



West Lothian Leisure Advisory Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

26 January 2018

A meeting of **West Lothian Leisure Advisory Committee** of West Lothian Council will be held within **Council Chambers, West Lothian Civic Centre, Livingston** on **Thursday 1 February 2018 at 10:00 a.m.** or at the conclusion of Culture & Leisure Policy Development and Scrutiny Panel, whichever is the later.

For Chief Executive

BUSINESS

1. Apologies for Absence
2. 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.
3. Order of Business, including notice of urgent business and declarations of interest in any urgent business
4. Confirm Draft Minute of Meeting of West Lothian Leisure Advisory Committee held on Thursday 21 December 2017 (herewith).
5. Scottish Attainment Challenge - Innovation Fund Report
 - (a) Presentation by Mike Harvey, Outdoor Education Instructor/Outdoor Learning Hub Lead
 - (b) Report by Head of Education (Learning, Policy and Resources) (herewith)

PRIVATE SESSION

6. The Clerk considers that the following business is likely to be taken in private (exempt under the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973).

Private Items for Information

7. West Lothian Leisure Financial Position - Report by Head of Finance and Property Services (herewith) (Exempt in terms of Paragraph 4)

NOTE **For further information please contact Elaine Dow on 01506 281594 or email elaine.dow@westlothian.gov.uk**

MINUTE of MEETING of WEST LOTHIAN LEISURE ADVISORY COMMITTEE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, on 21 DECEMBER 2017.

Present – Councillors Dave King (Chair), Alison Adamson and Charles Kennedy

Absent – Councillors Cathy Muldoon, Tom Conn and Andrew McGuire

In attendance

Robin Strang, Chief Executive, West Lothian Leisure

James Cameron, Head of Education (Learning, Policy and Resources), WLC

Donald Forrest, Head of Finance and Property Services, WLC

Paul Stark, Active Schools and Community Sport Manager, WLC

Heather Duncan, Accountant, WLC/WLL

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. ORDER OF BUSINESS, INCLUDING NOTICE OF URGENT BUSINESS AND DECLARATIONS OF INTEREST IN ANY URGENT BUSINESS

West Lothian Leisure Update on Five Year Budget Strategy 2018/19 to 2022/23 – Report by Head of Finance and Property Services

The Chair agreed that the report be tabled under “urgent business” to provide members with an update on the five year budget strategy for West Lothian Leisure Advisory Committee, which would be considered following agenda item 7 – West Lothian Leisure Financial Position.

3. MINUTE

The committee confirmed the Minute of its meeting held on 12 October 2017 as being a correct record. The Minute was thereafter signed by the Chair.

4. PRIVATE SESSION

The committee resolved that under Section 50(A)(4) of the Local Government (Scotland) Act 1973, that the public be excluded from the meeting during discussion of items 5 (Monitoring Report), 6 (West Lothian Leisure Financial Position) and 7 (West Lothian Leisure Update on Five Year Budget Strategy 2018/19 to 2022/23) below on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 7A of the Act.

5. MONITORING REPORT: CULTURE, SPORT, LEISURE & OUTDOOR EDUCATION

The committee considered a report (copies of which had been circulated) by the Head of Education (Learning, Policy and Resources) providing details of the operation of culture, sport, leisure and outdoor education services delivered by West Lothian Leisure Ltd to 30 November 2017. West Lothian Leisure Performance Dashboard to 30 November 2017 was attached as an appendix to the report.

The report focussed on activities under the 2017/18 West Lothian Leisure (WLL) Xcite business plan which was produced following consultation with all partners, including West Lothian Council and **sportscotland**, and approved by the WLL Board. The business plan identified the strategic and operational context for the delivery of services over 2017/18.

The report provided an update on the performance of the following service areas:

- Xcite Venues
- Low Port Centre Outdoor Education Centre, Linlithgow
- Howden Park Centre, Livingston
- Polkemmet Country Park's Golf Course and Range, Whitburn
- Sports and Leisure Facilities at West Lothian's secondary schools.

The *Shared Services Delivery (Culture) – Future Management of Sports, Leisure and Cultural Facilities and Functions* report submitted to the Partnership & Resources PDSP on 17 June 2016 recommended the key outcomes for the transfer of services. In line with this and the wider strategic context for the delivery of services, ten Key Performance Indicators (KPIs) were agreed between West Lothian Council and West Lothian Leisure. The performance measures provided the basis for reporting to the West Lothian Leisure Advisory Committee over 2017-18. However, it was noted that systems and processes were being developed for all performance measures for all services and facilities and future reporting would be amended accordingly.

The report then detailed West Lothian Leisure's operational performance for the reporting period using the agreed Key Performance Indicators available. Information relating to Xcite Venues – Wider Service Activities were also outlined within the report, which included:

- Membership packages;
- Bathgate Gym Extension;
- Jim Sibbald Pool;
- West Lothian Leisure Staff Turnover; and

- HR and Training.

The agreement between West Lothian Council and West Lothian Leisure for the installation of relevant IT hardware and software enabled a consistent approach to performance monitoring across the Xcite and transferring estate.

Finally, it was reported that customer satisfaction remained well above the industry standard with continuing and increased use of Xcite facilities.

During the question and answer session a recommendation was made for a survey to be circulated to West Lothian Council staff to seek their views on West Lothian Leisure facilities. The Head of Education (Learning, Policy and Resources) undertook to circulate a survey to council staff.

It was recommended that the committee notes the contents of the report.

Decision

1. To note the contents of the report; and
2. To note that the Head of Education (Learning, Policy and Resources) undertook to circulate a survey to West Lothian Council staff.

6. WEST LOTHIAN LEISURE FINANCIAL POSITION

The committee considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update in relation to the financial position for West Lothian Leisure to 31 October 2017 and a forecast for the 2017/18 financial year. West Lothian Leisure 2017/18 Projected Trading Statement was attached as an appendix to the report.

The report set out the financial performance of the West Lothian Leisure (WLL) budget for the period to 31 October 2017 and reported a 2017/18 year-end financial forecast which took account of relevant issues identified by WLL.

A timetable was agreed with WLL to ensure current and relevant financial information was provided in the reports to the WLLAC. All financial information would be regularly monitored and analysed by WLL and West Lothian Council Review Group before being reported to WLLAC with a focus on potential implications for the council.

The report advised that work was in progress by WLL on their five year revenue budget strategy for the period 2018/19 to 2022/23 which was a key priority and absolutely critical to ensure financial sustainability for WLL. An update on progress was provided in an urgent report tabled at the meeting.

The committee was asked to note the contents of the report.

Decision

To note the contents of the report and the update from the Head of Finance and Property Services.

7. WEST LOTHIAN LEISURE UPDATE ON FIVE YEAR BUDGET STRATEGY 2018/19 TO 2022/23

The committee considered a report (copies of which were tabled) providing details of the progress made by West Lothian Leisure on developing a five year budget strategy for the period 2018/19 to 2022/23.

The Head of Finance and Property Services advised the committee that work was in progress by WLL on the development of their five year revenue budget strategy for the period 2018/19 to 2022/23 which was a key priority and absolutely critical to ensure financial sustainability for WLL. Discussions were ongoing on the process of producing the plan and several meetings were held to progress the further development of this strategy. West Lothian Leisure agreed to provide an updated balanced five year plan to the council no later than 31 January 2018 with an interim update on progress to be provided to the council's Chief Executive by 15 January 2018. A further update would be provided to the next meeting of WLLAC scheduled to be held on 1 February 2018.

The Head of Finance and Property Services then responded to questions from members of the committee. He also undertook to provide members of West Lothian Leisure Advisory Committee with an informal briefing following the interim update from West Lothian Leisure on 15 January 2018.

The committee was asked to note the contents of the report.

Decision

1. To note the contents of the report and the update from the Head of Finance and Property Services;
2. To note that the Head of Finance and Property Services undertook to provide members of the Committee with an informal briefing following the interim update from West Lothian Leisure on 15 January 2018 and an update would also be provided to the next meeting of West Lothian Leisure Advisory Committee.

8. REVISED TIMETABLE OF MEETINGS 2017/2018

The committee considered the revised timetable of meetings for 2017/2018 (copies of which had been circulated) changing the start time of future meetings to 10.00 a.m.

Decision

To agree the revised timetable of meetings.



WEST Lothian LEISURE ADVISORY COMMITTEE

SCOTTISH ATTAINMENT CHALLENGE- INNOVATION FUND REPORT

REPORT BY HEAD OF EDUCATION (LEARNING, POLICY AND RESOURCES)

A. PURPOSE OF REPORT

The purpose of the report is to update the committee on the Outdoor Learning Hubs project delivered by the Low Port Centre and Education Service through the Scottish Attainment Challenge Innovation Fund.

B. RECOMMENDATION

It is recommended that the West Lothian Leisure Advisory Committee notes the content of this report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs. Being honest, open and accountable. Providing equality of opportunities. Making best use of our resources. Working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	West Lothian Leisure Ltd operates within the context of a Lease Agreement, Services Agreement, Transfer Agreement and individual Service Specifications.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	Facility and programme developments will increase attendance figures at public cultural, sporting and leisure sites and have a positive impact upon Key and Specified Performance Indicators.
V Relevance to Single Outcome Agreement	We live in resilient, cohesive and safe communities. We live longer, healthier lives and have reduced health inequalities.
VI Resources - (Financial, Staffing and Property)	£120,900 funding for academic year 2016/17.
VII Consideration at PDSP	Not applicable.
VIII Other consultations	West Lothian Leisure. Financial Management Unit.

D. TERMS OF REPORT

D.1 Scottish Attainment Challenge

The Scottish Attainment Challenge was launched in February 2015 to bring a greater sense of urgency and priority for everyone involved in Scottish education to focus efforts on narrowing the attainment gap at all levels and in all sectors.

The work is set firmly within the context of Curriculum for Excellence which aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work.

The Scottish Attainment Challenge focuses and accelerates targeted improvement activity in literacy, numeracy and health and wellbeing in specific areas of Scotland with the highest concentrations of deprivation. It also supports and complements the broader range of initiatives and programmes to ensure that all of Scotland's children and young people reach their full potential.

The first phase of the challenge (2015-16) identified seven local authorities with the highest concentration of primary-aged pupils living in deprivation and allocated funding totalling £11.7 million to improve attainment in these areas.

- Clackmannanshire Council
- Dundee City Council
- Glasgow City Council
- Inverclyde Council
- North Ayrshire Council
- North Lanarkshire Council
- West Dunbartonshire Council

D.2 Innovation Fund 2016-17

As part of the second phase of the Scottish Attainment Challenge, an innovation fund of £1.5M was announced in February 2016 to help schools across Scotland come up with innovative ways to improve attainment.

The Innovation Fund identifies and funds projects to improve literacy, numeracy and health and wellbeing for children adversely impacted by deprivation. The Fund is open to primary, special and secondary schools that are not already benefitting from the Attainment Scotland Funding, opening up opportunities for all authorities to receive support.

The projects are required to meet a number of criteria, such as being grounded in evidence of what works, promoting creativity and innovation in learning and having clear, measureable outcomes for children.

Of the £1.5M allocated to the fund for academic session 2016-17, schools and officers from West Lothian submitted six successful bids for grant funding totalling £235,851, as follows:

School	Total Funding Allocation
Bathgate Academy Cluster	£39,704
Broxburn Academy	£7,520
Linlithgow Academy	£10,000
Outdoor Learning	£120,900
Riverside Primary School	£10,000
The James Young High School Cluster	£47,727
Total	£235,851

Figure 1: West Lothian Innovation Fund Recipients 2016-17

D.3 Outdoor Learning Hubs (Deans and Inveralmond High School Clusters)

Project Aim: To improve attainment in literacy and numeracy through Outdoor Learning within two primary school clusters in West Lothian.

Following the National Improvement Framework for literacy and numeracy and the publication of *How Good Is Our School 4*, Outdoor Learning has been identified as integral to achievement in learning.

The project staff (1.5 FTE Low Port Centre Outdoor Education Instructors and a 0.5 FTE principal teacher) focused on a predominately numeracy-based Outdoor Learning research project that spanned cluster areas and involved control schools. In total, 120 P5 children were involved in the project over academic year 2016/17.

A separate project involved working with all the schools within the clusters (13 schools and 325 children) to spread the literacy and numeracy programs developed during the project in a sustainable manner to the school teaching staff. A CLPL programme for teachers was also delivered as part of the project.

Central to the success of the project was the support provided by West Lothian Council's Education performance team who assisted in the analysis of the project data.

A full description of the project and project methodology can be found attached as Appendix 1.

Although the project only ran for two hours per week between January and April (12 weeks) 2017, an average increase of six months for Mental Arithmetic and two months for General Maths was recorded for pupils within the study group.

The performance team concluded that there was a significant increase in the 'value added' data for Mental Arithmetic and General Maths displayed by the study group against both the control group and the whole of the West Lothian P5 cohort.

To clarify, this means that the project added six months and two months respectively *in addition to* the expected increase in performance for children of this age.

It should also be noted that this increase in performance was the average across the control group. The results for individual pupils could be even more significant.

A health and wellbeing questionnaire study on the children's attitudes to learning also showed a 20% increase over the year while the control group decreased by 3% over

the same time period.

D4 Conclusion

The Outdoor Learning Hubs project was one of the most rigorously assessed and successful innovation projects within West Lothian.

The project evidenced an average value-added increase of six months for Mental Arithmetic and two months for General Maths for pupils within the study group against pupils within the control groups.

It would be incorrect to attribute the significant gains recorded solely to the project due to the complex and interlinked variables that can influence attainment however, given the undeniably positive nature of these results, a longer term project utilising the Outdoor Learning Hub model may be worth pursuing.

F. BACKGROUND REFERENCES

M. Harvey, K. Rankine and R, Jensen (2017); *Outdoor Learning Hubs: A Scottish Attainment Challenge Innovation Fund Project*

Education PDSP, 6 September 2016; *Scottish Attainment Challenge Innovation Fund Report*

Blank, Martin and Beg, Amy (2006) *All Together Now: Sharing Responsibility for the Whole Child*, Association for Supervision and Curriculum Development.

Education Scotland (2015), *How Good Is Our School 4*, Education Scotland

Appendices / Attachments – One

Appendix 1 - M. Harvey, K. Rankine and R, Jensen (2017); *Outdoor Learning Hubs: A Scottish Attainment Challenge Innovation Fund Project*

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James Cameron
Head of Education (Learning Policy and Resources)

2 February 2018