

MINUTE of MEETING of the CULTURE AND LEISURE POLICY DEVELOPMENT AND SCRUTINY PANEL of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 17 APRIL 2014.

Present – Councillors Dave King (Chair), Cathy Muldoon, Jim Dixon, Carl John, Frank Toner, Jim Walker

Apologies – Robin Strang, West Lothian Leisure Ltd

1. DECLARATIONS OF INTEREST

Coach Development Scheme 2013-14 (Agenda Item 11)

Councillor Muldoon declared a non-financial interest in that a family member was involved in Sports Development Active Schools Project and was in discussion with James Young High School representatives to discuss opportunities.

2. MINUTE

The Culture and Leisure Policy Development and Scrutiny Panel approved the minute of its meeting held on 6 February 2014. The minute was then signed by the Chair.

3. AREA SERVICES MANAGEMENT PLAN 2014/15

The Panel considered a report (copies of which had been circulated) by the Head of Area Services attaching a copy of the Area Services Management Plan 2014-2015.

The Panel was informed that the Area Services Management Plan would also be considered at the Development and Transport, Partnership and Resources, Social Policy and Voluntary Organisations PDSPs. The areas of service delivery of most direct relevance to the remit of the Culture and Leisure PDSP were:-

Community Arts  
Community Facilities  
Regeneration and Employability  
Sports and Outdoor Education  
Community Leisure  
Community Learning and Development  
Community Youth Services  
Library Services

The Area Services Management Plan outlined the main activities and actions to be delivered by the service in 2014/15. The plan would be utilised by the management team and stakeholders to monitor

performance and improvement.

The Head of Area Services recommended that the Panel note the terms of the report and the attached Management Plan.

#### Decision

To note the terms of the report and the Area Services Management Plan 2014-2015.

#### 4. COMMUNITY ARTS PERFORMANCE

The Panel considered a report (copies of which had been circulated) by the Head of Area Services providing an update on Community Arts activities and performance since the previous report in October 2013 and highlighting notable achievements and developments.

The report provided the following appendices:-

Appendix 1	Community Arts Performance Report (April 2014)
Appendix 2	Firefly Arts Ltd Report (April 2014)
Appendix 3	Regal Community Theatre Report (April 2014)

It was noted that the Arts Team had been extremely successful in securing alternative sources of funding and had leveraged over £420,000 in additional funding to support the programme of art activities outlined in the report.

The Panel heard details of the Citizen Led Inspection undertaken between January and March 2014. Inspectors had interviewed staff and customers, reviewed documentation and other evidence and made “mystery shopper” visits. The inspectors would provide the service with a report which would highlight any areas for improvement and which would form the basis of the improvement plan for 2014-15.

The Performance Report demonstrated the impact of the service and how it contributed to the relevant Single Outcome Agreement outcomes.

The Head of Area Services recommended that the Panel note the content of the Performance Report.

#### Decision

To note the terms of the report.

#### 5. LIBRARY AND HERITAGE SERVICES PERFORMANCE

The Panel considered a report (copies of which had been circulated) by the Head of Area Services providing an update on Library and Heritage Services performance and activities since the previous report in October 2013.

The full performance and activity report was included in Appendix 1 to the report. A copy of an updated performance report was then tabled at the meeting. The report provided a summary of the latest performance figures, key achievements and delivery from Library and Heritage Services. In particular, the report highlighted the achievements of the following services which made up the Library and Heritage Services:-

Archive and Records Management  
Branch Libraries  
Central Support Services  
Local History Library  
Museum Service

The Head of Area Services concluded that the service was continuing to develop in a customer focused way, having undertaken further integration between Branch Libraries and Customer Information Services and taking advantage of opportunities which would improve service delivery.

The Head of Area Services recommended that the Panel note the performance and activities of the Library and Heritage Service over the six month period to March 2014.

#### Decision

To note the terms of the report.

### 6. COMMUNITY FACILITIES UPDATE

The Panel considered a report (copies of which had been circulated) by the Head of Area Services providing an update on progress with the capital investment programme in relation to community facilities.

Appendix 1 to the report was a workplan of current projects, including status updates. It showed that a number of exciting community projects were being progressed in communities across West Lothian. Consultation and briefing arrangements would also continue with local community stakeholders, elected members and service partners with regard to the projects in financial years 2014/15 up to 2017/18 inclusive.

The report highlighted that the Boghall Primary School Community Wing, phase 2 of Mid Calder Auld School refurbishment and the library relocation at the Craig Inn Centre were now all completed. The Blackburn Skatepark project had commenced on site and was expected to complete by May 2014.

The report went on to inform the Panel of two successful applications led by the Sports Development and Facilities team for projects at Kirkton Park tennis court (£100,000) and Whitburn KGV Park wheeled sports facility (£40,000). One additional project had achieved funding and this was for an extension to activity space at Albyn Park, Broxburn for which Broxburn United Sports Club had secured £100,000.

Finally, it was reported that funding for the extension on Linlithgow Leisure Centre had been approved and colleagues at West Lothian Leisure had started to progress the planning of this major project.

The Head of Area Services concluded that progress continued to be made, in conjunction with colleagues in Housing, Construction and Building services, to develop those projects funded in the West Lothian Council capital programme and West Lothian Leisure capital programme.

The Head of Area Services recommended that the Panel consider the contents of the report and note the progress made on the listed projects within the council's capital programme.

### Decision

To note the terms of the report.

## 7. PRESIDENT NELSON MANDELA SPORTS BURSARY

The Panel considered a report (copies of which had been circulated) by the Head of Area Services setting out a proposal for the establishment of a West Lothian sports bursary in honour of the former President of South Africa, Nelson Mandela, who died on 5 December 2013.

The report recalled that a motion had been agreed at the meeting of West Lothian Council on 14 January 2014 requesting that officers prepare a report, for consideration at Culture and Leisure PDSP, outlining a proposal to establish a sports bursary in Nelson Mandela's honour.

The Panel was informed that a scheme which provided grant assistance to sport already existed within West Lothian. This was administered by the Sports Development Facilities Team. There were currently five categories with the Sporting Grant Scheme, and these were listed in the report.

It was proposed that a new category within the Sporting Grant Scheme be established and that the new category be titled 'Nelson Mandela Sports Bursary'. This bursary would aim to encourage participation in sport during the school holiday period. It would be open to voluntary organisations and clubs who would like to work with West Lothian Council and West Lothian Leisure to provide inspirational sporting opportunities for young people during the school holiday period. A maximum of £500, per award, would be awarded to clubs or voluntary organisations. Criteria already established within the Sporting Grant Scheme would be adhered to for the 'Nelson Mandela Sports bursary'.

The new 'Nelson Mandela Sports Bursary' would be funded through the existing Sporting Grants budget. A maximum of £5,000 would be aligned to the new Bursary per annum and reviewed annually. The Bursary would be administered and monitored by the Sports Development Facilities Team as part of the approved Sporting Grants Scheme process.

The Head of Area Services recommended that the Panel:-

- consider the proposal to establish a Present Nelson Mandela Sports Bursary as part of the west Lothian Council's Sporting Grants scheme; and
- refer the report to Council Executive for approval.

#### Decision

1. To endorse the proposal for the establishment of a President Mandela Sports Bursary as outlined in the report.
2. To agree to refer the report to Council Executive for approval.

### 8. COMMEMORATION OF THE GREAT WAR

The Panel considered a report (copies of which had been circulated) by the Head of Area Services outlining proposals to commemorate the centenary of the Great War.

The report advised that the historic centenary would be commemorated by a four year programme of national acts of remembrance. The report also recalled that a previous report to the Panel had provided information on specific launch events at a UK level, indications of planned national acts of remembrance over the period; and a five-year programme of events in Scotland which had been compiled by the specially created Scottish Commemorations Panel.

Since the previous report, a number of additional activities were under development. These were examined in the report.

The Head of Area Services concluded that the centenary of the Great War would see a number of major events across the UK during the period 2014-19. West Lothian Council would participate in these national events where appropriate, and a programme of local events and activities would be organised with partners over the period.

The Head of Area Services recommended that the Panel welcome proposals for the commemoration of the centenary of the Great War, recognising that further activities would be developed over the coming five years.

During discussion, Councillor John provided additional information concerning a community event being organised by Kirknewton Community Council and the Friends of the Pentlands Group.

#### Decision

To endorse the proposals for the commemoration of the centenary of the Great War as outlined in the report.

9. COACH DEVELOPMENT SCHEME 2013-14

The Panel considered a report (copies of which had been circulated) by the Head of Area Services providing information on the proposed new Coach Development Scheme to be implemented by West Lothian Council's School and Community Sport Team.

The Panel was informed that a small group made up of Sports Development Officers and Active Schools Co-ordinators had been devising a framework to monitor, support and develop the council's network of casual coaches. The vision behind developing this support framework was to:

- ensure a better quality coaching workforce was employed by West Lothian Council;
- create a culture of self-development within West Lothian Council's sessional coaches; and
- link to West Lothian Council's Legacy Plan 2013-2019 Action Plan.

The report provided the following appendices:-

Appendix I – Coach Development Scheme Framework

Appendix II – Coach Development Scheme (CDS) Criteria

The Coach Development Scheme would be piloted with a small number of coaches over the Easter period in order to test the framework document and make any necessary adjustments, with the programme to be launched to all of the council's casual coaches over the summer.

The Head of Area Services recommended that the Panel note the Coach Development scheme which would be implemented with the School and Community Sport Team's network of casual coaches.

Decision

To note the terms of the report.

10. 30TH ANNIVERSARY - MINERS' STRIKE

The Panel considered a report (copies of which had been circulated) by the Head of Area Services advising of the plans in place to commemorate the 30<sup>th</sup> anniversary of the miners' strike and its impact on the communities of West Lothian

The report recalled that, at a meeting of West Lothian Council held on 18 February 2014, officers had been asked to plan an exhibition to raise awareness of the strike and its impact on the community. A copy of the approved motion was attached as Appendix 1 to the report.

The Panel was informed that Heritage Services had planned the following activity to raise awareness of the strike and the impact it had on the communities of West Lothian:-

- A “King Coal” exhibition was already in place in Whitburn Library/Community Museum, for the anniversary of the beginning of the strike. The run of this exhibition would be extended to summer 2014.
- Discussions had begun with the National Mining Museum of Scotland to borrow their NUM sponsored “Strike!” exhibition for display in Whitburn Library/Community Museum from summer 2014 onwards.
- The refurbishment of the Whitburn permanent museum display, which had been planned for 2014-15, would begin with the display panels on coal mining and Polkemmet, in particular, and would include a greater focus on the strike than appeared in the original panels.
- A public appeal for strike memorabilia and oral history contributions would be made.
- From 2014 to 2015 one case at Whitburn Library/Community Museum would be occupied entirely by the collected strike memorabilia.
- Oral history interviews of miners and others involved would be made. The object was to record eyewitness testimony of the event. The interviews would be transcribed and added to library stock and made available to researchers now and in the future. This activity was planned for late summer 2014.
- A new listening post which was due to be installed at Whitburn Library/Community Museum would include recordings of people involved in or affected by the strike and the subsequent closure of Polkemmet Pit.
- A display on the history of Polkemmet Pit was planned to tie in with the 30<sup>th</sup> anniversary of its closure and the end of the strike. 2015 would also be the 100<sup>th</sup> anniversary of the sinking of the pit and of the Dardanelles campaign. Dardanelles was the nickname for the pit. This would also coincide with the planned activity to commemorate the First World War.

The Head of Area Services recommended that the Panel note the activity to commemorate the 30<sup>th</sup> anniversary of the miners’ strike and its impact on the communities of West Lothian.

### Decision

To note the terms of the report.

## 11. PUBLIC ACCESS PCS - ACCEPTABLE USE GUIDELINES

The Panel considered a report (copies of which had been circulated) by the Head of Area Services attaching a copy of refreshed Acceptable Use Guidelines for all members of the public accessing public access PCs in public libraries, partnership centres and community facilities.

The report explained that the introduction of a PC Booking System had prompted the refresh of the Acceptable Use Guidelines to ensure that users of the services offering free access to information, software and the internet had a clear understanding of how the service should be used. These guidelines had been produced in order to safeguard the interests of the council and the community that it served. The provision of such free public internet access had also led to issues around misuse and the downloading of inappropriate and illegal content and the procedures around offering this service. The guidelines produced aimed to eradicate any such misuse.

The Acceptable Use Guidelines provided guidance to users in the following areas:

- Security
- Anti-Virus Software
- The Internet and User Responsibility
- Conditions of Access
- Sessions Access
- Charges
- Session in Progress
- Unacceptable Use

The Head of Area Services considered that the refreshed guidelines reinforced the responsibilities of users who visited to access these resources.

It was recommended that the Panel note the refreshed acceptable use guidelines for the use of public access PCs in all public libraries, partnership centres and community facilities.

### Decision

To note the terms of the report.

## 12. WEST LoTHIAN - GAMES LEGACY PLANNING

The Panel considered a report (copies of which had been circulated) by the Head of Area Services concerning the planning and preparation West Lothian was undertaking to reap the potential benefits from Scotland hosting the Commonwealth Games 2014 and other major sporting events in the United Kingdom in the near future.



The report recalled that a West Lothian Games Legacy plan had been presented to and approved by Full Council on 6 March 2012. A re-drafted legacy plan was attached as Appendix 1 for consideration. The plan was a high-level document and the level of detail on local projects and programmes was, therefore, restricted. Future reports to PDSP would focus upon individual themes within the legacy plan and provide the Panel with more specific detail on local programmes and initiatives. A legacy reporting schedule was contained in the report.

The report went on to provide commentary on the following activities:-

- Queens Baton Relay
- Support a Second Team
- Pre Games Training Camps
- Business Ready
- Community Engagement Projects

The Head of Area Services concluded that the lesson from major events elsewhere in the world was that to be successful in achieving significant lasting benefits for Scotland, West Lothian must plan in advance. The West Lothian Legacy would not happen by chance and would need to be well planned and delivered, linked to, and embedded in, existing strategies and policies on place, regeneration and communities.

West Lothian Council was working with the Scottish Government Legacy Team to develop its plan around the outcome indicators.

The Head of Area Services recommended that the Panel:

- refer the draft Games Legacy Plan (Appendix 1 to the report) to the Council Executive for approval; and
- note the activities and programmes which council officers were engaged in as part of the lead up to the Commonwealth Games 2014.

### Decision

1. To agree to refer the draft Games Legacy Plan to the Council Executive for approval; and
2. To note the activities and programmes which council officers were engaged in as part of the lead up to the Commonwealth Games 2014.

## 13. CULTURE & LEISURE PDSP WORKPLAN

A copy of the Workplan had been circulated for information.

The Panel agreed a suggestion by the Chair that an item be added to the Workplan. Officers were asked to prepare a report on the plans of Livingston Football Club in respect of community ownership of the club,

and any related implications for football in West Lothian, and any other relevant matter.

#### Decision

To note the Workplan and to agree the suggestion by the Chair concerning the submission of a report on Livingston FC.