

# sport and outdoor education annual report

2009 • 2010



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It hardly seems a year since I reported the first Sport and Outdoor Education Service Annual report. Last year I reported on how the Sport and Recreation Service had combined with the Outdoor Education Service, and once again I am pleased to be reporting on the good work of this “new” team of staff. Much has been achieved since we merged Services in October 2008 and there are plans to further develop the interaction among the teams to increase the level of participation and improve performance within physical activity for West Lothian residents.

In this past year there have been some excellent examples of integrated work with the five elements that now comprise the Service: Facilities and Resources, Active Schools, Outdoor Education, Sport Development and West Lothian On The Move. The combined work of these teams has improved the service we offer to our customers, partners and the various other Council Services we work regularly with.

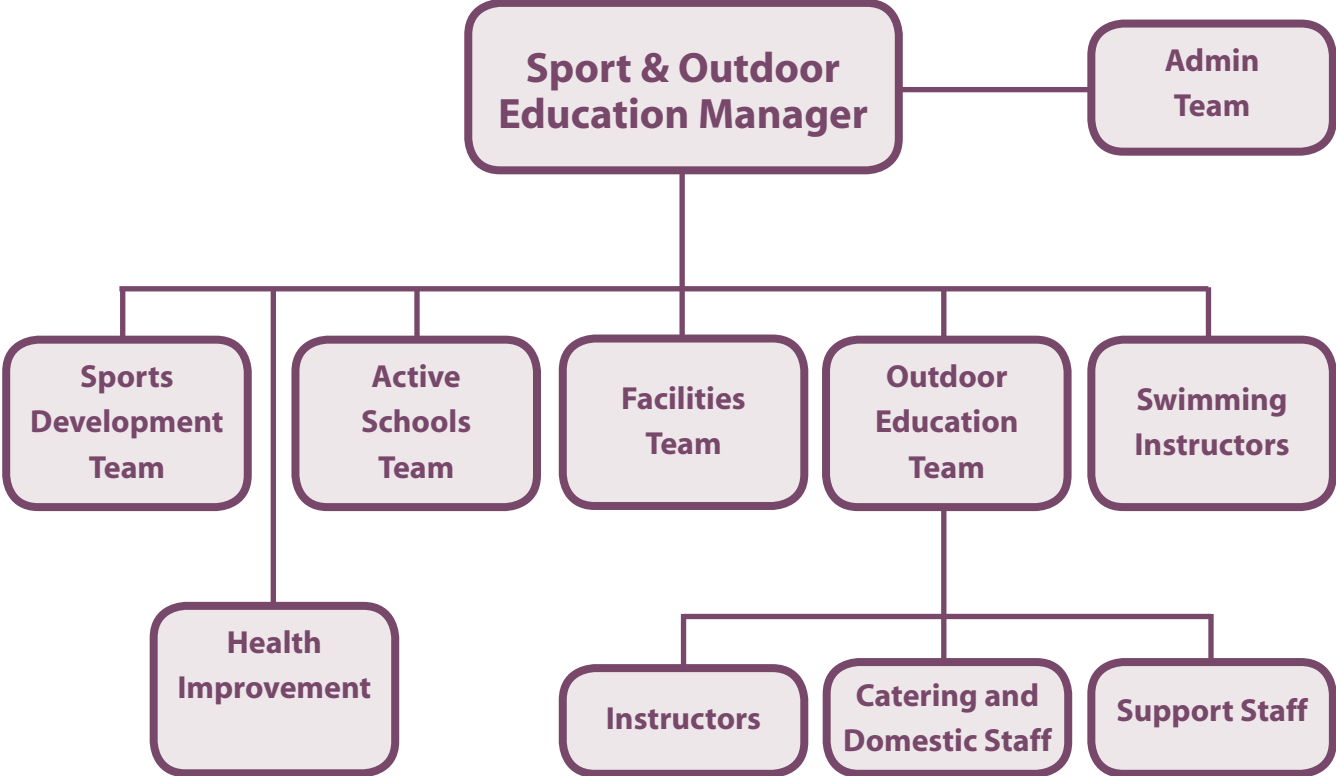
Among the many programmes of activity we offer, once again our School Holiday programmes have been very well received, our Excellence in School Sport has had another successful year, the Champions in Schools is about to complete a second successful year in West Lothian Schools and West Lothian on the Move has continued to develop the number of activity opportunities available to a broad range of people. All this activity must contribute substantially to the health and well being of the West Lothian Residents.

A working group spent time reviewing service standards from different areas of the service. The group consulted staff and customers on a draft replacement for the whole service and reviewed the feedback. This process has led to the production of a new set of Service Standards for Sport and Outdoor Education which was published recently with a first set of results shown at the end of this report.

I hope you find this report an interesting read and if you are not regularly involved in some form of physical activity that you decide to become so and that if you are one of the many who regularly enjoy regular physical activity you will consider participating in one, or more, of the excellent opportunities offered by the various teams within our Service.



**George Thomson**  
**Sport and Outdoor Education Manager**





Sports development is a process whereby effective opportunities, systems and structures are set up to enable everyone to take part in sport for recreation or to improve performance to whatever level they desire. This opportunity should apply to all people irrespective of which area or group they belong to

**Sport for All in West Lothian** Strategic plan

## Overview

Sports Development has continued to develop and support participation in sport, through both the community and education areas, despite their falling staff numbers. By delivering on the priority areas of work, as identified in The Framework, Sports Development has sought to make best use of resources and maximise the contribution sport can make to the overarching health agenda and West Lothian's sporting performance.

Partnership working and community engagement are crucial to the process of delivering programmes of activity which meet the needs of the people in West Lothian. Achieving set goals and targets cannot be done in isolation and, as in previous years, Sports Development has continued to work with a number of partners e.g. Community Learning Development, Community Facilities, NETS & Land Services, Schools, Governing Bodies, Lothian & Borders Police and sportscotland.

## Priority Areas of Work

*Club Development – increases community well being from being part of a sustainable structure. Clubs bring people together, offering community hubs and support mechanisms for many people.*

The key national outcomes of Sports Development are to **Increase Participation** and **Improve Performance**. In working with a large number of clubs which provide strong sporting pathways e.g. Athletics, Badminton, Basketball, Football, Gymnastics, Handball, Hockey and Rugby, Sports Development meet not only the national outcomes but also contribute to West Lothian's SOA.

Club Accreditation also sits under **Club Development** and is a scheme which has been developed to help support clubs in West Lothian and allow the public to recognise safe, effective and child friendly club environments. 30 clubs have now achieved Access Level with a further 16 clubs currently being supported by Sports Development Officers to reach Access Level. Seven clubs have already attained Community Level and again, a further 16 clubs are working their way towards achieving this level. Last year Murieston FC was the first club to achieve Developmental Level on the accreditation scheme. There are another three clubs currently on Community level and should achieve Development Level by summer 2010.

Swim West Lothian, which is recognised nationally as an example of good practice, continues to grow and develop. A paper was presented at the PDSP on Feb 16th which informed the group about the successful implementation of West Lothian Swimming Performance Training Squad, further development of the existing structure into Swim West Lothian and to confirm funding from West Lothian Council and Scottish Swimming to support the programme over the next three years. West Lothian Leisure is also supporting Swim West Lothian by agreeing to continue five hours pool time free of charge. A Partnership Agreement has now been agreed and signed by all the partners.

This Partnership Agreement is a clear demonstration of the commitment there has been in working to further develop competitive swimming in West Lothian. All the indications are that the recent national successes of West Lothian swimmers will be built upon and improved through this cooperative venture. With the recent loss of the swimming development officer's post, it is vital this three year partnership agreement succeeds in achieving sustainability for Swim West Lothian.

This year £77,000 was paid out through Sporting Grants to a number of sport forums, various clubs and individuals. This funding is vital in helping support our local clubs and volunteers to deliver good quality coaching and provide quality sporting opportunities for the benefit of local communities. Individual athletes also benefited from the Athlete Scholarship pass which entitles athletes to free use/reduction of West Lothian Council sports facilities to undertake additional training on an individual basis and also provides free access for identified coaches.

Celebrating Sport was held in February at Deans Community High School which paid tribute to those who have shown outstanding dedication and commitment to sport in the communities of West Lothian. Awards were presented in the following categories:

- Young Sports Person of the Year – Craig Benson (Swimming)**
- Senior Sports Person of the year – Douglas Shaw (Gymnastics)**
- Contribution to School Sport – Jane Robertson (St Kentigern's)**
- Coach of the Year – Stephen Duff (Wheelchair Basketball)**
- Local Service to Sport – Alanna Morrison (Swimming)**

The evening was compered by Bill Tevendale and Tim Reddish, Chair of the British Paralympic Association, was the inspirational after-dinner speaker. An independent panel, chaired by Councillor Jim Walker, chose the award winners.

*Diversionary Work – sport benefits mental, physical health and skill development, thereby improving life's chances. It can also provide an effective diversionary activity from crime and anti-social behaviour.*

Securing funding from the Scottish Football Association, sportscotland and the Tackling Underage Drinking Strategy Group, Sports Development organised and delivered Midnight Football and Street Football across various identified sites in West Lothian. This year, over 2000 young people took part in the Midnight Football Leagues with 11 teams making it through to the local area finals. The eventual winners for the U17s were Livingston Star FC and AC Matalan who won the U14 section. Both teams represented West Lothian at the regional finals held on 10 May at Tynecastle.

The pilot stage of Street Football/Rugby attracted 115 young people across various venues in West Lothian. Based on the success of the pilot, areas were identified by Lothian and Borders Police on where to have the programme delivered for a period of six weeks from September to mid October 2009. A review of this took place on October 27. It was agreed that based on the evidence provided, the programme had not been as successful as the pilot initially had been as there were only 21 participants. Possible reasons for this were:

- delivery time was too early
- peer pressure was put on participants in some areas
- sessions were delivered in areas away from community centres, unlike the pilot project
- one session every 3rd week was not enough to have a sizeable impact on behaviour.

Taking the above points on board, a Street Football/Rugby timetable was agreed and a further 15 weeks were delivered from November 2009 – March 2010. Unfortunately 6 sessions had to be cancelled due to the adverse weather conditions but on a positive note, over 100 young people took part in Street Football/Rugby.

*Education and Development – provides safe and consistent practice from qualified staff and coaches to other coaches and volunteers.*

Sports Development organised and delivered a varied and comprehensive Coach Education programme of 67 courses, including various Governing Body courses, Child Protection, Emergency First Aid and Disability Inclusion Training to 977 coaches, volunteers, school staff and the community. In addition to this, Football Development delivered 26 level 1-3 coaching courses to nearly 300 people, who mainly came from local football clubs.

*Holiday and Out of School Activities – Increases opportunities to participate and develop interest and skills.*

In 2009, the Easter, Summer and October holiday programme saw a total of 73 sessions delivered across West Lothian to 1331 young people.

*Working with Schools – Provides sustainable opportunities for all children and young people to participate in physical activity and sport and enables the creation of pathways from the school to the wider community.*

At the end of its 3rd year, the Excellence in School Sport Programme (ESSP) still provides high quality sports coaching for talented and aspiring student athletes during curricular and extra-curricular school.

The aims of the programme have remained constant:

- further develop the sporting skills of the identified student athletes;
- to raise awareness and highlight the student athletes as good role models;
- develop their skills in line with the 'Curriculum for Excellence' capacities:

47 student athletes were involved in the 5 ESSP sports:

- badminton (4)
- basketball (13)
- golf (8)
- rugby (7)
- swimming (15)

ESSP provides excellent coaching, sport psychology, nutritional advice, strength and conditioning, injury prevention advice, physiotherapy and a Higher or Advanced Higher Physical Education Practical Performance Unit.

The SFA fund a number of schools based initiatives including The McDonalds programme which provides 20 coaching sessions to schools based in and around community football clubs. They also support the Food Standards Agency that targeted primary age pupils in some of the Bathgate primary schools.

In 2009/10 the team also delivered and/or supported a number of local and national competitions including:

**Regional Basketball Competitions (Primary & Secondary)**

**Sportshall Athletics**

**Cross country – PS & Secondary**

**6 stage National Road Race**

**Linlithgow 10k**

**Dechmont Trail Run**

**Primary and Secondary Rugby Festivals (Tag and Sevens)**

**Small Sided Football Festivals**

**West Lothian Primary & Secondary Schools Badminton Championships**



The main aim of Active Schools is to introduce more physical activity into the daily lives of pupils through active travel, play and dance. **More people, More Active More Often** - that's the message West Lothian Schools are reinforcing today as they take part in the Active Schools West Lothian programme.

## Introduction

2009/10 has seen Active Schools in West Lothian build upon its strong base and develop further within the secondary schools and local community. The team of 14 coordinators has delivered the core aims and objectives of active schools through engaging schools in the West Lothian Active Schools Charter. In June 2009 we saw our first school, Harrysmuir Primary School, reach the highest level and achieve the Gold award. We currently have 50 schools working towards the charter, in a variety of levels, and with the updated charter launched in November 2009, we now have secondary schools engaging in the process as well.

The charter is closely aligned to the H&WB outcomes and links to the Single Outcome Agreement and the Life Stages model. This has proved an invaluable tool to the schools, helping them to engage in the Curriculum for Excellence and also see the importance of partnership working between schools and the local community. The schools have received the charter in a positive manner and they see the charter complementing the work they do in their development of the Curriculum for Excellence. Following on from the clear guidelines set out in the charter our team plan and individual area plans included specific outcomes/codes from H&WB. This proved to be very popular and helpful to staff within the schools.

## Management of Active Schools

All ASCs create and implement area action plans, which are developed in consultation with the area schools and community. Plans are reviewed on a quarterly basis and although ASCs work primarily in their areas, transition and pathway work targets their feeder schools. Due to this, all ASCs work very closely together throughout the year.

In addition to Active Schools Monitoring Online, ASC's now carry out additional monitoring regarding club links & tracking pupils who progress on to community clubs.

Quarterly reports from all areas are collated and form a full report for senior management.

Focus groups, which are set up within Sport & Outdoor Education to look at specific areas also produce quarterly updates with outputs being reviewed annually.

## Partnerships

This year, Active Schools has focused on the school/club links and we have seen a great improvement in this area. We now have over 200 links between our schools and clubs in West Lothian, with some exceptionally good examples of true partnership working in the community. We also have over 200 successful after school clubs running this year, which is an improvement from previous years.

A good example of school/club links was the Community Sports Fortnight that was held at Linlithgow Academy. From the 15 – 26 March fifteen different sports organisations and clubs delivered tasters to the pupils of Linlithgow Academy as part of the Community Sports Programme.

The Community Sports Programme evolved from the Community Sports Week that was held last year. It was designed to create stronger links between the pupils at Linlithgow Academy and local sports clubs and organisations. Furthermore as Linlithgow Academy has new sports facilities it was deemed an ideal way to showcase sport in Linlithgow Academy.

Based upon an evaluation of last year's Community Sports Programme it was decided that the programme should be extended to two weeks in order to allow as much flexibility for time/date as possible for sports clubs. It was also decided to not include taster sessions after-school as this proved to be unsuccessful with the pupils last year. Through consultation with staff in the PE department it was decided that sports clubs and organisations would be offered the opportunity to deliver tasters in their sport/activity either during curriculum time or lunchtime.

As always the links with education have continued to be strong with the Director of Education chairing the School Sports Partnership (SSP) Strategic Group. The main purpose of the group is to "Ensure an integrated and planned approach to the development and delivery of high quality PE, PA & School Sport in West Lothian and to ensure a structured pathway exists from participation to performance". ASC (School & Community) is the lead for the active schools team on the SSP and is responsible for driving the groups forward and pulling reports together.

Through the SSP working groups there has been a big push on developing sustainable pathways from the early years, transition from primary to secondary and through to community clubs. The pathways are not just focusing on out of school hours activity, but also linking together primary and secondary physical education, and then further links into the community, to give children and young people quality provision.

The SSP is a vital part of the Active Schools Charter, which was re-launched in November 2009, after updating to include secondary schools. This was received in a very positive manner by all schools and is now seen as an important tool to develop health and well-being within the Curriculum for Excellence.

ASCs represent the service on all nine locality planning groups across West Lothian. These groups engage with the community and reflect the needs of the areas and the people. Each area has a plan, which involves all available partners. To date the ASCs are heavily involved in these plans, as opportunities for physical activity and sport are high on the agenda for most areas.

The ASM, ASC (School & Community) and the Sports Development team leader attend PT of PE meetings on a termly basis and feed back to the rest of the Sport & Outdoor Education Service, where appropriate.

## Participation incorporating targeting

Real progress has been made this year, with ASCs developing different ways of targeting the inactive population of our schools. There are currently several projects being piloted across West Lothian to see which methods, if any, are more effective and have a long-term impact on participation.

Our lead ASC for disability has been busy ensuring there are equal opportunities for children with disabilities and has been working closely with the rest of the team on this. This inclusive approach has been much more beneficial to both the pupils and the active schools team, as sustainability and changing people's perceptions have been the main drivers.

Survey Monkey has been piloted in a few schools to gain vital information from non-participants. The use of Survey Monkey is to be further developed over the next year by the team in areas other than targeted groups as well as across the whole of West Lothian.

## Fit for Girls

We currently have 9 out of the 11 Fit for Girls plans approved and funds have been released to these schools to implement the plans. We are looking forward to see the benefit that this programme has to our secondary aged girls. The remaining 2 schools are still working on their final plans but hope to be active by summer 2010.

## Volunteering

Recruitment and retention of volunteers has been key to the success and sustainability of the after school and satellite clubs. Although we fell short on the target for adult volunteers being qualified with SGB awards, all volunteers have accessed and attended in-house courses on a regular basis. The sports leader courses that have run in partnership with PE departments across West Lothian have been very popular this year and the quality of senior pupils we now have as volunteers is second to none. Many of these pupils see the value of volunteering through active schools and have continued to volunteer with us once they have left school.

The active schools (school & community) coordinator is now taking the lead in developing and producing a robust volunteer strategy and is the main link for Sport & Outdoor Education with the Voluntary Sector gateway.

This year we rolled out the Young Ambassadors programme, in partnership with Youth Sport Trust, as part of a national pilot in The James Young High School and Whitburn Academy. The two Ambassadors have been exceptionally pro-active within their school and local community.

## Priorities for 2010/11

- **Continue to strengthen links with both internal and external partners including regional development officers.**
- **Develop and complete volunteer strategy.**
- **FFG action plans are implemented**
- **Increase number of non-participants in PA & Sport**
- **Develop further the current school/club links and increase links, where appropriate**

## Conclusion

A very successful and busy year for West Lothian Active Schools, with the update of the Active Schools Charter and implementation of this in secondary schools, implementation of the Young Ambassadors programme, effective use of current monitoring & evaluating processes, successful delivery of a strong primary and secondary school sports calendar of events, a large scale pupil survey, robust CPD programme for staff and volunteers, local pilot programmes and new partners fully on board.

Active Schools continues to have a considerable impact in the local community with ASCs offering extensive programmes of activity, both school based and in the wider community.

Active Schools continues to be a key contributor to the wider health and well being agenda across the authority.



The Facilities team, through Strategic Development and Planning, work to provide a range of sports facilities that meet the needs of those living and working in West Lothian. The two main areas of focus are on the development of quality facilities and to ensure those facilities are operated in an appropriate manner. A number of strategies help to inform policy and planning decisions. These are the Outdoor Facilities Strategies, the Indoor Facilities Strategy and the Community Use of School Sports Facilities Strategy.

## Bathgate Swimming Pool

This much-awaited project commenced on site in late August 2008 and, while the initial planned 18-month construction period has extended slightly due to the severe winter weather conditions, the new facility is expected to open its doors to the public in early May 2010. The new development will see the provision for swimming relocated to Balbardie Park, next to the sports centre, and includes a 25m 6 lane competition pool with accommodation for over 200 spectators, poolside sauna, steam-room, teaching pool and viewing area. It will also include 8 new outdoor changing rooms to cater for the grass pitches and other activities within the park. This significant project secured a maximum award of £800,000 from sportscotland's Building for Sport programme and will be a significant boost to community sport in Bathgate and West Lothian.

## Fauldhouse Partnership Centre

The Fauldhouse Partnership Centre is another development project for which Sport and Outdoor Education has secured significant funds from the sportscotland Building For Sport Programme (£700,000). Alongside police, medical, and dental services the new Centre will house council services including Library Services, CIS and Community Learning and Development. In terms of sports facilities, the project includes the refurbishment of the 25-metre swimming pool and 3-court games hall as well as new village changing, external pitch changing rooms and a new dance studio. The project commenced on site in March 2008 and with progress made throughout 2008/09 expected completion is now June 2010.

## Sports Facilities Strategy - Investment Programme

Three significant projects were completed this year with funding secured through the Council's capital programme. This includes the provision of a new outdoor changing accommodation block and training room at Craigswood Sports Centre, a changing pavilion at the new community park in Elburn, North Livingston and a new changing pavilion at Limefield Park in Polbeth. All of these projects represent a significant financial commitment to improving facilities for outdoor sports. The project at Limefield Park was completed in September 2009 with the projects at Craigswood and Elburn following in December 2009.

Work continues into 2009/10 to complete drainage works to six new grass pitches at Craigswood Sports Centre and three at Elburn Park to complement the above investment in built facilities. As part of the same investment programme, a project to replace outdoor changing facilities in Westrigg Park, Blackridge was completed, ahead of schedule, in September 2009.

## Synthetic Turf Pitches

The completion of the refurbished training and match facilities at Bankton Mains Complex in Murieston was achieved in December 2009. This project involved the provision of a new, full-size 3rd generation synthetic surface and a smaller training area adjacent to the club's changing facilities. In addition to the capital allocation for this project, Sport and Outdoor Education, in partnership with Murieston United, was successful in securing an additional £100,000 from the Cashback for Sports Facilities scheme.

Design work, in partnership with West Lothian Council Construction Services and West Lothian Leisure, was completed in March 2010 for the refurbishment of the full-size synthetic pitch at Balbardie Park in Bathgate. Work on this project is programmed for completion in August 2010.

The Facilities and Resources team also continue to work with secondary schools and colleagues in NETS and Land Services to implement an effective maintenance regime at the secondary school synthetic turf pitches. In 2009/10 a new contract was secured to carry out the required maintenance with both St Margaret's Academy and Linlithgow Academy to receive the "mid-life rejuvenation" process during the summer holidays in 2010.

This financial input underlines West Lothian Council's commitment to support local sports clubs and schools in the provision of high quality training and competitive match facilities.

## Albyn Park

This project, which commenced in March 2009, will benefit Broxburn United Sports Club's 600 members, local schools and the community by providing a full-size 3rd generation synthetic pitch, clubhouse, 10 changing rooms, physiotherapy room and meeting facilities. These facilities will also be used to support the adjacent Stewartfield Park grass pitches. This is a major community club development project and represents a partnership approach between West Lothian Council and Broxburn United Sports Club. The Club was successful in securing external funding including £500,000 from sportscotland's Building for Sport Programme and £150,000 from the Cashback for Sports Facilities scheme.

Progress continued through 2009/10 on the construction of the pavilion and 3G pitch. Estimated completion is now August 2010.

## Murrayfield Park

A stage 1 Sports Facilities Fund application was submitted to sportscotland on 1 March 2010 to supplement the existing capital allocation for this project. £400,000 has been applied for to provide a 6-team changing pavilion with club-room, along with the grassing over of the existing blaise pitch on the site. This work will complement the drainage work already being undertaken by NETS and Land Services at Murrayfield Park this summer. This project will provide Blackburn United Community Football Club with a high quality base from which they can continue to develop their community sports club, which has already made significant progress over the past couple of years.

## Multi Use Games Areas (MUGAs)

Preparatory design work for a new MUGA at Peel Primary School in Livingston was completed in early 2010 and site start is expected in early May 2010. Completion is expected in June 2010.

The Facilities and Resources team also continue to work with the Fauldhouse Community Development Trust to source funding for a similar facility at Fallahill Primary School in Fauldhouse. To date, £30,000 has been secured with a further £30,000 required to progress the project. Design work and planning application is currently being progressed with the Construction Services team.

These facilities will, as additional teaching spaces, provide a flexible resource to the schools during curricular time and also as a valuable community resource out-with school hours.

## Sport and Physical Activity Strategy

Officers from West Lothian Council and West Lothian Leisure continue to progress the development of a new Sport and Physical Activity Strategy for West Lothian. This will deliver an overarching strategy for both the Council and West Lothian Leisure as recommended by the Independent Review of Leisure conducted in 2009. Represented on the strategy steering group are colleagues from West Lothian Leisure, Health Improvement, NETS and Land Services, Education, Community Facilities and Country Parks.

Brian Porteous who has significant experience of public sport and physical activity with the Scottish Sports Council, Glasgow City Council and Genesis Consultancy is facilitating the strategy.

The final Steering Group meeting will take place on 28 May with a draft report on target to be completed in June 2010.

## West Lothian Physical Education Review

This past year's review has highlighted a considerable increase in the amount of time that Primary schools in particular have allocated to every child in West Lothian. Despite, in many cases, having problems accessing appropriate facilities, schools are being very creative with how activity is embedded within the curriculum. Many examples of good practice are also evident and demonstrate how partnership working is at the very centre of how Physical Education, Physical Activity and Sport is delivered in the authority. Active Schools, Sport Development, Physical Education staff and Cluster groups are working in a very cohesive manner to increase the number of opportunities for all students to engage in performance at every age and stage. The need for all teams to continue to be involved in this partnership delivery is at the heart of the report.



West Lothian on the Move (WLOTM) was originally established in 2001 and since then has received both local and national recognition for its achievements in developing a strategic partnership to deliver health improvement through the promotion of physical activity.

## West Lothian on the Move

The strategic objectives of WLOTM are taken forward by an over arching steering Alliance with sub groups facilitating these objectives and helping support the delivery of the key outcomes. The Alliance and sub groups consist of key stakeholders who promote joint working across traditional boundaries, sharing the agenda of physical activity.

Integrating the physical activity messages into council policies and strategies is an ongoing process and will be essential in improving health outcomes for West Lothian as a whole. The aims and objectives of the WLOTM Strategy are closely aligned to West Lothian's Community Plan and the Life Stage Outcome Planning Model. The outcomes outlined in the Strategy contribute to wider health and well being outcomes for the whole of the West Lothian population.

## Put Your West Foot Forward (PYWFF)

PYWFF is aimed at encouraging inactive people in West Lothian to become more physically active by walking. The project has developed a programme of regular volunteer led walks and promotes independent walking while raising awareness of walking for health. Over the course of the year there have been 30 volunteers involved in delivering a programme of approximately 12 walks over the course of each week, engaging over 150 walkers. In July 2009 the project officer left the post and in February 2010 the post was taken up by a member of the Health Improvement Team on a part-time basis.

## West Lothian Physical Activity Alliance

The Alliance meets on a quarterly basis and is chaired by West Lothian CHCP's Lead G.P. Dr. James McCallum. The Alliance is a strong network of agencies and services looking to develop and support specific initiatives designed to increase physical activity but also to influence policies that would impact on physical activity levels. It is very well established with a membership of over 30 people.

## Education on the Move

This sub group ensures the implementation of the education sub group action plan through effective partnership working. The Active Schools Manager Chairs this group and disseminates any information required to the WLOTM Physical Activity Alliance and all partners. Information is also given to the School Sports Partnership Strategic Group as well as to teams within Sport & Outdoor Education.

## Environment on the Move

This group continues to work with a variety of partners to push forward the physical activity agenda. One of the great successes of this year has been the launch of West Lothian's first Green Gym project at the Howden Walled Garden in Livingston. The Green Gym is a new approach to creating healthier communities and a healthier environment which offers people the opportunity to improve their physical fitness by involvement in practical conservation activities such as woodland management, horticulture, tree planting, planting hedges, greenspace enhancement or improving footpaths. Benefits to quality of life also arise from the social contact and support that comes from working with others. Spending time in green spaces and learning new skills have also been shown to make a positive contribution to people's health.

Funding was given by WLOTM to support the employment of a BTCV (British Trust for Conservation Volunteers) Co-ordinator to deliver the programme onsite. The programme will initially run for 1 full year and includes consultation work with local partners, evaluation methods and training.

A second green gym programme also ran for 10 weeks at Blaeburphyll Park with young people from Whitburn Academy and the Whitburn Older People's Group. This programme was funded from the Communities Team.

Another success this year was our 2nd annual West Lothian Walking week which ran from 21-27 September 2009 and offered a total of 20 walks over the course of the week. The programme offered different levels of walks according to ability including walks for children, walks for the 50+ age, walking on wheels, history walks and nature walks. The aim of the walking week was to encourage individuals in West Lothian to be more physically active, promote the health benefits of walking and to create a greater awareness of the natural environment. Some of the partners involved included, Put Your West Foot Forward, The Woodland Trust, Ageing Well, Central Scotland Forest Trust, Historic Scotland Ranger Service, West Lothian Council Ranger Service, Ramblers and Hopetoun House. Approximately 235 people took part in the walks this year compared with 100 participants last year. Evaluations last year were gathered from 63 participants and this year, feedback has been obtained from 147 participants.

Feedback comments are mostly favourable. 14% of people taking part had never walked before and 91% of all participants said the walk would encourage them to walk more. Overall 97% of walkers enjoyed the walk, most people report that they enjoy the company of other walkers and that they learned something new about the local geography, local history or wildlife. The event was a great success and we hope to build on this year on year.

This sub group has also been doing a lot of work around the cycling agenda. Through the involvement of Transportation and Planning Services we have involved other cycling organisations including Sustrans, Spokes and CTC in the development of locally based utility maps for cycling in the 7 towns of West Lothian. These are still under development however we are hoping that these will encourage people to cycle the routes they would normally make by car.

Spokes also conducted a survey in Livingston where there is 600km cycle/path way which is not very well utilised. The biggest issue to come out of the survey was signage and issue with them being damaged, not visible or no longer there. With support from WLOTM and Roads Maintenance Services we now have funding to complete a signage survey and replace the signs.

WLOTM also contributed funds along with Sustrans for the purchase of 80 cycle parking stands across West Lothian to hopefully encourage more people to cycle in and around the County.

## Older People on the Move

Older adults and adults in later life are diverse and have varying levels of independence and mobility. Research has shown that regular physical activity participation can produce immediate and long-term physiological, psychological and social benefits.

One of the first actions to come out of the sub group was to find out what the levels of physical activity were within the care homes in West Lothian. The scoping exercise clearly evidenced that there was a significant range of activity in all care homes but some themes emerged in terms of challenges which can be summarized as; transport, staffing resources, training and, very significantly, lack of opportunities for information sharing.

From this piece of work, a network was established for care homes, housing with care, sheltered housing staff and activity co-ordinators to meet and discuss how to work together better, share ideas and have the opportunity to engage in bespoke training around the importance of physical activity as people get older.

Since May 2008, the network has been meeting every six to eight weeks, having met 13 times to date. Attendance has been good, particularly in relation to care homes and from evaluations and feedback, we know that this is something the care homes are really benefiting from. Since the initial meeting in May, the agenda has, as intended, been driven by those in attendance but to date information and training has been delivered in relation to;

- The risks associated with inactivity and information about the relationship between physical activity and health especially as we get older
- Seated creative movement training for non-dance specialists
- Taster session on nutrition for older people
- Falls prevention that has now led to links with rehabilitation services e.g. Templar Day Hospital, Physiotherapy team.
- Seated chair based exercise session followed by a further half-day training for staff including parachute games
- Sensory training techniques to help use the senses
- Training from Physiotherapy staff on walking aids, referral process.

The network will hopefully continue to grow and expand the skills and knowledge of everyone involved in improving the mental health and wellbeing of the care home residents.

The Care Home Network was also accepted for poster presentation at the annual Faculty of Public Health Conference in November 2009 and was a finalist at the Council's Celebrating Success awards in August 2009.

The sub group also held its 3rd annual physical activity and older people stakeholder event on National Older People's day, 1st October 2009. Over 75 delegates attended the Hillcroft Hotel in Whitburn. The event also allowed others to showcase their work in relation to physical activity and people as they age.

Ageing Well also received a grant from West Lothian on the Move to run an annual programme of t-dances for care home staff and residents. This will involve monthly t-dance sessions at 4 different care home locations.

## NHS on the Move

One of the biggest successes of this group has been the development of a pilot self-management education programme for people who have been diagnosed with Chronic Obstructive Pulmonary Disease. This programme has been developed in partnership with West Lothian Council, Health and Chest, Heart and Stroke Scotland. This will be delivered to people who are registered at a Livingston or Whitburn G.P. practice, where we know there is a high prevalence of the condition. The programme will involve information on physical activity, diet, stop smoking services, Carers of West Lothian and general information on benefits they may be entitled to as the condition progresses. The pilot has received huge support, especially from Charles Winstanley (Chair NHS Lothian).

## Training

From April 2009-March 2010, six **A Little Physical Activity Means A lot** courses have been delivered to a total of 56 participants.

## Small Grant Scheme

A total of £20,422.53 was awarded to 19 small grant projects across West Lothian from April 2009 to March 2010. These projects will build capacity across the County in increasing the number of people who lead an active lifestyle.



The Outdoor Education Service, based at Low Port Centre in Linlithgow, is committed to providing a high quality outdoor education, residential facility and community facility for the benefit of West Lothian schools, community groups and the general public of West Lothian. In addition, our facilities are available to the public at large.

A substantial proportion of our time is spent working in the outdoors with school aged children. Low Port Centre holds a licence from The Adventure Activities Licensing Service (AALS) which is a legal requirement for organisations providing adventurous activities for under 18 year olds.

**We have a number of measures to help maintain this high quality including:**

- successful maintenance of operating licence for Low Port Centre from The Adventure Activities Licensing Service (AALS).
- successful inspection/approval by The Scottish Canoe Association (SCA) and The Royal Yachting Association (RYA)
- providing a comprehensive range of activities
- providing a high standard of residential and community accommodation
- delivering the service through a highly trained and specialist workforce
- maintaining our affiliation to / membership of:
  - Mountaineering Council of Scotland (MCS)
  - The Health & Safety Executive (HSE)
  - British Orienteering Federation (BOF)
  - Scottish Canoe Association (SCA) \*

*\* Low Port is recognised as being an SCA sprint marathon 'Centre of Excellence'*

**Our aims are to:**

- promote outdoor education and outdoor learning in schools
- use outdoor education to promote fitness, health, leisure, recreation and personal development
- enhance the school curriculum using outdoor education to place a practical emphasis on classroom subjects
- offer clients as wide a range of outdoor pursuits as possible
- use outdoor pursuits to provide high quality corporate training
- provide a quality residential facility for up to 36 people
- provide access to our resources for Community groups
- improve the service by seeking the opinion of our customers.

## outdoor education for children

### Curricular

Our core work is with children and young people in West Lothian schools, supporting and enhancing the curriculum both in the Primary and Secondary sectors. We delivered activity sessions to pupils in 34 Primary Schools, 10 Secondary Schools and 4 Special units in West Lothian. Some of this took place during residential visits to Low Port with many more pupils coming for day visits. In addition, support was given to Active Schools' initiatives. Outdoor Education sessions were also delivered to a number of schools from neighbouring authorities, again through a combination of residential and day visits.

### Development of Rigg

Extensive work was organised and carried out to develop an area of council ground close to Low Port Centre, funded from The Big Lottery Breathing Spaces fund. The project was co-ordinated by Low Port staff and work carried out included other council services and a range of groups of volunteers from locals school and youth groups. This abandoned garden area is now developing as an outdoor learning and environmental study area.

### Non Curricular

We are continuing to develop after school activity programmes following the success of an after school sailing programme which had over 60 regular participants per week between May and September. New after school activities offered this year included introductory Sprint Kayaking and pool kayak sessions over the winter. Throughout the year we support youth groups and locality youth initiatives, providing instruction on request and access to resources for others who have appropriate qualifications. Groups included Linlithgow Young Peoples Project, Broxburn Brigade, W Lothian Guides and Scouts and Community groups. Access to resources was also provided to groups such as Linlithgow Young Peoples Project, Linlithgow Kayak Racers and Edinburgh University Sailing Club.

## Sprint Kayak Development

A partnership with the Scottish Canoe Association has funded a post, based in Low Port Centre, for a development officer to work with youngsters to focus on Sprint Kayak Pathways. This has involved some introductory sessions, however the majority of time has been devoted to local area, regional and national training and performance squads. Excellent results at Scottish and British championship events indicate the success of this project and it is hoped to find funding to continue.

## Summer holiday programme

During school summer holidays, Low Port Centre offers an extensive summer activity programme. The programme is extremely popular, and our policy is to open the programme in the first instance to children (aged 8+) who live within the West Lothian council tax boundary. Free transport is made available at various West Lothian locations to enable participation for children who do not live locally.

In 2009 we continued to offer a 'wraparound' service with supervision from 08:30 to 09:30 until our activity courses start and again from 16:00 to 17:30 for children whose courses finished at 16:00 or 16:30. Working parents welcomed this once again. We also offered weekend family activities where mums and dads join in the fun with the children.

3611 participant sessions (half day) were attended and free minibus places to and from the programme totalled 998. Income from the summer programme amounted to £38,000.

## outdoor education for adults

### Adult Training Courses

Once again we provided a programme of courses for adults across a range of outdoor activities and varying in level from Introductory to Instructor qualifications. Where possible we also provided additional courses to meet requests from groups.

Adult groups who made bookings included Lothian and Borders Police, Ochils Mountaineering Club, The Adult Learning Centre and Oatridge College.

### First Aid at Work and Emergency Aid Training

The health and safety of employees and of customers who use the council's services is very important. Low Port Centre is approved by The Health & Safety Executive (HSE) to provide training in First Aid at Work, which is the level of qualification required by those acting in the role of 'designated first aider' at their workplace. We manage the council's register of first aiders which currently shows 408 employees as holding a First Aid at Work qualification.

Initial training is available and we are also responsible for ensuring that employees currently on the register maintain their qualification.

We also offer training in Emergency Aid (1 day), and our register shows there are currently 1243 employees who hold this qualification. Certificates are valid for 3 years, and although this level of qualification is not sufficient for designated first aiders, the number on the register illustrates that this level of training is very worthwhile and that these courses remain extremely popular.

Training courses offered during the year resulted in:

- 21 employees undertaking Initial HSE at Work training
- 85 employees refreshing an existing HSE First Aid at Work qualification
- 397 employees undertaking Emergency Aid training.

Specialist training, eg British Canoe Union Aquatic 1st Aid, 1st Aid for the Outdoors has also been delivered during this period.

## The Residential Facilities

Low Port can accommodate up to 36, in the 15 bedrooms we have of which all but two have en suite facilities. The rooms are split over 3 floors. The security system in this part of the building is always a concern and it is protected by a swipe card entry which saw further developments this past year following suggestions made by our visiting teaching staff.

- On the ground floor we have 6 twin-bed en suite rooms, 2 of which are fully equipped for the disabled.
- On the first floor we have 4 twin-bed en suite rooms and 2 three-bed en suite rooms.
- On the top floor we have 1 two-bed en suite room and 2 four-bed rooms each with accessible showers and toilets.

### **Residents using the centre over the year are broken down as follows:**

<b>Total number of groups</b>	<b>84</b>
■ West Lothian School	46
■ Other West Lothian	9
■ Other	29
<b>Total number of Residents</b>	<b>2019</b>
■ Adults	639
■ Children	1380
<b>Total number of Bed nights</b>	<b>4067</b>

## Low Port and the Community

Low Port Centre features largely in the lives of many people who live in our local and outlying communities, and offers a range of resources which include:

- a variety of meeting rooms
- a large games hall
- an indoor climbing wall
- provision of instruction for activity birthday parties
- equipment hire
- minibus hire
- showers and changing facilities
- a public snack bar
- a range of catering options

### Meeting Rooms & Games Hall

Our resources are available for advance hire either on an 'occasional let' basis, or to self programming community groups on a 'block booking' basis. We also accept 'last minute' requests for casual use of the games hall. The regular block booking community programme offered a wide range of opportunities to a mixed age group. The Blood Transfusion Service use Low Port Centre three times a year as a venue for their blood donor service. Upwards of 1200 donations are offered annually. Annually we also provide the use of our hall as a wet-weather option to Linlithgow Scotchop, which enables them to continue with their series of summer ceilidhs whatever the weather. These events attract a large number of attendees.

The table below represents public attendance in our meeting rooms and games hall during the year.

	Number of Events	Number Attending
Block Bookings	4156	52918
Occasional Lets	951	16160
Casual Lets	548	2792
<b>Total</b>	<b>5655</b>	<b>71870</b>

## Indoor Climbing Wall

The indoor climbing wall operates public climbing sessions two evenings per week between October and April and continues to be popular pastime for our registered climbers. 297 visited during the 09-10 season.

## Activity Birthday Parties

Activity birthday parties also continue to be very popular with parents seeking new and exciting ways for their children to celebrate birthdays. Activities currently on offer include sailing, kayaking, canoeing, climbing and biking; we will also consider requests for most of the other activities that our AALA licence permits. 23 parties were arranged with a total of 118 children attending.

## Snack Bar

Our busy Snack Bar facility is open Monday to Thursday from 10.30 am until 2.00 pm with main meals being served between 11.30 am – 1.30 pm. We offer a variety of nutritious home cooked meals as well as snacks and hot and cold drinks. Our popular 'over 50s' lunch which consists of a half portion main meal together with soup or a pudding of choice is also available daily.

## Special Catering

In addition to the provision of catering for our internal first aid and emergency aid training courses, we also offer catering for events held in the Centre.

# deployment of resources

The Sport and Outdoor Education Service employs 58 staff with a full time equivalent of 47.43. Additional instructing staff are employed on an 'as and when' basis at peak times.

## Sport & Outdoor Education

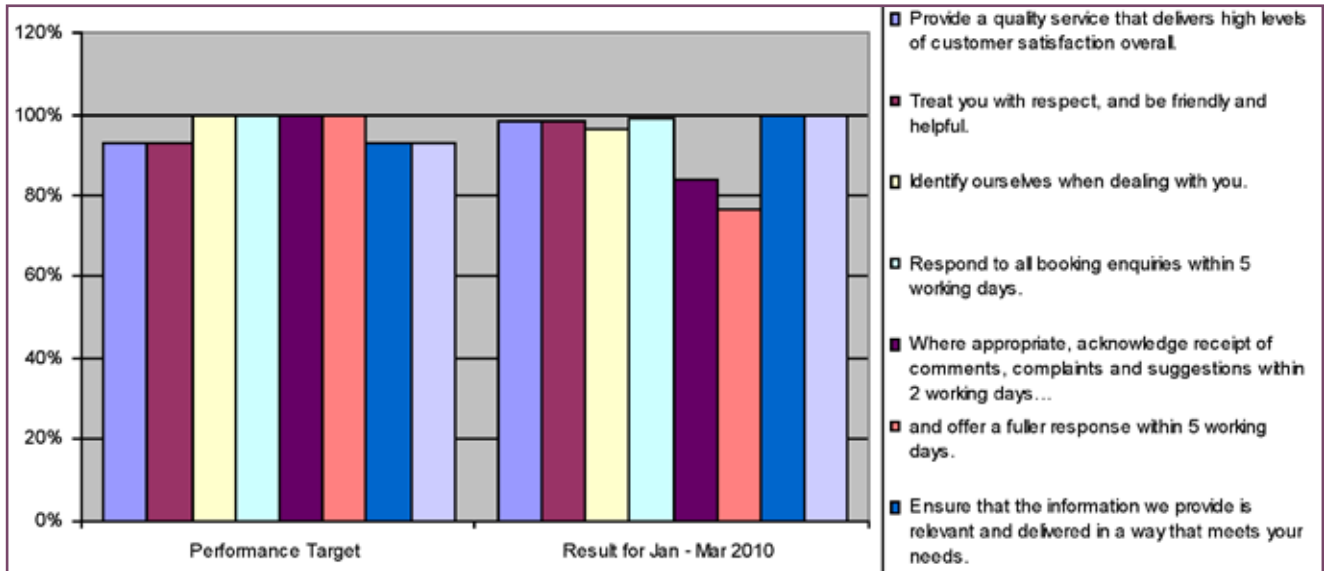
Outturn 2009/10

BUDGET	Sport External	Sports Facilities	Sports Development	Outdoor Education	Total Sport & OE
Staffing Costs	440,990.00	131,033.00	619,852.00	687,286.00	<b>1,879,161.00</b>
Premises Costs	0.00	187,328.24	147,000.00	75,490.00	<b>409,818.24</b>
Transport Costs	2,000.00	119,016.00	19,820.23	26,694.03	<b>167,530.26</b>
Supplies & Services	103,837.82	98,039.00	154,690.67	118,009.96	<b>474,577.45</b>
Third Party Payments *		2,224,989.00		2,110.00	<b>2,227,099.00</b>
Transfer Payments				4,201.00	<b>4,201.00</b>
Capital Finance Costs	917.00	1,258,413.77	19,667.00	115,858.48	<b>1,394,856.25</b>
	<b>547,744.82</b>	<b>4,018,819.01</b>	<b>961,029.90</b>	<b>1,029,649.47</b>	<b>6,557,243.20</b>
Income	(503,606.00)	(33,963.00)	(119,251.00)	(356,329.00)	<b>(1,013,149.00)</b>
	<b>44,138.82</b>	<b>3,984,856.01</b>	<b>841,778.90</b>	<b>673,320.47</b>	<b>5,544,094.20</b>

\* West Lothian Leisure Management Fee & Lease for Hire of Linlithgow Loch

ACTUAL	Sport External	Sports Facilities	Sports Development	Outdoor Education	Total Sport & OE
Staffing Costs	630,531.47	151,710.91	626,302.31	639,793.87	<b>2,048,338.56</b>
Premises Costs	853.10	174,873.13	166,772.86	113,520.06	<b>456,019.15</b>
Transport Costs	26,937.98	105,922.87	28,201.45	21,877.97	<b>182,940.27</b>
Supplies & Services	97,112.32	74,823.75	159,186.63	141,220.16	<b>472,342.86</b>
Third Party Payments *		2,249,691.42	375.00	2,966.81	<b>2,253,033.23</b>
Transfer Payments	30.00			7,826.00	<b>7,856.00</b>
Capital Finance Costs	917.00	1,258,413.77	19,667.00	115,858.48	<b>1,394,856.25</b>
	<b>756,381.87</b>	<b>4,015,435.85</b>	<b>1,000,505.25</b>	<b>1,043,063.35</b>	<b>6,815,386.32</b>
Income	(614,786.33)	(26,968.18)	(145,039.63)	(346,762.51)	<b>(1,133,556.65)</b>
	<b>141,595.54</b>	<b>3,988,467.67</b>	<b>855,465.62</b>	<b>696,300.84</b>	<b>5,681,829.67</b>

## Performance Against Customer Service Standards



# key performance indicators

## Key Performance Indicators (KPIs) 2009/10

Activity	Output Measure	Target Performance	Actual Performance	Performance for previous year	Comment Analysis behind the difference
Out of School and Holiday Programmes	Number of Programmes	1100	1018	1100	Number of programmes shows a slight downturn in performance with a significant downturn in number of participants recorded. This lower than expected performance is identified as an issue with the activity booking system data collection method. This is currently being investigated along with other potential causes.
	Number of Participants	24500	17101	26430	
Coach Education	Number of Programmes	70	67	73	Number of programmes shows a static performance. Slight decrease in participants is identified as a result of increased UKCC charges and also lower demand due to increased satisfaction of training needs in last 5 years.
	Number of Participants	1000	977	1046	
Accredited Sports Clubs	Number of Accredited Sports Clubs	40	37	23	Improved performance in line with greater awareness of the scheme and Officer time dedicated to facilitation. Target not achieved due to delays with paperwork and staff turnover.
Initiatives Targeting Special Populations	Number of Initiatives	4	5	4	Improved performance on "No. Of Initiatives" from last year due to the resumption of the SEN active schools initiative. Improved performance in "Participants" is attributable to continued uptake of the West Lothian Leisure concession scheme.
	Number of Participants	12000	12533	12480	
Sport & Outdoor Education Statutory Performance Indicators	Number of attendances per 1000 population for swimming pools	3874	5125	3874	Improved performance against 2008/09 attributable to re-opening of sites refurbished during 2008/09 period.
	Number of attendances per 1000 population for indoor sport and leisure facilities. (excluding pools in a combined complex)	5308	5497	5308	Improved performance against 2008/09 attributable to re-opening of sites refurbished during 2008/09 period.
Volunteer Recruitment/ Active Schools	Number of Volunteers recruited to deliver Active Schools programmes (throughput).	160	158	156	Static performance, level of volunteers retained with slight increase.
Customer Satisfaction	Percentage of respondents who were satisfied or very satisfied.	93%	98%	99%	Static performance compared to 2008/09 period.
Timeliness	Percentage of booking enquiries responded to within 5 working days.	100%	99.65%	99.7%	Static performance compared to 2008/09 period.
Efficiency	Total net operating costs of the Sport & Outdoor Education Service.	£3,752,524	£3,805,768	£3,739,956	£53k overspend is a result of funding gap on the Active Schools programme.