

MINUTE of MEETING of WEST LOTHIAN LEISURE ADVISORY COMMITTEE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 6 SEPTEMBER 2018.

Present – Councillors Dave King (Chair), Cathy Muldoon, Alison Adamson, Tom Conn, Charles Kennedy, Andrew McGuire and David Tait

In attendance

Donald Forrest, Head of Finance and Property Services, WLC  
Paul Stark, Active Schools and Community Sport Manager, WLC  
Robin Strang, Chief Executive Officer, West Lothian Leisure  
Andrew Heron, Head of Finance, West Lothian Leisure

Apologies

James Cameron, Head of Education (Learning, Policy & Resources)

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The committee confirmed the minute of its meeting held on 21 June 2018 as being a correct record.

Matters arising

Re: Page 37 – Decision Item 3:

The committee noted an update provided by Andrew Heron, Head of Finance, West Lothian Leisure, on what constituted “Professional Services” and the budget allocated to each service.

3. PRIVATE SESSION

The committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973, that the public be excluded from the meeting during discussion of the following items of business as it involved the likely disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 7A of the Act.

4. 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 an update on the operation of culture, sports, leisure and outdoor education services delivered by West Lothian Leisure to 28 June 2018.

The report provided an overview of the West Lothian Leisure (WLL) 2018/19 Business Plan, future partnership working arrangements between WLL and WLC officers, revised Key Performance Measures for WLL over 2018/19 and current operational performance measures to 28 June 2018.

The 2018/19 WLL Business Plan was attached at appendix 1 to the report, which was produced following consultation with all partners, including West Lothian Council and **sportscotland**, and approved by the WLL Board on 26 April 2018. The business plan provided the strategic and operational context for the delivery of services over 2018/19 and identified the local and national outcomes that WLL would contribute to the delivery of services against WLL's nine strategic outcomes.

In addition to the production of an annual business plan, senior officers from WLL and WLC meet to discuss and review the operation of WLL at regular Review Group Meetings attended by senior officers from WLC and WLL.

The report also advised that revised Key Performance Indicators (KPIs) were agreed between WLC and WLL which facilitated improved scrutiny of WLL performance, as recommended within the Audit Scotland Best Value Assurance report of November 2017. The 2018/19 KPIs were attached at appendix 2 to the report which would be used as the basis for future reports considered by WLLAC.

The WLL performance dashboard to 28 June 2018 was attached at appendix 3 to the report. A summary of the key performance information was provided within the report.

The Active Schools and Community Sport Manager and the Chief Executive Officer of WLL then responded to questions from members of the committee. Members were provided with details relating to the number of customer visits to Xcite centres.

It was recommended that the West Lothian Leisure Advisory Committee notes the contents of the report.

### Decision

To note the contents of the report and the update from the Active Schools and Community Sport Manager and the Chief Executive Officer of WLL.

## 5. 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 draft outturn position for West Lothian Leisure (WLL) for the 2017/18 financial year and on the 2018/19 financial position to 30 June 2018. The West Lothian Leisure 2018/19 Projected Trading Statement was attached as an appendix to the report.

The report recalled that a timetable had been 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, focussing on potential implications for the council.

The report also provided an update of the recommendations approved by Council Executive on 26 March 2018 regarding the provision of one off financial support to WLL for 2018/19, including progress on the WLL four year plan for the period 2019/20 to 2022/23.

The 2018/19 cash position was being monitored closely with ongoing discussions between WLL and the council to ensure risk was kept to a minimum.

It was recommended that West Lothian Leisure Advisory Committee notes:

1. The draft 2017/18 Financial Statements and WLL Management Report which were presented to the WLL Audit and Finance Subcommittee on 8 August 2018;
2. That the council worked with WLL and their external auditor, Scott-Moncrieff to respond to queries raised during the WLL audit;
3. WLL financial performance to 30 June 2018;
4. WLL were closely monitoring the 2018/19 cash flow forecast with regular updates being provided to the council; and
5. The progress on the recommendations agreed by Council Executive on 26 March 2018 regarding the provision of one off financial support to WLL for 2018/19.

#### Decision

To note the contents of the report.

#### 6. WEST LOTHIAN LEISURE FOUR YEAR PLAN 2019/20 TO 2022/23

The committee considered a joint report (copies of which had been circulated) by the Head of Finance and Property Services and Head of Education (Learning, Policy and Resources) providing an update on the progress of the preparation of West Lothian Leisure's four year financial plan for the period 2019/20 to 2022/23, details of which were attached at appendix 1 to the report.

The report recalled that WLL Board approved a four year plan for the period 2019/20 to 2022/23 on 28 June 2018 which was submitted to the council in July 2018. The plan contained a wide range of actions and measures which were within the remit and responsibility of WLL, but also contained a number of requests or asks of the council. Council officers

reviewed this plan and had constructive dialogue with colleagues in WLL which identified some further potential presentational changes to the plan and additional information. A number of revisions were incorporated by WLL and an update plan was provided in late August 2018. The report provided an overview of the four year plan and detailed the requests made by WLL to the council.

The report also explained that Council Executive agreed in March 2018 that an independent advisor be appointed to review the current WLL business model and its market, the leadership, management and financial arrangements in place and provide details of their findings with recommendations to the council. The review has been concluded and the report from the independent advisor was attached at appendix 2 to the report, which outlined the key findings and recommendations. The key recommendations for the review were outlined within the report.

The Head of Finance and Property Services stated that following consideration of the four year plan by the Advisory Committee it was planned to present a report on the plan to Council Executive on 11 September 2018. Council Executive would be asked to note and agree a council response to the requests made of the council, which would enable officers to respond to WLL.

The Chief Executive Officer of West Lothian Leisure requested that a meeting be held with council officers and WLL following the decision by Council Executive on 11 September to discuss the response to the requests made of the council.

The Chief Executive Officer (CEO) of WLL then provided an update on WLL Four Year Plan. The Head of Finance and the CEO of WLL then responded to a number of questions from members of the committee.

During the course of the discussion it was recommended that graphs contained in future reports should be printed in colour to be clearer for members given that the reports were private and not available for members to view online.

It was recommended that the committee consider the plan including the requests to the council and note the outcome of the review by the independent advisor.

### Decision

1. To note the terms of the report;
2. To note the request from the CEO of WLL that a meeting be held with council officers and WLL following the decision of Council Executive; and
3. To note the request for graphs within future reports to be printed in colour.