Public Document Pack

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
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19 April 2012

NOTICE OF MEETING

A meeting of **ARGYLL AND BUTE COUNCIL** will be held in the **VICTORIA HALLS, HELENSBURGH** on **THURSDAY, 26 APRIL 2012** at **4:00 PM**, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST (IF ANY)**

3. **MINUTES**
   Argyll and Bute Council 15 March 2012 (Pages 1 - 6)

4. **ROADS ASSET MANAGEMENT AND MAINTENANCE STRATEGY - SKID RESISTANCE POLICY AND OPERATIONAL PROCEDURES DOCUMENT**
   Extract from Minutes of Roads and Transportation Working Group 20 March 2012 and Report by Executive Director – Development and Infrastructure Services (Pages 7 - 30)

5. **INTERNAL AUDIT TERMS OF REFERENCE**
   Extract from Minutes of Audit Committee 9 December 2011 and Report by Chief Internal Auditor (Pages 31 - 38)

6. **MAXIMISING ATTENDANCE POLICY AND PROCEDURES**
   Extract from Minutes of Executive 19 April 2012 (to follow)

   Maximising Attendance at Work Policy (Pages 39 - 44)

7. **ARGYLL AND BUTE LANDSCAPE WIND ENERGY CAPACITY STUDY**
   Extract from Minutes of Executive 19 April 2012 (to follow)

   Report by Executive Director – Development and Infrastructure Services (Pages 45 - 62)

8. POLITICAL MANAGEMENT ARRANGEMENTS
Report by Short Life Working Group on Political Management Arrangements (Pages 63 - 70)

9. VALEDICTORY ADDRESS

COUNCIL

ALL MEMBERS

Contact: Fiona McCallum Tel: 01546 604392

Agenda Item 3

MINUTES of MEETING of ARGYLL AND BUTE COUNCIL held in the COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD on THURSDAY, 15 MARCH 2012

Present: Provost William Petrie (Chair)

Councillor Chalmers
Councillor Colville
Councillor Dance
Councillor Freeman
Councillor Glen-Lee
Councillor Hay
Councillor Daniel Kelly
Councillor Kinniburgh
Councillor McCuish
Councillor D MacIntyre
Councillor R Macintyre
Councillor Mackay
Councillor MacMillan
Councillor McNaughton
Councillor McQueen
Councillor Marshall
Councillor Morton
Councillor Mulvaney
Councillor Nisbet
Councillor Philand
Councillor Robb
Councillor Robertson
Councillor Scoullar
Councillor Strong
Councillor Walsh

Attending: Sally Loudon, Chief Executive
Douglas Hendry, Executive Director of Customer Services
Cleland Sneddon, Executive Director of Community Services
Sandy Mactaggart, Executive Director of Development and Infrastructure
Bruce West, Head of Strategic Finance
Charles Reppke, Head of Governance and Law
Fergus Murray, Development Policy Manager

The Provost referred to the sad passing of Councillor Al Reay who had died suddenly at his home on 25 February 2012. Members observed a minutes silence in his memory.

The Provost congratulated the Council's Web Team, IT and the many website authors and editors for all their hard work during the past year as the Council had been awarded a four start rating by Socitm for its website. In addition to the four star rating; Socitm had listed Argyll and Bute Council as one of the top 20 best developed websites in the UK out of the 433 reviewed.

The Provost advised that at the Royal Town Planning Institute Planning Awards Ceremony in London on 23 February 2012, Argyll and Bute Council had been announced as award winners for the "Rural Area and Natural Environment Category" for it's Woodland and Forestry Strategy submission. This had been the first time the Council had received UK recognition for a Planning Award. Councillor Bruce Marshall, Spokesperson for Environment, presented the award to Fergus Murray and extended the Council's congratulations to him, and to Sybil Johnson; who had both been responsible for delivering this with other partner organisations.

Head of Governance and Law advised that in terms of Standing Order 14 the following Notice of Motion by Councillor George Freeman, seconded by Councillor James Robb had been received for consideration as a matter of urgency at this meeting –

"Argyll & Bute Council regrets the loss of the ferry services to and from Helensburgh. It also notes with extreme concern the current situation with regards to the renewal of the Gourock – Kilcreggan Ferry Service and the possibility that there could be a break in service between the current contract ending on 31 March 2012 and the new service commencing.

Given the impact that any break in this service would have on members of the public, Argyll & Bute Council agrees to raise this issue as a matter of urgency with SPT so as to seek an

assurance that they have plans in place that will ensure that there will be no break in service between the current contract ending and the new contract starting even if this means SPT agreeing to extend the current contract.

The Council also agrees to pursue the re-instatement of a Helensburgh ferry service with SPT. "

The provost ruled that he considered that the Motion was urgent due to the possibility that there may be a break in ferry services between the current arrangements ending on 31 March 2012 and a new service commencing on 1 April 2012. The Council agreed to consider the Motion and this is dealt with at item 4 of these Minutes.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Currie, Devon, Horn, Donald Kelly, MacAlister and Simon.

2. DECLARATIONS OF INTEREST

None intimated.

3. MINUTES

The Minutes of the meeting of Argyll and Bute Council held on 16 February 2012 were approved as a correct record.

4. NOTICE OF MOTION UNDER STANDING ORDER 14

In terms of Standing Order 14 the following Notice of Motion had been received for consideration at this meeting.

Motion

"Argyll & Bute Council regrets the loss of the ferry services to and from Helensburgh. It also notes with extreme concern the current situation with regards to the renewal of the Gourock – Kilcreggan Ferry Service and the possibility that there could be a break in service between the current contract ending on 31 March 2012 and the new service commencing.

Given the impact that any break in this service would have on members of the public, Argyll & Bute Council agrees to raise this issue as a matter of urgency with SPT so as to seek an assurance that they have plans in place that will ensure that there will be no break in service between the current contract ending and the new contract starting even if this means SPT agreeing to extend the current contract.

The Council also agrees to pursue the re-instatement of a Helensburgh ferry service with SPT. "

Moved Councillor Freeman, seconded Councillor Robb.

Decision

The Motion was approved unanimously.

(Reference: Notice of Motion by Councillor Freeman, seconded by Councillor Robb, tabled)

5. TREASURY AND INVESTMENT STRATEGY 2012 - 13

The Council considered a report which presented the Treasury Management Strategy Statement and Annual Investment Strategy. These strategies set out the strategy and investment products which would be used to manage the Council's treasury transactions for the forthcoming year. The Council also considered revised wording within the Treasury Management Policy Statement that had been the result of a revision within the Code of Practice on Treasury Management.

Decision

1. Approved the Treasury Management Strategy Statement and Annual Investment Strategy.

2. Approved the revised Treasury Management Policy Statement.

(Reference: Report by Head of Strategic Finance dated March 2012, submitted)

Before consideration of the following item of business the Executive Director – Customer Services advised that pages 5 to 9 of Supplementary Pack 1, issued to Members on 12 March 2012, had been issued erroneously and would not be before the Council for consideration at this meeting.

6. ROADS RECONSTRUCTION CAPITAL PROGRAMME 2012/13

The Council considered a recommendation from the Mid Argyll, Kintyre and Islands Area Committee held on 7 December 2011; that a paper be provided which detailed strengths and weaknesses of applying an asset-management based approach to the distribution of funding for capital roads projects. The Executive Director of Customer Services had submitted a report inviting Members to consider whether they would wish to receive such a paper.

Decision

The Council agreed to take no action.

(Reference: Recommendation by Mid Argyll, Kintyre and the Islands Area Committee held on 7 December 2011, submitted and report by Executive Director – Customer Services dated 1 March 2012, submitted)

7. PRISON VISITING COMMITTEES

A reports setting our requirements for the appointment of an elected member to a Prison Visiting Committee being formed for the new HM Prison Lowmoss, Bishopbriggs.

Decision

Appointed Councillor Andrew Nisbet to represent Argyll and Bute Council on the HMP

Low Moss Visiting Committee.

(Reference: Report by Executive Director – Customer Services dated March 2012, submitted)

Councillor Alex MacNaughton left the meeting before consideration of the following item of business.

8. VALUE FOR MONEY

Councillor Semple had submitted a report raising concerns around the Council's approach to options appraisal in capital projects and value for money. Councillor Semple gave a presentation to the Council on his report.

The Council also considered a report by the Head of Strategic Finance in response to the issues raised by Councillor Semple and demonstrating that the Councils approach to options appraisal was in line with good practice guidance.

Motion

1. To endorse the terms of the report by the Head of Strategic Finance.

2. To note that the Council has arrangements in place to secure compliance with good practice in options appraisal.

Moved Councillor Dick Walsh, seconded Councillor Morton.

Amendment

1 Members instruct the Chief Executive to amend the Council's Capital Programme Planning and Management Guide to include the following –

   1. Where Members are asked to make a decision to commit resources in respect of a business case, they must have seen that business case and the business case must contain relevant comparable calculations in relation to value for money as part of an option appraisal.

   2. Option appraisals should separate value for money considerations from other appraisal criteria which forms part of the Council's business case methodology. Option appraisal of value for money should follow Green Book methodology particularly cost-benefit analysis.

2 All capital projects which are not under contractual agreement from today should be subject to a cost benefit analysis and the results reported to members so that they can be assured worthwhile benefits will be released.

Moved Councillor Semple, seconded Councillor R Macintyre.

The requisite number of Members present required the vote to be taken by calling the roll and Members voted as follows –

Motion	**Amendment**	**No Vote**
Councillor Colville	Councillor Chalmers	Councillor Freeman
Councillor Dance	Councillor Glen-Lee	Councillor Robb
Councillor Hay	Councillor McCuish	
Councillor Daniel Kelly	Councillor R Macintyre	
Councillor Kinniburgh	Councillor Philand	

Councillor D MacIntyre
Councillor MacKay
Councillor MacMillan
Councillor McQueen
Councillor Marshall
Councillor Morton
Councillor Mulvaney
Councillor Nisbet
Councillor Petrie
Councillor Robertson
Councillor Scoullar
Councillor Walsh
Councillor Semple
Councillor Strong

Decision

The Motion was carried by 17 votes to 7 and the Council resolved accordingly.

(Reference: Report by Councillor John Semple dated 21 February 2012, submitted and report by Head of Strategic Finance dated 9 March 2012, submitted; amendment submitted by Councillor Semple, seconded by Councillor R Macintyre, tabled)

9. INDEPENDENT REPRESENTATIVES: AUDIT COMMITTEE

The Council considered a recommendation from the Executive held on 8 March 2012 to extend the term of office of the Chair of the current Audit Committee to 30 September 2012 to allow for continuity on the Committee post-election and to allow the new Council to consider whether to retain the Audit Committee's existing role.

Decision

Agreed to extend the term of office of the current Chair of the Audit Committee to 30 September 2012.

(Reference: Extract from Executive held on 8 March 2012, tabled and report by Executive Director – Customer Services dated March 2012, submitted)

Councillors Mulvaney, Robb and MacMillan left the meeting.

10. NHS ANNUAL REPORT

Dr Margaret Somerville, Director of Public Health – NHS Highland; presented the NHS Annual Report to the Council. Members were given the opportunity to ask Dr Somerville questions.

The Provost thanked Dr Somerville for her informative presentation.

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ARGYLL AND BUTE COUNCIL **COUNCIL**

CUSTOMER SERVICES **26 APRIL 2012**

EXTRACT OF MINUTE OF ROADS AND TRANSPORTATION WORKING GROUP HELD ON 20 MARCH 2012

6. ROADS ANTI-SKID POLICY

A report that presented a Skid Resistance Policy and Operational Procedures Document for Argyll and Bute Council; which, if approved, would become formal policy for the management and maintenance of the roads network; was considered.

Decision

To recommend to the Council, approval of the Skid Resistance Policy and Operational Procedures Document.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 6 March 2012, submitted)

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ARGYLL & BUTE COUNCIL | **ROADS AND TRANSPORTATION WORKING GROUP**

DEVELOPMENT AND INFRASTRUCTURE SERVICES | **20 MARCH 2012**

SKID RESISTANCE POLICY AND OPERATIONAL PROCEDURES DOCUMENT

1. SUMMARY

This report seeks approval of the policy document which is detailed above.

2. RECOMMENDATIONS

That the Roads and Transportation Working Group notes the Skid Resistance Policy and Operational Procedures Document and makes a recommendation to Council to approve the document as Council Policy.

3. DETAILS

3.1 The Skid Resistance Policy and Operational Procedures Document is aimed at carriageway surfaces and seeks to:

- Establish a formal Council Policy for dealing with road surface skid resistance
- Set out a procedure for selection of network for monitoring
- Set out a procedure for determining investigatory levels
- Set out a procedure for site investigation
- Set out properties of surfacing materials
- Set out the early life properties of road surfaces
- Set out a procedure for use of warning signs

3.2 Once adopted this document will become formal policy for the management and maintenance of the road network.

4. IMPLICATIONS

4.1	Policy	Provides Council Policy
4.2	Financial	Determines programme of work / budget allocation
4.3	Personnel	Nil
4.4	Equalities Impact Assessment	Nil
4.5	Legal	Legal duty to maintain the road network

For further information, please contact Jim Smith, Head of Roads & Amenity Services (01546 604324)

Jim Smith
Head of Roads & Amenity Services
06 March 2012

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SKID RESISTANCE POLICY AND OPERATIONAL PROCEDURES DOCUMENTS

Author	Roads Asset Manager
Owner	Head of Roads & Amenity Services
Date	March 2012
Version	1.3

CONTENTS

PART A: SKID RESISTANCE POLICY

1. INTRODUCTION

1.1 This Policy sets out Argyll and Bute Council`s approach to the monitoring of skid resistance on carriageways and interpreting data arising from any measurements made. Responsibility for the provision and maintenance of the Policy lies with the Head of Roads and Amenity Services. Responsibility for the implementation of the Policy lies jointly with the Network and Environment Manager and the Roads Operations Manager through their respective technical teams.

1.2 The policy and standards are applicable to Argyll and Bute Council`s surfaced public road network as defined in Appendix A of this Policy and in accordance with the Council's List of Public Roads. This policy deals with vehicular running surfaces only and is not applicable to the footway or cycleway network. It makes reference to the Design Manual for Roads and Bridges Part 1, HD 28 and HD 36. This Policy does not cover the All Purpose Trunk Roads within Argyll (A85 Oban – Tyndrum, A828 Connel – Ballachulish, A82 Fort William – Glasgow, A83 Tarbet – Kennacraig) as these roads are the responsibility of Transport Scotland.

1.3 In this document, the term "skid resistance" refers to the frictional properties of the road surface measured using a specified device under standardised conditions. The term always refers to measurements made on wet roads, unless specifically stated otherwise. These measurements are used to characterise the road surface and assess the need for maintenance; they cannot be related directly to the friction available to a road user making a particular manoeuvre at a particular time.

1.4 The procedures adopted to monitor skid resistance on the network are risk based and rely on an integrated approach involving Network Management and Roads Maintenance Engineers. The risk is associated with the relevant traffic volume of a particular section of route, as defined by its category within the Roads Hierarchy.

1.5 All data related to the measurement and ongoing monitoring of skid resistance is to be treated as confidential and must not be communicated to Third Parties (including the Police or applications under Freedom of Information) without the written consent of the Head of Roads and Amenity Services. Where information is required by the Police, the Head of Roads and Amenity Services must be informed immediately.

2. OUTLINE PRINCIPLES

2.1 The extent of the network subject to monitoring of skid resistance is detailed in Appendix A.

2.2 The monitoring of skid resistance and the management of the risk of incidents where wet tyre adhesion may be a contributory factor is a principle factor of road safety engineering.

2.3 The volume of traffic and geometry of any section of a route will have an effect on the risk of incidents. Factors such as bend radii, gradient, approaches to junctions, roundabouts and pedestrian crossings require consideration.

2.4 Routine monitoring of skid resistance is carried out using a Sideway Force Coefficient Routine Investigation Machine (SCRIM) operated in accordance with BS 7941-1 and HD28. The Single Annual survey method is used to determine the Characteristic SCRIM Coefficient (CSC) for 10m sub-sections of the network.

2.5 Vehicle incident data where wet skidding has been identified as a possible contributory factor shall be considered in conjunction with the CSC obtained from the annual skidding resistance survey to determine areas where there is evidence of a heightened incidence of occurrences requiring further investigation.

2.6 The identification of an area within the network with a CSC value which requires investigation does not necessarily dictate that the road surface requires treatment as other methods of mitigating the risk may be deemed more appropriate. For example, enhancement of road markings, providing advance warning signs and the improvement of sightline distances on the approach to a site of concern, may be sufficient to address the risk.

2.7 The procedure detailed in Appendix D shall be followed whereby site investigation shall determine the requirement for mitigation measures including whether the erection of temporary warning signs is required to alert drivers to the risk of skidding incidents. The level of treatment required shall be assessed using all available information to produce the most cost effective solution to improve the safety of the road user. On completion of a treatment, all temporary signing shall be removed.

PART B : OPERATIONAL PROCEDURES

3 PROCEDURE FOR SELECTION OF ROAD NETWORK FOR MONITORING

Road Network

3.1 For the purposes of this procedure, the extent of the network subject to monitoring of skid resistance is detailed in Appendix A.

3.2 Traffic count statistics shall be assessed and the status of individual sections of the public network may be promoted to or downgraded from the network identified in Appendix A.

Method of Survey

3.3 Routine monitoring of skid resistance is carried out using a Sideway Force Coefficient Routine Investigation Machine (SCRIM) operated in accordance with BS 7941-1 and HD28. The Single Annual survey method is used to determine the Characteristic SCRIM Coefficient (CSC) for 10m sub-sections of the network. Under this procedure the network will be surveyed once each year and in successive years the surveys will be carried out in rotation during early season, mid-season and late season.

3.4 Routine monitoring of Sensor Measured Texture Depth is undertaken annually as part of the data collection for the Scottish Roads Maintenance Condition Survey (SRMCS) SCANNER survey to determine Best Value Performance Indicators. Presently all A Class and 50% of B and C class routes are surveyed annually.

Data Storage

3.5 The Council's Pavement Management System (PMS) is used to store and process the survey data. The system is provided and maintained by WDM Ltd.

Investigatory Levels

3.6 Investigatory Levels are defined and reviewed as described in section 4.

Site Investigation

3.7 Site Investigations are carried out in accordance with section 5. They may also be instigated as part of accident investigation procedures.

Complaints about skid resistance

3.8 If complaints are received or other concerns are raised about skid resistance on the network detailed in Appendix A, then the data obtained from routine testing shall be used to respond initially and a surface condition report relevant to the site will be prepared through consultation between network and locally based maintenance staff and where appropriate, by procuring suitably qualified technical staff from the Council's Consultancy Service – Term Commission framework. Site specific testing will not normally take place unless deemed appropriate and agreed by the Network and Environment Manager.

Other Roads

Network

3.9 These are all other adopted, surfaced roads which are not detailed in Appendix A and which appear on the Council's List of Roads.

Method of Survey

3.10 No routine monitoring of skid resistance is undertaken by virtue of their lower traffic volumes and hence reduced probability of incidents.

3.11 Testing may be deemed to be necessary on a site specific basis following complaints, repeated incidents of damage involving vehicles in wet conditions, regular damage to street furniture or as part of accident investigation procedures. Testing shall only be undertaken after an initial assessment of the data required for a site investigation (except test results) and where appropriate with specialist support from Materials Testing Engineers procured through the Council's Consultancy Service - Term Commission. The approval of the Network and Environment Manager is also required.

3.12 Site specific testing may be undertaken either as part of the first available routine SCRIM survey or if considered practicable, a separate exercise using a Griptester. The Pendulum Skid Tester shall not be used.

3.13 The CSC shall be derived in the normal manner for results from SCRIM surveys. The results from Griptester surveys shall be converted to equivalent CSC values using correlations developed by the County Surveyors' Society Griptester User Group.

Data Storage

3.14 The Council's Pavement Management System (PMS) is used to store and process the survey data from SCRIM surveys. Equivalent CSC values derived from Griptester surveys shall also be stored on the PMS.

Investigatory Levels

3.15 Investigatory Levels are defined as described in section 4 and are recorded on the PMS.

Site Investigation

3.16 Site Investigations are carried out in accordance with section 5.

4. PROCEDURE FOR DETERMINING INVESTIGATORY LEVELS

Assignment

4.1 The network detailed in Appendix A is divided up on the basis of the definitions in HD28 and each sub-section is assigned a Site Category and Investigatory Level (IL). The assigned IL is based on the values in Table 4.1 of HD 28, adjusted to suit the configuration of the Argyll and Bute network (for example no motorways). The Investigatory Levels table, as amended, is contained in Appendix B.

4.2 Where road improvements are made which mean a redefinition of site category is required (e.g. the installation of a pedestrian crossing or a new section of road is opened), then the lowest value of IL for the appropriate site category will be adopted, unless a site specific risk assessment undertaken by a qualified Safety Auditor indicates that a higher value is appropriate. This risk assessment shall address the factors detailed in paragraph 4.12 of HD 28.

4.3 For sites not on the network detailed in Appendix A, the Site Categories and ILs shall be determined initially by pavement engineering staff as part of the site investigation process and shall generally be within the bands in Table 4.1 of HD28. These shall be reviewed as part of the investigation process and the values assigned shall be recorded on the PMS.

Review

4.4 Reviews of ILs shall be undertaken in the following circumstances:-

- when SCRIM results indicate that a section lies below the current IL and the site investigation procedure is invoked,
- when site-specific accident investigations are being undertaken,
- when changes are made to the network.

4.5 The review shall be lead by pavement engineering staff and involve accident investigation and maintenance staff and the following information shall be obtained as a minimum: -

- The latest CSC and IL data from the PMS.
- Details from locally based staff of:-
- changes that have taken place in the site use or road layout e.g. the installation of traffic signals, pedestrian crossings or roundabouts,
- relevant local factors such as non-injury accidents, complaints or repeated reports of damage.
- Details of accidents extracted from Strathclyde Police road accident statistical returns, contained within the PMS system. Only wet road accidents occurring in the previous 36 months shall be considered in conjunction with SCRIM survey results. An accident specialist shall review this data to establish, if possible, the extent to which the road surface is a factor in the recorded accidents.

4.6 The principles outlined in HD28 shall be followed in the review process and any adjustments deemed necessary to Investigatory Levels shall be made in steps of 0.05 units of CSC.

4.7 There are two sets of circumstances where the inter-relationship between wet road accidents and SCRIM results shall have the potential to affect the SCRIM Investigatory Level. These are:

- Where CSC is below Investigatory Level and there are no recorded wet road accidents within the last 36 months, there is potential to reduce the Investigatory Level,
- Where analysis of accident records show there are wet road accidents but the CSC is above Investigatory Level, there is scope to raise the Investigatory Level.

4.8 Recommendations to adjust the Investigatory Levels shall be submitted to the Network and Environment Manager for approval prior to implementation.

4.9 The basis of decisions to amend Investigatory Levels shall be recorded together with confirmation that the Pavement Management System has been updated accordingly.

Texture Depth

4.10 The Investigatory Level for texture depth (Sensor Measured Texture Depth) on all sites will be 0.7mm.

5 PROCEDURE FOR SITE INVESTIGATION

Purpose

5.1 Sites where the analysis of accident details suggests a concentration of wet surface accidents or sites where the CSC is at or below the IL require a site investigation. The objective is to:-

- Determine whether a surface treatment is justified to reduce the risk of accidents, particularly accidents in wet conditions,
- Determine whether some other form of action may be required,
- Determine whether the current IL is appropriate,
- Determine whether to keep the site under review and not carry out any works.

Procedure

5.2 The investigation shall be undertaken by pavement engineering staff in consultation with accident investigation staff and maintenance staff. The site investigation and associated procedures detailed in Chapter 5 and Annexes 4 & 5 of HD28 shall be followed.

5.3 Sites requiring investigation shall be identified and prioritised as soon as practicable after the CSC values have been received from the routine SCRIM survey. This may take the form of an A*nnual Road Safety Statement* as part of the budget programme process.

5.4 For those sites identified by the routine SCRIM survey, prioritisation will be on the basis of the amount by which the skid resistance is below the IL. If a substantial number of sites are identified by this procedure then further prioritisation on the basis of other factors such as traffic type and volume will be necessary. For those sites identified by the Annual Road Safety Statement, prioritisation shall be on the basis of the number of casualties.

5.5 A programme of remedial treatments shall be developed from the conclusions of the site investigations and priority shall be given to treating the following sites:-

- Where the accident history shows there to be a clearly increased risk of wet or skidding accidents,
- Where the skid resistance is at least 0.05 CSC units below the Investigatory Level,
- Where low skid resistance is combined with low texture depth (less than 0.8mm).

5.6 At all sites where surface treatment is recommended, slippery road warning signs shall be erected and maintained until the treatment is carried out. This shall be done as soon as practicable after the identification of such sites.

Records

5.7 Appendix C details the content of a site investigation report, a copy of which shall be held on the Pavement Management System

6. PROPERTIES OF SURFACING MATERIALS

6.1 Specifications for all surfacing laid in maintenance works (including patching) and new construction shall include requirements for Polished Stone Value (PSV) and Aggregate Abrasion Value (AAV) of the aggregate and texture depth of the surface.

6.2 The PSV and AAV shall be selected from the tables in the current edition of HD36. The designer shall record the commercial vehicle flow used and the source of that data.

6.3 For sites on the network detailed in Appendix A and other locations where Investigatory Levels have been assigned, then the PSV specified shall be derived from the IL held on the pavement management system for that location and the commercial vehicle flow.

6.4 For all other sites, the site definition and the commercial vehicle flow shall be used to determine the PSV required (this is because a non-standard value of IL may apply on sites subject to IL reviews or accident investigations).

6.5 Texture Depth values for new surfacing, measured by the volumetric patch method (BS EN 13036-1), shall be as follows: -

Site description	Average Texture depth
Roads subject to a speed limit of 40mph or above	1.5mm
All other roads	1.0mm

6.6 For Thin Surface Course Systems, texture depths measured by the volumetric patch method (BS EN 13036-1) shall be as shown below:-

Site description	Untrafficked	After 2 years
Roads subject to a speed limit of 40mph or above	1.5mm	1.0mm
All other roads	1.2mm	0.8mm

6.7 The full procedural Process Map for Skid Resistance Monitoring, Investigation and Treatment Selection is contained in Appendix D.

7 EARLY LIFE SKID RESISTANCE OF ROAD SURFACING

7.1 Newly laid asphalt surfaces can exhibit lower skid resistance than the same surface after a period of trafficking, which could be because of the binder film that initially coats the aggregate particles. Measurements on a limited number of surfaces have shown that the skid resistance can be affected in both wet and dry conditions and this potentially gives rise to additional accident risk to road users. However, this characteristic of new surfaces is not fully understood, particularly in relation to the duration of the effect and the influence of different types of asphalt surfacing materials and is the subject of ongoing research.

7.2 Current research shows that for newly laid asphalt surfaces in wet conditions, the low-speed skid resistance measured by SCRIM can occasionally be below 0.45. For sites that have been assigned an Investigatory Level (IL) of 0.45 or above as a result of applying section 4 of this instruction, the skid resistance during the early life period could be below the IL. Therefore, a site specific risk assessment shall be undertaken by the designer to identify which of the following actions is required:

(i) Sites with IL set at 0.40 or lower - no other action is required.

(ii) Sites with IL set at 0.45 – the skid resistance shall normally be above 0.45 but may reduce below this level for a short period. In practice, a short-term drop of skid resistance below the IL is not unusual for sites where the average skid resistance over the summer period is above the IL. On its own, this does not warrant the use of warning signs. However, where the skid resistance prior to maintenance was substantially above the IL, the new surface could result in a significant reduction in skid resistance.

Drivers who are familiar with the road layout and whose driving style relies on a high level of friction to complete some manoeuvres successfully could be at greater risk following the surfacing treatment. Therefore, warning signs shall be used, as described below, if either:

(a) The treatment was triggered to increase the skid resistance, (i.e. the specific need to improve the skid resistance to a value above 0.45 has been demonstrated), or
(b) The treatment was triggered for other reasons, e.g. improvement works, and the skid resistance before treatment is above 0.50 or is not known.

(iii) Sites with IL set at 0.50 or above – these sites are most likely to exhibit skid resistance below the IL during the early life period. Warning signs must always be used, as described below.

8 PROCEDURE FOR USE OF WARNING SIGNS

8.1 Where warning signs are required, they shall be erected for one of two reasons:-

- As a result of an investigation, where a surface treatment is required to improve the CSC value to an acceptable level and such treatment has still to be done,
- In accordance with Section 7 on a section of new bituminous road surfacing, as part of structural improvement works, before the road is opened to unrestricted traffic.

8.2 On surface treatments which are purely required for the purposes of increasing the friction resistance and texture characteristics, signs can be removed on satisfactory completion of the works, within the appropriate quality assurance and site verification procedures. This shall be applicable to High Friction Surfacing and other such treatments.

8.3 On sites where structural strengthening works have been carried out including the provision of a new bituminous surface course, signs shall normally be removed after six months. Although reduced skid resistance may be observed for a longer period than 6 months, the duration of the effect for different materials or under different traffic conditions is not fully understood at present. The period of six months has been chosen as a compromise between providing warning during the period when the greatest reduction in skid resistance is likely to occur and the risk of undermining the credibility of signs to drivers by leaving them in place for a longer period.

8.4 The sign used shall be the slippery road warning sign (Diagram 557, Traffic Signs Manual, chapter 4) in conjunction with an appropriate supplementary plate (Diagram 570) to cover the extent of the new surfacing.

8.5 Where slippery road warning signs are present before maintenance, they may be left in place providing their location meets or exceeds the requirements described.

9 REFERENCES

Design Manual for Roads and Bridges, TSO, London

- HD28/04, Skid Resistance (Volume 7, Section 3, Part 1)
- HD36/06, Surfacing Materials for New and Maintenance Construction (Volume 7, Section 5, Part 1)

PART C : APPENDICES

APPENDIX A

Details of Roads subject to routine SCRIM surveys

Road no.	Description	Comment
A83	Campbeltown - Kennacraig	Principal Kintyre route
A814	Cats Castle - Faslane Roundabout	Principal Lomond route
A814	Garelochhead Bypass - Glen Mallon	MoD ; HMNB(C) Faslane - protocol
A815	Cairndow - Dunoon (via Hunter's Quay)	Principal Cowal route
A816	Oban - Lochgilphead	W Lorn / Mid-Argyll Principal. Route.
A817	Garelochead - A82 (Luss)	Haul Rd – Faslane / Coulport
A818	Helensburgh - A82 (Arden)	Lomond TR Link
A819	Inveraray – A85 (Dalmally)	E Lorn / Mid-Argyll TR Link
A885	Sandbank - Dunoon	Direct Dunoon route
A886	Strachur - Colintraive	W Cowal – Bute access

Surveys will be carried out annually on the whole of the above network on a rotational basis, as indicated by the typical cycles below:-

2011	Late Season
2012	Mid Season
2013	Early Season
2014	Late Season
2015	Mid Season
2016	Early Season

APPENDIX B
Investigatory Levels

Site Category and definition		Investigatoty Level at 50km/h							
		0.30	0.35	0.40	0.45	0.50	0.55	0.60	0.65
A	Motorway	Not Applicable within Argyll and Bute							
B	Dual carriageway non-event								
C	Single carriageway non-event								
Q	Approaches to and across minor and major junctions, approaches to roundabouts								
K	Appraoches to pedestrian crossings and other high risk situations								
R	Roundabout								
G1	Gradient 5-10% longer than 50m								
G2	Gradient > 10% longer than 50m								
S1	Bend radius < 500m - dual carriageway								
S2	Bend radius < 500m - single carriageway								

KEY

Indicates the range of Investigatory Levels that will generally be used for roads carrying significant traffic levels

Indicates a lower Investigatory Level that will be appropriate in low risk situations, such as low traffic levels or where the risk present are well mitigated and low incidence of accidents has been observed

Indicates maximum Investigatory Level unless there is significant evidence of high risk

Notes

1. Investigatory Levels are for the mean skidding resistance within the appropriate averaging length.
2. Investigatory Levels for site categories A,B and C are based on 100m averaging lengths (50m lengths for some Overseeing Organisations) or the length of feature if it is shorter.
3. Investigatory Levels and averaging lengths for site categories Q,K,G and S are based on 50m approach to the feature but this shall be extended when justified by local site characteristics.
4. Investigatory Levels for site category R are based on 10m lengths.
5. Residual lengths less than 50% of a complete averaging length maybe attached to the penultimate full averaging length, providing the site category is the same.
6. As part of site investigation, individual values within each averaging length should be examined and the significance of any values which are substantially lower than the mean value assessed.

Based on Table 4.1 of HD 28/04 as related to Argyll and Bute network

APPENDIX C

Content of a Site Investigation

The Site Investigation shall consider the following list of headings and associated items for consideration. A written assessment is required under each heading taking account of the relevant items listed. References to other supporting documents shall be made where necessary.

1 Site location and use:

- What is the location and nature of the site?
- Are there any features that could be expected to require road users to be able to stop or manoeuvre to avoid an accident? For example, junctions, lay-bys, other accesses, crossings, bends or steep gradients.
- What are the site category and the current Investigatory Level? Has there been any substantial change in the amount or type of traffic using the road that would influence the requirement for skid resistance and could require the Investigatory Level to be changed?

1 Pavement condition data:

- What is the CSC, by how much is it below the Investigatory Level and over what length? Is the skid resistance uniform along the site or are there areas of lower skid resistance or large changes in skid resistance? Is the lowest skid resistance in locations where road users have a specific need to stop or manoeuvre? (The risk of accidents generally increases as the skid resistance falls, but the increase in risk will be greater for sites where the road user is likely to need to stop quickly or manoeuvre.)
- Are there any individual 10m lengths that fall significantly below the mean for an averaging length, and is the location of such lengths significant, e.g. a short length of low skid resistance within a sharp curve.
- Does the site contain a sharp bend to the left in combination with traffic braking or accelerating, e.g. a sharply curved roundabout approach or exit? In these circumstances the offside wheel path can become more polished than the nearside wheel path and the skid resistance in the offside wheel path can be up to 0.05 units CSC lower than that measured in the nearside wheel path. However, this does not mean the skid resistance is more than 0.05 units CSC below the Investigatory Level, because the Investigatory Level will have been raised in the vicinity of the curve to compensate for this effect (Chapter 4).
- What is the texture depth and do areas of low texture depth (below 0.8mm SMTD) coincide with areas of low skid resistance?
- Are there any extreme values of rut depth or longitudinal profile variance that could affect vehicle handling or drainage of water from the carriageway?

2 Accident history:

- A methodology for analysing the accident history is given in Annex 5 of HD 28.

3 Site inspection:

- Has a visit to the site been carried out? If so, then what range of weather and traffic conditions has been observed and over what period? If not, then what other information has been drawn upon?

4 Visual assessment:

- Is a visual inspection of surface condition consistent with the available survey data?
- Skid resistance and texture depth are generally measured in the nearside wheel track in lane one. Is the rest of the area of the maintained pavement surface visually consistent with the measured path, or are there any localised areas of polished surfacing, low texture depth, patching or areas otherwise likely to give rise to uneven skid resistance? If it is likely that the skid resistance of other lanes could be lower than the lane tested then additional surveys may need to be carried out to investigate this. This could occur, e.g. If the surface in other lanes (including the hard shoulder) is different to the lane tested, and these lanes carry a similar volume of heavy traffic to the lane tested.
- If so, is the location such that the lack of uniformity is likely to increase the risk of accidents occurring?
- Is the area of the maintained pavement surface free from debris and other sources of contamination? Is water known to drain adequately from the carriageway during heavy rain? Is the pavement free of other defects such as potholes?

5 Road users:

- What is the volume and type of traffic, including vulnerable road users? Are observed traffic speeds appropriate to the nature of the site? If there is significant variation in the speed, type or volume of traffic during the day, have observations been made in an appropriate range of traffic conditions? What types of manoeuvres are made and what are the consequences if not completed successfully, e.g. head-on or side impact at speed are likely to have severe consequences? Is there any evidence that road users consistently fail to negotiate the site successfully, such as tyre tracks into the verge?

6 Road layout:

- Is the road design still appropriate for the speed and volume of traffic? Is the layout unusual or likely to be confusing to road users?
- Is the carriageway particularly narrow and is a hard shoulder or 1 metre strip provided? Is the road layout appropriate for the number and type of vulnerable road users (pedestrians, cyclists, motorcyclists, equestrians, bus and tram users)?
- Are junction sizes appropriate for all vehicle movements? Are right turning vehicles adequately catered for? Are priorities at junctions clearly defined? Are traffic signals operating correctly and are they clearly visible to approaching motorists?

7 Markings, signs and visibility:

- Are all pavement markings, warning and direction signs appropriate and effective in all conditions (e.g. day, night, fog, rain, on coloured pavement surface)? Have old pavement markings been removed properly? Are there any redundant signs that could cause confusion? Are signs or other roadside objects on high-speed roads adequately protected from vehicle impact?
- Is visibility adequate for drivers to perceive the correct path? Do sight lines appear to be adequate at and through junctions and from minor roads or other accesses? Is the end of likely vehicle queues visible to motorists? Does

landscaping, taking into account future growth of vegetation and the effects of wind and rain, reduce the visibility, including visibility of signs?

8 Additional information:

- Are any other sources of information available, such as reports or visual evidence of damage only accidents, incidental damage to street furniture or reports from the Police? Such reports are likely to be subjective but are relevant if the reliability of the information is borne out by observations of the site.

10 Recommendations:

Following the investigation a clear recommendation must be given of the actions to be taken. Normally it will be one or more of the following:-

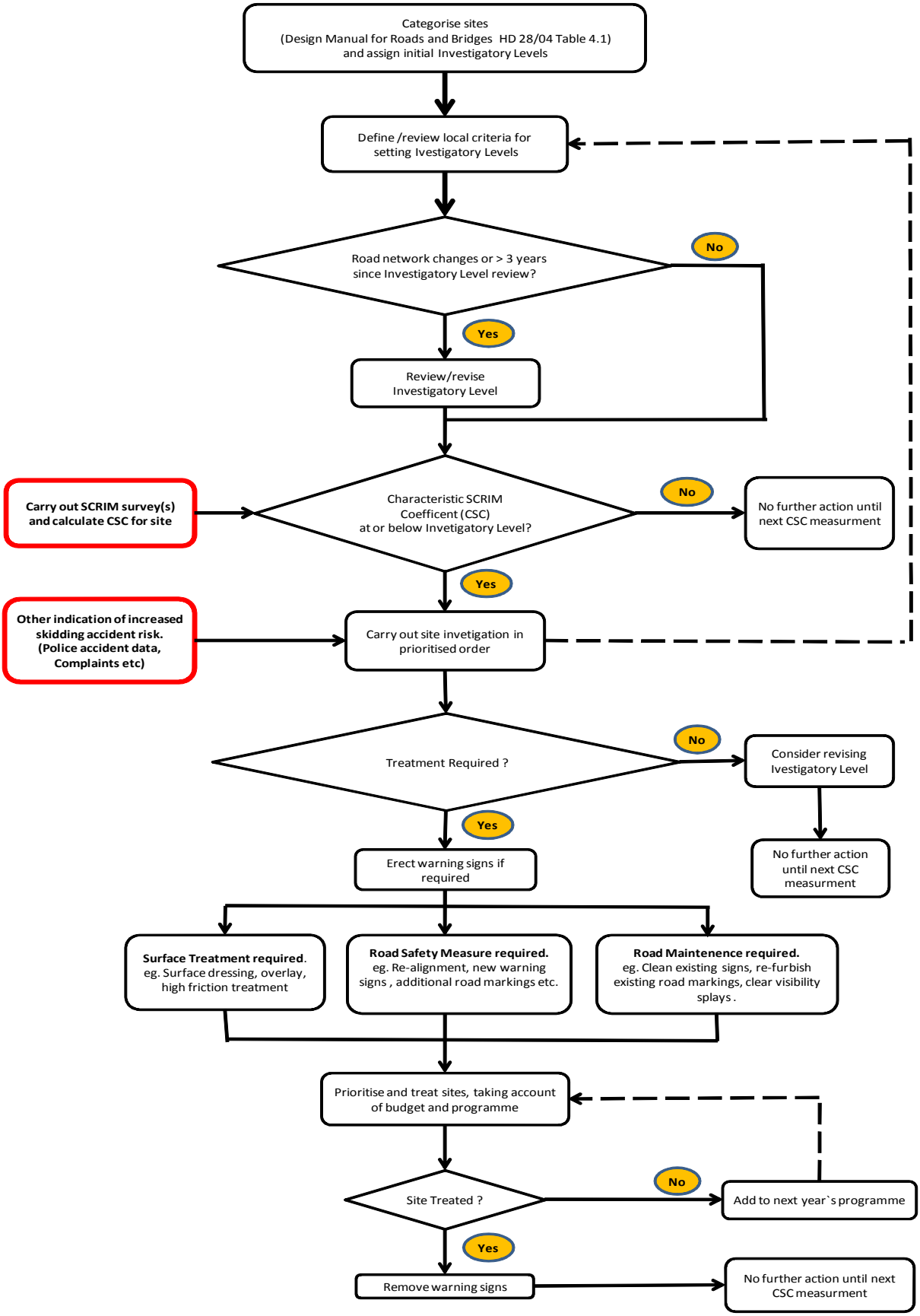
- Surface treatment - if it appears that improving the skid resistance or other surface condition will reduce the risk of skidding accidents. When this option is recommended it shall require the erection of Slippery road warning signs at the beginning of the affected section, as soon as practicable after the completion of the site investigation.
- Road Safety Engineering measures – if the investigation identified some characteristic of the site or user behaviour that could be improved by engineering measures. An outline of the measures considered appropriate shall be given which should form the brief for Network Management to commission development of a scheme.
- Requirements for additional maintenance – such as additional sweeping, cleaning road signs or renewal of road markings
- There is no justification at present for treatment – continue to monitor and review again in 1 year's time.

The completed report shall be signed by the pavement engineer, the accident specialist and the member of maintenance staff responsible for its preparation.

The completed report shall be forwarded to the Network and Environment Manager.

APPENDIX D

Network selection, Surveying, Analysis and Treatment Flow Chart



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ARGYLL AND BUTE COUNCIL **COUNCIL**
26 APRIL 2012

CUSTOMER SERVICES

EXTRACT OF MINUTE OF AUDIT COMMITTEE 9 DECEMBER 2011

*** 12. INTERNAL AUDIT - TERMS OF REFERENCE**

Grant Thornton reviewed aspects of the Council's governance arrangements and issued an interim report dated 6 June 2011. They requested the updating of the Council Constitution, Terms of Reference for Internal Audit and the Internal Audit Manual, to reflect the recent appointment of a Chief Internal Auditor. A report presenting revised Terms of Reference for Internal Audit which reflects the change requested by Grant Thornton in respect of the appointment of a Chief Internal Auditor was considered.

Decision

1. Noted and approved the contents of the report;

2. Agreed to recommend to the Council approval of the revised Terms of Reference for Internal Audit to reflect the change requested by Grant Thornton in respect of the appointment of a Chief Internal Auditor;

3. Noted that the Internal Audit Manual has also been amended accordingly; and

4. Noted that the updating of the Council Constitution is undertaken by Customer Services – Governance and Law.

(Reference: Report by Chief Internal Auditor dated 15 November 2011, submitted)

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ARGYLL & BUTE COUNCIL **AUDIT COMMITTEE**
STRATEGIC FINANCE **9 DECEMBER 2011**

INTERNAL AUDIT – TERMS OF REFERENCE

1. SUMMARY

Grant Thornton reviewed aspects of the Council's governance arrangements and issued an interim report dated 6 June 2011. Grant Thornton found in their review of Governance that there were a few issues remaining to be addressed in order to be fully compliant with The Code of Practice for Internal Audit in Local Government in the United Kingdom (the Code) issued by CIPFA.

2. RECOMMENDATIONS

2.1 The contents of this report are noted and approved.

3. DETAILS

3.1 Grant Thornton requested the updating of the following documents, the Council Constitution, Terms of Reference for Internal Audit and the Internal Audit Manual, to reflect the recent appointment of a Chief Internal Auditor.

3.2 Attached in Appendix 1, please find a revised Terms of Reference for Internal Audit which reflects the change requested by Grant Thornton in respect of the appointment of a Chief Internal Auditor. The Internal Audit Manual has also been amended accordingly. Updating the Council Constitution is undertaken by the Customer Services Department, Governance & Law.

4. CONCLUSION

This report is submitted to the Audit Committee in respect of meeting the requirements requested by Grant Thornton.

5. IMPLICATIONS

5.1	Policy:	None
5.2	Financial:	None
5.3	Personnel:	None
5.4	Legal:	None
5.5	Equal Opportunities:	None

For further information please contact Ian Nisbet, Chief Internal Auditor (01546 604216).
15 Nov 2011

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APPENDIX 1
INTERNAL AUDIT -TERMS OF REFERENCE

OBJECTIVE

Internal Audit is responsible for advising all levels of management and the Council (through its Audit Committee), on the Council's systems of internal control. It is a review activity which continuously reinforces line management's responsibility for effective internal controls. The existence if internal audit is not a substitute for management's responsibility to ensure the existence of a sound framework of internal control. Internal audit supports:

- Management's organisational objectives
- The Audit Committee's need for overall assurance on the quality and cost effectiveness of risk management and internal controls.

Internal Audit areas of focus include:

- Risk Management and Internal control effectiveness
- Statutory, procedures and control compliance
- Implementation of recommendations
- Corporate governance
- Systems development
- Process improvement
- Performance reporting
- Value for Money and Best Value

Over time it is envisaged that the function will increase the proportion of reviews of operational systems, value for money and contribute to Best Value.

SCOPE

Internal Audit's work provides assurance on the extent to which management controls ensure that:

- The Council's assets are safeguarded from significant losses, including those caused by fraud, waste, inefficiency and commercially unsound practices;
- Relevant laws, rules and regulations are complied with;
- Operations are conducted effectively, efficiently and economically;
- Operations are conducted in accordance with Council policies and procedures;
- Management information systems are reliable and secure;
- Systems under development are monitored, that appropriate internal controls are built in and are consistent with the organisations' needs;
- Significant Council risks are identified and effectively managed;
- Major Council projects achieve their objectives.

In addition, Internal Audit may perform special reviews requested by the senior management or the Audit Committee. When plans are changed for such reviews, this is reported to the Audit Committee so that it clearly understands the implications on resources and for the assurance it requires about internal controls, and any impact on the delivery of agreed plans.

INDEPENDENCE

Internal Audit is independent of the systems and activities it reviews and will objectively report its findings to the appropriate level of management in order to ensure corrective action is taken on a timely basis. To this end, Internal Audit has the authority to require a timely written response to any findings and recommendations contained in assignment reports.

Wherever internal audit provides proactive consultancy advice it must be careful to maintain its independence from the operational activity concerned to preserve its ability to undertake an objective review at a future date.

Consultancy advice includes guidance regarding the controls designed for developing systems or the implications for controls of amendments to systems; guidance regarding risk management and internal control strategies; and guidance regarding the development of best practice corporate governance structures and processes.

AUTHORITY AND ACCESS

Internal Audit has no responsibility for operational functions within the Council and no direct responsibility for, nor authority over any of the activities subject to internal audit review. Internal Audit derives its authority from the Council who enable them to have unrestricted access to all records, systems, documents, property and staff as required in the performance of its work.

Internal Audit has unrestricted access to the officer designated as responsible under Section 95 of the Local Government Act 1973, the Chief Executive and the Chair of the Audit Committee.

INTERNAL AUDIT MANAGEMENT

The Council's Chief Internal Auditor has responsibility for:

- Assisting directors and management with risk management;
- Developing a plan that is based on assessed Council risks and Internal Audit's objectives;
- Developing a programme based on the plan and which is flexible enough to meet changing organisational needs;
- Ensuring that resourcing arrangements are in place to deliver the plan and are flexible enough to cope with special requests;

- Providing regular progress reports to senior management and the Audit Committee;
- Ensuring Internal Audit remains effective, credible, productive and focused on areas of most significance to the Council;
- Working with line management constructively to challenge and improve established and proposed practices and to put forward ideas for improving processes;
- Developing an appropriately skilled team, supported where necessary by external expertise, to meet best practice;
- Maintaining an open relationship with the external auditors; and
- Fostering a culture of joint-working with management leading to agreed solutions.

Internal Audit is not relieved of its responsibilities when areas of the Council are subject to review by others. It always needs to assess the extent to which it can rely upon that work, co-ordinate its audit planning with those other review agencies, e.g. external auditors, and decide what further investigations need to be carried out.

QUALITY AND SKILLS

The Council's Chief Internal Auditor has responsibility for ensuring the skills of Internal Audit staff are developed and maintained through:

- Recruitment of appropriately qualified and experienced staff,
- Re-skilling and training Internal Audit staff e.g. in complex technical areas, in the use of technology, implementing best practice and in developing inter-personal skills such as communication;
- Techniques such as benchmarking to identify and adopt appropriate best practices;
- The engagement of external specialists as and when necessary and cost-effectively to meet changing Council needs; and
- Developing and monitoring appropriate internal audit performance measures, including mechanisms for continuous improvement.

Internal Audit must demonstrate objectivity and professionalism, including applying best practice and compliance with the Code of Practice for Internal Audit for Local Authorities in the UK.

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Maximising Attendance at Work Policy

Author	Improvement and HR
Department	Chief Executive's Unit
Date	February 2012
Version	2.1

1. Scope

This Policy and associated procedures apply to all employees of Argyll and Bute Council.

1. Policy Statement

Levels of attendance at work directly affect the quality and provision of services through the ability of employees to carry out their work efficiently and effectively. Whilst some absence due to sickness is inevitable, the Council's objective is to ensure that sickness absence is minimised through effective management supported by fair and consistent procedures.

Absence due to sickness can be for a number of reasons. It is important that within a common policy approach, instances of sickness absence are dealt with on an individual basis. A balanced approach is required which takes into account the need to maintain high levels of attendance whilst ensuring employees are treated fairly, consistently and sympathetically.

It is intended that this Policy be used positively and constructively to support and enable employees to return or remain at work. At all stages, discussions will focus on exploring ways to improve and maintain attendance thereby ensuring service needs are met. The particular circumstances of each individual will be considered and relevant support measures implemented where these can contribute to improved attendance levels.

A healthy workforce and a healthy working environment are essential to achieving higher levels of attendance and providing high quality services. The Council is therefore committed to developing occupational health and related services, and to promoting health at work, as measures to improve attendance levels. In this regard there are a number of other Council policies which are complementary to the Council's wider approach to promoting health at work and these include the Equal Opportunities Policy, health and safety policies as well as the Stress Management Policy. The Council recognises that, depending on the nature of the health condition and/or absence, early intervention can be effective in promoting improved health and attendance.

In the case of illness resulting from a disability, "reasonable adjustments" will be made wherever practicable to support and facilitate an employee's attendance at work in accordance with relevant disability discrimination legislation.

The effectiveness of this Policy will be monitored through regular reporting of relevant sickness absence management information to the Council's Strategic Management Team and Elected Members/Audit Committee.

2. Principles and Aims

The following principles apply to the Council's procedures for dealing with sickness absence:

- Good attendance is valued and all opportunities should be taken to acknowledge and recognise such attendance.

- The Council will aim to promote a positive and preventative, rather than punitive approach.

- Matters raised relating to an employee's attendance do not imply any distrust of the employee or concerns regarding their conduct.

- Sickness/injury absence will be dealt with in a way that is non discriminatory and in accordance with the Council's Equal Opportunities Policy.

- Employees will be dealt with consistently, and the sickness absence procedures will be fairly applied across the Authority. The Council will be sensitive, and supportive to those suffering the effects of ill health.

- Sickness absence cases will be conducted with respect for confidentiality and in accordance with the requirements of the Data Protection, and Access to Medical Reports Acts.

- Open communication between managers and employees will be encouraged and promoted.

The Managing Attendance At Work Policy and associated procedures will be monitored and reviewed to ensure that they continue to meet the Council's aims and comply with these principles.

3. Roles and Responsibilities in Implementing the Policy

Responsibility for implementing and complying with this Policy lies with individuals at all levels within the Council.

The role of the Strategic Management Team is to:

- Analyse and monitor corporate/departmental sickness absence data and trends based on quarterly returns

- Determine, as necessary, the requirement for targeted interventions in areas with higher sickness absence or where patterns or trends emerge

- Report Council-wide sickness absence levels to the Council's Executive Committee on a quarterly and bi-annual basis per department via scorecards.

Heads of Service are required to:

- Monitor sickness absence by service area on an ongoing basis using absence data provided by Human Resources

- Ensure line managers are trained in applying the Maximising Attendance at Work Policy and procedures

- Monitor action being taken by managers in respect of cases where triggers have been reached and follow up on progress

Line Managers are required to:

- Let employees know that their contribution to the work of the Council is valued, and that their attendance at work makes a significant contribution to providing a quality service.

- Manage absence among the employees for which they have responsibility. This includes:

  - Ensuring that employees are aware of the notification (and where appropriate, certification procedures) for absences of any kind.

  - Ensuring that accurate absence records are kept for each employee

  - Dealing immediately, fairly and sensitively with employees when they are ill and providing support to encourage attendance.

  - Maintaining regular contact with employees who are absent.

  - Make reasonable adjustments (where appropriate) to aid employees return to work or where the employee has raised concerns that their work is impacting their health.

  - Conduct Return to Work Meetings and, where appropriate, further meetings with employees in accordance with the Maximising Attendance at Work Policy and associated procedures.

Employees are required to:

- Attend work unless unfit to do so.

- Advise their line manager of any illness or condition which may affect their ability to attend work or to undertake the duties of their post.

- Take personal and contractual responsibility for attendance levels, their own well-being and seek medical advice and appropriate treatment promptly to maintain attendance, and/or facilitate an early return to work.

- Raise concerns with their manager (or Human Resources if appropriate) and where possible detail possible solutions if they believe their job is making them ill, or contributing to illness.

- Report sickness absences promptly, in accordance with the Maximising Attendance at Work procedures.

- Ensure appropriate certifications are completed and submitted in accordance with notification and certification procedures.

- Maintain regular contact with their manager during periods of sickness/injury absence.

- Communicate effectively with their manager about their sickness/injury absence.

- Co-operate as appropriate with the Council's Occupational Health Adviser and other organisations that provide support to the Council and its' employees.

- Not knowingly abuse the maximising attendance procedures or sick pay schemes.

The role of Human Resources is to:

- Provide advice and guidance to employees and line managers in managing attendance.

- Provide reports and statistical information to managers to enable them to make informed decisions when monitoring and reviewing sickness absence

- Maintain links with the Council's Occupational Health provider and other similar agencies to support the implementation of this Policy

- Monitor the overall application of the Policy and associated procedures

4. Tackling the Causes of Sickness Absence – Additional Support

The Council has developed a range of initiatives designed to support employees and prevent and reduce sickness absence levels including;

Occupational Health - provide advice and guidance on the impact of ill health on work and what steps the Council and/or the employee may make in order to secure an early return to work.

Counselling Service – to provide a confidential information, counselling and assistance service to employees in order to discuss concerns related to work or personal circumstances.

Health improvement policies – developing initiatives which contribute to the improved health and welfare of the workforce supported by the national Healthy Working Lives agenda.

Flexible and home working arrangements – Extending the scope of flexible and home working arrangements to help employees to better achieve a work/life balance.

Additional training for managers – training on the Maximising Attendance Policy & Procedures will be offered to provide additional support to managers.

The development of management information systems which will enable managers to receive detailed reports on the causes of absence and identify any trends that may be evident as well as the concentration of absence at a particular location.

Please refer to the **"Sources of Support for Managing Attendance"** document for further information.

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ARGYLL AND BUTE COUNCIL **EXECUTIVE COMMITTEE**

DEVELOPMENT & INFRASTRUCTURE SERVICES **19 April 2012**

ARGYLL AND BUTE LANDSCAPE WIND ENERGY CAPACITY STUDY

1 SUMMARY

1.1 The Council together with Scottish Natural Heritage have commissioned Consultant Landscape Architects to prepare an Argyll and Bute Landscape Wind Energy Capacity Study. The study provides technical information which will be used to help develop the windfarm/wind turbine policies and associated spatial framework in the proposed Local Development Plan (LDP). In addition the study provides new guidance on the siting of smaller scale (up to 50 metre) turbines throughout Argyll and Bute. An executive summary of the study is attached as Appendix A.

2 RECOMMENDATIONS

2.1 That the Council adopts the Argyll and Bute Landscape Wind Energy Capacity Study as a technical background document.

2.2 That the aforementioned study be used to help inform decision making in relation to planning applications submitted for wind energy proposals; and also inform the development of new policy contained in the proposed Local Development Plan including spatial guidance for on shore Wind energy developments.

2.3 That it should be noted that any new policy in relation to wind energy be subject to further Council approval and extensive consultation as part of the Local Development Plan process.

2.4 That approval be given to hold a workshop after the May elections to help introduce the study to a wide range of stakeholders including potential developers, landowners and community representatives.

3 BACKGROUND

3.1 Scottish Planning Policy requires Local Development Plans to include a spatial framework of wind energy developments over 20 megawatts, as well as give consideration as to how developments of less than this will be assessed against development plan policy. The SPP and associated Scottish Government Advice Notes requires consideration to be given to landscape and cumulative impacts as part of this process.

3.2 This study considers the sensitivity of landscape character types on the mainland of Argyll and Bute in relation to wind turbines up to 130m height. The sensitivity of larger islands and National Scenic Areas (NSAs) within Argyll and Bute has also been assessed for wind turbines up to 50m height. The assessment considers key sensitivities related to landscape character, visual amenity and on the value placed on the landscape in the form of scenic designations and other recognised interests. The NSAs are assessed on the basis of their identified Special Qualities. The sensitivity assessment considers potential cumulative issues associated with existing and consented wind farm developments.

3.3 The aim of this study is to identify landscape and visual sensitivities at a Council wide scale for use in the consideration and determination of further proposals for wind farm developments in Argyll and Bute. It is important to stress that this capacity study considers only landscape and visual issues, a range of other environmental and technical issues will also require to be considered in order to draw up a spatial framework and Supplementary Planning Guidance (SPG) for wind farm development.

3.4 The study has involved adopting a systematic approach to the consideration of landscape, the key tasks of which included:

- Identifying existing, consented and proposed windfarm developments
- Review of existing landscape character studies and definition of landscape character types to be used in the assessement.
- Defining the landscape and visual sensitivity criteria to be used.
- Defining landscape values such as designations and other recognised landscape and visual interests to be used in the study.
- Fieldwork to assess the sensitivities
- Providing guidance on siting of smaller turbines, as well as generic guidance on siting and design of wind energy developments.
- Providing an overview of landscape and visual sensitivities across the region and recommendations on strategic landscape and visual considerations

3.5 The capacity study has principally been based on the landscape characterisation work set out in the Landscape assessment of Argyll and the Firth of Clyde (1996) undertaken by Environmental Resources Management for SNH. Review of this study was undertaken in the field and some revisions were made to landscape character types and their classification for the purposes of this capacity study. Separate sensitivity assessments have been undertaken for the National Scenic Areas (NSAs) lying wholly within Argyll and Bute.

3.6 Five scales of wind turbine developments have been considered; large scale (80 to 130 metres high to blade tip), Medium (between 50 and 80 metres), Small – medium (35 to 50 metres) and Small where blade tip is between 20 and 35 metres high. The sensitivity of the various landscapes, to the different scales of wind turbine developments was scored on a five point scale of High,

High-medium, Medium, Medium-low and Low against landscape, visual amenity and landscape values categories. An overall judgement of sensitivity for each landscape character type/NSA was then reached following consideration of landscape, visual and values ratings.

3.7 It is evident that the existing pattern of larger scale commercial windfarm development in Argyll and Bute is mainly found in the more extensive and less settled upland landscape character types of the 'Upland Forest Moor Mosaic' (6) and the 'Craggy Upland' (7), and to fairly limited sites within the 'Steep Ridgeland and Mountains' (1) character type and the 'Knapdale Upland Forest Moor Mosaic' (6b). The study found that that the uplands within Argyll and Bute were of lowest landscape and visual sensitivity. These areas include the 'Craggy Uplands' (7) and 'Upland Forest Moor Mosaic (6) which offer greatest scope for the large scale developments. Both these landscape character types already feature operational and consented wind farm developments. Cumulative impacts have therefore been identified as a potential constraint in the Kintyre Peninsula, Loch Awe and Loch Fyne areas. However, the study provides guidance on how best to accommodate additional wind energy developments within these areas whilst minimising the potential cumulative impacts, as these areas are generally considered to have the greatest potential to accommodate further onshore wind energy developments.

3.8 The majority of applications for small-medium and small turbines have been within the more settled coastal landscapes and islands of Argyll and Bute. The study found that those turbines between 35 and 50 metres high could be accommodated in limited parts of more settled coastal landscapes and islands. The most acceptable locations for turbines of this size is likely to be on the more extensive hill slopes set back from more sensitive lowland areas as this will limit landscape and visual impacts. These locations will also reduce the potential for cumulative landscape and visual impacts to occur between different sizes and designs of turbines. This will become particularly important as these areas are more likely to be in demand for 'Feed-in Tariff' related development. However, monitoring of potential cumulative effects arising from smaller turbines will need to be kept under constant review. Consideration should also be given to the detailed design of smaller turbines, in order to prevent widely varying designs leading to visual clutter in some landscapes.

3.9 The assessment of landscape capacity of National Scenic Areas to accommodate wind turbine development was limited to small-medium and small scale turbines only in recognition of the protection afforded to them (from larger scale developments in SPP). The study concluded that these nationally recognised landscapes were highly sensitive and had no scope to accommodate the small-medium scale turbines. However it concluded that small turbines below 35m would have less of an effect on some NSAs provided these were sensitively sited.

4 CONCLUSION

4.1 This study represents a major piece of work that has been done in partnership with SNH. Currently there is considerable demand for the siting of wind turbines in Argyll and Bute. In light of this it is recommended that the landscape strategy be adopted as a technical study with regard to on shore wind energy developments and landscape issues to help inform decisions in relation to applications for on shore wind energy applications. Once approved, the study will be able to be used as non statutory planning guidance and also be used to inform future land use policy in the proposed Local Development Plan including a new spatial strategy for wind farms. Any change of policy in light of this guidance will require subsequent council approval and then be consultated on as part of the LDP process. It is also intended to hold a workshop on the 20th of April to help introduce the content of the study to a wide range of stakeholders. The main findings of the study are detailed below.

- **Protection of the most scenic of Argyll and Bute's landscapes** by avoiding designated landscapes and intrusion on Inventory listed designed landscapes.
- **Maintaining the wildland qualities of the mountainous landscapes** by directing wind farm development away from these areas and avoiding developments that could impact on the wider landscape setting and appreciation of these landscapes.
- **Protect the special qualities of the coastal landscapes, islands and wider seascape** which form an essential part of the character of Argyll and Bute, by resisting larger scale developments in the complex coastal landscapes and where they could intrude on views from roads, settlement and recreational areas (including from the sea).
- **Follow the established pattern of larger wind farm development associated with less sensitive upland landscapes** where their more extensive scale can better accommodate, and provide an appropriate wider setting, to large developments.
- **Direct larger typologies away from settled coastal and loch fringes** and limit intrusion on these areas by setting smaller turbines (below 50m) at the transition with the more extensive simpler upland landscapes. Smaller turbines would form more of an incidental feature in these sensitive landscapes while larger turbines would dominate and detract.
- **Ongoing review of cumulative effects** in the Craggy Upland Landscape Typology in the Loch Awe and Loch Fyne areas and the Kintyre Upland Forest Moor Mosaic principally in terms of views from Arran, will be necessary to ascertain when capacity is close to being reached.

5 IMPLICATIONS

Policy: The Landscape Capacity Study will help to inform and provide an evidence base for the development of policy in the forthcoming Local Development Plan and associated Supplementary Planning Guidance.

Financial: None.

Personnel: None.

Community: There is increasing interest in wind energy development across Argyll and Bute, from Developers, Communities and general public, this study will help promote informed decisions, in response to these.

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Appendix A

Argyll and Bute Landscape Wind Energy Capacity Study

Executive Summary

Argyll and Bute Landscape Wind Energy Capacity Study

1. Introduction

1.1 This study jointly commissioned by Argyll and Bute Council and Scottish Natural Heritage aims to inform strategic planning for wind energy development in line with Scottish Planning Policy and in addition provide guidance on the appraisal of individual wind farm and wind turbine proposals in Argyll and Bute.

1.2 The study considers the sensitivity of landscape character types on the mainland of Argyll and Bute to wind turbines up to 130m height excluding National Scenic Areas (NSAs). The sensitivity of larger islands and NSAs within Argyll and Bute has also been assessed for wind turbines up to 50m height. Four types of windfarm development were considered in the sensitivity assessment, these are principally categorised on the basis of turbine height. The assessment considers key sensitivities related to landscape character, visual amenity and on the value placed on the landscape in the form of scenic designations and other recognised interests. The NSAs are assessed on the basis of their identified Special Qualities. The sensitivity assessment considers potential cumulative issues associated with existing and consented wind farm developments.

1.3 The study also provides guidance on the constraints and opportunities for wind energy development within each landscape character type/NSA together with guidance on the siting and design of small turbines below 50m height.

2. Study aims

2.1 The aim of the study is to identify landscape and visual sensitivities at a council wide scale for use in the consideration and determination of further proposals for wind farm developments in Argyll and Bute. Smaller wind turbine typologies have also been considered and an appraisal made of potential cumulative landscape and visual effects. Consideration has also been given to the existing pattern of wind energy development in Argyll and Bute and whether it is appropriate to continue this. The study will be used to inform the emerging spatial and criteria based policies of the Local Development Plan and the consequential development management decision making process in accordance with the requirements of SPP 2010 and Scottish Government Renewable Energy Planning Advice Notes (PANs).

2.2 It is important to stress that this capacity study considers only landscape and visual issues, a range of other environmental and technical issues will also be required to be considered in order to draw up a spatial framework and Supplementary Planning Guidance (SPG) for wind farm development.

2.3 This study covers all of mainland Argyll and Bute and the islands of Mull, Jura, Islay, Bute and Lismore. While other islands of Argyll and Bute have not been assessed in detail, where development proposals occur on these, the sensitivity assessment

relating to the relevant landscape character type defined in the Landscape assessment of Argyll and the Firth of Clyde (1996) could be referred to. This will include the following landscape character types which occur on the islands of Jura and Islay as well as other islands:

- Marginal farmland mosaic (16)
- Sand Dunes and Machair (25)
- Coastal Parallel Ridges (22)

2.4 The sensitivity assessments undertaken for the above landscape character types on Islay and Jura should however only be used to provide general information on the sensitivities on other islands as they do not take into account the specific context and local character associated with these. However, the guidance for the siting of small turbines set out in section 7 of the Main Study Report is relevant to these other islands.

3. General approach to the study

3.1 The study has been carried out by consultant landscape architects who were appointed jointly by Argyll and Bute Council and Scottish Natural Heritage. The work has involved a systematic approach to the consideration of landscape the key tasks involved were:

- Identifying existing, consented and proposed wind farm developments in Argyll and Bute and adjoining authorities to be considered in the study.
- Review of existing baseline landscape character studies for Argyll and Bute and adjoining areas and definition of landscape character types to be used as the basis for the study.
- Identifying wind farm and wind turbine development typologies to be assessed in the study.
- Defining the landscape and visual sensitivity criteria to be used in the assessment.
- Defining landscape values to be considered in the study in the form of designations and other recognised landscape and visual interests.
- Field work to assess the sensitivity of different landscape character types and National Scenic Areas to defined development typologies using identified sensitivity criteria.
- Developing guidance on the siting of smaller turbines informed by field work and generic guidance on the siting and design of wind energy development.
- Providing an overview of landscape and visual sensitivities across the region and recommendations on strategic landscape and visual considerations.

4. Baseline landscape character

4.1 This capacity study has principally been based on the landscape characterisation work set out in the Landscape assessment of Argyll and the Firth of Clyde (1996) undertaken by Environmental Resources Management for SNH. Review of this study was undertaken in the field and some revisions were made to landscape character types and their classification for the purposes of this capacity study.

4.2 Separate sensitivity assessments have been undertaken for the National Scenic Areas (NSAs) lying wholly within Argyll and Bute in accordance with the requirements of the study brief.

5. Development typologies

5.1 The following development typologies have been considered in the study:

- ***Large:*** Turbines between 80m to 130m height to blade tip
- ***Medium:*** Turbines between 50m and 80m to blade tip
- ***Small-medium:*** Turbines between 35-50m high
- ***Small:*** Turbines between 20-35m high.

5.2 In addition, extensions to existing wind farm developments have been considered and guidance within each sensitivity assessment provided, on the appropriate height of turbine and general extent of development that could be accommodated.

6. An overview of the Landscape of Argyll and Bute

6.1 The landscape of Argyll and Bute is notable for its diversity, featuring an extensive and deeply indented coastline of long peninsulas and sea lochs, associated seascapes including numerous islands of varying character and narrow settled loch fringes and coasts backed by upland plateaux and the rugged mountains to the east. The juxtaposition and contrast of character types within Argyll and Bute produces rich, multi-layered landscapes and high quality scenery, recognised in the National Scenic Areas (NSAs) and Areas of Panoramic Quality (APQs) that cover substantial parts of the area.

6.2 Argyll and Bute has a convoluted geography of peninsulas and islands, which can restrict inter-visibility between some parts of the region but also reveals surprising views from others. Main roads and settlements are predominantly aligned along loch shores and the coast, and views therefore tend to be restricted with immediate skylines, often seen across narrow lochs, forming the most prominent features in these low-level views. Views from roads also tend to be fairly well screened by extensive forestry and woodland or focus on the wider seascape within the more open fringes of the Kintyre Peninsula. Elevated views from roads are relatively rare although views from the sea and some islands allow greater visibility of the uplands backing narrow settled coastal fringes

6.3 The existing pattern of commercial wind farm development within Argyll and Bute is principally related to the more extensive and less settled upland character types of the ‘Upland Forest Moor Mosaic’ (6) and the ‘Craggy Upland’ (7) and to fairly limited sites within the ‘Steep Ridgeland and Mountains’ (1) character type and the ‘Knapdale Upland Forest Moor Mosaic’ (6b). In particular the larger wind farm developments are predominantly associated with the more extensive upland landscapes and generally have limited impact on adjacent smaller scale settled and more complex landscapes. No commercial wind farm developments are located within the settled loch and coastal

fringes, and islands of Argyll and Bute to date, although a single large 'community' turbine (75m) and smaller turbines below 50m high are sited on the islands of Tiree, Gigha and Luing.

7. Key findings of the sensitivity assessment

- The landscape wind farm capacity study has considered the sensitivity of landscape character types on the mainland of Argyll and Bute to wind turbines up to 130m height. The sensitivity of larger islands and NSAs within Argyll and Bute has also been assessed for wind turbines up to 50m height.

- The sensitivity assessment considered key sensitivities related to landscape character, visual amenity and on the value placed on the landscape in the form of scenic and other relevant landscape designations and recognised interests for each landscape character type/sub-type. A different approach has been taken for the NSAs where the identified special qualities of the designated landscape formed the principal basis for the sensitivity assessment.

- The Argyll and Firth of Clyde Landscape Character Assessment (1996) defined 25 different character types. The sensitivity assessment undertaken for this current study has involved sub-division of some of these landscape character types better reflecting local character and context and also potential cumulative issues in relation to operational and consented wind farm developments. Some minor alterations to the boundaries of some landscape character types and reclassifications have also been made.

- The operational and consented wind farm developments have been identified; the potential cumulative issues that may arise with these developments, and any additional turbine development, have been considered in relation to each landscape character type/NSA. The guidance following the summary of sensitivity provides recommendations for siting different development typologies in the landscape and, where relevant, potential constraints for development where there is a context of operational, consented and proposed wind farms.

7.1 Sensitivity to different development typologies was scored on a five point scale of High, High-medium, Medium, Medium-low and Low against landscape, visual amenity and landscape values categories. These ratings were based not on a numerical scoring system but rather used professional judgement in considering the weight of evidence in terms of sensitivities. An overall judgement of sensitivity for each landscape character type/NSA was then reached following consideration of landscape, visual and values ratings. A summary of the overall findings on sensitivity for the various scales of windfarm typologies is included as **Annexe A.**

7.2 For each of the five NSAs landscape sensitivity to wind turbines below 50m high was assessed, however, it was concluded that there was no scope for the small-medium typology (35-50m high) to be located within any of them, because of potential significant effects on the special qualities of these designated landscapes. There is

considered to be some very limited scope for the small typology to be accommodated in parts of these NSAs although a number of key constraints would apply.

7.3 Turbines below 20m relate better to the scale of woodlands, mature trees and buildings in more settled landscapes, and there are therefore fewer constraints associated with this typology in general. However there are some very sensitive landscapes where even turbines of this size could have impacts and these are identified in the detailed sensitivity assessments.

7.4 Caution is needed in interpreting the sensitivities set out for each landscape character type in the maps and summary appendix, as these represent an average across landscape character types. Considerable variation can occur across these landscapes and the detailed sensitivity assessments should referred to when considering specific development proposals. A landscape accorded 'Medium' sensitivity would have increased opportunities for wind farm/turbine development, although there would still be some constraints (including potential cumulative effects) which would be likely to restrict the geographic scope for development. 'Medium-low' and 'Low' sensitivity landscapes would have fewer constraints and therefore present greater scope for accommodating larger scale and possibly also multiple developments, although careful siting and design would still be necessary in order to mitigate impacts on more sensitive landscape features or limit visual intrusion in some instances.

8. Scope for larger turbines over 50m high

8.1 Landscapes with a combined sensitivity of medium and lower offer greatest scope to accommodate the large and medium development typologies while minimising significant impact on key landscape and visual sensitivities. This therefore excludes landscape character types with a combined High or High-medium sensitivity where constraints are likely to result in significant adverse landscape and visual impacts on key characteristics or where scope for development is limited to a very small part of the character type. Landscape character types of lower sensitivity are shown on Figures 11 and 12 for the large and medium scale typologies respectively. These maps should be used with caution however as the overall sensitivity rating is indicated uniformly for each landscape character type without key constraints identified in the sensitivity assessment being accounted for. It is therefore essential that the full sensitivity assessment is reviewed when considering individual developments.

9. Cumulative issues in areas with scope for larger turbines over 50m high

9.1 The sensitivity assessment found that the uplands within Argyll and Bute were of lowest landscape and visual sensitivity. These areas include the 'Craggy Uplands' (7) and 'Upland Forest Moor Mosaic (6) which offer greatest scope for the large typology. Both these landscape character types already feature operational and consented wind farm developments. Cumulative impacts are a potential constraint and these are considered in further detail within the Kintyre Peninsula, Loch Awe and Loch Fyne areas below.

The Kintyre Peninsula

9.2 Potential cumulative effects principally occur from the sea and from Arran. Locating further wind farm development well back from the coastal edge, avoiding higher hills on the peninsula and also limiting turbine heights will minimise significant effects on adjacent settled glens and coasts on the Kintyre Peninsula but also reduce visual impact on views from the sea and Arran. It is important that the majority of the skyline of the peninsula should remain open with wind farm developments occupying confined and lower sections of the ridge thus minimising the dominance of development. There is some limited scope for both extensions to the better sited wind farm developments and for clearly separate new wind farm(s) given the extent of this character type and its landscape and visual sensitivities. Proposals for extensions should aim to replicate similar turbine heights and retain the integrity of layout of the original scheme.

The Loch Awe area

9.3 The Loch Awe area is sparsely settled and views from the narrow roads which are predominantly aligned along the loch shore tend to be contained and are often screened by woodland/forestry. The immediate skyline of hills edging the loch is a prominent feature where rare open views occur. Provided that turbines were set well back away from the immediate 'edge' hills and into the interior of the 'Craggy Upland' (7) plateau, it is considered that significant cumulative landscape and visual impacts would be minimised in the Loch Awe area. Extensions to operational and consented developments would be likely to reduce sequential cumulative visual impacts from roads along Loch Awe (and limit impact on the more sensitive loch 'ends') by consolidating the existing pattern and spatial arrangement of development although the height of additional turbines needs careful consideration in relation to older operational wind farms and reduction of visual prominence from roads and settlement.

The Loch Fyne area

9.4 The narrow inner loch and broader outer loch (generally south of Lochgilphead) are visually separate in terms of their relative containment and orientation of views. This appraisal therefore considers potential cumulative impacts within these two parts of the loch.

9.5 Within the inner loch (north of Lochgilphead) a number of character types are visible from roads and settlement. The sensitivity assessment found some limited scope for the large typology (turbines >80m) to be accommodated within the 'Craggy Upland' (7) and also limited scope for the medium typology (turbines 50-80m) to be accommodated in the 'Loch Fyne Upland Forest Moor Mosaic' (6a). The eastern side of the inner loch forms a narrow strip of fairly even inward-facing hill slopes rising to a distinct ridge bordering the Kyles of Bute NSA and the 'Steep Ridgeland and Mountains' (1) and thus increasing visual sensitivity. The western side comprises a more extensive gently undulating upland plateau where the 'Loch Fyne Upland Forest Moor Mosaic' (6a) and the 'Craggy Upland' (7) merge and is less sensitive. The existing/consented A' Chruach and An Suidhe wind farms are located in this western area. Views from roads across and along the inner loch are restricted by extensive woodland cover and these wind farms are/will be seen relatively briefly. Their location set back into the more extensive and distant uplands, and occupying confined parts of the skyline, minimises effects on views and on the smaller scale settled loch fringes. These wind farms are widely spaced and there may be some limited scope to locate

further development within these more extensive uplands on the western side of the inner loch (and given other landscape and visual constraints identified in the sensitivity assessment) while minimising cumulative landscape and visual effects.

9.6 Within outer Loch Fyne, the 'Knapdale Upland Forest Moor Mosaic' (6b) occurs to the west with the 'Upland Forest Moor Mosaic' (6) of the Kintyre Peninsula bordering the far southern reaches of the loch to Skipness Point. The sensitivity assessment found some limited scope for the medium typology (turbines 50-80m) within the 'Knapdale Upland Forest Moor Mosaic' (6b) but identified the more defined higher hills, which are seen from Loch Fyne, as a key constraint to development in this character type. The Skipness to Tarbert coast which lies within the 'Upland Forest Moor Mosaic' (6) is also defined as a significant constraint to development in the sensitivity assessment due to its qualities of wildness which would be compromised by development seen in views to and from this coastal area. The settled eastern fringes of Loch Fyne are defined as 'Rocky Mosaic' (20) and are backed by the higher ground of the 'Loch Fyne Upland Forest Moor Mosaic' (6a). The more complex landform north of Portavadie within the 'Loch Fyne Upland Forest Moor Mosaic' (6a), and the proximity of this character type in this area to the Kyles of Bute NSA, increases sensitivity and limits scope for development on the eastern side of outer Loch Fyne.

9.7 The consented Allt Dearg wind farm is located in the 'Knapdale Upland Forest Moor Mosaic' (6b) and will be prominent in views from both the western parts of the inner loch and the outer loch. It lies some distance from the consented A' Chruach wind farm (approximately 24km) and there would be limited cumulative effects in terms of sequential visibility from the B8000 and the A83 due to the rarity of open views because of woodland screening and the wide spacing of existing/consented wind farms visible from both inner and outer Loch Fyne. The presence of significant constraints identified within the landscapes bordering the outer loch therefore principally restricts scope for the development of larger typologies rather than any potential cumulative effects that may arise with consented wind farms.

10. Cumulative issues associated with smaller turbines below 50m high

10.1 The majority of current applications for turbines below 50m tend to be in the more settled coastal landscapes and islands of Argyll and Bute. The sensitivity assessment concluded that the small-medium typology (turbines 35- 50m high) could be accommodated in limited parts of more settled coastal landscapes and islands. Many of these areas have an even dispersal of relatively small farms/crofts and other developments. Capacity would be quickly reached if even a small number of these were to feature a turbine of this height, with multiple turbines in close proximity likely to overwhelm landscape features. While the constraints identified in the sensitivity assessment should limit scope for this size of turbine, directing turbines of this size to more extensive hill slopes set back from more sensitive lowland areas will limit landscape and visual impacts. It will also reduce the potential for cumulative landscape and visual impacts to occur between different sizes and designs of turbines, in areas where there is more likely to be demand for 'Feed-in Tariff' related development.

10.2 Monitoring of potential cumulative effects arising from smaller turbines will be kept under review, and consideration should be given to the detailed design of smaller

turbines, in order to prevent widely varying designs leading to visual clutter in some landscapes.

11. Designated landscapes

11.1 The assessment has considered the special qualities of designated landscapes in determining sensitivity to different development typologies. The NSAs, as nationally important landscapes, are afforded significant protection within a spatial framework for wind farm development in terms of SPP. Accordingly the sensitivity assessment only considered smaller turbines below 50m high. It concluded that small turbines below 35m would have less of an effect on some NSAs provided these were sensitively sited.

11.2 Many of the APQs are important in providing a wider landscape setting to the much more closely defined NSAs and this role, together with their special qualities, has been considered in the assessment. As the sensitivity assessment in relation to these regional designations has not been as straightforward as that undertaken for the NSAs, the more detailed sensitivity tables set out in the Appendix Report should be consulted when considering specific development proposals.

12. A recommended landscape strategy

- ***Protection of the most scenic of Argyll and Bute's landscapes*** by directing larger typologies away from designated landscapes and avoiding intrusion on Inventory listed designed landscapes.
- ***Maintaining the wildland qualities of the mountainous landscapes*** by directing wind farm development away from these areas and avoiding developments that could impact on the wider landscape setting and appreciation of these landscapes. Cumulative landscape and visual effects of wind farm development in surrounding landscapes will need to be carefully considered in terms of potential effects on the perception of wildness and on views from popularly accessed hills.
- ***Protect the special qualities of the coastal landscapes, islands and wider seascape*** which form an essential part of the character of Argyll and Bute, by resisting larger scale developments in the complex coastal landscapes and where they could intrude on views from roads, settlement and recreational areas (including from the sea).
- ***Follow the established pattern of larger wind farm development associated with less sensitive upland landscapes*** where their more extensive scale can better accommodate, and provide an appropriate wider setting, to large developments. Impacts on adjacent more sensitive smaller scale settled landscapes should be minimised by setting development well back into the upland interior and also considering limitations in the height of turbines. This strategy consolidates the established association of larger typologies with a particular landscape character, minimising cumulative impacts that could occur where different sizes and designs of turbines are sited in all landscapes.
- ***Direct larger typologies away from settled coastal and loch fringes*** as these are striking in the rich variety of landscapes, frequent small scale topography, complex

landforms and intricate patterns of settlement and land use. Limit intrusion by setting smaller turbines (below 50m) well back from sensitive loch edges within the 'Rocky Mosiac' (20) and at the transition with the more extensive simpler upland landscapes. Smaller turbines would form more of an incidental feature in these sensitive landscapes while larger turbines would dominate and detract.

- ***Ongoing review of cumulative landscape and visual effects of multiple wind turbine developments*** will be necessary to ascertain when capacity is close to being reached. This will particularly apply to the 'Craggy Upland' (7) in terms of key views from Loch Awe and Loch Fyne and the 'Upland Forest Moor Mosaic' (6), principally in terms of views from Arran.

Annexe A: Summary of sensitivity for character type assessments

Landscape type	***Development typology***	***Sensitivity assessment***			***Overall Sensitivity***
		Landscape	*Visual*	*Values*	
1.Steep Ridgeland and Mountains	large	H	H	HM	**H**
	medium	H	H	HM	**H**
2. High Tops	large	H	H	H	**H**
	medium	H	H	H	**H**
2a Mull High Tops	small-medium	H	H	HM-L	**H**
	small	HM	HM	M-L	**HM**
3, 4 Hidden and Mountain Glens	small-medium	H	H	HM-L	**H**
	small	HM	HM	HM-L	**HM**
5. Open Ridgeland	large	H	H	HM-L	**H**
	med	HM	H	HM-L	**HM**
	Small-med	M	HM	M-L	**M**
	small	ML	M	M-L	**ML**
5a. Bute Open Ridgeland	Small-medium	HM	HM	HM	**HM**
	small	M	M	M	**M**
6. Upland Forest Moor Mosaic	large	M	HM	L	**M**
	medium	ML	M	L	**ML**
6a. Loch Fyne Upland Forest Moor Mosaic	large	HM	H	HM-L	**HM**
	medium	HM	HM	HM-L	**HM**
6b. Knapdale Upland Forest Moor Mosaic	large	HM	HM	HM-L	**HM**
	medium	M	M	HM-L	**M**
6c. Mull of Kintyre Upland Forest Moor Mosaic	large	HM	H	HM-L	**HM**
	medium	M	HM	M-L	**M**
7. Craggy Upland	large	M	HM	L	**M**
	medium	M	M	L	**M**
7a. Craggy Upland with Settled Glens	large	H	H	HM-L	**H**
	medium	HM	HM	HM-L	**HM**
	small-medium	M	M	HM-L	**M**
	small	M	M	M-L	**M**
7b. Craggy Coast and Islands	large	H	H	HM	**H**
	medium	H	H	HM	**H**
	small-med	HM	H	HM	**HM**
	small	M	HM	M	**M**
7c. North Loch Awe Craggy Upland	large	H	H	HM	**H**
	medium	HM	H	HM	**HM**
7d. Lorn Craggy Upland	large	H	H	HM	**H**
	medium	H	H	HM	**H**
7e. Mull Craggy Upland	small-medium	HM	HM	HM-L	**HM**
	small	M	M	M-L	**M**
8. Moorland Plateau	small-medium	HM	M	HM-L	**HM**
	small	M	ML	HM-L	**M**
8a. Moorland Plateau with Farmland	small-medium	HM	HM	HM-L	**HM**
	small	M	M	M-L	**M**
9. Rocky Moorland	small-medium	M	HM	HM-L	**HM**
	small	M	M	M-L	**M**
10. Upland Parallel Ridges	large	H	H	HM to L	**H**
	medium	HM	HM	HM to L	**HM**
11. Boulder Moors	small-medium	HM	H	HM	**HM**
	small	M	HM	M	**M**

12 High Stepped Basalt	small-medium	M	HM	HM-L	**M**
	small	M	M	M-L	**M**

13. Rolling Farmland with Estates	large	H	H	HM-L	**H**
	medium	H	H	HM-L	**H**
	small-med	HM	H	HM-L	**HM**
	small	M	HM	M-L	**M**
13a. Bute Rolling Farmland with Estates	small-medium	HM	H	HM	**HM**
	small	M	M	M	**M**
14. Bay Farmland	large	HM	H	L	**HM**
	medium	HM	H	L	**HM**
	small-med	M	HM	L	**M**
	small	ML	M	L	**ML**
15 Lowland Bog and Moor	small-medium	M	HM	L	**M**
	small	M	M	L	**M**
15a. Less extensive Lowland Bog and Moor	small-medium	H	H	L	**H**
	small	H	H	L	**H**
16. Marginal Farmland Mosaic	small-medium	H	HM	L	**HM**
	small	HM	M	L	**M**
17. Mull Basalt Lowlands	small-medium	HM	HM	HM-L	**HM**
	small	M	M	M-L	**M**
17a. Bute Basalt Lowlands	small-medium	H	H	HM	**H**
	small	HM	HM	M	**HM**
18. Lowland Ridges and Moss	large	H	H	HM-L	**H**
	medium	H	H	HM-L	**H**
	small-medium	H	H	HM-L	**H**
	small	HM	HM	M-L	**HM**
19. Kintyre Coastal Plain	large	H	H	HM	**H**
	medium	H	H	HM	**H**
	small-medium	HM	H	HM	**HM**
	small	M	HM	M	**M**
19a. Bute Coastal Plain	small-medium	H	H	HM	**H**
	small	HM	HM	M	**HM**
20. Rocky Mosaic	large	H	H	HM to L	**H**
	medium	H	H	HM to L	**H**
	small-medium	HM	HM	HM to L	**HM**
	small	M	M	M to L	**M**
21. Low Coastal Hills	large	H	H	HM	**H**
	medium	H	HM	HM	**H**
	small-medium	HM	HM	HM	**HM**
	small	M	M	M	**M**
22. Coastal Parallel Ridges	Small-medium	HM	HM	HM	**HM**
	small	M	M	HM	**M**
23. Flat Moss and Mudflats	small-medium	H	H	H	**H**
	small	HM	H	HM	**HM**
25. Sand Dunes and Machair	Small-medium	H	H	HM	**H**
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ARGYLL AND BUTE COUNCIL **COUNCIL**

CUSTOMER SERVICES **Thursday 26th April 2012**

REPORT BY THE SHORT LIFE WORKING GROUP ON POLITICAL MANAGEMENT ARRANGEMENTS

1. SUMMARY

1.1 At the Executive meeting on 21 April 2011 it was agreed to set up a short life working group to progress the development of revised Political Management Arrangements. This report highlights the recommendations made by the Short Life Working Group following their consideration of these arrangements.

2. RECOMMENDATIONS

2.1 To note the contents of the report.

2.2 To agree to recommend the findings of the Short Life Working Group to the first meeting of the new Council for implementation.

3. DETAIL

3.1 The Short Life Working Group on Political Management Arrangements met on 12 August 2011, 12 October 2011, 2 December 2011 and 4 April 2012.

3.2 At these meetings the Short Life Working Group considered reports by the Executive Director - Customer Services which set out a series of options for consideration in the review of political management arrangements for Argyll and Bute Council.

3.3 The following is a summary of the decisions that were made at the meetings of the Group :-

3.3.1 Agreed that the Executive is fit for purpose and should continue in its current format, but noted the minority view that the Executive was not fit for purpose and that alternative models should be investigated.

3.3.2 Agreed that, in terms of structure, the Planning Protective Services and Licensing Committee is fit for purpose.

3.3.3 Agreed that the Audit Committee is fit for purpose and that no changes to its remit, composition or membership should be made.

3.3.4 Agreed therefore that there be no change to the remit, composition or membership of the Executive, PPSL or Audit Committee.

3.3.5 Agreed, in principle, to the establishment of a Performance Review and Scrutiny Committee on the basis set out in the Appendix to this report, and that there be 10 Members appointed to this Committee consisting 4 from the Opposition Groups, 3 non-Executive Members of the Administration and 3 CPP Partner nominees plus 1 independent Chair.

3.3.6 Agreed, in principle, to the creation of short life Policy Development Groups.

3.3.7 Agreed to adjust the Constitution to provide for the creation of Policy Development Groups by either the Council or the Executive; agreed in principle to operate them as had been done in the past and to remit the Executive Director of Customer Services to modify the Constitution to regulate the procedures of such groups.

3.3.8 Agreed that Area Committees, Local Area Community Planning Groups and Area Business Days continue to be held, but that scheduling and frequency of these meetings be altered.

3.3.9 Noted the Council would still be on target for reducing the number of meetings held after the proposed changes had taken place.

4. AREA MEETINGS

4.1 It is proposed that Area Committees and Local Area Community Planning Groups should meet on a quarterly basis, on the same day, with the Area Committee being held in the morning and the Local Area Community Planning Group being held in the afternoon. These meetings should be held in March, June, September and December each year, and to ensure that agenda items which are common to all four Areas are considered within the space of seven working days thereby ensuring efficient progression of matters which are corporate or common to either the Council or any Core Partners, it is proposed that Bute and Cowal would meet on the first Tuesday of the relevant month, MAKI on the first Wednesday, Helensburgh Lomond on the second Tuesday and OLI on the second Wednesday. This proposal to have these meetings on these dates, if agreed, will, of course, require to be made to the Community Planning Partnership for their approval prior to implementation. Meeting agendas will be structured to allow participation on all matters by all parties, but decisions on matters within the Terms of Reference of Area Committees shall be made only by Councillors. Remaining items will be dealt with by all parties, with each partner having the right to have their views recorded in the event that consensus cannot be reached.

4.2 Currently, Area Committees have a series of Area Business Days which provide a less formal discussion forum than Committee meetings for elected Members and officers to work on service issues which are of significance to the Area. It is anticipated that there will be a strong appetite amongst Members for these business meetings to continue. It is proposed that Area Business Days be half day meetings held 4 times per year in months when the Area Committee/Local Area Community Planning Group is NOT taking place, ie business meetings be held in January, April, August, and October. Scheduling business meetings in this way would enable any items discussed at these meetings to be effectively progressed by officers and partners and then included, as appropriate, at the next Scheduled Area Committee. This scheduling would also leave July meeting free in accordance with the Council's current recognition of July as recess month. It is suggested that business meetings take place in the morning on the same day as scheduled Area Committee etc meetings, ie Bute and Cowal meeting on the first Tuesday, MAKI on the first Wednesday, Helensburgh Lomond on the second Tuesday and OLI on the second Wednesday of the relevant month.

4.3 In terms of Member's time commitment to their Area work the proposals outlined above would give effect to a reduction in days spent on Area Committee business from the current 11 days (6 Area Committees plus 5 LACPG's) to 4 full days for these, plus 4 half day business meetings per year. Area Committees would, of course, be able to have less frequent business days if they were so minded, as is currently the case. In addition, it is proposed that Members would be involved in one Area Forum, similar to the previously held Forward Together Events meeting of the Local Area Community Planning Partnership per year, which it is suggested would take place in November. As noted at 4.1 above, the proposal to hold the Area Forum in November, if agreed, will also require to be presented as a recommendation from the Council to the Community Planning Partnership for their approval prior to implementation. In addition resources would have to be identified from partners as appropriate to facilitate this type of event.

5. POLICY DEVELOPMENT GROUPS

5.1 Policy Development Groups will be appointed in terms of the Scheme of Administration and Delegations which is referred to in Standing Order 26.

5.2 Standing Orders 2.1, 2.3, 2.4, 3.1 – 3.5, 7.1 – 7.4 and 17.1 will apply to meetings of any Policy Development Group.

5.3 MEETINGS OF POLICY DEVELOPMENT GROUPS

5.3.1 Without prejudice to the general right of the Council, or the Executive (referred to in this Standing Order as an appointing body) to appoint a Policy Development Group at any time, a minimum of any six Members may propose that a Policy Development Group should be established; the following procedure will apply to the establishment of a Group on the proposal of two or more Members.

5.3.1.1 The Members concerned will set out in a notice to be given to the Executive Director of Customer Services the matters on which it is proposed the Group should be asked to provide advice, together with such other relevant material as the members concerned consider the appointing body might usefully require in order to reach a decision whether or not to establish such a Group;

5.3.1.2 The Executive Director of Customer Services will include the proposal, together with the written material provided by the Members, on the agenda for the next following ordinary meeting of the Executive.

5.3.1.3 In the circumstances that a proposal to establish a Group is to be considered by the Executive then the first two Members signing the proposal will be entitled to speak, but not vote, at the meeting of the Executive at which the proposal is considered even if these two Members are not members of the Committee;

5.3.1.4 In considering a proposal (whether or not submitted in terms of sub-paragraph (1) above) to establish a Policy Development Group, an appointing body may (a) determine that, instead of appointing a Group, the matter contained in the proposal may be added to the Terms of Reference of an existing Group or (b) in the circumstances where (a) does not apply the committee shall resolve either to require a report from the appropriate officer on the implications of establishing such a group in respect of the resources required to take forward the work of the group, the current status (if any) of Council policy on the matter and any other matters relevant to their deliberations to a future meeting of the appointing body or (c) decline to establish such a group without further deliberation

5.3.1.5 When a Policy Development Group is established, the appointing body will appoint the Members of the Group, appoint two of those Members who are Councillors to be the Chair and Vice-Chair of the Group respectively, specify the matters on which the Group is to provide advice, specify the timescale within which the Group is to submit its report or recommendations and any other ancillary matters regarding the operation of the Group as may be desirable.

5.3.1.6 While, normally, a Policy Development Group will report and provide advice to the Executive, the Council or the Executive when establishing a Group may direct that the Policy Development Group reports, instead or in addition, to another constituent part of the Council.

5.3.1.7 At the end of the period mentioned in sub-paragraph (5) of this Standing Order the Group will cease to exist unless before the end of that period the appointing body has substituted a revised period.

5.3.1.8 It will be open to the Executive at any time in the event that the Committee considers the resources available to support the work of Policy Development Groups is insufficient, to recommend to the Council that no further Groups should be established or that the number in total should be limited. If such a recommendation is made no proposal to establish a Policy Development Group which would be contrary to the Council resolution shall be considered unless and until the Council has altered or rescinded that resolution.

5.3.2 The arrangements for meetings of a Policy Development Group will be a matter for the Group concerned, but the chair of a Group may for good cause cancel or alter the place, date or time for a meeting of a Group and may call a meeting of a Group on dates in addition to those already decided by the Group, but not after the summons for the meeting has been issued.

5.3.3 In addition to any report or paper submitted by an Officer of the Council, any Member of a Policy Development Group may, in relation to any research which she/he may have undertaken, submit a report or paper for consideration by the Group, provided that report or paper is made available in time for inclusion with the agenda of business for the meeting, and any other Member of the Council may similarly submit such report or paper and may speak to the Policy Development Group in relation to that report or paper.

5.3.4 In addition to the consideration of any report or paper submitted by a Member or Officer, a Policy Development Group may seek and/or consider a report, paper or presentation from other persons, whether inside or outside the Council, but such persons shall not participate as Members of the Group.

5.3.5 While the minimum quorum for an effective meeting of a Policy Development Group to take place will be three Members of the Group, the report or reports of the Group which contain the advice and recommendations of the Group will require to be considered at a meeting of the Group at which at least half of the Members of the Group are present.

5.3.6 The content of the advice or recommendations which any Group provides will be reached if possible by consensus amongst the Members of the Group, and in the event of any difference of view which will be determined in accordance with these Standing Orders as they would apply to a meeting of a Committee of the Council, the report or reports of the Group will in addition to the advice and recommendations of the Group include a note setting out the views of those Members who may not concur with that advice or those recommendations. Other decisions by the Group relating to their procedure and operation will be reached in accordance with these Standing Orders as they would apply to a meeting of a Committee of the Council.

6. CONCLUSIONS.

6.1 The Short Life Working Group has considered existing Political Management Arrangements and taken cognisance of views expressed to it and the need to ensure that these arrangements remain fit for purpose as the Council moves forward. Specifically, concerns about Performance Review and Scrutiny and corporate Policy Development have been addressed in the recommendations being made in this report. Additionally, changes being recommended in regard to frequency and scheduling of Area Committee and Local Area Community Planning meetings should enable more efficient decision making and service overview at local level across the Council.

7. IMPLICATIONS

Policy:

Financial:

Personnel:

Equal Opportunities:

For further information contact: Douglas Hendry Executive Director, Customer Services

Date: 12th April 2012

Appendix 1, Performance Review and Scrutiny Committee.

The Performance Review and Scrutiny Committee will be responsible for the following:

Performance Review

(1) Reviewing performance when viewed against policy objectives arising from:

a) The Planning and Performance Management Framework and the quarterly performance reports to committee.
b) External inspection reports e.g. School Inspections.
c) The Community Planning Partnership and other major partnership projects.
d) Specific performance reports requested by the committee.
e) Ad hoc performance reports presented to the Committee by Chief Officials.
f) Any other reports of a performance-related nature.

(2) Making recommendation to the Executive on performance matters in relation to (1) above.

Scrutiny

(1) Monitoring the delivery of corporate improvement programmes and ensuring that they are progressing in line with corporate aims and objectives. Reporting findings and recommendations to the Executive.

(2) Commenting on decisions and policies agreed by the Executive and other committees and the impact they have on Argyll and Bute as an area, and making recommendations as appropriate to the Executive.

(3) Inviting Executive members to attend and elaborate on Executive decisions or proposals.

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