

## **WEST LOTHIAN LEISURE ADVISORY COMMITTEE**

### **A REMIT AND POWERS**

- 1 To provide a forum for consultation and engagement between the council and West Lothian Leisure.
- 2 To assist the council in securing best value through achieving economy, effectiveness and efficiency in its operations and expenditure and its management and use of council resources.
- 3 To monitor the implementation by West Lothian Leisure of its Business Plan.
- 4 To review performance, financial management and reporting arrangements and ensure that they are adequate and cost effective.
- 5 To scrutinise the service performance of West Lothian Leisure in relation to its achievement of agreed outcomes and performance indicators.
- 6 To scrutinise the financial performance of West Lothian Leisure against the funding arrangements with the council.
- 7 To give consideration to internal and external reports, including Best Value reviews, which identify issues in relation to the council's relationship with West Lothian Leisure.
- 8 To review the place and role of West Lothian Leisure in the fulfilment of the council's statutory duties and delivery of its strategy, outcomes and priorities.
- 9 To consider West Lothian Leisure's annual report each year and its implications for the ongoing relationship between the council and West Lothian Leisure and make appropriate recommendations to Council Executive.
- 10 In pursuing its remit the committee has the following powers:-
  - a) To call for the provision of documents and information relevant to the committee's role and remit
  - b) To call for council officers and officers of West Lothian Leisure to attend meetings of the committee
  - c) To make recommendations to council, its committees, council officers and West Lothian Leisure on all aspects of the committee's remit.

### **B MEMBERSHIP**

- 1 5 members (3 Labour, 1 Conservative, 1 SNP).
- 2 Councillors who are directors or employees of West Lothian Leisure may not be appointed as members of the committee.

### **C QUORUM AND VOTING**

- 1 3 members.
- 2 Voting shall be conducted in accordance with Standing Order 16 and Standing Order 3, as appropriate.

### **D SUBSTITUTES**

- 1 Substitutes allowed, drawn from all Elected Members of the council other than councillors who are directors or employees of West Lothian Leisure.

## **E MEETINGS (SUBJECT TO STANDING ORDER 41)**

- 1 Six scheduled meetings per year.
- 2 Meetings shall be held as physical, hybrid or remote-access meetings, in accordance with SO41.
- 3 Where 2 metre physical distancing precautions apply in the Civic Centre, the maximum number of members entitled to be physically present for a physical or hybrid meeting shall be the Chair plus 8 more, comprising 2 SNP members, 2 Labour members, 2 Conservative members, the Independent member and the Liberal Democrat member, as appropriate, to be seated in the outer circle
- 4 Where 1 metre physical distancing precautions apply in the Civic Centre, the maximum number of members entitled to be physically present for a physical or hybrid meeting shall be the Chair plus 8 more, comprising 2 SNP members, 2 Labour members, 2 Conservative members, the Independent member and the Liberal Democrat member, as appropriate, to be seated in the outer circle
- 5 Where no physical distancing precautions apply in the Civic Centre, there are no restrictions on the number of members who may be physically present for a physical or hybrid meeting.

## **F REPORTING ARRANGEMENTS**

- 1 Minutes to be reported to the next meeting of the Committee.

Minutes of the committee to be reported to council for noting.

Officers to report each year to Council Executive providing a copy of West Lothian Leisure's annual report, a summary of the council's relationship with West Lothian Leisure during the reporting year, and any recommendations made by the committee.

## **G MISCELLANEOUS**

- 1 West Lothian Leisure shall provide information for inclusion in reports on the committee's agenda in relation to service and financial performance in a format and containing information specified by council officers.
- 2 The General Manager of West Lothian Leisure and, at the discretion of the Chair, other representatives, are able to attend meetings of the committee and to take part in a manner determined by the Chair.
- 3 The committee shall not make decisions which change or conflict with council policy or commit the council to expenditure.
- 4 Subject to sections 50A-50K of the Local Government (Scotland) Act 1973, reports and meetings shall as far as practicable be accessible to the public.
- 5 In at least every third year after 2017/18 officers shall carry out a full review of West Lothian Leisure's contribution to securing best value and the continuing effectiveness and fitness for purpose of the model for delivery of services through West Lothian Leisure. The outcome of that review shall be reported, with appropriate recommendations, to Council Executive.