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26 July 2018

Dear [REDACTED]

Participation Request – Final Outcome Improvement Process

Thank you for your letter of 1 July 2018 in response to the Decision Notice and proposed outcome improvement process for your participation request, approved by the council on 15 June 2018.

Your comments on the proposed outcome improvement process have been taken on board and the final process is outlined below.

The outcome improvement process is engagement and discussion between the council and BCC to improve the outcomes identified in your application, that is, to increase awareness in the community of roads policies and procedures and consider ongoing BCC involvement in developing and reviewing those policies and procedures.

The process is intended to operate through:-

1. A visit by invitation to BCC to visit the depot to meet staff and find out more about what goes on, with a Q&A opportunity
2. Followed by a meeting between officers and BCC to consider:-
 - information on the council's capital programme and revenue budgets, what resources are available and the allocation of those resources
 - changes to the presentation and publication of information on the capital works programme going forward (e.g. on the website)
 - how progress on the capital programme is reported and publicised to ensure the community is kept informed
 - BCC input on where works are needed (e.g. footways, paths)
 - ways to raise awareness in the community of scheduling and commencement of works
 - consultation arrangements either via website or through other community preferences, to continue to provide opportunities for communities to have their say

3. A follow-up meeting between officers and BCC to review progress and effectiveness of changes

BCC will be required to participate by delegating an appropriate number of representatives to attend meetings with appropriate authority to speak for BCC and who will feed back on progress to BCC. I note that you have already provided an indication of your representatives. BCC's participation will have to recognise and work in the context of the council's corporate policies and procedures which are essential to ensure economic and efficient use of council resources overall. It will also have to take into account the possible strain on council facilities should similar or wider arrangements have to be extended across all community councils.

This outcome improvement process will be established by the council by **24 October 2018**. A report will be published on completion of the process.

My colleague, Graeme Malcolm (Roads and Transportation Manager), will be in touch regarding arrangements for the visit to the depot.

In the meantime, if you have any questions please contact the Community Planning and Regeneration team at community.planning@westlothian.gov.uk.

Yours sincerely

Craig McCorriston
Head of Planning, Economic Development and Regeneration