



West Lothian  
Council

## ***Council Executive***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

9 April 2015

A meeting of the **Council Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Tuesday 14 April 2015** at **10:00am**.

For Chief Executive

### **BUSINESS**

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
4. Confirm Draft Minute of Meeting of Council Executive held on Tuesday 24 March 2015 (herewith).

### **Public Items for Decision**

5. Cyclepath South of Parkhead Primary School, West Calder  
Redetermination of Footway to a Shared Use Cyclepath - Report by  
Head of Operational Services (herewith).
6. Proposed Stopping-Up Order - Report by Head of Operational Services  
(herewith).
7. Procurement Arrangements - Domestic Removal With Delivery to  
Storage - Report by Head of Finance and Estates (herewith).

DATA LABEL: Public

8. Procurement Arrangements – Supply of Specialist Care and Housing Support Services for Adults with a Disability, Adults with a Learning Disability and Autism – Report by Head of Finance and Estates (herewith).
9. Procurement Arrangements – Supply of Care at Home Services – Report by Head of Finance and Estates (herewith).

**Public Items for Information**

10. Chancellor's Budget 2015 - Report by Head of Finance and Estates (herewith).
11. St John's Hospital Stakeholder Group - Report by Depute Chief Executive, Community Health and Care Partnership (herewith).

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NOTE      **For further information please contact Eileen Rollo on 01506 281621 or email [eileen.rollo@westlothian.gov.uk](mailto:eileen.rollo@westlothian.gov.uk)**

MINUTE of MEETING of the COUNCIL EXECUTIVE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 24 MARCH 2015.

Present – Councillors John McGinty (Chair), Cathy Muldoon, Frank Anderson, Tony Boyle (substituting for George Paul), Tom Conn, David Dodds (substituting for Danny Logue), Jim Dixon, Lawrence Fitzpatrick, Carl John (substituting for Peter Johnston), Dave King, Anne McMillan and Angela Moohan

Apologies – Councillors Peter Johnston, Danny Logue and George Paul

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. MINUTE

The Council Executive confirmed the Minute of its meeting held on 10 March 2014. The Minute was thereafter signed by the Chair.

3. COURT OF THE DEACONS OF THE ANCIENT AND ROYAL BURGH OF LINLITHGOW (TUES 16TH JUNE 2015) - NOMINATION OF COUNCILLORS TO ATTEND LINLITHGOW MARCHES

The Council Executive considered the terms of a letter received from the Clerk to the Court of Deacons of the Ancient and Royal Burgh of Linlithgow

The letter invited the council to nominate up to five Elected Members to attend the 2014 Riding of the Marches.

Decision

1. Agreed to accept the invitation from the Court of Deans of the Ancient and Royal Burgh of Linlithgow; and
2. Agreed to delegate to the Chief Executive in consultation with the Leader of the Council and the Provost to nominate the three Administration and two Opposition councillors to attend the Riding of the Marches taking place on 16 June 2015.

4. SCHEME OF ELECTED MEMBERS REMUNERATION, ALLOWANCES AND REIMBURSEMENT OF EXPENSES

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval of the revised Scheme of Elected Members Remuneration, Allowances and Reimbursement of Expenses for 2015-16, a copy of which was attached to the report at Appendix 1.

The Head of Corporate Services advised that the council's Code of Corporate Governance required the Scheme of Elected Members Remuneration, Allowances and Reimbursement of Expenses (the Scheme) to be reviewed annually by committee.

The Scheme was based on the Local Government (Scotland) Act 2004 (Remuneration) Regulations and Amendment Regulations 2008 and the Local Government (Allowances and Expenses) (Scotland) Regulations 2007 and Amendment Regulations 2010, 2011, 2013 and 2015.

With regards to 2014-15 pay levels these were set by the Scottish Government and in accordance with the Local Government (Scotland) Act 2004 (Remuneration) Amendment Regulations 2015 which would come into force on 1 April 2015 and these included for provision of a 1% increase to basic pay levels effective from that date.

The Head of Corporate Services continued to explain that the Finance Bill which was currently going through the Parliamentary process, contained HMRC clauses and explanatory notes on councillors home to work travel which would also apply from 1 April 2015. As a result mileage claims for Elected Members who lived more than 20 miles outside the council's boundary would be subject to taxation. Section 4 of the Scheme had been updated to reflect this position.

The Council Executive was asked to adopt the revised Scheme of Elected Members Remuneration, Allowances and Reimbursement of Expenses for 2015-16 as set out in the report and its appendices.

#### Decision

To approve the terms of the report.

### 5. CONSIDERATION OF THE COUNCIL'S UNAUDITED ACCOUNTS, ANNUAL GOVERNANCE STATEMENT AND AUDITED ACCOUNTS

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates advising of the provisions of the Local Authority Accounts (Scotland) Regulations 2014 and to seek approval for the proposed arrangements for the consideration of the unaudited accounts, annual governance statement and audited accounts and to make the required changes to the council's Scheme of Administration.

The Head of Finance and Estates advised that the Local Authority Accounts (Scotland) Regulations were laid before the Scottish Parliament on 7 July 2014 and came into force from the financial year 2014-15. The regulations included a number of provisions in relation to the consideration of the unaudited accounts, annual governance statement and the audited accounts.

The annual accounts must be submitted to the auditor no later than 30 June immediately following the financial year to which they related. This

was current practice and would remain unchanged.

The council or committee whose remit included audit or governance must meet to consider the unaudited accounts. The statutory date for this was 31 August however best practice was to do this by 30 June. Additionally the council or committee whose remit included audit or governance were required to approve the annual governance statement. As this formed part of the accounts it was therefore sensible for it to be approved at the same meeting that considered the unaudited accounts.

With regards to the audited annual accounts these required approval by 30 September immediately following the financial year to which they related. Current practice was for the Council to consider and note the signed audited accounts along with the Auditors Annual Report and this practice would remain unchanged.

It was proposed that the unaudited accounts would be considered by the Audit and Governance Committee by 30 June each year and that the Audit and Governance Committee would also be asked to approve the annual governance statement. The audited annual accounts would continue to be approved by Council by 30 September each year.

In accordance with the requirements of the regulations the proposed arrangements would commence for the 2014-15 annual accounts. Additionally changes would be required to the council's Scheme of Administration and these were summarised in the report.

It was recommended that the Council Executive :-

1. Approve the proposed arrangements as set out in the report; and
2. Approved the required changes to the council's Scheme of Administration as set out in the report.

### Decision

To approve the terms of the report.

## 6. PROCUREMENT ARRANGEMENTS - LINLITHGOW PARTNERSHIP CENTRE

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Estates seeking approval to commence tendering procedures for the procurement of a contractor to complete the works for the Linlithgow Partnership Centre project, employing the evaluation methodology and criteria detailed in the report.

The Head of Finance and Estates explained that it was proposed to create a new Partnership Centre to continue the council's strong track record in this area and would reinvigorate the buildings whilst delivering a modern service in Linlithgow which would enhance the town centre and act as a hub for local residents and groups.

The project budget of £3.9m was approved by the Council Executive on 27 January 2015. Given the proximity of the budget to the threshold for works contracts at £4,322,012, as defined by the EU Procurement Directives, it was proposed that the tender be conducted in accordance with the Restricted Procedure for tenders over the threshold.

In line with the council's Best Value Framework the project would be tendered to appoint an external contractor. Part of the design team had been resourced in-house with a previous procurement exercise procuring engineering and cost disciplines.

The requirements would be advertised in accordance with the European Union Procurement Directives and it was proposed that the Restricted Procedure was used whereby suppliers expressing an interest in the contract would be reduced through a Pre-Qualification Questionnaire with six being invited to tender.

An award criterion of 70% for Price and 30% for Quality would be applied at the tender stage.

Sustainability considerations and budget implications were also summarised in the report.

It was recommended that the Council Executive approve :-

1. The use of the Restricted Procedure for procurement of a contractor to complete the works for the Linlithgow Partnership Centre whereby suppliers expressing an interest in the contract would be reduced through a Pre-Qualification Questionnaire with six being invited to tender; and
2. The award criteria as set out in the report.

### Decision

To approve the terms of the report.

## 7. WEST LOTHIAN VILLAGES IMPROVEMENT FUND

The Council Executive considered a report (copies of which had been circulated) by the Armadale and Blackridge Local Area Committee Lead Officer seeking approval of funding for two applications made to the Villages Improvement Fund for the Armadale and Blackridge Ward.

The Council Executive was advised that Armadale and Blackridge Local Area Committee had considered two applications to the Villages Improvement Fund at its meeting on 6 March 2015. The applications consisted of one from Blackridge Community Council who were seeking £4,059 for station landscaping and the other from Craig Inn Management Committee, Blackridge who were seeking £2,056 for the upgrade of a meeting room.

The two members present agreed with the report which recommended that both applications be supported however due to being only two in number could not approve the proposal. In such cases it fell upon the Lead Officer to present a report to the Council Executive for approval taking into consideration the views of the Local Area Committee.

Therefore it was recommended that the Council Executive approve the release of funds from the Village Improvement Fund for the Armadale and Blackridge Ward.

#### Decision

To approve the terms of the report

### 8. WEST LoTHIAN VILLAGES IMPROVEMENT FUND

The Council Executive considered a report (copies of which had been circulated) by the Fauldhouse and Breich Valley Local Area Committee Lead Officer seeking approval of funding for two applications made to the Villages Improvement Fund for the Fauldhouse and Breich Valley Ward.

The Council Executive was advised that Fauldhouse and Breich Valley Local Area Committee had considered an application to the Villages Improvement Fund at its meeting on 17 February 2015. The application had been received from Harburn Village Hall Association for £20,000, which was the full allocation for the village, to help fund the refurbishment of the village hall and assist with environmental improvements

The two members present agreed with the report which recommended that the application be supported however due to being only two in number could not approve the proposal. In such cases it fell upon the Lead Officer to present a report to the Council Executive for approval taking into consideration the views of the Local Area Committee.

Therefore it was recommended that the Council Executive approve the release of funds from the Village Improvement Fund for the Fauldhouse and Breich Valley Ward.

#### Decision

To approve the terms of the report.

### 9. PUBLIC BODIES (JOINT WORKING) (SCOTLAND) ACT 2014 - DRAFT INTEGRATION SCHEME

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive, Community Health and Care Partnership providing details of the draft West Lothian Integration Scheme produced by West Lothian Council and NHS Lothian for the establishment of a Health and Care Partnership in line with the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014.

The Depute Chief Executive recalled that the Council Executive agreed to issue the draft West Lothian Integration Scheme for consultation and that the consultation period commenced on 15 January 2015 and concluded on 20 February 2015. Consultation responses were received from 10 individuals and 9 organisations. All responses were reviewed and it was considered that no changes were required to the draft scheme.

The draft scheme was also considered and approved by NHS Lothian at its Board meeting on 4 March 2015.

Following its meeting on 10 March 2015 when the revised draft scheme was considered for approval, Council Executive was minded to agree to the scheme subject to an agreed change to the Chairperson's term of office that would ensure that the council would hold the Chair for the initial two years of the Integrated Joint Board in order to facilitate a smooth transition from the Community Health and Care Partnership to the Integrated Joint Board. The revised wording had since been agreed with NHS Lothian.

Therefore Council Executive was asked to note the revised wording agreed with NHS Lothian following Council Executive's decision on 10 March 2015 and approve the revised draft Integration Scheme for submission to Scottish Ministers by 31 March 2015.

#### Decision

To approve the terms of the report.





**COUNCIL EXECUTIVE**

**CYCLEPATH SOUTH OF PARKHEAD PRIMARY SCHOOL, WESTCALDER  
REDETERMINATION OF FOOTWAY TO A SHARED USE CYCLEPATH**

**REPORT BY HEAD OF OPERATIONAL SERVICES**

**A. PURPOSE OF REPORT**

The purpose of this report is to seek approval to redetermine the existing footway adjacent to 55 to 161 Harburn Drive in West Calder and the existing footway adjacent to 74 to 84 Chapelton Drive in Polbeth to a shared use cyclepath.

**B. RECOMMENDATION**

It is recommended that the Council Executive approve the initiation of statutory procedures for the promotion of a traffic regulation order to redetermine the footway from 55 to 161 Harburn Drive in West Calder and 74 to 84 Chapelton Drive in Polbeth to a shared use cyclepath.

**C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs and working in partnership.
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	<b>Policy:</b> None <b>Legal:</b> The redetermination of the two sections of footway to a shared use cyclepath will require the promotion of a Traffic Regulation Order under the Roads (Scotland) Act 1984.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	The scheme will contribute to the outcome we live in resilient, cohesive and safe communities.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	The promotion of the traffic regulation order will be funded through the Roads and Transportation capital budget.
<b>VII</b>	<b>Consideration at PDSP</b>	None

## **VIII Other consultations**

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

## **D. TERMS OF REPORT**

### **Background**

Funding for a scheme to improve the link for cyclists using the West Calder to Polbeth path was approved between Parkhead Primary School in West Calder and Chapelton Drive in Polbeth by the Council Executive at its meeting on the 27 May 2014. The path improvement has been identified as a key community link between Polbeth and West Calder.

During the design process it was identified that the existing footway adjacent to 55 to 161 Harburn Drive in West Calder and the existing footway adjacent to 74 to 84 Chapelton Drive in Polbeth have not been formally redetermined as a shared use cyclepath to connect the cyclepath that is presently being constructed.

To allow these footways to be shared by pedestrians and cyclists, a traffic regulation order is required to be promoted to redetermine these two footways to cyclepaths. The extent of the footways to be redetermined is shown on plans TP/B587/6/DD/3 and TP/B587/6/DD/4.

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

Formal dropped kerbs will be constructed at the appropriate locations for cyclists and pedestrians and this route shall be signed accordingly.

### **Consultation**

The local ward members and the affected frontagers in house numbers 55 to 161 Harburn Drive in West Calder and the affected frontagers in 74 to 84 Chapelton Drive in Polbeth have been consulted.

Councillor Muldoon enquired regarding if this cyclepath would be damaged or removed by the proposed new West Calder High School construction, however this is not known at this time and would be addressed during the detailed design of the new school.

## **E. CONCLUSION**

The redetermination of the existing footway adjacent to 55 to 161 Harburn Drive in West Calder and the existing footway adjacent to 74 to 84 Chapelton Drive in Polbeth to a shared use cyclepath will provide a safe traffic-free route for cyclists wishing to travel in the West Calder and Polbeth area.

The scheme supports the council's commitment to encourage active travel through walking and cycling. It also provides an improved link between the communities in Polbeth and West Calder and is identified as a key community link project funded jointly with Sustrans.

## **F. BACKGROUND REFERENCES**

Council Executive Report dated 27 May 2014 – Sustrans Community Links Projects Funding 2014 to 2016.

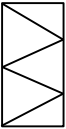
Appendices/Attachments: TP/B587/6/DD/3 and TP/B587/6/DD/4

Contact Person: Gordon Brown, Engineer, Project Design and Implementation, Roads and Transportation, tel: 01506 282334.

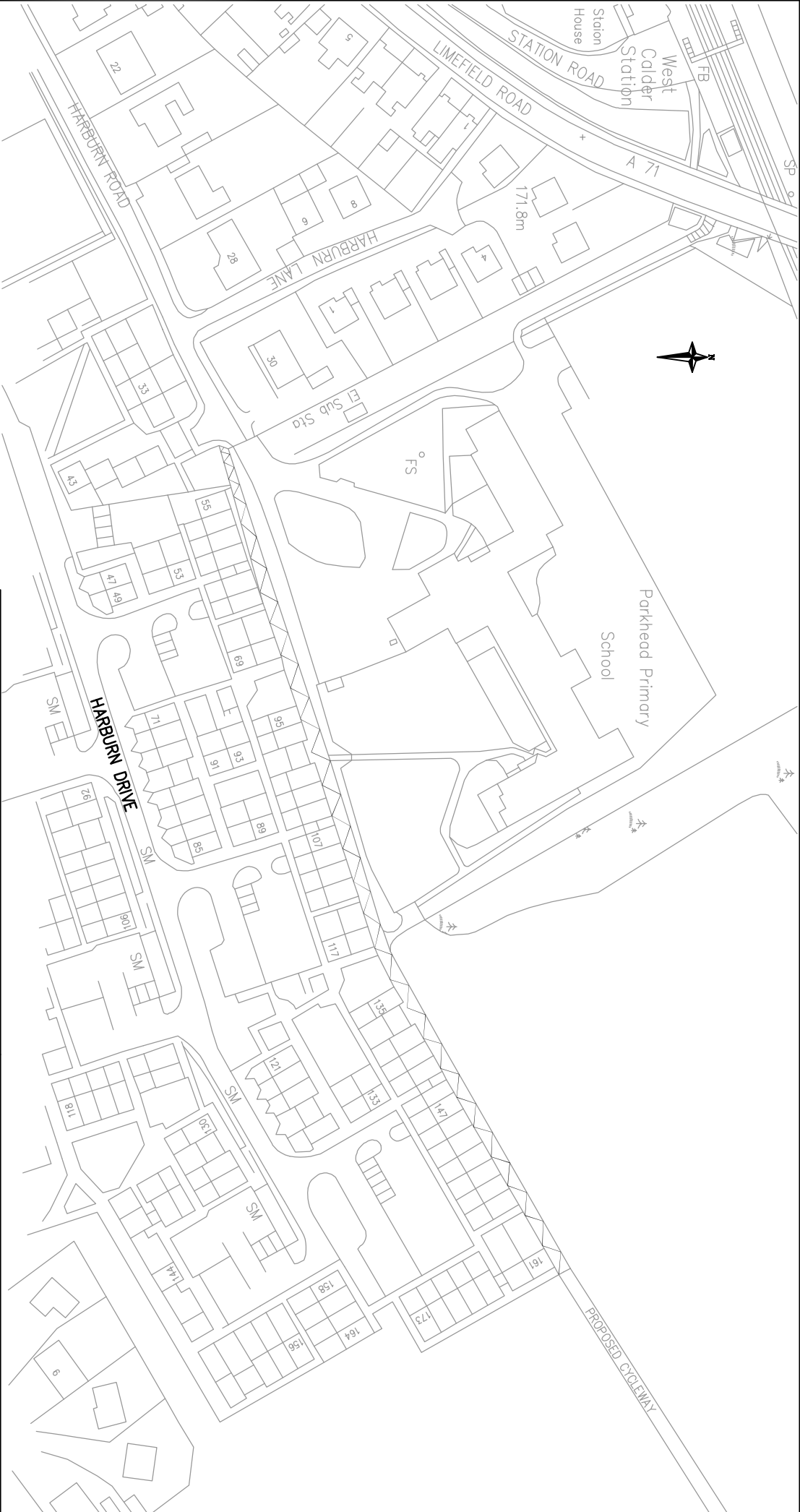
Jim Jack, Head of Operational Services

Date: 14 April 2015





PROPOSED DESIGNATED CYCLEWAY



DATA LABEL:-

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WEST LOTHIAN COUNCIL  
DEVELOPMENT AND REGULATORY SERVICES

TRANSPORTATION MANAGER  
WHITEHILL HOUSE  
BATHGATE EH48 2HA  
TEL No. 01506 282351

TRANSPORTATION  
PROJECT DESIGN &  
IMPLEMENTATION

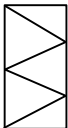
55 - 161 HARBURN DRIVE IN WEST CALDER  
EXISTING FOOTWAY REDETERMINATION TO  
SHARED USE CYCLEWAY

DATE:- JANUARY 2015  
SCALE:- N.T.S

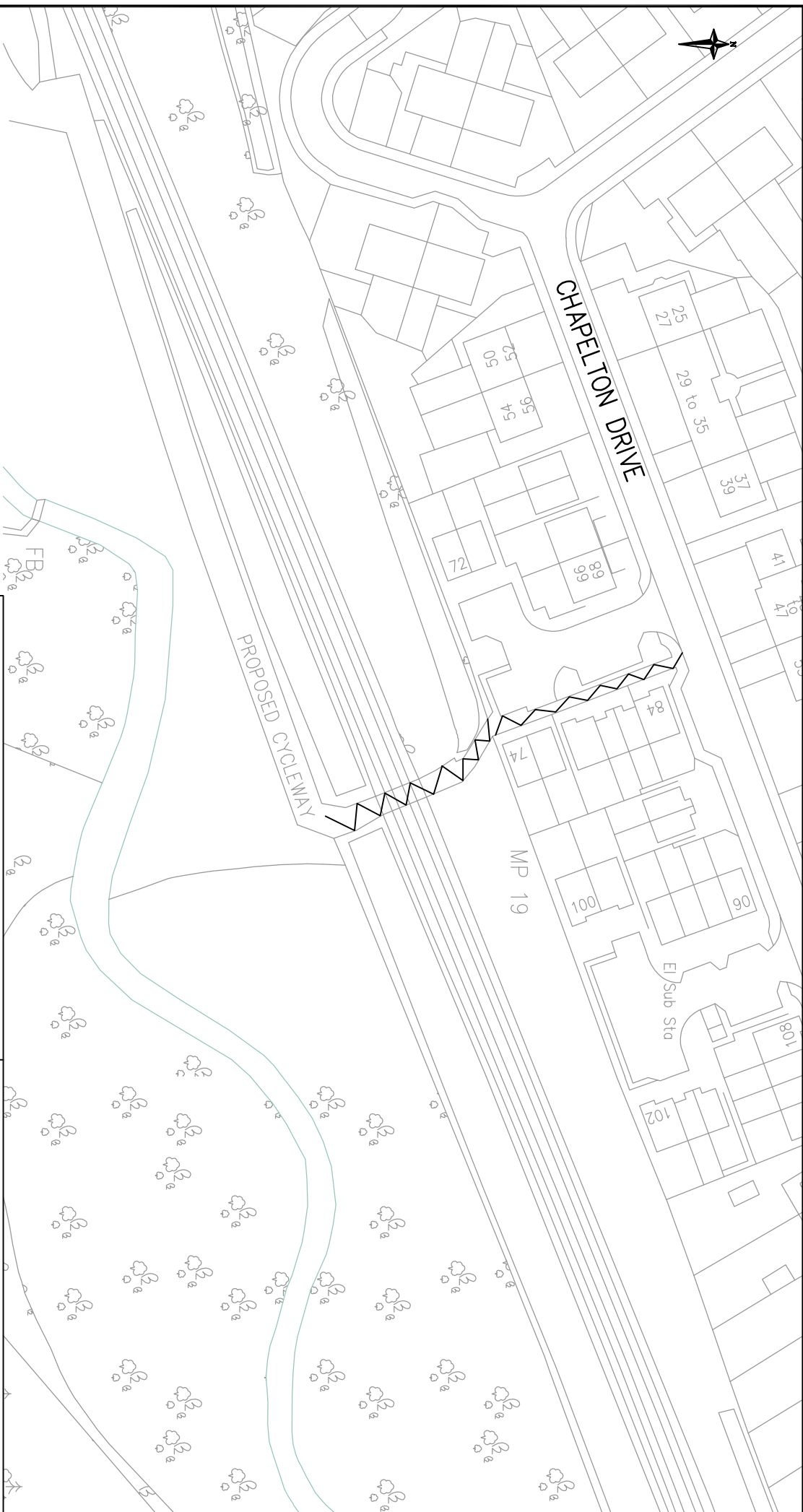
DRAWN BY:- I ALLI  
CHECKED BY:- G BROWN

Dwg. No.:- TP/B587/6/DD/3





PROPOSED DESIGNATED CYCLEWAY



DATA LABEL:-

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WEST LOTHIAN COUNCIL

DEVELOPMENT AND REGULATORY SERVICES

TRANSPORTATION MANAGER

WHITEHILL HOUSE  
BATHGATE EH48 2HA  
TEL No. 01506 282351

TRANSPORTATION  
PROJECT DESIGN &  
IMPLEMENTATION

74 - 84 CHAPELTON DRIVE IN POLBETH  
EXISTING FOOTWAY REDETERMINATION TO  
SHARED USE CYCLEWAY

DATE:- JANUARY 2015  
SCALE:- N.T.S

DRAWN BY:- I ALI  
CHECKED BY:- G BROWN

Dwg. No.:- TP/B587/6/DD/4







## **COUNCIL EXECUTIVE**

### **PROPOSED STOPPING-UP ORDER**

### **REPORT BY HEAD OF OPERATIONAL SERVICES**

#### **A. PURPOSE OF REPORT**

The purpose of this report is to initiate the statutory procedures to stop up a section of public carriageway on an unnamed road between Whitestone Place and Inchcross Place, leading from Inchmuir Road and also the eastern side of Whitestone Place. This will facilitate the development for the new roads depot in Bathgate.

#### **B. RECOMMENDATION**

It is recommended that statutory procedures be undertaken to stop up an unnamed street leading from Inchmuir Road between Whitestone Place and Inchcross Place and a section of the east side of Whitestone Place.

#### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs
	Being honest, open and accountable
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Policy – none
	Legal – Promotion of the stopping-up order under the Town and Country Planning (Scotland) Act 1997.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	The introduction of the stopping-up order will support Outcome no. 4 – We live in resilient, cohesive and safe communities.
<b>VI Resources - (Financial, Staffing and Property)</b>	Promotion of the stopping-up order and associated works will be funded by the developer.

**VII Consideration at PDSP** None.

**VIII Other consultations** None.

#### **D. TERMS OF REPORT**

1. The council proposes to convert and redevelop existing properties at Whitehill industrial estate between Whitestone Place and Inchcross Place for use as a depot and waste transfer station.
2. Detailed planning permission (0424/FUL/14) has been granted covering the area of the works. It is proposed to stop-up part of the existing footway and parking on the east side of Whitestone Place and the unnamed road through the middle of the development site.
3. The unnamed road shall be stopped up for a length of 132 metres from the back of the footway on Inchmuir Road. An area 121 metre long by 4.8 metres wide to the east of Whitestone place shall be stopped up.
3. A new footway adjacent to the carriageway along the east side of Whitestone Place for its full length will be provided to replace that lost as part of the development.
3. Appropriate provision can be made in the order if required for the rights of statutory undertakers.
4. The local members have been consulted. Councillors Jim Dickson and George Paul had no comments on the report. No response was received from the other ward members.

#### **E. CONCLUSION**

In order to facilitate the implementation of the development proposals it is necessary to stop-up a section of public carriageway footpath and verge accessed from Inchmuir Road.

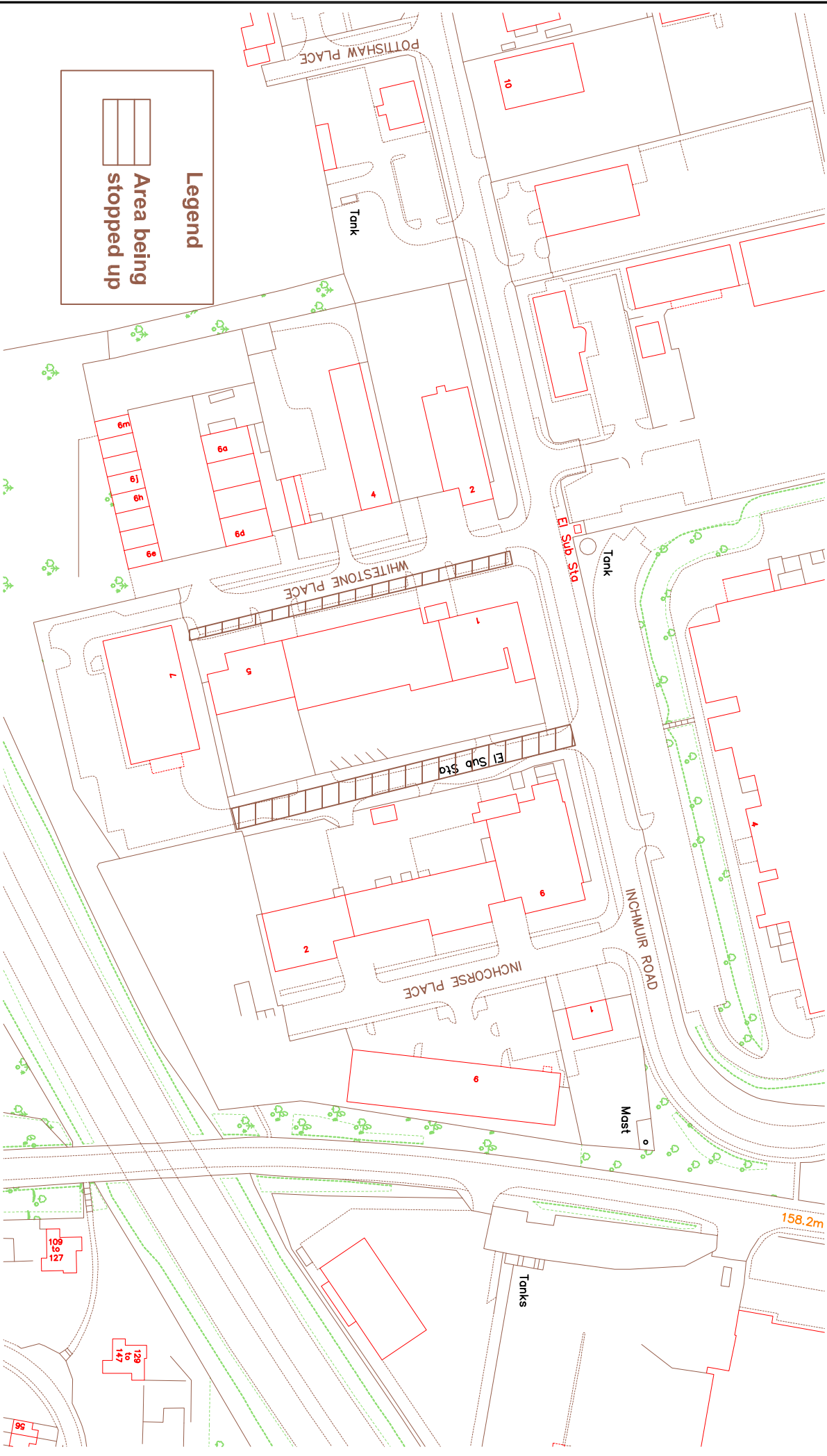
#### **F. BACKGROUND REFERENCES**

Planning Approval (Ref: 0424/FUL/14).

Appendices/Attachments: Drawing No. DP/Bath/01

Contact Person: Jim Stewart, Development Management & Transportation Planning Manager, Operational Services, Whitehill House, Bathgate  
Tel: 01506 282327, e-mail: [jim.stewart@westlothian.gov.uk](mailto:jim.stewart@westlothian.gov.uk)

Date: 14 April 2015



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WEST LOTHIAN COUNCIL

OPERATIONAL SERVICES

ROADS & TRANSPORTATION MANAGER  
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TEL 01506 282351

TRANSPORTATION  
Transport Planning  
Development Management &

Proposed Roads Depot  
Inchmuir Road Batgate  
Stopping Up Locations

DATE:- April 2015  
SCALE:- 1:2000

DRAWN BY:- Chris Nicol  
CHECKED BY:- Jim Stewart

Drg. No.:- DP/Bath/01





**COUNCIL EXECUTIVE**

**PROCUREMENT ARRANGEMENTS – DOMESTIC REMOVAL WITH DELIVERY TO STORAGE**

**REPORT BY HEAD OF FINANCE AND ESTATES**

**A. PURPOSE OF REPORT**

To seek Council Executive approval to commence tendering procedures for the procurement of a one year contract with the option to extend for a further one year for a Domestic Removal service with delivery to storage.

**B. RECOMMENDATION**

It is recommended that the Council Executive approves:

1. The use of the Open Procedure whereby all suppliers expressing an interest in the contract will be invited to tender for a one year contract for storage facilities.
2. The award criteria as set out in Section D of the report.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs Being honest, open and accountable Providing equality of opportunities Making best use of our resources Working in partnership
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Tenders will be issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2012.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	None.

<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	None.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	The estimated cost of £75,000 per annum is funded from the Homelessness services budget.
<b>VII</b>	<b>Consideration at PDSP</b>	None.
<b>VIII</b>	<b>Other consultations</b>	The specification and evaluation criteria have been developed by Corporate Procurement Unit and Housing Services. The Community Benefits Lead Officer was consulted on Community Benefits. The Corporate Finance Manager was consulted on budget implications.

## **D. TERMS OF REPORT**

### **Background**

There is a service requirement for the uplift of property belonging to Council tenants in temporary accommodation and for their property to be stored in suitable accommodation.

This is in addition to and supplementary to the recent contract which started on 1 March 2015 for commercial removals and house to house moves. This contract did not include the uplift and storage of property belonging to people in temporary accommodation as it is planned that this service will be provided at Whitehill Service Centre.

### **In House Capability**

At the moment the council does not have an in-house capability to provide a domestic removal and storage service but this will be available following the opening of the Whitehill Service Centre in 2016.

### **Procurement Issues**

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

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

- Price - 50%
- Quality - 50%

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

The anticipated start date for the contract is 1 August 2015.

### **Sustainability Considerations**

Following the Community Benefits in Procurement Procedure approved by the Council Executive on 4 June 2013, bidders will be required to detail any social, economic and environmental benefits which they will provide as part of their offer over the contract period.

For this contract it is proposed to incorporate a generic, non-evaluated Community Benefits clause into the contract documentation. While this element does not form part of the Quality Scoring criteria, the council will expect the successful contractor to deliver such benefits as part of the contract, and will be monitored as such, although having completed market research and following consultation with the Community Benefits Lead Officer, initial investigations indicate that there is no scope for a definitive Community Benefits clause directly related to the 'core purpose' of this contract.

### **Budget Implications**

Costs are estimated at £75,000 per annum and funded from the Homelessness services budget.

## **E. CONCLUSION**

It is recommended that the Council Executive approves the application of the evaluation methodology detailed in Section D above for the tendering of a Domestic Removal with Delivery to Storage service.

## **F. BACKGROUND REFERENCES**

A copy of the specification for this contract is available on request from Corporate Procurement Unit.

Appendices/Attachments: None

Contact Person: Pauline Walker, Procurement Specialist

Email: pauline.walker@westlothian.gov.uk

tel: 01506 281812

Donald Forrest

**Head of Finance and Estates**

Date: 14 April 2015







## **COUNCIL EXECUTIVE**

### **PROCUREMENT ARRANGEMENTS – SUPPLY OF SPECIALIST CARE AND HOUSING SUPPORT SERVICES FOR ADULTS WITH A DISABILITY, ADULTS WITH A LEARNING DISABILITY AND AUTISM**

## **REPORT BY HEAD OF FINANCE AND ESTATES**

### **A. PURPOSE OF REPORT**

To seek Council Executive approval to commence tendering procedures for the procurement of a three year framework agreement for Specialist Care and Housing Support Services for Adults with a Disability, Adults with a Learning Disability and Autism, with an anticipated start date of 1 April 2016 with an option for a one year extension, employing the evaluation methodology and criteria detailed in the recommendation below.

### **B. RECOMMENDATION**

It is recommended that the Council Executive approves:

- a) Agrees the use of the Open Procedure whereby all service providers expressing an interest in the contract will be invited to tender.
- b) Agrees the award criteria as set out in Section D of the report.

### **C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs Being honest, open and accountable Providing equality of opportunities Making best use of our resources Working in partnership
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Tenders will be issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2012.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	None

<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	The 2015/16 revenue budgets for Specialist Care and Housing Support Services for Adults with a Disability and Adults with a Learning Disability and Autism is £4.299 million. This is comprised of Specialist Learning Disability £3.671 million; Autistic Mental Health £234,000 and Specialist Physical Disability £394,000
<b>VII</b>	<b>Consideration at PDSP</b>	None.
<b>VIII</b>	<b>Other consultations</b>	The specification has been provided by Social Policy, who will also participate in the evaluation. The Corporate Finance Manager was consulted on budget implications.

## **D. TERMS OF REPORT**

### **D.1 Background**

To promote empowerment and independence for adults with a disability, adults with a learning disability and autism, the council aims to provide holistic, accessible, comprehensive and integrated services.

The council are also required to provide service users with a safe, flexible and reliable support service which takes a person-centred assessment of needs, resulting in a personal plan for individuals enabling access to support appropriate to identified needs.

Local authorities have had a duty to provide home care services since the implementation of the Social Work Scotland Act, 1968. The provisions of the NHS and Community Care Act 1990 and the related guidance, require local authorities to further develop services in the community in the context of a 'mixed economy of care' which offered choice to service users and their carers.

An options appraisal considered the following :

- i) Maintaining existing spot purchasing arrangements and continue to extend contracts with existing providers. However, this was not considered appropriate as it is difficult to demonstrate best value and it does not fit well with service provision in the context of Self-directed Support.
- ii) Tender under a framework approach with split costs of £18 for autism care and £16 for other specialist care at home and housing support for adults with a disability. In addition, the care at home provision for adults in the identified care categories will transfer from the care at home framework to the care and support contract at £14.

Option ii) is proposed as the preferred option as the current separation of specialist care and housing support contracts makes implementation of combined care and support packages difficult. It is perceived that individual outcomes could be better met by the flexibility offered through a framework.

## **D.2 Continuity of Care**

Whilst existing providers would be able to continue to provide care to service users if they are successful in their bid to be a framework provider, a clear indication of care package allocation methods will need to be provided for in the tender specification.

The range of services within the scope of the contract will include but not necessarily be limited to :

- Assisting with personal care and support;
- Assisting with food and diet;
- Problems of Immobility;
- Simple Treatments;
- Personal Assistance.

The council presently contracts with the following service providers :

- Real Life Options
- Enable
- Key Housing Association
- New Directions
- The Richmond Fellowship
- Garvald
- Newton Dee
- Mears Care Ltd
- The Action Group
- Quarriers
- Craegmoor Drummond House
- Homereach
- Places for People
- The Donaldson Trust
- Penumbra
- Autism Initiatives UK
- Barony Housing Association Ltd
- Ark Housing

The implementation of The Self Directed Support (Scotland) Act 2014 further drives the strategic intent to personalise services and to ensure that service users have more choice and control over how their care is delivered. Delivery of the key principles of the Act requires local authorities to stimulate markets which will offer a range of options to service users.

## **D.3 In House Capability**

There is no scope to deliver this service in house. It is also proposed that the service provision provided via this framework will help meet future service demands and growing costs within budget resources available.

## **D.4 Procurement Issues**

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

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

Service Delivery and Methods	20%
Quality Assurance	20%
Scenario Analysis	10%
Whole System Integrated Performance	10%
Service User Engagement and Involvement	10%
Workforce Development	10%
Staffing Models and Terms and Conditions	10%
Implementation Plans	10%

The evaluation criteria are proposed following consultation with Social Policy. The criteria above are weighted in this manner to reflect the absolute importance of quality of service.

It is noted that service users could exercise their rights not to transfer to any new service provider within the context of Self Directed Support Option 2. Regulatory items such as health and safety, Care Commission registration, and business probity shall be dealt with using mandatory criteria within the tender.

It is proposed that the framework will be for a three year period with the potential for a further one year extension period and it is anticipated the framework agreement will encourage participation from a large number of service providers. The anticipated start date for the contract is 1 January 2016.

## **D.5 Sustainability Considerations**

Following the Community Benefits in Procurement Procedure approved by the Council Executive on 4 June 2013, bidders will be required to detail any social, economic and environmental benefits which they will provide as part of their offer over the contract period.

For this contract it is proposed to incorporate a generic, non-evaluated Community Benefits clause into the contract documentation. While this element does not form part of the Quality Scoring criteria, the Council will expect the successful contractor to deliver such benefits as part of the contract, and will be monitored as such, although having completed market research and following consultation with the Community Benefits Lead Officer, initial investigations indicate that there is no scope for a definitive Community Benefits clause directly related to the 'core purpose' of this contract.

However, although a non-evaluation approach is used for this contract, it is proposed that Community Benefits meetings will take place prior to award of contract. This has been done successfully on previous council contracts and allows for a full discussion on Community Benefits before formalising and quantifying the exact types and number of Community Benefits that will be delivered over the course of the contract. Whatever is agreed at the meetings is documented and are imposed as contract conditions.

## **D.6 Budget Implications**

The Financial Management Unit and Social Policy have undertaken a review of anticipated budget availability and growth in care needs. The proposed hourly rate for autism is £18 and £16 for other services. It is also proposed that this would be the target hourly rate for the new contract with an annual increase linked to the Consumer Price Index (CPI).

Based on this, it is anticipated that the future cost of the contract could be met within budget resources available. However, there are various risks associated with this including higher than anticipated growth in demands and sufficient capacity being

available from providers to fully meet the council's needs.

Cosla and the Scottish Government are currently in negotiation with care providers to tackle low pay in the social care sector with the aim to deliver a minimum pay floor of £7 per hour for employees.

Low pay within the residential sector is being considered through the National Care Home contract.

For the non-residential care sector, work is being undertaken by COSLA, Scottish Government, the Coalition of Care and Support Services and Scottish Care in respect of tackling low pay. All parties have outlined a commitment to tackling low pay in the non-residential sector for adults and older people, and are currently exploring the impact and reach of a proposed £20m tri-partite investment. The council is supportive of the approach being taken and notes the intention that further communications on the outcome of these negotiations will be made in early summer 2015.

## **E. CONCLUSION**

It is recommended that the Council Executive approves the application of the evaluation methodology detailed in Section D above for the tendering of the Contract for Specialist Care and Housing Support Services for Adults with a Disability, Adults with a Learning Disability and Autism.

## **F. BACKGROUND REFERENCES**

A copy of the specification for this contract is available on request from Corporate Procurement.

Appendices/Attachments: None

Contact Person: Tom Henderson, Procurement Specialist/Category Manager

Email: tom.henderson@westlothian.gov.uk

Tel: 01506 281805

**Donald Forrest**

**Head of Finance and Estates**

**14 April 2015**





West Lothian  
Council

## **COUNCIL EXECUTIVE**

### **PROCUREMENT ARRANGEMENTS – SUPPLY OF CARE AT HOME SERVICES**

#### **REPORT BY HEAD OF FINANCE AND ESTATES**

##### **A. PURPOSE OF REPORT**

To seek Council Executive approval to commence tendering procedures for the procurement of a three year framework agreement for Care at Home Services, with an anticipated start date of 1 January 2016 with an option for a one year extension, employing the evaluation methodology and criteria detailed in the recommendation below.

##### **B. RECOMMENDATION**

It is recommended that the Council Executive:

- a) Agrees the use of the Open Procedure whereby all service providers expressing an interest in the contract will be invited to tender.
- b) Agrees the award criteria as set out in Section D of the report.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs Being honest, open and accountable Providing equality of opportunities Making best use of our resources Working in partnership
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Tenders will be issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2012.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	None.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	The 2015/16 revenue budgets for care at home services included in the contract total £10.148 million : Elderly – £8.349 million , Adults with Learning Disability - £211,000, Adults Mental Health - £310,000, Adults Physical Disability - £1.278 million.

**VII Consideration at PDSP**

None.

**VIII Other consultations**

The specification has been provided by Social Policy, who will also participate in the evaluation. The Corporate Finance Manager was consulted on budget implications.

**D. TERMS OF REPORT**

**D.1 Background**

High quality, flexible and responsive care at home services are essential elements of the overall strategy to shift the balance of care in favour of models which enable more people to live independently in their own homes and communities. Supporting this vision, West Lothian Council's own services have increasingly specialised in short term supports which focus on the prevention of hospital admissions and facilitating early supported discharges. At the same time and in keeping with strategic intent, the demand for care at home services has increased well beyond the rate of demographic growth. West Lothian has a long and successful history of working in partnership with independent providers to respond to the increasing demand and has developed a mixed economy of care which supports service user choice in a business environment which is sustainable.

Local authorities have had a duty to provide home care services since the implementation of the Social Work Scotland Act, 1968. The provisions of the NHS and Community Care Act 1990 and the related guidance, require local authorities to further develop services in the community in the context of a 'mixed economy of care' which offered choice to service users and their carers.

Commissioning care at home in the independent sector has, since then, been common practice in all local authorities. The purchasing arrangements have varied over the years as contractual models have developed. The preferred model in West Lothian is a Framework Agreement and this is in line with national guidance particularly in relation to the responsibility to stimulate and manage the market in response to the requirements of the provisions of the Self Directed Support (Scotland) Act 2014.

The range of services within the scope of the contract will include but not necessarily be limited to :

- Assisting with personal care and support;
- Assisting with food and diet;
- Problems of Immobility;
- Simple Treatments;
- Personal Assistance;

The council currently contracts with nine service providers :

- Carewatch
- Hazelhead Homecare Limited
- Heatherfield Homecare Limited
- Independent Living Service
- Prestige Nursing Care
- Primecare Health Ltd
- Social Care Alba
- Social Care Recruitment & Training
- Unique Care Solutions

The present contractual arrangement has been in place since 1 January 2012 and



expires on 31 December 2015.

The implementation of The Self Directed Support (Scotland) Act 2014, further drives the strategic intent to personalise services and to ensure that service users have more choice and control over how their care is delivered. Delivery of the key principles of the Act requires local authorities to stimulate markets which will offer a range of options to service users.

## **D.2 In House Capability**

The main provision of Care at Home Services has been undertaken for many years by our partner providers and it is proposed that such arrangements continue. There is no scope to deliver this service in house.

It is also proposed that the service provision provided via this framework will help meet future service demands and growing costs within budget resources available.

## **D.3 Procurement Issues**

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

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

Service Delivery and Methods	20%
Quality Assurance	20%
Scenario Analysis	10%
Whole System Integrated Performance	10%
Service User Engagement and Involvement	10%
Workforce Development	10%
Staffing Models and Terms and Conditions	10%
Implementation Plans	10%

The evaluation criteria are proposed following consultation with Social Policy. The criteria above are weighted in this manner to reflect the absolute importance of quality of service.

It is noted that service users could exercise their rights not to transfer to any new service provider within the context of Self Directed Support Option 2.

Regulatory items such as health and safety, Care Commission registration, and business probity shall be dealt with using mandatory criteria within the tender.

It is proposed that the framework will be for a three year period with the potential for a further one year extension period and it is anticipated the framework agreement will encourage participation from a large number of service providers. The anticipated start date for the contract is 1 January 2016.

## **D.4 Sustainability Considerations**

Following the Community Benefits in Procurement Procedure approved by the Council Executive on 4 June 2013, bidders will be required to detail any social, economic and environmental benefits which they will provide as part of their offer over the contract period.

For this contract it is proposed to incorporate a generic, non-evaluated Community Benefits clause into the contract documentation. While this element does not form part of the Quality Scoring criteria, the Council will expect the successful contractor to deliver such benefits as part of the contract, and will be monitored as such, although having

completed market research and following consultation with the Community Benefits Lead Officer, initial investigations indicate that there is no scope for a definitive Community Benefits clause directly related to the 'core purpose' of this contract.

However, although a non-evaluation approach is used for this contract, it is proposed that Community Benefits meetings will take place prior to award of contract. This has been done successfully on previous council contracts and allows for a full discussion on Community Benefits before formalising and quantifying the exact types and number of Community Benefits that will be delivered over the course of the contract. Whatever is agreed at the meetings is documented and is imposed as contract conditions.

#### **D.5 Budget Implications**

The Financial Management Unit and Social Policy have undertaken a review of anticipated budget availability and growth in care needs. The hourly rate for externally provided care at home on the current framework contract is £14 per hour. It is proposed that this would be the target hourly rate for the new contract with an annual increase linked to the Consumer Price Index (CPI).

Based on this, it is anticipated that the future cost of the contract will be met within budget resources available. However, there are various risks associated with this including higher than anticipated growth in demand and sufficient capacity being available from providers to fully meet the council's needs.

Cosla and the Scottish Government are currently in negotiation with care providers to tackle low pay in the social care sector with the aim to deliver a minimum pay floor of £7 per hour for employees.

Low pay within the residential sector is being considered through the National Care Home contract.

For the non-residential care sector, work is being undertaken by COSLA, Scottish Government, the Coalition of Care and Support Services and Scottish Care in respect of tackling low pay. All parties have outlined a commitment to tackling low pay in the non-residential sector for adults and older people, and are currently exploring the impact and reach of a proposed £20m tri-partite investment. The council is supportive of the approach being taken and notes the intention that further communications on the outcome of these negotiations will be made in early summer 2015.

#### **E. CONCLUSION**

It is recommended that the Council Executive approves the application of the evaluation methodology detailed in Section D above for the tendering of the Contract for Care at Home Services

#### **F. BACKGROUND REFERENCES**

A copy of the specification for this contract is available on request from Corporate Procurement.

Appendices/Attachments: None

Contact Person: Tom Henderson, Procurement Specialist/Category Manager

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**Donald Forrest**

**Head of Finance and Estates**

**14 April 2015**



West Lothian  
Council

**COUNCIL EXECUTIVE**

**CHANCELLOR'S BUDGET 2015**

**REPORT BY HEAD OF FINANCE AND ESTATES**

**A. PURPOSE OF REPORT**

To provide the Council Executive with an update in relation to the announcements contained in the Chancellor of the Exchequer's Budget 2015, and to provide an indication of the measures that may have financial implications for the council.

**B. RECOMMENDATION**

It is recommended that the Council Executive:

- 1) Notes the latest economic position outlined in the Budget 2015.

**C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Being honest, open and accountable. Making best use of our resources.
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None.
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	None.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	None.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	Spending decisions made by the UK Government impact on the Scottish Government's budget via the Barnett formula. This in turn has implications for available resources for the council via the finance settlement received from the Scottish Government. The financial

position outlined in the announcement emphasises the importance of proactive financial planning which is linked to outcomes to address the public spending challenges.

**VII Consideration at PDSP** None.

**VIII Other consultations** This report is part of the process of briefing elected members on issues relating to future year funding and the council's financial strategy.

## **D. TERMS OF REPORT**

### **D.1 Introduction**

The Chancellor delivered his Budget 2015 to the House of Commons on 18 March 2015. The Chancellor outline that his statement built on measures previously set out in the Autumn Statement 2015 and focused on the UK economy, growth and fairness.

The announcement provides detail on the UK Government's progress in reducing the budget deficit and measures that will be implemented to improve the UK's growth and productivity.

The Government announced its commitment to reducing borrowing, creating full employment and securing national economic recovery. The Chancellor outlined the current Government's commitment to setting a fiscally neutral assumption that Total Managed Expenditure that will be maintained at current levels in real terms until 2018/19 and would rise in line with GDP in 2019/20. The Chancellor also set out aspirations to find £10 billion of further efficiency savings by 2017/18.

The announcements of the Budget 2015 will result in adjustments to Devolved Administration budgets in line with the Barnett formula.

### **D.2 Overall Economic Position**

#### **Office for Budget Responsibility Projections**

The Chancellor's Budget 2015 included the OBR's updated projections for the economy, growth and government borrowing. The revised projections compared to the Autumn Statement 2014 are summarised as follows:

<b>Autumn Statement 2014</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Growth (GDP)	3.0%	2.4%	2.2%	2.4%	2.3%
Public Sector Net Borrowing	£91bn	£76bn	£41bn	£15bn	-£4bn
Government Debt (% GDP)	80.4%	81.1%	80.7%	78.8%	76.2%
Inflation (CPI)	1.5%	1.2%	1.7%	2.0%	2.0%

<b>Budget 2015</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Growth (GDP)	2.6%	2.5%	2.3%	2.3%	2.3%
Public Sector Net Borrowing	£90bn	£75bn	£39bn	£13bn	-£5bn
Government Debt (% GDP)	80.4%	80.2%	79.8%	77.8%	74.8%
Inflation (CPI)	1.5%	0.2%	1.2%	1.7%	1.9%

#### **General Economic Outlook**

The OBR has revised the forecasts for GDP growth in 2015 and 2016 as inflation is expected to be lower than previously forecast resulting in increased income and consumer spending. This is tempered however by the weaker outlook for the UK export market and the effects of lower oil prices on the investment in the North Sea.

The uncertainty surrounding the discussions between Greece and the euro area regarding the terms of the Greek loans represents a risk to the UK economy; this is due to the UK's exposure to the wider European market instability.

The Fraser of Allander Institute has revised upward its Scottish growth forecasts in its analysis in March 2015 from 2.7 per cent to 2.8 per cent in 2014, from 2.2 per cent to 2.6 per cent in 2015 and from 2.1 per cent to 2.4 per cent in 2016. The revised forecasts are to reflect the evidence of a strengthening of recovery in the Scottish economy.

### **Unemployment**

The OBR have revised their forecast for unemployment for 2015 from 5.4 per cent to 5.3 per cent. The OBR forecast for unemployment for the period from 2016 to 2019 remain at 5.2 per cent in 2016 and 5.3 per cent for the remainder of the forecast period. This reflects the Office for National Statistics Labour Market Statistics release in March 2015, which reported an increase in the employment rate to 73.3 per cent for the three months November 2014 to January 2015.

The forecast for unemployment in the Scottish economy by the Fraser of Allander Institute in their March 2015 report is 5.0 per cent in 2015, a revision from 5.2 per cent in November 2014. The recovery in the labour market continues to be driven by a post-recession shift away from full-time, permanent, employees towards part-time, temporary, and self-employment, although there is also evidence that full-time employment is now recovering.

## **D.3 Public Services**

The following tables set out the changes to UK public spending in 2014/15 to 2018/19 compared to the Autumn Statement 2014.

### **Revenue Expenditure**

<b>Cash Figures</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	£ billion	£ billion	£ billion	£ billion	£ billion
Public Sector Current Expenditure – Autumn Statement 2014	671.7	680.4	680.6	684.1	695.3
Public Sector Current Expenditure – Budget 2015	669.3	674.3	670.9	673.4	685.6
Difference	-2.4	-6.1	-9.7	-10.7	-9.7

The Public Sector Current Expenditure (PSCE) is the total of the Revenue Annually Managed Expenditure (for example non-domestic rates and tax credits), Revenue Departmental Expenditure Limits (for example the Scottish Government Block Budget) and ring-fenced depreciation.

### **Capital Expenditure**

<b>Cash Figures</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	£ billion	£ billion	£ billion	£ billion	£ billion
Public Sector Gross Investment – Autumn Statement 2014	65.4	65.8	66.0	67.2	70.0
Public Sector Gross Investment – Budget 2015	67.8	68.3	69.4	70.5	73.6
Difference	2.4	2.5	3.4	3.3	3.6

## **D.4 Other Announcements**

### **Fuel Duty**

The duty on fuel has been frozen, with the planned increase in September being removed.

## **Tax and Allowances**

The Budget 2015 confirmed that the income tax personal allowance will increase over the next three years from £10,600 in April 2015, to £10,800 in April 2016 and £11,000 in April 2017. The statement also confirmed that the transferable income tax personal allowance for married couples and civil partners is to rise to £1,100.

The Government also announced that the point above which higher earners start paying 40 per cent tax will increase by £315 in April 2016 and by £600 in April 2017, resulting in the salary threshold increasing to £43,300 in April 2017.

## **Devolution**

The Budget 2015 confirmed that the draft legislative clauses, following the Smith Commission report, were published on 22 January 2015. The published clauses will allow the Smith Commission Agreement to be translated into law during the next UK parliament term. Scotland's new fiscal mandate framework tasks have commenced and will be agreed alongside the introduction of the legislation.

## **Savings**

People who use an Individual Savings Account (ISA) will be able to, from autumn 2015, withdraw and replace money from their cash ISA without counting towards their annual ISA subscription limit for that year, as long as the repayment is made in the same tax year as the withdrawal. This will enable ISA savers to access their ISA savings without losing the benefits they have built up.

### **D.5 Main Implications for West Lothian Council**

The Scottish Block Budget will be allocated an additional £30 million as a result of Barnett consequential. Local authorities in Scotland currently undertake a considerable role in mental health and an element of the additional funding is with regard to mental health spending which will require discussions with COSLA and the Scottish Government regarding distribution of the funding. The Scottish Government are required to determine the distribution of the departmental spending figures and I will report to Council Executive on any subsequent announcements by the Scottish Government on the allocation of the Scottish Block.

## **E. CONCLUSION**

The Chancellor's Budget 2015 built on measures previously announced in the 2014 Budget and the Autumn Statement 2014.

The changes to the public sector expenditure plans set out in this report will be passed on to the Scottish budget through the Barnett Formula and it is for the Scottish Government to decide how to allocate the Total Scottish Block budget. I will report back to the Council Executive following announcements from the Scottish Government.

The economic projections in the Budget 2015 continue to provide a very challenging financial outlook with public finances remaining constrained until 2018/19, if the economy progresses in line with forecasts there would be an easing of public spending constraints from 2019/20, with growth in line with GDP. There is also a continuing risk regarding the stability of the Eurozone that could lead to further pressure on the UK economy. With UK public service budgets potentially facing another four years of constraint, possibly of a greater magnitude than those already experienced, the period ahead remains very challenging for the public sector.

In this context, it is imperative that the council continues with its strategic and integrated approach to corporate and financial planning so that outcomes are achieved and balanced budgets delivered.

## **F. BACKGROUND REFERENCES**

Chancellor's Autumn Statement 2014 – report by Head of Finance and Estates to Council Executive on 16 December 2014

Chancellor's Budget 2014 – report by Head of Finance and Estates to the Council Executive on 15 April 2014

Appendices/Attachments: None.

Contact Person: Ailsa MacKerrow, Accountant – Financial Management Unit  
ailsa.mackerrow@westlothian.gov.uk Tel No: 01506 281306

**Donald Forrest**  
**Head of Finance and Estates**  
**14 April 2015**







## **COUNCIL EXECUTIVE**

### **ST JOHN'S HOSPITAL STAKEHOLDER GROUP**

#### **REPORT BY DEPUTE CHIEF EXECUTIVE, COMMUNITY HEALTH AND CARE PARTNERSHIP**

##### **A. PURPOSE OF REPORT**

To update members on the business and activities of St John's Hospital Stakeholder Group.

##### **B. RECOMMENDATION**

To note the terms of the minutes of meetings of St John's Hospital Stakeholder Group held on 18 February 2015 in the appendix to this report.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs
	Being honest, open and accountable
	Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Council requires the activities of certain outside bodies to be reported to elected members on a regular basis, as part of its Code of Corporate Governance.
<b>III Resources - (Financial, Staffing and Property)</b>	None.
<b>IV Consultations</b>	None required.

##### **D. TERMS OF REPORT**

On 29 June 2010 the Council Executive decided that the activities of certain outside bodies should be reported within the council to ensure all elected members are aware of the business of those bodies and to help to ensure their activities are more effectively scrutinised.

In accordance with that decision the business of St John's Hospital Stakeholder Group was to be reported to this meeting by the production of its minutes. The relevant documents are produced as appendices to this report.

#### **E. CONCLUSION**

This report ensures that members are kept apprised of the activities of St John's Hospital Stakeholder Group as part of the council's Code of Corporate Governance.

#### **F. BACKGROUND REFERENCES**

West Lothian Council Code of Corporate Governance.

Council Executive, 29 June 2010

Appendices/Attachments: 1

Minute of meeting of the St John's Hospital Stakeholder Group held on 18 February 2015

Contact Person: Jim Forrest, Depute Chief Executive, CHCP

01506 281977

Jim.Forrest@westlothian.gov.uk

Date:

## ST JOHN'S HOSPITAL STAKEHOLDER GROUP

Minutes of the Meeting held on Wednesday 18 February 2015 at 2.30pm in Board Room 1, St John's Hospital, Howden South Road, Livingston, West Lothian EH54 6PP (and by video conference call from Waverley Gate)

### Present:

Mr Brian Houston	Chairman, Non-Executive Lay Member of NHS Lothian (Chair)
Mr Alex Joyce	Employee Director, Non-Executive Member NHS Lothian
Councillor John McGinty	Leader West Lothian Council
Councillor Anne McMillan	West Lothian Council Livingston North Ward
Councillor Frank Toner	West Lothian Council East Livingston & East Calder

### In Attendance:

Mr Jim Crombie	Director of Scheduled Care, NHS Lothian
Mr Jim Forrest	Director of West Lothian CHCP
Mr Chris Stirling	St John's Hospital Site Manager, NHS Lothian
Mr Andrew Jackson	Associate Director, Information Services (Item 4)
Mr Chris Graham	Secretariat, NHS Lothian
6 members of the public	

### Apologies:

Professor John Iredale	Non-Executive Stakeholder Member, NHS Lothian
Professor Alison McCallum	Director of Public Health and Health Policy, NHS Lothian
Ms Agnes Ritchie	St John's Hospital Site Chief Nurse, NHS Lothian
Mrs Maureen Anderson	Patient Representative

### Declaration of Financial and Non-Financial Interest

The Chair reminded members they should declare any financial and non-financial interests they had in the items of business for consideration, identifying the relevant agenda item and the nature of their interest. There were no declarations of interest.

Councillor Frank Toner declared a non-financial interest as a non-Executive Director of Lothian Health Board and as Chair of the West Lothian Community Health and Care Partnership.

### Opening Remarks

Mr Houston welcomed those present to the meeting.

#### 1. Notes of Previous Meeting

- 1.1 The Minutes of the previous meeting held on 21 January 2015 were agreed as an accurate record.

#### 2. Matters Arising

- 2.1 Workplan Items – Noted that items for inclusion on the workplan from Cllr McGinty were still to be received.

### **3. Paediatric Services Update**

- 3.1 Mr Crombie reported that the Rota for February was populated and now in play, work on populating the March Rota had also started.
- 3.2 In terms of consultant numbers, these were normally 8.7 WTE but the figure was currently 6.7 WTE. Advertising for a locum had resulted in one note of interest which had been then subsequently withdrawn and the reason for this was being followed up. It was appreciated that the losing consultants adds to the fragility of the Rota. Mr Crombie stated that he had been extremely impressed at the commitment from the remaining staff to cover the work at St John's with around 325 additional shifts covered by the team.
- 3.3 It was noted that the position would be re-advertised if the interested individual was no longer interested. Mr Crombie would report back on progress at the next meeting.
- JC**
- 3.4 There was discussion on the review of paediatric services and the impact on St John's. Mr Crombie reported that the formal business case for the new NHS Lothian Royal Hospital for Sick Children and DCN had now been signed off and concluded. Construction would be starting imminently. As part of this there needed to be a review of how paediatric services will be provided NHS Lothian wide, including acute and community provision. The actual construct of the review would become more apparent over the next few weeks/months. There was nothing on the radar in terms of service provision for the St John's campus.
- 3.5 Cllr McGinty asked for clarification on the planned review and whether this was part of the wider strategic review the Board would be carrying out.
- 3.6 Mr Crombie stated that the new Royal Hospital for Sick Children and DCN would be the catalyst for a review of provision of paediatric services across Lothian. Cllr McGinty replied that if there had already been consultation on the broader strategic review then why was further consultation on paediatrics required and not just included in the strategic review.
- 3.7 Mr Houston stated that this was stage two; the first stage was the overall strategic framework including consultation on the overall framework and direction of travel. There was now the need to look at the component parts to move progress forward with many areas requiring consultation for potential significant service changes. Mr Crombie added that orthopaedic services on the St John's campus would be in a similar position. More activity for the campus would also be looked at once areas are identified, programmed and initiated.
- 3.8 It was noted that the outcome of stage one had been the presentation to the Board of the outcome of the Strategic Plan evolution and the agreement to move this forward as a series of component parts. Cllr McGinty stated that it would be useful to have sight of this at a future meeting.
- CG**
- 3.9 It was also noted that there are currently no timescales for the second phase work. Mr Crombie stated that part of the process was waiting until the new Royal Hospital for Sick Children and DCN Business Case was signed off as this acted as the trigger point to now take forward the formal review of services around that, looking at modern models of service provision.

- 3.10 Cllr McGinty stated that it sounded as though nothing would be off the table in terms of the review and that there was potential for services to reduce or increase at the St John's campus, would there be assurance that services currently here would be protected.
- 3.11 Mr Crombie pointed out that a review could not be undertaken and not include St John's campus as there needed to be a whole system approach. Mr Houston again assured the Group, as Chair of the Board, that there was no unwritten or hidden agenda. The focus would be on sustainability of services and having the optimum services for the delivery of positive patient outcomes.
- 3.12 Cllr Toner added that the review could also include looking at the level of people being sent to St John's and whether looking at area boundaries would be part of this.

#### **4. Activity and Performance Update**

- 4.1 Mr Jackson gave a presentation covering St John's Activity and Waiting Lists (Quarter 3 Review 2014/15).
- 4.2 The information presented looked at inpatient and daycase activity; gynaecology and ophthalmology inpatients; general medicine and neurology.
- 4.3 Mr Jackson pointed out that in general the main themes remained the same as previously. There had been some changes in services due to aspects of redesign. The presentation outlined trends with inpatient and daycase activity with a particular focus on gynaecology and ophthalmology. In relation to General Medicine the step up additional clinics at the front door of St John's had lowered the number of patients going through A&E. Mr Jackson explained the changes made to the scheduled care pathway within St John's which allow for better anticipation of patient flow. These changes to the front door were incorporated in the comparison figures. Mr Stirling added that these were GP referred patients so the pathway has been changed towards scheduled activity as much possible whereby GPs call in and schedule a slot. Before the pathway changed some of the activity that was happening was not being captured properly. This is changing data labels and diverting activity for the front door more effectively. Frail patients do not want to be sitting at the front door and this also gives an alternative to lying in a hospital bed.
- 4.4 Within neurology the waiting list had lowered. However it was noted that additional consultant time for St John's was now in place from 9 February, so this should lead to an impact on activity. It was also noted that the consultant would shortly be going on maternity leave and that detail of the cover arrangements would be reported back to the Group.
- 4.5 Cllr Toner asked about the additional activity within ophthalmology and why this appeared to have ceased from April onwards. Mr Jackson stated that the degree of additional activity which occurred in 2013 had not been repeated and some of this activity had been converted to new activity rather than additional.
- 4.6 Cllr McGinty asked about having information as to how NHS Lothian sites coped with winter pressures and A&E Waiting Time performance. Mr Jackson stated that he would be happy to incorporate this detail into future presentations.

- 4.7 Mr Stirling outlined the A&E four hour target which was shown as 89%, and was sitting at 88.7 for the month to date. It was noted that this represented a drop to the norm and Cllr McMillan asked whether this was consistent with same period last year. Mr Stirling stated that this was slightly lower from this time last year; however there were many variables which affected this. There had been no significant step up in volume however it is recognised that the people who are presenting are more sick and frail with multiple morbidities.

**5. Work Plan**

- 5.1 The Work Plan was noted.

**6. Any Other Competent Business**

- 6.1 There was none.

**7. Date of Next Meeting**

- 7.1 It was noted that the next meeting of the Stakeholder Group would be held on Wednesday, 25 March 2015 in Boardroom 1 at St John's Hospital.

**8. Remaining Dates in 2015**

29 April	27 May	24 June	22 July
26 August	23 September	21 October	25 November
16 December			