



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

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

17 February 2022

A meeting of the **West Lothian Leisure Advisory Committee** of West Lothian Council will be held within the **MS Teams Virtual Meeting Room** on **Thursday 24 February 2022 at 10:00am**.

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence
2. Declarations of Interest - Members must declare any interests they have in the items of business for consideration at the meeting, identifying the relevant agenda items and the nature of their interests.
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 25 November 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 Decision**

6. West Lothian Leisure Financial Position - Report by Head of Finance and Property Services (exempt in terms of Paragraph 6)

DATA LABEL: Public

7. Monitoring Report: Culture, Sport, Leisure & Outdoor Education - Report by Head of Education (Learning, Policy and Resources) (exempt in terms of Paragraph 6)

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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 (2021)**

**This form is a reminder and an aid. It is not a substitute for understanding the Code of Conduct and guidance.**

**Interests must be declared at the meeting, in public.**

**Look at every item of business and consider if there is a connection.**

**If you see a connection, decide if it amounts to an interest by applying the objective test.**

**The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.**

**If the connection does not amount to an interest then you have nothing to declare and no reason to withdraw.**

**If the connection amounts to an interest, declare it as soon as possible and leave the meeting when the agenda item comes up.**

**When you declare an interest, identify the agenda item and give enough information so that the public understands what it is and why you are declaring it.**

**Even if the connection does not amount to an interest you can make a statement about it for the purposes of transparency.**

**More detailed information is on the next page.**

Look at each item on the agenda, consider if there is a “connection”, take advice if necessary from appropriate officers in plenty of time. A connection is any link between the item of business and:-

- you
- a person you are associated with (e.g., employer, business partner, domestic partner, family member)
- a body or organisation you are associated with (e.g., outside body, community group, charity)

Anything in your Register of Interests is a connection unless one of the following exceptions applies.

A connection does not exist where:-

- you are a council tax payer, a rate payer, or a council house tenant, including at budget-setting meetings
- services delivered to the public are being considered, including at budget-setting meetings
- councillors’ remuneration, expenses, support services or pensions are being considered
- you are on an outside body through a council appointment or nomination unless it is for regulatory business or you have a personal conflict due to your connections, actions or legal obligations
- you hold a view in advance on a policy issue, have discussed that view, have expressed that view in public, or have asked for support for it

If you see a connection then you have to decide if it is an “interest” by applying the objective test. The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.

If the connection amounts to an interest then:-

- declare the interest in enough detail that members of the public will understand what it is
- leave the meeting room (physical or online) when that item is being considered
- do not contact colleagues participating in the item of business

Even if decide your connection is not an interest you can voluntarily make a statement about it for the record and for the purposes of transparency.

The relevant documents are:-

- [Councillors’ Code of Conduct, part 5](#)
- [Standards Commission Guidance, paragraphs 129-166](#)
- [Advice note for councillors on how to declare interests](#)

If you require assistance, contact:-

- James Millar, Interim Monitoring Officer and Governance Manager, 01506 281613, [james.millar@westlothian.gov.uk](mailto:james.millar@westlothian.gov.uk)
- Carol Johnston, Chief Solicitor and Depute Monitoring Officer, 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)

January 2022

MINUTE of MEETING of the WEST LOTHIAN LEISURE ADVISORY COMMITTEE held within VIRTUAL MEETING ROOM, on 25 NOVEMBER 2021.

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

In attendance

James Cameron – Lead Officer, WLC

Alan Colquhoun – Culture & Sport Manager, WLC

Robert Young – Senior Service Accountant, WLC

Tim Dent – Chief Executive, WLL

The Chair thanked Councillor Harry Cartmill for chairing the previous committee meeting as well as Councillor Cathy Muldoon for chairing the Culture and Leisure PDSP and West Lothian Leisure Advisory Committee meetings until a permanent Chair was appointed.

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 21 October 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) 2021/22 financial position.

During discussion, it was noted that sports clubs were returning to their pre-Covid membership levels.

1. It was recommended that the committee note:
2. WLL's financial performance for the six months to 30 September 2021.
3. WLL's reforecast for the year to 31 March 2022.

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.

WLL's Chief Executive provided further information on WLL's recruitment fair and the training and opportunities offered to candidates. Members were also pleased to see the organization's charitable purpose promoted.

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

Decision

To note the terms of the report.