

MINUTE of MEETING of the COUNCIL EXECUTIVE of WEST Lothian Council held within COUNCIL CHAMBERS, WEST Lothian Civic Centre, on 27 JANUARY 2015.

Present – Councillors John McGinty (Chair), Cathy Muldoon, Frank Anderson, Tom Conn, Jim Dixon, Lawrence Fitzpatrick, Peter Johnston, Dave King, Danny Logue, Anne McMillan, Angela Moohan, George Paul

1. DECLARATIONS OF INTEREST

Agenda Item 12 – Linlithgow Partnership Centre – Councillor Tom Conn declared a non-financial interest in this item of business as he was Chair of St Michael's Day Care Centre, and advised he would leave the meeting, and would therefore take no part in the deliberation or decision.

2. MINUTES :-

- a) The Council Executive confirmed the minute of its meeting held on 16 December 2014 as a correct record. The minute was thereafter signed by the Chair.
- b) The Council Executive confirmed the minute of its meeting held on 22 December 2014 as a correct record. The minute was thereafter signed by the Chair.
- c) The Council Executive confirmed the minute of its meeting held on 7 January 2015 as a correct record. The minute was thereafter signed by the Chair.
- d) The Council Executive confirmed the minute of its meeting held on 21 January 2015 as a correct record. The minute was thereafter signed by the Chair.

3. CORRESPONDENCE

The Council Executive noted correspondence arising from previous decisions of the committee.

4. ICT STRATEGY 2015-2017

The Council Executive considered a report (a copy of which had been circulated) by the Head of Corporate Services presenting the draft Information Communications and Technology (ICT) Strategy 2015-17 for review and approval.

The draft strategy, a copy of which was attached to the report at Appendix

1, had been developed as part of a scheduled review and revision of the council's corporate strategies. It was designed to provide a framework for managing ICT across the council over the next four years.

The Strategy focussed on ICT as an enabler for improving efficiency across the council, achieving compliance with legislation and regulatory factors to ensure the council could continue to securely provide modernised shared services as set out in the Corporate Plan 2013-17.

The ICT Strategy had been developed by IT Services, who had carried out consultation with services through the ICT Programme Board. IT Services would take the lead in coordinating the activities and actions needed to achieve the strategy outcomes.

The ICT Strategy outcomes would be progressed and monitored by the ICT Programme Board and would be integrated into service management plans, supported by appropriate action/project plans.

It was recommended that Council Executive approve the draft strategy for implementation.

#### Decision

To approve the terms of the report.

#### 5. CUSTOMER SERVICE STRATEGY 2015-17

The Council Executive considered a report (a copy of which had been circulated) by the Head of Area Services presenting the draft Customer Services Strategy 2015-17 for approval.

The Customer Services Strategy, a copy of which was attached to the report at Appendix 1, was an integral part of a suite of strategies, which in the round, ensured that the council had customer service at the heart of service development. This was in the context of reducing resources and a need to move customers to more effective and efficient service delivery.

The Customer Service Strategy ensured the council's customers, stakeholders and partners were informed about the quality, standards and choice of service available and would empower their participation in the delivery and review of service provision.

The strategy had been developed around three themes :-

- Excellent Customer Service
- Improving Access
- Transformed Services

In conclusion the Customer Service Strategy supported the delivery of outcomes for West Lothian citizens by ensuring that the council designed, delivered and improved services based on customers' needs.

The Council Executive was asked to :-

1. Note the report;
2. Approve the Customer Services Strategy for 2015-17; and
3. Agree that progress reports would be submitted to the Partnership and Resources PDSP.

#### Decision

To approve the terms of the report.

#### 6. MACMILLAN LIFE @ WEST LOTHIAN

The Council Executive considered a report (a copy of which had been circulated) by the Head of Area Services advising of a new project in partnership between the NHS, West Lothian Council and Macmillan Cancer Support.

The report outlined the proposals for the Macmillan Life @ West Lothian project. An investment of £700,000 would be allocated over three years to the project, funded by Macmillan Cancer Support, to help support those affected by cancer. Individuals, families, carers and friends would be in receipt of high quality information, advice and support. The project would offer volunteering opportunities and qualifications to thirty volunteers who would, in turn, support their employability and career aspirations.

The project would link in with a range of services, organisations and partnerships to improve the cancer journey and to help support those affected to make informed decisions about every aspect of life from emotions to finances.

The Head of Area Services advised that three new information and support points would be created at Bathgate, Blackburn and Fauldhouse Partnership Centres with the refurbishment of the existing information and support point at Carmondean Connected. Ten information and support stands would also be situated at other community centres, libraries and key locations. Thirty volunteers with time to listen to service users and address individual needs would be recruited and 2.5fte fixed term posts would be created to support the development of the project.

In conclusion, it was reported that over the life of the project, the team would work with Macmillan Cancer Support to embed the project into local structures and to ensure that as part of the exit strategy there would be a self-sustaining volunteer model in place. The progress of the project would be reported to the Social Policy PDSP annually in April of each year.

It was recommended that the Council Executive approve the terms of the and report and notes the following and in particular :-

1. £700,000 project funding allocated over three years by Macmillan

Cancer Support;

2. The creation of three new information and support points at Bathgate, Blackburn and Fauldhouse Partnership Centres;
3. Refurbishment of the information and support point at Carmondean Connected;
4. Ten information and support stands in key locations;
5. 2.5 fte fixed terms posts to support the development of the project;
6. Recruitment of 30 volunteers;
7. A target of 575 adults supported through their cancer journey; and
8. The intention to ensure that the project became self-sustaining.

### Decision

To approve the terms of the report and agreed that an update report be submitted to a future meeting of Council Executive.

## 7. SCHOOLS CAPITAL PROGRAMME REVIEW

The Council Executive considered a joint report (a copy of which had been circulated) by the Head of Finance and Estates and Head of Schools with Education Support setting out the results of a review of capital investment in the school estate.

On 29 January 2013 council approved the General Services capital programme for 2013-14 to 2017-18 together with the Corporate Asset Management Strategy for the same period. The report outlined the overall aim of managing the council's assets efficiently and effectively and set out six strategic outcomes to demonstrate achievement of this.

The Property Asset Management Plan approved by Council Executive on 4 June 2013 set out the importance of property assets in supporting the delivery of services and detailed the investment that would be made from 2013-14 until 2017-18 in the school estate. This investment in school estate property assets was prioritised based on strategic outcomes, maintenance and other assessments.

On 27 May 2014 Council Executive noted and considered a petition for additional capital investment for a multi-use games area at Kirkhill Primary School and noted that such requests required to be examined in the context of the overall capital programme. Officers were instructed to undertake a review of the entire schools capital programme and report back to a future Council Executive.

The Head of Finance and Estates then proceeded to provide Council Executive with an overview of the school estate capital investment programme including details of the review approach, school estate

planning improvements, general school investment, developer funded investment and the school estate management plan.

The report concluded that the findings of the review had identified that it was essential that future additional emerging increased school capacity must be funded from developer contributions. And that the updated General Services capital programme for 2015-16 to 2017-18 being reported to council would incorporate the additional investment identified in the report.

It was recommended that the Council Executive :-

1. Note the approach adopted to reviewing the General Services capital programme investment in the school estate;
2. Agree the additional capital investment outlined in the report for the primary schools at Torphichen, Kirkhill, Bellsquarry and Livingston Village and note that these were incorporated in the proposed General Services capital programme for 2015-16 to 2017-18 being reported to full council; and
3. Note the wider findings of the review in terms of emerging investment in relation to future school estate capacity and developer funded projects.

#### Decision

To approve the terms of the report.

#### 8. SUPPORT TO BLACKBURN, SEAFIELD AND DISTRICT CREDIT UNION

The Council Executive considered a joint report (a copy of which had been circulated) by the Head of Finance and Estates and Head of Area Services advising of proposals for one-off funding in 2014-15 for financial and other support to be provided to the Blackburn, Seafield and District Credit Union.

The report explained that Blackburn, Seafield and District Credit Union had faced a period of uncertainty and the board had worked hard with its membership to make changes to the way it operated to ensure that it was able to work effectively. This included agreeing to undertake the council's voluntary sector health check; the aim of the health check was to help the organisation become more robust and sustainable. By undertaking the health check the credit union had been able to self-evaluate how it was performing and it was using the outcomes of the health check to produce an improvement plan to take to its board.

Blackburn, Seafield and District Credit Union was seeking funding totalling £23,573 to :-

- Increase the number of schools which had a collection to twenty three (from twenty one);
- Create 200 new accounts;

- Open a new twice weekly service in Armadale, which would increase;
- Create a new account that would allow members to budget for rent, council tax and insurance and energy bills;
- Train six volunteers to support promotional work; and
- Introduce Real-Time Remote Collection using mobile broadband.

It was also proposed that through the Anti-Poverty Strategy Board the council, community planning partners and the credit union would work in partnership to deliver a range of services that were summarised in the report.

It was recommended that the Council Executive :-

1. Note that Blackburn, Seafield and District Credit Union had undertaken the council executive approved voluntary sector health check;
2. Agree to grant the credit union £23,573 to support the development of their service; and
3. Agree to provide in-kind support to the credit union to develop and promote the service to make it more accessible to potential customers.

### Decision

To approve the terms of the report.

## 9. DEPOT MODERISATION

The Council Executive considered a report (a copy of which had been circulated) by the Head of Finance and Estates advising of progress towards the provision of modernised depot accommodation for key council services and a new waste transfer facility.

The Head of Finance and Estates advised that the purpose of the report was to provide an update to the Council Executive on progress of the project to provide modernised depot accommodation, including the acquisition and conversion of properties at Inchmuir Road, Whitehill Industrial Estate, Bathgate and Lister Road, Kirkton Campus, Livingston.

With regards to Lister Road, which would become the base for Building Services, Archives, Museums and Records Management and the Community Inclusion Unit, the purchase of the property had been concluded in June 2014 and a contractor had started on site on 12 January 2015. It was anticipated that the work would be completed in June 2015, for immediate occupation by the council.

With regards to Whitehill Industrial Estate, since the last report in May 2014, planning consent had been received in November 2014, allowing the suspensive conditions in the agreement to acquire 4 Inchmuir Road to be removed. The purchase of the building was concluded on 28 November 2014.

Detailed design on the internal layout of the building was continuing with the conversion of the building programmed to go to tender in Spring 2015 and a start on site in the Summer of 2015. Completion of the conversion and occupation by Operational Services was programmed for Summer 2016.

The overall project cost of £22.731 million remained fully funded, being supported by allocated capital expenditure of £9.831 million; capital receipts income of £3.5 million from the sales of existing depots and prudential borrowing of £9.4 million supported by identified savings arising specifically from the depot modernisation project.

The Head of Finance and Estates continued to advise that as previously reported those properties that would become surplus to requirement as the modernisation project proceeded, namely Guildiehaugh Depot and Waverley Street, Bathgate would start to be marketed during the Spring of 2015 in order that they did not remain empty for lengthy periods of time after services had moved.

It was further noted that the completed sites would have a distinct identity as council operational properties and as such it was proposed that from now on they would be referred to as Kirkton Service Centre and the Whitehill Service Centre.

It was recommended that the Council Executive :-

1. Note the progress being made towards the provision of modernised accommodation;
2. Note the intention to market the surplus properties; and
3. Approve the naming of the new facilities as Whitehill Service Centre and Kirkton Service Centre.

#### Decision

To approve the terms of the report.

#### 10. LINLITHGOW PARTNERSHIP CENTRE

The Council Executive considered a report (a copy of which had been circulated) by the Head of Finance and Estates providing an update on the results of an options appraisal exercise related to a partnership centre in Linlithgow and to seek approval to proceed with the preferred option.

The Head of Finance and Estates advised that the proposals to develop a

new partnership centre at County Buildings in Linlithgow were approved by Council Executive in January 2013. Following that approval a detailed programme of community consultation took place and a project brief was developed which covered all aspects of the proposals. A project budget of £900,000 was approved by the council in January 2013.

Following the relocation of all staff from County Buildings, a detailed programme of asbestos surveys and intrusive testing was carried out in the building. This revealed that the amount of asbestos present would severely impact on the proposed refurbishment works. Further professional advice was sought from both internal and external asbestos consultants to consider if works could be carried out to leave the asbestos in situ and manage its presence safely during the refurbishment programme. The advice concluded that it was not practical to carry out the works with the asbestos left in place.

Council Executive further considered a project update report at its meeting on 10 June 2014 and agreed that officers carry out a full review of the options available to deliver a partnership centre in Linlithgow and provide a further update once the options appraisal had been completed. The main objectives of the options appraisal were summarised in the report. A range of options were considered in some depth by council officers and relevant information was gathered. Additionally some further discussions were held with prospective partners, in addition to those involved in the original Linlithgow Partnership Centre.

The options were assessed and scored against a list of criteria. A weighted scoring system was used against the assessments outlined for each option and once these criteria were applied, the highest scoring option was a revised partnership centre. As such, a revised partnership centre using all of County Buildings was the recommended option.

This option potentially could include a range of partners and uses including the following :-

Linlithgow library, CIS, local history library, Family History Society, Annet House, St Michael's day centre for the elderly, Police Scotland, possible offices for council staff, council Worksmart, possible business incubation centre and/or letting of offices to small businesses. SESPlan who were originally listed as partners had now been accommodated at the Civic Centre in Livingston. However they could still be involved as partners at a later stage.

The cost of implementing the revised partnership centre, which was the preferred option, had been estimated at a total of £3.9m. Consequently an exercise was carried out to identify a potential funding package for the project. This involved reviewing the capital programme and considering all potential sources of funding. In addition to the existing capital budget of £878,000, it was proposed to utilise a capital receipt from East Mains Industrial Estate. There was also existing capital budget available from other sources and these were summarised in the report.

Accordingly it was considered that approval of the option for the creation of



a Linlithgow Partnership Centre represented the best course of action to follow in order to achieve the council's stated objective.

It was recommended that the Council Executive :-

1. Note the contents of the options appraisal report;
2. Approve the development of a revised partnership centre as the preferred option;
3. Approve the funding package for the project as set out in the report;
4. Declare Annet House and the former caretaker's house at County Buildings surplus to requirement; and
5. Authorise officers to proceed to implement the proposals in accordance with the report.

#### Decision

To approve the terms of the report and agreed that the proposal include consideration for re-citing the statue of Mary Stuart in a public area.

#### 11. WEST LOTHIAN COMMUNITY HEALTH AND CARE PARTNERSHIP BOARD

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive Community Health & Care Partnership, inviting the Council Executive to note the terms of the Minutes of meetings of the West Lothian Community Health and Care Partnership Board held on 7 October 2014, a copy of which was attached to the report.

#### Decision

To note the terms of the report.

#### 12. ST JOHN'S HOSPITAL STAKEHOLDER GROUP

The Council Executive considered a report (a copy of which had been circulated) by the Depute Chief Executive Community Health & Care Partnership, inviting the Council Executive to note the terms of the Minute of the St John's Hospital Stakeholder Group meeting held on 17 December 2014, a copy of which was attached to the report.

#### Decision

To note the terms of the report.