



West Lothian Leisure Advisory Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

10 May 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 16 May 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 28 March 2019 (herewith)
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)

Private Items for Information

6. Monitoring Report: Culture, Sport, Leisure & Outdoor Education - Report by Head of Education (Learning, Policy and Resources) (Exempt in terms of Paragraph 6)
7. West Lothian Leisure Financial Position - Report by Head of Finance and Property Services (Exempt in terms of Paragraph 6)

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

CODE OF CONDUCT AND DECLARATIONS OF INTEREST

This form is to help members. It is not a substitute for declaring interests at the meeting.

Members should look at every item and consider if they have an interest. If members have an interest they must consider if they have to declare it. If members declare an interest they must consider if they have to withdraw.

NAME	MEETING	DATE

AGENDA ITEM NO.	FINANCIAL (F) OR NON- FINANCIAL INTEREST (NF)	DETAIL ON THE REASON FOR YOUR DECLARATION (e.g. I am Chairperson of the Association)	REMAIN OR WITHDRAW

The objective test is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor.

Other key terminology appears on the reverse.

If you require assistance, please ask as early as possible. Contact Julie Whitelaw, Monitoring Officer, 01506 281626, julie.whitelaw@westlothian.gov.uk, James Millar, Governance Manager, 01506 281695, james.millar@westlothian.gov.uk, Carol Johnston, Chief Solicitor, 01506 281626, carol.johnston@westlothian.gov.uk, Committee Services Team, 01506 281604, 01506 281621, committee.services@westlothian.gov.uk

SUMMARY OF KEY TERMINOLOGY FROM REVISED CODE

The objective test

“...whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor”

The General Exclusions

- As a council tax payer or rate payer or in relation to the council's public services which are offered to the public generally, as a recipient or non-recipient of those services
- In relation to setting the council tax.
- In relation to matters affecting councillors' remuneration, allowances, expenses, support services and pension.
- As a council house tenant, unless the matter is solely or mainly about your own tenancy, or you are in arrears of rent.

Particular Dispensations

- As a member of an outside body, either appointed by the council or later approved by the council
- Specific dispensation granted by Standards Commission
- Applies to positions on certain other public bodies (IJB, SEStran, City Region Deal)
- Allows participation, usually requires declaration but not always
- Does not apply to quasi-judicial or regulatory business

The Specific Exclusions

- As a member of an outside body, either appointed by the council or later approved by the council
- The position must be registered by you
- Not all outside bodies are covered and you should take advice if you are in any doubt.
- Allows participation, always requires declaration
- Does not apply to quasi-judicial or regulatory business

Categories of “other persons” for financial and non-financial interests of other people

- Spouse, a civil partner or a cohabitee
- Close relative, close friend or close associate
- Employer or a partner in a firm
- A body (or subsidiary or parent of a body) in which you are a remunerated member or director
- Someone from whom you have received a registrable gift or registrable hospitality
- Someone from whom you have received registrable election expenses

MINUTE of MEETING of the WEST LOTHIAN LEISURE ADVISORY COMMITTEE held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 28 MARCH 2019

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

In attendance

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

Donald Forrest – Head of Finance and Property Services, WLC

Alan Colquhoun – Project Manager Transformational Change, WLC

Fiona Russell – Group Accountant, WLC

Robin Strang – Chief Executive, West Lothian Leisure

Cindy Brook – Chairman, West Lothian Leisure

1. DECLARATIONS OF INTEREST

Councillor Andrew McGuire declared an interest as he had recently joined West Lothian Leisure as a member.

2. MINUTE

The committee confirmed the minute of its meeting held on 24 January 2019. 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. 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 West Lothian Leisure (WLL) 2018/19 financial position to 31 January 2019 and the progress made on WLL's Three Year Plan.

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

WLL reported a surplus position for 2018/19. The report noted that income from memberships was up and provided detail on expenditure,

while indicating that initiatives were under way to make savings. More detail on WLL's financial information was provided in WLL's trading statement, which was attached to the report as Appendix 1.

Cash flow was closely monitored by both WLL and the council to ensure risk was kept to a minimum. Details of cash flow were provided in Appendix 2 of the report.

The annual funding agreement between WLL and the council was attached as Appendix 3, while reporting arrangements were shown in Appendix 4.

During discussion, the committee was advised that WLL's energy costs were regularly reviewed and WLL worked closely with energy advisors in order to decide on the best energy deals in the market.

A request was made by committee members that WLL's trading statement include monthly profits and losses alongside the annual figures shown.

It was recommended that the committee note:

1. WLL's financial performance to 31 January 2019;
2. the 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;
4. the position on WLL's Three Year Plan for the period 2019/20 to 2021/22; and
5. that the 2019/20 Annual Funding Agreement for WLL had been presented to Council Executive for approval on 26 March 2019.

Decision

1. To note the contents of the report.
2. To note the committee's request for the addition of a monthly breakdown of profits and losses to the WLL trading statement.

5. WEST LOTHIAN LEISURE THREE-YEAR FINANCIAL PLAN

A presentation was given to the committee by WLL's Chief Executive Officer on WLL's Three-Year Financial Plan.

The presentation indicated that the aim of the plan was to build a sustainable charity that improved the lives of people living in West Lothian communities and contributed to the council's priorities. The presentation focused on key aspects of the plan, which included income, staffing, property, equipment and business efficiency. Finally, it set out next steps for reducing costs and driving income growth.

During discussion, members of the committee requested that WLL provide information on levels of pay and the number of staff under each pay level in a future report or presentation in order for the committee to have a clearer view of the distribution of staffing costs.

In response to a concern expressed by the committee regarding potential loss of expertise due to senior staff reduction, WLL indicated that temporary support arrangements were in place and reassured the committee that those arrangements would only be needed in the short term.

In response to a relevant question, WLL indicated that the recent increase in membership sales was partly due to advertising and partly due to other changes such as amendments to the free swim plan.

Decision

1. To note the presentation on WLL's Three-Year Financial Plan.
2. To note the committee's request that WLL provide information on levels of pay and number of staff under each level in a future report or presentation in order for the committee to have a clearer view of the distribution of staffing costs.