



West Lothian Leisure Advisory Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

1 June 2023

A hybrid meeting of the **West Lothian Leisure Advisory Committee** of West Lothian Council will be held within the **Conference Room 3, West Lothian Civic Centre** on **Wednesday 7 June 2023** 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 23 February 2023 (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)

DATA LABEL: Public

7. Monitoring Report: Culture, Sport, Leisure & Outdoor Education - Report by Depute Chief Executive (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 (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
- Carol Johnston, Chief Solicitor and Depute Monitoring Officer, 01506 281626, carol.johnston@westlothian.gov.uk
- Committee Services Team, 01506 281604, 01506 281621
committee.services@westlothian.gov.uk

January 2022

MINUTE of MEETING of the WEST LOTHIAN LEISURE ADVISORY COMMITTEE held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, on 23 FEBRUARY 2023.

Present – Councillors Craig Meek (Chair), Cathy Muldoon, Alison Adamson, Anne McMillan and Andrew Miller

In attendance

Elaine Cook – Depute Chief Executive, WLC

Robert Young – Senior Service Accountant, WLC

Ben Lamb – Chief Executive Officer, WLL

Andrew Heron – Head of Finance, WLL

1 DECLARATIONS OF INTEREST

There were no declarations of interest made.

2 MINUTES

The committee approved the minute of its meeting held on 8 December 2022. 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 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) financial position for the 2022/23 financial year.

During discussion, members requested more information on details of WLL's financial position and anticipated pressures for the upcoming financial year were highlighted.

It was recommended that the committee note:

1. WLL's financial performance for the nine months to 31 December 2022; and
2. WLL's forecast financial performance for the year to 31 March 2023.

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 Depute Chief Executive providing an update on the operational performance of Culture, Sport, Leisure and Outdoor Education services delivered by West Lothian Leisure (WLL), for the period to 31 October 2022.

During discussion, WLL advised on their actions to mitigate potential business loss due to competitors. Members requested an update on opening the Deans Community High School swimming pool for public use and it was agreed that an update would be brought to the next committee meeting. Health referrals to WLL were then discussed and it was agreed that officers would provide further details on the management and challenges of health referrals at the next meeting.

It was recommended that the West Lothian Leisure Advisory Committee note the updates on WLL's operational performance and related matters outlined in the report.

Decision

1. To note the terms of the report.
2. To provide an update on plans to open the Deans Community High School swimming pool for public use at the next meeting.
3. To provide further details on management and challenges of health referrals at the next meeting.