



## ***West Lothian Leisure Advisory Committee***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

19 November 2021

A meeting of the **West Lothian Leisure Advisory Committee** of West Lothian Council will be held within the **Virtual Meeting Room** on **Thursday 25 November 2021** at **11:00am**.

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence
3. Order of Business, including notice of urgent business, declarations of interest in any urgent business and consideration of reports for information.

The Chair will invite members to identify any such reports they wish to have fully considered, which failing they will be taken as read and their recommendations approved.

4. Confirm Draft Minutes of Meeting of West Lothian Leisure Advisory Committee held on Thursday 21 October 2021 (herewith)
5. PRIVATE SESSION - 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)

#### **Private Items for Information**

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

DATA LABEL: Public

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**NOTE For further information please contact Anastasia Dragona on tel. no. 01506 281601 or email [anastasia.dragona@westlothian.gov.uk](mailto: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](mailto:julie.whitelaw@westlothian.gov.uk), James Millar, Governance Manager, 01506 281695, [james.millar@westlothian.gov.uk](mailto:james.millar@westlothian.gov.uk), Carol Johnston, Chief Solicitor, 01506 281626, [carol.johnston@westlothian.gov.uk](mailto:carol.johnston@westlothian.gov.uk), Committee Services Team, 01506 281604, 01506 281621 [committee.services@westlothian.gov.uk](mailto: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 VIRTUAL MEETING ROOM, on 21 OCTOBER 2021.

Present – Councillors Harry Cartmill (Chair), Cathy Muldoon, Alison Adamson, David Dodds, Charles Kennedy, Andrew McGuire and David Tait

In attendance

James Cameron – Lead Officer, WLC Donald

Forrest – Head of Finance and Property Services, WLC

Alan Colquhoun – Culture & Sport Manager, WLC

Robert Young – Senior Service Accountant, WLC

Tim Dent – Chief Executive, WLL

Andrew Heron – Head of Finance and Administration, WLL

1 DECLARATIONS OF INTEREST

Councillor David Dodds declared an interest as his son was an employee of West Lothian Leisure. As his interest was remote, he would participate in all items of business.

Councillor Andrew McGuire declared an interest as a member of West Lothian Leisure. He would participate in all items of business.

2 MINUTES

The committee approved the minutes of its meeting held on 26 August 2021 as a correct record.

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 consideration 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 West Lothian Leisure's (WLL) 2020/21 audited accounts (Audited Accounts) and its 2021/22 financial position.

During discussion, members were advised that the positive trends regarding WLL's income continued. Members were also assured that expected upcoming increases in utility costs had been factored in the budget forecast.

Members wished to thank all WLL staff for their efforts resulting in positive trends and controlled costs.

It was recommended that the committee note:

1. The WLL Board had approved WLL's unqualified 2020/21 Audited Accounts and the council had provided a comfort letter in relation to those accounts;
2. WLL's financial performance for the four months to 31 July 2021;
3. WLL's reforecast for the year to 31 March 2022; and
4. That the second half of the 2021/22 management fee and the third quarter of the 2021/22 reserve funding had been provided to WLL since the last WLLAC meeting.

#### Decision

To note the terms of the report.

#### 5 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, Sport, Leisure and Outdoor Education services delivered by West Lothian Leisure (WLL), within the context of facility re-opening and service resumption in line with the continued achievement of planned milestones in the Scottish Government's roadmap for COVID recovery.

During discussion, officers stressed the importance of regular maintenance in keeping venue standards high.

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

#### Decision

To note the terms of the report.