

West Lothian Council  
**Publication scheme**



**WEST LoTHIAN COUNCIL DELIVERS**

[westlothian.gov.uk](http://westlothian.gov.uk)



## Publication scheme - revised May 2005

<b>Contents</b>		
<b>A General information</b>		
<b>1</b>	Introduction	page <b>2</b>
<b>2</b>	About us	pages <b>2, 3 and 4</b>
<b>3</b>	Developing the scheme	page <b>4</b>
<b>4</b>	Responsibility for the publication scheme	pages <b>4 and 5</b>
<b>5</b>	Exemptions	page <b>5</b>
<b>6</b>	Archiving policy	page <b>5</b>
<b>7</b>	Copyright	page <b>5</b>
<b>8</b>	Accessing information under the publication scheme	pages <b>5 and 6</b>
<b>9</b>	Charging policy	page <b>6</b>
<b>10</b>	Complaints	page <b>6</b>
<b>11</b>	Feedback	page <b>6</b>
<b>12</b>	Classes of information	page <b>7</b>
<b>B Main categories</b>		
<b>1</b>	Classes of information	pages <b>8 to 25</b>
	<b>Appendix 1:</b> Committee structure	page <b>26</b>
	<b>Appendix 2:</b> Management structure	page <b>27</b>
	<b>Appendix 3:</b> Contact details	page <b>28</b>
<b>C Index</b>		pages <b>29 to 35</b>



We are delighted to tell you that the **Publication scheme** has been awarded a Crystal Mark from the Plain English Campaign. This is recognition that the document has achieved the toughest standard of clarity.

# A General information

## 1 Introduction

### **The Freedom of Information (Scotland) Act 2002**

On 1 January 2005, new rights were introduced giving access to information held by local authorities under the Freedom of Information (Scotland) Act 2002. We, West Lothian Council, consider the public interest in the information we hold. In preparing to meet our responsibilities under the Freedom of Information (Scotland) Act 2002, including drawing up this publication scheme, we have taken into account the importance of being open and clear. We already make a large amount of information available in a variety of ways.

The purpose of this scheme is to show what information we make available to the public and to show our commitment to being honest and open. The layout and content of the scheme will help you to easily find up-to-date information on topics which are of interest to you.

## 2 About us

We are the biggest employer in the area with around 7,500 employees delivering 100 different services, including education, social work, housing, environmental health, planning, economic development, highways and transport.

Police and fire services are provided on our behalf by the Lothian and Borders Joint Police Board and the Lothian and Borders Joint Fire Board. These are statutory boards responsible for police and fire services in the council areas of Midlothian, East Lothian, Edinburgh and Scottish Borders, as well as West Lothian.

Valuation services are provided on our behalf by the Lothian Valuation Joint Board, who are responsible for valuation services in the council areas of Midlothian, East Lothian and Edinburgh, as well as West Lothian.

Electoral registration services are carried out on our behalf by the Lothian Electoral Joint Committee, supported by the councils of West Lothian, Midlothian, East Lothian and Edinburgh. There are details of access to information on the electoral registration in the publication scheme for the Lothian Valuation Joint Board.

All of the three joint boards above have their own publication scheme, which you can access by contacting the following.

### **Freedom of Information Officer**

Lothian and Borders Police  
West End Police Station  
Torphichen Place  
Edinburgh  
EH3 8DY  
Phone: **0131 221 2091**  
Website: **www.lbp.police.uk**

### **Freedom of Information Officer**

Lothian and Borders Fire  
Brigade  
Brigade Headquarters  
Lauriston Place  
Edinburgh  
EH3 7DE  
Phone: **0131 228 2401**  
Website: **www.lbfire.org.uk**

### **The Assessor**

Lothian Valuation Joint Board  
Chesser House  
500 Gorgie Road  
Edinburgh  
EH11 3YJ  
Phone: **0131 445 7455**  
Website:  
**www.lothian-vjb.gov.uk**

Licensing premises for selling alcohol and for betting and gaming is carried out in West Lothian by the West Lothian Licensing Board, which has its own publication scheme. You can get details of this scheme from the clerk to the board based in West Lothian House, who you can contact on **01506 776853** or at **www.westlothian.gov.uk**

**Social Inclusion Partnership**

West Lothian Social Inclusion Partnership (SIP) was fully included in the community planning structures and processes in 2004. Following the introduction of the Scottish Executive's Community Regeneration Fund in September 2004, the Community Planning Partnership has developed a Regeneration Outcome Agreement (ROA) setting out how we will regenerate the most disadvantaged areas in West Lothian.

The West Lothian SIP aimed to have a long-term effect by influencing services and opportunities for children and young people in West Lothian who are at risk of being excluded from society. The ROA is a development of the work of the SIP and will concentrate on those areas most in need while also supporting disadvantaged groups or people across the whole council area.

For more information on community planning, see page 13.

**Community Health and Care Partnership**

The Community Health and Care Partnership (CHCP) was set up in West Lothian on 1 April 2005. The partnership is jointly managed by West Lothian Council and NHS Lothian and covers a wide range of health services and council services, including services for children.

For more information see 'Social care' on page 23.

**Publicly owned companies**

Companies owned by West Lothian Council all have their own publication scheme. They are Business Gateway West Lothian Limited and West Lothian Enterprise Limited.

For more information, please phone the Economic Development Manager on **01506 777917**.

Thirty-two councillors are elected to represent local wards on West Lothian Council. For more information, see page 14.

Elected members make policy decisions at full council, committee and subcommittee meetings, which are open to members of the public. Committee agendas and reports, and the minutes of all council meetings, are available in printed form. We also publish details on the website at **[www.westlothian.gov.uk](http://www.westlothian.gov.uk)**

We publish an annual report - Factfile - which we send to every local household and business. It gives detailed information about services we provide and our financial performance. Factfile also includes a questionnaire which gives you the opportunity to make comments about our performance. See page 15 for the contact details for Factfile.

We have approved a four-year corporate plan that sets out our main aims and priorities until 2007. We have developed a four-year financial plan to make sure we have enough resources to meet these priorities. See page 15 for information on the corporate plan and forward planning.

We are committed to improving the quality of life for everyone living and working in West Lothian. We will achieve this by working with other agencies such as health, the emergency services and the voluntary sector. The aim is to develop services and make them more accessible and better value.

We are also committed to working with local residents and making sure we continue to provide high-quality services to the people of West Lothian.

For more information about West Lothian, visit the community website 'West Lothian On-line' at **[www.westlothian.gov.uk](http://www.westlothian.gov.uk)**.

### 3 Developing the scheme

In line with section 23 of the Freedom of Information (Scotland) Act 2002, our publication scheme sets out the classes of information which we publish or are going to publish.

We already make a lot of information available to the public through:

- the website;
- a range of council outlets;
- our own quarterly newspaper Bulletin; and
- the local and national media.

We welcome the introduction of the Freedom of Information (Scotland) Act 2002 as an opportunity to improve the ways in which we inform the public and manage the large amount of information we hold. Information is an important asset, and the Freedom of Information Act will help us make it more widely available and manage it more efficiently. It will help to make services more open and accessible to the public.

The purpose of the publication scheme is to make sure that a significant amount of information is available without people having to ask for it. We want our scheme to encourage our staff to publish more information than they need to publish under existing legislation and to develop a greater culture of openness.

The publication scheme does not cover material which we do not publish regularly, but it does include information on library, archive and records-management services, including policies and procedures relating to these services.

Unless we say otherwise, all the information listed in the scheme relates to the current version. As information is replaced or is no longer used, it will be replaced or removed from the scheme. If the information you want is not current and does not appear elsewhere in this publication scheme, it may be available from our Archives and Record Management Service or the Library Service (details are listed below). While you can inspect historical information, or information held in libraries, for free, there may be a charge for providing photocopies of a document. Also, there may be a research fee for enquiries that need specialist research by archive staff. You can get details of current charges from the Archives and Records Management Services or Library Services.

#### **Archives and Records Centre**

9 Dunlop Square  
Deans Industrial Estate  
Livingston  
EH54 8SB  
Phone: **01506 773770**  
E-mail: [library.archives@westlothian.org.uk](mailto:library.archives@westlothian.org.uk)  
Website: [www.westlothian.gov.uk/content/leisure/heritage](http://www.westlothian.gov.uk/content/leisure/heritage)

#### **Library Services**

West Lothian Council  
Connolly House  
Hopefield Road  
Blackburn  
EH47 7HZ  
Phone: **01506 776336**  
E-mail: [library.info@westlothian.gov.uk](mailto:library.info@westlothian.gov.uk)  
Website: [www.westlothian.gov.uk/libraries](http://www.westlothian.gov.uk/libraries)

**We did the following when preparing our publication scheme.**

- Consulted focus groups taken from the West Lothian Citizens Panel.
- Published details in our newspaper, Bulletin, which we send to 70,000 homes and businesses every three months.
- Published details in our employee newsletter, Inside News.
- Published information on the new West Lothian community website ([www.westlothian.gov.uk](http://www.westlothian.gov.uk)).

## 4 Responsibility for the publication scheme

The officer with overall responsibility for the publication scheme is:

**Martin Armstrong**

Director  
Customer and Support Services  
West Lothian Council  
West Lothian House  
Almondvale Boulevard  
Livingston  
West Lothian  
EH54 6QG.

The officer responsible for maintaining information on a day-to-day basis is:

**Evelyn Cargill**

Corporate Communications Manager  
West Lothian Council  
West Lothian House  
Almondvale Boulevard  
Livingston  
West Lothian  
EH54 6QG.  
E-mail: [communications@westlothian.gov.uk](mailto:communications@westlothian.gov.uk)

## 5 Exemptions

Our aim is to be as open as possible. However, we may withhold information if we think that it may seriously affect law enforcement, legal proceedings or our regulatory or enforcement activity. We can withhold information which may seriously affect the commercial interests of any person or organisation, and may also withhold information which is personal under the Data Protection Act 1998. In these cases, we will tell you why we are withholding information. If you want to complain about information which we have withheld from you, please read section 10, 'Complaints'.

## 6 Archiving policy

We have our own policy for managing archives and records. For more information, contact the archivist and records manager on **01506 773770**.

## 7 Copyright

You can copy or reproduce the information you get from this publication scheme without formal permission as long as you:

- copy or reproduce it accurately;
- do not use it in a misleading context; and
- identify the source of the material and acknowledge the copyright status.

## 8 Accessing information under the publication scheme

The publication scheme shows how you can get information from us, and you should use the contact details shown for each entry. If you have any difficulty, you can also get information in the following ways:

- **On-line:** Most of the information listed in our publication scheme is available on our website at [www.westlothian.gov.uk](http://www.westlothian.gov.uk) and can be made available in paper format if you ask us. Free internet access is offered at the following libraries. Staff can provide help in using computers and the internet.

Free internet access	
Almondbank Library, Craigshill Shopping Mall, Craigshill	01506 777500
Armadale Library, West Main Street, Armadale	01501 678400
Bathgate Library, Hopetoun Street, Bathgate	01506 776400
Blackburn Library, Shopping Centre, Blackburn	01506 776500
Broxburn Library, West Main Street, Broxburn	01506 775600
Carmondean Library, Carmondean Centre, Livingston	01506 777602
East Calder Library, 200 Main Street, East Calder	01506 883633
Fauldhouse Library, Lanrigg Road, Fauldhouse	01501 770358
Lanthorn Library, Kenilworth Rise, Dedridge, Livingston	01506 777700
Linlithgow Library, The Vennel, Linlithgow	01506 775490
West Calder Library, Main Street, West Calder	01506 871371
Whitburn Library, Union Road, Whitburn	01501 678050

- **By e-mail:** If the information you ask for is not available on the website but is listed in the publication scheme, we may be able to send it by e-mail. E-mail us at [customer.service@westlothian.gov.uk](mailto:customer.service@westlothian.gov.uk)
- **By phone:** You can ask for information over the phone. Please provide full contact details, including a phone number, so that we can confirm any details if necessary. Phone the customer service centre on **01506 775000**.
- **By post:** Most information is also available as a paper copy. Please contact the customer service centre on **01506 775000**. When you ask for information, please give your name and address, and details of the information or documents you want to see.
- **Personal visits:** For some classes of information you will need to make an appointment to look at material. Please contact the customer service centre on **01506 775000**.

You can get copies of this publication scheme from Council Information Services (CIS) centres or by contacting the customer service centre on **01506 775000**, at [customer.service@westlothian.gov.uk](mailto:customer.service@westlothian.gov.uk) or on textphone **18001 01506 651115**. We can provide information in Braille, on tape, in large print and in community languages. Please contact the Interpretation and Translation Service on **0131 242 8181**.

## 9 Charging policy

Most of the information in the scheme is available free of charge. However, some publications may involve a charge and where this applies a £ sign will appear under the cost heading in the relevant class. Also, if we have to print off or copy information to meet an enquiry, we have the right to make a copying and postal charge. We will tell you about any photocopying charges at the time of your request, but this will generally be 10p for every A4 sheet. Other charges may apply for larger sizes of paper. We will charge the cover price for any publications we produce. We will regularly review our charges, and we will not charge for material that has previously been available for free.

## 10 Complaints

You can make a complaint about our publication scheme:

- in writing to any Council Information Services centre;
- by phoning the customer service centre on **01506 775000**; or
- by e-mailing **customer.service@westlothian.gov.uk**

If you are still not satisfied with the way we have handled your request, you may ask for an independent review from the Scottish Information Commissioner. Please make your request in writing to:

### **The Scottish Information Commissioner**

Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS.  
Phone: **01334 464610**  
Fax: **01334 464511**  
E-mail: **enquiries@itspublicknowledge.info**

## 11 Feedback

We welcome comments about our publication scheme, including whether you found the information easy to find and whether there is any other information which you would like to see be made available. You can make comments at any Council Information Services (CIS) centre or by contacting the customer service centre on **01506 775000**, at **customer.service@westlothian.gov.uk** or on textphone on **18001 01506 651115**.

## 12 Classes of information

Our publication scheme is based on the principle of providing easier access to information for anyone who needs it. The structure of the scheme reflects the content and format of our website at **www.westlothian.gov.uk**

The scheme is divided into general categories to help you find information. You do not need to know how we are structured to find your way through the scheme. We have included an index which lists the classes of information alphabetically to help you find the information you need. For example, if you are looking for 'Arts', go to the index which will direct you to category 10 'Leisure and tourism - class Arts'. We will review the publication scheme every year.

## B Main categories - Classes of information

<b>Category 1</b>	<p><b>Advice, benefits and emergencies</b></p> <p>A to Z Advice and benefits Emergencies</p>
<b>Category 2</b>	<p><b>Business</b></p> <p>Business advice Commercial property Inprint Licensing Procurement and tendering Trading standards</p>
<b>Category 3</b>	<p><b>Community, people and living</b></p> <p>Births, deaths and marriages Community councils Community planning Community safety Voluntary organisations</p>
<b>Category 4</b>	<p><b>Council and democracy</b></p> <p>Committee information Complaints Corporate governance Council Tax and Non-Domestic Rates Councillors Elections Electoral registration Finance services Forward planning Information technology Justices of the peace News Performance</p>
<b>Category 5</b>	<p><b>Education and training</b></p> <p>Community education Education welfare Home teaching Lifelong learning Schools School standards</p>

<p><b>Category 6</b></p>	<p><b>Waste</b>                  Waste                  Environmental health                  Neighbourhood environment teams and land services                  Planning and building control                  Strategic planning</p>
<p><b>Category 7</b></p>	<p><b>Health</b>                  Drug and alcohol                  Health improvement</p>
<p><b>Category 8</b></p>	<p><b>Housing</b>                  Accommodation support and policies                  Housing information and advice                  Owning and renting                  Travellers</p>
<p><b>Category 9</b></p>	<p><b>Jobs and careers</b>                  Employment policy and procedures                  Job vacancies</p>
<p><b>Category 10</b></p>	<p><b>Leisure and tourism</b>                  Archives                  Arts                  Countryside                  Libraries                  Outdoor education and sports                  Tourism development</p>
<p><b>Category 11</b></p>	<p><b>Social care</b>                  Adult services                  Children and families                  Children's panel                  Criminal and youth justice                  Disability                  Older people</p>
<p><b>Category 12</b></p>	<p><b>Transport and roads</b>                  Community transport                  Public transport                  Roads</p>

<b>Category 1 Advice, benefits and emergencies</b>	
<b>Class</b>	<b>A to Z</b>
<b>Description</b>	A list of services offered by us and other public agencies based in West Lothian. It includes useful information about the services, common questions and contact details.
<b>Format</b>	Currently available on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Class</b>	<b>Advice and benefits</b>
<b>Description</b>	Including information on advice centres, health and safety, consumer advice, energy advice, Housing Benefit and Council Tax Benefit and appeals, emergency services, licensing laws, service plan for advice shop, policies and procedures, statistics and performance standards.
<b>Format</b>	Currently available on paper and on our website <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Advice Shop</b> Unit 9-12 Waverley Street Bathgate EH48 4HY Phone: 01506 776444 CIS centres and customer service centre (full contact details are in appendix 2)
<b>Class</b>	<b>Emergencies</b>
<b>Description</b>	Including information on the social-care emergency team's out-of-hours emergency service, winter maintenance and weather emergency service, emergency planning and our plan for major incidents.
<b>Format</b>	Currently available on paper and on our website <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Social Care Emergency Team</b> Suite 11 West Lothian House Almondvale Boulevard EH54 6QG Phone: 01506 777401 For winter maintenance and weather emergencies, contact the following.  <b>Emergency Planning Officer</b> Whitehill House 7 Whiteside Place Whitehill Industrial Estate Bathgate EH48 2HA Phone: 01506 776555  <b>Operational Services</b> West Lothian House Almondvale Boulevard EH54 6QG Phone: 01506 777370

<b>Category 2 Business</b>	
<b>Class</b>	<b>Business advice</b>
<b>Description</b>	Information and advice on business opportunities, including the West Lothian Business Directory, Economic Strategy for West Lothian, Strategic Action Plan, grants and funding, case studies, international activities, women in business, e-business and the annual report.
<b>Format</b>	Currently available on paper and on our website <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Business Development Manager</b> Economic Development Lennox House Almondvale Boulevard Livingston EH54 6QP Phone: 01506 777400
<b>Class</b>	<b>Commercial property</b>
<b>Description</b>	Information and property news in West Lothian, including available property and a property magazine.
<b>Format</b>	Occasionally available on paper and on our website <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Property Management and Development</b> Lammermuir House Owen Square Livingston EH54 6PW Phone: 01506 775742
<b>Class</b>	<b>Inprint</b>
<b>Description</b>	Information on the printing services available to us.
<b>Format</b>	Mainly paper
<b>Contact</b>	<b>Inprint</b> Whitehill House 7 Whitestone Place Whitehill Industrial Estate Bathgate EH48 2HA Phone: 01506 776555
<b>Class</b>	<b>Licensing</b>
<b>Description</b>	Including the register of decisions, agendas, minutes, list of applicants and applications for taxi licences.
<b>Format</b>	Currently available in paper format.
<b>Contact</b>	<b>Legal Services</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777240 Copies of taxi applications are available if you ask us. There is a standard charge of £57 for copies that you need for commercial purposes.

<b>Category 2 Business</b>	
<b>Class</b>	<b>Procurement and tendering</b>
<b>Description</b>	Information on procedures relating to tendering for construction contracts, as set out in the standing orders.
<b>Format</b>	Currently available in paper format.
<b>Contact</b>	<b>Construction Services</b> Lammermuir House Owen Square Livingston EH54 6PW Phone: 01506 775742
<b>Class</b>	<b>Trading standards</b>
<b>Description</b>	Including information on door-to-door sales, warnings on age-restricted products, vehicle checking and small claims in the sheriff court.
<b>Format</b>	Currently available at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Trading Standards</b> 5 Inchmuir Road Whitehill Industrial Estate Bathgate EH48 2EP Phone: 01506 776410

<b>Category 3 Community, people and living</b>	
<b>Class</b>	<b>Births, deaths and marriages</b>
<b>Description</b>	Information on registering births, deaths and marriages, including a guide on getting married in West Lothian.
<b>Format</b>	Currently available in paper format.
<b>Contact</b>	<p><b>CIS centres</b>, (contact details are in appendix 3)</p> <p><b>East Calder Library</b> 200 Main Street East Calder Phone: 01506 883633</p> <p><b>Bathgate Registration Office</b> 76 Mid Street, Bathgate Phone: 01506 776633</p> <p><b>Livingston Registration Office</b> Lammermuir House Owen Square Livingston Phone: 01506 773754</p>
<b>Class</b>	<b>Community councils</b>
<b>Description</b>	Including a list of the community councils in West Lothian. We will update the list as changes happen.
<b>Format</b>	Currently available on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Class</b>	<b>Community planning</b>
<b>Description</b>	Including the community plan, a 10-year plan which sets out the vision for West Lothian in the period from 2000 to 2010, and the West Lothian Social Inclusion Partnership.
<b>Format</b>	Currently out of print. Available at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Class</b>	<b>Community safety</b>
<b>Description</b>	Information on our approach to community safety, and the aims of the Community Safety Partnership.
<b>Format</b>	Currently available in paper format and at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a> A strategy document and annual report will be available in 2004.
<b>Contact</b>	<p><b>Community Safety Development Officer</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777996</p>
<b>Class</b>	<b>Voluntary organisations</b>
<b>Description</b>	Information and guidance for community and voluntary organisations, including the community team's policies and procedures.
<b>Format</b>	Currently available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<p><b>Communities Team Manager</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 773803</p>

<b>Category 4 Council and democracy</b>	
<b>Class</b>	<b>Committee information</b>
<b>Description</b>	Including details of committees, subcommittees and outside groups, meeting dates for the council, committees and subcommittees. It includes access to council, committee and subcommittee agendas, reports (except where exempt under the Local Government Access to Information Act 1985) and minutes. It also includes access to our standing orders, scheme of delegation (decision-making powers) and committee and subcommittee responsibilities. We will update it as changes happen.
<b>Format</b>	Available at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a> (some are available in paper format only)
<b>Contact</b>	<b>Principal Support Officer</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777242
<b>Class</b>	<b>Complaints</b>
<b>Description</b>	Information on complaints made to us, including Local Government Ombudsman reports.
<b>Format</b>	Available in paper format.
<b>Contact</b>	<b>Points of View and CIS centres</b> (full contact details in appendix 2) Customer Service Centre Phone: 01506 775000 <b>Ombudsman reports</b> Support Manager Chief Executive's Office West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777106
<b>Class</b>	<b>Corporate governance</b>
<b>Description</b>	Including our code of corporate governance, standing orders, councillors' code of conduct, guidance from standards commission and councillors' register of interests.
<b>Format</b>	Currently available in paper and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Chief Legal Officer</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777208
<b>Class</b>	<b>Council Tax and Non-Domestic Rates</b>
<b>Description</b>	Including information about Non-Domestic Rates, Council Tax, billing and collection arrangements.
<b>Format</b>	Currently available in paper format.
<b>Contact</b>	<b>Team Leader Billing and Collection</b> St David House, South Bridge Street Bathgate EH48 1TT Phone: 01506 776800
<b>Class</b>	<b>Councillors</b>
<b>Description</b>	Including a list of councillors and contact details. Access to councillors' register of interests and surgery details. We will update it as changes happen.
<b>Format</b>	Currently available at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>

<b>Category 4 Council and democracy continued</b>	
<b>Class</b>	<b>Elections</b>
<b>Description</b>	Including candidates' election expenses returns, register of electors, list of meeting rooms for candidates, election results, scheme of polling districts, and scheme of polling places.
<b>Format</b>	Currently available in paper format and at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a> You will have to pay a charge for a copy of candidates' election expenses.
<b>Contact</b>	<b>Depute Returning Officer</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777135
<b>Class</b>	<b>Electoral registration</b>
<b>Description</b>	Application forms to register as an elector for elections to West Lothian Council and the Scottish, Westminster and European parliaments, and to register as a postal voter or appoint a proxy for those elections. Information on a register of electors and minutes of meetings of the Lothian Joint Committee.
<b>Format</b>	Currently available in paper format and on the Electoral Registration Officer's website at <a href="http://www.lothian-vjb.gov.uk">www.lothian-vjb.gov.uk</a> and at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Electoral Registration Officer</b> Chesser House 500 Gorgie Road Edinburgh
<b>Class</b>	<b>Finance services</b>
<b>Description</b>	Including internal audit, creditor payments, income management, risk and insurance, tenders for supplies and services, e-procurement (electronic purchasing), service accounts, financial regulations and annual accounts.
<b>Format</b>	Currently available in paper format. You will have to pay £30 for a copy of the annual accounts.
<b>Contact</b>	Service accounts from individual services. Annual accounts <b>Corporate Finance Manager</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777050
<b>Class</b>	<b>Forward planning</b>
<b>Description</b>	Including the corporate plan, a four-year plan on how we plan to deliver services from 2003 to 2007, a community plan, an annual plan on how our services are likely to develop over the next 12 months, and service plans for each service area of the council.
<b>Format</b>	Currently available at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	Corporate plan - <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a> Annual report (Factfile) <b>Best Value Manager</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777122 Website: <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a> Service plans - available from individual services.

<b>Category 4 Council and democracy continued</b>	
<b>Class</b>	<b>Information technology</b>
<b>Description</b>	Including information on internal policies, guidance notes and procedures.
<b>Format</b>	Available on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>IT Services</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777177
<b>Class</b>	<b>Justices of the peace</b>
<b>Description</b>	Including a list of justices, their duties and phone numbers. We will update it as changes happen.
<b>Format</b>	Currently available on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Class</b>	<b>News</b>
<b>Description</b>	Includes council publications, our newspaper Bulletin, staff newsletter Inside News, the information sheet for councillors and community councils, Cutting Edge, and press releases.
<b>Format</b>	Currently available in paper format and at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Corporate Communications</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777332
<b>Class</b>	<b>Performance</b>
<b>Description</b>	Information on the services we have provided over the past year and services on offer over the coming year, including our annual report, Factfile and the end-of-term report, published at the end of each administrative term.
<b>Format</b>	Available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Best Value Manager</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG

<b>Category 5 Education and training</b>	
<b>Class</b>	<b>Education welfare</b>
<b>Description</b>	Including information on the role of the education welfare service.
<b>Format</b>	Currently available as a paper guide.
<b>Contact</b>	<b>Education Welfare Team Leader</b> Lindsay House South Bridge Street Bathgate EH48 1TS Phone: 01506 776000
<b>Class</b>	<b>Community education</b>
<b>Description</b>	Including a directory of community education centres.
<b>Format</b>	Currently available in paper format.
<b>Contact</b>	<b>Education Support Services</b> Lindsay House South Bridge Street Bathgate EH48 1TS Phone: 01506 776000
<b>Class</b>	<b>Home teaching</b>
<b>Description</b>	Including the policy on educating children at home.
<b>Format</b>	Currently available in paper format.
<b>Contact</b>	<b>Customer Care</b> Lindsay House South Bridge Street Bathgate EH48 1TS Phone: 01506 776005
<b>Class</b>	<b>Lifelong learning</b>
<b>Description</b>	Including the adult and community education lifelong learning annual report, adult learning annual report and adult learning broadsheet.
<b>Format</b>	Currently available in paper format.
<b>Contact</b>	<b>Adult Learning Centre</b> 6-10 Glasgow Road Bathgate EH48 2AA Phone: 01506 776333
<b>Class</b>	<b>Schools</b>
<b>Description</b>	Including information about school boards, appointing head teachers, the hearing impaired service, guidelines for children with identified special education needs moving into West Lothian, a guide to support for learning, musical instruments, music lessons, home-to-school travel, free school meals and milk, performance licences, and a directory of education establishments.
<b>Format</b>	Currently available in paper format.
<b>Contact</b>	<b>Customer Care</b> Lindsay House South Bridge Street Bathgate EH48 1TS Phone: 01506 776005

<b>Category 5 Education and training continued</b>	
<b>Class</b>	<b>School standards</b>
<b>Description</b>	Including a local improvement plan and standards, and a quality report.
<b>Format</b>	Currently available in paper format.
<b>Contact</b>	<b>Performance Officer</b> Lindsay House South Bridge Street Bathgate EH48 1TS Phone: 01506 776022

<b>Category 6 Environment</b>	
<b>Class</b>	<b>Waste</b>
<b>Description</b>	Information on services to manage household and industrial waste (including recycling, bulky items and so on), service plans and service accounts.
<b>Format</b>	Available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Waste</b> Unit 3 Nairn Road Deans Industrial Estate Livingston EH54 8AY Phone: 01506 777800
<b>Class</b>	<b>Environmental health</b>
<b>Description</b>	Including information on infectious diseases, pest control, animal welfare, dog warden, food hygiene, food standards, air quality, asbestos, health and safety, water service plans and service accounts.
<b>Format</b>	Currently available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Environmental Health</b> County Buildings Linlithgow EH49 7EZ Phone: 01506 775400
<b>Class</b>	<b>Neighbourhood Environment Teams and Land Services</b>
<b>Description</b>	Information on managing, developing and maintaining parks, Neighbourhood Environment Teams, play areas, woodlands, trees, open spaces and street cleaning in West Lothian, including the yearly charges for services, service plans and service accounts.
<b>Format</b>	Currently available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Whitehill House</b> Whitehill Place Whitehill Industrial Estate Bathgate EH48 2HA Phone: 01506 776555

<b>Category 6 Environment continued</b>	
<b>Class</b>	<b>Planning and building control</b>
<b>Description</b>	Information on planning and development guidelines including development control policies, service standards, register of dangerous substances, tree preservation, conservation areas and listed buildings. There is a charge for the Residential Development Guide and the House Extension Guide. Buildings control information on procedures, including service standards, the complaints register, general guidance booklets and leaflets.
<b>Format</b>	Available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a> Some costs may apply.
<b>Contact</b>	Administrative Information Officer or Building Control Clerical Assistant <b>County Buildings</b> Linlithgow EH49 7EZ Phone: 01506 775222
<b>Class</b>	<b>Strategic planning</b>
<b>Description</b>	Information on land use, local plans and regional structure plans, and economic and demographic information for the district 2020 vision report paper. (£) There will be a charge for information on listed buildings and conservation areas, countryside access, environmental issues and development briefs.
<b>Format</b>	Available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a> Some costs may apply.
<b>Contact</b>	<b>Service Administrator</b> County Buildings High Street, Linlithgow EH49 7EZ Phone: 01506 775262

<b>Category 7 Health</b>	
<b>Class</b>	<b>Drug and alcohol</b>
<b>Description</b>	Including information on substance-misuse services, research reports, information and statistics, and the corporate action plan.
<b>Format</b>	Mainly available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Drug Development Officer</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777135
<b>Class</b>	<b>Health development</b>
<b>Description</b>	Including a directory of community health projects in West Lothian (currently being updated), the health development plan, policies and procedures.
<b>Format</b>	<a href="http://www.westlothian.gov.uk/living/health">www.westlothian.gov.uk/living/health</a>
<b>Contact</b>	<b>Health Improvement Team</b> Strathbrock Partnership Centre 189a West Main Street Broxburn EH52 5LH Phone: 01506 775626

<b>Category 8 Housing</b>	
<b>Class</b>	<b>Accommodation support and policies</b>
<b>Description</b>	Including policies and procedures relating to housing services, code of practice, locality plans, service plans, Neighbourhood Response Teams, information on housing support, supporting people, sheltered housing and homelessness.
<b>Format</b>	Currently available in paper format and at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>CIS Offices, Housing offices and customer service centre</b> Phone: 01506 775000 (full contact details in appendix 2) <b>Housing support and homelessness</b> Housing Support Manager or Supporting People Officer Lammermuir House Owen Square Livingston EH54 6PN Phone: 01506 773622
<b>Class</b>	<b>Housing information and advice</b>
<b>Description</b>	Including contact with your council from 8am to 8pm, former tenant arrears, antisocial behaviour order, your opinion counts, noise, welfare benefit, mutual exchange, tenant involvement, tenant-led inspection, Tenants News, Applicants News, home contents insurance, free home security, relocation grants, allocation and appeals, repairs, garden maintenance, right to repair, the kitchen and bathroom replacement programme, replacement doors and windows, aids and adaptations, carbon-monoxide detectors, smoke alarms and estate management.
<b>Format</b>	Currently available in paper format and on-line at <a href="http://www.westlothian.gov.uk/content/housing/councilhousing/">www.westlothian.gov.uk/content/housing/councilhousing/</a>
<b>Contact</b>	<b>CIS Centres, Housing offices and customer service centre</b> Phone: 01506 775000 (full contact details in appendix 2)
<b>Class</b>	<b>Owning and renting</b>
<b>Description</b>	Including leaving your property, moving out, right to buy, rent arrears, rent allowance and rebates, and other housing providers in West Lothian.
<b>Format</b>	Currently available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>CIS Centres, Housing offices and customer service centre,</b> Phone: 01506 775000 (full contact details in appendix 2)
<b>Class</b>	<b>Travellers</b>
<b>Description</b>	Including information on tenant-led inspections of our services for gypsy travellers, allocations policy and occupancy agreements.
<b>Format</b>	Currently available in paper format.
<b>Contact</b>	<b>Housing Support Manager</b> Lammermuir House Owen Square Livingston EH54 6PN Phone: 01506 773757

<b>Category 9 Jobs and careers</b>	
<b>Class</b>	<b>Employment policy and procedures</b>
<b>Description</b>	Information on policies and procedures relating to our employees.
<b>Format</b>	Currently available in paper format and at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<p><b>HR Policy Team</b>  Lammermuir House  Owen Square  Livingston  EH54 6PW  Phone: 01506 773906</p> <p><b>E-mail and internet policy information</b>  IT Services  West Lothian House  Almondvale Boulevard  Livingston  EH54 6QG  Phone: 01506 777177</p>
<b>Class</b>	<b>Job vacancies</b>
<b>Description</b>	Current job vacancies within West Lothian Council, plus supporting information including job descriptions, person specifications, conditions of employment and employment policies.
<b>Format</b>	Currently available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<p><b>HR Business Services</b>  Lammermuir House  Owen Square  Livingston  EH54 6PW  E-mail: Also <a href="mailto:recruitment@westlothian.gov.uk">recruitment@westlothian.gov.uk</a></p>

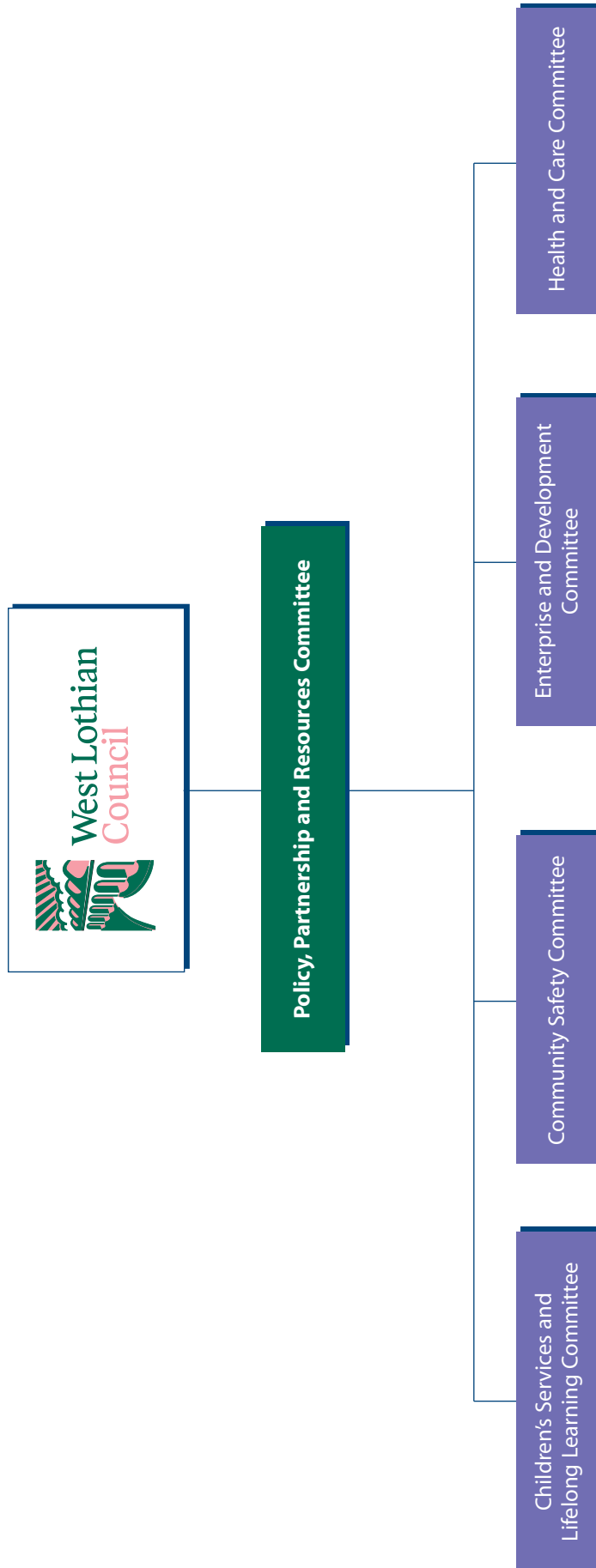
<b>Category 10 Leisure and tourism</b>			
<b>Class</b>	<b>Archives</b>		
<b>Description</b>	Information on services for managing archives and records, including policies and procedures.		
<b>Format</b>	Currently available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>		
<b>Contact</b>	<b>Archives and Records Management</b> 9 Dunlop Square Deans Industrial Estate Livingston EH54 8SB Phone: 01506 773770		
<b>Class</b>	<b>Arts</b>		
<b>Description</b>	Information on arts and cultural services, the annual report and events brochure.		
<b>Format</b>	Currently available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>		
<b>Contact</b>	<b>Arts Unit</b> Craigsfarm Maree Walk Craigshill Livingston EH54 5BP Phone: 01506 777585		
<b>Class</b>	<b>Countryside</b>		
<b>Description</b>	Information on country parks and countryside management, including the service plan and performance standards.		
<b>Format</b>	Available in paper format and on-line at <a href="http://www.beecraigs.com">www.beecraigs.com</a>		
<b>Contact</b>	<b>Countryside Manager</b> Lammermuir House Owen Square Livingston EH54 6PW Phone: 01506 773626		
<b>Class</b>	<b>Libraries</b>		
<b>Description</b>	Including a guide to library services, local history and museums.		
<b>Format</b>	Currently available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>		
<b>Contact</b>	Libraries Manager and Museums Development Officer are both based at: <b>Library Headquarters</b> Connolly House Blackburn EH47 7HZ Phone: 01506 776336		
<b>Class</b>	<b>Outdoor education and sports</b>		
<b>Description</b>	Including outdoor education, funding and sporting opportunities		
<b>Format</b>	Currently available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>		
	<table border="0"> <tr> <td>Outdoor education <b>The Lowport Centre</b> 1 Blackness Road Linlithgow EH48 4LA Phone: 01506 775390</td> <td>Sports <b>Sports Unit</b> Balbardie Park of Peace Bathgate EH48 4LA Phone: 01506 776295</td> </tr> </table>	Outdoor education <b>The Lowport Centre</b> 1 Blackness Road Linlithgow EH48 4LA Phone: 01506 775390	Sports <b>Sports Unit</b> Balbardie Park of Peace Bathgate EH48 4LA Phone: 01506 776295
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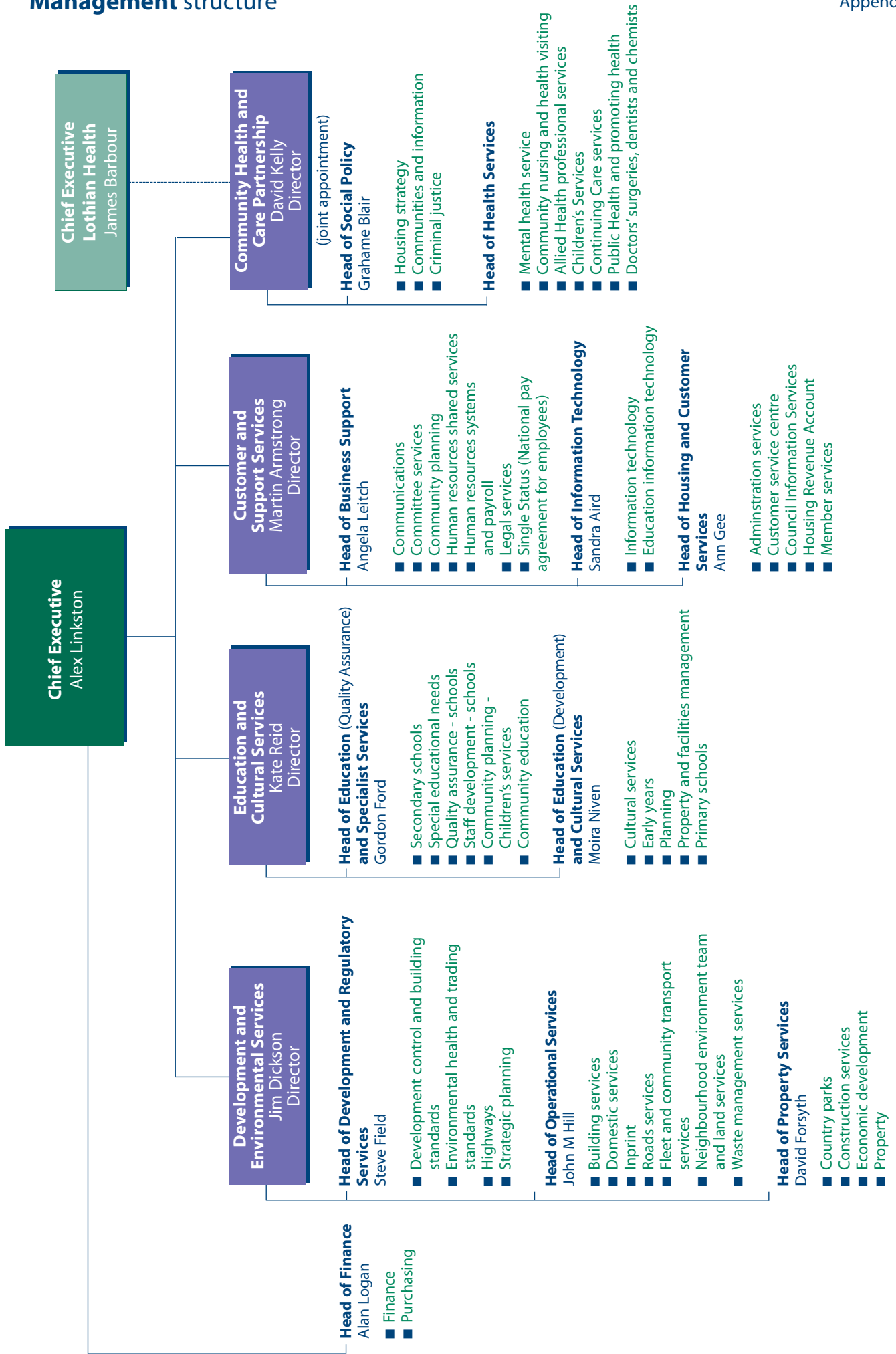
<b>Category 10 Leisure and tourism continued</b>	
<b>Class</b>	<b>Tourism development</b>
<b>Description</b>	Information on tourism opportunities, including start-up and development advice, a directory of conference and meeting venues, and a directory of accommodation.
<b>Format</b>	Available on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Economic Development</b> Lennox House Almondvale Boulevard Livingston EH54 6QP Phone: 01506 777400

<b>Category 11 Social care</b>	
<b>Class</b>	<b>Adult services</b>
<b>Description</b>	Information on services for adults with disabilities and mental-health problems, including eligibility conditions, day services, a service plan, carer information, policies and procedures.
<b>Format</b>	Currently available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Service Development Officer - Adults</b> Strathbrock Partnership Centre 189a Main Street Broxburn EH52 5LH Phone: 01506 771755
<b>Class</b>	<b>Children and families</b>
<b>Description</b>	Information on standards, policy and procedures, inspection reports, national standards, child protection, early-years childcare and children with disabilities. Also information on fostering services, carer recruitment and training.
<b>Format</b>	Currently available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Children and Families Service Development Officer</b> Strathbrock Partnership Centre 189a Main Street Broxburn EH52 5LH Phone: 01506 771799
<b>Class</b>	<b>Children's Panel</b>
<b>Description</b>	List of Children's Panel members. We will update it as changes happen.
<b>Format</b>	Currently available in paper format.
<b>Contact</b>	<b>Committee Services</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777245

<b>Category 11 Social care continued</b>			
<b>Class</b>	<b>Criminal and youth justice</b>		
<b>Description</b>	Information on policy and procedure, and individual projects.		
<b>Format</b>	Currently available in paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>		
<b>Contact</b>	<table border="0"> <tr> <td style="vertical-align: top;"> <p>Youth justice <b>ECHO Project Manager</b> Strathbrock Partnership Centre 189a Main Street Broxburn EH52 5LH Phone: 01506 774086</p> </td> <td style="vertical-align: top;"> <p>Criminal justice <b>Criminal Justice Manager</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777336</p> </td> </tr> </table>	<p>Youth justice <b>ECHO Project Manager</b> Strathbrock Partnership Centre 189a Main Street Broxburn EH52 5LH Phone: 01506 774086</p>	<p>Criminal justice <b>Criminal Justice Manager</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777336</p>
<p>Youth justice <b>ECHO Project Manager</b> Strathbrock Partnership Centre 189a Main Street Broxburn EH52 5LH Phone: 01506 774086</p>	<p>Criminal justice <b>Criminal Justice Manager</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777336</p>		
<b>Class</b>	<b>Disability</b>		
<b>Description</b>	Information policies, services and procedures for people with disabilities, including the Ability Centre and Community Equipment store.		
<b>Format</b>	Available in paper format.		
<b>Contact</b>	<p><b>Ability Centre</b> Centre Road Carmondean Livingston EH54 8PT Phone: 01506 774066</p> <p><b>Community Equipment Store Manager</b> St John's Hospital Livingston Phone: 01506 419 666 (extension 2929)</p> <p><b>Adult Services Development Officer</b> Strathbrock Partnership Centre 189a Main Street Broxburn EH52 5LH Phone: 01506 777846</p>		
<b>Class</b>	<b>Older people</b>		
<b>Description</b>	Information on services, guidelines, eligibility conditions, including a guide to support at home services, Opening Doors for Older People, meals service, shopping service, free personal nursing care, sheltered housing and New Horizon magazine. Also service plans, policy and procedures, statistics and performance standards.		
<b>Format</b>	Mainly paper format and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>		
<b>Contact</b>	<b>Older People's Service Development Officer</b> West Lothian House Almondvale Boulevard Livingston EH54 6QG Phone: 01506 777845		

<b>Category 12 Transport and roads</b>	
<b>Class</b>	<b>Community transport</b>
<b>Description</b>	Information on minibuses, minibus driver permits and specially adapted wheelchair-accessible vehicles used by us and by voluntary organisations in West Lothian.
<b>Format</b>	Currently available in various formats, including paper and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Fleet and Community Transport Manager</b> Deans Industrial Estate Unit 6 Nairn Road Livingston EH54 8AY Phone: 01506 777840
<b>Class</b>	<b>Public transport</b>
<b>Description</b>	Information on public transport, including service plans and performance standards. Information on regional and local transport strategies, road safety, local road-traffic reduction plans and structures. The standard for Development Roads Document and Traffic Flow Counts and Accident Statistics (there will be a charge for these).
<b>Format</b>	Available in paper format.
<b>Contact</b>	<b>Public Transport Manager</b> County Buildings Linlithgow EH49 7EZ Phone: 01506 775292  <b>Transportation Manager</b> County Buildings Linlithgow EH49 7EZ Phone: 01506 775269
<b>Class</b>	<b>Roads</b>
<b>Description</b>	Roads information on maintenance, winter maintenance, street lighting, and issuing road permits, service plans, annual statement of accounts, performance standards and committee reports.
<b>Format</b>	Currently available in various formats, including paper and on-line at <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>
<b>Contact</b>	<b>Roads Services Manager</b> Whitehill House 7 Whitestone Place Whitehill Industrial Estate Bathgate EH48 2HA Phone: 01506 776555





<b>Contact details</b>	
<b>Council Information Services (CIS) Centres</b>	
<b>Customer service centre</b> The customer service centre supports our information service.	You can contact us on: phone: <b>01506 775000</b> textphone: <b>18001 01506 464427</b> and e-mail: <b>customer.service@westlothian.gov.uk</b>
<b>Armadale</b> 1/3 East Main Street	Monday, Tuesday and Thursday: 8.30am to 5pm Wednesday: 8.30pm to 3pm Friday: 8.30am to 4pm
<b>Bathgate</b> Lindsay House South Bridge Street	Monday, Tuesday and Thursday: 8.30am to 5pm Wednesday: 8.30am to 3pm Friday: 8.30am to 4pm
<b>Blackburn</b> The Mill Centre	Monday, Tuesday and Thursday: 8.30am to 5pm Wednesday: 10.30am to 5pm Friday: 8.30am to 4pm
<b>Broxburn</b> Strathbrock Partnership Centre, 189a West Main Street	Monday to Thursday: 8.30am to 5pm Friday: 8.30am to 4pm
<b>Fauldhouse</b> 10 Main Street	Monday, Tuesday and Thursday: 8.30am to 5pm Wednesday: 8.30am to 3pm Friday: 8.30am to 4pm
<b>Linlithgow</b> County Buildings	Monday to Thursday: 8.30am to 5pm Friday: 8.30am to 4pm
<b>Livingston</b> Ability Centre, Carmondean	Monday, Tuesday and Thursday: 8.30am to 5pm Wednesday: 10.30am to 5pm Friday: 8.30am to 4pm
<b>West Calder</b> 24/26 Main Street	Monday, Tuesday and Thursday: 8.30am to 5pm Wednesday: 10.30am to 5pm Friday: 8.30am to 4pm
<b>West Lothian Connected</b> Almondvale Centre	Monday, Tuesday: 8.30am to 5pm Wednesday: 9.30am to 5pm Thursday: 8.30am to 6pm Friday: 8.30am to 4pm Saturday: 10.30am to 4pm
<b>Whitburn</b> 5 East Main Street	Monday, Tuesday and Thursday: 8.30am to 5pm Wednesday: 8.30am to 3pm Friday: 8.30am to 4pm

<b>C Index</b>		
<b>A</b>		
<b>Topic</b>	<b>Class of information</b>	<b>Page</b>
A to Z	A to Z	<b>10</b>
Ability Centre	Disability	<b>24</b>
Accommodation support	Accommodation, support and policies	<b>20</b>
Adoption and fostering	Children and families	<b>23</b>
Adult and community education	Community education	<b>17</b>
Adult services	Adult services	<b>23</b>
Adults with disabilities	Adult services	<b>23</b>
Advice centres	Advice and benefits	<b>10</b>
Advice Shop	Advice and benefits	<b>10</b>
Air quality	Environmental health	<b>18</b>
Allocation and appeals	Housing information and advice	<b>20</b>
Animal welfare	Environmental health	<b>18</b>
Annual accounts	Finance services	<b>15</b>
Annual reports	Forward planning	<b>15</b>
Antisocial behaviour (housing)	Housing information and advice	<b>20</b>
Applicants News (housing)	Housing information and advice	<b>20</b>
Archives	Archives	<b>22</b>
Arts and cultural services	Arts	<b>22</b>
Asbestos	Environmental health	<b>18</b>
<b>B</b>		
<b>Topic</b>	<b>Class of information</b>	<b>Page</b>
Benefits	Advice and benefits	<b>10</b>
Births, deaths and marriages	Births, deaths and marriages	<b>13</b>
Building warrants	Planning and building control	<b>19</b>
Bulletin	News	<b>16</b>
Burials	Environmental health	<b>18</b>
Business advice	Business advice	<b>11</b>
Business directory	Business advice	<b>11</b>
Business grants and funding	Business advice	<b>11</b>
Business opportunities	Business advice	<b>11</b>
Business publications	Business advice	<b>11</b>
<b>C</b>		
<b>Topic</b>	<b>Class of information</b>	<b>Page</b>
Carbon-monoxide detectors	Housing information and advice	<b>20</b>
Carer information (adults)	Adult services	<b>23</b>
Carer information (children)	Children and families	<b>23</b>
Child protection	Children and families	<b>23</b>
Children and families	Children and families	<b>23</b>
Children's panel	Children and families	<b>23</b>

<b>C Index</b>		
Children with disabilities	Children and families	<b>23</b>
Cleansing	Waste	<b>18</b>
Code of corporate governance	Corporate governance	<b>14</b>
Commercial property	Commercial property	<b>11</b>
Committee information	Committee information	<b>14</b>
Community councils	Community councils	<b>13</b>
Community education centres	Community education	<b>17</b>
Community equipment store	Disability	<b>24</b>
Community health projects	Health development	<b>19</b>
Community planning	Community education	<b>13</b>
Community safety	Community safety	<b>13</b>
Communities team	Voluntary organisations	<b>13</b>
Community transport	Community transport	<b>25</b>
Complaints	Complaints	<b>14</b>
Concessionary travel	Public transport	<b>25</b>
Conservation	Planning and building control	<b>19</b>
Consumer advice	Advice and benefits	<b>10</b>
Corporate plan	Forward planning	<b>15</b>
Corporate governance	Corporate governance	<b>14</b>
Council meetings	Committee information	<b>14</b>
Council plan	Forward planning	<b>15</b>
Council Tax	Council tax and domestic rates	<b>14</b>
Councillors' code of conduct	Councillors	<b>4</b>
Councillors' contact details	Councillors	<b>14</b>
Councillors' register of interest	Councillors	<b>14</b>
Councillors' surgery details	Councillors	<b>14</b>
Country parks	Countryside	<b>22</b>
Countryside management	Countryside	<b>22</b>
Criminal justice	Criminal and youth justice	<b>24</b>
Customer Service Centre	Advice and benefits	<b>10</b>
Cutting Edge	Council and democracy	<b>16</b>
<b>D</b>		
<b>Topic</b>	<b>Class of information</b>	<b>Page</b>
Day care - adults	Adult services	<b>23</b>
Day care - children	Children and families	<b>23</b>
Demographics	Strategic planning	<b>19</b>
Development control	Planning and building control	<b>19</b>
Disability	Disability	<b>24</b>
Dog warden	Environmental health	<b>18</b>
Domestic and household waste	Waste	<b>18</b>
Drug and alcohol information	Drug and alcohol	<b>18</b>

<b>C Index</b>		
<b>E</b>		
<b>Topic</b>	<b>Class of information</b>	<b>Page</b>
Early-years childcare	Children and families	<b>23</b>
E-business	Business advice	<b>11</b>
Economic development	Business advice	<b>11</b>
Education establishments	Schools	<b>17</b>
Education welfare service	Education and welfare	<b>17</b>
Elections	Elections	<b>15</b>
Electoral registration services	Electoral registration	<b>15</b>
Emergency planning	Emergencies	<b>10</b>
Employment policy and procedures	Employment policy and procedures	<b>21</b>
End-of-term report	Performance	<b>16</b>
Energy advice	Advice and benefits	<b>10</b>
Environmental health	Environmental health	<b>8</b>
<b>F</b>		
<b>Topic</b>	<b>Class of information</b>	<b>Page</b>
Factfile	Performance	<b>6</b>
Fire brigade	For contact details	<b>3</b>
Finance	Finance services	<b>15</b>
Fleet and transport	Community transport	<b>25</b>
Food hygiene	Environmental health	<b>18</b>
Former tenant arrears	Housing information and advice	<b>20</b>
Forward planning	Forward planning	<b>15</b>
Fostering	Children and families	<b>23</b>
Free home security	Housing information and advice	<b>20</b>
Free personal nursing care	Older people	<b>24</b>
Free school meals and milk	Schools	<b>17</b>
<b>G</b>		
<b>Topic</b>	<b>Class of information</b>	<b>Page</b>
Garden maintenance	Neighbourhood environment teams and land services	<b>18</b>
<b>H</b>		
<b>Topic</b>	<b>Class of information</b>	<b>Page</b>
Hazardous substances	Environmental health	<b>18</b>
Health and safety	Advice and benefits	<b>10</b>
Health development	Health development	<b>9</b>
Hearing impaired service	Schools	<b>17</b>
Home care services	Housing information and advice	<b>24</b>
Home contents insurance	Housing information and advice	<b>20</b>
Home teaching	Schools	<b>17</b>
Homelessness	Accommodation support and policies	<b>20</b>

<b>C Index</b>		
Household waste	Waste	18
Housing	Housing information and advice	20
Housing Benefit and appeals	Advice and benefits	10
Housing code of practice	Accommodation support and policies	20
Housing development	Strategic planning	19
Housing repairs	Housing information and advice	20
Housing services	Housing information and advice	20
Housing support	Accommodation support and policies	20
Housing services locality plans	Accommodation support and policies	20
<b>I</b>		
Topic	Class of information	Page
Industrial waste	Waste	18
Information technology	Information technology	16
Inprint	Inprint	11
Inside News	News	16
Instrumental music	Schools	17
<b>J</b>		
Topic	Class of information	Page
Job vacancies (West Lothian Council)	Job vacancies	21
Justices of the peace	Justices of the peace	16
<b>K</b>		
Topic	Class of information	Page
Kitchens and bathrooms	Housing information and advice	20
<b>L</b>		
Topic	Class of information	Page
Land services	Neighbourhood environment teams and land services	18
Learning difficulties	Schools	17
Libraries	Libraries	22
Listed buildings	Planning and building control	19
Licensing	Licensing	2 and 11
Lifelong learning	Lifelong learning	17
Litter	Waste	18
Local Government Ombudsman reports	Complaints	14
Local history	Libraries	22
Local development plans	Strategic planning	19
Local road-traffic reduction plan	Public transport	25
<b>M</b>		
Topic	Class of information	Page
Marriage guide	Births, deaths and marriages	13

<b>C Index</b>		
Meals service	Older people	24
Mental health	Adult services	23
Museums	Libraries	22
Mutual exchange	Housing information and advice	20
<b>N</b>		
Topic	Class of information	Page
Neighbourhood response team	Accommodation support and policies	20
Neighbourhood environment team	Neighbourhood environment teams	18
New Horizon magazine	Older people	24
Non-Domestic Rates	Council Tax and Non-Domestic Rates	14
Nursery education (see schools)	Schools	17
<b>O</b>		
Topic	Class of information	Page
Older people	Older people	24
Opening doors for older people	Older people	24
Outdoor education	Outdoor education and sports	22
Outdoor sporting opportunities	Outdoor education and sports	22
Out-of-hours emergencies - social work	Emergencies	10
Out-of-hours emergencies - housing	Housing information and advice	20
<b>P</b>		
Topic	Class of information	Page
Pest control	Environmental health	18
Planning	Planning and building control	19
Pre-school	Schools	17
Play areas	Neighbourhood environment teams and land services	18
Police	For contact details	2
Principal education establishments	Schools	17
Procurement and tendering	Procurement and tendering	12
Public transport	Public transport	25
<b>R</b>		
Topic	Class of information	Page
Rebates	Owning and renting	20
Recycling	Waste	18
Register of electors	Elections	15
Relocation grant	Housing information and advice	20
Rent allowances and rebates	Owning and renting	20
Rent arrears	Owning and renting	20
Right to buy (council housing)	Owning and renting	20
Roads	Roads	25

<b>C Index</b>		
<b>S</b>		
<b>Topic</b>	<b>Class of information</b>	<b>Page</b>
Schools (general information)	Schools	17
School boards	Schools	17
School standards	Schools	17
School travel	Schools	17
Scheme of polling districts	Elections	15
Scheme of polling places	Elections	15
Service accounts	Finance services	15
Service plans	Forward planning	15
Service standards	Performance	16
Sheltered housing	Emergencies	18 and 22
Shopping service	Older people	24
Smoke alarms	Housing information and advice	20
Social Care Emergency Team	Emergencies	10
Social Inclusion Partnership	Community planning	3 and 11
Social work	Social care	23 and 24
Special education needs	Schools	17
Sport	Outdoor education sports	2
Standing orders	Committee information	14
Strategic action plan	Business advice	11
Subcommittees	Committee information	14
Supported accommodation	Accommodation support and policies	20
Support to learning provision	Schools	17
<b>T</b>		
<b>Topic</b>	<b>Class of information</b>	<b>Page</b>
Taxi licences	Licensing	11
Teachers	Schools	17
Tenant-led inspection	Housing information and advice	20
Tenants' News	Housing information and advice	20
Tenant involvement	Housing information and advice	10
Tourism	Business advice, and leisure and tourism	11 and 22
Trading standards	Trading standards	12
Training grants (business)	Business advice	11
Transport and roads	Roads	25
Transport strategy	Public transport	25
Travellers	Travellers	20
Tree preservation	Planning and building control	19

<b>C Index</b>		
<b>V</b>		
Topic	Class of information	Page
Vacating your property	Owning and renting	20
Voluntary organisations	Voluntary organisations	13
<b>W</b>		
Topic	Class of information	Page
Wards	Councillors	14
Web grant	Business advice	11
Welfare benefit	Housing information and advice	20
West Lothian economy	Business advice	11
West Lothian local plan	Strategic planning	19
West Lothian strategic action plan	Business advice	11
Women in business	Business advice	11
<b>Y</b>		
Topic	Class of information	Page
Youth justice	Criminal and youth justice	24

<b>Other contacts you may find useful</b>		
Jobcentre Plus	<b>01506 772 000</b>	<a href="http://www.jobcentreplus.gov.uk">www.jobcentreplus.gov.uk</a>
Health and Safety Executive	<b>0845 345 0055</b>	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
Scottish Water	<b>0845 601 8855</b>	<a href="http://www.scottishwater.co.uk">www.scottishwater.co.uk</a>
Scottish Environment Protection Agency	<b>01786 457 700</b>	<a href="http://www.sepa.org.uk">www.sepa.org.uk</a>

<b>Notes</b>

