



West Lothian Leisure Advisory Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

22 March 2019

A meeting of the **West Lothian Leisure Advisory Committee** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Thursday 28 March 2019 at 10:00am**.

For Chief Executive

BUSINESS

Public Session

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 Minutes of Meeting of West Lothian Leisure Advisory Committee held on Thursday 24 January 2019 (herewith)

Private Items for Information

5. 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)
6. West Lothian Leisure Financial Position - Report by Head of Finance and Property Services (Exempt in terms of Paragraph 6)
7. West Lothian Leisure Three-year Financial Plan - Presentation by West Lothian Leisure

DATA LABEL: Public

NOTE **For further information please contact Anastasia Dragona on tel. no. 01506 281601 or email anastasia.dragona@westlothian.gov.uk**

MINUTE of MEETING of the WEST LOTHIAN LEISURE ADVISORY COMMITTEE held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 24 JANUARY 2019.

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

Apologies – Councillor Charles Kennedy

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The committee confirmed the minute of its meeting held on 29 November 2018. The Chair thereafter signed the minute.

Matters arising:

5. West Lothian Leisure Financial Plan - Update on Progress

West Lothian Leisure (WLL) Chief Executive Officer's presentation on the WLL three-year plan would be added to the agenda for the West Lothian Leisure Advisory Committee meeting on Thursday 28 March 2019.

It was noted that a package for West Lothian Council staff membership of Xcite had been agreed between the council and WLL.

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, Leisure & Outdoor Education services delivered by WLL to 30 November 2018.

The report summarised the strategic outcomes of the WLL business plan and went on to show generic and specific key performance measures, which were further detailed in Appendix 1. Above target performance had

been reported against the following Key Performance Indicators: Customer Satisfaction, Memberships, Concessionary Visits and NHS Referrals.

The WLL performance dashboard to 30 November 2018 as reported to the WLL Board on 25 October 2018 was attached as Appendix 2 to the report.

WLL Wider Service Activities were also shown, and it was noted that WLL was the only Scottish leisure operator to receive a Gold Medal Award at the UK TRP Customer Service Awards. In addition, Xcite Broxburn Pool had won the 2018 CEA best customer award for UK Swimming Pools.

During discussion, WLL representatives explained that WLL constantly monitored facilities to ensure efficiency and to effectively respond to any challenges. They also clarified that although the rate of absence seemed high in smaller facilities, this was due to the size of the facilities, and WLL ensured there was cover and that the minimum number of staff required was present.

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

Decision

- To note the contents of the report.
- To note that the committee congratulated WLL for the Gold UK TRP Customer Service Award and Xcite Broxburn Pool for the 2018 CEA Best Customer Award for UK Swimming Pools.

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 on the WLL 2018/19 financial position to 30 November 2018.

A timetable had been agreed with WLL to ensure current and relevant financial information was provided in the reports to the West Lothian Leisure Advisory Committee. All financial information was regularly monitored and analysed by the WLL and West Lothian Council Review Group before being reported to the committee, with a focus on potential implications for the council.

The report summarised WLL's financial position for 2018/19, showed WLL's income and expenditure and provided an update on savings and cash position. More detail was provided in Appendices 1 and 2 of the report.

The report also indicated that WLL board had approved a financial plan for the period 2019/20 to 2021/22 on 13 December 2018. The plan had been presented to Council Executive on 4 December 2018, where it was agreed that council officers would provide further updates to the WLL Advisory Committee in due course and as required, enabling decisions to

be made by the council to assist WLL to fully implement their three-year plan.

During discussion, it was noted that a green plan was being considered to keep energy costs down and discussions were ongoing with regard to WLL's energy scheme.

It was recommended that the committee note:

1. WLL's financial performance to 30 November 2018;
2. An update on the progress of WLL's 2018/19 savings measures;
3. That WLL were closely monitoring the 2018/19 cash flow forecast, with regular updates being provided to the council; and
4. The position on WLL's three-year financial plan for the period 2019/20 to 2021/22.

Decision

To note the contents of the report.