distribution PLC to the west of the existing secure compound and within the grassy area to the north of the west car park. The details of the location together with the necessary rights of access are shown on the plan attached to this report.

Current Position

Before the sub-station can be constructed, it is necessary to agree a ground lease in favour of SP Distribution PLC in order to formalise their occupation of the site for the new facility. Provisional terms for the proposed ground lease have now been agreed between the parties, and these are outlined below:

Landlord – West Lothian Council and the Scottish Police Authority as co-owners of the Civic Centre.

Tenant – SP Distribution PLC.

Subjects – 25 square metres as shown hatched in black on the attached plan, together with necessary rights of vehicular and pedestrian access shown shaded in grey.

Rent - £1.00 per annum, if asked.

Length of lease – 99 years.

Date of Entry – on conclusion of legal formalities, or such other date as may be agreed between the parties.

Legal expenses – to be determined on an equitable basis between the parties.

Other terms and conditions – the formal documentation will contain a variety of other terms and conditions which are common in agreements of this type, and these will be agreed between the parties using the powers of delegation referred to in the recommendations above.

E. CONCLUSION

The implementation of the proposals to install the new charging stations as outlined will benefit Police Scotland on an operational basis in a number of ways, and also provide additional electrical capacity within the Civic Centre infrastructure. For these reasons, it is considered to be in the council's interest as co-owners of the Civic Centre to support the proposals overall and enter into the proposed ground lease.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: Location plan

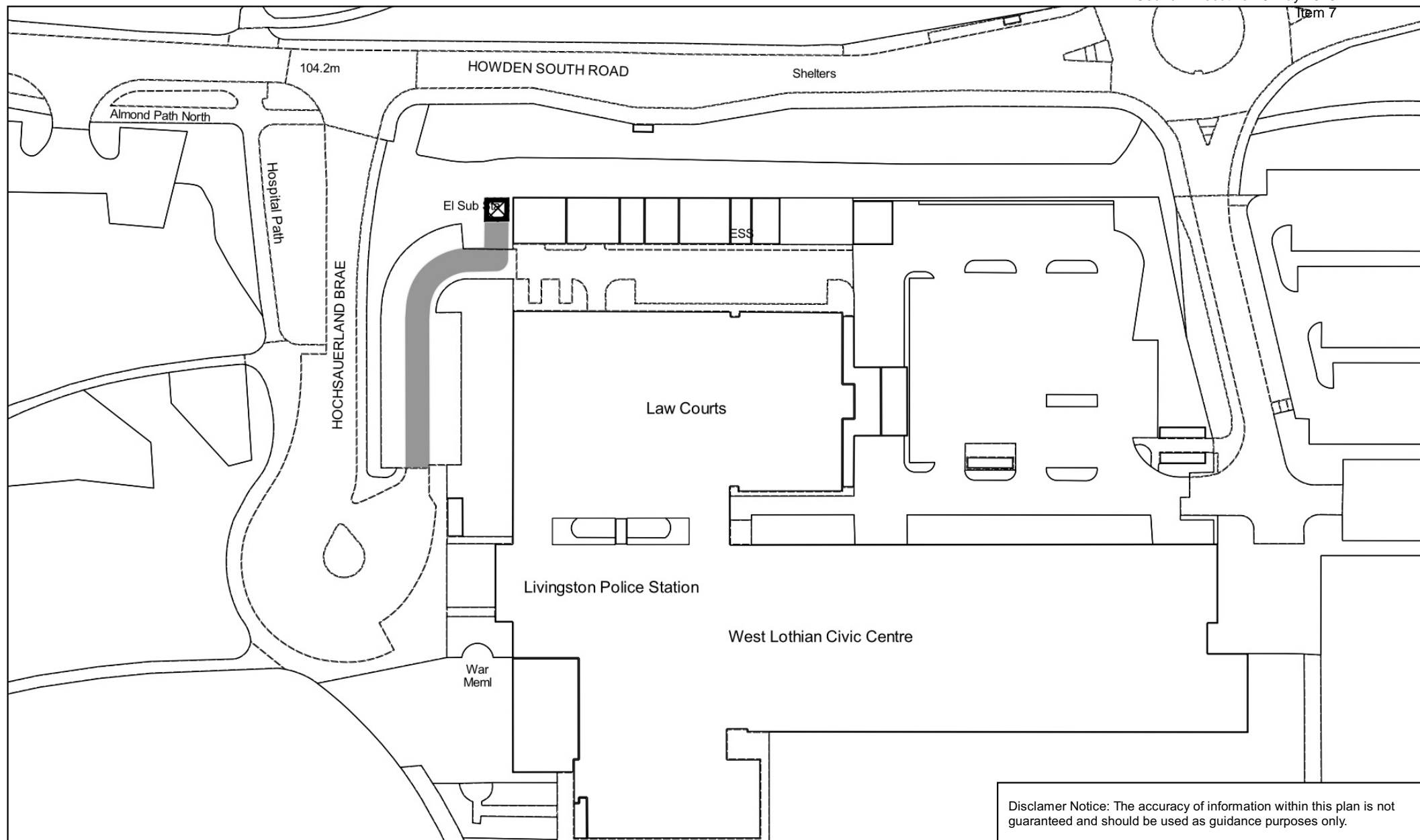
Contact Person: Jack Orr, Group Surveyor, Property Services

Tel: 07810 655740

Email: jack.orr@westlothian.gov.uk

Donald Forrest, Head of Finance and Property Services

Date of meeting: 9 May 2022



Substation at West Lothian Civic Centre, Livingston

Not to Scale

A4



Property Management, West Lothian Civic Centre, Livingston, EH54 6FF

26/4/2023

Reproduced from the Ordnance Survey mapping with the permission of Her Majesty's Stationery Office.
 Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.
 ©Crown copyright. All rights reserved. Licence 100037194 2023

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

APSE SCOTLAND FLEET, WASTE AND GROUNDS SEMINAR 2023

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to seek approval from the Council Executive for an appropriate elected member to attend the APSE Scotland Fleet, Waste and Grounds Seminar 2023. The event will be held in Aviemore on 23 – 26 May 2023.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. Notes that the Fleet Asset and Compliance Support Officer has been shortlisted in the Rising Star awards.
2. Approves the attendance of an appropriate elected member at the APSE Scotland Fleet, Waste and Grounds Seminar 2023 with appropriate officer support from Operational Services.

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)	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)	The cost for individual attendance at the seminar for APSE members is £299 + VAT.

Accommodation will be an additional £90 per night.

VII Consideration at PDSP None

VIII Other consultations None

D. TERMS OF REPORT

D.1 Background

The Council are members of APSE and the Executive Councillor for the Environment is the Chair of the APSE Scotland Transport and Mechanical Working Group and a member of APSE's Regional Council.

The APSE Scotland Fleet, Waste and Grounds Seminar 2023 is Scotland's largest public sector fleet, waste and ground services exhibition and 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.

The seminar will showcase the latest in local government developments. Keynote speakers will cover topics such as:

- Route to Net Zero for fleet
- Using technology to build litter and fly tipping data
- Alternatives to glyphosate
- Biodiversity Net Gains
- The Recycling Improvement Fund

The Rising Star awards ceremony is an opportunity for finalists to be recognized for their achievements. Morgan Foster, Fleet Asset and Compliance Support Officer, has been shortlisted for this award – the winner will be announced at the ceremony on 25 May.

E. CONCLUSION

Attendance at the APSE seminar by an appropriate elected member will provide them with opportunities for learning and networking with relevant public sector and private organisations. It also ensures elected member representation at the Rising Stars award ceremony.

F. BACKGROUND REFERENCES

None

Appendices / Attachments: One

Appendix 1: Seminar Programme

Contact Person: Jim Jack – 01506 284680, jim.jack@westlothian.gov.uk

Jim Jack
Head of Operational Services
9 May 2023



Overall Event Sponsor:



APSE Scotland Fleet, Waste and Grounds Seminar 2023



23 - 26 May 2023

MacDonald Aviemore Highland Resort

Flyer Sponsor:



Tuesday 23 May 2023

15.00 – 17.00 Registration and advance exhibition viewing
19.00 – 22.00 Casual dining for all seminar attendees

Wednesday 24 May 2023

09.45 Scotland's largest public sector fleet, waste and ground services exhibition opens – registration and exhibition viewing.
Sponsored by Steril Koni Ltd

10.30 Session One: Keynote session – Looking to the future for fleet services - Sponsored by Groeneveld Beka

Official event welcome and opening

Speaker: Mo Baines, Chief Executive, APSE

Scottish Government's route to Net Zero for fleet - key objectives and targets

- Our current landscape
- Key objectives and targets
- Progress to date

Speaker: Jamie Dunsmore, Head of Low Carbon Fleets and Infrastructure, Transport Scotland

Update on the guide to maintaining roadworthiness

- Helping to raise vehicle standards
- Areas of focus
- What does this mean for local authorities?

Speaker: Phil Lloyd, Head of Engineering Policy, Logistics UK

DVSA and enforcement update

- Current landscape
- Our current areas of focus
- What next?

Speaker: Representative, Driver and Vehicle Standards Agency

10.45 Litter Managers Network discussion forum

A discussion on Scotland's revised National Litter and Flytipping strategy, and the next steps for action on litter and flytipping prevention in Scotland with representation from ZWS

12.00 Lunch and exhibition viewing

13.15 Session Two: Local authority case studies for tackling litter and fly tipping

Locality Neighbourhood Hit Squads across South Ayrshire

- Why our Hit squads were established
- It's not just litter and flytipping!
- Success stories to date

Speaker: Paul Dougall, Co-ordinator Neighbourhood Services, South Ayrshire Council

Using technology to build our litter and flytipping data

- Utilising drones to create litter maps
- Helping to understand litter data
- Analysing the data to establish interventions

Speaker: Frankie O'Rourke, Neighbourhood Liaison Manager, Glasgow City Council

14.15 Exhibition viewing and refreshments
Sponsored by Steril Koni Ltd

14.45 Session Three: Local authority challenges and opportunities within waste & recycling (Part 1 – Persistent Organic Pollutants)

POPs – where are we now?

- Overview of the issues
- Why these wastes need to be managed differently
- What challenges do we face?

Speaker: Mark Heggie, Senior Policy Officer, Scottish Environmental Protection Agency

City of Bradford's POPs experience

- Local authority context
- Initial concerns and challenges
- Measuring the impact of POPs

Speaker: Stuart Russo, Senior Technical Officer, City of Bradford Council

Developing POPs testing and analysis for WEEE

- Background
- How are industry adapting
- Areas of focus for the future

Speaker: Bruce McLean, Managing Director, Optimum Eco Group

16.00 Exhibition viewing and refreshments
Sponsored by Steril Koni Ltd

18.30 Gala Buffet dinner (for all seminar attendees)
Sponsored by Econ Engineering Ltd

Thursday 25th May

09.15 Exhibition viewing and refreshments
Sponsored by Bucher Municipal Ltd

10.15 Session Four: Parks, grounds and green spaces – looking through the lens of sustainability and climate change

What are the alternatives to glyphosate?

- Why we decided to look at alternatives
- Our journey
- National Action Plan and Biodiversity links

Speaker: Colin Reid, Grounds Services Manager, South Lanarkshire Council

Biodiversity Net Gains – understanding the opportunities for parks and greenspace managers

- Biodiversity Net Gain and its relevance to parks and greenspaces
- Increasing the awareness and understanding of the opportunities presented
- APSE's Biodiversity Net Gain Training Course

Speaker: Fiona Sutton-Wilson, Head of Training, APSE

10.00 Transport advisory discussion forum

This will include a discussion around the presentations for yesterday morning including Net Zero targets and objectives

11.15 Exhibition viewing and refreshments
Sponsored by Bucher Municipal Ltd

11.45 Session Five: Local authority challenges and opportunities within waste & recycling (Part 2)

Delivering Scotland's Circular Economy: A Route Map to 2025

- Setting the policy context for delivering the vision of a circular economy
- Key priorities and engagement/ progress so far
- The next steps

Speaker: Jon Havens, Circular Economy Division, Scottish Government (inv)

Fife Council waste operations – Promoting a mentally healthy workplace for frontline services

- The importance of a mentally healthy workforce
- What has driven this service to change
- What steps this service is taking to promote mental health and change attitudes

Speaker: Sandy Anderson, Service Manager – Waste Operations, Fife Council

The Recycling Improvement Fund

- What is the Recycling Improvement Fund?
- How can local authorities get involved?
- Case study examples of where the fund has helped

Speaker: David Gunn, Manager – Recycling Improvement Fund, Zero Waste Scotland

11.45 Parks, Streets & Grounds discussion forum

To debate the latest challenges and opportunities for the sector.

This will include a discussion around modernisation and electric fleet/ plant/ kit.

13.00 Lunch and exhibition viewing

14.15 Session Six: Working together to navigate the journey to the future for fleet services - Sponsored by Renault Trucks

Sub-Group 1 – What are the alternative vehicle types?

- Main aims of the sub-group
- Input and support
- Our collective next steps

Speaker: Bruce Moffat, Service Manager – Transport & Waste, East Lothian Council and Member of the APSE Scotland Transport & Mechanical sub-groups

Sub-group 2 – Fleet replacement investigation

- Main aims of the sub-group
- Input and support
- Our collective next steps

Speaker: Paul Gray, Fleet Manager, Aberdeenshire Council and Member of the APSE Scotland Transport & Mechanical sub-groups

EST possible support for local authorities – questions and suggestions

- Where are the challenges?
- What are your thoughts and views on how EST could help?
- Future outcomes

Speaker: Gordon Manson, Programme Manager – Technical Projects, Energy Savings Trust

14.15 Waste discussion forum

To debate the latest challenges and opportunities for the sector. This will include a discussion on the progress of DRS.

15.30 External exhibition viewing and refreshments
Sponsored by Bucher Municipal Ltd

**19.00 Pre-dinner evening reception
Sponsored by Hillend Engineering**

**19.30 Annual Dinner (Smart suit or equivalent)
Sponsored by FAUN-Zoeller (UK) Limited**

**Rising Star awards
Sponsored by Zero Waste Scotland**



Friday 26th May 2023

Breakfast and departure

Exhibition information

The event features over 110 exhibition stands within both internal and external areas.

Companies sponsoring the event this year include overall conference sponsor ACL Hire as well as Aebi Schmidt, Brigade Electronics, Bucher Municipal Ltd, DAF Trucks Ltd, Dennis Eagle/Terberg Matec, Econ Engineering Ltd, FAUN-Zoeller (UK) Ltd, Groeneveld Beka, Hankook Tyre UK, Hillend Engineering, Isuzu Truck (UK) Ltd, Mercedes-Benz Trucks, Renault Trucks Scotland, Renault Trucks UK, South Cave Tractors, Stertil Koni Ltd, Whale Tankers Limited, Wilsons Auctions and Zero Waste Scotland. Many other companies are also exhibiting at the event.

You can view their exhibitor profiles online by clicking on the online suppliers hub button

[Online Suppliers Hub](#)

Overall conference sponsor

Since its founding in 1998, ACL has continuously diversified to supply public and private sector needs in the vehicle sales, services and rental industry.

With 25 years' experience, we strive to provide the very best quality vehicles on demand throughout the UK.

Our experienced, helpful and customer focused team work to always ensure the highest level of customer satisfaction.

Thanks to our acquisition by Avis Budget Group in 2018, we're now able to provide an even wider range of vans and deliver vehicles efficiently to our business customers across the UK.

We pride ourselves that we have built fantastic working relationships with all local authorities and private businesses across Scotland who trust us to efficiently supply them with reliable vehicles.

We have been recognised on several occasions for the quality of service we provide:

Scotland Excel Framework— Top supplier on various lots

Procurement for Housing (PFH) - Number one supplier for Contract & Daily Vehicle Rental

GO Best Service Award—Contractors working with the Scottish public sector 2017/18 - Finalist

Scotland Excel Supplier Excellence—Community Benefit Excellence 2018 – Finalist



Venue information

The event in 2023 will be hosted in MacDonald Aviemore Highland Resort's dedicated conference centre and 4 star hotels.

Travelling by road

Situated off Grampian Road, for satellite navigation systems the hotel address is Macdonald Highlands Hotel, Aviemore, Inverness-shire, PH22 1PN.

Journey Times:

Inverness – 45 minutes

Perth – 1 hour 30 minutes

Aberdeen – 2 hours

Edinburgh – 2 hours 30 minutes

Glasgow – 2 hours 30 minutes

Travelling by train

Macdonald Aviemore Resort is situated directly opposite Aviemore Station.

Travelling by bike

National Cycle Route 7 runs from Glasgow to Inverness passing through Aviemore. Cycle route 7 is a combination of on and off-road sections and links up the communities of the Aviemore and the Cairngorms area.

Travelling by air

Inverness airport is the nearest to Aviemore and services from Amsterdam, London (Gatwick and Luton), Manchester, Birmingham, Bristol, Belfast, Kirkwall, Sumburgh, Stornoway and Benbecula are available.

Delegate Packages Exclusive of accommodation costs

Full delegate fee

APSE members: **£299 + VAT**

Private sector organisations: **£499 + VAT**

Day delegate fee

APSE members: **£175 + VAT**

Private sector organisations: **£299 + VAT**

Accommodation Bookings allocated on 'first come' basis

Single: **£270**

(inclusive of 3 nights full board at a subsidised rate of £90 per night including evening meals).

All hotel bookings at this event must be reserved by APSE as the hotel will not accept any direct bookings at the above special rate.

Please note that personal charges incurred are payable to the hotel by breakfast on Friday, rooms should be cleared by 11:00am.

[Click to reserve your place on this event](#)

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

UKRAINE REFUGEE SUPPORT SCHEMES

REPORT BY DEPUTE CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To provide the Council Executive with an update on the UK Government's Homes for Ukraine Scheme, the Scottish Government's Super Sponsor Scheme and related guidance, and the support available within West Lothian.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Notes the update on the UK Government's Homes for Ukraine Scheme, related funding for councils and support available within West Lothian and the information on the number of households and persons registered;
2. Notes the update on the Scottish Government Super Sponsor Scheme, related guidance and funding for councils and the update on the work being progressed by the council; and
3. Note that further reports will be presented to committee if there any material changes to the role of local authorities.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on customers' needs, being honest, open and accountable, making best use of 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	People most at risk are protected and supported to achieve improved life chances

VI Resources - (Financial, Staffing and Property)

The UK Government has made available a £10,500 per person tariff to councils to enable them to provide support to families to rebuild their lives and fully integrate into communities.

The £10,500 for Ukrainian nationals is for the first year, future years are to be reviewed in due course. From January 2023 this figure reduced to £5,900. The Scottish Government have offered grant funding of up to £366,000 to support the costs incurred by the council in the resettlement of refugees from Ukraine.

VII Consideration at PDSP

Not applicable

VIII Other consultations

Members of the Corporate Management Team and related senior officers

D. TERMS OF REPORT

D.1 Background

The Ukrainian refugee crisis is the ongoing movement of people caused by the 2022 invasion of Ukraine by Russian military forces, beginning shortly before the invasion started in late February.

This year, the Scottish Government issued a template in order to provide a consistent way of recording information relating to key themes and issues ensuring that it is comparable locally, regionally and nationally. This report is completed in accordance with the new standard template.

D.2 UK Government's Homes for Ukraine Scheme

The UK Government's Homes for Ukraine Scheme opened on 18 March 2022 for visa applications from Ukrainians and immediate family members who already have named people willing to sponsor them. This scheme is open to Ukrainian nationals who were residents in Ukraine prior to 1 January 2022 and also to their immediate family members (for example spouse/partner and children under 18) who may be of other nationalities, to be sponsored to come to the UK. Applicants could apply from Ukraine or from any other third country. Phase One of the scheme allowed individual sponsors to named Ukrainians. A separate visa scheme for Ukrainians with family members in the UK, which launched on 4 March.

D.3 UK Government Funding

The UK Government had made available a £10,500 per person tariff to councils to enable them to provide support to families to rebuild their lives and fully integrate into communities. From January 2023 this figure reduced to £5,900. The Scottish Government has secured the agreement of the UK Government to make this tariff, and the other payments detailed below, available to councils for those arriving in Scotland under both Homes for Ukraine and the Scottish Super Sponsor Scheme.

The UK Government also provided additional funding to councils to provide education services for children from families arriving from Ukraine under this scheme. The UK Government agreed funding would be allocated on a per pupil basis for the three phases of education at the following rates:

- early years (ages 2 to 4) - £3,000
- primary (ages 5 -11) - £6,580
- secondary (ages 11-18) - £8,755
- these tariffs include support for children with special educational needs and disabilities (SEND).

West Lothian Council was able to claim this funding for the first year. As yet there has been no confirmation of further funding for Education.

Councils are to use the tariff to meet all of their associated costs, both for providing council services and for administering payments. The UK Government will also, under exceptional circumstances, consider claims for costs above and beyond what could reasonably be regarded as normal expenditure and not available through other mainstream funding mechanisms. The UK Government has been clear this will be on an exceptional basis only. The council where the sponsor accommodation is located is asked to provide an interim payment (in line with other resettlement schemes) of £200 per guest for subsistence costs. The £200 payment is factored into the £10,500/£5,900 tariff and does not need to be repaid by the guest.

Working age guests will be able to apply to receive Universal Credit and will be able to apply for advance payments where eligible. Pension age guests will be able to apply for State Pension Credit and Housing Benefit provided they meet eligibility criteria, and Scottish Housing Discretionary Housing Payments if meet eligibility criteria.

D.4 Scottish Government Super Sponsor Scheme

The Scottish Super Sponsor Scheme existed to speed up the matching process between individuals Ukrainians and a property. This may be a social or private rental property or (where sponsors have agreed and checks have been undertaken) a property from the Homes for Ukraine Portal. The super sponsor scheme removed the need for applicants to be matched prior to being given permission travel to the UK. By acting as a super sponsor, rather than waiting for matching under the UK Homes for Ukraine Scheme, the super sponsor scheme enabled persons from Ukraine to arrive with no cap on numbers. This scheme is currently paused and no new individuals have arrived under this scheme. Within West Lothian a large proportion of people who arrived under this scheme are residing in hotel accommodation.

D.5 Scottish Government Guidance

The Scottish Government published the guidance for councils on 4 April 2022 - Super Sponsor Scheme and Homes for Ukraine: guidance for local authorities - gov.scot (www.gov.scot) The guidance outlines the role of councils in supporting Ukrainian guests who arrive under both the Scottish Super Sponsor Scheme and who match privately into Scotland through the Homes for Ukraine Scheme. The guidance does not cover displaced persons coming in via the Ukraine Family Scheme. Councils will also administer 'thank you' payments at the £350 per sponsoring household per month rate on behalf of the UK Government. Scottish Government have confirmed that the thank you payments will increase from £350 to £500 once the guest has been in the UK for 12 months up to a maximum duration of 2 years.

This is a thank you payment not a rental or any other kind of contract payment. Additional funding is to be allocated for these payments, councils are expected to cover administration costs within the £10,500/£5,900 tariff.

D.6 Scottish Government Funding

The Scottish Government have awarded the council a grant up to the value of £366,000 to provide financial support to support capacity within the council's team supporting refugees from Ukraine; meet some of the costs of identifying and bringing properties into use for refugees coming to Scotland; and some of the wider costs of supporting refugees to settle into local communities. The main objectives/expected outcomes of the Grant are to increase capacity in council resettlement teams (or equivalent) for the support of Ukrainian displaced persons, to provide support for refurbishment costs for properties used to house Ukrainian displaced persons, and to cover costs of supporting Ukrainian displaced persons to settle into local communities not already addressed by alternative funding sources.

D.7 Council Support for Ukraine Refugees

Hotels

We are currently supporting 58 people in the Mercure Hotel where 40 rooms are available to us, on average we do have between 80 and 100 people here. Numbers had been fairly stagnant often as families are requiring 3 bed accommodation and single males that we don't have any host accommodation for available in West Lothian. We have seen a high number of refusals for hosting arrangements that have been offered, main reasons given are some areas are too remote e.g. Longridge and Winchburgh and that people want their own tenancies.

In the Houston House we have currently supporting 25 people, mainly couples and single males and females. We have been advised that the number of rooms available if moving from 25 – 30.

Support is provided in both hotels on a drop-in basis. Officers are in attendance from Social Policy, Housing Needs Resettlement Team, the Advice Shop, Adult Learning for ESOL (English to Speakers of Other Languages) and Access to Employment to provide comprehensive support.

Officers from the Scottish Government are supporting in both hotels with the matching process. Officers from West Lothian Council and the Scottish Government are working to progress matches in both hotels. We are developing working arrangements with East Lothian and Midlothian Council to progress matches in these areas. Feedback has been provided to the Scottish Government on the issues with finding hosting arrangements for single males and larger families, reasons for refusals and reluctance to accept host accommodation and potential pressures on Housing in West Lothian and as we move on the number of hosting arrangements available is reducing.

We have been advised that the new owner of the Cairn Hotel is in negotiations with Scottish Government, if as advised this comes to fruition a total of 82 rooms would be available from the end of May, this could house up to 170 people. The support offered at the current two hotels would be extended here, we are exploring the staffing implications of this.

West Lothian are being allocated a liaison person from Scottish Government to support with disembarkation of MS Victoria (contract due to end mid-July) therefore likely that any vacant rooms will be filled quickly.

All three hotels would have contracts in place to use them until end of March 2024 at this point.

We have been allocated a small number of properties from Registered Social Landlords on a 3-year lease to let on a temporary basis. We have liaised with the Scottish Government regarding allocating of the properties and they have been offered to those predominantly in the Mercure hotel for the longest length of stay with children under 18 or for host breakdowns with children under 18 and any exceptional circumstances for 1 bed properties where children cannot be accommodated.

Homes for Ukraine/ Scottish Super Sponsor Scheme

We currently have 52 active hosting arrangements supporting 95 people in place across both the UK Homes for Ukraine scheme and the Scottish Super Sponsor Scheme.

An information sheet has been devised for hosts and guests which has been emailed out to all hosts which explains what supports are available when an arrangement comes to an end. We also contact the host at the 4 month point to see if they wish to continue with the arrangement or guests require Housing Options advice to avoid the potential for sudden and unexpected placement endings.

We are also aware of 40 people who live in private let arrangements in West Lothian (across 17 properties)

Staffing

In order to support the work outlined above a number of roles have been appointed to, including a Ukraine Resettlement Coordinator for Social policy, 4 Tenancy Sustainment Officers to provide resettlement support in Hotels and in the community. 3 Interpreters have started on a sessional basis to support in Hotels and in the community and 1 Housing Options Officer has been appointed. There is also additional short-term capacity within the advice shop. All of this is fully funded from the SG grant.

E. CONCLUSION

Staff continue to work alongside people from Ukraine and host families to offer a range of supports to ensure that people are able to settle appropriately into their communities whilst the war in Ukraine continues.

F. BACKGROUND REFERENCES

None.

Contact Person: Alison White
Email: alison.white@westlothian.gov.uk

Alison White, Depute Chief Executive

Date: 26th April 2023

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

WEST LOTHIAN LEISURE REQUEST FOR COUNCIL CONSENT TO PROPOSED CHANGE

REPORT BY DEPUTE CHIEF EXECUTIVE (EDUCATION, PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION SERVICES)

A. PURPOSE OF REPORT

This report seeks Council Executive consideration of a request by West Lothian Leisure (WLL) for council consent to implement the closure of four facilities, currently operated by WLL under the terms of the Services Agreement. It also highlights two associated requests for one-off grant funding and future capital investment.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. Considers WLL's request for council consent to implement the closure of Xcite Livingston, Xcite Broxburn Swimming Pool, Xcite Armadale, and Howden Park Centre, as set out in its Proposed Change Paper at Appendix 1 to this report and summarised in Section D.3 below.
2. Notes WLL's reasons for the proposed change, the likely impact of the change and its assessment of the impact of the change not being implemented.
3. Considers the associated requests from WLL for:
 - a. Up to a maximum of £500,000 one-off grant funding from the council to support the implementation of the proposed changes.
 - b. Future capital investment to support the maintenance of the sports and leisure estate.

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)	West Lothian Leisure operates within the context of a Services Agreement, Funding Agreements, Lease Agreements and individual Service Specifications.
III Implications for Scheme of Delegations to Officers	None.

IV	Impact on performance and performance Indicators	There is potential for the proposed changes to directly impact on associated Local Government Benchmarking Framework (LGBF) indicators.
V	Relevance to Local Outcome Improvement Plan	We live longer, healthier lives and have reduced health inequalities. We live in resilient, cohesive and safe communities.
VI	Resources - (Financial, Staffing and Property)	<p>Scottish Government grant funding is insufficient to meet increasing costs and demand for services.</p> <p>As such, the council was required to address a budget gap of £16.5 million in 2023/24. It is also forecast that the council will have a revenue budget gap of £39.388 million over the five years 2023/24 to 2027/28 and a gap of £28.046 million over the three years 2023/24 to 2025/26.</p> <p>This means that significant changes to budgets and service provision has been, and will continue to be, necessary over the period.</p> <p>The council is providing WLL with base funding of £2.166 million in 2023/24.</p> <p>Further information on the council's revenue budget decisions taken on 21 February 2023 is provided in Section D.2.</p>
VII	Consultation at PDSP	Economy, Community Empowerment and Wealth Building PDSP - 31 January 2023.
VIII	Other consultations	Education Services Finance & Property Services Chief Executive Office West Lothian Leisure WL2028 Your Council, Your Say consultation

D. TERMS OF REPORT

D.1 Introduction

West Lothian Leisure (WLL) operates to provide sports, leisure, outdoor education and cultural facilities and activities in West Lothian, in pursuit of its charitable purposes to advance education and provide facilities in the interests of social welfare, with the object of improving conditions of life.

It was originally formed as an Industrial & Provident Society in 1998, converting to a Company Limited by Guarantee in 2016.

The organisation has charitable status and operates on a 'not for profit distribution' basis to ensure any surplus is re-invested into the local economy to support social objectives and, in turn, benefit local communities.

Under the terms of a Services Agreement and related annual Funding Agreements, WLL is responsible for the strategic and operational management of key sport and leisure facilities which it leases from the council.

The portfolio of facilities includes community leisure centres, swimming pools, sports halls, outdoor sports pitches, health and fitness centres for sport and physical activity, centres of excellence for sports development and events, creative and performing arts spaces, and community accessible facilities across the secondary school estate.

D.2 Budget setting and future financial/operational planning

On 21 February 2023, the council approved a five year revenue budget strategy to 2027/28 and a detailed three year revenue budget to 2025/26.

This followed the WL2028 Your Council, Your Say public consultation, and subsequent consideration of over 7,605 responses and over 35,000 comments, which supported the development of the associated budget savings measures. By a slight margin, a majority of respondents favoured the proposal that WLL should be self funding, versus those who did not agree or did not believe the council should consider the proposal.

The budget decision included a specific measure to support WLL to become fully self-funded, with no requirement for a management fee from the council by the end of the revenue budget strategy period. The council would continue to provide annual funding for the provision of the Learn to Swim plus programme for primary school pupils and landlord's maintenance.

The measure requires the delivery of a total reduction of £1.746 million in management fee to WLL across the five year period to 2027/28. £750,000 of the reduction is phased across 2024/25 and 2025/26 with the remaining £996,000 of the reduction phased across 2026/27 and 2027/28. There is no reduction in management fee for this financial year as part of the agreed measure. It was also reported that WLL would develop a financial strategy taking account of reduced funding. Furthermore, that the extent of the impact on performance would be dependent on the nature of service redesign identified in WLL's modernisation programme.

On 28 February 2023, WLL Board approved a £1.185 million budget deficit for 2023/24, subject to a programme of mitigating actions being developed, approved and implemented to address its total budget pressure of £2.95 million over the period 2023/24 to 2027/28.

This programme includes a series of workstreams to scope revenue maximisation, repurposing of existing space, new business development, operational efficiency and property rationalisation. WLL management team have been developing measures under these workstreams to inform a new long-term business plan and have been working in collaboration with council officers as the business planning has progressed at pace.

A range of collaborative work to underpin future plans has been undertaken, including detailed analysis of utilisation, performance, financial and building data for core facility types across West Lothian, consideration of the various management and operational models in place, and mapping/modelling of relative accessibility for communities.

On 26 April 2023, WLL Board considered a set of property rationalisation proposals and agreed to seek council consent to implement the closure of four facilities, currently operated by WLL under the terms of the Services Agreement.

D.3 Proposed change paper

On 1 May 2023, in accordance with the change control procedure laid out in the Services Agreement, WLL's Chief Executive submitted a Proposed Change Paper to the council.

The Proposed Change Paper features as Appendix 1 to this report. However, as it contains commercially sensitive information, it should be noted this has not been

included with the publicly available version of this report. As such, a summary of the key components of the Proposed Change Paper is provided below:

1. Proposed change -

For WLL to implement the closure of Xcite Livingston, Xcite Broxburn Swimming Pool, Xcite Armadale and Howden Park Centre from 31 August 2023.

2. Reasons for the proposed change -

WLL is experiencing a budget pressure of £2.95 million over the next five years, including significant budget pressure in this financial year, resulting from multiple factors such as cost of living impacts, prolonged period of recovery from global pandemic and related restrictions, unprecedented inflationary pressures, high energy costs, lack of capital funding and future management fee reductions.

The facilities in the proposal are the most likely to require significant ongoing subsidy and significant ongoing capital investment given their relative type, condition, age, ongoing maintenance costs and scope for future development. Indeed, there is a need for immediate capital investment in these facilities for which there are no resources available.

Furthermore, West Lothian has the highest number of publicly operated swimming pools per head of population across Scotland (19). WLL operate fifteen of these for public and/or community access (including nine pools in secondary schools). There are a further three secondary school pools and one community facility pool which are not operated by WLL.

In view of the above, the continued operation of the four facilities proposed for closure is unsustainable and moving to a self-funded model is not considered viable with the current level and type of facility provision.

3. Likely financial and other impacts of the change -

Implementation of the closures shown above, including prudent estimates for customer migration, would result in a total saving of £1.406 million to WLL in the short to medium term.

The projected cash flow position, as part of WLL's longer term financial plan, would be improved, providing time to consider other measures which may be necessary to support the organisation becoming fully self-funded.

There would be a reduction in WLL's financial liability (and with the level of associated risks) for ongoing maintenance of the property assets under its management and an opportunity to implement a plan for the re-prioritisation of available maintenance budgets.

Venue specific analysis covering revenue and capital budget implications, accessibility impacts, availability of alternatives, migration planning/prioritisation and staffing considerations, has been provided, and where appropriate will be drawn on by officers when reviewing the impact assessment undertaken as part of the council's budget setting process.

In terms of staffing implications, WLL management has given assurances that any staffing changes will be managed sensitively and in accordance with WLL's established policies and procedures.

4. Assessment of the impact of the change not being implemented -

There would be increased levels of risk of WLL becoming insolvent, to the Services Agreement being terminated and to the future viability of all facilities and services currently provided. Furthermore there would be an increased level of risk for WLL Board Directors with regards to personal liability which could arise through wrongful trading under insolvency legislation.

D.4 Associated requests from WLL Board

At its meeting on 26 April 2023, WLL Board also agreed to make two associated requests of the council, in the event that consent to the proposed changes is provided - these requests are for:

1. Up to a maximum of £500,000 one-off grant funding from the council to support the implementation of the proposed changes.
2. Future capital investment to support the maintenance of the sports and leisure estate.

On the first request above, WLL has previously accessed the council's modernisation fund to offset the costs associated with significant organisational change, given that it did not have the budget required to support implementation. This position has not changed and officers consider that it would be reasonable for a detailed business case to be made to access the fund in the event that consent is provided.

On the second request above, the council has committed to provide £180,000 per annum to WLL as a contribution to its facilities repairs and maintenance programme. In terms of future capital investment, there are currently no unallocated resources in the council's agreed capital programme. The funding for the agreed capital programme does not assume any capital receipts from the disposal of any assets currently forming part of the sports and leisure estate which is leased to WLL.

E. CONCLUSION

Alongside its proposed changes, as summarised above, WLL has highlighted the significant financial risks that it is currently exposed to and those which would likely stem from the proposed changes not being implemented.

In the event that WLL is unable to address its 2023/24 budget deficit and future financial challenges, there is also a significant risk of the council being unable to meet its agreed revenue budget reduction measure relating to WLL.

Also, although the proposed changes relate to the closure of facilities, officers consider that West Lothian would still retain a diverse and extensive range of places which support continued participation in sport, leisure, recreation and culture by individuals and communities, and the wide range of associated benefits which that brings.

Council Executive is asked to consider the recommendations detailed in Section B above.

F. BACKGROUND REFERENCES

Revenue Budget Strategy 2023/23 to 2027/28 - report to Economy, Community Empowerment and Wealth Building PDSP meeting on 31 January 2023 by Lead Officer for the Panel and related minute:

<https://coins.westlothian.gov.uk/submissiondocuments.asp?submissionid=54197>

Revenue Budget Strategy 2023/23 to 2027/28 – report to West Lothian Council meeting on 21 February 2023 by Head of Finance and Property Services and related minute:

<https://coins.westlothian.gov.uk/submissiondocuments.asp?submissionid=54367>

Appendices: Appendix 1 – Proposed Change Paper from WLL Chief Executive
(CONFIDENTIAL)

Contact Person: Alan Colquhoun, Strategic Partnerships Manager
alan.colquhoun@westlothian.gov.uk

Elaine Cook

Depute Chief Executive (Education, Planning and Economic Development)

9 May 2023