

## West Lothian Council

Information on council performance comes from statutory performance indicators, value for money and other reports. **All** of these must be taken into account in considering how a council is performing. Further details about all of the information below are available in Section 1 of this document.

### Contextual data

- total resident population 161,020
- number of households 68,120
- Grant Aided Expenditure for 2004/2005 (£'000) 241,639
- Band D Council Tax for 2004/2005 (£) 1,028

### Statutory Performance Indicators - summary information

The council's performance worsened by 5% or more on 10 measures, and improved by 5% or more on 13 measures.

	Measures that worsened by...			Measures that improved by...		
	>15%	10-14%	5-9%	5-9%	10-14%	>15%
<b>Scotland</b>						
<b>West Lothian</b>	4	1	5	5	2	6

A full set of the SPI measures used for this analysis is included at the end of the profile.

In 2001/02 this council had a ranking of 25 or below in indicators 11, 19 and 58. By 2003/04, they had improved by at least 5% in all of these indicators.

Indicator number	Indicator definition
19	Accuracy and security of processing - percentage of cases for which the calculation of benefit due was correct.

### Progress towards Best Value

Between 1999 and 2002, the Accounts Commission's Performance Management and Planning (PMP) audit assessed the arrangements that councils' had in place to manage their performance under Best Value. It examined the extent to which councils and their various services had in place the basic building blocks for Best Value, in particular the key management processes required. Comment on the findings of the PMP Audit for the council may be found in the Profiles for 2001/02.

The PMP audits are now being superseded by a cyclical programme of Best Value and Community Planning audits. This programme began in early 2004 and aims to cover all 32 councils over three years.

### Accounts Commission/Audit Scotland reports (April 2003 to December 2004)

- There were no Accounts Commission statutory reports published on this council during the time period
- The appointed auditor's report on the council's financial statement for the year was unqualified
- The following Value for Money reports were published during the time period and looked at the comparative performance of all councils:
  - *'Bye now, pay later? A follow-up review of the management of early retirement'* (June 2003). This report made no specific mention of West Lothian Council.
  - *'Dealing with offending by young people A follow-up report'* (November 2003). This report made no specific mention of West Lothian Council.

- *'Maintaining Scotland's Roads'* (November 2004). The report identifies West Lothian Council as one of only seven where less than 40% of the roads network should be considered for repair.

More information about the work of the Accounts Commission and Audit Scotland are available at [www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk)

#### **Inspectorates (April 2003 to December 2004)**

- HM Inspectorate of Education completed a QMiE inspection of the council's education department in September 2004. More information is available at [www.scotland.gov.uk/hmie](http://www.scotland.gov.uk/hmie)
- The Benefit Fraud Inspectorate did not undertake an inspection of the council during this time period. More information is available at [www.bfi.gov.uk](http://www.bfi.gov.uk)
- The Social Work Services Inspectorate included a section on this council in their annual report *'Growth & Development'* (November 2002). More information is available at [www.scotland.gov.uk/socialwork/swsj](http://www.scotland.gov.uk/socialwork/swsj)
- The Food Standards Agency completed an audit of this council's food law enforcement services as part of their audit scheme year 3 (April 2003 to March 2004). More information is available at [www.foodstandards.gov.uk](http://www.foodstandards.gov.uk)

For more information on the work of Inspectorates in general, please refer to Section 1 of this report.

#### **Scottish Public Services Ombudsman (April 2003 to December 2004)**

- There were no findings of maladministration against this council during this time period.

More information on the work of the Ombudsman is available at [www.scottishombudsman.org.uk](http://www.scottishombudsman.org.uk)

## Statutory Performance Indicators – list of measures

### West Lothian

	Measure	Rank in 03/04		PI measurement			Better ✓ or worse X since 01/02		
		1-32	✓1-8 X 25-32	01/02	02/03	03/04	5-9%	10-14%	>15%
<b>Adult Social Work</b>									
1	Staff qualification – the percentage of care staff who are qualified, working in care homes for older people	11		35	41	51			✓
2	Staff qualification – the percentage of care staff who are qualified, working in care homes for other adults	3	✓	62	62	71		✓	
3	Privacy - percentage of residential care places occupied by older people that are in single rooms	8	✓	-	-	94.0			
4	Privacy - percentage of residential care places occupied by older people that have en-suite facilities	2	✓	-	-	95.7			
5	Privacy - percentage of residential places occupied by other adults that are in single rooms	13		-	-	94.9			
6	Privacy - percentage of residential places occupied by other adults that have en-suite facilities	17		-	-	31.3			
7	Home care - total hours as a rate per 1,000 population aged 65+	29	X	-	-	312.8			
8	Home care - number of home care clients aged 65+ receiving personal care as a percentage of clients	3	✓	-	-	84.9			
9	Home care - number of home care clients aged 65+ receiving care in evenings/overnight as a percentage of clients	1	✓	-	-	64.2			
10	Home Care - number of home care clients aged 65+ receiving care at weekends as a percentage of clients	16		-	-	47.7			
11	Social enquiry reports - the proportion of reports requested by the courts that were allocated to social work staff within 2 working days of receipt by the social work department	31	X	32.2	40.0	54.9			✓
12	Social enquiry reports - the proportion of reports submitted by the social work department to the courts by the due date	13		99.5	99.9	99.5			
13	Probation - the proportion of new probationers seen by a supervising officer within one week	5	✓	100.0	76.7	94.7	X		
14	Probation - the proportion of people subject to a probation order who were reported to the court for breach of probation during the year	16		8.7	16.6	18.7			X
15	Community service - the average hours per week taken to complete community service orders	11		3.2	4.1	3.9			✓
<b>Benefits Administration</b>									
16	Administration costs - the overall gross administration cost (£) per council tax or housing benefit application	6	✓	35.84	39.41	41.85			X
17	New claims - the average time (days) taken to process new claims	8	✓	31	35	36			X
18	Changes of circumstances - the average time (days) taken to process notifications of changes of circumstances	16		11	11	12	X		
19	Accuracy and security of processing - percentage of cases for which the calculation of benefit due was correct.	21		90.9	94.2	94.8			
<b>Children's Services</b>									
20	Primary schools - the percentage of schools in which the ratio of pupils to available places is between 61% and 100%	17		61.5	62.1	63.6			
21	Secondary schools - the percentage of schools in which the ratio of pupils to available places is between 61% and 100%	14		81.8	90.9	81.8			
22	Special educational needs - the average number of weeks taken to complete an assessment of special educational needs	20		28	25	28			
23	Child care placements – the percentage of children being looked after by the council who are in community placements	3	✓	91.1	91.1	91.2			

**West Lothian**

	Measure	Rank in 03/04		PI measurement			Better ✓ or worse ✗ since 01/02		
		1-32	✓ 1-8 ✗ 25-32	01/02	02/03	03/04	5-9%	10-14%	>15%
<b>Children's Services</b>									
24	Staff qualification – the percentage of care staff in residential homes for children who are qualified	5	✓	73	79	75			
25	Privacy - percentage of residential places occupied by children that are single rooms	11		-	-	95.1			
26	Privacy - percentage of residential places occupied by children that have en-suite facilities	18		-	-	9.8			
27	Social background reports - percentage of reports requested by the Reporter, that were submitted within 20 days	12		-	-	41.0			
28	Supervision - percentage of children made subject to a supervision order that were seen by a supervising officer within 15 days	12		-	-	90.9			
<b>Corporate Management</b>									
29	Sickness absence - the percentage of working days lost through sickness absence for chief officers, administrative, professional, technical and clerical staff	10		4.6	4.7	4.7			
30	Sickness absence - the percentage of working days lost through sickness absence for craft and manual employees	5	✓	6.9	6.1	5.2			✓
31	Sickness absence - the percentage of working days lost through sickness absence for teachers	15		3.7	4.1	3.9	✗		
32	Litigation claims - number of claims per 10,000 population	30	✗	-	-	45.6			
33	Equal opportunities policy - percentage of highest paid 2% of earners among council employees that are women	10		-	-	31.7			
34	Equal opportunities policy - percentage of highest paid 5% of earners among council employees that are women	21		-	-	31.7			
35	Council tax - the gross cost of collecting council tax per dwelling (£) (see note 2)	3	✓	-	7.32	8.41			
36	Council tax - the percentage of council tax income for the year that was collected in the year (see note 2)	22		91.4	92.3	92.7			
37	Non-domestic rates - percentage of income due from non-domestic rates that was received by the end of the year	5	✓	-	98.2	98.2			
38	Invoice payment - the percentage of invoices paid within 30 days	4	✓	-	-	90.7			
<b>Cultural and Community Services</b>									
39	Sport and Leisure Management - the number of attendances per 1,000 population for all pools	7	✓	4238	3862	4364			
40	Indoor facilities - the number of attendances per 1,000 population	9		5439	5397	4793		✗	
41	Processing time - the average time (days) taken to satisfy library book requests	16		19	22	18			✓
42	Stock turnover – the percentage of the national target met for replenishing lending stock for adults	9		71.3	92.0	75.3			✓
43	Stock turnover – the percentage of the national target met for replenishing lending stock for children and teenagers	12		68.0	108.7	73.3			✓
44	Use of libraries – the number of borrowers as a percentage of the resident population	8	✓	26.2	27.1	27.7			✓
45	Use of libraries – the average number of issues per borrower	26	✗	28.2	25.6	23.5			✗
46	Learning centre and learning access points - number of users as a percentage of the resident population	23		-	3.4	3.9			
47	Learning centre and learning access points - number of time terminals are used per 1,000 population	24		-	330.8	402.3			

## West Lothian

	Measure	Rank in 03/04		PI measurement			Better ✓ or worse ✗ since 01/02		
		1-32	✓ 1-8 ✗ 25-32	01/02	02/03	03/04	5-9%	10-14%	>15%
<b>Development Services</b>									
48	Building warrants - percentage of requests for a building warrant responded to within 15 days	11		-	73.8	70.9			
49	Building warrants - percentage of building warrants issued (or an application otherwise determined) within 6 days	20		-	91.2	80.2			
50	Completion certificates - average time (days) taken to respond to a request for a completion certificate	6	✓	-	3	3			
51	Completion certificates - percentage of completion certificates issued (or an application otherwise determined) within 3 days	26	✗	-	89.3	71.3			
52	Processing time – the percentage of householder applications dealt with within two months	5	✓	88.0	95.6	90.4			
53	Processing time – the percentage of all applications dealt with within two months	2	✓	75.6	80.6	78.5			
<b>Housing</b>									
54	Tenancy changes - the percentage of rent loss due to voids	1	✓	0.47	0.44	0.40		✓	
55	Tenancy changes - the percentage of empty houses that were re-let within four weeks	1	✓	94.9	92.9	94.3			
56	Rent arrears - current tenant arrears as a percentage of the net amount of rent due in the year (see note 2)	3	✓	3.5	3.2	3.2	✓		
57	Rent arrears - the percentage of current tenants owing more than 13 weeks' rent at the year end, excluding those owing less than £250 (see note 2)	7	✓	2.3	2.5	2.4			
58	Council house sales - the percentage of sales completed within 26 weeks	18		23.8	15.0	51.5			✓
59	Homelessness - average time between presentation and completion of duty by the council for those cases assessed as homeless or potentially homeless	14		-	-	9.7			
60	Homelessness - percentage of cases reassessed as homeless or potentially homeless within 12 months of previous case being completed	21		-	-	11.6			
<b>Protective Services</b>									
61	Food hygiene - the percentage of premises with a minimum inspection frequency of 12 months or less, that were inspected on time	21		98.3	96.9	94.6			
62	Noise complaints - the percentage of cases settled on first contact that were dealt with on day of receipt	27	✗	-	-	59.8			
63	Noise complaints - the percentage of cases needing further action, completed within 14 days of receipt	6	✓	-	-	80.6			
64	Pest control - the percentage of responses to requests for high-priority pest control services within two days	20		90.4	82.8	93.9			
65	Pest control - the percentage of responses to requests for low-priority pest control services within five days	6	✓	99.3	98.4	99.3			
66	Consumer complaints - the percentage of complaints processed within 14 days of receipt	11		90.9	89.7	88.8			
67	Business advice requests - the percentage of requests dealt with within 14 days of receipt	19		97.1	96.1	95.1			
<b>Roads &amp; Lighting</b>									
68	Carriageway condition - percentage of network that should be considered for maintenance treatment	1	✓	-	-	23.0			
69	Traffic light repairs - the percentage of repairs completed within 48 hours	14		92.5	93.3	93.0			
70	Street light repairs - the percentage of repairs completed within seven days	16		95	94	95			

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	Measure	Rank in 03/04		PI measurement			Better ✓ or worse ✗ since 01/02		
		1-32	✓ 1-8 ✗ 25-32	01/02	02/03	03/04	5-9%	10-14%	>15%
<b>Waste Management</b>									
71	Refuse collection - the gross cost per property (£) of refuse collection (see note 2)	15		48.57	52.73	51.35	✗		
72	Refuse collection - the gross cost per property (£) of refuse disposal (see note 2)	5	✓	43.20	51.64	46.24	✗		
73	Refuse collection - the percentage of special uplifts of bulky domestic refuse completed within five days	8	✓	97.4	98.3	97.2			
74	Refuse collection - the number of complaints per 1,000 households	19		-	-	24.0			
75	Recycling - of the household, commercial and industrial waste collected by the authority, the percentage that was recycled	18		5.8	9.8	11.1			✓
		✓ 1-8	28						
		✗ 25-32	6						

Data features	Symbol	01/02	02/03	03/04
No Service	(NS)	0	0	0
Failure to report	(FTR)	0	0	0
Unreliable data	(underlined)	0	0	0

### Notes

1. An underlined measurement indicates unreliable data.
2. This measure is presented in family groups in Section 3.
3. Unreliable data has not been ranked.

Count of measures showing significant change since 2001/02	
<b>Improvement</b>	
5-9%	5
10-14%	2
>15%	6
<b>Decline</b>	
5-9%	5
10-14%	1
>15%	4