

MINUTE of MEETING of the WEST LOTHIAN LEISURE ADVISORY COMMITTEE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 25 OCTOBER 2018.

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

Apologies – Councillors Cathy Muldoon, Tom Conn and Charles Kennedy

In attendance

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

Paul Stark, Active Schools and Community Sport Manager, WLC

Laura Tyrrell, Community Arts and Instrumental Music Manager, WLC

Fiona Russell, Group Accountant, WLC

Andrew Heron, Head of Finance, West Lothian Leisure

Billy Key, Director of Operations, West Lothian Leisure

1. DECLARATIONS OF INTEREST

Councillor Dodds declared a non-financial interest due to him being a member of Xcite.

Agenda Item 7 – West Lothian Leisure Financial Position

Councillor Dodds declared an interest as his son was an employee of West Lothian Leisure on a casual basis. Councillor Dodds would not participate in consideration of this item of business.

2. MINUTE

The committee confirmed the minute of its meeting held on 6 September 2018 as being a correct record. The Chair thereafter signed the minute.

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 30 September 2018.

The report provided an overview of the 2018/19 West Lothian Council (WLC) key performance measures for West Lothian Leisure (WLL) and WLL operational performance to 30 September 2018.

The WLL Business Plan 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 through the delivery of services against WLL's nine strategic outcomes.

The report advised that following the Review Group meeting held on 14 August 2018, revised Key Performance Indicators (KPIs) were agreed between WLC and WLL. The revised KPIs were cognisant of the expansion of WLL Cultural, Sport, Leisure and Outdoor Education services delivered on behalf of WLC and also reflected the requests for additional information from WLLAC members over 2017/18. The revised KPIs would facilitate improved scrutiny of WLL performance, as recommended within the Audit Scotland Best Value Assurance report of November 2017. The 2018/19 KPIs, with performance information to 30 September 2018, were attached at appendix 1 to the report.

The Active Schools and Community Sport Manager then provided members of the committee with a summary of the key performance information as outlined within the report.

The WLL Operational Performance dashboard to 30 September 2018 was attached as an appendix to the report.

The Head of Finance, WLL, and the Director of Operations, WLL, then responded to questions from elected members. In response to a request for additional information to help members to identify key areas for scrutiny, the Head of Education (Learning, Policy and Resources) agreed that future reports could include a summary statement relating to key issues and also include an additional column within the Generic Performance Measures at appendix 1 showing target measures.

A further question was asked in relation to the staff survey carried out with WLC staff. The committee was advised that the results had been passed to officers within WLL to be analysed and further discussions would take place with council officers in due course.

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

Decision

- 1) To note the contents of the report; and
- 2) To agree that additional information would be included in future monitoring reports.

5. WEST LoTHIAN LEISURE FINANCIAL POSITION

Councillor Dodds did not participate in consideration of this item of business and left the meeting.

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 West Lothian Leisure (WLL) 2018/19 financial position to 30 September 2018. West Lothian Leisure's 2018/19 Projected Trading Statement was attached as an appendix to the report.

The report advised that a timetable had been agreed with WLL to ensure current and relevant financial information was provided in the reports to West Lothian Leisure Advisory Committee (WLLAC). All financial information would be regularly monitored and analysed by WLL and WLC Review Group, before being reported to WLLAC, with a focus on potential implications for the council.

The report also provided an update on the recommendations approved by Council Executive on 26 March 2018, which included the progress on WLL's strategy for the period 2019/20 to 2022/23.

The Group Accountant then provided members of the committee with a summary of WLL's financial information for 2018/19. The 2018/19 cash position was being monitored closely with ongoing discussions between WLL and WLC. WLL has advised that a report on their future year's financial plan was being considered by WLL Board at its meeting on Thursday 25 October 2018. An update would be provided to the WLLAC on 29 November 2018 and Council Executive on 4 December 2018.

Officers then responded to questions from members of the committee. In response to a question relating to stock purchases and sales, the Head of Finance, WLL, undertook to provide members with more detailed information following the meeting.

During the course of the discussion a request was made for additional information to be included in future financial reports. The Head of Education (Learning, Policy and Resources) and Group Account advised that future reports could include details of WLL's cash flow position to allow further scrutiny to be carried out by WLLAC.

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

Decision

- 1) To note the contents of the report and the update provided;
- 2) To note that the Head of Finance, WLL, undertook to provide members of the committee with more detailed information relating to stock purchases and sales following the meeting;

- 3) To agree that additional information would be included in future finance reports; and
- 4) To note that WLC officers would continue to monitor the position of WLL and would provide a further report to WLLAC and Council Executive on the outcome of discussions following WLL Board meeting held on 25 October 2018.