

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 2 FEBRUARY 2017.

Present – Councillors Dave King (Chair), Cathy Muldoon, Jim Dixon, Carl John, Frank Toner, Jim Walker, Robin Strang, West Lothian Leisure

Apologies – Bridget Meisak, Voluntary Sector Gateway

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. ORDER OF BUSINESS, INCLUDING NOTICE OF URGENT BUSINESS

The Chair agreed to change the order of business to consider Agenda Item 8 (Deans Community High School Under-5s Inspection after consideration of the Minute.

3. MINUTE

The panel confirmed the Minute of its meeting held on 8 December 2016 as a correct record. The Minute was thereafter signed by the Chair.

4. BOOK WEEK SCOTLAND

The panel considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services providing an update on Book Week Scotland 2016.

Appendix 1 to the report provided a summary of the main events organised to celebrate Book Week Scotland which included visits by five authors. Events were targeted at different audiences to ensure all age groups were engaged with the programme.

The Scottish Book Trust set priority target groups one of which was to engage more with male readers. One of the events was delivered in a local bar to reach an audience that may not traditionally use their local libraries. Appendix 2 provided the Book Week Scotland programme.

In conclusion the report advised that over sixty events took place and over a thousand readers took part in the events making the programme a great success.

The report recommended that the panel note the success of the activities and events that took place during Book Week Scotland in November 2016.

### Decision

To note the contents of the report.

#### 4. DEANS COMMUNITY HIGH SCHOOL UNDER-5S INSPECTION

The panel considered a report (copies of which had been circulated) by the Head of Education (Learning, Policy & Resources) providing details of findings of a Care Inspectorate inspection of the under-5s services provided by Community & Leisure at Deans Community High School.

The report advised that the Care Inspectorate regulated care services in Scotland, and as a registered provider of day care services for children the Under-5s at Deans Community High school was subject to regular inspection by the Care Inspectorate. An unannounced inspection of the services was completed on 8 December 2016.

The Inspectorate's report commented that the self-assessment was of a good standard. It stated that staff had formed positive relationships with families and that flexible pre-admissions visits had helped children settle in. The report also commented that staff worked well as a team and were aware when children needed more support, reassurance and challenge. The report also noted the increased focus on outdoor play and learning.

The report made the following comment in respect of the staff who delivered the service:-

"In keeping with Getting it Right for Every Child (GIRFEC) initiative they cared for children in an unhurried and nurturing manner creating an environment where children quickly settled, felt secure and were willing to learn. Parents told us that they were extremely happy with the quality of care and support their children received in this service".

The inspector's report identified no requirements or recommendations arising from the inspection. With regard to what could be done better a few issues were noted and would be progressed as follows:-

- The service will progress its plans to implement a new format for personal plans with a greater focus on children's learning.
- Developing opportunities for children to have ready access to the outdoors and the use of "loose parts" would contribute to positive outcomes for children. Staff would support children's development through high quality outdoor play and learning experiences including local walks and more use of loose parts.
- Children will have daily access to a wider range of indoor play resources made from natural materials including treasure baskets and heuristic play.

The report concluded that the grades awarded and the comments made by the Care Inspectorate indicated progress in the quality of the Under-5s

service at Deans Community High School.

The report recommended that the panel note the content of the inspection report, the positive assessment of the aspects of the service which were inspected and the improvements which were being progressed.

### Decision

To note the contents of the report.

## 5. DEVELOPING A MUSEUM STRATEGY FOR WEST LOTHIAN

The panel considered a report (copies of which had been circulated) by the Head of Housing, Customers and Building Services providing proposals to commission a study to develop plans for a museum based heritage service for West Lothian in partnership with the third sector organisations that operated in the area.

The report advised that the Council's Museums Service was located at the Kirkton Service Centre. The service stored and managed historic artefacts belonging or gifted to the council which were relevant to West Lothian. The council did not have a central museum to display artefacts but used a number of community museum spaces located in libraries. In addition the service supported voluntary-led museums run by Almond Valley Heritage Trust, Linlithgow Heritage and the Bennie Museum.

The report recalled that in April 2016 the council agreed to reshape the heritage service delivery in order to achieve an agreed saving of £102,000. The Council Executive remitted to officers to negotiate with relevant third sector heritage organisations to achieve the agreed changes.

The Head of Housing, Customer and Building Services explained that the Archives and Records Management Service was transferred to Corporate Services which achieved a saving of £33,910 and that changes made to the Local History Library and non-staffing budget removed from the Museums Service achieved a £57,240 saving.

Over a series of meetings with Almond Valley Heritage Trust officers explored the possibility of transferring the museums service in order to widen access to museums and local history across West Lothian to ensure that greater synergies were developed. The trust agreed that this was something it would be keen to explore.

During discussions it was felt that a study exploring options for partnership delivery of effective and engaging museums would allow opportunities to be maximised. Almond Valley Heritage Trust was keen to lead this development and engaged with other museum organisations to progress this.

Almond Valley Heritage Trust suggested a bid for funding from Museums and Galleries Scotland (MGS) to support an independent museums

consultant to explore options for museums based heritage service.

Museums and Galleries Scotland indicated that they would welcome a joint funding application which would potentially contribute a 75% grant towards a project estimated to cost £10,000. MGS stated that it would wish to see financial and written commitment to the project from the Council.

It was expected that the study would provide a framework and agreed plan of action that would enable an extended service agreement between the Trust and the Council to be progressed. Details of the risks associated with the proposal were contained in the report...

In conclusion the report advised that in order to fully deliver the vision for a joined up Museums/Heritage service there was a need to develop a framework within which the new service would be structured.

The report recommended that the panel:-

1. Note the progress made with delivering the agreed savings;
2. Agree to recommend to the Council Executive that a bid to Museums and Galleries Scotland was progressed by Almond Valley Heritage Trust and Council's Museum Services, and match funded by the council.

### Decision

To note the contents of the report and agree to submit to Council Executive for approval.

## 6. LOWPORT CENTRE PERFORMANCE

The panel considered a report (copies of which had been circulated) by the Head of Education (Learning, Policy and Resources) providing an update on Low Port Centre performance and activities from 1 June 2016 to 30 November 2016, a summary of which was contained in Appendix 1 to the report.

The report advised that during the period July to November 2016, Low Port Centre customers whether they engaged with Outdoor Education, Residential and Catering or Administration within this service recorded 100% customer satisfaction confirming that services delivered were "good" or "excellent".

The number of recorded complaints received was one by Quarter 3. The service was projected to be below its annual target of 4 complaints for 2016/17. The ongoing reduction in customer complaints had been the result of staff and management successfully improving service delivery. The number of complaints received by Sport and Outdoor Education Service remained low in comparison to other council services similar in size.

The Head of Education (Learning, Policy and Resources) explained that Outdoor Education activities were accessible to all age groups and abilities and supported West Lothian Council's Single Outcome Agreement "Delivering Positive Outcomes on Health" and Active West Lothian Strategy.

The core delivery of Outdoor learning from Low Port Centre was to primary and secondary schools. Evidence over 2016/17 and previous years highlighted that teachers continually agreed that Outdoor Learning activity contributed to pupils experiences and outcomes within a "Curriculum for Excellence"

New recorded figures for 2016/17 showed that the number of Low Port Centre Outdoor Education, Residential and Administration customers were 8690 from April to June. This increased during Quarter 2 with 9470 customers using Low Port service. Quarter 3, showed 5700 customers. The drop in customers was due to the combination of seasonal variation for demand and reduction in Outdoor Education staff and capacity of customers.

The report concluded that recorded performance for June to 31 November 2016 demonstrated that Low Port across all of its function areas continued to deliver evidence based high-quality service to individuals, schools, clubs and communities within West Lothian and beyond.

The report recommended that the panel note the performance information contained in the report and appendix.

#### Decision

To note the contents of the report.

### 7. COMMUNITY AND LEISURE PERFORMANCE REPORT

The panel considered a report (copies of which had been circulated) by the Head of Education (Learning, Policy and Resources) providing an update on Community and Leisure activities and performance in the first half of 2016/17 and to highlight the impact of the service.

Appendix 1 to the report included a summary of the latest service performance information across the main activities of Sport and Leisure, Adult Learning and Under-5s services. The report also highlighted an increase in customers from the most deprived areas in West Lothian, high levels of customer satisfaction and all five efficiency measures within target.

In conclusion Appendix 1 provided evidence of the value of the contribution of Community and Leisure and the positive impact made on the health and well-being and education of service users.

#### Decision

To note the contents of the report.

8. WORKPLAN

The panel considered a list of items that would form the basis of the panel's work over the coming months.