

MINUTE of MEETING of the CULTURE AND LEISURE POLICY DEVELOPMENT AND SCRUTINY PANEL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 20 JUNE 2019.

Present – Councillors Dave King (Chair), Alison Adamson, David Dodds (substituting for Councillor Muldoon), Carl John, Andrew McGuire and George Paul (substituting for Councillor Conn)

Apologies – Councillors Cathy Muldoon, Tom Conn and Charles Kennedy

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The panel approved the minute of its meeting held on 28 February 2019 as a correct record. The minute was thereafter signed by the Chair.

3. ANNUAL PERFORMANCE REPORT - 2018/19

The panel considered a report (copies of which had been circulated) by the Head of Education (Learning, Policy and Resources) advising of the current level of performance for all indicators that supported the council's Corporate Plan and were the responsibility of the Culture and Leisure Policy Development and Scrutiny Panel.

The annual performance scorecard report contained relevant service performance information for scrutiny. A summary position of the status of the six performance indicators in the scorecard was contained in Appendix 1 of the report. Each indicator was accompanied by trend chart commentary including an explanation on the current performance levels and measures for improving performance. It was noted that out of the six indicators, five were at green status and one was at amber.

It was recommended that the panel note the performance information and determine if further action or enquiry was necessary for any of the performance indicators in the report.

Decision

To note the contents of the report.

4. EDUCATION SERVICES MANAGEMENT PLAN

The panel considered a report (copies of which had been circulated) by the Head of Education (Curriculum, Quality Improvement and Performance) and the Head of Education (Learning, Policy and Resources) presenting the Education Services Management Plan for 2019/20 to the panel.

The plan, attached to the covering report as an appendix, provided an overview of the services and activities of Education Services, the aims and objectives of the service, how success would be measured, targets to be achieved and improvement activities the service was committed to completing. The plan would be utilised by the management team and stakeholders to assess and gauge performance and improvement.

It was recommended that the panel note the Education Services Management Plan for 2019/20.

Decision

To note the contents of the report.

5. HOUSING, CUSTOMER AND BUILDING SERVICES MANAGEMENT PLAN 2019/20

The panel considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services introducing the 2019/20 Management Plan for Housing, Customer and Building Services.

The plan, attached to the covering report as an appendix, set out the work that the service would undertake during the 2019/20 financial year. It also provided a summary of the work undertaken in previous years and the improvements achieved by the service. It would act as the control document against which the service would monitor progress during 2019/20. The report noted that tenant representatives were consulted on performance targets and actions as part the service's ongoing consultation and performance reporting arrangements.

It was recommended that the panel consider the plan and provide comment as appropriate.

Decision

To note the contents of the report.

6. LIBRARY AND HERITAGE SERVICES PERFORMANCE REPORT

The panel considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services providing an update on Library and Heritage services performance and activities since the previous report in October 2018.

The performance report, attached as Appendix 1 to the covering report, included a summary of the latest performance figures and key achievements over the previous six months across the main service activities of Library and Heritage Services. Appendix 2 reported on the annual programme of Reader Development Activities, and Appendix 3 contained a sample of comments the service received from monthly customer satisfaction surveys.

In response to a query, officers clarified that library cards did not expire; however, card holders were required to confirm their up-to-date contact details every two years to ensure libraries held accurate and relevant information on file. Discussion also recalled the panel's suggestion at the previous meeting for wider marketing and advertising of library events.

It was recommended that the panel note the contents of the performance report and further appendices.

Decision

To note the contents of the report.

7. COMMUNITY LEARNING AND DEVELOPMENT YOUTH SERVICES 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 Learning and Development (CLD) Youth Services (Work with Young People and More Choices More Chances teams) performance from 1 April 2018 to 31 March 2019.

The report, attached to the covering report as an appendix, outlined the performance of CLD Youth Services over the period 1 April 2018 to 31 March 2019 and highlighted several initiatives and projects delivered through universal and targeted provision, although it was noted that it did not cover all the activity carried out by the service.

Panel members commended the increase in silver and gold Duke of Edinburgh's Awards achieved in 2018/19 compared to previous years.

It was recommended that the panel note the content of the Community Learning and Development Youth Services Performance Report.

Decision

To note the contents of the report.

8. ADULT LEARNING PERFORMANCE REVIEW

The panel considered a report (copies of which had been circulated) by the Head of Education (Learning, Policy and Resources) providing an update on the performance and activity of the Adult Learning team during the period 1 April 2018 to 31 March 2019.

The report, attached to the covering report as an appendix, provided a summary of the activity of Adult Learning over the previous 12 months and highlighted some of the key outcomes which had been achieved for adult learners who had engaged with the service. It also provided end-of-year information relating to the eight Adult Learning performance indicators.

Discussion focused on ESOL participation and members requested further information regarding country of provenance and gender statistics relating to ESOL course participants.

It was recommended that the panel note the content of the report, in particular:

1. The opportunities for learners to improve employability chances through literacy, numeracy, ESOL and digital learning; and
2. The engagement of learners experiencing multiple barriers, in particular the 32% of learners residing in the bottom 20% Scottish Index of Multiple Deprivation (SIMD) data zones and the 66% of learners who were unemployed.

Decision

To note the contents of the report.

9. SPORTING GRANTS SCHEME 2018/19

The panel considered a report (copies of which had been circulated) by the Head of Education (Learning, Policy and Resources) providing an update on the 2018/19 Sporting Grants Scheme budget allocation.

The report provided details about the grant's budget allocation and performance figures and summarised a number of case studies. It also noted that the overall number of applicants in 2018/19 had been higher than in the previous year and grants spend had been £4,572.91 over its budget of £105,095. The key performance measures for administration of the scheme were shown in the appendix to the report.

Active Schools and Community Sport would continue to administer Sporting Grants in 2019/20 and ensure the funding delivers the maximum impact to support West Lothian's local sports clubs.

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

Decision

To note the contents of the report.

10. REDEVELOPMENT OF ABILITY CENTRE, CARMONDEAN AND RELOCATION OF CARMONDEAN CONNECTED - LIVINGSTON NORTH PARTNERSHIP CENTRE

The panel considered a report (copies of which had been circulated) by the Head of Social Policy and the Head of Housing, Customer and Building Services informing members of the outcome of the community and stakeholder engagement for the redevelopment of the Ability Centre at Carmondean, Livingston, to create a Livingston North Partnership

Centre.

As part of the redevelopment process, the council had undertaken an extensive stakeholder engagement exercise, whose purpose was to identify any issues with the design and service delivery and ensure the redevelopment proposals were as comprehensive as possible. Engagement responses and feedback were outlined in Appendix 1 of the report. The final outline design was shown in Appendix 2, while the integrated impact assessment was included in Appendix 3 of the report.

The report also summarised progress to date and indicated timescales for delivery and monitoring of the project. It concluded that the general feedback had highlighted the successful partnership centre approach to the delivery of services the council had adopted.

During discussion, members indicated that they welcomed and supported the partnership centre initiative and commended officers on their management of the engagement process, which had been conducted efficiently and transparently.

It was recommended that the panel note:

1. The outcomes of the stakeholder and community engagement on the proposed layout design and service provision at the new partnership centre facility;
2. The progress to date and the proposed finalised project delivery timescales;
3. That the existing Carmondean Connected would no longer be required for the service delivery and upon completion of the project and at that time would be subject to the council's surplus property procedures; and
4. That officers should continue to engage with stakeholders on the delivery of the project and provide regular updates to Council Executive as part of the established monitoring and reporting of the General Services Capital Programme.

Decision

To note the contents of the report.

11. WORKPLAN

A copy of the workplan had been circulated for information.

Decision

To note the workplan.